



CITY OF SALINAS, CALIFORNIA

PROPOSED

OPERATING BUDGET

FY 2019 – 2020



CITY OF SALINAS
PROPOSED OPERATING BUDGET
Fiscal Year 2019 – 2020



JOE GUNTER
Mayor



SCOTT DAVIS
Councilmember
District 1



TONY BARRERA
Councilmember
District 2



STEVE MCSHANE
Councilmember
District 3



GLORIA DE LA ROSA
Councilmember
District 4



CHRISTIE CROMEENES
Councilmember
District 5



TONY VILLEGAS
Councilmember
District 6

RAY E. CORPUZ, JR.
City Manager

CHRISTOPHER A. CALLIHAN
City Attorney

KRISTAN LUNDQUIST
Library and Community Services Director

ADELE FRESE
Police Chief

PABLO BARRETO
Fire Chief

JIM PIA
Assistant City Manager

DAVID JACOBS
Public Works Director

MEGAN HUNTER
Community Development Director

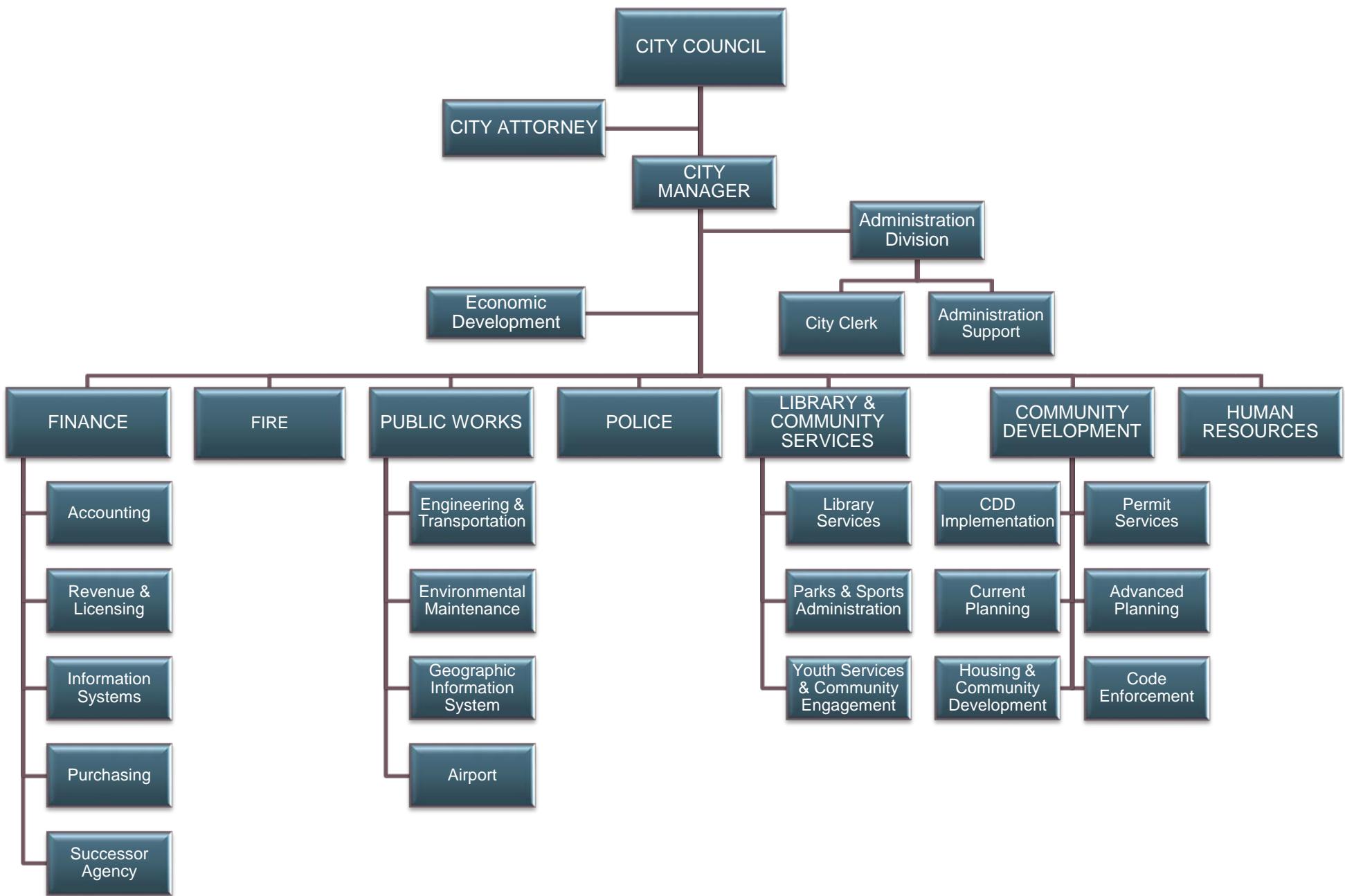
MATT N. PRESSEY, CPA
Finance Director



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CITY OF SALINAS

Organizational Chart





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City of Salinas

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June 4, 2019

Honorable Mayor and City Council of the City of Salinas:

It is my privilege to present the Proposed FY 2019-20 Annual Budget.

Executive Summary

I am pleased to present to you the FY 2019-20 Operating Budget for the City of Salinas. This year's budget continues to be a significant investment in the core services and City Council strategic plan priorities for our community.

The FY 2019-20 budget is the second year of a series of significant challenging years ahead. The outlook shows healthy resources, however, the trajectory of forecasted expenditures far outpace the revenue growth. This financial forecast is the same for almost every City in California because of salaries and benefits including the PERS retirement increases where the cost will almost double during the seven-year phase-in. With this understanding of the future, the City has been working hard to implement strategies to address the future challenges. Last year, the City made difficult short-term and long-term decisions to balance the \$7.4 million deficit. This effort significantly helped balance this year's budget. This year's budget is balanced on improved revenue and controlling the main cost drivers of the City. The largest cost driver is salaries. To make it through the next seven years, the City needs to control salaries. Until something else changes, no employee raises are proposed in this budget for next year or the PERS seven-year phase-in period.

Amid challenging deficits, the City continues deploying approximately \$6.5 million of Measure X and SB1 funding for maintaining and improving the City's roads and sidewalks. The City is also approximately 40% through the construction of the long-awaited new Police Services Headquarters and expanded El Gabilan Branch Library.

Budget Summary

Operating Budget:

General Fund, Measure E & G	\$ 118,403,583
Other Operating Funds	<u>45,621,673</u>
Total Operating Budget	164,025,256
Capital Budget	<u>32,504,062</u>
Total City Budget	<u><u>\$ 196,529,318</u></u>

As shown in the table above, the City's proposed FY 2019-20 General Fund, Measure E and Measure G Operating Budget totals \$118,403,583. The balance of the budget includes Special Revenue Funds, Internal Services, Enterprise Operations, Assessment and Maintenance Districts, Grants, Agencies, and Debt Service operating funds totaling \$45,621,673 and the Capital Improvement Budget totaling \$32,504,062. The total City Budget is \$196,529,318.

City Council Goals and Objectives and Priority Based Budgeting

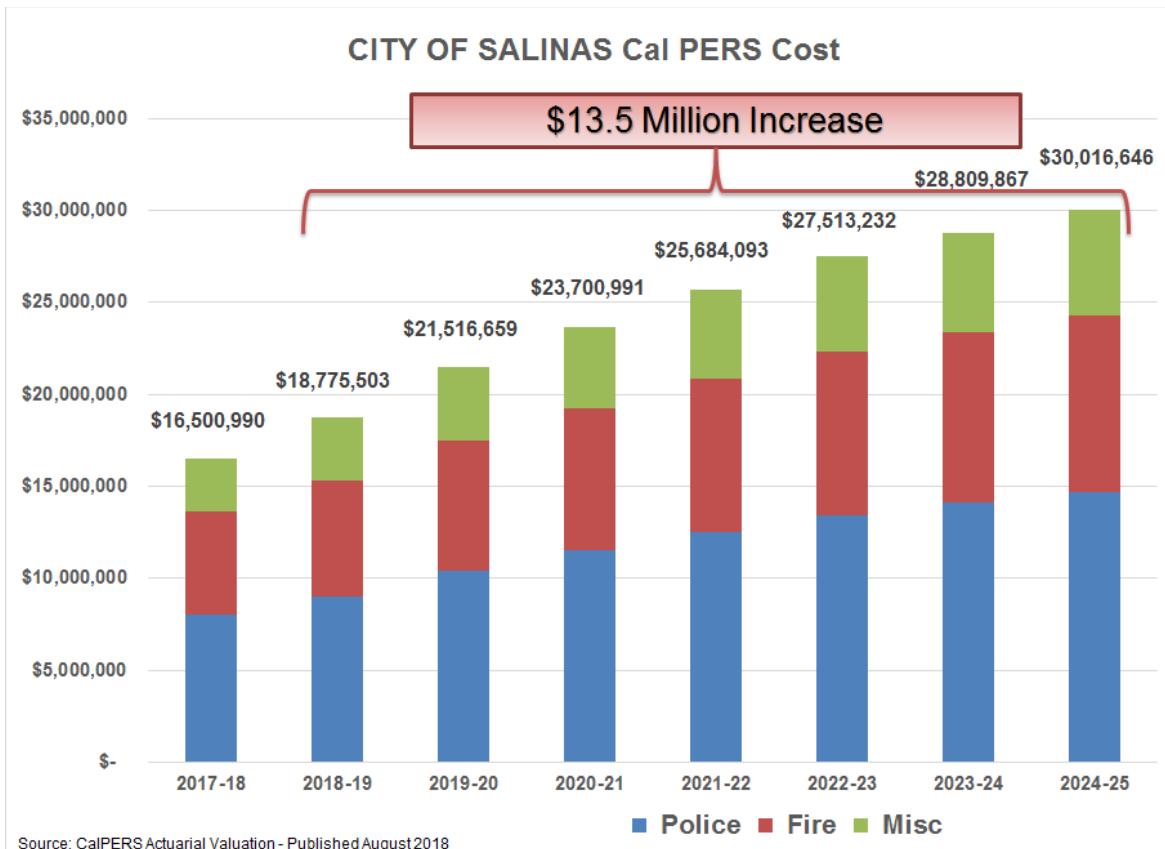
The City budget is developed in alignment with the City Council Strategic Plan for 2016-2019. The City Budget was also developed using the Priority Based Budget tool to allocate resources to where it matters most.

Budget Process

The FY 2019-20 budget process began in January where staff began working on the CIP through new newly implemented software (PlanIt). In February 2019, staff reviewed and projected the revenue forecast. In March 2019, budget instructions and budget packets were distributed to each department, which included a budget calendar, organization charts, summary of benefit assumptions, prior year department budget narratives and a template for performance measures. Department staff received refresher training and instruction on how to enter and use the New World budget system. Individual departmental budget meetings were conducted with the City Manager and the Finance Director during April, several follow-up progress meetings were held by the Executive team in May and as a result, culminated with this budget document.

Fiscal Outlook and Sustainability – General Fund, Measure E and G

The City's costs are projected to outpace the City's revenue in the coming years. The top four cost drivers are salaries, retirement, health insurance, and workers' compensation. The impact of salary increases from the last round of labor negotiations added \$22.8 million to the budget during the last three years. The largest impact, at more than half of the \$22.8 million, came from the Salinas Police Officers Association (SPOA) agreement (\$11.6 million). The second largest cost driver is retirement pension costs. CalPERS lowered the discount rate in December 2016, which will cost the City \$60.5 million cumulatively over the 7-year phase-in period starting in FY 2018-19 and ending in FY 2024-25, based on the latest actuarial reports from CalPERS. The City's pension cost will almost double from \$16.6 million in FY 2017-18 to \$30.0 million by FY 2024-25, as shown in the graph below. The increase in cost from the CalPERS discount rate change and the SPOA labor contract are likely the largest two single fiscal impacts in the City's history.

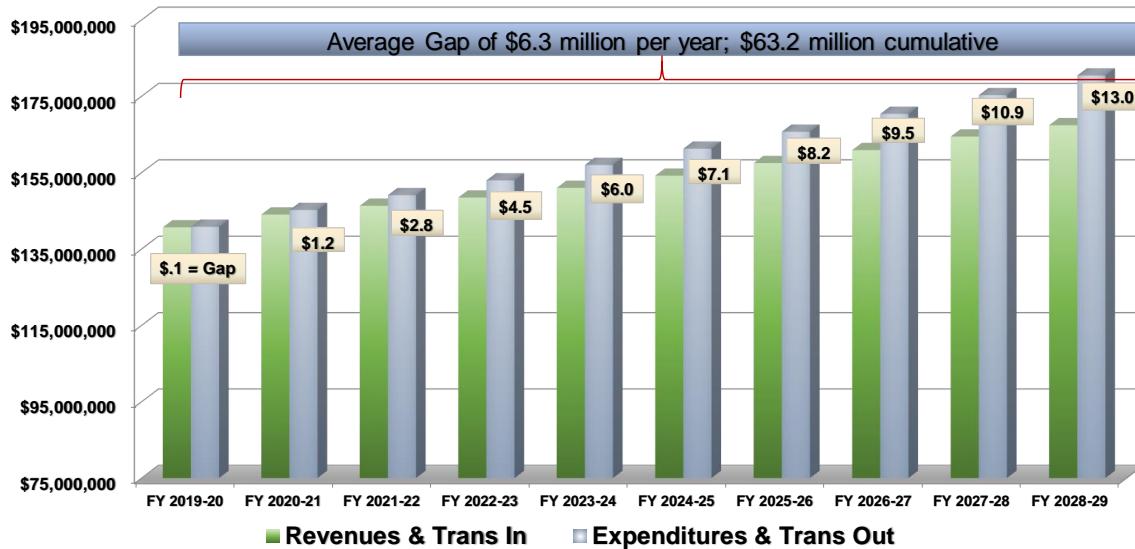


Fiscal Forecast

The General Fund, Measure E and G forecast has been refreshed, which takes into consideration the existing operating programs and their full cost. It also refreshes the revenue forecasts with the most recent historic trends and information on new development and improvement of property and retail establishments.

The gap between revenue and expenditures over the next ten years is about the same as what was projected last year. For 2019-20, revenues have improved slightly by \$1.3 million and costs are slightly lower than what was reported last year for 2019-20 by approximately \$290,000. Revenues are up mainly because of better than expected growth in property tax and business license tax. In FY 2020-21, the deficit (gap) is \$1.1 million and grows to \$13.0 million by FY 2028-29. The average gap over the next 10 years is \$6.3 million and a cumulative total of \$63.2 million. The main reason for the structural deficit, where the expenditure growth exceeds the revenue growth continually for the long-term, is a result of the compensation costs growing faster than the projected revenue. Controlling the main cost drivers of salary, pension, health insurance, and workers' compensation is the key to managing this projected problem.

General Fund, Measure E & G Forecast



The Salinas Plan and Fiscal Sustainability

The Salinas Plan is a Ten-Year Plan designed to provide the City with a path toward maintaining a long-term balanced budget while preserving City services and addressing the affordable housing crisis. The plan provides 32 recommended initiatives. The 32 recommended initiatives are now in various stages of progress and are described in more detail in the Salinas Plan section of this budget.

Staff has begun work on many of these initiatives – however, the sheer number of them prevents staff from pursuing all of them at once. Therefore, staff has identified certain key initiatives that will be the immediate priority. In particular, the Salinas Plan model assumes that nine of these initiatives would have a specific financial impact during the upcoming fiscal year (FY 2019-20).

In addition to the 32 recommended initiatives formally documented in the Salinas Plan, with some overlap, the City has also been diligently focusing on the following areas:

- **Storm Water Fee Study and Fee Implementation**
 - Has the potential to generate \$2.5 million in revenue to fund the unfunded Federal clean water mandate that is currently paid by the General Fund.
 - A study is underway to:
 - Developing a stormwater inspection fee: This will entail reviewing the City's current operating costs to perform stormwater inspections of construction sites, commercial/industrial facilities and create a cost-justified inspection fee for each type of inspection; and
 - Evaluating the feasibility of a City stormwater utility: This involves developing a stormwater utility, determining the stormwater capital and financial needs necessary to establish a utility, and developing the

methodology for community outreach to achieve a successful stormwater utility. The team's ability to provide a clear project plan and approach towards the successful implementation of a stormwater utility are critical factors in the selection process; and

- Updating the City's sanitary sewer rates: This will include reviewing the City's current sanitary sewer fees, determining what the fee should be to provide a sustainable funding mechanism for the City's system, and research on funding a portion of the City's stormwater program needs, if and where a nexus exists (subject to legal review). Justifiable and equitable methodologies should be provided for appropriate user fees adequate to fully fund the expenses associated with utility system operations, including capital expenditures.

- **Bargaining Group MOU's**

- Controlling the cost increases to MOU's will have a large impact on the structural deficit. The FY 2019-20 budget reflects a zero cost of living increase for all bargaining groups. The forecast reflects a 2.5% cost of living increase beginning in FY 2020-21.

- **Cannabis**

- The impact to the General Fund is too uncertain and speculative at this time to rely on for budgeting purposes, however, the City is expecting approximately \$1.2 million annually going forward. Any revenue received will be used for one-time needs.

- **Future Growth Area**

- The City is in the process of finalizing two of the three specific plans with the developers.
 - The future net fiscal impact to the City is positive and significant.

- **Economic Development Element**

- Continue to promote and facilitate development of the 558 currently undeveloped acres for commercial, mixed use, and/or industrial development designated in the economic development element.
 - The economic development element establishes clear policies and actions to promote development.

- **Opportunity Zones**

- Stimulate private investment by identifying potential projects within the federally designated Opportunity Zone and marketing those sites to potential investors.
 - Identify ways to determine if Opportunity Zones can be used to help fund public facilities in need of repair or replacement.

- **Agricultural technology (AgTech)**
 - Continue to grow the local economy by promoting the joining of the Silicon Valley and Salinas Valley.
 - This economic development effort has yielded over 50 new AgTech start-up companies and several new small businesses.
 - Increased exposure has resulted in positive media coverage, which helps the City attract businesses and investment by establishing it as a good location to do business.
 - Has resulted in greater collaboration between the City, industry, and educational partners, which establishes the foundation for more partnerships in the future.
 - Has resulted in new programs, such as coder dojo and Digital NEST, that help youth obtain tech-related skills that will help them obtain better-paying jobs in the future.

State Budget and Local Impacts

Governor Gavin Newsom released his revised FY 2019-20 Budget Plan on May 9, 2019. The Governor's May Revise budget is \$213 billion, an increase from the \$209 billion in his January proposal. The budget reflects the Governor's dedication to addressing California's housing affordability and homelessness crisis and expands the resources local governments have to combat these challenges (\$1.75 billion). An additional \$150 million for homelessness services and resources was added, which increased the state's support to prevent and mitigate homelessness to \$1 billion. On a conservative note, the Governor repeatedly mentioned, during his press conference, the inevitable slower economic growth trends that are forecasted to occur in FY 2022–23 and contributed an additional \$1.2 billion into the Rainy Day Fund, bringing the total reserve to \$16.5 billion. The fund is projected to reach its ten percent constitutional cap in FY 2022-23, two years earlier than predicted in January.

Revenue Assumptions

The City's FY 2019-20 proposed budget is built using economic assumptions to estimate revenue. Staff uses a variety of sources to determine revenue assumptions including the Monterey County Assessor's office and HdL Coren & Cone (the City's property tax auditors and sales tax consultants/auditors), the State Controller's Office, the State Board of Equalization, and other sources as appropriate. Assumptions for the major General Fund revenue sources are:

- Property Tax
 - FY 2019-20: Assumes 4% growth from what the City will receive this year based on current trends and factoring in the Monterey County Assessor estimates. The growth from last year's FY 2018-19 adopted budget is 7.5% as a result of receiving 3.5% more in property tax than originally expected for FY 2018-19.
- Sales & Measure E & G Taxes
 - FY 2019-20: Assumes 3.0% growth from the prior year adopted budget largely based on current year performance and projected economic trends.

When comparing the current FY 2018-19 actual amount to the FY 2019-20 projected budget, sales tax is projected to decrease by 0.7%.

- Utility Users Tax
 - FY 2019-20: Assumes 0.0% increase to the current year actual levels.
- Franchise Fees
 - FY 2019-20: Assumes 0.7% decrease based on current year performance.
- Business License Tax
 - FY 2019-20: Assumes 6.8% based on current year performance and the general economic outlook.

Major Revenue Summary

Ninety percent of the City's revenue comes from the five revenue sources listed above. Of the 90%, 79% of the City of Salinas' revenue comes from two major revenue sources: property tax and sales tax (including Measure E and Measure G). Another 21% come from utility users tax, franchise fees, and business license tax.

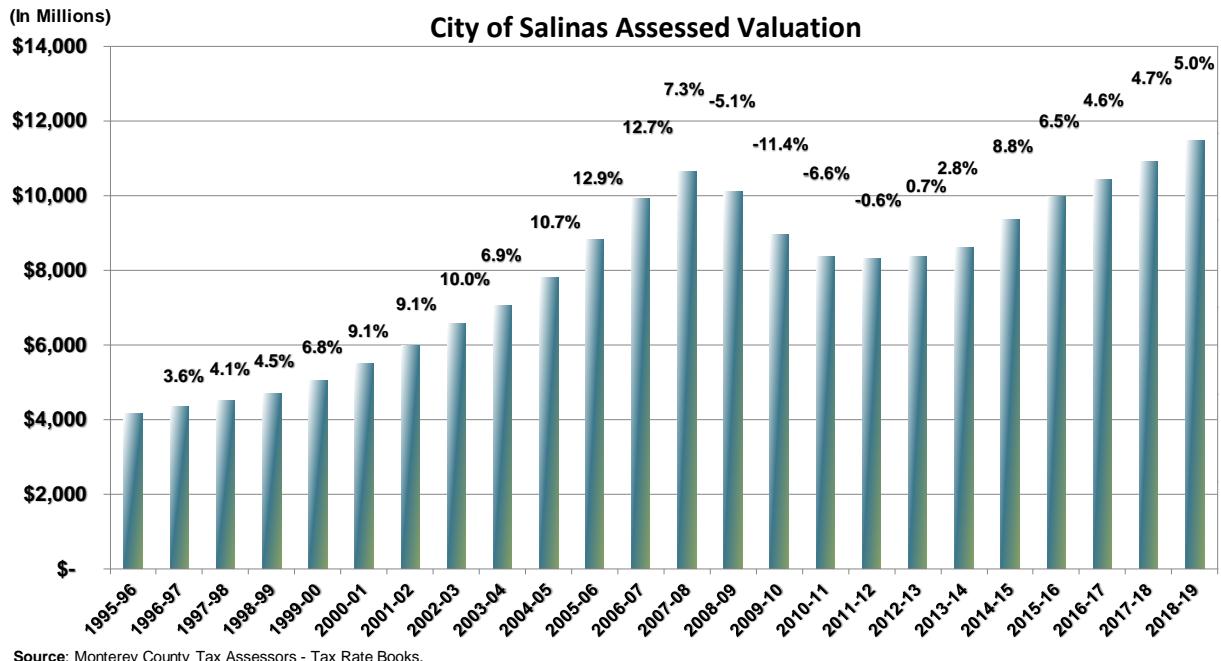
FY 2019-20 General Fund and Measure E & G revenue estimates total \$140,662,250. The major revenue categories are classified and discussed below:

General Fund, Measure E and G **FY 2019-20 Estimated Revenue**

	FY 2018-19	FY 2019-20		%		
	Adopted	Proposed		Budget	Change	Change
	Budget	Budget	%	Change	%	
Property Tax	\$ 28,869,660	\$ 31,038,000	22%	\$ 2,168,340	7.5%	45.3%
Sales Tax	29,267,000	29,950,000	21%	683,000	2.3%	14.3%
Measure E Tax	12,555,000	13,048,000	9%	493,000	3.9%	10.3%
Measure G Tax	24,943,000	25,793,000	18%	850,000	3.4%	17.8%
Utility Users Tax	12,237,000	12,240,000	9%	3,000	0.0%	0.1%
Franchise Fees	8,865,000	8,800,000	6%	(65,000)	-0.7%	-1.4%
Business Lic Tax	4,964,000	5,300,000	4%	336,000	6.8%	7.0%
TOT	2,900,000	3,000,000	2%	100,000	3.4%	2.1%
Other Rev/Transfers	11,276,924	11,493,250	8%	216,326	1.9%	4.5%
Total	<u>\$135,877,584</u>	<u>\$140,662,250</u>	<u>100%</u>	<u>\$ 4,784,666</u>	<u>3.5%</u>	<u>100.0%</u>

Property Tax

The amount of property tax the City receives is determined based on growth and declines in property values. The City's historical property assessed value growth/declines for property tax collections shown in the graph below:



Source: Monterey County Tax Assessors - Tax Rate Books.

Overall, the City's annual property tax reduced \$7.8 million (27.2%) from the high in FY 2007-08, prior to the housing downturn, to the low in FY 2011-12. Now, strong recovery and growth has occurred and the assessed value has exceeded the high during the last two years. Estimates for FY 2019-20 reflect a growth of 4.0%, based on discussions with the County Assessor.

Sales Tax/Measure E/Measure G

The City's share of the 7.50% sales and use tax collected on retail sales is one percent (1.0%), which is credited to the General Fund. The City also receives revenues from a 0.5% transaction and use tax approved by Salinas's voters thirteen years ago and was extended with no sunset on November 6, 2012, which is accounted for separately in the Measure E Fund. Similarly, on November 4, 2014, the voters approved a one cent transaction and use tax called Measure G.

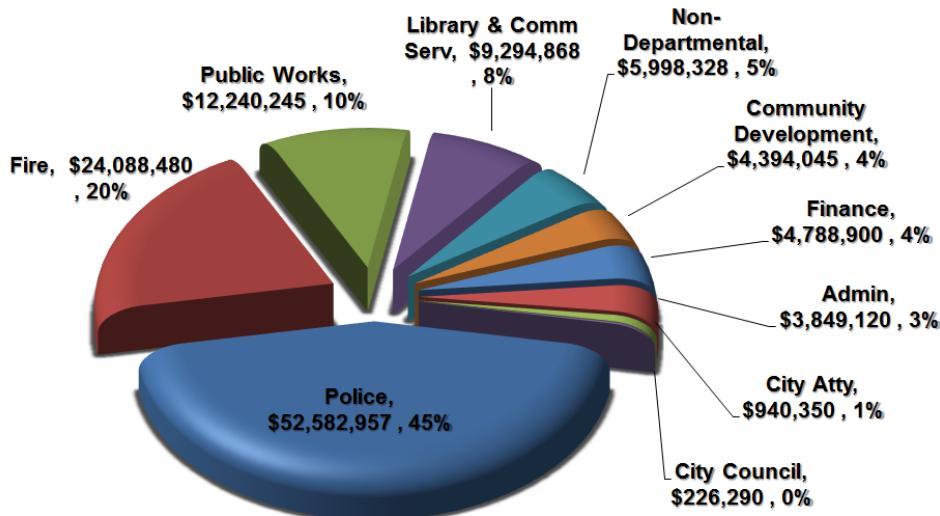
After ten consecutive quarter declines that began in April 2007 and a loss of \$4.5 million by April 2009, sales tax has fully recovered and has exceeded the peak it hit in FY 2006-07.

HdL, the City's sales tax consultants/auditors, and their partnership with Beacon Economics, have evaluated trends in each sector and national and economic drivers. They are estimating an overall FY 2019-20 decrease of \$212,800, or 0.7% from the actuals projected for FY 2018-19. Autos & Transportation and Fuel and Service Stations are expected to decline by \$254,000 and \$102,000, or -4% and -2.9%, respectively, while the State & County Pool and Restaurants & Hotels are expected to increase by 148,000 and \$115,000, or 3.9% and 4%, respectively. When comparing to the FY 2018-19 adopted budget, the change is a 3% increase. FY 2019-20 sales tax is estimated at \$29,950,000, Measure E tax estimate of \$13,048,000, and Measure G is estimated at \$25,793,000.

General Fund and Measure E & G Expenditures

The FY 2019-20 General Fund, Measure E & G recommended operating budget totals \$118,403,583, a 4.3% increase from last year's total of \$113,484,033. Public Safety expenditures represent 65.0% of the operating budget. The recommended FY 2019-20 General Fund, Measure E & G operating budget, by department/service activity is as follows:

General Fund & Measure E & G FY 2019-20 Expenditure Budget \$118,403,583



Note: The Fire budget excludes \$953,200 transferred out of GF for Fire Department Paramedic Services.

The changes from the last year's FY 2018-19 Adopted Budget are shown in the table below:

Department	FY 2018-19	FY 2019-20	% Change		
	Adopted Budget	Proposed Budget	%	Change	Change
City Council	\$ 249,110	\$ 226,290	0.2%	\$ (22,820)	-9.2%
Administration	4,013,575	3,849,120	3.3%	(164,455)	-4.1%
City Attorney	892,950	940,350	0.8%	47,400	5.3%
Finance	4,882,350	4,788,900	4.0%	(93,450)	-1.9%
Comm. Development	4,021,290	4,394,045	3.7%	372,755	9.3%
Police	51,247,420	52,582,957	44.4%	1,335,537	2.6%
Fire	22,504,480	24,088,480	20.3%	1,584,000	7.0%
Public Works	11,689,990	12,240,245	10.3%	550,255	4.7%
Library and Community Serv.	8,572,808	9,294,868	7.9%	722,060	8.4%
Non-Departmental	5,410,060	5,998,328	5.1%	588,268	10.9%
Total Exp. Budget	<u>\$113,484,033</u>	<u>\$118,403,583</u>	<u>100.0%</u>	<u>\$ 4,919,550</u>	<u>4.3%</u>

Measure E

On May 9, 2019, the Measure E Committee met and received a presentation from staff on the budget proposal. The expenditure budget totals \$13.1 million. The revenue budget is estimated at \$13,048,000, which is an increase of \$493,000, or 3.9%.

Compared to the prior year adopted budget, the total budget increased by \$1,012,290 as shown in the table below. Most of the change is related to the new El Gabilan Debt Service in addition to an increase in personnel costs such as PERS and health insurance. The number of full time authorized positions under Measure E remains the same when compared to the previous fiscal year.

Measure E **FY 2019-20 Operating Budget**

	FY 18/19		FY 19/20		% of		%
	Adopted	Total	Proposed	Total	Change	Change	
Code Enforcement	\$ 425,820	3.5%	\$ 418,280	3.2%	\$ (7,540)	-1.8%	
Finance	62,000	0.5%	62,000	0.5%	-	0.0%	
Fire Marshall	143,920	1.2%	134,750	1.0%	(9,170)	-6.4%	
Insurance - Energy Debt Svc	256,810	2.1%	258,200	2.0%	1,390	0.5%	
El Gabilan Library Debt	-	0.0%	528,500	4.0%	528,500	100.0%	
Legal	10,000	0.1%	-	0.0%	(10,000)	-100.0%	
Library	5,113,563	42.4%	5,376,593	41.2%	263,030	5.1%	
Public Works	729,700	6.1%	785,130	6.0%	55,430	7.6%	
Parks & Recreation	1,091,250	9.1%	1,136,040	8.7%	44,790	4.1%	
Youth Serv. & Com. Engagement	285,920	2.4%	309,200	2.4%	23,280	8.1%	
Police	<u>3,931,940</u>	<u>32.6%</u>	<u>4,054,520</u>	<u>31.0%</u>	<u>122,580</u>	<u>3.1%</u>	
	<u>\$ 12,050,923</u>	<u>100.0%</u>	<u>\$ 13,063,213</u>	<u>100.0%</u>	<u>\$ 1,012,290</u>	<u>8.4%</u>	

Please see the Measure E section of this Operating Budget document for more details on Measure E. Measure E is also funding \$931,250 for four projects: \$500,000 for the El Gabilan Library, \$125,000 for the El Gabilan Library opening day collection, \$206,250 for the El Gabilan Library sorter, and \$100,000 for tennis court improvements.

Measure G Oversight Committee

On May 16, 2019, the Measure G Committee met and received a presentation from staff on the budget proposal.

Measure G sales tax for FY 2019-20 is estimated to be \$25,793,000. This represents a \$850,000, or 3.4% increase from the most current projections for FY 2018-19 of \$24,943,000. The FY 2019-20 budget includes \$6,859,031 in capital improvement projects (CIP), a \$2,540,800 transfer out to cover restoring services on Friday (furlough) and general liability insurance premium (mainly for public safety), a \$1,569,800 transfer out for the new Public Safety Building debt service and a \$14,972,710 operating budget. The CIP includes such projects as the new public safety facility, fleet and equipment replacement, General

Plan update, technology, homeless shelter operations, playground improvements, and fire station renovations. The details of the proposed capital projects are in the capital improvement budget document for FY 2019-20.

Measure G
FY 2019-20 Operating Budget

	Adopted	% of	Proposed	% of	%	
	FY 18/19	Total	FY 19/20	Total	Change	Change
Police	\$ 8,075,100	57.0%	\$ 8,708,390	58.2%	\$ 633,290	7.8%
Fire	2,311,190	16.3%	2,561,590	17.1%	250,400	10.8%
PW - Build / Improve / Maintain	1,361,510	9.6%	1,219,890	8.1%	(141,620)	-10.4%
Code Enforcement	404,510	2.9%	420,870	2.8%	16,360	4.0%
Recreation - Youth Prevention	1,093,700	7.7%	1,148,900	7.7%	55,200	5.0%
Economic Development	106,680	0.8%	103,990	0.7%	(2,690)	-2.5%
Support - Technology	284,830	2.0%	306,930	2.0%	22,100	7.8%
Support - Finance	243,620	1.7%	229,200	1.5%	(14,420)	-5.9%
Support - Human Resources	155,260	1.1%	164,270	1.1%	9,010	5.8%
Support - Administration	124,760	0.9%	108,680	0.8%	(16,080)	-12.9%
	<u>\$ 14,161,160</u>	<u>100.0%</u>	<u>\$ 14,972,710</u>	<u>100.0%</u>	<u>\$ 811,550</u>	<u>5.7%</u>

The number of positions funded by Measure G during FY 2018-19 and proposed for 2019-20 are summarized as follows:

	<u>FY 18/19</u>	<u>FY 19/20</u>
Police - Sworn	37.0	37.0
Police - Non-Sworn Support	12.0	12.0
Fire - Sworn	14.0	14.0
Fire - Non-Sworn Support	1.0	1.0
Code Enforcement	4.0	4.0
Public Works - Clean-up	1.0	1.0
Public Works - Park Maint.	1.0	1.0
Public Works - Streets	6.0	6.0
Recreation	6.0	6.0
Youth Services & Community Engagement	2.0	2.0
Support - Technology	2.0	2.0
Support - Finance	2.0	2.0
Support - Human Resources	1.0	1.0
Support - Administration	<u>1.0</u>	<u>1.0</u>
 Total Positions	 <u>90.0</u>	 <u>90.0</u>

The total sworn personnel count for the police department remains at 174 and the staffing figures for all departments remained constant from the previous year. Please see the Measure G section of this Operating Budget document for more details on Measure G.

Retirement Programs

Most California cities participate in the California Public Employees' Retirement System (CalPERS) retirement program. The cost of providing retirement benefits to employees remains a challenge to cities. Retirement costs represent 15% of total personnel costs. The average annual increases in CalPERS retirement costs have been 9.1% since Fiscal Year 2009-10 mainly due to the lower returns realized. CalPERS has made six major policy changes that have resulted in higher pension costs for the State and CalPERS contracting employers. The latest change is a change in amortization policy. It will become effective with rates for FY 2020-21. Overall, it means our annual contribution will increase. It does not change existing UAL amortizations, only future actuarial gains and losses and UAL changes going forward. Future gains will be amortized over 20 years (vs. 30). The biggest change was made on December 21, 2016, where CalPERS Board of Administration lowered the CalPERS discount rate assumption from 7.50 percent to 7.00 percent over a seven-year phase in period. The discount rate is the long-term rate of return, the change will increase public agency employer contribution costs beginning in Fiscal Year 2018-19.

The benefits of reducing the discount rate include:

- Strengthening long-term sustainability of the fund
- Reducing negative cash flows; additional contributions will help to offset the cost to pay pensions
- Reducing the long-term probability of funded ratios falling below undesirable levels
- Improving the likelihood of CalPERS investments earning our assumed rate of return
- Reducing the risk of contribution increases in the future from volatile investment markets

The four changes from 2012, 2013 and 2014 amounted to an increase of approximately \$2.0 million per year for five years and then levels off. The recent change in the discount rate will almost double the annual contribution over the next seven years from \$16.5 million to \$30 million.

Under the Governor's pension reform law called Public Employees' Pension Reform Act of 2013 (PEPRA), new employees began to pay 50% of the normal costs of the pension. Existing city employees or new employees that have been active members in CalPERS within the last six months continue to pay under the existing rates. City Public Safety – Police employees pay twelve (12%) percent of base salary into CalPERS, which was phased in from nine (9%); Public Safety – Fire employees pay ten (10%) percent and it will grow to 12% by the end of this calendar year; non-public safety employees pay seven (7%) percent. Most cities in the City's labor market (comparable cities) pay a portion of the entire employee share. The retirement formula used by the City of Salinas for non-public safety employees is 2% @ 55, at a time when many employee bargaining groups in other cities have negotiated 2.5% @ 55. The retirement formula that the City uses for sworn Public Safety employees is 3% @ 50 with the single highest year of salary. Any new sworn Public Safety employees hired between October 17, 2011 and December 31, 2012 are employed with a retirement formula of 3% @ 55 with a three-year final compensation. Under the new PEPRA law, the retirement formula is 2% at 62 for non-public safety employees and 2.7% at 57 for safety employees, with the exception of new fire employees hired after March 4, 2014, which will be under the 2.5% at 57 formula as a result of City's fourth tier of pension reform.

The City's plans have the following unfunded liabilities and funding status:

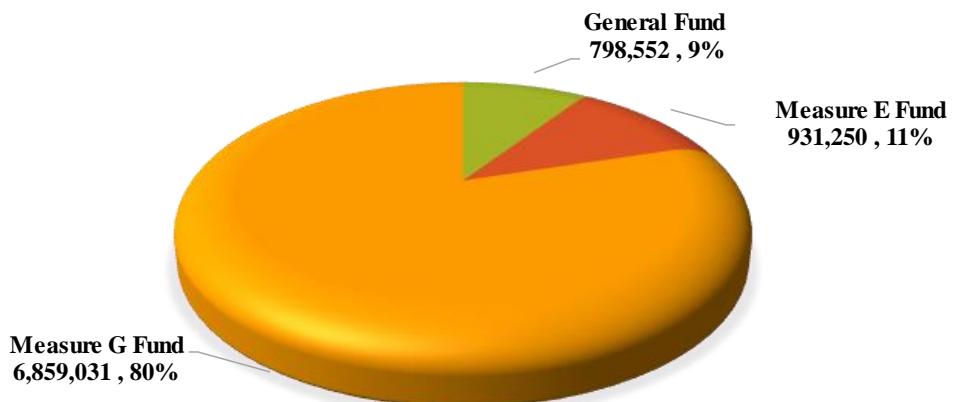
- Miscellaneous: \$30.1 million (72.2% funded)
- Police Safety: \$97.2 million (65.0% funded)
- Fire Safety Tier 1: \$55.1 million (65.8% funded)
- Fire Safety Tier 2: \$155.9 thousand (94.3% funded)
- Fire Safety Tier 2 PEPRA: \$26.0 thousand (95.9% funded)

The City budgeted \$16.0 million, to pay the cost for the Public Safety retirements (79% of the total PERS cost) and \$3.7 million for non-public safety retirements (21% of the total PERS cost). At the end of FY 2017-18, the City paid \$11.3 million to PERS as a strategic cost cutting measure, where the City will save approximately \$1.9 million a year plus interest savings.

Capital Improvement Program

The Capital Improvement budget includes a number of General Fund and Measure E and G funded investments. The recommended General Fund items have been significantly scaled down to minimal levels. Measure G funded capital project items total \$6,859,031. Measure E is providing funding for the El Gabilan Library (\$500,000), El Gabilan Library opening day collection (\$125,000), El Gabilan Library sorter (\$206,250) and tennis court improvements (\$100,000).

General Fund, Measure E and G CIP Budget Projects



General Fund
CIP Budget Projects

Department - Project	FY 19-20 Proposed
Community Development	
9001 - Permanent Homeless Shelter	\$ 125,000
Community Development Total	125,000
Finance	
9102 - PCs & Networking	250,000
9146 - Financial & HR Management ERP System	8,000
Finance Total	258,000
Fire	
9411 - Fire Hydrant Repairs	30,000
Fire Total	30,000
Police	
9304 - Abbott St Safety Building	225,552
Police Total	225,552
Public Works	
9111 - Tech & Business Process Innovation	50,000
9875 - City Facilities Repainting	50,000
Public Works Total	100,000
Internal Service	
9147 - Generator Replacement	60,000
Internal Service Total	60,000
Grand Total	\$ 798,552

Measure E Fund
CIP Budget Projects

Department - Project	FY 19-20 Proposed
Library	
9100 - El Gabilan Library Opening Day Collection	\$ 125,000
9113 - El Gabilan Library Sorter	206,250
9166 - New El Gabilan Library	500,000
Library Total	831,250
Recreation	
9022 - Tennis Court Improvement	100,000
Recreation Total	100,000
Grand Total	\$ 931,250

Measure G Fund
CIP Budget Projects

Department - Project	FY 19-20 Proposed
Community Development	
9181 - Downtown Streets Team	\$ 325,000
9187 - Shelter Operations	200,000
9215 - HUD Consolidated Plan	60,000
9701 - General Plan Update	200,000
Community Development Total	785,000
Finance	
9102 - PCs & Networking	40,000
9159 - Network Equipment Upgrades	10,000
9160 - Wireless Network Coverage	10,000
Finance Total	60,000
Fire	
9213 - Fire Radio Command/Mobile Data Comp	184,240
9235 - Fire Station Renovations	628,500
Fire Total	812,740
Police	
9017 - Motorola Radios	225,370
9096 - Weapons and Safety Equipment	10,000
9244 - New Police Facility	2,927,222
Police Total	3,162,592
Public Works	
9060 - Playground Improvements at Parks	50,000
9068 - City Cleanup Program	150,000
9142 - Safety Tree Trimming City Parks	50,000
9217 - Facilities ADA Transition Plan & Improve	20,000
9875 - City Facilities Repainting	20,000
Public Works Total	290,000
Internal Service	
9269 - Facilities Vehicles Replacement	20,900
9270 - Parks Vehicles Replacement	26,950
9271 - Urban Forestry Equip Replacement	178,904
9273 - Fleet Vehicles Replacement	4,960
9525 - Fleet Replacement	80,000
9540 - Fire Vehicle Replacement	786,985
9579 - Police Vehicle Replacement	650,000
Internal Service Total	1,748,699
Grand Total	\$ 6,859,031

The CIP is contained in a separate document and provides detailed information for each capital project included in the FY 2019-20 Capital Improvement Budget and Capital Improvement Program (FY 2019-20 through FY 2024-25).

General Fund, Measure E and Measure G Operating Reserves

The City's Financial Policies provide that the City "strive" to maintain an eight (8%) percent General Fund Operating Reserve. Five (5%) percent of the reserve is required primarily for cash flow purposes. Reserves above the five (5%) percent level can be characterized more as "rainy day" funds to guard against economic uncertainties. While a prudent reserve is certainly a worthy policy, it must be balanced with the fact that residents pay taxes for one purpose – to benefit from programs and services paid for with those taxes.

During the Great Recession, the FY 2009-10 Budget was balanced using \$9.4 million of General Fund/Measure E reserves. The use of reserves in both FY 2008-09 and FY 2009-10 was required to maintain services and were depleted to zero. Over the last eight fiscal years using carryover funds and at the mid-year budget review, the City Council has approved replenishing the reserve with amounts almost every time. The General Fund, Measure G and E reserves have grown and are now at \$9.6 million or 8.1% of operating expenditures. The Measure G reserve of \$1,760,000 is 8% of the 1st year estimated Measure G sales tax of \$22,000,000 and will function both as an operating reserve and a capital reserve. In addition to these reserves, the City has reserved \$2,500,000 for the New York Life Retirement Reserve and \$425,000 remaining in the deficit reduction reserve.

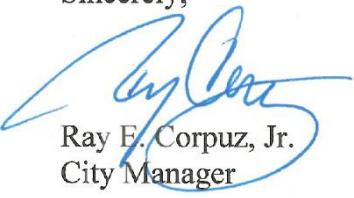
	<u>General Fund</u>	<u>Measure E</u>	<u>Measure G</u>	<u>Total</u>
Operating Reserve	\$ 6,830,000	\$ 962,000	\$ 1,760,000	\$ 9,552,000
Reserve % of FY 19-20 Appropriations	7.5%	7.8%	11.8%	8.1%

Conclusion

As reflected in this transmittal letter, fiscal sustainability is the overarching theme of the FY 2019-20 Proposed Budget and has guided the proposals therein. The City has been fortunate, in the last several years, to experience a robust recovery from the recession, and has been able to fully fund City operations, provide services, fund important capital projects, and continue to build our reserves. A continued recognition of the future challenges and the need for fiscal responsibility is important. The recommended initiatives in the Salinas Plan and other initiatives are all contributing to help the City address the future challenges. I know we will accomplish these very important goals as we continue to work together.

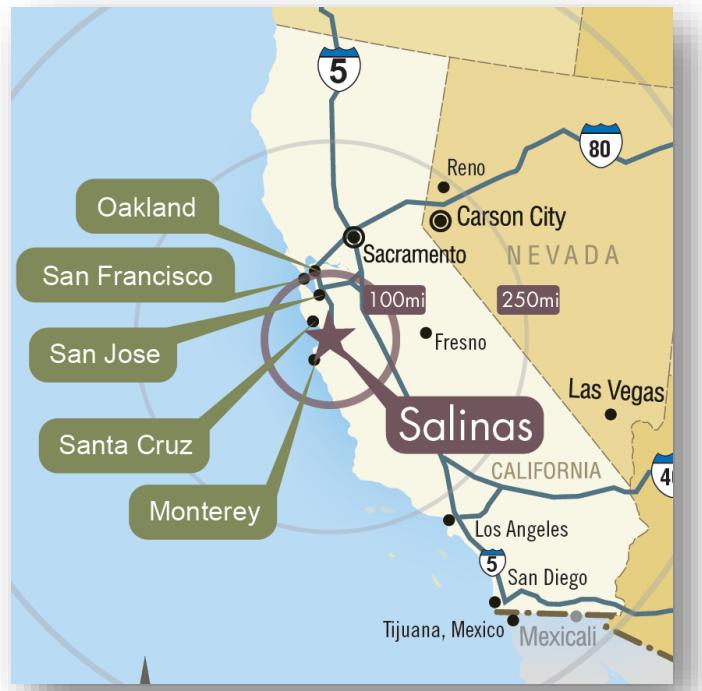
I would like to thank the City Council for its leadership during the last year in continuing to guide City Staff in providing excellent fiscal stewardship and service to the Salinas community. I would also like to recognize the City of Salinas staff for their dedication to this organization. Lastly, I would like to thank the employees in the Finance Department who worked on the budget documents, as well as all other staff who made contributions to its completion.

Sincerely,



Ray F. Corpuz, Jr.
City Manager

COMMUNITY PROFILE



HISTORY

The name Salinas means "salt marsh" in Spanish. The City got this name because at that time there was a large slough that ran through the area. In the mid-1800s, Salinas' agricultural industry began to grow. In 1867, several local businessmen laid-out a town plan and enticed the Southern Pacific Railroad to build its tracks through Salinas City.

Agriculture continued as the area's major industry and today, the Salinas Valley is known as "The Salad Bowl of the World".

The City of Salinas was incorporated as a charter city on March 4, 1874 providing all typical City services: Public Safety (police and fire), Public Works (engineering & transportation, and environmental & maintenance services), Community Development (permit services and planning), Library and Community Services (parks & community services, and library), and General Administrative Services. Business-type City services include: a Municipal Airport, Industrial Waste System, Golf (two municipal golf courses), Sanitary Sewer and Storm Drain Systems, Water Utility, Preferential, Downtown Parking District and Permit Services. The State Department of Finance reports the City's population at 161,784, as of January 1, 2018. The City employs about 597 persons on a full time basis.

CITY GOVERNMENT

The City of Salinas is operates under the Council-Manager form of government. The City Council is governed by a six member Council elected by districts for four-year alternating terms and a Mayor elected at large for a two-year term. The City Council acts as the legislative and policy-making body. Council appoints the City Manager and awards the contract for City Attorney services. The City Manager is the chief administrator and is responsible for implementing the policies and priorities of the City Council. Our current City Hall was built in 1964 and an addition

COMMUNITY PROFILE

was constructed in 1975. Our old City Hall no longer exists, but we have some records of the building dating back to 1907. It was demolished shortly after our current City Hall was opened in 1964.

ECONOMY

Salinas is a global AgTech hub located in the backyard of internationally renowned technology epicenter, Silicon Valley. From the perspective of native son and iconic American author John Steinbeck to the pioneering problem solving that led to the invention of iceberg lettuce and bagged salad, Salinas has a global reputation as a city where agriculture, technology and innovation converge and blossom. Although agriculture is the foundation of the local economy, more than 100 manufacturing firms call Salinas home. Some of the largest employers in the area include: Dole Fresh Vegetable, the County of Monterey and Salinas Valley Memorial Hospital.

HOUSING

Salinas is a community of neighborhoods with a wide variety of housing options. With Victorians and the historic Spanish influence, Salinas provides renters and homebuyers a housing assortment, from modest cottages and modern townhouses to spacious "rancheros" nestled in the oak-dotted countryside.

Newer developments provide attractive and imaginative tract homes and condominiums along side the many modern homes in well-established neighborhoods. Newcomers and longtime residents will find a neighborhood to their liking, regardless of whether they are looking for something larger to accommodate a growing family, or simply want to find smaller quarters for their retirement years.

Salinas offers approximately 46,523 housing units of which 23,620 are detached single family residences, 2,687 are attached single family residences, 3,838 two to four unit multifamily complexes, 14,928 apartment units, and 1,450 mobile homes. The residential vacancy rate is approximately 4.1% at any time during the year.

TRANSPORTATION

The City of Salinas is the county seat of Monterey County, and is located in the Central Coast region of California, 17 miles inland from the Monterey Bay, 325 miles north of Los Angeles and 106 miles south of San Francisco.

Air

The Salinas Municipal Airport serves the City as an element of the national transportation system. It is also an economic development asset and serves as an employment center with over twenty businesses providing jobs. The Municipal Airport has a 6,000-foot and a 5,000-foot lighted runways. Commercial airlines serve at the nearby, Monterey Peninsula Airport.

Bus

Monterey-Salinas Transit (MST) operates local bus service; Monterey-Salinas Airbus offers connections to San Jose and San Francisco airports; Greyhound offers service to all major cities from the Intermodal Transportation Center.

Highways

The major north-south freeway, US-101, bisects Salinas. State highways 68 and 183 connect with scenic Highway 1 accessing the Monterey Peninsula and surrounding cities.

Rail

Union Pacific's main line has daily Amtrak service which runs through Salinas; with a stop at the new Intermodal Transportation Center.

COMMUNITY PROFILE

SCHOOLS

Salinas is served by three elementary school districts, a unified high school district and several private schools at both the primary and secondary level. Hartnell College, a State Community College, offers two-year degrees and occupational certificate programs. California State University Monterey Bay is located less than 15 miles away on the former Fort Ord site, but has strong local presence with their branch located on North Main Street. Graduate studies through Golden Gate University, Monterey Institute of International Studies and Chapman College are available nearby. Also in the area are Moss Landing Marine Laboratory, Monterey College of Law, Stanford University's Hopkins Marine Station and San Jose State University.

COMMUNITY SERVICES

Salinas has extensive health and medical services with two of Monterey County's four hospitals located within the City. Natividad Medical Center recognized as a Medical Center Level II Trauma Center serving the Central Coast. Salinas also offers skilled nursing and convalescent homes and residential retirement facilities for seniors, as well as over 210 practicing physicians.

Fire protection and basic and advanced life support are provided by the City's full service Fire Department. Advanced life support services are provided by the Fire Department's paramedic program with partial funding being provided from a countywide ambulance contract. The City of Salinas has a well-equipped, fully staffed Police Department and receives additional support, as required, from the Monterey County Sheriff's Office.

The City's moderate climate encourages year-round use of its 550 plus acres of municipal parks, which include golf courses, tennis courts and swimming pools. The Salinas Community Center regularly hosts symphonies, ballets, concerts and conventions. Salinas is host to the annual Steinbeck Festival, the California Rodeo, and the California International Airshow. Salinas has a modern California Sports Complex and the National Steinbeck Center. Surrounding Salinas are diverse recreational opportunities including beautiful beaches and the world-famed golf courses of the Monterey Bay Peninsula.

As the retail hub of the Central Coast, Salinas enjoys a wide selection and diversity in its stores. Northridge Shopping Center contains over 120 specialty shops and four major department stores – Macy's, Sears, J.C. Penney and Best Buy. Harden Ranch Plaza includes a Super Wal-Mart, Target, Safeway, specialty stores, restaurants, and banking institutions and future site of a Lowe's Home Center. The Westridge Shopping Center is home to Costco, a second Wal-Mart store, Office Max, Dick's Sporting Goods and a variety of national chain restaurants. The Salinas Auto Center houses nine local dealers. In October 2007, Home Depot moved its operations from Harden Ranch Plaza to the Auto Center area to join Kohl's and other specialty stores. A new Lows opened this last year in the future growth area in the northern part of the City. Additionally, Salinas' location allows quick access to the Monterey Peninsula, as well as the San Jose area.

The City utilizes various Boards and Commissions in the conduct of its affairs. Commissions established by City Ordinance are:

- Airport Commission
- Recreation-Parks Commission
- Library Commission
- Traffic and Transportation Commission
- Planning Commission
- Youth Commission
- Measure E Committee

COMMUNITY PROFILE

- Measure G Committee

Boards and committees established by Resolution of the City Council are:

- Police Community Advisory Committee
- Animal Services Committee
- Finance Committee
- Design Review Board
- Board of Appeals
- Grievance Advisory Board
- Historic Resources Board

BUDGET GUIDE

BUDGET GUIDE

The budget represents the City's work plan in support of City Council goals and policies. It is the City's fundamental policy document, annual financial plan and operations guide expressed in dollars and staff resources. In addition, it informs the public about the City's financial strategies and provides the documentation needed for other financial matters, such as audits, loans and grants.

A sustainable budget allocates limited available resources to the provision of programs, services or projects in support of community needs and expectations, without compromising the long-term financial health of the City. It balances city resources with community priorities and requirements. A budget serves the following purposes:

- Public communication device
- Establishes annual goals and objectives to meet community priorities
- Policy document
- Resource allocation tool
- Spending plan
- Accountability document
- Management tool
- Grants authority to city staff

The annual operating budget is a financial plan for a specific period of time. Salinas prepares a one-year operating budget and a six-year capital improvement budget plan. The operating budget is adopted by Council and implemented by staff. For the City of Salinas the City's fiscal year starts on July 1st and end on June 30th.

DOCUMENT ORGANIZATION

The following section briefly describes the components that comprise the budget document.

Letter of Transmittal

In the transmittal letter to the City Council and Salinas' citizens, the City Manager summarizes the operating budget for the next Fiscal Year (FY) 2019-20. It outlines strategies and objectives for the fiscal years and highlights the most critical issues facing the City.

Community Profile and Budget Guide

This is the current section and it contains a variety of information about the City of Salinas, its history, government, housing, economy, transportation, schools and community services. The budget guide section is an important tool in understanding the budget. Long-term financial strategies and budget policies that provide guidance to city staff are identified. In addition, this section describes the structure of city finances, including financial objectives reporting requirements, reserve descriptions, appropriation control, debt management, and management responsibilities. A brief summary of the annual budget process and a glossary of budget terminology are also included to aid the reader.

Financial Summaries

Local government budgets are organized or separated into various funds in order to account for revenues, which are restricted by law as to how they may be spent. Each fund functions like a separate bank account targeted to a specific purpose or purposes and the City's budget is financed by these different funds. This section of the budget presents the Budget Resolution that captures the Estimated Revenue, Interfund Transfers and Appropriations for FY 2019-20; The Appropriation Limit calculation; Fund Balance projection by fund for FY 2019-20; The Administrative Overhead Rates; A summary schedules of revenues by fund that includes actual revenues for FY

BUDGET GUIDE

2016-17 and FY 2017-18 and estimates for FY 2018-19 and FY 2019-20. Also contained here is the summary of the total full time workforce budgeted for the next year with historical changes in staffing over time.

Financial Policies

An overview of city's financial policies that include Accounting Policies, Reserve Policies, Administrative Fee Policies, Revenue Policies, Operating and Capital Improvement Budget Policies, Debt Policies, Assessment and Community Facilities Financing Policies, Landscape and Lighting Policies, Capital Asset Policies and Risk Management Policies.

Measure E Funds

This section provides historical information about the circumstances surrounding the conception and implementation of the Transaction and Use tax approved by Salinas' voters on November 2005. This section also includes summaries of the Measure E funds budgeted for Operating and Capital Projects for FY 2019-20 and a list of the number of positions funded during the same period.

Measure G Funds

This section provides historical information about the circumstances surrounding the conception and implementation of the Transaction and Use tax approved by Salinas' voters on November 2014. This section also includes summaries of the Measure G funds budgeted for Operating and Capital Projects for FY 2019-20 and a list of the number of positions funded during the same period.

Department Operating Budgets

Here you will find detailed information about each department, including department organizational charts, department and division descriptions including Purpose, Goals, Strategies and Objectives and Major Budget Changes for FY 2019-20, and a financial summary showing funding sources, actual expenditures from FY 2016-17 and FY 2017-18 and projected expenditures for FY 2018-19 and FY 2019-20.

The Capital Improvement Budget is issued in a separate document. Both of these documents are available to residents and interested parties for review at the City's website located at www.cityofsalinas.org.

STRUCTURE OF THE CITY'S FINANCES

One way to view city finances is from the perspective of personal financial planning. It is good financial advice to take time each year to do some financial planning regardless of your personal circumstances. A portion of existing resources is used to pay for necessities (utilities, mortgage). Some of your projected income is used for maintenance needs on assets (car repair, plumbing problems). Yet another part of your income is set-aside for future use or anticipated costs (investment for retirement, buying a new car, insurance premiums, roof replacement, etc.).

A city is required to essentially complete the same type of financial planning. Salinas keeps track of its activities in self-balancing sets of accounts called "funds" which are the basic accounting and reporting components in governmental accounting. Funds are designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Some funds are established to track activities required by law (e.g. gas tax fund), some fulfill revenue requirements (CDBG), and still others demonstrate prudent administrative practices (such as self-insurance funds for General, workers' compensation and liability).

Budget years run in fiscal year cycles beginning July 1 and ending June 30. The City budget is approved and balanced by fund. The vast majority of these fund balance dollars are held for future expenses for several reasons. Special taxes, such as the gas tax, are restricted to specific services and must be carried forward for that purpose (in this case, street improvements). Other balances may result from legal requirements, such as payment of long-term debts for bonds.

BUDGET GUIDE

The City maintains budgetary controls that ensure compliance with the budget approved by the City Council. All activities of the City are included in the annual appropriated budget. The legal level of budgetary control (that is, the level at which actual expenditures may not legally exceed the appropriated amount) is at the fund level, as authorized in the Annual Appropriations Resolution.

BASIS OF ACCOUNTING

Fund Accounting

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The budget is adopted consistent with generally accepted accounting principles. Revenues are recognized on the accrual basis (i.e., when they are earned). Expenditures are recorded when the related fund liability is incurred.

Base Budget: Each department is initially provided an annual appropriation sufficient to fund current service levels and any other costs the department is responsible for managing. This year's base budget involved taking the FY 2018-19 final adopted budget, reducing it for any one-time capital outlay expenditures and includes a Cost-of-living adjustments ranging from 2.5% to 3.0% for both public safety and non-public safety employees, with various bargaining unit increases due on December 8, 2018, January 1, 2019, January 15, 2019, and March 27, 2019. In addition, the budget includes cost increases for other contractual obligations where needed (such as utilities increases, vendor service contract rate increases, etc.)

Carry Over: Unexpended funds from a fiscal year are known as carryover funds. The City Council's past practice is to allocate carryover funds pursuant to the City's adopted financial policies. The policy states "General Fund carryover balances shall be allocated to reserves in the following priority order: 1) Insurance Reserves, 2) Operating Budget Reserve and 3) Capital Improvement Program Reserve."

Long Range Financial Planning

The City has developed a five-year and ten-year forecasting model for operating revenues and expenditures. The City also produces a six-year capital improvements plan.

The Finance Department prepares initial Baseline Budget forecast and allows City Council and departments to focus on policy, program and work plan issues.

Reserves

The General Fund strives to maintain a contingency or prudent reserve, with a target of 8% of the General Fund Operating Budget.

Contingency Reserve Policy

The City Policy endeavors to maintain a contingency reserve for operations to help mitigate the effects of such unanticipated situations as (1) economic downturns, (2) loss of revenues to or imposition of additional costs by other governmental agencies, (3) variances in financial forecasting, and (4) natural disasters. The contingency reserve is funded at a level established by Council each June. All uses of the contingency reserve are approved by the City Council.

Long Term Capital Debt

The City of Salinas uses long-term debt financing only for one-time capital improvement projects and unusual equipment purchases. Long-term capital debt complies with applicable federal and State regulations and is repaid over the legal life of the related asset or twenty years whichever is less. Financing is generally conducted on a competitive basis and the City seeks to maintain its current bond rating.

BUDGET GUIDE

Investments and Cash Management

The City follows the practice of pooling and investing cash of all funds under its control to maximize the return in a safe and prudent manner while at the same time ensuring that the portfolio is sufficiently liquid to meet day-to-day cash needs. There is diversity in the types and maturity dates of investments, which are made in accordance with the California Government Code. The remaining final maturity on investments is limited to five years. Currently, the average life of our portfolio is generally about one year. An Investment Report is submitted to the City Council quarterly, which shows investment activity and the performance of the investment portfolio. The investment policy is reviewed and readopted annually by the City Council, as required by State law.

BUDGET PROCESS

The Salinas' City Council adopts the City of Salinas' annual operating budget no later than June 30 of each fiscal year. Beginning July 1st, the budget process allows the City of Salinas to make resource allocation decisions, including choices about staffing, technology, and equipment, as well as determining which program priorities will be addressed in the coming fiscal year. Although the City Council deliberates the proposed budget in June, the budget process occurs throughout the year. Staff begins in earnest each January based on projections of city revenues, costs associated with contractual obligations, assessment of city needs, and review of the City's overall financial position.

Financial information containing actual revenue receipts and expenditures trends is presented to the Finance Committee at least once every month. During the year, Council amends the budget with the approval of supplemental appropriations and reviews and amends the budget at mid-year and at year-end.

The budget is prepared by the City Manager and adopted by the City Council. The City Council approves operating appropriations at the department and fund level prior to July 1, each year and may amend the budget during the fiscal year. Budgetary control is maintained at the program level. Formal budgetary integration was employed as a management control device during the fiscal year for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise Funds and Internal Service Funds.

Budgets are legally adopted for all Governmental and Proprietary Fund Types. Fiduciary Funds and Agency Funds have no adopted budgets because the City is only required to make payments to the extent funds are available. Agency Fund budgets that are approved by their respective governing boards are recorded in the City's accounting system.

The City Manager may transfer budget appropriations between departments and Department Directors may transfer appropriations between programs and accounts within their individual departments and divisions, but only the Council may appropriate funds from reserves or fund balances.

Budget policy excludes the use of taxes, accounts receivable, interest receivable assets and long-term advances that are not currently available resources for budget purposes. Condemnation deposits, are also excluded because they are returned upon right of way acquisition.

Expenditures may not legally exceed budgeted appropriations at the department level. Budgeted amounts shown are as originally adopted and as amended by the City Council during the year and reviews and amends the budget at mid-year and at year-end.

Appropriations lapse at fiscal year end to the extent they have not been expended. New budget appropriations are approved for the coming year. Project-length financial plans are adopted for all capital projects funds and appropriations are carried forward until project completion. Grant funds are carried forward until the grant expires.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the governmental funds. Encumbrances outstanding at year-end are recorded as

BUDGET GUIDE

reservations of fund balance and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year.

From January through March, departments review their functional responsibilities and services and their current year budget objectives in light of any modifications in Council priorities or other direction to staff. These are considered in conjunction with projections of revenues and expenditures as the departments prepare their preliminary budget requests. Departments develop budgets, which reflect departmental goals and City Council priorities within budgetary constraints.

The City Manager reviews department budget requests in March-April. From these reviews, the budget parameters may be modified and changes made to the preliminary budget for presentation to Council. During the month of April, the Finance Department compiles all department requests and the City's financial data to produce a preliminary document.

The presentation of the City Manager's Proposed Budget in late May is intended to provide the City Council and the public time to review the budget. Included in the City Manager's presentation are an update of the City's financial position and long-range plan, review of the national, state and local economies, and discussion of financial policies and department activities.

After the Council reviews the proposed budget and receives public comment, they may revise the proposed budget. Then, on or before June 30, the City Council votes to adopt the budget, including any amendments to the proposed budget that may occur, by an affirmative vote of the majority of the seven-member City Council. At any meeting after the adoption of the budget, the City Council may amend or supplement the budget by a majority vote of the Council.

Upon final adoption by city ordinance, the budget becomes the legal authorization for the various departments to expend revenues, subject to any controls established by the City Manager, City Council and internal audit requirements. The City Council has adopted several financial and budgetary policies, which address debt, reserves, and spending authorizations.

CITIZEN PARTICIPATION

Salinas' residents are encouraged to participate in the budget planning process through a variety of avenues, such as participating in Council-appointed boards and commissions or by attending budget sessions during the month of May or public hearings at City Council meetings. Citizens may also view and comment on the budget document through the City's Web page located at www.cityofsalinas.org.

Public hearings on the budget occur in late May and June. Citizens have the opportunity to speak about budget issues at these hearings and at virtually any City Council meeting during the year. Council meetings are generally held on Tuesday afternoon beginning at 4:00 p.m. in the Council Rotunda at City Hall, located at 200 Lincoln Ave. Salinas. All council meetings are broadcast live online and televised on the local cable access channel 25 and subsequently aired many times.

GLOSSARY OF BUDGET TERMINOLOGY

A city budget contains specialized and technical terminology that is unique to public finance and budgeting. Therefore, a glossary is provided to help the reader understand terms and vocabulary that are used in this document. Useful terms relevant to the budget process and/or city government are included.

APPROPRIATION An authorization made by the City Council, which permits the City to incur obligations and to make expenditures of resources.

BENEFITS: FULL TIME (FT) Cost to the City for insurance benefits for all regular part time employees. This includes health, disability, and workers' compensation insurance.

BUDGET GUIDE

EDUCATIONAL INCENTIVE PAY Cost to the City for educational incentive pay to eligible public safety employees. For budget purposes, this payment is included as part of the total annual salary for eligible regular full time employees.

BENEFITS: REGULAR FT INSURANCE Cost to the City for insurance benefits for all regular full time employees. This includes the city's cost for health, dental, disability, life, and workers' compensation insurance.

BENEFITS: REGULAR FT LEAVE TIME Compensation for all leave time to employees who are appointed to regular full time positions. For budget purposes, the percentage factor could be applied to net work hours as calculated by the Finance Department.

BENEFITS: REGULAR FT RETIREMENT Cost to the City for Public Employees' Retirement for all regular full time employees. The city participates in two pension plans: the California Public Employees' Retirement System (PERS) for public safety and miscellaneous employees hired after June 1995 or those employees who elected to switch from the other local plan, and the New York Life Retirement Plan for miscellaneous employees hired before June 19, 1995 and who elected not to receive benefits under the PERS system.

BUDGET A financial plan for a specific period of time (one fiscal year) that matches planned revenues and expenditures with various municipal services.

BUDGET ADJUSTMENT A legal procedure to revise a budget appropriation. City staff has the prerogative to move expenditures within or between department programs. Increases to the budget must be approved by the City Council.

BUDGET DOCUMENT The instrument used by the City Manager and staff to present a comprehensive financial program to the City Council.

BUDGET RESOLUTION The official enactment by the City Council to establish legal authority for city officials to obligate and expend city resources and funds.

BUDGETED FUNDS Funds that are planned for certain uses but have not been formally or legally appropriated by the City Council. The budget document submitted for City Council approval is composed of budgeted funds.

BUDGETARY CONTROL The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CAPITAL IMPROVEMENT PROJECTS A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a period of several future years.

CAPITAL OUTLAY Purchase of equipment (including vehicles), tools, and furniture having a value of \$5,000 or more and a normal useful life of two years or more.

CONTRACTUAL SERVICES Expenditures for services which are obtained by an expressed or implied contract, or services which are of such nature that they normally would be obtained by such a contract. Major types of contractual services are advertising, printing and binding services, maintenance and repair services, auto body work, professional services, public utility services, and travel and transportation services.

DEPARTMENT A separate major administrative section of the City which indicates overall management responsibility for a group of related operations within a functional area. The City's structure has fourteen departments.

DEPARTMENT SUMMARY The Department Summary provides a summary of source of funds and expenditures by major category. The source of funds section shows how the fiscal year 2016-17 and 2017-18 actual, the 2018-19 budget and the proposed 2019-20 budget are funded. The expenditure section details both employee services and other resources. The employee services category includes regular full-time, temporary part-time, and overtime. The other resources category includes: supplies/small equipment, outside services/other expenditures, and capital outlay

BUDGET GUIDE

DIVISION A major administrative section of a department indicating management responsibility for a group of related operations within a department.

DIVISION SUMMARY Provides a summary of source of funds and expenditures by major category in the same manner as the Department Summary, described above, except that this summary is at the division level.

ENCUMBRANCE The commitment of appropriated funds to purchase an item or service. To encumber funds is to set aside or "commit" funds for a future expenditure.

ENTERPRISE FUND A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that the revenues are adequate to meet all necessary expenditures. The City of Salinas has the following Enterprise Funds: Airport, Golf Courses, Industrial Waste, Sanitary Sewer, NPDES Storm Drain Sewer, NPDES Street Sweeping, Hitchcock Road Water Utility and the Downtown Parking.

EXPENDITURE Refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained, regardless of when the expense is actually paid. This term applies to all funds. Expenditures are recorded in the City's financial records when the goods, services, or assets are received.

EXPENDITURE BY CHARACTER A basis for distinguishing types of expenditures. The major expenditure categories used by the City of Salinas are Employee Services including salaries, benefits and overtime: operating expenditures (supplies and services) and capital outlay expenditures.

FISCAL YEAR (FY) The time period designated by the City representing the beginning and ending period for recording financial transactions. The City of Salinas has specified July 1 to June 30 as its fiscal year.

FULL TIME EQUIVALENT (FTE) Technique converting labor work hours into a unit measure of equivalent number of full time employees (1 FTE =2,080 annual hours) with the exemption of firefighters that are measured on 2,912 annual hours annually. For FY 2016-17 forward, the budget included employees full cost due to the elimination of the furlough program effective July 1, 2015. Cost of restoring full time service to Salinas' residents (Monday-Friday) is absorbed by the Measure G Fund.

FUND An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities, revenue sources, or government functions. Eight commonly used types of funds in public accounting are: general fund, special revenue funds, debt service funds, capital projects funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

FUND BALANCE Refers to the excess of assets over liabilities and encumbrances at the end of the recorded accounting period. Also known as available funds.

FUNDING SOURCE Identifies which revenues the City will use to pay the expenditures of each department. Some department budgets include revenues from one or more sources, which legally, may only be used for specific purposes, while others rely more heavily on the City's General Fund, which, may be used for any appropriate purpose.

GRANT A donation by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.

INTERNAL SERVICE FUND Funds used to account for the financing of goods or services provided by one city department to another on a cost reimbursement basis.

LETTER OF TRANSMITTAL The opening section of the budget, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal year, and the views and recommendations of the City Manager.

LINE-ITEM BUDGET A budget that lists each expenditure type (salary, supplies, contractual services, etc.) as a separate line item, along with the dollar amount budgeted for each specified category.

BUDGET GUIDE

OPERATING BUDGET The portion of the budget pertaining to daily operations that provides basic governmental services. The operating budget contains appropriations for such expenditures as personnel services, materials and supplies, and capital outlay. It does not include Capital Improvement Project expenditures.

REVENUE Funds the City receives as income. Revenues include such items as taxes, licenses, user fees, service charges, fines and penalties, and grants.

RESERVE An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

SUPPLIES / SMALL EQUIPMENT Items purchased that have a unit value of less than \$5,000 regardless of normal useful life, or have a unit value of more than \$5,000 and a useful life of less than 2 years.

TEMPORARY Describes the job status of an employee as one who works less than full time and in a transitory position.

REVENUES SCHEDULES Complete revenue worksheet for 2016-17 and 2017-18 actuals & 2018-19 and 2019-20 revenue estimates.

REGULAR FULL TIME Describes the job status of a city employee as one who works a full weekly schedule (40 hours for Police sworn and non-public safety employees (adjusted for furlough concessions), 56 hours for Firefighters public safety employees) on a non temporary basis.

FINANCIAL SUMMARIES

Budget Resolution

Fiscal Year 2019-20

RESOLUTION NO. _____ (N.C.S.)
 RESOLUTION NO. _____ (S.A.)

RESOLUTION ADOPTING THE 2019-20 ANNUAL OPERATING BUDGET

BE IT RESOLVED that the Operating Budgets of the City of Salinas and the Successor Agency of the Salinas Redevelopment Agency, including interfund transfers as set forth herein for Fiscal Year 2019-20 commencing on July 1, 2019 be adopted as listed below:

Fund	Description	Estimated Revenue	Interfund Transfers	Appropriations
General Government Funds				
1000 General Fund		97,522,950	(5,513,100)	91,154,360
1100 Measure E		13,108,000	(86,700)	12,276,513
1200 Measure G		25,943,000	(4,110,600)	14,972,710
2200 Local Public Safety		912,000		680,000
2501 Emergency Medical Services		145,000	953,200	1,088,200
2502 Asset Seizure		21,050		45,000
2503 Traffic Safety		250,000	(250,000)	
2504 Vehicle Abatement		120,000	50,000	205,900
2505 Recreation Parks		30,000		23,400
2506 PEG Cable Franchise		185,000		325,500
2510 Measure X Transport Safety & Inv Plan			(2,332,000)	
2601 SA Public Improvements		6,000		
2602 HAS Affordable Housing		57,100		10,492
Total		138,300,100	(11,289,200)	120,782,075
Internal Services Funds				
7100 Internal Service		5,523,700	4,198,300	10,381,390
Enterprise Funds				
6100 Municipal Airport		1,611,000	(80,700)	1,408,570
6200 Industrial Waste		3,120,000	(75,600)	1,940,260
6300 Municipal Golf Courses		162,700	450,000	739,700
6400 Sanitary Sewer		3,760,000	(100,700)	3,176,790
6500 Storm Sewer (NPDES)		10,700	3,176,000	3,045,579
6600 Crazy Horse Landfill			(385,100)	
6700 Water Utility		11,000		20,000
6800 Parking District		1,789,400	918,300	2,308,373
6900 Permit Services		2,709,700		2,715,100
Total		13,174,500	3,902,200	15,354,372
Assessment and Maintenance District Funds				
2100 Maintenance Districts		1,756,790	(20,000)	1,487,560
4200 Assessments Districts		1,433,000		1,006,800
Total		3,189,790	(20,000)	2,494,360
Housing & Urban Development				
2910 Community Development		5,069,611		3,106,599
2930 Home Investment Partnership		1,751,878		1,025,629
2940 Emergency Solutions Grant-HUD		304,536		145,126
2941 Emergency Solutions Grant-COC		812,810		228,057
2942 CA Emergency Solutions & Housing		1,589,561		562,276
2951 SB2		310,040		310,040
2957 Inclusionary Housing Trust				20,066
Total		9,838,436		5,397,793

FINANCIAL SUMMARIES

Budget Resolution

Fiscal Year 2019-20

<u>Fund Description</u>	<u>Estimated Revenue</u>	<u>Interfund Transfers</u>	<u>Appropriations</u>
<u>Grants, Trust & Agency Funds</u>			
3000 Grants	1,213,266		1,213,266
8900 Successor Agency Fund	2,365,280	(953,900)	1,579,070
Total	3,578,546	(953,900)	2,792,336
<u>Debt Service Funds</u>			
4100 Debt Service Fund	22,000	6,637,600	6,928,900
<u>Capital Projects Funds</u>			
1000 General Fund		(798,552)	
1100 Measure E		(931,250)	
1200 Measure G		(6,859,031)	
2109 Monte Bella Maintenance District		(611,000)	
2202 Supplemental Law Enf AB3229		(243,000)	
2300 Development Fees	705,400	(652,500)	
2400 Gas Tax Fund - Capital	3,245,900	(468,590)	
2400 Gas Tax Fund - Operating		(2,475,000)	
2510 Measure X Transportation Safety & Inv Plan	4,560,000	(1,768,000)	
2511 SB1 Road Maintenance & Rehabilitation	2,692,800	(1,880,000)	
2512 SB1 Traffic Congestion Relief	184,700		
2940 Emergency Solutions Grant-HUD		(32,658)	
2941 Emergency Solutions Grant-COC		(52,736)	
2942 CA Emergency Solutions & Housing		(100,000)	
5100 Special Aviation	514,040	(495,540)	
5200 Special Construction Assistance	4,852,087	(14,429,087)	
6100 Municipal Airport		(110,784)	
6200 Industrial Waste		(340,000)	
6400 Sanitary Sewer		(2,508,810)	
6801 Downtown Parking Distric		(12,524)	
6900 Permit Services		(210,000)	
5800 Capital Projects		32,504,062	32,504,062
Total	16,754,927	(2,475,000)	32,504,062
Total Budget	190,381,999	-	196,635,288

BE IT FURTHER RESOLVED that the Work Force, Salary Schedule, and Financial Policies included in the budget document be adopted and that the Finance Director is hereby authorized to make interfund transfers as herein authorized when such monies become available.

BE IT FURTHER RESOLVED that the FY 18/19 CIP budget adjustments included in the attached Exhibit B and the allocation of \$500,000 as a reserve to fund the Productivity Bank is approved.

PASSED AND ADOPTED this 4th day of June 2019 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Patricia M. Barajas, City Clerk

Joe Gunter, Mayor

FINANCIAL SUMMARIES

Appropriations Limit

RESOLUTION No. _____ (N.C.S.)

A RESOLUTION SETTING THE APPROPRIATIONS LIMIT FOR THE CITY OF SALINAS FOR FISCAL YEAR 2019-20

WHEREAS, Article XIII B of the California Constitution was amended by the passage of Proposition 111 at the June 5, 1990, Primary Election; and,

WHEREAS, each City must now select its change in the cost-of-living annually by a recorded vote of the City Council; and,

WHEREAS, each City must now select its change in population annually by a recorded vote of the City Council;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALINAS that the Appropriations Limit for the City shall be changed based on:

1. The population within the County limits, and
2. The change in California cost of living.

BE IT FURTHER RESOLVED that the Appropriations Limit for the City of Salinas for Fiscal Year 2019-20 is hereby adopted at \$253,666,063 pursuant to Article XIII B of the California Constitution as amended by Proposition 111. The portion of the City's budget that is subject to the appropriation limit (the proceeds of taxes) totals \$131,622,400 and is well within the appropriations limit.

PASSED AND ADOPTED this 4th day of June 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

APPROVED:

Joseph D. Gunter, Mayor

ATTEST:

Patricia Barajas, City Clerk



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FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2019-20

Fund	Estimated Balance 06/30/2019	Estimated Revenues FY 19-20	Budget FY 19-20	Interfund Transfers FY 19-20	Reserve FY 19-20	Estimated Balance 06/30/2020
General Fund	2,375,090	97,522,950	(91,154,360)	(5,513,100)	(1,298,552)	1,932,028
General-Capital Improvement Reserve	-	-	-	(798,552)	798,552	-
General-Operating Reserve	6,830,000	-	-	-	-	6,830,000
Reserve - Deficit Contingency	1,150,000	-	-	-	-	1,150,000
Reserve New York Life Plan	2,500,000	-	-	-	-	2,500,000
Reserve Productivity Bank	-	-	-	-	-	500,000
Total	<u>12,855,090</u>	<u>97,522,950</u>	<u>(91,154,360)</u>	<u>(6,311,652)</u>	<u>(500,000)</u>	<u>12,912,028</u>
						1
Measure E Fund						
Transactions & Use 1/2 cent Tax	1,141,379	13,108,000	(12,276,513)	(1,017,950)	-	954,916
Measure E - Operating Reserve	-	-	-	-	-	-
Total	<u>1,141,379</u>	<u>13,108,000</u>	<u>(12,276,513)</u>	<u>(1,017,950)</u>	<u>-</u>	<u>954,916</u>
						2
Measure G Fund						
Transactions & Use 1 cent Tax	(4,083,523)	25,943,000	(14,972,710)	(10,969,631)	-	(4,082,864)
Measure G - Operating Reserve	-	-	-	-	-	-
Total	<u>(4,083,523)</u>	<u>25,943,000</u>	<u>(14,972,710)</u>	<u>(10,969,631)</u>	<u>-</u>	<u>(4,082,864)</u>
						3
Assessment & Maintenance Districts						
Maintenance District Administration	51,340	62,000	(41,470)	-	-	71,870
Woodside Park	62,739	44,200	(35,730)	-	-	71,209
Downtown Mall	-	-	-	-	-	-
Airport Business Park	13,089	21,490	(16,190)	(1,200)	-	17,189
North East	161,893	743,600	(786,760)	(3,000)	-	115,733
Harden Ranch	(12,289)	140,500	(123,580)	(4,500)	-	131
Vista Nueva	261,484	38,000	(26,800)	(3,200)	-	269,484
Mira Monte	341,928	125,000	(152,210)	(6,000)	-	308,718
Monte Bella	3,127,157	582,000	(304,820)	(613,100)	-	2,791,237
Assessment Administration	2,733	16,000	-	-	-	18,733
Assessment Districts Reserve	-	11,000	-	-	-	11,000
Assessment Districts Bonds	1,530,078	1,406,000	(900,900)	-	-	2,035,178
Assessment District Monte Bella	-	-	(105,900)	-	-	(105,900)
Total	<u>5,540,152</u>	<u>3,189,790</u>	<u>(2,494,360)</u>	<u>(631,000)</u>	<u>-</u>	<u>5,604,582</u>

FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2019-20

Fund	Estimated Balance 06/30/2019	Estimated Revenues FY 19-20	Budget FY 19-20	Interfund Transfers FY 19-20	Reserve FY 19-20	Estimated Balance 06/30/2020
Public Safety	459,007	912,000	(680,000)	(243,000)	-	448,007
Emergency Medical Services Fund	51,125	145,000	(1,088,200)	953,200	-	61,125
Asset Seizure	45,976	21,050	(45,000)	-	-	22,026
Traffic Safety	17,761	250,000	-	(250,000)	-	17,761
Vehicle Abatement	312,374	120,000	(205,900)	50,000	-	276,474
Recreation Parks Fund	47,309	30,000	(23,400)	-	-	53,909
Public Education Fund	191,391	185,000	(325,500)	-	-	50,891
Municipal Art Fund	23,139	-	-	-	-	23,139
Measure X Transportation Safety	2,787,448	4,560,000	-	(4,100,000)	-	3,247,448
SB1 Road Maintenance & Rehab	(793,944)	2,692,800	-	(1,880,000)	-	18,856
SB1 Traffic Congestion Relief	369,400	184,700	-	-	-	554,100
SA Public Improvements	1,557,603	6,000	-	-	-	1,563,603
HSA Affordable Housing	767,454	57,100	(10,492)	-	-	814,062
Development Fees						
Sewers	362,089	94,400	-	(400,000)	-	56,489
Parks	181,479	34,000	-	(102,500)	-	112,979
Library Fees	119,293	54,500	-	(100,000)	-	73,793
Trees	2,205	500	-	-	-	2,705
Annexation	731	1,000	-	-	-	1,731
Arterial	1,082,898	330,000	-	-	-	1,412,898
Fire Fees	137,275	51,000	-	(50,000)	-	138,275
Police Fees	643,729	140,000	-	-	-	783,729
Total	2,529,699	705,400	-	(652,500)	-	2,582,599
Gas Tax	(380,118)	3,245,900	-	(2,943,590)	7	(77,808)
Community Development Act of 1974	124,647	9,838,436	(5,397,793)	(185,394)	-	4,379,896
Grants	-	1,213,266	(1,213,266)	-	-	-
Debt Service	933,454	22,000	(6,928,900)	6,637,600	-	664,154

FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2019-20

Fund	Estimated Balance 06/30/2019	Estimated Revenues FY 19-20	Budget FY 19-20	Interfund Transfers FY 19-20	Reserve FY 19-20	Estimated Balance 06/30/2020
Special Aviation						
California Aid to Airports	31,637	500	-	-	-	32,137
CC&F Land Sale	1,455,769	18,000	-	-	-	1,473,769
Federal Aviation Grants	(515,216)	495,540	-	(495,540)	-	(515,216)
Total	<u>972,190</u>	<u>514,040</u>	<u>-</u>	<u>(495,540)</u>	<u>-</u>	<u>990,690</u>
Construction Assistance						
State & Federal	(4,482,538)	4,470,087	-	(4,470,087)	-	(4,482,538)
Measure X - Bond Proceeds	9,884,777	-	-	(9,577,000)	-	307,777
Others	(700,182)	382,000	-	(382,000)	-	(700,182)
Total	<u>4,702,057</u>	<u>4,852,087</u>	<u>-</u>	<u>(14,429,087)</u>	<u>-</u>	<u>(4,874,943)</u>
Assessment District Project	<u>398,966</u>	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>400,966</u>
Capital Projects Revolving Fund	<u>2,000,000</u>	<u>-</u>	<u>(32,504,062)</u>	<u>32,504,062</u>	<u>-</u>	<u>2,000,000</u>
Enterprise Operations						
Airport	603,233	1,611,000	(1,408,570)	(191,484)	-	614,179
Industrial Waste	(762,088)	3,120,000	(1,940,260)	(415,600)	-	2,052
Golf Courses	629,615	162,700	(739,700)	450,000	(340,873)	161,742
Sanitary Sewer	3,068,479	3,760,000	(3,176,790)	(2,609,510)	(1,591,350)	(549,171)
Storm Sewer	(296,160)	10,700	(3,045,579)	3,176,000	-	(155,039)
Hitchcock Road Water System	27,367	11,000	(20,000)	-	-	18,367
Downtown Parking District	(1,202,775)	610,000	(1,513,274)	905,776	-	(1,200,273)
Preferential Parking	28,756	39,400	(24,500)	-	-	43,656
Parking Enforcement	90,848	1,140,000	(770,599)	-	-	460,249
Permit Services	215,400	2,709,700	(2,715,100)	(210,000)	-	-
Carzyhorse Landfill	1,307,080	-	-	(385,100)	-	921,980
Total	<u>3,709,755</u>	<u>13,174,500</u>	<u>(15,354,372)</u>	<u>720,082</u>	<u>(1,932,223)</u>	<u>317,742</u>
Internal Service						
Administration	1,894,828	-	(47,210)	-	-	1,847,618
General Insurances	3,969,968	60,000	(589,100)	-	-	3,440,868

FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2019-20

Fund	Estimated Balance 06/30/2019	Estimated Revenues FY 19-20	Budget FY 19-20	Interfund Transfers FY 19-20	Reserve FY 19-20	Estimated Balance 06/30/2020
Workers Compensation Insurance	5,716,281	5,447,700	(5,457,550)	-	(5,706,431)	-
Liability Insurance	3,940,380	16,000	(2,435,370)	2,202,900	(3,723,910)	-
Fleet Maintenance	768,921	-	(1,852,160)	1,995,400	-	912,161
Total	<u>16,290,378</u>	<u>5,523,700</u>	<u>(10,381,390)</u>	<u>4,198,300</u>	<u>(9,430,341)</u>	<u>6,200,647</u> 12
Trusts & Agencies						
Successor Agency - SRA	4,159,944	2,365,280	(1,579,070)	(953,900)	(1,704,203)	2,288,051 13
Total	<u>4,159,944</u>	<u>2,365,280</u>	<u>(1,579,070)</u>	<u>(953,900)</u>	<u>(1,704,203)</u>	<u>2,288,051</u>
Deferred Compensation & Retirement	23,383	-	-	-	-	23,383
Total All Funds	<u>56,753,496</u>	<u>190,383,999</u>	<u>(196,635,288)</u>	<u>-</u>	<u>(13,566,767)</u>	<u>37,435,440</u>

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2019-20

	Estimated FY 18-19	Estimated FY 19-20
1 General Fund		
Beginning Fund Balance	18,535,948	12,855,090
Estimated Revenue	94,438,354	97,522,950
(To) From Other Funds	(6,306,660)	(5,513,100)
Estimated Expenditures		
Operating	(87,528,760)	(91,154,360)
Capital Projects-On-going (Minimum Required)	(748,552)	(798,552)
Unreserved Fund Balance	<u>18,390,330</u>	<u>12,912,028</u>
Reserves:		
Operating Reserve	(6,830,000)	(6,830,000)
Contingency Reserve	(1,150,000)	(1,150,000)
New York Life Reserve	(2,500,000)	(2,500,000)
Productivity Bank	(500,000)	
Ending General Fund Unreserved Fund Balance	<u>7,910,330</u>	<u>1,932,028</u>
2 Measure E		
Beginning Fund Balance	2,842,377	1,141,379
Estimated Revenue	12,588,000	13,108,000
Estimated Expenditures		
Operating Budget	(11,794,113)	(12,276,513)
Capital Projects	(4,005,000)	(931,250)
(To) From Other Funds	442,650	(86,700)
Total On-going Expenditures	<u>(15,356,463)</u>	<u>(13,294,463)</u>
Unreserved Fund Balance	73,914	954,916
Operating Reserve	(962,000)	-
Ending Measure E Unreserved Fund Balance	<u>(888,086)</u>	<u>954,916</u>
3 Measure G		
Beginning Fund Balance	(3,875,781)	(4,083,523)
Estimated Revenue	25,013,500	25,943,000
Estimated Expenditures		
Operating Budget	(14,161,160)	(14,972,710)
Capital Projects	(8,157,485)	(6,859,031)
(To) From Other Funds	(2,540,040)	(4,110,600)
Total On-going Expenditures	<u>(24,858,685)</u>	<u>(25,942,341)</u>
Unreserved Fund Balance	(3,720,966)	(4,082,864)
Operating Reserve	(1,760,000)	-
Ending Measure G Unreserved Fund Balance	<u>(5,480,966)</u>	<u>(4,082,864)</u>
4 Emergency Medical Services Fund (Paramedic Program)		
Beginning Fund Balance	83,488	51,125
County CSA 74 Funds	141,500	135,000

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2019-20

	Estimated FY 18-19	Estimated FY 19-20
Other Revenue		10,000
General Fund Contribution	640,000	953,200
Estimated Expenditure		
Operations	(1,146,830)	(953,200)
EMS Equipment	(140,000)	(135,000)
Ending EMS Unreserved Fund Balance	(421,842)	61,125
5 Recreation Parks Fund		
Funds reserved for park and recreation purposes	799	53,909
<p>The Recreation Park Fund collects revenue received from an admission fee imposed on events held at the Rodeo Grounds Stadium. City Council has designated these funds for park and recreation purposes.</p>		
6 Development Fees	1,878,493	2,582,599
Reserved for Future Development Fee projects.		
7 Gas Tax Transfers		
To General Fund, Capital Projects and Storm Sewer to fund the federally mandated program	(3,620,000)	(2,943,590)
8 Capital Projects Revolving Fund Balance	2,000,000	2,000,000
Required for Capital Grant Advances		
9 Golf Courses Fund		
Beginning Fund Balance	(223,573)	629,615
Estimated Revenue	162,700	162,700
Transfers In from General Fund	450,000	450,000
Estimated Expenditures	(689,677)	(739,700)
Reserve-Debt Service	(340,873)	
Ending Golf Courses Unreserved Fund Balance	(300,550)	161,742
10 Sanitary Sewer		
Beginning Fund Balance	3,478,806	3,068,479
Estimated Revenue	3,605,000	3,760,000
Estimated Expenditures		
Operations	(1,745,530)	(2,152,890)
Debt Service	(1,020,807)	(1,023,900)
Capital Projects	(2,112,480)	(2,609,510)
Reserve-Debt Service	(1,209,800)	(1,591,350)
Ending Sanitary Sewer Unreserved Fund Balance	995,189	(549,171)

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2019-20

	Estimated FY 18-19	Estimated FY 19-20
11 Downtown Parking District		
Beginning Fund Balance	(1,273,763)	(1,202,775)
Estimated Revenue	524,200	610,000
General Fund	175,000	
Successor Agency of RDA	*	952,500
Estimated Expenditure		
Operations	(695,802)	(560,869)
Debt Service	(950,407)	(952,405)
Capital Project - Monterey St Garage		(12,524)
Energy Improvements	(33,470)	(34,200)
Ending Downtown Parking Unreserved Fund Balance	(1,303,835)	(1,200,273)
* Annual debt service on the Monterey Street Parking Structure is paid by the Successor Agency of the Redevelopment Agency.		
12 Internal Service Fund-Ins		
Reserves		
-Workers Compensation Insurance	(5,651,676)	(5,706,431)
-Liability Insurance	(4,121,958)	(3,723,910)
Total Reserves	(9,773,634)	(9,430,341)
13 Successor Agency		
Beginning Fund Balance	7,073,617	4,159,944
Estimated Revenue	2,319,400	2,365,280
Estimated Expenditures	(1,722,900)	(1,579,070)
Transfer to Downtown Parking-Debt Service	(951,720)	(952,500)
Transfer to Energy Efficient-Debt Service		(1,400)
Reserve for Debt Service		(1,704,203)
Ending Successor Agency Fund Unreserved Fund Balance	6,718,397	2,288,051

FINANCIAL SUMMARIES

Fund Transfers

Fiscal Year 2019-20

		Transfers In	Transfers Out	Net Transfers
		\$	\$	\$
10 General Fund				
90.1200	Measure G	1,413,300		
90.2401	Gas Tax - 2107	1,200,300		
90.2402	Gas Tax - 2106	230,000		
90.2403	Gas Tax - 2105	294,700		
90.2503	Traffic Safety	250,000		
95.2501	Emergency Medical Service Fund		953,200	
95.2504	Vehicle Abatement		50,000	
95.4108	Energy Efficient Debt Svc		1,187,400	
95.4109	2015 Refunding COP 2005 A & B		250,000	
95.6302	Twin Creek Golf Course		450,000	
95.6500	Storm Sewer (NPDES)		2,354,100	
95.7104	Int Serv - General Liability		1,661,300	
95.7120	Int Serv - Fleet Maint		1,995,400	
95.5800	Capital Projects		798,552	
Total General Fund		3,388,300	9,699,952	(6,311,652)
11 Measure E Fund				
90.1200	Measure G	700,000		
95.4108	Energy Efficient Debt Svc		66,900	
95.4110	2018 Lease-El Gabilan Library		528,500	
95.7104	Int Serv - General Liability		191,300	
95.5800	Capital Projects		931,250	
Total Measure E		700,000	1,717,950	(1,017,950)
12 Measure G Fund				
95.1000	General Fund		1,413,300	
95.1100	Measure E		700,000	
95.4106	2018 Lease - Public Safety Bldg		1,569,800	
95.4108	Energy Efficient Debt Svc		5,300	
95.6500	Storm Sewer (NPDES)		71,900	
95.7104	Int Serv - General Liability		350,300	
95.5800	Capital Projects		6,859,031	
Total Measure G		-	10,969,631	(10,969,631)
21 Maintenance District Fund				
95.4108	Energy Efficient Debt Svc		1,200	
95.4108	Energy Efficient Debt Svc		3,000	
95.4108	Energy Efficient Debt Svc		4,500	
95.4108	Energy Efficient Debt Svc		3,200	
95.4108	Energy Efficient Debt Svc		6,000	
95.4108	Energy Efficient Debt Svc		2,100	
95.5800	Capital Projects		611,000	
Total Maintenance District Fund		-	631,000	(631,000)
23 Development Fees				
95.5800	Capital Projects		400,000	
95.5800	Capital Projects		102,500	
95.5800	Capital Projects		100,000	
95.5800	Capital Projects		50,000	
Total Industrial Waste Fund		-	652,500	(652,500)

