

City of Salinas

200 Lincoln Ave., Salinas, CA 93901

www.cityofsalinas.org



Meeting Agenda - Final

Tuesday, November 5, 2019

4:00 PM

SALINAS ROTUNDA

City Council

Mayor Joe Gunter

Councilmembers:

Scott Davis, District 1 - Tony Barrera, District 2

Steve McShane, District 3 - Gloria De La Rosa, District 4

Christie Cromeenes, District 5 - John "Tony" Villegas, District 6

Ray E. Corpuz, Jr., City Manager

Christopher A. Callihan, City Attorney

City Clerk's Office: (831) 758-7381

PLEDGE OF ALLEGIANCE**ROLL CALL****PROCLAMATION**

Animal Shelter Appreciation Week, November 4-10, 2019

PUBLIC COMMENT TIME RESTRICTIONS

Public comments generally are limited to two minutes per speaker; the Mayor may further limit the time for public comments depending on the agenda schedule.

GENERAL PUBLIC COMMENTS

Receive public communications from the audience on items that are not on the agenda and that are in the City of Salinas' subject matter jurisdiction. Comments on Consent, Consideration, and Closed session items should be held until the items are reached. The public may request that the legislative body consider adding an item for consideration on a future agenda. The public may comment on scheduled agenda items, including closed session items, as they are considered. In order to be respectful of all speakers' views and to avoid disruption of the meeting, the audience shall refrain from applauding or jeering speakers who have been recognized by the Mayor.

CONSIDERATION**ID#19-568 Alisal Vibrancy Plan**

Recommendation: Approve a Resolution accepting the Draft Alisal Vibrancy Plan as a key strategic document.

ID#19-566 2019 Building Standard Codes and Local Amendments

Recommendation: Adopt an Ordinance relating to the 2019 California Standard Codes along with the related local amendments.

ADMINISTRATIVE REPORT**ID#19-569 Permit Center Improvement Update**

Recommendation: No action is required. This report presents information to the City Council regarding the continuous improvement process of the Permit Center and implementation of the Action Plan for Building Plan Submittal and Review Process.

ID#19-573 Funding Opportunities for Parks, Recreation and Libraries Master Plan

Recommendation: No action is required. This report presents information to the City Council regarding funding opportunities for Parks, Recreation and Libraries Master Plan.

CONSENT AGENDA

All matters listed under Consent Agenda may be enacted by one motion unless a

member of the Council or the public requests discussion or a separate vote.

[**ID#19-596**](#) **Minutes**

Recommendation: Approve minutes of October 22, 2019.

[**ID#19-594**](#) **Financial Claims**

Recommendation: Approve financial claims report.

[**ID#19-554**](#) **On-Call Job Order Contract for Sidewalk Improvements**

Recommendation: Approve a Resolution awarding the On-Call Job Order Contract for Sidewalk Improvements to Hemi's Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc. for a minimum contract amount of \$50,000 with a maximum contract amount of \$2,000,000 to each contractor. The maximum contract amount is a not to exceed limit and is not guaranteed.

[**ID#19-558**](#) **Standard Agreement with the County of Monterey for the California Department of Housing and Community Development California Emergency Solutions and Housing Program**

Recommendation: Approve a Resolution authorizing the Mayor to enter into a Standard Agreement with the County of Monterey to accept and administer California Department of Health Care Services matching funds, accessed through the County Whole Person Care Program, for the California Department of Housing and Community Development California Emergency Solutions and Housing Program.

[**ID#19-561**](#) **Purchase of 2019 Multiquip Backup Generator**

Recommendation: Approve a Resolution authorizing the direct purchase of one Multiquip generator from Multiquip Inc. Government Sales at a total cost of \$52,938.60 and approve a supplemental appropriation of \$53,000 from the Sanitary Sewer Fund 6400 to Capital Improvement Project (CIP) No. 9147.

[**ID#19-567**](#) **Surplus Vehicles and Equipment for Disposal**

Recommendation: Approve a Resolution declaring vehicles and equipment surplus and authorizing their disposal.

[**ID#19-571**](#) **Agreement with Monterey-Salinas Transit**

Recommendation: Approve a Resolution authorizing the Mayor to enter into an Agreement with Monterey-Salinas Transit (MST) to apply to the Federal Transit Administration's (FTA) Pilot Program for Transit-Oriented Development (TOD) Planning Grant and approving the leveraging of the City's California SB 2 grant funds as the City's local match.

[**ID#19-585**](#) **El Gabilan Library Opening Day Collection**

Recommendation: Approve a Resolution authorizing the direct purchase of materials for the opening of El Gabilan Library from Ingram Library Services, Inc.

[**ID#19-551**](#) **Ordinance regarding the collection of assessments for the Salinas United Business Association (SUBA) Business Improvement Area (BIA)**

Recommendation: Consider adopting the proposed Ordinance regarding the collection of assessments for the Salinas United Business Association Business Improvement Area.

ID#19-548

Zoning Code Amendments 2019-002, 2019-003, 2019-004, 2019-005, and 2019-006 - Introduce and Adopt Ordinances considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendments for Employee Housing, Housing in PS Districts, Parcel Maps in the Future Growth Area, ADU Replacement Parking in the Front Yard Setback, and Modification of Driveway Width

Recommendation:

1. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-002 (ZCA 2019-002); amend Zoning Code Sections 37-10.290, 37-10.300, 37-10.330, 37-10.360, 37-30.020, 37-30.060, 37-30.110, and 37-50.075 concerning small and medium employee housing in Residential Low Density (R-L) and Residential Medium Density (R-M) districts; and
2. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-003 (ZCA 2019-003); amend Zoning Code Section 37-30.390, Table 37-30.170 to allow residential uses in the PS District subject to approval of a Conditional Use Permit; and
3. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-004 (ZCA 2019-004); amend Zoning Code Section 37-30.420 to allow up to a four (4) lot subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption; and
4. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-005 (ZCA 2019-005); amend Zoning Code Sections 37-50.250 and 37-50.350 to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations; and
5. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-006 (ZCA 2019-006); amend various portions of the Zoning Code concerning driveway width increase, subject to approval of a Conditional Use Permit (CUP).

COUNCILMEMBERS' REPORTS, APPOINTMENTS AND FUTURE AGENDA ITEMS

Receive communication from Councilmembers on reports, appointments and future agenda items. Councilmember comments are generally limited to three minutes.

ADJOURNMENT

Patricia M. Barajas, City Clerk

AGENDA MATERIAL / ADDENDUM

Any addendums will be posted within 72 hours of regular meetings or 24 hours of special meetings, unless otherwise allowed under the Brown Act. City Council reports may be viewed at the Salinas City Clerk's Office, 200 Lincoln Avenue, Salinas, and are posted on the City's website at www.cityofsalinas.org. The City Council may take action that is different than the proposed action reflected on the agenda.

Disability-related modification or accommodation, including auxiliary aids or services, may be requested by any person with a disability who requires a modification or accommodation in order to participate in the meeting. Requests should be referred to

the City Clerk's Office At 200 Lincoln Avenue, Salinas, 758-7381, as soon as possible but by no later than 5 p.m. of the last business day prior to the meeting. Hearing impaired or TTY/TDD text telephone users may contact the city by dialing 711 for the California Relay Service (CRS) or by telephoning any other service providers' CRS telephone number.

PUBLIC NOTIFICATION

This agenda was posted on October 31, 2019 at the City Clerk's Office, in the Council Rotunda, and the City's website.

Meetings are streamed live at <https://salinas.legistar.com/Calendar.aspx> and televised live on Channel 25 at 4 p.m. on the date of the regularly scheduled meeting and will be broadcast throughout the day on the Wednesday, Friday, Saturday and Monday following the meeting. For the most up-to-the-minute Broadcast Schedule for The Salinas Channel on Comcast 25, please visit or subscribe to our Google Calendar located at <http://tinyurl.com/salinas25>. Recent City Council meetings may also be viewed on the Salinas Channel on YouTube at <http://www.youtube.com/thesalinaschannel>.



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
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Legislation Text

File #: ID#19-568, **Version:** 1

Alisal Vibrancy Plan

Approve a Resolution accepting the Draft Alisal Vibrancy Plan as a key strategic document.



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: **NOVEMBER 5, 2019**

DEPARTMENT: **COMMUNITY DEVELOPMENT**

FROM: **MEGAN HUNTER, DIRECTOR**

BY: **LISA BRINTON, PLANNING MANAGER**

TITLE: **ALISAL VIBRANCY PLAN**

RECOMMENDED MOTION:

A motion to approve a resolution accepting the Draft Alisal Vibrancy Plan as a key strategic planning document.

RECOMMENDATION:

It is recommended that the City Council approve the attached resolution accepting the Alisal Vibrancy Plan (Exhibit "A" to the resolution) as a key strategic planning document.

EXECUTIVE SUMMARY:

The Alisal Vibrancy Plan (the "AVP" or "Plan") is an action-oriented, comprehensive strategy for Salinas' Alisal (East Salinas) neighborhoods. In this staff report and in the AVP, Alisal is used interchangeably with East Salinas to recognize the community's intergenerational connections to the neighborhood. Older generations identify the planning area as the Alisal, while the younger population refers to it as East Salinas.

The AVP's purpose is to communicate the collective vision, goals and desires of those who live, work, worship, and shop in the Alisal. Over 2,000 residents and community stakeholders participated in a community-led engagement process that resulted in more than 150 strategies. Community recommendations evolved into goals, policies and actions that are the "heart" of the Plan and will inform the update of the City's General Plan, anticipated to begin in 2020.

BACKGROUND:

The Alisal Vibrancy Plan is the result of years of visioning, community organizing, and relationship building between the City of Salinas and Alisal residents. In 2013, the City was in the process of developing a Downtown Vibrancy Plan (DVP) and Economic Development Element (EDE). The City, in partnership with Building Healthy Communities – East Salinas Collaborative (BHC), conducted a community meeting for East Salinas residents to give input on EDE development. Residents at this meeting identified the desire and need to have a community plan

to improve East Salinas, and with assistance from the BHC Collaborative, advocated for a plan of their own.

Context with other Plans

The Salinas General Plan states the City's vision for the community's future and outlines goals, policies, and implementation measures to achieve its vision. Since its adoption in 2002, the City has updated the Housing Element (2015), added a new Economic Development Element (2017) and undertaken multiple plans and planning efforts; some addressing regional and citywide topics, with others focusing on geographical areas in the City. Regional and citywide plans include the Consolidated Five-Year Action Plan (2015), Regional Farmworker Housing Study and Action Plan (July 2018), Regional Analysis of Impediments to Fair Housing Choice (2019), Parks, Recreation and Libraries Master Plan (July 2019), and Public Art Master Plan (underway – anticipated Fall 2019). Area specific plans include the Alisal Housing and Neighborhood Revitalization Strategy (2015), Downtown Vibrancy Plan (2015), East Alisal Street Corridor Plan (January 2019), and the Chinatown Revitalization Plan (underway – anticipated December 2019). All plans and related documents are available on the City's website.

Community Outreach and Engagement

Equity is at the center of AVP community engagement with the goal of inclusion, building community capacity and resident empowerment. From June 2017 to April 2019, the City in collaboration with community members and grassroots organizations from the greater Alisal neighborhood, engaged residents and community stakeholders to develop Plan content. Over 2,000 stakeholders participated in eight (8) community workshops, twenty-four (24) pop-ups, twenty (20) Steering Committee meetings, thirty-four (34) Working Group meetings, and twenty (20) community stakeholder meetings. Direct outreach was also conducted as City and BHC staff and Steering Committee members canvassed residential neighborhoods and commercial corridors at various phases in the planning process to inform community members about the AVP and to encourage engagement.

The heart of the AVP community engagement process is the resident-led Steering Committee and five Working Groups supported by City, agency/technical, and community-based organization staff. Between November 2017 and June 2018, Working Groups drafted over 150 strategies and developed plan content in the five topic areas of Housing and Neighborhoods, Economic and Workforce Development, Community Health and Safety, Transportation and Infrastructure, and Youth, Art, Parks, Recreation and Enrichment. The Steering Committee discussed the topic of Land Use and Design.

During a May 1, 2019 study session, staff provided the Planning Commission with an AVP overview focusing on each topic area's chapter summary and implementation matrix. Since then staff has been responsible for pulling together the content and leading the preparation of the public review draft Alisal Vibrancy Plan with consultant support. Steering Committee, Working Group members, community-based organizations, City staff and technical professionals all took part in reviewing and commenting on the administrative draft AVP.

On September 25, 2019, staff previewed the administrative draft AVP with Steering Committee and Working Group members. Comments received were incorporated into the public review

document released on October 7, 2019. Bound copies of the Plan were made available on Wednesday, October 9, at the City of Salinas Community Development Department (65 W. Alisal Street), City Hall (200 Lincoln Avenue), the Cesar Chavez Library (615 Williams Road), the Hebron Family Center (683 Fremont Street), Bread Box Recreation Center (745 N. Sanborn Road), and Firehouse Recreation Center (1330 E. Alisal Street).

On October 16, 2019, the Planning Commission received a presentation on the public review draft AVP and heard public comment from members of the Steering Committee and community organizations supporting the Plan. A representative from BHC indicated that they would be submitting more detailed written comments by the October 21st deadline. The Planning Commission voted three to one to recommend City Council acceptance of the AVP. Since only four of seven commissioners were present, there was confusion as to whether or not the vote constituted denial, no action or approval. It was later verified by the City Attorney that the Commission approved a recommendation of acceptance as a majority of Commissioners present voted in the affirmative.

Written comments were received from Building Healthy Communities East Salinas Collaborative (BHC) in emails dated October 14 and 19, 2019, and a letter dated October 21, 2019. Comments received are provided as Attachment 4 to this staff report. A brief summary of comments received is provided under the Discussion section that follows. Attachment 5 is staff's response to comments, and Exhibit "B" to the resolution is an errata sheet that lists edits, changes and modifications recommended for incorporation into the public review draft Plan.

Visit the AVP website www.alisalvibrancyplan.org for more details regarding the AVP community engagement process, Steering Committee and Working Group agendas and minutes, Working Group topic area content matrices, community meeting materials and summaries, draft studies and planning documents and the public review draft Alisal Vibrancy Plan.

DISCUSSION

The Alisal Vibrancy Plan represents the community's shared vision for a prosperous, livable, safe, and attractive Alisal for all residents. This vision describes a present and future Alisal that embraces its rich history, cultural diversity, entrepreneurial and innovative spirit, and young population as assets to improve the overall quality of life and prosperity of Alisal residents. The Plan provides the framework for Alisal residents, community stakeholders and organizations, and City and other governmental agencies to work collaboratively to implement specific action steps toward realizing the community's vision. AVP recommendations will also inform the General Plan update anticipated to begin in 2020.

The Alisal Vibrancy Plan is organized into the following ten chapters:

1. Community Vision and Introduction
2. Alisal Community Overview
3. Community Engagement
4. Land Use and Design
5. Housing and Neighborhoods
6. Economic and Workforce Development
7. Community Health and Safety

8. Transportation and Infrastructure
9. Youth, Art, Parks, Recreation and Enrichment
10. Next Steps and Implementation

Chapter 1 states the community's vision for the Alisal and offers a broad overview of the Plan's purpose and policy context. Chapter 2 provides community background, historical context, and a summary of existing conditions. Chapter 3 provides a summary of community engagement that occurred throughout the planning process and led to the vision, goals, policies and implementation actions in this plan.

The subsequent six chapters (Chapters 4 through 9) provide context and recommendations in six key topic areas: land use and design; housing and neighborhoods; economic and workforce development; community health and safety; transportation and infrastructure; and art, youth, parks recreation and enrichment. Each topic chapter begins with the community's aspirational vision, a summary of topic goals and their connection to the Visión Salinas Guiding Principles. An assessment of related assets and challenges provides the context for the goals, policies and implementation actions recommended by the Steering Committee, Working Groups and community members. Each goal and policy is discussed followed by an implementation matrix of action items. Most of the goals, policies and actions come directly from the community. Staff, technical professionals and the consultant team did add a few policies and actions that either did not come up in community conversations, incorporate best practices, or provide for a more comprehensive approach to achieving the community's desired outcome.

The Alisal Vibrancy Plan is action driven and contains efforts that could span 10 to 15 years. Each topic chapter concludes with identifying emerging implementation priorities for the chapter, as defined by the community. Residents, community stakeholders, and the City are to revisit implementation progress and priorities annually. Chapter 10: Next Steps and Plan Implementation describes the more immediate actions that capitalize on current strengths and opportunities to move the community's vision forward over the next one-to-two years. This chapter also identifies potential government funding sources for implementation and acknowledges that it is through strong partnerships between the City, County, other local government agencies, philanthropy, businesses, community stakeholders and residents that the community's vision can be implemented.

Community Vision Statement

Through the Alisal Vibrancy Plan process, Alisal residents have come together to envision a better life that they themselves can help create in partnership and collaboration with the City and other community stakeholders. Over 80 residents attended a Vision workshop in October 2017 to share their vision for the Alisal through small group discussions. Conversations from the October workshop served as the foundation for the Steering Committee to refine a vision statement that represents a collective vision for the Alisal community. This vision statement was shared with residents at pop-ups in early 2019 and at the Draft Plan Celebration (April 2019) for further review and comment.

We are an attractive, welcoming, united, clean and safe community that celebrates cultural diversity using family spaces. We nurture young people who prosper through recreational and educational programs and provide access to affordable housing and well-paying jobs for all residents. We foster healthy and prosperous living that benefits the generations of today and tomorrow. We are Alisal.

Overarching Themes and Priorities

Overarching themes of inclusion, equity, cultural-competency and youth as the future emerged through the planning process. Priority recommendations focused on the need for more affordable housing and increased tenant protections, improved safety, maintenance and appearance of public spaces including streets, sidewalks and parks, and increased access to education, training and employment resources and opportunities, art and recreation programs, and mental and physical health services. Attachment 2 provides a summary by topic of top community concerns and recommendations and Attachment 3 provides a goal summary for each topic chapter.

The Alisal Vibrancy Plan contemplates the realignment of future land use to ensure the built environment matches the needs of its population. Recommended land use and zoning policies and actions seek to balance density with livability, create walkable neighborhoods, ensure ample open space, provide sufficient parking, and increase overall housing supply and affordability without displacing residents or businesses. Residents, community stakeholders, technical professionals and staff utilized a placemaking land use planning approach to discuss and define the community's desired sense of character, public features, and building form, uses and intensity for the Alisal. This Plan is a strategic planning document. In order to make its land use recommendations enforceable they must be incorporated into the City's General Plan and Zoning Code. AVP land use recommendations will inform the General Plan update anticipated to begin in 2020.

Summary of Written Public Comment and Response

BHC's comment letter is organized by chapter topic. Discussion under each topic section affirms community top concerns and recommendations, states BHC support of overarching themes, goals policies and actions, identifies goal, policy, and action narrative that needs further clarification, refinement or modification, and lists BHC's priorities. Preliminary emails received from BHC mostly focused on word choice, grammatical edits and typos. BHC comments are provided as Attachment 4, with staff response to comments detailed in Attachment 5. Edits, changes and modifications that are recommended for incorporation into the public review draft Plan are listed in the errata sheet provided as Exhibit "B" to the resolution.

CEQA CONSIDERATION:

The Alisal Vibrancy Plan is a strategic planning document. The proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines section 15378). If recommended policies or actions progress to a "project" level further CEQA analysis will be required to address potential environmental impacts of the proposed project.

STRATEGIC PLAN INITIATIVE:

The preparation and development of the AVP is a key objective under Economic Diversity and Prosperity. Topic areas covered in the Plan also include recommended policies and actions that address the initiatives of a Safe, Liveable Community, Effective, Sustainable Government, Well-Planned City and Excellent Infrastructure, and Quality of Life.

DEPARTMENTAL COORDINATION:

The Community Development Department Plan and Project Implementation Division lead the planning process and prepared the public review draft Plan with consultant support. Staff from other Community Development Divisions, Library and Community Services, Public Works and Police Department participated in or assisted with the facilitation of community workshops, working group meetings and/or pop up events.

FISCAL AND SUSTAINABILITY IMPACT:

In FY 2015-2016 the City Council budgeted for the preparation of the AVP by creating a Capital Improvement Project (CIP) account (9249) funded through Measure G and the General Fund. In August 2016, the City entered into a Professional Services Agreement with Raimi+Associates to prepare the AVP for an amount not to exceed \$400,000, of which \$387,081.53 has been expended to date. Staff's time working on the preparation of the Plan is included in the City's annual budget.

The AVP is intended to be a foundation for ongoing collaboration between city, other agencies, residents, and community stakeholders. The Plan contains efforts that could span 10 to 15 years, with a lot of actions that fall outside of direct City responsibility, but the City may want to advocate for or support in other ways. It is expected that the City Council will use the AVP to inform the budgetary process in future fiscal years and establish new CIPs for core infrastructure projects. As part of the 2020-2021 budget process, staff will present recommendations for the funding of priority policy and action items based on emerging priorities identified in Chapter 10.

ATTACHMENTS:

1. Resolution Accepting the Alisal Vibrancy Plan as a strategic planning document
 - a. Exhibit "A": Public Review Draft Alisal Vibrancy Plan
 - b. Exhibit "B": Errata Sheet- Recommended Edits, Changes and Modifications
2. "What We Heard" – Community identified issues and recommendations
3. Topic Chapter Goal Summaries
4. Written comments from Building Healthy Communities - East Salinas Collaborative
5. Staff Response to Comments

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

RESOLUTION ACCEPTING THE DRAFT ALISAL VIBRANCY PLAN AS A KEY STRATEGIC PLANNING DOCUMENT

WHEREAS, in 2013, at a community meeting held in East Salinas, residents and community stakeholders identified the need and desire to create a community plan to improve their neighborhoods; and

WHEREAS, residents supported by community-based organizations such as Building Healthy Communities – East Salinas Collaborative were successful in advocating for the inclusion of a community plan for East Salinas in the Economic Development Element (EDE) adopted in December 2017; and

WHEREAS, several of the EDE's goals, policies and action items specifically call for the preparation of a community-driven plan to guide the revitalization and enhancement of the economic, social, and cultural fabric of the Alisal/East Salinas neighborhoods; and

WHEREAS, the Salinas City Council's 2016-2019 Strategic Plan identifies the preparation and implementation of the Alisal Vibrancy Plan (AVP) as a key objective under the initiative of Economic Diversity and Prosperity; and

WHEREAS, the AVP's purpose is to communicate the collective vision, goals and desires of those who live, work, worship, and shop in the Alisal; and

WHEREAS, equity is at the center of AVP development and community engagement with the goals of inclusion, building community capacity and resident empowerment; and

WHEREAS over 2,000 residents and community stakeholders participated in the community-led engagement process that resulted in more than 150 recommended strategies that evolved into goals, policies and actions that are the “heart” of the AVP; and

WHEREAS, the aforementioned goals, policies and actions provide the framework for the residents, community stakeholders and organizations, and city and other governmental agencies to work collaboratively to implement specific action steps toward realizing the community's vision; and

WHEREAS, a public review document was released on October 7, 2019 and made available at city community facilities in East Salinas and at City Hall and the Permit Center on October 9, 2019; and

WHEREAS, on October 16, 2019, the Planning Commission received a presentation on the public review draft AVP and heard public comment from members of the Steering Committee and community-based organizations supporting the Plan; and

WHEREAS, the Planning Commission voted three to one to recommend City Council acceptance of the AVP; and

WHEREAS, at its November 5, 2019 meeting the City Council received the Planning Commission's recommendation, were provided a summary of written public comments received by 5:00pm on October 21, 2019 along with an errata sheet of recommended response and/incorporation, and heard public testimony at the meeting; and

WHEREAS, the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines section 15378). If recommended policies or actions progress to a “project” level further CEQA analysis will be required to address potential environmental impacts of the proposed project.

NOW, THEREFORE, BE IT RESOLVED that the Salinas City Council hereby finds and determines the following:

1. The foregoing recitals and Attachments are true and correct and are included herein by reference as findings.
2. The proposed Alisal Vibrancy Plan supports the Core Value and eight Vision Salinas Guiding Principles accepted by City Council and meant to guide city planning documents.
3. Alisal Vibrancy Plan goals, policies, and actions will inform the General Plan update anticipated to begin in 2020.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Salinas City Council hereby accepts the Alisal Vibrancy Plan (Exhibit “A”), with the incorporation of the recommended edits, changes and modifications listed in the errata sheet provided as Exhibit “B”, as a key strategic planning document for the City of Salinas; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Manager direct the implementation of the Plan as soon as possible, and seek funding for the recommended capital improvements, policy changes and operating budgets for the Fiscal Year 2020-2021 and in subsequent years.