FINANCIAL SUMMARIES

Fund Transfers

Fiscal Year 2019-20

		Transfers In \$	Transfers Out \$	Net Transfers \$
24 Gas Tax Fund				
95.1000	General Fund		1,200,300	
95.6500	Storm Sewer (NPDES)		150,000	
95.1000	General Fund		230,000	
95.1000	General Fund		294,700	
95.6500	Storm Sewer (NPDES)		600,000	
95.5800	Capital Projects		450,590	
95.5800	Capital Projects		18,000	
Total Gas Tax Fund		-	2,943,590	(2,943,590)
2501 Emergency Medical Services Fund				
90.1000	General Fund	953,200		
Total Industrial Waste Fund		953,200	-	953,200
2502 Supplemental Law Enf - AB3229				
95.5800	Capital Projects		243,000	
Total Supplemental Law Enf - AB3229		-	243,000	(243,000)
2503 Traffic Safety Fund				
95.1000	General Fund		250,000	
Total Traffic Safety Fund		-	250,000	(250,000)
2504 Vehicle Abatement Fund				
90.1000	General Fund	50,000		
Total Vehicle Abatement Fund		50,000	-	50,000
2510 Measure X				
95.4107	Measure X Bonds		2,332,000	
95.5800	Capital Projects		1,768,000	
95.5800	Capital Projects		1,880,000	
Total Measure X		-	5,980,000	(5,980,000)
29 Emergency Solutions Grant				
95.5800	Capital Projects		32,658	
95.5800	Capital Projects		52,736	
95.5800	Capital Projects		100,000	
Total Emergency Solutions Grant		-	185,394	(185,394)
5102 Special Aviation Fund - Federal				
95.5800	Capital Projects		495,540	
Total Special Aviation Fund - Federal		-	495,540	(495,540)
41 Debt Service Fund				
90.1200	Measure G	1,569,800		
90.2510	Measure X - TAMC	2,332,000		
90.1000	General Fund	1,187,400		
90.1100	Measure E	66,900		
90.1200	Measure G	5,300		
90.2104	Airport Bus Park Maint Dist	1,200		
90.2105	N.E. Landscape MD	3,000		
90.2106	Harden ranch M.D.	4,500		
90.2107	Vista Nueva M.D.	3,200		

FINANCIAL SUMMARIES

Fund Transfers

Fiscal Year 2019-20

		Transfers In	Transfers Out	Net Transfers
		\$	\$	\$
90.2108	Miramonte Landscape M.D.	6,000		
90.2109	Monte Bella Maint District	2,100		
90.6100	Airport Fund	80,700		
90.6200	Industrial Waste	75,600		
90.6400	Sewer Fund	100,700		
90.6801	Downtown Parking	34,200		
90.8915	Successor Agency	1,400		
90.1000	General Fund	250,000		
90.6600	Crazy Horse Landfill	385,100		
90.1100	Measure E	528,500		
Total Debt Service Fund		6,637,600	-	6,637,600
52 Special Construction Assist.				
95.5800	Capital Projects	4,470,087		
95.5800	Capital Projects	9,577,000		
95.5800	Capital Projects	382,000		
Total Special Construction Assist.		-	14,429,087	(14,429,087)
61 Airport Fund				
95.4108	Energy Efficient Debt Svc	80,700		
95.5800	Capital Projects	110,784		
Total Airport Fund		-	191,484	(191,484)
62 Industrial Waste Fund				
95.4108	Energy Efficient Debt Svc	75,600		
95.5800	Capital Projects	340,000		
Total Industrial Waste Fund		-	415,600	(415,600)
63 Golf Courses				
90.1000	General Fund	450,000		
Total Golf Courses		450,000	-	450,000
64 Sanitary Sewer Fund				
95.4108	Energy Efficient Debt Svc	100,700		
95.5800	Capital Projects	2,508,810		
Total Sanitary Sewer Fund		-	2,609,510	(2,609,510)
65 Storm Sewer (NPDES) Fund				
90.1000	General Fund	2,354,100		
90.1200	Measure G	71,900		
90.2401	Gas Tax - 2107	150,000		
90.2403	Gas Tax - 2105	600,000		
Total Storm Sewer (NPDES) Fund		3,176,000	-	3,176,000
66 Crazyhorse Landfill Fund				
95.4109	2015 Refunding COP 2005 A & B	385,100		
Total Crazyhorse Landfill Fund		-	385,100	(385,100)
68 Parking District Fund				
90.8914	RORF-Redev Obligation Retirement	952,500		
95.4108	Energy Efficient Debt Svc	34,200		
95.5800	Capital Projects	12,524		
Total Parking District Fund		952,500	46,724	905,776

FINANCIAL SUMMARIES

Fund Transfers

Fiscal Year 2019-20

		Transfers In	Transfers Out	Net Transfers
		\$	\$	\$
69 Permit Services				
95.5800	Capital Projects		210,000	
Total Permit Services		<u>-</u>	<u>210,000</u>	<u>(210,000)</u>
71 Internal Service Fund				
90.1000	General Fund	1,661,300		
90.1100	Measure E	191,300		
90.1200	Measure G	350,300		
90.1000	General Fund	1,995,400		
Total Internal Service Fund		<u>4,198,300</u>	<u>-</u>	<u>4,198,300</u>
89 Successor Agency of the SRA				
95.6801	Downtown Parking District		952,500	
95.4108	Energy Efficient Debt Svc		1,400	
Total Successor Agency of the SRA		<u>-</u>	<u>953,900</u>	<u>(953,900)</u>
58 Capital Projects Fund				
90.1000	General Fund	798,552		
90.1100	Measure E	931,250		
90.1200	Measure G	6,859,031		
90.2109	Monte Bella Maint District	611,000		
90.2202	Supplemental Law Enforcement	243,000		
90.2301	Development Fees-Sewer and Storm	400,000		
90.2302	Development Fees-Parks and Playground	102,500		
90.2303	Development Fees - Library	100,000		
90.2307	Development Fees - Fire	50,000		
90.2402	Gas Tax 2106	450,590		
90.2403	Gas Tax 2105	18,000		
90.2510	Measure X	1,768,000		
90.2511	SB1 Road Maint & Rehab	1,880,000		
90.2940	Homeless Emergency Solutions	32,658		
90.2941	ESG State	52,736		
90.2942	CESH	100,000		
90.5102	Special Aviation Federal	495,540		
90.5201	Spec Constr Asst State & Fed	4,470,087		
90.5202	Measure X Bonds	9,577,000		
90.5203	Spec Constr Asst Others	382,000		
90.6100	Airport	110,784		
90.6200	Industrial Waste	340,000		
90.6400	Sewer Fund	2,508,810		
90.6801	Downtown Parking	12,524		
90.6900	Permit Services	210,000		
Total Capital Projects Fund		<u>32,504,062</u>	<u>-</u>	<u>32,504,062</u>
Total Interfund Transfers		<u>53,009,962</u>	<u>53,009,962</u>	<u>-</u>

FINANCIAL SUMMARIES

Administration Overhead Rates

Operating Department / Division / Fund	Total Allocation	Direct Cost Base	
		Total Allowable FY 2018-19 Budget	Indirect Cost Rate
		\$17,291,831	17%
General Fund			
1000.12.1113: Administration - Community Safety	\$26,299	\$64,400	41%
1000.12.1355: Administration - Economic Development	\$93,188	\$1,145,640	8%
1000.30: Community Development	\$881,355	\$2,940,843	30%
1000.40: Police	\$5,091,093	\$39,643,473	13%
1000.45: Fire	\$2,403,622	\$19,574,190	12%
1000.50: Public Works	\$2,476,213	\$8,437,920	29%
1000.55: Recreation	\$272,081	\$921,435	30%
Measure E			
1100.12.1113: Administration - Community Safety	\$38,172	\$272,720	14%
1100.30: Community Development	\$57,196	\$403,280	14%
1100.40: Police	\$480,885	\$3,831,151	13%
1100.45: Fire	\$10,602	\$108,820	10%
1100.50: Public Works	\$175,394	\$1,137,230	15%
1100.55: Recreation	\$274,561	\$1,072,815	26%
1100.60: Library	\$1,080,835	\$5,218,140	21%
Measure G			
1200.12.1113: Administration - Community Safety	\$16,625	\$100,280	17%
1200.30: Community Development	\$74,183	\$511,110	15%
1200.40: Police	\$895,004	\$6,857,900	13%
1200.45: Fire	\$296,085	\$2,097,570	14%
1200.50: Public Works	\$168,132	\$1,320,450	13%
1200.55: Recreation	\$128,749	\$896,480	14%
Woodside Park Maint District			
2102: Woodside Park Maint District	\$3,714	\$34,000	11%
Downtown Mall Maint District			
2103: Downtown Mall Maint District	\$214	\$2,200	10%
Airport Bus Park Maint District			
2104: Airport Bus Park Maint District	\$2,016	\$18,260	11%
N E Salinas Landscape Dist			
2105: N E Salinas Landscape Dist	\$69,225	\$640,760	11%
Harden Ranch Landscape Dist			
2106: Harden Ranch Landscape Dist	\$19,534	\$183,870	11%
Vista Nueva Maint District			
2107: Vista Nueva Maint District	\$2,676	\$22,100	12%
Mira Monte Maint District			
2108: Mira Monte Maint District	\$11,284	\$106,320	11%
Monte Bella Maint District			
2109: Monte Bella Maint District	\$19,940	\$184,110	11%
Sales Tax-SB172			
2201: Sales Tax-SB172	\$40,921	\$600,000	7%
Supplemental Law Enf - AB3229			
2202: Supplemental Law Enf - AB3229	\$40,921	\$600,000	7%
Emergency Medical Service Fund			
2501: Emergency Medical Service Fund	\$104,763	\$979,270	11%
Asset Seizure			
2502: Asset Seizure	\$2,156	\$20,000	11%

FINANCIAL SUMMARIES

Administration Overhead Rates

Operating Department / Division / Fund	Total Allocation	Direct Cost Base	
		Total Allowable FY 2018-19 Budget	Indirect Cost Rate
		\$17,291,831 \$101,444,092 17%	
Vehicle Abatement			
2504: Vehicle Abatement	\$30,965	\$166,490	19%
Recreation Parks			
2505: Recreation Parks	\$3,993	\$23,400	17%
PEG Cable Franchise			
2506: PEG Cable Franchise	\$8,475	\$120,000	7%
HSA - Affordable Housing			
2602: HSA - Affordable Housing	\$7,075	\$71,791	10%
Community Development			
2910: Community Development	\$96,177	\$896,324	11%
Home Investment Partnership			
2930: Home Investment Partnership	\$13,512	\$130,540	10%
Emergency Solutions Grant-HUD			
2940: Emergency Solutions Grant-HUD	\$6,804	\$88,810	8%
Emergency Solutions Grant-COC			
2941: Emergency Solutions Grant-COC	\$11,136	\$145,526	8%
2014 COPS Hiring SRO			
3163: 2014 COPS Hiring SRO	\$169,186	\$1,332,800	13%
Violence Prevention Effort			
3283: Violence Prevention Effort	\$30,635	\$160,390	19%
Cal ID / RAN Grant			
3302: Cal ID / RAN Grant	\$17,714	\$115,106	15%
Assessment Districts-Debt Svc			
4202: Assessment Districts-Debt Svc	\$140,832	\$0	
Municipal Airport			
6100: Municipal Airport	\$512,602	\$1,155,370	44%
Industrial Waste			
6200: Industrial Waste	\$92,684	\$990,380	9%
Fairways Golf Course			
6301: Fairways Golf Course	\$124	\$0	
Twin Creek Golf Course			
6302: Twin Creek Golf Course	\$521	\$0	
Sewer			
6400: Sewer	\$229,608	\$1,669,700	14%
Storm Sewer (NPDES)			
6500: Storm Sewer (NPDES)	\$281,884	\$2,147,639	13%
Water Utility			
6700: Water Utility	\$2,891	\$18,000	16%
Downtown Parking District			
6801: Downtown Parking District	\$59,625	\$507,520	12%
Preferential Parking			
6802: Preferential Parking	\$1,480	\$21,500	7%
Permit Services			
6900: Permit Services	\$291,892	\$2,151,060	14%
RORF-Redev Obligation Retirement			
8914: RORF-Redev Obligation Retirement	\$172	\$1,800	10%
Successor Agency Administration			
8915: Successor Agency Administration	\$24,202	\$228,900	11%

FINANCIAL SUMMARIES

Revenue

Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
1000 - General Fund					
1000.00.0000-50.1010	Taxes Property Taxes-Secured CY	13,310,561	13,960,596	14,227,000	15,060,000
1000.00.0000-50.1020	Taxes Property Taxes-Unsecured CY	680,030	726,174	659,000	780,000
1000.00.0000-50.1030	Taxes Property Taxes-Supp Assessment	283,129	323,903	262,600	320,000
1000.00.0000-50.1040	Taxes Property Taxes - Interest	24,916	30,211	21,000	30,000
1000.00.0000-50.1050	Taxes Property Taxes-Secured PY	194,126	177,847	237,000	250,000
1000.00.0000-50.1060	Taxes Property Taxes-Unsecured PY	6,064	5,721	2,060	7,000
1000.00.0000-50.1070	Taxes Property Taxes-HOPTR	72,033	70,985	41,000	70,000
1000.00.0000-50.1080	Taxes Property Taxes-Transfer	226,452	302,505	232,000	360,000
1000.00.0000-50.1120	Taxes Property Taxes-Veh Lic In-Lieu	11,850,635	12,407,314	12,694,000	13,551,000
1000.00.0000-50.1129	Taxes ROPS Pass Through Payments	103,044	120,606	41,000	130,000
1000.00.0000-50.1130	Taxes Property Taxes-Residual Prop Tax	377,616	480,239	453,000	480,000
1000.00.0000-50.2010	Taxes Sales Tax	28,062,891	28,420,384	29,267,000	29,950,000
1000.00.0000-50.2020	Taxes Sales Tax In-Lieu	3,384,159	-	-	-
1000.00.0000-50.2060	Taxes Utility Users	12,177,562	12,124,060	12,237,000	12,240,000
1000.00.0000-50.2070	Taxes Transient Occupancy	2,772,215	2,875,585	3,500,000	3,000,000
1000.00.0000-50.2080	Taxes Business License	5,031,411	5,141,299	4,964,000	5,300,000
1000.00.0000-50.2081	Taxes Cannabis Business License	-	490,821	-	-
1000.00.0000-51.2160	Franchise Fees AT&T	238,162	131,586	140,000	120,000
1000.00.0000-51.2170	Franchise Fees Cable TV	799,873	794,373	822,000	775,000
1000.00.0000-51.2180	Franchise Fees Electric	570,848	592,649	591,000	600,000
1000.00.0000-51.2190	Franchise Fees Garbage	6,621,172	6,737,743	6,754,000	6,900,000
1000.00.0000-51.2200	Franchise Fees Gas	243,541	270,843	252,000	275,000
1000.00.0000-51.2210	Franchise Fees Recycling Shares	164,449	109,926	167,000	-
1000.00.0000-51.2220	Franchise Fees Towing	179,344	148,648	139,000	130,000
1000.00.0000-53.8010	Fines and Forfeits General Code Fines	173,838	201,254	190,000	100,000
1000.00.0000-54.8010	Use of money and property Investment Earnings	259,626	394,690	600,000	600,000
1000.00.0000-54.8030	Use of money and property Possessory Interest	4,340	-	4,000	4,000
1000.00.0000-54.8050	Use of money and property Rental Income	122,398	138,508	152,000	100,000
1000.00.0000-54.8051	Use of money and property ITC Lease	38,909	32,575	29,000	29,000
1000.00.0000-54.8060	Use of money and property Building Lease	206,571	176,312	204,800	204,800
1000.00.0000-55.8013	Intergovernmental County Housing In-Lieu	32,806	-	36,000	36,000
1000.00.0000-55.8014	Intergovernmental Local Agency Reimbursement	63,033	32,984	-	-
1000.00.0000-55.8202	Intergovernmental Motor Vehicle In-Lieu	72,144	85,522	72,000	75,000
1000.00.0000-55.8212	Intergovernmental State Mandated Costs	46,205	56,740	100,000	59,000
1000.00.0000-56.6010	Charges for Services Concessions	2,770	3,591	5,000	5,000
1000.00.0000-56.8020	Charges for Services Administrative Service Revenue	1,902,866	2,074,077	1,900,000	1,900,000
1000.00.0000-56.8050	Charges for Services Research Fees	-	-	100	100
1000.00.0000-56.8060	Charges for Services Copying Fees	264	509	1,500	1,500
1000.00.0000-56.8070	Charges for Services Holiday Parade of Lights	-	-	5,000	5,000
1000.00.0000-56.8080	Charges for Services Airshow Charges	-	11,059	5,000	5,000
1000.00.0000-56.8090	Charges for Services Parade Permit Fees	914	680	500	500
1000.00.0000-56.8120	Charges for Services Special Events Fee	6,401	8,392	10,000	10,000
1000.00.0000-57.8010	Other Revenue Unclaimed Property Sales	10,691	47,277	10,000	10,000
1000.00.0000-57.8020	Other Revenue Surplus Property	37,158	92,062	10,000	10,000
1000.00.0000-57.8030	Other Revenue Land & Building Sale	398,532	-	1,000	1,000
1000.00.0000-57.8040	Other Revenue Loss/Damage Reimb	-	-	1,000	1,000
1000.00.0000-57.8050	Other Revenue Miscellaneous Receipts	105,682	85,933	110,000	110,000
1000.00.0000-57.8140	Other Revenue Subpoena-Civil	5,130	1,890	3,000	3,000
1000.00.0000-57.8605	Other Revenue PERS Retirement Cost Share	90,698	333,547	445,000	445,000
1000.12.1120-56.1020	Charges for Services Candidate Filing Fees	5,254	-	-	-
1000.12.1120-56.8030	Charges for Services Sale of Printed Material	615	333	500	500
1000.12.1355-52.1205	Licenses & Permits Cannabis Permit-New Application	-	-	10,000	-
1000.12.1355-52.1206	Licenses & Permits Cannabis Permit-Amendment Major	-	2,400	2,400	-
1000.12.1355-52.1207	Licenses & Permits Cannabis Permit-Amendment Minor	-	-	1,580	-
1000.12.1355-52.1209	Licenses & Permits Cannabis Permit-Renewal	-	-	13,500	-
1000.12.1355-52.8015	Licenses & Permits Cannabis Business Admin Permit	-	620	514	-
1000.12.1355-56.8010	Charges for Services Administrative Fees	-	76,291	24,650	-
1000.12.1355-56.8035	Charges for Services Cannabis Monitoring Fee	-	12,324	281,750	-
1000.14.1400-56.1140	Charges for Services Legal Services	-	-	1,000	1,000
1000.14.1400-56.8035	Charges for Services Cannabis Monitoring Fee	-	4,044	-	-
1000.14.1400-57.1410	Other Revenue Legal Code Enforcement Recovery	-	-	25,000	-
1000.20.2030-52.5030	Licenses & Permits Garage Sale Permits	8,388	8,863	10,000	10,000
1000.20.2030-56.8040	Charges for Services Cost of Issuance/Monitoring Fees	122,915	-	10,000	25,000
1000.20.2031-56.2020	Charges for Services Returned Check Charges	425	637	1,000	1,000

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Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
1000.20.2034-56.2010	Charges for Services Bus License Applic Review Fees	2,285	5,038	18,000	18,000
1000.20.2034-56.2030	Charges for Services Credit Card Convenience Fee	10,712	12,033	20,000	20,000
1000.30.3352-52.3010	Licenses & Permits Mechanical Permits	496	-	-	-
1000.30.3352-52.3020	Licenses & Permits Building Permits	5,869	2,158	-	-
1000.30.3352-52.3030	Licenses & Permits Plumbing Permits	310	-	-	-
1000.30.3352-52.3040	Licenses & Permits Electrical Permits	(210)	-	-	-
1000.30.3352-52.3050	Licenses & Permits Encroachment Permits	-	(1,250)	-	-
1000.30.3352-52.3060	Licenses & Permits Re-Roofing Permits	681	(795)	-	-
1000.30.3352-56.3400	Charges for Services Building Plan Check Fees	3,823	1,880	-	-
1000.30.3352-56.3440	Charges for Services Microfilm Fee	78	63	-	-
1000.30.3352-56.3460	Charges for Services Other Building Fees	22,498	-	-	-
1000.30.3353-53.3010	Fines and Forfeits Code Enforcement Violations	99,885	176,505	90,000	90,000
1000.30.3353-56.3450	Charges for Services Special Code Inspection	26,498	41,058	16,000	16,000
1000.30.3462-52.1206	Licenses & Permits Cannabis Permit-Amendment Major	-	-	-	4,945
1000.30.3462-52.1207	Licenses & Permits Cannabis Permit-Amendment Minor	-	-	-	1,628
1000.30.3462-52.1209	Licenses & Permits Cannabis Permit-Renewal	-	-	-	20,835
1000.30.3462-52.8015	Licenses & Permits Cannabis Business Admin Permit	-	-	-	1,060
1000.30.3462-56.3010	Charges for Services Tentative Map Review Fees	7,436	10,021	6,000	6,000
1000.30.3462-56.3020	Charges for Services Minor Subdivision Review Fees	16,228	23,078	15,000	15,000
1000.30.3462-56.3040	Charges for Services General Plan Amendment Fees	-	13,094	-	-
1000.30.3462-56.3060	Charges for Services Rezoning/Prezoning Fees	-	16,480	-	-
1000.30.3462-56.3070	Charges for Services Planning Decision Appeal	709	-	1,000	1,000
1000.30.3462-56.3080	Charges for Services Conditional Use Permit Fee	87,052	122,704	100,000	100,000
1000.30.3462-56.3090	Charges for Services Prelim Project Review Fee	-	1,648	-	-
1000.30.3462-56.3100	Charges for Services Planned Unit Development Fee	5,600	5,768	5,000	5,000
1000.30.3462-56.3130	Charges for Services Environment Assessment Fee	1,500	4,635	1,500	1,500
1000.30.3462-56.3160	Charges for Services Temporary Use of Land Review	12,663	11,470	8,000	8,000
1000.30.3462-56.3170	Charges for Services Sign Review & Permits	16,368	19,488	15,000	15,000
1000.30.3462-56.3190	Charges for Services Variance Fees	3,163	3,258	-	-
1000.30.3462-56.3210	Charges for Services Site Plan Review	19,975	21,825	20,000	20,000
1000.30.3462-56.3220	Charges for Services Planning Inspection Fee	16,584	11,091	13,000	13,000
1000.30.3462-56.3240	Charges for Services Building Permit Review	55,980	60,488	42,000	42,000
1000.30.3462-56.3250	Charges for Services Time Extension of Permits	508	260	500	500
1000.30.3462-56.3260	Charges for Services Precise & Specific Plan Review	-	500	-	-
1000.30.3462-56.3270	Charges for Services Home Occupation Permits	31,496	29,542	25,000	25,000
1000.30.3462-56.3280	Charges for Services Fire Plan Check Fee-Permit Ctr	-	-	100	100
1000.30.3462-56.3290	Charges for Services Other Planning Fees	5,910	13,202	11,000	11,000
1000.30.3462-56.8010	Charges for Services Administrative Fees	-	-	-	19,737
1000.30.3462-56.8035	Charges for Services Cannabis Monitoring Fee	-	-	-	31,795
1000.30.3462-56.8100	Charges for Services Map Sales	-	-	100	100
1000.40.4110-55.4222	Intergovernmental Post Training Reimbursement	25,832	24,492	25,000	15,000
1000.40.4110-55.5073	Intergovernmental Monterey County	-	18,190	-	-
1000.40.4110-56.1141	Charges for Services Cannabis Work Permit Fee	-	1,428	-	20,000
1000.40.4110-56.8035	Charges for Services Cannabis Monitoring Fee	-	46,288	-	50,000
1000.40.4116-52.4020	Licenses & Permits Bicycle Licenses	-	-	500	-
1000.40.4116-52.4030	Licenses & Permits Pawn Broker/False Alarm Renewal	131,187	114,462	100,000	100,000
1000.40.4116-56.4010	Charges for Services Bingo License Application Fee	55	-	100	-
1000.40.4116-56.4050	Charges for Services Vehicle Fix-it-ticket Sign Off	-	-	1,000	-
1000.40.4116-56.4130	Charges for Services Vehicle ID Number Check	-	-	500	-
1000.40.4116-56.4140	Charges for Services Abandon Vehicle Abatement Fee	3,864	6,254	1,000	4,000
1000.40.4116-56.4150	Charges for Services Firearm Dealers	1,488	1,338	1,000	1,000
1000.40.4116-56.4170	Charges for Services Vehicle Release Fees (Towing)	47,045	81,119	40,000	50,000
1000.40.4116-56.4180	Charges for Services Vehicle Impound Fee (Towing)	44,552	30,889	47,000	45,000
1000.40.4130-56.4030	Charges for Services Police Report Fees	35,532	37,075	35,000	35,000
1000.40.4130-56.4040	Charges for Services Police False Alarm Fees	210,472	175,815	185,000	150,000
1000.40.4130-56.4060	Charges for Services Fingerprint Fees	456	435	2,000	500
1000.40.4130-56.4070	Charges for Services Card Room Fees	16,652	16,822	16,000	17,000
1000.40.4130-56.4080	Charges for Services Police Photo Charges	516	361	200	500
1000.40.4130-56.4100	Charges for Services Noise Regulation Fees	2,109	2,873	2,500	2,500
1000.40.4130-56.4161	Charges for Services Tobacco Retailer Lic Fee Mo. Co.	-	-	-	4,000
1000.40.4134-56.4120	Charges for Services Police Record Review Charges	4,615	4,060	2,500	2,500
1000.40.4170-52.4010	Licenses & Permits Animal Licenses	84,785	117,368	78,000	78,000
1000.40.4170-55.4063	Intergovernmental City of Marina(Animal Shelter)	40,908	41,911	60,000	60,000
1000.40.4170-56.4090	Charges for Services Animal Shelter Fees	54,249	69,916	50,000	50,000

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1000.40.4170-56.4190	Charges for Services Animal Shelter Citation Fees	5,072	5,844	4,600	4,600
1000.40.4220-56.4020	Charges for Services Special Police Service Fees	149,687	182,607	130,000	130,000
1000.45.4510-55.4202	Intergovernmental State Fire Reimbursement	823,478	760,946	200,000	250,000
1000.45.4510-55.5073	Intergovernmental Monterey County		3,579	-	-
1000.45.4510-56.4410	Charges for Services Rural Fire Service	196,000	196,000	195,000	195,000
1000.45.4520-56.4520	Charges for Services Special Event - Fire	-	68	-	-
1000.45.4520-56.4540	Charges for Services Fire Dept Service Charge	296	-	-	-
1000.45.4520-56.4580	Charges for Services ALS Cost Recovery Fee	392,426	421,315	70,000	70,000
1000.45.4520-56.4590	Charges for Services VAC Cost Recovery Fee	15,052	3,557	20,000	20,000
1000.45.4530-56.4430	Charges for Services Fire Code Mandated Insp Fee	160,232	161,014	135,000	200,000
1000.45.4530-56.4440	Charges for Services State Mandated Inspection Fees		80,290	75,000	75,000
1000.45.4530-56.4450	Charges for Services Fire Plan Check Fee-Fire Dept	71,590	56,928	55,000	55,000
1000.45.4530-56.4460	Charges for Services Special Fire Permits	50,565	50,004	43,000	50,000
1000.45.4530-56.4470	Charges for Services Structural Fire Report Fees	4,790	4,622	2,300	2,300
1000.45.4530-56.4480	Charges for Services Fireworks Fees	15,841	7,811	7,800	8,000
1000.45.4530-56.4490	Charges for Services Fireworks Surcharge	-	49,772	47,000	48,000
1000.45.4530-56.4510	Charges for Services Fire False Alarm Fees	29,600	127,233	105,000	115,000
1000.45.4530-56.4530	Charges for Services Admin Fire Citations	12,325	38,533	26,000	35,000
1000.45.4530-56.4550	Charges for Services Outside Fire Plan Review	-	147	500	-
1000.45.4540-56.4570	Charges for Services Other Fire Fees & Training	-	-	1,000	1,000
1000.45.4570-55.4023	Intergovernmental HAZMAT Reimbursement	93,528	-	124,800	124,800
1000.45.4570-56.4500	Charges for Services Fire Hazard Inspection Fees	-	213	35,500	35,500
1000.50.5115-52.3050	Licenses & Permits Encroachment Permits	377,846	442,646	365,000	450,000
1000.50.5115-56.5010	Charges for Services Subdivision Map Check Fees	15,348	2,472	-	-
1000.50.5115-56.5020	Charges for Services Subdivision Imp Plan Check Fee	24,062	8,625	-	-
1000.50.5115-56.5030	Charges for Services Subdivision Imp Inspection Fee	138,408	46,602	-	-
1000.50.5115-56.5080	Charges for Services Review and Inspection Fees	168,465	215,859	150,000	75,000
1000.50.5120-52.3050	Licenses & Permits Encroachment Permits	-	32,554	350,000	150
1000.50.5120-52.5050	Licenses & Permits Transportation Permits	-	4,563	10,400	5,000
1000.50.5120-52.8010	Licenses & Permits Other Licenses & Permits	-	-	500	500
1000.50.5120-56.5060	Charges for Services Special Traffic Marking Reques	9,171	276	6,000	6,000
1000.50.5120-56.5070	Charges for Services Routing/Escorting/Overload	-	-	1,000	-
1000.50.5120-56.5100	Charges for Services Special Public Works Fees	-	-	1,000	-
1000.50.5122-52.5050	Licenses & Permits Transportation Permits	6,647	2,834	-	10,000
1000.50.5122-56.5060	Charges for Services Special Traffic Marking Reques	-	10,081	-	2,000
1000.50.5234-55.5282	Intergovernmental State Highway Maintenance	10,341	11,823	5,200	5,200
1000.50.5236-56.5065	Charges for Services USA Service Fee	-	-	-	3,500
1000.50.5236-57.8050	Other Revenue Miscellaneous Receipts	-	-	-	30,000
1000.50.5238-55.5043	Intergovernmental Alisal Steinbeck Park Maint.	8,000	8,000	8,400	8,400
1000.50.5239-56.5090	Charges for Services Street Tree Pruning	-	-	200	200
1000.55.6232-56.6090	Charges for Services Neighborhood Center Rental Fee	9,172	7,474	4,000	4,000
1000.55.6237-56.6060	Charges for Services Reimbursable Fee Activities	47,116	61,506	48,000	50,000
1000.55.6239-56.6020	Charges for Services Sherwood Tennis Use Fees	1,268	891	2,000	2,000
1000.55.6239-56.6030	Charges for Services Reserved Picnic Area Use Fee	2,321	1,238	100	100
1000.55.6239-56.6040	Charges for Services Ball Field Use Fee	4,786	3,293	2,300	2,300
1000.55.6239-56.6050	Charges for Services Youth Sports League Fees	111,014	114,152	95,000	95,000
1000.55.6239-56.6080	Charges for Services Other Rec Bldg Rental Fee	147	-	200	200
1000.55.6239-56.6100	Charges for Services Recreation Facility Use Fees	-	-	100	100
1000.55.6243-56.6070	Charges for Services Community Center Rental Fees	87,177	76,105	60,000	60,000
1000.60.6005-56.6300	Charges for Services Other Library Fees	6,995	6,764	5,500	5,500
1000.60.6005-56.6310	Charges for Services Library Copying Fees	3,186	11,229	10,000	10,000
1000.60.6005-56.6320	Charges for Services Overdue Library Fines	22,019	15,707	18,000	18,000
1000.60.6005-56.6330	Charges for Services Lost/Damaged Material Fees	6,575	7,925	8,000	8,000
1000 - General Fund Total		95,331,766	94,966,566	95,462,354	97,522,950
1100 - Measure E					
1100.00.0000-50.2030	Taxes Transactions and Use Tax-MV	12,013,785	12,597,096	12,555,000	13,048,000
1100.00.0000-54.8010	Use of money and property Investment Earnings	40,917	64,994	33,000	60,000
1100.00.0000-57.8080	Other Revenue Miscellaneous Deposits	336	-	-	-
1100 - Measure E Total		12,055,037	12,662,090	12,588,000	13,108,000
1200 - Measure G					
1200.00.0000-50.2040	Taxes Transactions and Use Tax-MG	24,072,879	25,235,291	24,943,000	25,793,000
1200.00.0000-54.8010	Use of money and property Investment Earnings	102,702	177,748	70,000	150,000

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Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
1200.00.0000-57.8080	Other Revenue Miscellaneous Deposits	291	10,235	500	-
1200 - Measure G Total		24,175,872	25,423,273	25,013,500	25,943,000
2101 - Maintenance Dist Administration					
2101.20.2140-56.8010	Charges for Services Administrative Fees	122,897	61,429	61,500	62,000
2101 - Maintenance Dist Administration Total		122,897	61,429	61,500	62,000
2102 - Woodside Park Maint District					
2102.50.5560-54.8010	Use of money and property Investment Earnings	534	977	500	1,200
2102.50.5560-57.5010	Other Revenue Woodside Park Maint Assessment	40,565	42,903	38,000	43,000
2102 - Woodside Park Maint District Total		41,099	43,880	38,500	44,200
2104 - Airport Bus Park Maint District					
2104.50.5562-54.8010	Use of money and property Investment Earnings	154	239	100	250
2104.50.5562-57.5030	Other Revenue Airport Bus Park Maint Assess	13,724	14,078	13,740	13,740
2104.50.5562-57.8420	Other Revenue Airport Contribution	7,000	7,000	7,500	7,500
2104 - Airport Bus Park Maint District Total		20,878	21,317	21,340	21,490
2105 - N E Salinas Landscape Dist					
2105.50.5563-54.8010	Use of money and property Investment Earnings	1,907	2,841	2,000	3,600
2105.50.5563-57.5040	Other Revenue N/E Landscape Maint Assessment	712,462	741,469	622,300	740,000
2105 - N E Salinas Landscape Dist Total		714,370	744,310	624,300	743,600
2106 - Harden Ranch Landscape Dist					
2106.50.5564-54.8010	Use of money and property Investment Earnings	1,363	986	2,000	1,000
2106.50.5564-57.5050	Other Revenue Harden Ranch Maint Assessment	125,593	139,540	125,600	139,500
2106 - Harden Ranch Landscape Dist Total		126,956	140,527	127,600	140,500
2107 - Vista Nueva Maint District					
2107.50.5565-54.8010	Use of money and property Investment Earnings	1,842	2,981	1,000	3,000
2107.50.5565-57.5060	Other Revenue Vista Nueva	35,577	35,126	28,950	35,000
2107 - Vista Nueva Maint District Total		37,419	38,107	29,950	38,000
2108 - Mira Monte Maint District					
2108.50.5566-54.8010	Use of money and property Investment Earnings	2,821	4,188	2,000	4,000
2108.50.5566-57.5070	Other Revenue Mira Monte	119,311	120,771	118,450	121,000
2108 - Mira Monte Maint District Total		122,132	124,959	120,450	125,000
2109 - Monte Bella Maint District					
2109.50.5567-54.8010	Use of money and property Investment Earnings	36,419	54,099	10,000	54,000
2109.50.5567-57.5080	Other Revenue Monte Bella	522,536	527,780	509,560	528,000
2109 - Monte Bella Maint District Total		558,955	581,879	519,560	582,000
2201 - Sales Tax-SB172					
2201.40.4220-50.2050	Taxes City of Salinas-SB 172	426,363	386,286	400,000	500,000
2201 - Sales Tax-SB172 Total		426,363	386,286	400,000	500,000
2202 - Supplemental Law Enf - AB3229					
2202.40.4220-54.8010	Use of money and property Investment Earnings	3,318	7,254	2,000	7,000
2202.40.4220-55.4252	Intergovernmental Supp Law Enforcement (AB 3229)	486,183	515,085	480,000	405,000
2202 - Supplemental Law Enf - AB3229 Total		489,501	522,339	482,000	412,000
2301 - Development Fees-Sewer & Storm					
2301.00.0000-54.8010	Use of money and property Investment Earnings	20,553	28,953	12,000	30,000
2301.00.0000-56.5120	Charges for Services Sanitary Sewer Impact Fee	33,493	195,147	35,000	36,100
2301.00.0000-56.5130	Charges for Services Storm Sewer Impact Fee	26,262	122,771	27,500	28,300
2301 - Development Fees-Sewer & Storm Total		80,308	346,871	74,500	94,400
2302 - Development Fees-Parks & Playgr					
2302.00.0000-54.8010	Use of money and property Investment Earnings	9,736	13,335	5,000	13,000
2302.00.0000-56.5140	Charges for Services Neighborhood Park Impact Fee	-	30,208	15,000	16,000
2302.00.0000-56.5160	Charges for Services Facilities Impact Fees	-	16,195	-	5,000
2302 - Development Fees-Parks & Playgr Total		9,736	59,738	20,000	34,000
2303 - Development Fees-Library					
2303.00.0000-54.8010	Use of money and property Investment Earnings	1,660	2,656	500	2,500

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Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
2303.00.0000-56.5160	Charges for Services Facilities Impact Fees	-	29,168	25,000	26,000
2303.00.0000-56.5180	Charges for Services Library Impact Fee	-	38,589	25,000	26,000
2303 - Development Fees-Library Total		1,660	70,413	50,500	54,500
2304 - Development Fees-Street Trees					
2304.00.0000-56.5110	Charges for Services Street Tree Fee	(225)	-	500	500
2304 - Development Fees-Street Trees Total		(225)		500	500
2305 - Development Fees-Annexations					
2305.00.0000-54.8010	Use of money and property Investment Earnings	-	-	500	500
2305.00.0000-56.5170	Charges for Services Annexation Impact Fees	-	-	500	500
2305 - Development Fees-Annexations Total		-		1,000	1,000
2306 - Development Fees-Arterial					
2306.00.0000-54.8010	Use of money and property Investment Earnings	91,734	130,012	50,000	120,000
2306.00.0000-56.5150	Charges for Services Street/Traffic Impact Fees	94,034	458,577	200,000	210,000
2306 - Development Fees-Arterial Total		185,768	588,589	250,000	330,000
2307 - Development Fees-Fire					
2307.00.0000-54.8010	Use of money and property Investment Earnings	386	1,138	500	1,000
2307.00.0000-56.5160	Charges for Services Facilities Impact Fees	95,636	2,979	80,000	40,000
2307.00.0000-56.5190	Charges for Services Fire Protection Service Fee	-	14,820	-	10,000
2307 - Development Fees-Fire Total		96,022	18,937	80,500	51,000
2308 - Dev Fees Fund-Police					
2308.00.0000-54.8010	Use of money and property Investment Earnings	2,416	4,917	1,500	5,000
2308.00.0000-56.5160	Charges for Services Facilities Impact Fees	133,218	127,242	135,000	135,000
2308 - Dev Fees Fund-Police Total		135,634	132,159	136,500	140,000
2401 - Gas Tax - 2107					
2401.00.0000-54.8010	Use of money and property Investment Earnings	13,650	22,477	9,000	20,000
2401.00.0000-54.8050	Use of money and property Rental Income	165,374	165,374	165,400	165,400
2401.00.0000-55.5212	Intergovernmental State Gas Tax - 2107	1,147,244	1,147,441	1,209,200	1,000,000
2401.00.0000-55.5222	Intergovernmental State Gas Tax - 2107.5	10,000	10,000	10,000	10,000
2401 - Gas Tax - 2107 Total		1,336,268	1,345,292	1,393,600	1,195,400
2402 - Gas Tax - 2106					
2402.00.0000-55.5202	Intergovernmental State Gas Tax - 2106	387,220	387,129	570,100	500,000
2402 - Gas Tax - 2106 Total		387,220	387,129	570,100	500,000
2403 - Gas Tax - 2105					
2403.00.0000-55.5252	Intergovernmental State Gas Tax - 2105 (P-111)	904,882	881,671	936,000	940,000
2403 - Gas Tax - 2105 Total		904,882	881,671	936,000	940,000
2404 - Gas Tax - Motor Vehicle Fuel Tax					
2404.00.0000-55.5262	Intergovernmental State Gas Tax - 2103 (TCR)	429,829	632,698	644,800	610,500
2404 - Gas Tax - Motor Vehicle Fuel Tax Total		429,829	632,698	644,800	610,500
2501 - Emergency Medical Service Fund					
2501.45.4520-54.8010	Use of money and property Investment Earnings	8,041	10,090	6,500	10,000
2501.45.4520-55.4013	Intergovernmental County CSA 74-Safety Equipment	137,203	135,938	135,000	135,000
2501.45.4520-55.5242	Intergovernmental Rebates/Refunds & Reimb	-	-	39,476	-
2501 - Emergency Medical Service Fund Total		145,244	146,027	180,976	145,000
2502 - Asset Seizure					
2502.40.4380-54.8010	Use of money and property Investment Earnings	996	1,450	750	750
2502.40.4380-55.4232	Intergovernmental State Seizure Reimbursement	(1)	24,784	20,000	20,000
2502.40.4380-55.4501	Intergovernmental Federal Reimbursements	-	-	100	100
2502.40.4380-57.8020	Other Revenue Surplus Property	-	-	100	100
2502.40.4380-57.8050	Other Revenue Miscellaneous Receipts	-	-	100	100
2502 - Asset Seizure Total		995	26,235	21,050	21,050
2503 - Traffic Safety					
2503.00.0000-53.4010	Fines and Forfeits Vehicle Code Fines	251,270	185,988	250,000	250,000
2503.00.0000-53.4020	Fines and Forfeits Parking Fines	249,813	319,473	-	-
2503 - Traffic Safety Total		501,082	505,460	250,000	250,000

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Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
2504 - Vehicle Abatement					
2504.40.4116-55.4242	Intergovernmental Abandoned Vehicle Abatement	151,098	128,428	120,000	120,000
2504 - Vehicle Abatement Total		151,098	128,428	120,000	120,000
2505 - Recreation Parks					
2505.60.6239-54.8050	Use of money and property Rental Income	30,262	30,424	30,000	30,000
2505 - Recreation Parks Total		30,262	30,424	30,000	30,000
2506 - PEG Cable Franchise					
2506.00.8005-51.2170	Franchise Fees Cable TV	208,086	185,192	185,000	185,000
2506 - PEG Cable Franchise Total		208,086	185,192	185,000	185,000
2507 - Municipal Art Fund					
2507.00.0000-56.8013	Charges for Services Public Art Charge	-	23,139	56,600	-
2507 - Municipal Art Fund Total		-	23,139	56,600	-
2510 - MX-Transport Safety & Inv Plan					
2510.00.0000-54.8010	Use of money and property Investment Earnings	-	-	10,000	30,000
2510.00.0000-55.4073	Intergovernmental Measure X - TAMC	-	3,914,834	5,780,000	4,530,000
2510 - MX-Transport Safety & Inv Plan Total		-	3,914,834	5,790,000	4,560,000
2511 - SB1 Road Maintenance & Rehab					
2511.00.0000-54.8010	Use of money and property Investment Earnings	-	1,063	15,000	15,000
2511.00.0000-55.5292	Intergovernmental SB1 Road Maintenance & Rehab	-	607,649	2,718,500	2,677,800
2511 - SB1 Road Maintenance & Rehab Total		-	608,712	2,733,500	2,692,800
2512 - SB1 Traffic Congestion Relief					
2512.00.0000-55.4292	Intergovernmental SB1 Loan Repayment	-	184,700	184,700	184,700
2512 - SB1 Traffic Congestion Relief Total		-	184,700	184,700	184,700
2601 - SRA Public Improvements					
2601.20.2505-54.8010	Use of money and property Investment Earnings	12,391	18,456	6,000	6,000
2601 - SRA Public Improvements Total		12,391	18,456	6,000	6,000
2602 - HSA - Affordable Housing					
2602.20.2505-54.8010	Use of money and property Investment Earnings	9,217	10,430	5,000	5,000
2602.30.2505-57.3020	Other Revenue Housing Revolving Loans	192,874	93,621	52,000	52,000
2602.30.2505-57.8050	Other Revenue Miscellaneous Receipts	-	26,500	100	100
2602 - HSA - Affordable Housing Total		202,091	130,551	57,100	57,100
2910 - Community Development					
2910.30.3220-55.7501	Intergovernmental Block Grant	1,988,371	1,536,087	2,093,734	4,971,907
2910.30.3220-57.8050	Other Revenue Miscellaneous Receipts	100,000	-	-	29,828
2910.30.3221-57.3020	Other Revenue Housing Revolving Loans	218,707	210,253	100,000	67,876
2910 - Community Development Total		2,307,077	1,746,340	2,193,734	5,069,611
2930 - Home Investment Partnership					
2930.30.3220-54.8010	Use of money and property Investment Earnings	-	28	-	-
2930.30.3220-55.7521	Intergovernmental HOME Inv Partnership (HUD)	1,617,220	559,473	838,341	1,488,533
2930.30.3220-57.8050	Other Revenue Miscellaneous Receipts	-	-	-	213,345
2930.30.3221-57.3020	Other Revenue Housing Revolving Loans	176,421	143,648	42,883	50,000
2930.30.3221-57.8050	Other Revenue Miscellaneous Receipts	-	2,882	-	-
2930.30.3225-55.7521	Intergovernmental HOME Inv Partnership (HUD)	-	-	1,297,200	-
2930 - Home Investment Partnership Total		1,793,641	706,031	2,178,424	1,751,878
2940 - Emergency Solutions Grant-HUD					
2940.30.3220-55.7531	Intergovernmental Emergency Solutions Grant	220,763	165,235	170,830	304,536
2940 - Emergency Solutions Grant-HUD Total		220,763	165,235	170,830	304,536
2941 - Emergency Solutions Grant-COC					
2941.30.3240-55.7531	Intergovernmental Emergency Solutions Grant	-	467,925	838,381	812,810
2941 - Emergency Solutions Grant-COC Total		-	467,925	838,381	812,810

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Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
2942 - CA Emergency Solutions & Housing					
2942.30.3220-55.7532	Intergovernmental Emergency Solutions & Housing	-	-	-	1,589,561
2942 - CA Emergency Solutions & Housing Total		-	-	-	1,589,561
2951 - SB2					
2951.30.3220-55.7542	Intergovernmental SB2	-	-	-	310,040
2951 - SB2 Total		-	-	-	310,040
2957 - Inclusionary Housing Trust Fund					
2957.30.3230-57.3020	Other Revenue Housing Revolving Loans	1,457	-	-	-
2957.30.3230-57.8460	Other Revenue Inclusionary Housing	1,500	2,522	-	-
2957 - Inclusionary Housing Trust Fund Total		2,957	2,522	-	-
3111 - SAFER					
3111.45.4510-55.7511	Intergovernmental SAFER-FEMA Grant Reimb	1,082,676	-	999,676	544,460
3111 - SAFER Total		1,082,676	-	999,676	544,460
3163 - 2014 COPS Hiring SRO					
3163.40.4342-55.7561	Intergovernmental COPS Grant Reimbursement	-	142,103	1,221,959	491,530
3163 - 2014 COPS Hiring SRO Total		-	142,103	1,221,959	491,530
3252 - CLLS -Adult Literacy					
3252.70.7340-55.6222	Intergovernmental State CLSA Literacy Grant	84,132	76,394	18,000	56,040
3252.70.7350-55.6222	Intergovernmental State CLSA Literacy Grant	-	-	80,000	-
3252 - CLLS -Adult Literacy Total		84,132	76,394	98,000	56,040
3283 - BSCC-Board of St&Comm Correction					
3283.40.7409-54.8060	Use of money and property Building Lease	-	34,492	-	-
3283.40.7409-55.5232	Intergovernmental Other State Grant & Reimb	5,500,000	-	89,750	120
3283 - BSCC-Board of St&Comm Correction Total		5,500,000	34,492	89,750	120
3302 - Cal ID / RAN Grant					
3302.40.4130-55.4033	Intergovernmental Monterey County RAN	90,503	98,072	234,561	121,116
3302 - Cal ID / RAN Grant Total		90,503	98,072	234,561	121,116
3681 - Community Safety Grants					
3681.70.7402-55.7541	Intergovernmental Federal BJA	35,931	21,940	-	-
3681 - Community Safety Grants Total		35,931	21,940	-	-
4104 - 2014 COP Consolidation					
4104.00.8004-54.8010	Use of money and property Investment Earnings	18,889	20,709	500	20,000
4104 - 2014 COP Consolidation Total		18,889	20,709	500	20,000
4108 - Energy Improvement					
4108.00.8004-54.8010	Use of money and property Investment Earnings	1,577	5,254	1,500	1,500
4108 - Energy Improvement Total		1,577	5,254	1,500	1,500
4109 - 2015 Refunding COP 2005 A & B					
4109.00.8004-54.8010	Use of money and property Investment Earnings	1,017	1,550	500	500
4109 - 2015 Refunding COP 2005 A & B Total		1,017	1,550	500	500
4201 - Assessment District Admin					
4201.20.2140-56.8010	Charges for Services Administrative Fees	29,912	15,739	16,000	16,000
4201 - Assessment District Admin Total		29,912	15,739	16,000	16,000
4202 - Assessment Districts-Debt Svc					
4202.20.2141-50.1140	Taxes Property Taxes-Assessment Dist	927,062	893,315	1,378,530	1,406,000
4202.20.2141-54.8010	Use of money and property Investment Earnings	595	1,611	-	-
4202.20.2141-58.8013	Other Financing Sources Bond Proceeds	4,555,000	-	-	-
4202 - Assessment Districts-Debt Svc Total		5,482,657	894,926	1,378,530	1,406,000
4203 - Assessment District Reserve					
4203.20.2141-54.8010	Use of money and property Investment Earnings	20,201	32,899	11,000	11,000
4203.20.2141-54.8020	Use of money and property Gain on Sale of Invest	107	-	-	-
4203 - Assessment District Reserve Total		20,308	32,899	11,000	11,000

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Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
5101 - Special Aviation Fund - State					
5101.50.5340-55.7202	Intergovernmental State Aid - Airport	20,000	-	500	500
5101 - Special Aviation Fund - State Total		20,000	-	500	500
5102 - Special Aviation Fund - Federal					
5102.50.5340-54.8010	Use of money and property Investment Earnings	12,537	17,054	8,500	18,000
5102.50.5340-55.5501	Intergovernmental Federal Aid - Airport	750,314	815,896	1,207,199	495,540
5102 - Special Aviation Fund - Federal Total		762,851	832,950	1,215,699	513,540
5201 - Special Const Assist - Fed & St					
5201.00.0000-55.5232	Intergovernmental Other State Grant & Reimb	970,986	825,021	1,503,378	49,777
5201.00.0000-55.5272	Intergovernmental Regional Surface Transp Program	2,031,804	34,833	2,970,000	961,000
5201.00.0000-55.5511	Intergovernmental Other Federal Grant	275,390	1,384,828	2,151,111	3,459,310
5201 - Special Const Assist - Fed & St Total		3,278,181	2,244,682	6,624,489	4,470,087
5202 - Special Const Assist-MX Bonds					
5202.00.0000-58.8013	Other Financing Sources Bond Proceeds	-	-	41,456,286	-
5202 - Special Const Assist-MX Bonds Total		-	-	41,456,286	-
5203 - Special Const Assist - Others					
5203.00.0000-55.3013	Intergovernmental TRAKIT-Permit System Charges	179,480	-	-	-
5203.00.0000-55.3023	Intergovernmental Developers Contributions-Haciend	-	10,000	3,986	-
5203.00.0000-55.4003	Intergovernmental Fire Mitigation Fees	-	-	150,000	-
5203.00.0000-55.4083	Intergovernmental Emergency Radio Mitigation Fee	-	174,013	-	-
5203.00.0000-55.5053	Intergovernmental Developers Contributions	(176,555)	176,555	50,000	-
5203.00.0000-55.5063	Intergovernmental Construction Assistance Others	(2,329,021)	2,661,741	-	202,000
5203.00.0000-55.5073	Intergovernmental Monterey County	(11,158)	63,820	-	-
5203.00.0000-55.5074	Intergovernmental Other Agencies	-	41,298	-	-
5203.00.0000-55.5083	Intergovernmental Developers-FGA West	69,735	120,105	-	-
5203.00.0000-55.5093	Intergovernmental Developers-FGA Central	240,806	384,194	-	-
5203.00.0000-55.5242	Intergovernmental Rebates/Refunds & Reimb	874,963	191,239	309,330	-
5203.00.0000-55.8223	Intergovernmental Disaster Reimbursements	-	-	784,702	-
5203.00.0000-56.3050	Charges for Services General Plan/Zoning Fees	257,944	307,298	200,000	180,000
5203.00.0000-56.6340	Charges for Services Library - Donations	-	-	32,850	-
5203.00.0000-57.1060	Other Revenue Miscellaneous Insurances	-	-	14,642	-
5203 - Special Const Assist - Others Total		(893,807)	4,130,263	1,545,510	382,000
5300 - Assessment District - Projects					
5300.50.5120-54.8010	Use of money and property Investment Earnings	3,169	4,700	2,000	2,000
5300 - Assessment District - Projects Total		3,169	4,700	2,000	2,000
6100 - Municipal Airport					
6100.50.5340-54.5010	Use of money and property Hangar Rent	609,400	711,219	715,000	725,000
6100.50.5340-54.5020	Use of money and property Aircraft Parking	13,086	5,405	2,000	5,000
6100.50.5340-54.5030	Use of money and property Building Rental	260,317	274,465	255,000	325,000
6100.50.5340-54.5040	Use of money and property Ground Leases	268,687	293,873	280,000	310,000
6100.50.5340-54.5050	Use of money and property Fuel Fees	71,698	83,055	70,000	80,000
6100.50.5340-54.5060	Use of money and property Use Permits	1,258	8,742	1,000	6,000
6100.50.5340-54.5070	Use of money and property Flight Fees	-	-	2,000	-
6100.50.5340-54.8010	Use of money and property Investment Earnings	5,566	7,882	3,000	10,000
6100.50.5340-56.8080	Charges for Services Airshow Charges	2,500	-	3,000	-
6100.50.5340-56.8110	Charges for Services Rental Income	100,983	103,129	100,000	100,000
6100.50.5340-57.8050	Other Revenue Miscellaneous Receipts	29,923	31,426	25,000	30,000
6100.50.5340-57.8560	Other Revenue Airport Cardlock Deposits	400	25	-	20,000
6100 - Municipal Airport Total		1,363,818	1,519,221	1,456,000	1,611,000
6200 - Industrial Waste					
6200.50.5441-54.8010	Use of money and property Investment Earnings	34,990	52,043	5,000	20,000
6200.50.5441-56.5040	Charges for Services Industrial Waste Fees	3,071,013	2,047,898	3,050,000	3,100,000
6200 - Industrial Waste Total		3,106,003	2,099,941	3,055,000	3,120,000
6301 - Fairways Golf Course					
6301.00.0000-54.8010	Use of money and property Investment Earnings	1,334	3,882	200	200
6301.00.0000-54.8080	Use of money and property Sierra Lease	100,000	100,000	100,000	100,000
6301 - Fairways Golf Course Total		101,333	103,882	100,200	100,200

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Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
6302 - Twin Creek Golf Course					
6302.00.0000-54.8010	Use of money and property Investment Earnings	-	-	2,500	2,500
6302.00.0000-54.8070	Use of money and property First Tee Lease	60,000	60,000	60,000	60,000
6302 - Twin Creek Golf Course Total		60,000	60,000	62,500	62,500
6400 - Sewer					
6400.50.5442-54.8010	Use of money and property Investment Earnings	46,825	78,854	5,000	60,000
6400.50.5442-56.5050	Charges for Services Sanitary Sewer Surcharge Fees	3,557,751	3,528,727	3,600,000	3,700,000
6400.50.5442-57.8020	Other Revenue Surplus Property	-	2,110	-	-
6400 - Sewer Total		3,604,576	3,609,691	3,605,000	3,760,000
6500 - Storm Sewer (NPDES)					
6500.50.5443-53.3012	Fines and Forfeits NPDES Citations	-	300	-	-
6500.50.5443-54.8010	Use of money and property Investment Earnings	1,694	403	2,000	500
6500.50.5443-56.5080	Charges for Services Review and Inspection Fees	-	3,230	100,000	10,000
6500.50.5443-57.8050	Other Revenue Miscellaneous Receipts	-	-	-	200
6500 - Storm Sewer (NPDES) Total		1,694	3,932	102,000	10,700
6600 - Crazy Horse Landfill					
6600.20.2030-54.8010	Use of money and property Investment Earnings	17,375	21,277	-	-
6600 - Crazy Horse Landfill Total		17,375	21,277	-	-
6700 - Water Utility					
6700.50.5445-55.4043	Intergovernmental Monterey Co. Animal Shelter	2,929	3,749	4,000	4,000
6700.50.5445-55.4053	Intergovernmental City Animal Shelter	1,743	-	3,000	3,000
6700.50.5445-55.5023	Intergovernmental MRWPCA	1,738	2,225	3,000	3,000
6700.50.5445-55.5033	Intergovernmental City Industrial Waste Facility	487	-	1,000	1,000
6700 - Water Utility Total		6,897	5,974	11,000	11,000
6801 - Downtown Parking District					
6801.50.5446-52.5010	Licenses & Permits Parking Lot Permits	53,888	60,020	71,000	51,600
6801.50.5446-52.5020	Licenses & Permits Salinas St Garage Permits	24,902	27,464	105,600	81,900
6801.50.5446-52.5040	Licenses & Permits Monterey St Garage Permits	134,544	322,717	132,000	148,500
6801.50.5446-52.5070	Licenses & Permits Monterey St Garage - Hourly	-	-	204,000	316,500
6801.50.5446-52.5075	Licenses & Permits Parking Validation	-	-	11,500	11,500
6801.50.5446-54.8010	Use of money and property Investment Earnings	-	-	100	-
6801.50.5446-57.8050	Other Revenue Miscellaneous Receipts	-	34	-	-
6801 - Downtown Parking District Total		213,334	410,235	524,200	610,000
6802 - Preferential Parking					
6802.50.5447-52.5060	Licenses & Permits Preferential Permits	16,444	18,491	39,400	39,400
6802 - Preferential Parking Total		16,444	18,491	39,400	39,400
6803 - Parking Enforcement					
6803.50.5448-53.4020	Fines and Forfeits Parking Fines	-	110,260	672,000	1,140,000
6803 - Parking Enforcement Total		-	110,260	672,000	1,140,000
6900 - Permit Services					
6900.00.0000-54.8010	Use of money and property Investment Earnings	-	11,239	-	-
6900.30.3350-52.3010	Licenses & Permits Mechanical Permits	-	6,718	6,200	10,200
6900.30.3350-52.3020	Licenses & Permits Building Permits	-	1,077,540	800,000	1,100,000
6900.30.3350-52.3030	Licenses & Permits Plumbing Permits	-	27,821	30,000	3,500
6900.30.3350-52.3040	Licenses & Permits Electrical Permits	-	44,646	12,000	20,000
6900.30.3350-52.3060	Licenses & Permits Re-Roofing Permits	-	190,074	125,000	130,000
6900.30.3350-52.3070	Licenses & Permits Building Demolition Permit	-	2,041	500	1,000
6900.30.3350-53.3405	Fines and Forfeits C & D Penalty	-	-	-	20,000
6900.30.3350-55.3013	Intergovernmental TRAKIT-Permit System Charges	-	299,378	225,000	256,500
6900.30.3350-56.3400	Charges for Services Building Plan Check Fees	-	1,081,121	780,000	1,000,000
6900.30.3350-56.3410	Charges for Services Special Building Inspection	-	119,214	33,000	50,000
6900.30.3350-56.3420	Charges for Services Reinspection Service	-	29,291	8,000	22,000
6900.30.3350-56.3430	Charges for Services Residential Report	-	49,832	40,000	40,000
6900.30.3350-56.3440	Charges for Services Microfilm Fee	-	36,203	25,000	25,000
6900.30.3350-56.3460	Charges for Services Other Building Fees	-	61,259	8,000	25,000
6900.30.3350-57.8080	Other Revenue Miscellaneous Deposits	-	3,366	-	6,500
6900 - Permit Services Total		-	3,039,743	2,092,700	2,709,700

FINANCIAL SUMMARIES

Revenue

Account Number	Account Name	16-17 Actual	17-18 Actual	18-19 Budget	19-20 Budget
7101 - Internal Services Administration					
7101.12.1245-56.8010	Charges for Services Administrative Fees	350,000	350,000	-	-
7101.12.1245-57.8050	Other Revenue Miscellaneous Receipts	1	200	-	-
7101 - Internal Services Administration Total		350,001	350,200	-	-
7102 - Internal Services Insurances					
7102.12.1246-57.1060	Other Revenue Miscellaneous Insurances	1,059,563	656,229	-	-
7102.12.1246-57.8050	Other Revenue Miscellaneous Receipts	132,046	207,334	60,000	-
7102.14.1246-57.8050	Other Revenue Miscellaneous Receipts	-	-	-	60,000
7102 - Internal Services Insurances Total		1,191,610	863,563	60,000	60,000
7103 - Worker's Comp Self-Insurance					
7103.12.1247-54.8010	Use of money and property Investment Earnings	25,676	42,809	15,000	-
7103.12.1247-57.1010	Other Revenue Workers Comp Premiums	4,644,999	5,458,900	5,352,700	-
7103.12.1247-57.1020	Other Revenue Workers Comp Reimb	2,330	-	10,000	-
7103.12.1247-57.1030	Other Revenue CalPERS Ind Disability Reimb	70,271	27,431	70,000	-
7103.14.1247-54.8010	Use of money and property Investment Earnings	-	-	-	15,000
7103.14.1247-57.1010	Other Revenue Workers Comp Premiums	-	-	-	5,352,700
7103.14.1247-57.1020	Other Revenue Workers Comp Reimb	-	-	-	10,000
7103.14.1247-57.1030	Other Revenue CalPERS Ind Disability Reimb	-	-	-	70,000
7103 - Worker's Comp Self-Insurance Total		4,743,276	5,529,140	5,447,700	5,447,700
7104 - General Liability Self-Insurance					
7104.12.1248-54.8010	Use of money and property Investment Earnings	25,123	32,628	15,000	-
7104.12.1248-57.1040	Other Revenue Liability Insurance	950,000	1,813,700	-	-
7104.12.1248-57.1060	Other Revenue Miscellaneous Insurances	108,818	-	1,000	-
7104.14.1248-54.8010	Use of money and property Investment Earnings	-	-	-	15,000
7104.14.1248-57.1060	Other Revenue Miscellaneous Insurances	-	-	-	1,000
7104 - General Liability Self-Insurance Total		1,083,942	1,846,328	16,000	16,000
7120 - Internal Services-Fleet Maint					
7120.50.5233-57.8050	Other Revenue Miscellaneous Receipts	-	175	-	-
7120 - Internal Services-Fleet Maint Total		-	175	-	-
8914 - RORF-Redev Obligation Retirement					
8914.20.2502-50.1090	Taxes Property Taxes-Tax Increments	2,815,407	2,529,831	2,119,900	2,162,298
8914.20.2502-54.8010	Use of money and property Investment Earnings	75,664	91,194	1,000	1,000
8914.20.2502-54.8050	Use of money and property Rental Income	(1,632)	-	24,400	24,400
8914.20.2502-57.8050	Other Revenue Miscellaneous Receipts	3,419	-	-	-
8914 - RORF-Redev Obligation Retirement Total		2,892,859	2,621,024	2,145,300	2,187,698
8915 - Successor Agency Administration					
8915.20.2505-50.1090	Taxes Property Taxes-Tax Increments	250,000	157,750	174,100	177,582
8915 - Successor Agency Administration Total		250,000	157,750	174,100	177,582
Grand Total		177,887,191	180,098,170	229,102,909	190,383,999

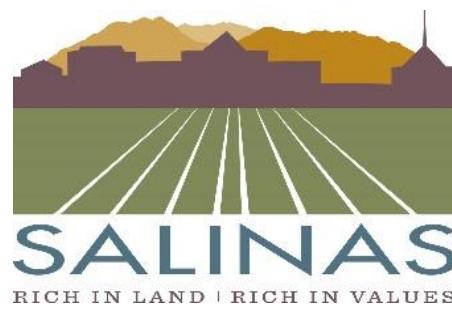


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FINANCIAL SUMMARIES

Workforce

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
GENERAL OPERATIONS												
Police (Sworn)	182.000	176.000	146.000	148.000	156.000	150.000	145.000	170.000	172.000	174.000	174.000	174.000
Police (Administrative)	69.000	63.000	57.500	57.500	57.500	47.500	47.500	59.500	55.500	57.500	57.500	57.500
Fire (Sworn)	90.000	86.000	78.000	92.000	92.000	90.000	86.000	95.000	93.000	94.000	93.000	93.000
Fire (Administrative)	6.000	6.000	6.000	5.000	5.000	4.000	4.000	5.000	6.000	6.000	5.000	5.000
Total Public Safety	347.000	331.000	287.500	302.500	310.500	291.500	282.500	329.500	326.500	331.500	329.500	329.500
Mayor and City Council	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000
Administration	12.500	12.000	9.000	11.375	15.385	12.375	11.275	15.275	16.000	16.000	12.000	12.000
Community Safety (Sworn)	1.000	1.000										
Finance	26.500	26.500	23.000	21.000	21.000	21.000	19.000	24.000	24.000	26.000	26.000	26.667
City Attorney	6.500	6.500	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000
Community Development	56.000	51.500	43.750	42.125	39.115	34.245	36.215	35.345	39.750	29.000	29.000	29.850
Engineering & Transportation	26.500	24.500	20.500	21.000	20.625	20.125	21.625	32.375	32.125	35.200	35.150	35.650
Environmental & Maintenance Services	78.250	71.250	48.750	47.500	48.375	46.375	44.625	52.875	47.625	48.700	46.500	46.750
Parks and Community Services	23.000	22.000	6.500	5.000	6.000	6.000	6.000	12.620	14.000	14.000	19.000	19.000
Library	49.500	48.000	43.500	42.500	45.500	43.500	43.500	43.500	43.500	41.000	41.000	41.500
Total Non Public Safety	286.750	270.250	207.000	202.500	208.000	195.620	194.240	227.990	229.000	221.900	220.650	223.417
TOTAL GENERAL OPERATIONS	633.750	601.250	494.500	505.000	518.500	487.120	476.740	557.490	555.500	553.400	550.150	552.917
INTERNAL SERVICES	2.000	2.000	2.000	1.000	1.000	1.000	1.000	3.000	12.000	13.000	13.200	13.450
ENTERPRISE OPERATIONS	26.750	28.750	30.250	28.750	29.500	29.500	30.500	31.000	33.500	44.100	43.150	43.383
ASSESSMENT & MAINTENANCE DISTRICTS	1.000	1.000	1.000	2.000	2.000	1.500	2.000	1.750	1.750	1.750	1.750	1.750
REDEVELOPMENT AGENCY	3.000	3.500	3.500	3.750								
SUCCESSOR AGENCY						1.380	1.260	1.260	0.750	0.750	0.750	0.750
CITY-WIDE TOTAL	666.500	636.500	531.250	540.500	551.000	520.500	511.500	594.500	603.500	613.000	609.000	611.500



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FINANCIAL POLICIES

Adopted by the Salinas City Council on December 10, 1991, Resolution Number 14343 (N.C.S.) and amended on June 21, 1994, Resolution Number 15193 (N.C.S.) and adopted each year with the adoption of the annual budget.

I. ACCOUNTING POLICIES

A. Accounting Standards

1. The City's accounting systems and procedures will comply with Generally Accepted Accounting Principles (GAAP) and standards promulgated by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB) to the extent necessary to achieve an unqualified audit opinion and adequate internal controls.
2. The City will prepare regular monthly, a mid-year, and an annual financial report to present a summary of financial performance and position.
3. The City will provide full disclosure in the annual financial report and debt representations.
4. The City's budgetary system will be integrated and compatible with the accounting system and the City's budget will be prepared on a basis in conformance with Generally Accepted Accounting Principles (GAAP).
5. For the purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of Salinas' California Public employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefits terms. Investments are reported at fair value.

II. RESERVE POLICIES

- A. Adequate reserves shall be maintained for all known liabilities, including payable employee pension costs, post-employment benefits, leave balances, workers' compensation, and self-insured retention limits.
- B. Adequate reserves shall be maintained for all lease purchases. For each lease purchase, the City will make a down payment equal to one annual payment from current revenues. The balance of the lease purchase obligation shall be fully reserved.
- C. The City will endeavor to maintain an operating reserve equal to eight percent of the General Fund, Measure V, and Measure G Operating Budget to cover cash flow requirements and normal variances in revenue and expenditure estimates.
- D. The City will endeavor to maintain a reserve equal to twenty-five percent of the future City financed Capital Projects scheduled in the four out-years of the Six-Year Capital Improvement Program to cover variances in project revenue and expenditures.
- E. The City will endeavor to maintain reserves in the Enterprise Funds equal to twenty-five percent of the budgets.
 1. The City will endeavor to maintain a reserve in the Sewer Enterprise Fund equal to the larger of twenty-five percent of debt service on the 1998 Sewer System Revenue Bonds or twenty-five percent of the sewer operating budget. This reserve will be in addition to the debt service reserve required in the bond documents.

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F. Airport Enterprise Fund Reserves

1. The Airport will endeavor to maintain an Operating Reserve equal to 25% of its operating expenditures.
2. The Airport will endeavor to maintain a Capital Reserve equal to the proceeds from the sale of surplus airport property to a real estate developer, Cabot, Cabot & Forbes (CC&F). It is imperative that the Airport maintains this Working Capital Fund because FAA grants operate on a reimbursement basis. In addition, this fund should only be designated for unbudgeted, unplanned and unforeseen capital improvement related contingencies.

G. The City will endeavor to maintain reserves in the Maintenance Districts equal to fifty percent of the budgets.

H. The City will endeavor to make the recommended contributions to fund post-employment benefits and pension plans as established in the annual actuarial reports.

- I. Reserve requirements will be reviewed annually and may be increased or decreased, or adjusted by an amount necessary to meet future identified, one-time, and specific expenditures requiring the accumulation of funds over a given period.
- J. General Fund Year-end carryover balances shall be allocated to reserves in the following priority order until all desirable reserve levels are achieved. The Council may decide, on an exception basis, to use the carry over balances to offset revenue shortfalls that result from State and County budgetary actions.
 1. Insurance reserves
 2. Operating Budget reserve
 3. Capital Improvement Program reserve
 4. Funding of Pension Obligations
 5. Funding of Post-employment benefit obligations

III. ADMINISTRATIVE FEES POLICIES

- A. An administrative fee for the provision of administration and/or policy direction shall be charged by the City to the following activities.
 1. Successor Agency
 2. All enterprise operations
 3. All maintenance districts
 4. Community Development Block Grant Program
 5. The Six-Year Capital Improvement Program
 6. Billings for City Services
- B. The administrative fee charged by the City shall be based on the actual expenditures of the various activities and shall be recorded twice a year (December and June) of each year or during the closeout of each completed Capital Improvement Project.
- C. The administrative fee charged to individual multi-year projects in the Capital Improvement Program shall not exceed \$50,000 annually.

FINANCIAL POLICIES

- D. The administrative fee shall be expressed as a percentage. The fee shall be reviewed and adjusted, as appropriate, on an annual basis during the budget approval process.

IV. REVENUE POLICIES

A. Maintenance of Revenues

- 1. The City will attempt to maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one revenue source.
- 2. The City will promote growth in its revenue base through economic development programs, which maintain and enhance a vigorous local economy.
- 3. The City will seek to supplement its revenue base, through the identification and application for State and Federal grant funds which will support identified needs.
- 4. One-time revenues shall be applied to one-time expenditures.

B. User Fees and Rates

- 1. The City will recover the costs of services providing a benefit to users through the imposition of user fees and charges.
- 2. The City will establish all user fees and charges at a level related to the direct and indirect costs of providing services and the degree of public versus private benefit.
- 3. The City will biennially recalculate the full costs of activities supported by user fees and rates to identify the impact of inflation and other cost increases.
- 4. The City will set user fees and rates for each enterprise fund (e.g. airport, golf courses, landfill, industrial waste), at a level which fully supports the total direct, indirect, and capital costs of the activity.

C. Revenue Collection

- 1. The City will take all cost-effective actions available to collect revenues.
- 2. The City will grant use fee waivers and/or debt forgiveness only under the following conditions:
 - a. All requests will be approved or disapproved by Council on a case-by-case basis.
 - b. Each request will be individually considered and Council action will be by resolution.
- 3. The City will not grant development and permit fee waivers.

D. Interest Earnings

- 1. The City will assign interest earnings to the General Fund unless specifically prohibited by State or Federal laws or by other regulations, covenants or agreements, with the exception that the City will assign interest earned by enterprise funds to those funds.
- 2. Investment policies shall be reviewed annually by the City Council.

V. OPERATING BUDGET POLICIES

A. Budget Format

- 1. The budget shall provide a complete financial plan of all City funds, agencies and activities for the ensuing fiscal year and shall be in such form as the City Manager deems desirable or that the Council may require.

FINANCIAL POLICIES

2. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated revenues of all City funds; all carry-over fund balances and reserves; and all proposed expenditures, including debt service, for the ensuing fiscal year.
3. The total of proposed expenditures shall not exceed the total of estimated revenues plus the unappropriated fund balance, exclusive of reserves, for any fund.
4. The budget will be organized on a program/service level format.
5. The budget development process will include the identification and evaluation of policy options for increasing and decreasing service levels.
6. A two-year budget may be substituted for the required annual budget, in which case the budget shall be prepared and presented in two annual increments.

B. Estimated Revenues

1. The City will annually update its revenue forecast to enhance the budgetary decision-making process.
2. In its budget projections, the City will attempt to match current expense to current revenue. If it becomes apparent that revenue shortfalls will create a deficit, efforts will be made first to reduce the deficiency through budgetary reductions.
3. If appropriate reductions are insufficient, the Council may decide, on an exception basis, to use an appropriate existing reserve, which is in excess of minimum reserve requirements.

C. Appropriations

1. In evaluating the level of appropriations for program enhancements, or reductions, the City will apply the following principles in the priority order given:
 - a. Essential services, which provide for the health and safety of residents, including but not limited to police, fire, street maintenance, and sewer and storm drainage will be funded to maintain current dollar levels.
 - b. The budget will provide for adequate ongoing maintenance of facilities and equipment.
 - c. Appropriations for program enhancements or reductions will be evaluated on a case-by-case basis rather than across the board.
 - d. When reductions in personnel are necessary to reduce expenditures, they shall be consistent with the City Council's established service level priorities and, when possible, shall be accomplished through normal attrition.
 - e. Programs, which are self-supported by special revenues or fees, shall be separately evaluated.
2. Prior to the City Council making any supplemental appropriation, the City Manager or Finance Director shall certify that funds in excess of those estimated in the budget are available for appropriation. Any such supplemental appropriations shall be made for the fiscal year by Council action up to the amount of any excess.
3. Appropriations may be reduced any time during the fiscal year by the City Council upon recommendation of the City Manager. When appropriation reductions are recommended, the City Manager shall provide specific recommendations to the Council, indicating the estimated amount of the reduction, any remedial actions taken, and recommendations as to any other steps to be taken.
4. The City Manager may transfer appropriations between departments and Department Directors may transfer appropriations between programs and accounts within their individual departments and divisions, but only the Council by minute-order may appropriate funds from reserves or fund balances.

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5. Only the City Manager may authorize the use of departmental salary budget savings.
6. All appropriations, except for Capital Improvement Program appropriations, shall lapse at the end of the fiscal year to the extent that they have not been expended or encumbered. An appropriation in the Capital Improvement Program shall continue in force until expended, revised, or cancelled.
7. The City will endeavor to budget an appropriated contingency account in the Non-Departmental operating budget equal to one percent of the total General Fund Operating Budget to meet changing operational requirements during the fiscal year. City Manager can authorize transfers from contingency account subject to purchasing limits.

VI. PURCHASING LIMITS

- A. Professional Service Agreements
 1. Exempt from competitive bidding.
 2. Does not require Council approval if: a) contract cost is budgeted; and b) agreement is routine in nature.
 3. Requires Council approval if agreement is over \$50,000 and service is a new initiative (non-routine).
 4. Administrative Memo 05-01 delegates authority to Directors to execute professional service agreements under \$50,000 (subject to #2 above).
 5. City Manager can execute professional service agreements in any amount (subject to #2 & #3 above).
 6. The RFP/RFQ process is recommended if value/qualifications cannot be determined informally.
- B. Supplies/Equipment Construction
 1. Directors can approve supplies and equipment purchases under \$20,000 and construction projects under \$50,000 if funds are included within the appropriate departmental budget.
 2. Equipment purchases over \$30,000 subject to bidding.
 3. Construction projects over \$100,000 subject to bidding.
 4. Exceptions are emergency equipment purchases using cooperative purchasing with other governmental agencies (i.e. State Bid List).
 5. Direct purchases: Council can waive bidding requirements on equipment purchases. Example: equipment is unique or equipment has been informally researched.

VII. PURCHASING – REQUIREMENTS FOR FEDERAL GRANTS

- A. This section shall apply to the awarding of sub-grants and contracts by the City stemming from federal grants to the City. This section shall have the same application on the awarding of sub-grants and contracts by the City stemming from state, county or other non-federal government entity grants originating as federal grants.
- B. Procurement Standards. (OMB Title 2 CFR, Subtitle A, Part 200, §200.318)
 1. The City shall maintain a contract administration system which ensures contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
 2. The City shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer or agent of the City shall participate in selection, or in the award or administration

FINANCIAL POLICIES

of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer or agent;
- b. Any member of his or her immediate family;
- c. His or her partner; or
- d. An organization which employs, or is about to employ, any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for award.

3. The City's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Such a conflict will not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. The City's standards of conduct provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the City.
4. The City shall not enter into a contract with a non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government or Indian tribe, unless the non-Federal entity maintains written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean due to relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
5. The City shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economic purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
6. The City shall consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
7. The City shall consider using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
8. The City shall consider using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure its essential function is provided at the overall lower cost.
9. The City shall make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources. Check sam.gov for vendor debarment or suspension.
10. The City shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price.
11. The City shall use time and material type contracts only:
 - a. After a determination is made that no other contract is suitable; and
 - b. If the contract includes a ceiling price the contractor exceeds at their own risk.
12. The City alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes

FINANCIAL POLICIES

and claims. These standards do not relieve the City of any contractual responsibilities under its contracts.

C. Competition. (OMB Title 2 CFR, Subtitle A, Part 200, §200.319)

1. The City will conduct procurement transactions in a manner providing full and open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors developing or drafting specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements.
2. The City shall conduct procurements in a manner prohibiting the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
3. The City shall have written procedures for procurement transactions. These procedures will ensure that all solicitations:
 - a. Incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated; and
 - b. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
4. The City shall ensure prequalified lists of persons, firms or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The City shall not preclude potential bidders from qualifying during the solicitation period.

D. Methods of Procurement to be Followed. The City shall use one of the following methods of procurement (OMB Title 2 CFR, Subtitle A, Part 200, §200.320):

1. Procurement by Micro-Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and adjusted periodically for inflation. As of the date of this ordinance, the micro-purchase threshold is \$3,500.
2. Procurement by Small Purchase Procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than the simplified acquisition threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 and periodically adjusted for inflation. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources. As of the date of this ordinance, the simplified acquisition threshold is \$150,000. For purchases exceeding fifty thousand (\$50,000), City Council approval is required.

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3. Procurement by Sealed Bids (Formal Advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 - a. For sealed bidding to be feasible, the following conditions should be present:
 - (1) A complete, adequate, and realistic specification or purchase description is available;
 - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.
 - b. If sealed bids are used, the following requirements apply:
 - (1) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
 - (2) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services for the bidder to properly respond;
 - (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (5) If there is a sound documented reason, any or all bids may be rejected.
4. Procurement by Competitive Proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - a. Requests for proposals shall be publicized and identify all evaluation factors including relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
 - b. Proposals will be solicited from an adequate number of qualified sources;
 - c. The City shall conduct technical evaluations of the proposal received and for selecting awardees;
 - d. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances applies:
 - a. The item is available only from a single source;

FINANCIAL POLICIES

- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in a written request from the City; or
- d. After solicitation of multiple sources, competition is determined inadequate.

6. Contracting with Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms. (OMB Title 2 CFR, Subtitle A, Part 200, §200.321)

- a. The City shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible.
- b. Affirmative steps include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subsections 6.b.(1) through (6) of this section.

7. Contracts Cost and Price. (OMB Title 2 CFR, Subtitle A, Part 200, §200.323)

- a. The City shall perform a cost or price analysis in every procurement action exceeding the simplified acquisition threshold including contract modifications. The method and degree of analysis will be dependent on the facts surrounding each procurement situation. As a starting point, the City shall make independent estimates before receiving bids or proposals.
- b. The City shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration shall be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- c. Costs or prices based on estimated costs for contracts under the Federal award will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E – Cost Principles of Title 2, Subtitle A, Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- d. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

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8. Federal Awarding Agency or Pass-Through Entity Review. (OMB Title 2 CFR, Subtitle A, Part 200, §200.324)
 - a. The City shall make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for purchase.
 - b. The City shall make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposal or invitations for bids, or independent cost estimates when:
 - (1) The City's procurement procedures or operation fails to comply with the procurement standards of Title 2, Subtitle A, Part 200, Subsection 200.324;
 - (2) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (3) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product;
 - (4) The proposed contract is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - (5) A proposed modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.
 - c. The City may be exempted from the pre-procurement review in subsection 8.b. above if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards set forth in Title 2, Subtitle A, Part 200, or the City self-certifies compliance with such standards if self-certification is permitted by the Federal awarding agency or pass-through entity.
9. Bonding Requirements. (OMB Title 2 CFR, Subtitle A, Part 200, §200.325) For public projects, the City shall require bid guarantees, performance bonds, and payment bonds consistent with Title 2, Part 200, Section 200.325 of the Code of Federal Regulations.
10. Contract Provisions. (OMB Title 2 CFR, Subtitle A, Part 200, §200.326) The City's contracts shall contain the provisions in Appendix II to Title 2, Subtitle A, Part 200 – Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable.

VIII. CAPITAL IMPROVEMENT PROGRAM POLICIES

- A. Capital Planning Period
 1. The City will budget all capital improvements in accordance with an adopted Capital Improvement Program.
 2. The City's long-range capital planning period shall be a minimum of six years or longer where appropriate.
 3. The Six-Year Capital Improvement Program will be reviewed and approved annually. It will include balanced budgets for the first year and a listing of all projects for the next five years. Appropriations will be approved annually.

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4. The City's annual Capital Improvement Program will be reviewed and preliminarily approved by Council in advance of reviewing/approving the City's Operating Budget.
5. The City's Capital Improvement Program will be in conformance with and support the City's major planning documents: the General Plan, Project Specific Plans, and City-wide Master Plans for related infrastructure improvements.
6. Master plans for major infrastructure and utility improvements will be prepared with a 10 or 20 year planning horizon when appropriate.

B. Capital Project Priorities

1. The City will evaluate each proposed capital project against the following criteria:
 - a. Linkage with community needs as identified in the City's planning documents.
 - b. A cost/benefit analysis, identifying all economic or financial impacts of the project.
 - c. Identification of available, funding resources.
2. The City will develop its capital improvement program with funding priorities in the following order:
 - a. Projects which maintain and preserve, existing facilities.
 - b. Projects which replace existing facilities that can no longer be maintained.
 - c. Projects which provide new and expanded services to the community.

C. Capital Project Management

1. The City will fund and manage its capital projects in a phased approach. The project phases will become a framework for appropriate decision points and reporting. The phasing will consist of:
 - a. Conceptual/schematic proposal
 - b. Preliminary design and cost estimate
 - c. Engineering and final design
 - d. Bid administration
 - e. Acquisition/construction
 - f. Project closeout
2. Each CIP project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, periodically report project status and track project expenditures.

IX. DEBT POLICIES

A. Use

1. This Debt Policy is intended to comply with Government Code Section 8855(i) and (k), effective on January 1, 2017, and shall govern all debt undertaken by the Issuer.

The City hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the Issuer's sound financial position.
- Ensure the Issuer has the flexibility to respond to changes in future service priorities, revenue

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levels, and operating expenses.

- Protect the City's credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City's debt is consistent with the Issuer's planning goals and objectives and capital improvement program or budget, as applicable.

2. The issuance of long-term debt will be only for:

(i) Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the Issuer.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the Issuer and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The City may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the City Council.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- The City estimates that sufficient revenues will be available to service the debt through its maturity.
- The City determines that the issuance of the debt will comply with the applicable state and federal law.

(ii) Short-term debt. Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the Issuer may undertake lease-purchase financing for equipment.

(iii) Financings on Behalf of Other Entities. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be

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financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

B. Types of Debt

The following types of debt are allowable under this Debt Policy:

- general obligation bonds
- bond or grant anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase transactions
- other revenue bonds and certificates of participation
- tax and revenue anticipation notes
- land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- tax increment financing to the extent permitted under state law
- conduit financings, such as financings for affordable rental housing and qualified 501c3 organizations

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

Debt shall be issued as fixed rate debt unless the Issuer makes a specific determination as to why a variable rate issue would be beneficial to the Issuer in a specific circumstance

C. Relationship of Debt to Capital Improvement Program and Budget

The City is committed to long-term capital planning. The City intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City's capital budget and the capital improvement plan.

The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The City shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

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D. Policy Goals Related to Planning Goals and Objectives

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the Issuer's annual operations budget.

It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The City will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the City's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the City's Finance Director. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the City's Finance Director shall retain records of all expenditures of proceeds through the final payment date for the debt.

F. Continuing Disclosure Procedures

In connection with the issuance of publicly sold debt, the City is required to enter into agreements (Continuing Disclosure Agreements) to provide certain information to investors under SEC Rule 15c2-12.

First, the City's Continuing Disclosure Agreements call for the City to provide annual reports that include: (i) updated financial and operating data relating to each debt obligation; and (ii) audited financial statements of the City. The City will work with bond counsel and/or disclosure counsel before the execution of each Continuing Disclosure Agreement to ensure that the annual reporting obligations that are being imposed

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upon the City in each Continuing Disclosure Agreement can be met by the City in a timely and complete manner.

Second, the Continuing Disclosure Agreements call for the City to provide notice of certain events relating to the debt, as specified in the Continuing Disclosure Agreements.

The City must comply with the specific requirements of each Continuing Disclosure Agreement. The City's policy is to strive to make Continuing Disclosure Agreements for each type of debt as uniform as possible.

The Continuing Disclosure Agreements generally require that the annual reports be filed by each April 1, and event notices are generally required to be filed within 10 business days of their occurrence. Such filings are to be made through the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System, which is accessible on the Internet at <https://emma.msrb.org/> (EMMA).

The Finance Director of the City shall be responsible for making continuing disclosure filings. In addition, the Finance Director may determine to retain third-party consultants with experience assisting public agencies in making continuing disclosure filings in order to ensure timely and complete filings.

Certain notice events require special attention. For instance, the City's Continuing Disclosure Agreements call for the City to notify investors of changes in the ratings on its debt within 10 business days, although the credit rating agencies may not notify the City of changes in such ratings in all cases. The City will undertake to confirm the ratings on its debt on a regular basis.

In addition, the City's Continuing Disclosure Agreements entered into after February 27, 2019 call for the City to notify investors of the incurrence of any "financial obligation," if material, and the City will be obligated to disclose defaults on, acceleration of and certain other information with respect to any "financial obligation" regardless of when the financial obligation was incurred.

Rule 15c2-12 provides a general definition of a "financial obligation." While the impetus for the obligation to disclose information about financial obligations was a perception by the SEC and others that municipal issuers were increasingly entering into bank or other private placement debt, Rule 15c2-12 defines "financial obligation" more broadly to include "a debt obligation, derivative instrument or a guarantee of either a debt obligation or a derivative instrument."

To date, the SEC has provided limited guidance on the specific application of the definition of "financial obligation." The SEC has suggested that a key concept is that a "financial obligation" involves the borrowing of money. In public comments, representatives of the SEC have declined to provide a definition of a "guarantee," but they did indicate that the SEC will not look to state law definitions of a "guarantee" or "debt."

As described in detail below, the City will need to monitor agreements or other obligations entered into by the City, the Salinas Facilities Financing Authority or other affiliated City entity (such as community facilities districts), and any modifications to such agreements or other obligations, to determine whether they constitute "financial obligations" under Rule 15c2-12 and, if material, need to be disclosed on to investors.

In addition, if the City, the Salinas Facilities Financing Authority or other affiliated City entity receives a notice of default or an event of default or of an acceleration, termination event, modifications of or other similar event on any agreement or other obligation, the City will need to determine whether such obligation constitutes a "financial obligation" (regardless of when originally incurred) and whether such default or other event reflects financial difficulty (i.e., reduction in overall liquidity, creditworthiness or debt owner's rights).

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Types of agreement or other obligations which are likely to be “financial obligations” under Rule 15c2-12 include:

1. Bank loans or other obligations which are privately placed;
2. Letters of credit, including letters of credit which are provided to third parties to secure the City’s, the Salinas Facilities Financing Authority’s or other affiliated City entity’s obligation to pay or perform;
3. Capital leases for property, facilities or equipment; and
4. Agreements which guarantee the payment or performance obligations of a third party (regardless of whether the agreements constitute guarantees under California law).

Types of agreements which could be a “financial obligation” under Rule 15c2-12 include:

1. Payment agreements which obligate the City, the Salinas Facilities Financing Authority or other affiliated City entity to pay a share of another public agency’s debt service (for example, an agreement with a joint powers agency whereby the City, the Salinas Facilities Financing Authority or other affiliated City entity agrees to pay a share of the joint powers agency’s bonds, notes or other obligations);
2. Service contracts with a public agency or a private party pursuant to which the City, the Salinas Facilities Financing Authority or other affiliated City entity are obligated to pay a share of such public agency’s or private party’s debt service obligation (for example, certain types of public-private partnership arrangements);
3. Agreements pursuant to which the City, the Salinas Facilities Financing Authority or other affiliated City entity is obligated to pay amounts expressly tied to another party’s debt service obligations, regardless of whether service is provided or not;
4. Agreements which include a rate component that expressly passes through debt service or capital obligation of the other party; and
5. Agreements the payments under which are not characterized as an operation and maintenance expenses for accounting purposes if such agreements could be characterized as the borrowing of money.

The City Attorney and/or Finance Director will notify the City’s bond counsel and/or disclosure counsel of the receipt by the City, the Salinas Facilities Financing Authority or other affiliated City entity of any default, event of acceleration, termination event, modification of terms (only if material or reflecting financial difficulties), or other similar events (collectively, Potentially Reportable Events) under any agreement or obligation to which the City, the Salinas Facilities Financing Authority or other affiliated City entity is a party and which may be a “financial obligation” as discussed above. Such notice should be provided by the City Attorney or the Finance Director as soon as the City Attorney or Finance Director receives notice from City staff, consultants or external parties of such event or receives direct written notice of such event so that the City can determine, with the assistance of bond counsel and/or disclosure counsel, whether notice of such Potentially Reportable Event is required to be filed on EMMA pursuant to Rule 15c2-12. If filing on EMMA is required, the filing is due within 10 business days of such Potentially Reportable Event to comply with the applicable Continuing Disclosure Agreement.

The Finance Director will catalog the execution by the City, the Salinas Facilities Financing Authority or

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other affiliated City entity of any agreement or other obligation which might constitute a “financial obligation” for purposes of Rule 15c2-12 and which is entered into after February 27, 2019. Amendments to existing agreements or financial obligations which relate to covenants, events of default, remedies, priority rights, or other similar terms should be reported to the City’s bond counsel and/or disclosure counsel as soon as notice of amendment requests is received by City staff, consultants, or external parties of such event. Such notice is necessary so that the City can determine, with the assistance of bond counsel and/or disclosure counsel, whether such agreement or other obligation constitutes a material “financial obligation” for purposes of Rule 15c2-12. If such agreement or other obligation is determined to be a material “financial obligation” or a material amendment to a “financial obligation” described above, notice thereof would be required to be filed on EMMA within 10 business days of execution or incurrence.

X. ASSESSMENT AND MELLO-ROOS COMMUNITY FACILITIES DISTRICT FINANCING POLICIES

A. Formation

3. Assessment districts (AD's) or Mello-Roos Community Facilities districts (CFD's) financing may be made available by the City for those public improvements within a development or project area that either create extraordinary public benefit, and/or require public improvements that cannot be funded without substantial financial hardship to the property owner.
 - a. The City shall make the determination as to whether a proposed district shall proceed under the provisions of the Mello-Roos Community Facilities Act or other appropriate assessment district laws, and whether the district will be a construction or acquisition district.
2. New development projects must be consistent with the City's General Plan and have secured appropriate land use approvals from the City and all other agencies having jurisdiction to allow all proposed development of the project area.
3. Unless waived by the City Council, the City will require, for each new development project, a study conducted by an independent, recognized expert in real estate to appraise the property proposed to be included in the assessment district. The appraisal shall take into account the public improvements, which will be financed by the assessment district. The appraisal methodology shall be subject to the approval of the City. This study shall be paid for by the developer, but shall be commissioned by the City and shall be done for the City.
4. An absorption study of new development projects may be required for public financing. The absorption study shall be used as a basis for verification that sufficient revenues can be produced to service the debt and to determine whether public financing is appropriate given the timing of development.
5. Where the City provides AD or CFD financing for new development projects, and the City deems it appropriate, the City may enter into a development or similar agreement with the owners of the project.
6. The City Council shall select the assessment engineer, appraiser, bond counsel, underwriter, financial advisor, special tax consultant and other professionals and consultants as it deems appropriate. The City Council's policy is for the developer to pay all of the City's costs associated with the formation and administration of assessment districts.
 - a. An advance deposit is required, in those instances, where a proposed district is initiated by a party or parties other than the City.
7. Any development agreement associated with the use of public financing shall be approved by the City Council prior to the issuance of debt. Any modifications to the development agreement proposed subsequent to the issuance of debt will be considered only if the modification would benefit

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the City and not impair the outstanding debt obligations. Approval of any modifications requested by the developer shall be at the sole discretion of the City Council.

8. The City allows for the formation of acquisition districts. The City shall make the final determination as to which public improvements and to what extent such improvements are eligible for financing through acquisition. An acquisition agreement between the City and applicant/developer shall be required and approved by the City Council prior to the sale of bonds.

B. Financing

1. The amount of AD or CFD bonds issued for any project shall not be greater than one-third of the appraised value of the improved property as determined by the independent real estate valuation expert, except when credit enhancements are provided and/or when the improvements are of extraordinary public benefit.
2. Unless specifically exempted by the City Council, residential projects using assessment district financing shall be required to pay off the outstanding assessments as part of the first sale escrow of each completed (ready-for occupancy) residential property to the first purchaser of such property.
3. The resolution of intention to form an AD or CFD shall contain a statement that the City will not obligate itself to advance available funds from the City treasury to cure any deficiency which may occur in the bond redemption fund.
4. Each bond issue shall be structured to adequately protect bond-owners and to protect the bonding capacity and credit rating of the City. The structure shall include a foreclosure covenant that permits the City to foreclose any deficiency. The structure may also include some combination of credit enhancement, special reserve funds or deposits.
5. Unless waived by the City Council the term of the bonds shall not exceed twenty-five (25) years.
6. The AD or CFD lien shall be fully disclosed in compliance with applicable statutory requirements. For developer-constructed facilities, the developer will prepare and obtain approval from the City of a statement and report notifying any prospective property owners of existing or proposed special assessments or taxes on the property. This disclosure statement shall be issued to and signed by the prospective buyer prior to any commitment by the buyer to purchase the property. The City, in its sole discretion, may require additional property owner notification if the City deems that such notification will help make subsequent property owners aware of future liens.
7. All statements and materials related to the sale of AD or CFD bonds shall emphasize and state that none of the faith, credit, and taxing power of the City is pledged to the repayment of the bonds. The City is not obligated to replenish the reserve fund from revenue sources other than annual assessments or special taxes, or proceeds from foreclosure proceedings.
8. A reserve fund will be required in each AD or CFD bond issue. The reserve fund shall be of a size sufficient to provide adequate security against default and in a size that is deemed vital to bond marketing and of such a size as not to violate applicable federal tax law requirements.
9. The calculation of assessment prepayments and reserve fund credits shall be as follows:
 - a. Each assessment prepayment will be computed and collected by the City of Salinas using part 11.1 of Division 10 (Sections 8766 and following) of the Streets and Highways Code. The computation will include principal outstanding, interest to date of bond call and costs including bond premium, legal, public noticing, administration and paying agent less a credit for the original reserve collected.
 - b. Prepayments must be received at least ninety days prior to applicable bond call dates (July 2, September 2, January 2 or March 2) to be included in the bond call. The current fiscal year assessment, which has been posted to the property tax roll must be paid to the Monterey County Tax Collector.

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- c. Upon receipt of the pay off, the City will cancel future assessment levies and shall cause to be recorded under Section 8687 of the Streets and Highways Code an appropriate amendment or addendum to any recorded notice of Assessment as evidence of the pay off.
- d. The calculation of prepayments and reserve fund credits for CFD bonds will be made in accordance with the Mello-Roos Community Facilities Act of 1982.

C. Special Tax Formula

- 1. Where the district to be formed is a Mello-Roos district, the maximum special tax shall adhere the following:
 - a. The special tax shall include the annual administrative cost of the City to administer the district.
 - b. The City shall retain a special tax consultant to prepare a report, which recommends and evaluates a special tax, which adequately funds identified public improvements, administrative costs and other related expenditures.
 - c. The projected special assessment and/or special tax, when added to the ad valorem property tax and other direct and overlapping debt of the proposed district (including other projected benefit assessments, special taxes levied for authorized but un-issued debt, and any other anticipated special assessments, taxes or charges which may be included on a property owner's annual property tax bill), shall not exceed two percent (2.0%) of the projected assessed value of each improved parcel within the district. As it pertains to commercial, industrial, or other parcels within the district, the City reserves the right to exceed the two-percent (2.0%) limit if, in the City's sole discretion, it is fiscally prudent. A backup special tax shall be required to protect against changes in land use that may result in insufficient annual special tax revenues.

D. Administration and Fees

- 1. The City's administrative costs, before, during, and after the debt is issued, shall be recovered. Costs chargeable to the district may be included in the debt issue. All City administrative costs not chargeable to the district shall be paid by the developer.
- 2. The City Council hereby affirms that the fees, established for AD's and CFD's is a three percent issuance fee levied on total bonds issued through the assessment district, a two percent construction administration fee and a two percent contract engineering review fee levied on total construction costs of the project. In-house engineering, legal and project inspection shall be charged directly to the project.
- 3. The City shall require a developer requesting AD or CFD financing to advance the costs for engineering work associated with the district improvements. The City retains the right of being the engineer of work for all improvements financed by AD's or CFD's.
- 4. The City Council will honor all existing agreements, for projects utilizing public financing that will continue in effect subsequent to the adoption of the policies contained herein. However, any modifications to these existing agreements subsequent to the adoption of these policies will be subject to review in accordance with the adopted policies.

E. Continuing Disclosure

- 1. The developer will comply with federal requirements concerning secondary market disclosure, as those requirements, are interpreted by the City and its counsel.

F. Refunding

- 1. AD or CFD bond refunding may be initiated by the City or at the request of property owners. Refunding Bonds shall be issued pursuant to California State law as deemed appropriate by the City.

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2. All applicable provisions of these AD and CFD Policies shall apply to refunding except for the City's issuance fee which shall be one and one-half percent of the principal amount of the Refunding Bonds for issues that are exclusively refunding.

XI. LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT POLICIES

The City of Salinas seeks to enhance the quality of residential, commercial and business developments by requiring new developments to form Landscape and Lighting Districts ("Districts") to maintain landscaping improvements required as a condition of development.

A. Formation

1. New development project must install improvements consistent with the City's General Plan.
2. The City Council's policy is that new development pay all of the City's costs associated with the formation and administration of Districts.
 - a. An advance deposit is required, in those instances, where a proposed district is initiated by a party or parties other than the City.
3. The initial maintenance costs and reserves will be funded by the developer based on the Engineer's Report in an amount sufficient to maintain the improvements until the first assessment apportionment is received from the County.
4. The City Council shall select the assessment engineer and other professionals and consultants as it deems appropriate.

B. Budget

1. Operating Budget – Ongoing annual operating expenses include, but are not limited to, the direct costs for landscape maintenance, water, electricity, street lighting, graffiti removal, open spaces, appurtenant facilities, tree trimming and pruning and street slurry sealing and overlay.
2. Administrative Expenses – Ongoing annual administrative expenses shall include charges for accounting, printing, publication of legal notices, consultant expense, city and county fees for collecting assessments, Public Works overhead and other City staff general and administrative expenses.
3. Reserves – Reserves may be collected for two primary purposes – cash flow and capital replacement.
 - a. Cash Flow Reserves shall be established at 25% of the annual budget as set forth in the initial engineer's report and adjusted each fiscal year thereafter. These reserves may be drawn down, as needed; during the first half of each fiscal year until the first installment of property tax assessment is collect to replenish the reserves.
 - b. Capital Replacement Reserves shall be established to protect against damage to landscaping and lighting improvements or provide funding for facilities that may not be conveniently raised in one year. Capital Replacement Reserves may be collected over an extended period of time, from five to thirty years. When the Capital Replacement Reserve is established, the City Council shall approve by resolution the improvements, estimated cost, and the number of years they will be collected.
4. Interest Earnings – Interest income for each District shall accrue at the City's interest rate and shall be shown in the budget.
5. Surpluses – Surplus funds within a District on June 30th shall be noted in the budget. Surplus funds are those funds above and beyond those required to cover annual expenses and reserves. Any surplus funds shall be applied as a reduction of future fiscal year's assessment.

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6. Deficits – Deficits within a District on June 30th shall be noted in the budget. Deficits shall be considered funding shortfalls required to cover annual expenses. Any deficit balance will be recovered with assessment revenue from future levies.
7. General Fund or other appropriate fund contributions – Contributions from the General Fund or other appropriate fund will be made to cover the Costs determined as general public benefit in the engineer's report. Such contributions may include direct deposits to the District accounts or credits that effectively reduce the assessments.

C. Method of Apportionment

1. The formula used for calculating assessments will reflect the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on estimated benefit to each parcel.
2. Pursuant to the Constitution Article XIIID Section 4 a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on the parcel and only special benefits may be assessed.
3. The method of apportionment will also include an assessment range formula and inflationary adjustments. The purpose of establishing an assessment range formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments.

XII. CAPITAL ASSET POLICIES

- A. Overview – The Finance department will maintain a capital asset management system that will meet external financial reporting requirements and the needs of the departments in line with these policies. Governmental Accounting Standards Board Statement No. 34 (GASB 34) changed GAAP for capital assets reporting for governmental funds. Beginning in fiscal year ending June 30, 2003, pursuant to GASB 34, the General Fixed Asset Account Group will be eliminated and the City will report these assets by function and activity on the government-wide financial statements. Enterprise Funds capital assets will continue to be recorded within their own fund.
 1. Capital assets are recorded as expenditures in governmental funds at the time the assets are received and the liability is incurred. These assets will be capitalized at cost on the government wide financial statements. Enterprise fixed assets are recorded as assets within the fund when purchased and a liability is incurred.
 - i. GASB 34 defines Capital Assets as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
 - ii. GASB 34 defines Infrastructure Assets as long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. Buildings that are an ancillary part of a network of infrastructure assets are included.

The City uses the most current edition of GOVERNMENTAL ACCOUNTING, AUDITING, AND FINANCIAL REPORTING (GAAFR) published by the Government Finance Officers Association (GFOA) as its authoritative guide in setting policy and establishing accounting procedures regarding capital assets.

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B. Capitalization – Generally all capital assets with an original cost of \$10,000 or more will be capitalized (recorded as an asset on the balance sheet versus expensing the item). Infrastructure Assets with an original cost of \$150,000 or more will be capitalized. This capitalization policy addresses financial reporting, not control. The City follows the GFOA recommended practices for establishing capitalization thresholds. Specific capitalization requirements are described as follows:

1. The asset must cost \$10,000 or more.
2. The asset must have a useful life of five (5) or more years.
3. The capitalization threshold is applied to individual units of capital assets rather than groups. For example, ten desks purchased for \$1,500 each will not be capitalized even though the total (\$15,000) exceeds the threshold of \$10,000.
4. For purposes of capitalization, the threshold will generally not be applied to components of capital assets. For example a keyboard, monitor and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single asset. The capitalization threshold will be applied to a network if all component parts are required to make the asset functional.
5. Repairs to existing capital assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. In this case the repair represents an improvement and is subject to the requirements described number 6 below.
6. Improvements to existing capital assets will be presumed by definition to extend the useful life of the related capital asset and therefore will be subject to capitalization if the cost exceeds \$10,000.
7. Work of arts, animals (i.e. police dogs) and historical treasures are not capitalized, but will be recorded as tracked property.

As a result of the above capitalization policies the following infrastructure items will not be capitalized:

- Handheld radios
- Personal computers
- Software
- Street trees
- Street signs
- Weapons

8. Capital projects will be capitalized as “construction in progress” until completed.

C. Leased Assets

1. Operating leased assets are usually short term and cancelable at anytime. The recording of an operating lease as a fixed asset is not required because the item is not purchased.
2. Capital leases will be capitalized if one or more of the following criteria are met and the chance of cancellation is low:
 - a. Ownership is transferred by the end of the lease term
 - b. The lease contains a bargain purchase option
 - c. The lease term is greater than or equal to 75 percent of the asset's service life
 - d. The present value of the minimum lease payment is greater than or equal to ninety percent (90%) of the fair market value of the asset at the inception of the lease.

FINANCIAL POLICIES

Capital lease items are capitalized at the beginning of the lease period, regardless of when the title transfers. Capital leases are recorded at net present value of lease payments.

- D. Capital Asset Recording - It is the responsibility of the Finance Department to record, monitor and inventory all fixed assets. Each department will assign appropriate staff members to respond to verification, inventories, and filling out the necessary forms for recording transfers, dispositions, donations or retired fixed assets.
- E. Acquisition of Capital Assets - Fixed assets may be acquired through direct purchase, lease-purchase or capital lease, construction, eminent domain, tax foreclosures, donations, and gifts.

When a capital asset is acquired the funding source will be identified as either a governmental fund, proprietary fund or component unit. Additionally the fund type will be identified as well as the specific fund.

If funds are provided by a specific funding source, a record will be made of that specific source such as:

- Bond Proceeds
- Federal Grants
- State Grants
- Local Grants

- F. Measuring the Cost and/or Value - Capital assets are recorded at their "historical cost", which is the original cost of the assets. Donations accepted by the City will be valued at the fair market value at the time of donation. Costs include purchase price (less discounts) and any other reasonable and necessary costs incurred to place the asset in its intended location and prepare it for service. Costs could include the following:

- Sales Tax
- Freight charges
- Legal and title fees
- Closing costs
- Appraisal and negotiation fees
- Surveying fees
- Land-preparation costs
- Demolition costs
- Relocation costs
- Architect and accounting fees
- Insurance premiums and interest costs during construction

- G. Establishing Cost in the Absence of Historical Records - According to the GASB 34, an estimate of the original cost is allowable. Standard costing is one method of estimating historical cost using a known average installed cost for a like unit at the estimated date of acquisition. Another recognized method is normal costing wherein an estimate of historical cost is based on current cost of reproduction new indexed by a reciprocal factor of the price increase of a specific item or classification from the appraisal date to the estimated date acquired. When necessary the City will use whichever method gives the most reasonable amount based on available information.

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H. Recording Costs Incurred After Acquisition - Expenditures/expenses for replacing a component part of an asset are not capitalized. However, expenditures/expenses that either enhance a capital asset's functionality (effectiveness or efficiency), or that extend a capital asset's expected useful life are capitalized. For example, periodically slurry sealing a street would be treated as a repair (the cost would not be capitalized), while an overlay or reconstruction would be capitalized. Adding a new lane constitutes an addition and would therefore also be capitalized.

I. Disposition or Retirement of Fixed Assets - It is the City's policy that departments wishing to dispose of surplus, damaged or inoperative equipment must notify the Finance Department.

The City will conduct public auctions, as necessary, for the purpose of disposing of surplus property. Auctions will be conducted by the Finance Department through its Purchasing Division. All proceeds from the sale of surplus property will be allocated to the City's General Fund unless the property was originally purchased with monies from a Proprietary or a Grant Fund, in which case, the proceeds will be returned to any of those specific funds. The original cost less depreciation will then be removed from the City's capital asset management system.

Disposition of assets acquired using grant funds should follow the asset disposition guidelines established by the grantor.

J. Transfer of Assets – The transfer of fixed assets between departments requires notification to the Finance Department.

K. Depreciation – It has long been the City's policy to record depreciation for Enterprise funds. In accordance with GASB Statement No. 34, effective with the fiscal year ending June 30, 2003 the City will record depreciation expense on all capital assets, except for inexhaustible assets.

The City will use straight-line depreciation method. Depreciation will be calculated starting the month following the date the asset was placed in service. Depreciation will be applied over the estimated useful life of the asset.

L. Recommended Lives - The City follows GFOA Recommended Practices when establishing recommended lives for assets to be capitalized. In accordance with GASB 34 the City will rely on "general guidelines obtained from professional or industry organizations." In particular, the City will rely on estimated useful lives published by GFOA. If the life of a particular asset is estimated to be different than these guidelines, it may be changed. Following is a summary of the estimated useful lives:

<u>Asset Class</u>	<u>Useful Life</u>
Buildings and Improvements	240 to 600 months
Improvements Other Than Buildings	180 to 540 months
Infrastructure	240 to 600 months
Machinery and Equipment	60 to 120 months

M. Control of Assets – In accordance with GFOA Recommended Practice the City will exercise control over the non-capitalized tangible capital-type items by establishing and maintaining adequate control procedures at the department level. The City's capitalization threshold of \$10,000 meets financial reporting needs and is not designed for nor particularly suited to maintain control over lower cost capital assets. It is the responsibility of each department to maintain inventories of lower-cost capital assets to ensure adequate control and safekeeping of these assets.

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- N. Maintenance Schedules - The City shall develop and implement maintenance and replacement schedules with a goal of maximizing the useful life of all assets. The schedules shall include estimates of annual maintenance and/or replacement funding required for each asset.
- O. Maintenance Funding - The City shall identify specific sources of funds for the annual maintenance or replacement of each asset. Whenever possible, the maintenance or replacement funding shall be identified from a source other than the City General Fund. The City shall maximize the use of maintenance assessment districts and dedicated special revenue (e.g. gas tax). The City shall endeavor to set aside, on an annual basis, one and one-half percent (1½%) of its General Fund Operating Budget to provide for on-going maintenance and required replacement of assets that cannot be reasonably funded from other sources.
- P. Works of Art and Historical Treasures – GASB 34 encourages but does not require the capitalization of art collections that meet all of the following conditions:
 - Held for public exhibition, education, or research in furtherance of public service, rather than financial gain
 - Protected, kept unencumbered, cared for, and preserved
 - Subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections

It is the City's Policy that proceeds from the sale of art collections be used to acquire other works of art. That being the case the City's works of art and historical treasures will not be capitalized.

- Q. Intangibles – Intangibles assets are now included in the GASB 34 definition of capital assets. Prior to GASB 34 the City did not capitalize intangibles. GFOA recommends that governmental entities follow the guidance of AICPA Statement of Position 98-1 Accounting for Costs of Computer Software Developed or Obtained for Internal Use.
- R. Inventory – A physical inventory of capitalized assets will be performed annually. Capitalized assets are maintained in the City's fixed asset system that include the acquisition date, a description of the property, a serial number or other identification number, the source of funding, the cost of the asset, percentage of Federal participation for the Federal award under which the property was acquired and the location of the capitalized asset.
- S. Disposition – City Council declares City assets surplus and authorize the disposal in accordance to Chapter 12, Article 2, Section 12-15 of the Municipal Code regarding Disposition of Property. Disposition of capitalized asset acquired under a Federal award shall follow the disposition instructions from the grant awarding agency.

XIII. RISK MANAGEMENT POLICIES

- A. The City shall maintain a risk management program for liability, workers' compensation, health insurance, and loss of property exposures which emphasizes avoidance of risk, whenever possible, funding for losses which cannot be avoided, and transfer or risk to third parties whenever appropriate.
- B. The risk management process will include the systematic and continuous identification of loss perils and exposures, the analysis of these perils and exposures in terms of frequency and severity probabilities, the application of sound risk control procedures and the financing of risk consistent with the City's financial resources.
- C. If the loss potential in dollars for a particular risk is substantial and cannot be absorbed within the City's annual operating budget and reserves, the City will develop and maintain a program of purchased insurance or funded self-insurance.
- D. The City will endeavor to promptly settle justified claims but will vigorously defend claims which are

FINANCIAL POLICIES

frivolous, or unsupported.

- E. The City will maintain separate self-insurance funds to identify and segregate the financial resources necessary to cover insurance premiums and self-insurance retentions
 1. Revenues into the insurance funds will be generated by charges to operating departments and programs.
 2. Resources will be established at the end of each year to fully fund liability for open claims, incurred but not reported (IBNR) claims, and a catastrophic loss reserve as periodically recommended by the City's Risk Management Advisor.
 3. The City will endeavor to maintain reserves equal to three-times the self-insured retention for both the liability and worker's compensation self-insurance internal service funds.

XIV. INTERFUND LOANS

- A. Purpose - This policy documents requirements and responsibilities to be followed regarding interfund borrowing between funds of the City of Salinas.
- B. Scope - Often local governments will loan resources from one fund to another fund that is experiencing a temporary cash shortage. Under generally accepted accounting principles (GAAP), funds that account for reserved or dedicated monies may make temporary loans to other funds. This policy addressed the approval, terms and accounting requirements for interfund loans.
- C. Definition - Interfund loans are amounts provided between funds with a requirement for repayment. Interfund loans will be reported according to GAAP, as interfund receivables in lender funds and interfund payables in borrower funds. If repayment is not expected within a reasonable time, the interfund balances should be reduced and the amount that is not expected to be repaid should be reported as a transfer from the fund that made the loan to the fund that received the loan.
- D. Policy
 1. Interfund loans-Types:
 - a. Internal loans that are necessary part of normal business operations:
 - To maintain cash flow and provide working capital, in anticipation of future tax receipts or other revenue, the General Fund may require cash advances from other funds during the course of a fiscal year. Other funds eligible to make cash advances include: Measure V; Measure G, Special Revenue, Capital Projects, and Internal Services. Cash advances shall be treated as short-term loans. Interest shall be paid on these loans at a rate determined according to the procedure established in section B.2 of this policy.
 - Cash advances to provide working capital to the General Fund or other funds must be approved by the City Manager. Such approval must be in writing, and should specify maximum allowable amounts.
 - b. Internal loans that provide for advance spending for a capital project prior to securing project financing. Such loans must be approved by the City Council with the adoption of the annual Capital Improvement Project budget or by separate action by the City Council. Approval is not required for advance spending from the \$2 million Capital Projects Revolving Fund established by prior City Council action.

FINANCIAL POLICIES

2. Interfund Loans-Terms:

- a. Repayment of an interfund loan shall be with the same fiscal year. Exceptions to this rule require approval by the City Council.
- b. When required by the lending fund's restrictions or regulations, interest will be paid by the borrowing fund to the lending fund, during the time the loan is outstanding, at the State Local Agency Investment Fund (LAIF) rate. The LAIF rate is approximately what the City earns on its investments.
- c. Upon receipt of the anticipated revenue, the borrowing fund shall repay the lending fund with 30 calendar days.
- d. Interfund loans shall not hinder the accomplishment of any function or project for which the lending fund was established.

XV. LONG-TERM FISCAL AND SUSTAINABILITY IMPACT

- A. Purpose - This policy documents requirements and responsibilities for considering the long-term impact of current decisions.
- B. Annual Budgets - As part of the annual budget, the document will include a minimum five-year budget forecast that shows how the current budget being considered by the City Council for approval helps maintain fiscal sustainability over a longer-term horizon.
- C. Staff Reports - On each staff report to City Council, the report should include a section on fiscal and sustainability impact. For impacts greater than \$100,000 for one fiscal year and that continue for more than 3 years, a table showing the impact over a 10-year period should be added to the staff report in the fiscal impact and sustainability section of the staff report.



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PRIORITY BASED BUDGETING

With the leadership of the City Manager and City Council, staff has been working on a significant new way of allocating valuable City resources: Priority Based Budgeting. This cutting edge trend is now a best practice and is growing in the government sector because it is helping cities, counties and other governmental agencies allocate resources to programs that matter most.

Priority Based Budgeting has been declared a leading practice for government management by the International City/County Manager's Association (ICMA). Priority Based Budgeting is a strategic alternative to traditional budgeting. The philosophy of priority-driven budgeting is that resources should be allocated according to how effectively a program or service meets the City Council's goals and priorities and how effectively a program or service achieves the goals and objectives that are of greatest value to the community.

City Staff has begun to use the diagnostic tool to evaluate lower priority programs as potential areas from which to reallocate resources to higher priority programs or potentially recommend elimination of programs.

The entire process was a significant collaborative effort city wide including over 32 directors and managers, as well as other staff, from all departments.

Priority Based Budgeting – Progress through the 5 Steps

There are five steps in priority based budgeting:

1. Determine "Results"
 - What are the Goals and Objectives (Results) the City is in business to achieve?
2. Define Results
 - "When the City does X, then the Result is achieved"
3. Identify Programs and Services
 - Prepare a comprehensive list of programs and services
 - Comparing individual programs and services as opposed to comparing departments that provide those services allows for better priority setting
4. Value Programs Based on Results
 - Score the Programs based on their influence on Results
5. Allocate Resources Based on Priorities
 - Using "Resource Alignment Diagnostic Tool"

Step 1 – Determine Results

The first step in the priority based budget process is to identify the Results that most-effectively meet the City Council's goals and priorities and which matter most to the community. For an accurate prioritization of programs to occur that reflect the organization's stated goals and priorities, the City must identify the Results it seeks to achieve. The City Council approved five goals that were the culmination of a strategic planning sessions. These sessions occur each year.

These five goals translate well into the Results needed for the priority based budget methodology. With minor changes to the wording for two goals and splitting Quality of Life into separate Results, the Results are substantially the same:

PRIORITY BASED BUDGETING

<u>Council Goals</u>	<u>Results</u>
• Economic Diversity and Prosperity	• Economic Diversity and Prosperity
• Safe, Livable Community	• Safe, Livable Community
• Excellent Infrastructure	• Effective Mobility and Excellent Infrastructure
• Quality of Life	• Healthy, Vibrant, Sustainable and Green Community • Family-Oriented Community with Diverse Recreational, Arts, Cultural, Educational and Leisure Opportunities
• Effective, Sustainable Government	• Good Governance

The "Quality of Life" Goal was split nicely into two discrete Results within it, which are more descriptive and tangible for defining and measuring how well a program meets these Results.

Regarding wording changes, there is a slight clarification about the "Excellent Infrastructure" Result. As staff and the consultant looked at all of the input provided in the Strategic Plan, it appeared that while transportation and roads and mobility were identified as something important to the City, they were not totally obvious among the Results. Therefore, the "Excellent Infrastructure" Result was simply broadened to "Effective Mobility and Excellent Infrastructure". This gives more clarity for those participating in the Results Definition exercise what we need to define. For "Effective, Sustainable Government", this was translated into "Good Governance", for a unique Result for programs designed to support Governance. All programs should be efficient, effective, and sustainable.

Step 2 – Prepare Result Definitions (“Result Maps”) to Clearly Defines What Achieves the Results

Department directors and managers participated in a three hour workshop led by the Center for Priority Based Budgeting consultants. Participants were asked in the Results Definition exercise to help define each of the City's Results so that Result Maps could be created to be used in Program Scoring. The approach in the facilitated exercise was to ask open-ended questions about each Result, and have the staff provide their input to questions like, "When the City of Salinas does _____, (fill in the blank) then the Result of 'Safe, Livable Community' is achieved" (their job was to answer that question in as many ways as possible until we had a complete understanding of how all of the City's Results are achieved). Accordingly, there were approximately 694 individual responses captured on half sheets of paper and posted up on the wall and grouped in categories. Essentially, these categories ultimately became the 36 Results Definitions associated with the six Results. Each Result has between five and seven Result Definitions. The City Council reviewed and approved the six Results and Result Definitions. As part of their review of the Result definitions and to become familiar with them, each City Council member completed the "\$600 Exercise" as homework prior to the City Council meeting. The exercise requested that the City Council allocate \$600 to each of the 36 result definitions. See the "Result Definitions (More Detail)" section below for a complete list of the 36 result definitions.

Step 3 – Identify Programs and Services

Departments prepared their comprehensive list of programs. The objectives for developing program inventories were to:

PRIORITY BASED BUDGETING

- Create a comprehensive listing of all services offered by each operating division (to both “external” and “internal” users)
- Provide a better understanding of “what we do” to staff, management, elected officials and citizens
- Provide a framework to better understand how resources are used to support “what we do”
- Provide a valuable tool for staff, management and elected officials to use when faced with budgetary “choices” about how funds are distributed
- Allow for the preparation and discussion of a “program budget” rather than a “line-item budget

Based on training provided by the Center for Priority Based Budgeting, each department was instructed to complete the list of programs.

Step 4 – Value Programs Based on Results – Score the Programs based on their influence on Results

Department Scoring

First, after the program inventories were finalized by the department and finalized by the Center for Priority Based Budgeting, the departments were given a score card with all of their programs listed. Training on scoring was provided by the CPBB. See “Department Scoring (More Details)” section below for more details.

Peer Review Scoring

In a four week period, from the middle of February through the middle of March, 32 managers and directors participated in the Peer review process. For each of the five (5) Community Results, seven (7) Governance Results and five (5) Basic Attributes, a team was assigned to evaluate all of the programs for that single scoring criteria. Each peer review team was made up of three staff and three meetings were scheduled for each team. A total of 17 teams were formed (one for each scoring criteria) and a total of 51 meetings were scheduled. Each director and manager was on two teams each.

Costing Allocation

The city’s budget was loaded into the model and the departments assisted in providing allocations of the cost for each program.

Step 5 – Allocate Resources Based on Priorities

We are now at the fifth and final stage of the process where the tool data can be reviewed and analyzed. The tool then can be used to drill down into programs to determine if resources should be reallocated or if programs should be deferred or eliminated.

Davenport Institute for Public Engagement and Civic Leadership – Grant Award

The City was 1 of 4 grant award recipients in the state to receive the Davenport Institute Public Engagement Grant. This is the sixth annual Public Engagement Grant Program.

The Davenport Institute planned to award 2-4 grants, with a maximum individual grant amount of \$20,000 for a total of around \$50,000 in funded consulting services. The City was awarded \$10,000.

With the training, assistance and partnership of the Davenport Institute and the Center for Priority Based Budgeting, the City desired to effectively engage a high volume of the public to participate in the Priority Based Budgeting process. The City planned to gather public input and link it in a completely unique way to the City’s budget process, so that budget decisions are directly influenced by public priorities. Through the “\$500 Exercise” (also called “Budget Challenge”) (formerly the \$600 exercise) and through online and in-person outreach, the City brought the public into a position of influence as they’ve never experienced before.

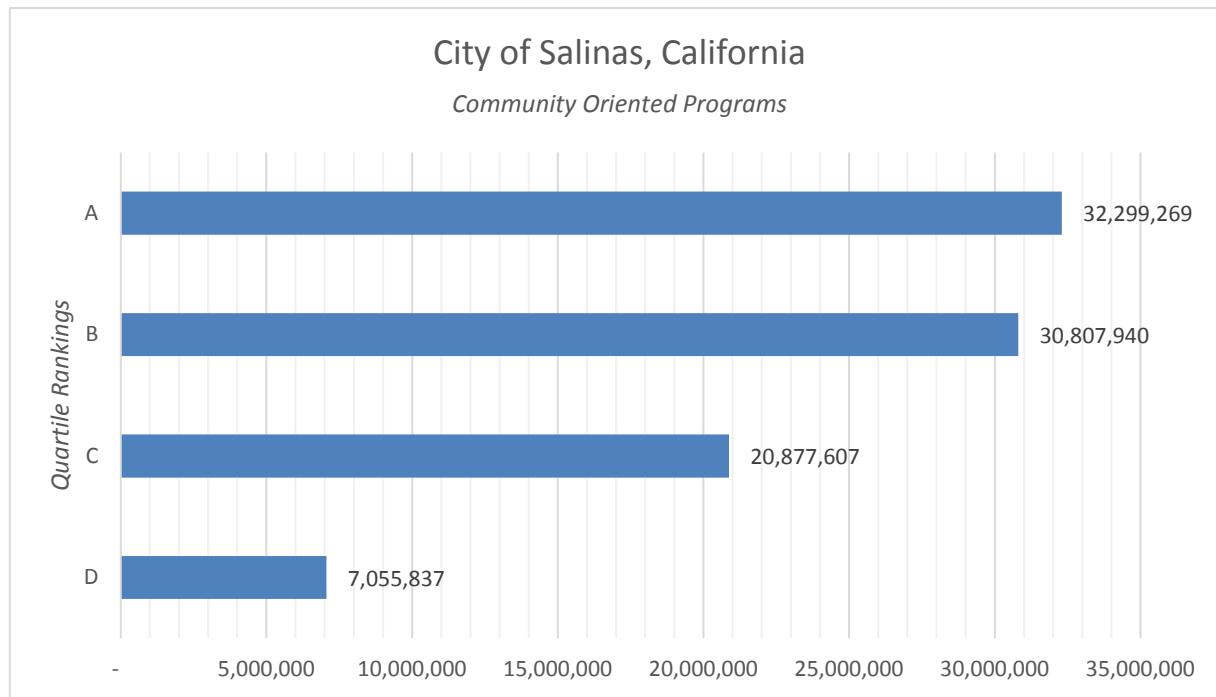
PRIORITY BASED BUDGETING

In summary, the \$500 exercise had a direct influence on determining the overall priority and relevance of the City's programs. By extending this process to the citizens of Salinas, citizens were placed in a role of influence unlike any other budgeting process – their "investment" of the \$500 helped the City realize which Results are most important, and further guided the process of prioritizing the services offered by the City. It is a crucial role, and a true definition of participatory budgeting.

The City held three facilitated public forums and the virtual online public forum called "Open Town Hall" through Peak Democracy. The grant funded a portion of the Center for Priority Based Budgeting contract and all of the Peak Democracy online service. To maximize participation, a full array of media methods were used to get the word out. The full extent of the public outreach through the use of social media (Facebook, Twitter), press releases, flyers, e-mail blasts, and regular mail is presented in a report by the City's media consultant Boots Road Group and is available online at: <https://salinas.legistar.com/LegislationDetail.aspx?ID=1744905&GUID=D97B85E6-9CCC-4077-ADA2-3C8ED5F44244>

Funding by Quartile Ranking

As mentioned above, the Departments scored all of their programs on how well they influence the Council goals (Results) and a peer review team also scored all of the programs. A final score was tallied and then a corresponding quartile ranking assigned. The chart below shows the total dollars allocated per quartile ranking, which indicates the City is funding programs that matter most to the community.



Impact of FY 2014-15 through 2019-20 Budget Processes

As departments prepared their FY 2014-15 operating budgets, they evaluated lower priority programs that fell in the fourth quartile to determine if they should recommend reducing the lower priority programs or eliminate those programs. Falling in the fourth of four quartiles does not mean the program should be eliminated, it just means that the program was determined to not accomplish the Results or Council goals and should be evaluated. Programs

PRIORITY BASED BUDGETING

that fell in the fourth quartile were evaluated to determine if they were either cost recovery, mandated (legally required), caused safety issues if eliminated or the benefits of keeping the program justified the cost. As a first step in using the new model, the City departments evaluated 115 programs that fell in the 4th quartile. Of the 115 programs, 75 were funded with the General Fund totaling approximately \$12 million. Of the \$12 million, approximately \$150,000 was identified as resources that could be reallocated from certain programs to other programs within the departments. For FY 2015-16, the departments focused the new Measure G resources in Quartile A and B Programs. For FY 2016-17 and beyond, the departments continued to reallocate existing resources or allocate new resources to Quartile A and B programs. A major consolidation of programs was also achieved in preparation for the FY 2017-18 budget process, and an updated quartile ranking was conducted City-Wide. Minor changes were made to programs/rankings for the FY 2018-19 and FY 2019-20 budget processes, with quartile rankings still remaining an integral part of allocating resources for the upcoming fiscal year.

Result Definitions (More Detail)

As mentioned in step 2 above, department directors and managers participated in a three-hour workshop led by the Center for Priority Based Budgeting consultants to determine the result definitions. The City Council reviewed and approved the six Results and 36 Result Definitions.

Results

The first five Results below are Community Results and the last one, "Good Governance" is a Governance Result. Each "Community" Program was scored against the five Community Results based on how essential the program is to achieving the result definitions listed below.

SAFE, LIVABLE COMMUNITY

1. Protects the community, enforces the law, prevents crime, promptly responds to calls for service and is well-prepared for all emergency situations
2. Fosters a feeling of personal safety and security through a visible, responsive public safety presence and by proactively focusing on prevention, intervention and safety education
3. Ensures a safe transportation network that is well-maintained, accessible, enhances traffic flow and offers safe mobility to motorists, pedestrians and cyclists
4. Builds an informed, involved, engaged and respectful community that helps provide for the welfare of others, instills a sense of community pride and ensures the community feels connected and unified
5. Offers and promotes a variety of safe activities, accessible programs and highly utilized facilities that provide for the physical, social, cultural and educational well-being of the community, especially focusing on the needs of youth and families
6. Provides and sustains a healthy, thriving environment that is clean, well-kept and sufficiently regulated, offering connected neighborhoods with quality housing choices where neighbors care for each other

EFFECTIVE MOBILITY and EXCELLENT INFRASTRUCTURE

1. Provides and promotes convenient access to diverse mobility options, supporting a safe, accessible public transit network, as well as ample options for bicyclists and pedestrians
2. Ensures access to clean water, clean air, and timely, accurate information through the design, development and long-term investment in wastewater, stormwater and information technology infrastructure

PRIORITY BASED BUDGETING

3. Collaboratively invests in building and improving a well-designed, well-maintained system of safe, reliable road and street infrastructure (including roads, traffic signals, sidewalks, bridges and street lighting)
4. Encourages community beautification with properly maintained and visually appealing parks, green spaces and public spaces
5. Plans for responsible, sustainable growth, ensuring that the City's long-term infrastructure needs are met, and that a variety of diverse employment opportunities are available

FAMILY-ORIENTED COMMUNITY with DIVERSE RECREATIONAL, ARTS, CULTURAL, EDUCATIONAL and LEISURE OPPORTUNITIES

1. Develops, enhances and invests in its parks, biking/walking trails and outdoor recreational areas, ensuring they are safe, well-maintained, inviting and conveniently located
2. Partners to offer a wide range of athletic programs, recreational activities and community centers that are accessible, promote a healthy lifestyle and meet the interests and needs of a diverse, multi-generational community
3. Encourages and supports the visual, performing, graphic and literary arts, advances cultural enrichment and celebrates its diverse ethnic heritage through collaborative community partnerships
4. Ensures access to quality education, technical training, public libraries, information resources, literacy enhancement and life-long learning opportunities for all ages
5. Promotes and supports a variety of community events, entertainment venues and dining opportunities that connect the community and offer a positive environment to raise a family

HEALTHY, VIBRANT, SUSTAINABLE and GREEN COMMUNITY

1. Preserves, maintains and enhances its parks, green spaces and public spaces, offering quality recreational, entertainment and leisure opportunities that contribute to the health and well-being of its citizens
2. Manages growth and promotes strategic development, infill development and community revitalization
3. Practices environmentally responsible conservation, re-use and recycling of its resources
4. Manages and mitigates factors that impact environmental quality of air, land and water, and increases public awareness of each citizen's role and responsibility in creating a healthy environment for all
5. Enhances the feeling of personal safety of its residents through proactive crime prevention and community-building
6. Promotes and supports sustainable energy use through the encouragement of alternative forms of transportation, and the renovation of inefficient facility infrastructure

ECONOMIC DIVERSITY and PROSPERITY

1. Partners with the community to promote quality job creation and retention, offering a broad range of well-paying employment opportunities, and to provide a skilled, educated workforce that meets the needs of local employers

PRIORITY BASED BUDGETING

2. Encourages and supports the recruitment, retention and growth of a well-balanced mix of thriving business and industry that enhances the community's economy and provides for the day-to-day needs of its residents
3. Fosters a strong sense of community identity, pride and investment through timely, two-way communication, creative problem-solving and collaborative visioning
4. Provides a safe, clean and attractive community in which to live and work, offering quality parks, ample recreational opportunities and desirable residential neighborhoods
5. Markets its cultural and historical heritage and encourages a variety of events and activities to promote its attractiveness as a destination point for tourists and visitors
6. Stimulates economic growth through well-planned development, redevelopment and community revitalization supported by sufficient infrastructure and reliable transit options
7. Facilitates economic development and growth through shared resources, appropriate incentives and efficient, "business-friendly" processes

GOOD GOVERNANCE

1. Supports decision-making with timely and accurate short-term and long-range analysis
2. Instills trust, fosters transparency and ensures fiscal solvency and sustainability by demonstrating accountability, efficiency, honesty, best practice and innovation
3. Provides assurance of regulatory and policy compliance to mitigate risk and exposure to liability
4. Attracts, develops, motivates and retains a high-quality, engaged, dedicated and professional workforce
5. Protects, manages, optimizes and invests in its financial, human, physical and technology resources
6. Advances City interests by building strong strategic partnerships and fostering civic engagement
7. Delivers courteous, respectful and responsive service to its internal and external customers while engaging in timely accurate and effective two-way communication

Department Scoring (More Detail)

As mentioned briefly in step 4 above, the departments were given a score card with all of their programs listed and scored each of the Community Programs and the Governance Programs.

Community Program Scoring

Community Programs were scored (0-4) against the following five results based on how essential the programs are to achieving the result's definitions listed above associated with each results.

Community Results:

1. Economic Diversity and Prosperity
2. Effective Mobility and Excellent Infrastructure
3. Family-Oriented Community with Diverse Recreational, Arts, Cultural, Educational and Leisure Opportunities
4. Healthy, Vibrant, Sustainable and Green Community (Quality of Life)
5. Safe, Livable Community

Scoring Criteria (0-4 scale):

4 = Program has an essential or critical role in achieving Result

PRIORITY BASED BUDGETING

- 3 = Program has a **strong** influence on achieving Result
- 2 = Program has **some** degree of influence on achieving Result
- 1 = Program has **minimal** (*but some*) influence on achieving Result
- 0 = Program has **no** influence on achieving Result

Governance Program Scoring

Governance Programs were scored (0 to 4) against the following seven result definitions based on how essential the programs are to achieving the result definitions.

Governance Result Definitions:

1. Advance City interests by building strong strategic partnerships and fostering civic engagement
2. Attracts, develops, motivates and retains a high-quality, engaged dedicated and professional workforce
3. Delivers courteous, respectful and responsive service to its internal and external customers while engaging in timely, accurate and effective two-way communication
4. Instills trust, fosters transparency and ensures fiscal solvency and practice and innovation
5. Protects, manages, optimizes and invests in its financial, human, physical and technology resources
6. Provides assurance of regulatory policy compliance to mitigate risk and exposure to liability
7. Supports decision-making with timely and accurate short-term and long range analysis

Scoring Criteria:

- 4 = Program has an **essential** or **critical** role in achieving Result definition
- 3 = Program has a **strong** influence on achieving Result definition
- 2 = Program has **some** degree of influence on achieving Result definition
- 1 = Program has **minimal** (*but some*) influence on achieving Result definition
- 0 = Program has **no** influence on achieving Result definition

Basic Program Attributes

- All programs (Community or Governance programs) were also evaluated relative to **Basic Program Attributes**
- **Basic Program Attributes** are additional characteristics of programs that could increase their overall relevance

Mandated to Provide Program

- *Programs that are mandated by another level of government (i.e. federal, state or county) will receive a higher score for this attribute compared to programs that are mandated solely by the City or have no mandate whatsoever.*
- The grading criterion established to score programs, on a 0 to 4 scale is as follows:
 - 4 = Required by Federal, State or County legislation
 - 3 = Required by Charter or incorporation documents **OR** to comply with regulatory agency standards
 - 2 = Required by Code, ordinance, resolution or policy **OR** to fulfill executed franchise or contractual agreement
 - 1 = Recommended by national professional organization to meet published standards, other best practice
 - 0 = No requirement or mandate exists

Reliance on City to Provide Program

- *Programs for which residents, businesses and visitors can look only to the City to obtain the service will receive a higher score for this attribute compared to programs that may be similarly obtained from another intergovernmental agency or a private business.*

PRIORITY BASED BUDGETING

- The grading criterion established to score programs, on a 0 to 4 scale is as follows:
 - 4 = City is the sole provider of the program and there are **no** other public or private entities that provide this type of service
 - 3 = City is currently the sole provider of the program but there are other public or private entities that could be contracted to provide a similar service
 - 2 = Program is only offered by another governmental, non-profit or civic agency
 - 1 = Program is offered by other private businesses but none are located within the City limits
 - 0 = Program is offered by other private businesses located within the City limits

Cost Recovery of Program

- *Programs that demonstrate the ability to “pay for themselves” through user fees, intergovernmental grants or other user-based charges for services will receive a higher score for this attribute compared to programs that generate limited or no funding to cover their cost.*
- The grading criterion established to score programs, on a 0 to 4 scale is as follows:
 - 4 = Fees generated cover 75% to 100% of the cost to provide the program
 - 3 = Fees generated cover 50% to 74% of the cost to provide the program
 - 2 = Fees generated cover 25% to 49% of the cost to provide the program
 - 1 = Fees generated cover 1% to 24% of the cost to provide the program
 - 0 = No fees are generated that cover the cost to provide the program

Portion of Community Served by Program

- *Programs that benefit or serve a larger segment of the City’s residents, businesses and/or visitors will receive a higher score for this attribute compared to programs that benefit or serve only a small segment of these populations.*
- The grading criterion established to score programs, on a **0 to 4** scale is as follows:
 - 4 = Program benefits/serves the **ENTIRE** community (100%)
 - 3 = Program benefits/serves a **SUBSTANTIAL** portion of the community (at least 75%)
 - 2 = Program benefits/serves a **SIGNIFICANT** portion of the community (at least 50%)
 - 1 = Program benefits/serves **SOME** portion of the community (at least 10%)
 - 0 = Program benefits/serves only a **SMALL** portion of the community (less than 10%)

Change in Demand for Program

- *Programs demonstrating an increase in demand or utilization will receive a higher score for this attribute compared to programs that show no growth in demand for the program. Programs demonstrating a decrease in demand or utilization will actually receive a negative score for this attribute.*
- The grading criterion established to score programs, on a -4 to 4 scale is as follows:
 - 4 = Program experiencing a **SUBSTANTIAL** increase in demand of 25% or more
 - 3 = Program experiencing a **SIGNIFICANT** increase in demand of 15% to 24%
 - 2 = Program experiencing a **MODEST** increase in demand of 5% to 14%
 - 1 = Program experiencing a **MINIMAL** increase in demand of 1% to 4%
 - 0 = Program experiencing **NO** change in demand
 - -1 = Program experiencing a **MINIMAL** decrease in demand of 1% to 4%
 - -2 = Program experiencing a **MODEST** decrease in demand of 5% to 14%
 - -3 = Program experiencing a **SIGNIFICANT** decrease in demand of 15% to 24%
 - -4 = Program experiencing a **SUBSTANTIAL** decrease in demand of 25% or more

Once the department and peer review scoring was completed, a ranking by quartiles was created with four quartiles. The first quartile (A) included the highest scoring programs and the fourth quartile (D) included the lowest scoring

PRIORITY BASED BUDGETING

programs. There are 586 Community Programs and 94 Governance Programs that were scored by 17 peer review teams. The table below shows the results:

Community Results		Governance Results	
Quartile Rank by Department	Program Count	Quartile Rank by Department	Program Count
Administration	5	Administration	8
A	2	A	5
B	2	B	2
C	1	C	1
Assessment Districts	7	City Attorney	24
A	3	A	3
B	3	B	9
C	1	C	10
City Attorney	5	D	2
A	2	Finance	32
B	1	A	26
C	2	B	6
Community Development	122	Public Works	30
A	52	A	9
B	52	B	7
C	17	C	6
D	1	D	8
Enterprise Operations	70	Grand Total	94
A	48		
B	11		
C	11		
Fire	91		
A	38		
B	24		
C	25		
D	4		
Library & Community Services	73		
A	32		
B	35		
C	5		
D	1		
Police	116		
A	7		
B	27		
C	56		
D	26		
Public Works	97		
A	56		
B	26		
C	14		
D	1		
Grand Total	586		

SALINAS PLAN

The Salinas Plan is a Ten-Year Plan designed to provide the City with a path toward maintaining a long-term balanced budget while preserving City services and addressing the affordable housing crisis. Here is a link to the: [Salinas Plan](#).

On December 4, 2018, the National Resource Network (NRN) presented the Salinas Plan to the City Council. The Salinas Plan is a comprehensive review of City finances and operations that utilizes a ten-year budget model to identify the fiscal challenges facing the City; specifically, the model found that, absent corrective action, the City would see increasing deficits eventually exceeding \$10 million per year by FY27 and \$60 million total over the next ten years. Under this projection, the City would exhaust its reserves by FY23. Further, this projection assumes no additional investment by the City to help address the housing affordability crisis the City is now facing. On its current path, the City faces the steady erosion of existing services, with no additional resources available to address the housing crisis.

To prevent this outcome, the Salinas Plan includes a list of 32 recommended initiatives (listed in Table 1 below) that, taken together, would enable the City to maintain its fiscal solvency, maintain its core services and strategic priorities, and identify additional resources to address the housing crisis. These initiatives achieve this through a variety of methods, including savings by reducing or eliminating non-core services; identifying new revenues to fund key strategic priorities; and finding efficiencies in operations to enable the City to continue to deliver key services at a lower cost. The recommendations span nearly all City Departments and would entail sacrifices by employees, residents, and businesses – however, if completely implemented, the City should be able to maintain core services, increase efficiencies, implement new and expanded initiatives to address the housing crisis, and do so over the long-term by implementing fiscally sustainable practices.

Implementation Tracking

The Salinas Plan was written with the intent that its recommendations be explored and, if appropriate, implemented. It was never the intention that this would be a Report that would “sit on the shelf.” Tracking the efforts described in this Report requires a robust tracking system to ensure that each recommendation is receiving the necessary attention. Further, this tracking system is necessary to keep the Council and other stakeholders “in the loop” with regards to developments, as well as to hold City staff accountable for completion of indicated tasks. With this in mind, the following implementation tracking program was developed:

- 1) **Reports will be provided on a monthly basis to the Finance Committee** – the Council's Finance Committee will be tasked with receiving and providing feedback on the various initiatives in the Salinas Plan. Staff will also provide information on key items as necessary.
- 2) **Reports will be provided on a quarterly basis to the full City Council** – the Council will receive updates regarding the overall status of various initiatives within the Report. The budget document will incorporate information relating to the Salinas Plan initiatives, as appropriate. In addition to these regular updates, staff may bring information regarding specific initiatives at other times for various reasons.
- 3) **Council Items Related to the Salinas Plan Will be Identified** – Staff will note within the Staff Reports for various items whether those items are related to implementation of a Salinas Plan recommendation.
- 4) **Progress Will Be Tracked** – Staff will develop and provide key metrics related to the Salinas Plan on a regular basis.

The current status of the various initiatives, as well as responsible Departments, can be found in Table 1 below:

SALINAS PLAN

Table 1 – List and Status of Salinas Plan Recommendations with FY20 Priority Items Highlighted

Code	Initiative	Responsible Departments	Lead Department	Current Phase
Public Safety				
PS01	Staffing and Overtime Reduction	Fire, HR, Police	Police	Implementation
PS02	Police Civilianization	HR, Police	Police	Pre-Study
PS03	Improve Police Department Technology	HR, Legal, Police	Police	Implementation
PS04	Evaluate Provision of Advanced Life Support Services	Admin, Fire	Fire	Study
Shared Services				
SS01	Recover Full Cost of Service from Monterey County Regional Fire District	Admin, Fire	Fire	Pre-Study
SS02	Consolidate Animal Services	Admin, Police	Administration	Implementation
Managed Competition and Privatization				
MC01	Eliminate Downtown Parking Fund Deficits	Finance, PW	Public Works	Implementation
MC02	Eliminate General Fund Subsidy of Golf Course Debt Service	Admin, Finance	Administration	Pre-Study
MC03	Eliminate Sherwood Hall Deficits	Admin, LCS	Administration	Study
Operational Efficiencies				
OE01	Move Facility and Park Maintenance to Library and Community Services	Admin, LCS, PW	Administration	Study
OE02	Citywide Fleet Strategy	Fire, HR, Police, PW	Public Works	Implementation
OE03	Improve Budget Process and Monitoring	Finance	Finance	Implementation
OE04	Strategically Implement Consultant Studies with Action Plans and Savings Targets	Admin	Administration	Study
OE05	Prepare a Preventive Maintenance Program for all City Facilities	PW	Administration	Pre-Study
Workforce Strategies				
WF01	Healthcare Cost Containment	Admin, HR	Human Resources	Design
WF02	Improve Base Pay on a Cost-Neutral Basis	Admin, HR	Human Resources	Design
WF03	Eliminate Management and Flex Leave	Admin, HR	Human Resources	Design
WF04	Continue to Address Workers' Compensation Costs, Moving Towards Sound Actuarial Funding	Legal	Legal	Implementation

SALINAS PLAN

Investment Strategies				
IN01	Dedicate Savings to Capital Investment	Admin, Finance	Finance	Design
IN02	Establish a Productivity Bank	Finance	Finance	Study
IN03	Add an Analyst Position that Reports Directly to the City Manager	Admin, HR	Administration	Pre-Study
IN04	Convene Stakeholders to Develop an Implementation Plan to Create More than 4,000 New Units of Affordable Housing in the Next Ten Years	CD	Community Development	Design*
IN05	Establish a Housing Trust Fund with a Dedicated Revenue Stream for Affordable Housing	CD, Finance	Community Development	Design*
IN06	Develop a Land Strategy to Leverage Private Market Investment to Create up to 2,400 New Units of Affordable Housing	CD	Community Development	Design*
IN07	Create Regulations to Address Safety and Health Conditions in Rental and Other Group Housing	CD	Community Development	Study/Design
New Revenues				
NR01	Enact Storm Sewer Utility Fee to Fund Current Transfer of General Fund Revenues to Storm Sewer Fund	PW	Public Works	Study
NR02	Increase Hotel Tax and Dedicate Funding that Results to Capital Investment	Admin, Finance	Finance	Pre-Study
NR03	Establish a Mello-Roos Special Tax	Finance	Finance	Design
NR04	Use Multiple Sources to Provide Revenue for the Housing Trust Fund	Admin, CD, Finance	Community Development	Study
NR05	Rental Registry and Inspection Fees	CD	Community Development	Study
Risk Mitigation				
RM01	Engage with the Salinas Community to Make the Measure G Sales Tax Permanent	Admin	Administration	Pre-Study
RM02	Incorporate Multi-Year Financial Planning into All Budgetary Actions	Finance	Finance	Implementation

* previous efforts relating to the provision of housing accomplish many of the Salinas Plan's recommendations and have been implemented - staff is now examining ways to accomplish the remaining goals

Phase Definitions:

Pre-Study: City staff has initiated internal discussions but has not yet begun the process of formally studying the Initiative

Study: Staff is gathering information and exploring the parameters and feasibility of this Initiative

Design: Staff is assembling a Project or Program to accomplish the Initiative

Approval: Project or Program has been designed and is being prepared to be considered for approval

Implementation: The Initiative has been approved, and staff is currently implementing the Initiative's provisions

Complete: Implementation is complete and the Initiative is incorporated into City practices on an ongoing basis

SALINAS PLAN

FY 2019-20 (FY20) Priority Items

Staff has begun work on many of these initiatives – however, the sheer number of them prevents staff from pursuing all of them at once. Therefore, staff has identified certain key initiatives that will be the immediate priority. In particular, the Salinas Plan model assumes that nine of these initiatives would have a specific financial impact during the upcoming fiscal year (FY20). It is therefore vital that these initiatives be explored in the very near future, so that more precise estimates of potential impacts on the City's budget may be derived quickly. These nine initiatives are highlighted on the attached list, and are summarized in more detail below:

PS03 Improve Police Department Technology

Responsible Departments: Human Resources; Legal; Police

Lead Staff: Adele Fresé

Summary: This initiative calls for the introduction of a text-to-dictation software within the Police Department to facilitate the creation of Reports. With this new tool, the existing Word Processing Division would no longer be required and could be phased out; employees in this Division would be reassigned to other roles. The City has been working with a consultant to implement the text-to-dictation software, although a completion date has not yet been identified. However, City staff has also begun an analysis of the existing Division to determine whether additional efficiencies can be found. City staff has also begun exploring whether additional training would be necessary for the existing employees to transition to other roles within the City. The Salinas Plan estimated a savings of \$72,033 in FY20 and grows to \$569,671 by FY28. The Salinas Plan assumes the division would be phased out through attrition or reassignment of staff to existing vacant positions. There are five Word Processing Operators and one Supervising Word Processing Operator positions funded in this division. As of the publication of this budget, the most current revised estimated savings anticipated to be achieved in FY20 is \$109,130, which includes the salary and benefits for the Supervising Word Processing Operator position anticipated to become vacant through attrition. (Page 56-57 of the [Salinas Plan](#))

SS01 Recover Full Cost of Service from Monterey County Regional Fire District (

Responsible Departments: Fire; Human Resources

Lead Staff: Pablo Barreto

Summary: The City of Salinas currently has a contract with the Monterey County Regional Fire District to provide Fire Department responses to certain portions of the District's boundaries. The Salinas Plan recommends evaluating the number and type of service responses made by the Salinas Fire Department to ensure that the City is receiving the appropriate level of compensation from the District. The full cost of this agreement will be verified by the Standards of Cover analysis currently in progress and staff will engage with the executive leadership of the Monterey County Regional Fire District to begin negotiation of a revised Memorandum of Understanding (MOU). This MOU will be returned to the City Council and MCRFD Board of Directors for ratification. The Salinas Plan estimated additional revenue of \$119,665 in FY20 and grows to \$223,661 by FY28. As of the publication of this budget, the most current revised estimated additional revenue anticipated to be achieved in FY20 is uncertain. (Page 60-62 of the [Salinas Plan](#))

SS02 Consolidate Animal Services

Responsible Departments: Administration; Police

Lead Staff: Jim Pia and Adele Fresé

SALINAS PLAN

Summary: The Salinas Plan calls for the County and City Animal Services programs to be merged to save money on administrative costs. A pilot program utilizing a single manager has been utilized since 2018. Ongoing work has occurred, with a recent Amendment to the Memorandum of Agreement (MOA), which allowed for two more shared positions: Animal Services Supervisor and Volunteer Coordinator. The Salinas Plan originally estimated \$53,000 in FY20 and \$72,000 in FY21 and then grows to \$82,705 by FY28. The City's Animal Services Supervisor position is currently vacant. By utilizing shared positions (with City responsibility for 45% of the Administrator cost, 85% for Supervisor cost and 50% cost for Volunteer Coordinator, it is estimated that the total savings for Salinas will be approximately \$76,452. In the months ahead, we hope to continue with the overall consolidation effort, including a joint Advisory Board/Commission to be formed in summer of 2019. (Page 62-65 of the [Salinas Plan](#))

MC01 Eliminate Downtown Parking Fund Deficits

Responsible Departments: Public Works

Lead Staff: David Jacobs

Summary: The Salinas Downtown Parking District has historically operated at a significant deficit, requiring the use of General Fund money to cover the difference between operating costs and revenues. The Salinas Plan recommends making adjustments to the District operations and services to eliminate these operating deficits. The Council approved changes to the rate structure for parking in the District at its February 19, 2019 Council meeting. This was the first rate adjustment in over a decade and will take effect on July 1, 2019. Revenue is expected to increase 26% (approximately \$100,000) but is not expected to cover the new enterprise's deficit until FY21. The rate adjustment coupled with cost saving measures is expected to reduce the current deficit and decrease dependence on the General Fund. Parking fees are proposed to increase incrementally through the next 5 fiscal years until market rates are established. For Fiscal Year 2020, modest new parking revenue growth is anticipated from extending the parking validation to businesses in downtown as well as establishing an overnight parking rate. Public Works will be requesting the City Council to approve a parking management strategy that includes paid on-street parking and that provides a sustainable and responsible approach to maintaining needed parking services and infrastructure in downtown Salinas today and the future. The Salinas Plan estimated \$229,833 of savings in FY20. The updated savings estimate \$119,129 in FY20. (Page 65-66 of the [Salinas Plan](#))

MC03 Eliminate Sherwood Hall Deficits

Responsible Departments: Administration; Library and Community Services

Lead Staff: Jim Pia

Summary: The Salinas Plan indicates that Sherwood Hall is operating at a small deficit, although this deficit is expected to continue to grow. The Plan recommends that the City explore options such as selling or leasing the entire facility to a third party, who would then be responsible for all ongoing maintenance costs. Staff plans to initiate a Management and Operations assessment of Sherwood Hall. This assessment will include a review of the current operational and cost model and make recommendations for a more sustainable model including opportunities revenue generating/cost saving opportunities such as identifying a long-term lease/operator. The lease with the Millennium Charter School for the Community Center side of the facility is up in June 2019 and the Department will be evaluating the potential of moving part of the Recreation operations to this location to better manage and support all assets in the Sherwood Park complex. The Salinas Plan estimates \$54,000 in savings for FY20 by leasing the operations of Sherwood Hall. The updated savings for FY20 are unknown at this time. (Page 68-70 of the [Salinas Plan](#))

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OE01 Move Facility and Park Maintenance to Library and Community Services

Responsible Departments: Administration; Library and Community Services; Public Works

Lead Staff: Kristan Lundquist

Summary: Maintenance of City facilities is currently the responsibility of either the Public Works or Library and Community Services Departments, depending on the type and location of the facility. The Salinas Plan recommends that existing staff assigned to the Public Works Facilities and Park Maintenance Divisions be transferred from the Public Works Department to the Library and Community Services Department in order to save administrative costs through consolidation. City staff has engaged the services of a consultant to examine the Public Works Department structure and will include further information regarding implementation of this provision upon release of their Report. Staff plans to complete the Parks, Recreation & Libraries Master Plan and the Public Works Organizational Study and have the team develop a transition plan to integrate the Park Maintenance function into the Library & Community Services Department. The transition plan will include a review of the existing park maintenance functions and assess the performance/workload measures with the goal of establishing maintenance standards for the management and care of park facilities. The Salinas Plan estimated \$189,703 from eliminating two manager positions. Both manager positions are currently filled and it is unknown when the positions will become vacant or merged into existing vacancies. An updated cost for FY20 is unknown at this time. (Page 70-72 of the [Salinas Plan](#))

IN02 Establish a Productivity Bank

Responsible Departments: Finance

Lead Staff: Matt Pressey

Summary: The concept of a Productivity Bank (also known as an Innovation Fund) is to encourage innovation, accountability, and entrepreneurship among City staff by providing up-front funding outside of the normal budgetary process for innovative ideas that would produce long-serving savings for the City by establishing an internal revolving loan fund. City management has met with leaders of employee bargaining units and other City staff to collect input regarding the structure of a potential Productivity Bank, prepared a draft program policy and procedure, and then met with the bargaining units again to get further input on the draft program. The draft program was also presented to the Finance Committee for input. The final program is expected to begin July 1, 2019. The Salinas Plan estimated funding the program with \$500,000. The budget resolution includes allocating \$500,000 of General Fund unallocated fund balance to start the program. (Page 80-81 of the [Salinas Plan](#))

WF04 Continue to Address Workers' Compensation Costs, Moving Towards Sound Actuarial Funding

Responsible Departments: City Attorney's Office; Human Resources

Lead Staff: Chris Callihan

Summary: The Salinas Plan recommends that the City of Salinas designate a Citywide Safety Manager to provide citywide safety programs, institute a Citywide Safety Training Program, and incrementally fund worker's compensation liabilities on an actuarially sound basis. The purpose of these efforts is to reduce the number of claims. An Assistant City Attorney has assumed the functions for the Citywide Safety Manager, and, with the assistance of the Human Resources Department, is in the process of creating the equivalent of a Citywide Safety Training Program.

SALINAS PLAN

The Salinas Plan estimates \$106,600 in FY20 based on an assumed 2% annual savings in workers' compensation spending, net of the Citywide Safety Manager position. The City is not hiring an additional position and is strategically managing each case to minimize the long-term liability and impact. The updated projected savings for FY20 is unknown. (Page 118-119 of the [Salinas Plan](#))

NR05 Rental Registry and Inspection Fee

Responsible Departments: Administration; Community Development

Lead Staff: Megan Hunter

Summary: The Salinas Plan has many recommendations to alleviate the City's housing affordability crisis. Included among these is a recommendation to develop a rental registry and inspection program, which would be funded through fees. The City of Salinas received a \$75,000 grant from the NRN to fund the development of this initiative. The NRN has researched 17 other similar programs and has interviewed multiple representatives of the Salinas community. This information will be used in the development of an initial draft for a potential rental registry and inspection program. The Salinas Plan estimates \$431,250 if fee revenue to cover the cost of the program. No updated estimates are available for FY20 at this time. (Page 143-144 of the [Salinas Plan](#))

Table 2 – Summary of Initial vs. Updated Projected Savings for FY20

Code	Initiative	Initial Salinas Plan FY20 Projected Savings	Updated Projected Savings for FY20
Public Safety			
PS03	Improve Police Department Technology	\$72,033	\$109,130
Shared Services			
SS01	Recover Full Cost of Service from Monterey County Regional Fire District	\$119,665	unknown
SS02	Consolidate Animal Services	\$53,000	\$76,452
Managed Competition and Privatization			
MC01	Eliminate Downtown Parking Fund Deficits	\$229,833	\$119,139
MC03	Eliminate Sherwood Hall Deficits	\$54,000	unknown
Operational Efficiencies			
OE01	Move Facility and Park Maintenance to Library and Community Services	\$189,703	unknown
Workforce			
WF04	Continue to Address Workers' Compensation Costs, Moving Towards Sound Actuarial Funding	\$106,600	unknown
New Revenues			

SALINAS PLAN

NR05	Rental Registry and Inspection Fees	\$431,250	unknown
	Total	\$1,256,084	\$304,721

MEASURE E

Over a period of three fiscal years beginning in April 2003, the Salinas City Council reduced City programs and services funded by the General Fund budget a total of \$15.3 million dollars or 24%. The reductions were required to maintain the City's financial solvency. The financial crisis was the result of a combination of factors including a weak economy evidenced by sales tax actually decreasing for two years, State raids on local revenue, increasing charges assessed by the County of Monterey, increasing retirement costs and increasing employee health insurance costs.

The required reductions included the elimination of 123.50 authorized positions, the layoff of employees and broadly impacted services throughout the City. Staff reported to City Council that absent a new, guaranteed source of General fund revenue, the City would not be able to restore the services that had been cut for at least 8-10 years.

At the City Council's May 3, 2005 meeting, members of the public expressed their view that the City must be able to provide adequate police, fire and street and park maintenance services, and that the libraries and recreation centers should remain open. The public requested that Council consider placing a tax measure on the ballot so that revenue could be provided to restore vital services.

On May 17, 2005, the City Council received a report regarding its options for placing a tax measure before the City's voters to generate sufficient revenue to maintain minimal levels of service for the public welfare. Members of the public reiterated their support for such a measure, indicating that the community would suffer if services were further curtailed.

On June 7 and June 14, 2005, the Council reviewed and approved the FY 2005-06 budget, and confirmed the on-going reductions in services previously approved. On July 12, 2005, the Council adopted a resolution calling for an election to take place on November 8, 2005 to ask City voters to approve a half-cent transactions and use tax. The proposed tax measure also included a ten (10) year sunset provision and mandated the appointment of an independent committee with authority to both recommend the use of the tax revenue and provide oversight as to the use of funds.

On November 8, 2005, the voters of Salinas approved (61.74%) the ordinance establishing a Temporary Transactions and Use Tax at the rate of one-half of one percent (0.50%) to be in effect for a period of ten (10) years. Initial collection of the tax began April 1, 2006 with the first receipt of revenues from the tax to occur in July 2006. The temporary tax was therefore scheduled to sunset April 1, 2016. During November 2012 Salinas' residents approved the renewal of the transaction and use tax with no expiration date by removing the language addressing a tax collection sunset in April 2016.

The tax approved by the voters is a general tax. As such, the City may use the revenue from the tax for any general governmental purpose, including without limitation police, fire safety, paramedics, libraries, crossing guards, graffiti removal, anti-gang programs, and street and park maintenance.

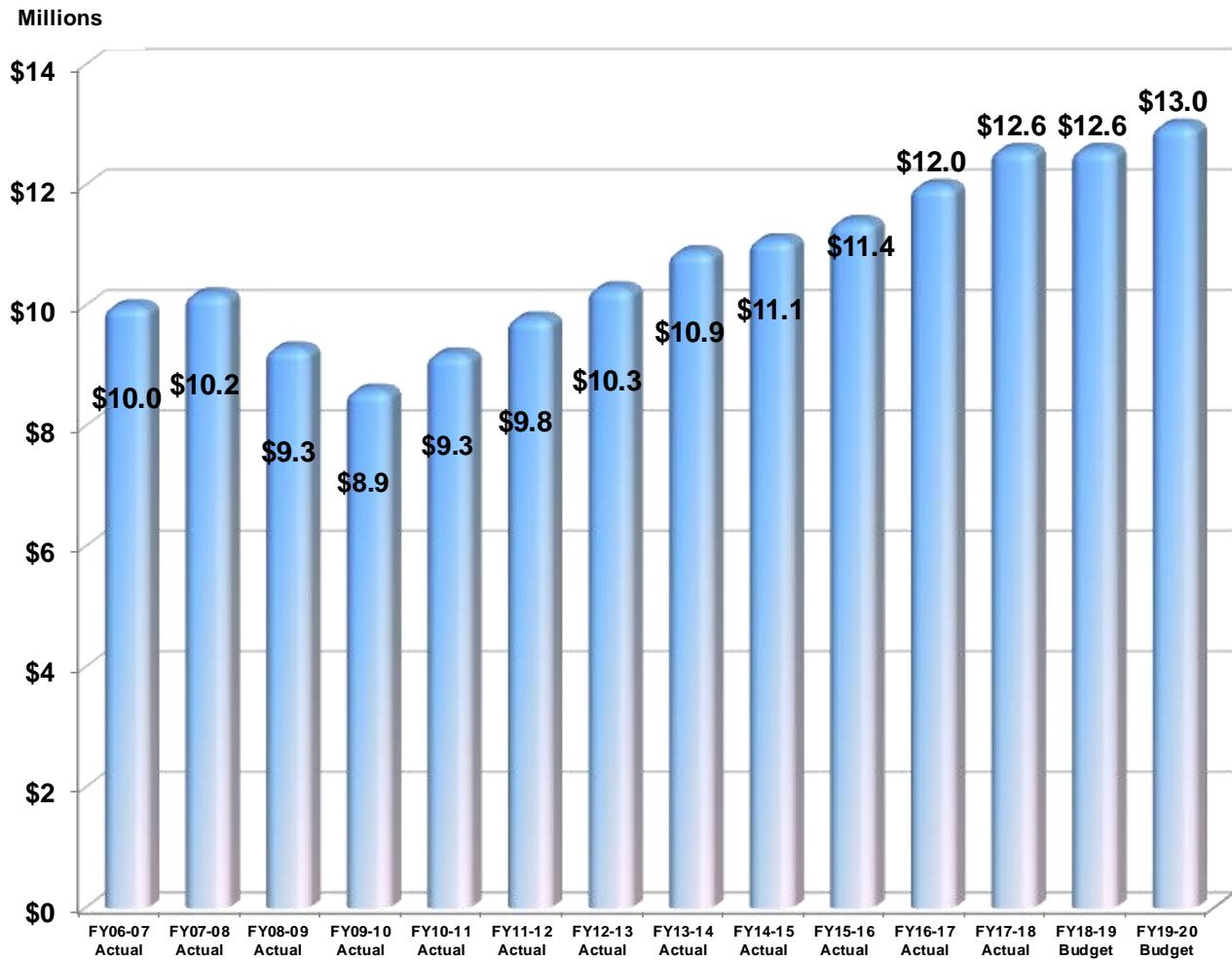
In order to assure full compliance with the intent of the ordinance, the tax proceeds from this ordinance are separately received and accounted for in the City's financial reporting system (Fund 1100). The Finance Director reports at least quarterly to the Oversight Committee the use of tax proceeds. The Oversight Committee reports annually to the City Council regarding the use of tax proceeds.

The Oversight Committee is a fundamental provision in the voter-approved ordinance. The ordinance states that:

The Mayor and City Council shall each annually appoint one member of the public to serve as an oversight committee for the revenue that the City receives from the tax. The committee shall prepare an annual report on the revenue received and recommend the use thereof. The City Manager shall provide staff for the committee, and the Finance Director shall provide all relevant data regarding revenue from the tax and expenditure thereof.

MEASURE E

Transactions and Use Tax collections began a severe decline starting in fiscal year 2008-09 that continued over a two-year period. Signs of recovery started to show in FY 2010-11 with projected increases in the future. The following chart exemplifies the trend:



Measure E tax collections are projected to increase \$493,000 or 3.9% in FY 2019-20. Staff revenue projections are optimistic and based on current economic recovery signs. The City's outside consultant (Hinderliter, de Llamas & Associates) agrees with staff revenue estimates for the City's Transaction and Use Tax.

The proposed FY 2019-20 Measure E CIP budget totals \$931K, which is detailed below:

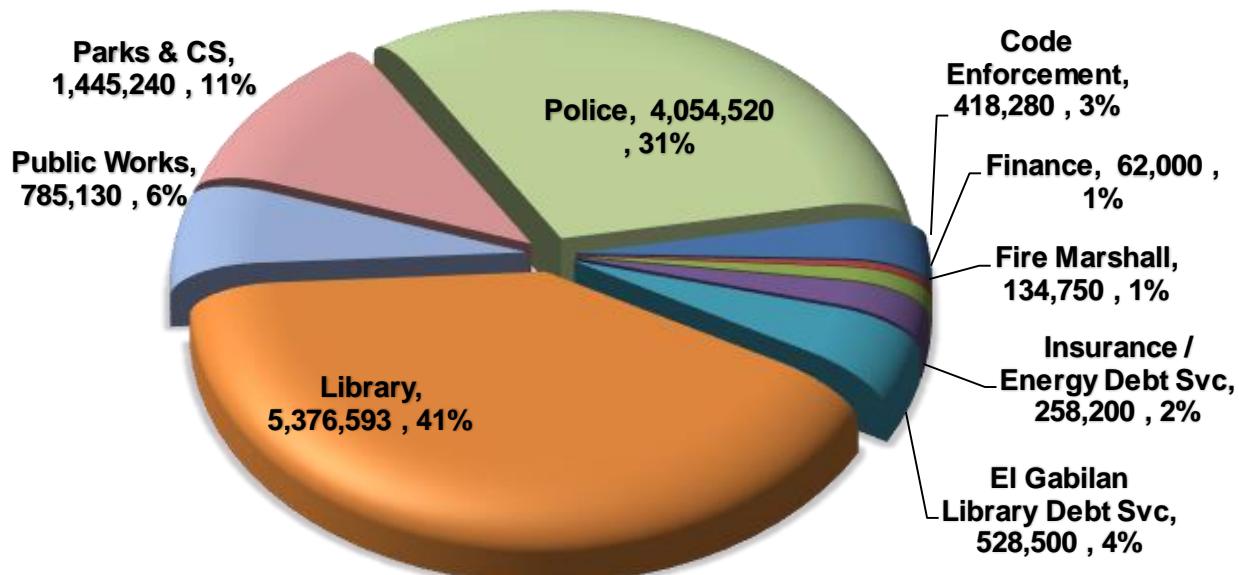
	<u>Amount</u>
Tennis Court Improvements	\$ 100,000
New El Gabilan Library	500,000
El Gabilan Library Opening Day Collection	125,000
El Gabilan Library Sorter	<u>206,250</u>
	<u><u>\$ 931,250</u></u>

Unused funds (carryover) at the end of a fiscal year are used for one-time expenditures.

MEASURE E

The Measure E proposed budget by department for FY 2019-20 is as follows:

	<u>Amount</u>	<u>Percent</u>
Code Enforcement	418,280	3.2%
Finance	62,000	0.5%
Fire Marshall	134,750	1.0%
Insurance / Energy Debt Svc	258,200	2.0%
El Gabilan Library Debt Svc	528,500	4.0%
Library	5,376,593	41.2%
Public Works	785,130	6.0%
Parks & CS	1,445,240	11.1%
Police	<u>4,054,520</u>	<u>31.0%</u>
Total Appropriations	<u>13,063,213</u>	<u>100.0%</u>



MEASURE E

The number of positions funded by Measure E during FY 2019-20 is summarized as follows:

	<u>FY 19/20</u>
Police	22.5
Fire	0.3
Code Enforcement	3.0
Public Works	10.0
Parks & Recreation	6.0
Youth Serv. & Com. Engagement	2.0
Library	<u>41.0</u>
 Total Positions	 <u>84.8</u>

The number of full-time authorized positions under Measure E remains the same when compared to the previous fiscal year. The Battalion Chief/Fire Marshall position is partially funded by Measure E (1/3).

MEASURE G

With the passage of Measure G in November 2014, the City is in a position to make strategic investments to restore services and make strategic investments into public facilities and infrastructure. Each of the department's plans are focused on delivering services and projects that are aligned with Council goals and objectives, ranked in the highest priority based budget quartiles A and B, and reflect the main interests of the community, as determined by extensive community outreach, surveys and engagement.

The public have consistently expressed a desire for more services to achieve a better, safer Salinas. Crime prevention, public safety, economic development, and street and sidewalk repair all contribute to safe, clean neighborhoods. These and other critical public services have all suffered from inadequate funding. Increased funding for public safety has been identified through the community outreach process as the highest priority, but not the only priority. While residents have consistently stressed the importance of public safety, they have also recognized that safe communities require investments in violence prevention and community-building programs such as after-school programs, recreational activities, life-long learning opportunities and special events/cultural arts programming.

On March 25, 2014, the City Council reviewed the results of the community outreach, received further public comment, and directed staff to prepare a resolution calling for an election to ask voters of the City of Salinas to increase the general transactions and use tax by one cent, with a fifteen-year sunset, and with citizens' oversight.

On June 24, 2014, the City Council held a noticed public hearing to consider calling a municipal election to seek voter approval of a proposed general transactions and use tax (or "sales tax"). At the conclusion of that hearing, the City Council decided to call an election to ask voters of the City to approve a local transactions and use tax for 15 years, the revenue from which would be used to support general municipal services.

On November 4, 2014, the voters of Salinas approved Measure G, an ordinance imposing a one-cent general transactions and use tax. Measure G has a fifteen-year term and requires the City Council to establish an Oversight Committee.

Measure G was premised upon and was presented to the voters as an opportunity to restore services to the community; to provide for a "safer, better Salinas." Consistent with that purpose, the following question was presented to the voters:

"To improve our quality of life, maintain and enhance city services and facilities, including: crime and gang prevention; neighborhood policing and school safety; safety inspections; police, fire and paramedic response; fixing potholes, streets, and sidewalks; recreation and programs for youth and seniors; and other city services, shall the City of Salinas enact a one cent sales tax, that can't be taken by the State, with citizens' oversight, annual independent audits, with all funds dedicated to Salinas?"

As set forth in Section 32-94 of the Measure G ordinance, the "Measure G Oversight Committee" has the following attributes and responsibilities:

1. The Committee consists of no fewer than seven members of the public (one member selected by each Council member with the initial Committee appointed by the Council by March 31, 2015);
2. The Committee members shall be either city residents or representatives of businesses located in Salinas;
3. The Committee receives and by May 30 of each year is responsible for reviewing the City auditor's report and based on their review of the auditor's report is responsible for issuing a public report to the City Council on the receipt of revenue and expenditure of Measure G funds and such other matters the City Council may assign.

As approved by the City Council on March 31, 2015 and Adopted by Resolution on April 14, 2015, the Committee shall meet three times per year:

MEASURE G

1. As set forth in Section 32-94 of the Ordinance, before May 30 of each year to “review the auditors’ report, for each year in which the auditors prepare such a report, [for the purpose of issuing] a report to the City Council regarding the use of revenue [from Measure G] and such other matters as the City Council may assign.”
2. Following the City Council’s adoption of the annual budgets (Operating, Capital, Measure E, and Measure G) for the purpose of understanding how the City Council directed the expenditure of Measure G revenues.
3. Prior to the City Council’s adoption of the annual budgets so that City staff can present information to the Committee on Measure G revenues and the Measure G expenditures proposed in the annual Measure G Budget.

The Committee may have additional meetings beyond these three, provided a majority of the Committee requests an additional meeting(s) and the Committee’s request is approved by the Mayor.

In order to assure full compliance with the intent of the ordinance, the tax proceeds from this ordinance are separately received and accounted for in the City’s financial reporting system (Fund 1200).



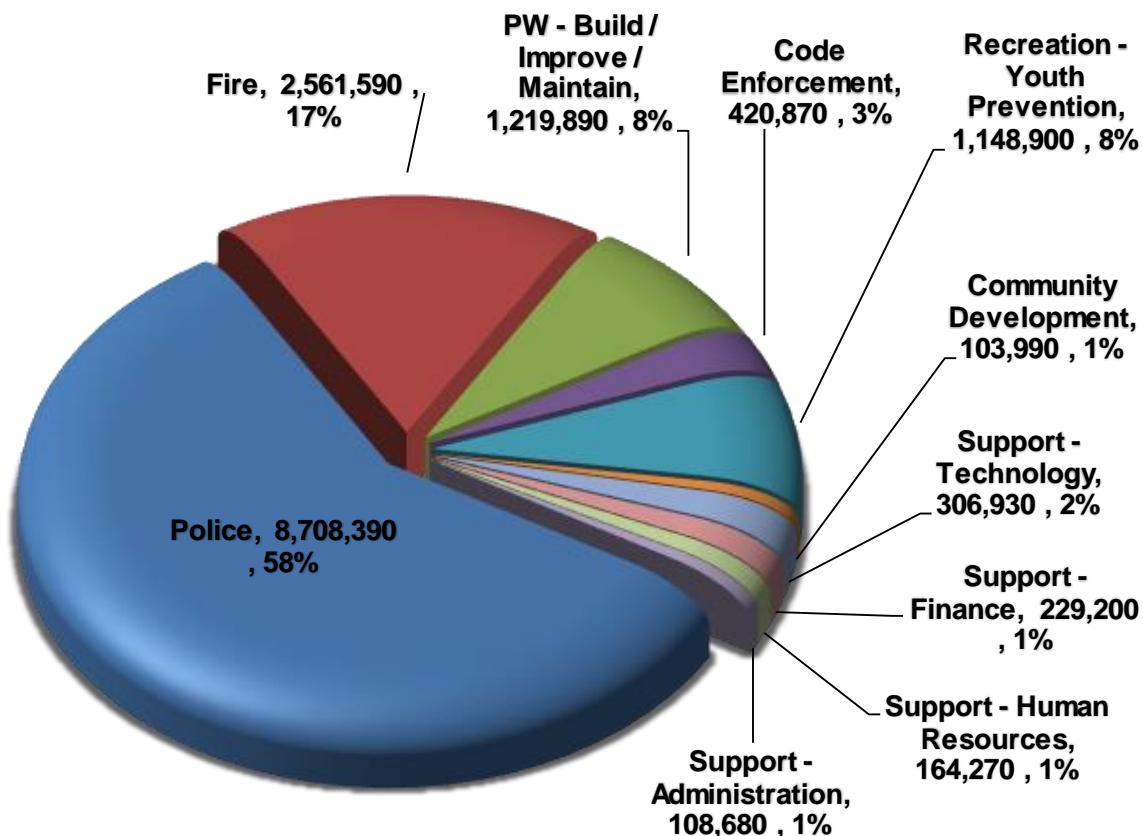
The City received \$5.4 million for the last quarter of FY 2014-15, \$22.6 million for FY 2015-16, \$24.1 million for FY 2016-17, and \$25.2 million for FY 2017-18. For FY 2018-19 and FY 2019-20, the City is expecting \$24.9 million and \$25.2 million, respectively. The FY 2019-20 budget includes \$6,859,031 in capital improvement projects (CIP), a \$4,110,600 transfer out to mainly cover restoring services on Friday (furlough) and to fund the new El Gabilan Library debt service, and a \$14,972,710 operating budget. The CIP includes such projects as the new public safety facility, park improvements, homeless shelter operations, and fleet replacement. The detail of the proposed capital projects are located in the capital improvement budget document for FY 2019-20.

As mentioned, each of the department’s plans are focused on delivering services and projects that are aligned with Council goals and objectives, ranked in the highest priority based budget (PBB) quartiles A and B, and reflect the main interests of the community, as determined by extensive community outreach, surveys and engagement. The

MEASURE G

Department plans were presented to the City Manager, who made the final determination on the proposal to the City Council. In addition to PBB, community funding themes, and City Council goals, the City Manager's proposed budget allocating Measure G funds factors in city wide operations, all funding sources, all department requests, a sustainable level of staffing, and the full 15-year horizon. The fifth year of Measure G operating costs for FY 2019-20 is shown below:

	<u>Amount</u>	<u>Percent</u>
Police	8,708,390	58.2%
Fire	2,561,590	17.1%
PW - Build / Improve / Maintain	1,219,890	8.1%
Code Enforcement	420,870	2.8%
Recreation - Youth Prevention	1,148,900	7.7%
Community Development	103,990	0.7%
Support - Technology	306,930	2.0%
Support - Finance	229,200	1.5%
Support - Human Resources	164,270	1.1%
Support - Administration	<u>108,680</u>	<u>0.8%</u>
Total Appropriations	<u>\$ 14,972,710</u>	<u>100.0%</u>



MEASURE G

Staffing represents 92% of the operating budget. Aside from staffing, the FY 2019-20 operating budget includes \$1,259,500 in other operating costs such as supplies and materials, outside services, and operating capital outlay.

As mentioned above, the Measure G Capital Improvement Program (CIP) budget totals \$6,859,031 and consists of 24 projects. For a complete list of projects, see the Proposed Measure G CIP Projects Budget for FY 2019-20:

<u>Category</u>	<u>Budget</u>
Public Safety - Police	\$ 3,812,592
Public Safety - Fire	1,599,725
Community Development	785,000
Maintenance	290,000
Equipment	311,714
Technology	60,000
Total	\$ 6,859,031

The number of positions funded by Measure G during FY 2019-20 is summarized as follows:

	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
Police - Sworn	17.0	27.0	31.0	37.0	37.0
Police - Non-Sworn Support	12.0	12.0	12.0	12.0	12.0
Fire - Sworn	-	12.0	14.0	14.0	14.0
Fire - Non-Sworn Support	1.0	1.0	1.0	1.0	1.0
Code Enforcement	4.0	4.0	4.0	4.0	4.0
Public Works - Clean-up	1.0	1.0	1.0	1.0	1.0
Public Works - Park Maint.	1.0	1.0	1.0	1.0	1.0
Public Works - Streets	6.0	6.0	6.0	6.0	6.0
Recreation	6.0	6.0	6.0	6.0	6.0
Youth Services & Community Engagement	1.0	3.0	1.0	2.0	2.0
Support - Technology	2.0	2.0	2.0	2.0	2.0
Support - Finance	2.0	2.0	2.0	2.0	2.0
Support - Human Resources	1.0	1.0	1.0	1.0	1.0
Support - Administration	1.0	1.0	1.0	1.0	1.0
Total Positions	55.0	79.0	83.0	90.0	90.0

A total of 55 positions were funded with Measure G funds in FY 2015-16, 79 in FY 2016-17, and 83 in FY 2017-18, as shown above. The increases between the fiscal years include 10 police officers, 12 existing SAFER grant funded fire fighters that were transitioned to Measure G funding as the grant expired, and 2 Street Outreach Specialist staff as part of the Community Safety program. In FY 2017-18, 4 more police officers and 2 fire fighters previously funded by the SAFER grant were added as was planned since the inception of Measure G, and 2 Street Outreach Specialist staff were moved out to temporarily fund with a \$500,000 state grant. In FY 18-19, 6 more police officers were added. These 6 police officers were previously going to be funded as School Resource Officers (SRO's) by the COPS grant. Out of the original 8 SRO grant funded positions, to-date, 2 police officers are operating as SRO's and funded under the COPS grant and 6 will not be funded by the COPS grant and are now funded with Measure G. The total sworn personnel count for the police department remains at 174. In FY 19-20, staffing figures remained constant from the previous year.

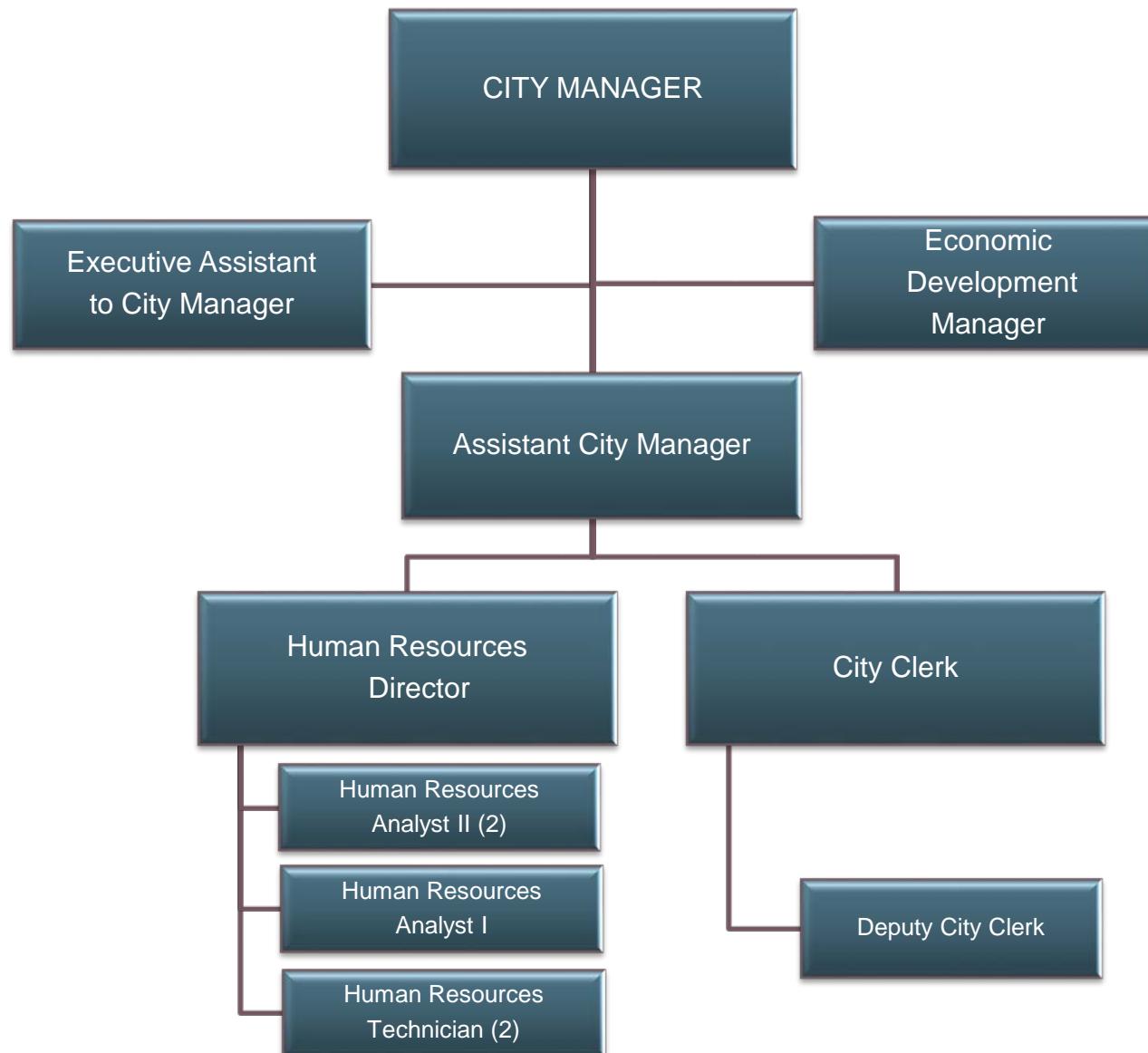
ADMINISTRATION DEPARTMENT

Organizational Chart



ADMINISTRATION DEPARTMENT

Organizational Chart



ADMINISTRATION DEPARTMENT

Summary

Purpose

The Administration Department provides external and internal support services for a number of essential functions related to the management operations of the City government. Under the direction of the City Manager's Office, these functions include, logistical support for the Mayor and Council, recording and archiving of the City's official records, and human resource system.

Top Accomplishments for FY 2018-19

Effective, Sustainable Government

1. Continued dialogue with City leaders, site selectors and major business corporations in preparation and planning for the 4th annual Forbes AgTech Summit sponsored by the City.
2. Continued Council and community engagement regarding City services, fiscal management, and implementation of the strategic plan goals and objectives for FY 2017-19.
3. Continue to work with local service providers and County officials to mitigate homeless encampments, construction of a permanent shelter, and solidify housing and commercial development in the Chinatown area.
4. Continued oversight of the Economic Development Element Plan and the integration of the Housing element, Downtown Vibrancy, Chinatown Vibrancy, and the Alisal Vibrancy to the General Plan.
5. Continues to lead the efforts between the City and County animal shelter consolidated services.
6. Participating in multijurisdictional efforts toward the development of clean energy electricity generation.
7. Managed and implemented SalinasConnect (QAlert) service request management system city-wide.
8. Ongoing management of the City Council, Measure E, and Measure G agenda process;
9. Continue to inventory and destroyed City records pursuant to the Records Retention Policy; and is in the process of updating the City's record retention schedule and policy.
10. Continues to process Republic Services low-income senior discounts.
11. Human Resources Division successfully submitted the 2018 Affordable Care Act reporting to the Internal Revenue Services.
12. Human Resources conducted over 60 recruitments to include one executive level recruitment, processed over 1,672 applications and processed approximately 34 new regular hires and 50 new temporary hires.
13. Human Resources partnered with Community Hospital of the Monterey Peninsula and coordinated biometric health studies for eligible employees as part of a growing Health and Wellness Program.
14. Human Resources coordinated the Employee Health & Wellness Fair attended by more than 40 vendors.
15. Human Resources processed over 80 health enrollments and/or changes and respective COBRA notifications.
16. Human Resources transitioned approximately 85 IAFF members to CalPERS medical pursuant to the current Memorandum of Understanding Agreement.
17. Human Resources initiated the implementation of the NEOGOV applicant tracking system.

ADMINISTRATION DEPARTMENT

Summary (Continued)

City Council Goals, Strategies, and Objectives for FY 2019-20

Effective, Sustainable Government

1. Continue to work to achieve customer service training for City employees in all Departments.
2. Update and modernize record retention and management, and day to day function in the City Clerk's Office utilizing current technology.
3. Develop and implement a commissions, boards, committee streamlined intake process to include retention and training.

Major Budget Changes

None

ADMINISTRATION DEPARTMENT

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1111 City Manager's Office	696,821	709,058	769,430	778,200
1113 Community Safety	497,207	444,130		
1120 City Clerk	371,058	368,797	605,050	616,200
1140 Human Resources	1,173,436	1,090,231	1,342,990	1,388,340
1355 Economic Development	998,740	960,078	1,334,530	1,066,380
Total	3,737,260	3,572,296	4,052,000	3,849,120
Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	2,596,251	2,479,841	2,435,290	2,488,490
62 - Supplies & Materials	51,474	59,276	34,922	32,900
63 - Outside Services	846,762	863,696	1,426,827	1,179,750
64 - Other Charges	90,006	138,505	131,176	127,980
66 - Capital Outlays	22,768	30,978	23,784	20,000
69 - Financial Assistance	130,000			
Total	3,737,260	3,572,296	4,052,000	3,849,120
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	3,041,263	2,926,379	3,771,980	3,576,170
1100 Measure E	262,959	253,030		
1200 Measure G	413,689	366,609	280,020	272,950
2505 Recreation Parks	17,798	23,563		
3112 BJA-Nat'l Forum on Youth	1,552	2,715		
Total	3,737,260	3,572,296	4,052,000	3,849,120
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1111 City Manager's Office	2.500	2.500	2.500	2.500
1113 Community Safety	5.000	5.000		
1120 City Clerk	2.000	2.000	2.000	2.000
1140 Human Resources	5.500	5.500	6.500	6.500
1355 Economic Development	1.000	1.000	1.000	1.000
Total	16.000	16.000	12.000	12.000

ADMINISTRATION DEPARTMENT

City Manager's Office Division

1111

Purpose

Manage the Salinas Municipal Corporation and the Successor Agency to the former Salinas Redevelopment Agency consistent with the policy direction established by the City Council and the Redevelopment Law.

Division Operations

1. Economic Vitality: Develop, enhance and protect an expanded local economic base.
2. Salinas as a City of peace: Through a community safety director, implement a comprehensive and collaborative community safety strategy.
3. Develop, recommend and implement comprehensive City and Successor Agency budgets and financial policies.
4. Coordinate efforts to achieve cooperative intergovernmental initiatives and private/public partnerships.
5. Implement and monitor City Council Goals and Objectives.

Major Budget Changes

None

ADMINISTRATION DEPARTMENT

1111 City Manager`s Office Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	671,582	685,167	743,430	752,450
62 - Supplies & Materials	5,416	6,590	6,950	6,700
63 - Outside Services	55	41	2,550	2,550
64 - Other Charges	8,370	17,261	16,500	16,500
66 - Capital Outlays	11,397			
Total	696,821	709,058	769,430	778,200

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	593,627	591,375	644,670	669,520
1200 Measure G	103,193	117,683	124,760	108,680
Total	696,821	709,058	769,430	778,200

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1111 City Manager`s Office	2.500	2.500	2.500	2.500
Total	2.500	2.500	2.500	2.500

Purpose

The City Clerk's Office is the record and archive keeper of the City's legislative actions, which includes indexing and retrieving of records of the City Council, the Successor Agency to the former Salinas Redevelopment Agency, Measure E and Measure G Oversight Committees. The Clerk's Office is responsible for processing all legislative actions ensuring transparency and codification of the municipal code. The Clerk's Office prepares and posts the City Council agendas, public meeting notices, and distributes Council material in accordance with State law. The Office of the City Clerk is the filing official for campaign committee reports, statements of economic interest and local ethics training and filings in accordance with the Political Reform Act and Brown Act. The office of the Clerk oversees Commission/Board/Committee vacancies, appointments, ceremonial function and serves as the election official for local municipal elections; responds to records research requests adhering to the Public Records Act; responds to public inquiries; and serves as liaison and support services to the City Council, Successor Agency to the former Salinas Redevelopment Agency, Measure E and Measure G Oversight Committee, and Oversight Board to the former Salinas Redevelopment Agency.

Division Operations

1. Agenda management and preparation for legislative body meetings.
2. Legislative actions recordation through imaging and indexing of historical records of the City Council, Measure E and Measure G Oversight Committee, Successor Agency and Oversight Board.
3. Provide support services to the City Council and the City Manager implementation of public policy via Council actions.
4. Provide public service through information and referral.
5. The City Clerk's office serves as the filing official and oversees municipal elections.
6. Continue to implement customer service initiatives.
7. Coordinates the State mandated AB 1234 Local Ethics Training and filing of California Form 700 Conflict of Interest for designated employees and appointees.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Conduct Consolidated Election	1		1		
Ballot Initiatives	0		1		
Claims Administration	117		<75		
Records Management/Indexing	417		600		
Agenda Processing	32		37		
Public Information and Referral			<5000		
Capital Improvement Project Bid Agreement Processing	12		15		
City of Champions Recognitions	160		100		
Fair Political Practices Commission Mandated Filings	251		275		

Major Budget Changes

None

ADMINISTRATION DEPARTMENT

1120 City Clerk Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	317,954	309,478	337,600	346,750
62 - Supplies & Materials	4,703	7,166	3,441	4,200
63 - Outside Services	22,630	23,153	237,977	246,550
64 - Other Charges	20,221	21,385	21,891	18,700
66 - Capital Outlays	5,551	7,616	4,140	
Total	371,058	368,797	605,050	616,200

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	371,058	368,797	605,050	616,200
Total	371,058	368,797	605,050	616,200

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1120 City Clerk	2.000	2.000	2.000	2.000
Total	2.000	2.000	2.000	2.000

ADMINISTRATION DEPARTMENT

Human Resources

1140

Purpose

Human Resources provides centralized human resources and employee relations services in support of the delivery of municipal services to Salinas' residents. Specifically, Human Resources staff provides services to all City Departments in managing human resource functions for all full-time regular and temporary employees. Services provided include: Recruitment and Classification, Employee Benefits, (Medical, Dental, Vision, Life, LTD, Wellness, and Unemployment Insurance, among others), Employee Leaves (Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, and Military Leave, among others), Employee Relations and Employee Development.

Division Operations

1. Provide effective and timely personnel recruitments.
2. Conduct classification studies and job description updates.
3. Administer employee health benefits, COBRA and employee leaves.
4. Administer grievance and disciplinary process to include: contract review and interpretation; discussions and negotiations with bargaining unit representatives; coordination and conducting training for City staff; scheduling all hearings and appeals; providing administrative support to Grievance Board.
5. Support the City's labor relations' activities and collective bargaining process.
6. Develop and coordinate employee training and development initiatives to promote positive employee/work relations to include mandated training such as Sexual Harassment.
7. Provide positive customer service to external and internal customers.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Recruitments			15	70	25
Applications Processed/Scanned			300	1,720	500
New Hire Processing			30	90	95
Trainings			12	25	25
Job Description Development & Review			0	100	100
Grievances & Discipline			0	7	5
Personnel Action Forms			1000	1000	1000
FMLA	50		50	50	50
COBRA	150		100	180	100
Health Enrollments/Changes	250		100	200	100

Major Budget Changes

None

ADMINISTRATION DEPARTMENT

1140 Human Resources Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	985,279	916,161	1,159,990	1,190,040
62 - Supplies & Materials	14,249	17,471	20,856	20,000
63 - Outside Services	138,748	80,475	87,500	103,300
64 - Other Charges	30,304	55,843	55,000	55,000
66 - Capital Outlays	4,857	20,282	19,644	20,000
Total	1,173,436	1,090,231	1,342,990	1,388,340

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,036,771	948,085	1,187,730	1,224,070
1200 Measure G	136,665	142,147	155,260	164,270
Total	1,173,436	1,090,231	1,342,990	1,388,340

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1140 Human Resources	5.500	5.500	6.500	6.500
Total	5.500	5.500	6.500	6.500

Purpose

Develop and implement strategies that reflect the Council's Goals, Objectives and Priorities which result in the enhanced economic well-being of Salinas' residents; provide for business growth resulting in an increased number of middle and upper income job opportunities; and a continued focus on enhancing the City's revenue base which provide the revenue source for the provision of City services.