PASSED AND APPROVED this 5th day of November, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

Exhibit "B"

Errata Sheet of Recommended Edits, Changes and Modifications

Comments – Acknowledgements through Chapter 3	
Comment	Response/Proposed Language
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft and 10/14 & 10/19 Suggestions	
Add 'former' to Beatriz and Rayburn and add MBCLC	Accept change
Remove former from George Villa	Accept change
Add youth to working groups: Mark Zarate, Daisy Garcia, Alondra Medrano, Juana Alvarez	Accept change
Add Dario Soto to Working Group list	Accept change
Page 15 – space between approx. and 75.	Accept change
Page 16 <ul style="list-style-type: none"> BHC not collaborative part of Caltrans grant. Mention the need to additional action/advocacy to drive goals (plan wont do it on its own).	Accept change Add to ending paragraph before last sentence: "While a first step, acceptance of these plans as strategic planning documents does not change laws or regulations, or implement projects on its own. Continued advocacy will be required to drive implementation."
Pg 26 paragraph that begins with Immigration Shaped is repeated	Delete extra paragraph(s)
Pg 27 last paragraph is repetitive – end of community vision and intro.	Will delete
Pg 28 "The Alisal has long had...) also repetitive, maybe mentioned in another section. Maybe delete.	Will delete sentence
Pg 32 last sentence, top paragraph, make Only lowercase, possibly revise awkward language	"There is also a disparity in higher education attainment between the Alisal and the rest of Salinas. Only...while..."
Pg 35 period missing after corridors	Accept change
Pg 42 last paragraph "engagement to empower to impact" since it was switched to the original version	Accept change

Pg 43 Correction on credit of spectrum. It should read developed by Action Council of Monterey County and Facilitating Power building on version...	Accept change
Pg 46, sidebar findings –to- the....	Accept change
Pg 52 BHC ask – remove last sentence in first paragraph (“Additionally, BHC sent additional emails to their networks to update constituents about the process and invite them to upcoming planning events”). Don’t think it’s necessary	Will remove sentence

Comments – Chapter 4: Land Use and Urban Design	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	
Parking enforcement can help alleviate housing concerns but it should definitely be paired with education and community engagement to ensure there are no negative impacts on low-income families. (BHC Letter Page 3)	We agree that education and engagement are critical. Compliance is always the preferred outcome. With any kind of code enforcement, the City cannot guarantee there will be no negative impacts, but will always strive to minimize the instances in which they occur.
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft and 10/14 & 10/19 Suggestions	
Pg 63 Delete “the” before Alisal’s neighborhoods.	Accept change
Pg 78 LU 2.2 - to “look”	Accept change
Pg 83 Perhaps it would be good to add something about the City not being a housing developer.	Add: “The City is not a housing developer and cannot initiate the development of housing on property it does not own. Its role is to remove barriers to development and create incentives for housing on private property.”
Pg 94 LU 4.2- Delete “that” after transfer station	Accept change
Pg 97 #3 “and” also	Accept change
Pg 100 Formatting looks awkward	Will correct formatting under Goal 6
Pg 126 Last paragraph “act” as one	Accept change

Comments – Chapter 5: Housing and Neighborhoods	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	

<p>The City should consider something like an “Affordable Housing Month” to share information on potential housing opportunities. (BHC Letter Page 4)</p>	<p>Staff to add consideration as an action “HN 4.4.d – Promote Affordable Housing Month in October to highlight resources and housing opportunities.” October is nationally recognized Affordable Housing Month.</p>
<p>Closely related to the H2A housing topic and displacement, the City should adopt best practices to actively counteract gentrification. This can all be augmented with the use of a racial equity impact assessment tool, which would help the City assess how certain actions/policies can affect displacement. (BHC Letter Page 4)</p>	<p>Add action: Explore adopting an appropriate assessment tool to evaluate policies that may accelerate displacement and provide analysis to inform decision makers. Address that there are similar tools through national community development organizations that may be more appropriate for analysis regarding housing policies.</p>
<p>Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft and 10/14 & 10/19 Suggestions</p>	
<p>Pg 134 There is a generalization that the community is open to higher density. It was primarily the steering committee and those whom attended the Land Use Workshop</p>	<p>Word “engagement” will be added between “community” and “process” to demonstrate this is what we heard through outreach activities versus a general statement.</p>
<p>Pg 137 First paragraph lack of clarity around dangerous buildings - what are the health and safety violations?</p>	<p>One of four types of violations from property maintenance code. This type of violation occurs when there is damage or a hazard that makes the building structurally unsafe to occupy. This could include, but is not limited to, illegal wiring, partial collapse, tarped holes in the roof, etc. (We can clarify this in the narrative.)</p>
<p>Pg 138 Is it truly the neighborhood of choice, or the only option?</p>	<p>Will remove that language.</p>
<p>Pg 138 last sentence seems incomplete/missing a period</p>	<p>Will add “Median Income.”</p>
<p>Pg 143 Could a sidebar on housing co-op and land trust be added?</p>	<p>Will incorporate definitions.</p>
<p>Pg 145 Use safety instead of comfort - makes it seem like a luxury (3.1)</p>	<p>Accept change</p>
<p>Pg 145 Expand on boarding houses and how they’re regulated. Section around “subletting to multiple families in a home or unit meant for one...” contradicts previous sentences. Families don’t have an option.</p>	<p>Change last sentence of first paragraph under 3.1 on page 145 to: “Some people take advantage of this need by illegally converting attics, garages, or other spaces into dwelling areas unfit for human habitation.”</p>
<p>Pg 146 recent housing developments – 2 periods after Salinas. “....designed carefully and with the public...”</p>	<p>Delete extra period.</p>
<p>Pg 146 Be explicit about relocation assistance/temporary housing doesn’t currently exist. City cannot connect residents to temporary housing.</p>	<p>Staff will add the sentence to clarify role of relocation assistance to improve rental housing. Consistent with Action HN 2.2 c, adopting a relocation assistance program in conjunction with addressing rental housing conditions is</p>

	necessary to provide a funding mechanism for temporary housing while repairs are being made. Without such a mechanism, the City's ability to provide temporary housing is severely limited.
Pg 150 Last sentence mentioning local property ownership comes out of nowhere, the paragraph before does not set the right context.	Change to: "Similarly, programs oriented around improving energy efficiency helps manage utility costs and helps families increase housing affordability and stability."
Pg 150 Receivership not fully explained.	Will incorporate definition
Pg 152 Rephrase "worst" offenders to frequent.	Change to "most serious violations..."
Pg 154 1.3d – Contractors	Change "contactors" to "contractors"
Pg 155 1.4e Steering Committee wasn't interested in tour. What is the purpose of the tour?	Add to end of action description: "...to provide input into future housing policy and development projects"
Pg 158 3.1.c sentence sounds awkward. "Missing" resources?	Add "resources"
Pg 159 extra 'in'	Accept change
Pg 166 second paragraph delete 'the' before 'consistently'	Accept change

Comments – Chapter 6: Economic and Workforce Development	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	
Freelance jobs and the gig economy are emphasized and a bit romanticized under ED Goal 5. It is important to differentiate between freelance work and work that's your only option because of your legal status. It can be a new economic opportunity for many but for a large sector of the population it is the only means of employment. (BHC Letter Page 5)	Staff will add language around the circumstances and risks around the increase in gig employment.
Although it is mentioned in the plan, it is important to be explicit about what "matching" means in regards to financial assistance related to a façade program. The working group agreed to a 50/50 incentive but it's worth adding the possibility of additional support above 50%.	Staff will change to: "and re-establish a façade improvement program in the Alisal that funds at least fifty percent (50%) of façade improvements. " in the narrative and related action (ED 1.3.a)
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft	
Pg. 174 Ciclovía Salinas	Accept change
Pg 177 Brain drain quote doesn't make sense.	Change to: "I would say college grads believe that there aren't many job opportunities in Salinas, based on their degree."
Pg 183 "Ethnic" can be removed. Unnecessary.	Accept change (bottom of 2.4 paragraph)

Pg 188 Paragraph under goal 5 and 5.1 are the same	Will replace paragraph under Goal 5 with intended language.
Pg 189 ED 5.3: 28% seems very low. Is this out of all residents or just adults?	Change to: "according to 2017 ACS data the percentage of civilians 16 and up employed in agriculture in the census tracts that are in or intersect the study NRSA portion of the planning area is 51%"
Pg 194 ED 1.1d Add school districts under the dept/org section.	Accept change
Pg 195 Add BHC and County on Department/Org section	Accept change

Comments – Chapter 7: Community Health and Safety	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	
One of this chapter's limitations is its narrow definition of safety. To be able to fully encompass what safety means to the Alisal community, the concept of 'public safety' needs to be expanded beyond law, fire and code enforcement. Furthermore, there's a recurring notion that strengthening the relationship with public safety officers improves "health and safety for all." (BHC Letter Page 5-6)	Staff will reframe introduction to reflect that the definition of health and safety transcends law, fire, and code enforcement. For this reason, it is woven throughout this plan, as land use, design, housing and neighborhoods, infrastructure, transportation, social services, and recreational programming are all elements of a healthy and safe community. This chapter focuses on building safer neighborhoods, promoting healthy lifestyles and improving access to health programs and services. The introduction will also reference Chapter 9, as youth programming is critical to violence prevention.
A more thorough definition of public safety includes a deeper investment in resident leadership to create their own solutions;... In addition, safety is investing and valuing the role that Community Based Organizations (CBOs) play in helping residents navigate systems, and advocate to increase their access to these areas. (BHC Letter Page 6)	See YAP 1.2 and YAP 3 for more on the role of CBOs in health and safety. Staff will add summary language on CBOs and cross-reference in Section HS 3.1.
Similarly, under HS Goal 5, the City's role needs to be more explicit as far as influence in removing barriers when it comes to access to healthcare services. (BHC Letter Page 6)	Staff will add language about the City's role in supporting and advocating for barrier removal and reiterate that it is not a healthcare provider, but that this Plan includes a community-wide vision and scope.

<p>The narrative under the Guiding Principle “Healthy and Safe Community” stating, “...building resident capacity and strengthening relationships between public safety officers will empower residents to take a leadership role in the future of their community,” sets a false narrative that strengthening relationships with officers will lead to resident empowerment and a safer community. This is not to say that building a relationship with public safety officers is not important but it is not a means of empowerment. (BHC Letter Page 6)</p>	<p>Change language to: “Improving the quality of the physical environment is a key component of a healthy community. Building resident capacity will empower residents to take a leadership role in the future of their community.”</p>
<p>Environmental injustice is not thoroughly explored in this chapter and given the Alisal is in the state’s 75th percentile for pesticide use, more should be said around its repercussions on the community. The City should consider supporting efforts of organizations such as Californians for Pesticide Reform to decrease pesticide exposure to families within the East Salinas and city-wide. (BHC Letter Page 7)</p>	<p>Staff will add language to address pesticides. We have to do an environmental justice element that we could review this issue more thoroughly and citywide.</p>
<p>Goal HS 3.3 talks about the role of police in building trusting and transparent relationships to create a safer community. This is another area where CBO’s ongoing work helps support community leadership and cohesion, which ultimately prevents violence by addressing the root causes. Community-based policing should not be highlighted as the only best practice. Culturally relevant practices, such as the La Cultura Cura curriculum are examples of best practices not undertaken by police. (BHC Letter Page 7)</p>	<p>Staff will add sidebar on La Cultura Cura.</p>
<p>Under Goal HS 3.1 community engagement is mentioned through formal and informal means, which gives the impression that community members can only have influence through collaboration with law enforcement. Residents should be assured that engagement can happen in various forums, with various stakeholders and power is not limited to working with law enforcement. (BHC Letter Page 7)</p>	<p>In Goal 3 staff will refine language to reflect strengthening police community relations is one, but not the only strategy to empower the community to address crime and violence.</p>
<p>It should be outlined that racism, social injustice, poverty, environmental injustice, economic inequities and historical underinvestment are all propagators of trauma in the community. Gang violence is a symptom of these inequities and not the root cause of the trauma. Trauma-informed health care should continue</p>	<p>Staff will add “that racism, social injustice, poverty, environmental injustice, economic inequities and historical underinvestment are all propagators of trauma in the community” to 5.1.</p>

to be promoted to assist in both physical and mental health services. (BHC Letter Page 7)	
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft and 10/14 & 10/19 Suggestions	
Pg 216 Economic Prosperity – Add system impacted residents	Staff will add to second sentence
Pg 218 3rd paragraph has repetition	Will revise
Pg 219 What does resident capacity mean? Capacity for what?	Comment unclear. No reference to capacity on identified page.
Pg 223 <ul style="list-style-type: none"> Rephrase to say finally partnership across businesses, CBO's, and residents can develop and implement effective strategies 	<ul style="list-style-type: none"> Accept change
Pg 227 <ul style="list-style-type: none"> Community-based policing should include more interaction on a daily basis not just during events/ cafecitos 3.2 health and safety issues and solutions Add: ...initiatives that foster safety, inclusion, prevention 	<ul style="list-style-type: none"> Daily interactions are a tenet of community-based policing best practices; staff will add clarifying language. Will add to first sentence. Will add prevention to last sentence in 3.2.
Pg 229 Unfamiliarity with the health care system - change to lack of a human centered healthcare system	Will change that section of the sentence to "lack of human-centered healthcare and unfamiliarity with the current system"
Pg 236 <ul style="list-style-type: none"> Salinas Connect should be available in Spanish as well as the toolkit. 3.1a Missing neighborhood and community services and public works in the department orgs, most of these efforts align better with those departments not police 	<ul style="list-style-type: none"> Will clarify that toolkit/Salinas Connect should be available in Spanish Will add LCS to Department/Org
Pg 237 <ul style="list-style-type: none"> 3.2c Need to be explicit on City's capacity on restorative justice programs. Dept/Org needs to include community-based organizations, library and community services. 	<ul style="list-style-type: none"> Add "Through partnerships,..." to second sentence of 3.2.c Will add CBOs and LCS to Department/Org list
Pg 237 3.2a add CBOS to Dept/Org	Accept change
3.2c Dept/Org needs to include community-based organizations, library and community services.	Accept change

Pg 238	<ul style="list-style-type: none"> Develop more opportunities for positive engagement between public safety officers and Alisal community 3.3 d Language liaison should be moved to quality of life. Remove from police department. This should be a city wide liaison, not secluded to one department 3.3 e. Community forums for the purpose of learning exchange/relationship building not to report crime. 	<ul style="list-style-type: none"> Will remove “the” before “Alisal”? Modify action description: “...communicate with City employees, including....” Will reframe action
Pg 238 3.3.a extra space between community review		Accept change
3.3.d Extra space after safety?		Accept change
3.3.f missing space on top, no period after policies,		Accept change
Pg 239	<ul style="list-style-type: none"> 3.3.f Missing the experience of residents in the description, how do they experience public safety 3.3 g Add County under department/org (second bullet item) 3.3 h should change to library and community services 3.3 i GRE training change the department/org to City Include: center healing in racial equity practice and cultural humility 3.3 j change to City 	<ul style="list-style-type: none"> Will add to action description Will include County in Department/Org (3.3g) Will include City in 3.3.i Department/Org and change first sentence of 3.3.i to “Ensure that all City staff, including public safety officers,...”. Centering healing in racial equity practice and cultural humility is included in action description. Will change Department/Org to City
Pg 239 matrix bigger than other pages and cuts off formatting on top		Will adjust formatting
Pg 240	<ul style="list-style-type: none"> Assist in making homes safer by providing free smoke and CO detectors. 3.4 e should be restricted to fire department so it can be a 24 hr assembly point. 3.4 f should also train interested community members 	<ul style="list-style-type: none"> Will add similar action Idea was to create places throughout the community so they are easy to access. Will include consideration of fire houses as 24-hour points. Will include community members
Pg 242	<ul style="list-style-type: none"> 4.1b opportunity for intergenerational teaching. 4.1c should reframed to the creation of workshops 4.1 b and c are very similar, sound repetitive. 	<ul style="list-style-type: none"> Will include in action description Will include workshops in action description Will combine 4.1.b and .c

Pg 248	<ul style="list-style-type: none"> ...public safety education policies and procedures→ makes it seem like the community is the only one that is learning when the culture of the police department is what needs to shift It is not “key to building the relationship” what is key to building the relationship is an analysis of the department and its policies and an accountability of that practice 	<ul style="list-style-type: none"> Will remove ‘education’, as that implies the dialogue is limited to outreach, not actual policy.
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Comments – Chapter 8: Transportation and Infrastructure	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	
Though vehicular safety was less emphasized in the engagement, restriping traffic lanes and painting designated fire lanes, are also necessary measures to ensure pedestrian safety. (BHC Letter Page 8)	Will add as TI 1.4.d
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft	
Pg 260 Lower case “investment”	Accept change

Comments – Chapter 9: Art, Youth, Parks and Enrichment (Quality of Life)	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	
Nevertheless, it is a strong assumption to say a stable relationship with a caring adult will deter youth from gang activity and youth violence (Goal YAP 1.3). It is one of various strategies needed to ensure youth feel safe and supported in their community. (BHC Page 9)	Change to: “A stable relationship with a caring adult who models nonviolence is a key strategy towards helping youth make better decisions in their lives, including their involvement in violence, and ensuring that they feel safe and supported in their community.”
Furthermore, it is also an assumption to attribute “a large” part of CASP’s work as the reason for lowering aggravated assaults involving youth. There are many other CBO’s in the community that have been supporting youth and families in the community and that have contributed to a safer community. (BHC Letter Page 9)	Change to: “Thanks in large part to this work, and the work of other dedicated CBOs in the community....”

The City should leverage the opportunity of partnering on the development of the Sanborn Ranch House in Acosta Plaza to further implement these priorities. (BHC Letter Page 10)	Add to end of action YAP 5.1.d - "...and other community spaces, such as the future Sanborn House"
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft	
Pg 285 It's not misinformation it's a lack of information	Will change to "lack of information"
Pg 290 There are 3 family resource centers not 4	Accept change
Pg 291 Add: Tonatiuh Danzantes del Quinto Sol is a folklorico group that shares Mexico's culture through dance supporting adults and young children in the Alisal Union School district.	Will add them to the sidebar
Pg 292 1st paragraph- The spectrum of community engagement adopted by the AVP...	Accept change
Pg 293 Add BHC CPTED internship under YAP 1.1.	Will add to list of examples in last paragraph
Pg 296 <ul style="list-style-type: none"> Bottom of section YAP 2.2 - All city engagement should follow this model not just the Alisal "Critical to ensure future engagement efforts establish clear goals, embrace transparency by always thoroughly documenting input and evaluate process- and participants also must feel appreciated and therefore <u>formal</u> recognition is a must. 	<ul style="list-style-type: none"> Change to "All future engagement in the Alisal and City of Salinas needs to follow this as a model". Accept change.
Pg 296 Goals are misnumbered, there are two 2.2s.	Will correct numbering
In the second 2.2 ciclovía is missing the accent.	Accept change
Pg 297 Paragraphs repeated under YAP 3 and YAP 3.1	Will replace repeated language under 3.1
Pg 298 Sidebar: Grant also for youth leadership development	Will add to sidebar
Pg 304 Last sentence- delete "and" before policies	Accept change
Pg 307 YAP 6.3 can we be more explicit about green grass? Or is that what is meant by "planting"?	Change to: "...maintaining paths, healthy vegetation...". "Green" grass is not always possible or a sustainable use of resources due to the amount of water necessary and drought conditions.
Pg 311 YAP 1.2 Add something on Ag and pesticide use.	Staff will add action here or in Community Health and Safety
Pg 313 It would be great to include culturally relevant healing and informed practices to YAP 1.3b-1.3d	Change last sentence of Action YAP 1.3.a to – Investing significantly in investment program, including culturally relevant and healing-informed practices, is the ..."
Pg 314	<ul style="list-style-type: none"> Accept change

<ul style="list-style-type: none"> YAP 2.1a change “simplified” to “clear” written communication. Simplified makes it seem like it’s on the residents not having the ability to understand YAP 2.1b include use of the spectrum of community engagement. 	<ul style="list-style-type: none"> Will add to 2.1.b action description.
Pg 318 YAP 3.3 – 3.3.a encourage mentorship of new leaders	Two actions labeled as 3.3.a. Will correct labeling.
Pg 326 Incentivize the use of library cards- I don’t know how this would happen but connect it with City programing.	Will incorporate City programming into action 5.2.f description.
Pg 331 YAP 6.3a- include more trash cans	Will incorporate trash and recycling cans into action 6.3.a.

Alisal Vibrancy Plan – “What We Heard”

Land Use:

- Maximize affordable housing and community benefits on publicly-owned opportunity sites
- Develop more mixed-use housing for low-income families
- Build more housing in commercial areas
- Need for more flexible commercial/retail space for entrepreneurs

Housing and Neighborhoods:

- Residents are experiencing high rents, frequent rent increases, and poor housing conditions
- Due to financial constraints, many Alisal residents live with extended families or with families they do not know
- Renters fear eviction if living conditions are brought up to landlords
- Provide more opportunities for people to own a home

Economic and Workforce Development:

- Residents want to see a variety of different restaurant and clothing store types in the Alisal
- Improve communication between businesses and the City of Salinas
- Start a beautification and maintenance program for commercial corridors
- Need affordable childcare so that parents can work or improve their education

Community Health and Safety:

- Improve the relationship between residents and the police
- Increase access to healthy foods
- Create or expand successful prevention/intervention programs for youth and adults
- Need for more culturally relevant mental health services

Transportation and Infrastructure:

- Alisal residents are concerned about high vehicle speeds
- Improve street lighting, crosswalks, and sidewalks for pedestrians
- Parking is challenging in residential and commercial areas
- Bus schedules and routes should align with community needs

Art, Youth, and Open Space:

- Improve maintenance and features in existing parks and recreation facilities
- Residents need more gathering spaces, like plazas, where people can interact and create a sense of community
- Create affordable youth programs where everyone has an equal opportunity to participate
- Partner with schools, churches, and others as venues for after-school activities



Alisal Vibrancy Plan Goal Summary

Land Use:

GOAL LU 1. Preserve The Character of Traditional Neighborhoods While Adding New Units and Providing New Opportunities for Homeownership.

Owning a home is a dream of many Alisal residents. Diversifying housing options in low-density neighborhoods by encouraging accessory dwelling units, small-lot homes, and duplexes will create more opportunities for ownership while maintaining community character.

GOAL LU 2. Promote High-Quality, Affordable, Multi-Family Residential Housing in the Alisal.

With 68 percent of Alisal residents renting housing, it is crucial to increase the amount of multi-family housing to reduce overcrowding and encourage more affordable options. This can happen through redevelopment of underutilized sites, incentivizing affordable developments, and permitting a wider range of building types in higher density areas.

GOAL LU 3. Expand Mixed-Use Development to Increase Capacity for New Businesses, Services, And Housing.

Without vacant land, the primary way to meet the varied needs of Alisal residents is to construct taller buildings and mix uses to utilize lots most efficiently. Mixing uses also puts more employment and service opportunities within easy walking or biking distances in Alisal neighborhoods.

GOAL LU 4. Redevelop The Alisal Marketplace as A Unique, Dynamic, Pedestrian-Oriented Urban District Connecting the Downtown and the Alisal.

The Alisal Marketplace presents a large infill redevelopment opportunity in the core of Salinas. Changing development regulations to encourage a walkable mix of residential, commercial, and light industrial uses is necessary to transform the Marketplace and capitalize on recent investment in the area, which includes a new Police Services Headquarters.

GOAL LU5. Encourage The Development and Activation of Urban Community Spaces Within the Alisal.

Adopting creative strategies to counteract the lack of publicly owned land is necessary to add new plazas, play areas, community rooms, and green space to the neighborhood. These strategies include partnering with businesses to activate parking lots with temporary plazas and markets, greening streets and sidewalks, and requiring new development to provide community space.

GOAL LU 6. Integrate Public and Semi-Public Uses into the Neighborhood Fabric and Facilitate Shared Use of Space.

Schools, recreation centers, and places of worship are institutions that have significant land holdings and facilities and can be an even greater asset by sharing these spaces or adding new uses to address community needs such as housing.

GOAL LU 7. Promote The Culture, Art, Identity, And History of the Alisal Community Through Context and Place-Sensitive Design.

These development standards and architectural guidelines draw from the people and the heritage of the Alisal, as well as best practices in urban design,

to foster human-centered development that enriches the lives of the community.

Housing and Neighborhoods:

GOAL HN 1. Increase Housing Supply and Opportunities for All Alisal Residents.

Partnerships with outside agencies can assist the City with providing residents with a variety of housing options on public and privately-owned land. New affordable housing developments, redevelopment, and ADUs will meet the needs of varying household types while maintaining the Alisal culture and avoiding gentrification and displacement.

GOAL HN 2. Ensure Tenant Protections.

In the process of developing and redeveloping housing units, it is imperative that policies are put in place to avoid displacement, rent increases, and provide assistance for relocation. Facilitating educational programming for tenants and owners to understand their housing rights will also help to mitigate the impact of potential adverse effects.

GOAL HN 3. Ensure Safe and Healthy Housing for All Alisal Residents.

Expanding housing rehabilitation resources and holding landlords accountable will help improve housing conditions throughout East Salinas. The City must explore best practices for enforcing municipal codes and regulations, without further contributing to displacement.

GOAL HN 4. Advance Housing Affordability and Opportunity at All Income Levels.

Crafting regulations that help stabilize rent is critical to ensuring that current residents can stay in the Alisal. Collaboratively working with developers and owners to create innovative incentives can advance

the preservation and expansion of affordable housing.

GOAL HN 5. Stabilize and Support Neighborhoods.

Instilling a sense of community pride will encourage people to keep the Alisal clean, beautiful, and enjoyable. Local organizations, associations, and residents can join together to start neighborhood improvement projects, alongside the City's current efforts.

Economic and Workforce Development:

GOAL ED 1. Improve the Appearance and Cleanliness of the Alisal's Commercial Corridors.

Providing an attractive environment that promotes safety and security will attract a larger customer base, increasing economic activity in the Alisal.

GOAL ED 2. Foster Business Creation, Retention, and Attraction.

Local entrepreneurs and business owners need access to business education, technical assistance and capital in order to start, grow, and expand their businesses.

GOAL ED 3. Promote the Alisal's District Identity as a Unique Cultural, Arts, and Shopping Destination.

Highlight the Alisal's Latino heritage, rich history, and artistic culture to attract visitors, private investments and generate more revenue and jobs.

GOAL ED 4. Build Strong Relationships Between the City and Business/Commercial Property Owners.



Cultivating a strong relationship between the City and property and business owners will help City services and resources support and accelerate commerce and development in the Alisal.

GOAL ED 5. Increase Access to Education Training an Entrepreneurship Programs.

Accessible and affordable education, training and career pathway programs will prepare more Alisal residents for higher paying employment opportunities, thus improving their quality of life.

GOAL ED 6. Expand Availability of and Access to High-Quality Child- Care Services.

Parents must have access to affordable, quality childcare to maintain stable employment and to provide a solid early education foundation for their children.

Community Health and Safety:

GOAL HS 1. Ensure That Streets, Parks, And Public Spaces in the Alisal Are Safe.

A safe environment is necessary for fostering a physically active and social community. Well-lit neighborhoods and public spaces support increased community activity that results in more individuals on the street deterring unwanted and unwelcomed behaviors.

GOAL HS 2. Create Beautiful and Active Public Spaces That Support Social Interaction, Active Lifestyles, And Cultural Celebration.

Safe, clean, and appealing public spaces, serve as venues for the community to gather, recreate, and celebrate the culture of the Alisal. Fostering social interaction, activity and opportunities for engagement supports healthy lifestyles and behaviors.

GOAL HS 3. Improve Community Safety and Health Through Civic Engagement, Education, And Capacity and Relationship Building.

The City, community-based organizations, business owners and residents must work in collaboration to develop and implement preventative programming for the Alisal. These partnerships need to be centered around building resident capacity and deepening positive relationships based on trust, transparency and dialogue that identifies residents as experts in understanding the needs of the community and provides them with resources, information and opportunities to work collaboratively with public safety to identify issues and develop solutions to improve the health and safety of their community.

GOAL HS 4. Expand Access to Affordable, Healthy, Culturally Relevant, And Sustainable Food.

While the Alisal has many healthy food assets, these foods are often expensive and inconvenient to purchase and cook. Raising awareness around the importance of healthy food, including creating more community gardens, educational materials, incentives and campaigns can expand residents' access and consumption of healthy food.

GOAL HS 5. Expand Access to Culturally Competent Medical and Mental Health Services.

A community's ability to access comprehensive, quality health care services is vital to promoting health, preventing disease, and improving overall quality of life. Removal of barriers such as lack of insurance coverage, limited locations and hours of medical services, and bilingual language services will increase residents access to affordable, culturally-appropriate mental and physical health services.



Transportation and Infrastructure:

GOAL TI 1. Design and Maintain Safe Streets.

Transportation safety in the Alisal can be improved through street and intersection design and maintenance. Well-marked crosswalks in addition to sidewalk connections and extensions can make neighborhood streets safer and more welcoming to pedestrians. Bike facilities will allow another way for residents to get around safely and easily. New curb and street designs will be used to decrease traffic speed in neighborhoods and around schools.

Goal TI 2. Establish a Connected and Equitable Multimodal Transportation Network.

Matching bus schedules and routes to community needs and creating a robust network of bike lanes can increase transit ridership and encourage many Alisal residents to use alternative forms of transportation. Encouraging strategies for promoting carpooling and public transportation can reduce the number of cars on the road and provide suitable options for residents without cars.

Goal TI 3. Provide High Functioning Infrastructure and Attractive Streets with Pedestrian Amenities.

In order for the Alisal to be a safe, healthy, and thriving community, sewers, stormwater systems, internet services, and other utilities must be upgraded to serve its population now and in the future. Green infrastructure, street furniture, and pedestrian design are also essential considerations for sustaining and supporting neighborhood activity.

Goal TI 4. Improve Parking Management for Both Residents and Businesses.