Division Operations

1. Work with other local agencies and private sector businesses to create and maintain an AgTech ecosystem, including entrepreneurial and workforce development-related activities.
2. Develop and implement a strategy for the creation of a Dark Fiber Network
3. Implement Council policies relating to the provision of wireless telecommunications services.
4. Work with other agencies to promote tourism in the Salinas Valley.
5. Cooperate with other nonprofit entities, such as the Monterey Bay Economic Partnership, to support economic development in the Monterey Bay region.
6. With an emphasis on sites located within the Federal Opportunity Zones, identify opportunities to promote the redevelopment of sites owned by the City of Salinas, identify potential alternative uses, and assist in the redevelopment of the site.
7. Track and Support efforts to analyze and, if appropriate, implement the recommendations identified in the Salinas Plan.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Continue to support efforts to support entrepreneurial development in the AgTech Sector through partnerships with the THRIVE Accelerator and the Western Growers Association Center for Innovation and Technology					
Work with providers of workforce training in the area, including local education providers, the Workforce Development Board, and industry groups to ensure that our local workforce has the training necessary to meet the needs of employers.					
Provide logistical support to the Forbes Summit to ensure a successful summit that reflects positively on the City of Salinas and our businesses.					
Working with the other Cities of the Salinas Valley, continue to work with the National Resource Network to develop and support Career Pathways in agriculture, AgTech, and healthcare.					
With community and property owner engagement, explore the feasibility (and, where appropriate, initiate the formation) of State-approved tax-increment-financing districts such as Enhanced Infrastructure Financing Districts (EIFD) and Community Revitalization and Investment Authorities (CRIA).					
Working with local partners, promote opportunities for tourism in the Salinas Valley					
Continue the City's strategy of establishing the City of Salinas as an AgTech hub through a national public relations and marketing program aimed at increasing awareness of the City, its institutions, and its businesses.					
Working in partnership with other City Departments and Divisions, explore partnerships in the local educational community to develop new programs to support the development of tech literacy among the youth of the Salinas Valley.					
Interact with real estate broker, property owners, and business owners to learn obstacles that may be holding back business and employment within the City of Salinas. Working in partnership with other City Departments and Divisions, develop and implement policy solutions to address the concerns of businesses within the community.					

Major Budget Changes

None

ADMINISTRATION DEPARTMENT

1355 Economic Development Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	175,122	188,432	194,270	199,250
62 - Supplies & Materials	546	1,911	3,675	2,000
63 - Outside Services	673,384	741,605	1,098,800	827,350
64 - Other Charges	19,687	28,130	37,785	37,780
69 - Financial Assistance	130,000			
Total	998,740	960,078	1,334,530	1,066,380

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	998,740	960,078	1,334,530	1,066,380
Total	998,740	960,078	1,334,530	1,066,380

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1355 Economic Development	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

ADMINISTRATION DEPARTMENT

Work Force

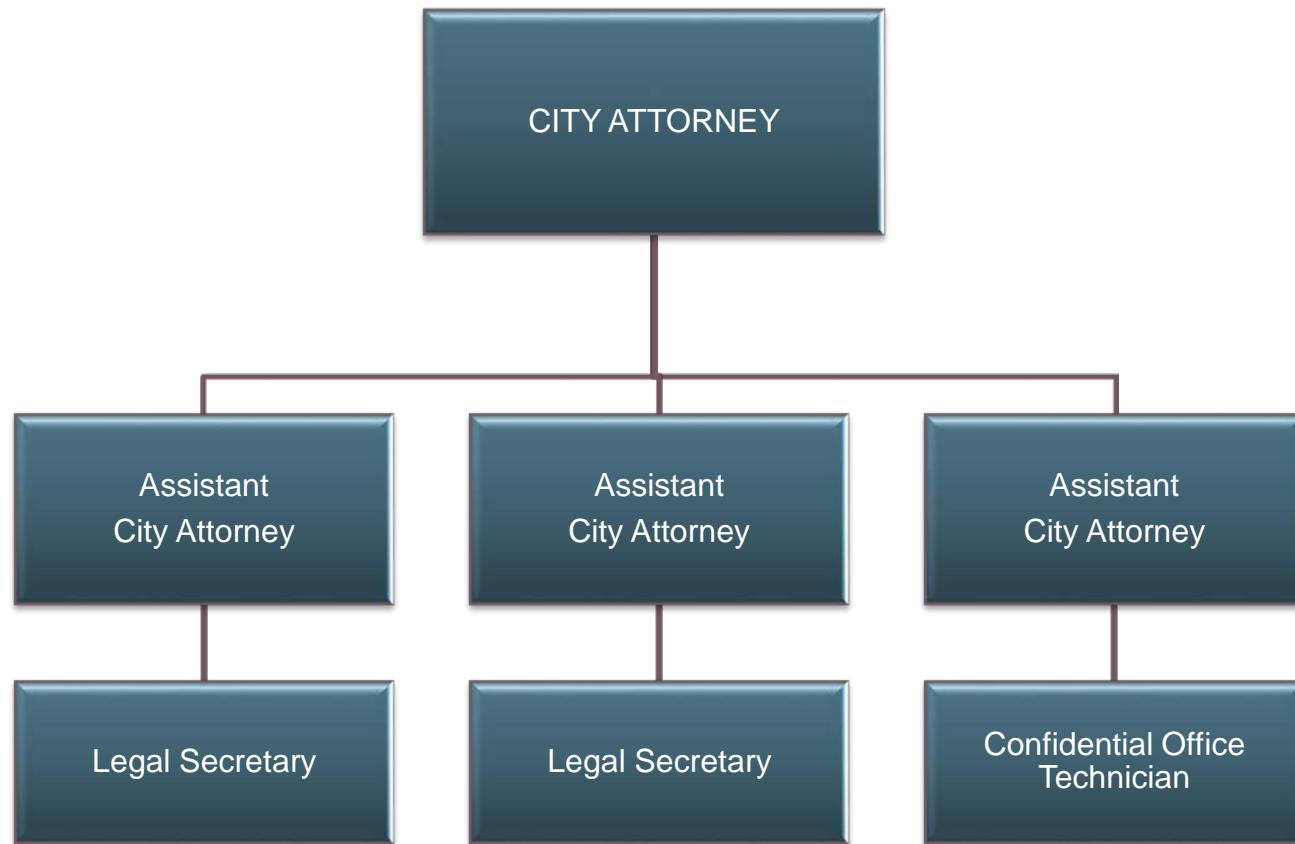
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1111 City Manager`s Office				
Assistant City Manager	0.500	0.500	0.500	0.500
City Manager	1.000	1.000	1.000	1.000
Executive Assistant	1.000	1.000	1.000	1.000
1111 City Manager`s Office Total	2.500	2.500	2.500	2.500
1113 Community Safety				
Community Safety Admin	1.000	1.000		
Community Safety Assistant	1.000	1.000		
Community Safety Program Coord	1.000	1.000		
Street Outreach Specialist	2.000	2.000		
1113 Community Safety Total	5.000	5.000		
1120 City Clerk				
City Clerk	1.000	1.000	1.000	1.000
Deputy City Clerk	1.000	1.000	1.000	1.000
1120 City Clerk Total	2.000	2.000	2.000	2.000
1140 Human Resources				
Assistant City Manager	0.500	0.500	0.500	0.500
Human Resource Analyst I	1.000	1.000	1.000	1.000
Human Resource Analyst II	2.000	2.000	2.000	2.000
Human Resources Officer	1.000	1.000		
Human Resources Technician	1.000	1.000	2.000	2.000
Human Resources Director			1.000	1.000
1140 Human Resources Total	5.500	5.500	6.500	6.500
1355 Economic Development				
Economic Development Mgr	1.000	1.000	1.000	1.000
1355 Economic Development Total	1.000	1.000	1.000	1.000
Total	16.000	16.000	12.000	12.000

CITY ATTORNEY DEPARTMENT

Organizational Chart



CITY ATTORNEY DEPARTMENT Organizational Chart



CITY ATTORNEY'S DEPARTMENT

Summary

Purpose

As provided in the City Charter, the City Attorney's Office provides legal representation and guidance to the City Council, its committees, boards and commissions, the City Manager and City Departments.

Top Accomplishments for FY 2018-19

Economic Diversity and Prosperity

1. **Love's Travel Stops.** Supported the completion and the entitlement of the project including annexation of additional land into the City and certification of the environmental impact report.
2. **Continued Support for the Future Growth Area.** Continued working with other City department on continued review of the Specific Plans and related documents, including Environmental Impact Reports, as needed. West Area Specific Plan and associated Environmental Impact Report completed and circulated for public review. Set for consideration and approval/certification this calendar year.

Safe, Livable Community

1. **Continue support of development of new Public Safety Headquarters and El Gabilan Library.** Supported primarily the Public Works and Library and Community Services Departments on agreements and related documents to begin construction of these two projects.
2. **Continued expansion of Code Enforcement Litigation.** Continued support of Code Enforcement staff and assistance with outside counsel on commencement and resolution of Receivership litigation and other code enforcement efforts.
3. **Ordinance Adoption.** Completed blighted properties ordinance and unruly gathering ordinances for Council adoption. Presented a revised noise ordinance for Council adoption. Ordinance regulating parking of over-sized vehicles presented to City Council and adopted by City Council.

Effective, Sustainable Government

1. **Employee Relations.** Continued working with other City departments to resolve labor relations matters. Assisted with labor negotiations. Defended PERB unfair practice charges and any litigation. Responded to request for information. Directed investigations and advised re grievances and meet/confer matters.
2. **Personnel Policies.** Ensured legal compliance with employment laws to prevent liability: continue work on personnel policy updates; assisted with review and revision of department policies; continued to advise on employment situations; investigated employee complaints.
3. **Municipal Code Update.** Continued work on a comprehensive review and update of the Municipal Code to eliminate outdated or unnecessary provisions to improve the efficiency of the City's internal operations.
4. **Insurance Joint Powers Agency.** Reviewed and improved the City's insurance coverages through the ACCEL joint powers authority; improved the City's insurance coverages with better policies.
5. **Workers Compensation.** Continued management of the City's Workers Compensation program with resolution of cases through compromise and release in order to bring down the City's long-term liability.

Well-Planned and Excellent Infrastructure

1. **Continued Support of Police Headquarters and El Gabilan Library Projects.** Supported primarily the Public Works and Library and Community Services Departments on agreements and related documents to begin construction of these two projects.

CITY ATTORNEY'S DEPARTMENT

Summary (Continued)

City Council Goals, Strategies, and Objectives for FY 2019-20

Economic Diversity and Prosperity

1. **Continue support/work on Future Growth Area Project.** Work with other City departments on continued review of Specific Plans and completion of environmental review; updates to fee programs, as needed.
2. **Economic Development Element.** Support efforts to implement the goals and the strategies of the Economic Development Element.

Safe, Livable Community

1. **Continue Expansion of Code Enforcement Litigation.** Continue initiation of civil actions to abate degraded properties to encourage rehabilitation and redevelopment of degraded properties; increase the number of distressed and dangerous properties in receivership.
2. **Ordinance Adoption.** Present for Council consideration an ordinance regulating speed contests.
3. **Criminal Prosecution of Municipal Code Violations.** Consider collaborating with the District Attorney on criminal prosecution of Municipal Code violations, where overflow exists or where support is needed.
4. **Solid Waste.** Support the City's efforts to close and to relocate the Sun Street Transfer Station and to realize the lowest rates for the highest possible solid waste service to Salinas's residents.

Effective, Sustainable Government

1. **Employee Relations.** Work with other City departments to resolve labor relations matters: assist with labor negotiations; defend PERB unfair practice charges and any litigation; respond to requests for information; advise re grievances and meet/confer matters.
2. **Personnel Policies.** Ensure legal compliance with employment laws to prevent liability: finalize City-wide personnel policy updates (Personnel Manual, Administrative Memoranda, HR Forms); assist with department policies; continue to advise on employment situations; investigate employee complaints. Conduct internal audit of payroll practices and exemption analysis.
3. **Municipal Code Update.** Complete the comprehensive review and update of the Municipal Code to eliminate outdated or unnecessary provisions to improve the efficiency of the City's internal operations.
4. **Workers Compensation.** Work to minimize the City's risk exposure on Workers Compensation cases by closing as many cases as possible. Implement protocols and standards for return to work and for employee programs to minimize exposure to injuries and injuries in the workplace.
5. **Purchasing Program.** Modernize the City's Purchasing Program to include an update to the Municipal Code provisions and the Purchasing Manual.
6. **Civil Litigation.** Manage civil litigation matters in-house, except where not reasonably practical.
7. **Cost-Recovery.** Review and refine the City's cost-recovery program to maximize recovery of monies owed to the City.

Well-Planned City and Excellent Infrastructure

1. **Support General Plan Update.** Support Community Development in their efforts to update the Salinas General Plan.
2. **City County GSA-MOU Update.** Support City Administration and Community Development in efforts to update and to modernize the City/County Greater Salinas Area Memorandum of Understanding, consistent with the goals and the policies of the Economic Development Element. This includes the Interim Processing Agreement.
3. **Traffic Fee Ordinance.** Support Public Works' efforts to begin an update to the Traffic Fee Ordinance.

Major Budget Changes

None.

CITY ATTORNEY DEPARTMENT

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1400 City Attorney's Office	1,023,325	1,036,255	917,950	940,350
Total	1,023,325	1,036,255	917,950	940,350
Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	828,822	842,751	696,350	751,650
62 - Supplies & Materials	29,093	22,062	33,200	27,100
63 - Outside Services	127,832	121,890	132,200	95,800
64 - Other Charges	23,592	30,040	22,400	25,800
66 - Capital Outlays	13,987	19,512	33,800	40,000
Total	1,023,325	1,036,255	917,950	940,350
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,023,325	1,030,636	907,950	940,350
1100 Measure E		5,619	10,000	
Total	1,023,325	1,036,255	917,950	940,350
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1400 City Attorney's Office	5.000	5.000	5.000	5.000
Total	5.000	5.000	5.000	5.000

CITY ATTORNEY'S DEPARTMENT

City Attorney

1400

Purpose

As provided in City Charter, provide effective legal representation and guidance to the City Council, its committees, boards and commissions, the City Manager, and City departments.

Division Operations

1. Economic Diversity and Prosperity Initiative
2. Safe, Livable Community Initiative
3. Effective, Sustainable Government Initiative
4. Excellent Infrastructure Initiative
5. Quality of Life Initiative

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Actual	FY 2019-20 Projected
# requests for legal services			1,624	829	900
# criminal cases reviewed or prosecuted			613	148	150
# Pitchess motions responded to and defended			10	8	10
# civil cases filed and defended			13	10	10
# Code enforcement cases and nuisance abatements			21	21	20
# Public Records Act requests responded to			73	58	50
# Economic development agreement and other contracts			347	343	350
# Workers Compensation cases presented to CM or CC			46	10	15
Employment matters--Representation and Advice			29	36	30
Acquisition or contract to acquire 312 E. Alisal			0-Done		0-Done
Legal support of election and/or revenue measure initiative			1	1	0
Legal support of wind down of the SRA			0-Done		0-Done

Major Budget Changes

None.

CITY ATTORNEY DEPARTMENT

1400 City Attorney's Office Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	828,822	842,751	696,350	751,650
62 - Supplies & Materials	29,093	22,062	33,200	27,100
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Total	1,023,325	1,036,255	917,950	940,350

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1400 City Attorney's Office	5.000	5.000	5.000	5.000
Total	5.000	5.000	5.000	5.000

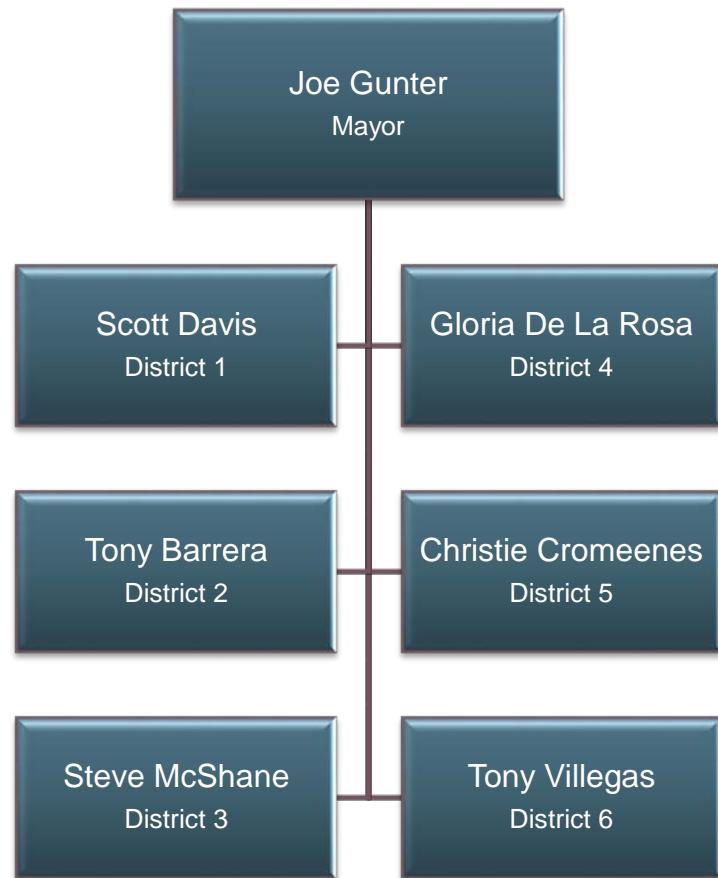
CITY ATTORNEY DEPARTMENT

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1400 City Attorney's Office				
Assistant City Attorney			1.000	1.000
City Attorney	1.000	1.000	1.000	1.000
Legal Secretary	2.000	2.000	1.000	1.000
Sr Deputy City Attorney	2.000	2.000		
Confidential Office Technician			1.000	1.000
Deputy City Attorney			1.000	1.000
1400 City Attorney's Office Total	5.000	5.000	5.000	5.000
Total	5.000	5.000	5.000	5.000

CITY COUNCIL DEPARTMENT

Organizational Chart



CITY COUNCIL DEPARTMENT

Summary

Purpose

The City Council is comprised of seven members, and serves as the policy-making and legislative body of the City of Salinas. Six council members are elected by district for a four-year term, and the Mayor is elected at-large for a two-year term. The Council meets on Tuesdays at said hour/date as established by notice. Special Meetings and Study Sessions may occur on other days of the week as necessary.

Top Accomplishments for FY 2018-19

The City Council updated the Strategic Goals and Objectives developed during their work on a City Strategic Plan. Ongoing work on the City's Strategic Goals and Objectives continued throughout this fiscal year. These Goals include:

1. Economic Diversity and Prosperity
2. Safe, Livable Community
3. Effective, Sustainable Government
4. Excellent Infrastructure
5. Quality of Life

Incremental progress was made on the following initiatives identified by the City Council:

- Develop and implement the Alisal Market Place
- Revitalization Chinatown
- Enhanced Permit Center Operations
- Entitle and Develop Future Growth Area
- Plan for and engage a safe, secure, well-managed water supply, including the City's collaborative efforts through the Salinas Valley Basin Groundwater Sustainability Agency
- Enhance community input and participation
- Continue collaboration with the County and social service providers to address the needs of the homeless
- Continued advocacy, collaboration and support for health, and social service program, recreation, arts, libraries, entertainment, volunteer opportunities, playgrounds, sports culture
- Needs assessment and development of an open space master plan
- Housing issues including farmworker housing and inclusionary housing ordinance
- Established the Public Art Commission
- Established the Monterey Bay Community Power Authority
- Continue to work with the County on potential for shared animal control services

CITY COUNCIL DEPARTMENT

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 City Council	225,823	246,402	258,385	226,290
Total	225,823	246,402	258,385	226,290
Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	217,629	235,387	226,700	201,980
62 - Supplies & Materials	3,248	3,697	2,200	2,200
63 - Outside Services	367	375	13,600	10,500
64 - Other Charges	4,579	6,943	11,610	11,610
66 - Capital Outlays			4,275	
Total	225,823	246,402	258,385	226,290
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	225,823	246,402	258,385	226,290
Total	225,823	246,402	258,385	226,290
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1000 City Council	7.000	7.000	7.000	7.000
Total	7.000	7.000	7.000	7.000

City Council Goals, Strategies, and Objectives for FY 2019-20

The City Council continues to review and take action on the original Goals and initiatives identified during their 2015 and 2016 strategic planning sessions. The goals of Economic Diversity and Prosperity, Safe, Livable Community; Effective, Sustainable Government; Excellent Infrastructure; and Quality of Life were maintained.

The initiatives include the following:

- Complete the Economic Development Element and Coordinate with Major Economic Development Initiatives
- Ag Tech Ecosystem Development
- Recruit, hire and retain Public Safety Officers
- Reestablish state and federal partnerships to improve community policing
- Update Technology city-wide
- Prepare and present to the Public a Community Policing Plan that include support and involvement in neighborhoods
- Continue to expand Code Enforcement delivery
- Inventory and determine cost effectiveness of outside consultants
- Increase the rate of planned infrastructure improvements
- Update the General Plan
- Work with Big Sur Land Trust on Carr Lake Opportunities
- Continue needs assessment and develop open space master plan
- Update community and recreational programs and centers including “old municipal pool” rehabilitation
- Development and construction of the Salinas Public Safety Headquarters
- Development and construction of the El Gabilan Library

Staff will continue to work incrementally to make progress on all of the goals and included initiatives

Division Operations

1. Continue to hold City Council meetings as prescribed by the Charter.
2. Determine and prioritize service levels for all City departments.
3. Participate in appropriate advocacy associations, including the League of California Cities and the National League of Cities.
4. Represent the City's interests in regional and intergovernmental processes.
5. Continue outreach to City residents, neighborhoods and community groups.

Major Budget Changes

No Change

CITY COUNCIL DEPARTMENT

1000 City Council Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	217,629	235,387	226,700	201,980
62 - Supplies & Materials	3,248	3,697	2,200	2,200
63 - Outside Services	367	375	13,600	10,500
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Total	225,823	246,402	258,385	226,290
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Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1000 City Council	7.000	7.000	7.000	7.000
Total	7.000	7.000	7.000	7.000

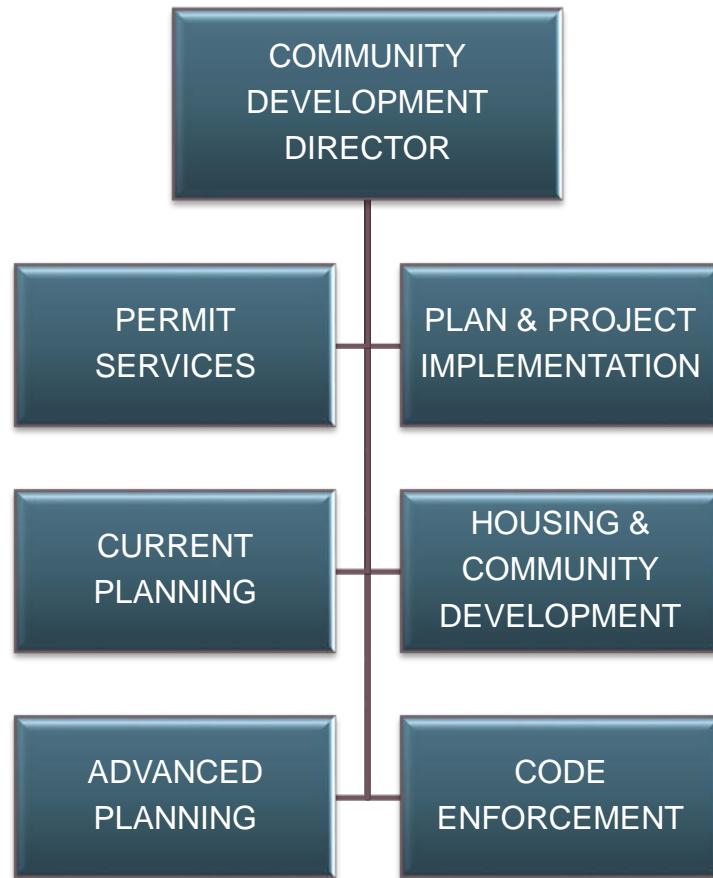
CITY COUNCIL DEPARTMENT

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1000 City Council				
City Council	6.000	6.000	6.000	6.000
City Mayor	1.000	1.000	1.000	1.000
1000 City Council Total	7.000	7.000	7.000	7.000
Total	7.000	7.000	7.000	7.000

COMMUNITY DEVELOPMENT DEPARTMENT

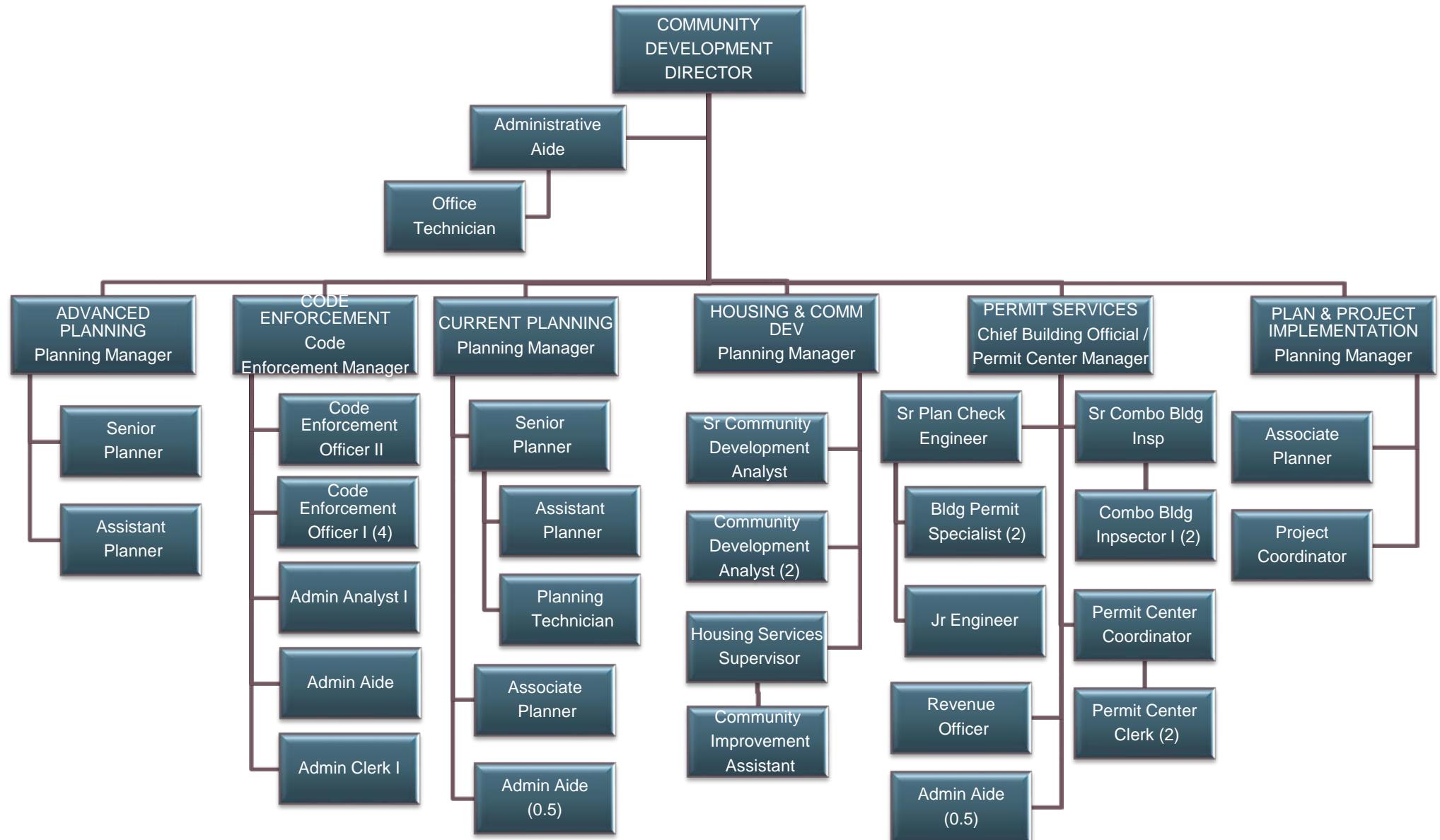
Organizational Chart



Permit Services has moved to a separate Enterprise Operation fund effective FY 17/18.

COMMUNITY DEVELOPMENT DEPARTMENT

Organizational Chart



COMMUNITY DEVELOPMENT DEPT.

Summary

Purpose

With ongoing community collaboration, the Community Development Department is committed to creating a safe, healthy, and prosperous Salinas through targeted revitalization and sustainable, well-designed land use and development. Department functions include planning, permitting, management of federal funding, housing facilitation, code enforcement, and business development. There are six divisions in the Department: Plan & Project Implementation, Advanced Planning, Current Planning, Permit Services, Code Enforcement, and Housing & Community Development.

Top Five Accomplishments for FY 2018-19

1. Plan & Project Implementation Division

- a. Continued implementation of the Economic Development Element.
 - i. Completed East Alisal Corridor Plan that outlines improvements to improve mobility, safety and access for all users.
 - ii. Developed Alisal Vibrancy Plan (AVP) content and draft plan chapters with anticipated adoption by end of fiscal year.
 - iii. Engaged over 700 community stakeholders in AVP development process.
 - iv. Secured three VISTA volunteers to support EDE and AVP implementation by building volunteer capacity and supporting plan and project implementation.
- b. Provided Small Business Support.
 - i. Provided 193 hours individual technical support to 30 small businesses and 78 hours of business education and training to 84 entrepreneurs through master agreement with El Pájaro Community Development Corporation.
 - ii. Assisted 10 clients with pre loan and loan applications. Three clients received funding (\$350,000, \$10,000, and \$10,000).
 - iii. Sponsored El Dia Del Empresario Latino, a one-day business education workshop that connected businesses and entrepreneurs with education and resources.
- c. Continued implementation of Salinas Downtown Vibrancy Plan.
 - i. Adopted Adaptive Reuse Ordinance to remove regulatory barriers and incentivize the conversion of underutilized commercial space to residential uses.

2. Advanced Planning Division

- a. Continued Vision Salinas (General Plan Update Visioning and Coordination of Major Planning Efforts):
 - i. Conducted 15 bilingual outreach events and 4 stakeholder meetings as well as a survey to receive public input (with 1,000+ persons engaged) to inform the General Plan Update and preparation of other major planning documents.
 - ii. Refined the Draft Guiding Principles and presented them to the Planning Commission and City Council for acceptance.
 - iii. Maintained the Vision Salinas website and increased the number of followers (currently 1,200+ and growing) on the City's Instagram account to actively engage the public.
 - iv. Coordinated over 20 interdepartmental meetings to ensure an integrated public outreach.
- b. Continued to process the Draft West Area Specific Plan (and DEIR) with approximately 4,300 residential dwelling units, 571,000 sq. ft. of mixed-use commercial, schools, parks and open space land uses:
 - i. Completed the public review draft of the West Area Specific Plan and the related DEIR and released the documents for the required 45-day public review period.
 - ii. Conducted two public study sessions (before the Planning Commission and the City Council) and presented the proposed project to the City Council Housing Subcommittee.
 - iii. Presented to the Libraries and Community Services Commission and the Traffic and Transportation Commission, which recommended approval to the City Council.
- c. Continued to process the Central Area Specific Plan and (DEIR) with approximately 3,800 units, 200,000 sq. ft. mixed-use commercial, schools, parks and open space.

COMMUNITY DEVELOPMENT DEPT.

Summary (Continued)

- d. Initiated the City's 2020 Census efforts:
 - i. Formed the 2020 Census Salinas Action Team (comprised of community-based organizations, City staff and other interested parties) to focus on City outreach efforts especially for hard-to-reach populations to ensure an accurate count of Salinas residents.
 - ii. Participated in the 2020 Census Complete Count Committee for Monterey County to coordinate City/County Census efforts.
 - iii. Undertook preliminary public outreach efforts to inform and engage with the public about the benefits from participating in the 2020 Census.
- e. Support the Big Sur Land Trust and planning efforts around the development of a park at Carr Lake.

3. Current Planning & Permit Services Divisions

- a. Issued 1,588 permits with a valuation over \$81.6 million in 2018.
- b. Offered counter service from 8:00 am – 5:00 pm, Monday – Friday serving 13,633 customers.
- c. Achieved full cost recovery for the Permit Services Division.
- d. Completed plan and permit reviews and inspections within allotted timeframe, 457 “over-the-counter” reviews, 2,510 total reviews at an average time of 5 calendar days.
- e. Conducted all inspections via electronic devices.
- f. Amended the Zoning Code to facilitate economic development and market rate housing.
- g. Facilitated the construction of Phases 5A (89 single-family houses) and 5B (71 single-family houses) of Monte Bella through seamless plan review and permitting.
- h. Completed the Salinas Travel Center annexation, EIR and Specific Plan process.

4. Code Enforcement Division

- a. Addressed 1,611 code complaints with approximately 280 of those cases relating to life and safety, and collected over \$170,000 in fines.
- b. Worked with outside counsel to complete three receivership cases involving the demolition of one dilapidated duplex and the full remediation of two houses, enabling the City to obtain full cost recovery for staff time of nearly \$12,000.
- c. Initiated work with the National Resource Network to explore the development of a rental housing registration and inspection program.
- d. Hired two part-time Code Enforcement Officers to expand capacity for proactive blight and after-hours on weekends and evening weekdays.
- e. Assisted with drafting of a blighted property ordinance to increase the Division's ability to enforce and address nuisance properties.

5. Housing & Community Development Division

- a. Completed the City's Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER) for the City's federal HUD programs (CDBG, HOME, & ESG), and Regional Analysis of Impediments to Fair Housing Choice (AI).
- b. Funded 14 public services agencies (CDBG, ESG, and HCD ESG) to provide critical programming to youth, seniors, and homeless.
- c. Completed the Hikari (Haciendas Phase III) 50-unit housing project, construction started for the Moon Gate Plaza mixed-use development, which will include a total of 90-units in Chinatown, and completion of nine (9) inclusionary ownership units in Monte Bella Phase 5A.
- d. Continued to work with the County of Monterey on operational support for the temporary Warming Shelter at 111 W. Alisal St. and assisted with a HEAP grant application for the construction of a year-round Permanent Shelter at 855 E. Laurel Drive.
- e. Continued to work with Public Works and Library and Community Services Departments on the final phase of Sherwood Recreation Center CDBG capital improvement project.

City Council Goals, Strategies, and Objectives for FY 2019-20

Economic Diversity and Prosperity

- 1. Lead the implementation of the Economic Development Element and foster development in the target areas.
- 2. Continue to work with business organizations such as the Chamber of Commerce, Salinas City Center Improvement Association, and the Salinas United Business Association (SUBA) to expand marketing for shop local.

COMMUNITY DEVELOPMENT DEPT.

Summary (Continued)

3. Establish locations for small business incubation and acceleration that feature low cost, flexible space with the availability of business support services.
4. Recapitalize the Grow Salinas Fund and foster at least one business expansion in the fiscal year.
5. Complete the development of the Alisal Vibrancy Plan and revisions to the Alisal Marketplace.
6. Complete the Chinatown Revitalization Plan and coordinate construction of Moon Gate Plaza.
7. Complete the entitlement process for the West Area and Central Area Specific Plans.
8. Continue to implement the Permit Center improvements to reduce the time to approve plans.
9. Initiate zoning code amendments to facilitate market rate housing in the Downtown and transmit a Request for Proposal for the development of new market rate housing on city property.

Safe, Livable Community

1. Explore feasibility of implementing a rental registration and inspection program.
2. Continue to coordinate with Fire Prevention and Building Divisions to collaboratively address violations at dangerous commercial and residential properties.
3. Continue to work with the Legal Department to increase the number of distressed and dangerous properties in receivership and address blighted properties with abatement orders.
4. Work with the Legal Department to develop adequate penalties for work without permit to prevent unsafe construction and future code cases.

Well Planned City and Excellent Infrastructure

1. Apply for SB2 funding to remove regulatory barriers to housing production.
2. Continue to work with regional partners to implement the Farmworker Housing Action Plan.
3. Continue to leverage grant opportunities to facilitate affordable housing production.
4. Initiate the General Plan by early 2020.

Quality of Life

1. Continue to administer the City and State ESG funding with a focus on rapid-rehousing.
2. Work with homeless service providers, the County, and community stakeholders to revise the Lead Me Home Plan with the emphasis on housing chronically homeless.
3. Work with the County to facilitate the development of a permanent shelter at 855 E. Laurel and supportive housing at 1220 Natividad.
4. Coordinate the City's efforts in addressing homelessness and revitalizing Chinatown.

Key Performance Metrics (5 year targets)

- Improve the City's walkability score from 53 to 60.
- Increase the City's median household income to align with the State's average.
- Reduce overcrowding by housing tenure in the Alisal Neighborhood Strategy Area by 25%.
- Improve the Housing Opportunity Index for rental and ownership housing by 20%.
- Increase commercial permit value 10% annually.
- Improve the Housing Opportunity Index for rental and ownership housing by 25%.

Major Budget Changes

This year, the most significant budget change was created because cannabis permitting was transferred from the Administration Department to CDD, requiring expenditures related to management of this permitting process. In addition, the CDD seeks to unfreeze one vacant Code Enforcement Officer position to facilitate enforcement of new regulations around cannabis, temporary employee housing, and the blight ordinance. Given the revenue increases experienced by Code Enforcement over the last couple of years, it is expected that this change will be offset by revenue and not impact the General Fund. CDD will seek additional revenues from Measure G for the development of the General Fund to begin in early 2020. In recognition of the financial challenges that lay ahead, CDD's budget as it relates to the General Fund will not increase despite increase in workload due to economic growth.

COMMUNITY DEVELOPMENT DEPARTMENT

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
3111 Plan & Project Implementation	963,738	1,022,511	1,172,206	1,196,340
3350 Permit Services	1,535,195			
3353 Code Enforcement	968,812	1,011,588	1,203,740	1,182,310
3461 Advanced Planning	422,162	523,004	484,827	597,240
3462 Current Planning	764,497	810,221	959,720	1,084,250
Housing and Community Development	4,142,172	4,024,402	5,555,291	5,742,190
Total	8,796,575	7,391,726	9,375,784	9,802,330
Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	4,724,638	3,867,594	4,202,870	4,523,930
62 - Supplies & Materials	106,081	59,409	74,145	65,900
63 - Outside Services	827,584	359,779	783,595	519,849
64 - Other Charges	185,475	75,290	153,142	143,158
66 - Capital Outlays	26,082	38,624	646,350	1,812,832
69 - Financial Assistance	2,926,716	2,991,031	3,515,681	2,736,661
Total	8,796,575	7,391,726	9,375,784	9,802,330
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	4,018,210	2,867,008	3,414,128	3,450,905
1100 Measure E	332,948	334,265	425,820	418,280
1200 Measure G	495,819	485,360	511,190	524,860
2602 HSA - Affordable Housing	581,406	163,878	75,076	10,492
2910 Community Development	1,362,271	1,794,081	2,466,113	3,106,599
2930 Home Investment Partnership	1,673,901	843,876	974,826	1,025,629
2940 Emergency Shelter Grant	178,203	308,320	325,277	145,126
2941 Emergency Solutions Grant	53,442	594,938	1,183,355	228,057
2942 CA Emergency Solutions & Housing				562,276
2951 SB2				310,040
2955 Neighborhood Stabilization Prog	100,371			
2957 Inclusionary Housing	5			20,066
Total	8,796,575	7,391,726	9,375,784	9,802,330

COMMUNITY DEVELOPMENT DEPARTMENT

Summary

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3111 Plan & Project Implementation	6.000	7.000	6.000	6.250
3350 Permit Services	11.750			
3353 Code Enforcement	8.000	9.000	9.000	9.000
3461 Advanced Planning	3.000	2.000	3.000	3.000
3462 Current Planning	5.000	5.000	5.000	5.600
Housing and Community Development	6.000	6.000	6.000	6.000
Total	39.750	29.000	29.000	29.850

Permit Services has moved to a separate Enterprise Operation fund effective FY 17/18.

COMMUNITY DEVELOPMENT Plan & Project Implementation Division

3111

Purpose

The Plan & Project Implementation Division supports and coordinates city and department initiatives to implement the General Plan and the Economic Development Element (EDE) including small business development. This also involves carrying out the Salinas Downtown Vibrancy Plan, developing and implementing the Alisal Vibrancy and Chinatown Revitalization Plans, and coordinating internal and external stakeholders to accomplish General Plan and EDE policy actions. This division also provides administrative support and oversight to the department by supervising, monitoring, and controlling the Department's operating budget and activities.

Division Operations

1. Administer the department's budget within authorized amounts.
2. Provide administrative and technical support to the department divisions in the performance of their duties.
3. Monitor workload and performance indicators.
4. Achieve a 25% increase in revenue support for Planning Divisions, where feasible.
5. Promote small business development and manage the Grow Salinas Fund.
6. Coordinate the implementation of the Economic Development Element and monitor the City's progress.
7. Coordinate with community partners, school districts and other public agencies regarding regional and community planning issues.
8. Lead the development and implementation of the Alisal Vibrancy Plan.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Adoption of the Alisal Vibrancy Plan including the refining the existing Alisal Marketplace by May 2019			100% Complete	100% Complete	Completed
Creation of a downtown housing development action plan including necessary zone changes by December of 2019			100% Complete	70% Complete	100% Complete
Development of an online/app "shop local" campaign to promote businesses and products (i.e. "Made in Salinas") by December 2019			100% Complete	20% Complete	100% Complete
Partner with community organizations, business associations, and financial institutions to establish locations for small business incubation and acceleration that feature low cost, flexible space with the availability of business support services by December of 2019.			100% Complete	70% Complete	100% Complete
Recapitalize the Grow Salinas Fund and foster at least one business expansion in the fiscal year.					100% Complete

Major Budget Changes

There are no significant budget requests. This Division will continue to leave one full-time position vacant and shift responsibilities among existing CDD personnel and two part-time Administrative Aide positions focused on outreach. Performance measure success will be impacted by this reduction in staffing resources.

COMMUNITY DEVELOPMENT DEPARTMENT

3111 Plan & Project Implementation Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	834,905	884,731	976,680	1,032,640
62 - Supplies & Materials	31,276	20,165	23,050	16,750
63 - Outside Services	82,558	75,114	119,976	109,300
64 - Other Charges	12,286	14,326	29,000	28,650
66 - Capital Outlays	2,711	28,175	23,500	9,000
Total	963,738	1,022,511	1,172,206	1,196,340

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	867,873	924,029	1,065,526	1,092,350
1200 Measure G	95,865	98,482	106,680	103,990
Total	963,738	1,022,511	1,172,206	1,196,340

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3111 Plan & Project Implementation	6.000	7.000	6.000	6.250
Total	6.000	7.000	6.000	6.250

Purpose

The Code Enforcement Division promotes a safe and blight-free community by addressing substandard housing, dangerous buildings, unauthorized land and building uses, zoning violations, unpermitted work, and other Health and Safety code violations. Code Enforcement is responsible for ensuring compliance with the Zoning Code, Property Maintenance Code, and other City and state regulations by performing inspections and whenever necessary issuing citations or coordinating with the Legal Department on other legal remedies. Code Enforcement is often an essential tool for crime prevention.

Division Operations

1. Increase public awareness of the hazards of substandard housing & dangerous buildings.
2. Use available remedies to address issues of blight, housing code violations and dangerous buildings.
3. Seek grants and other cost recovery options to enhance the resources available to the Code Enforcement Division in order to strengthen the level of enforcement and reduce substandard and dangerous conditions.
4. Continue to oversee and streamline the Weed Abatement Program.
5. Maintain a framework to prioritize and measure code enforcement activities.
6. Continue outreach efforts that foster citizen participation in related code enforcement efforts to stabilize and improve neighborhoods.
7. Evaluate potential policy or ordinance changes to improve code enforcement, such as the establishment of a Residential Rental Inspection Program.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of cases investigated	1,838	2,067	2,200	2,200	2,400
Average time to resolve a code enforcement case	4 months	4 months	4 months	3.5 months	3.5 months
Number of educational or outreach events held	12	12	12	10	12
Number of inspections completed	3666	4410	n/a	5000	5500
Number of receivership actions initiated	2	3	n/a	3	6

Major Budget Changes

Last fiscal year, one full time Code Enforcement Officer position was left unfilled to contribute savings towards the City's structural deficit. The Division anticipates continued increases in revenue through citations and fines as the Division efficiency has improved and as staffing costs have been recovered through receivership and abatement cases. As such, it is recommended that the full time Code Enforcement Officer position be unfrozen to step up code enforcement efforts related to the new nuisance abatement ordinance and the growing number of receivership cases. Staff is currently working with consultants from the National Resource Network to develop a potential Residential Rental Registration and Inspection Program. An ordinance and program will likely be presented to Council later this fiscal year.

COMMUNITY DEVELOPMENT DEPARTMENT

3353 Code Enforcement Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	905,669	954,696	1,139,190	1,117,760
62 - Supplies & Materials	29,216	22,054	22,300	22,400
63 - Outside Services	16,687	11,022	14,350	14,350
64 - Other Charges	14,353	21,155	21,900	21,800
66 - Capital Outlays	2,887	2,662	6,000	6,000
Total	968,812	1,011,588	1,203,740	1,182,310

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	235,910	290,444	373,410	343,160
1100 Measure E	332,948	334,265	425,820	418,280
1200 Measure G	399,954	386,878	404,510	420,870
Total	968,812	1,011,588	1,203,740	1,182,310

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3353 Code Enforcement	8.000	9.000	9.000	9.000
Total	8.000	9.000	9.000	9.000

Purpose

The Advanced Planning Division provides expeditious, comprehensive, and responsive long-range planning services, which meet the needs of the community and promotes economic and social well-being. Core services include implementation and maintenance of the General Plan and other long-range planning documents (e.g. Zoning Code, Subdivision Ordinance, and Special Studies), coordination with local, regional, state, and federal agencies on land use, housing, environmental and long-range planning initiatives, and processing of complex planning projects and/or initiatives (e.g. Specific Plans, Development Agreements, Annexations and Sphere of Influence Amendments) to ensure consistency with the regulations and laws that govern land use, development, subdivision and environmental quality (CEQA).

Division Operations

1. Undertake the General Plan Update (Visión Salinas) including the initiation of a comprehensive, coordinated and inclusive public bilingual outreach and visioning process.
2. Assist other CDD Divisions with preparation and implementation of various major planning efforts (e.g. the Alisal Vibrancy Plan, the Chinatown Revitalization Plan, Public Arts Masterplan).
3. Prepare or assist with the preparation of various grants such as the National Endowment for the Arts.
4. Process Specific Plans, Environmental Impact Reports, and related entitlements for the Future Growth Area located north of Boronda Road and coordinate the Future Growth Area City Council Subcommittee.
5. Process annexations and sphere of influence amendments to facilitate the development of large-scale development proposals.
6. Oversee and coordinate the City's 2020 Census efforts including the 2020 Census Salinas Action Team and the City's participation in the Monterey County Complete Count Committee to ensure a complete and accurate count of all Salinas residents.
7. Coordinate with AMBAG, school districts, other public agencies and interested parties in regard to long-range, regional, and community planning issues.
8. Review, evaluate and comment on local, state and federal data (e.g. State Department of Finance and other agencies to ensure the City is accurately and fairly portrayed).
9. Review and comment on development proposals and environmental documents from other jurisdictions and agencies (e.g. school districts, Monterey County) to ensure no adverse impacts to the City, its residents and/or the provision of adequate services.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Complete and Submit Annual Housing Element Progress Report to State by April 1st	100%		100%	100%	Reassigned to Housing Division
Completion of Farmworker Housing Study and Action Plan by the 1st quarter of 2018	30%		NA	100%	Completed
Adoption of West Area Specific Plan by 2nd Quarter of 2019	40%		100%	80%	100%
Undertake General Plan Update by 1st quarter of 2020	NA		80%	60%	100%
Adoption of Central Area Specific Plan by 3rd quarter of 2019	30%		100%	60%	100%
Complete 2020 Census Outreach Efforts by 2nd quarter of 2020					90%

Major Budget Changes

The City Council approved \$15,000 (as a midyear FY 2018/2019 budget amendment) to hire a part-time administrative aide to assist the Advanced Planning Division with the coordination of the City's 2020 Census efforts. Continued coordination will be required in advance of the official Census day, which will occur on April 1, 2020 to ensure an accurate and complete count of all Salinas residents. As such, \$25,000 is being requested to fund this position and outreach support in FY 2019/2020. This funding will also be used to continue the Division community engagement efforts as we launch the General Plan Update.

COMMUNITY DEVELOPMENT DEPARTMENT

3461 Advanced Planning Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	316,964	388,017	339,170	484,240
62 - Supplies & Materials	4,431	6,933	11,500	9,500
63 - Outside Services	85,747	120,728	113,557	81,400
64 - Other Charges	14,097	6,492	15,600	14,600
66 - Capital Outlays	923	835	5,000	7,500
Total	422,162	523,004	484,827	597,240

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	422,162	523,004	484,827	597,240
Total	422,162	523,004	484,827	597,240

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3461 Advanced Planning	3.000	2.000	3.000	3.000
Total	3.000	2.000	3.000	3.000

Purpose

The Current Planning Division ensures that development projects and proposals conform to the General Plan and Zoning Code regulations or any other applicable regulations and standards. The Division is responsible for diligently and expeditiously processing administrative applications (Site Plan Reviews, Parcel Maps, Lot Line Adjustments, Lot Mergers, Temporary Use of Land Permits, Home Occupation Permits, Master Sign Plans, and Sign Permits), as well as discretionary development applications including, but not limited to, General Plan and Zoning Code Amendments, Specific Plans, Planned Unit Development Permits, Tentative Maps, and Conditional Use Permits in order to facilitate economic development. Staff also prepare/coordinate environmental evaluations (CEQA) for all development projects.

Division Operations

1. Review development proposals for consistency with local and state requirements.
2. Process administrative and discretionary development applications.
3. Assist the public with development and subdivision of land.
4. Provide planning guidance to potential development projects at the public counter, over the phone, or to other departments and agencies in order to facilitate economic growth.
5. Swiftly review building permit plans within established timeframes to facilitate development.
6. Support the Planning Commission in its role as a decision-making body on planning entitlements.
7. Assist the Historic Resources Board in promoting historic preservation and reviewing work to historic resources.
8. Work in collaboration with the Business Development Committee and other community stakeholders to continually improve the development review process.
9. Administer the City's Cannabis regulations.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of discretionary and administrative permits processed	590	601	530	551	550
Number of counter customers served	3,503	3,774	3,600	3,828	3,800
Number of building permit reviews conducted	563	712	700	808	800
Percent of building permit reviews processed within prescribed timeframes	97%	97%	90%	95%	90%

Major Budget Changes

The Current Planning Division continues to experience a growing workload. For example, Current Planning received responsibility for administering the City's Cannabis regulations on December 1, 2018. It is anticipated that revenue received from cannabis will offset the added cost of administering the program through the use of consultants and part-time staff.

COMMUNITY DEVELOPMENT DEPARTMENT

3462 Current Planning Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	727,737	770,154	828,290	926,550
62 - Supplies & Materials	5,473	5,306	12,000	11,200
63 - Outside Services	26,329	18,401	95,230	127,800
64 - Other Charges	4,958	11,237	17,300	18,100
66 - Capital Outlays		5,123	6,900	600
Total	764,497	810,221	959,720	1,084,250

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	764,497	810,221	959,720	1,084,250
Total	764,497	810,221	959,720	1,084,250

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3462 Current Planning	5.000	5.000	5.000	5.600
Total	5.000	5.000	5.000	5.600

COMMUNITY DEVELOPMENT

Housing & Community Development Division

Purpose

The Housing and Community Development Division (Housing Division) enhances the Salinas community by assisting with providing safe, decent and affordable housing to low and moderate-income households. The Housing Division effectively manages housing-related programs and projects through the City's Inclusionary Housing Program, United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG). The Housing Division is also responsible for the administration of the California Department of Housing and Community Development (HCD) ESG Program and HCD California Emergency and Solutions and Housing (CESH) Program. The Housing Division actively fosters housing development by implementing policies, regulations, and incentives that help preserve existing affordable housing, provide rehabilitation assistance, fund the development of new affordable housing, and assist individuals and families into permanent housing and other services related to homelessness.

Division Operations

1. Provide public service grants and loans to help facilitate projects (e.g. housing, economic development, capital improvement projects) through HUD CDBG and HOME.
2. Provide public service grants through HUD ESG and HCD ESG to facilitate homeless related programs (e.g. rapid re-housing, street outreach, emergency shelter, homeless prevention and HMIS) that will benefit residents within Monterey and San Benito counties.
3. Provide homeless related grants through HCD CESH for rapid re-housing, emergency shelter, and flexible housing subsidy to help provide more services and reduce the number of homeless within Monterey and San Benito counties.
4. Provide HUD CDBG funding through the City's Section 108 Loan program for capital improvement and economic development projects.
5. Prepare HUD 5-year Consolidated Plan (Con Plan), Alisal Neighborhood Revitalization Strategy Area (NRSA), Analysis of Impediments to Fair Housing Choice (AI), Citizen Participation Plan (CPP), Annual Action Plan (AAP) and Consolidated Annual Performance and Evaluation Report (CAPER).
6. Conduct annual monitoring of the City's housing units (900+ units) and provide technical assistance for housing rehabilitation and accessibility, deed-restricted affordable units, and loan portfolio management.
7. Implement the City's Inclusionary Housing Program.
8. Continue to partner and collaborate with various departments and agencies including the County of Monterey and the local Continuum of Care (CoC) in addressing homelessness.
9. Assist the Project and Plan Implementation Division with the update of the Chinatown Revitalization Plan.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of grant applications processed through annual RFP process	38	28	40	18	25
Number of payments and reports processed for grantees	214	112	400	80	100
Number of affordable housing funding agreements processed	7	13	3	12	8
Number of new affordable housing units developed with City funding	40	40	50	58	100
Number of applications approved for rehabilitation loans or grants	20	8	16	4	4

Major Budget Changes

The Housing Division is not requesting any significant budget changes. The Housing Division has not yet received its final allocation from HUD for FY 19-20, but expects similar HUD Entitlement Program (CDBG, HOME, ESG) funding levels as last year. HCD released its final FY 19-20 allocation and the Housing Division will receive \$18,233 less than HCD ESG funding from the previous year. Although the funding level is less than FY 19-20, it will not have a significant impact on the overall budget. The Housing Division was awarded a new homeless related grant in FY 18-19 called CESH in the amount of \$1,027,285 and will apply for a second round of funding in the amount of \$562,276 this FY 19-20. In addition, the Housing Division will apply for a new source funding from the State of California Building Homes and Jobs Act (SB 2) grant for housing and planning related activities. If awarded, this funding will be up to \$310,000 with a 5% (\$15,500) set aside for administration purposes. The administrative portion would reduce the burden on General Fund for Housing Division staff salaries.

HOUSING AND COMMUNITY DEVELOPMENT

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
3220 Housing & Community Development	1,289,925	971,441	1,282,415	942,307
3221 Rehabilitation	316,573	344,732	176,083	323,823
3222 NSP	100,371			
3230 Inclusionary Housing	5			
3240 Special Programs	2,435,299	2,708,228	4,096,793	4,476,060
Total	4,142,172	4,024,402	5,555,291	5,742,190

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	800,792	869,996	919,540	962,740
62 - Supplies & Materials	6,340	4,951	5,295	6,050
63 - Outside Services	261,828	134,515	440,482	186,999
64 - Other Charges	126,935	22,079	69,342	60,008
66 - Capital Outlays	19,561	1,830	604,950	1,789,732
69 - Financial Assistance	2,926,716	2,991,031	3,515,681	2,736,661
Total	4,142,172	4,024,402	5,555,291	5,742,190

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	192,574	319,310	530,645	333,905
2602 HSA - Affordable Housing	581,406	163,878	75,076	10,492
2910 Community Development	1,362,271	1,794,081	2,466,113	3,106,599
2930 Home Investment Partnership	1,673,901	843,876	974,826	1,025,629
2940 Emergency Shelter Grant	178,203	308,320	325,277	145,126
2941 Emergency Solutions Grant	53,442	594,938	1,183,355	228,057
2942 CA Emergency Solutions & Housing				562,276
2951 SB2				310,040
2955 Neighborhood Stabilization Prog	100,371			
2957 Inclusionary Housing	5			20,066
Total	4,142,172	4,024,402	5,555,291	5,742,190

HOUSING AND COMMUNITY DEVELOPMENT

Summary

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3220 Housing & Community Development	4.906	4.859	5.074	4.365
3221 Rehabilitation	0.397	0.385	0.177	0.166
3230 Inclusionary Housing	0.025			
3240 Special Programs	0.672	0.756	0.749	1.469
Total	6.000	6.000	6.000	6.000

COMMUNITY DEVELOPMENT DEPARTMENT
Housing & Community Development Division
3220 Housing & Community Development

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	635,939	713,165	759,620	684,200
62 - Supplies & Materials	5,650	2,895	4,795	5,550
63 - Outside Services	245,692	121,405	423,782	186,999
64 - Other Charges	26,564	22,079	69,342	60,008
66 - Capital Outlays	19,561	1,580	2,650	5,550
69 - Financial Assistance	356,519	110,318	22,226	
Total	1,289,925	971,441	1,282,415	942,307

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	192,574	319,310	530,645	333,905
2602 HSA - Affordable Housing	581,406	163,878	75,076	10,492
2910 Community Development	444,209	404,880	472,424	424,500
2930 Home Investment Partnership	56,050	46,732	143,120	88,160
2940 Emergency Shelter Grant	13,365	19,918	26,480	13,450
2941 Emergency Solutions Grant	2,321	16,724	34,670	8,080
2957 Inclusionary Housing				20,066
2942 CA Emergency Solutions & Housing				28,114
2951 SB2				15,540
Total	1,289,925	971,441	1,282,415	942,307

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3220 Housing & Community Development	4.906	4.859	5.074	4.365
Total	4.906	4.859	5.074	4.365

COMMUNITY DEVELOPMENT DEPARTMENT
Housing & Community Development Division
3221 Rehabilitation

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	63,762	51,534	30,720	27,060
62 - Supplies & Materials	690	2,056	500	500
63 - Outside Services	13,864	13,110	1,700	
66 - Capital Outlays		250	2,300	2,300
69 - Financial Assistance	238,257	277,782	140,863	293,963
Total	316,573	344,732	176,083	323,823

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2910 Community Development	239,116	331,622	174,383	323,823
2930 Home Investment Partnership	77,457	13,110	1,700	
Total	316,573	344,732	176,083	323,823

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3221 Rehabilitation	0.397	0.385	0.177	0.166
Total	0.397	0.385	0.177	0.166

COMMUNITY DEVELOPMENT DEPARTMENT
Housing & Community Development Division
3240 Special Programs

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	101,087	105,298	129,200	251,480
63 - Outside Services	2,272		15,000	
66 - Capital Outlays			600,000	1,781,882
69 - Financial Assistance	2,331,940	2,602,931	3,352,593	2,442,698
Total	2,435,299	2,708,228	4,096,793	4,476,060

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2910 Community Development	678,946	1,057,579	1,819,306	2,358,276
2930 Home Investment Partnership	1,540,394	784,034	830,006	937,469
2940 Emergency Shelter Grant	164,838	288,402	298,796	131,676
2941 Emergency Solutions Grant	51,120	578,214	1,148,685	219,977
2942 CA Emergency Solutions & Housing				534,162
2951 SB2				294,500
Total	2,435,299	2,708,228	4,096,793	4,476,060

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3240 Special Programs	0.672	0.756	0.749	1.469
Total	0.672	0.756	0.749	1.469

COMMUNITY DEVELOPMENT DEPARTMENT

Work Force

Workforce by Program	16-17	17-18	18-19	19-20
	Authorized	Authorized	Authorized	Proposed
3111 Plan & Project Implementation				
Administrative Aide	0.750	0.750	0.750	1.000
Assistant Planner		1.000		
Associate Planner	1.000	1.000	1.000	1.000
Asst Redevelopment Project Mgr	1.000			
Community Development Dir	1.000	1.000	1.000	1.000
Office Technician	1.000	1.000	1.000	1.000
Planning Manager			1.000	1.000
Project Coordinator		1.000	1.000	1.000
Revenue Officer	0.250	0.250	0.250	0.250
Senior Planner	1.000	1.000		
3111 Plan & Project Implementation Total	6.000	7.000	6.000	6.250
3350 Permit Services				
Bldg Permit Spec	1.000			
Comb Bldg Insp I	1.000			
Comb Bldg Inspector II	1.000			
Permit Center Clerk	4.000			
Permit Ctr Mgr/Bldg Off	1.000			
Plan Checker I	1.000			
Plan Checker II	1.000			
Revenue Officer	0.750			
Sr Combo Bldg Insp	1.000			
3350 Permit Services Total	11.750			
Permit Services has moved to a separate Enterprise Operation fund effective FY 17/18.				
3353 Code Enforcement				
Administrative Aide	1.000	2.000	1.000	1.000
Administrative Clerk I	1.000	1.000	1.000	1.000
Administrative Analyst I			1.000	1.000
Code Enforcement Officer I	3.000	4.000	4.000	4.000
Code Enforcement Officer II	2.000	1.000	1.000	1.000
Senior Code Enforcement Officer	1.000	1.000		
Code Enforcement Manager			1.000	1.000
3353 Code Enforcement Total	8.000	9.000	9.000	9.000

COMMUNITY DEVELOPMENT DEPARTMENT

Work Force

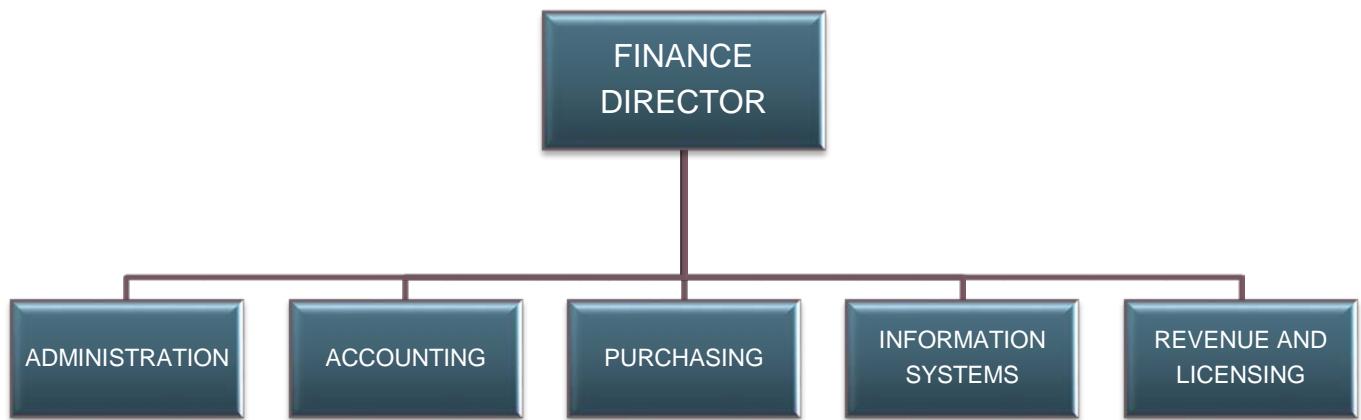
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3461 Advanced Planning				
Assistant Planner			1.000	1.000
Associate Planner	1.000			
Planning Manager	1.000	1.000	1.000	1.000
Senior Planner	1.000	1.000	1.000	1.000
3461 Advanced Planning Total	3.000	2.000	3.000	3.000
3462 Current Planning				
Administrative Aide				0.600
Assistant Planner	1.000	1.000	1.000	1.000
Associate Planner	1.000	1.000	1.000	1.000
Planning Manager	1.000	1.000	1.000	1.000
Planning Technician	1.000	1.000	1.000	1.000
Senior Planner	1.000	1.000	1.000	1.000
3462 Current Planning Total	5.000	5.000	5.000	5.600
Housing & Community Development				
Comm Improve Asst	1.000	1.000	1.000	1.000
Senior Community Dev Analyst			1.000	1.000
Community Dev Analyst	2.000	3.000	2.000	2.000
Housing Rehab Specialist	1.000			
Housing Services Supv	1.000	1.000	1.000	1.000
Planning Manager	1.000	1.000	1.000	1.000
Housing & Community Development Total	6.000	6.000	6.000	6.000
Total	39.750	29.000	29.000	29.850



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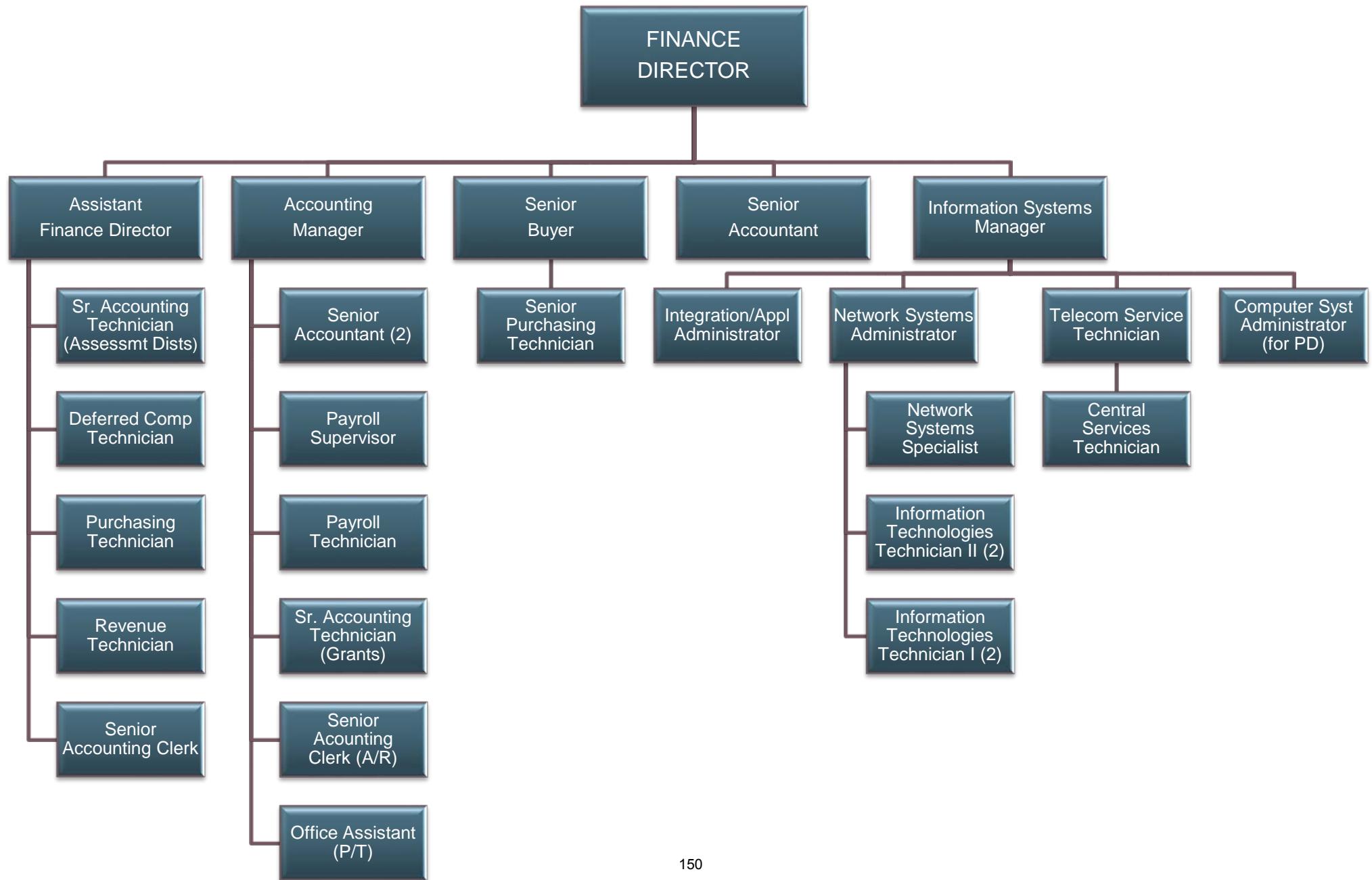
FINANCE DEPARTMENT

Organizational Chart



FINANCE DEPARTMENT

Organizational Chart



FINANCE DEPARTMENT

Summary

Purpose

The Finance Department provides the management, control, and administration of all fiscal and information systems operations of the City. This includes providing a framework for financial planning and analysis, network systems and telecommunication to support the operations of all City Departments. Departmental responsibilities include long-range financial planning, budget management, accounts receivable and payable, payroll processing, retirement administration, general accounting and reporting, debt administration, purchasing, revenue and licensing, support of computer integration and applications and City web site, network and systems administration, centralized reprographic and mail services, and assessment district administration.

Top Accomplishments for FY 2018-19

Effective, Sustainable Government

1. Strategically and collaboratively worked with departments and City Manager to balance the FY 2019-20 year budget.
2. Successfully transitioned succession planning for three levels of staffing including Assistant Finance Director, or retired, Accounting Manager, and Senior Accountant
3. Lead RFP, selection and managed Parks Impact Fee Study
4. Coordinated equipment lease financing for approximately \$900,000 in urban forestry equipment and \$2.5 million in Police and Fire Motorola radios
5. Coordinated Monte Bella CFD Financing
6. Coordinated upgrade of TRAKiT to version 9, begin conversion of Business Licenses into TRAKiT and coordinated implementation of GIS module of TRAKiT.
7. Improved written procedures of the Revenue Division
8. Streamlined Grant management procedures
9. Implemented new CIP budgeting system
10. Conducted and completed TOT audits of all motels and hotels
11. Achieved cost reductions by consolidating actuarial services and issuing RFP
12. Lead economic incentive agreement negotiations with the Salinas Travel Center
13. Supported SPOA and PMA labor negotiations with financial costing and fiscal updates
14. Participated in finalizing and implementing the Salinas Plan including 10 year forecast model
15. Ongoing replacement of aging equipment in the Data Center and around the City.
16. Working on upcoming fiber deployment to connect City Hall and the PD, along with bringing to the City additional lower-cost options for connecting City Hall to the internet. This is the first phase of the project.
17. Continuing the success of using no full-time contractors for IT support and developing in-house employees to be better cross-trained for future growth.
18. Adding additional Wi-Fi City-wide where needed and upgrading the existing AT&T leased fiber to a newer circuit so more City facilities will connect to the network and the internet.
19. Coordinated CRISI and BUILD grant applications for the freight rail terminal project
20. Closed on the \$33 million Measure X bond issue financing and coordinated deployment of proceeds on road projects with Public Works and prepared MOE and annual report
21. Continue to manage, facilitate and support the Measure E and G Committee and the Finance Committee
22. Completed the annual financial statements and audit with a clean audit opinion.

City Council Goals, Strategies, and Objectives for FY 2019-20

Effective, Sustainable Government

1. **Technology Upgrades:**
 - a. Replacing aging equipment in the Data Center.
 - b. Refining the skill sets of IT employees, along with cross-training where applicable, to be better prepared for the changing technologies encountered across the City.

FINANCE DEPARTMENT

Summary (Continued)

- c. Change platform from Citrix VDI to VMware Horizon to accommodate the increased computing needs of the City – goal is late summer 2019.
- d. Assisted the Library with their new RFID roll out in 2018 and into 2019.
- e. Wi-Fi is complete and being expanded to additional locations on an as-needed basis.
- f. Continuing to develop a business partner service approach to support all departments
- g. Refining all Department processes to improve the responsiveness and communication for effective support across the City
- h. Working to develop a City-wide IT Strategic Plan for technology planning and forecasting.
- i. Changing the existing firewall to a newer model and adding in a secondary firewall for redundancy.
- j. Refining security processes and procedures across IT.

2. Continue to manage, facilitate and support the new Measure G Committee

3. Continue to Inventory and Determine Cost Effectiveness of Outside Consultants

4. Continue to implement and improve financial systems

- a. Special Assessment Management
- b. Deferred Compensation Administration
- c. Travel Reimbursements
- d. Business Licenses including better online payment services

Excellent Infrastructure

1. Support DPW through the CIP process and compilation and assist with revenue solution.

Major Budget Changes

Savings from attrition and lower pension costs from retiree.

FINANCE DEPARTMENT

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2030 Finance Administration	616,626	629,641	744,230	654,060
2031 Accounting	1,434,537	1,479,214	1,570,550	1,497,870
2032 Purchasing	309,600	330,199	368,760	353,390
2033 Information Technology	1,891,258	1,828,625	1,939,470	2,010,400
2034 Revenue & Licensing	277,524	282,581	259,340	273,180
Total	4,529,545	4,550,260	4,882,350	4,788,900

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	3,551,581	3,839,190	4,257,200	4,172,930
62 - Supplies & Materials	23,699	10,192	44,900	59,600
63 - Outside Services	622,655	374,634	277,575	403,800
64 - Other Charges	29,601	22,741	38,275	37,770
66 - Capital Outlays	304,576	302,869	264,400	114,800
67 - Store Inventory	(2,568)	634	-	-
Total	4,529,545	4,550,260	4,882,350	4,788,900

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	4,002,181	4,001,850	4,291,900	4,190,770
1100 Measure E	55,272	57,240	62,000	62,000
1200 Measure G	472,092	491,171	528,450	536,130
Total	4,529,545	4,550,260	4,882,350	4,788,900

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2030 Finance Administration	2.000	2.000	2.000	2.000
2031 Accounting	11.000	10.000	10.000	10.000
2032 Purchasing	2.000	2.000	2.000	2.000
2033 Information Technology	8.000	10.000	10.000	10.667
2034 Revenue & Licensing	1.000	2.000	2.000	2.000
Total	24.000	26.000	26.000	26.667

FINANCE DEPARTMENT

Administration Division

2030

Purpose

Provide coordination and direction of all fiscal operations of the City. This includes directing, monitoring, and controlling the assets and financial operations of the City, and providing a framework for financial planning and analysis to support the operation and management of all City departments.

Division Operations

1. Support City Manager's Office in determining a strategy to assess the effectiveness and efficiency of the organization given fiscal constraints.
2. Assist City Manager's Office in developing funding strategies to meet existing and future operating program and capital project needs.
3. Submit timely and informative financial reports to the City Council, Finance Committee, Measure E Committee, and Measure G Committee.
4. Publish audited financial statements for the City.
5. Coordinate all bond financings.
6. Coordinate the preparation of the annual operating and capital budgets

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Present annual budget by first meeting in June	1	1	1	1	1
Prepare and present five year financial forecast	1	1	1	1	1
Present mid-year budget review to City Council in Feb	1	1	1	1	1
Number of favorable sales tax audit misallocation findings	All	All	All	All	All
Value of favorable sales tax audit misallocation findings	All	All	All	All	All
Cost of Finance Department total per capita	\$ 28.09	\$ 29.67	\$ 30.14	\$ 30.14	\$ 30.28

Major Budget Changes

None

FINANCE DEPARTMENT

2030 Finance Administration Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	524,608	539,964	672,930	575,440
62 - Supplies & Materials	663	3,653	2,500	3,000
63 - Outside Services	91,315	84,654	64,300	68,100
64 - Other Charges	40	1,370	4,500	7,520
Total	616,626	629,641	744,230	654,060

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	616,626	629,641	744,230	654,060
Total	616,626	629,641	744,230	654,060

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2030 Finance Administration	2.000	2.000	2.000	2.000
Total	2.000	2.000	2.000	2.000

FINANCE DEPARTMENT

Accounting Division

2031

Purpose

Maintain the accuracy and reliability of all City's financial transactions for all funds. These transactions include accounts payable, accounts receivable, general ledger accounting, enterprise accounting, internal service accounting, financial reporting, administration of the employee payroll and management of all grants and debt service. Senior Accounting Technician position is dedicated to retirement administration including trust deed investments and other employee deferred compensation investments. Other services include financial data analysis, accounting control of purchase orders, asset management, payments to vendors, and review of budgeted expenditures.

Division Operations

1. Cash management including cash flow, banking and bond trustee services and investment of funds in accordance with the City's investment policy.
2. Monitor and process bi-weekly payroll and related federal and state reporting requirements.
3. Coordinate year end audits of City financial activities and Single Audit of federal financial assistance grants.
4. Manage the financial aspect of all grants awarded to the city.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Accounts Payable Checks processed	9,913	9,129	9,000	9,200	9,200
Number of journal entries processed	6,811	6,728	7,000	7,000	7,000
Complete annual audit by December	1	1	1	1	1
Number of paychecks/ACH processed	19,007	19,443	19,000	19,500	19,500
Number of Deferred Comp paychecks processed	500	400	510	450	450
Number of deferred compensation changes processed (Wintegrate & NWS)	650	640	620	620	620
Number of accounts receivable invoices billed	3,803	2,380	4,000	3,000	3,000
Number of Miscellaneous Billing sent to collections	440	400	430	450	450
Publish quarterly financial reports to Council within 60 days	100%	100%	100%	100%	100%

Major Budget Changes

None

FINANCE DEPARTMENT

2031 Accounting Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,375,184	1,423,419	1,479,950	1,409,270
62 - Supplies & Materials	23,769	23,923	27,300	29,300
63 - Outside Services	23,236	21,888	41,700	44,900
64 - Other Charges	12,349	9,855	14,100	9,600
66 - Capital Outlays		129	7,500	4,800
Total	1,434,537	1,479,214	1,570,550	1,497,870

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,309,490	1,356,994	1,416,580	1,364,510
1100 Measure E	4,273	813	7,000	7,000
1200 Measure G	120,773	121,407	146,970	126,360
Total	1,434,537	1,479,214	1,570,550	1,497,870

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2031 Accounting	11.000	10.000	10.000	10.000
Total	11.000	10.000	10.000	10.000

FINANCE DEPARTMENT

Purchasing Division

2032

Purpose

Acquire goods and services for all City departments including agencies and organizations which the City serves as fiscal agent. Purchasing services entail the processing of purchase orders for supplies, departmental support for the development of bid specifications; and providing information to departments on products, services and prices.

Division Operations

1. Provide timely delivery of supplies and materials to departments.
2. Verify that all goods are received in good condition.
3. Annually update City fixed assets records.
4. Conduct on-line auction of surplus property.
5. Arrange lease-purchase financing as necessary.
6. Manage and coordinate buy local purchasing ordinance.
7. Process and review all purchase orders for accounting accuracy.
8. Monitor all grant purchases for grant compliance.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of purchase orders issued	8,320	6,720	7,000	6,500	6,500
New purchasing card holder training (# of trainees)	6	8	0	8	0
Number of purchases facilitated	3,000	2,850	3,000	2,800	3,000
Number of bids facilitated	5	6	7	8	5
Number buy local purchases	7	5	5	7	5
Number of receipt and inspection of goods delivered	1,500	1,450	1,500	1,400	1,500
Number of online auctions of surplus properties	7	5	8	6	5

Major Budget Changes

None

FINANCE DEPARTMENT

2032 Purchasing Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	307,686	322,505	360,660	345,290
62 - Supplies & Materials	2,648	3,457	3,000	3,000
63 - Outside Services	1,475	1,409	2,800	2,800
64 - Other Charges	358	2,194	2,300	2,300
67 - Store Inventory	(2,568)	634	-	-
Total	309,600	330,199	368,760	353,390

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	309,600	330,199	368,760	353,390
Total	309,600	330,199	368,760	353,390

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2032 Purchasing	2.000	2.000	2.000	2.000
Total	2.000	2.000	2.000	2.000

FINANCE DEPARTMENT

Information Systems Division

2033

Purpose

Information Systems provides oversight for all city wide information services related to application systems analysis, design, programming and support; data communications including local and wide area network computer system management and operations; central computer and end-user PC integration and support; telecommunication operation and analysis; reprographic and mail services.

Division Operations

1. Provide programming, operational and systems development and software acquisition assistance to departments.
2. Provide additional training to users to enhance their utilization of the computer and telephone systems.
3. Continue the migration to Windows 10 from Windows 7.
4. Continue support and maintenance of the telephone system, the City's wide area and local area networks and network connectivity with other public agencies.
5. Oversee all technical support and maintenance of City IT infrastructure.
6. Lead IT Steering Committee.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Cost of Information Systems per capita					
Number of help desk tickets handled	2,700	3,800	4,000	4,500	
Number of special projects started	40	44	45	40	45
Number of special projects completed	40	40			

Major Budget Changes

None

FINANCE DEPARTMENT

2033 Information Technology Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,159,489	1,365,751	1,547,020	1,632,450
62 - Supplies & Materials	(5,746)	(26,454)	6,000	18,200
63 - Outside Services	418,123	209,681	112,475	231,700
64 - Other Charges	16,754	9,263	17,075	18,050
66 - Capital Outlays	302,636	270,384	256,900	110,000
Total	1,891,258	1,828,625	1,939,470	2,010,400

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,575,201	1,492,928	1,599,640	1,648,470
1100 Measure E	50,998	56,426	55,000	55,000
1200 Measure G	265,059	279,271	284,830	306,930
Total	1,891,258	1,828,625	1,939,470	2,010,400

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2033 Information Technology	8.000	10.000	10.000	10.667
Total	8.000	10.000	10.000	10.667

FINANCE DEPARTMENT

Revenue & Licensing Division

2034

Purpose

Provide administration and collection of all City revenues including revenues from license and permit holders. The division is responsible for filing timely claims for grants and subventions, and the collection of bail forfeitures for parking violations

Division Operations

1. Maintain City-wide master fee schedule.
2. Continue audit program for hotel/motel transient occupancy tax collection.
3. Maintain customer service without front counter Account Clerks.
4. Continue sales tax audit program.
5. Continue business license audit program (MAS).

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of receipts received	38,200	43,632	39,000	43,000	43,000
Annual update of City-wide fee schedule	0	1	1	1	1
Number of hotel/motel TOT audits	4	0	5	39	40
Number of business license audits	0	0	0	0	100
Number of new business licenses recovered from audit	0	0	0	0	25
Value of business license audit findings	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Major Budget Changes

None

FINANCE DEPARTMENT

2034 Revenue & Licensing Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	184,614	187,552	196,640	210,480
62 - Supplies & Materials	2,365	5,614	6,100	6,100
63 - Outside Services	88,505	57,001	56,300	56,300
64 - Other Charges	100	58	300	300
66 - Capital Outlays	1,940	32,355		
Total	277,524	282,581	259,340	273,180

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	191,264	192,088	162,690	170,340
1200 Measure G	86,261	90,493	96,650	102,840
Total	277,524	282,581	259,340	273,180

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2034 Revenue & Licensing	1.000	2.000	2.000	2.000
Total	1.000	2.000	2.000	2.000

FINANCE DEPARTMENT

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2030 Finance Administration				
Assistant Finance Director	1.000	1.000	1.000	1.000
Finance Director	1.000	1.000	1.000	1.000
2030 Finance Administration Total	2.000	2.000	2.000	2.000
2031 Accounting				
Accounting Manager	1.000	1.000	1.000	1.000
Deferred Compensation Technician	1.000	1.000	1.000	1.000
Payroll Supervisor	1.000	1.000	1.000	1.000
Payroll Technician	1.000	1.000	1.000	1.000
Purchasing Technician	1.000	1.000	1.000	1.000
Senior Accountant	3.000	3.000	3.000	3.000
Sr Accounting Clerk	2.000	1.000	1.000	1.000
Sr Accounting Technician	1.000	1.000	1.000	1.000
2031 Accounting Total	11.000	10.000	10.000	10.000
2032 Purchasing				
Senior Buyer	1.000	1.000	1.000	1.000
Sr Purchasing Tech	1.000	1.000	1.000	1.000
2032 Purchasing Total	2.000	2.000	2.000	2.000
2033 Information Technology				
Central Services Tech	1.000	1.000	1.000	1.000
Computer Operator	1.000	3.000	3.000	
Computer Systems Administrator	1.000	1.000	1.000	1.000
Information Systems Mgr	1.000	1.000	1.000	1.000
Integration/Appl Admin	1.000	1.000	1.000	1.000
Network System Specialist	1.000	1.000	1.000	1.000
Network/Sys Administrator	1.000	1.000	1.000	1.000
Telecom Service Tech	1.000	1.000	1.000	1.000
Information Technologies Tech I				1.667
Information Technologies Tech II				2.000
2033 Information Technology Total	8.000	10.000	10.000	10.667

FINANCE DEPARTMENT

Work Force

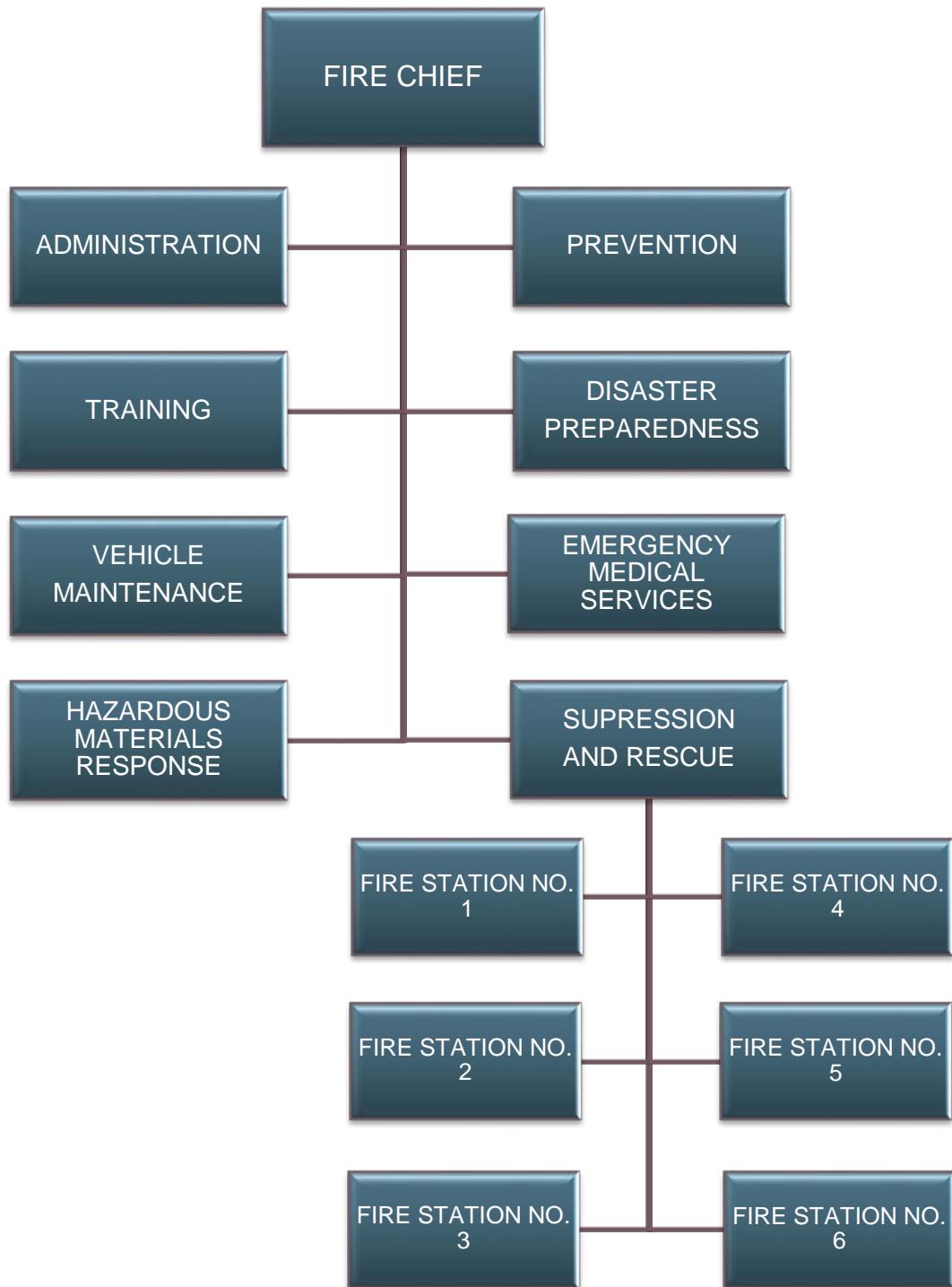
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2034 Revenue & Licensing				
Sr Accounting Clerk	1.000	2.000	1.000	1.000
Revenue Technician			1.000	1.000
2034 Revenue & Licensing Total	1.000	2.000	2.000	2.000
Total	24.000	26.000	26.000	26.667



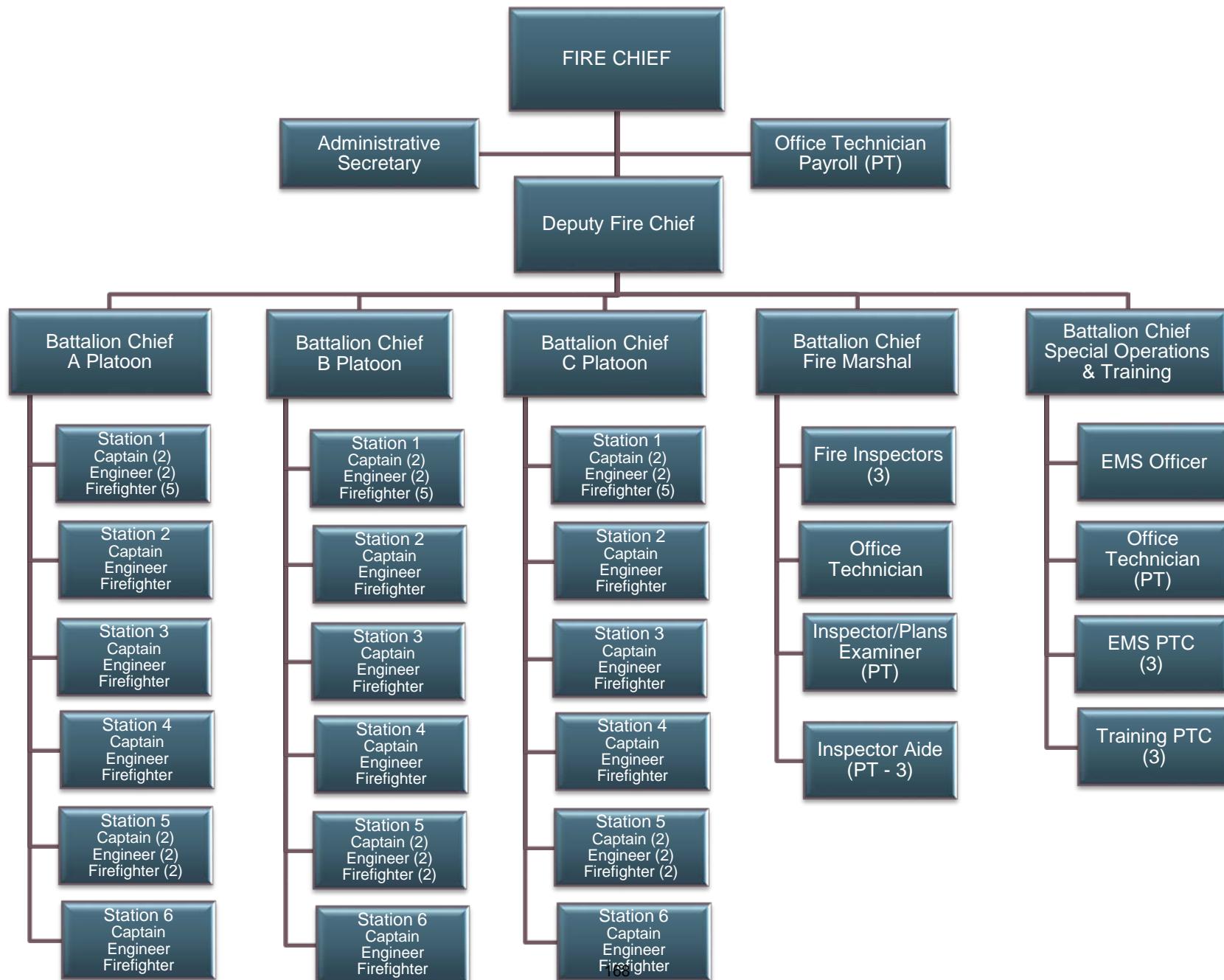
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FIRE DEPARTMENT

Organizational Chart



FIRE DEPARTMENT Organizational Chart



FIRE DEPARTMENT

Summary

Purpose

The Fire Department provides 24-hour prevention, response, mitigation, and recovery efforts for fires, hazardous materials, emergency medical services, traffic collisions and aircraft emergencies, and all other emergency and non-emergency service requests within the City of Salinas corporate limits. 95% of the fire department staff comprises emergency response personnel assigned to fire apparatus. The primary goal of the fire department is the protection of life, property, and the environment for those that live, work, and visit the City of Salinas. All divisions of the fire department; Administration, Suppression and Rescue, Emergency Medical Services, Prevention, Disaster Preparedness, Training, Vehicle Maintenance, and Hazardous Materials work in conjunction to support this goal.

Top Accomplishments for FY 2018-19

1. Grants

SAFER - The City received a SAFER Grant with a total value of \$2,269,314. This will fund six firefighter positions for three years starting February 2018. Personnel savings to the city after matching funds are contributed is \$1,399,409. The six firefighters funded by the grant are currently in the recruit training academy and are expected to graduate and be on the line July 2019.

Assistance to Firefighters Grant (AFG) - The fire department was awarded this Assistance to Firefighters grant in the amount of \$500,000. It is a regional grant with the Monterey Fire Department and provides funding to send 3 firefighters from the Salinas Fire Department through paramedic training. The grant provides funding for all tuition and personnel backfill costs.

Western Fire Chiefs Association Data Lab Grant – The fire department was selected to receive this grant to implement a real-time data analytics platform to be used to constantly evaluate the effectiveness and efficient deployment of resources. This will allow for planning and decision making based upon up-to-the-minute response data. The grant provides \$27,500 for the costs associated with the implementation of the platform.

2. **Firefighter Academies** - The Fire Department recruit fire academy started in March 2019 with 8 recruits, three of which are paramedics. These new recruits will graduate and receive their station assignments effective July 16, 2019. The fire department is actively recruiting additional firefighters and paramedics with a focus on a more diversified hiring model. We are entering the 2019-2020 FY with several firefighter openings that we are working to fill as rapidly as possible. We are also seeking collaborative training opportunities with other agencies to reduce fiscal impacts as highlighted in the Salinas Plan.
3. **Haz/Mat Response Program**- the Salinas Fire Department HazMat Team has been certified as a Type I hazardous materials team by the State of California. This enables the team to respond and mitigate both accidental and intentional releases of hazardous materials. The team is available as a statewide asset if needed for these types of emergencies. The Fire Department also completed an agreement with San Benito County to be their contracted HazMat Response Team. Establishing this agreement positions us as a regional asset to open more grant opportunities for sustaining this critical program. We continue in our agreement with Monterey County for HazMat Response. This agreement brings in approximately \$150,000 annually to fund the personnel costs associated with the team.
4. **Promotional Exams** –The Fire Department promoted the following personnel in the 18/19 Budget: (2) fire captains, and two (2) fire engineers. FY 19/20 will see additional promotional processes for the positions of Deputy Fire Chief, Battalion Chief, Captain, and Engineer.
5. **Apparatus Purchases** –The replacement engine for Fire Station 4 on Williams Rd. was placed into service as well as (3) utility pickup trucks have well exceeded their useful life and reliability for the department's mission.

FIRE DEPARTMENT

Summary (Continued)

6. **Fire Prevention Division** – This Division was able to roll-out an updated fee ordinance and automated billing and collection program to help improve compliance with over 600 annual false alarm responses, and greatly improve the consistency in false alarm cost recovery. In addition, the Division has actively participated in joint inspection efforts by the Office of the City Attorney and Code Enforcement to reduce hazards posed by abandoned structures throughout the City.

The Fire Prevention Division was able staff all vacant full-time positions as well as 2 of 3 part-time inspector aide positions and purchase three additional vehicles. The Prevention Division managed to complete over 2000 inspections and over 600 plan reviews, and has established a business inspection program with new part-time staff positions classified as Fire Prevention Aides.

City Council Goals, Strategies, and Objectives for FY 2019-20

Economic Diversity and Prosperity

1. **Alisal Market Place:**
 - a. Support new building and existing company expansion(s) through the permit and inspection process and participation in public meetings.
2. **Chinatown Revitalization:** Staff are involved in the planning and economic development of this area.
3. **Enhanced Permit Center Operations:**
 - a. The Fire Prevention Bureau will assist with streamlining the Fire Permit review process and seek enhancements to technologies to increase efficiency and accuracy.
4. **Enhanced Branding Image of the City:**
 - a. The Fire Department will expand its' presence on social media to promote public safety and highlight critical services.