Demand for parking is exacerbated by the high residential density of the Alisal and lack of controls

in commercial areas. By applying and effectively enforcing a parking management program, availability in commercial and residential zones can be increased. Efforts to promote alternative transportation can reduce parking demand and free up parking spaces by decreasing the amount of individual car trips.

Youth, Art, Parks, Recreation and Enrichment:

GOAL YAP 1. Support youth leadership and development by investing in healthy and nurturing programs.

Youth are the future of the Alisal. With half of the population under 25 years old, it is critical to create opportunities for them to engage in and lead civic processes and participate in leadership training and career development programs.

GOAL YAP 2. Encourage robust civic engagement and development of resident leaders committed to shaping the Alisal's future.

Culturally effective engagement strategies and a commitment to removing barriers to participation will empower more East Salinas residents to share their voice and guide local government decision making and projects for the betterment of the community.

GOAL YAP 3. Strengthen the capacity and sustainability of community-based organizations in the Alisal to provide critical services.

Providing community-based organizations with training, technical assistance, as well as funding and collaboration opportunities, will grow the capabilities and increase the longevity of these



groups in East Salinas, and bolster the multitude of services they provide to the community.

GOAL YAP 4. Prioritize arts and culture investments to support creativity, expression, and beauty for the Alisal community.

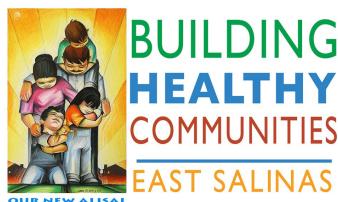
The Alisal community takes tremendous pride in its creative culture and sees the value of investing in education and programming to create more opportunities to experience visual and performance art, as well as developing the resources to allow artists to live and work in the Alisal.

GOAL YAP 5. Support the recreational, educational, and social needs of residents through new and existing community facilities.

The Alisal's recreation centers and other facilities need investment and refurbishment to continue serving the many community members that use them daily. Expanding educational partnerships and developing joint-use agreements with school districts will help increase access to enriching programming and activities for residents of all ages.

GOAL YAP 6. Create and support a diverse, well maintained, and culturally relevant network of parks and gathering spaces within the Alisal.

Providing amenities, such as picnic areas, fitness equipment and improved playgrounds, as well as increasing parks maintenance, will help increase activity levels and make Alisal parks family- friendly and safe for the community.



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October 21, 2019

To: Jonathan Moore, Associate Planner, City of Salinas
From: Monica Gurmilan, Land Use Organizer, Building Healthy Communities
City of Salinas Community Development Department
65 West Alisal Street
Salinas, CA 93901

RE: Comments on Alisal Vibrancy Plan Public Review Draft

Dear Jonathan Moore,

The Building Healthy Communities (BHC) Collaborative has been an integral part of the Alisal Vibrancy Plan (AVP) planning process and as such, we thank you for the opportunity to provide comments on the current public review draft. The BHC Land Use and Economic Equity Action Team has reviewed the AVP Draft and ask you to include our organization's comments and considerations in your final draft for City Council review.

Comments and considerations provided in this letter seek to promote goals aimed at achieving a vibrant and healthy community, equitable economic development rooted in healing-informed racial equity, anti-displacement practices, environmental justice and most importantly centers resident voice and need. Furthermore, action items outlined in this draft document should take into consideration the city's strong needs around housing policy and tenant protections, as a principal priority. We agree the Alisal is a community full of opportunity for transformation and we are committed to ensuring that this plan is not just a document but a means to alleviate the decades of neglect this community has experienced.

The Alisal & Community Engagement

The AVP has been a long arduous journey, which has resulted in an uprising of community leadership ready to shift the way the City of Salinas undertakes this and all other planning processes. It is important to highlight the significance of this plan and what it means for this City moving forward given this plan is the first of its kind. Creating a more inclusive, resident-centered process is a step in the right direction and a great means to shift the way planning and decision-making happens in our communities. The Community Development Department's adoption of the Spectrum of Community Engagement to Ownership and the mid-point evaluation of the planning process are strong examples of the City's commitment to addressing the systemic shifts necessary to ensure equity remains at the center of these processes. The process was not perfect and while we still have a lot of work ahead, this is a historical moment for East Salinas, and for the City as a whole.

Land Use

Land use designations and future development are key to ensuring and promoting more opportunities for Alisal residents and future generations. The opportunity to own a home, access to affordable housing, mixed-use developments for future businesses, pedestrian friendly neighborhoods and ample open space were all common themes during the AVP community engagement process.

Due to the high percentage of Alisal residents renting housing, we agree it is crucial to increase the amount of multi-family housing (Goal LU 2). This will help reduce overcrowding and provide more affordable options. To counteract potential discontent over higher density housing, the City must create regulations that meet multiple community needs, such as, community gathering spaces and more parking options. The Mid Rise Residential Place Type could help create more housing supply while still creating other community benefits. Furthermore, since their placement is on major roads, it would address the need for more walkable neighborhoods as well.

Though this document does not directly change policy, it is important to highlight the need for a community benefits agreement (i.e., local hiring, support affordable housing, creation of parks or recreational facilities) to be tied to future development. Furthermore, the creation of a program that outcompetes the State Density Program can also help facilitate higher density housing while simultaneously providing a community benefit. It will require strong community engagement to develop and implement this, especially given the community's concerns related to higher density housing.

Residents in the Economic Development Working Group expressed a strong need for additional office and retail space in Alisal's most popular corridors. The Neighborhood Mixed-Use Place Type can bring additional space for business and also offer additional housing opportunities (Goal LU 3). This can be a challenge given the limited amount of vacant land but a great opportunity for underutilized parcels, particularly along Alisal St. The idea of limiting single-story, single-use buildings can be helpful along the busy corridors and in areas that are more welcoming to higher density.

The concept of redeveloping the Alisal Marketplace was often a topic of contention amongst Steering Committee members, primarily due to the location of the current transfer station (Goal 4). We appreciate the recognition that further conversation is needed to build consensus regarding this future development. This highlights the importance of continuous community engagement around these topics to ensure residents are well informed of current and future impacts this transfer station might have.

The need for open space was a recurring topic throughout the AVP engagement, primarily among youth (Goal 5). Given our population is very young, it is important to recognize this as a top priority within this plan. Furthermore, several participants also highlighted the need for more green space, or simply green grass. Increasing the tree canopy and

incorporating CPTED principles into City guidelines and development regulations can help with both the appearance and the promotion of safer neighborhoods.

Parking is one of the primary concerns for Alisal residents (Goal 7). The implementation of flexible parking standards goes hand in hand with future housing developments. Many residents are opposed to the idea of higher density because of parking concerns. Parking enforcement can help alleviate housing concerns but it should definitely be paired with education and community engagement to ensure there are no negative impacts on low-income families.

'The Alisal is a community full of opportunity for transformation' and the goals outlined in the Land Use chapter are a step in the right direction. Nevertheless, it is important to continue to inform and engage the community on how these land designations will impact their lives. Furthermore, we hold a collective responsibility to outline the feasibility of these projects, primarily in regards to the Alisal Marketplace. If we want to continue to propagate trust within the Alisal community, the City needs to be transparent and clear about its role in new urban development, especially given the fact that the City is not a developer.

Housing

Housing is the top concern for Salina's residents, primarily those living in the Alisal. This is not a surprise given the fact that the Alisal's population density rivals the City of San Francisco. Furthermore, with more than 4,245 households, as of January 2015, on the waiting list for public housing citywide, housing easily became the most talked topic throughout the plan. We understand the obstacles faced with increasing housing supply and support the plan's vision for stronger tenant protections. With the City's limited role in housing production, pursuing the tenant protections outlined in this chapter should be a top priority. As mentioned in the Land Use section, a mix of diverse housing types and increased density is more likely to be welcomed by the community if coupled with community benefits.

With future development being a long-term goal, creating tenant protections can happen now, especially given the threat of displacement due to rising rents. Pursuing policies that prevent displacement and developing programs that can assist families when displacement happens are desperately needed in the Alisal. There are certain policies, such as the Rental Registration and Inspection Program, that can have negative effects on the community and can cause displacement. For that reason, it is important that the City take the necessary steps to ensure there are no negative impacts in the community. One step in the right direction is in the training of code enforcement staff to prioritize preventing displacement, primarily when it is connected to high occupancy.

The three policies outlined under HN Goal 2.2; Just Cause Eviction Ordinance, Relocation Assistance Program, and the Rental Registration and Inspection Program, can only be pursued in that order. The City needs to carry out continuous engagement around housing

issues and tenant's rights to ensure the community is well informed and equipped to protect themselves when faced with discriminatory landlords. This engagement should also bring community members into the creation of housing policies and not just serve as forums for information. The City should consider something like an "Affordable Housing Month" to share information on potential housing opportunities. Lastly, some of the language in this chapter implies the City has the means to connect residents to temporary housing when it does not.

As far as implementation is concerned, we support the creation of an enhanced or super density bonus and the development of opportunity zones, as long as they are aligned with the community vision. Furthermore, though the City has a formal Farmworker Housing Study, it would be helpful to include additional language to outline policies related to H2A housing in the Alisal. Closely related to the H2A housing topic and displacement, the City should adopt best practices to actively counteract gentrification. This can all be augmented with the use of a racial equity impact assessment tool, which would help the City assess how certain actions/policies can affect displacement.

The creation of a housing policy group/committee will be key in ensuring these actions can come to fruition. This group needs to be a diverse set of stakeholders working directly with the City's current housing community. As a subset of a City recognized body, this housing committee can have a means to directly influence City policy. This group can also help bring up important issues like the implementation of AB 1482, SB 329 and the enforcement of the Inclusionary Housing Ordinance in future developments.

BHC's housing priorities are the following:

- Tenant protections
- Legal and relocation assistance
- Prioritization of City owned land for affordable housing projects
- Creation of a housing group/committee

Economic & Workforce Development

Although annual sales in the Alisal are as high as \$234.2 million per year, many Salinas residents are unaware this area is the City's economic engine. It is only fair given the Alisal's contribution to the City's economy that future investment is pursued to ensure a vibrant business community. Improving the Alisal's appearance along its commercial corridors, the creation of new business space, promoting art and culture, and increasing entrepreneurial training and education were all highlighted as priorities throughout the community engagement process.

One of the main concerns many residents, particularly youth, have is the lack of opportunity for entry-level employment. Many college graduates from the Alisal are unable to return due to a lack of employment opportunities. Creating career pathways for our youngest residents is vital to ensure a more equitable economic development in the Alisal. It is also important to uplift the cultural diversity this area holds and increase public art through Alisal corridors with tailored design guidelines (Goal ED 1.2). Young residents also

expressed a desire for more gathering spaces (ED Goal 3), like a plaza, for food truck vendors, music and art.

Starting a new business is difficult and without the guidance, many residents are unable to pursue starting their own business. The top priority under ED Goal 4 was a solution to this problem, the creation of a business “navigator.” Residents expressed a need to streamline the permitting and licensing processes to minimize hurdles often faced in attempting to start a new business. The “navigator” will be a huge step in the right direction and will show the Alisal business community they are a valued member of the Salinas economy.

Though the City has limited reach when it comes to education and workforce development, it can play an important role in connecting Alisal residents with organizations, which offer workshops and training programs. For this reason, partnerships with institutions like Hartnell College are key (ED Goal 5). This is another area where community engagement is necessary to maintain residents informed about current workforce development resources. Freelance jobs and the gig economy are emphasized and a bit romanticized under ED Goal 5. It is important to differentiate between freelance work and work that's your only option because of your legal status. It can be a new economic opportunity for many but for a large sector of the population it is the only means of employment.

As mentioned in the guiding principles, youth are the future of our communities. That being said, it is also important to continue to invest in projects geared toward early childhood education. Alisal residents are sometimes unable to enter the workforce due to limited assistance with childcare services. The City should continue to grow partnerships within the Ag industry to create childcare centers for their workers. Partnerships should also exist the Alisal Union School District and its schools.

Creating a more vibrant Alisal through art and a cohesive design theme was also a top priority throughout the engagement. Although it is mentioned in the plan, it is important to be explicit about what “matching” means in regards to financial assistance related to a façade program. The working group agreed to a 50/50 incentive but it's worth adding the possibility of additional support above 50%.

BHC's Economic & Workforce Development priorities are the following:

- Small Business Navigator: assistance with expanding and starting businesses
- Assistance with remodeling store fronts; 50/50 deal incentive
- Microloan program
- Internships for youth
- Creation of a plaza development

Community Health & Safety

Community Health & Safety are often top concerns for many residents in the Alisal. Nevertheless, community health means more than just healthy food options and safety goes far beyond the presence of law enforcement. One of this chapter's limitations is its narrow definition of safety. To be able to fully encompass what safety means to the Alisal

community, the concept of 'public safety' needs to be expanded beyond law, fire and code enforcement. Furthermore, there's a recurring notion that strengthening the relationship with public safety officers improves "health and safety for all."

A more thorough definition of public safety includes a deeper investment in resident leadership to create their own solutions; ensuring residents have access to affordable housing, quality education, and open and green space. Furthermore, public safety is achieved when young people have systems that support them to thrive and opportunities to deepen relationships among neighbors to build more community cohesion. In addition, safety is investing and valuing the role that Community Based Organizations (CBOs) play in helping residents navigate systems, and advocate to increase their access to these areas. A supportive community is a safe community and it can only happen with clear policies and investment beyond enforcement.

Community based organizations play a key role in ensuring community safety by centering residents in decision-making processes that take a holistic approach to health and safety. Their programs and activities are critical in supporting leadership development and increasing civic engagement. It is important residents have the tools necessary to arrive at solutions with their neighbors whom are most impacted by inequity and injustice. CBOs also play an important role in offering indigenous and culturally relevant practices in the community.

In several actions pertaining to this topic the City is limited in its capacity to influence policy and change, particularly under HS Goal 4 and the city's role in addressing the cost of food. It is important to be transparent about the City's role and its limitation to avoid setting false expectations moving forward. Similarly, under HS Goal 5, the City's role needs to be more explicit as far as influence in removing barriers when it comes to access to healthcare services.

The narrative under the Guiding Principle "Healthy and Safe Community" stating, "...building resident capacity and strengthening relationships between public safety officers will empower residents to take a leadership role in the future of their community," sets a false narrative that strengthening relationships with officers will lead to resident empowerment and a safer community. This is not to say that building a relationship with public safety officers is not important but it is not a means of empowerment. This is another area where CBOs play a role in supporting resident leadership to engage in decision-making processes for the future of their community. At the end of the day, investing in prevention, programming for youth (especially impacted youth), support systems for parents, and things like park maintenance will lead to a healthier and safer community.

It is true one of the many challenges we face as a community is the disconnect with the police department, nevertheless, the way it is outlined in the plan is a one sided argument. It is necessary to mention the lack of effort the police department has made to build relationships with the community, not just in recent years but throughout the history of the

Alisal. Furthermore, it should also be said the lack of trust which exists is a result of years of harassment and over policing in the area.

Environmental injustice is not thoroughly explored in this chapter and given the Alisal is in the state's 75th percentile for pesticide use, more should be said around its repercussions on the community. The City should consider supporting efforts of organizations such as Californians for Pesticide Reform to decrease pesticide exposure to families within the East Salinas and city-wide. The need for additional community space continues to be a top priority in this chapter. The creation of additional parkland space in the Alisal is a proactive measure to help promote a healthier community and create spaces for residents, particularly youth, to engage in extracurricular activities.

Under Goal HS 3.1 community engagement is mentioned through formal and informal means, which gives the impression that community members can only have influence through collaboration with law enforcement. Residents should be assured that engagement can happen in various forums, with various stakeholders and power is not limited to working with law enforcement. Under this same goal the concept of "neighborhood groups" is mentioned. This title has the potential to attract a negative connotation to the former "neighborhood watch groups". Referring to these groups as "community groups" helps remove this idea of punitive vigilance.

The development of partnerships and neighborhood efforts that strengthen community shouldn't only be seen as a means to address issues but also as a collaborative approach to create solutions. Furthermore, programs and incentives should also foster prevention. Goal HS 3.3 talks about the role of police in building trusting and transparent relationships to create a safer community. This is another area where CBO's ongoing work helps support community leadership and cohesion, which ultimately prevents violence by addressing the root causes. Community-based policing should not be highlighted as the only best practice. Culturally relevant practices, such as the La Cultura Cura curriculum are examples of best practices not undertaken by police.

Addressing the trauma that exists in our community is necessary when attempting to address health inequities. It should be outlined that racism, social injustice, poverty, environmental injustice, economic inequities and historical underinvestment are all propagators of trauma in the community. Gang violence is a symptom of these inequities and not the root cause of the trauma. Trauma-informed health care should continue to be promoted to assist in both physical and mental health services.

BHC's Community Health & Safety Priorities are the following:

- Work with school districts for healthier food options & workshops
- Affordable food options
- Public market, (food truck park)
- Partnerships with schools and organizations to provide mental health services and culturally rooted programing to support social emotional wellbeing
- Neighborhood Leadership committees

- Strengthening Police advisory committee to an oversight committee that is diverse and representative of the community
- Strengthened relationship with police

Transportation & Infrastructure

The lack of investment in the Alisal is most visible in regards to its infrastructure. Investing in road repairs, safety measures for cyclists and pedestrians, improving parking management, and establishing a better connected and equitable multimodal transportation network are all necessary to ensure a healthy, safe and sustainable Alisal. As contributors of the Alisal Corridor Plan (ACP) we agree many of its recommendations could also apply throughout East Salinas.

Safety and walkability were top concerns for residents in the Transportation & Infrastructure Working Group. The lack of safety measures, especially on Alisal St., keep many residents from walking to their local businesses (Goal TI 1). For the residents that do not have access to vehicles, walking to the grocery store or the WIC, especially with young children, is a dangerous but necessary commute. Ensuring the safety of pedestrians on Alisal and other major corridors should be a top priority for this and future planning documents. Though vehicular safety was less emphasized in the engagement, restriping traffic lanes and painting designated fire lanes, are also necessary measures to ensure pedestrian safety. Increasing the amount of pedestrian scale lighting to improve visibility shouldn't be limited to the commercial corridors. It is also needed in residential areas.

Though many residents in East Salinas have access to vehicles, there is a large number of the population that relies on public transportation. Residents have expressed concerns regarding the current transit service, not pertaining to the quality of service but with the lack of available bus routes. Increasing the bus routes can provide an alternative to driving and help alleviate traffic on the major corridors (Goal TI 2.). Furthermore, advocacy with Monterey Salinas Transit should not be limited to expanding the network. The City should continue to advocate for an equitable fee structure to ensure Alisal residents are not financially burned by the cost of public transportation.

The Alisal is not an inviting area for cyclists. Though residents prioritized pedestrian needs, it is important to highlight the need for bike lanes along with outreach and education related to bicycle safety. Community engagement is necessary with any infrastructure improvement project. Many Alisal residents were discontent with the East Market road diet due to the limited engagement undertaken to inform the neighborhood about the changes. All City departments have a collective responsibility to ensure inclusion and transparency in this and all planning processes.

BHC's Transportation & Infrastructure priorities are the following:

- Improve street safety for everyone; better lighting, repaired roads and sidewalks
- More crosswalks and signage
- Increased outreach regarding new street improvements

- Improve parking management in business areas and neighborhoods
- A connected and equitable transportation system for all users
- Better maintenance of roads, paint crosswalks and traffic lanes

Youth, Art, Parks, Recreation & Enrichment

We agree the Youth are our future and our investments need to be reflective of that notion. Furthermore, encouraging civic engagement and leadership development, strengthening the capacity of CBOs, prioritizing arts and culture investments, supporting recreational and educational programing, and creating additional open and green space are essential not just for our young population but for all Alisal residents to live a healthy and vibrant life.

A lack of community engagement from government institutions has been a recurring concern for many Alisal residents. There has been some progress in this area and it is important to highlight the efforts of the City in moving towards a more inclusive and transparent community engagement process. The Community Development Department's adoption of the Spectrum of Community Engagement to ownership is a step in the right direction and a means to remain accountable to residents not only in the Alisal but throughout Salinas. Having a means to assess community engagement can help remove barriers and promote engagement with all residents including youth.

Supporting and investing in leadership development, particularly with youth is a proactive step to ensure community health and safety in the Alisal. Youth should be comfortable participating in City processes, should be seen as critical contributors and be supported in the creation of youth-led programs and events such as Ciclovía Salinas (Goal YAP 1.1). Investing in youth leadership development and creating connections with more seasoned community leaders is undoubtedly a necessary preventive strategy. Nevertheless, it is a strong assumption to say a stable relationship with a caring adult will deter youth from gang activity and youth violence (Goal YAP 1.3). It is one of various strategies needed to ensure youth feel safe and supported in their community. Furthermore, it is also an assumption to attribute "a large" part of CASP's work as the reason for lowering aggravated assaults involving youth. There are many other CBO's in the community that have been supporting youth and families in the community and that have contributed to a safer community.

Access to open and recreational space is desperately needed in the Alisal. It is important for all residents to have access to safe spaces where they can be active and enjoy time with their families. Young participants, as well as adults, asked for upgraded equipment in parks and areas for outdoor sports during extended hours. The need for extended hours is also needed in many of our community centers to give young residents a place to complete assignments and study, especially when their living situation does not supply them with much privacy. This can be augmented with partnerships with local organizations and joint use agreements with school districts. There is often underutilized space in the Alisal where programing and outdoor activities can take place.

Many of the themes outlined throughout the plan build up to what a good quality of life means for Alisal residents. Increased funding for youth activities, the promotion of art and cultural spaces (particularly spaces for performing arts), spaces for outdoor recreation and better maintenance of parks, all have a role to play in ensuring a thriving Alisal and necessary for increasing community health & safety. These themes are not stand alone actions and should be considered throughout all City projects. The City has taken some steps in this direction by investing in and supporting the Soccer Complex. The City should leverage the opportunity of partnering on the development of the Sanborn Ranch House in Acosta Plaza to further implement these priorities.

BHC Youth, Art, Parks, Recreation & Enrichment priorities are the following:

- More funding for youth programs that include art programs
- Partnerships with local organizations and schools to promote youth engagement
- More spaces for recreation and sports
- More culturally relevant public art, murals and spaces for music outdoors
- Zumba and yoga at the park
- Outdoor gym and upgraded playgrounds
- Better maintenance, lighting, benches and covered picnic areas

The Alisal Vibrancy Plan document has created a foundation for the necessary actions needed to revitalize East Salinas. This plan is not the end of a planning process but the beginning of a richer relationship with the Alisal community. One that is rooted in inclusion, transparency and accountability. It is important the actions outlined throughout this plan are carried out with the participation and support of the Alisal community. The BHC Land Use & Economic Equity Action Team appreciates the opportunity to comment on the Alisal Vibrancy Plan Review Draft. We look forward to continue working with the City of Salinas on future efforts to ensure healthy and vibrant communities.

Sincerely,



Luis Juarez, Artistic Director
Baktun 12



Monica Gurmilan, Land Use & Economic Equity Organizer
Building Healthy Communities



Daniel Gonzalez, Executive Director
Center for Community Advocacy



Alfred Diaz-Infante, President & CEO
CHISPA



Tim McManus, Lead Organizer
Communities Organizers for relational Power in Action



Juan Gomez, Director
MILPA



Cesar Lara, Executive Director
Monterey Bay Central Labor Council, AFL-CIO



BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft

Housing:

Pg 43

- Correction on credit of spectrum. It should read developed by Action Council of Monterey County and Facilitating Power building on version...

Pg 134

- There is a generalization that the community is open to higher density. It was primarily the steering committee and those whom attended the Land Use Workshop

Pg 137

- First paragraph lack of clarity around dangerous buildings - what are the health and safety violations?

Pg 138

- Is it truly the neighborhood of choice, or the only option?

Pg 142

- Explanation around ADU occupancy is missing.

Pg 143

- Could a sidebar on housing co-op and land trust be added?

Pg 145

- Use safety instead of comfort - makes it seem like a luxury
- Expand on boarding houses and how they're regulated. Section around "subletting to multiple families in a home or unit meant for one..." contradicts previous sentences. Families don't have an option.

Pg 146

- Be explicit about relocation assistance/temporary housing doesn't currently exist. City cannot connect residents to temporary housing.

Pg 150

- Last sentence mentioning local property ownership comes out of nowhere, the paragraph before does not set the right context.

Pg 155

- 1.4e Steering Committee wasn't interested in tour. What is the purpose of the tour?

Pg 160

- Implement a moratorium on rent increases. Saying “consider” is too passive.

Pg 161

- 4.2c What is the accountability in ensuring the inclusionary housing regulation.

Economic & Workforce Development:

Pg. 175

- Is SUBA still going to be mentioned in this section?

Pg 189

- ED 5.3: 28% seems very low. Is this out of all residents or just adults?

Pg 197

- 2.1d Provide bilingual business assistance workshops.

Community Health & Safety:

Pg 215

- Goal 4:
 - How will awareness address the cost?
- Goal 5:
 - Expand on the city’s role in this
 - Rephrase to say: The city will encourage/support the community’s ability to access...

Pg 216

- Economic Prosperity...
 - Add system impacted residents

Pg 219

- What does resident capacity mean? Capacity for what?

Pg 223

- Rephrase to say finally partnership across businesses, CBO’s, and residents can develop and implement effective strategies
- There’s an over reliance on police officers to solve social problems

Pg 227

- Community-based policing should include more interaction on a daily basis not just during events/ cafecitos
- 3.2 health and safety issues and solutions
 - Add: ...initiatives that foster safety, inclusion, prevention

Pg 229

- Unfamiliarity with the health care system - change to → lack of a human centered health care system

Pg 236

- Salinas Connect should be available in spanish as well as the toolkit.
- 3.1a Missing neighborhood and community services and public works in the department orgs, most of these efforts align better with those departments not police
- Police officers have other sets of responsibilities and this is not their area of expertise and/or focus

Pg 237

- 3.2c Need to be explicit on City's capacity on restorative justice programs. Dept/Org needs to include community based organizations, library and community services.
- 3.2d Police don't need to be connected educators.
- ...Build neighborhood programs that foster community cohesion, expand community conflict/mediation services, invest in prevention and restorative justice programs to disrupt school to prison pipeline.

Pg 238

- Develop more opportunities for positive engagement between public safety officers and Alisal community
- 3.3 c Police liaison? Unclear why would we need this position. It should be someone that isn't a part of the police department. Oversight committee is the only thing that can create accountability and that was mentioned multiple times in the working group. The purpose was to review policies but now it is sounding as if it is an opportunity for the police department to share why they do what they do, versus hearing reflections and comments from community
- 3.3 d Language liaison should be moved to quality of life. Remove from police department. This should be a city wide liaison, not secluded to one department
- 3.3 e. Community forums for the purpose of learning exchange/relationship building not to report crime.

Pg 239

- 3.3.f Missing the experience of residents in the description, how do they experience public safety

- 3.3 g Creating “innovative” crisis team doesn’t make sense --> change to ununiformed professionals. Add County under department/org
 - Ensure the police force reflects the community and is bilingual
- 3.3 h should change to library and community services
- 3.3 i GRE training change the department/org to City
 - Include: center healing in racial equity practice and cultural humility
- 3.3 j change to City
- 3.3.k spanish tip line
- Increase street outreach and require governing for racial equity

Pg 240

- Assist in making homes safer by providing free smoke and CO detectors.
- 3.4 e should be restricted to fire department so it can be a 24 hr assembly point.
- 3.4 f should also train interested community members

Pg 242

- Create partnerships (schools/businesses/orgs) have healthier food options in the Alisal
- 4.1b opportunity for intergenerational teaching.
- 4.1c should reframed to the creation of workshops
- 4.1 b and c are very similar, sound repetitive.
-

Pg 246

- Support and expand the Health Careers Pathways program to strengthen the pipeline of medical and mental health professionals, allowing local students to continue their careers here.

Pg 248

- ...public safety education policies and procedures→ makes it seem like the community is the only one that is learning when the culture of the police department is what needs to shift
- It is not “key to building the relationship” what is key to building the relationship is an analysis of the department and its policies and an accountability of that practice

Transportation

Pg 261

- TI 1.2- Adding pedestrian scale lighting shouldn’t be limited to the commercial core
- Cost should be addressed in this section.

Pg 268

- City needs to find ways to incentivise bicycle use- need more events like Ciclovía Salinas

Quality of Life:

Pg 291

- Add: Tonatiuh Danzantes del Quinto Sol is a folklorico group that shares Mexico's culture through dance supporting adults and young children in the Alisal Union School district.

Pg 292

- 1st paragraph- The spectrum of community engagement adopted by the AVP...

Pg 293

- Add BHC CPTED internship under YAP 1.1.

Pg 296

- Bottom of section YAP 2.2 - All city engagement should follow this model not just the Alisal
- "Critical to ensure future engagement efforts establish clear goals, embrace transparency by always thoroughly documenting input and evaluate process- and participants also must feel appreciated and therefore formal recognition is a must.

Pg 311

- YAP 1.2I Add something on Ag and pesticide use.

Pg 313

- It would be great to include culturally relevant healing and informed practices to YAP 1.3b-1.3d

Pg 314

- YAP 2.1a change simplified to "clear" written communication. Simplified makes it seem like it's on the residents not having the ability to understand
- YAP 2.1b include use of the spectrum of community engagement.

318

- YAP 3.3
 - YAP 3.3a encourage mentorship of new leaders

Pg 326

- Incentivize the use of library cards- I don't know how this would happen but connect it with City programing.

Pg 331

- YAP 6.3a- include more trash cans

BHC Grammatical/Type mistakes/Minor Comments from October 14 and 19

- a. Add 'former' to Beatriz and Rayburn and add MBCLC
- b. Remove former from George Villa
- c. Add youth to working groups: Mark Zarate, Daisy Garcia, Alondra Medrano, Juana Alvarez
- d. Add Dario Soto to Working Group list
- e. Page 15 – space between approx. and 75.
- f. Page 16 BHC not collaborative part of Caltrans grant. Mention the need to additional action/advocacy to drive goals (plan wont do it on its own).
- g. Pg 26 paragraph that begins with Immigration Shaped is repeated
- h. Pg 27 last paragraph is repetitive – end of community vision and intro.
- i. Pg 28 "The Alisal has long had...) also repetitive, maybe mentioned in another section.
Maybe delete.
- j. Pg 32 last sentence, top paragraph, make Only lowercase, possibly revise awkward language
- k. Pg 35 period missing after corridors
- l. Pg 42 last paragraph "engagement to empower to impact" since it was switched to the original version
- m. Pg 46, sidebar findings –to- the....
- n. Pg 52 BHC ask – remove last sentence in first paragraph. Don't think it's necessary
- o. Can we add 'community benefits' to the land use section? (BHC)
- p. Pg 53 under HS add spaces for youth along with programming
- q. Pg 138 last sentence seems incomplete/missing a period
- r. Pg 146 recent housing developments – 2 periods after Salinas. "...designed carefully and with the public..." (BHC)
- s. Pg 150 Receivership not fully explained
- t. Pg 154 1.3d – Contractors
- u. Pg 158 3.1.1 sentence sounds awkward. "Missing" resources?
- v. Pg 159 extra 'in'
- w. Pg 166 second paragraph delete 'the' before 'consistently'
- x. Pg 218 3rd paragraph has repetition

- y. Pg 227 Community-based policing should include more interaction on a daily basis not just during events/cafecitos (BHC)
- z. Pg 236 Salinas connect should be available in Spanish as well as toolkit
 - aa. Pg 238 3.3.a extra space between community review
 - bb. (BHC) Can't support liaison unless not PD staff.
 - cc. 3.3.d Extra space after safety?
 - dd. 3.3.e community forums for the purpose of learning exchange/relationship not to report crime.
 - ee. 3.3.f missing space on top, no period after policies,
 - ff. Pg 239 matrix bigger than other pages and cuts off formatting on top
 - gg. Pg 63 Delete "the" before Alisal's neighborhoods.
 - hh. Pg 78 LU 2.2 - to "look"
 - ii. Pg 83 Perhaps it would be good to add something about the City not being a housing developer.
 - jj. Pg 94 LU 4.2- Delete "that" after transfer station
 - kk. Pg 97 #3 "and" also
 - ll. Pg 100 Formatting looks awkward
 - mm. Pg 126 Last paragraph "act" as one
 - nn. Pg 152 Rephrase "worst" offenders to frequent.
 - oo. Pg. 174 Ciclovía Salinas
 - pp. Pg 177 Brain drain quote doesn't make sense.
 - qq. Pg 183 "Ethnic" can be removed. Unnecessary.
 - rr. Pg 188 Paragraph under goal 5 and 5.1 are the same
 - ss. Pg 194 ED 1.1d Add school districts under the dept/org section.
 - tt. Pg 195 Add BHC and County on Department/Org section
 - uu. Pg 237 3.2a add CBOS to Dept/Org
 - vv. 3.2c Dept/Org needs to include community based organizations, library and community services.
 - ww. Pg 239 3.3 g -Last bullet- remove "more".
 - xx. Pg 260 Lower case "investment"
 - yy. Pg 285 It's not misinformation it's a lack of information.
 - zz. Pg 290 There are 3 family resource centers not 4

aaa. Pg 296 Goals are misnumbered, there are two 2.2s.

bbb. In the second 2.2 ciclovía is missing the accent.

ccc. Also, would be good to add “and other community events” to not limit it to the one mentions.

ddd. Pg 297 Paragraphs repeated under YAP 3 and YAP 3.1

eee. Pg 298 Sidebar: Grant also for youth leadership development

fff. Pg 304 Last sentence- delete “and” before policies

ggg. Pg 307 YAP 6.3 can we be more explicit about green grass? Or is that what is meant by “planting.”

hhh. Pg 314 YAP 2.1a change simplified to “clear” written communication. Simplified makes it sound like people aren’t smart enough to understand something more complex.

iii. YAP 2.1b include use of community engagement spectrum.

jjj. Pg 327 YAP 5.3d include people with disabilities, not just the elderly.

kkk. Pg 329 YAP 6.1g replacements should also include ADA compliant equipment.

Response to BHC's Written Comments

Comments – Acknowledgements through Chapter 3	
Comment	Response/Proposed Language
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft and 10/14 & 10/19 Suggestions	
Add 'former' to Beatriz and Rayburn and add MBCLC	Accept change
Remove former from George Villa	Accept change
Add youth to working groups: Mark Zarate, Daisy Garcia, Alondra Medrano, Juana Alvarez	Accept change
Add Dario Soto to Working Group list	Accept change
Page 15 – space between approx. and 75.	Accept change
Page 16 <ul style="list-style-type: none"> BHC not collaborative part of Caltrans grant. Mention the need to additional action/advocacy to drive goals (plan wont do it on its own).	Accept change Add to ending paragraph before last sentence: "While a first step, acceptance of these plans as strategic planning documents does not change laws or regulations, or implement projects on its own. Continued advocacy will be required to drive implementation."
Pg 26 paragraph that begins with Immigration Shaped is repeated	Delete extra paragraph(s)
Pg 27 last paragraph is repetitive – end of community vision and intro.	Will delete
Pg 28 "The Alisal has long had...) also repetitive, maybe mentioned in another section. Maybe delete.	Will delete sentence
Pg 32 last sentence, top paragraph, make Only lowercase, possibly revise awkward language	"There is also a disparity in higher education attainment between the Alisal and the rest of Salinas. Only...while..."
Pg 35 period missing after corridors	Accept change
Pg 42 last paragraph "engagement to empower to impact" since it was switched to the original version	Accept change
Pg 43 Correction on credit of spectrum. It should read developed by Action Council of Monterey County and Facilitating Power building on version...	Accept change
Pg 46, sidebar findings –to- the....	Accept change

Pg 52 BHC ask – remove last sentence in first paragraph (“Additionally, BHC sent additional emails to their networks to update constituents about the process and invite them to upcoming planning events”). Don’t think it’s necessary	Will remove sentence
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Comments – Chapter 4: Land Use and Urban Design	Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter		
	<ul style="list-style-type: none"> Though this document does not directly change policy, it is important to highlight the need for a community benefits agreement (i.e., local hiring, support affordable housing, creation of parks or recreational facilities) to be tied to future development. Furthermore, the creation of a program that outcompetes the State Density Program can also help facilitate higher density housing while simultaneously providing a community benefit. (BHC Letter Page 2) 	<ul style="list-style-type: none"> The City already has many requirements tied to development such as an Inclusionary Housing Ordinance and through development impact fees which, requires development to contribute to City infrastructure including parks, recreation, and library fees. We also have local hire and prevailing wage requirements for City or City funded projects. Community benefits agreement are typically tied to a large development that is given additional development rights in exchange for a community benefit package. Adding this broad and vague language to the plan is too premature. It really needs to be evaluated on a case by case basis under a specific development scenario. Possible language: Explore the feasibility of developing a CBA for projects over \$1 million that otherwise do not convey a community specific benefit (e.g. construction of affordable housing, new park, etc.) It is important to note that among the recently state housing bills signed was AB 1763, which allows for an 80 percent increase in base density for 100 percent affordable housing developments. The City should take stock of recent changes and evaluate if a local bonus program is feasible or if resources should go

	toward implementing the state law. (No change recommended)
Parking enforcement can help alleviate housing concerns but it should definitely be paired with education and community engagement to ensure there are no negative impacts on low-income families. (BHC Letter Page 3)	We agree that education and engagement are critical. Compliance is always the preferred outcome. With any kind of code enforcement, the City cannot guarantee there will be no negative impacts, but will always strive to minimize the instances in which they occur. (No change recommended.)
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft and 10/14 & 10/19 Suggestions	
Pg 63 Delete “the” before Alisal’s neighborhoods.	Accept change
Pg 78 LU 2.2 - to “look”	Accept change
Pg 83 Perhaps it would be good to add something about the City not being a housing developer.	Add: “The City is not a housing developer and cannot initiate the development of housing on property it does not own. Its role is to remove barriers to development and create incentives for housing on private property.”
Pg 94 LU 4.2- Delete “that” after transfer station	Accept change
Pg 97 #3 “and” also	Accept change
Pg 100 Formatting looks awkward	Will correct formatting under Goal 6
Pg 126 Last paragraph “act” as one	Accept change

Comments – Chapter 5: Housing and Neighborhoods	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	
There are certain policies, such as the Rental Registration and Inspection Program, that can have negative effects on the community and can cause displacement. For that reason, it is important that the City take the necessary steps to ensure there are no negative impacts in the community. One step in the right direction is in the training of code enforcement staff to prioritize preventing displacement, primarily when it is connected to high occupancy. (BHC Letter Page 3)	Code Enforcement Officers are trained on balancing displacement and safety hazards, however there may be instances where displacement is necessary to protect lives and it is impossible to ensure there will be no negative impacts. Their enforcement is not based on occupancy numbers, but on violations that could threaten the lives of residents (e.g. too many appliances on one electrical plug, blocked exits). Safety through compliance is always the preferred outcome. This plan recognizes the need to create resources to provide relocation assistance and temporary living facilities to mitigate displacement. (No change recommended)

This engagement should also bring community members into the creation of housing policies and not just serve as forums for information. (BHC Letter Page 4)	Continued community engagement and collaboration on housing projects and policies is called for throughout the plan. (No change recommended)
The City should consider something like an “Affordable Housing Month” to share information on potential housing opportunities. (BHC Letter Page 4)	Staff to add consideration as an action “HN 4.4.d – Promote Affordable Housing Month in October to highlight resources and housing opportunities.” October is nationally recognized Affordable Housing Month.
Closely related to the H2A housing topic and displacement, the City should adopt best practices to actively counteract gentrification. This can all be augmented with the use of a racial equity impact assessment tool, which would help the City assess how certain actions/policies can affect displacement. (BHC Letter Page 4)	Add action: Explore adopting an appropriate assessment tool to evaluate policies that may accelerate displacement and provide analysis to inform decision makers. Address that there are similar tools through national community development organizations that may be more appropriate for analysis regarding housing policies.
The creation of a housing policy group/committee will be key (BHC Letter Page 4)	Agreed. The Housing and CDBG Subcommittee of the City Council has directed staff to start forming a Technical Advisory Committee to examine AB 1482 enforcement and related policies. (No change recommended)
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft and 10/14 & 10/19 Suggestions	
Pg 134 There is a generalization that the community is open to higher density. It was primarily the steering committee and those whom attended the Land Use Workshop	Word “engagement” will be added between “community” and “process” to demonstrate this is what we heard through outreach activities versus a general statement.
Pg 137 First paragraph lack of clarity around dangerous buildings - what are the health and safety violations?	One of four types of violations from property maintenance code. This type of violation occurs when there is damage or a hazard that makes the building structurally unsafe to occupy. This could include, but is not limited to, illegal wiring, partial collapse, tarped holes in the roof, etc. (We can clarify this in the narrative.)
Pg 138 Is it truly the neighborhood of choice, or the only option?	Will remove that language.
Pg 138 last sentence seems incomplete/missing a period	Will add “Median Income.”
Pg 142 Explanation around ADU occupancy is missing.	Zoning Code does not define occupancy limits for any size or type of dwelling unit, with the exception of institutional uses. (No change recommended)
Pg 143 Could a sidebar on housing co-op and land trust be added?	Will incorporate definitions.
Pg 145 Use safety instead of comfort - makes it seem like a luxury (3.1)	Accept change

Pg 145 Expand on boarding houses and how they're regulated. Section around "subletting to multiple families in a home or unit meant for one..." contradicts previous sentences. Families don't have an option.	Change last sentence of first paragraph under 3.1 on page 145 to: "Some people take advantage of this need by illegally converting attics, garages, or other spaces into dwelling areas unfit for human habitation."
Pg 146 recent housing developments – 2 periods after Salinas. "...designed carefully and with the public..."	Delete extra period.
Pg 146 Be explicit about relocation assistance/temporary housing doesn't currently exist. City cannot connect residents to temporary housing.	Staff will add the sentence to clarify role of relocation assistance to improve rental housing. Consistent with Action HN 2.2 c, adopting a relocation assistance program in conjunction with addressing rental housing conditions is necessary to provide a funding mechanism for temporary housing while repairs are being made. Without such a mechanism, the City's ability to provide temporary housing is severely limited.
Pg 150 Last sentence mentioning local property ownership comes out of nowhere, the paragraph before does not set the right context.	Change to: "Similarly, programs oriented around improving energy efficiency helps manage utility costs and helps families increase housing affordability and stability."
Pg 150 Receivership not fully explained.	Will incorporate definition
Pg 152 Rephrase "worst" offenders to frequent.	Change to "most serious violations..."
Pg 154 1.3d – Contractors	Change "contactors" to "contractors"
Pg 155 1.4e Steering Committee wasn't interested in tour. What is the purpose of the tour?	Add to end of action description: "...to provide input into future housing policy and development projects"
Pg 158 3.1.c sentence sounds awkward. "Missing" resources?	Add "resources"
Pg 159 extra 'in'	Accept change
Pg. 161 4.2c What is the accountability in ensuring the inclusionary housing regulation.	When reviewing development and permit applications, City staff must check that the proposed number of housing units and inclusionary units meet inclusionary ordinance standards. (No change recommended)
Pg 166 second paragraph delete 'the' before 'consistently'	Accept change

Comments – Chapter 6: Economic and Workforce Development		
Comment	Response/Proposed Language	
Comments from BHC AVP Draft Plan Comment Letter		

Freelance jobs and the gig economy are emphasized and a bit romanticized under ED Goal 5. It is important to differentiate between freelance work and work that's your only option because of your legal status. It can be a new economic opportunity for many but for a large sector of the population it is the only means of employment. (BHC Letter Page 5)	Staff will add language around the circumstances and risks around the increase in gig employment.
Although it is mentioned in the plan, it is important to be explicit about what “matching” means in regards to financial assistance related to a façade program. The working group agreed to a 50/50 incentive but it's worth adding the possibility of additional support above 50%.	Staff will change to: “and re-establish a façade improvement program in the Alisal that funds at least fifty percent (50%) of façade improvements. ” in the narrative and related action (ED 1.3.a)
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft	
Pg. 174 Ciclovía Salinas	Accept change
Pg 175 Is SUBA still going to be mentioned in this section?	SUBA is mentioned as one of the service providers under Assets. As of the writing of this plan SUBA is still a business improvement area. (No recommended change)
Pg 177 Brain drain quote doesn't make sense.	Change to: “I would say college grads believe that there aren't many job opportunities in Salinas, based on their degree.”
Pg 183 “Ethnic” can be removed. Unnecessary.	Accept change (bottom of 2.4 paragraph)
Pg 188 Paragraph under goal 5 and 5.1 are the same	Will replace paragraph under Goal 5 with intended language.
Pg 189 ED 5.3: 28% seems very low. Is this out of all residents or just adults?	Change to: “according to 2017 ACS data the percentage of civilians 16 and up employed in agriculture in the census tracts that are in or intersect the study NRSA portion of the planning area is 51%”
Pg 194 ED 1.1d Add school districts under the dept/org section.	Accept change
Pg 195 Add BHC and County on Department/Org section	Accept change

Comments – Chapter 7: Community Health and Safety	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	
One of this chapter's limitations is its narrow definition of safety. To be able to fully encompass what safety means to the Alisal community, the concept of 'public safety' needs to be	Staff will reframe introduction to reflect that the definition of health and safety transcends law, fire, and code enforcement. For this reason, it is woven throughout this plan, as land use, design, housing and neighborhoods, infrastructure, transportation, social services,

<p>expanded beyond law, fire and code enforcement. Furthermore, there's a recurring notion that strengthening the relationship with public safety officers improves "health and safety for all." (BHC Letter Page 5-6)</p>	<p>and recreational programming are all elements of a healthy and safe community. This chapter focuses on building safer neighborhoods, promoting healthy lifestyles and improving access to health programs and services. The introduction will also reference Chapter 9, as youth programming is critical to violence prevention.</p>
<p>A more thorough definition of public safety includes a deeper investment in resident leadership to create their own solutions;... In addition, safety is investing and valuing the role that Community Based Organizations (CBOs) play in helping residents navigate systems, and advocate to increase their access to these areas. (BHC Letter Page 6)</p>	<p>See YAP 1.2 and YAP 3 for more on the role of CBOs in health and safety. Staff will add summary language on CBOs and cross-reference in Section HS 3.1.</p>
<p>Similarly, under HS Goal 5, the City's role needs to be more explicit as far as influence in removing barriers when it comes to access to healthcare services. (BHC Letter Page 6)</p>	<p>Staff will add language about the City's role in supporting and advocating for barrier removal and reiterate that it is not a healthcare provider, but that this Plan includes a community-wide vision and scope.</p>
<p>The narrative under the Guiding Principle "Healthy and Safe Community" stating, "...building resident capacity and strengthening relationships between public safety officers will empower residents to take a leadership role in the future of their community," sets a false narrative that strengthening relationships with officers will lead to resident empowerment and a safer community. This is not to say that building a relationship with public safety officers is not important but it is not a means of empowerment. (BHC Letter Page 6- commenting on page 216)</p>	<p>Change language to: "Improving the quality of the physical environment is a key component of a healthy community. Building resident capacity will empower residents to take a leadership role in the future of their community."</p>
<p>This is another area where CBOs play a role in supporting resident leadership to engage in decision-making processes for the future of their community. At the end of the day, investing in prevention, programming for youth (especially impacted youth), support systems for parents, and things like park maintenance will lead to a healthier and safer community. (BHC Letter Page 6)</p>	<p>Agreed. See YAP 1.2 and YAP 3 for more on the role of CBOs in health and safety, particularly for youth, see YAP 6. (No change recommended.)</p>
<p>It is true one of the many challenges we face as a community is the disconnect with the police department, nevertheless, the way it is</p>	<p>HS 3.3 states the desire for "deeper two-way conversations" and that "residents want to be heard and recognized as experts in identifying</p>

<p>outlined in the plan is a one-sided argument. It is necessary to mention the lack of effort the police department has made to build relationships with the community, not just in recent years but throughout the history of the Alisal. Furthermore, it should also be said the lack of trust which exists is a result of years of harassment and over policing in the area. (BHC Letter Pages 6-7)</p>	<p>and understanding neighborhood issues and work collaboratively with public safety to develop solutions" (No recommended change)</p>
<p>Environmental injustice is not thoroughly explored in this chapter and given the Alisal is in the state's 75th percentile for pesticide use, more should be said around its repercussions on the community. The City should consider supporting efforts of organizations such as Californians for Pesticide Reform to decrease pesticide exposure to families within the East Salinas and city-wide. (BHC Letter Page 7)</p>	<p>Staff will add language to address pesticides. We have to do an environmental justice element that we could review this issue more thoroughly and citywide.</p>
<p>Under Goal HS 3.1 community engagement is mentioned through formal and informal means, which gives the impression that community members can only have influence through collaboration with law enforcement. Residents should be assured that engagement can happen in various forums, with various stakeholders and power is not limited to working with law enforcement. (BHC Letter Page 7)</p>	<p>In Goal 3 staff will refine language to reflect strengthening police community relations is one, but not the only strategy to empower the community to address crime and violence.</p>
<p>Under this same goal the concept of "neighborhood groups" is mentioned. This title has the potential to attract a negative connotation to the former "neighborhood watch groups". Referring to these groups as "community groups" helps remove this idea of punitive vigilance. (BHC Letter Page 7)</p>	<p>Neighborhood group is a commonly used term to denote a gathering of residents in a tight geographic area and does not mean neighborhood watch groups. Replacing this term with community groups implies a much looser association that is not tied to a specific geographic area. A good example of a neighborhood group is Acosta Plaza residents who are working together to address very local issues. (No change recommended)</p>
<p>Goal HS 3.3 talks about the role of police in building trusting and transparent relationships to create a safer community. This is another area where CBO's ongoing work helps support community leadership and cohesion, which ultimately prevents violence by addressing the root causes. Community-based policing should not be highlighted as the only best practice. Culturally relevant practices, such as the La Cultura Cura curriculum are examples of best practices not undertaken by police. (BHC Letter Page 7)</p>	<p>Staff will add sidebar on La Cultura Cura.</p>
<p>It should be outlined that racism, social injustice, poverty,</p>	<p>Staff will add "that racism, social injustice, poverty,</p>

<p>environmental injustice, economic inequities and historical underinvestment are all propagators of trauma in the community. Gang violence is a symptom of these inequities and not the root cause of the trauma. Trauma-informed health care should continue to be promoted to assist in both physical and mental health services. (BHC Letter Page 7)</p>	<p>environmental injustice, economic inequities and historical underinvestment are all propagators of trauma in the community" to 5.1.</p>
<p>Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft and 10/14 & 10/19 Suggestions</p>	
<p>Pg 215</p> <ul style="list-style-type: none"> • Goal 4: How will awareness address the cost? • Goal 5: Expand on City's role in this. • Rephrase to say "The city will encourage/support the community's ability to access..." 	<ul style="list-style-type: none"> • Awareness will not address cost, but is another component of the policies and actions related to healthy food. (No change recommended) • Discussion about the City's role in advocating for and supporting healthy services is under Goal 5 in section 7.3 • The goals and the plan are not intended to be limited to the City's role. (No change recommended)
<p>Pg 216 Economic Prosperity – Add system impacted residents</p>	<p>Staff will add to second sentence.</p>
<p>Pg 218 3rd paragraph has repetition</p>	<p>Will revise.</p>
<p>Pg 223</p> <ul style="list-style-type: none"> • Rephrase to say finally partnership across businesses, CBO's, and residents can develop and implement effective strategies • There's an over reliance on police officers to solve social problems 	<ul style="list-style-type: none"> • Accept change • Unclear how comment relates to 1.2. Policy is about creating more activity combined with visibility best practices to create a safer community, not about police.
<p>Pg 227</p> <ul style="list-style-type: none"> • Community-based policing should include more interaction on a daily basis not just during events/ cafecitos • 3.2 health and safety issues and solutions • Add: ...initiatives that foster safety, inclusion, prevention 	<ul style="list-style-type: none"> • Daily interactions are a tenet of community-based policing best practices; staff will add clarifying language. • Will add to first sentence. • Will add prevention to last sentence in 3.2.
<p>Pg 229 Unfamiliarity with the health care system - change to lack of a human centered healthcare system</p>	<p>Will change that section of the sentence to "lack of human-centered healthcare and unfamiliarity with the current system"</p>
<p>Pg 236</p> <ul style="list-style-type: none"> • Salinas Connect should be available in Spanish as well as the toolkit. 	<ul style="list-style-type: none"> • Will clarify that toolkit/Salinas Connect should be available in Spanish • Will add to Department/Orgs

<ul style="list-style-type: none"> 3.1a Missing neighborhood and community services and public works in the department orgs, most of these efforts align better with those departments not police Police officers have other sets of responsibilities and this is not their area of expertise and/or focus 	<ul style="list-style-type: none"> While perhaps not an area of focus, staff feels they should still be a part of the toolkit
Pg 237 <ul style="list-style-type: none"> 3.2c Need to be explicit on City's capacity on restorative justice programs. Dept/Org needs to include community based organizations, library and community services. 3.2d Police don't need to be connected educators. ...Build neighborhood programs that foster community cohesion, expand community conflict/mediation services, invest in prevention and restorative justice programs to disrupt school to prison pipeline. 	<ul style="list-style-type: none"> Add "Through partnerships,..." to second sentence of 3.2.c Will add CBOs and LCS to Department/Org list No change recommended No change recommended
Pg 237 3.2a add CBOS to Dept/Org	Accept change
3.2c Dept/Org needs to include community-based organizations, library and community services.	Accept change
Pg 238 <ul style="list-style-type: none"> Develop more opportunities for positive engagement between public safety officers and Alisal community 3.3 c Police liaison? Unclear why would we need this position. It should be someone that isn't a part of the police department. Oversight committee is the only thing that can create accountability and that was mentioned multiple times in the working group. The purpose was to review policies but now it is sounding as if it is an opportunity for the police department to share why they do what they do, versus hearing reflections and comments from community 3.3 d Language liaison should be moved to quality of life. Remove from police department. This should be a city-wide liaison, not secluded to one department 3.3 e. Community forums for the purpose of learning exchange/relationship building not to report crime. 	<ul style="list-style-type: none"> Will remove "the" before "Alisal"? This action and the broader topic of police accountability need discussion. This policy was rewritten to bring in the need from hearing from the community and two-way dialogue. Modify action description: "...communicate with City <u>employees</u>, including...." Will reframe action

Pg 238 3.3.a extra space between community review	Accept change
3.3.d Extra space after safety?	Accept change
3.3.f missing space on top, no period after policies,	Accept change
Pg 239 <ul style="list-style-type: none"> 3.3.f Missing the experience of residents in the description, how do they experience public safety 3.3 g Creating “innovative” crisis team doesn’t make sense --> change to ununiformed professionals. Add County under department/org (second bullet item) Ensure the police force reflects the community and is bilingual 3.3 h should change to library and community services 3.3 i GRE training change the department/org to City Include: center healing in racial equity practice and cultural humility 3.3 j change to City 3.3.k spanish tip line 	<ul style="list-style-type: none"> Will add to action description Item calls for members from CBOs and health services. Will include County in Department/Org Addressed in 3.3.g last bullet Street outreach is a part of community-based policing. Will include City in 3.3.i Department/Org and change first sentence of 3.3.i to “Ensure that all City staff, including public safety officers,...”. Centering healing in racial equity practice and cultural humility is included in action description. Will change Department/Org to City The tip line is bilingual (No change recommended)
Pg 239 matrix bigger than other pages and cuts off formatting on top	Will adjust formatting
Pg 239 3.3 g -Last bullet- remove “more”.	Under the impression officers have been hired from the Alisal, therefore “more” (no change recommended)
Pg 240 <ul style="list-style-type: none"> Assist in making homes safer by providing free smoke and CO detectors. 3.4 e should be restricted to fire department so it can be a 24 hr assembly point. 3.4 f should also train interested community members 	<ul style="list-style-type: none"> Will add similar action Idea was to create places throughout the community so they are easy to access. Will include consideration of fire houses as 24-hour points. Will include community members
Pg 242 <ul style="list-style-type: none"> Create partnerships (schools/businesses/orgs) have healthier food options in the Alisal 4.1b opportunity for intergenerational teaching. 	<ul style="list-style-type: none"> See 4.1.d, 4.1.6, 4.1.i, 4.1.j, 4.1.m, YAP 1.2.i, and YAP 6.2.a Will include in action description Will include workshops in action description May combine 4.1.b and .c

<ul style="list-style-type: none"> 4.1c should be reframed to the creation of workshops 4.1 b and c are very similar, sound repetitive. 	
Pg 246 Support and expand the Health Careers Pathways program to strengthen the pipeline of medical and mental health professionals, allowing local students to continue their careers here.	Is this just an affirmation?
Pg 248 <ul style="list-style-type: none"> ...public safety education policies and procedures→ makes it seem like the community is the only one that is learning when the culture of the police department is what needs to shift It is not “key to building the relationship” what is key to building the relationship is an analysis of the department and its policies and an accountability of that practice 	<ul style="list-style-type: none"> Will remove ‘education’, as that implies the dialogue is limited to outreach, not actual policy.