Safe, Livable Community

1. **Work with citizens to create consistent funding public safety:**
 - a. Provide fire service expertise in Fire Department best practices and continually seek new funding opportunities.
2. **Support neighborhoods and volunteers:**
 - a. Work with City Council, Community Groups and City Departments to promote and enhance the safety and security of Salinas's neighborhoods.
 - b. Collaborate with the American Red Cross to install no-cost smoke detectors in the dwellings of economically challenged residents.
3. **Address homelessness:**
 - a. Coordinate with stakeholders the needs and impacts of the Homeless Community in EMS, Fire Safety, health and lodging related issues.
 - b. Help to assure safe living conditions by providing timely inspection and follow-up of R-2 (multi-family) and other similar occupancies.
 - c. Collaborate with the Community Development Department in the development and implementation of H2A and Adaptive Re-use housing ordinances and inspection programs.

Effective, Sustainable Government

1. **Employee Customer Service:**
 - a. Develop the "Salinas Way" and implement said recommendations department wide.
 - b. Implement updated standard operating guidelines that reflect current best practices in fire service operations.
2. **Technology Upgrades:**
 - a. Pursue grant-funding opportunities to enhance and upgrade Fire Department technology to improve operational effectiveness, resiliency, and minimize impacts to the General Fund.

FIRE DEPARTMENT

Summary (Continued)

3. **Improve Emergency Response Operations:**
 - b. Data analysis – Make operational changes based on analysis to achieve maximum effectiveness and efficiencies of resources.
 - c. Implement best business practices to increase organizational effectiveness, accountability and communications.
 - d. Maintain and update Auto Aid and Mutual Aid agreements with neighboring jurisdictions.
 - e. Pursue Assistance to Firefighter Grants for equipment, training and apparatus.
 - f. Once completed, adopt recommendations from the Standards of Cover/Community Risk Assessment study to improve overall effectiveness of the fire department.
4. **Safety & Training:**
 - a. Train fire personnel to the latest fire service techniques and best practices.
 - b. Ensure compliance with State/Federal training mandates.
 - c. Provide fire personnel the appropriate level of safety gear, equipment and apparatus necessary to perform their duties in a safe and effective manner.
 - d. Enhance the health and safety of Salinas Fire Department personnel through training and an established Health/Wellness Program.
5. **Maximize Fire Prevention/Community Outreach:**
 - a. Improve fire prevention and public safety awareness through social media and fire prevention week initiatives.
 - b. Continue Career Day partnerships with local junior high schools, high schools and colleges.
 - c. Pursue grant opportunities for fire prevention and community safety.
6. **Enhance Emergency Medical Services**
 - a. Utilize CSA 74 funding to minimize fiscal impacts to the general fund.
 - b. Establish a first responder-training program for public safety agencies where appropriate.
 - c.

Excellent Infrastructure

1. **Seek Community Input:**
 - a. Infrastructure needs identified for future enhancements to the Fire Department.
2. **Categorize needs based on low medium and high priority:**
 - a. Infrastructure, apparatus and equipment costs have been established and prioritized.
3. **Define and agree on an approach that addresses the priority infrastructure needs:**
 - a. Work with City staff to ensure Fire Department facilities meet essential services building standards.
4. **Develop a timeline for implementation:**
 - a. Once funding is secured, a timeline will be established.

Quality of Life

1. Youth Soccer Fields at Constitution Park.
2. Assist other City departments with fast track permitting and inspection services.
3. Continued support for recreational activities, libraries, sports, and community-based events.
4. Work with local community colleges to increase training opportunities for youth in the fields of fire protection.

In FY2018-19, the Fire Department accomplished these major fiscal changes:

1. Hired and Trained a recruit academy of 10 personnel.
2. Trained 10 personnel to the hazardous materials specialist level.
3. Trained 5 personnel for Chief Officer and 3 personnel for Company Officer duties.
4. Trained 5 personnel to expand the Critical Incident Stress Management team.
5. Began a multi-year initiative to plan, repair and maintain facilities infrastructure.
6. Reduced daily staffing on Truck-2 to curb overtime costs as recommended by the CPSM report.

FIRE DEPARTMENT

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
4505 Fire Administration	654,798	512,923	457,135	471,980
4510 Suppression	20,106,922	20,810,263	20,240,081	21,753,250
4520 Emergency Medical Services	774,411	1,269,668	1,197,020	1,138,320
4530 Prevention	688,301	957,857	1,047,120	1,039,400
4540 Training	429,305	498,319	642,710	632,320
4560 Vehicle Maintenance	374,824	505,172	396,120	432,690
4570 Hazardous Material Control	205,659	294,124	280,960	253,110
Total	23,234,221	24,848,327	24,261,146	25,721,070

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	21,628,286	23,057,813	21,870,960	23,310,870
62 - Supplies & Materials	399,555	552,469	735,987	577,150
63 - Outside Services	909,660	819,728	1,104,385	1,274,500
64 - Other Charges	130,637	209,816	362,664	381,550
66 - Capital Outlays	166,082	208,502	187,150	177,000
Total	23,234,221	24,848,327	24,261,146	25,721,070

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	20,384,923	21,426,312	20,215,370	21,392,140
1100 Measure E	86,952	118,774	143,920	134,750
1200 Measure G	1,447,128	2,169,062	2,321,046	2,561,590
2501 Emergency Medical Service Fund	734,035	1,000,830	1,146,830	1,088,130
3111 SAFER 2013	581,183	133,348	433,980	544,460
Total	23,234,221	24,848,327	24,261,146	25,721,070

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4505 Fire Administration	4.000	3.000	2.000	2.000
4510 Suppression	89.000	89.000	89.000	89.000
4520 Emergency Medical Services	1.000	2.000	1.000	1.000
4530 Prevention	4.000	5.000	5.000	5.000
4540 Training	1.000	1.000	1.000	1.000
Total	99.000	100.000	98.000	98.000



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Purpose

The Administration Division is responsible for integrating the initiatives, goals, and objectives established by the City Council into the support and delivery Divisions of the Fire Department. The Administrative Division provides for the overall management of the Department by the development of new programs, policies and procedures, the promotion of life safety, environmental protection, and the provision of administrative support for Fire Department personnel, while ensuring Federal, State, local laws, Memoranda of Understanding and contractual agreements are in compliance. The Administration Division is also responsible for continuous self-assessment of Fire Department efficiency and the implementation of life safety programs.

Division Operations

1. Utilize National Fire Incident Reporting System (NFIRS) data to assist with administrative and operational changes to improve department efficiencies and operational priorities.
2. Improved Fire Department staffing within acceptable levels to minimize overtime costs.
3. Provided cost effective fire and emergency medical services to the community.
4. Pursued grant funding to minimize fiscal impacts to the General fund.
5. Maintain a safe working environment for firefighters with new apparatus and equipment purchases.
6. Track firefighter injuries and trends.
7. Represent the Fire Department and the City on multiple regional committees to collaborate in providing public safety services throughout the county and the region.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Firefighters Per Capita	0.6	0.6	0.7	0.7	0.7
Authorized Staffing	96	95	100	95	100
Overtime Costs-Reg/Hol/FLSA/HO/Min Staff/EC	\$ 1,400,000	\$ 2,769,000	\$ 1,000,000	\$ 1,714,000	\$ 1,000,000
Dollar Value of Grant Applications	\$ 3,188,542	\$ 3,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Dollar Value of Grants Awarded	\$ 1,688,541	\$ 2,269,314	\$ 536,000	TBD	TBD

Major Budget Changes

1. Fills a frozen Battalion Chief position
2. Re-establishes a Deputy Chief of Administration position.
3. Continues to freeze one office technician position.
4. Continues to administer SAFER grant for 6 positions over 3 years, a \$1,399,000 value to the City.
5. Implements elements of the Salinas Plan.
6. Acquires ballistic personal protective equipment for all personnel.
7. Completes a standards of cover evaluation to evaluate community risk and fire resource deployment.
8. Continued evaluation to expand cost recovery opportunities.

FIRE DEPARTMENT

4505 Fire Administration Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	539,870	384,130	386,110	417,580
62 - Supplies & Materials	2,753	6,562	8,900	8,900
63 - Outside Services	67,793	80,224	31,525	24,800
64 - Other Charges	12,696	16,839	26,100	20,700
66 - Capital Outlays	31,686	25,168	4,500	
Total	654,798	512,923	457,135	471,980

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	549,417	440,805	440,615	455,460
1200 Measure G	105,381	72,118	16,520	16,520
Total	654,798	512,923	457,135	471,980

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4505 Fire Administration	4.000	3.000	2.000	2.000
Total	4.000	3.000	2.000	2.000

Purpose

The Suppression and Rescue Division is responsible for protecting life, property and the environment from the hazards of fire, explosions and hazardous materials incidents and for providing ALS emergency paramedic services. These services are provided 24-hours a day through one (1) Deputy Fire Chief and three (3) Battalion Chiefs who command three (3) platoons of Captains, Engineers, Firefighters, and Firefighter/Paramedics. These personnel are the initial responders to all incidents for emergency service and comprise the majority of funded positions within the organization. These teams responded to over 14,800 incidents last year with a daily minimum staffing of 24 personnel assigned to six (6) fire engines, two (2) ladder trucks, and a hazardous materials incident response unit. Additional emergency response equipment includes a Command Vehicle, Type III (wildland) Engine, Aircraft Rescue Firefighting (ARFF) engine, and numerous command and staff vehicles.

Division Operations

1. Respond, within response time goals, to all emergency and non-emergency requests for service with the appropriate number of personnel for the incident reported.
2. Eliminate the threats to life, property, and the environment following the arrival of fire companies at an emergency or non-emergency incident.
3. Maximize property saved values from fire threat after the arrival of fire companies.
4. Continually update policies, procedures and staffing as new techniques and technologies become available and funding allows.
5. Develop fire personnel through career track development, education, and training.
6. Administer, update, and maintain emergency communications agreements, equipment, and systems to ensure effective and efficient delivery of emergency services to the City of Salinas.
7. Provide management and operational oversight to all divisions of the department.
8. Ensure the timely maintenance, testing, and repair of facilities, tools, equipment, hoses, and appliances.
9. Provide for fire stations supplies and materials.
10. Maintain communication and coordination with mutual aid and automatic aid agencies to ensure efficient resource availability for efficient emergency response.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
4 Minute Response - NFPA Standard	59.70%	53.52%	90%	50.24%	90%
4-6 Minute Response - General Plan Service Standard	40.00%	40.90%	90%	38.82%	90%
17 Firefighters at structure fires within 8 minutes - NFPA Standard	84.00%	74.07%	90%	69%	90%
Number of structure fires contained by 1st alarm assignment	85.47%	95.34%	100%	1	100%
Total Structure Fires	117	129	0	120	0
Total Other Type Fires	334	413	0	362	0

Major Budget Changes

1. Update standard operating procedures and policies and train all personnel on the updated policies.
2. Update current response models as needed to enhance service to the community and reduce risk to firefighters.
3. Complete installation of fire station alerting software, base station radios, and system status monitors.
4. Maintain a logistics plan to ensure firefighters are supported during extended and complex fire and rescue incidents.
5. Update systems in mobile communications vehicle and recruit and train new personnel.
6. Enhance/Repair/Upgrade fire facilities to improve safety and security for all personnel.
7. Daily staffing was decreased from 26 to 24 firefighters to decrease overtime costs.

FIRE DEPARTMENT

4510 Suppression Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	19,069,199	19,836,697	18,713,050	20,143,750
62 - Supplies & Materials	272,788	252,832	368,882	268,000
63 - Outside Services	668,478	595,857	909,089	1,068,000
64 - Other Charges		91,161	163,500	163,500
66 - Capital Outlays	96,457	33,716	85,560	110,000
Total	20,106,922	20,810,263	20,240,081	21,753,250

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	18,283,264	18,685,135	17,774,785	18,943,830
1200 Measure G	1,242,474	1,991,780	2,031,316	2,264,960
3111 SAFER 2013	581,183	133,348	433,980	544,460
Total	20,106,922	20,810,263	20,240,081	21,753,250

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4510 Suppression	89.000	89.000	89.000	89.000
Total	89.000	89.000	89.000	89.000



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Purpose

The EMS Division provides 24-hour Advanced Life Support medical care at the paramedic first responder level through oversight provided by one (1) Battalion Chief (special operations chief, Frozen), one (1) EMS Officer, and three (3) EMS Platoon Training Coordinators and care given by twenty-seven (27) (21 actual) crossed trained firefighter/paramedics. The mission is to respond to Emergency Medical Division (EMS) incidents to begin early treatment and care of the ill and injured. Fire Department paramedics will continue care of major and critical patients during transport to local hospitals.

Division Operations

1. To provide State certified Advanced and Basic Life Support medical personnel to render critical care to enhance the community's quality of life.
2. Provide training and continuing education that meets or exceeds State of California standards to all Fire Department personnel.
3. Provide and train Tactical Paramedics (Tac-Med) for law enforcement SWAT operations.
4. Provide paramedics for City of Salinas sponsored special events.
5. Administer the Critical Incident Stress Management Program for the department.
6. Primary infectious disease control point for the City of Salinas.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Paramedics	24		30		30
Number of EMT's	56		72		
EMS Training Hours	1,262		1,200		
Total EMS Responses	10,890		11,250		

Major Budget Changes

1. Ensure that department and all EMS personnel are compliant with Quality Assurance/Quality Improvement policies.
2. Acquire and implement an electronic narcotics storage and distribution system.
3. Work to improve Emergency Medical Dispatch/Priority system to help enhance efficiency of response models.
4. Send three (3) existing fire department personnel to paramedic training utilizing the Assistance to Firefighters Grant (AFG) award.
5. Continue to collaborate with the Salinas Police Department on training and support of the SWAT paramedic program.
6. Actively work with Monterey County on the strategic plan for emergency medical services and the development of the request for proposal for ambulance transportation to maximize the benefit to the residents of Salinas.

FIRE DEPARTMENT

4520 Emergency Medical Services Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	734,554	1,156,819	991,020	953,320
62 - Supplies & Materials	18,497	54,784	63,300	42,300
63 - Outside Services	4,830	10,568	42,800	37,800
64 - Other Charges	16,531	36,836	69,900	89,900
66 - Capital Outlays		10,660	30,000	15,000
Total	774,411	1,269,668	1,197,020	1,138,320

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	40,377	268,838	50,190	50,190
2501 Emergency Medical Service Fund	734,035	1,000,830	1,146,830	1,088,130
Total	774,411	1,269,668	1,197,020	1,138,320

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4520 Emergency Medical Services	1.000	2.000	1.000	1.000
Total	1.000	2.000	1.000	1.000

Purpose

The Fire Prevention Division is charged with the implementation, administration and enforcement of the provisions of the California Fire Code (CFC), as authorized by California Code of Regulations, Title 19 and Title 24. The CFC establishes the minimum requirements consistent with nationally recognized practices to safeguard the public health, safety and general welfare from:

1. The hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices;
2. Conditions hazardous to life, property or public welfare in the occupancy of structures or premises;
3. Fire hazards in the structure or on the premises from occupancy or operation;
4. Matters related to the construction, extension, repair, alteration or removal of fire suppression or alarm systems;
5. Matters related to Fire Department access and water supply to State regulated facilities; and
6. Conditions affecting the safety of firefighters and emergency responders during emergency operations.

Division Operations

1. To provide community programs and inspections that enhances the safety and welfare of Salinas' residents and businesses.
2. Conduct annual State mandated inspections of multi-family (R-2) dwellings and detention facilities.
3. Conduct annual inspections of high hazard, commercial and assembly occupancies.
4. Conduct inspections for special operational and building permits.
5. Conduct plan review and approval for fire sprinkler systems, fire alarm systems, and other projects requiring permits/approvals from the Agency Having Jurisdiction (AHJ).
6. Conduct joint inspections and follow-up with the Code Enforcement Division and City Attorney's Office in collaborative enforcement efforts related to substandard housing, dangerous and blighted properties.
7. Oversee water purveyors' repair/replacement of damaged fire hydrants .
8. Administer the "safe-n-sane" fireworks lottery process and coordinate illegal fireworks enforcement efforts.
9. Coordinate investigations of major fire incidents.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Fire & Life Safety Education	22	34	30	42	40
Public Safety Demonstrations	8	13	25	26	30
Total Number of Multi-Family Inspections	1,111	1,063	1,500	1,386	
Total Number of Commercial/Fire Permit Inspections	891	993	2,000	1,175	1,500
Number of Fire Plan Checks	52	682	600	900	900
Number of Development Reviews (DRC)	82	240	100	525	500
Number of FD Code Cases Opened	203	214	150	200	200

Major Budget Changes

1. Continue to work toward full cost recovery through fees, permits and inspections to sustain the Division.
2. Relocate the Fire Prevention Division to the 2nd floor of the Permit Center to accommodate additional personnel and maintain continuity with the Fire Administration, Training, and EMS Divisions.
3. Implement a new Business Inspection Program.
4. Continue to hire 1 additional part-time temporary Fire Prevention Aid.
5. Hire 1 additional part-time temporary office technician to support the business inspection and Illegal fireworks mitigation programs.

FIRE DEPARTMENT

4530 Prevention Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	653,958	802,626	913,590	936,700
62 - Supplies & Materials	10,341	23,421	72,705	41,850
63 - Outside Services	11,825	28,060	45,071	47,300
64 - Other Charges	12,177	11,934	15,754	13,550
66 - Capital Outlays		91,817		
Total	688,301	957,857	1,047,120	1,039,400

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	597,350	825,296	820,990	815,540
1100 Measure E	86,952	118,774	143,920	134,750
1200 Measure G	3,999	13,786	82,210	89,110
Total	688,301	957,857	1,047,120	1,039,400

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4530 Prevention	4.000	5.000	5.000	5.000
Total	4.000	5.000	5.000	5.000



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Purpose

The Training Division's mission is to provide fire department personnel with the highest standard of professionalism, safety and expertise by providing organizational planning, development, and promotion of safe practices. The division is administered by one (1) battalion chief (special operations) and three fire captain/platoon training coordinators, one assigned to each platoon at Fire Station 3.

Division Operations

1. Provide the training required to meet National Fire Protection Association (NFPA) standards, Federal & State Fire Training mandates, Insurance Services Office (ISO), and local requirements.
2. Ensure firefighter safety through the provision of structured training programs, physical, and mental health and wellness.
3. Provide all firefighters a minimum of 120 training hours under the supervision of qualified trainers in a controlled environment.
4. Acquire and maintain training props and equipment for the safe administration of training programs.
5. Provide tractor drawn (tiller) training to 100% of fire suppression personnel.
6. Coordinate training with mutual aid and automatic aid agencies in accordance with state, regional, and local agreements and contracts.
7. Manage the Peer Fitness Program to include initial and ongoing evaluation of personnel and the maintenance and replacement of physical fitness equipment.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Total Number of Training Hours (Department)	10,311	14,116	30,000	15,000	30,000
Mandated Training Compliance (Department) - %	45%	47%	100%	50%	100%
Number of Firefighters Trained - Class A Burn Trailers	36	30	45	30	45

Major Budget Changes

1. Conduct one (1) 18-week academy beginning January 2020 for newly hired firefighter recruits.
2. Continue administration of probationary firefighter training for existing probationary employees..
3. Continue tiller training for existing personnel.
4. Incorporate lessons learned from active shooter drill after action report and train using coordinated response policies with law enforcement.
5. Administer multi-company drills to enhance firefighter training and meet training mandates.
6. Evaluate and repair training props and facilities to ensure a safe drill ground.
7. Design and implement a professional development program for all personnel.
8. Develop draft engine company and truck company operations manuals.
9. Schedule and participate in regular training with mutual and automatic aid partners.
10. Recruit and train additional personnel to expand the video training program.
11. Purchase (2) additional live fire training props.
12. Enhance the use of the current training software (Target Solutions and FireRescue1 Academy/ EVALS.Net) and recommend best practice for centralizing data into one platform.

FIRE DEPARTMENT

4540 Training Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	298,772	408,082	475,710	459,320
62 - Supplies & Materials	9,701	10,741	26,200	34,100
63 - Outside Services	11,923	3,514	9,800	16,500
64 - Other Charges	72,319	32,960	63,910	70,400
66 - Capital Outlays	36,590	43,022	67,090	52,000
Total	429,305	498,319	642,710	632,320

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	337,220	438,738	508,710	498,320
1200 Measure G	92,085	59,581	134,000	134,000
Total	429,305	498,319	642,710	632,320

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4540 Training	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

Purpose

The Vehicle Maintenance Division repairs and maintains all Fire Department vehicle and firefighting apparatus in accordance with National, State, DMV, NFPA and OSHA mandates. This is accomplished through scheduled preventive maintenance and on-demand repairs utilizing cross-trained firefighter mechanics. Repairs beyond the scope of fire mechanics are contracted out to qualified repair facilities. The division is administered by a shift battalion chief, a senior fire captain/mechanic, and five (5) fire personnel who are cross trained as mechanics.

Division Operations

1. Maintain and support an efficient and safe fleet of emergency response vehicles minimizing on-duty crew down time.
2. Maintain safe and functional auxiliary fire equipment.
3. Maintain fully functional reserve fire apparatus for use as frontline apparatus.
4. Track In-Service time of reserve and front-line apparatus.
5. Ensure all aerial and ground ladders are tested annually per manufacturer's specifications and NFPA standards.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Scheduled Maintenance Compliance - %	100%	100%	100%	100%	100%
Aerial & Ground Ladder Testing Compliance - %	100%	100%	100%	100%	100%

Major Budget Changes

1. Work with fire administration and the public works department on transitioning to a centralized asset/fleet management software,
2. Update policies and processes to ensure inspections of all fire fleet vehicles are consistent with best practices and legal requirements.
3. Enhance apparatus care and maintenance policies to ensure a more consistent approach throughout the organization by all personnel.
4. Provide continued training for maintenance personnel.

FIRE DEPARTMENT

4560 Vehicle Maintenance Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	140,508	199,096	136,720	173,290
62 - Supplies & Materials	76,886	196,470	182,000	168,000
63 - Outside Services	144,807	101,505	66,000	80,000
64 - Other Charges	12,624	8,101	11,400	11,400
Total	374,824	505,172	396,120	432,690

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	374,824	480,017	346,120	382,690
1200 Measure G		25,154	50,000	50,000
Total	374,824	505,172	396,120	432,690

FIRE DEPARTMENT

Hazardous Materials Response Division

4570

Purpose

The Hazardous Material Response Division is responsible for the effective control and initial mitigation of hazardous material emergencies in order to protect life, the environment and property. Twenty-four (24) fire suppression personnel are cross-trained and equipped as Hazardous Materials Specialists. The Haz Mat Team also provides technical support, advice and training to Salinas businesses that utilize potentially hazardous materials in processing or manufacturing. Under the Monterey County Hazardous Materials Response Plan, the City's Haz Mat Team provides emergency responses to the Salinas community and the County of Monterey through a contractual partnership consisting of the City of Salinas, City of Seaside and County of Monterey Department of Environmental Health. New developments for this Division include the necessary response to Chemical, Biological, Nuclear, Radiological and Explosive (CBRNE) and Weapons of Mass Destruction (WMD) training, equipment and capabilities. The division is supervised by one (1) battalion chief (special operations) and six (6) HazMat Team leaders, deployed two per platoon.

Division Operations

1. Ensure the safety of Hazardous Materials Team members through scheduled training.
2. Respond to hazardous material emergencies and minimize impacts to the community.
3. Process Certified Unified Program Agency (CUPA) reimbursements.
4. Provide quarterly training for Hazardous Material Team members.
5. Prepare and submit quarterly CUPA reimbursement reports.
6. Maintain State of California OES standards for Type I emergency operations response.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Total Training Hours	1,104		3,500	3,000	3,500
Annual CUPA Reimbursement	\$ 93,527	\$ -	\$ 180,000	\$ 423,415	\$ 180,000

Major Budget Changes

1. Continue mandated training to maintain currency of "OES Type-I" status
2. Develop a system to categorize and distribute information to all personnel about HazMat target hazards.
3. Provide federally mandated HazMat Incident Command training to all required personnel.
4. Provide HazMat decontamination training to all personnel.
5. Expand training with HazMat team partners.

FIRE DEPARTMENT

4570 Hazardous Material Control Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	191,424	270,363	254,760	226,910
62 - Supplies & Materials	8,590	7,658	14,000	14,000
63 - Outside Services	3		100	100
64 - Other Charges	4,291	11,984	12,100	12,100
66 - Capital Outlays	1,350	4,119		
Total	205,659	294,124	280,960	253,110

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	202,471	287,482	273,960	246,110
1200 Measure G	3,188	6,643	7,000	7,000
Total	205,659	294,124	280,960	253,110

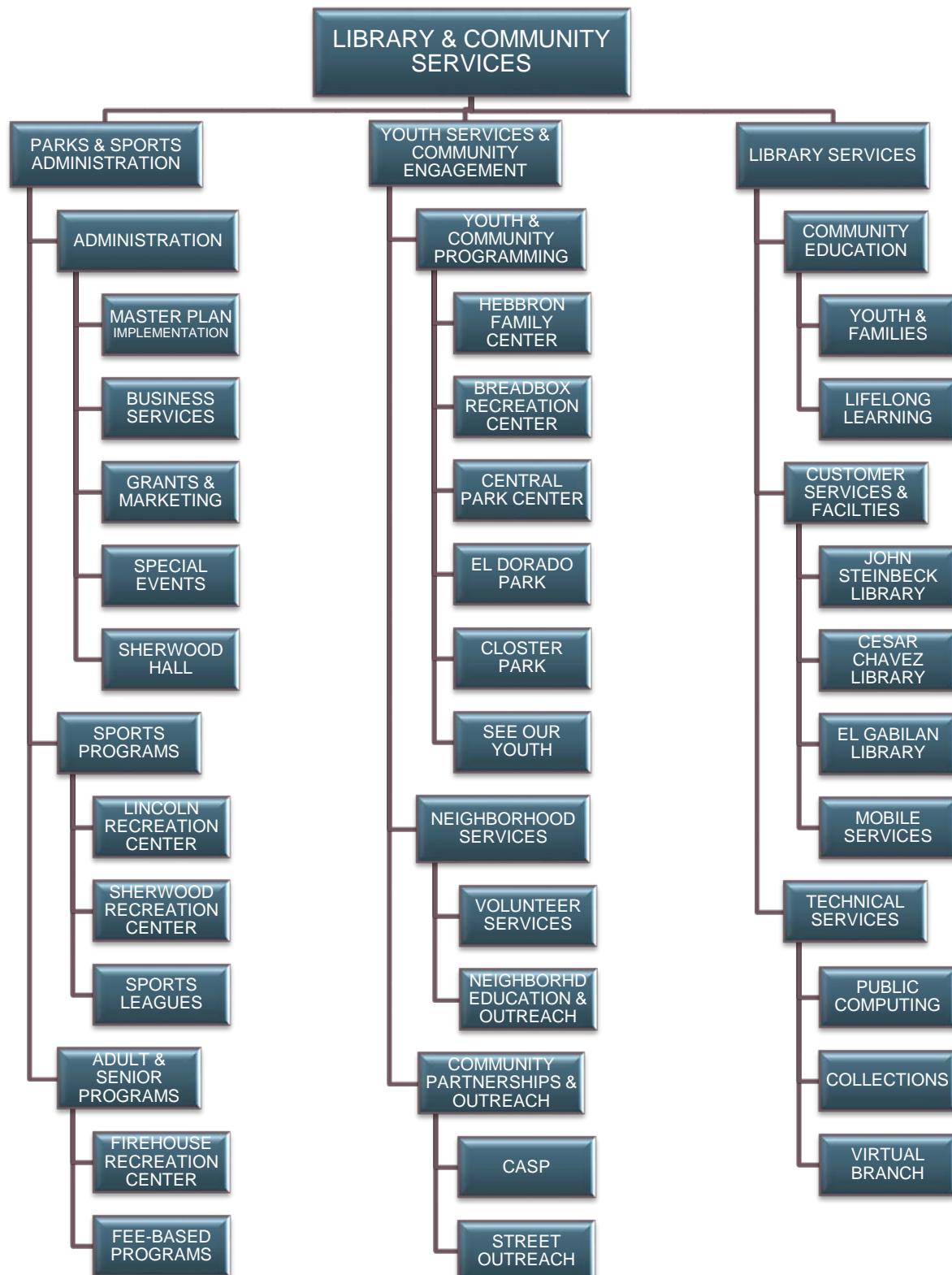
FIRE DEPARTMENT

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4505 Fire Administration				
Administrative Secretary	1.000	1.000	1.000	1.000
Fire Chief	1.000	1.000	1.000	1.000
Office Technician	2.000	1.000		
4505 Fire Administration Total	4.000	3.000	2.000	2.000
4510 Suppression				
Battalion Chief	3.000	3.000	3.000	3.000
Deputy Fire Chief	1.000	1.000	1.000	1.000
Fire Captain	24.000	24.000	24.000	24.000
Fire Engineer	24.000	24.000	24.000	24.000
Fire Recruit	9.000	7.000	10.000	8.000
Firefighter	28.000	30.000	27.000	29.000
4510 Suppression Total	89.000	89.000	89.000	89.000
4520 Emergency Medical Services				
Battalion Chief		1.000		
Emergency Med Svcs Offcr	1.000	1.000	1.000	1.000
4520 Emergency Medical Services Total	1.000	2.000	1.000	1.000
4530 Prevention				
BC/Fire Marshal	1.000	1.000	1.000	1.000
Fire Inspector	3.000	3.000	3.000	3.000
Office Technician		1.000	1.000	1.000
4530 Prevention Total	4.000	5.000	5.000	5.000
4540 Training				
Battalion Chief EMS/Trng	1.000	1.000	1.000	1.000
4540 Training Total	1.000	1.000	1.000	1.000
Total	99.000	100.000	98.000	98.000

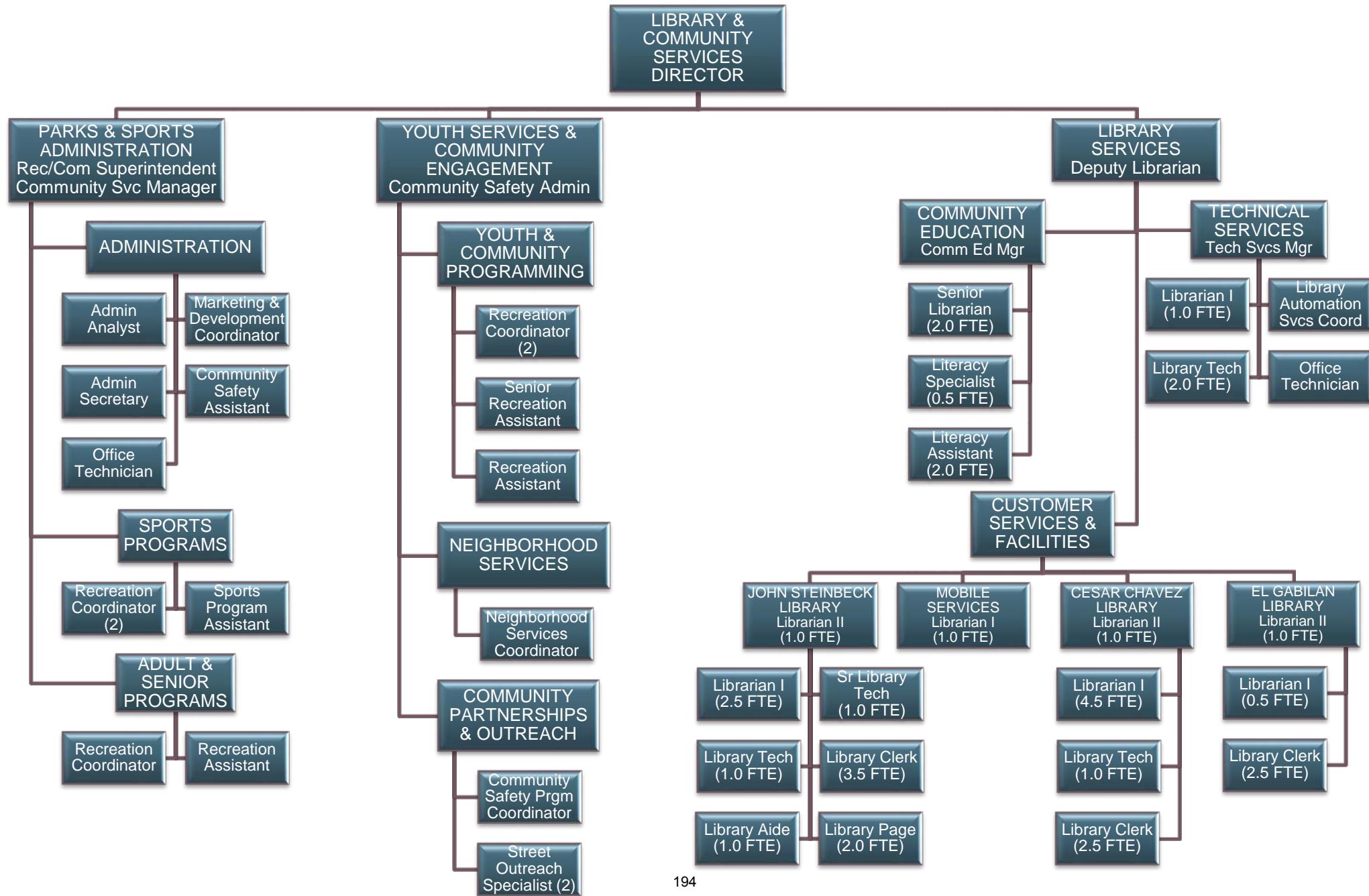
LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Organizational Chart



LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Organizational Chart



LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Summary

Purpose

The Library and Community Services Department provides a wealth of resources and opportunities to enrich the lives of those who live, work, play, and learn in our community. The Department consists of two Divisions: Recreation & Community Services and Library Services with the following goals: 1) To transform lives and contribute to the health and wellness of our community by providing a comprehensive array of recreational, cultural, educational, and neighborhood services for youth, families and seniors; and 2) To improve the quality of life in Salinas through collaborative problem-solving and the provision of information and resources that are relevant, accessible and responsive to the community's needs.

Top Accomplishments for FY 18-19

Economic Diversity and Prosperity

- Provided community service opportunities for youth and adults to strengthen skill development and workforce readiness. Residents performed nearly 31,000 volunteer service hours.
- Provided adult learner instruction to 499 students (including computer literacy, basic literacy or high school equivalency). More than 130 adults passed part or all of their GED because of the Library.
- The Youth Leadership Academy launched its 6th year in March 2019. The job readiness and life skills preparedness program is serving 22 high school aged students and will result in 22 internship placements for the Summer of 2019.
- More than 700 children recorded reading for 15 days or more over the summer and attendance for the Summer Reading preprogram was 3,400. The goal was to encourage reading and reduce and/or reverse the summer slide (a well-documented phenomenon that affects many students during the summer months and reduces grade level readiness).
- Celebrated second year anniversary of successful partnership and teen programming with the Digital NEST. Digital Nest programming supports classes at the John Steinbeck and Cesar Chavez Libraries.
- The Library connected over 3,000 kindergarteners to library books with its Kindermobile (dedicated Bookmobile for kindergartners), reaching nearly every public school kindergartner once a month for the entire school year.

Safe, Livable Community

- Implemented a weekly Saturday Night Teen Program at five locations logging over 2,016 visits and 661 unduplicated participants in order to reduce violence and provide positive alternatives for youth
- Over 275,000 residents visited recreation centers and 3,600 youth ages 5-18 participated in various sports programs.
- Conducted 7 community clean ups and issued 98 special event permits.
- The Library's Youth Services division continues to expand programming to offer programs seven days a week.
- Implemented the Youth and Government Institute with 28 High School youth participants.
- Implemented the second year of the Building Strong Neighborhood Meeting Series connecting residents to services provided by the Salinas Police Department, Community Development and Code Enforcement and Public Works.
- Earned a \$500,000 California Violence Intervention and Prevention (CAL VIP) Grant from the Board of State and Community Corrections
- The first annual Salinas See Our Youth (SOY) Summit celebrating youth leadership across the city drew over 100 high school aged students. The Summit was youth designed and led.

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Summary (Continued)

- Continued implementation of the Street Outreach Intervention program providing mentorship and safe opportunities to over 50 gang impacted youth most at risk of becoming a victim or a perpetrator of violence

Effective, Sustainable Government.

- Successful merge of the Community Safety Division into the Library and Community Services Department from the Administration Department with the goal of streamlining youth services and delivering more cost-effective services,
- Continued to explore methods where Library and Recreation services can collaborate to provide increased programming opportunities.
- Introduced self-check out and e-commerce at library branches.
- The Library introduced Brainfuse, an online tutoring service that provides students with homework help. This service was rolled out with the Student Success Initiative, a new Library pilot program aimed at providing a higher level of support to public schools. The service provides a seamless connection to the Library's digital resources and reaches over 3,000 students.
- Implemented web-based recreation software to allow residents to register for youth sports programs on-line and allow for credit card payments.

Excellent Infrastructure

- Completed Phase II and initiated Phase III of the Old Muni Pool Retrofit Project which will allow for additional venues for recreation and meeting space.
- Demolished the El Gabilan Library and celebrated the ground breaking for the new El Gabilan Library.
- Raised nearly \$400,000 from private donors and foundations in order to support new construction enhancements to the new El Gabilan Library.
- Opened the Library Connection @ Northridge Mall. This satellite location provides awareness of library services and enlists new library members. On average, the Library Connection signs up over 450 new card holders every month and circulates over 2,400 items per month.
- Continued work on a Master Plan for parks, recreation and library facilities with the intention of bringing the plan to the City Council for adoption in the spring of 2019.
- Completed the Sherwood Tennis Center tennis court refurbishment project.
- Initiated a Public Art Master Planning process.

Quality of Life

- Provided over 11,182 meals to youth and seniors at seven locations through the Summer Lunch/Snack Program and Firehouse Senior Program.
- Continued the Library's Paletero Program where Library staff walk high need areas in Salinas with an ice cream cart, but instead of ice cream, the library delivers a mobile Wi-Fi station, books and services.
- The department played a key leadership and planning role in the decentralization of National Night Out Salinas 2018 resulting in over community led 15 block parties simultaneously all over the city celebrating community and police partnerships.
- Expanded Library Adult Programming to include more health and wellness and workforce development programs.
- The library introduced Kanopy, an online library of top rated movies and documentaries.
- Expanded programming at the Firehouse Recreation Center to include recreational fee-based programming.

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Summary

Expenditures by Program	16-17	17-18	18-19	19-20
	Actual	Actual	Amended	Proposed
Parks & Community Services	2,505,612	2,641,789	3,912,717	3,941,675
Library	4,452,749	4,623,611	5,113,563	5,376,593
Total	6,958,361	7,265,400	9,026,280	9,318,268

Workforce by Program	15-16	16-17	17-18	18-19
	Authorized	Authorized	Authorized	Proposed
Parks & Community Services	14.000	14.000	19.000	19.000
Library	43.500	41.000	41.000	41.500
Total	57.500	55.000	60.000	60.500



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PARKS & SPORTS ADMINISTRATION

Organizational Chart



PARKS AND COMMUNITY SERVICES

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6231 Recreation Admin	616,905	670,273	738,275	795,970
6232 Neighborhood Services	110,547	119,004	149,466	157,850
6233 Closter Park	14,134	8,049	19,800	19,800
6234 El Dorado Park	31,078	37,052	53,000	53,000
6235 Central Park	18,747	17,701	24,846	24,700
6236 Facility Services	85	77	9,200	9,200
6237 Reimbursable Rec Activities	75,307	75,866	163,900	163,900
6238 Youth Sports	181,616	189,873	446,255	203,255
6239 Recreation Center	97,133	64,121	75,050	75,050
6240 Firehouse Rec Center	73,879	89,256	103,850	95,850
6241 Hebron Heights Rec Center	91,974	93,655	93,675	93,775
6242 Afterschool Programs	640,739	643,198	738,469	785,535
6243 Community Center	300,264	332,695	375,895	310,400
6244 Breadbox Rec Center	105,995	106,484	120,610	122,990
6246 Hebron Family Center	147,090	142,615	153,294	153,050
6247 Sherwood Rec Center	119	51,870	2,730	51,900
6248 Youth Services & Comm Engagement			485,030	615,450
6249 Aquatic Center			159,372	210,000
Total	2,505,612	2,641,789	3,912,717	3,941,675
Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,876,280	1,954,192	2,523,345	2,796,325
62 - Supplies & Materials	149,428	142,724	223,997	230,100
63 - Outside Services	419,416	436,146	832,343	839,250
64 - Other Charges	26,363	33,746	62,777	69,700
66 - Capital Outlays	34,124	74,982	20,255	6,300
69 - Financial Assistance			250,000	
Total	2,505,612	2,641,789	3,912,717	3,941,675
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	798,500	858,857	1,001,645	1,324,135
1100 Measure E	1,069,866	995,357	1,377,170	1,445,240
1200 Measure G	637,246	787,575	1,510,502	1,148,900
2505 Recreation Parks			23,400	23,400
Total	2,505,612	2,641,789	3,912,717	3,941,675

PARKS AND COMMUNITY SERVICES

Summary

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6231 Recreation Admin	5.000	5.000	5.000	5.000
6232 Neighborhood Services	1.000	1.000	1.000	1.000
6238 Youth Sports	1.000	1.000	1.000	1.000
6242 Afterschool Programs	5.670	5.670	5.670	5.670
6244 Breadbox Rec Center	0.330	0.330	0.330	0.330
6246 Hebron Family Center	1.000	1.000	1.000	1.000
6248 Youth Services & Comm Engagement			5.000	5.000
Total	14.000	14.000	19.000	19.000

PARKS AND COMMUNITY SERVICES Administration

6231

Purpose

Provide management, leadership and administration to carry out the work of the division in providing a wide range of program services in parks, recreation centers and in collaboration with neighborhoods.

Division Operations

1. Provide support and oversight to the Advance and Current Planning Divisions.
2. Provide effective leadership and direction through the use of strategic planning tools and methods.
3. Provide the Library and Community Service Commission with opportunities for input on critical Library, Recreation, Park and Neighborhood/Volunteer services.
4. Continue to practice excellent customer service.
5. Coordinate the Capital Improvement Program with the expansion and improvement of recreation and park facilities.
6. Monitor lease agreements at Twin Creeks, Fairways Golf Courses, Salinas Aquatic Center, Closter Park, Tennis Center and the Salinas Community Center.
7. Provide overall budget, project, and program management.
8. Review fees for service programs to increase cost recovery.
9. Monitor/coordinate the community Special Event Permit process.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Attendees at Recreation Centers	276,554	325,524	300,000	275,200	280,000
Number of Special Event Permits Issued	125	85	130	98	110
Number of Annual Hours Spent in Support of CASP	70	200	150	260	260
Number of Recreation Newsletter signups			1,160	600	700

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6231 Recreation Admin Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	573,431	618,460	667,700	729,770
62 - Supplies & Materials	2,806	6,168	7,500	7,500
63 - Outside Services	17,634	12,287	28,923	28,200
64 - Other Charges	23,034	28,983	25,177	30,500
66 - Capital Outlays		4,375	8,975	
Total	616,905	670,273	738,275	795,970

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	212,167	207,544	219,120	242,360
1100 Measure E	235,426	263,662	278,190	302,040
1200 Measure G	169,312	199,067	240,965	251,570
Total	616,905	670,273	738,275	795,970

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6231 Recreation Admin	5.000	5.000	5.000	5.000
Total	5.000	5.000	5.000	5.000

PARKS AND COMMUNITY SERVICES

Neighborhood Services

6232

Purpose

Encourage and support volunteerism and neighborhood engagement activities, coordinate the implementation of solutions to neighborhood issues, and assist with the work of violence prevention collaborative.

Division Operations

1. Support community engagement efforts by providing council district meetings, budget information meetings, town hall meetings and connect residents to City resources through the Building Strong Neighborhood meeting series.
2. Coordinate a city-wide volunteer services program in collaboration with city departments by providing a structure for recruiting and training volunteers, recognizing their work and compiling statistics and reports regarding the contributions of volunteers.
3. Support neighborhood efforts by assisting with clean-ups, block parties, and with information on community resources and beautification.
4. Administer the City's Neighborhood Beautification Grant program
5. Plan and implement the Youth and Government Institute (YAGI)
6. Provide excellent customer service.
7. Work with the Salinas Police Department to build Neighborhood Watch capacity throughout Salinas

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Council District Cleanups	7	9	7	7	7
Community Meetings Supported	15	21	20	37	40
City-wide Volunteer Hours Performed	24,503	22,288	28,600	31,200	33,000

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6232 Neighborhood Services Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	96,627	100,411	131,300	138,850
62 - Supplies & Materials	10,457	11,729	10,066	10,900
63 - Outside Services	2,679	6,030	6,100	6,100
64 - Other Charges	785	833	2,000	2,000
Total	110,547	119,004	149,466	157,850
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund		4,568		
1100 Measure E	17,113	23,917	31,466	21,900
1200 Measure G	93,435	90,519	118,000	135,950
Total	110,547	119,004	149,466	157,850
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6232 Neighborhood Services	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

PARKS AND COMMUNITY SERVICES

Closter Park

6233

Purpose

Provide a wide range of activities for all ages to create wholesome experiences for physical and mental well-being.

Division Operations

1. Practice excellent customer service.
2. Continue to monitor lease with the Salinas Boxing Club.
3. Keep the Park and Recreation Center in good condition.
4. Offer a diverse recreation prevention program for youth of all ages during the summer.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
*Unavailable. Facility leased to Salinas Boxing Club. In FY14-15 the Summer Recreation Program was restored.	824	2,625	2,800	2,800	3,000

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6233 Closter Park Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	10,201	3,794	10,500	10,500
62 - Supplies & Materials	1,855	1,689	2,500	2,500
63 - Outside Services	2,078	2,566	6,800	6,800
Total	14,134	8,049	19,800	19,800

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,683	1,897	3,700	3,700
1100 Measure E	450	669	3,800	3,800
1200 Measure G	12,001	5,483	12,300	12,300
Total	14,134	8,049	19,800	19,800

PARKS AND COMMUNITY SERVICES

El Dorado Park

6234

Purpose

Operate a recreation center and manage sports fields allowing for a wide range of activities for all ages to create a wholesome experience for educational, social, physical and mental well-being.

Division Operations

1. Offer diverse recreation prevention program for youth of all ages.
2. Offer fee based community classes and cultural programs.
3. Continue to practice excellent customer service.
4. Keep the park and Recreation Center in good condition.
5. Provide Saturday Night Teen activities.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Program Attendees	95,425	119,233	75,000	79,000	80,000

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6234 El Dorado Park Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	20,824	27,098	38,000	38,000
62 - Supplies & Materials	5,118	4,416	7,800	7,800
63 - Outside Services	5,136	5,538	7,200	7,200
Total	31,078	37,052	53,000	53,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	4,064	4,105	5,700	5,700
1100 Measure E	26,814	32,827	47,100	47,100
1200 Measure G	200	120	200	200
Total	31,078	37,052	53,000	53,000

PARKS AND COMMUNITY SERVICES

Central Park

6235

Purpose

Operate a recreation center and provide a wide range of activities for all ages to create wholesome experience for educational, social, physical and mental well-being.

Division Operations

1. Offer diverse recreation and prevention programs for youth of all ages.
2. Continue to practice excellent customer service.
3. Keep the park and Recreation Center in good condition.
4. Offer fee based community classes and cultural programs.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Program Attendees	18,107	31,052	26,500	20,000	22,000

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6235 Central Park Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	10,873	11,354	14,646	14,500
62 - Supplies & Materials	3,521	2,299	4,700	4,700
63 - Outside Services	4,353	4,047	5,500	5,500
Total	18,747	17,701	24,846	24,700

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	512	609	2,800	2,800
1100 Measure E	17,983	17,066	21,700	21,700
1200 Measure G	253	26	346	200
Total	18,747	17,701	24,846	24,700

PARKS AND COMMUNITY SERVICES

Facility Services

6236

Purpose

Manage the rental of Park and Recreation facilities to groups and organizations.

Division Operations

1. Manage the rental/reservation process for various athletic fields when available using the approved fee schedule.
2. Provide opportunities for renting recreation facilities including the Community Park buildings, Breadbox, Hebron Family Center, Firehouse Recreation Center and Recreation Center when available at the approved fee schedule.
3. Continue to practice excellent customer service.
4. Collaborate with school districts on shared use opportunities.
5. Continue to administer bounce – house reservations at three park sites.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Revenue Collected	\$ 2,320.00	\$ 3,293.00	\$ 2,000.00	\$ 2,756.00	\$ -
Bounce House Permits Issued	28	22	30	25	30

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6236 Facility Services Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	85	77	7,500	7,500
62 - Supplies & Materials			500	500
64 - Other Charges			1,200	1,200
Total	85	77	9,200	9,200

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	85	77	9,200	9,200
Total	85	77	9,200	9,200

PARKS AND COMMUNITY SERVICES

Reimbursable Recreation Activities

6237

Purpose

Manage fee-based programs of specialized recreation activities such as classes, trips, day camps, sports clinics, senior activities/dinners, youth and tot activities where the participant pays for the service rendered.

Division Operations

1. Manage fee-paid recreation and leisure activities, excursions, trips and school vacation camp programs for all age groups at our recreation facilities.
2. Continue to practice excellent customer service.
3. Provide early literacy Tiny Tot programs for ages 3-5 at El Dorado Park and Hebron Family Center.
4. Offer fee based community classes and cultural programs for ages 5-18 at El Dorado Park, Hebron Family Center, Firehouse Recreation Center and Central Park.
5. Explore new opportunities to expand fee based programs for all ages in all facilities.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Revenue Collected	\$ 46,421.00	\$ 61,505.00	\$ 48,000.00	\$ 48,000.00	\$ 50,000.00

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
6237 Reimbursable Rec Activities Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	38,678	40,948	35,600	35,600
62 - Supplies & Materials	11,930	1,091	18,100	17,900
63 - Outside Services	24,638	22,569	109,400	109,600
64 - Other Charges	60		800	800
66 - Capital Outlays		11,258		
Total	75,307	75,866	163,900	163,900

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	75,307	75,866	163,900	163,900
Total	75,307	75,866	163,900	163,900

PARKS AND COMMUNITY SERVICES

Youth Sports

6238

Purpose

Provide youth sports programs to the community in a learning atmosphere, emphasizing participation, sportsmanship and fun. These activities will offset costs for officials, coaches, equipment and supplies through fees paid by the participants.

Division Operations

1. Provide organized sports programs and youth league activities in flag football, soccer, basketball, volleyball and softball for young people of elementary, junior high, and high school age.
2. Continue to provide workshops/clinics to develop team/individual skills for play in leagues operated by the City.
3. Continue to work with outside organizations to provide sports clinics or camps.
4. Continue to practice excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Registered Participants	3,652	3,476	4,200	3,600	3,800
Volunteer Coaches Hours Performed	12,152	12,614	13,200	11,060	12,500
Revenue Collected	\$ 117,215.00	\$ 114,152.00	\$ 130,000.00	\$ 95,000.00	\$ 130,000.00

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6238 Youth Sports Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	139,868	150,381	152,955	159,955
62 - Supplies & Materials	33,358	33,123	28,200	33,200
63 - Outside Services	7,300	5,380	13,000	8,000
64 - Other Charges	1,090	990	2,100	2,100
69 - Financial Assistance			250,000	
Total	181,616	189,873	446,255	203,255

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	176,525	184,626	190,055	197,055
1200 Measure G	5,091	5,247	256,200	6,200
Total	181,616	189,873	446,255	203,255

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6238 Youth Sports	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

PARKS AND COMMUNITY SERVICES

Recreation Center

6239

Purpose

Provide adult sports programs to the community that will offset costs for officials, equipment and supplies through fees paid by the participants.

Division Operations

1. Expand adult sports programs where costs allow and where staff workload allows, with "cost recovery" incorporated in the development.
2. Further expand our usage agreement with the High School District.
3. Continue to practice excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Registrations Taken	3,652	3,476	4,200	3,716	4,000
Number of Program Attendees	56,541	61,478	5,900	62,196	64,000

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6239 Recreation Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	23,745	27,125	26,450	26,450
62 - Supplies & Materials	6,029	8,478	14,900	14,900
63 - Outside Services	54,334	24,806	28,900	28,900
64 - Other Charges	1,395	375	1,500	1,500
66 - Capital Outlays	11,630	3,337	3,300	3,300
Total	97,133	64,121	75,050	75,050

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	15,368	18,915	21,700	21,700
1100 Measure E	66,881	34,963	37,550	37,550
1200 Measure G	14,884	10,243	15,800	15,800
Total	97,133	64,121	75,050	75,050

PARKS AND COMMUNITY SERVICES

Firehouse Recreation Center

6240

Purpose

Offer year-around season at the Salinas Aquatic Center so that residents have the opportunity to learn and participate in all levels of swimming activity.

Division Operations

1. Monitor operation of Aquatic Center including compliance with lease terms.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Program Attendees	28,438	20,423	29,000	24,100	26,000
Senior Volunteer Hours Performed	4,624	4,803	4,750	5,100	5,100
Number of Senior Meals Served	3,664	3,570	3,700	4,889	5,200

Major Budget Changes

A new Operation & Management Agreement with the YMCA was approved in September 2018. The budget reflects the annual fee as outlined in the Agreement

PARKS AND COMMUNITY SERVICES

6240 Firehouse Rec Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	32,005	35,742	41,350	33,350
62 - Supplies & Materials	24,204	19,848	22,927	25,300
63 - Outside Services	17,670	32,456	39,073	36,700
64 - Other Charges		457	500	500
66 - Capital Outlays		753		
Total	73,879	89,256	103,850	95,850

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	18,796	28,245	28,900	28,900
1100 Measure E	12,749	13,218	12,075	12,075
1200 Measure G	42,334	47,794	62,875	54,875
Total	73,879	89,256	103,850	95,850

PARKS AND COMMUNITY SERVICES

Hebbron Heights Recreation Center

6241

Purpose

Operate the Recreation Center facility and provide sports activities for all ages to create wholesome experiences for physical and mental well-being.

Division Operations

1. Work with school districts and other organizations on co-sponsored recreation sports programs and coordinate facility usage services.
2. Continue to develop programs for year-round school recreation and sports activities for youth.
3. Continue to practice excellent customer service.
4. Keep the facility in good condition and monitor user groups.
5. Provide Saturday Night Teen activities.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Program Attendees	30,720	53,127	43,500	45,680	48,000
Number of Programs	1,201	1,226	1,200	1,230	1,400
Teen Volunteer Hours Performed	468	473	500	493	500

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
6241 Hebron Heights Rec Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	56,437	62,471	59,175	59,175
62 - Supplies & Materials	11,578	12,731	12,510	12,500
63 - Outside Services	23,959	18,453	21,990	22,100
Total	91,974	93,655	93,675	93,775

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	13,448	13,965	15,300	15,300
1100 Measure E	45,623	51,702	51,155	51,155
1200 Measure G	32,902	27,987	27,220	27,320
Total	91,974	93,655	93,675	93,775

PARKS AND COMMUNITY SERVICES

Afterschool Programs

6242

Purpose

Provide a variety of recreational activities for youth and seniors.

Division Operations

1. Provide a variety of activities for seniors including daily socialization, meals, enrichment opportunities and monthly special events.
2. Offer a program for year-round after-school activities for youth.
3. Continue to practice excellent customer service.
4. Explore opportunities for fee based classes and private party rentals.
5. Continue to offer Saturday Night teen programs.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Free Lunches Served (Summer)	12,234	8,741	12,600	7,515	9,000
Number of Youth Field Trip Participants	802	957	1,000	885	1,000
Number of Summer Camp Participants	420	560	480	483	500

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6242 Afterschool Programs Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	596,870	600,905	648,869	702,535
62 - Supplies & Materials	11,158	8,685	26,690	25,000
63 - Outside Services	23,636	28,112	46,510	41,000
64 - Other Charges		2,108	12,400	14,000
66 - Capital Outlays	9,075	3,389	4,000	3,000
Total	640,739	643,198	738,469	785,535

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	243		52,000	50,000
1100 Measure E	536,700	458,882	472,715	500,375
1200 Measure G	103,796	184,316	213,754	235,160
Total	640,739	643,198	738,469	785,535

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6242 Afterschool Programs	5.670	5.670	5.670	5.670
Total	5.670	5.670	5.670	5.670

PARKS AND COMMUNITY SERVICES

Community Center

6243

Purpose

To operate the Sherwood Hall side of the Salinas Community Center Complex. Manage the lease of the Gabilan Rooms, Santa Lucia Room, Fremont Room and Office area of the Community Center complex with the Millennium Charter School.

Division Operations

1. Monitor the lease arrangements for the Meeting Room side of the Salinas Community Center Complex.
2. Operate Sherwood Hall- provide rental opportunities to community groups, City functions and outside promoters for commercial, provide and community programs and events.
3. Continue to practice excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Facility was leased thru July 2013 and the facility was underrenovation from December 2013- February 2014. The meeting room side of the facility is leased to Millennium Charter School. The Millennium Charter School has use of Sherwood Hall Monday-Friday from 7:30-11:00 AM and exclusive use of the facility for 6 weeks each year. In addition, the school uses the facility on Monday afternoons for enrichment activities. Parent meetings are held in the Hall 2 to 3 times a year. The school also is able to use the facility on rainy days for physical education.					
Number of uses	67	61	75	72	75
Number of Facility Attendees	43,840	30,000	40,000	37,377	40,000

Major Budget Changes

The budget includes temporary salaries to support the operation and management of the facility.

PARKS AND COMMUNITY SERVICES

6243 Community Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	65,472	62,843	60,000	60,000
62 - Supplies & Materials	9,629	15,868	14,820	1,400
63 - Outside Services	211,744	253,984	301,075	249,000
66 - Capital Outlays	13,419			
Total	300,264	332,695	375,895	310,400

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	258,730	300,818	201,270	188,000
1100 Measure E	37,546	23,438	55,000	55,000
1200 Measure G	3,988	8,439	119,625	67,400
Total	300,264	332,695	375,895	310,400

BLOCK GRANT

Breadbox Recreation Center Division

6244

Purpose

Operate a recreation facility to provide a wide range of activities for all ages, creating wholesome experiences for the community's physical and mental well-being.

Division Operations

1. Continue working with school districts and other organizations on collaborative recreation programs and joint usage of facility.
2. Provide Year-round recreation activities.
3. Continue to offer diversity of recreation programs for all ages with an emphasis on "At Risk" youth.
4. Vigorously market our recreation programs to the community.
5. Provide youth with opportunities to use computers and other learning opportunities.
6. Provide community service opportunities for youth participants.
7. Provide opportunities for field trips to places in surrounding counties, such as Great America, nearby college campuses, and others.
8. Continue to offer Saturday night teen programs
9. Continue to coordinate with the Alisal Center for the Fine Arts around use of the facility.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Program Attendees	46,499	37,083	47,000	35,500	38,000

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6244 Breadbox Rec Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	73,558	77,418	80,910	83,790
62 - Supplies & Materials	8,181	9,148	10,700	10,700
63 - Outside Services	24,255	19,917	29,000	28,500
Total	105,995	106,484	120,610	122,990
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	21,572	17,621	23,600	23,600
1100 Measure E	63,546	67,625	72,965	75,345
1200 Measure G	20,877	21,237	24,045	24,045
Total	105,995	106,484	120,610	122,990
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6244 Breadbox Rec Center	0.330	0.330	0.330	0.330
Total	0.330	0.330	0.330	0.330

BLOCK GRANT

Hebbron Family Center Division

6246

Purpose

Operate the Hebbron Family Center and provide a wide range of activities for all ages to create a wholesome experiences for physical and mental well-being.

Division Operations

1. Provide opportunities for field trips and specialized contract classes.
2. Help to reduce the level of Gang related crime within the Community by offering recreational programs and activities targeted to at risk youth, during the crucial after school hours.
3. Help to reduce gang participation and keep kids in school.
4. Collaborate with organizations such as CASP, Neighbors United, Harmony at Home, and others to increase the knowledge and awareness of the residents in the Hebbron neighborhood.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of program attendees	30,720	53,127	43,500	45,680	48,000
Number of programs	1,201	7,605	1,200	1,230	1,400
Teen Volunteer Hours Performed	468	473	475	493	500

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6246 Hebron Family Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	137,604	135,165	145,760	145,050
62 - Supplies & Materials	9,486	7,450	6,934	8,000
66 - Capital Outlays			600	
Total	147,090	142,615	153,294	153,050
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	9,035	7,389	7,534	8,000
1200 Measure G	138,055	135,227	145,760	145,050
Total	147,090	142,615	153,294	153,050
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6246 Hebron Family Center	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

PARKS AND COMMUNITY SERVICES

Sherwood Rec Center

6247

Purpose

Operate the Sherwood Recreation Center facility and provide sports activities for all ages to create wholesome experiences for physical and mental well-being.

Division Operations

1. Continue to monitor facility renovations and project expenses.
2. Explore opportunities for partnership with outside organizations to expand program offerings for youth, adults and seniors.
3. Continue to practice excellent customer service.

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
6247 Sherwood Rec Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits				18,250
62 - Supplies & Materials	119			11,500
63 - Outside Services				22,150
66 - Capital Outlays		51,870	2,730	
Total	119	51,870	2,730	51,900

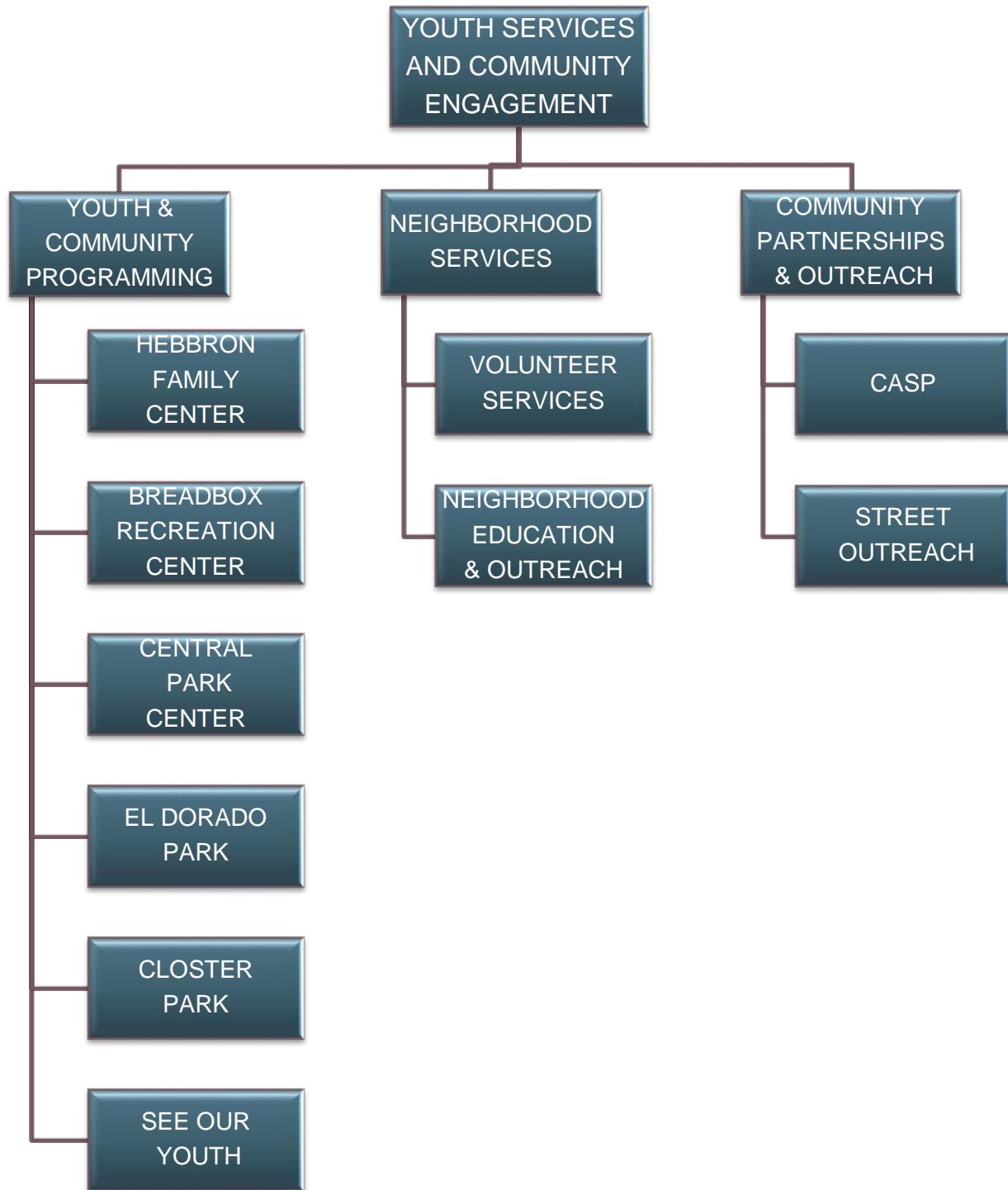
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1200 Measure G	119	51,870	2,730	51,900
Total	119	51,870	2,730	51,900



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YOUTH SERVICES & COMMUNITY ENGAGEMENT

Organizational Chart



Purpose

Implement a community safety initiative focused on prevention, intervention and suppression strategies.

Division Operations

1. Development and implementation of the Strategic Work plan for the Community Safety Initiative.
2. Continue the Community Alliance for Safety and Peace, a coalition of more than 30 organizations and leaders from Salinas and Monterey County determined to address violence.
3. Conduct Community Engagement Presentations on public safety, two per month in the coming year.
4. Conduct 1 adult community leadership academy programs each resulting in a community impact project.
5. Conduct 1 youth academy resulting in 20 youth summer internships.
6. Conduct and participate in multiple community engagement events promoting best practices in violence prevention.
7. Provide Spanish and English language media interviews and articles on the status of violence reduction efforts in Salinas.
8. Continue to represent the City of Salinas on over 10 local initiatives, 2 statewide collaboratives and the Nation Forum on Youth Violence Preventions.
9. Continue to apply for grants that support our strategic plan on violence.

PARKS AND COMMUNITY SERVICES

Youth Services & Comm Engagement (Continued) 6248

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Grants: Lead agency and management of State and Federal grants to include record keeping, program review, progress reports and communications with funder and agencies as needed. Includes preparation and submittal of any requested modifications (budget and/or program). Communicate and coordinate funder site visits as requested including but not limited to coordinating with subgrantees. Numbers listed are grants being managed				4	3
PSN Steering Committee: Prepare, lead and manage quarterly Steering committee meetings for Federal PSN grant.	N/A			N/A	N/A
Salinas Night Walks: Prepare, manage and lead bi-monthly meetings. Maintain all volunteer registration forms and waivers. Coordinate all volunteer events and site visit from Faith consultants.	N/A			N/A	N/A
La Buena Radio: Prepare, manage and participate in weekly radio show with various CASP members.	N/A			N/A	N/A
Junto Podemos: Prepare and participate in meetings as coordinated.	N/A			N/A	N/A
PARTS committee: Prepare and participate in monthly meetings.	N/A			10	10
Padres Creando Soluciones: Prepare and participate in meetings as scheduled	N/A			N/A	N/A
National Forum on Youth Violence Prevention: Prepare and participate in monthly conference calls of all Forum Cities.	12		4	N/A	N/A
National Forum on Youth Violence Prevention: Prepare and participate in annual Summit with Forum Cities in Washington DC			0	N/A	N/A
National Forum on Youth Violence Prevention: Prepare and participate in annual working sessions with Forum Cities in Washington DC			N/A	N/A	N/A
Department of Justice: Prepare and participate in monthly conference calls with OJJDP Program Manager			4	N/A	N/A
CCVPN - California Cities Violence Prevention Network: Prepare and participate in monthly conference calls.			6	10	10
CASP General Assembly (Bi-Monthly): Prepare, attend and manage meetings and membership.			22	22	22
CASP Executive Committee (Monthly): Prepare and manage monthly meetings			N/A		
CASP Board of Directors (Quarterly): Prepare and manage quarterly meetings			4	4	4
Strategic Work Plan Committee: Prepare for and participate in SWP meetings on a monthly basis.			10	15	10
Cross Functional Team (CFT): Prepare, attend and lead CFT on a bi-monthly basis. Maintain all confidential records and provide all updates of CFT.			10	10	10
Organizational Capacity Assessment Task Force (Bi-Monthly): Prepare and participate in review and implementation of Organizational Capacity Assessment			N/A	N/A	N/A
Prevention Committee (Monthly): Prepare and attend meeting including responsibility for minutes.			N/A	N/A	N/A
Community Engagement Committee (Bi-Monthly): Prepare, co-manage and co-lead committee			N/A	N/A	N/A
Communications Committee (Monthly): Prepare for and attend meeting.			10	10	10
Grants Committee (Bi-Monthly): Prepare solicitations to committee and take minutes in addition to general preparation and attendance at meeting			N/A	N/A	N/A
School Climate Leadership Team: Prepare for and participate in monthly meetings with cross collaborative county wide group to implement strategy on improving school climate			6	10	10
Early Childhood Development Initiative: Create a CASP Sub-Committee and coordinate the Salinas CAT team			8	10	10
Community Leadership Academy: Conduct 2 adult Leadership Academy's every year. One in English and in Spanish. Conduct 1 Youth Academy annually. I'd like to add a second Spanish academy for 2015-2016			2	2	2
Youth Empowerment Strategy Program: Middle School Leadership Development			N/A		
Community Leadership Academy Alumni Committee			4	4	4
Hire and put 2 street Outreach Specialist to work to reduce and prevent street violence			2	1.00	2

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES

6248 Youth Services & Comm Engagement Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits			402,630	533,050
62 - Supplies & Materials			35,150	35,800
63 - Outside Services			29,500	29,500
64 - Other Charges			17,100	17,100
66 - Capital Outlays			650	
Total			485,030	615,450

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund			64,400	161,920
1100 Measure E			285,920	309,200
1200 Measure G			111,310	120,930
2505 Recreation Parks			23,400	23,400
Total			485,030	615,450

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6248 Youth Services & Comm Engagement			5.000	5.000
Total			5.000	5.000



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PARKS AND COMMUNITY SERVICES

Aquatic Center Division

6249

Purpose

Offer year-around season at the Salinas Aquatic Center so that residents have the opportunity to learn and participate in all levels of swimming activity.

Division Operations

1. Monitor operation of Aquatic Center including compliance with lease terms.

Major Budget Changes

A new Operation & Management Agreement with the YMCA was approved in September 2018. The budget reflects the annual fee as outlined in the Agreement as well as limited funding for facility repairs and/or improvements.

PARKS AND COMMUNITY SERVICES
6249 Aquatic Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
63 - Outside Services			159,372	210,000
Total			159,372	210,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund				210,000
1200 Measure G			159,372	
Total			159,372	210,000

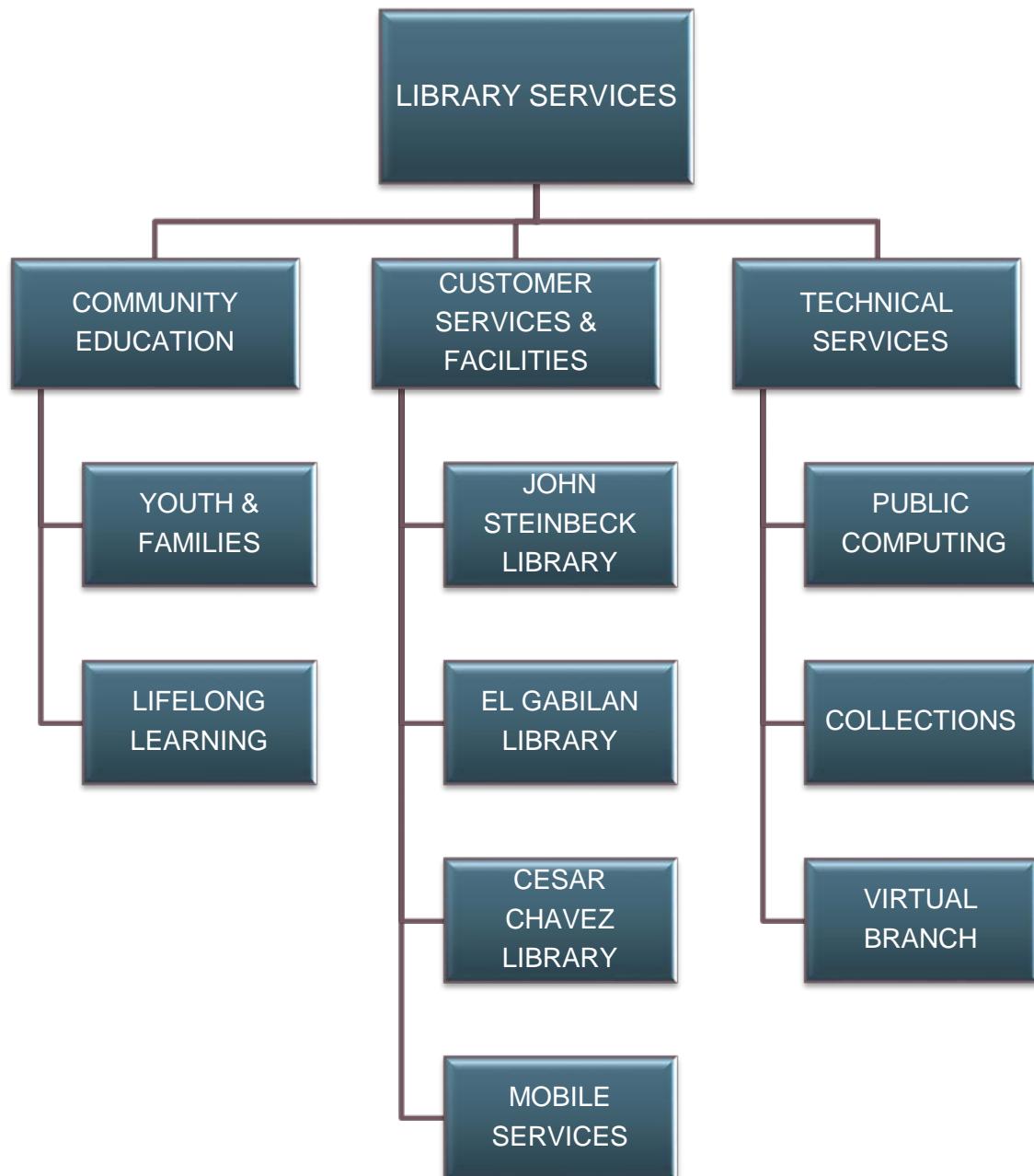
PARKS AND COMMUNITY SERVICES

Work Force

Workforce by Program	16-17	17-18	18-19	19-20
	Authorized	Authorized	Authorized	Proposed
6231 Recreation Admin				
Administrative Analyst I	1.000	1.000	1.000	1.000
Administrative Secretary	1.000			
Community Services Manager	1.000	1.000	1.000	1.000
Office Technician		1.000	1.000	1.000
Rec/Com Svcs Superintendent	1.000	1.000	1.000	1.000
Recreation Coordinator	1.000	1.000	1.000	1.000
6231 Recreation Admin Total	5.000	5.000	5.000	5.000
6232 Neighborhood Services				
Neighborhood Svcs Coord	1.000	1.000	1.000	1.000
6232 Neighborhood Services Total	1.000	1.000	1.000	1.000
6238 Youth Sports				
Sports Program Asst	1.000	1.000	1.000	1.000
6238 Youth Sports Total	1.000	1.000	1.000	1.000
6242 Afterschool Programs				
Recreation Asst	2.000	2.000	2.000	2.000
Recreation Coordinator	2.670	2.670	2.670	2.670
Senior Recreation Assistant	1.000	1.000	1.000	1.000
6242 Afterschool Programs Total	5.670	5.670	5.670	5.670
6244 Breadbox Rec Center				
Recreation Coordinator	0.330	0.330	0.330	0.330
6244 Breadbox Rec Center Total	0.330	0.330	0.330	0.330
6246 Hebron Family Center				
Recreation Coordinator	1.000	1.000	1.000	1.000
6246 Hebron Family Center Total	1.000	1.000	1.000	1.000
6248 Youth Services & Comm Engagement				
Administrative Analyst I				1.000
Community Safety Admin			1.000	1.000
Community Safety Assistant			1.000	
Community Safety Program Coord			1.000	1.000
Street Outreach Specialist			2.000	2.000
6248 Youth Services & Comm Engagement Total		5.000		5.000
Total	14.000	14.000	19.000	19.000

LIBRARY SERVICES

Organizational Chart





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LIBRARY SERVICES

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6005 Library Administration	485,841	652,865	737,815	793,975
6009 Technical Services	510,864	1,089,849	1,094,318	1,139,008
6010 Support Services	810,629			
6011 Steinbeck Library	787,559	907,350	1,076,430	1,209,170
6012 Cesar Chavez Library	1,024,930	910,274	1,026,460	1,092,990
6013 El Gabilan Library	470,324	422,396	442,566	354,900
6015 Community Education	362,602	640,876	735,974	786,550
Total	4,452,749	4,623,611	5,113,563	5,376,593

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	3,557,291	3,744,516	4,229,110	4,471,440
62 - Supplies & Materials	292,894	295,246	307,442	304,400
63 - Outside Services	487,563	511,449	514,746	539,438
64 - Other Charges	21,045	26,457	28,265	26,315
66 - Capital Outlays	93,955	45,944	34,000	35,000
Total	4,452,749	4,623,611	5,113,563	5,376,593

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	4,452,749	4,623,611	5,113,563	5,376,593
Total	4,452,749	4,623,611	5,113,563	5,376,593

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6005 Library Administration	3.000	4.000	4.000	4.500
6009 Technical Services	4.000	6.000	6.000	6.000
6010 Support Services	8.000			
6011 Steinbeck Library	7.500	11.000	11.500	12.500
6012 Cesar Chavez Library	12.500	10.500	10.000	10.000
6013 El Gabilan Library	5.500	4.500	4.500	3.500
6015 Community Education	3.000	5.000	5.000	5.000
Total	43.500	41.000	41.000	41.500

Purpose

Provide leadership, management and organization of the John Steinbeck, Cesar Chavez and El Gabilan libraries as well as the Division's mobile services and community programs. Focus on organizational effectiveness through scheduling of staff, programs, grants and projects. Manage resources effectively and efficiently to optimize services to the public on reading, education for all ages, and youth mentoring and leadership programs. Establish partnerships and opportunities in the community and region in order to build capacity and support.

Division Operations

1. Increase usage of services, programs and collections through the use of effective marketing and community engagement methods and processes.
2. Provide leadership and direction through the implementation of strategic planning tools and methods.
3. Work effectively with City Manager, City departments, the Library and Community Services Commission, Friends of the Salinas Public Library, and community groups.
4. Recruit and develop staff with the capacity to communicate and collaborate with populations from diverse cultural and linguistic backgrounds, who are technological savvy and who deliver excellent customer services. Re-align staff duties as needed to maximize effectiveness.
5. Seek out and manage grants for community programs, education and youth development.
6. Increase funding support and advocacy for the Library.
7. Practice excellent customer service.
8. Provide effective budget, project and program management.
9. Connect strategically with other community and library groups and professional networks.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Volunteer Hours Performed	2,665	6,360	4,500	6,700	7,500
Grant funding awarded to LCS Divisions	268,305.00	302,806.00	\$ 600,000.00	\$ 680,000.00	\$ 700,000.00
LCS Customer Service Satisfaction Index	93%	95% Good/Excellent	94%	95%	
Library Visitors per capita	2.68	2.43	2.80	2.82	3.00
Library Circulation per capita	1.82	1.84	2.00	1.97	2.00
Library Materials per capita	0.92	0.998	1.10	1.00	1.00
Registered borrower as a % of service population	54%	36%	50%	34%	50%

Major Budget Changes

None

LIBRARY

6005 Library Administration Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	461,719	624,773	654,450	713,860
62 - Supplies & Materials	1,110	104	500	500
63 - Outside Services	3,889	2,476	59,600	58,300
64 - Other Charges	19,124	25,513	23,265	21,315
Total	485,841	652,865	737,815	793,975

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	485,841	652,865	737,815	793,975
Total	485,841	652,865	737,815	793,975

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6005 Library Administration	3.000	4.000	4.000	4.500
Total	3.000	4.000	4.000	4.500

Purpose

To connect people to information and community resources by providing access to innovative technologies, tools and community spaces.

Division Operations

1. Support new programs for youth that effectively incorporate technology to increase knowledge of and proficiency in the STEAM disciplines.
2. Advise staff on most relevant technology applications that support Library work and customer needs.
3. Maintain and update hardware and software in public computing spaces for efficient operations and to allow for intuitive and easy use by library customers.
4. Utilize social media for communications with the public to increase awareness of services, programs and collections.
5. Implement self-service technology to increase the efficiency of operations and to allow staff to provide a higher level of engagement and service to library customers.
6. Maintain a library web presence that functions as the Library's "virtual branch," providing collections and learning services that can be easily accessed by library customers from outside the library.
7. Select, acquire and process materials in a variety of formats for new and existing library collections.
8. Maintain and update Koha, the integrated library system catalog to allow library staff and customers convenient access to library materials.
9. Expand e-book and other e-resources in order to increase access to library materials.
10. Analyze collection usage and expenditures to ensure investment in the library's collection is performed in an effective manner.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Website Hits	156,471	93,094	250,000	83,000	90,000
Public Computer Sessions	116,686	95,478	120,000	85,828	90,000
Public Computer Sessions per capita	0.72	0.59	0.80	0.53	0.65
# of Public Computers per 1,000 residents	0.76	0.83	1.00	0.89	0.90
LCS Website satisfaction index		92%	90% Good/Excellent	92%	95%
Collection turnover rate	1.98	2.24	2.00	3.11	3.00
Collection growth rate	-16%	13%	5%	8%	10%
Digital material circulation as a % of total circulation	2%	2%	5%	7%	5%

Major Budget Changes

In order to support the expansion of Library services when the new El Gabilan Library opens, the Library seeks to augment its Tech Services budget by \$7,200.

LIBRARY

6009 Technical Services Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	305,228	600,446	639,080	677,170
62 - Supplies & Materials	37,383	236,916	241,700	243,300
63 - Outside Services	74,297	211,360	174,538	178,538
64 - Other Charges		944	5,000	5,000
66 - Capital Outlays	93,955	40,182	34,000	35,000
Total	510,864	1,089,849	1,094,318	1,139,008

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	510,864	1,089,849	1,094,318	1,139,008
Total	510,864	1,089,849	1,094,318	1,139,008

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6009 Technical Services	4.000	6.000	6.000	6.000
Total	4.000	6.000	6.000	6.000

Purpose

Provide enriching cultural, educational and literary experiences, opportunities for self-directed education and assistance with research and information-finding in a safe and accessible location in downtown Salinas.

Division Operations

1. Maintain an up-to-date and relevant collection of materials that responds to the needs of the community.
2. Provide a variety of classes, workshops and seminars for all ages that inform, educate and entertain.
3. Serve the surrounding business community by promoting small business development and workforce readiness.
4. Provide access to public computing, printing and a wireless access network.
5. Meet the needs of Salinas' families by educating parents on early literacy skills and ways to support their child's education.
6. Continue to build a collection of local history that tells the story of Salinas.
7. Provide Digital Arts programming that builds the creative potential of children and adults.
8. Collaborate with school districts to provide services to students at library sites.
9. Identify and support new exhibits in the public area.
10. Provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Circulation of materials	131,008	136,951	130,417	147,192	138,000
Number of Visitors	174,050	160,792	182,709	210,500	190,000
JSL Collection turnover	1.49	2.68	1.50	2.91	2.95
Customer service satisfaction index		93%	95% Good/Excellent	93%	95%
Program satisfaction index		91%	90% Good/Excellent	91%	93%
Program attendance (JSL)	3,373.00	5,295.00	4,800	6,432	6,500

Major Budget Changes

None

LIBRARY

6011 Steinbeck Library Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	623,290	753,674	905,160	1,027,370
62 - Supplies & Materials	18,756	18,430	19,570	19,500
63 - Outside Services	145,513	135,245	151,700	162,300
Total	787,559	907,350	1,076,430	1,209,170

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	787,559	907,350	1,076,430	1,209,170
Total	787,559	907,350	1,076,430	1,209,170

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6011 Steinbeck Library	7.500	11.000	11.500	12.500
Total	7.500	11.000	11.500	12.500

Purpose

Provide enriching cultural, educational and literary experiences, opportunities for self-directed education and assistance with research and information-finding in a safe and accessible location in East Salinas.

Division Operations

1. Maintain an up-to-date and relevant collection of materials that responds to the needs of the community.
2. Provide a variety of classes, workshops and seminars for all ages that inform, educate and entertain.
3. Maintain the special collections that reflect the history of Salinas and the Alisal community
4. Provide access to public computing, printing and a wireless access network.
5. Meet the needs of Salinas' families by educating parents on early literacy skills and ways to support their child's education.
6. Provide afterschool programming that assists students with homework and offers a safe and enriching environment for children and teens in the afterschool hours.
7. Provide Digital Arts programming that builds the creative potential of children and adults.
8. Collaborate with school districts to provide services to students at library sites.
9. Offer access to community meeting rooms.
10. Provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Circulation of materials	114,107	102,353	111,195	116,241	110,000
Number of Visitors (CCL)	190,777	174,182	194,040	191,409	180,000
CC Collection turnover	2.83	1.71	3.00	1.66	1.75
Customer service satisfaction index		93%	96% Good/Excellent	94%	95%
Program satisfaction index		92%	90% Good/Excellent	91%	92%
Program attendance (CCL)	16,247.00	18,317.00	16,025	20,572	20,000

Major Budget Changes

None

LIBRARY

6012 Cesar Chavez Library Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	956,371	834,852	957,210	1,028,090
62 - Supplies & Materials	21,165	7,375	8,250	8,200
63 - Outside Services	47,394	64,350	61,000	56,700
66 - Capital Outlays		3,698		
Total	1,024,930	910,274	1,026,460	1,092,990

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	1,024,930	910,274	1,026,460	1,092,990
Total	1,024,930	910,274	1,026,460	1,092,990

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6012 Cesar Chavez Library	12.500	10.500	10.000	10.000
Total	12.500	10.500	10.000	10.000

Purpose

Provide enriching cultural, educational and literary experiences, opportunities for self-directed education and assistance with research and information-finding in a safe and accessible location in North Salinas.

Division Operations

1. Maintain an up-to-date and relevant collection of materials that responds to the needs of the community.
2. Provide a variety of classes, workshops and seminars for all ages that inform, educate and entertain.
3. Provide access to public computing, printing and a wireless access network.
4. Meet the needs of Salinas' families by educating parents on early literacy skills and ways to support their child's education.
5. Provide afterschool programming that assists students with homework and offers a safe and enriching environment for children and teens in the afterschool hours..
6. Collaborate with school districts to provide services to students at library sites.
7. Provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Circulation of Materials (EG)	54,237	50,615	55,000	29,299	32,000
Number of Visitors	71,159	60,696	65,000	40,595	40,000
El Gabilan collection turnover	2.37	1.98	2.40	0.89	1.00
Customer service satisfaction index		93%	95% Good/Excellent	93%	95%
Program satisfaction index		91%	90% Good/Excellent	92%	92%
Program attendance (EG)	831.00	2,378.00	500	1,964	2,000

Major Budget Changes

The new El Gabilan Library is expected to open in January 2020. Additional funding in the amount of \$23,800 will be necessary to maintain temporary service at the Library Connection at the Northridge Mall until January 2020 and also provide additional temporary pay to support the new 21,000 square-foot El Gabilan Library.

LIBRARY

6013 El Gabilan Library Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	409,544	341,326	409,650	315,900
62 - Supplies & Materials	1,813	2,441	2,122	1,900
63 - Outside Services	58,968	77,057	30,794	37,100
66 - Capital Outlays		1,572		
Total	470,324	422,396	442,566	354,900

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	470,324	422,396	442,566	354,900
Total	470,324	422,396	442,566	354,900

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6013 El Gabilan Library	5.500	4.500	4.500	3.500
Total	5.500	4.500	4.500	3.500

Purpose

Provide an array of educational opportunities and enriching experiences that meet the needs of the Salinas community, focusing especially on programming that builds early literacy skills, ensures that students have the resources to succeed in school and improves workforce readiness and outcomes for adults

Division Operations

1. Provide opportunities for parents to understand and practice the skills that build literacy in young children.
2. Provide classes and experiences that focus on the enjoyment of reading and writing
3. Offer experiences for youth that improve their knowledge of and proficiency in the STEAM disciplines.
4. Provide classes and services to adults seeking employment by building technology skills as well as soft skills.
5. Enlarge GED and ESL programs through the use of technology, partnerships with other education providers and recruitment of volunteers to expand capacity.
6. Provide cultural programs and experiences that celebrate the diversity and history of Salinas.
7. Seek new grant funding and monitor and report on existing grants.
8. Maintain partnerships with schools to ensure that programming for students is relevant to curriculum goals.
9. Explore and expand partnerships with other education providers, nonprofit organizations and cultural institutions to increase the quality and quantity of programs offered.
10. Continually evaluate the effectiveness of programming and implement methods of improvement.
11. Provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
# of Adult Learners (unduplicated)	333	1506	560	1,515	1,800
Volunteer Tutor hours	1,864	5,329	1,700	5,552	5,800
Number of Homework Center Students (unduplicated)	122	26	100	22	50
Number of Homework Center visits	10,922	16,785	11,000	12,513	14,000
Total Library Program attendance	20,451	25,990	23,907	28,968	30,000
Program attendance per capita	0.13	0.16	0.15	0.18	0.20
Program satisfaction index		90%	90% Good/Excellent	91%	92%
% of Salinas youth with a library card	36%	55%	65%	54%	60%
% of Salinas youth participating in Summer Reading Program	3%	3%	5%	4%	5%
Early childhood program attendance (duplicated)	10,750	7,791	9,000	10,500	11,500

Major Budget Changes

In order to meet current demand and the anticipated demand at the new El Gabilan library, the Library is seeking an increase of \$25,000.

LIBRARY

6015 Community Education Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	360,451	589,445	663,560	709,050
62 - Supplies & Materials	2,151	29,980	35,300	31,000
63 - Outside Services		20,960	37,114	46,500
66 - Capital Outlays		492		
Total	362,602	640,876	735,974	786,550

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	362,602	640,876	735,974	786,550
Total	362,602	640,876	735,974	786,550

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6015 Community Education	3.000	5.000	5.000	5.000
Total	3.000	5.000	5.000	5.000

LIBRARY SERVICES

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6005 Library Administration				
Administrative Secretary		1.000	1.000	1.000
Deputy Librarian	1.000	1.000	1.000	1.000
Lib/Community Svc Dir	1.000	1.000	1.000	1.000
Marketing & Development Coord		1.000	1.000	1.000
Office Technician	1.000			
Literacy Specialist				0.500
6005 Library Administration Total	3.000	4.000	4.000	4.500
6009 Technical Services				
Lib Automation Svc Coord	1.000	1.000	1.000	1.000
Librarian I		1.000	1.000	1.000
Librarian II	1.000			
Library Technician		2.000	2.000	2.000
Office Technician		1.000	1.000	1.000
Sr Library Technician	1.000			
Technical Services Manager	1.000	1.000	1.000	1.000
6009 Technical Services Total	4.000	6.000	6.000	6.000
6010 Support Services				
Librarian I	1.000			
Librarian II	1.000			
Library Aide	1.000			
Library Clerk	1.000			
Library Technician	1.000			
Office Technician	1.000			
Sr Library Technician	2.000			
6010 Support Services Total	8.000			
6011 Steinbeck Library				
Librarian I	3.000	3.500	4.000	4.000
Librarian II	1.000	1.000	1.000	2.000
Library Aide		1.000	1.000	1.000
Library Clerk	3.500	3.500	3.500	3.500
Library Page		1.000	1.000	1.000
Sr Library Technician		1.000	1.000	1.000
6011 Steinbeck Library Total	7.500	11.000	11.500	12.500

LIBRARY SERVICES

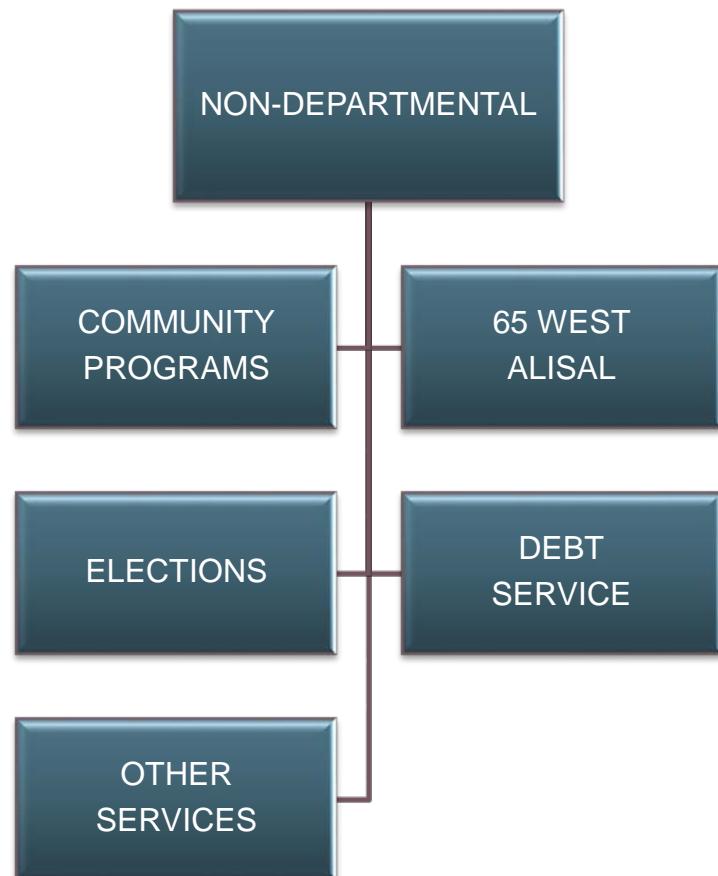
Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
6012 Cesar Chavez Library				
Librarian I	5.000	5.000	4.500	4.500
Librarian II	1.000	1.000	1.000	1.000
Library Clerk	3.500	2.500	2.500	2.500
Library Page	1.000	1.000	1.000	1.000
Library Technician	2.000	1.000	1.000	1.000
6012 Cesar Chavez Library Total	12.500	10.500	10.000	10.000
6013 El Gabilan Library				
Librarian I	1.000			
Librarian II	1.000	1.000	1.000	
Library Clerk	1.500	2.500	2.500	2.500
Library Page	1.000			
Library Technician	1.000	1.000	1.000	1.000
6013 El Gabilan Library Total	5.500	4.500	4.500	3.500
6015 Community Education				
Community Education Manager		1.000	1.000	1.000
Literacy Assistant	1.000	1.000	2.000	2.000
Literacy Clerk	1.000	1.000		
Literacy Program Mgr	1.000			
Senior Librarian		2.000	2.000	2.000
6015 Community Education Total	3.000	5.000	5.000	5.000
Total	43.500	41.000	41.000	41.500



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NON-DEPARTMENTAL Organizational Chart



NON-DEPARTMENTAL Summary

Purpose

The Non-Departmental budget supports community programs; the City's repayment of outstanding bond issues; the cost of elections; the cost of operating the 65 West Alisal Street facility; and various operating costs that are not directly charged to a specific departmental operating budget.

Top Accomplishments for FY 2018-19

Organizational Effectiveness Initiative

1. Successfully made all debt service payments during the year
2. Tracked all of the severance and retirement incentives

City Council Goals, Strategies, and Objectives for FY 2019-20

Organizational Effectiveness Initiative

1. Continue to make timely debt service payments
2. Track severance and retirement incentives
3. Continue to track all non-departmental activity

Major Budget Changes

None

NON-DEPARTMENTAL Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
8001 Community Programs	208,696	280,388	210,000	210,000
8002 Elections	590,707		500,000	
8003 65 West Alisal	32,743	51,629	76,200	54,000
8004 Debt Service	2,175,755	2,437,610	4,690,238	6,928,900
8005 Other Services	6,287,711	18,054,392	4,862,493	5,895,468
8010 Intermodal Transp Center	109,002	103,367	163,160	164,360
Total	9,404,615	20,927,386	10,502,091	13,252,728

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,066,188	12,056,497	586,000	546,000
62 - Supplies & Materials	14,030	8,555	16,855	11,400
63 - Outside Services	1,939,107	1,632,974	1,856,443	1,952,860
64 - Other Charges	3,888,997	4,687,712	3,081,926	4,154,568
65 - Debt Service	2,175,755	2,437,610	4,690,238	6,305,700
66 - Capital Outlays	135,032	66,527	235,119	247,200
69 - Financial Assistance	185,505	37,510	35,510	35,000
Total	9,404,615	20,927,386	10,502,091	13,252,728

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	6,818,587	18,149,532	5,385,103	5,998,328
1100 Measure E	191,300	191,300		
1200 Measure G		2,548		
2506 PEG Cable Franchise	218,973	146,396	426,750	325,500
4104 2014 COP Consolidation	233,300	230,123	232,456	226,700
4107 Measure X Bonds			2,218,582	2,332,000
4108 Energy Improvement	1,245,888	1,509,555	1,540,179	1,571,600
4109 2015 Refunding COP 2005 A & B	696,567	697,932	699,021	700,300
4106 2018 Lease-PS Building-Police				1,569,800
4110 2018 Lease-El Gabilan Library				528,500
Total	9,404,615	20,927,386	10,502,091	13,252,728

NON-DEPARTMENTAL Community Programs Division

8001

Purpose

Provide support to the Rodeo and for "Big Week" activities.