Comments – Chapter 8: Transportation and Infrastructure		
Comment	Response/Proposed Language	
Comments from BHC AVP Draft Plan Comment Letter		
Furthermore, advocacy with Monterey Salinas Transit should not be limited to expanding the network. The City should continue to advocate for an equitable fee structure to ensure Alisal residents are not financially burned by the cost of public transportation. (BHC Letter Page 8)	Action TI 2.1.a includes “...and lower riding costs with programs such as student discounts”. Staff will add “and discounts based on financial need”. Also see YAP 1.1.f and HS 5.1.i	
Though vehicular safety was less emphasized in the engagement, restriping traffic lanes and painting designated fire lanes, are also necessary measures to ensure pedestrian safety. (BHC Letter Page 8)	Add as TI 1.4.d	
Though residents prioritized pedestrian needs, it is important to highlight the need for bike lanes along with outreach and education related to bicycle safety. (BHC Letter Page 8)	See TI 1.3, ACP recommendations (Pg 264), TI 2.2 and 2.3 (No recommended change)	
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft		
Pg 260 Lower case “investment”	Accept change	

Pg 261	<ul style="list-style-type: none"> • TI 1.2- Adding pedestrian scale lighting shouldn't be limited to the commercial core • Cost should be addressed in this section. 	<ul style="list-style-type: none"> • Agreed, however those corridors see high volumes of pedestrian activity. This policy and others also call for pedestrian scale lighting throughout the Alisal. Also see TI 1.2 and HS 1.1. • Because of the large number and broad scope of many Plan policies, specific cost estimates are not addressed in these sections. Lighting is a priority, and in Chapter 10 Next Steps and Plan Implementation, a lighting needs survey is identified as short-term task, which would help determine the budget needed for retrofitting. (No change recommended)
Pg 268 City needs to find ways to incentivize bicycle use- need more events like Ciclovía Salinas		See Action HS 2.1.c – Increase Ciclovía Salinas Events. In addition, TI 2.2 and 2.3 focus on incentivizing bicycle use through the provision of safe bike facilities. (No change recommended)

Comments – Chapter 9: Art, Youth, Parks and Enrichment (Quality of Life)	
Comment	Response/Proposed Language
Comments from BHC AVP Draft Plan Comment Letter	
Nevertheless, it is a strong assumption to say a stable relationship with a caring adult will deter youth from gang activity and youth violence (Goal YAP 1.3). It is one of various strategies needed to ensure youth feel safe and supported in their community. (BHC Page 9)	Change to: "A stable relationship with a caring adult who models nonviolence is a key strategy towards helping youth make better decisions in their lives, including their involvement in violence, and ensuring that they feel safe and supported in their community."
Furthermore, it is also an assumption to attribute "a large" part of CASP's work as the reason for lowering aggravated assaults involving youth. There are many other CBO's in the community that have been supporting youth and families in the community and that have contributed to a safer community. (BHC Letter Page 9)	Change to: "Thanks in large part to this work, and the work of other dedicated CBOs in the community...."
The City should leverage the opportunity of partnering on the development of the Sanborn Ranch House in Acosta Plaza to further implement these priorities. (BHC Letter Page 10)	Add to end of action YAP 5.1.d - "...and other community spaces, such as the future Sanborn House"
Comments from BHC Detailed Comments and Suggestions for the Alisal Vibrancy Plan Draft	
Pg 285 It's not misinformation it's a lack of information	Will change to "lack of information"
Pg 290 There are 3 family resource centers not 4	Accept change

Pg 291 Add: Tonatiuh Danzantes del Quinto Sol is a folklorico group that shares Mexico's culture through dance supporting adults and young children in the Alisal Union School district.	Will add them to the sidebar
Pg 292 1st paragraph- The spectrum of community engagement adopted by the AVP...	Accept change
Pg 293 Add BHC CPTED internship under YAP 1.1.	Will add to list of examples in last paragraph
Pg 296 <ul style="list-style-type: none"> Bottom of section YAP 2.2 - All city engagement should follow this model not just the Alisal 	<ul style="list-style-type: none"> Change to "All future engagement in the Alisal and City of Salinas needs to follow this as a model".
Pg 296 Goals are misnumbered, there are two 2.2s.	Will correct numbering
In the second 2.2 ciclovía is missing the accent.	Accept change
Pg 297 Paragraphs repeated under YAP 3 and YAP 3.1	Will replace repeated language under 3.1
Pg 298 Sidebar: Grant also for youth leadership development	Will add to sidebar
Pg 304 Last sentence- delete "and" before policies	Accept change
Pg 307 YAP 6.3 can we be more explicit about green grass? Or is that what is meant by "planting"?	Change to: "...maintaining paths, healthy vegetation...". "Green" grass is not always possible or a sustainable use of resources due to the amount of water necessary and drought conditions.
Pg 311 YAP 1.2 Add something on Ag and pesticide use.	Staff will add action here or in Community Health and Safety
Pg 313 It would be great to include culturally relevant healing and informed practices to YAP 1.3b-1.3d	Change last sentence of Action YAP 1.3.a to – Investing significantly in investment program, including culturally relevant and healing-informed practices, is the"
Pg 314 <ul style="list-style-type: none"> YAP 2.1a change "simplified" to "clear" written communication. Simplified makes it seem like it's on the residents not having the ability to understand YAP 2.1b include use of the spectrum of community engagement. 	<ul style="list-style-type: none"> Accept change Will add to 2.1.b action description.
Pg 318 YAP 3.3 – 3.3.a encourage mentorship of new leaders	Two actions labeled as 3.3.a. Will correct labeling.
Pg 326 Incentivize the use of library cards- I don't know how this would happen but connect it with City programing.	Will incorporate City programming into action 5.2.f description.
Pg 331 YAP 6.3a- include more trash cans	Will incorporate trash and recycling cans into action 6.3.a.



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-566, **Version:** 1

2019 Building Standard Codes and Local Amendments

Adopt an Ordinance relating to the 2019 California Standard Codes along with the related local amendments.



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: **NOVEMBER 5, 2019**

DEPARTMENT: **COMMUNITY DEVELOPMENT DEPARTMENT**

FROM: **MEGAN HUNTER, DIRECTOR**
PABLO BARRETO, FIRE CHIEF

BY: **SAMUEL KLEMEK, BATALLION CHIEF/FIRE MARSHAL**
JOSEPH DESANTE, PERMIT CENTER MANAGER & BUILDING
OFFICIAL
LORENZO SANCHEZ, CODE ENFORCEMENT MANAGER

TITLE: **AN ORDINANCE ADOPTING THE 2019 BUILDING STANDARDS**
CODES AND LOCAL AMENDMENTS

RECOMMENDED MOTION:

A motion to adopt the 2019 California Building Standards Code along with the related local amendments.

RECOMMENDATION:

Staff recommends the City Council adopt the 2019 California Building Standards Code along with the related local amendments.

BACKGROUND:

Every three years, the California Building Standards Commission adopts specific language, codes and building standards applicable throughout California in order to provide consistent minimum requirements to safeguard public health, safety, and general welfare attributed to the built environment. The most recent documents were published and adopted by the Building Standards Commission on July 1, 2019 and become State law on January 1, 2020.

In addition to the Building Standards, the City is adopting the 2018 International Property Maintenance Code (IPMC), which is the basis for administration of code enforcement requirements. This code provides minimum requirements and standards for all existing facilities by providing the minimum maintenance standards of equipment, light, ventilation, heating, sanitation and fire safety; assigning responsibility for this code to owners; regulating the use of existing structures; and providing administration, enforcement and penalties.

With the adoption of the Building Standards by reference, the City may amend the codes as reasonably necessary based upon climactic, topographical, or geological conditions as outlined in Health and Safety Code Section 18941.5 for Building Standards Law, Health and Safety Code Section 17958 for State Housing Law, or Health and Safety Code Section 13869.7 for Fire Protection Districts.

The City of Salinas' local amendments to the codes are all carried over from the previous code cycle amendments and reflect changes within the Green Building and Fire Codes. The Green Building Code is amended to address Council direction regarding the amount of construction and demolition waste which is to be recycled or reused. The Fire Code is being amended to reflect the local experience, equipment and staffing required by the Fire Department.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

This report supports the City of Salinas Strategic Plan goals and Objectives for creation of a Safe, Livable Community, Effective Sustainable Government, Well Planned City, Excellent Infrastructure and Quality of Life

DEPARTMENTAL COORDINATION:

The report was collaborated by and created through the Fire Department, Code Enforcement and Permit Services Division of the Community Development Department.

FISCAL AND SUSTAINABILITY IMPACT:

Adoption of the Building Standards Code will not have a fiscal impact on the City's budget.

ATTACHMENTS:

Resolution

Exhibit A: Fire Findings and Table

ORDINANCE NO. _____ (N.C.S.)

AN ORDINANCE ADOPTING THE 2019 BUILDING STANDARDS CODES AND LOCAL AMENDMENTS

WHEREAS, the City of Salinas has adopted and codified Chapters 9 and 13 of the Municipal Code for the regulation and the governance of the conditions and maintenance of all property, buildings, and structures; for the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary, and fit for occupation and use; for the condemnation of buildings and structures unfit for human occupancy and use and the demolition of structures; and for the issuance of permits and the collection of fees therefore; and

WHEREAS, the 2019 California Building Standards Code was published on July 1, 2019; and

WHEREAS, amendments, additions, and deletions to the California Building Code, adopted by a city pursuant to Health and Safety Code Section 18941.5 for Building Standards Law, Health and Safety Code Section 17958 for State Housing Law or Health and Safety Code Section 13869.7 for Fire Protection Districts, together with all applicable portions of the California Building Code, become effective 180 days after publication of the California Building Code; and

WHEREAS, California Health and Safety Code Section 18941.5 for Building Standards Law, Health and Safety Code Section 17958 for State Housing Law or Health and Safety Code Section 13869.7 for Fire Protection Districts authorize the City to adopt local changes and modifications to the California Building Codes when the City makes findings that the local changes and modifications are reasonably necessary because of local climactic, topographical, or geological conditions; and

WHEREAS, the Salinas City Council has made findings in support of the local changes and modifications set forth herein makes the following:

WHEREAS, the City Council of the City of Salinas hereby finds and determines that the City is committed to protecting the public health, safety, welfare and environment by compliance with AB 939, achieving a minimum of 50% reduction of tonnage going to landfills; and

WHEREAS, in order to meet the aforesaid mandate, the Legislature of the State of California, by enactment of the California Integrated Waste Management Act of 1989 and subsequent additions and amendments (codified at California Public Resources Code section 40000 et seq.) requires the City to promote the reduction of solid waste and reduce the stream of solid waste going to landfills through the preparation, adoption and implementation of source reduction and recycling elements; and

WHEREAS, failure to achieve reduction goals and implement diversion programs may subject the City to penalties of up to \$10,000 per day; and

WHEREAS, the California Green Building Standards Code (Cal Green Code) requires 65% waste diversion from all new construction and demolition projects requiring building permits, as well as specific additions and remodels; and

WHEREAS, debris from demolition and construction of buildings represents a large portion of the volume of waste presently generated within the City, and much of said debris is particularly suitable for reuse; and

WHEREAS, the City's commitment to the reduction of waste and to compliance with State law requires the establishment of programs for recycling and salvaging construction and demolition materials; and

WHEREAS, the City Council recognizes that requiring demolition and construction debris to be diverted from landfills and reused may in some respects add modestly to the cost of construction and demolition projects, but in other respects may make possible some cost recovery and cost reduction; and

WHEREAS, the City Council recognizes that requiring demolition and construction debris to be diverted from landfills and reused may in some respects add modestly to the cost of construction and demolition projects, but in other respects may make possible some cost recovery and cost reduction; and

WHEREAS, the City Council of the City of Salinas does herewith find that the City of Salinas has certain climatic, geologic, and topographical features that can have a deleterious effect on emergency services such as fire protection and emergency medical services; and

WHEREAS, the City Council of the City of Salinas finds that the modifications and changes to the 2019 California Fire Code are reasonably necessary because of the following local climatic, geological, and topographical conditions as identified in Attachment A; and

WHEREAS, certain amendments to the 2019 California Fire Code serve to mitigate to the extent possible said deleterious effects; and

WHEREAS, Section 50022.1 through 50022.10, inclusive, of the Government code and Sections 17958.7 and 18941.5 of the Health and Safety Code, provide authority for the adoption by reference of codes, or portion of such codes:

WHEREAS, the City Council held a duly noticed public hearing on November 5, 2019, where members of the public had an opportunity to comment on the code adoption and the proposed local amendments thereto; and

WHEREAS, the City Council finds this ordinance to be exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) because adoption of this ordinance has no potential to cause a significant adverse effect on the environment.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF SALINAS AS FOLLOWS:

SECTION 1. Salinas City Code Chapter 9, Article I is hereby repealed in its entirety and replaced with the following:

Article I. California Building Standards Code

The City of Salinas adopts the 2019 edition of the California Code of Regulations, Title 24, also referred to as the California Building Standards Code. The standards incorporate 13 parts of the official triennial compilation and publication. The provisions of the Standards Code apply to the regulation, construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures; the same is made a part hereof, as if fully set forth in this ordinance, with the additions, insertions, deletions, modifications and changes as more particularly set forth in this article; providing for the issuance of permits and collection of fees therefore; repealing **ORDINANCE No. 2584** of the City of Salinas and all other parts of laws in conflict therewith.

Article I -A - California Administrative Code

Section 9-1. Adopted by reference.

The California Administrative Code, Part 1, 2019 edition is hereby adopted as the Administrative Code for the City of Salinas, in the State of California.

Article I -B - California Building Code - Volume 1 and 2

Section 9-2. Adopted by reference.

The California Building Code Volumes 1 and 2, 2019 edition, are hereby adopted as the Building Codes for the City of Salinas, in the State of California for regulating the construction, alteration, movement, enlargement, replacement, repair, equipment, used and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Article I - C - California Residential Code

Section 9-3. Adopted by reference.

The California Residential Code, Part 2.5, 2019 edition is hereby adopted as the Residential Code for the City of Salinas, in the State of California for regulating the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every detached one-and two-family dwelling, townhouse not more than three stories above grade plane in height with a separate means of egress and structures accessory thereto throughout the State of California.

Article I -D - California Electric Code

Section 9-4. Adopted by reference.

The California Electric Code, Part 3, 2019 edition is hereby adopted as the Electric Code for the City of Salinas, in the State of California, for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of electrical systems as herein provided; providing for the issuance of permits and collection of fees therefor; and the same is adopted and made a part hereof, as if fully set out in this

ordinance, with the additions, insertions, deletions, modifications and changes, if any, as more particularly set forth in this article.

Article I -E - California Mechanical Code

Section 9-5. Adopted by reference.

The California Mechanical Code, Part 4, 2019 edition is hereby adopted as the Mechanical Code for the City of Salinas, in the State of California regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of mechanical systems as herein provided; providing for the issuance of permits and collection of fees therefore; and the same is made a part hereof, as if fully set forth in this ordinance, with the additions, insertions, deletions, modifications and changes, if any, as more particularly set forth in this article.

Article I -F - California Plumbing Code

Section 9-6. Adopted by reference.

The California Plumbing Code, Part 5, 2019 edition is hereby adopted as the Plumbing Code for the City of Salinas, in the State of California regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, issuance of permit and collection of fees therefore; and the same is adopted and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions, modifications and changes, if any, as more particularly set forth in this article.

Article I -G - California Energy Code

Section 9-7. Adopted by reference.

The California Energy Code, Part 6, 2019 edition is hereby adopted as the Energy Code for the City of Salinas, in the state of California regulating and governing the design, construction, quality of materials, installation, alteration, repair, replacement, use or maintenance of energy conserving systems and components as herein provided; providing for the issuance of permits and collection of fees therefor; and the same is made a part hereof, as if fully set forth in this ordinance, with the additions, insertions, deletions, modifications and changes, if any, as more particularly set forth in this article.

Article I -H - California Historical Building Code

Section 9-8. Adopted by reference.

The California Historical Building Code, Part 8, 2019 edition is hereby adopted as the Historical Building Code for the City of Salinas, in the State of California regulating the preservation, restoration, rehabilitation, relocation or reconstruction of buildings or properties designated as qualified historical buildings or properties

Article I -I – California Fire Code

Section 9-9

See Chapter 13, Article II

Article I -J - California Existing Building Code

Section 9-10. Adopted by reference.

The California Existing Building Code, Part 10, 2019 edition is hereby adopted as the Existing Building Code for the City of Salinas, in the State of California regulating the repair, alteration, change of occupancy, addition and relocation of existing buildings.

Article I -K - California Green Building Standards Code

Section 9-11. Adopted by reference.

The California Green Building Standards Code, Part 11, 2019 edition is hereby adopted as the Green Building Standards Code for the City of Salinas, in the state of California regulating and governing the design, construction, quality of materials, installation, alteration, repair, replacement, use or maintenance of energy conserving and green building systems and components as herein provided; providing for the issuance of permits and collection of fees therefore; and the same is made a part hereof, as if fully set forth in this ordinance, with the additions, insertions, deletions, modifications and changes, if any, as more particularly set forth in this article.

Section 9-11.1 Amendments to the California Green Building Standards Code.

The following changes and modifications are hereby made to Sections 4.408 and 5.408 of the California Green Building Code referenced in Section 9-11:

- (a) Replace Sections 4.408 and 5.408 of the California Green Building Code with requirements of the "Ordinance of the City Council of the City of Salinas Establishing a Program to Require Deconstruction, Demolition and Construction Material Recovery and Diversion from Landfills" which is set forth in Section 9-11.2, et seq.:

Section 9-11.2- Definitions.

For purposes of this article the following definitions apply:

- (a) "Bonafide processor/facility" means: A facility which recycles, composts or otherwise recovers materials or a re-use facility for which a permit has been issued by the Monterey County Integrated Waste Management Task Force.

A facility may be certified if the owner or operator of the facility submits documentation satisfactory illustrating:

1. That the facility has obtained all applicable federal, state, and local permits, and is in full compliance with all applicable regulations; and
2. The percentage of incoming waste from construction, demolition and alteration activities that is diverted from landfill disposal meets the required minimum percentages set forth in this article; and
3. All loads are weighed by scale(s) certified as accurate by the county of Monterey, division of weights and measures.

- (b) "Contractor" means any person or entity holding, or required to hold, a contractor's license of any type under the laws of the state of California, or who performs (whether as contractor, subcontractor or owner-builder) any construction, demolition, remodeling, or landscaping service relating to buildings or accessory structures in the city of Salinas.

(c) "Construction" means all building, landscaping, remodeling, addition, removal or destruction involving the use or disposal of designated recyclable and reusable materials as defined below.

(d) "Construction and demolition debris" or "C&D debris" means recyclable and non-recyclable waste building materials, packaging and rubble resulting from construction, remodeling, repair and demolition operations on pavements, foundations, houses, commercial buildings and other structures, and includes mixed waste, with more specific definitions for the purposes of this chapter, as follows:

1. Discarded materials generally considered to be not water soluble and non-hazardous in nature, including but not limited to steel, glass, brick, concrete, asphalt material, pipe, gypsum, wallboard, and lumber from the deconstruction, demolition and construction of a structure as part of a construction or demolition project or from the renovation of a structure and/or landscaping, and including rocks, soils, tree remains, trees, and other vegetative matter that normally results from land clearing, landscaping and development operations for a construction project.
2. Clean cardboard, paper, plastic, wood, and metal scraps from any construction and/or landscape project.
3. Non-construction and demolition debris wood scraps.
4. Non-hazardous wastes that are generated at construction or demolition projects provided such amounts are consistent with best management practices of the industry; hazardous wastes such as materials contaminated with asbestos and lead-based paint are specifically excluded from C&D debris.
5. Mixing of construction and demolition debris with other types of solid waste will not be classified as material recovery for C&D debris and will be charged as solid waste.

(e) "Covered project" means any construction, demolition or renovation project that requires a permit and is subject to the diversion and reporting requirements set forth in this article, except as defined in Section 9-11.8.

(f) "Demolition/deconstruction" means the removal or destruction involving the use or disposal of designated recovered and reusable materials as defined below.

(g) "Designated recyclable and reusable materials" mean:

1. Masonry building materials and all products generally used in construction, including but not limited to, asphalt, concrete, rock, stone and brick.
2. Wood materials including any and all dimensional lumber, fencing or construction wood that is not chemically treated, creosoted, CCA pressure treated, contaminated or painted.
3. Vegetative materials including trees, tree parts, shrubs, stumps, logs, brush or any other type of plants that are cleared from a site for construction or other use.
4. Metals including all metal scrap such as, but not limited to, pipes, siding, window frames, doorframes, slate and fences.
5. Roofing materials, including wood shingles as well as asphalt, stone and slate based roofing material.
6. Salvageable materials, including but not limited to wallboard, doors, windows, fixtures, toilets, sinks, bathtubs, architectural remnants, and appliances.

7. Any other materials which the city or designee determines can be recycled or reused due to the identification of a recycling facility, reuse facility, or market accessible to the city, including facilities which can further sort mixed C&D debris through mechanical and/or manual processes in order to remove additional materials for reuse or recycling.

(h) "Exclusive franchisee" means any person or association, or the agents or employees thereof, with whom the city shall have duly contracted under the terms hereinafter set forth in this article to collect, transport through the streets, alleys, or public ways of the city, and dispose of, all solid waste produced and/or collected within the limits of the city.

(i) "Hardscape Improvements" means swimming pools, driveways, parking lots, walkways, patios and decks.

(j) "Hazardous Materials" means any construction or demolition debris, such as asbestos or lead-based paint that exceeds state of California thresholds for such classification, and is required to have special disposal procedures. Hazardous materials are specifically excluded from C&D debris.

(k) "Inert solids" means concrete, fully cured asphalt, asphalt roofing shingles, brick, ceramics, clay and clay products.

Sec. 9-11.3. - Transportation of demolition and construction debris.

In accordance with Chapter 14, Sections 14-10-070 and 14-10-110 of the Municipal Code, it is unlawful for any person or business, other than the city's exclusive franchisee, to collect or transport any C&D debris within the city. Accordingly, any generator of C&D debris within the city must enter into a contract with the exclusive franchisee for the removal of C&D debris, unless one or more of the following conditions are met:

- (a) In cases where recyclable materials are source separated from C&D debris for sale or donation including, but not limited to those collected through private arrangements between the generator and the collector and where the generator is not paying for the material to be removed, as defined in Chapter 14, Section 14-12. a.2 of the Municipal Code; or
- (b) C&D debris (a) removed from a premises by a licensed contractor as an incidental part of a total construction, remodeling or demolition service offered by that contractor, rather than as a separately contracted or subcontracted hauling service using storage vehicles (debris boxes removed from vehicle do not comply) or similar apparatus, or (b) directly loaded into a fixed body vehicle owned by either the generator or generator's employee and hauled directly to a bonafide processing facility, as defined in Chapter 14, Section 14-12.a.1 of the Municipal Code.

Sec. 9-11.4. - Diversion requirements.

For each covered project, one hundred percent of inert solids and at least sixty-five percent of the remaining C&D debris shall be diverted from landfill disposal in accordance with the provisions of this article, except as provided in Section 9-11.8.

Every applicant, general contractor, subcontractor and/or owner of property on which a covered project occurs shall be responsible for compliance with the provisions of this article. Diversion requirements shall be met by submitting and following a waste reduction and recycling plan that achieves the following:

- (a) Deconstructing and salvaging all or part of the structure as practicable; and
- (b) Directing one hundred percent of inert solids to bonafide facilities for reuse or recycling; and
- (c) Either:
 - 1. Directing all mixed C&D debris to a bonafide processor approved by the city, or
 - 2. Source separating non-inert materials, such as cardboard and paper, wood, metals, green waste, new gypsum wallboard, tile, porcelain fixtures, and other easily recycled materials, and directing them to a bonafide facility for recycling and taking the remainder (but no more than fifty percent by weight) to a designated transfer or disposal facility. In this option, calculations must be provided to show that fifty percent of demolition and construction debris (in addition to one hundred percent of inert solids) has been diverted.

Separate calculations will be required for the demolition portion and for the construction portion of projects involving both demolition and construction.

Determination of acceptability and designation as C&D debris is solely the responsibility of the bonafide processor, landfill or transfer station representative.

Sec. 9-11.5. - Information required before issuance of permit.

As a condition precedent to issuance of any permit (in cases of federal property, before building or demolition is to commence) for a construction, demolition or renovation project that involves the production of C&D debris, the applicant must include a proposed waste reduction and recycling plan, on a form provided by the city, as part of the permit application. The plan shall include the following information:

- (a) Project type, description, location and contact information;
- (b) Types of C&D debris to be generated by the project;
- (c) How the C&D debris will be handled (source separated on-site and/or mixed);
- (d) Specify how the C&D debris will be transported to a bonafide facility;
- (e) Signed owner/agent attest.

The city shall provide to each permit applicant a current list of bonafide facilities that accept and recycle various types of materials generated from construction and/or demolition projects.