Division Operations

1. Provide City services to ensure the success of community events.

Major Budget Changes

None

NON-DEPARTMENTAL

8001 Community Programs Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	208,414	232,603		
64 - Other Charges	282	47,785	210,000	210,000
Total	208,696	280,388	210,000	210,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	208,696	280,388	210,000	210,000
Total	208,696	280,388	210,000	210,000

NON-DEPARTMENTAL Elections Division

8002

Purpose

Conduct all municipal elections.

Division Operations

1. Conduct municipal elections.

Major Budget Changes

None

NON-DEPARTMENTAL

8002 Elections Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
63 - Outside Services	590,707		500,000	
Total	590,707		500,000	

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	590,707		500,000	
Total	590,707		500,000	

Purpose

Maintain City owned facility through preventative maintenance and repairs to ensure a clean, safe and well-operated facility for tenants.

Division Operations

1. Maintain facility in top operating condition.

Major Budget Changes

None

NON-DEPARTMENTAL

8003 65 West Alisal Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
62 - Supplies & Materials	4,021	8,339	10,000	10,000
63 - Outside Services	28,722	43,291	66,200	44,000
Total	32,743	51,629	76,200	54,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	32,743	51,629	76,200	54,000
Total	32,743	51,629	76,200	54,000

NON-DEPARTMENTAL Debt Service Division

8004

Purpose

Provide a record of the 1997 "Certificates of Participation" (COP) for Landfill Proceeds; 1999 COP (Animal Shelter); and 2002 COP (Steinbeck Center) COP; bond transactions. Debt service payments for 1997 COP are partially supported by the annual payment from the Salinas Valley Solid Waste Authority. Debt payments for the 2002 COP are supported by lease payments from the National Steinbeck Center

Division Operations

1. Ensure timely payment to bondholders.

Major Budget Changes

None

NON-DEPARTMENTAL

8004 Debt Service Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
63 - Outside Services				576,500
65 - Debt Service	2,175,755	2,437,610	4,690,238	6,305,700
66 - Capital Outlays				46,700
Total	2,175,755	2,437,610	4,690,238	6,928,900
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
4104 2014 COP Consolidation	233,300	230,123	232,456	226,700
4107 Measure X Bonds			2,218,582	2,332,000
4108 Energy Improvement	1,245,888	1,509,555	1,540,179	1,571,600
4109 2015 Refunding COP 2005 A & B	696,567	697,932	699,021	700,300
4106 2018 Lease-PS Building-Police				1,569,800
4110 2018 Lease-El Gabilan Library				528,500
Total	2,175,755	2,437,610	4,690,238	6,928,900

NON-DEPARTMENTAL

Other Services Division

8005

Purpose

Provide funds for expenses which cannot be properly charged to specific departments or programs.

Division Operations

1. Provide adequate funding for all non-departmental expenses.

Major Budget Changes

None

NON-DEPARTMENTAL

8005 Other Services Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	857,774	11,823,894	586,000	546,000
62 - Supplies & Materials	8,082	62	5,555	
63 - Outside Services	1,228,760	1,502,659	1,144,883	1,185,900
64 - Other Charges	3,872,557	4,623,739	2,855,426	3,928,068
66 - Capital Outlays	135,032	66,527	235,119	200,500
69 - Financial Assistance	185,505	37,510	35,510	35,000
Total	6,287,711	18,054,392	4,862,493	5,895,468

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	5,877,438	17,714,148	4,435,743	5,569,968
1100 Measure E	191,300	191,300		
1200 Measure G		2,548		
2506 PEG Cable Franchise	218,973	146,396	426,750	325,500
Total	6,287,711	18,054,392	4,862,493	5,895,468

NON-DEPARTMENTAL

Intermodal Transportation Center

8010

Purpose

The Intermodal Transportation Center (“ITC”) was owned and operated by the former redevelopment agency. The City retained the property in 2012, and the operational expenses have been born by the general fund parking lease revenue. The City has a plan to maintain the ITC as a cost center, using the lease revenues to offset the cost of operations.

Lease payments will be received from Greyhound and Amtrak. The City also leases the parking lot to the County for juror parking, in exchange for security services.

Division Operations

1. Provide centralized site for Intermodal Transportation in the City

Major Budget Changes

None

NON-DEPARTMENTAL

8010 Intermodal Transp Center Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
62 - Supplies & Materials	1,926	155	1,300	1,400
63 - Outside Services	90,918	87,024	145,360	146,460
64 - Other Charges	16,157	16,188	16,500	16,500
Total	109,002	103,367	163,160	164,360

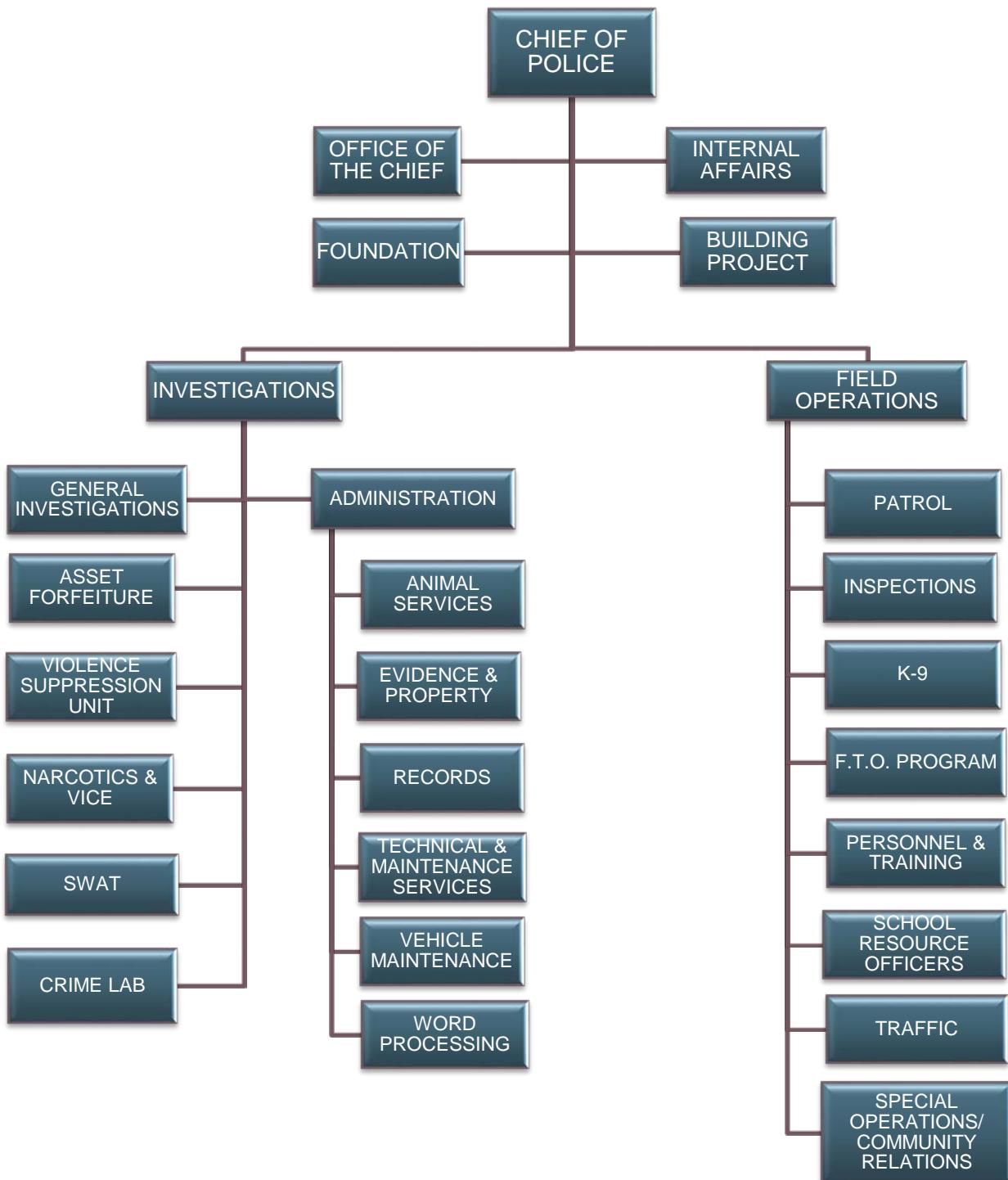
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	109,002	103,367	163,160	164,360
Total	109,002	103,367	163,160	164,360



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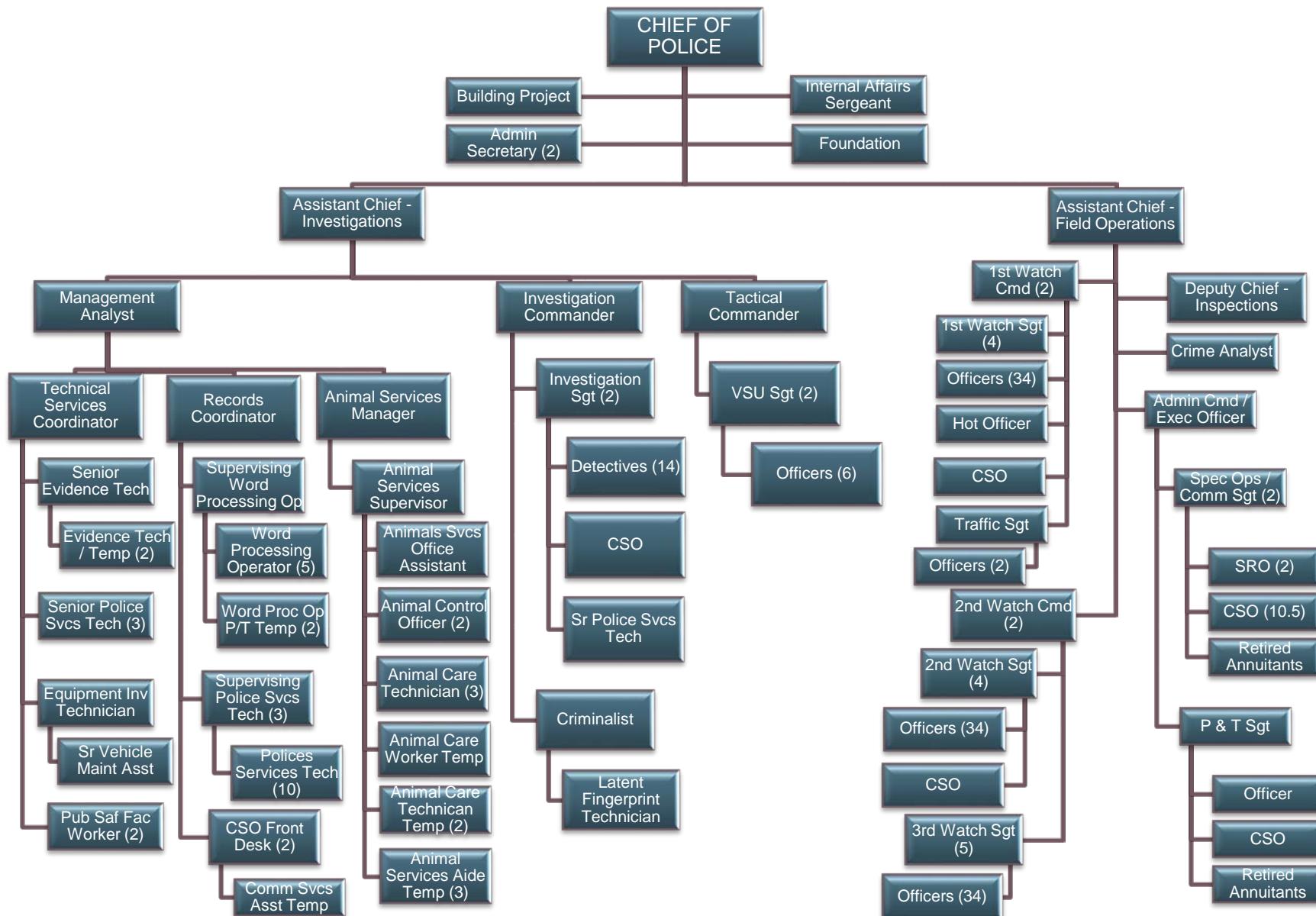
POLICE DEPARTMENT

Organizational Chart



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 2018-2019

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. Created the Homeless Outreach Team and assigned a full time officer to the team.
3. Continued to refine shooting review process to more effectively use limited resources and involve other allied agencies.
4. Supported City yard personnel in ongoing cleanups of homeless encampments
5. 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. Re-organized the investigation bureau by reassigning cases based on areas of expertise.
2. Institutionalized Body Worn Cameras in patrol personnel to enhance the Department's transparency and trust within the community.
3. Continued the implementation of the Collaborative Reform Program with the Department of Justice.
4. Continued to implement the community policing concept to increase communication with the community.

Quality of Life

1. Established the Special Operations 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.
3. Created the Salinas Violence Suppression Task Force in cooperation with federal agencies to reduce the violent crimes afflicting Salinas

City Council Goals, Strategies, and Objectives for FY 2019-20

Economic Diversity and Prosperity

1. Continue to increase staffing to reduce overtime.
2. Enhance police presence to create a safe, business friendly environment to promote economic growth in City of Salinas.
3. Created an Enduro Downtown Outreach Team to augment the efforts of the Homeless Outreach Team and provide safety and community policing efforts to the downtown corridor.

POLICE DEPARTMENT

Summary (Continued)

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.
2. Continue the process 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 FY19-20. 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

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
4110 Police Administration	1,161,293	1,255,261	1,169,912	1,151,667
4111 Community Relations	270,355	161,554	3,160	
4112 Personnel & Training	860,971	1,081,084	1,222,988	1,200,000
4116 Special Operations	613,260	691,639	780,075	769,900
4130 Support Services	4,295,256	5,348,358	5,630,517	5,589,586
4131 Technical Services	433,243	477,220	539,593	534,490
4132 Word Processing	580,091	691,085	656,450	678,770
4133 Evidence & Property	262,139	248,140	299,070	254,780
4134 Records	1,260,264	1,327,590	1,385,110	1,366,730
4137 Maintenance Services	1,128	195,841	220,360	206,240
4170 Animal Control Services	833,218	837,252	1,016,067	1,022,070
4171 Animal Control Svc -Agencies	100,056	87,976	102,420	116,780
4220 Field Operations	28,472,362	30,611,220	32,147,586	33,075,530
4221 Traffic	318,893	360,722	408,780	408,840
4250 Retired Annuitants	55,950	13,177	74,500	19,000
4340 Investigations	4,600,980	4,967,018	5,582,454	5,648,400
4341 Narcotics	22,388	98,818	97,500	62,700
4342 School Resource Officers		191,106	709,264	491,530
4343 Violence Suppression	1,350,894	1,654,251	1,554,540	1,484,490
4380 Asset Seizure	22,111	18,640	56,000	45,000
4390 Joint Gang Task Force	62,216			
Total	45,577,067	50,317,953	53,656,344	54,126,503

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	40,728,113	44,162,144	46,768,004	47,241,810
62 - Supplies & Materials	688,200	869,659	1,123,751	1,285,466
63 - Outside Services	3,769,796	4,677,590	4,937,413	4,859,400
64 - Other Charges	291,684	532,144	660,235	645,560
66 - Capital Outlays	99,275	76,417	166,941	94,267
Total	45,577,067	50,317,953	53,656,344	54,126,503

POLICE DEPARTMENT

Summary

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	36,059,797	38,458,168	39,644,570	39,820,047
1100 Measure E	3,406,966	3,680,898	4,009,270	4,054,520
1200 Measure G	5,199,160	6,807,099	8,136,886	8,708,390
2201 Sales Tax-SB172	400,000	300,000	400,000	400,000
2202 Supplemental Law Enf - AB3229	200,000	605,451	406,000	280,000
2502 Asset Seizure	22,111	18,640	56,000	45,000
2504 Vehicle Abatement	183,297	184,039	200,650	205,900
3163 2014 COPS Hiring SRO		163,938	686,194	491,530
3302 Cal ID / RAN Grant	105,736	99,720	116,775	121,116
Total	45,577,067	50,317,953	53,656,344	54,126,503
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4110 Police Administration	5.000	5.000	5.000	5.000
4111 Community Relations	3.000	1.000		
4112 Personnel & Training	1.000	3.000	3.000	3.000
4116 Special Operations	5.500	5.500	4.500	5.500
4130 Support Services	7.000	7.000	7.000	7.000
4131 Technical Services	4.000	3.000	3.000	3.000
4132 Word Processing	6.000	6.000	6.000	6.000
4133 Evidence & Property	2.000	2.000	2.000	2.000
4134 Records	13.000	14.000	14.000	14.000
4137 Maintenance Services		2.000	2.000	2.000
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	129.000	140.000	148.000	146.000
4221 Traffic	1.000	1.000	1.000	1.000
4340 Investigations	24.000	21.000	21.000	22.000
4342 School Resource Officers	9.000	9.000	3.000	3.000
4343 Violence Suppression	8.000	4.000	4.000	4.000
4390 Joint Gang Task Force	2.000			
Total	227.500	231.500	231.500	231.500



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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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Travel Authorizations (For Chief Only)	5	5	5	5	5
Internal Investigations Completed	16	15	8	8	8

Major Budget Changes

None

POLICE DEPARTMENT
4110 Police Administration Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,114,698	1,190,120	1,111,580	1,092,000
62 - Supplies & Materials	5,518	11,377	7,782	9,100
63 - Outside Services	300	17,382	9,400	9,500
64 - Other Charges	16,966	19,559	21,883	21,800
66 - Capital Outlays	23,811	16,823	19,267	19,267
Total	1,161,293	1,255,261	1,169,912	1,151,667

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	879,422	969,320	909,752	888,087
1200 Measure G	281,871	285,940	260,160	263,580
Total	1,161,293	1,255,261	1,169,912	1,151,667

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4110 Police Administration	5.000	5.000	5.000	5.000
Total	5.000	5.000	5.000	5.000

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

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
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

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	454,580	709,343	723,420	719,800
62 - Supplies & Materials	30,355	14,521	46,305	37,300
63 - Outside Services	103,466	146,570	125,100	130,000
64 - Other Charges	271,795	207,595	328,163	312,900
66 - Capital Outlays	775	3,055		
Total	860,971	1,081,084	1,222,988	1,200,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	741,089	650,787	679,883	929,260
1100 Measure E		338,521	363,800	95,740
1200 Measure G	119,882	91,776	179,305	175,000
Total	860,971	1,081,084	1,222,988	1,200,000

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4112 Personnel & Training	1.000	3.000	3.000	3.000
Total	1.000	3.000	3.000	3.000

POLICE DEPARTMENT

Special Operations Unit

4116

Purpose

To work with Salinas residents to address neighborhood crime issues, promote community safety programs to reduce crime, and to increase community engagement. 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.
9. Present crime prevention programs through Neighborhood Watch and public presentations/community events.
10. Through the PAL and Explorer program, support, coordinate, and facilitate youth activities and programs.
11. Strengthen communication with Salinas's residents through a variety of traditional and non-traditional public outreach initiatives, including conducting community academies.
12. 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.
13. Continue to support the Police/Community Advisory Committee in their efforts to build a safe and peaceful community.
14. Continue to reach out to the community through a variety of recruitment activities.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Special Events Planned and Managed	118	120	125	125	130
Special Events Staffed and Supervised with Police Officers	118	120	125	125	130
Alcohol Permit Review	80	111	150	150	175
Neighborhood Watch Presentations	5	10	10	10	15
Community Presentations	15	20	20	25	30

Major Budget Changes

Community Relations Unit was merged with Special Operations Unit.
Request increase in special supplies funds to purchase gadgets used with children at various events

POLICE DEPARTMENT
4116 Special Operations Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	590,080	672,831	710,380	722,700
62 - Supplies & Materials	23,150	15,908	21,715	20,500
63 - Outside Services	30		3,900	10,000
64 - Other Charges		2,900	16,700	16,700
66 - Capital Outlays			27,380	
Total	613,260	691,639	780,075	769,900

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	297,190	350,799	365,895	363,770
1100 Measure E	132,773	88,017	118,110	98,810
1200 Measure G		68,784	95,420	101,420
2504 Vehicle Abatement	183,297	184,039	200,650	205,900
Total	613,260	691,639	780,075	769,900

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4116 Special Operations	5.500	5.500	4.500	5.500
Total	5.500	5.500	4.500	5.500

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.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Investigate/reconstruct major crime scenes	48	45	40	36	40
Latent Print Investigations	311	420	400	278	300
Firearms Processed	197	220	240	300	300

Major Budget Changes

Request increase in equipment funds to purchase a latent print machine. Current machine is over 10 years old and does not support concurrent interface with FBI and DOJ databases.

POLICE DEPARTMENT
4130 Support Services Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,039,429	1,149,907	1,255,300	1,258,060
62 - Supplies & Materials	75,391	51,482	69,322	76,966
63 - Outside Services	3,170,286	4,128,180	4,263,400	4,211,500
64 - Other Charges	1,477	8,341	10,995	11,060
66 - Capital Outlays	8,674	10,448	31,500	32,000
Total	4,295,256	5,348,358	5,630,517	5,589,586

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	3,921,788	4,886,411	5,132,042	5,060,520
1100 Measure E	134,195	208,674	203,230	221,390
1200 Measure G	133,537	153,554	178,470	186,560
3302 Cal ID / RAN Grant	105,736	99,720	116,775	121,116
Total	4,295,256	5,348,358	5,630,517	5,589,586

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4130 Support Services	7.000	7.000	7.000	7.000
Total	7.000	7.000	7.000	7.000

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

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Complete Uniform Crime Reports	12	12	12	12	12
Process Citations for Court	3,627	3,902	5,000	4,000	5,000

Major Budget Changes

None

POLICE DEPARTMENT
4131 Technical Services Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	386,960	382,108	447,020	443,590
62 - Supplies & Materials	27,265	64,570	60,700	62,200
63 - Outside Services	19,018	29,642	30,973	27,800
64 - Other Charges		900	900	900
Total	433,243	477,220	539,593	534,490

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	422,312	454,539	528,593	523,490
1200 Measure G	10,931	22,681	11,000	11,000
Total	433,243	477,220	539,593	534,490

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4131 Technical Services	4.000	3.000	3.000	3.000
Total	4.000	3.000	3.000	3.000

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

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Police Reports Completed	18,948	15,470	22,000	20,000	20,000

Major Budget Changes

None

POLICE DEPARTMENT
4132 Word Processing Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	448,626	579,622	540,250	564,670
62 - Supplies & Materials	7,684	6,506	11,600	8,000
63 - Outside Services	123,781	103,858	103,000	105,000
64 - Other Charges		1,100	1,100	1,100
66 - Capital Outlays			500	
Total	580,091	691,085	656,450	678,770

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	579,288	632,254	587,180	603,770
1200 Measure G	803	58,831	69,270	75,000
Total	580,091	691,085	656,450	678,770

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4132 Word Processing	6.000	6.000	6.000	6.000
Total	6.000	6.000	6.000	6.000

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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Process evidence into storage	11,739	9,809	9,660	11,865	12,000
Purge evidence	10,553	8,906	10,320	8,409	10,000

Major Budget Changes

Requested to outsource purging services to allow for the purging of evidence and property in anticipation of new Police Facility.

POLICE DEPARTMENT
4133 Evidence & Property Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	253,148	240,973	289,520	245,380
62 - Supplies & Materials	4,281	5,407	7,600	7,600
64 - Other Charges	90	1,760	1,950	1,800
66 - Capital Outlays	4,619			
Total	262,139	248,140	299,070	254,780

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	254,519	235,142	289,070	244,780
1200 Measure G	7,619	12,998	10,000	10,000
Total	262,139	248,140	299,070	254,780

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4133 Evidence & Property	2.000	2.000	2.000	2.000
Total	2.000	2.000	2.000	2.000

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. Purge selected police records on an on-going basis.
8. Continually improve and streamline the efficiency and effectiveness of the Records Unit.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Arrest Packets Completed for Court	5,300	5,475	5,300	5,600	5,900
Reports Processed		24,312	22,000	25,000	24,500

Major Budget Changes

None

POLICE DEPARTMENT

4134 Records Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,234,028	1,305,985	1,362,410	1,343,530
62 - Supplies & Materials	16,191	16,465	18,800	20,300
63 - Outside Services			200	
64 - Other Charges	200	2,800	2,900	2,900
66 - Capital Outlays	9,845	2,340	800	
Total	1,260,264	1,327,590	1,385,110	1,366,730

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,022,831	1,138,897	1,153,120	1,129,180
1100 Measure E	2,474	2,340	2,500	2,500
1200 Measure G	234,958	186,353	229,490	235,050
Total	1,260,264	1,327,590	1,385,110	1,366,730

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4134 Records	13.000	14.000	14.000	14.000
Total	13.000	14.000	14.000	14.000

POLICE DEPARTMENT

Maintenance Services Unit

4137

Purpose

Maintain and provide vehicle maintenance for the Salinas Police Department. Maintain specialized vehicle equipment such as: sirens, lights, radar and communications, as well as all related safety equipment and supplies. Continue data entry for preventive maintenance and vehicle repair history database. Maintain department offices in police department building, City Hall and two rented locations.

Division Operations

1. Perform vehicle repairs in a timely manner.
2. Submit timely government fleet smog compliance reports to State Bureau of Automotive Repair.
3. Manage and maintain radio communications equipment.
4. Maintain positive relations with internal and external customers in promoting community-oriented philosophy.
5. Assist in the maintenance of mobile computer terminals.
6. Maintain police department portion of new city-wide vehicle management software

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Building Deficiencies Rectified	35	40	30	40	30

Major Budget Changes

Increased budget request to allow for increased costs due to repair and maintenance of aging fleet and building.

POLICE DEPARTMENT
4137 Maintenance Services Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	685	182,057	205,360	191,240
62 - Supplies & Materials	423	13,784	15,000	15,000
63 - Outside Services	1			
64 - Other Charges	18			
Total	1,128	195,841	220,360	206,240

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,128	195,841	220,360	206,240
Total	1,128	195,841	220,360	206,240

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4137 Maintenance Services		2.000	2.000	2.000
Total		2.000	2.000	2.000

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

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Animals Licensed	7,000	9,000	9,500	10,300	10,500
Animals Returned to Owner	609	619	650	450	650

Major Budget Changes

Requested the increase of one part time clerical position to one full time clerical position.

POLICE DEPARTMENT
4170 Animal Control Services Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	662,671	674,725	732,780	746,170
62 - Supplies & Materials	49,538	42,254	60,850	55,500
63 - Outside Services	104,152	107,008	193,637	188,600
64 - Other Charges	350	4,000	3,800	3,800
66 - Capital Outlays	16,507	9,264	25,000	28,000
Total	833,218	837,252	1,016,067	1,022,070

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	707,172	708,138	887,337	888,440
1100 Measure E	119,329	118,451	115,230	120,130
1200 Measure G	6,717	10,663	13,500	13,500
Total	833,218	837,252	1,016,067	1,022,070

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4170 Animal Control Services	7.000	7.000	7.000	7.000
Total	7.000	7.000	7.000	7.000

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

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Animals Received (City of Marina only)	196	184	185	165	185

Major Budget Changes

None

POLICE DEPARTMENT
4171 Animal Control Svc -Agencies Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	100,056	87,276	101,720	116,080
64 - Other Charges		700	700	700
Total	100,056	87,976	102,420	116,780

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	100,056	87,976	102,420	116,780
Total	100,056	87,976	102,420	116,780

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4171 Animal Control Svc -Agencies	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Community Oriented Policing Activities (per patrol officer per year)**	n/a		100	100	100

Major Budget Changes

Multiple positions remain vacant for 19-20. Fleet replacement needs funds. SWAT needs funds for equipment replacement which is aging out. Range staff requesting increase in funding for ammo mandated for training.

POLICE DEPARTMENT
4220 Field Operations Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	27,982,942	29,756,131	31,107,140	31,929,230
62 - Supplies & Materials	423,184	573,358	715,548	851,400
63 - Outside Services	66,236	69,889	110,603	116,000
64 - Other Charges		178,500	178,800	178,900
66 - Capital Outlays		33,342	35,495	
Total	28,472,362	30,611,220	32,147,586	33,075,530

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	21,351,059	21,764,735	21,922,354	22,026,750
1100 Measure E	2,120,836	2,074,314	2,355,030	2,734,500
1200 Measure G	4,400,468	5,866,721	7,064,202	7,634,280
2201 Sales Tax-SB172	400,000	300,000	400,000	400,000
2202 Supplemental Law Enf - AB3229	200,000	605,451	406,000	280,000
Total	28,472,362	30,611,220	32,147,586	33,075,530

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4220 Field Operations	129.000	140.000	148.000	146.000
Total	129.000	140.000	148.000	146.000

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

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Percent reduction in collisions at five most accident-prone locations	8.1%	up 4.13%	100.0%	3% Increase	100.0%
Percent Reduction in Fatal Accidents	9%	0%	100.0%	34.0%	100.0%

Major Budget Changes

** With the exception of a 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. The unit will be augmented as staffing allows.

POLICE DEPARTMENT
4221 Traffic Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	314,179	342,064	385,880	386,440
62 - Supplies & Materials	4,714	9,512	13,200	13,600
63 - Outside Services		345	900	
64 - Other Charges		8,800	8,800	8,800
Total	318,893	360,722	408,780	408,840

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	318,893	360,722	408,780	408,840
Total	318,893	360,722	408,780	408,840

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4221 Traffic	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

POLICE DEPARTMENT

Retired Annuitants Division

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 Kiddie Capers 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.
3. Retired Annuitants no longer work City Council meetings.
4. Retired Annuitants no longer work Truancy Abatement.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Patrol hours per Retired Annt. Officer per Year	5		50	8	8
Special Event hours per Retired Annt Officer per Year	5		8	100	100
Truancy Abatement hours worked	900		900	N/A	N/A
City Council Security Hours per Year	240		100	N/A	N/A

Major Budget Changes

None

POLICE DEPARTMENT
4250 Retired Annuitants Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	54,595	13,177	72,500	17,000
62 - Supplies & Materials	1,355		2,000	2,000
Total	55,950	13,177	74,500	19,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	55,950	13,177	74,500	19,000
Total	55,950	13,177	74,500	19,000

POLICE DEPARTMENT

Investigation 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

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Investigations Completed	N/A	503	350	380	400
Average Clearance Rate/All Cases	N/A	90%	95%	95%	95%

Major Budget Changes

Several positions are vacant in this unit. Request for additional funding to purchase investigative tools to replace obsolete equipment.

POLICE DEPARTMENT
4340 Investigations Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	4,512,152	4,908,935	5,513,210	5,564,800
62 - Supplies & Materials	8,674	11,650	21,800	35,500
63 - Outside Services	79,366			
64 - Other Charges	788	45,288	47,444	48,100
66 - Capital Outlays		1,145		
Total	4,600,980	4,967,018	5,582,454	5,648,400

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	4,275,096	4,356,440	4,976,454	5,109,400
1100 Measure E	323,510	588,947	603,000	536,000
1200 Measure G	2,374	21,631	3,000	3,000
Total	4,600,980	4,967,018	5,582,454	5,648,400

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4340 Investigations	24.000	21.000	21.000	22.000
Total	24.000	21.000	21.000	22.000

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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Investigations Completed			0	0	0

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

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits		60,578	10,000	1,000
62 - Supplies & Materials	2,109	701	12,600	20,500
63 - Outside Services	20,279	26,339	63,700	30,000
64 - Other Charges		11,200	11,200	11,200
Total	22,388	98,818	97,500	62,700

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	22,388	98,818	97,500	62,700
Total	22,388	98,818	97,500	62,700

POLICE DEPARTMENT

School Resource Officers Unit

4342

Purpose

Work with the schools and surrounding neighborhood to impact negative student activities, such as violence, gang recruitment, vandalism, and truancy.

Division Operations

1. Build and maintain relationships with the school community, by working with the administrators, faculty, students, and other staff.
2. Help promote a safe learning environment by maintaining a presence at the assigned middle or high schools.
3. Enhance transparency by communicating regularly with school students, faculty, administrators, other school staff, and parents about issues of concern to the schools as well as ongoing approaches to resolving them.

Performance Measure

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Assigned Cases	N/A	29		40	42
Presentations/Meetings	N/A	415		600	600
Counseling Session	N/A	55		80	60

Major Budget Changes

SRO's were initially funded from COPS Hiring Program (CHP) which is from the Office of Community Oriented Policing Services. After 2020, these positions will be absorbed into Measure G.

POLICE DEPARTMENT
4342 School Resource Officers Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits		191,106	709,264	491,530
Total		191,106	709,264	491,530
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1200 Measure G		27,168	23,070	
3163 2014 COPS Hiring SRO		163,938	686,194	491,530
Total		191,106	709,264	491,530
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4342 School Resource Officers	9.000	9.000	3.000	3.000
Total	9.000	9.000	3.000	3.000

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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Gang Certifications/Registrations	n/a	21	16	10	10
Court Presentations/Expert Testimony	n/a	3	7	3	3
Weapons Seized	n/a	38	20	44	45
Gang related investigations		113	20	120	150
Gang related arrests		213	60	321	350
Weapons seized		38	20	44	45

Major Budget Changes

Re-established in October 2016 with one Sergeant and two officers. Augmented in 2018 with the addition of a one Sergeant and four officers. Morphed into the Salinas Violence Suppression Task Force and increased the number of personnel assigned to it by partnering up with State and Federal Agencies.

POLICE DEPARTMENT
4343 Violence Suppression Unit

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,310,156	1,571,822	1,490,270	1,408,590
62 - Supplies & Materials	3,014	27,791	8,270	20,000
63 - Outside Services	18,021	29,738	31,100	31,000
64 - Other Charges		24,900	24,900	24,900
66 - Capital Outlays	19,704			
Total	1,350,894	1,654,251	1,554,540	1,484,490

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	839,261	1,392,617	1,306,170	1,239,040
1100 Measure E	511,633	261,634	248,370	245,450
Total	1,350,894	1,654,251	1,554,540	1,484,490

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4343 Violence Suppression	8.000	4.000	4.000	4.000
Total	8.000	4.000	4.000	4.000

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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Cases adjudicated	n/a		0	ok	7

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

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
62 - Supplies & Materials			27,500	30,000
63 - Outside Services	22,111	18,640	1,500	
66 - Capital Outlays			27,000	15,000
Total	22,111	18,640	56,000	45,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2502 Asset Seizure	22,111	18,640	56,000	45,000
Total	22,111	18,640	56,000	45,000

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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Gang related investigations	n/a	n/a	n/a	n/a	n/a
Gang related arrests	n/a	n/a	n/a	n/a	n/a
Weapons seized	n/a	n/a	n/a	n/a	n/a

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

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
62 - Supplies & Materials	4,126			
63 - Outside Services	42,748			
66 - Capital Outlays	15,342			
Total	62,216			
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1100 Measure E	62,216			
Total	62,216			
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4390 Joint Gang Task Force	2.000			
Total	2.000			

POLICE DEPARTMENT

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4110 Police Administration				
Administrative Secretary	2.000	2.000	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		
Management Analyst			1.000	1.000
4110 Police Administration Total	5.000	5.000	5.000	5.000
4111 Community Relations				
Police Officer	1.000	1.000		
Police Officer - New Hire	1.000			
Police Sergeant	1.000			
4111 Community Relations Total	3.000	1.000		
4112 Personnel & Training				
Community Service Officer		1.000	1.000	1.000
Police Officer		1.000	1.000	1.000
Police Sergeant	1.000	1.000	1.000	1.000
4112 Personnel & Training Total	1.000	3.000	3.000	3.000
4116 Special Operations				
Community Service Officer	4.500	4.500	3.500	4.500
Police Sergeant	1.000	1.000	1.000	1.000
4116 Special Operations Total	5.500	5.500	4.500	5.500
4130 Support Services				
Community Service Officer	2.000	2.000	2.000	2.000
Crime Analyst	1.000	1.000	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
4130 Support Services Total	7.000	7.000	7.000	7.000
4131 Technical Services				
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
4131 Technical Services Total	4.000	3.000	3.000	3.000

POLICE DEPARTMENT

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
4132 Word Processing				
Supvsg Wrd Proc Operator	1.000	1.000	1.000	1.000
Word Processing Operator	5.000	5.000	5.000	5.000
4132 Word Processing Total	6.000	6.000	6.000	6.000
4133 Evidence & Property				
Evidence Technician	1.000	1.000	1.000	1.000
Sr Evidence Technician	1.000	1.000	1.000	1.000
4133 Evidence & Property Total	2.000	2.000	2.000	2.000
4134 Records				
Police Record Coord	1.000	1.000	1.000	1.000
Police Services Tech	9.000	10.000	10.000	10.000
Supvsg Police Serv Tech	3.000	3.000	3.000	3.000
4134 Records Total	13.000	14.000	14.000	14.000
4137 Maintenance Services				
Pub Safety Facilities Wkr		2.000	2.000	2.000
4137 Maintenance Services Total		2.000	2.000	2.000
4170 Animal Control Services				
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
4170 Animal Control Services Total	7.000	7.000	7.000	7.000
4171 Animal Control Svc -Agencies				
Animal Care Tech	1.000	1.000	1.000	1.000
4171 Animal Control Svc -Agencies Total	1.000	1.000	1.000	1.000
4220 Field Operations				
Community Service Officer	8.000	7.000	8.000	7.000
Deputy Chief of Police		1.000	1.000	1.000
Police Commander	4.000	4.000	4.000	4.000
Police Officer	62.000	58.000	49.000	42.000
Police Officer - New Hire	34.000	39.000	56.000	64.000

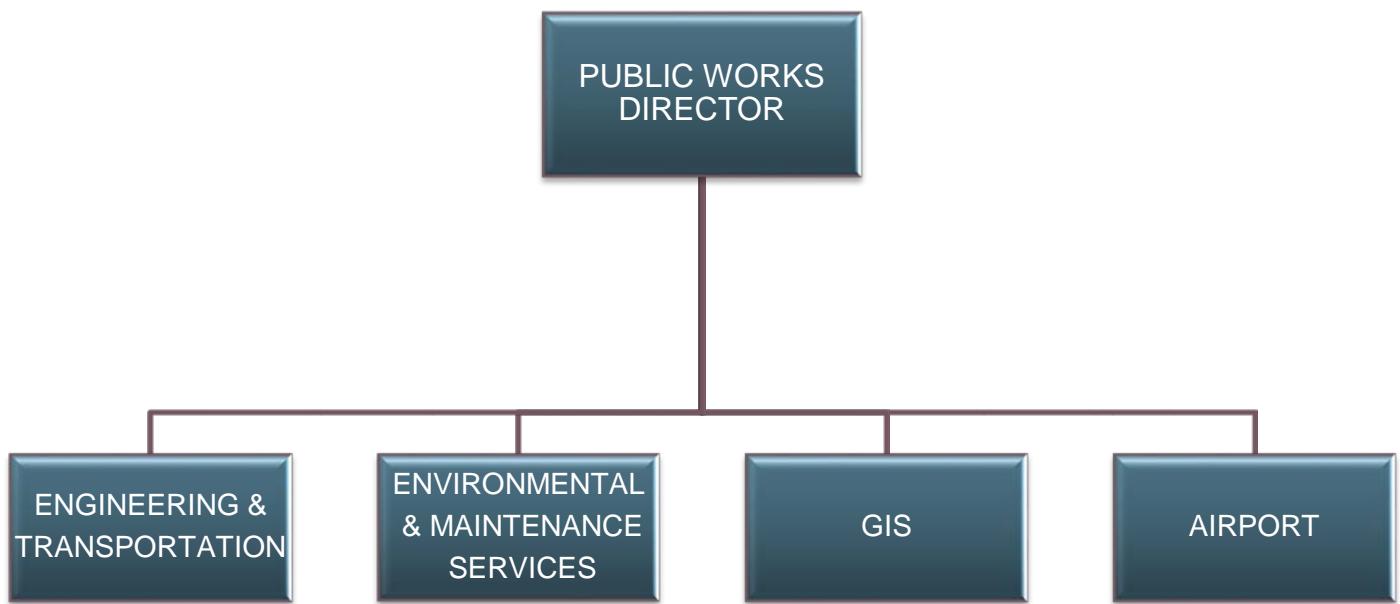
POLICE DEPARTMENT

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
Police Recruit	7.000	15.000	13.000	11.000
Police Sergeant	14.000	16.000	16.000	16.000
Assistant Chief of Police			1.000	1.000
4220 Field Operations Total	129.000	140.000	148.000	146.000
4221 Traffic				
Police Sergeant	1.000	1.000	1.000	1.000
4221 Traffic Total	1.000	1.000	1.000	1.000
4340 Investigations				
Community Service Officer	1.000	1.000	1.000	1.000
Deputy Chief of Police	2.000	1.000		
Police Commander	1.000	1.000	1.000	1.000
Police Officer	15.000	14.000	15.000	16.000
Police Officer - New Hire	2.000	1.000		
Police Sergeant	2.000	2.000	2.000	2.000
Senior Police Svc Tech	1.000	1.000	1.000	1.000
Assistant Chief of Police			1.000	1.000
4340 Investigations Total	24.000	21.000	21.000	22.000
4342 School Resource Officers				
Police Officer			1.000	1.000
Police Officer - New Hire	8.000	8.000	1.000	1.000
Police Sergeant	1.000	1.000	1.000	1.000
4342 School Resource Officers Total	9.000	9.000	3.000	3.000
4343 Violence Suppression				
Police Commander	1.000	1.000	1.000	1.000
Police Officer	5.000	1.000	1.000	1.000
Police Officer - New Hire	1.000	1.000	1.000	1.000
Police Sergeant	1.000	1.000	1.000	1.000
4343 Violence Suppression Total	8.000	4.000	4.000	4.000
4390 Joint Gang Task Force				
Police Officer - New Hire	1.000			
Police Sergeant	1.000			
4390 Joint Gang Task Force Total	2.000			
Total	227.500	231.500	231.500	231.500

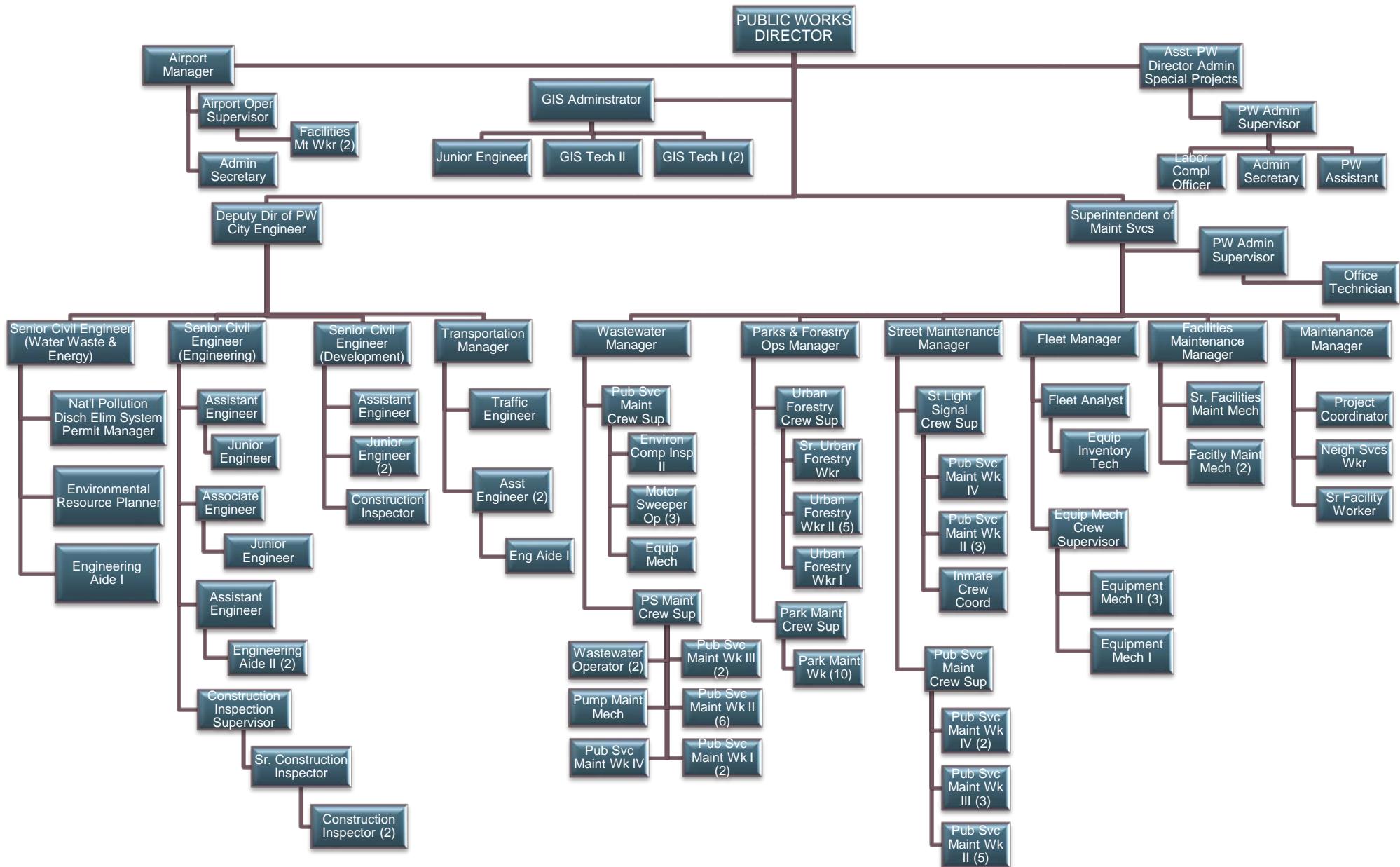
PUBLIC WORKS DEPARTMENT

Organizational Chart



PUBLIC WORKS DEPARTMENT

Organizational Chart



PUBLIC WORKS DEPARTMENT

Summary

Purpose

The Public Works Department consists of the Engineering; Engineering Administration; Traffic/Transportation; Water, Waste and Energy; Geographical Information Systems; and Environmental and Maintenance Services Divisions and the Airport. The Engineering and Traffic/Transportation Divisions provide management of the City's public infrastructure; plan and implement public capital improvements; examine private development plans and proposals with associated CEQA documents to ensure responsible growth as it relates to traffic issues and public infrastructure; administer programs and enforce governmental regulations. The Engineering Administration Division also manages the use and development of City properties, federal and state grants and special projects associated with them. Water, Waste and Energy serves special projects that have a strong environmental component and broader issues such as Greenhouse Gas Emissions, Urban Forestry and Greening, and Neighborhood Vibrancy. The Division oversees the City's Solid Waste and Recycling, NPDES Permit compliance and solar energy and efficiency programs while protecting the City's interests on a local and regional level. The Environmental and Maintenance Services Division protects the health of Salinas by providing maintenance services for all City infrastructure, vehicles and equipment, and ensures NPDES compliance in the field.

Top Accomplishments for FY 2018-2019

Economic Diversity and Prosperity

1. Downtown Vibrancy Plan Implementation
 - a. Coordination with stake holders while preparing construction documents for the Main Street Streetscape Project
 - b. Completion of Downtown Complete Streets Design and Bidding Project for construction in Fall 2019.
2. Support development of Salinas Travel Center project
3. Advancing Design of the Boronda Road Congestion Relief Project (future growth area).
4. Technical Support for the Economic Development Element and West Area Specific Plan approval process
5. Provide engineering and street maintenance support for various City special events
6. Complete Design and Construction for Freight Building remodel at Train Station to lease to Welcome Center
7. Complete Design for Sanitary and Storm line installation for Lincoln Ave Extension into the Train Station (ITS)
8. Complete Vibrancy plan and conceptual Design for the Williams Road Improvements.
9. Continuing work to develop sustainable parking enterprises which help support the city's economic sectors.

Safe, Livable Community

1. Continuing work with Monterey County Health Department to develop Traffic Safety education programs.
2. Continued homeless encampment cleanups, and responded to health concerns related to the spread of Hepatitis A.
3. Initiated a re-forestation program following the storms of 2017
4. Completed 95%Design of East Laurel Drive Pedestrian Improvements
5. Complete design and begin construction of Old Muni Pool phase 3
6. Complete 95% design on the Bardin Road SRTS Improvements.
7. Completed the E Laurel Drive/Saint Edwards Traffic Signal.
8. Completed design of the Alvin Drive Safe Routes to School Project for construction in Fall 2019.
9. Completed the North Sanborn Road Safety Improvement Project (Fall 2018).
10. Completed the East Market Street Safe Routes to School Project.
11. Working on design of 5 new traffic signals and a mini-roundabout for construction in 2019.
12. Constructed 2 of the 4 Priority Traffic Calming Projects and currently working with the communities on remaining two locations.

PUBLIC WORKS DEPARTMENT

Summary (Continued)

Effective, Sustainable Government

1. Developing Sustainable Citywide Parking Management Program
 - a. Created Parking Enterprises to better manage parking programs.
 - b. Demonstrated successful implementation of Parking Enforcement Enterprise; improving services while continuing to cover costs at the same time supporting the City's economic and safety objectives.
 - c. Adjusted rates in the Downtown Parking District for the first time in a decade to reduce dependence of the enterprise on the City General Fund.
2. Utilized Geographic Information Systems (GIS) for spatial analysis. Spatial analysis lets staff evaluate suitability and capability, estimate, predict, interpret and understand data. This capability is delivered to all City Departments to provide new perspectives to data driven decision-making.
3. Implemented innovative and emerging technology solutions to increase efficiency and effectiveness of City services
4. Coordination of EV stations transformer for the ITC center
5. Embarked upon the development of a Community-Based Public/Private Partnership (P3) process to potentially fund green infrastructure projects throughout the City.
6. Developing Proposition 26 fees to fund the costs of NPDES inspection and plan review activities
7. Continuing Implementation of the City Traffic Fee Ordinance.

Excellent Infrastructure

1. Completed the Pavement Management System analysis
2. Bonded Measure X funds for street improvements
3. Completed construction on the St Edwards Traffic Signal
4. Designing Boronda Road Improvements which provides increase capacity to four lanes and 5 new roundabouts at key intersections.
5. Begin construction of 2018 Slurry Seal project City Wide
6. Complete 80% design of San Juan Grade Road rehabilitation
7. Complete 90% design of Monte Bella Detention Basin Desiltation and Repair
8. Complete 80% design of High Priority Sanitary Sewer and manhole repairs
9. Complete the On-Call Job Order Contract for Sidewalk improvements
10. Complete Weatherproofing Women's Club Building.
11. Continuing Development of City's Active Transportation Plan.
12. Completed East Alisal Corridor Plan.
13. Secured grant funding to stretch transportation dollars.

Quality of Life

1. Completed the pre-development work for both the Salinas Public Safety Services Headquarters and new El Gabilan Library
2. Traffic Calming Improvements at Curtis Street, Riker Street and Ambrose Drive neighborhoods. Currently constructing traffic calming projects at Chaparral Street and working on Traffic Calming Plan for Cherokee Street neighborhood.
3. Repair the Tennis courts at Sherwood Park
4. Plant trees at Beacon Hill and Constitution

PUBLIC WORKS DEPARTMENT

Summary (Continued)

City Council Goals, Strategies, and Objectives for FY 2019-20

Economic Diversity and Prosperity

1. Develop and implement downtown parking strategy
2. Traffic Improvement Program and Fee Update
3. Design the Williams Road Utility Underground District and Beautification Project
4. Construct Main Street Streetscape in Oldtown (3 blocks)
5. Begin Construction on Boronda/McKinnon roundabout
6. Pursue funding for the East Laurel Drive Pedestrian Improvement project.
7. Support Extension of Caltrain Rail Service to Salinas.
8. Pursue control of East Market Street corridor (State Route) to support downtown revitalization.

Safe, Livable Community

1. Implementing ADA Transition Plan and Street Sign Management Plan
2. Embark on the most extensive Street repair effort in the City's history with more than \$35 million bonded and budgeted
3. Continue to develop the City's reforestation program
4. Complete neighborhood traffic calming projects
5. Construct East Alvin Drive Safe Routes to School Project
6. Complete design, property acquisition and utility relocation and begin construction for Bardin Road Safe Routes to School Project.
7. Complete Design for East Salinas Area Street Light installation
8. Begin construction for North Main/Navajo traffic signal project
9. Construct Downtown Complete Street Project.
10. Implement short term goals on the East Alisal Corridor Plan.

Effective, Sustainable Government

1. Complete a City wide GIS Needs Assessment, Develop and Deploy an Open Data Portal, and complete a Performance Management Program evaluation.
2. Utilize Geographic Information Systems (GIS) for spatial analysis. Spatial analysis lets staff evaluate suitability and capability, estimate, predict, interpret and understand data. This capability is delivered to all City Departments to provide new perspectives to data driven decision-making.
3. Continue to Implement innovative and emerging technology solutions to increase efficiency and effectiveness of City services
4. Use of Salinas Connect as a tool for better response to public inquires and prioritization of maintenance work
5. Expand the use of solar energy at Hitchcock Road
6. Assume responsibility for the Solid Waste Franchise Agreement
7. Recommend efficiencies to be born in the delivery of maintenance and repairs following the recommendation of an organizational study
8. Continue work on developing a Sustainable Citywide Parking Management Program
 - a. Propose initiatives to finance parking needs in downtown Salinas to meet parking demands, support economic vitality, and provide parking amenities.
 - b. Seek funding for assessment of parking needs for the Alisal area.
 - c. Develop parking programs to address parking demand in neighborhoods.
9. Complete a Prop 218 process in order to attain sustainable maintenance service levels in the Harden Ranch Maintenance District and North East Area Maintenance Districts

PUBLIC WORKS DEPARTMENT

Summary (Continued)

Excellent Infrastructure

1. Break ground on the Public Safety Services Headquarters and new El Gabilan Library projects (\$70 million)
2. Initiate Main Street Streetscape project
3. Break-ground with traffic calming and safety projects on West Alisal beginning at Main Street
4. Re-pave Circle Drive
5. Complete Construction of Elvee Drive Improvements
6. Complete design and funding of Laurel Avenue extension improvements.
7. Complete the Lincoln Avenue extension to the Intermodal Transportation Center
8. Complete the construction for the Sanitary and Storm Improvements for the ITC on Lincoln Ave extension
9. Complete the construction of San Juan Grade Road and Work Street rehabilitation
10. Complete construction for the 2018 slurry seal project
11. Complete Design and begin construction for Sanitary Sewer Pipe and Manhole Repairs
12. Implement City's Bike Share Program.

Quality of Life

1. Upgrade Cesar Chavez Library courtyard
2. Remodel of Natividad Creek Restroom
3. Installation of Hebron Heights and Closter Park Playground equipment
4. Continue work on Prioritized traffic calming locations.
5. Support smart growth vision for Future Growth Areas infrastructure.
6. Support Blue Zone Policies.
7. Develop Vision Zero Policy.
8. Fund and Complete City's Active Transportation Plan.

Major Budget Changes

None

PUBLIC WORKS DEPARTMENT

Summary

Expenditures by Program	16-17	17-18	18-19	19-20
	Actual	Actual	Amended	Proposed
Engineering and Transportation	3,414,727	3,498,605	4,107,977	3,525,305
Geographic Information Systems	430,693	545,876	486,710	603,170
Environmental and Maintenance Services	7,914,660	7,704,728	7,499,513	8,005,380
Total	11,760,080	11,749,209	12,094,200	12,133,855

Workforce by Program	16-17	17-18	18-19	19-20
	Authorized	Authorized	Authorized	Proposed
Engineering and Transportation	28.125	30.200	30.150	30.680
Geographic Information Systems	4.000	5.000	5.000	5.000
Environmental and Maintenance Services	47.625	48.700	46.500	46.750
Total	79.750	83.900	81.650	82.430

PUBLIC WORKS DEPARTMENT

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
5110 Engineering Administration	1,001,505	884,931	1,031,147	1,171,580
5115 Development Engineering	731,822	699,900	892,420	834,160
5120 Engineering Services	735,294	803,815	569,937	732,350
5122 Dev, Traffic & Transportation	578,671	585,877	682,767	719,060
5125 Eng Water & Solid Waste Division	367,437	524,083	931,706	68,155
5128 GIS Division	430,693	545,876	486,710	603,170
5230 Maintenance Administration	443,067	325,804	176,650	255,300
5231 Graffiti Abatement	127,370	137,803	184,090	197,100
5232 Facilities Maintenance	886,386	866,527	1,011,520	1,020,990
5234 Street Maintenance	1,987,154	2,057,732	2,010,630	2,214,650
5235 Street Lights	409,542	538,415	603,023	582,910
5236 Traffic Signals	236,539	241,939	323,400	323,400
5237 Environmental Compliance	20,872	108,144	112,580	121,470
5238 Parks and Community Services	2,526,736	2,413,218	2,302,040	2,302,750
5239 Urban Forestry	1,276,993	1,015,146	775,580	986,810
Total	11,760,080	11,749,209	12,094,200	12,133,855
Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	8,320,960	8,230,206	7,637,158	8,464,230
62 - Supplies & Materials	417,090	479,400	604,176	720,775
63 - Outside Services	2,889,179	2,823,559	3,670,245	2,775,100
64 - Other Charges	40,457	165,087	143,232	150,650
66 - Capital Outlays	92,394	50,957	39,390	23,100
Total	11,760,080	11,749,209	12,094,200	12,133,855
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	9,284,095	9,930,184	9,980,290	10,128,835
1100 Measure E	1,082,100	796,244	729,700	785,130
1200 Measure G	1,393,886	1,022,782	1,384,210	1,219,890
Total	11,760,080	11,749,209	12,094,200	12,133,855

PUBLIC WORKS DEPARTMENT

Summary

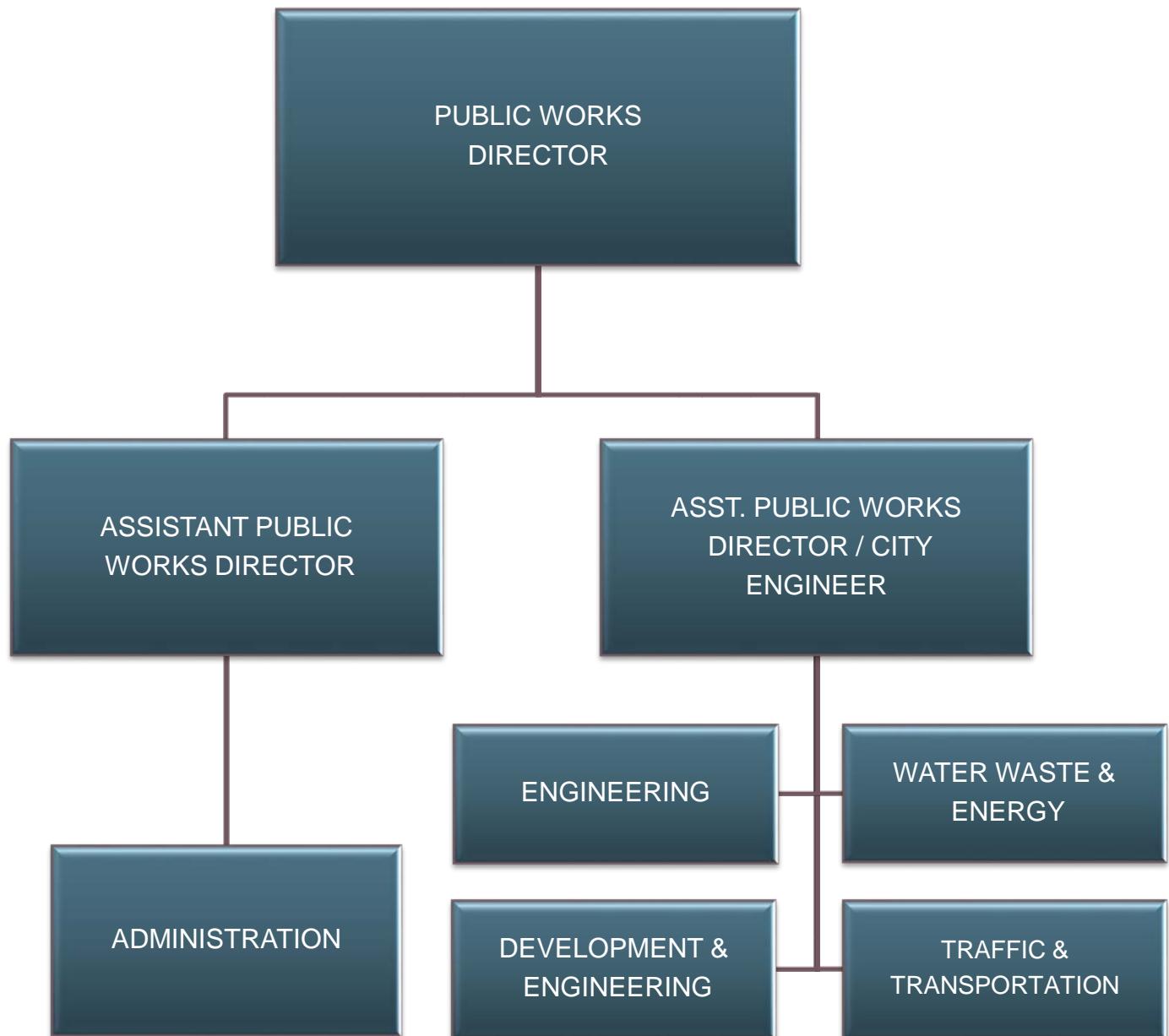
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5110 Engineering Administration	6.125	6.200	5.900	6.430
5115 Development Engineering	4.750	4.750	4.850	4.850
5120 Engineering Services	12.500	12.500	12.850	12.850
5122 Dev, Traffic & Transportation	4.000	6.000	5.000	5.000
5125 Eng Water & Solid Waste Division	0.750	0.750	1.550	1.550
5128 GIS Division	4.000	5.000	5.000	5.000
5230 Maintenance Administration	2.375	2.450	1.250	1.500
5231 Graffiti Abatement	1.000	1.000	1.000	1.000
5232 Facilities Maintenance	5.250	5.250	5.250	5.250
5234 Street Maintenance	17.000	18.000	17.000	17.000
5235 Street Lights	1.000	1.000	1.000	1.000
5237 Environmental Compliance	1.000	1.000	1.000	1.000
5238 Parks and Community Services	12.000	12.000	12.000	12.000
5239 Urban Forestry	8.000	8.000	8.000	8.000
Total	79.750	83.900	81.650	82.430



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ENGINEERING AND TRANSPORTATION

Organizational Chart



DEPARTMENT OF PUBLIC WORKS

Administration and Assessment Districts Division 5110

Purpose

Provide administrative support to the Department of Public Works, supervise and control the Department's operating and project budgets, implement and manage the Capital Improvements Program, manage all city-owned property, including leases/rents, administrative oversight of all Maintenance, Assessment, and Parking Districts , administrative oversight of all Public Works Grants, acquire property as needed for projects, administer programs dealing with energy efficiency, environmental and Labor Compliance on Public Works projects issues, and respond to citizen complaints and inquiries.

Division Operations

1. Supervise and manage Department services and resources in an efficient manner.
2. Represent the City in developing major development proposals (Vibrancy plans, Carr Lake)
3. Represent the City in key regional policy matters that include water, solid waste and energy
4. Represent the Department and City as needed in key intergovernmental issues (homelessness, BHC, violence reduction)
5. Administer the department's budget within approved authorized amounts.
6. Provide administrative and technical support to the department in the performance of its duties.
7. Manage all City Properties including leases, deeds, rents and the preservation of City owned historical buildings.
8. Manage all Assessment districts including the Landscape and Maintenance Districts, and Parking Districts
9. Manage all departmental grant application and reporting

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Percentage of lease payments received on time	100%	95%	100%	95%	100%
Percentage of maintenance district resident service complaints abated within 24 hours	100%	100%	100%	100%	100%
Percentage of assessment/maintenance district inquiries abated within 24 hours	100%	100%	100%	100%	100%
# and % eligible Construction Contracts that					
met/exceeded Local Hire requirements	New	8 / 80%	9 / 100%	9 / 100%	100%
met State Apprenticeship requirements	New	9 / 100%	8 / 100%	6 / 75%	100%
met/exceeded Federal DBE/MBE/WBE requirements	New	-	-	1 / 100%	2 / 100%
Federal / State grants administered	12	14	20	17	14
Construction Contracts Awarded (in dollars)	\$4.3 million	\$4.7 million	\$5 million	\$9.5 million	

Major Budget Changes

None

ENGINEERING AND TRANSPORTATION

5110 Engineering Administration Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	809,415	748,107	745,860	910,780
62 - Supplies & Materials	24,044	22,757	42,100	41,000
63 - Outside Services	133,919	102,906	218,787	200,500
64 - Other Charges	7,654	11,161	17,860	17,300
66 - Capital Outlays	26,472		6,540	2,000
Total	1,001,505	884,931	1,031,147	1,171,580

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	944,421	884,931	889,447	1,052,580
1200 Measure G	57,083		141,700	119,000
Total	1,001,505	884,931	1,031,147	1,171,580

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5110 Engineering Administration	6.125	6.200	5.900	6.430
Total	6.125	6.200	5.900	6.430

ENGINEERING AND TRANSPORTATION

Development Engineering Division

5115

Purpose

Perform plan review and inspections to verify that site work, grading and drainage and stormwater mitigation facilities are built in compliance with applicable codes and laws, including, but not limited to city municipal code, city standards and FEMA; rendering them safe upon completion of construction. This includes coordination with the City Engineer and other City Departments/Divisions and governmental agencies. Verify that public improvements, part of private development, are constructed in compliance with City standards and are safe to use upon completion of construction. Issue encroachment permits and vendor permits for activities in the public right of way. Coordinate with applicants, other city department and agencies to assign addressing. Provide development-related implementation and enforcement of NPDES stormwater permit requirements.

Division Operations

1. Review of planning site development applications and building permit applications for development related engineering and Public Works requirements.
2. Plan review and inspection of private development projects for compliance with NPDES stormwater permit.
3. Plan review and inspection of private development projects for compliance with FEMA requirements.
4. Review and inspection of private improvements within the City right of way.
5. Provide technical support to planning applications in accordance with the Subdivision Map Act.
6. Calculate development impact fees for development applicants.
7. Coordinate City Street Vendor Program.
8. Provide assistance to City Engineer in implementing floodplain management and CRS program compliance.
9. Coordination of city addressing of public and private buildings.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Private Development Compliance with NPDES Stormwater Permit (Design, Construction & Post-Construction)	80%	90%	95%	90%	95%
Encroachment Permits Issued	621	697	700	735	700
Vendor Permits Issued	105	103	125	90	125
Total On-Time Permit Reviews (Building, Grading, FEMA, Encroachments)	75%	76%	100%	85%	100%
Total On-Time Development Reviews (Use Permits, Site Reviews, Map Checks)	68%	75%	100%	76%	100%

Major Budget Changes

None

ENGINEERING AND TRANSPORTATION

5115 Development Engineering Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	648,204	615,327	727,070	694,910
62 - Supplies & Materials	4,038	7,039	3,979	4,800
63 - Outside Services	75,377	68,047	150,614	115,750
64 - Other Charges	1,217	8,673	9,780	18,200
66 - Capital Outlays	2,985	814	977	500
Total	731,822	699,900	892,420	834,160

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	731,822	699,900	892,420	834,160
Total	731,822	699,900	892,420	834,160

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5115 Development Engineering	4.750	4.750	4.850	4.850
Total	4.750	4.750	4.850	4.850

ENGINEERING AND TRANSPORTATION

Engineering Services Division

5120

Purpose

To implement the City's Capital Improvement Projects, to provide engineering services for other city departments and the public, and to insure the compliance of engineering standards necessary for the protection of public health and safety.

Division Operations

1. Expedient design and construction of programmed Capital Improvement Projects (CIPs), within budget.
 - Traffic signals, Striping and Signing
 - Pavement Treatment/Rehabilitation/Reconstruction
 - Storm Water and Sanitary Sewer Rehabilitation/new construction
 - Sidewalk, Curb/gutter, Driveway, Tree Removal and replanting trees
 - Manage and Coordinate City owned Building Project Remodels/Maintenance
 - Culvert and Detention Basin Rehabilitation and silt removal
 - Inspect new Development projects
2. Assess new infrastructure needs associated with city growth and plan to meet these needs with project planning and revision of the Development Impact Fee.
3. Complete the ADA transition plan; Continue upgrades to city infrastructure to meet the requirements of the Americans with Disabilities Act (ADA).
4. Plan for and develop a funding plan for the Bridge Maintenance Program.
5. Update the current City of Salinas Standard Plans and Specifications.
6. Update the Pavement Management System and prioritize streets for road maintenance.
7. Provide Customer Support through the Engineer of the Month and Q-Alert. Create Partnerships with other agencies to assist with funding CIP projects and programs.
8. Support City Engineer/ADA Coordinator on ADA transition plan and grievance and policy coordination.

Performance Measures

Performance Measure / Goal	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Grant applications submitted. Dollars secured vs. dollars applied for	<u>2@4.5M</u>	<u>1@\$0/4.36M</u> <u>: 1@\$400K/</u> <u>\$400K; 1@</u> <u>\$n/a/\$2.9M</u>	<u>1@\$2.0M:</u> <u>1@\$3M</u>
City C.I.P. projects designed. (annually)	12	13	15
City projects constructed on time (annually)	10	10	15
City projects constructed within budget (annually)	10	10	18
Number of projects inspected	14	14	18
City Pavement Condition Index	53	51	51
Construction Contracts Inspected (in dollars)	\$4.3 million	\$9.5 M	\$20M

Major Budget Changes

None

ENGINEERING AND TRANSPORTATION

5120 Engineering Services Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	600,863	711,052	441,908	618,200
62 - Supplies & Materials	7,016	30,837	8,950	49,650
63 - Outside Services	70,940	32,448	91,842	48,500
64 - Other Charges	6,666	23,133	23,119	16,000
66 - Capital Outlays	49,809	6,344	4,119	
Total	735,294	803,815	569,937	732,350

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	735,294	803,815	569,937	732,350
Total	735,294	803,815	569,937	732,350

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5120 Engineering Services	12.500	12.500	12.850	12.850
Total	12.500	12.500	12.850	12.850

ENGINEERING AND TRANSPORTATION

Development/Traffic and Transportation Division

5122

Purpose

Review development plans and proposals to ensure responsible growth within the City as related to traffic issues and transportation infrastructure; provide engineering services for the safe and efficient movement of commerce and people; plan for future traffic needs; and promote the use of alternative transportation modes to reduce traffic demand and congestion. Oversee operations of the City's traffic signals. Help implement transportation policies in the General Plan.

Division Operations

1. Manage the Design and construction of transportation capital improvement projects
2. Implement Traffic Monitoring Program and maintain traffic data.
3. Respond to traffic inquiries and concerns from the public, other departments and other agencies.
4. Provide responsible review of development plans to ensure commensurate growth in transportation network capacity.
5. Oversee operations and maintenance of traffic signals and improve efficiency. Provide signal modernization and communications in an effort to improve corridor travel time and improve efficiency.
6. Evaluate the City's transportation systems as appropriate to meet needs of all street users in accordance with complete streets and sustainable transportation principles.
7. Secure funding for transportation related projects.
8. Oversee the City's Transportation Impact Fee Program and coordinate with other agencies to fund future transportation infrastructure needs.
9. Work with TAMC, Caltrans and other agencies to obtain funding for extending rail service from the San Francisco Bay Area and Silicon Valley to Salinas.
10. Work with TAMC, Caltrans and other agencies to improve capacity on US 101 through Salinas.
11. Review and update traffic signal timing systems to improve circulation.
12. Provide the Engineering and Traffic Surveys necessary to establish speed zones and enforce speed limit laws.
13. Develop and consolidate City's Parking Programs. Manage and annually update the residential parking permit program.
14. Implement City's Traffic Calming Program.
15. Work with schools on traffic safety issues and implement safe route to school projects.
16. Develop and review traffic control plans for road closures and special event traffic control plans.
17. Provide regular reports to the Traffic and Transportation Commission.
18. Support the Police and Fire Departments on their specific needs.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Transportation Permits issued (annually)	150	35	150	85	150
Grant applications submitted, Dollars secured (\$ million)	5. \$4.3M	2/\$3M	4, \$5 M	1,\$0.250 M	2, \$3M
Traffic Requests addressed (annually)	75	120	80	220	220

Major Budget Changes

Request purchase of two traffic monitoring vans to replace existing 1970's models that are hazardous to operate (\$54,000). Include \$25,000 in Engineering Services for anticipated assistance in development traffic impact review and other traffic operations assistance.

ENGINEERING AND TRANSPORTATION

5122 Dev, Traffic & Transportation Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	533,174	553,375	615,640	652,560
62 - Supplies & Materials	15,932	6,917	20,350	18,350
63 - Outside Services	28,996	9,527	28,442	33,450
64 - Other Charges	569	11,532	11,200	12,600
66 - Capital Outlays		4,525	7,136	2,100
Total	578,671	585,877	682,767	719,060

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	561,640	585,877	682,767	719,060
1200 Measure G	17,031			
Total	578,671	585,877	682,767	719,060

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5122 Dev, Traffic & Transportation	4.000	6.000	5.000	5.000
Total	4.000	6.000	5.000	5.000

ENGINEERING AND TRANSPORTATION

Energy, Water & Solid Waste Division

5125

Purpose

Manage and protect the City's interests in the areas of Water, Solid Waste and Energy (WWE) and other environmental sectors, both regionally and locally. This also broadly comprises environmental compliance and issues such as Stormwater, Greenhouse Gas Emissions, Urban Forestry and Greening, and Neighborhood Vibrancy. The Division is responsible for special projects that have a strong environmental component, which are ongoing or intermediate to long term in duration, and are complex in nature requiring specialized expertise.

Division Operations

1. Manage and provide technical support for water projects. Work with City partners such as Monterey One Water (M1W), Deep Water Desal, and Monterey County Water Resources Agency towards regional solutions such as water security, the increased capture and reuse of stormwater and countywide mitigation of saltwater intrusion. Exercise care that local water and related financial interests are considered for City residents and industries.
2. Manage and provide technical support for the City's Solid Waste and Recycling programs to provide effective and economical service.
3. Oversee and manage the City's NPDES stormwater Permit compliance program and its integration with other City activities. (While the costs for the NPDES compliance program have been removed from 5125, WWE remains the overall management umbrella for stormwater.) Please see narrative for 5126.
4. Track Solar Photovoltaic systems' performance and savings while managing their operations and maintenance. Monitor the City energy efficiency projects' cost savings and performance. Seek and assess new energy related opportunities. Act as a focal point for policy concerning implementation of Electric Vehicle charging. Assist other departments and divisions in energy related activities. Maintain awareness and understand implications of regional energy issues for the City such as the evolution of Monterey Bay Community Power.
5. Manage the City's streams and stormwater conveyance assets to assure flood protection and the ecological-health of riparian zones.
6. Management and oversight of City sustainability goals and programs including Urban Forestry and Greening Programs.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Fiscally strengthen water programs through increased revenue generation and negotiation of agreements				<ul style="list-style-type: none">* Initiated revised agreement for recycling of industrial wastewater with M1W* Initiated MOU with Cal Water and Deep Water Desal	<ul style="list-style-type: none">Finalize agreements for:<ul style="list-style-type: none">* Recycling of storm and industrial waste water with M1W* Power purchase and water security with Cal Water and Deep Water
Track avoided costs and generation from solar and energy retrofit projects				<ul style="list-style-type: none">* 11,250 MWh generated from PV* \$1.6M avoided energy cost	<ul style="list-style-type: none">* 15,000 MWh generated from PV* \$2.2M avoided energy cost
Seek Energy related opportunities and partnerships				<ul style="list-style-type: none">* Partnered with MBCP on regional EV charging strategies	<ul style="list-style-type: none">Seek funding opportunities for expanding the EV Charging Station network
Increase City's responsibility and effectiveness of the Solid Waste program			<ul style="list-style-type: none">Conduct rate study, review Franchise performance, assume administration of Franchise Agreement, address regional issues and strengthen partnerships	<ul style="list-style-type: none">* Conducted performance review of Republic Services* Assumed administration of Franchise Agreement* Collaborated with SVSWA, MRWMD and the County to establish a regional solid waste MOU to share resources and	<ul style="list-style-type: none">Continue to address regional issues leading to efficient use of resources and strengthen related partnerships
Develop comprehensive plan to significantly increase tree canopy percentage within the City				<ul style="list-style-type: none">* Initiate Draft of Citywide Forestry Management Plan	<ul style="list-style-type: none">Begin implementation of key elements in Forestry Management Plan

Major Budget Changes

Given the Engineering Services Division's focus on transportation, building facilities, and private development, WWE continues to absorb Capital Improvement Projects related to sanitary sewer, industrial waste and stormwater which now total more than 20. Outside engineering and technical services are needed to assist with continued and changing regional water and solid waste issues.

The Division was formed in FY 2015-16 with a minimal budget until needs were better determined.

ENGINEERING AND TRANSPORTATION

5125 Eng Water & Solid Waste Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	122,864	104,135	290,170	52,130
62 - Supplies & Materials	2,505	6,468	8,945	3,775
63 - Outside Services	232,294	358,305	621,346	1,000
64 - Other Charges	9,774	54,182	6,263	7,750
66 - Capital Outlays		992	4,983	3,500
Total	367,437	524,083	931,706	68,155

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	367,437	524,083	931,706	68,155
Total	367,437	524,083	931,706	68,155

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5125 Eng Water & Solid Waste Division	0.750	0.750	1.550	1.550
Total	0.750	0.750	1.550	1.550

ENGINEERING AND TRANSPORTATION

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5110 Engineering Administration				
Administrative Secretary	1.000	1.000	1.000	1.000
Assistant PW Dir/City Engr		0.250	0.250	0.250
Asst Public Works Director	0.500	0.500	0.500	1.000
Asst Redevelopment Project Mgr	1.000			
Deputy PW Dir/City Engr	0.250			
Labor Compliance Officer I	1.000	1.000	1.000	1.000
Project Coordinator		1.000	1.000	1.000
Public Works Admin Supervisor	1.000	1.000	0.750	0.750
Public Works Assistant	1.000	1.000	1.000	1.000
Public Works Director	0.375	0.450	0.400	0.430
5110 Engineering Administration Total	6.125	6.200	5.900	6.430
5115 Development Engineering				
Assistant Engineer		1.000	1.000	1.000
Assistant PW Dir/City Engr		0.250	0.250	0.250
Construction Inspector	1.000	1.000	1.000	1.000
Deputy PW Dir/City Engr	0.250			
Junior Engineer	3.000	2.000	2.000	2.000
Public Works Director			0.100	0.100
Senior Civil Engineer	0.500	0.500	0.500	0.500
5115 Development Engineering Total	4.750	4.750	4.850	4.850
5120 Engineering Services				
Assistant Engineer	2.000	2.000	2.000	2.000
Assistant PW Dir/City Engr		0.500	0.100	0.100
Associate Engineer	1.000	1.000	1.000	1.000
Const Inspector Supv	1.000	1.000	1.000	1.000
Construction Inspector	1.000	1.000	2.000	2.000
Deputy PW Dir/City Engr	0.500			
Engineering Aide I	2.000	2.000	1.000	1.000
Engineering Aide II	1.000	1.000	2.000	2.000
Engineering Tech	1.000			
Junior Engineer	1.000	2.000	2.000	2.000
Senior Civil Engineer	1.000	1.000	0.750	0.750
Sr Construction Inspector	1.000	1.000	1.000	1.000
5120 Engineering Services Total	12.500	12.500	12.850	12.850

ENGINEERING AND TRANSPORTATION

Work Force

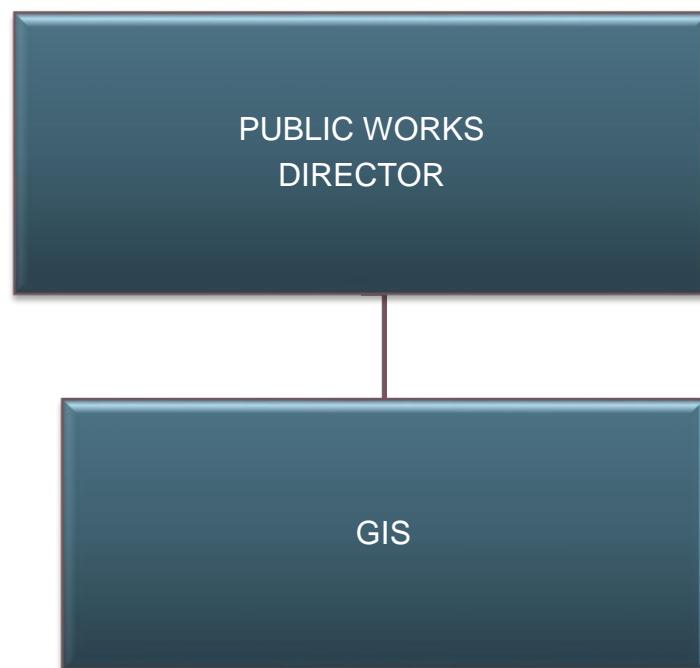
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5122 Dev, Traffic & Transportation				
Assistant Engineer		2.000	2.000	2.000
Construction Inspector	1.000	1.000		
Engineering Aide I		1.000	1.000	1.000
Junior Engineer	2.000			
Traffic Engineer		1.000	1.000	1.000
Transportation Manager	1.000	1.000	1.000	1.000
5122 Dev, Traffic & Transportation Total	4.000	6.000	5.000	5.000
5125 Eng Water & Solid Waste Division				
Assistant PW Dir/City Engr			0.100	0.100
Environ Resource Planner	0.250	0.250	1.000	1.000
Public Works Director			0.050	0.050
Senior Civil Engineer	0.500	0.500	0.400	0.400
5125 Eng Water & Solid Waste Division Total	0.750	0.750	1.550	1.550
Total	28.125	30.200	30.150	30.680



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GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Organizational Chart



Purpose

The Geographic Information System (GIS) Division's primary function is to provide mapping and spatial analyses support to city departments. The GIS Division's goal is to make information easily accessible and assist other city departments make informed decisions on city operational and planning activities.

Secondary goals of the Division is to offer GIS services to other public and private entities at a reasonable cost, provide a platform for Open Data to the public and implement innovative and emerging technologies that will enhance city services.

Division Operations

1. Develop databases necessary to achieve compliance with City Sanitary Sewer requirements.
2. Create, Manage, update and enhance database layers of geographically located features and associated information.
3. Create maps and statistical data from database layers.
4. Support City staff in GIS and mapping needs.
5. Develop internal and public interface for GIS information.
6. Work with Departments in developing data capture processes for relevant information.
7. Assist City departments in the analysis of spatial data to arrive at desired results.
8. Develop meaningful performance measures for the division.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Longest GIS Service Interruptions for the Year	N/A		NEW	N/A	<4 hrs
Total Number of Salinas Souce 2.0 hits	NEW		100	11,100	5000
Update Internal GIS Database	1		20	32	20
GIS Training Events per year	N/A		NEW	N/A	5
Maintain Online Availability of GIS Services	N/A		NEW	99.00%	99.99%

Major Budget Changes

In FY 2019-20, minor budget changes are anticipated. Staff is still attempting to fill the open GIS Technician position. Staff are now participating in the Open Data, Innovation Team, and Smart City Initiatives. In the interim, three temporary part time GIS Technicians will provide supplemental assistance. Additionally, staff are providing support to the Alisal Vibrancy Plan, China Town Revitalization, Library, Parks and Recreation Master Plan, Pavement Management Plan, Sanitary Sewer GIS, Facilities Asset management, Airport GIS, Residential Fee and Billing and PD Property Info mobile apps. GIS is also supporting the QAlert System, Trakit database migration, and will now be responsible for maintenance of the address and parcel databases. A continuing task of the new division for the fiscal year is to develop meaningful performance measures for the City and continue support for Salinas Source 2.0, development of Salinas Source Public, creation and maintenance of data dashboards and story maps.

GEOGRAPHIC INFORMATION SYSTEMS

5128 GIS Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	414,482	504,151	439,010	555,270
62 - Supplies & Materials	231	339	2,430	1,400
63 - Outside Services	7,538	17,142	25,700	26,300
64 - Other Charges	7,018	7,518	10,415	13,200
66 - Capital Outlays	1,423	16,726	9,155	7,000
Total	430,693	545,876	486,710	603,170

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	430,693	545,876	486,710	603,170
Total	430,693	545,876	486,710	603,170

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5128 GIS Division	4.000	5.000	5.000	5.000
Total	4.000	5.000	5.000	5.000

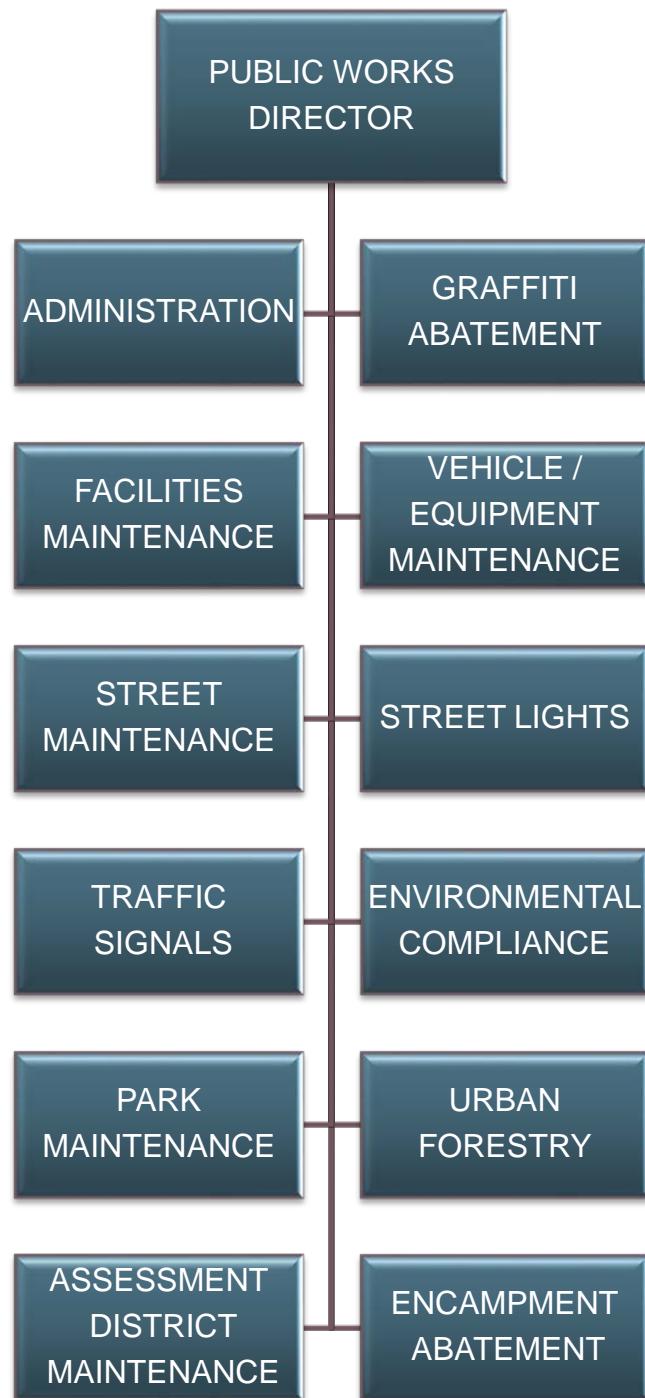
GEOGRAPHIC INFORMATION SYSTEMS

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5128 GIS Division				
GIS Administrator	1.000	1.000	1.000	1.000
GIS Technician	2.000	3.000	3.000	3.000
Junior Engineer	1.000	1.000	1.000	1.000
5128 GIS Division Total	4.000	5.000	5.000	5.000
Total	4.000	5.000	5.000	5.000

ENVIRONMENTAL AND MAINTENANCE SERVICES

Organizational Chart



ENVIRONMENTAL AND MAINTENANCE SERVICES

Administration Division

5230

Purpose

The mission of Maintenance Services Administration is to provide administrative direction and support services to the diverse maintenance functions, their operating budgets, and Capital Improvement Projects.

Division Operations

1. To provide administrative and clerical support to the department.
2. To provide effective supervision and control of maintenance services and resources.
3. To provide overall budget, project and program management.
4. To provide central administrative management to maximize economies of scale and efficiency.
5. To provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of purchase orders issued	1,435	1,328	1,200	1,142	1,200
Process Biweekly Payroll Personnel Actions	94	156	100	170	100

Major Budget Changes

None

ENVIRONMENTAL AND MAINTENANCE SERVICES

5230 Maintenance Administration Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	380,286	251,041	34,350	101,000
62 - Supplies & Materials	5,908	13,458	11,000	24,300
63 - Outside Services	50,571	56,730	120,019	112,300
64 - Other Charges	1,429	4,033	9,700	9,700
66 - Capital Outlays	4,873	542	1,581	8,000
Total	443,067	325,804	176,650	255,300

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	443,067	325,804	176,650	255,300
Total	443,067	325,804	176,650	255,300

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5230 Maintenance Administration	2.375	2.450	1.250	1.500
Total	2.375	2.450	1.250	1.500

ENVIRONMENTAL AND MAINTENANCE SERVICES

Graffiti Abatement Division

5231

Purpose

The mission of the Graffiti Abatement is to beautify our City by providing a graffiti free environment by removing or covering all graffiti on public property within the City of Salinas.

Division Operations

1. To remove graffiti from public properties and streets within 48 hours.
2. Support the removal of graffiti from private property as resources are available
3. To provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Square Feet of Graffiti Removed Annually	166,710	245,892	175,000	257,584	175,000
Sites Addressed	5,438	4,410	5,000	4,299	5,000

Major Budget Changes

Responsibility for Graffiti Abatement services was returned to Environmental and Maintenance Services from Republic Services in August 2012.

ENVIRONMENTAL AND MAINTENANCE SERVICES

5231 Graffiti Abatement Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	121,635	124,914	123,310	133,900
62 - Supplies & Materials	4,986	12,189	32,580	35,000
63 - Outside Services			25,000	25,000
64 - Other Charges	750	700	3,200	3,200
Total	127,370	137,803	184,090	197,100

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	127,370	137,803	184,090	197,100
Total	127,370	137,803	184,090	197,100

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5231 Graffiti Abatement	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

ENVIRONMENTAL AND MAINTENANCE SERVICES

Facilities Maintenance Division

5232

Purpose

The Facilities Maintenance Division is responsible for preserving 80 City owned Buildings, and Facilities through preventive maintenance and repairs to ensure clean, safe, sanitary, and well operating facilities for the public.

Division Operations

1. To provide planning and implementation of a maintenance management program for all City buildings and facilities.
2. To provide effective periodic preventive maintenance and inspections to reduce the incidence of unanticipated repair.
3. To provide central facility management to maximize economies of scale and efficiency.
4. To provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Square feet of buildings to maintain per employee	400,000	400,000	400,000	400,000	400,000
Electrical and Plumbing Repairs Performed Annually	900	827	1,200	695	700
Painting and Carpentry Maintenance Requests	1,200	998	2,500	850	900

Major Budget Changes

Many of the City's buildings have been subjected to deferred maintenance over the past several years, resulting in costly repairs. Leasing to third parties then not following through on the tenant's ability to maintain City facilities has also been detrimental. This Division's importance to the City continues to grow and will now be headed by a facilities Maintenance Manager. At mid-year, as the old muni-pool is coming back on line as a recreation center, a dedicated facilities maintenance position will be required for the Community Center and Sherwood Hall.

ENVIRONMENTAL AND MAINTENANCE SERVICES

5232 Facilities Maintenance Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	557,135	549,820	578,570	605,290
62 - Supplies & Materials	15,908	27,794	34,410	38,800
63 - Outside Services	312,593	279,948	389,340	364,700
64 - Other Charges	750	8,965	9,200	12,200
Total	886,386	866,527	1,011,520	1,020,990

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	886,386	866,527	1,011,520	1,020,990
Total	886,386	866,527	1,011,520	1,020,990

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5232 Facilities Maintenance	5.250	5.250	5.250	5.250
Total	5.250	5.250	5.250	5.250

ENVIRONMENTAL AND MAINTENANCE SERVICES

Street Maintenance Division

5234

Purpose

Salinas's 270 miles of streets provide an intricate mechanism for moving people and products smoothly through our City. This mechanism requires continuous upkeep to stay in top-notch working order.

The mission of the Street Maintenance Division to maintain the 56 million square feet of asphalt and concrete City street infrastructure and assure they are safe within the City by providing periodic inspection, maintenance, and repair on streets, sidewalks, signs, and traffic control.

Division Operations

1. Assist engineering in establishing work priorities.
2. Maintain sidewalks, curbs and gutters by repair or replacement as resources allow.
3. Devote resources to support the City's 50/50 Sidewalk Repair Program
4. Maintain traffic signs and pavement markings in good repair.
5. Maintain streets through deep plug asphalt patching, crack sealing and pothole patching.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Tons of Asphalt Applied Annually	4673	5826	5000	5900	5500
Yards of Concrete Poured	309	341	300	300	300
Street Sign Installation/Repair/Replacement	805	956	850	636	850
Work Alternative Crew Cleanup -Tons	154	214	100	158	100

Major Budget Changes

The passage of Measure G allowed the Streets Maintenance Division to have two dedicated crews for street and sidewalk repairs for the first time in a decade. The Neighborhood Cleanup was also re-established with the hiring of an Inmate Crew Coordinator.

ENVIRONMENTAL AND MAINTENANCE SERVICES

5234 Street Maintenance Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,835,027	1,907,520	1,822,760	1,989,150
62 - Supplies & Materials	146,964	137,784	161,270	192,000
63 - Outside Services	2,853	(6,490)	5,600	12,500
64 - Other Charges	2,310	18,765	21,000	21,000
66 - Capital Outlays		153		
Total	1,987,154	2,057,732	2,010,630	2,214,650

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,286,872	1,330,335	1,215,780	1,445,910
1200 Measure G	700,283	727,398	794,850	768,740
Total	1,987,154	2,057,732	2,010,630	2,214,650

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5234 Street Maintenance	17.000	18.000	17.000	17.000
Total	17.000	18.000	17.000	17.000

ENVIRONMENTAL AND MAINTENANCE SERVICES

Street Lights Division

5235

Purpose

Salinas' benefits from over 6,000 street lights illuminating our streets after dark. Street lights vary from the 150-watt residential lights, to the 200-watt arterial lamps, and even special period lamps in the Downtown area.

Salinas no longer uses high-pressure sodium lamps and has transitioned to LED lamps on every street and City facility.

Division Operations

1. Maintain all City street lights

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Street Lights Repaired/Replaced	135	154	128	130	125

Major Budget Changes

The retrofit of all street lights with LED fixtures in FY 2015-16 using grant funds was accomplished.

ENVIRONMENTAL AND MAINTENANCE SERVICES

5235 Street Lights Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	141,881	141,936	150,680	160,410
62 - Supplies & Materials	12,879	30,211	48,443	50,000
63 - Outside Services	252,284	364,668	397,400	370,900
64 - Other Charges		1,600	1,600	1,600
66 - Capital Outlays	2,499		4,900	
Total	409,542	538,415	603,023	582,910

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	409,542	538,415	603,023	582,910
Total	409,542	538,415	603,023	582,910

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5235 Street Lights	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

ENVIRONMENTAL AND MAINTENANCE SERVICES

Traffic Signals Division

5236

Purpose

Provide routine maintenance and timely repairs to all traffic signal systems in Salinas.

Division Operations

1. Maintain the traffic signal system in good operational order.
2. Review and update traffic signal timing systems to improve circulation
3. Evaluate systems as appropriate to meet traffic needs.
4. Provide signal interconnection in an effort to improve traffic movements and improve intersection operations efficiency.
5. Develop Traffic Operations Center to allow communication and improved signal management functions.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of signalized intersections to maintain per employee	106		116		

Major Budget Changes

The City signal inventory is increasing. At the end of FY 19-20, six new signals are anticipated to be added to the City's inventory. The costs to maintain the City signal system is approximately \$3,450 per year, which includes electrical use, routine maintenance and knockdowns. For FY 19-20 staff anticipates routine maintenance costs to remain stable with the new maintenance contractor hired in 2019. What cannot be predicted are damages to the City signal system by vehicle collisions or acts of nature.

ENVIRONMENTAL AND MAINTENANCE SERVICES

5236 Traffic Signals Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
63 - Outside Services	232,206	234,414	323,400	323,400
66 - Capital Outlays	4,333	7,525		
Total	236,539	241,939	323,400	323,400

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	236,539	241,939	323,400	323,400
Total	236,539	241,939	323,400	323,400

ENVIRONMENTAL AND MAINTENANCE SERVICES

Environmental Compliance Division

5237

Purpose

Inspect and investigate sources of pollution to protect the public and the environment in compliance with the City's National Pollution Discharge Elimination System (NPDES) Permit and ensure conformance with Federal, State, and local regulations.