Sec. 9-11.6. - On-site practices.

During the term of the demolition and/or construction project, the permittee shall demonstrate compliance with the diversion requirements of this article and maintain records of all diverted and disposed materials, measured by weight in tons. The city will evaluate and monitor each project to confirm the percentage of materials recycled, salvaged or otherwise diverted from the project based on information provided by the permittee.

Structures and/or hardscape improvements planned for demolition shall be made available for deconstruction, salvage and recovery prior to demolition.

It shall be the responsibility of the owner, the general contractor and all subcontractors to recover the maximum feasible amount of salvageable materials prior to demolition.

Recovered and reusable materials from the deconstruction phase may be given or sold on the premises, or may be removed to a reuse warehouse or other reuse facility for storage or sale and shall be counted towards the diversion requirements of this article.

The use of debris boxes and/or the collection and removal of C&D debris by a hauler or business other than the exclusive franchise must be consistent with the provisions of this article and the city's franchise agreement.

Sec. 9-11.7. - Reporting.

The permittee shall submit documentation to the city, which proves compliance with the requirements of this chapter, prior to the issuance of a certificate of occupancy or the final inspection. The documentation shall consist of a complete and final waste reduction and recycling report, describing diversion activities and showing actual tonnage data for all diverted and disposed materials, supported by legible receipts, weight tags, invoices or other records of measurement from bonafide facilities, the exclusive franchisee or a licensed contractor as prescribed in Section 09.04.030.2 of this article. The report shall include the following information:

- (a) Identify the type and quantity (in tons) of materials recycled, reused, salvaged and/or disposed;
- (b) Identify how the materials were handled (source separated or mixed);
- (c) Identify how the C&D debris was transported to a bonafide facility;
- (d) Identify where the materials were taken for recycling or disposal.

Sec. 9-11.8. - Diversion exemptions.

Neither a waste reduction and recycling plan nor an administrative fee shall be required for the following:

- (a) Projects that meet the exceptions set forth in Sections 4.408 and 5.408 of the California Green Building Standards Code, as amended;
- (b) Projects that are not subject to the California Building Code;
- (c) Projects for which a building permit is not required;
- (d) Roofing projects only (See Section 09.04.090 below);
- (e) Work for which only a plumbing, electrical or mechanical permit is required;
- (f) Seismic tie-down projects;
- (g) The installation or replacement of shelves;
- (h) Installation of pre-fabricated patio enclosures and covers where no foundation or other structural building modifications are required;
- (i) Installation of swimming pools and spas excavation that does not exceed sixteen square feet, and any related construction or alterations necessary for pool or spa equipment or accessories, not to any other portion of the project;
- (j) Installation of pre-fabricated accessories such as signs or antennas where no structural building modifications are required;
- (k) The building official shall have the authority to render interpretations of this article and to adopt policies and procedures in order to clarify the application of its provisions, including diversion exemptions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this article. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this article.

Sec. 9-11.9. - Voluntary compliance.

Applicants for permits exempted from the requirements of this article may voluntarily complete a waste reduction waste reduction and recycling plan.

Sec. 9-11.10. - Administrative fee.

As a condition precedent to issuance of any permit (in cases of federal property, before building or demolition is to commence) for a building, roofing, or demolition project that involves the production of C&D debris, the applicant shall pay to the city a fee sufficient to compensate the city for expenses incurred in ensuring compliance with these provisions. The amount of this fee shall be determined in accordance with the then current resolution of the city council determining the same.

Sec. 9-11.11. - Compliance.

- (a) At any time during demolition or construction, a city building inspector may inspect the site and contractor's on-site practices to ensure compliance with this section. Should on-site practices not comply with this chapter, a 'stop-work' order may be issued until such time that compliance is demonstrated.
- (b) At the end of construction, the city may not approve a final inspection or certificate of occupancy unless the project has been determined to be in full compliance with the diversion requirements of this Chapter; or
- (c) The project may be determined to be in "substantial compliance" if the applicant has made a "good faith effort" to comply, but for an unforeseen reason could not fully comply. In the case of substantial compliance, the applicant shall present documentation of good faith efforts upon consultation with and verification by the Salinas Valley Solid Waste Authority, which shall serve as meeting the compliance requirements of this Chapter; or

(d) The project may be determined to be "non-compliant", in which case the applicant is not in substantial compliance or has failed to submit the required documentation. If it is determined that the applicant is not in compliance, a civil penalty calculated as two percent of the total project valuation will be assessed, and the certificate of occupancy or final inspection may not be issued until the penalty is paid.

Article I -L - California Reference Standards Code

Section 9-12. Adopted by reference.

The California Reference Standards Code, Part 12, 2019 edition is hereby adopted as the Reference Standards Code for the City of Salinas, California

Article I – M – Housing and Enforcement Code

Section 9-13. Adopted by reference.

The International Property Maintenance Code 2018 edition is hereby adopted as the Property Maintenance Code for the City of Salinas, in the State of California, for regulating and governing the conditions and maintenance of all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of owners, an owner's authorized agent, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties; and the same is adopted and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions, modifications and changes, if any, as more particularly set forth in this article.

Sec. 9-13.1. - Administration.

In the event of any conflict between any provision of the Property Maintenance Code and Article II of Chapter 9 or any other provision or section of the City Code, the City Code shall take priority and precedence and the provisions and sections of the City Code shall control.

Division II. - Employee Housing Act.

Sec. 9-13.2. - City responsibility.

Pursuant to the authority granted by the state law and regulations hereinafter specified, the city assumes the responsibility for the enforcement of Division 2, Part 9, Chapter 4 (commencing at Section 2610), of the Labor Code, known as the Employee Housing Act, and Title 25, Chapter 2 (commencing at Section 2000), of the California Code of Regulations, effective as of January 1,1972.

Sec. 9-13.3. - County director of public health and city building official to enforce.

The Monterey County director of public health and his or her representatives pursuant to the provisions of Article II of Chapter 16 of this Code shall administer and enforce this article and the state law and regulations specified in Section 9-13.2 of this article, except that the building official of the city shall administer and enforce all laws, regulations and ordinances applicable to the construction of labor camps.

Sec. 9-13.4. - Fees.

(a) Every person applying for a permit to operate a labor camp shall pay a fee to the Monterey County director of health services in an amount set by the county of Monterey board of supervisors.

(b) The fees for a permit to construct a labor camp shall be those specified in Article I of Chapter 9 of this Code relating to the construction of buildings, or any ordinance of the city superseding it, and shall be paid to the building official of the city.

Article I-N Delegation of Authority; Enforcement and Penalties.

Sec. 9-14. - Authority of building official.

The building official of the City of Salinas is hereby designated to administer, implement and enforce this Article I and all codes and standards adopted and set forth herein.

Sec. 9-14.1. - Enforcement and penalties.

(a) Any person who violates a provision of this article or who fails to comply with any of the requirements set forth herein or in any of the codes adopted in this article or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under this article, shall be guilty of a misdemeanor, punishable by a fine or not more than one thousand dollars or by imprisonment not exceeding thirty days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. Alternatively, and in the discretion of the city attorney, any such violation may be prosecuted administratively pursuant to the city's administrative remedies ordinance or pursuant to any other remedy available under the law or in equity.

(b) The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

Sec. 9-14.2. - Costs of enforcement.

Costs of enforcement, including administrative costs, penalties and attorney's fees shall be borne by and shall become a personal obligation of the property owner, property owner's agent, operator, occupant, and/or the responsible person or entity and may be recoverable by the city by all available legal remedies. In addition to this personal obligation and all other remedies provided by law, the city may collect any judgment, fee, cost or charge, including any permit fees, fines, late charges or interest incurred by it in enforcing the provisions of this chapter. In the event any such costs remain unpaid after ninety days, the same shall constitute a lien or, in the alternative, an assessment against the real property on which the violation occurred. The cost of enforcement shall constitute an assessment against the respective lots or parcels of land on which such violation exists, and as thus made and confirmed shall constitute a lien on the property for the amount of such assessments, respectively, until paid. Such lien shall, for all purposes, be on parity with the lien of state, county and city taxes.

Article I-O. - Rooftop Solar Energy Permitting Process

Sec. 9-15. - Definitions.

Except where the context otherwise requires, definitions given in this section govern the construction of this article.

- (a) "Building official" means the chief building official or his or her assistants acting on his or her behalf.
- (b) "Electronic submittal" means the utilization of one or more of the following:
 - 1. Email;
 - 2. The Internet;
 - 3. Facsimile.
- (c) "Small residential rooftop solar energy system" means all of the following:
 - 1. A solar energy system that is no larger than ten kilowatts alternating current nameplate rating or thirty kilowatts thermal.
 - 2. A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the city and all state and city health and safety standards.
 - 3. A solar energy system that is installed on a single or duplex family dwelling.
 - 4. A solar panel or module array that does not exceed the maximum legal building height as defined by the city planning commission.
- (d) "Solar energy system" means either of the following:
 - 1. Any solar collector or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, space cooling, electric generation, or water heating.
 - 2. Any structural design feature of a building, whose primary purpose is to provide for the collection, storage, and distribution of solar energy for electricity generation, space heating or cooling, or for water heating.
- (e) "Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

Sec. 9-15.210. - Purpose.

This article adopts an expedited, streamlined solar permitting process pursuant to the Solar Rights Act, as amended by AB 2188 (Chapter 521, Statutes 2014) to achieve timely and cost-effective installations of small residential rooftop solar energy systems. This article encourages use of solar systems by removing unreasonable barriers, minimizing costs to property owners and the city, and expanding the ability of property owners to install solar energy systems.

Sec. 9-15.215. - Applicability.

- (a) This chapter applies to the permitting of all small residential rooftop solar energy systems in the city of Salinas.
- (b) Small residential rooftop solar energy systems legally established or permitted prior to the effective date of this article are not subject to the requirements of this article unless physical modifications or alterations are undertaken that materially change the size, type, or components of a small rooftop energy system in such a way as to require new permitting.
- (c) Routine operation and maintenance or like-kind replacements shall not require a permit.

Sec. 9-15. 220. - Solar energy system requirements.

- (a) All solar energy systems shall meet applicable health and safety standards and requirements imposed by the state and the city.

- (b) Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.
- (c) Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the public utilities commission regarding safety and reliability.

Sec. 9-15. 225. - Duties of community development department and building official.

- (a) All documents required for the submission of an expedited solar energy system application shall be made available to the public and accessible via the city website.
- (b) Electronic submittal of required permit applications and documents by email, the Internet, or facsimile shall be made available to all small residential rooftop solar energy system permit applicants.
- (c) An applicant's electronic signature shall be accepted on all forms, applications, and other documents in lieu of a wet signature.
- (d) The community development department shall create a standard plan and checklist of all requirements with which small residential rooftop solar energy systems shall comply to be eligible for expedited review.
- (e) The small residential rooftop solar system permit process, standard plan(s), and checklist(s) shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the California Solar Permitting Guidebook adopted by the Governor's Office of Planning and Research.
- (f) Fees prescribed for permitting of small residential rooftop solar energy system must comply with Government Code § 65850.55, Government Code § 66015, Government Code § 66016, and State Health and Safety Code § 17951, as the same may be amended from time-to-time.

Sec. 9-15. 230. - Plan review and inspection requirements.

- (a) The community development department shall create an administrative, nondiscretionary review process to expedite approval of small residential rooftop solar energy systems within thirty-days of the effective date of this article. The building official shall issue the permit within three business days of receipt of a complete standard or electronic application that meets the requirements of the approved checklist and standard plan.
- (b) Review of the application shall be limited to the building official's review of whether the application meets local, state, and federal health and safety requirements.
- (c) If the building official determines the application would be in violation of local, state and/or federal health and safety requirements, the building official will make written findings, within three days, based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact.
- (d) Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.

- (e) "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the city on another similarly situated application in a prior successful application for a permit. The city shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.
- (f) If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.
- (g) Only one inspection may be required and performed by the community development department for small residential rooftop solar energy systems eligible for expedited review.
- (h) The inspection shall be done in a timely manner and should include consolidated inspections. An inspection will be scheduled within two business days of a request.
- (i) If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized but need not conform to the requirements of this article.

SECTION 2. Salinas City Code Chapter 13, Article II is hereby repealed in its entirety and is replaced with the following:

Article II. California Fire Code

Sec. 13-8. Adoption of California Fire Code.

The City of Salinas adopts the 2019 edition of the California Fire Code, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the City of Salinas; providing for the issuance of permits and collection of fees therefore; repealing **ORDINANCE No. 2584** of the City of Salinas and all other ordinances or parts of laws in conflict therewith.

That a certain document, three (3) copies of which are on file in the Community Development Department at 65 West Alisal Street, Salinas, California being marked and designated as the California Fire Code, 2019 edition, including Appendix Chapters B, C, D , E, F, G, & I as published by the International Code Council, be and is hereby adopted as the Fire Code of the City of Salinas, in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the Community Development Department are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in this ordinance.

Sec. 13-9. Amendments to the California Fire Code.

- (a) Section 101.1 is amended to read as follows:

101.1 Title These regulations shall be known as the Fire Code of the City of Salinas, hereinafter referred to as “this code.”

(b) Section 103 is amended to read as follows:

103 The fire prevention bureau.

103.1 General The fire prevention bureau is established within the jurisdiction under the direction of the fire code official. The function of the bureau shall be the implementation, administration and enforcement of the provisions of this code.

- (1) This code shall be enforced by the fire prevention bureau within the Salinas, California, fire department, which is established, and which shall be operated under the supervision of the chief of the fire department.
- (2) A report of the fire prevention bureau containing statistics and information of all proceedings under this code shall be made a part of the annual Fire Department report and will be transmitted to the city manager and the city council. The chief of the fire department shall in his discretion recommend any amendments to this code.

(c) Section 103.2 is deleted.

(d) Section 104.12 is added to read as follows:

104.12 – Cost Recovery

104.12.1 Purpose. The purpose of this Section is to establish authority to obtain reimbursement from responsible individuals for the expenses of any emergency response and/or enforcement action by the City of Salinas to protect the public from fire or hazardous substances and situations.

104.12.2 Reimbursement

(1) In accordance with the Health and Safety Code Section 13000 et seq., an individual who acts negligently or in violation of the law and thereby requires the jurisdiction to provide an emergency response to a danger posed by a fire or hazardous substance shall be liable for reimbursement to the agency for the costs incurred.

(2) In accordance with Government Code Sections 53150 through 53158, any individual who is under the influence of an alcoholic beverage or any drug or the combined influence of an alcoholic beverage or any drug, and whose negligent operation of a motor vehicle, boat or vessel or civil aircraft caused by that influence proximately causes any incident and thereby requires the agency to provide an emergency response shall reimburse the agency for the cost incurred.

(e) Section 105.1.1.1 is added to read as follows:

105.1.1.1 Permits required. All permits and inspections conducted by the Salinas Fire Department shall be charged a fee, as mandated in the Salinas City Code Chapter 11B-4 Schedule of Fees and Service Charges.

(f) Section 105.3.9 is added to read as follows:

105.3.9 Expense Recovery. The purpose of this section is to establish authority to obtain reimbursement from responsible individuals for permits, inspections, and associated enforcement action by the Salinas Fire Department, to protect the public from fire or substances and situations.

(g) Section 105.6.50 is added to read as follows:

105.6.50 Christmas Tree Lots. An operational permit issued by the Salinas Fire Department and required in addition to any other permit or approval which may be required under the City Code, is required to operate a Christmas tree lot with or without flame proofing services.

(h) Section 109.4 is amended to read as follows:

109.4 Violation Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars or by imprisonment not exceeding thirty days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. Alternatively, and in the discretion of the City Attorney, violations may be prosecuted administratively pursuant to the provisions of the City of Salinas Municipal Code or pursuant to any other remedy available to the City under the law or in equity. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

(i) Section 109.4.1 is amended to read as follows:

109.4.1 Abatement of violation. In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises. Any violation of this code shall be deemed a public nuisance pursuant to City of Salinas Municipal Code. In the event that a public nuisance is not abated in accordance with the fire code official's order or the order of the Board of Appeals, if any, the fire code official may proceed to abate the nuisance by force account, contract, or any other method deemed most expedient by the fire code official or the Board, as the case may be. The cost of such abatement may be charged to the owner of record, or assessed to the property in a manner provided in the City of Salinas Municipal Code.

(j) Section 109.4.2 is added to read as follows:

109.4.2 Enforcement. The fire code official and her/his designees, pursuant to the provisions of Section 836.5 of the Penal Code of the State of California, are hereby authorized to arrest a person without a warrant whenever they have reasonable cause to believe that the person has committed a violation of any of the provisions of this Code in their presence. Upon making such an arrest, the fire code official or her/his delegated subordinate shall prepare a citation and release the person arrested pursuant to Section 853.6 of the Penal Code of the State of California, the provisions of which are hereby adopted by reference as part of this Section.

(k) Section 109.5 is added to read as follows:

109.5 Recordation of notice of fire code violation.

1) Whenever the fire chief or his or her duly authorized representative finds a fire code violation in any building or on any premises, the fire chief may cause to be recorded in the office of the county recorder a notice of the pendency of fire code violation abatement proceedings.

Such notice shall describe the property and shall certify:

a. That there exists as to any building on the property or upon the premises, as appropriate, a fire code violation; and

b. That the owner has been notified.

2) Whenever the fire code violation has been corrected to the satisfaction of the fire chief so that the fire code violation no longer exists, and a notice has been recorded pursuant to the subsection 1 of this section, the fire chief shall cause to be recorded a new notice in the office of the county recorder certifying that there no longer exists a fire code violation as to any building on the property, or upon the premises, whichever is appropriate.

(l) Section 111.4 is amended to read as follows:

111.4 Failure to comply. It is unlawful for any person, firm or corporation to violate or fail to comply with any lawful order of the fire code official; fail to comply with an order by the Board of Appeals; within the time fixed therein. Every such violation shall be deemed a misdemeanor and shall be punishable by a fine of not more than \$1000.00 plus court assigned fees or by imprisonment not exceeding 1 year in the county jail, or both such fine and imprisonment. Alternatively, and in the discretion of the City Attorney, violations may be prosecuted administratively pursuant to the provisions of the Salinas Municipal Code or pursuant to any other remedy available to the City under the law.

(m) Section 202 is amended to add definitions as follows:

All weather driving surface. An all weather driving surface shall be asphalt, concrete or other approved driving surface capable of supporting the imposed load of Salinas Fire Department fire apparatus weighing at least 75,000 pounds, and as approved by the Fire Code Official

Combustible Vegetation is material that in its natural state will readily ignite, burn and transmit fire from the vegetative growth to any structure; this includes ground fuels which are any native or landscape vegetation not considered a tree and generally in contact with the ground.

Fire Hazard is anything that increases or could create an increase of the hazard or menace of fire to a greater degree than customarily recognized as normal by persons in the public service regularly engaged in preventing, suppressing or extinguishing fire or anything or act which could obstruct, delay, hinder or interfere with the operations of the fire department or egress of occupants in the event of fire.

Hookah. A smoking device that consists of a bowl mounted on a vessel of water which is provided with a long tube and arranged so that smoke is drawn through the water where it is cooled and up the tube to the mouth.

Legal representative of the jurisdiction. It shall mean the city attorney of the city of Salinas, or his or her designee.

Municipality. As applied to the area within the contiguous boundaries of the City of Salinas, it shall mean the City of Salinas.

Public Nuisance. The unreasonable, unwarranted and/or unlawful use of property, which causes inconvenience, danger or damage to others, either to individuals and/or to the general public. Nuisances may include, but not be limited to noxious smells, noise, burning, unauthorized collections or storage of hazardous materials.

Structure means a residence and attached garage, building or related facility that is designed primarily for human use or habitation. Decking, fences, detached garages, sheds, gazebos, shade covers, and similar facilities are not considered structures for the purposes of determining fire protection requirements.

Travel time is the estimated time it would take for a responding agency to travel from the fire station to the furthest structure in a proposed development project, determined by measuring the safest, most direct, appropriate, and reliable route with consideration given to safe operating speeds for heavy fire apparatus.

Response Time is the elapsed time from the fire department's receipt of the first alarm to when the first fire unit arrives at the scene.

(n) Section 307.2.1 is amended to read as follows:

307.2.1 Authorization. Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the Monterey Bay Air Resource District, provided that all conditions specified in the authorization are followed. During the "Declared open burn season" (As declared by the Monterey Bay Air Resource District) pile burning is allowed, at the discretion of the Fire Chief, when the "Guidelines for Pile Burning" (published by the

California Department of Forestry and Fire Protection or Monterey Bay Air Resource District) are strictly adhered to.

(o) Section 307.6 is added to read as follows:

307.6 General burning prohibitions. Trash, yard waste, rubbish and paper are prohibited as fuel for bonfires, recreational fires, and fires in outdoor fireplaces. Smoke or odor emissions from bonfires, recreational fires and use of outdoor fireplaces that make such fires hazardous shall be prohibited. The fire code official is authorized to order the extinguishment of a fire which creates a nuisance to neighboring properties or adds to a hazardous situation. A complaint to the fire code official shall be *prima facie* evidence of a nuisance.

(p) Section 310.2 is amended to add the following:

Section 310.2 Prohibited Areas. Exception: Smoking lounges, sometimes referred to as “hookah cafes” shall be subject to review and approval by the City of Salinas and Monterey County Health Department. The following is a list of Salinas Fire Department requirements:

- (1) Adequate ventilation is required when heating coals. A mechanical exhaust hood system that is listed shall be installed to provide ventilation. A building permit is required to install a mechanical exhaust hood system.
- (2) The mechanical exhaust hood fan shall be on at all times while coals are being prepared.
- (3) Whenever hot coals are removed from the preparation area, they shall be placed in a ceramic, metal, or other noncombustible container. Open mesh containers shall not be used.
- (4) Coal containers shall not be placed on combustible materials, such as tablecloths or furniture. All devices used to transfer coals from the container to the hookah pipe shall be of a non-combustible material.
- (5) Hookah pipes shall be securely fastened in place to prevent overturning. An approved clasp or hook may be used to secure the pipe to a table or other stationary object. A shield or other approved device shall be applied to the top of the pipe to prevent accidental contact of patrons to exposed coals. A protective device may be a cap constructed of aluminum foil so that the height is not less than two inches above the top of the coals.
- (6) Used coals shall not be discarded in such a manner that could cause ignition of combustible materials. Used coals shall be removed and placed into a sealed metal or ceramic container with a lid (no openings other than the lid). The container shall be labeled “Hot Coals Only”. The container shall not be placed within ten feet of other combustible materials, including combustible floors, walls, partitions, or within two feet of openings of the building. Hot ashes shall be thoroughly cooled (at least 24 hours) before being discarded.

(7) The occupant load of a business shall be determined by the Salinas Fire Department. If an occupant load is 50 or more all requirements of the California Fire and Building Code shall apply for assembly occupancy. Requirements for assembly occupancies shall apply.

(8) 2-A:10-B:C type fire-extinguishers shall be installed in approved locations.

(q) Section 503.1 is amended to read as follows:

503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3., and Appendix D

(r) Section 503.2.1 is amended to read as follows:

503.2.1 Dimensions.

(1) Fire apparatus access roads shall have an unobstructed improved width of not less than twenty feet (20'), and twenty-six feet (26') where there is a fire hydrant or fire department connection present, exclusive of shoulders.

Exceptions:

- a. Approved security gates in accordance with Section 503.6. Gated entrances with card readers, guard stations or center medians, are allowed, provided that each lane is not less than fifteen feet (15') wide.
- b. Driveway and parking aisle reductions, in accordance with Salinas City Code, Chapter 37 Zoning. Article V, Division 2, as approved by the fire code official.
- c. All fire apparatus access roads shall have an unobstructed vertical clearance of not less than thirteen feet six inches (13'6"). Vertical clearances or road widths shall be increased when, in the opinion of the fire code official, vertical clearances or road widths are not adequate to provide fire apparatus access.

Exception: Upon approval of the fire code official, vertical clearances or road width may be reduced as long as the reduction does not impair access by fire apparatus. In cases where the vertical clearance has been reduced, approved signs shall be installed and maintained indicating the amount of vertical clearance.

(s) Section 503.2.3 is amended to read as follows:

Section 503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus not less than 75,000 lbs., unless authorized by the fire code official, and shall be provided with an approved all weather driving surface.

Alternate Fire Apparatus Access Surface. Alternative fire apparatus surfaces such as "Grass Crete", "Turf Block ", or similar-type materials may be used under certain conditions. An Alternate Materials and Methods request in accordance with California Fire Code Appendix Chapter 1, Section 104.9 shall be submitted to the Fire Code Official prior to installation. The submittal shall include the design criteria based upon the imposed load of fire apparatus. The alternate surface shall be:

- a. Marked, with the lane at the curb delineated with lights, bollards, paint, and/or contrasting material.
- b. Structurally sound to preclude movement or disbanding with soil movement.
- c. Field tested by the contractor in the presence of the fire code official. Contact the local fire agency for specifications on testing. Testing may include driving the alternate surface by a weight-verified vehicle. Prior to testing, the soil shall be soaked.
- d. Prior to final approval, the engineer of record (civil or soils engineer) shall certify the installation.

(t) Section 503.2.4 is amended to read as follows:

Section 503.2.4 Turning Radius. The turning radius of a fire apparatus access road shall be a minimum of 40 feet outside turning radius and 20' inside turning radius, or as approved by the fire code official.

(u) Section 503.2.6 is amended to read as follows:

Section 503.2.6 - Bridges and elevated surfaces. When a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HS-20 (25 ton). Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

(v) Section 503.2.7 is amended to read as follows:

Section 503.2.7 – Grade. The gradient for a fire apparatus access roadway shall not exceed 10%. Grades exceeding 10% (incline or decline) shall not be permitted without mitigation. The fire code official may require additional mitigation measures as deemed appropriate.

(w) Section 503.2.8 is amended to read as follows:

Section 503.2.8 Angles of approach and departure. The angles of approach and departure shall not exceed 8 degrees, or as approved by the fire code official.

(x) Section 503.3 is amended to read as follows:

Section 503.3 Marking. Where required by the fire code official, fire apparatus access roads shall be marked or other approved notices or markings as a fire lane, as set forth in California Vehicle Code section 22500.1 (public) or 22658(a) (private), and Salinas Fire Department standards. Signs or notices shall be maintained in a clean and legible condition at all times and is replaced or repaired when necessary to provide adequate visibility. The designation shall be indicated by:

- (1) A sign immediately adjacent from the designated place that include “NO PARKING - FIRE LANE” signs, on both sides of interior access roadways in locations where vehicle parking would encroach on the required 20 - 26-foot clear width of roadway at 30 foot intervals, and/or
- (2) All raised curbs shall be painted red with the words “NO PARKING - FIRE LANE” stenciled 4 inches high at 30 foot intervals, or
- (3) In absence of raised curb, outline or paint the place in red, and in contrasting color, marking the outline of the roadway with the words “NO PARKING - FIRE LANE” stenciled 4 inches at 30 foot intervals, and which are clearly visible from a vehicle.
- (4) Fire apparatus access roads utilizing an approved "Alternate Surface" in section 503.3.3 fire lane shall be marked immediately adjacent to the fire access edge, delineated with lights, bollards, paint, and/or contrasting material.

(y) Section 503.4.2 shall be added to read as follows:

503.4.2 Roadway Design Features. Roadway design features, to included but not limited to, speed bumps, speed humps, speed control dips, modern roundabouts, raised medians, low-volume local streets, etc., which may interfere with emergency apparatus responses shall not be installed on fire access roadways, unless they meet design criteria approved by the fire code official.

(z) Section 503.6 is amended to read as follows:

503.6 Security gates. No person shall install a security gate or security device across a fire access roadway without the fire code official's approval. All gates providing access from a road to a driveway shall be located a minimum of thirty feet (30') from the nearest edge of the roadway and shall be at least two feet wider than the width of the traffic lane(s) serving the gate. An automatic gate across a fire access roadway or driveway shall be equipped with an approved emergency key-operated switch overriding all command functions and opening the gate. A gate accessing more than four (4) residences or residential lots or a gate accessing hazardous institutional, educational or assembly occupancy group structure, shall also be equipped with an approved emergency traffic control-activating strobe light sensor or other device approved by the fire code official, which will activate the gate on the approach of emergency apparatus with a battery back-up or manual mechanical disconnect in case of power failure. An automatic gate shall meet fire department policies deemed necessary by the fire code official for rapid, reliable access. An automatic gate serving more than one (1) dwelling or residential lot in existence at the time of adoption of this chapter is required to install an approved emergency key-operated switch or other mechanism approved by the fire code official, at an approved location, which overrides all command functions and opens the gate. A property owner shall comply with this requirement within ninety (90) days of receiving written notice to comply. Electric gate openers, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

- (aa) Section 505.3 is added to read as follows:

505.3 Response map updates. Any new development, which necessitates updating of emergency response maps by virtue of new structures, hydrants, roadways or similar features, shall be required to provide map updates in a PDF and/or CAD format, as approved by the fire code official, or compatible with current department mapping services.

- (bb) Section 506.1 is amended to add the following after the first paragraph:

Section 506.1 Where required. All buildings equipped with a monitored fire alarm system fire sprinkler system, and or other automatic fire protection system shall have an approved key box on site in an approved location. Where hazardous materials are stored an approved keyed cabinet shall be onsite in an approved location. The cabinet shall contain, but shall not limited to containing, hazardous materials data, MSDS (Material Safety Data Sheets), pre-fire plans, building floor plans and evacuation procedures.

- (cc) Section 507.3 is amended to read as follows:

Section 507.3 Fire flow requirements. Fire flows for buildings or portions of buildings and facilities shall be based on Appendix B or the standard published by the Insurance Services Office, "Guide for Determination of Required Fire Flow".

- (dd) Section 507.5 amended to read as follows:

Section 507.5 Fire hydrant systems. Fire hydrant systems shall comply with Sections 507.5.1 through 507.5.6, Appendix C, and NFPA 291.

- (ee) Section 510.1 is amended to add the following after the third exception:

Section 510.1 Emergency Responder Radio Coverage:

4. Where public safety radio system signal levels are anticipated to fall below the acceptable limits as set forth in section 510.4, the Fire Code Official may allow for a mitigation fee to be assessed to augment the coverage of the regional public safety radio system to achieve the minimum signal strength standards as an alternate to a building specific communication system

- (ff) Section 903.2 is amended to add the following after the first paragraph:

Section 903.2 Where Required Existing non-sprinklered commercial buildings, other than as noted in 903.2.11 – 903.2.11.4, will be allowed to use 2-hour separation walls with rated openings with full smoke detection systems on both sides to automatically close rated openings in lieu of sprinklers when additional square footage is added, provided that the addition does not exceed occupancy fire sprinkler requirements in sections 903.2.1 through 903.2.10.

Area separation walls or types of construction shall not be used to eliminate the requirement for automatic sprinkler systems when the total square footage of a building exceeds occupancy fire sprinkler requirements in sections 903.2.1 through 903.2.12.

(gg) Section 903.3.1.3 is amended to add the following after the first paragraph:

Section 903.3.1.3 NFPA 13D Sprinkler Systems

- 1) Leak testing. All new fire sprinkler systems installed in Group R-3 occupancies shall be tested by installer at time of installation, and witnessed by fire code official, for leakage by undergoing a hydrostatic test made at 200 psi for a two-hour duration.
- 2) Local water flow alarms. Local water flow alarms shall be provided on all sprinkler systems. Local water flow alarms shall be powered from the main kitchen refrigerator circuit. The local water flow alarm shall be clearly audible from within the master bedroom at an audibility level of not less than 75 dBA. Where no kitchen exists in the building, the water flow alarm shall be powered from the bathroom lighting circuit.

(hh) Section 903.3.5.1 is amended to read as follows:

903.3.5.1 Domestic services. Where the domestic service provides the water supply for the automatic sprinkler system, the supply shall be in accordance with this section.

Automatic sprinkler systems may be connected to the domestic water-supply main when approved by the fire code official, provided the domestic water supply is of adequate pressure, capacity and sizing for the combined domestic and sprinkler requirements.

Each water system supplying both domestic and fire protection systems shall have a single indicating-type control valve after the meter, arranged to shut off both the domestic and the sprinkler systems and may have a separate shut-off valve for the domestic system only. The location of any control valve shall be approved by the fire code official. A separate shut-off valve is not required for the domestic water supply in multi-purpose piping systems.

(ii) Section 907.8.6 is added as follows:

Section 907.8.6 False Alarms.

To reduce the number of false and nuisance alarms, and to encourage inspection, testing and maintenance of fire alarm systems, the Salinas Fire Department shall assess a fee to the responsible party, as established by the City Council pursuant to Salinas Municipal Code, Chapter 11B. Additional penalties and fees may be assessed for each and every subsequent response. A false alarm is defined as; “any alarm system activation that triggers a fire department response that is not the result of a fire or fire-related smoke conditions”.

(jj) Section 5001.5.1.1 is added to read as follows:

5001.5.1.1 HMMP approved location. The hazardous materials management plan shall be placed in an approved location, in a keyed box or other method of storage as approved by the fire code official or designated representative.

(kk) Section 5601.1 shall be amended to read as follows:

Section 5601.1 Scope. For explosives requirements see California Code of Regulations, Title 19, Division 1, Chapter 10. For fireworks requirements see California Code of Regulations, Title 19, Division 1, Chapter 6. For the regulation of the possession, use, storage, sale, and display of fireworks within the City of Salinas see Salinas Municipal Code, Chapter 13A.

(ll) Section 5704.2.9.6.1 is amended as follows:

Section 5704.2.9.6.1 Locations where above-ground tanks are prohibited.

Establishment of geographic limits of districts in which storage of Class I and II flammable or combustible liquids in aboveground tanks is prohibited.

(a) The limits in which the storage of flammable or combustible liquids in above-ground tanks outside of buildings, and in **CFC Section 5706.2.4.4** in which these tanks are restricted or are prohibited, are hereby established and designated as, all land within the present or future corporate limits of the city except in certain zoning districts within the city as established by Chapter 37 of the Salinas Municipal Code, and is allowed as follows:

A	Agriculture
IGC	General Commercial
CT	Thoroughfare-Commercial
IBP	Business Park
IG	General Industrial

(b) In IG, IBP, CT, ICG and A zones, the aboveground storage of Class I flammable or Class II or IIIA combustible liquids shall be permitted providing that the tank is listed as an insulated, vehicle impact, and projectile-resistant aboveground tank for flammable or combustible liquids, and that no more than three tanks per parcel and business occupancy are installed that exceed two thousand gallons (12 618L) individual or six thousand gallons (50 472L) aggregate capacity.

(c) This section shall not be applicable to be construed so as to prohibit the construction new bulk plants exclusively utilizing underground storage tanks and tank vehicle bottom loading procedures.

(mm) Section 5806.2 is amended as follows:

Section 5806.2 Limitations.

Establishment of geographic limits of districts in which storage of flammable cryogenic fluids in stationary containers is restricted for the protection of heavily populated or congested areas.

(a) The limits in which storage of flammable cryogenic fluids in stationary containers is prohibited and permitted by exception are established as follows:

A	Agriculture
IGC	General Commercial
CT	Thoroughfare- Commercial
IBP	Business Park
IG	General Industrial

(nn) Section 6104.2 is amended as follows:

Section 6104.2 Maximum capacity within established limits.

Establishment of geographic limits of districts in which bulk storage of liquefied petroleum gases is restricted for the protection of heavily populated or congested areas.

The limits restricting the storage of liquefied petroleum gas are established and designated as, all land within the present or future corporate limits of the city except in certain zoning districts within the city as established by Chapter 37 of the Salinas Municipal Code, and is allowed as follows:

A	Agriculture
IGC	General Commercial
CT	Thoroughfare-Commercial
IBP	Business Park
IG	General Industrial

- (a) In IG zones, individual tank capacity shall not exceed one thousand two hundred gallons water capacity, with an aggregate not to exceed two thousand four hundred gallons water capacity.
- (b) In IBP, CG, CT and A zones, the aggregate capacity shall not exceed five hundred gallons water capacity.
- (c) No stationary storage tank shall be located within one hundred fifty feet of any A, E, I or R occupancy as specified in the California Building Code.
- (d) No stationary storage shall be located less than ten feet from the nearest street or sidewalk.

SECTION 3. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Salinas City

Council hereby declares that it would have passed this ordinance, and each and every section, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. This ordinance and local amendments shall take effect 30 days from and after adoption by Council. The Building Standard Codes will be in effect January 1, 2020.

SECTION 5. The City Clerk of the City of Salinas is hereby directed to cause the following summary of this ordinance to be published by one (1) insertion in The Salinas Californian, a newspaper of general circulation printed, published, and circulated in the city of Salinas and hereby designated for that purpose by the Council of Salinas:

“Chapters 9 and 13 of the Salinas City Code is hereby amended to adopt the most recent editions of the California Building Standards Codes with local amendments.”

This ordinance was passed and adopted on the 5th day of November, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

APPROVED AS TO FORM:

Christopher A. Callihan, City Attorney

ATTEST:

Patricia M. Barajas, City Clerk

ATTACHMENT "A"
FINDINGS and EXPLANATIONS

**FOR REVISION OF THE CITY OF SALINAS FIRE DEPARTMENT AMENDMENTS TO THE
2019 CALIFORNIA FIRE CODE OF THE CALIFORNIA CODE OF REGULATIONS TITLE 24,
PART 9**

As required by Health and Safety Code section 17958 and 18941.5 the City of Salinas does herewith make express findings that amendments to the 2019 California Fire Code are necessary for the protection of the public health, safety, and welfare due certain climatic, topographic, or geological features existing in the City of Salinas.

The following matrix lists the City of Salinas amendments and the corresponding express findings. Minor editorial changes or typographical corrections to the Fire Code are not shown in these findings. The full texts of the proposed California Fire Code amendments are shown in Ordinance Article II of Chapter 13 of the Salinas City Code.

Definitions:

Climatic The average course or condition of the weather at a particular place over a period of many years, as exhibited in absolute extremes, means and frequencies of given departures from these means (i.e., of temperature, wind velocity, precipitation and other weather elements).

Topography The configuration of landmass surface, including its relief (elevation) and the position of its natural and man-made features that affect the ability to cross or transit a terrain.

Geological Scientific study of the Earth, including its composition, structure, physical properties, and history. Geology is commonly divided into sub-disciplines concerned with the chemical makeup of the Earth

Webster's Third New California Dictionary.

Climatic Considerations:

There are two types of climates: macro and micro. A macro climate affects an entire region and gives the area a general environmental context. A micro climate is a specific variation that could be related to the other two factors, topography and geography. A micro climate may cover a relatively small area or be able to encompass an entire community, as opposed to another community in the same county.

Climatic consideration should be given to the extremes, means, and anomalies of the following weather elements:

1. Temperatures
2. Relative humidity
3. Precipitation and flooding conditions
4. Wind speed and duration of periods of high velocity
5. Wind direction
6. Fog and other atmospheric conditions.

Topographical Considerations:

Topographic considerations should be given to the presence of the following topographical elements:

1. Elevation and ranges of elevation
2. Location of ridges, drainages and escarpments
3. Percent of grade (slope)
4. Location of roads, bridges and railroads
5. Other topographical features, such as aspect exposure

This information becomes an important part of creating an analysis of flood prone because topography and elevations are key elements (along with access roads) that create the need for fixed fire protection requirements in this code.

Geological Considerations:

Geological considerations should be evaluated to determine the relationship between man-made improvements (creating an exposure) and factors such as the following:

1. Fuel types, concentration in a mosaic and distribution of fuel types
2. Earthquake fault zone
3. Hazardous material routes
4. Artificial boundaries created by jurisdictional boundaries
5. Vulnerability of infrastructure to damage by climate and topographical concerns

Earthquake fault zones are the final component of the findings that suggest the need for fixed fire protection systems in a jurisdiction.

MATRIX OF FINDINGS and EXPLANATIONS 2019 California Fire Code Amendments

	Chapters or Sections	Description of Change	Finding Number(s)¹
Salinas City Code Chapter 13-9, Article II. Amendments to the California Fire Code			
(a)	Section 101.1	The code allows the local jurisdiction to fill in the jurisdiction's name. This change provides the name 'City of Salinas'.	N/A
(b)	Section 103.1	The first change (1) clarifies that the enforcement of the CFC shall be enforced by the fire prevention bureau and (2) sets the precedent for an annual Fire Department Report that is presented to council annually.	N/A
(c)	Section 103.2	This section is removed as amendment (b) establishes enforcement responsibilities.	N/A
(d)	Sections 104.12.1 and 104.12.2	Establishes the authority to obtain reimbursement from responsible individuals for the expenses of any emergency response and/or enforcement action by the City of Salinas.	N/A

(e)	Section 105.1.1.1	Specifies that all permits and inspections shall be charged a fee, and specifies that fee by referencing the current fee and charge report.	N/A
(f)	Section 105.3.	Establishes the authority to obtain reimbursement from responsible individuals or entities for permits, inspections, and associated enforcement action by the Salinas Fire Department(SFD), to protect the public from fire or substances and situations.	N/A
(g)	Section 105.6.50	Adds the requirement for an operational permit to operate a Christmas tree lot.	N/A
(h), (i), (j), (k)	Section 109.4 to 109.4.2 and 109.5	Provides specific language in regards to persons who violate the provisions of the fire code without; or in violation, of a permit. It provides specific rules for Penalties, Abatement of the Violation, Enforcement of the Code with regards to the Penal Code and provides recordation requirements of the violation.	N/A
(l)	Section 111.4	Provides provisions to address failures of compliance with regards to violations of the code.	N/A
(m)	Section 202	Adds 10 definitions to the Fire Code.	All
(n)	Section 307.2.1	Adds required approvals from the Monterey Bay Air Resource District and the City prior to any" Open Burn" permits.	All
(o)	Section 307.6	Provides general burning prohibitions of Trash, yard waste, rubbish and paper as fuel for bonfires, recreational fires, and fires in outdoor fireplaces. Additionally, provides authorization for the SFD to extinguish a fire which creates a nuisance or adds to a hazardous situation.	All
(p)	Section 310.2	Requires smoking lounges or "hookah cafes" to be subject to review and approval by the City of Salinas and Monterey County Health Department.	4, 5
(q)	Section 503.1	Brings Appendix D – "Fire Apparatus Access Roads" into the body of the Fire Code.	1,2,3,4
(r),(s), (t),(u), (v) and (w)	Sections 503.2.1, 503.2.3, 503.2.4, 503.2.6, 503.2.7, and 503.2.8	Addresses maneuverability, access and turning radius in regards to fire department apparatus. Additionally, it sets limits for minimum designed imposed loads, elevated surfaces, maximum grades and approach and departure angles of access roadways.	ALL
(x)	Section 503.3	Provides specific locations and details for marking of curbs, fire lanes and access roads.	2, 4
(y)	Section 503.4.2	Provides requirements for roadway design features including speed bumps, modern roundabouts and other traffic calming devices to be reviewed by the Fire Code Official.	1,2,4
(z)	Section 503.6	Requires review of security gates or devices across a fire access roadway. It also provides specific widths and traffic requirements with regards to traffic lanes, functionality of electric and manual gates along with specific occupancy requirements.	2,3,4

(aa)	Section 505.3	Requires maps – in electronic format, to be submitted to the Fire Code Official, compatible with current department mapping services.	3,4
(bb)	Section 506.1	Requires buildings with Hazardous Materials to provide an approved access key box on site at an approved location. Additionally the MSDS sheets, building floor plans and evacuations procedures shall be kept together in an approved location.	2, 3, 4, 5
(cc)	Section 507.3	References and provides an alternative standard by referencing the Insurance Services Office, “Guide for Determination of Required Fire Flow”.	All
(dd)	Section 507.5	References and provides an alternative standard for Fire Hydrant Systems compliant with NFPA 291.	All
(ee)	Section 510.1	Provides an additional exception which would allow a mitigation fee to be paid to the city to augment to coverage of a regional public safety radio system.	TBD
(ff)	Section 903.2	Allows for separation walls and smoke detection systems instead of sprinklers for buildings of certain size and occupancy.	All
(gg)	Section 903.3.1.3	Adds two additional requirements of 13D sprinklers. Leak testing and flow alarms are required prior to final of the installed system.	All
(hh)	Section 903.3.5.1	Allows for domestic water-supply connection when approved by the Fire Code Official; additionally, it requires a single indicating control valve after the meter, but may be provided with a separate shut off-valve.	All
(ii)	Section 907.8.6	Provides language to charge fees for false and nuisance alarms.	3, 4
(jj)	Section 5001.5.1.1	Requires the hazardous materials management plan shall be placed in an approved location	1, 2, 3, 5
(kk)	Section 5601.1	Amends the code to reference the State Fire Marshal's regulations for handling of explosives. Additionally it references fireworks requirements back to Chapter 13A of Municipal Code.	3, 4, 5
(ll)	Section 5704.2.9.6.1	Amends the code to address locations of where and how certain above-ground storage tanks are allowed.	All
(mm)	Section 5806.2	Amends to code to address locations of where and how certain fluids are contained based upon populated areas.	All
(nn)	Section 6104.2	Provides maximum capacity of bulk storage of LPG with established limits based upon populated areas.	All
¹	<i>Administrative Standards does not require justification pursuant to HSC 17958, HSC 18941.5 or HSC 13869</i>		

Findings for the Fire Code

Finding 1

The City of Salinas is situated in the Salinas Valley on California's Central Coast in between the Santa Lucia and Gabilan mountain ranges. Potential flood conditions are a concern to the City of Salinas. The most flood prone areas include either side of the creeks, in the vicinity of the airport, and the reclamation ditch which runs northwest-southwest through the City. The Natividad Creek and Carr Lake are also prone to flooding during more intense storms. Flood in the low, central areas of the City of Salinas would affect the direct movement of fire apparatus. Two large fires at the same time during flood conditions would be disastrous. Automatic fire sprinklers may be the only fire control inside buildings within the flood area. Any delay in structural firefighting could allow a fire on our many wood shake or wood shingled structures to quickly involve a number of buildings. Additional fire apparatus and equipment from other communities responding on a mutual aid request may not be able to reach some fire areas. Access could be obstructed due to flooded streets and/or damaged bridges. Automatic fire sprinkler systems would reduce demands on firefighting forces and protect buildings, which may be otherwise inaccessible to the fire department during flood conditions.

Further, the flood conditions described above carry the potential for overcoming the ability of the fire department to aid or assist in evacuations, rescues, and the emergency tasks demands inherent in such situations. The potential for the aforementioned flooding conditions to result in limiting fire department emergency vehicular traffic, with resulting overtaxing fire department personnel, may further cause a substantial or total lack of protection against fire for the buildings and structures located within the jurisdiction.

Finding 2

All of Salinas is located within Seismic Design Category D according to Section 1613A of the 2019 California Building Code. Category D consists of the second highest potential risk category due to the frequency and magnitude of earthquake activity nationwide. Seismic activity in this area occurs frequently and the real potential exists from four "active" faults. The greatest seismic threats are the San Andreas, and Calaveras Faults. The potential effects of earthquake activity include isolating the City of Salinas from the surrounding area and restricting or eliminating internal circulation due to the potential for collapsing of highway overpasses and underpasses, along with other bridges in the district, and the potential for vertical movement rendering surface travel unduly burdensome or impossible. Should an earthquake occur, built-in fire protection such as automatic fire sprinklers will allow the fire department to concentrate its efforts on areas of severe damage while the sprinkler systems will contain fires in areas where the water system still has pressure. Reduction in size of aboveground storage tanks containing flammable and combustible liquids and explosive materials will enhance the ability to contain fire as the result of such conditions.

Finding 3

Highway 101 bisects the City of Salinas. Transportation vehicles carrying known toxic, flammable, explosive, and hazardous materials heavily travel this highway. The potential for release or threatened release of a hazardous material along this route and others within the district is likely given the volume

transported daily. Incidents of this nature will normally require all available emergency response personnel to prevent injury and loss of life and to prevent, as far as practicable, property loss. Emergency personnel responding to such aforementioned incidents may be unduly impeded and delayed in accomplishing an emergency response as a result of this situation. With the potential result of undue and unnecessary risk to the protection of life and public safety and, in particular, endangering residents and occupants in buildings or structures without the protection of automatic fire sprinklers.

Finding 4

The City of Salinas is limited in its growth due to surrounding farmlands. This has caused high concentration of buildings and population density, whereby industrial areas of the City encroach and are in close proximity to commercial thoroughfare, business and residential areas. Restricting or prohibiting the storage, handling and use of certain explosive materials and flammable and combustible liquids is a means to reduce the hazard to life.

Finding 5

Prevailing north/south winds in the Salinas Valley increase the danger of a fire spreading from the place of origin, thereby increasing the need for built-in fire protection.



City of Salinas

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CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-569, **Version:** 1

Permit Center Improvement Update

No action is required. This report presents information to the City Council regarding the continuous improvement process of the Permit Center and implementation of the Action Plan for Building Plan Submittal and Review Process.



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: **NOVEMBER 5, 2019**

DEPARTMENT: **COMMUNITY DEVELOPMENT**

FROM: **MEGAN HUNTER, DIRECTOR**

BY: **JOSEPH DESANTE, PERMIT CENTER MANAGER**

TITLE: **PERMIT CENTER IMPROVEMENT UPDATE**

RECOMMENDED MOTION:

This is an Administrative Report on the continuous improvement process of the Permit Center and implementation of the Action Plan for Building Plan Submittal and Review Process. No further action is required.

RECOMMENDATION:

No action is required as this is an Administrative Report which provides an update on improvements at the Permit Center and the implementation of the Action Plan and provide direction on the formation of a Business Development Committee.

EXECUTIVE SUMMARY:

The goal of the Action Plan, initiated in February of 2018, was to revise the building plan review and submittal process to eliminate under- and over-processing, improve communications, limit hand-offs between divisions/departments, create new standard operating procedures, and shift staff from being reactive to proactive. The Action Plan includes thirty-seven (37) tasks, of which staff has completed twenty-three (23) and has made substantial progress on thirteen (13). In the previous report, nine (9) tasks were placed on hold, of which six (6) were waiting for the TRAKiT upgrade.

Since the last update in April, the TRAKiT 9 upgrade was completed and a part-time Business Support Analyst focused on diagnosing issues related to customer service and helping draft educational materials was hired. The Analyst is providing limited permit navigation services to help staff understand what is needed to better support our customers. Staff continues our commitment to customers by providing professional and efficient services that support public safety and advance the City's economic prosperity. Staff recognize that many of our customers have never interfaced with the Permit Center before and customer experience and satisfaction is paramount. As a result, the next phase of implementation of the Action Plan will be focused on communication and the customer experience.

BACKGROUND:

Beginning in March of 2013 and concluding with a Council presentation in December of the same year, the CityGate Report and associated Strategic Action Plan provided an analytical third-party review and analysis of the Community and Economic Development Department operations, which designed a forward-looking improvement process for the department. City staff has provided progress updates to City Council regarding implementation of the fifty-seven strategic recommendations. While almost all of the strategic recommendations have been implemented, progress at the Permit Center began to slow. Staff recognized that additional improvements could be made to permit process, but a new roadmap was needed to guide implementation.

After successful use of the Kaizen to dramatically improve Code Enforcement in 2015, Permit Center staff decided to employ the same technique for the building permit submittal and review process. The December 2017 Kaizen-driven Process Improvement Event resulted in an Action Plan with 37 implementation tasks. At the April 2019 Council presentation, staff had noted 62% of the actions had been completed, four had substantial progress, nine were on-hold of which six were dependent on the TRAKiT 9 upgrade.

- **December 10, 2013:** Organizational Assessment of the Community and Economic Development Department (CityGate Report) – 60 Day Report on Implementation of Strategic Action Plan.
- **August 10, 2015:** Administrative Report - CityGate Report Implementation and Customer Service Improvement Action Plan Update
- **February 20, 2018:** Action Plan for Building Permit Submittal and Review Process
- **July 3, 2018:** Permit Center – Update for Building Plan Submittal and Review Process
- **April 2, 2019:** Permit Center Improvement Update

PROGRESS:

Twenty months into the implementation of the Action Plan, staff are continuing to innovate the process and make modifications to improve the efficiency of the process while ensuring public safety. Permit Center staff including the Permit Services and Current Planning Divisions of Community Development, and the Fire and Public Works Departments regularly meet through the Development Review Committee or the weekly Permit Center staff meetings. These staff meetings have been critical in reviewing and streamlining other processes that are helping with managing case load and maintaining timeliness. Thus far in 2019, the Permit Center experienced a nearly 47% increase in the number of permits issued and yet was able to improve upon our approval rate of 40 or fewer days for 93% of these permits.

Information Technologies

Between September 9 - 11, 2019, TRAKiT 9 was installed and the program went live on September 12th. TRAKiT 9 is a web-based program that will expand the way staff and public can utilize and capture permit information. During the install, staff started working on the six applicable actions tied to the new system.

With the TRAKiT 9 upgrade complete, staff has shifted its focus to digital applications, particularly electronic plan review. The Director and senior plan check staff toured the City of Cupertino Permit Center. Cupertino is an all-electronic submittal and plan review Permit Department. During the tour staff were introduced to the different issues and processes that are utilized to make an all-electronic permit process function. Staff is currently looking into how our department may be able to utilize and update our process similarly. Utilizing an electronic submittal/review process would address many of the action items and provide the ability to maximize on the efficiencies that have been built into the TRAKiT upgrade.

An important requirement to the electronic submittal/review process is how different computer programs work with each other. At the start of this fiscal year, Finance approved CDD to cover the 30% use of a staff member from Information Services Department. The assigned IT Project Manager is assisting in reviewing and vetting programs regarding the capability of all systems to work with each other. The first system to be acquired will be a check-in/queuing system. The program is the same system the County of Monterey utilizes for this purpose and will allow customers to make appointments, check the wait-times, and sign-in from any smart device prior to coming to the Permit Center. Additionally, the reporting function is much more robust than the current system, allowing for additional metrics to improve operations at the front counter.

Customer Service

Through the Alisal Vibrancy Plan, many residents express the desire to have a permit navigator to help guide residents and particularly small businesses owners through the development process. Other organizations such as the Salinas Valley Chamber of Commerce have expressed interest in this concept. As a result, the Community Development Department has hired a part-time Administrative Analyst (Business Support Analyst) focused on Small Business Navigation who reports to the Plan and Project Implementation Manager responsible for small business development.