Division Operations

1. Protect water quality and environmental resources by developing and implementing programs and best management practices identified within the City's Stormwater Management Plan.
2. Develop and implement an NPDES inspection program of high priority commercial and industrial businesses to ensure compliance with water quality objectives for point source discharges.
3. Promote voluntary compliance.
4. Ensure that environmental requirements and best management practices are being implemented effectively.
5. Oversee the City's street sweeping program

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of businesses inspected	295	312	250	250	250

Major Budget Changes

A whole new data driven street sweeping system is being implemented using GIS driven mapping, street parking restrictions and better record keeping to facilitate NPDES reporting.

ENVIRONMENTAL AND MAINTENANCE SERVICES

5237 Environmental Compliance Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	20,872	106,244	110,680	119,570
64 - Other Charges		1,900	1,900	1,900
Total	20,872	108,144	112,580	121,470

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	20,872	108,144	112,580	121,470
Total	20,872	108,144	112,580	121,470

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5237 Environmental Compliance	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

ENVIRONMENTAL AND MAINTENANCE SERVICES

Parks and Community Services Division

5238

Purpose

It is the mission of the Parks and Grounds Division to provide quality maintenance service to preserve safety, aesthetics, health and utility for Salinas' inventory of parks, green belts, open spaces, medians, planters, facility landscapes, and landscape maintenance districts.

The City's parks encompass over 409 acres in 45 sites. With an additional 90 acres of median islands and greenbelt areas throughout the city.

Division Operations

1. Provide services focused on health and safety to City parks.
2. Maintain public landscapes at a level commensurate with available funding.
3. Provide median weed abatement of City greenbelts and medians.
4. Develop plans for landscape restoration of select gateway medians with one-time funds from Measure V.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Cost per Salinas resident to support parks	\$ 16.32	\$ 16.32	\$ 16.32	\$ 12.50	\$ 12.50
Number of Park Acres Maintained per FTE Daily Average	92	77	102	51	51
Percentage Above Municipal Benchmark (11 Acres/FTE)	919%	700%	11022%	562%	562%
Acres of Parks Maintained	460	460	460	409	409
Percentage of Parks Request For Service Responded to Within 48 Hours	100%	100%	90%	90%	90%
Average Number of FTE per Workday (7 Days per Week)	5	8	5	8	8

Major Budget Changes

One Park Maintenance Crew Supervisor and four Park Maintenance Workers have retired. The Park Maintenance Crew Supervisor position and two Park Maintenance Worker positions have not been filled. It is essential that the City back fill these positions in order to provide a better way of life and safe parks for our community. Increases in contract services and funding will be needed.

ENVIRONMENTAL AND MAINTENANCE SERVICES

5238 Parks and Community Services Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,284,638	1,104,195	991,230	1,106,750
62 - Supplies & Materials	142,912	126,457	169,912	198,400
63 - Outside Services	1,097,371	1,177,166	1,131,400	989,300
64 - Other Charges	1,815	5,400	9,498	8,300
Total	2,526,736	2,413,218	2,302,040	2,302,750

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,473,300	1,625,036	1,421,800	1,490,190
1100 Measure E	730,193	547,369	488,580	538,410
1200 Measure G	323,242	240,813	391,660	274,150
Total	2,526,736	2,413,218	2,302,040	2,302,750

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5238 Parks and Community Services	12.000	12.000	12.000	12.000
Total	12.000	12.000	12.000	12.000

ENVIRONMENTAL AND MAINTENANCE SERVICES

Urban Forestry Division

5239

Purpose

The mission of the Salinas Urban Forestry is to maintain Salinas' urban forests, including street, golf course, greenbelt and median trees, and trees within public facility landscapes, by providing professional quality service, utilizing International Society of Arboriculture tree care practices and standards set forth by the American National Standards Institute (ANSI) and the Tree City USA program.

Division Operations

1. Complete safety pruning operations with in-house staff and contract staff.
2. Provide storm related emergency responses for tree issues.
3. Complete a limited number of full service pruning operations on City trees through contract services with available resources.
4. Plant replacement trees in streetscapes as resources allow.
5. Perform tree maintenance, planting and removal in city parks and greenbelts

Performance Measure

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Cost per Salinas resident to support Street Trees	\$ 6.80	\$6.88	\$ 6.88	\$6.88	\$6.88
Number of Tree Service Requests	6,000	7,500	10,000	8,500	20,000
Number of Storm and Emergency Call Outs	1800	1,900	300	1,600	500
Number of Street Trees to maintain EService Requests	4,600	4,800	5,000	6,000	6,500

Major Budget Changes

Additional funding will need to be considered in order to move forward with the City of Salinas Urban Forestry Management Plan and Maintenance Program. This will insure the City's Urban Forest Division will be on track to trim all 30,000 street trees within six years.

ENVIRONMENTAL AND MAINTENANCE SERVICES

5239 Urban Forestry Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	850,484	808,388	565,920	764,310
62 - Supplies & Materials	33,766	57,149	59,807	63,300
63 - Outside Services	392,238	128,749	141,355	151,500
64 - Other Charges	505	7,525	8,498	7,700
66 - Capital Outlays		13,336		
Total	1,276,993	1,015,146	775,580	986,810

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	628,840	711,700	478,460	682,090
1100 Measure E	351,906	248,875	241,120	246,720
1200 Measure G	296,247	54,572	56,000	58,000
Total	1,276,993	1,015,146	775,580	986,810

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5239 Urban Forestry	8.000	8.000	8.000	8.000
Total	8.000	8.000	8.000	8.000

ENVIRONMENTAL AND MAINTENANCE SERVICES

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5230 Maintenance Administration				
Office Technician	1.000	1.000	0.200	0.200
Public Works Admin Supervisor				0.250
Public Works Director	0.375	0.450	0.050	0.050
Superintendent of Maintenance Sv	1.000	1.000	1.000	1.000
5230 Maintenance Administration Total	2.375	2.450	1.250	1.500
5231 Graffiti Abatement				
Neighborhood Svcs Worker	1.000	1.000	1.000	
Graffiti Abatement Worker				1.000
5231 Graffiti Abatement Total	1.000	1.000	1.000	1.000
5232 Facilities Maintenance				
Comm Facilities Svc Wkr	2.000			
Facilities Maintenance Manager		1.000	1.000	1.000
Facility Maint Mech Crew Sup	1.250			
Facility Maintenance Mechanic		2.000	2.000	2.000
Maintenance Manager		0.250	0.250	0.250
Sr Comm Facilities Svc Wk	1.000	1.000	1.000	
Sr Facility Maint Mech	1.000	1.000	1.000	1.000
Graffiti Abatement Worker				1.000
5232 Facilities Maintenance Total	5.250	5.250	5.250	5.250
5234 Street Maintenance				
Inmate Crew Coordinator	1.000	1.000	1.000	1.000
P.S. Maint Crew Supervisor	1.000	1.000	1.000	1.000
Public Service Maint Wkr I	3.000	2.000	1.000	2.000
Public Svc Maint Wkr II	5.000	7.000	7.000	5.000
Public Svc Maint Wkr III	3.000	3.000	3.000	3.000
Public Svc Maint Wkr IV	3.000	3.000	3.000	3.000
Street Maintenance Manager	1.000	1.000	1.000	1.000
Public Svc Maint Wkr I				1.000
5234 Street Maintenance Total	17.000	18.000	17.000	17.000
5235 Street Lights				
S/L Traffic Signal Crew Sup	1.000	1.000	1.000	1.000
5235 Street Lights Total	1.000	1.000	1.000	1.000

ENVIRONMENTAL AND MAINTENANCE SERVICES

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5237 Environmental Compliance				
Env Compliance Insp II	1.000	1.000	1.000	1.000
5237 Environmental Compliance Total	1.000	1.000	1.000	1.000
5238 Parks and Community Services				
Park Grnds Frstry Ops Mgr	1.000	1.000	1.000	1.000
Park Maint Worker	10.000	10.000	10.000	10.000
Park Maintenance Crew Sup	1.000	1.000	1.000	1.000
5238 Parks and Community Services Total	12.000	12.000	12.000	12.000
5239 Urban Forestry				
Sr Urban Forestry Worker		1.000	1.000	1.000
Urban Forestry Crew Supervisor	1.000	1.000	1.000	1.000
Urban Forestry Worker I	1.000	1.000	1.000	2.000
Urban Forestry Worker II	6.000	5.000	5.000	4.000
5239 Urban Forestry Total	8.000	8.000	8.000	8.000
Total	47.625	48.700	46.500	46.750



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ASSESSMENT AND MAINTENANCE DISTRICTS

Organizational Chart





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ASSESSMENT & MAINTENANCE DISTRICTS

Summary

Purpose

Collect, account for, and distribute principal and interest payments to assessment district bondholders and maintain an accurate accounting system for maintenance districts. Utilize maintenance district funds to provide services to residents living within each District for the purpose established therefore.

Top Accomplishments for FY 2018-2019

Economic Diversity and Prosperity

1. Met with various district groups through-out the year to address common concerns
2. Responded to citizen inquires and attended property owner meetings
3. Kept expenses within budget and below the anticipated revenues to insure adequate reserves

Safe, Livable Community

1. Removed graffiti within 24-hours; removed homeless encampments monthly
2. Removed overgrowth from creek beds reducing impacts from potential flooding and wild fires
3. Responded to concerns related to traffic and security as soon as possible

Effective, Sustainable Government

1. Managed district budgets with positive fund balances at year-end
2. Implemented water conservation techniques in compliance with State water reduction mandates

Excellent Infrastructure

1. Implemented traffic calming for Monte Bella
2. Painted curbs and replaced signs as needed

City Council Goals, Strategies, and Objectives for FY 2019-2020

Economic Diversity and Prosperity

1. Maintain clear communication channels
2. Proactively identify service delivery problems

Safe, Livable Community

1. Remove graffiti and respond to vandalism concerns quickly
2. Continue to implement drought tolerant practices where ever possible

Effective, Sustainable Government

1. Install LED lighting in all districts
2. Simplify budgeting process with other Departments
3. Improve Project Management Processes

Excellent Infrastructure

1. Continue the pro-active infrastructure maintenance plan for each district

Quality of Life

1. Work with the members of each district to plan new projects and maintain their budgets
2. Focus on communication with each community

Major Budget Changes

A five-year landscape contract was procured in FY 18-19 leading in an overall reduction in maintenance costs in the districts.

ASSESSMENT AND MAINTENANCE DISTRICTS

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2140 Assessment Dist Administration	157,471	158,309	161,530	147,860
2141 Assessment District Debt Service	6,428,113	1,098,650	897,993	900,900
5560 Woodside Park	25,558	26,588	70,050	35,730
5561 Downtown Mall	1,826	3,373	3,200	
5562 Airport Business Park	21,259	19,387	31,610	16,190
5563 North East	657,602	712,260	695,865	786,760
5564 Harden Ranch	153,752	203,238	172,350	123,580
5565 Vista Nueva	12,498	13,067	26,800	26,800
5566 Mira Monte	110,388	107,793	140,380	152,210
5567 Monte Bella	156,137	180,590	240,490	304,820
Total	7,724,604	2,523,254	2,440,268	2,494,850

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	290,848	318,599	332,350	322,100
62 - Supplies & Materials	10	8,136	16,000	18,200
63 - Outside Services	847,974	933,274	996,225	1,006,050
64 - Other Charges	157,664	164,595	195,700	245,600
65 - Debt Service	6,428,108	1,098,650	897,993	900,900
66 - Capital Outlays			2,000	2,000
Total	7,724,604	2,523,254	2,440,268	2,494,850

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	113,872	114,453	119,270	106,390
2101 Maintenance Dist Administration	43,599	43,855	42,260	41,470
2102 Woodside Park Maint District	25,558	26,588	70,050	35,730
2103 Downtown Mall Maint District	1,826	3,373	3,200	
2104 Airport Bus Park Maint District	21,259	19,387	31,610	16,190
2105 N E Salinas Landscape Dist	657,602	712,260	695,865	786,760
2106 Harden Ranch Landscape Dist	153,752	203,238	172,350	123,580
2107 Vista Nueva Maint District	12,498	13,067	26,800	26,800
2108 Mira Monte Maint District	110,388	107,793	140,380	152,210
2109 Monte Bella Maint District	156,137	180,590	240,490	304,820
4202 Assessment Districts-Debt Svc	6,428,113	1,098,650	897,993	900,900
Total	7,724,604	2,523,254	2,440,268	2,494,850

ASSESSMENT AND MAINTENANCE DISTRICTS

Summary

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2140 Assessment Dist Administration	1.000	1.000	1.000	1.000
5560 Woodside Park	0.030	0.030	0.030	0.030
5562 Airport Business Park	0.010	0.010	0.010	0.010
5563 North East	0.430	0.430	0.290	0.290
5564 Harden Ranch	0.110	0.110	0.010	0.010
5566 Mira Monte	0.070	0.070	0.150	0.150
5567 Monte Bella	0.100	0.100	0.260	0.260
Total	1.750	1.750	1.750	1.750

ASSESSMENT & MAINTENANCE DISTRICTS

Administration Division

2140

Purpose

Collect, account for, and distribute principal and interest payments to assessment district bondholders and maintain an accurate accounting system for maintenance districts.

Division Operations

1. Assist customers in a timely and professional manner.
2. Provide administrative support for Public Works Department and property management functions.

Major Budget Changes

None

ASSESSMENT AND MAINTENANCE DISTRICTS

2140 Assessment Dist Administration Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	151,802	152,481	158,430	141,760
62 - Supplies & Materials	5	10		
64 - Other Charges	5,664	5,817	3,100	6,100
Total	157,471	158,309	161,530	147,860
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	113,872	114,453	119,270	106,390
2101 Maintenance Dist Administration	43,599	43,855	42,260	41,470
Total	157,471	158,309	161,530	147,860
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2140 Assessment Dist Administration	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

ASSESSMENT & MAINTENANCE DISTRICTS

Assessment District Bonds Division

2141

Purpose

Provide a record of levies made against specific properties to defray the cost of specific capital improvements deemed to benefit those properties.

Division Operations

1. Ensure timely payments to bondholders.

Major Budget Changes

None

ASSESSMENT AND MAINTENANCE DISTRICTS

2141 Assessment District Debt Service Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
62 - Supplies & Materials	5			
65 - Debt Service	6,428,108	1,098,650	897,993	900,900
Total	6,428,113	1,098,650	897,993	900,900

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
4202 Assessment Districts-Debt Svc	6,428,113	1,098,650	897,993	900,900
Total	6,428,113	1,098,650	897,993	900,900

ASSESSMENT & MAINTENANCE DISTRICTS

Woodside Park District

5560

Purpose

Provide quality maintenance of the greenbelts through the use of contract services.

Division Operations

1. Provide cost effective, quality, landscape maintenance.
2. Provide excellent customer service to the District residents by resolving customer concerns in a timely manner.

Major Budget Changes

None

ASSESSMENT AND MAINTENANCE DISTRICTS

5560 Woodside Park Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	5,428	6,505	6,900	7,230
63 - Outside Services	16,800	16,800	56,250	20,000
64 - Other Charges	3,330	3,283	6,900	8,500
Total	25,558	26,588	70,050	35,730

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2102 Woodside Park Maint District	25,558	26,588	70,050	35,730
Total	25,558	26,588	70,050	35,730

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5560 Woodside Park	0.030	0.030	0.030	0.030
Total	0.030	0.030	0.030	0.030

ASSESSMENT & MAINTENANCE DISTRICTS

Downtown Mall Division

5561

Purpose

The City provides limited maintenance support for this District.

Division Operations

1. Budget provides irrigation for this district.

Major Budget Changes

None

ASSESSMENT AND MAINTENANCE DISTRICTS

5561 Downtown Mall Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
63 - Outside Services	1,591	2,934	3,000	
64 - Other Charges	235	439	200	
Total	1,826	3,373	3,200	

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2103 Downtown Mall Maint District	1,826	3,373	3,200	
Total	1,826	3,373	3,200	

ASSESSMENT & MAINTENANCE DISTRICTS

Airport Business Park Assessment District

5562

Purpose

The purpose of the district is to provide the Airport Business Park Center with limited basic maintenance to include mowing and irrigation. This district is comprised of 64.7 acres, not including acreage owned by governmental agencies. Maintained improvements are all walkways, crosswalks, masonry walls, fences, parkways, embankments, sprinkler systems and landscaping within the right of way of Moffett Street, La Guardia, and Vandenburg Street. Maintenance, servicing and operation is in accordance with NPDES Requirements of the City of Salinas storm water permit.

Division Operations

1. Based on limited resources, to provide mowing services on Moffett Street.

Major Budget Changes

The District's budget reserves are supplementing basic landscape services. In FY 19-20 a Proposition 218 ballot measure will be presented to the property owners in order to adjust the assessment rates to fully fund the district's expenditures and bring service levels to a desirable basic level.

ASSESSMENT AND MAINTENANCE DISTRICTS

5562 Airport Business Park Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,809	2,168	2,310	2,390
63 - Outside Services	16,681	14,798	27,500	12,500
64 - Other Charges	2,769	2,421	1,800	1,300
Total	21,259	19,387	31,610	16,190

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2104 Airport Bus Park Maint District	21,259	19,387	31,610	16,190
Total	21,259	19,387	31,610	16,190

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5562 Airport Business Park	0.010	0.010	0.010	0.010
Total	0.010	0.010	0.010	0.010

Purpose

This district encompasses street landscape improvements throughout North East Salinas from Boronda Road to East Laurel Drive and from Gabilan Creek to Williams Road. The purpose of the district is to provide a source of funding for the on-going maintenance of the improvements that were installed for the benefit of the parcels within the District. The improvements include any and all public landscaping and irrigation improvements on landscaped medians islands within the district, including the 30-foot wide park strips of land between the curb and right-of-way, cul-de-sac median landscaping, jogging paths, planter walls, public lighting and associated improvements as allowed under the Salinas Municipal Code and the Lighting and Landscape Act of 1982 (the "Act"). In addition, the District also funds the maintenance of the channel improvements within Gabilan Creek and Natividad Channel in accordance with NPDES requirements of the City of Salinas stormwater permit, as allowed under the Salinas Municipal Code.

Division Operations

1. Provide responsive customer service.
2. Administer and supervise the maintenance contract for cost effective landscape maintenance.

Major Budget Changes

A five-year landscape maintenance contract was awarded in FY 18-19 resulting in a 16% decrease in annual landscape maintenance costs.

Beginning FY 19-20 the district's fund balance will not be sufficient to offset the difference between budgeted expenditures and assessment revenues. In order to address this there will continue to be a reduction in maintenance eservices levels and a Proposition 218 ballot measure will be presented to the property owners in order to adjust the assessment rates to fully fund the district's expenditures which would include a provision for the annual escalation of rates to account for inflation.

ASSESSMENT AND MAINTENANCE DISTRICTS

5563 North East Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	77,811	93,254	67,340	69,560
62 - Supplies & Materials		329	500	500
63 - Outside Services	491,180	529,830	548,025	606,700
64 - Other Charges	88,611	88,848	80,000	110,000
Total	657,602	712,260	695,865	786,760

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2105 N E Salinas Landscape Dist	657,602	712,260	695,865	786,760
Total	657,602	712,260	695,865	786,760

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5563 North East	0.430	0.430	0.290	0.290
Total	0.430	0.430	0.290	0.290

ASSESSMENT & MAINTENANCE DISTRICTS

Harden Ranch District

5564

Purpose

This district encompasses street landscape improvements along North Main Street from Cherokee Drive to San Juan Grade Road, El Dorado Drive, McKinnon Drive, Harden Parkway, and storm water detention basins that are also used as parks. The purpose of the district is to provide on-going maintenance support for the amenities that were installed for the benefit of the parcels within the District.

Division Operations

1. Provide responsive customer service.
2. Administer and supervise the maintenance contract for cost effective landscape maintenance

Major Budget Changes

The district's fund balance is projected to be depleted this year. According to the FY 18-19 district's Engineer's Report, the "level of maintenance services that the District can currently provide from assessment revenue funding only is estimated to be approximately 42% of the level that could be provided in 1999." (p. 11)

In order to address this there will continue to be a reduction in maintenance services levels and a Proposition 218 ballot measure will be presented to the property owners in order to adjust the assessment rates to fully fund the district's expenditures which would include a provision for the annual escalation of rates to account for inflation.

ASSESSMENT AND MAINTENANCE DISTRICTS

5564 Harden Ranch Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	19,903	23,850	2,700	2,480
62 - Supplies & Materials			500	500
63 - Outside Services	113,047	154,212	154,150	95,600
64 - Other Charges	20,802	25,176	15,000	25,000
Total	153,752	203,238	172,350	123,580
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2106 Harden Ranch Landscape Dist	153,752	203,238	172,350	123,580
Total	153,752	203,238	172,350	123,580
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5564 Harden Ranch	0.110	0.110	0.010	0.010
Total	0.110	0.110	0.010	0.010

ASSESSMENT & MAINTENANCE DISTRICTS

Vista Nueva Division

5565

Purpose

This district encompasses 49 parcels most of which are residential between Garner Avenue and Gee Street, uphill from Natividad Creek. The purpose of the district is to provide maintenance servicing and operation of the sanitary sewer pump station, services for streets, sewers, subdivision fence, and street lights.

Division Operations

1. Provide responsive customer service.
2. Provide the highest level of maintenance with available resources.

Major Budget Changes

None

ASSESSMENT AND MAINTENANCE DISTRICTS

5565 Vista Nueva Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	3,336	3,482		
63 - Outside Services	7,525	8,058	18,100	18,100
64 - Other Charges	1,638	1,526	6,700	6,700
66 - Capital Outlays			2,000	2,000
Total	12,498	13,067	26,800	26,800

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2107 Vista Nueva Maint District	12,498	13,067	26,800	26,800
Total	12,498	13,067	26,800	26,800

ASSESSMENT & MAINTENANCE DISTRICTS

Mira Monte Division

5566

Purpose

This district is within the North/East Maintenance District located northwest of Hemingway Drive, and it encompasses the development known as the Cottages of Mira Monte. This development includes approximately 203 medium density family homes, open space, and tot lots within the development. The purpose of the district is to provide maintenance, servicing, and operation of street and open space landscape improvements, tot lot improvements, routine street maintenance, maintenance of the clustered driveways, maintenance of public lighting fixtures on all streets and clustered driveways, and associated appurtenances located within the public right-of-ways and dedicated landscape easements.

Division Operations

1. Provide cost effective and quality landscape maintenance.
2. Provide excellent customer service to the District residents by being available to resolve maintenance issues in a timely manner.
3. Administer and supervise the maintenance contracts for cost effectiveness

Major Budget Changes

None

ASSESSMENT AND MAINTENANCE DISTRICTS

5566 Mira Monte Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	12,666	15,177	35,380	37,010
62 - Supplies & Materials		221	2,000	2,200
63 - Outside Services	83,460	78,452	88,000	98,000
64 - Other Charges	14,262	13,943	15,000	15,000
Total	110,388	107,793	140,380	152,210
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2108 Mira Monte Maint District	110,388	107,793	140,380	152,210
Total	110,388	107,793	140,380	152,210
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5566 Mira Monte	0.070	0.070	0.150	0.150
Total	0.070	0.070	0.150	0.150

ASSESSMENT & MAINTENANCE DISTRICTS

Monte Bella Division

5567

Purpose

This district encompasses approximately 200 acres of planned development known as Monte Bella, which at build-out will ultimately include approximately 853 single family homes, open space, a community park and an elementary school site. The purpose of the district is to provide maintenance, servicing, and operation of street landscape improvements, park landscaping improvements, open space and retention basin landscaping improvements, agricultural run-off ditch, and de-silting basins, local street lighting, routine local street maintenance and associated appurtenances located within the public right-of-ways and dedicated landscape easements.

Division Operations

1. Provide cost effective and quality landscape and park maintenance.
2. Provide excellent customer service to the district residents by being available to resolve landscape issues in a timely manner.
3. Administer and supervise the maintenance contracts for cost effectiveness.
4. Provide a street sweeping program.

Major Budget Changes

None

ASSESSMENT AND MAINTENANCE DISTRICTS

5567 Monte Bella Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	18,093	21,681	59,290	61,670
62 - Supplies & Materials		7,577	13,000	15,000
63 - Outside Services	117,691	128,191	101,200	155,150
64 - Other Charges	20,353	23,141	67,000	73,000
Total	156,137	180,590	240,490	304,820

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
2109 Monte Bella Maint District	156,137	180,590	240,490	304,820
Total	156,137	180,590	240,490	304,820

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5567 Monte Bella	0.100	0.100	0.260	0.260
Total	0.100	0.100	0.260	0.260

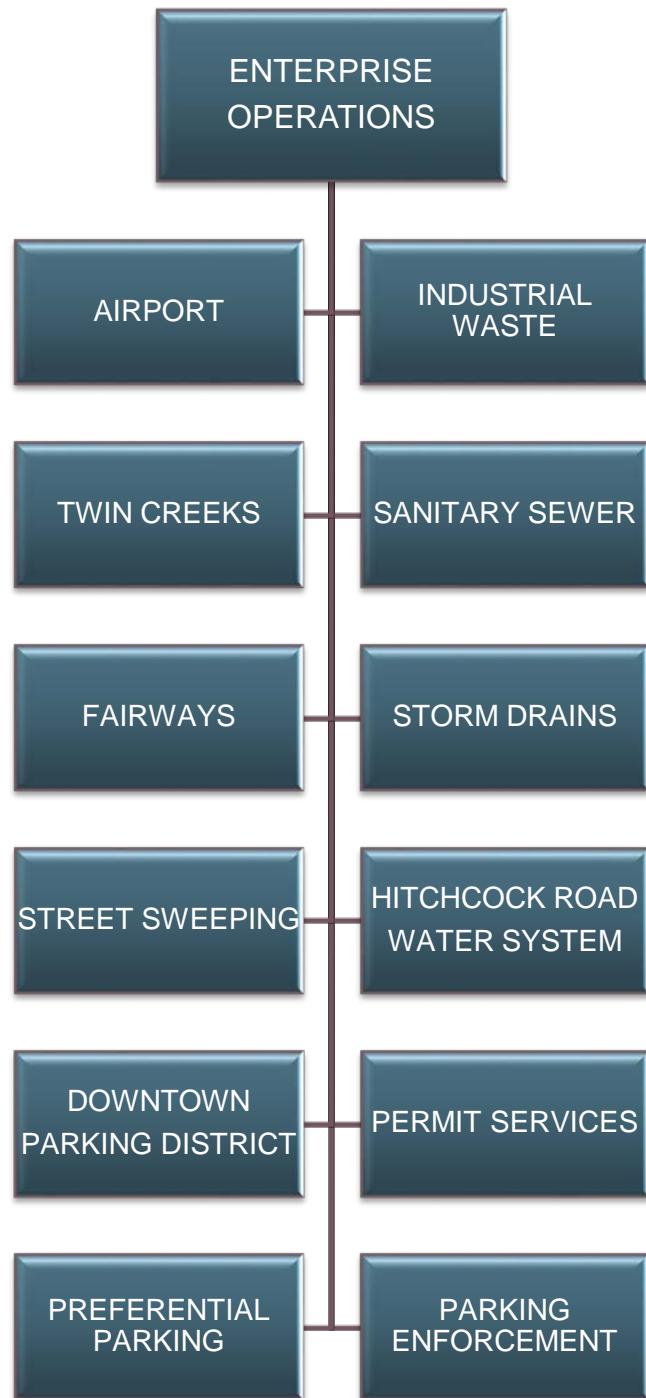
ASSESSMENT AND MAINTENANCE DISTRICTS

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
2140 Assessment Dist Administration				
Sr Accounting Technician	1.000	1.000	1.000	1.000
2140 Assessment Dist Administration Total	1.000	1.000	1.000	1.000
5560 Woodside Park				
Facility Maint Mech Crew Sup	0.030			
Maintenance Manager		0.030	0.030	0.030
5560 Woodside Park Total	0.030	0.030	0.030	0.030
5562 Airport Business Park				
Facility Maint Mech Crew Sup	0.010			
Maintenance Manager		0.010	0.010	0.010
5562 Airport Business Park Total	0.010	0.010	0.010	0.010
5563 North East				
Facility Maint Mech Crew Sup	0.430			
Maintenance Manager		0.430	0.290	0.290
5563 North East Total	0.430	0.430	0.290	0.290
5564 Harden Ranch				
Facility Maint Mech Crew Sup	0.110			
Maintenance Manager		0.110	0.010	0.010
5564 Harden Ranch Total	0.110	0.110	0.010	0.010
5566 Mira Monte				
Facility Maint Mech Crew Sup	0.070			
Maintenance Manager		0.070	0.150	0.150
5566 Mira Monte Total	0.070	0.070	0.150	0.150
5567 Monte Bella				
Facility Maint Mech Crew Sup	0.100			
Maintenance Manager		0.100	0.260	0.260
5567 Monte Bella Total	0.100	0.100	0.260	0.260
Total	1.750	1.750	1.750	1.750

ENTERPRISE OPERATIONS

Organizational Chart





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ENTERPRISE OPERATIONS

Summary

Purpose

The purpose of the Enterprise Program is to provide self-supporting community services such as the operation of the Airport, Fairways Golf Course, and the various Sewer Waste Collection systems.

Top Accomplishments for FY 2018-19

Economic Diversity and Prosperity

1. Provided economic role and benefit of the airport for the Salinas Economic Development Element.
2. Provide parking services in support of the Downtown Vibrancy Plan.
3. Provide parking support for other commercial areas in Salinas.
4. Develop parking strategies in support of encouraging housing development in downtown.

Safe, Livable Community

1. Hosted 2018 California International Airshow
2. Opened new Airport Restaurant – the Flying Artichoke
3. Provide Parking enforcement support for Code enforcement activities.
4. Provide Parking enforcement support for traffic safety at school locations.

Effective, Sustainable Government

1. Continued support of the Airport Commission
2. Updated Airport Rates and Fees Schedule
3. Continued development of sustainable City Parking programs.
4. Creation of the Parking Enterprise.
5. Successful development of sustainable Parking enforcement program that provide city services and covers cost.
6. Adjusted rates of Downtown Parking enterprise for next 2 fiscal years with the goal for enterprise to self-sustaining.

Excellent Infrastructure

1. Completed Airport Layout Plan and Narrative Report
2. Completed preventative maintenance inspection on all City owned Aircraft Hangars.
3. Completed Airport Pavement Maintenance and Management Program

City Council Goals, Strategies, and Objectives for FY 2019-20

Safe, Livable Community

1. Host 2019 California International Airshow
2. Optimize Parking Enforcement to support City parking programs and neighborhood safety

Effective, Sustainable Government

1. Continued support of the Airport Commission
2. Apply for and secure Federal Funding for large capital expenditures.
3. Continue developing sustainable parking programs.

Excellent Infrastructure

1. Complete Airport Runway Rehabilitation.
2. Complete Parking Management Plan with recommendations for future downtown parking infrastructure.

Major Budget Changes

1. Parking Rate changes in downtown parking district take effect in FY 2019-20.

ENTERPRISE OPERATIONS

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
3350 Permit Services		2,021,355	2,612,180	2,715,100
5126 NPDES Storm Water			1,164,666	1,171,790
5340 Airport	1,276,031	1,275,862	1,397,660	1,408,570
5441 Industrial Waste	1,413,394	1,475,293	1,683,749	1,940,260
5442 Sanitary Sewer	2,567,294	2,679,846	2,791,515	3,176,790
5443 NPDES Storm Drain Sewer	738,983	789,347	964,689	608,559
5444 NPDES Street Sweeping	952,335	1,175,305	1,162,072	1,265,230
5445 Hitchcock Road Water	8,829	11,793	20,000	20,000
5446 Downtown Parking	1,613,200	1,728,702	1,596,112	1,513,274
5447 Preferential Parking	8,582	10,794	24,500	24,500
5448 Parking Enforcement		162,532	518,970	770,599
8006 Twin Creeks Golf Course	107,033	458,151	459,677	459,700
8007 Fairways Golf Course	166,390	195,481	230,000	280,000
Total	8,852,069	11,984,460	14,625,791	15,354,372

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	3,394,038	4,844,632	5,556,450	5,691,420
62 - Supplies & Materials	365,358	448,520	631,262	623,950
63 - Outside Services	1,261,597	2,035,347	3,812,599	4,145,007
64 - Other Charges	1,009,767	1,312,299	1,271,710	1,473,990
65 - Debt Service	2,702,783	3,298,707	3,317,713	3,356,505
66 - Capital Outlays	118,525	44,956	36,057	63,500
Total	8,852,069	11,984,460	14,625,791	15,354,372

ENTERPRISE OPERATIONS

Summary

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6100 Municipal Airport	1,276,031	1,275,862	1,397,660	1,408,570
6200 Industrial Waste	1,413,394	1,475,293	1,683,749	1,940,260
6301 Fairways Golf Course	166,390	195,481	230,000	280,000
6302 Twin Creek Golf Course	107,033	458,151	459,677	459,700
6400 Sewer	2,567,294	2,679,846	2,791,515	3,176,790
6500 Storm Sewer (NPDES)	1,691,318	1,964,652	3,291,427	3,045,579
6700 Water Utility	8,829	11,793	20,000	20,000
6801 Downtown Parking District	1,613,200	1,728,702	1,596,112	1,513,274
6802 Preferential Parking	8,582	10,794	24,500	24,500
6803 Parking Enforcement		162,532	518,970	770,599
6900 Permit Services		2,021,355	2,612,180	2,715,100
Total	8,852,069	11,984,460	14,625,791	15,354,372

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3350 Permit Services		11.750	11.750	12.483
5126 NPDES Storm Water				1.000
5340 Airport	5.250	5.100	5.100	5.100
5441 Industrial Waste	5.500	2.500	3.800	3.800
5442 Sanitary Sewer	10.500	11.500	10.850	12.050
5443 NPDES Storm Drain Sewer	5.500	6.500	5.400	2.200
5444 NPDES Street Sweeping	5.750	5.750	5.200	6.200
5446 Downtown Parking	1.000	1.000	1.050	0.270
5448 Parking Enforcement				0.250
Total	33.500	44.100	43.150	43.353

COMMUNITY DEVELOPMENT/PERMIT CENTER

Permit Services Division

3350

Purpose

The Permit Services Division ensures the safety of buildings and structures by efficiently reviewing construction plans for both residential and commercial projects and verifying compliance with applicable building codes, City Ordinances, and state laws through the inspection process. Permit Services also facilitates building access for disabled persons, coordinates approval of building permits with other City Departments/Sections and governmental agencies, provides timely review of plans to help stimulate economic development, and assists code enforcement with technical construction requirements.

Division Operations

1. Assist customers in a timely and professional manner.
2. Provide administrative support for the Permit Center staff.
3. Accurately process all permits, inspection requests, and calculation of fees.
4. Continue implementation of new permit tracking software, including mobile module.
5. Lead continuous improvement efforts for the Permit Center with input from customer groups.
6. Properly and promptly forward all requests for information to the applicable departments.
7. Complete plan review and inspection of building projects in a timely and complete manner.
8. Update educational and informational handout material for public use regarding building codes, City ordinances, and State laws.
9. Respond to building safety and work without permit complaints.
10. Track and monitor revenues and expenses to ensure that the Building Division is independently financially sustainable.
11. Report outlining Permit Center activity and distribute to City Council and senior management.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Permits Approved OTC	407	459	600	420	600
Percent of On-Time Completeness Reviews (Goal of 72 Hours)	N/A	N/A	97%	97%	97%
Number of Days from Applied to Approved (Goal of 40 Days)	29	29	40	20	30
Number of Inspections Completed on Requested Day / Not Completed	10,216	11,910	12,000	11,000	12,000

Major Budget Changes

The Permit Services Division has been supported by fees generated from the newly created Enterprise Fund and will continue to be fully supported by fees for service. The budget includes a 15% administrative charge for City overhead costs to be based upon actual expenses. It is anticipated that this charge would be approximately \$330,000.

ENTERPRISE OPERATIONS

3350 Permit Services Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,138,570	1,296,236	1,642,290	1,755,400
62 - Supplies & Materials	29,345	16,142	56,900	56,900
63 - Outside Services	354,434	428,400	556,590	546,000
64 - Other Charges	12,846	274,867	356,400	356,800
66 - Capital Outlays		5,709		
Total	1,535,195	2,021,355	2,612,180	2,715,100

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	1,535,195			
6900 Permit Services		2,021,355	2,612,180	2,715,100
Total	1,535,195	2,021,355	2,612,180	2,715,100

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3350 Permit Services	11.750	11.750	11.750	12.483
Total	11.750	11.750	11.750	12.483

Purpose

This Division's purpose is to provide technical support in the management and implementation of the City's NPDES Stormwater Permit. This has been identified as a focus area for regulatory compliance that affects many City departments and other outside agencies. The Division is currently comprised of an NPDES Permit Program Manager who reports to the Division Manager for Water, Waste, and Energy (5125) and a stormwater intern.

Division Operations

1. Consolidate the City's stormwater Permit compliance efforts:
 - a. Bring the City's stormwater program into compliance with the City's NPDES Stormwater Permit requirements.
 - b. Streamline City Permit compliance efforts to increase efficiency and cut compliance costs through integration of current technologies, especially in data collection/reporting efforts.
 - c. Ensure data collection and reporting capabilities meet Permit information management and reporting requirements.
 - d. Negotiate new Permit requirements for the City's new 5-year stormwater Permit
 - e. Continue technical support and oversight of City programs for compliance with stormwater regulations and provide the internal structure necessary to ensure the new Permit requirements are met while providing for efficient use of City resources.
2. Reduce the number of Permit violations from EPA and Regional Water Board audits of the City's Stormwater Permit compliance efforts to zero.
3. Collaborate with other public agencies to achieve permit program cost savings and compliance
4. Obtain grant funding for water conservation/reuse and green streets projects.
5. Increase the amount of curb miles swept through implementation of city-wide "No Parking During Street Sweeping Hours" signage program
6. Provide support in City-wide efforts to develop regulatory fees to support NPDES-required activities
7. Provide support to successfully obtain a stormwater utility to fund implementation of the City's NPDES permit.

Performance Measures

Performance Measure / Goal	FY 2017-18 Goal	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Compliance with NPDES Stormwater Permit	100%	70%	100%	85% 1 NOV letter	100%
Achieve program cost savings over previous year	\$25k	\$50k	\$25k	\$38k	\$25k
Offer stormwater training and community workshops to increase stormwater awareness	3 workshops	6 training sessions; 4 workshops	3 workshops or training sessions	5 workshops; 3 conference presentations	2 workshops or training sessions
Develop a stormwater utility/funding source	-	-	Fund 25% of program	Not implemented yet; ongoing	Prop 26 fees in place; path to obtaining a utility identified
Reduction in litter throughout the City	-	-	10%	30%	10%
Green streets/P3 projects implemented in the City	-	-	1 project	1 project in Stormwater Resource Plan	Public/Private Partnership (P3) projects identified; mechanism in place
Pilot projects in place to increase curb miles swept; street sweeping "No Parking" signage program in place	-	-	1 - 2	1	New street sweeping frequencies identified; signage in 25% of City

Major Budget Changes

- This Division was formed to allow consolidation of NPDES permit program funding to prepare for obtaining a new stormwater funding utility.

ENTERPRISE OPERATIONS

5126 NPDES Storm Water Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits			25,000	190,290
62 - Supplies & Materials			1,400	
63 - Outside Services			1,083,492	785,000
64 - Other Charges			54,774	196,500
Total			1,164,666	1,171,790

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6500 Storm Sewer (NPDES)			1,164,666	1,171,790
Total			1,164,666	1,171,790

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5126 NPDES Storm Water				1.000
Total				1.000

ENTERPRISE OPERATIONS

Airport Division

5340

Purpose

The Airport serves the City as an element of the national transportation system. It is an economic development asset and serves as an employment center with over 20 businesses providing high-skilled high paying jobs. The Airport Division oversees the safe day-to-day operation of the facility and the long-term capital development.

Division Operations

1. Focus on quality customer service.
2. Provide staff support to the Airport Commission.
3. Ensure the continued economic viability of the Airport Enterprise Fund.
4. Support the California International Air show.
5. Acquire funding to complete plans and projects that provide for appropriate airport development.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Percentage of Work Order Requests received that are completed within 48 hours	90%	90%	90%	90%	90%
Percentage of Hangar Preventative Maintenance Inspections Completed	100%	100%	100%	100%	100%
Percentage of hangar rental and lease accounts paid in full within 30 days	95%	90%	95%	95%	95%

Major Budget Changes

None

ENTERPRISE OPERATIONS

5340 Airport Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	680,721	657,254	700,830	726,570
62 - Supplies & Materials	76,069	57,177	70,093	67,400
63 - Outside Services	244,183	259,801	372,261	302,900
64 - Other Charges	251,262	239,155	217,626	225,700
65 - Debt Service		30,849	30,850	31,000
66 - Capital Outlays	23,795	31,626	6,000	55,000
Total	1,276,031	1,275,862	1,397,660	1,408,570

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6100 Municipal Airport	1,276,031	1,275,862	1,397,660	1,408,570
Total	1,276,031	1,275,862	1,397,660	1,408,570

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5340 Airport	5.250	5.100	5.100	5.100
Total	5.250	5.100	5.100	5.100

ENTERPRISE OPERATIONS

Industrial Waste Division

5441

Purpose

Provide the Salinas food industry and other industrial water users with an economical and environmentally acceptable means of treatment and disposal of industrial wastewater.

Division Operations

1. Maintain the Industrial Waste Treatment Facility and Industrial Waste Collection System in a manner consistent with the City's Waste Discharge Requirements (WDR) Permit issued by the Central Coast Regional Water Pollution Control Board, and State and Federal laws and regulations.
2. Operate the facility in a manner that protects the interests of the industrial users and the residents of Salinas.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Millions of Gallons of Industrial Process Water Receiving Treatment & Disposal	850	1009	900	1000	1000

Major Budget Changes

None

ENTERPRISE OPERATIONS

5441 Industrial Waste Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	298,143	305,561	565,260	584,260
62 - Supplies & Materials	26,606	36,062	56,361	58,200
63 - Outside Services	461,728	528,773	412,666	624,000
64 - Other Charges	168,532	134,481	167,800	182,800
65 - Debt Service	457,605	469,209	481,662	491,000
66 - Capital Outlays	781	1,207		
Total	1,413,394	1,475,293	1,683,749	1,940,260
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6200 Industrial Waste	1,413,394	1,475,293	1,683,749	1,940,260
Total	1,413,394	1,475,293	1,683,749	1,940,260
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5441 Industrial Waste	5.500	2.500	3.800	3.800
Total	5.500	2.500	3.800	3.800

ENTERPRISE OPERATIONS

Sanitary Sewer Division

5442

Purpose

Maintain the sanitary sewer collection system in a safe, reliable, and sanitary condition to satisfy all regulatory and environmental requirements implementing best management practices outlined in the City's waste discharge requirements permit issued by the State Water Board.

Division Operations

1. Maintain the Sanitary Sewer Collection System consistent with the Statewide General WDR (Waste Discharge Requirement) permit for Sanitary Sewer Systems, WQO No. 2006-0003, and the City's Sewer System Management Plan.
2. Clean and repair existing sanitary sewer mains for the health and safety of the residents of Salinas.
3. Minimize Sanitary Sewer overflows to protect the local and regional environment through preventive maintenance.
4. Effectively contain and clean up sewer spills.
5. Replace deteriorated sewer trunk mains.
6. Perform Preventive Maintenance and repairs for ten pump stations.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Miles of Pipeline Cleaned	98	78	150	93	150
Number of Sanitary Sewer Overflows	3	3	<5	4	<5
Linear Feet of Pipeline Televised (CCTV)	4,000	16,685	10,000	25,000	30,000
(FOG) Fats Oils and Grease Inspections	192	13	50	75	100

Major Budget Changes

None

ENTERPRISE OPERATIONS

5442 Sanitary Sewer Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,079,957	1,156,785	1,204,320	1,323,790
62 - Supplies & Materials	94,087	114,453	170,310	172,500
63 - Outside Services	120,329	108,866	158,200	464,300
64 - Other Charges	252,107	273,765	193,900	192,300
65 - Debt Service	1,020,813	1,025,976	1,046,785	1,023,900
66 - Capital Outlays			18,000	
Total	2,567,294	2,679,846	2,791,515	3,176,790
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6400 Sewer	2,567,294	2,679,846	2,791,515	3,176,790
Total	2,567,294	2,679,846	2,791,515	3,176,790
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5442 Sanitary Sewer	10.500	11.500	10.850	12.050
Total	10.500	11.500	10.850	12.050

ENTERPRISE OPERATIONS

NPDES Storm Drain Sewer Division

5443

Purpose

Maintain the storm drainage system in a safe and sanitary condition by providing regular inspections and periodic maintenance. Comply with local and regional goals through the federally mandated National Pollution Discharge Elimination System (NPDES) requirements and "Best Management Practices" (BMPs) to reduce or eliminate pollution from storm water runoff and illicit discharges from identified sources.

Division Operations

1. Implement the goals and standards outlined in the City's new 5-year NPDES Permit, and the City's Storm Water Management Plan.
2. Inspect, clean and repair the existing storm drain system as required to assure that the City accomplishes water quality objectives as outlined in the City's NPDES Permit and to reduce the risk of localized flooding.
3. Maintain City-owned open drainage channels to provide for free flow of storm runoff throughout the City.
4. Continue to implement the NPDES Water Quality Monitoring Program and Maintenance Program consistent with NPDES requirements established by the Central Coast Regional Water Quality Control Board.
5. Continue the Storm Drain stenciling program consistent with NPDES BMPS.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Storm Drains Inspected and cleaned as needed	1,349	968	1,500	1,200	1,200
Number of Storm Drain Stencils Installed with "No Dumping Flows to Bay" Logo	68	14	50	25	25
Number of Commercial/Industrial Businesses Inspected.	295	312	250	250	250
Dry Weather Monitoring Inspections	156	156	157	157	157

Major Budget Changes

None

ENTERPRISE OPERATIONS

5443 NPDES Storm Drain Sewer Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	548,998	601,683	668,520	301,860
62 - Supplies & Materials	13,471	20,768	31,675	37,900
63 - Outside Services	61,471	44,832	145,094	149,399
64 - Other Charges	114,048	122,064	119,400	119,400
66 - Capital Outlays	994			
Total	738,983	789,347	964,689	608,559

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6500 Storm Sewer (NPDES)	738,983	789,347	964,689	608,559
Total	738,983	789,347	964,689	608,559

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5443 NPDES Storm Drain Sewer	5.500	6.500	5.400	2.200
Total	5.500	6.500	5.400	2.200

ENTERPRISE OPERATIONS

NPDES Street Sweeping Division

5444

Purpose

Maintain a clean City in accordance with best management practices in the City's National Pollution Discharge Elimination System (NPDES) Permit to eliminate pollution from storm water runoff or illicit discharges from identified sources.

Division Operations

1. Maintain clean streets maximizing street sweeping throughout the City consistent with the City's NPDES Stormwater Permit requirements.
2. Sweep all residential streets consistent with NPDES scheduling requirements.
3. Reduce the amount of refuse in the City's storm sewer effluent consistent with NPDES best management practices.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of Curb Miles Swept Monthly	1,645	1,645	1,420	1,515	1,515
Cubic Yard of Debris Removed Annually	6,232	5,467	6,200	5,400	5,400

Major Budget Changes

Line Item budget has been increased by \$120,000. \$60,000 has been added to the professional services account for contract services to use routing software to establish new street sweeping routes conducive to establishing parking controls on street sweeping days and for contract labor to install parking control signs on street sweeping days. \$60,000 has been added to the Rolling Stock-Supplies to account for increased costs for broom attachments for the street sweepers and for the first phase of purchasing signs, poles and hardware to install parking control signs on certain streets on street sweeping days.

ENTERPRISE OPERATIONS

5444 NPDES Street Sweeping Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	662,621	675,532	608,280	710,330
62 - Supplies & Materials	136,159	178,337	208,860	205,800
63 - Outside Services	13,862	9,238	124,300	133,300
64 - Other Charges	139,693	144,723	95,800	95,800
65 - Debt Service		167,476	118,332	118,500
66 - Capital Outlays			6,500	1,500
Total	952,335	1,175,305	1,162,072	1,265,230
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6500 Storm Sewer (NPDES)	952,335	1,175,305	1,162,072	1,265,230
Total	952,335	1,175,305	1,162,072	1,265,230
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5444 NPDES Street Sweeping	5.750	5.750	5.200	6.200
Total	5.750	5.750	5.200	6.200

Purpose

Provide a clean water source to business and operations located at the Hitchcock facility. These include the City's Animal Shelter, the Industrial Waste Administrative Building, the Monterey County Animal Shelter and the Monterey Regional Water Pollution Control Agency's sanitary sewer lift station.

Division Operations

1. Maintain the fresh water well system in a manner consistent with guidelines established by State and Federal Laws and as determined by the Environmental Health Division of the Monterey County Health Department.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected
Percentage of Compliance with Health Department Water Quality Objectives	100%	100%	100%	100%

Major Budget Changes

None

ENTERPRISE OPERATIONS

5445 Hitchcock Road Water Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
62 - Supplies & Materials		2,832	3,000	
63 - Outside Services	7,840	7,488	15,000	18,000
64 - Other Charges	988	1,474	2,000	2,000
Total	8,829	11,793	20,000	20,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6700 Water Utility	8,829	11,793	20,000	20,000
Total	8,829	11,793	20,000	20,000

Purpose

The mission of Downtown Parking Enterprise is to provide, operate and maintain an efficient, effective and sustainable downtown parking management to meet the needs of our residents, visitors and the business community. The enterprise needs to cover costs of services and strategically plan to meet the downtown parking demand today and in the near future. The Downtown Parking District enterprise supports the City's downtown economic and revitalization objectives.

Division Operations

1. To develop a sustainable downtown parking program that is able to meet current downtown needs as well as plan for viable parking solutions in the future.
2. To support the vision of the Downtown Vibrancy Plan and help make downtown a destination.
3. To provide effective management of parking services and resources.
4. To provide centralized parking management to maximize economies of scale and efficiency.
5. To develop a parking program that is fiscally able to be a partner with downtown stakeholders.
6. To provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Downtown Parking Cash Collections	213,333	N/A	380,000	385,000	395,000
Mean Parking Lot Occupancy Rate	65%	67%	75%	80%	85%
Monterey Street Garage Occupancy Rate	66%	68%	75%	80%	85%

Major Budget Changes

For FY19-20, the parking fees for the Parking Garages and parking lots approved by the City Council will take effect and gradually move the enterprise from its deficit position. Staff costs and garage management costs have been adjusted to control costs. Additional revenue generating services are being developed including an improved validation program open to all downtown businesses and evening/residential parking program.

ENTERPRISE OPERATIONS

5446 Downtown Parking Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	123,499	151,580	119,750	50,690
62 - Supplies & Materials	17,296	21,660	30,688	25,250
63 - Outside Services	347,310	492,148	428,700	378,239
64 - Other Charges	82,109	105,334	61,010	99,690
65 - Debt Service	950,943	951,566	950,407	952,405
66 - Capital Outlays	92,043	6,414	5,557	7,000
Total	1,613,200	1,728,702	1,596,112	1,513,274
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6801 Downtown Parking District	1,613,200	1,728,702	1,596,112	1,513,274
Total	1,613,200	1,728,702	1,596,112	1,513,274
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5446 Downtown Parking	1.000	1.000	1.050	0.270
Total	1.000	1.000	1.050	0.270

Purpose

The mission of the Preferential Parking operations is to provide, operate and maintain an efficient and flexible preferential parking system. Currently, there is only one preferential permit parking area, District 3A, for the area surrounding the Salinas Valley Memorial Hospital. This preferential permit parking program is managed by the Public Works Parking Division to meet the need of the residents, visitors and businesses located within the boundaries of the Preferential Parking Program.

Division Operations

1. Provide effective control of parking services and resources in a residential parking district.
2. Provide parking management to maximize economies of scale and efficiency.
3. Provide effective communications with residents of the parking zone/areas in a parking district.
4. Sustain parking enforcement in designated streets.
5. Provide excellent customer service.

Performance Measures

Performance Measure/Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Permit Sales	\$ 16,000.00		\$ 17,000.00	\$ 17,850.00	\$ 18,000.00
Cost per Home	\$ 16.00		\$ 16.00	\$ 16.00	\$ 16.00
District 3A Citations Issued (Monitoring)	1,150		2,600	3,500	3,800

Major Budget Changes

None.

ENTERPRISE OPERATIONS

5447 Preferential Parking Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	100		5,500	5,500
62 - Supplies & Materials	1,669	1,089	1,975	
63 - Outside Services	4,874	8,312	14,025	16,000
64 - Other Charges	1,027	1,393	3,000	3,000
66 - Capital Outlays	912			
Total	8,582	10,794	24,500	24,500

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6802 Preferential Parking	8,582	10,794	24,500	24,500
Total	8,582	10,794	24,500	24,500

ENTERPRISE OPERATIONS

Parking Enforcement Program-Citywide

5448

Purpose

The Citywide Parking Enforcement Program supports other programs of the Parking Enterprise. It is also responsive to Salinas' residents' need for parking enforcement and supports safety enforcement at schools. As an enterprise, the program also has the objective to ensure that costs for desired services are covered.

Division Operations

1. Provide parking management to improve program effectiveness.
2. Provide a sustainable parking enforcement program that supports all parking programs.
3. Respond to residents and business request for parking enforcement.
4. Support traffic safety needs at school locations.
5. Pursue expansion of parking enforcement program expansion to cover evenings and weekends.
6. Provide excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual*	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Citations Written	14,791	22,712	20,000	23,000	20,000
Annual Cost	\$ 170,162		\$ 360,000		
Revenue	\$ 188,216		\$ 360,000		

*Annual Rev includes PD partial year Enforcement

Major Budget Changes

None

ENTERPRISE OPERATIONS

5448 Parking Enforcement Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits			16,700	42,730
63 - Outside Services		147,489	502,270	727,869
64 - Other Charges		15,043		
Total	162,532		518,970	770,599
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6803 Parking Enforcement		162,532	518,970	770,599
Total	162,532		518,970	770,599
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5448 Parking Enforcement				0.250
Total				0.250

ENTERPRISE OPERATIONS

Twin Creeks Golf Course Division

8006

Purpose

The Golf Course Division of the Recreation Parks Department no longer provides golf course maintenance operations and professional golf services for the 9 hole facility and 30 station lighted practice range. Twin Creeks was transferred to the non-profit organization "First Tee" in November 2004.

Division Operations

1. Work with "First Tee" to provide a well maintained, affordable golf course and practice facility for the community and youth players.

Major Budget Changes

None

ENTERPRISE OPERATIONS

8006 Twin Creeks Golf Course Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
65 - Debt Service	107,033	458,151	459,677	459,700
Total	107,033	458,151	459,677	459,700

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6302 Twin Creek Golf Course	107,033	458,151	459,677	459,700
Total	107,033	458,151	459,677	459,700

Purpose

The Golf Course Division of the Recreation Park Department no longer provides golf course maintenance operations and professional golf services for the 18-hole golf course and 13-station practice range. The Fairways Golf Course and its day-to-day operation was transferred to the corporation "Sierra Golf" as of August 1, 2008.

Division Operations

1. Work with "Sierra Golf" to provide a well maintained, affordable golf course and practice facility for the community.

Major Budget Changes

None

ENTERPRISE OPERATIONS

8007 Fairways Golf Course Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
65 - Debt Service	166,390	195,481	230,000	280,000
Total	166,390	195,481	230,000	280,000

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
6301 Fairways Golf Course	166,390	195,481	230,000	280,000
Total	166,390	195,481	230,000	280,000

ENTERPRISE OPERATIONS

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
3350 Permit Services				
Administrative Aide				0.400
Bldg Permit Spec		1.000	1.000	2.000
Com Dev Admin Supervisor		1.000		
Comb Bldg Insp I		2.000	2.000	2.000
Junior Engineer		1.000	1.000	1.000
Permit Center Clerk		3.000	3.000	2.000
Permit Ctr Mgr/Bldg Off		1.000	1.000	1.000
Revenue Officer		0.750	0.750	0.750
Senior Plan Check Engineer		1.000	1.000	1.000
Sr Combo Bldg Insp		1.000	1.000	1.000
Permit Center Coordinator			1.000	1.000
Information Technologies Tech I				0.333
3350 Permit Services Total	11.750	11.750	12.483	
5126 NPDES Storm Water				
NPDES Permit Manager				1.000
5126 NPDES Storm Water Total				1.000
5340 Airport				
Administrative Secretary	1.000	1.000	1.000	1.000
Airport Manager	1.000	1.000	1.000	1.000
Airport Operations Supv	1.000	1.000	1.000	1.000
Facility Maint Worker	2.000	2.000	2.000	2.000
Public Works Director	0.250	0.100	0.100	0.100
5340 Airport Total	5.250	5.100	5.100	5.100
5441 Industrial Waste				
Assistant PW Dir/City Engr			0.150	0.150
Environ Resource Planner	0.250	0.250		
Office Technician			0.200	0.200
P.S. Maint Crew Supervisor	1.000		0.500	0.500
Public Svc Maint Wkr II	2.000			
Public Works Admin Supervisor			0.100	0.100
Public Works Director			0.100	0.100
Senior Civil Engineer			0.500	0.500
Wastewater Manager	0.250	0.250	0.250	0.250
Wastewater Operator	2.000	2.000	2.000	2.000
5441 Industrial Waste Total	5.500	2.500	3.800	3.800

ENTERPRISE OPERATIONS

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5442 Sanitary Sewer				
Assistant PW Dir/City Engr			0.100	0.100
Environ Resource Planner	0.500	0.500		
Office Technician			0.200	0.200
P.S. Maint Crew Supervisor		1.000	1.000	1.000
Public Service Maint Wkr I	3.000	3.750	0.750	
Public Svc Maint Wkr II	2.750	2.000	4.000	5.950
Public Svc Maint Wkr III	1.750	1.750	1.750	1.750
Public Svc Maint Wkr IV	0.500	0.500	0.500	0.500
Public Works Admin Supervisor			0.100	0.100
Public Works Director			0.100	0.100
Pump Maint Mechanic	0.500	0.500	1.000	1.000
Senior Civil Engineer	1.000	1.000	0.850	0.850
Wastewater Manager	0.500	0.500	0.500	0.500
5442 Sanitary Sewer Total	10.500	11.500	10.850	12.050
5443 NPDES Storm Drain Sewer				
Assistant PW Dir/City Engr			0.050	0.050
NPDES Permit Manager	1.000	1.000	1.000	
P.S. Maint Crew Supervisor			0.250	0.250
Public Service Maint Wkr I	1.000	1.250	0.250	
Public Svc Maint Wkr II	2.250	3.000	3.000	1.050
Public Svc Maint Wkr III	0.250	0.250	0.250	0.250
Public Svc Maint Wkr IV	0.250	0.250	0.250	0.250
Public Works Admin Supervisor			0.050	0.050
Public Works Director			0.050	0.050
Pump Maint Mechanic	0.500	0.500		
Wastewater Manager	0.250	0.250	0.250	0.250
5443 NPDES Storm Drain Sewer Total	5.500	6.500	5.400	2.200

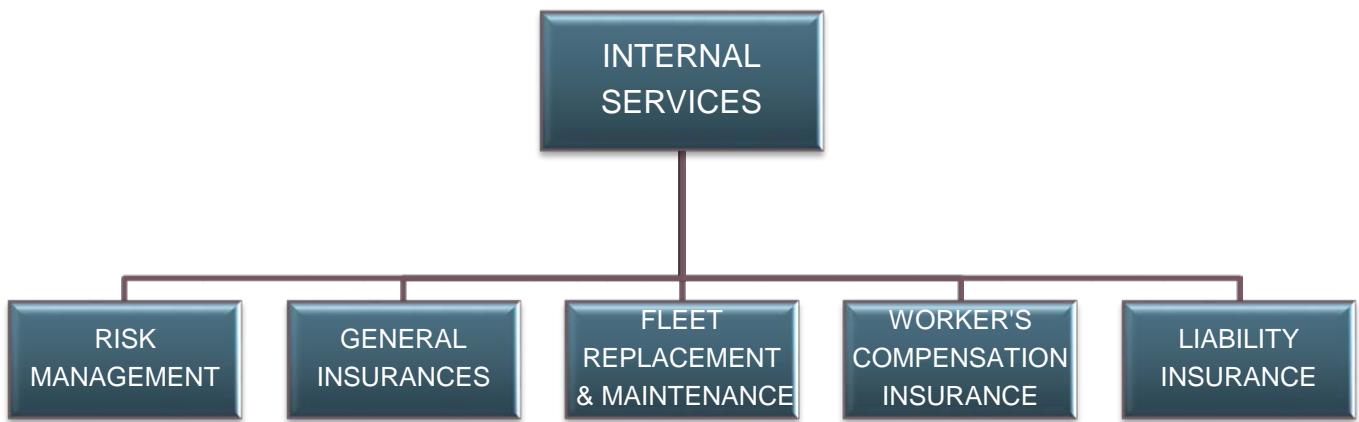
ENTERPRISE OPERATIONS

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5444 NPDES Street Sweeping				
Community Service Officer	0.500	0.500	0.500	0.500
Equipment Mechanic I	1.000	1.000	1.000	1.000
Motor Sweeper Operator	3.000	3.000	3.000	3.000
Office Technician			0.200	0.200
P.S. Maint Crew Supervisor	1.000	1.000	0.250	0.250
Public Svc Maint Wkr II				1.000
Public Svc Maint Wkr IV	0.250	0.250	0.250	0.250
5444 NPDES Street Sweeping Total	5.750	5.750	5.200	6.200
5446 Downtown Parking				
Parking Operation Officer	1.000			
Public Works Admin Supervisor		1.000	1.000	0.250
Public Works Director			0.050	0.020
5446 Downtown Parking Total	1.000	1.000	1.050	0.270
5448 Parking Enforcement				
Public Works Admin Supervisor				0.250
5448 Parking Enforcement Total				0.250
Total	33.500	44.100	43.150	43.353

INTERNAL SERVICES

Organizational Chart



INTERNAL SERVICES

Summary

Purpose

Internal Services supports the provision of employee benefits to include health and welfare benefits, workers compensation, City-wide safety programs, and employee assistance programs. Comprehensive protection of the City's assets through a liability program of risk avoidance, risk reduction and risk transfer is also accomplished through Internal Services.

Top Accomplishments for FY 2018-2019

Effective, Sustainable Government

1. **Internal Services (Insurance).** Completed a full evaluation of the City's insurance portfolio, added transparency to the insurance program, and took action to decrease brokerage and insurance fees and to significantly increase scope and quality of coverages for the City.
2. **Internal Services (Risk Management/Liability).** Completed a full evaluation and modification of contracts with service providers (third party administrators) to add accountability to their handling of City account.
3. **Internal Services (Workers Compensation).** Commissioned a full audit of the City's third party administrator of workers' compensation claims and implemented protocols and standards for improved performance.

City Council Goals, Strategies, and Objectives for FY 2019-20

Effective, Sustainable Government

1. Reduce General Fund costs in management and administration of general liability and Workers Compensation programs.
2. Implement annual audits of Workers' Compensation Third Party Administrators performance in managing claims and liabilities.
3. Assist with coordination of early Return to Work for Industrial and Non-Industrial Injuries.
4. Maintain financial stability of the state property/casualty insurance fund.
5. Evaluate efficacy of claims management software to reduce reliance upon outside services and promote internal management of claims administration.
6. Continue implementing the cost-recovery and board-up protocols.

Major Budget Changes

None

INTERNAL SERVICES

Summary

Expenditures by Program	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1245 Risk Management	20	637	47,010	47,210
1246 General Insurances	448,957	536,963	525,100	589,100
1247 Workers' Compensation Insurance	3,906,378	4,441,435	4,434,190	5,457,550
1248 Liability Insurance	2,023,798	1,260,177	2,100,430	2,435,370
5233 Vehicle/Equipment Maintenance	1,608,170	1,463,338	1,738,554	1,852,160
Total	7,987,322	7,702,549	8,845,284	10,381,390
Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	1,370,698	1,156,239	1,307,440	1,428,490
62 - Supplies & Materials	387,272	431,590	577,264	673,700
63 - Outside Services	260,261	243,665	367,180	369,600
64 - Other Charges	5,969,091	5,853,512	6,551,400	7,909,400
66 - Capital Outlays		17,543	42,000	200
Total	7,987,322	7,702,549	8,845,284	10,381,390
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	(3,022)			
7101 Internal Services Administration	20	637	47,010	47,210
7102 Internal Services Insurances	448,957	536,963	525,100	589,100
7103 Worker's Comp Self-Insurance	3,906,378	4,441,435	4,434,190	5,457,550
7104 General Liability Self-Insurance	2,023,798	1,260,177	2,100,430	2,435,370
7120 Fleet Maintenance	1,611,192	1,463,338	1,738,554	1,852,160
Total	7,987,322	7,702,549	8,845,284	10,381,390
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1245 Risk Management	1.000			
1247 Workers' Compensation Insurance	1.000	1.000	1.000	1.000
1248 Liability Insurance	1.000	2.000	2.000	2.000
5233 Fleet/Equipment Maintenance	9.000	10.000	10.200	10.450
Total	12.000	13.000	13.200	13.450

Purpose

Protect the City's "people" and "economic" assets. Risk Management administers employee benefits and the Internal Service Funds for insurances, Workers' Compensation, health and liability insurance programs.

Division Operations

1. Maintain current benefit information for employees.
2. Coordinate services for occupational injuries and illnesses in order to contain costs.
3. Oversee City-wide Injury and Illness Prevention Program (IIPP).
4. Provide support to all departments to ensure compliance with OSHA regulations.
5. Provide support to all departments to ensure compliance with Federal and State employee leave rights.

Major Budget Changes

None

INTERNAL SERVICES

1245 Risk Management Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits			44,210	44,210
62 - Supplies & Materials	79	466	1,600	1,600
63 - Outside Services			1,000	1,000
64 - Other Charges	(59)	171	200	200
66 - Capital Outlays			200	200
Total	20	637	47,010	47,210

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
7101 Internal Services Administration	20	637	47,010	47,210
Total	20	637	47,010	47,210

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1245 Risk Management	1.000			
Total	1.000			

Purpose

Provide funding for City-wide safety programs, employee assistance program, unemployment claims, biennial physical exams, insurance for property, fine arts, and reimbursable damages.

Division Operations

1. Review/negotiate renewal of insurance and excess insurance contracts annually of property, fine arts, fidelity bonds, liability and tenant user liability insurance programs.
2. Oversee employee insurance programs.
3. Process employee and DMV physical exams.
4. Monitor unemployment claims.
5. Pre-employment process and physical exams.

Major Budget Changes

None

INTERNAL SERVICES

1246 General Insurances Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
63 - Outside Services	9,978	8,000	10,000	20,000
64 - Other Charges	438,979	528,963	515,100	569,100
Total	448,957	536,963	525,100	589,100

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
7102 Internal Services Insurances	448,957	536,963	525,100	589,100
Total	448,957	536,963	525,100	589,100

Purpose

Set Workers' Compensation rates at a level that will fund the workers' compensation reserve at the recommended levels. Maintain a Third Party Administrator that will provide excellent customer service to employees.

Division Operations

1. Provide workers' compensation benefits to City employees consistent with requirements of State law while conserving the City's General Fund.
2. Provide a visible and accurate accounting of the self-insured Workers' Compensation.
3. Set workers compensation rates at a level which will fund the workers' compensation reserve at the recommended level.
4. Establish quarterly file reviews to maintain control over the program with the City's Third-Party Administrator and Occupational/Medical Clinic.
5. Provide On-going training to departments and assist with coordination of early return to work.
6. Implement changes in the workers' compensation law.
7. Reduce General Fund costs in the administration and management of Workers Compensation claims.

Major Budget Changes

None

INTERNAL SERVICES

1247 Workers' Compensation Insurance Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	97,771	99,553	109,190	157,550
63 - Outside Services	4,750	6,250	15,000	15,000
64 - Other Charges	3,803,857	4,335,632	4,310,000	5,285,000
Total	3,906,378	4,441,435	4,434,190	5,457,550
Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
7103 Worker's Comp Self-Insurance	3,906,378	4,441,435	4,434,190	5,457,550
Total	3,906,378	4,441,435	4,434,190	5,457,550
Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1247 Workers' Compensation Insurance	1.000	1.000	1.000	1.000
Total	1.000	1.000	1.000	1.000

Purpose

Provide comprehensive protection of the City's assets through a liability program of risk avoidance, risk reduction, and risk transfer, while focusing on customer service for the residents of the community.

Division Operations

1. Physically inspect major City facilities on an annual basis.
2. Reduce General Fund costs in the administration of claims.
3. Work with Departments to reduce the City's liability exposure.
4. Improve risk transfer to 3rd party contractors.

Major Budget Changes

None

INTERNAL SERVICES

1248 Liability Insurance Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	300,735	283,860	390,430	395,370
64 - Other Charges	1,723,064	976,318	1,710,000	2,040,000
Total	2,023,798	1,260,177	2,100,430	2,435,370

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
7104 General Liability Self-Insurance	2,023,798	1,260,177	2,100,430	2,435,370
Total	2,023,798	1,260,177	2,100,430	2,435,370

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1248 Liability Insurance	1.000	2.000	2.000	2.000
Total	1.000	2.000	2.000	2.000

INTERNAL SERVICES

Vehicle/Equipment Maintenance Division

5233

Purpose

Fleet Maintenance is the internal service division responsible for the inspection, maintenance and repair of the City's vehicle and equipment fleet of over 700 units.

The mission of Fleet Maintenance is to provide safe, dependable, and environmentally sound transportation, related support services, and tools for necessary City purposes. The Division's primary responsibility is to conserve vehicle and equipment value and utility through the inspection, periodic preventive maintenance, and repair of this asset.

Division Operations

1. Develop and staff an effective preventive maintenance program to reduce the incidence of unscheduled repairs.
2. Establish market-driven, competitive fleet services by making periodic assessments of the cost competitiveness of fleet service delivery.
3. Provide for a central fleet management function to maximize economies of scale and efficiency of operation.
4. Establish a fleet policy that identifies all fleet costs, allocates these costs equitable and supports fleet operations as an enterprise activity.

Performance Measures

Performance Measure / Goal	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Goal	FY 2018-19 Projected	FY 2019-20 Goal
Number of vehicles to maintain per employee	134	134	134	134	110
Preventive Maintenance Inspections on Police Vehicles	225	200	500	250	250
Preventive Maintenance Inspections on Fleet Vehicles	1,235	1,200	1,500	1,000	1,250

Major Budget Changes

A fleet management study to investigate the feasibility of centralizing and consolidating the Public Works, Fire, and Police fleets and developing an internal service fund to replace vehicles and equipment was initiated and completed in FY 2015-16. Implementation will begin in FY 2018-2019

INTERNAL SERVICES

5233 Vehicle/Equipment Maintenance Division

Expenditures by Character	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
61 - Salaries & Benefits	972,193	772,827	763,610	831,360
62 - Supplies & Materials	387,194	431,124	575,664	672,100
63 - Outside Services	245,532	229,416	341,180	333,600
64 - Other Charges	3,251	12,429	16,100	15,100
66 - Capital Outlays		17,543	42,000	
Total	1,608,170	1,463,338	1,738,554	1,852,160

Expenditures by Fund	16-17 Actual	17-18 Actual	18-19 Amended	19-20 Proposed
1000 General Fund	(3,022)			
7120 Fleet Maintenance	1,611,192	1,463,338	1,738,554	1,852,160
Total	1,608,170	1,463,338	1,738,554	1,852,160

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
5233 Fleet/Equipment Maintenance	9.000	10.000	10.200	10.450
Total	9.000	10.000	10.200	10.450

INTERNAL SERVICES

Work Force

Workforce by Program	16-17 Authorized	17-18 Authorized	18-19 Authorized	19-20 Proposed
1245 Risk Management				
Assistant City Attorney	1.000			
1245 Risk Management Total	1.000			
1247 Workers' Compensation Insurance				
Assistant City Attorney				0.500
Legal Secretary	1.000	1.000	1.000	0.500
1247 Workers' Compensation Insurance Total	1.000	1.000	1.000	1.000
1248 Liability Insurance				
Assistant City Attorney		1.000	2.000	1.500
Legal Secretary				0.500
Sr Deputy City Attorney	1.000	1.000		
1248 Liability Insurance Total	1.000	2.000	2.000	2.000
5233 Fleet/Equipment Maintenance				
Equipment Inventory Tech	1.000	1.000	1.000	1.000
Equipment Mechanic Crew Sup	1.000	1.000	1.000	1.000
Equipment Mechanic I	1.000	1.000	1.000	1.000
Equipment Mechanic II	3.000	3.000	3.000	3.000
Fleet Analyst		1.000	1.000	1.000
Fleet Maintenance Manager		1.000	1.000	1.000
Inventory Technician		1.000	1.000	1.000
Office Technician			0.200	0.200
Pub Safety Facilities Wkr	2.000			
Public Works Admin Supervisor				0.250
Sr Vehicle Maint Asst	1.000	1.000	1.000	1.000
5233 Fleet/Equipment Maintenance Total	9.000	10.000	10.200	10.450
Total	12.000	13.000	13.200	13.450

CHART OF ACCOUNTS

FUND

Fund	Description
General Fund	
1000	General Fund
1100	Measure E
1200	Measure G
Lighting Landscape & Maint Dist	
2101	Maintenance Dist Administration
2102	Woodside Park Maint District
2103	Downtown Mall Maint District
2104	Airport Bus Park Maint District
2105	N E Salinas Landscape Dist
2106	Harden Ranch Landscape Dist
2107	Vista Nueva Maint District
2108	Mira Monte Maint District
2109	Monte Bella Maint District
Local Public Safety	
2201	Sales Tax-SB172
2202	Supplemental Law Enf - AB3229
Development Impact Fees	
2301	Development Fees-Sewer & Storm
2302	Development Fees-Parks & Playgr
2303	Development Fees-Library
2304	Development Fees-Street Trees
2305	Development Fees-Annexations
2306	Development Fees-Arterial
2307	Development Fees-Fire
2308	Dev Fees Fund-Police
Gas Tax	
2401	Gas Tax - 2107
2402	Gas Tax - 2106
2403	Gas Tax - 2105
2404	Gas Tax - Motor Vehicle Fuel Tax
Other Special Revenue	
2501	Emergency Medical Service Fund
2502	Asset Seizure
2503	Traffic Safety
2504	Vehicle Abatement
2505	Recreation Parks
2506	PEG Cable Franchise
2507	Municipal Art Fund
2510	MX-Transport Safety & Inv Plan
2511	SB1 Road Maintenance & Rehab
2512	SB1 Traffic Congestion Relief
2601	SRA Public Improvements
2602	HSA - Affordable Housing
Housing & Urban Development	
2910	Community Development
2920	Rental Rehab

CHART OF ACCOUNTS

FUND

Fund	Description
2930	Home Investment Partnership
2935	ADDI American Dream Downpayment
2940	Emergency Solutions Grant-HUD
2941	Emergency Solutions Grant-COC
2942	CA Emergency Solutions & Housing
2950	Begin State Home Funds
2951	SB2
2955	Neighborhood Stabilization Prog
2957	Inclusionary Housing Trust Fund
	Grants
3103	Bureau of Justice Assist - JAG11
3104	COPS Hiring 2011
3106	Homeland Security
3107	Bureau of Justice Assist - JAG12
3108	Local JAG 2013
3109	Police Reimbursable Costs
3111	SAFER
3112	BJA-Nat'l Forum on Youth
3113	Project Safety Neighborhood
3114	Community Interlink (OVW)
3115	Assistance to Firefighters
3116	NGEN Public Safety Radio System
3157	Selective Traffic Enforcement
3158	DUI Avoid Campaign 2015
3159	Selective Traffic Enforcement
3160	Avoid DUI Campaign
3161	Local JAG
3163	2014 COPS Hiring SRO
3181	STRYVE Grant
3205	CalGRIP 6
3216	Public Works Awards & Contrib-St
3251	CA Beverage Container Recycling
3252	CLLS -Adult Literacy
3254	State of California Library
3255	California Endowment
3256	First Five Monterey County
3281	CalGrip 821-14 & 15
3282	BSCC-Board of St&Comm Correction
3283	BSCC-Board of St&Comm Correction
3302	Cal ID / RAN Grant
3310	Animal Shelter Grants
3315	Public Works Awards & Contrib
3401	Community Foundation Grant
3453	Comm Foundation - D & L Packard
3454	Library Awards and Contributions
3455	Claire Giannini Grant
3462	Police Body Cameras

CHART OF ACCOUNTS

FUND

Fund	Description
3480	Library - Other Contributions
3681	Community Safety Grants
	Debt Service
4101	1997 COPs
4102	1999 COPs
4103	Steinbeck COP
4104	2014 COP Consolidation
4105	Long Term Debt (Moved to 9899)
4106	2018 Lease-PS Building-Police
4107	COP 2018B T.R.I.P. Total Rd Impv
4108	Energy Improvement
4109	2015 Refunding COP 2005 A & B
4110	2018 Lease-El Gabilan Library
	Special Assessments
4201	Assessment District Admin
4202	Assessment Districts-Debt Svc
4203	Assessment District Reserve
4204	CDF 2016-1 Monte Bella
5300	Assessment District - Projects
	Special Aviation
5101	Special Aviation Fund - State
5102	Special Aviation Fund - Federal
	Special Construction Assistance
5201	Special Const Assist - Fed & St
5202	Special Const Assist-MX Bonds
5203	Special Const Assist - Others
5204	Special Const Assist - TDA
	Capital Projects
5800	Capital Projects
	Enterprise
6100	Municipal Airport
6200	Industrial Waste
6300	Municipal Golf Courses
6301	Fairways Golf Course
6302	Twin Creek Golf Course
6400	Sewer
6500	Storm Sewer (NPDES)
6600	Crazy Horse Landfill
6700	Water Utility
6800	Parking District
6801	Downtown Parking District
6802	Preferential Parking
6803	Parking Enforcement
6900	Permit Services
	Internal Service
7101	Internal Services Administration
7102	Internal Services Insurances

CHART OF ACCOUNTS

FUND

Fund	Description
7103	Worker's Comp Self-Insurance
7104	General Liability Self-Insurance
7120	Internal Services-Fleet Maint
	Agency
8102	SUBA Business Improvement Dist
8104	Economic Development
8106	Flexible Spending
8107	Cafeteria Benefit
8108	Downtown Comm Benefit District
	Pension Trust
8701	Deferred Compensation-Trust Deed
8702	Deferred Comp - Separations
8703	Deferred Compensation Admin
8704	Deferred Compensation-CCFCU
	Trust
8801	Trust Deposits
8802	Community Center Deposits
8803	Sherwood Hall Deposits
8804	Other Agency Fees
8805	MAS Municipal Auditing Services
8806	Sales Tax
8807	Payroll Deposits Fund
8808	KDF Los Padres
8809	Regional Dev Traffic Impact Fees
8810	Evidence Room Safe Trust
8811	DSA/ADA State Fee fr Business Li
8812	Mtry Co. Conv & Visitors Bureau
8813	SVTVB TID - Welcoming Center
	RORF-RedevObligationRetirement
8914	RORF-Redev Obligation Retirement
8915	Successor Agency Administration
	Transaction
9999	Pooled Cash and Investment Fund

CHART OF ACCOUNTS DEPARTMENT

<u>Department</u>	<u>Description</u>
00	Non Dept/Transfers
10	City Council
12	Administration
14	Legal
20	Finance
30	Community Development
40	Police
45	Fire
50	Public Works
55	Recreation
60	Library
70	Grant
80	Non Departmental
81	Trust Accounts

CHART OF ACCOUNTS

DIVISION

Division	Description
0000	Non-Departmental
1000	City Council
1111	City Manager`s Office
1113	Community Safety
1120	City Clerk
1140	Human Resources
1245	Risk Management
1246	General Insurances
1247	Workers' Compensation Insurance
1248	Liability Insurance
1355	Economic Development
1356	Salinas Valley Enterprise Zone
1400	City Attorney's Office
2030	Finance Administration
2031	Accounting
2032	Purchasing
2033	Information Technology
2034	Revenue & Licensing
2140	Assessment Dist Administration
2141	Assessment District Debt Service
2502	RORF
2505	Succesor Agency Admin
3111	Plan & Project Implementation
3112	Public Services
3113	Relocation and Contingencies
3220	Housing & Community Development
3221	Rehabilitation
3222	NSP
3225	First Time Home Buyers
3230	Inclusionary Housing
3240	Special Programs
3350	Permit Services
3353	Code Enforcement
3461	Advanced Planning
3462	Current Planning
4110	Police Administration
4111	Community Relations
4112	Personnel & Training
4116	Special Operations
4130	Support Services
4131	Technical Services
4132	Word Processing
4133	Evidence & Property
4134	Records
4137	Maintenance Services
4170	Animal Control Services
4171	Animal Control Svc -Agencies

CHART OF ACCOUNTS

DIVISION

Division	Description
4220	Field Operations
4221	Traffic
4250	Retired Annuitants
4340	Investigations
4341	Narcotics
4342	School Resource Officers
4343	Violence Suppression
4380	Asset Seizure
4390	Joint Gang Task Force
4505	Fire Administration
4510	Suppression
4511	Youth Explorer Program
4520	Emergency Medical Services
4530	Prevention
4540	Training
4560	Vehicle Maintenance
4570	Hazardous Material Control
4571	Hazardous Material-County
5110	Engineering Administration
5115	Development Engineering
5120	Engineering Services
5122	Dev, Traffic & Transportation
5125	Eng Water & Solid Waste Division
5126	NPDES Storm Water
5128	GIS Division
5230	Maintenance Administration
5231	Graffiti Abatement
5232	Facilities Maintenance
5233	Fleet/Equipment Maintenance
5234	Street Maintenance
5235	Street Lights
5236	Traffic Signals
5237	Environmental Compliance
5238	Parks and Community Services
5239	Urban Forestry
5340	Airport
5441	Industrial Waste
5442	Sanitary Sewer
5443	NPDES Storm Drain Sewer
5444	NPDES Street Sweeping
5445	Hitchcock Road Water
5446	Downtown Parking
5447	Preferential Parking
5448	Parking Enforcement
5560	Woodside Park
5561	Downtown Mall
5562	Airport Business Park

CHART OF ACCOUNTS

DIVISION

Division	Description
5563	North East
5564	Harden Ranch
5565	Vista Nueva
5566	Mira Monte
5567	Monte Bella
6005	Library Administration
6009	Technical Services
6010	Support Services
6011	Steinbeck Library
6012	Cesar Chavez Library
6013	El Gabilan Library
6015	Community Education
6231	Recreation Admin
6232	Neighborhood Services
6233	Closter Park
6234	El Dorado Park
6235	Central Park
6236	Facility Services
6237	Reimbursable Rec Activities
6238	Youth Sports
6239	Recreation Center
6240	Firehouse Rec Center
6241	Hebbron Heights Rec Center
6242	Afterschool Programs
6243	Community Center
6244	Breadbox Rec Center
6245	Firehouse After School
6246	Hebbron Family Center
6247	Sherwood Rec Center
6248	Youth Services & Comm Engagement
6249	Aquatic Center
7101	Police Grants and Reimbursements
7102	Community Safety
7103	Project Safe Neighborhoods
7104	Federal Reimbursements
7105	ASPCA-Community Cat
7106	Other Reimbursements
7110	Selective Traffic Enf Program
7120	Avoid DUI Campaign 2016
7221	Homeland Security-Planning
7222	Homeland Security-Equipment
7330	Learning Center
7331	Summer Reading Program
7332	Tanimura Family Foundation
7333	Raising A Reader Program
7334	Innovation & Technology
7335	CA Endowment-Youth Leadership

CHART OF ACCOUNTS

DIVISION

<u>Division</u>	<u>Description</u>
7336	F5MC-Packard Playgroup Expansion
7337	Nat'l Center For Family Literacy
7338	Listos Para Empezar? Digital Lit
7339	Women`s Fund of Monterey County
7340	Library Literacy
7341	Cesar Chavez Park: Planning
7342	Pacific Library Partnership
7343	Library Donations
7344	Library Literacy- Contributions
7345	F5MC-Read, Grow, Play Program
7346	Student Success Initiative
7347	Paletero Program
7348	Integrated Service Collaborative
7349	Kinder Boot Camp
7350	Family Literacy
7399	Library Awards and Contributions
7401	Electric Vehicle Replacement
7402	BJA-SSP 2015 (Smart Supervision)
7406	STRYVE
7407	PW Awards & Contributions
7408	Law Enforcement Grant
7409	Violence Prevention Effort
7410	CalVIP
8001	Community Programs
8002	Elections
8003	65 West Alisal
8004	Debt Service
8005	Other Services
8006	Twin Creeks Golf Course
8007	Fairways Golf Course
8008	Oldtown Salinas Association
8009	Salinas United Business Assoc
8010	Intermodal Transp Center
8011	Downtown Comm Benefit District
8114	Receivership Case
8120	Building-Seismic Fees
8121	Building Standards Admin Fund
8122	Love`s Stores Planning
8123	Weed Abatement
8124	Prepaid Building Fees
8125	Deposits-Permit Center
8126	Deposits-Planning
8127	Payroll Tax
8128	Icma/HL/Taxes W/H
8129	COBRA-Insurance Premium
8130	EDD Childcare Building Maint
8131	Misc Trust Deposits

CHART OF ACCOUNTS

DIVISION

Division	Description
8132	Sales Tax
8133	Beverage Container Recycling
8134	MAS Municipal Auditing Services
8135	KDF Pointe Apartments
8136	Deferred Compensation
8137	AFLAC Section 125
8138	Cafeteria Benefit Insurances
8139	ADA State Fee Business License
8140	MO. CO. Tourism Impvt Dist
8141	TID - Welcome Center
8142	Community Center Deposits
8143	Friends of the Library
8144	Sherwood Hall Deposits
8145	Adult Literacy Donations
8146	Library Donations
8147	Library Misc Oper
8148	Fire Training
8149	Animal Shelter Donations
8150	Spay/Neuter Voucher Program
8151	PD-Fingerprint Fees
8152	Spayed/Neutered Fees
8153	SPD-Asset Forfeiture
8154	Evidence Room Safe Trust
8155	Day Care Center - MAOF
8156	Graffiti Removal Reimbursement
8157	TAMC Regional Dev Impact Fee
8158	MRWPCA Fees
8159	Mobilehome Rent Mediation
8160	Deposits-Public Works
9001	Permanent Shelter Predevelopment
9002	Striping Improvements at City St
9003	Street Safety Education
9004	E Alisal Street Parking
9005	Soccer Field Cesar Chavez Park
9006	Lincoln Ave. Storm Drain Improve
9007	Lincoln Ave. Sanitary Sewer Imp
9009	Industrial Waste Liftstation
9010	CCTY Inspections
9011	LaGuardia Lift Station
9012	Airport/John Street
9014	City Yard Gates Upgrade
9015	Tree Inventory (GIS) Data Col Sy
9017	Motorola Radios
9018	Permit Center Workspace Reorg
9022	Tennis Court Improvements
9024	Airport Vehicle Replacement
9025	Tatum`s Garden ADA Sidewalk

CHART OF ACCOUNTS

DIVISION

Division	Description
9026	Steaming Ahead Historic Railroad
9027	Natividad Creek Detention
9028	Urban Greening Plan
9029	GIS Tree Inventory
9031	45 Soledad St Demolition
9032	Tasers and Body Worn Cameras
9033	E Salinas Street Lights
9034	Alisal Airport Multi-Use Trail
9035	Bread Box Building Improvements
9036	Airport Compatibility Land Use
9037	Rehabilitate Taxiways A and C
9038	Airport Terminal Fencing
9039	Main Gate Back Up Generator
9040	City Infill Housing
9041	Inclusionary Housing Ord Update
9042	Farmworker Housing Study
9043	Tree Planting - Forest Mgmt Plan
9044	Fencing Repairs at Various Parks
9045	CDD Vehicle Replacement
9046	Gabilan Play Lot
9047	TRAKIT Business License
9048	Restroom Replacement
9049	E Salinas Street Lights (Ph12)
9050	Core Area Development
9051	E Salinas Street Lights (Ph13)
9052	Women's Club Upgrade
9053	NE Maint Improvement District
9054	Downtown Parking Lighting
9055	NE Maintenance District Dog Park
9056	Vista Nueva Subdivision Impvts
9057	Corporate Hangar Develop - South
9058	NPDES Permit Prof Services
9059	Natividad Creek Dog Park
9060	Playground Improvements at Parks
9061	La Paz Park Stage Area Recon
9062	4 Bridge St Env Remediation
9063	Downtown Parking Mgmt Plan
9064	Monterey St Garage Improvements
9065	10 Soledad Street
9066	Salinas St Security Camera
9067	Sanborn/John Intersec Impvts
9068	City Cleanup Program
9069	Contamination Mitigation
9070	2010 Chinatown Rebound Update
9071	Williams Rd Street/Streetscape
9072	100 Block Main St Lights Repl
9073	Downtown Public Restrooms

CHART OF ACCOUNTS

DIVISION

<u>Division</u>	<u>Description</u>
9074	N Davis Rd Guard Rail Impvt
9075	S Salinas Dry Weather Storm
9076	Bardin/Alisal Street Island
9077	Reg Groundwater Sustainability
9078	FGA West Area - EIR
9079	FGA Central Area - EIR
9080	San Juan Grade Road Improvements
9081	Striping and Signing
9083	Airport Electrical Impvt & Devel
9084	Traffic Impvts Skyway/Airport
9085	Utility Underground Districts
9086	Natividad Creek Silt Removal
9088	Mortensen, Mercer & Skyway Blvd
9089	N Sanborn Rd Impvts
9090	Downtown Complete Streets
9091	Main Street Railroad Crossing
9092	Park Nexus Study
9093	Permit Center Technology Upgrade
9095	Alisal Market Place
9098	Neighborhood Services
9101	Airport ALP Update & Report
9102	PCs & Networking
9103	Geographic Information Systems
9104	Police Technology Upgrades
9105	Street Trees
9106	Parking Lot Resurfacing
9107	Open Space Improvements
9108	Fiber Conn,Virtual Desktop & ERP
9109	Permit Center Impl Citygate
9110	Street Maint Vehicle Replacement
9111	Tech & Business Process Innovat
9112	Natividad/Laurel Intersection
9114	Salinas River Outfall Channel
9117	Sanborn/US 101 Impvts - Ag Ind
9118	John & Abbott Intersection Impvt
9119	PD Parking Lot Iron Fencing
9120	Monte Bella Subdivsion Imprvts
9121	Mira Monte Subdivsion Imprvts
9122	LEOC Police Building
9124	Lift Stations Backup Generator
9126	Sanitary Sewer Pipes Repair
9127	Silt Removal Gabilan Creek
9128	Williams Rd Median Island Impvts
9130	Salinas River Maintenance Prog
9131	City Web Page
9132	Emergency Operations Center
9133	Sun/Market Intersection

CHART OF ACCOUNTS

DIVISION

Division	Description
9135	Fremont/EI Sausal Safe Routes
9136	ED Element Analysis
9137	City Park Sign Improvements
9138	Corp Yard Storm Drain NPDES
9139	Storm Sewer Drainage Repairs
9140	Kern/101 Ramps - Mobray
9141	Front St/East Alisal St Int
9144	Email Server Upgrade
9145	W Laurel Dr Improvements
9146	Financial & HR Mgmt ERP System
9149	West Alvin Dr Crossing
9150	ADA Curb & Ramps
9151	Facility Upgrades-Airport T-52
9152	Permit Center Fee Study
9153	Downtown Traffic & Parking Study
9156	Land Purchase Contingency Fund
9157	RWY 8/26 Helipad Design
9158	TRAKIT Update
9159	Network Equipment Upgrades
9160	Wireless Network Coverage
9161	Geographic Information Systems
9162	City Street Sign Reflectivity
9163	Traffic Calming Improvements
9164	Salinas Train Station Impvts
9165	Hebbron Family Center Imprvts
9166	New El Gabilan Library
9167	Lincoln Rec Center Bldg Impvts
9168	New John Steinbeck Library
9169	Rossi Rico Community Park
9170	Boronda & N Main Intersec Impvt
9171	E Bernal Drive Improvements
9172	Reconstruct Parking Lot #16
9173	Davis Rd Impvt E Laurel-Rossi
9174	Steinbeck Library Fire
9175	Santa Rita Storm Channel
9176	ITC Bicycle-Pedestrian Bridge
9177	Gabilan Creek Fish Ladder
9178	FGA W Area-Specific Plan Appl
9179	FGA Central-Specific Plan Appl
9182	Public Outreach/Ballot Polling
9183	Tree Replacement - Storm Damage
9184	Energy-Related Impvts City Facilities
9185	T/S Alvin & Linwood
9186	SVG Partners/Thrive Accelerator
9188	Pedestrian Crossing Enhancements
9189	Cesar Chavez Park Playground
9190	Capital One-Eco Dev Incentive

CHART OF ACCOUNTS

DIVISION

Division	Description
9191	Rec Center Repairs/Improvements
9192	Enrichment Trips for Youth
9193	Computer Room Cooling Equipment
9194	Library Books and Materials
9195	Computers Upgrade LCSD
9199	Rec & Park MV Carryover FY 12-13
9201	Library MV Carryover FY 12-13
9202	Police MV Carryover FY12-13
9203	Telephone System City-Wide
9204	Info System MV Carryover 13-14
9205	Chinatown Homeless Center Imprvt
9206	Homeless Warming Shelter
9207	Fire MV Carryover 13-14
9208	Forbes Ag Tech Summit
9209	IT Strategic Plan and Assessment
9210	Fire Command/Staff Vehicles
9211	Social Media Communication
9212	CIP Charter Review
9213	Fire Radio Comm/Mobile Data
9214	PD Records Management System
9215	HUD Consolidated Plan
9216	9216 - ADA Pedestrian Ramp Inst
9217	Facilities ADA Transition Plan
9218	Bardin Rd Safe Route to School
9219	E Alvin/Linwood/Maryal Routes
9220	E Laurel Dr Sidewalk & Lights
9221	Sanitary Sewer Lines Evaluation
9222	E Lake St Pump Station Upgrade
9223	T/S Boronda & Sanborn Rd
9224	Chinatown Renewal Street
9225	Airport Electr Upgrades-Design
9226	Fleet Consolidation Replacement
9227	T/S Constitution & Las Casitas
9228	Sherwood Hall Upgrade
9229	Vibrancy Plan General Plan
9230	Vibrancy Plan Infrastructure
9231	Vibrancy Plan State Highways
9232	Vibrancy Plan Parking
9233	Land Acquisition-PD Station
9234	Chinatown Pedestrian Crossing
9235	Fire Station Renovations
9236	Division Street Plan
9237	Street Tree Trimming
9238	T/S Alisal & Murphy
9239	Rotunda & CM Conf Room Upgrade
9241	Carpet & Remodeling 2nd Floor CH
9242	Harden Ranch Playground

CHART OF ACCOUNTS

DIVISION

Division	Description
9243	Sewer Maintenance Equipment
9244	New Police Facility Debt Service
9245	ED Element GPA/EIR
9246	EDE Alisal Vibrancy Plan
9247	ED Element - Proj Mgmt EDE Imp
9248	Soledad St Brownfield Clean Up
9249	Parking Enforcement
9250	Police Body Worn Cameras
9251	Ag-Industrial Park EIFD
9252	Digital NEST
9253	ADA Traffic Signal Upgrades
9254	Culvert Rehab Gavilan/Natividad
9255	City Bridges Rehab
9258	City Urbanization History
9259	Violence Prevention Effort
9260	Reimbursable Disaster Events
9261	Sanitary Sewer Pumps City Hall
9262	North Maint St Intersection
9263	Alisal Corridor Complete Sts Pln
9264	Salinas Valley Sector-Based Int
9265	Freight Building Renovation
9266	Bridge Maintenance Program
9267	Streetlight Installation
9268	T/S E Laurel and St Edwards
9269	Facilities Vehicle Replacement
9270	Parks Vehicle Replacement
9271	Urban Forestry Equip Replacement
9273	Fleet Vehicle Replacement
9274	Wastewater Equipment
9275	Runway 13/31 Rehab & Const
9276	Runway 8/26, 13/31 & Heliport Re
9277	Bardin Road & Sanitary Sewer Imp
9278	N Main St/Boronda Rd Impvts
9279	Homelessness Service Coordinate
9280	T/S Buckhorn and Sanborn
9281	T/S Boronda and Falcon
9283	Sanitary Sewer Mgmt System
9284	Underground Storage Tank
9287	Williams Road Widening
9304	Abbott St Safety Building
9337	E Market St Recon & Slurry Seal
9344	Safety Radio Sys- (NGEN)
9346	Natividad Creek Community Park
9347	Natividad Creek Pk Maint Bldg
9348	WDR-Grease Traps Inspection
9356	Asbestos/Mold Remediation
9357	Building Permit TechnologySystem

CHART OF ACCOUNTS

DIVISION

Division	Description
9358	T/S Williams Rd & Garner Av
9365	Street Sweepers Acquisition
9370	Development Impact Fee Study
9377	Fire EMS & Safety Equipment
9379	Sherwood Tennis Center Impvt
9380	Park & Open Space Master Plan
9382	Fire Mobile Data Up-grades
9383	City Facilities Doors & Exits
9384	Fire Hose & Nozzle Replacement
9385	Police Vehicles and Equipment-MV
9386	Library Planning & Impvt(MV)
9390	Constitution Soccer Exp & Lights
9391	School Safety Enhancements
9394	Replace Carpet
9395	Monterey Garage Improvements
9397	Park Pathway Improvements
9399	Freight Terminal Rehab
9402	Airport Security System
9403	Monte Bella Park
9404	Fairways Tree Removal
9411	Fire Hydrant Repairs
9416	Azahel Cruz Pocket Park
9431	Traffic Signal Coordination
9436	Storm Water Monitoring NPDES
9438	Annual City Sts Rehab Program
9450	Economic Development
9451	Closter Park Improvements
9453	Fire Training
9454	Lower Natividad Creek Park
9460	West Wing Conference Room
9461	Congestion Mgmt Agency City %
9462	Northeast Library
9466	Emergency Generators
9480	Chavez Library Courtyard Resurface
9501	Hangar Painting
9503	Garner Ave Improvements
9507	Archer Street Improvements
9508	Rossi Alley Improvements
9509	La Paz Park Improvements
9510	E Boronda Rd Traffic Congestion
9511	E Boronda Rd T/S Coordination
9512	NPDES Public Education
9513	NPDES Storm System Mapping
9525	Fleet Replacement
9526	City Hall Fire Alarms
9527	Fire Safety Gear & Equipment
9533	Electric Locking System

CHART OF ACCOUNTS

DIVISION

Division	Description
9534	Electric Locking Sys Permit Ctr
9535	Sherwood Recreation Center
9540	Fire Apparatus Replacement
9541	Fire Stations Repairs
9579	Police Vehicle Replacement
9588	Fire Vehicles
9598	Street Maint Equipment
9607	Bicycle Lane Installations
9612	City Hall Improvements
9618	ADA Plans-Sidewalks & Ramps
9626	Fire Station 7
9627	Natividad Creek Multi-Complex
9631	Airport Blvd Widening
9640	City Wide Recreation Trails
9643	Senior Center
9654	Traffic Signal Installation
9655	E Alisal/Skyway Blvd Roundabout
9662	Traffic Fee Ordinance Update
9663	Groundwater Monitoring Fairways
9667	Computer Aided Design System
9670	El Dorado Park Improvements
9672	Pavement Management System
9684	Copier Rental Program
9701	General Plan
9709	Water Re-Use Feasibility Study
9712	Sherwood Hall Repairs-Carpet
9714	Chavez Park Water Pump
9716	Steinbeck Library Up-grades
9718	Reroof Public Buildings
9720	Sidewalk & Drainage Repairs
9723	E Romie Lane Widening
9725	Sanitary Sewer Equipment
9735	Priority 1 Storm Sewer Lines
9737	Ball Field Repairs
9742	Sewer Pipe Repairs
9743	Repairs to Lift Stations
9756	Central Park Improvements
9757	Nativ Ck arPk Skate/BMX Track
9765	Sherwood Hall Repairs
9769	Rec Courts Resurface
9772	Park Lights Replacement
9775	Street Median Landscaping
9793	Park Drinking Fountain Repl.
9794	IW Treatment Facility Repairs
9840	Irrigation Contrl.Sys.Retrofit
9853	Priority 1 Sanitary Sewer Line
9854	Prevention Initiative

CHART OF ACCOUNTS

DIVISION

Division	Description
9856	Fairways Improvements
9867	Martella/Preston Assessment Dist
9873	Skating Activity Centers
9875	City Facilities Repainting
9878	Davis Rd Widen (Market-Blanco)
9881	Maryl Drive Reconstruction
9893	US 101 Impvt thru Salinas
9899	Harris Rd & 101 Overpass
9902	Carr Lake Development
9904	New Police Facility-Construction
9922	Transit Improvements
9923	Davis (Blanco-Reservation)
9924	E Laurel Dr Improvements
9926	Sidewalk Repair (MV)
9927	Park Surveillance Cameras
9928	Playground Surfacing
9931	Peach, Cherry & Sun St Impvts
9933	Del Mar Drive Improvements
9934	Vale, Happ, Palmetto & New St
9935	Misc. Storm Drain Improvements
9940	IW Shunt Connection
9941	IW Conveyance/Facility Impvt
9942	IW Conveyance System Improvement
9943	Aquatic Center Expansion
9944	Aquatic Center Solar Panels
9951	T/S Main St & John St
9952	Development Mitigation - Tynan V
9953	T/S Front St & John St
9954	T/S Front St & Alisal St
9955	T/S US 101 SB Ramp at Market
9956	T/S US 101 NB Ramp at Kern St
9957	T/S US 101 SB Ramp at John St
9958	T/S US 101 NB Ramp@John & Wood
9959	NPDES Compliance Inspections
9960	Streetlight Energy Retrofit
9961	Energy Miser Appliances/Lights
9962	Sanitary Sewer GIS Mapping
9963	Greenbelt Improvement Project
9964	Parking Lot Resurfacing-Parks
9966	Double Pane Windows
9967	Weatherization City Facilities
9968	Library Efficiency Asses & Mod
9969	Steinbeck & Chavez Roof Repair
9970	El Gabilan Expansion
9976	Circle Drive
9977	Employee Parking Lot Gates
9981	Slurry Seal Improvements

CHART OF ACCOUNTS

DIVISION

<u>Division</u>	<u>Description</u>
9983	Fit Testing
9984	Fire Training Tower
9985	Mobile Command Veh Recur Cost
9987	Fire Station Alerting Sys Update
9988	Staff Mgmt Software/Subcrip
9989	Fire Breathing Apparatus
9992	Commercial Washer & Dryer
9993	Sherwood Park Tennis Court Imp
9995	Laurel Heights Park
9996	Natividad Creek Nature Center

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
50	Taxes
50.1010	Taxes - Property Taxes-Secured CY
50.1020	Taxes - Property Taxes-Unsecured CY
50.1030	Taxes - Property Taxes-Supp Assessment
50.1040	Taxes - Property Taxes - Interest
50.1050	Taxes - Property Taxes-Secured PY
50.1060	Taxes - Property Taxes-Unsecured PY
50.1070	Taxes - Property Taxes-HOPTR
50.1080	Taxes - Property Taxes-Transfer
50.1090	Taxes - Property Taxes-Tax Increments
50.1120	Taxes - Property Taxes-Veh Lic In-Lieu
50.1129	Taxes - ROPS Pass Through Payments
50.1130	Taxes - Property Taxes-Residual Prop Tax
50.1140	Taxes - Property Taxes-Assessment Dist
50.2010	Taxes - Sales Tax
50.2020	Taxes - Sales Tax In-Lieu
50.2030	Taxes - Transactions and Use Tax-MV
50.2040	Taxes - Transactions and Use Tax-MG
50.2045	Taxes - Excise Tax - Cannabis
50.2050	Taxes - City of Salinas-SB 172
50.2060	Taxes - Utility Users
50.2070	Taxes - Transient Occupancy
50.2080	Taxes - Business License
50.2081	Taxes - Cannabis Business License
50.2090	Taxes - Business Lic Surcharge
51	Franchise Fees
51.2160	Franchise Fees - AT&T
51.2170	Franchise Fees - Cable TV
51.2180	Franchise Fees - Electric
51.2190	Franchise Fees - Garbage
51.2200	Franchise Fees - Gas
51.2210	Franchise Fees - Recycling Shares
51.2220	Franchise Fees - Towing
52	Licenses & Permits
52.1205	Licenses & Permits - Cannabis Permit-New Application
52.1206	Licenses & Permits - Cannabis Permit-Amendment Major
52.1207	Licenses & Permits - Cannabis Permit-Amendment Minor
52.1208	Licenses & Permits - Cannabis Permit-Amendment Admin
52.1209	Licenses & Permits - Cannabis Permit-Renewal
52.1210	Licenses & Permits - Cannabis Permit-Appeal
52.3010	Licenses & Permits - Mechanical Permits
52.3020	Licenses & Permits - Building Permits
52.3030	Licenses & Permits - Plumbing Permits
52.3040	Licenses & Permits - Electrical Permits
52.3050	Licenses & Permits - Encroachment Permits
52.3060	Licenses & Permits - Re-Roofing Permits
52.3070	Licenses & Permits - Building Demolition Permit

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
52.3080	Licenses & Permits - Building Permit Surcharge
52.4010	Licenses & Permits - Animal Licenses
52.4020	Licenses & Permits - Bicycle Licenses
52.4030	Licenses & Permits - Pawn Broker/False Alarm Renewal
52.5010	Licenses & Permits - Parking Lot Permits
52.5020	Licenses & Permits - Salinas St Garage Permits
52.5030	Licenses & Permits - Garage Sale Permits
52.5040	Licenses & Permits - Monterey St Garage Permits
52.5050	Licenses & Permits - Transportation Permits
52.5060	Licenses & Permits - Preferential Permits
52.5070	Licenses & Permits - Monterey St Garage - Hourly
52.5075	Licenses & Permits - Parking Validation
52.8010	Licenses & Permits - Other Licenses & Permits
52.8015	Licenses & Permits - Cannabis Business Admin Permit
53	Fines and Forfeits
53.3010	Fines and Forfeits - Code Enforcement Violations
53.3012	Fines and Forfeits - NPDES Citations
53.3405	Fines and Forfeits - C & D Penalty
53.4010	Fines and Forfeits - Vehicle Code Fines
53.4020	Fines and Forfeits - Parking Fines
53.8010	Fines and Forfeits - General Code Fines
54	Use of money and property
54.5010	Use of money and property - Hangar Rent
54.5020	Use of money and property - Aircraft Parking
54.5030	Use of money and property - Building Rental
54.5040	Use of money and property - Ground Leases
54.5050	Use of money and property - Fuel Fees
54.5060	Use of money and property - Use Permits
54.5070	Use of money and property - Flight Fees
54.8010	Use of money and property - Investment Earnings
54.8020	Use of money and property - Gain on Sale of Invest
54.8030	Use of money and property - Possessory Interest
54.8050	Use of money and property - Rental Income
54.8051	Use of money and property - ITC Lease
54.8060	Use of money and property - Building Lease
54.8070	Use of money and property - First Tee Lease
54.8080	Use of money and property - Sierra Lease
55	Intergovernmental
55.2013	Intergovernmental - Inter Agency Transfers
55.3013	Intergovernmental - TRAKIT-Permit System Charges
55.3023	Intergovernmental - Developers Contributions-Haciend
55.4003	Intergovernmental - Fire Mitigation Fees
55.4013	Intergovernmental - County CSA 74-Safety Equipment
55.4023	Intergovernmental - HAZMAT Reimbursement
55.4033	Intergovernmental - Monterey County RAN
55.4043	Intergovernmental - Monterey Co. Animal Shelter
55.4053	Intergovernmental - City Animal Shelter

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
55.4063	Intergovernmental - City of Marina(Animal Shelter)
55.4073	Intergovernmental - Measure X - TAMC
55.4083	Intergovernmental - Emergency Radio Mitigation Fee
55.4202	Intergovernmental - State Fire Reimbursement
55.4212	Intergovernmental - State Office of Emergency Sv
55.4222	Intergovernmental - Post Training Reimbursement
55.4232	Intergovernmental - State Seizure Reimbursement
55.4242	Intergovernmental - Abandoned Vehicle Abatement
55.4252	Intergovernmental - Supp Law Enforcement (AB 3229)
55.4292	Intergovernmental - SB1 Loan Repayment
55.4501	Intergovernmental - Federal Reimbursements
55.5013	Intergovernmental - Air District
55.5023	Intergovernmental - MRWPCA
55.5033	Intergovernmental - City Industrial Waste Facility
55.5043	Intergovernmental - Alisal Steinbeck Park Maint.
55.5053	Intergovernmental - Developers Contributions
55.5063	Intergovernmental - Construction Assistance Others
55.5073	Intergovernmental - Monterey County
55.5074	Intergovernmental - Other Agencies
55.5083	Intergovernmental - Developers-FGA West
55.5093	Intergovernmental - Developers-FGA Central
55.5103	Intergovernmental - Developers-FGA East
55.5104	Intergovernmental - Developers-Cloverfield
55.5202	Intergovernmental - State Gas Tax - 2106
55.5212	Intergovernmental - State Gas Tax - 2107
55.5222	Intergovernmental - State Gas Tax - 2107.5
55.5232	Intergovernmental - Other State Grant & Reimb
55.5242	Intergovernmental - Rebates/Refunds & Reimb
55.5252	Intergovernmental - State Gas Tax - 2105 (P-111)
55.5262	Intergovernmental - State Gas Tax - 2103 (TCR)
55.5272	Intergovernmental - Regional Surface Transp Program
55.5274	Intergovernmental - State Air Resources Board
55.5282	Intergovernmental - State Highway Maintenance
55.5292	Intergovernmental - SB1 Road Maintenance & Rehab
55.5501	Intergovernmental - Federal Aid - Airport
55.5511	Intergovernmental - Other Federal Grant
55.5521	Intergovernmental - Federal TEA
55.6202	Intergovernmental - CLSB Direct Loan Fund
55.6212	Intergovernmental - Public Library Fund
55.6222	Intergovernmental - State CLSA Literacy Grant
55.7013	Intergovernmental - Packard Foundation
55.7202	Intergovernmental - State Aid - Airport
55.7212	Intergovernmental - State Traffic Grant (Federal)
55.7222	Intergovernmental - BSCC Grant
55.7232	Intergovernmental - Cal EMA
55.7501	Intergovernmental - Block Grant
55.7511	Intergovernmental - SAFER-FEMA Grant Reimb

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
55.7521	Intergovernmental - HOME Inv Partnership (HUD)
55.7531	Intergovernmental - Emergency Solutions Grant
55.7532	Intergovernmental - Emergency Solutions & Housing
55.7541	Intergovernmental - Federal BJA
55.7542	Intergovernmental - SB2
55.7545	Intergovernmental - Federal Homeland Security
55.7551	Intergovernmental - Economic Development Grant
55.7561	Intergovernmental - COPS Grant Reimbursement
55.8013	Intergovernmental - County Housing In-Lieu
55.8014	Intergovernmental - Local Agency Reimbursement
55.8023	Intergovernmental - Library Contributions
55.8033	Intergovernmental - Mo Co Superintendent of School
55.8202	Intergovernmental - Motor Vehicle In-Lieu
55.8212	Intergovernmental - State Mandated Costs
55.8222	Intergovernmental - CA Endowment
55.8223	Intergovernmental - Disaster Reimbursements
56	Charges for Services
56.1010	Charges for Services - Minute/Agenda Sales Fee
56.1020	Charges for Services - Candidate Filing Fees
56.1140	Charges for Services - Legal Services
56.1141	Charges for Services - Cannabis Work Permit Fee
56.2010	Charges for Services - Bus License Applic Review Fees
56.2020	Charges for Services - Returned Check Charges
56.2030	Charges for Services - Credit Card Convenience Fee
56.3010	Charges for Services - Tentative Map Review Fees
56.3020	Charges for Services - Minor Subdivision Review Fees
56.3030	Charges for Services - Development Agreement
56.3040	Charges for Services - General Plan Amendment Fees
56.3050	Charges for Services - General Plan/Zoning Fees
56.3060	Charges for Services - Rezoning/Prezoning Fees
56.3070	Charges for Services - Planning Decision Appeal
56.3080	Charges for Services - Conditional Use Permit Fee
56.3090	Charges for Services - Prelim Project Review Fee
56.3100	Charges for Services - Planned Unit Development Fee
56.3110	Charges for Services - Freeway Sign Plan Amend Fees
56.3120	Charges for Services - Architectural Review Charges
56.3130	Charges for Services - Environment Assessment Fee
56.3140	Charges for Services - Environment Impact Report Fee
56.3150	Charges for Services - Annexation Review Fee
56.3160	Charges for Services - Temporary Use of Land Review
56.3170	Charges for Services - Sign Review & Permits
56.3180	Charges for Services - Technical Assistance Fees
56.3190	Charges for Services - Variance Fees
56.3200	Charges for Services - Advance Planning Fees
56.3210	Charges for Services - Site Plan Review
56.3220	Charges for Services - Planning Inspection Fee
56.3230	Charges for Services - EIR Review Fee

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
56.3240	Charges for Services - Building Permit Review
56.3250	Charges for Services - Time Extension of Permits
56.3260	Charges for Services - Precise & Specific Plan Review
56.3270	Charges for Services - Home Occupation Permits
56.3280	Charges for Services - Fire Plan Check Fee-Permit Ctr
56.3290	Charges for Services - Other Planning Fees
56.3400	Charges for Services - Building Plan Check Fees
56.3410	Charges for Services - Special Building Inspection
56.3420	Charges for Services - Reinspection Service
56.3430	Charges for Services - Residential Report
56.3440	Charges for Services - Microfilm Fee
56.3450	Charges for Services - Special Code Inspection
56.3460	Charges for Services - Other Building Fees
56.4010	Charges for Services - Bingo License Application Fee
56.4020	Charges for Services - Special Police Service Fees
56.4030	Charges for Services - Police Report Fees
56.4040	Charges for Services - Police False Alarm Fees
56.4050	Charges for Services - Vehicle Fix-it-ticket Sign Off
56.4060	Charges for Services - Fingerprint Fees
56.4070	Charges for Services - Card Room Fees
56.4080	Charges for Services - Police Photo Charges
56.4090	Charges for Services - Animal Shelter Fees
56.4100	Charges for Services - Noise Regulation Fees
56.4110	Charges for Services - Special Event - Police
56.4120	Charges for Services - Police Record Review Charges
56.4130	Charges for Services - Vehicle ID Number Check
56.4140	Charges for Services - Abandon Vehicle Abatement Fee
56.4150	Charges for Services - Firearm Dealers
56.4160	Charges for Services - Booking Fees Charges
56.4161	Charges for Services - Tobacco Retailer Lic Fee Mo. Co.
56.4170	Charges for Services - Vehicle Release Fees (Towing)
56.4180	Charges for Services - Vehicle Impound Fee (Towing)
56.4190	Charges for Services - Animal Shelter Citation Fees
56.4410	Charges for Services - Rural Fire Service
56.4420	Charges for Services - Emergency Medical Service
56.4430	Charges for Services - Fire Code Mandated Insp Fee
56.4440	Charges for Services - State Mandated Inspection Fees
56.4450	Charges for Services - Fire Plan Check Fee-Fire Dept
56.4460	Charges for Services - Special Fire Permits
56.4470	Charges for Services - Structural Fire Report Fees
56.4480	Charges for Services - Fireworks Fees
56.4490	Charges for Services - Fireworks Surcharge
56.4500	Charges for Services - Fire Hazard Inspection Fees
56.4505	Charges for Services - Fire Hazard Response Fee
56.4510	Charges for Services - Fire False Alarm Fees
56.4520	Charges for Services - Special Event - Fire
56.4530	Charges for Services - Admin Fire Citations

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
56.4540	Charges for Services - Fire Dept Service Charge
56.4550	Charges for Services - Outside Fire Plan Review
56.4560	Charges for Services - Fire Apparatus Fee
56.4570	Charges for Services - Other Fire Fees & Training
56.4580	Charges for Services - ALS Cost Recovery Fee
56.4590	Charges for Services - VAC Cost Recovery Fee
56.5010	Charges for Services - Subdivision Map Check Fees
56.5020	Charges for Services - Subdivision Imp Plan Check Fee
56.5030	Charges for Services - Subdivision Imp Inspection Fee
56.5040	Charges for Services - Industrial Waste Fees
56.5050	Charges for Services - Sanitary Sewer Surcharge Fees
56.5060	Charges for Services - Special Traffic Marking Requests
56.5065	Charges for Services - USA Service Fee
56.5070	Charges for Services - Routing/Escorting/Overload
56.5080	Charges for Services - Review and Inspection Fees
56.5090	Charges for Services - Street Tree Pruning
56.5100	Charges for Services - Special Public Works Fees
56.5110	Charges for Services - Street Tree Fee
56.5120	Charges for Services - Sanitary Sewer Impact Fee
56.5130	Charges for Services - Storm Sewer Impact Fee
56.5140	Charges for Services - Neighborhood Park Impact Fee
56.5150	Charges for Services - Street/Traffic Impact Fees
56.5160	Charges for Services - Facilities Impact Fees
56.5170	Charges for Services - Annexation Impact Fees
56.5180	Charges for Services - Library Impact Fee
56.5190	Charges for Services - Fire Protection Service Fee
56.5200	Charges for Services - AutoCAD
56.6010	Charges for Services - Concessions
56.6020	Charges for Services - Sherwood Tennis Use Fees
56.6030	Charges for Services - Reserved Picnic Area Use Fee
56.6040	Charges for Services - Ball Field Use Fee
56.6050	Charges for Services - Youth Sports League Fees
56.6060	Charges for Services - Reimbursable Fee Activities
56.6070	Charges for Services - Community Center Rental Fees
56.6071	Charges for Services - Community Center Service Fees
56.6080	Charges for Services - Other Rec Bldg Rental Fee
56.6081	Charges for Services - Box Office Charges
56.6090	Charges for Services - Neighborhood Center Rental Fee
56.6100	Charges for Services - Recreation Facility Use Fees
56.6300	Charges for Services - Other Library Fees
56.6310	Charges for Services - Library Copying Fees
56.6320	Charges for Services - Overdue Library Fines
56.6330	Charges for Services - Lost/Damaged Material Fees
56.6340	Charges for Services - Library - Donations
56.8010	Charges for Services - Administrative Fees
56.8013	Charges for Services - Public Art Charge
56.8020	Charges for Services - Administrative Service Revenue

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
56.8030	Charges for Services - Sale of Printed Material
56.8035	Charges for Services - Cannabis Monitoring Fee
56.8040	Charges for Services - Cost of Issuance/Monitoring Fees
56.8050	Charges for Services - Research Fees
56.8060	Charges for Services - Copying Fees
56.8070	Charges for Services - Holiday Parade of Lights
56.8080	Charges for Services - Airshow Charges
56.8090	Charges for Services - Parade Permit Fees
56.8100	Charges for Services - Map Sales
56.8110	Charges for Services - Rental Income
56.8120	Charges for Services - Special Events Fee
56.8130	Charges for Services - Other General Government Fees
57	Other Revenue
57.1010	Other Revenue - Workers Comp Premiums
57.1020	Other Revenue - Workers Comp Reimb
57.1030	Other Revenue - CalPERS Ind Disability Reimb
57.1040	Other Revenue - Liability Insurance
57.1050	Other Revenue - Unreimbursed Medical Contrib
57.1060	Other Revenue - Miscellaneous Insurances
57.1410	Other Revenue - Legal Code Enforcement Recovery
57.2010	Other Revenue - Deferred Compensation
57.2011	Other Revenue - Deferred Compensation - PY
57.2020	Other Revenue - Separations - Trust Deeds
57.2030	Other Revenue - Trust Deed Fee
57.2040	Other Revenue - Bond Calls
57.2041	Other Revenue - Bond Reserves
57.3010	Other Revenue - Other Loans
57.3020	Other Revenue - Housing Revolving Loans
57.3030	Other Revenue - Micro Loan Program
57.5010	Other Revenue - Woodside Park Maint Assessment
57.5020	Other Revenue - Downtown Mall Maint Assessment
57.5030	Other Revenue - Airport Bus Park Maint Assess
57.5040	Other Revenue - N/E Landscape Maint Assessment
57.5050	Other Revenue - Harden Ranch Maint Assessment
57.5060	Other Revenue - Vista Nueva
57.5070	Other Revenue - Mira Monte
57.5080	Other Revenue - Monte Bella
57.5090	Other Revenue - Graffiti Removal Reimbursement
57.6010	Other Revenue - Literacy Other Contributions
57.8010	Other Revenue - Unclaimed Property Sales
57.8020	Other Revenue - Surplus Property
57.8030	Other Revenue - Land & Building Sale
57.8031	Other Revenue - Land Sale
57.8040	Other Revenue - Loss/Damage Reimb
57.8050	Other Revenue - Miscellaneous Receipts
57.8060	Other Revenue - Business Impvt Dist Assess
57.8070	Other Revenue - Grants & Contributions

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
57.8080	Other Revenue - Miscellaneous Deposits
57.8090	Other Revenue - Spayed/Neutered Fees
57.8100	Other Revenue - Insurance Reimb
57.8110	Other Revenue - Weed Cleaning Fees
57.8120	Other Revenue - Seismic Safety Fees
57.8130	Other Revenue - Fingerprint Fees-State
57.8140	Other Revenue - Subpoena-Civil
57.8150	Other Revenue - Community Center Deposits
57.8160	Other Revenue - Day Care Reimbursements
57.8170	Other Revenue - MAS - Business License Fee
57.8180	Other Revenue - Friends of the Library
57.8190	Other Revenue - Love's Stores Deposits
57.8230	Other Revenue - Sales Tax
57.8240	Other Revenue - SPD Asset Forfeitures
57.8250	Other Revenue - Payroll Tax
57.8260	Other Revenue - Mobilehome Registration Fees
57.8270	Other Revenue - Police Evidence Room Safe
57.8280	Other Revenue - Sherwood Hall Deposits
57.8290	Other Revenue - Library Donations
57.8300	Other Revenue - Literacy Donations
57.8310	Other Revenue - Library Misc Oper
57.8320	Other Revenue - California Endowment
57.8340	Other Revenue - Assistance to Firefighter AFG
57.8350	Other Revenue - SRA Contribution
57.8360	Other Revenue - Monterey One Water (MRWPCA) Fees
57.8370	Other Revenue - Prepaid Buidling Fees
57.8390	Other Revenue - CLSA Families for Literacy
57.8410	Other Revenue - City Contribution
57.8420	Other Revenue - Airport Contribution
57.8430	Other Revenue - Harden Foundation Grant
57.8440	Other Revenue - Icma/MM/Taxes W/H
57.8450	Other Revenue - NGEN Receipts
57.8460	Other Revenue - Inclusionary Housing
57.8470	Other Revenue - Building Standards Admin Fees
57.8480	Other Revenue - Cal Ema PSN
57.8490	Other Revenue - Animal Shelter Donations
57.8500	Other Revenue - Spay/Neuter Voucher Prog
57.8510	Other Revenue - KDF Tenant Services
57.8520	Other Revenue - Fire Training
57.8530	Other Revenue - Body Worn Cameras (MPF)
57.8540	Other Revenue - Public Agency Dues
57.8550	Other Revenue - EZ Voucher Fees
57.8560	Other Revenue - Airport Cardlock Deposits
57.8570	Other Revenue - Deposits-Permit Center
57.8575	Other Revenue - Deposits-Public Works
57.8580	Other Revenue - Deposits-Planning
57.8590	Other Revenue - Dependent Care Contributions

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
57.8600	Other Revenue - Health Ins
57.8605	Other Revenue - PERS Retirement Cost Share
57.8610	Other Revenue - Dental Ins
57.8620	Other Revenue - Vision Ins
57.8630	Other Revenue - TID - Welcome Center
57.8640	Other Revenue - Regional Dev Impact Fee
57.8650	Other Revenue - Mo.Co.Tourism Hotel Impvt Dist
58	Other Financing Sources
58.8010	Other Financing Sources - Loans/Lease Proceeds
58.8011	Other Financing Sources - Loan Proceeds
58.8013	Other Financing Sources - Bond Proceeds
90	Transfers In
90.1000	Transfers In - General Fund
90.1100	Transfers In - Measure E
90.1200	Transfers In - Measure G
90.1300	Transfers In - Measure X
90.2032	Transfers In - Dev Fees - Park & Playgrounds
90.2104	Transfers In - Airport Bus Park Maint Dist
90.2105	Transfers In - N.E. Landscape MD
90.2106	Transfers In - Harden ranch M.D.
90.2107	Transfers In - Vista Nueva M.D.
90.2108	Transfers In - Miramonte Landscape M.D.
90.2109	Transfers In - Monte Bella Maint District
90.2202	Transfers In - Supp Law Enforcement
90.2301	Transfers In - Dev Fees - Storm & Sewer
90.2302	Transfers In - Dev Fees - Park & Playgrounds
90.2303	Transfers In - Dev Fees - Library
90.2305	Transfers In - Dev Fee - Annexations
90.2306	Transfers In - Dev Fees - Arterial
90.2307	Transfers In - Development Fees - Fire
90.2401	Transfers In - Gas Tax - 2107
90.2402	Transfers In - Gas Tax - 2106
90.2403	Transfers In - Gas Tax - 2105
90.2404	Transfers In - Gas Tax - Motor Vehicle Fuel Tax
90.2501	Transfers In - Emergency Medical Services
90.2502	Transfers In - Asset Seizure
90.2503	Transfers In - Traffic Safety
90.2505	Transfers In - Rec Park Fund
90.2510	Transfers In - Measure X - TAMC
90.2511	Transfers In - SB1 Road Maintenance & Rehab
90.2910	Transfers In - CDBG
90.2940	Transfers In - Emergency Solutions Grant HUD
90.2941	Transfers In - Emergency Solutions Grant-COC
90.2942	Transfers In - CA Emergency Solutions & Housing
90.3106	Transfers In - Homeland Security
90.3113	Transfers In - Relocation and Contingencies
90.3115	Transfers In - Asst to Firefighters Grant

CHART OF ACCOUNTS

REVENUE BY OBJECT

Account Number	Description
90.3116	Transfers In - COPS NGEN Grant
90.3256	Transfers In - First Five Monterey Co
90.4101	Transfers In - 1997 COPs
90.4103	Transfers In - Steinbeck COP
90.4104	Transfers In - 2014 COP Consolidated
90.4108	Transfers In - Energy Improvement
90.4109	Transfers In - 2015 Refunding COP 2005 A & B
90.4203	Transfers In - Assessment District Reserve
90.5102	Transfers In - Federal Aid - Airport
90.5201	Transfers In - Spec Const Assist - Fed, State
90.5202	Transfers In - from Special Const Assist-State
90.5203	Transfers In - Spec Const Assist - Other
90.6100	Transfers In - Airport Fund
90.6200	Transfers In - Industrial Waste
90.6301	Transfers In - Fairways Golf Course
90.6302	Transfers In - Twin Creek Golf Course
90.6400	Transfers In - Sewer Fund
90.6500	Transfers In - Storm Sewer (NPDES)
90.6600	Transfers In - Crazy Horse Landfill
90.6801	Transfers In - Downtown Parking
90.6900	Transfers In - Permit Services
90.8106	Transfers In - Flexible Spending
90.8701	Transfers In - Deferred Comp - Trust Deeds
90.8702	Transfers In - Deferred Comp - Separations
90.8801	Transfers In - Trust Deposits
90.8803	Transfers In - Sherwood Hall Deposits
90.8807	Transfers In - Payroll Deposits Fund
90.8914	Transfers In - RORF-Redev Obligation Retirement
90.8915	Transfers In - Successor Agency

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
61	Salaries & Benefits
61.1100	Salaries & Benefits - Regular Pay
61.1104	Salaries & Benefits - Regular Pay - Cost Recovery
61.1140	Salaries & Benefits - Regular Pay-Special Events
61.1200	Salaries & Benefits - Annual Leave
61.1210	Salaries & Benefits - Annual Leave Accrued
61.1220	Salaries & Benefits - Annual Leave Buy Back
61.1300	Salaries & Benefits - Sick
61.1310	Salaries & Benefits - Workers Compensation
61.1400	Salaries & Benefits - Holiday
61.1410	Salaries & Benefits - Holiday-Floating
61.2000	Salaries & Benefits - Temporary Pay
61.2140	Salaries & Benefits - Temporary Pay - Special Events
61.3000	Salaries & Benefits - Overtime - Regular
61.3010	Salaries & Benefits - Overtime - Court
61.3020	Salaries & Benefits - Overtime -Call Back
61.3030	Salaries & Benefits - Overtime Payroll-Temp
61.3040	Salaries & Benefits - Overtime - Holiday
61.3050	Salaries & Benefits - Overtime - Mtg/Trng
61.3060	Salaries & Benefits - Overtime - Explorers
61.3070	Salaries & Benefits - Overtime-FLSA
61.3080	Salaries & Benefits - Overtime Payroll
61.3090	Salaries & Benefits - Overtime Payroll
61.3091	Salaries & Benefits - OT Motorcycle Safety - Sat
61.3092	Salaries & Benefits - OT Motorcycle Safety - Operating
61.3100	Salaries & Benefits - Overtime Payroll
61.3110	Salaries & Benefits - Overtime Payroll
61.3120	Salaries & Benefits - OT Spec Events - Other
61.3130	Salaries & Benefits - OT - Violence/Crime Response
61.3140	Salaries & Benefits - OT - Spec Events
61.3144	Salaries & Benefits - O/T - Cost Recovery
61.3150	Salaries & Benefits - Background Investigations
61.3160	Salaries & Benefits - Rangemaster
61.3190	Salaries & Benefits - Overtime Call Back CSI
61.3200	Salaries & Benefits - Overtime Call Back Lab
61.3220	Salaries & Benefits - Overtime-Hold Over
61.3230	Salaries & Benefits - Overtime - Traffic Enforcement
61.3240	Salaries & Benefits - Overtime - Distracted Driving
61.3250	Salaries & Benefits - Overtime - Other
61.3260	Salaries & Benefits - Overtime Tac/Med
61.3270	Salaries & Benefits - Overtime Tac/Med Training
61.3290	Salaries & Benefits - Fire Incident Ext Past 0800
61.3300	Salaries & Benefits - OES Training
61.3320	Salaries & Benefits - OT - Out of County
61.3330	Salaries & Benefits - OT - Minimum Staffing
61.3350	Salaries & Benefits - OT - Emergency Callback
61.3360	Salaries & Benefits - OT - HazMat

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
61.3370	Salaries & Benefits - OT - Fire
61.4000	Salaries & Benefits - Reimbursable Payroll Costs
61.4010	Salaries & Benefits - Health Club/Fitness Bonus
61.4020	Salaries & Benefits - Termination Payroll Costs
61.4030	Salaries & Benefits - Merit Bonus
61.4040	Salaries & Benefits - Termination-Vacation
61.4050	Salaries & Benefits - Termination-Other
61.4060	Salaries & Benefits - Other Payroll Costs
61.4061	Salaries & Benefits - Grant Match Payroll & Benefits
61.4062	Salaries & Benefits - Police Recruiting Incentive
61.4063	Salaries & Benefits - MOU Bonus
61.7000	Salaries & Benefits - Flexible Leave
61.7010	Salaries & Benefits - Administrative Leave
61.7020	Salaries & Benefits - Cafeteria Plan
61.7030	Salaries & Benefits - Management Leave
61.7040	Salaries & Benefits - Deferred Comp - Directors
61.7050	Salaries & Benefits - Residential/Conf Stipends
61.7060	Salaries & Benefits - Other Compensation
61.7070	Salaries & Benefits - Health Savings Acct-RHS
61.8010	Salaries & Benefits - Uniform Allowance
61.8020	Salaries & Benefits - Auto Allowance
61.8210	Salaries & Benefits - OASDI
61.8220	Salaries & Benefits - PERS
61.8230	Salaries & Benefits - New York Life
61.8240	Salaries & Benefits - ICMA
61.8250	Salaries & Benefits - Medicare
61.8300	Salaries & Benefits - Health Insurance-City
61.8310	Salaries & Benefits - Health,Dental,Vis - Firefighters
61.8320	Salaries & Benefits - Health Ins - PS Retirees
61.8330	Salaries & Benefits - Health Ins-PERS
61.8340	Salaries & Benefits - Health Insurance - Cobra
61.8341	Salaries & Benefits - EAP Concern
61.8350	Salaries & Benefits - Dental Insurance
61.8360	Salaries & Benefits - Vision Insurance
61.8400	Salaries & Benefits - Health Insurance - Admin Fee
61.8410	Salaries & Benefits - Health Ins - Severance Benefit
61.8420	Salaries & Benefits - Post Employment Health Benefit
61.8430	Salaries & Benefits - PERS Retirees PEMHCA MinER Contr
61.8431	Salaries & Benefits - NonPERS Retirees PEMHCA Min Cont
61.8440	Salaries & Benefits - Health Ins- IAFF Concession
61.8500	Salaries & Benefits - Life Insurance
61.8510	Salaries & Benefits - Life Insurance-Firefighters
61.8600	Salaries & Benefits - Long-Term Disability
61.8610	Salaries & Benefits - Long Term Dis - Firefighters
61.8620	Salaries & Benefits - Long Term Dis - Police Officers
61.8630	Salaries & Benefits - Workers Compensation Premiums
61.8635	Salaries & Benefits - Refund PERS Member Contribution

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
61.8700	Salaries & Benefits - Overtime Meals
61.8710	Salaries & Benefits - Unemployment
61.8720	Salaries & Benefits - Employee Concessions
61.8800	Salaries & Benefits - Deferred Comp - Withdrawals
61.9960	Salaries & Benefits - Vacancy Factor
61.9970	Salaries & Benefits - Frozen - Vacant
61.9980	Salaries & Benefits - Furlough Pay
61.9990	Salaries & Benefits - CIP/Program Reg Salary Deduct
61.9991	Salaries & Benefits - Deduct Recruiting Incentive
62	Supplies & Materials
62.1000	Supplies & Materials - Office Supplies
62.1010	Supplies & Materials - Toners
62.1200	Supplies & Materials - Printing Costs
62.1500	Supplies & Materials - Other Office Supplies
62.2000	Supplies & Materials - Building Maintenance Supplies
62.2010	Supplies & Materials - Vehicle Maintenance Supplies
62.2020	Supplies & Materials - Equipment Maintenance Supplies
62.2100	Supplies & Materials - Janitorial-Supplies
62.2200	Supplies & Materials - Lights-Supplies
62.2300	Supplies & Materials - Rolling Stock-Supplies
62.2310	Supplies & Materials - Rolling Stock-Supplies
62.2320	Supplies & Materials - Rolling Stock-Supplies
62.2400	Supplies & Materials - Fixed Equipment-Supplies
62.2500	Supplies & Materials - Other R & M Supplies
62.3100	Supplies & Materials - Fuel - Diesel
62.3200	Supplies & Materials - Fuel - Unleaded
62.3300	Supplies & Materials - Fuel - Unleaded Plus
62.3400	Supplies & Materials - Oils And Lubricants
62.4000	Supplies & Materials - Small Tools & Equipment
62.4100	Supplies & Materials - Power Equip
62.4200	Supplies & Materials - Hand Tools
62.4300	Supplies & Materials - Other Tools & Equip
62.5100	Supplies & Materials - Safety Clothing
62.5110	Supplies & Materials - Laundry Service
62.5120	Supplies & Materials - Other clothing & Equip
62.5130	Supplies & Materials - Other clothing & equip-SWAT
62.5200	Supplies & Materials - Safety Equipment
62.5210	Supplies & Materials - Fire Hose & Nozzle Replacement
62.6000	Supplies & Materials - Street Materials
62.6100	Supplies & Materials - Asphalt & Paving
62.6300	Supplies & Materials - Sand & Gravel
62.6400	Supplies & Materials - Traffic & Safety Supplies
62.6500	Supplies & Materials - Other Street Materials
62.6600	Supplies & Materials - Pesticides
62.6700	Supplies & Materials - Other Chemicals
62.7000	Supplies & Materials - Books and Publications
62.7100	Supplies & Materials - Books

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
62.7120	Supplies & Materials - Bilingual Books
62.7130	Supplies & Materials - Leased Books
62.7190	Supplies & Materials - Friends of the Library-Misc
62.7200	Supplies & Materials - Periodicals
62.7210	Supplies & Materials - Publications & Trade Journals
62.7220	Supplies & Materials - A - V Materials
62.8000	Supplies & Materials - Special Dept Supplies
62.8004	Supplies & Materials - Library Programming Supplies
62.8005	Supplies & Materials - Fireworks Surcharge
62.8010	Supplies & Materials - E-Resources
62.8350	Supplies & Materials - Crime Lab Spec Dept Supplies
62.8510	Supplies & Materials - IT Communications Hardware
62.8520	Supplies & Materials - Computer Supplies & Hardware
62.8530	Supplies & Materials - Computer Aided Design
62.8540	Supplies & Materials - Mobile Data
62.8550	Supplies & Materials - Mobile Data Software
62.8990	Supplies & Materials - Special Dept Supplies-Deduct
63	Outside Services
63.1000	Outside Services - Communications
63.1020	Outside Services - NGEN Operation & Maintenance
63.1030	Outside Services - 911 System
63.1040	Outside Services - ACJIS
63.1050	Outside Services - Internet/Cable
63.1060	Outside Services - False Alarm Outsource Charges
63.1070	Outside Services - Tel/Siemens ABN-AMRO
63.1080	Outside Services - 911/MDT Maintenance & Support
63.1081	Outside Services - MRWPCA Wash Water
63.1100	Outside Services - Telephone-Basic Rental
63.1110	Outside Services - City Wide Technology Maint
63.1120	Outside Services - IT Communications
63.1150	Outside Services - Leased Lines
63.1160	Outside Services - Cell Phones
63.1180	Outside Services - Pagers
63.1200	Outside Services - Telephone
63.1210	Outside Services - Mobile Data Connections
63.1300	Outside Services - Telegram-Telex-Teletype
63.1350	Outside Services - Communications
63.1400	Outside Services - Postage
63.2010	Outside Services - Water
63.2020	Outside Services - Gas
63.2030	Outside Services - Electricity
63.2060	Outside Services - Electricity -Street Lights
63.2070	Outside Services - Electricity - Traffic Signal
63.2100	Outside Services - Sewerage - MRWPCA
63.2110	Outside Services - Refuse
63.2200	Outside Services - Other Utilities
63.3010	Outside Services - Rents

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
63.3012	Outside Services - Facility Expense
63.3040	Outside Services - Capital Leases
63.3050	Outside Services - Leases
63.3100	Outside Services - Rent - Land
63.3200	Outside Services - Rent - Building
63.3220	Outside Services - Rent-Expo Site
63.3300	Outside Services - Rent - Equipment
63.3310	Outside Services - Rent - Copier
63.4010	Outside Services - Maint & Repairs Aquatic Center
63.4100	Outside Services - Maint & Repairs - Bldg & Grounds
63.4200	Outside Services - Maint & Repairs- Furn & Fixtures
63.4300	Outside Services - Maint & Repairs - Equipment
63.4400	Outside Services - Maint & Repairs - Auto & Truck
63.4500	Outside Services - Maintenance - Janitorial
63.4600	Outside Services - Maintenance - Radios
63.4700	Outside Services - Maint & Repairs - Traffic Signal
63.4900	Outside Services - Maintenance & Repairs- Others
63.4980	Outside Services - Maintenance - Software
63.5010	Outside Services - Professional Services
63.5030	Outside Services - Grant Writing/Service Fees
63.5040	Outside Services - Events
63.5050	Outside Services - PD/Q Prog-Business Attraction
63.5060	Outside Services - Custodian Fees on Investments
63.5100	Outside Services - Legal Services
63.5105	Outside Services - Legal Svcs Code Enforcement
63.5200	Outside Services - Audit Services
63.5210	Outside Services - Muni Services B/L & UUT Audits
63.5220	Outside Services - Cannabis Monitoring
63.5260	Outside Services - DCI
63.5270	Outside Services - Contract Out Senior Planner
63.5280	Outside Services - P-Bid Study and Formation
63.5300	Outside Services - Architectural Services
63.5380	Outside Services - Interpreting Services
63.5390	Outside Services - Labor Relations
63.5400	Outside Services - Engineering Services
63.5460	Outside Services - Inspection Services
63.5500	Outside Services - Appraisal Services
63.5540	Outside Services - Storm Water Monitoring Service
63.5600	Outside Services - Medical Exams
63.5650	Outside Services - Recruitment
63.5700	Outside Services - Plan Checks
63.5710	Outside Services - Contract Inspection
63.5720	Outside Services - Rehab Loan Initial Charges
63.5730	Outside Services - Real Estate/Title/Escrow Servs
63.5810	Outside Services - Community Center Programs
63.5820	Outside Services - Rec Centers & Playgrounds
63.5830	Outside Services - Sports & Aquatics Programs

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
63.5831	Outside Services - Aquatic Center Security
63.5840	Outside Services - Prevention Programs
63.5900	Outside Services - Other Professional Services
63.5901	Outside Services - GASB Actuarial
63.5905	Outside Services - Boots Road
63.5906	Outside Services - Granicus
63.5910	Outside Services - E-Resources Services
63.6010	Outside Services - Other Outside Services
63.6020	Outside Services - Sponsorships
63.6060	Outside Services - Polygraph Services
63.6070	Outside Services - Consulting Services
63.6080	Outside Services - Bank Charges
63.6100	Outside Services - Outside Printing
63.6200	Outside Services - Fundraising Events
64	Other Charges
64.1000	Other Charges - Administrative Overhead
64.1005	Other Charges - Public Art Charge
64.1010	Other Charges - Advertising
64.1020	Other Charges - Marketing
64.1030	Other Charges - Due to Monterey County
64.1100	Other Charges - Legal Publications
64.1200	Other Charges - Advertising - Recruitment
64.1900	Other Charges - Advertising - Other
64.2000	Other Charges - Travel, Conferences, Meetings
64.2010	Other Charges - Travel
64.2100	Other Charges - Travel-Mayor
64.2110	Other Charges - Travel-Council District 1
64.2120	Other Charges - Travel-Council District 2
64.2130	Other Charges - Travel-Council District 3
64.2140	Other Charges - TravelCouncil District 4
64.2150	Other Charges - Travel-Council District 5
64.2160	Other Charges - Travel-Council District 6
64.2500	Other Charges - Training
64.2550	Other Charges - Tuition Reimbursement
64.2560	Other Charges - Kauffman Training Assistance
64.4040	Other Charges - New York Life Pension ER Contrib
64.4050	Other Charges - Insurance
64.4200	Other Charges - Liability Claims/Legal Defense
64.4210	Other Charges - Liability Claims Admin
64.4220	Other Charges - Excess Liability Insurance
64.4400	Other Charges - Unemployment Claims
64.4490	Other Charges - Other Insurance
64.4530	Other Charges - Biennial Physicals
64.4540	Other Charges - COBRA Administration
64.4550	Other Charges - Employee Physicals
64.4560	Other Charges - DMV & Immunizations
64.4570	Other Charges - DOT Testing

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
64.4580	Other Charges - Employee Assistance Program
64.4600	Other Charges - Workers Comp Claims
64.4610	Other Charges - Workers Comp Admin
64.4620	Other Charges - Excess Workers Comp Insurance
64.4630	Other Charges - Relocation-Moving Expenses
64.4640	Other Charges - CalPERS Ind Disability Advance
64.4650	Other Charges - Health Insurance Excess
64.4700	Other Charges - Unreimbursed Medical Expenses
64.4710	Other Charges - Dependent Care Expenses
64.5120	Other Charges - Tax Administration
64.5300	Other Charges - Contribution to SUBA
64.5310	Other Charges - Contribution to Oldtown
64.5320	Other Charges - Contributions to Other Agencies
64.5325	Other Charges - Deferred City Fees
64.5330	Other Charges - TOT Tax Sharing
64.5360	Other Charges - Sales Tax Incentive Program
64.5370	Other Charges - Contribution to Acosta Plaza
64.5400	Other Charges - Refunds & Reimbursements
64.5405	Other Charges - Employee Cost Reimbursements
64.5410	Other Charges - Agency Reimbursement
64.5500	Other Charges - Membership & Dues
64.5510	Other Charges - Waste Discharge Fee
64.5520	Other Charges - Permit Fees
64.5530	Other Charges - Licenses
64.5540	Other Charges - Taxes
64.5550	Other Charges - Sales Tax
64.5560	Other Charges - Field Trips/Other Activities
64.5800	Other Charges - Rounding
64.5810	Other Charges - Relocation & Contingency
64.5820	Other Charges - Contingencies
64.5830	Other Charges - Cost Recovery
64.6000	Other Charges - El Grito Festival
64.6010	Other Charges - Rodeo
64.6020	Other Charges - Carnival
64.6021	Other Charges - Fourth of July Fireworks
64.6030	Other Charges - Kiddie Kapers
64.6040	Other Charges - California Air Show
64.6050	Other Charges - Ciclovia
64.6060	Other Charges - Parade of Lights
64.7000	Other Charges - FORA
64.7001	Other Charges - Ground Water Sustainability JPA
64.7002	Other Charges - Monterey Bay Housing Trust
64.7010	Other Charges - National League of Cities
64.7020	Other Charges - Association Memberships
64.7030	Other Charges - League Of Calif Cities
64.7040	Other Charges - Chamber of Commerce
64.7045	Other Charges - Sister City Association

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
64.7050	Other Charges - Economic Development Corp.
64.7051	Other Charges - Other Econ Development Incentive
64.7060	Other Charges - Legislative Advocacy
64.7070	Other Charges - AMBAG
64.7080	Other Charges - LAFCO
64.7090	Other Charges - PERS Coalition
64.7100	Other Charges - Air District
64.7110	Other Charges - Cable TV Taping (MCOE)
64.7120	Other Charges - Convention & Visitors Bureau
64.7130	Other Charges - California Welcome Center
64.7140	Other Charges - Girls Inc of the Central Coast
64.7150	Other Charges - Mo. Co. Cities Association
64.7160	Other Charges - Special Comm Events-City Sponsor
64.7161	Other Charges - Food & Wine Festival
64.7162	Other Charges - Veterans Day Parade
64.7163	Other Charges - Founder's Day Event
64.7170	Other Charges - Neighborhoods
64.7180	Other Charges - Recognition
64.7190	Other Charges - Youth Commission
64.7200	Other Charges - Mayor`s Recognitions
64.7210	Other Charges - Community Circles
64.7220	Other Charges - Sun Street Center
65	Debt Service
65.1000	Debt Service - Bond-Principal
65.1030	Debt Service - Principal on Loans/Leases
65.2000	Debt Service - Bond-Interest
65.2030	Debt Service - Interest on Loans/Leases
65.3000	Debt Service - Paying Agent Fees
65.3010	Debt Service - Cost of Issuance
65.3030	Debt Service - Refunding Debt
66	Capital Outlays
66.1000	Capital Outlays - Land
66.2000	Capital Outlays - Buildings
66.3000	Capital Outlays - Building Improvements
66.3010	Capital Outlays - Remodeling & Alteration
66.3500	Capital Outlays - Acquisition/Predevelopment
66.3600	Capital Outlays - Contribution - Bldg Construction
66.4000	Capital Outlays - Improvements
66.5000	Capital Outlays - Other Equipment
66.5010	Capital Outlays - Mach, Furniture & Equip
66.5100	Capital Outlays - Machinery
66.5200	Capital Outlays - Furniture
66.5300	Capital Outlays - Office Equipment
66.5400	Capital Outlays - Equipment
66.5410	Capital Outlays - Audio/Digital/Video Equipment
66.5420	Capital Outlays - Digital Equipment
66.5430	Capital Outlays - Telephone Equipment

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
66.5440	Capital Outlays - Radio Equipment
66.5500	Capital Outlays - Vehicles
66.5540	Capital Outlays - Police Vehicles (Insurance)
66.5550	Capital Outlays - Police Equipment
66.5560	Capital Outlays - Body Worn Cameras
66.5570	Capital Outlays - SCBA's
66.5580	Capital Outlays - EMS PPE
66.5600	Capital Outlays - Radio Equipment-Other Agencies
66.5610	Capital Outlays - Radio Equipment-City
66.5720	Capital Outlays - Infrastructure-City
66.5730	Capital Outlays - Infrastructure-County
66.5800	Capital Outlays - Computer Software
66.5810	Capital Outlays - Computer Equipment
67	Stores Sales
67.0000	Stores Sales - Stores Sales
67.1000	Stores Sales - Stores Purchases
68	Deferred Comp
68.1010	Deferred Comp - Def Comp TD Costs/Losses On Inv
68.1020	Deferred Comp - Def Comp - Trust Deed Mgmt Fee
68.1030	Deferred Comp - Deferred Comp Refunds
68.1040	Deferred Comp - Def Comp Interagency Transfer
68.1050	Deferred Comp - T/D Separation
69	Financial Assistance
69.1010	Financial Assistance - Housing Rehab-Direct Loans
69.1020	Financial Assistance - Housing Rehab-Deferred Loans
69.1030	Financial Assistance - Housing Rehab-HAA Grants
69.1040	Financial Assistance - FTHB-Down Pymt Assist
69.1100	Financial Assistance - Housing Rehab-Lead Base
69.1110	Financial Assistance - Contrib/Reimb to Other Agencies
69.1120	Financial Assistance - Legal Services for Seniors
69.1130	Financial Assistance - City Grant Cost Share
69.1200	Financial Assistance - Alliance on Aging
69.1210	Financial Assistance - AmeriCorps Vista
69.1220	Financial Assistance - Boys and Girls Clubs
69.1221	Financial Assistance - Girls Inc of the Central Coast
69.1230	Financial Assistance - CA Partnership for Safe Comm
69.1240	Financial Assistance - CASP
69.1250	Financial Assistance - Central Coast Ctr. Independent
69.1260	Financial Assistance - Central Coast HIV/(John XXIII)
69.1262	Financial Assistance - Community Homeless Solutions
69.1270	Financial Assistance - Comm Human Services Project
69.1280	Financial Assistance - CSUMB
69.1290	Financial Assistance - First Mayor's House
69.1300	Financial Assistance - Food Bank
69.1310	Financial Assistance - Franciscan Workers
69.1320	Financial Assistance - Gateway Apartments
69.1330	Financial Assistance - Girl Scouts of Monterey Bay

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
69.1340	Financial Assistance - Green Vehicles
69.1350	Financial Assistance - Grid Alternatives
69.1351	Financial Assistance - Multi Family Housing
69.1360	Financial Assistance - Grow Salinas
69.1361	Financial Assistance - Eden Council Hope & Opportunity
69.1370	Financial Assistance - Housing Resource Center
69.1380	Financial Assistance - Housing Resource Ctr of MoCo
69.1390	Financial Assistance - Interim-Mental Health Wellness
69.1400	Financial Assistance - Lagunas Haciendas
69.1402	Financial Assistance - Lagunas Haciendas Phase 3
69.1410	Financial Assistance - Legal Services for Seniors
69.1420	Financial Assistance - Meals on Wheels
69.1421	Financial Assistance - Methodist Church
69.1430	Financial Assistance - Monterey Co-Sheriff's Office
69.1440	Financial Assistance - Monterey County
69.1450	Financial Assistance - Monterey County Dist Atty
69.1460	Financial Assistance - Monterey County Probation Dept
69.1461	Financial Assistance - Monterey Co Office of Education
69.1470	Financial Assistance - NCCD
69.1480	Financial Assistance - Ombudsman (Alliance on Aging)
69.1490	Financial Assistance - Partners for Peace
69.1500	Financial Assistance - Peacock Acres Inc.
69.1510	Financial Assistance - Project Sentinel
69.1511	Financial Assistance - Rancho Cielo
69.1520	Financial Assistance - Rebuilding Together
69.1530	Financial Assistance - Salinas Police Activity League
69.1532	Financial Assistance - Salinas Regional Board Authority
69.1533	Financial Assistance - San Benito County
69.1535	Financial Assistance - Natividad Medical Foundation
69.1540	Financial Assistance - Second Chance Youth Program
69.1550	Financial Assistance - Shelter Outreach Plus (ESG)
69.1560	Financial Assistance - Steinbeck Cluster
69.1570	Financial Assistance - Suicide Prev. & Crisis Center
69.1580	Financial Assistance - Sunrise House JPA
69.1582	Financial Assistance - Sun Street Center
69.1590	Financial Assistance - United Farm Workers Foundation
69.1600	Financial Assistance - Vista De La Terraza
69.1610	Financial Assistance - Vista de la Terraza (Carr Ave)
69.1620	Financial Assistance - Wesley Oaks Subdivision
69.1630	Financial Assistance - YWCA of Monterey County
69.1640	Financial Assistance - Monterey College of Law
69.7140	Financial Assistance - Girls Inc of Central Coast
95	Transfers Out
95.1000	Transfers Out - General Fund
95.1100	Transfers Out - Measure E
95.2404	Transfers Out - Gas Tax - Motor Vehicle Fuel Tax
95.2501	Transfers Out - Emergency Medical Service Fund

CHART OF ACCOUNTS

EXPENDITURE BY OBJECT

Account Number	Description
95.2503	Transfers Out - Traffic Safety
95.2504	Transfers Out - Vehicle Abatement
95.2602	Transfers Out - HSA - Affordable Housing
95.2910	Transfers Out - Community Development
95.2930	Transfers Out - Home Investment Partnership
95.3256	Transfers Out - First Five Monterey County
95.3281	Transfers Out - CalGRIP 821-14 &15
95.4101	Transfers Out - 1997 COPs
95.4102	Transfers Out - 1999 COPs
95.4103	Transfers Out - Steinbeck Ctr Debt Service
95.4104	Transfers Out - 2014 COP Consolidation
95.4106	Transfers Out - 2018 Lease - Public Safety Bldg
95.4107	Transfers Out - Measure X Bonds
95.4108	Transfers Out - Energy Efficient Debt Svc
95.4109	Transfers Out - 2015 Refunding COP 2005 A & B
95.4110	Transfers Out - 2018 Lease-El Gabilan Library
95.4202	Transfers Out - Assessment District Debt Svc
95.5203	Transfers Out - Special Const Assist - Others
95.5800	Transfers Out - to Capital Projects
95.6200	Transfers Out - Industrial Waste
95.6302	Transfers Out - Twin Creek Golf Course
95.6500	Transfers Out - Storm Sewer (NPDES)
95.6801	Transfers Out - Downtown Parking District
95.6803	Transfers Out - Parking Enforcement
95.6900	Transfers Out - Permit Services
95.7101	Transfers Out - Int Serv - Administration
95.7102	Transfers Out - Int Serv - Insurances
95.7103	Transfers Out - Int Serv - Workers Comp
95.7104	Transfers Out - Int Serv - General Liability
95.7120	Transfers Out - Int Serv - Fleet Maint
95.8702	Transfers Out - Deferred Comp Separations
95.8704	Transfers Out - Deferred Comp - CCFCU
95.8801	Transfers Out - Trust Deposits
95.8802	Transfers Out - Community Center Deposits
95.8914	Transfers Out - RORF-Redev Obligation Retirement
95.8915	Transfers Out - Successor Agency

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of July 1, 2019

Benefit Group

14	Executive Group
15	AMPS
16	Confidential Management
17	Confidential Management 2
18	Fire Supervisors
19	IAFF
20	Police Management
21	POA
22	POA-Recruit
23	Crew Sups
23	Crew Sups 2
25	SEIU
26	SMEA
27	Confidential Miscellaneous
29	Temporary

11.1000	City Mayor	369.2300	Bi-weekly Pay
11.1001	City Council	276.9200	Bi-weekly Pay

12.1005	City Manager	116.8788	Hourly
13.1010	City Attorney	98.2890	Hourly

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5
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Executive Group

14.1014	Assistant Chief of Police	79.7181	83.7065	87.8949	92.2832	96.9021
14.1034	Assistant Development Dir	56.0974	58.9037	61.8495	64.9407	68.1897
14.1013	Chief of Police	81.6153	85.6982	89.9809	94.4819	99.2069
14.1022	Community Development Dir	67.5521	70.9319	74.4732	78.2008	82.1088
14.1031	Deputy PW Dir/City Engr	59.4795	62.4556	65.5833	68.8625	72.3051
14.1025	Finance Director	66.2411	69.5526	73.0256	76.6788	80.5121
14.1016	Fire Chief	80.9098	84.9606	89.2101	93.6710	98.3554
14.1027	Human Resources Director	64.9551	68.2045	71.6152	75.2002	78.9588
14.1028	Lib/Community Svc Dir	64.9551	68.2045	71.6152	75.2002	78.9588
14.1019	Public Works Director	67.5521	70.9321	74.4732	78.2009	82.1089

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of July 1, 2019

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
AMPS								
15.1121	Airport Manager	45.2811	47.5426	49.9204	52.4144	55.0378	57.7968	
15.4032	Animal Services Administrator	50.1465	52.6553	55.2902	58.0514	60.9573	64.0083	
15.5021	Associate Engineer	41.4689	43.5431	45.7204	48.0078	50.4050	52.9250	
15.3021	Associate Planner	36.1642	37.9734	39.8730	41.8695	43.9631	46.1599	
15.5001	Asst Public Works Director	51.4002	53.9717	56.6725	59.5027	62.4812	65.6085	
15.5002	Asst PW Director/City Engineer	57.2140	60.0781	63.0851	66.2411	69.5526	73.0256	
15.3104	Code Enforcement Manager	42.0764	44.1826	46.3924	48.7122	51.1416	53.7003	
15.3031	Community Dev Analyst	34.9559	36.7070	38.5419	40.4739	42.4964	44.6220	
15.6007	Community Education Mgr	35.2983	37.0688	38.9232	40.8681	42.9163	45.0615	
15.1146	Community Safety Admin	38.7358	40.6677	42.7095	44.8417	47.0839	49.4358	
15.6101	Community Services Manager	36.7070	38.5419	40.4739	42.4964	44.6220	46.8513	
15.2108	Computer Systems Administrator	47.7753	50.1659	52.6729	55.3029	58.0747	60.9758	
15.5026	Const Inspector Supv	36.5261	38.3545	40.2736	42.2896	44.4023	46.6186	
15.4028	Crime Analyst	37.4304	39.3045	41.2687	43.3364	45.5008	47.7753	
15.5441	Deputy Dir of Envir/Maint	50.1465	52.6553	55.2902	58.0514	60.9573	64.0083	
15.6001	Deputy Librarian	38.7358	40.6677	42.7095	44.8417	47.0839	49.4358	
15.1126	Economic Development Mgr	43.5431	45.7204	48.0078	50.4050	52.9250	55.5739	
15.5421	Environ Resource Planner	41.6692	43.7563	45.9403	48.2339	50.6505	53.1769	
15.5382	Facilities Maintenance Manager	42.0764	44.1826	46.3924	48.7122	51.1416	53.7003	
15.5016	GIS Administrator	41.6692	43.7563	45.9403	48.2339	50.6505	53.1769	
15.3026	Housing Services Supv	36.1642	37.9734	39.8730	41.8695	43.9631	46.1599	
15.2101	Information Systems Mgr	48.9512	51.4002	53.9717	56.6725	59.5027	62.4812	
15.2111	Integration/Appl Admin	47.7753	50.1659	52.6729	55.3029	58.0747	60.9758	
15.6016	Literacy Program Mgr	34.2735	35.9882	37.7910	39.6758	41.6678	43.7480	
15.5384	Maintenance Manager	42.0764	44.1826	46.3924	48.7122	51.1416	53.7003	
15.4030	Management Analyst	37.7925	39.6792	41.6692	43.7563	45.9403	48.2339	
15.6017	Marketing & Development Coord	35.1303	36.8879	38.7358	40.6677	42.7095	44.8417	
15.2106	Network/Sys Administrator	47.7753	50.1659	52.6729	55.3029	58.0747	60.9758	
15.5423	NPDES Permit Manager	41.6692	43.7563	45.9403	48.2339	50.6505	53.1769	
15.5301	Park Grnds Frstry Ops Mgr	42.0764	44.1826	46.3924	48.7122	51.1416	53.7003	
15.3105	Permit Center Coordinator	34.2710	35.9897	37.7926	39.6793	41.6692	43.7563	
15.3101	Permit Ctr Mgr/Bldg Off	51.4002	53.9717	56.6725	59.5027	62.4812	65.6085	
15.3001	Planning Manager	48.2339	50.6505	53.1769	55.8390	58.6368	61.5638	
15.1171	Police Records Coord	34.2710	35.9897	37.7926	39.6793	41.6692	43.7563	
15.1111	Police Services Admin	51.4002	53.9717	56.6725	59.5027	62.4812	65.6085	
15.6021	Princ Library Technician	27.5096	28.8838	30.3274	31.8464	33.4351	35.1119	
15.3006	Principal Planner	44.8198	47.0575	49.4151	51.8799	54.4771	57.2066	
15.1136	Pub Works Admin Mgr	42.0764	44.1826	46.3924	48.7122	51.1416	53.7003	
15.1151	Pub Works Admin Supv	37.7926	39.6793	41.6692	43.7563	45.9403	48.2339	
15.1127	Public Information Officer	44.8198	47.0575	49.4151	51.8799	54.4771	57.2066	
15.6100	Rec/Com Svcs Superintendent	46.3788	48.7024	51.1316	53.6913	56.3815	59.1959	
15.2011	Revenue Officer	33.7799	35.4728	37.2497	39.1103	41.0684	43.1231	
15.2016	Senior Accountant	33.7799	35.4728	37.2497	39.1103	41.0684	43.1231	
15.2021	Senior Buyer	33.7799	35.4728	37.2497	39.1103	41.0684	43.1231	
15.5011	Senior Civil Engineer	48.0078	50.4050	52.9250	55.5739	58.3524	61.2730	
15.6011	Senior Librarian	35.1303	36.8879	38.7358	40.6677	42.7095	44.8417	
15.3103	Senior Plan Check Engineer	48.0078	50.4050	52.9250	55.5739	58.3524	61.2730	
15.3011	Senior Planner	41.6692	43.7563	45.9403	48.2339	50.6505	53.1769	
15.3111	Sr Code Enforcement Officer	36.5261	38.3545	40.2736	42.2896	44.4023	46.6186	
15.3106	Sr Combo Bldg Insp	36.5261	38.3545	40.2736	42.2896	44.4023	46.6186	
15.3013	Sr Community Development Analyst	37.7926	39.6793	41.6692	43.7563	45.9403	48.2339	
15.2116	Sr Programmer/Analyst	41.4599	43.5337	45.7086	47.9968	50.3923	52.9137	
15.5451	Street Maintenance Mgr	42.0764	44.1826	46.3924	48.7122	51.1416	53.7003	

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of July 1, 2019

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
15.5446	Supt of Maintenance Serv	46.1599	48.4666	50.8895	53.4353	56.1103	58.9146	
15.1156	Technical Serv Coord	37.4304	39.3045	41.2687	43.3364	45.5008	47.7753	
15.6006	Technical Services Mgr	35.2983	37.0688	38.9232	40.8681	42.9163	45.0615	
15.5008	Traffic Engineer	48.0078	50.4050	52.9250	55.5739	58.3524	61.2730	
15.5006	Transportation Manager	48.2339	50.6505	53.1769	55.8390	58.6368	61.5638	
15.5416	Wastewater Manager	42.0764	44.1826	46.3924	48.7122	51.1416	53.7003	
Confidential Management								
17.2006	Accounting Manager	40.6677	42.7095	44.8417	47.0839	49.4358	51.9104	
16.1101	Assistant City Attorney	59.5027	62.4812	65.6085	68.8909	72.3348	75.9468	
16.1037	Assistant City Manager	82.9056	87.0539	91.4087	95.9767	100.7777		
17.2001	Asst Finance Director	47.0839	49.4358	51.9104	54.5015	57.2347	60.0906	
16.1131	City Clerk	43.5431	45.7204	48.0078	50.4050	52.9250	55.5739	
16.1146	Deputy City Attorney	38.5085	40.4363	42.4587	44.5817	46.8051	49.1468	
16.1141	Deputy City Attorney II	40.4575	42.4811	44.6053	46.8369	49.1756	51.6341	
16.1166	Human Resource Analyst I	34.7814	36.5261	38.3545	40.2736	42.2896	44.4024	
16.1161	Human Resource Analyst II	36.5261	38.3545	40.2736	42.2896	44.4023	46.6186	
17.1106	Human Resources Officer	54.2365	56.9503	59.7999	62.7913	65.9317	69.2269	
16.1116	Sr Deputy City Attorney	48.0078	50.4050	52.9250	55.5739	58.3524	61.2730	
FSA								
18.4521	Battalion Chief EMS/Trng-40 Hour	58.9197	61.8596	64.9526	68.2055	71.6175	75.2027	
18.4526	Battalion Chief EMS/Trng-56 Hour	42.0855	44.1855	46.3947	48.7181	51.1542	53.7161	
18.4506	Battalion Chief-40 Hours	58.9197	61.8596	64.9526	68.2055	71.6175	75.2027	
18.4511	Battalion Chief-56 Hours	42.0855	44.1855	46.3947	48.7181	51.1542	53.7161	
18.4516	BC/Fire Marshal	58.9197	61.8596	64.9526	68.2055	71.6175	75.2027	
18.4517	BC/Fire Marshal-56 Hours	42.0855	44.1855	46.3947	48.7181	51.1542	53.7161	
18.4501	Deputy Fire Chief	66.5489	69.8749	73.3735	77.0452	80.8965	84.9407	
18.4531	Emergency Med Svcs Offcr	50.1463	52.6473	55.2812	58.0483	60.9552	64.0014	
IAFF								
19.4576	FF Hired Post 9/2013-40 Hours	35.0862	36.8425	38.6856	40.6223	42.6524	44.7894	
19.4586	FF/Prmdc Hire Post 9/2013-40Hour	35.0862	36.8425	38.6856	40.6223	42.6524	44.7894	
19.4591	FF/Prmdc Hire Post 9/2013-56Hour	25.0616	26.3161	27.6325	29.0159	30.4661	31.9924	
19.4566	FF/Prmdc Hire Pre 9/2013-40 Hour	36.8425	38.6856	40.6223	42.6524	44.7894	47.0264	
19.4571	FF/Prmdc Hired Pre 9/2013-56Hour	26.3161	27.6325	29.0159	30.4661	31.9924	33.5903	
19.4581	FF-Hired Post 9/2013-56 Hours	25.0616	26.3161	27.6325	29.0159	30.4661	31.9924	
19.4556	FF-Hired Pre 9/2013-40 Hours	36.8425	38.6856	40.6223	42.6524	44.7894	47.0264	
19.4561	FF-Hired Pre 9/2013-56 Hours	26.3161	27.6325	29.0159	30.4661	31.9924	33.5903	
19.4536	Fire Captain-40 Hours	46.1183	48.4223	50.8462	53.3840	56.0551	58.8599	
19.4541	Fire Captain-56 Hours	32.9416	34.5873	36.3187	38.1314	40.0393	42.0428	
19.4546	Fire Engineer-40 Hours	40.6223	42.6524	44.7894	47.0264	49.3772	51.8480	
19.4551	Fire Engineer-56 Hours	29.0159	30.4661	31.9924	33.5903	35.2694	37.0343	
19.4601	Fire Fighter Recruit-56 Hours	23.9788	25.1808	26.4402	27.7662	29.1542	30.6139	
19.4596	Firefighter Recruit-40 Hours	33.5703	35.2532	37.0162	38.8727	40.8159	42.8593	
PMA								
20.4001	Deputy Chief of Police	72.9869	76.6354	80.4722	84.4972	88.7225	93.1595	
20.4006	Police Commander	67.8077	71.2000	74.7631	78.4972	82.4212	86.5476	
20.4011	Police Sergeant	57.4346	60.3017	63.3206	66.4849	69.8139	73.3074	
POA/POA Recruit								
21.4016	Criminalist	47.9790	50.3829	52.8959	55.5440	58.3268	61.2384	
21.4021	Police Officer	41.6483	43.7308	45.9160	48.2104	50.6206	53.1529	
21.4026	Police Officer-New Hire	39.6622	41.6483	43.7308	45.9160	48.2104	50.6206	53.1529
22.4036	Police Recruit	29.5909	30.1642	31.6742	33.2592	34.9253	36.6725	
CREW Sups								
23.5341	Equipment Mech Crew Sup	34.6120	36.3415	38.1643	40.0735	42.0759	44.1847	
23.5381	Facility Maint Mech Crew Sup	34.6120						

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of July 1, 2019

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
24.5381	Facility Maint Mech Crew Sup	34.6120	36.3415	38.1643	40.0735	42.0759	44.1847	
23.5456	P.S. Maint Crew Supv	34.6120	36.3415	38.1643	40.0735	42.0759	44.1847	
24.5311	Park Maint Crew Supvrs	34.6120	36.3415	38.1643	40.0735	42.0759	44.1847	
24.5461	SL/Traffic Sig Crew Sup	34.6120	36.3415	38.1643	40.0735	42.0759	44.1847	
23.5306	Urban Forestry Crew Supv	34.6120	36.3415	38.1643	40.0735	42.0759	44.1847	
SEIU								
25.5376	Airport Operations Supv	33.6185	35.2983	37.0688	38.9232	40.8681	42.9163	
25.5411	Comm Facilities Svr Wkr	19.0868	20.0430	21.0381	22.0914	23.2027	24.3592	
25.5361	Equipment Inventory Tech	23.8941	25.0894	26.3365	27.6546	29.0439	30.4911	
25.5366	Equipment Mechanic I	22.5372	23.6614	24.8441	26.0845	27.3896	28.7596	
25.5356	Equipment Mechanic II	24.8441	26.0845	27.3896	28.7596	30.1939	31.7059	
25.5396	Facility Maint Mechanic	22.0914	23.2027	24.3592	25.5740	26.8534	28.1973	
25.5401	Facility Maint Worker	20.7345	21.7747	22.8667	24.0103	25.2121	26.4657	
25.5398	Graffiti Abatement Worker	20.4373	21.4582	22.5372	23.6614	24.8441	26.0845	
25.5466	Inmate Crew Coordinator	25.9553	27.2539	28.6174	30.0452	31.5443	33.1275	
25.5481	Motor Sweeper Operator	23.5452	24.7211	25.9553	27.2539	28.6174	30.0452	
25.5499	Neighborhood Svcs Worker	19.1772	20.1336	21.1415	22.2012	23.3125	24.4757	
25.5331	Park Maint Worker	20.7345	21.7747	22.8667	24.0103	25.2121	26.4657	
25.4081	Pub Safety Facilities Wkr	19.0868	20.0430	21.0381	22.0914	23.2027	24.3592	
25.5486	Public Serv Maint Wkr III	23.5452	24.7211	25.9553	27.2539	28.6174	30.0452	
25.5496	Public Svc Maint Wkr I	19.1772	20.1336	21.1415	22.2012	23.3125	24.4757	
25.5491	Public Svc Maint Wkr II	21.1415	22.2012	23.3125	24.4757	25.6970	26.9826	
25.5471	Public Svc Maint Wkr IV	25.9553	27.2539	28.6174	30.0452	31.5443	33.1275	
25.5351	Pump Maint Mechanic	24.8441	26.0845	27.3896	28.7596	30.1939	31.7059	
25.5391	Senior Airport Technician	24.8441	26.0845	27.3896	28.7596	30.1939	31.7059	
25.5476	SL/Traffic Signal Tech	23.5452	24.7211	25.9553	27.2539	28.6174	30.0452	
25.5406	Sr Comm Facilities Svc Wk	20.4373	21.4582	22.5372	23.6614	24.8441	26.0845	
25.5386	Sr Facility Maint Mech	24.8441	26.0845	27.3896	28.7596	30.1939	31.7059	
25.5316	Sr Urban Forestry Worker	25.0894	26.3365	27.6546	29.0439	30.4911	32.0160	
25.4076	Sr Vehicle Maint Asst	20.6376	21.6714	22.7569	23.8941	25.0894	26.3365	
25.5326	Urban Forestry Worker I	21.4582	22.5372	23.6614	24.8441	26.0845	27.3896	
25.5321	Urban Forestry Worker II	22.7569	23.8941	25.0894	26.3365	27.6546	29.0439	
25.5436	Wastewater Operator	24.2429	25.4577	26.7241	28.0616	29.4638	30.9370	
SMEA								
26.7046	Administrative Aide	24.5984	25.8260	27.1183	28.4752	29.8968	31.3892	
26.7001	Administrative Analyst I	29.6059	31.0856	32.6426	34.2710	35.9897	37.7926	
26.7091	Administrative Clerk I	15.4039	16.1728	16.9805	17.8269	18.7251	19.6554	
26.7086	Administrative Clerk II	16.1728	16.9805	17.8269	18.7251	19.6554	20.6376	
26.7041	Administrative Secretary	24.5984	25.8260	27.1183	28.4752	29.8968	31.3892	
26.4071	Animal Care Tech	21.2450	22.3109	23.4289	24.5984	25.8260	27.1183	
26.4056	Animal Control Officer	22.5372	23.6614	24.8441	26.0845	27.3896	28.7596	
26.4046	Animal Services Supv	26.0845	27.3896	28.7596	30.1939	31.7059	33.2888	
26.4086	Animal Servs Office Asst	18.9963	19.9462	20.9413	21.9881	23.0865	24.2429	
26.5031	Assistant Engineer	34.6134	36.3451	38.1606	40.0733	42.0764	44.1826	
26.3041	Assistant Planner	32.3261	33.9479	35.6473	37.4304	39.3045	41.2687	
26.3036	Asst Redev Project Mgr	34.6134	36.3451	38.1606	40.0733	42.0764	44.1826	
26.3126	Bldg Permit Spec	31.8609	33.4568	35.1303	36.8879	38.7358	40.6677	
26.2131	Central Services Tech	22.4210	23.5452	24.7211	25.9553	27.2539	28.6174	
26.3151	Code Enforcement Officer I	28.9016	30.3425	31.8609	33.4568	35.1303	36.8879	
26.3136	Code Enforcement Officer II	31.7059	33.2888	34.9559	36.7070	38.5419	40.4739	
26.3131	Comb Bldg Inspector II	31.7059	33.2888	34.9559	36.7070	38.5419	40.4739	
26.3141	Combo Bldg Insp I	28.9016	30.3425	31.8609	33.4568	35.1303	36.8879	
26.3051	Comm Improve Asst	25.3348	26.5948	27.9259	29.3216	30.7883	32.3261	
26.7003	Community Safety Program Coord	29.6059	31.0856	32.6426	34.2710	35.9897	37.7926	

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26.4066	Community Service Officer	22.5372	23.6614	24.8441	26.0845	27.3896	28.7596	
26.2126	Computer Operator	28.1973	29.6059	31.0856	32.6426	34.2710	35.9897	
26.5051	Construction Inspector	28.9016	30.3425	31.8609	33.4568	35.1303	36.8879	
26.5071	Engineering Aide I	22.4210	23.5452	24.7211	25.9553	27.2539	28.6174	
26.5066	Engineering Aide II	24.7211	25.9553	27.2539	28.6174	30.0452	31.5443	
26.5056	EngineeringTech	27.2539	28.6174	30.0452	31.5443	33.1275	34.7814	
26.5431	Env Compliance Insp I	28.9016	30.3425	31.8609	33.4568	35.1303	36.8879	
26.5426	Env Compliance Insp II	31.7059	33.2888	34.9559	36.7070	38.5419	40.4739	
26.4061	Evidence Technician	22.5372	23.6614	24.8441	26.0845	27.3896	28.7596	
26.4606	Fire Inspector	30.1939	31.7059	33.2888	34.9559	36.7070	38.5419	
26.5063	GIS Technician	24.7211	25.9553	27.2539	28.6174	30.0452	31.5443	
26.3046	Housing Rehab Specialist	30.1939	31.7059	33.2888	34.9559	36.7070	38.5419	
26.2130	Information Technologies Tech I	25.3776	26.6453	27.9770	29.3782	30.8438	32.3907	
26.5036	Junior Engineer	31.3892	32.9595	34.6134	36.3451	38.1606	40.0733	
26.5059	Labor Compliance Officer I	25.5740	26.8534	28.1973	29.6059	31.0856	32.6426	
26.4041	Latent Fingerprint Tech	28.7596	30.1939	31.7059	33.2888	34.9559	36.7070	
26.6024	Lib Automation Svc Coord	29.0325	30.4868	32.0086	33.6222	35.2952	37.0595	
26.6031	Librarian I	24.2429	25.4577	26.7241	28.0616	29.4638	30.9370	
26.6026	Librarian II	26.0845	27.3896	28.7596	30.1939	31.7059	33.2888	
26.6066	Library Aide	13.7046	14.3898	15.1092	15.8646	16.6579	17.4908	
26.6056	Library Clerk	16.9805	17.8269	18.7251	19.6554	20.6376	21.6714	
26.6071	Library Page	12.9849	13.6341	14.3159	15.0316	15.7833	16.5724	
26.6051	Library Technician	19.2742	20.2370	21.2450	22.3109	23.4289	24.5984	
26.6046	Literacy Asst	19.2742	20.2370	21.2450	22.3109	23.4289	24.5984	
26.6061	Literacy Clerk	16.9805	17.8269	18.7251	19.6554	20.6376	21.6714	
26.6041	Literacy Specialist	21.2450	22.3109	23.4289	24.5984	25.8260	27.1183	
26.6106	Neighborhood Svcs Coord	29.6059	31.0856	32.6426	34.2710	35.9897	37.7926	
26.2124	Network/System Specialist	29.8899	31.3872	32.9528	34.6055	36.3389	38.1531	
26.7081	Office Assistant	18.9963	19.9462	20.9413	21.9881	23.0865	24.2429	
26.7061	Office Technician	22.5372	23.6614	24.8441	26.0845	27.3896	28.7596	
26.5346	Parking Operation Officer	28.9016	30.3425	31.8609	33.4568	35.1303	36.8879	
26.3156	Permit Center Clerk	20.0430	21.0381	22.0914	23.2027	24.3592	25.5740	
26.3121	Plan Checker I	32.9595	34.6134	36.3451	38.1606	40.0733	42.0764	
26.3116	Plan Checker II	35.2983	37.0688	38.9232	40.8681	42.9163	45.0615	
26.3056	Planning Technician	25.3348	26.5948	27.9259	29.3216	30.7883	32.3261	
26.3146	Plumbing Inspector I	28.9016	30.3425	31.8609	33.4568	35.1303	36.8879	
26.7076	Police Services Tech	18.9963	19.9462	20.9413	21.9881	23.0865	24.2429	
26.3037	Project Coordinator	34.6134	36.3451	38.1606	40.0733	42.0764	44.1826	
26.7026	Public Works Assistant	25.3348	26.5948	27.9259	29.3216	30.7883	32.3261	
26.2051	Purchasing Technician	22.5372	23.6614	24.8441	26.0845	27.3896	28.7596	
26.5061	PW Compliance Officer I	25.5740	26.8534	28.1973	29.6059	31.0856	32.6426	
26.5046	PW Compliance Officer II	28.9016	30.3425	31.8609	33.4568	35.1303	36.8879	
26.6121	Recreation Asst	16.9805	17.8269	18.7251	19.6554	20.6376	21.6714	
26.6111	Recreation Coordinator	29.6059	31.0856	32.6426	34.2710	35.9897	37.7926	
26.2048	Revenue Technician	23.7422	24.9240	26.1666	27.4699	28.8397	30.2823	
26.7071	Secretary	18.9963	19.9462	20.9413	21.9881	23.0865	24.2429	
26.7056	Senior Police Svc Tech	22.5372	23.6614	24.8441	26.0845	27.3896	28.7596	
26.6114	Senior Recreation Assistant	18.9963	19.9462	20.9413	21.9881	23.0865	24.2429	
26.6116	Sports ProgramAsst	18.9963	19.9462	20.9413	21.9881	23.0865	24.2429	
26.2056	Sr Accounting Clerk	21.5616	22.6469	23.7777	24.9666	26.2138	27.5254	
26.2041	Sr Accounting Technician	25.9553	27.2539	28.6174	30.0452	31.5443	33.1275	
26.5041	Sr Construction Inspector	30.9370	32.4812	34.1094	35.8153	37.6117	39.4917	
26.4051	Sr Evidence Technician	24.5984	25.8260	27.1183	28.4752	29.8968	31.3892	
26.6036	Sr Librarian Technician	21.2450	22.3109	23.4289	24.5984	25.8260	27.1183	

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26.2046	Sr Purchasing Technician	25.9553	27.2539	28.6174	30.0452	31.5443	33.1275	
26.7005	Street Outreach Specialist	18.9963	19.9462	20.9413	21.9881	23.0865	24.2429	
26.7036	Supvsg Police Serv Tech	24.5984	25.8260	27.1183	28.4752	29.8968	31.3892	
26.7031	Supvsg Wrd Proc Operator	24.5984	25.8260	27.1183	28.4752	29.8968	31.3892	
26.2121	Telecom Svc Tech	31.7059	33.2888	34.9559	36.7070	38.5419	40.4739	
26.7066	Word Processing Operator	18.9963	19.9462	20.9413	21.9881	23.0865	24.2429	
Confidential Miscellaneous								
27.7016	Community Safety Assist	25.8260	27.1183	28.4752	29.8968	31.3892	32.9595	
27.7061	Confidential Office Technician	22.5372	23.6614	24.8441	26.0845	27.3896	28.7596	
27.2036	Deferred Comp Technician	26.9826	28.3331	29.7481	31.2341	32.7977	34.4390	
27.7021	Deputy City Clerk	25.8260	27.1183	28.4752	29.8968	31.3892	32.9595	
27.7006	Executive Assistant	27.6546	29.0439	30.4911	32.0160	33.6185	35.2983	
27.7051	Human Resource Technician	23.2027	24.3592	25.5740	26.8534	28.1973	29.6059	
27.7011	Legal Secretary	25.8260	27.1183	28.4752	29.8968	31.3892	32.9595	
27.2026	Payroll Supervisor	32.7977	34.4390	36.1642	37.9734	39.8730	41.8695	
27.2031	Payroll Technician	26.9826	28.3331	29.7481	31.2341	32.7977	34.4390	
Temporary								
29.9003	Accountant	26.6943	28.0269	29.4289	30.9058	32.4519		
29.9006	Administrative Aide	21.1269	22.1828	23.2904	24.4558	25.6789		
29.9008	Administrative Analyst I	25.4177	26.6881	28.0248	29.4228	30.8984		
29.9011	Administrative Clerk I	13.2289	13.8865	14.5789	15.3115	16.0731		
29.9021	Administrative Secretary	21.1269	22.1828	23.2904	24.4558	25.6789		
29.9026	Animal Care Tech	18.9693	19.9211	20.9193	21.9635	23.0596		
29.9031	Animal Care Worker	12.0578	12.6607	13.2937	13.9584	14.6563		
29.9036	Animal Control Officer	19.3500	20.3193	21.3346	22.4019	23.5154		
29.9041	Animal Serv Aide	12.0578	12.6607	13.2937	13.9584	14.6563		
29.9042	Animal Services Mgr	32.1346	33.7443	35.4289	37.2058	39.0693		
29.9046	Associate Planner	31.0558	32.6135	34.2461	35.9596	37.7596		
29.9001	Asst Finance Officer	42.4500	44.5731	46.8000	49.1424	51.6058		
29.9051	Central Services Tech	19.2519	20.2211	21.2308	22.2923	23.4058		
29.9056	City Clerk	36.6693	38.5039	40.4308	42.4500	44.5731		
29.9066	Code Enforcement Officer I	24.8135	26.0596	27.3578	28.7250	30.1615		
29.9063	Code Enforcement Officer II	28.3096	29.7231	31.2115	32.7750	34.4135		
29.9076	Comm Ctr Svc Aide	12.7211	13.3572	14.0251	14.7264	15.4627		
29.9071	Comm Improve Asst	21.7500	22.8346	23.9769	25.1769	26.4346		
29.9081	Community Service Officer	19.3500	20.3193	21.3346	22.4019	23.5154		
29.9091	Community Services Asst	18.1558	19.0673	20.0193	21.0231	22.0731		
29.9096	Community Services Mgr	31.5173	33.0981	34.7539	36.4904	38.3193		
29.9101	Computer Operator	24.2135	25.4250	26.6943	28.0269	29.4289		
29.9106	Confidential Secretary	17.1231	17.9769	18.8769	19.8231	20.8154		
29.9111	Crime Analyst	32.1346	33.7443	35.4289	37.2058	39.0693		
29.9126	Deputy Fire Chief	60.6058	63.6404	66.8250	70.1654	73.6731		
29.9131	Deputy Fire Marshall	43.4943	45.6635	47.9481	50.3481	52.8693		
29.9141	Engineering Aide I	19.2519	20.2211	21.2308	22.2923	23.4058		
29.9146	Engineering Aide II	21.2308	22.2923	23.4058	24.5769	25.8058		
29.9151	Engineering Tech	23.4058	24.5769	25.8058	27.0923	28.4481		
29.9152	Environmental Resource Planner	35.7808	37.5693	39.4500	41.4231	43.4943		
29.4061	Evidence Technician	19.3500	20.3193	21.3346	22.4019	23.5154		
29.9155	Evidence Technician	19.3500	20.3193	21.3346	22.4019	23.5154		
29.9156	Executive Assistant	23.7461	24.9346	26.1808	27.4904	28.8635		
29.9161	Facility Maintenance Wkr	17.8096	18.6981	19.6328	20.6135	21.6461		
29.9166	Finance Director	61.5115	64.5865	67.8115	71.2039	74.7635		
29.9171	Fire Inspector	25.9328	27.2250	28.5865	30.0173	31.5173		
29.9176	Fire Plan Checker	27.7558	29.1461	30.6000	32.1346	33.7443		

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29.9178	Fire Prevention Aide	21.1269	22.1828	23.2904	24.4558	25.6789		
29.9181	Firearms Examiner	29.8731	31.3673	32.9365	34.5865	36.3115		
29.9186	GIS Administrator	35.7808	37.5693	39.4500	41.4231	43.4943		
29.9191	GIS Technician	21.2308	22.2923	23.4058	24.5769	25.8058		
29.9196	Homework Center Assistant	13.0961	13.7509	14.4384	15.1603	15.9183		
29.9201	Human Resource Analyst II	31.3673	32.9365	34.5865	36.3115	38.1346		
29.9206	Human Resources Analyst I	29.8731	31.3673	32.9365	34.5865	36.3115		
29.9211	Human Resources Technician	19.9212	20.9193	21.9635	23.0596	24.2135		
29.9216	Industrial Waster Crew Suprv	23.7461	24.9346	26.1808	27.4904	28.8635		
29.9218	Interim Assist Chief of Police	75.8769	79.6731	83.6596	87.8365	92.2328		
29.9221	Junior Engineer	26.9596	28.3096	29.7231	31.2115	32.7750		
29.9226	Latent Fingerprint Tech	15.0115	15.7615	16.5519	17.3828	18.2481		
29.9231	Legal Secretary	22.1828	23.2904	24.4558	25.6789	26.9596		
29.9236	Librarian I	20.8154	21.8539	22.9443	24.0923	25.2981		
29.9241	Librarian II	22.4019	23.5154	24.6923	25.9328	27.2250		
29.9246	Library Clerk	14.5789	15.3115	16.0731	16.8808	17.7231		
29.9251	Library Page	12.1731	12.7818	13.4209	14.0919	14.7965		
29.9256	Library Technician	16.5519	17.3828	18.2481	19.1596	20.1231		
29.9261	Literacy Assistant	16.5519	17.3828	18.2481	19.1596	20.1231		
29.9266	Literacy Clerk	14.5789	15.3115	16.0731	16.8808	17.7238		
29.9271	Literacy Specialist	18.2481	19.1596	20.1231	21.1269	22.1828		
29.9281	Neighborhood Svcs Worker	16.4711	17.2961	18.1558	19.0673	20.0193		
29.9286	Network/Sys Administrator	41.0193	43.0673	45.2250	47.4808	49.8578		
29.9291	Office Assistant	16.3096	17.1231	17.9769	18.8769	19.8231		
29.9296	Office Technician	19.3500	20.3193	21.3346	22.4019	23.5154		
29.9301	Park Maintenance Aide	12.7211	13.3572	14.0251	14.7264	15.4627		
29.9306	PC Services Coordinator	30.3115	31.8289	33.4211	35.0943	36.8481		
29.9311	PD Personnel/Trng Spec	24.6923	25.9328	27.2250	28.5865	30.0173		
29.9316	Planning Manager	41.4231	43.4943	45.6635	47.9481	50.3481		
29.9326	Police Commander	58.8693	61.8115	64.9039	68.1519	71.5558		
29.9331	Police Officer	35.6019	37.3846	39.2539	41.2154	43.2750		
29.9333	Police Records Coord	30.6000	32.1346	33.7443	35.4289	37.2058		
29.9336	Police Reserve	26.8269	28.1654	29.5789	31.0558	32.6135		
29.9341	Police Sergeant	49.8578	52.3558	54.9693	57.7211	60.6058		
29.9346	Police Services Tech	16.3096	17.1231	17.9769	18.8769	19.8231		
29.9354	Public Serv Maint Aide	14.5789	15.3115	16.0731	16.8808	17.7231		
29.9356	Public Serv Maint Wkr I	16.4711	17.2961	18.1558	19.0673	20.0193		
29.9351	Public Serv Maint Wkr II	18.1558	19.0673	20.0193	21.0231	22.0731		
29.9366	Recreation Aide	12.1731	12.7818	13.4209	14.0919	14.7965		
29.9371	Recreation Assistant	16.0731	16.8768	17.7206	18.6066	19.5369		
29.9376	Recreation Coordinator	25.4250	26.6943	28.0269	29.4289	30.9058		
29.9381	Recreation Leader I	12.5365	13.1633	13.8215	14.5126	15.2382		
29.9386	Recreation Leader II	12.6000	13.2300	13.8915	14.5861	15.3154		
29.9391	Recreation Program Spec	13.2289	13.8903	14.5848	15.3140	16.0797		
29.9396	Redev Project Manager	37.3846	39.2539	41.2154	43.2750	45.4385		
29.9620	Retired Annuit Comb Bldg Ins II	30.9326	32.4769	34.1033	35.8117	37.6019		
29.9625	Retired Annuit Comb Bldg Insp I	28.1967	29.6024	31.0838	32.6408	34.2735		
29.9610	Retired Annuitant Accounting Mgr	38.7081	40.6515	42.6810	44.8151	47.0537		
29.9615	Retired Annuitant Animal Srv Mgr	34.2555	35.9715	37.7673	39.6614	41.6479		
29.9630	Retired Annuitant Computer Oper	27.5096	28.8838	30.3274	31.8464	33.4351		
29.9635	Retired Annuitant Evidence Tech	21.9875	23.0843	24.2381	25.4483	26.7216		
29.9640	Retired Annuitant Fire Inspector	29.4575	30.9326	32.4769	34.1033	35.8117		
29.9645	Retired Annuitant Literacy Clerk	16.5663	17.3921	18.2684	19.1760	20.1342		
29.9650	Retired Annuitant Office Tech	21.9875	23.0843	24.2381	25.4483	26.7216		

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29.9655	Retired Annuitant Police Officer	41.6483	43.7308	45.9160	48.2104	50.6206		
29.9401	Revenue Technician	20.4173	21.4385	22.5115	23.6308	24.8135		
29.9421	Scorekeeper I	12.5365	13.1633	13.8215	14.5126	15.2382		
29.9416	Scorekeeper II	12.6000	13.2300	13.8915	14.5861	15.3154		
29.9411	Scorekeeper III	13.9558	14.6536	15.3863	16.1556	16.9634		
29.9406	Scorekeeper-Adult Basketball	12.6000	13.2300	13.8915	14.5861	15.3154		
29.9423	Senior Fire Inspector	29.8731	31.3673	32.9365	34.5865	36.3115		
29.9426	Senior Librarian	30.1615	31.6731	33.2596	34.9211	36.6693		
29.9431	Senior Planner	35.7808	37.5693	39.4500	41.4231	43.4943		
29.9436	Senior Police Services Tech	19.3500	20.3193	21.3346	22.4019	23.5154		
29.9506	Sp Official-Youth Basketball	12.5365	13.1633	13.8215	14.5126	15.2382		
29.9511	Sp Official-Youth Soccer	12.5365	13.1633	13.8215	14.5126	15.2382		
29.9521	Sp Official-Yth Flg Football	12.5365	13.1633	13.8215	14.5126	15.2382		
29.9516	Sports Official I	12.5365	13.1633	13.8215	14.5126	15.2382		
29.9461	Sports Official II	13.2923	13.9569	14.6547	15.3874	16.1568		
29.9466	Sports Official III	15.4558	16.2286	17.0400	17.8920	18.7866		
29.9526	Sports Program Asst	17.1231	17.9793	18.8783	19.8222	20.8133		
29.9531	Sr Accounting Clerk	19.2519	20.2211	21.2308	22.2923	23.4058		
29.9536	Sr Accounting Technician	22.2923	23.4058	24.5769	25.8058	27.0923		
29.9541	Sr Library Technician	18.2481	19.1596	20.1231	21.1269	22.1828		
29.9543	Sr Programmer.Anakyst	37.9443	38.8423	41.8328	43.9269	46.1193		
29.9546	Sr Recreation Asst	17.1231	17.9793	18.8783	19.8222	20.8133		
29.9548	Street Outreach Specialist	16.9615	17.8096	18.6981	19.6328	20.6135		
29.9551	Student Intern	12.5365	13.1633	13.8215	14.5126	15.2382		
29.9556	Student Worker	12.2365	12.8483	13.4907	14.1652	14.8735		
29.9561	Technical Serv Coord	32.1346	33.7443	35.4289	37.2058	39.0693		
29.9566	Vehicle Maint Assistant	15.4558	16.2289	17.0423	17.8961	18.7846		
29.9571	Vouchering Technician	20.0193	21.0231	22.0731	23.1750	24.3346		
29.9576	Wastewater Operator	20.8154	21.8539	22.9443	24.0923	25.2981		
29.9581	Webmaster/Sys Analyst	31.3673	32.9365	34.5865	36.3115	38.1346		
29.9596	Youth Program Assistant	12.3578	12.9757	13.6245	14.3057	15.0210		
29.9601	Youth Program Leader	14.5789	15.3115	16.0731	16.8808	17.7231		