The Analyst position is focused on devising a system to seamlessly and efficiently provide these navigation services and help improve customer communication, educational materials, and staff training. The Business Support Analyst is also working on establishing a small business website as an additional resource. The Business Support Analyst will review various business models and identify specialized training in areas such as accounting, workers compensation, and leasing space that could be provided in addition to navigating City services. This position is designed to work in concert with the Permit Center staff but reports to the Project and Plan Implementation Manager to maintain impartiality into the process.

Drop Box

A physical drop box was originally proposed in the Action Plan to allow customers to drop off plans or other documents during hours the Permit Center is closed. After much deliberation, it was determined that a physical drop box could propose a safety hazard particularly because of the number of homeless around the building currently leaving trash and debris and going to the bathroom. Allowing for digital submission of plans is a much better way of providing convenience to our customers.

Permit Center Coordination Among Departments

Coordination among Community Development, Fire, and Public Works at the staff level continues to yield process improvement. In addition, ongoing discussion have occurred between the Fire Chief, Public Works Director and the Community Development Director to consolidate the review of various Departments involved in permitting. Staff is committed to creating a unified experience for the customer who will view all staff as employees of the Permit Center and not siloed individual departments.

PERFORMANCE METRICS:

Performance metrics created are:

- PM #1: 95% of plans will be approved with no more than one revision.
- PM #2: 95% of all plans will be approved within 40 days after submittal.
- PM #3: All plans will be reviewed for completeness within 72 hours instead of the normal review time of 2-4 weeks

Through September 30th, the Permit Center has seen a dramatic increase in the number of permit applications in comparison to past years. Applications are at an all-time high, yet the review and approval time have decreased. Staffing levels of the Permit Services, Engineering and Current Planning Divisions have increased over the last few years, with the most notable hires being the two Building Permit Specialists. The two specialists have been at their positions for over a year and are now addressing many of the more basic permits at the counter. That counter work allows plan check staff to stay focused on plan review without interruption. Additionally, even though the number of permits increased, the number of reviews has reduced, showing that the plans are coming in more complete, most likely attributed to the pre-application and completeness reviews.

CALENDAR YEAR	2013	2014	2015	2016	2017	2018	2019*
PERMIT DATA							
PERMITS APPROVED	689	690	872	1021	1040	1248	1831
PM#1: APPROVED AT 1 REVISION	561	564	704	902	804	999	1680
	81%	82%	81%	88%	77%	80%	92%
PM#2: APPROVED @ 40 DAYS	510	522	693	811	819	1008	1700
	74%	76%	79%	79%	79%	81%	93%
OTC PERMITS	270	239	334	418	432	457	1123
	39%	35%	38%	41%	42%	37%	61%
APPROVAL TIME - DAYS	38	33	28	23	31	23	9
PLAN REVIEW DATA							

NO. OF REVIEWS	2543	3356	4393	4780	5179	5662	3706
AVERAGE DAYS	8	8	7	6	7	7	6
ON-TIME	2121	2811	3913	4391	3955	4964	3234
% ON-TIME	83%	84%	89%	92%	76%	88%	87%

*1/1/2019 – 9/30/2019

Performance Metric #1:

As noted in previous updates, approving a submittal at the second review is predicated on the submittal completeness at the initial submittal. The pre-application is increasing staffs' efficiencies, but ultimately staff performance is tied to the applicant's knowledge, ability and willingness to go through the pre-application process.

Performance Metric #2:

The metric for approval within 40 days sets a benchmark that is still applicant loaded for a complete submittal but has begun to show the improvements and quickness of staff review of the applications. Staff is increasing the number of permits approved within the first 40 days of applications resulting from more complete plans.

Performance Metric #3

As described in previous reports, the "Completeness" Review process was revamped. Consequently, the original benchmark is consistently being attained. In most cases, completeness review is occurring over the counter except when plans do not go through the Pre-Application Phase or are submitted electronically. In those cases, this review is completed within 72 hours.

In addition to the Performance Metrics, a dashboard of the permitting data has been created showing the permitting activity from 2013 through September of 2013. The Department continues to make marked improvements in all aspects of the review process even with the increase in the total number of permits.

NEXT STEPS:

Upgrade the Check-In System

As described above, staff is proposing an improved "Check-In" system that would assist the Greeter and allow customers to make appointments via mobile App.

Permit Navigator Role

Once the Business Support Analyst incorporates the outreach tasks in the Action Plan, the part-time Administrative Aide can be trained in the role of Permit Navigator. It will be important to evaluate the effectiveness of this role and determine if a full-time position specifically dedicated to this function should be created.

Electronic Plan Review

Staff will begin putting the framework together to determine what is required to shift to an all-

electronic permitting system.

Business Development Task Force

With the guidance of City Council, it is recommended that the Business Development Task Force be reconstituted as originally conceived. Staff propose to work the Mayor and Councilwoman Cromenes to recruit contractors, architects, small businesses, and stakeholder groups like the Salinas City Center Improvement Association (SCCIA) to form a renewed BDC. The BDC will serve as a Working Group to the Permit Center and provide direct input into the implementation of the Action Plan and needed refinements. If the City Council agree, the BDC could be established by January 2020. Staff at the Permit Center want to work in partnership with our customers through the BDC to ensure our improvements are continuous and sustainable.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

This report supports City Council's goal of Economic Diversity and Prosperity with the objective of Enhancing Permit Center Operations.

DEPARTMENTAL COORDINATION:

This improvement process spans multiple City Departments by coordinating efforts within the Community Development Department, Fire Department, Public Works Department, Finance Department, City Attorney's Office and various outside groups and agencies.

FISCAL AND SUSTAINABILITY IMPACT:

The Department has been implementing recommendations within the current Permit Division Services Enterprise Fund including the hiring of key personnel. There has been no General Fund Impact.

ATTACHMENTS:

Action Plan
Dashboard Data

ACTION ITEM	DESCRIPTION	STATUS	COMPLETION DATE
1. PRE-APPLICATION			
a. Required Turnaround Time for Pre-App Screening	The Pre-App checklist is required to be completed and provided to the applicant within a specific time. Turnaround time should be documented.	Completed - The Pre-App screening was given a turnaround time of 72 hours. The timeframe will be modified as we collect additional empirical evidence from the process.	Jan-18
b. Checklist/Master Path	The Pre-App review is based upon the applicant receiving a complete checklist that provides all requirements. The master path should be tailored for all types of questions.	Completed - A master Pre-App checklist has been created and is passed on to the customers who request the information via the Pre-App(noted at c).	Jul-18
c. Pre-App Form and Content	Prior to implementing this step, applicant will be required to provide information. The form needs to be created.	Completed - The Pre-App form is passed out at the counter for new projects. The plan reviewer scans the record of this interaction in TRAKiT. The Pre-App checklist(noted at b) is created and provided to the applicant.	Jun-18
d. Summary of Comments Form	This form can be provided directly to the applicant without having to go to the individual departments.	Completed - The summary of comments form is utilized by the Building Permit Specialist to provide feedback for similar project types without special technical input.	Jun-18
2. APPLICATION			
a. Completeness Form Letter	The letter will document additional items needed prior to the application being processed.	Completed	Mar-18

ACTION ITEM	DESCRIPTION	STATUS	COMPLETION DATE
b. Online Application	<i>Online application should be configured and formatted to meet the requirements and steps of the new process including digitizing and making fields "required" prior to an applicant submitting request.</i>	<i>Staff has toured the City of Cupertino and has reached out to their software system provider. Both the plan review program and submittal process could be programmed to work directly with TRAKiT9.</i>	<i>In progress</i>
3. PLAN REVIEW			
a. Over The Counter (OTC) Review/Back Check	As departments complete plan review, staff would indicate if a project meets the requirements for an OTC back check. If all departments approve as OTC back check, an appointment can be scheduled to process OTC.	Completed - OTC Appointments and walk-in's are scheduled Tuesdays, 9 AM and 2 PM. If a permit only has minimal comments, staff will reach out to applicants to schedule appointments at other times if available.	Mar-18
4. STAFFING, TRAINING AND PROTOCOL			
a. Building Permit Specialist Job Description	The job description has been updated and both proposed positions are staffed.	Completed - City staff worked with HR and SMEA to approve the job description modifications.	Jun-19
b. Training to Staff on New Process	Learning what steps are required to issue a permit will ensure that the new process is balanced; requiring only what is necessary and eliminate over-processing.	Completed - On-going weekly training continues between individual divisions and monthly "all-hands" training sessions are scheduled to update current procedures and refine the process.	Apr-18
c. Evaluate all Positions and Modify Job Descriptions as Applicable	All staff job descriptions should be revised and updated to reflect the new process and goals.	Completed - The job description for the Building Permit Specialist was updated and has been approved, and the positions filled.	Jun-18
d. Drop Box	<i>Under the new process, applicants will not meet with staff to re-submit. A secure location for walk-ins who bring in plans should be created.</i>	<i>It was determined that a physical drop box available after hours would be difficult to secure or to verify who or that the information is correct. Instead Staff is proposing to established an electronic drop box.</i>	Deleted
e. Building Permits for Parking Lots	<i>Staff is unclear as to when/if a permit is required for parking lots. Staff will work together to make determinations and create a manual documenting the determination.</i>	<i>City is revisiting requirements for permits for construction of parking lots consistent with best practices in other jurisdictions.</i>	May-19

ACTION ITEM	DESCRIPTION	STATUS	COMPLETION DATE
f. Protocols for TRAKiT and procedures for New Process	Manuals are a priority in making sure that the new process is documented. This will ensure consistency throughout the department for current employees and provide a training tool for new staff.	Completed - Procedures have been created to establish protocol for intake, processing, plan reviews and issuance. While the initial protocols have been created, staff anticipates ongoing updates as the process evolves.	May-18
g. Standard Procedure for Permit Expiration	A procedure for identifying and documenting when a permit expires should be developed.	Completed - Procedure was previously created and again updated around 5/2018. Extension requests are reviewed on a case-by- case basis. If all the criteria are met based on the procedure, the extension is granted.	May-18
h. Applicants Circumventing New Process	The process is created to provide requirements in writing. A procedure to address this matter must be created.	Completed - The completeness review provides an opportunity early in the process for all divisions/departments to get on the same page and provide one consolidated answer. This is limiting applicants from circumventing the process.	Mar-18
'Greeter' Job Duties: Concierge to Answer Questions / Person in Public Area	The greeter position was created to direct customers to the correct department. With the new process, staff will determine the new duties of this position.	Completed - Originally determined that the Greeter position needs to be elevated and expected to provide additional support to the Building Permit Specialist. Because of number of visits (14,000+/annually), it was determined that this position will remain a PT/TEMP office technician position.	Jul-18
j. Deposit Fee / Flat Fee at Time of Submittal	Staff will determine fees due at the application process.	Completed - The basic plan check fee will be required at submittal. All other plan review fees will be evaluated and determined to be collected at time of issuance. Staff continues to explore ways to simplify fees.	Jul-18
k. Determination of Fees Faster by Simplifying the Fee Structure	The current fee structure is complicated and has not changed with the new process. Staff will simplify the fee and charge report.	Completed - Pursuant to the upcoming fee and charge report, staff has simplified the fee structure to make it more user friendly for abbreviated permits including flat fees. Staff continues to explore ways to simplify fees.	Jul-18

ACTION ITEM	DESCRIPTION	STATUS	COMPLETION DATE
I. Re-evaluate Permitting Positions after 6 months of Implementation	As with the greeter position, all duties and job descriptions need to be re-reevaluated and updated.	Management has begun review of various positions and anticipates additional changes to job descriptions at the Permit Center.	Complete / On-Going
m. Training After Implementation	Training is mandatory for all staff. A training team is to be formed to document steps and processes that have been created with this process.	Training began by disseminating procedure documents on the new intake, completeness review, and turn around schedules. Ongoing weekly meetings to streamline process will continue.	Complete / On-Going
5. OUTREACH AND COMMUNICATION			
a. Internal Communications Plan	Communication is key to the success of this new process. A consistent and manageable form of communication plan will be created so staff understands their responsibilities.	Completed - It was determined that an internal communications plan was unnecessary and instead staff focused on the creation of written procedures and training.	May-18
b. Communications and Outreach Plan to Educate External Customers	<i>The procedures for documenting the new process will be provided at a central location and various forms of social media in the required languages.</i>	<i>The CDD has hired a PT Administrative Analyst focused on small business navigation support. The staff member is currently working with CDD staff and outside agencies to help assist applicants getting through the entire development process and will develop an outreach plan.</i>	In progress
c. Video Guide for New Process	<i>To keep up with social media presence, the process should be documented, described and published using social media.</i>	<i>The CDD has hired a PT Administrative Analyst focused on small business navigation support. The staff member is currently working with CDD staff and outside agencies to develop educational materials regarding the process including videos.</i>	In progress
d. Weekly Workshops for Simple Permits/Projects	<i>Teach training classes to explain to applicants the different ways to address and design to the different regulations the city enforces. Create incentives by reducing fines and possibly permit fees for attending workshops.</i>	<i>The CDD has hired a PT Administrative Analyst focused on small business navigation support. The staff member is currently working with CDD staff and outside agencies to help assist applicants getting through the entire development process.</i>	In progress

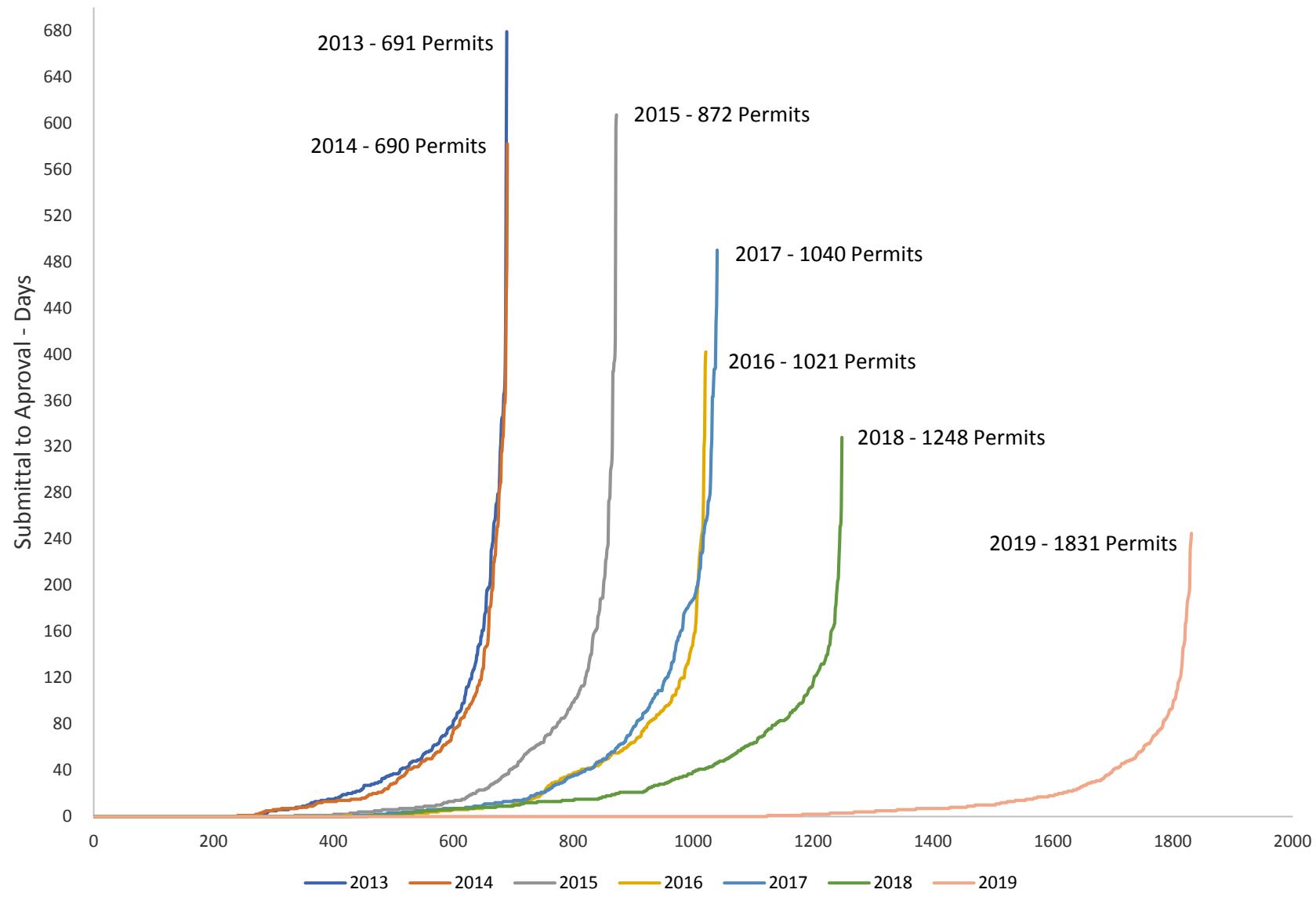
ACTION ITEM	DESCRIPTION	STATUS	COMPLETION DATE
e. Educational Workshops as part of the Alisal Vibrancy Plan	As noted above, educational workshops will need to be created to focus on specifics of the Alisal Vibrancy Plan.	The CDD has hired a PT Administrative Analyst focused on small business navigation support. The staff member is currently working with CDD staff and outside agencies to develop educational materials and training.	In progress
f. Evaluate shifting Engineering into Permit Services	Discussions between the City Manager and Directors to address and bring consistency to how permits are processed.	Staff has improved coordination between both Fire and Public Works and is exploring ways to streamline the plan check process. Additionally discussions at the Director level are occurring to expand the coordination.	In progress
g. Counter Time for Public	The goal of processing OTC plan reviews and back checks will hinge upon having staff work together to come up with times that these reviews can occur.	Completed - Tuesdays from 9-2 are available for walk ins and OTC appointments. Additionally, other times are available for individual applicant appointments.	Sep-18
h. Incentives and Disincentives for Applicants	Senior Management will need to create incentives for applicants that understand the code and disincentives for applicants who do not.	Completed - The Building Permit Specialist will conduct a cursory review of plans at the counter. Incomplete plans will no longer be accepted to deter poor submittals.	Sep-18
6. INFORMATION TECHNOLOGIES			
a. Best Practices for IT	"Don't reinvent the wheel." There are many jurisdictions that have made the transition from paper to electronic formatting. Staff is to work with jurisdictions taking the best solutions and incorporate them into our new process.	CDD staff was able to secure 30% of an IT employee time dedicated to implementation of the Action Plan. This staff member will be utilized to review and make determinations of programs and processes that will help streamline the utilization of best practices for our new programs.	In progress
b. Online Tracking Process	Review the capacity of the plan review system and make sure all features for the applicant are active and utilized.	Completed - The E-TRAKiT feature has been enabled and customers are utilizing this web feature to track their permits.	Apr-18

ACTION ITEM	DESCRIPTION	STATUS	COMPLETION DATE
c. Hardware & Electronic Plan Submittal	Determine the immediate abilities of our software to accept and process electronic documents.	CDD staff was able to secure 30% of an IT employee staff dedicated to Action Plan implementation. This staff member will be utilized to review and make determinations of programs and processes that will help streamline the utilization of best practices for our new programs.	In progress
d. Kiosk in the Lobby	The new process requires all inquiries be submitted in writing. In order to facilitate the customers who come in, a kiosk will need to be set up in the lobby so they can fill out the questionnaire electronically.	Staff has received the quote from an on-line queuing system that will allow customers to check wait times, check-in from a mobile device and set up appointments all from a smart phone. (Same as Monterey County)	May-19
e. Online Calculator for Fees	The applicant should be able to calculate fees before spending time on plans. A clear, easy, and accurate way to calculate fees will need to be created and posted online.	The upgrade to TRAKiT will allow for online payment for permits and staff anticipates creating a fee module to help customers calculate payments. Staff will work with the IT team member to assist in building the process.	In progress
f. Information Systems capacity to upload plans - Part of TRAKiT 9 Update	As electronic submittals and plan reviews become more common, the city will determine the capacity of our existing system and how we can prepare for changing technology.	An upgrade to the server and to our hardware system is required in order to accept, review, and retain the plans. With the TRAKiT 9 upgrade, staff will work with IT to determine hardware needs including capacity to upload plans. \$75,000 for computer upgrades has been set aside in our budget for this purpose.	In progress
g. Online Payment System	The city will determine how to accept and process payments and refunds via on-line systems.	The finance department has put in the privileges to accept online payments. This will allow many customers to utilize the payment system without ever needing to come to the permit center.	In progress

7. PERFORMANCE AND METRICS

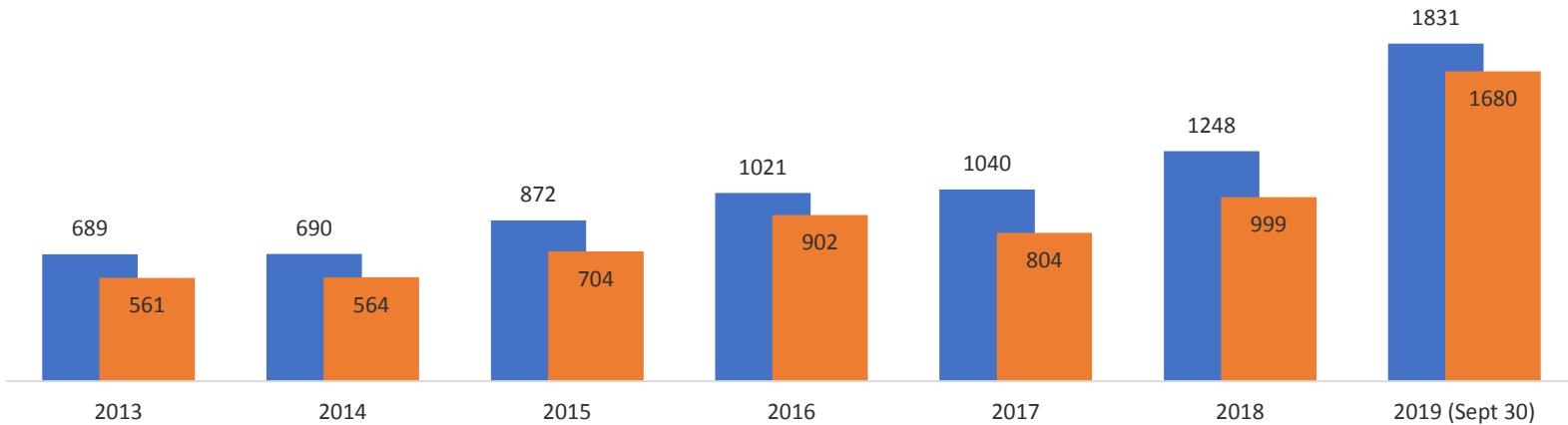
ACTION ITEM	DESCRIPTION	STATUS	COMPLETION DATE
a. Performance metrics	To show the success of the new process, metrics will need to be created and published.	Completed - Report created 4/23/18 to identify the date an application has successfully moved passed the completeness review, into real plan check. Metrics were created to calculate date of real plan check to approval.	Apr-18
b. Accountability throughout the System	Metrics need to be created to show that the process is achieving the goals and objectives. The metrics need to include actions of customers and employees.	Completed - Metrics created 4/23/18 to identify divisions meeting their plan review deadline. This identifies how many plan reviews were received, the amount of days it took to process and the percentage of the division success rate.	Apr-18

NUMBER OF PERMITS vs. DAYS TO APPROVAL



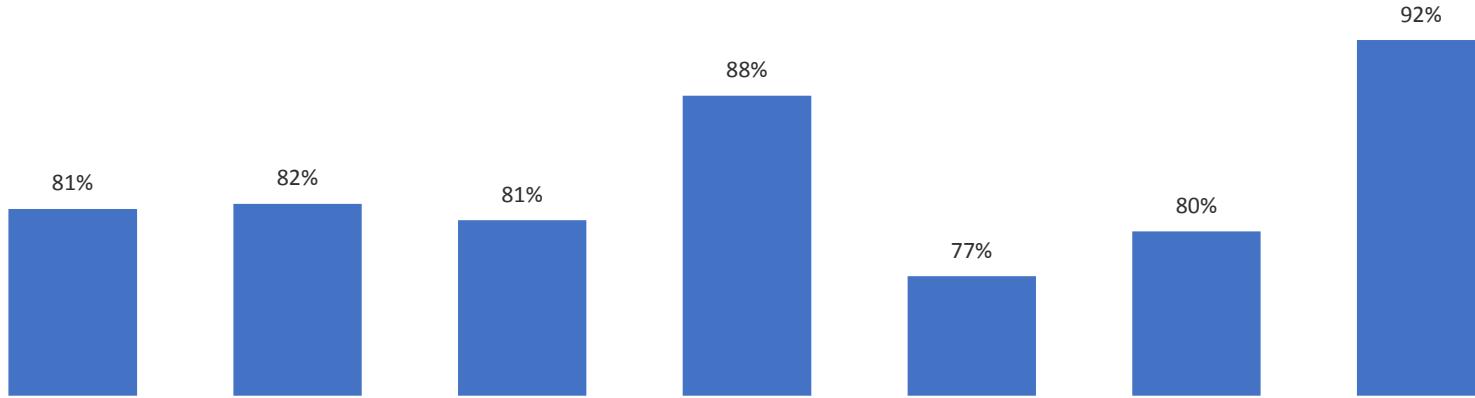
Performance Metric #1:

Permits Approved at 2nd Review



Performance Metric #1:

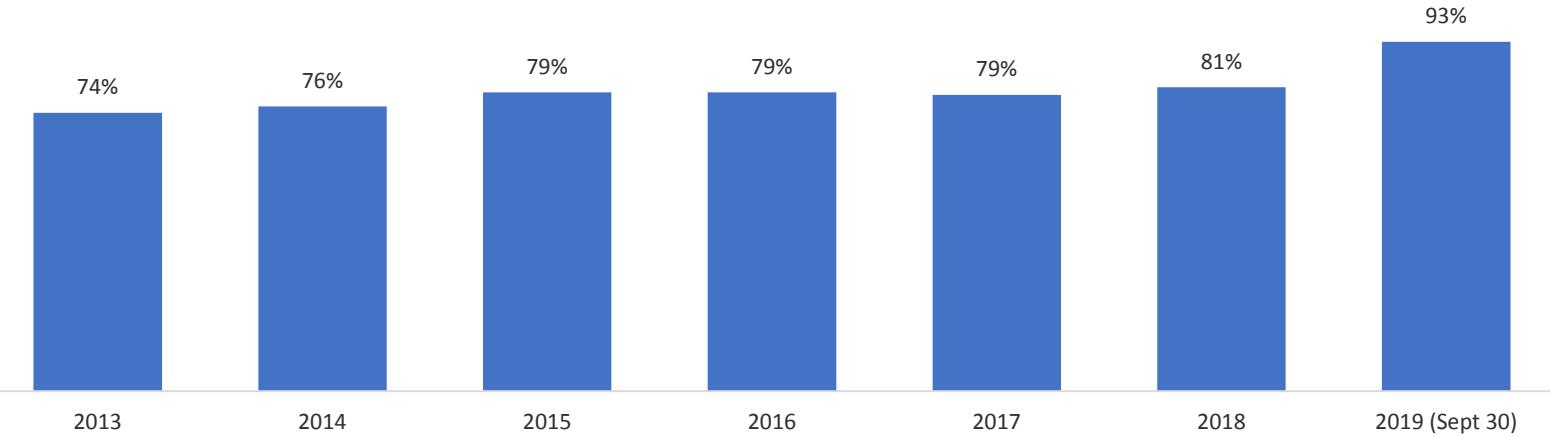
Permits Approved at 2nd Review - %



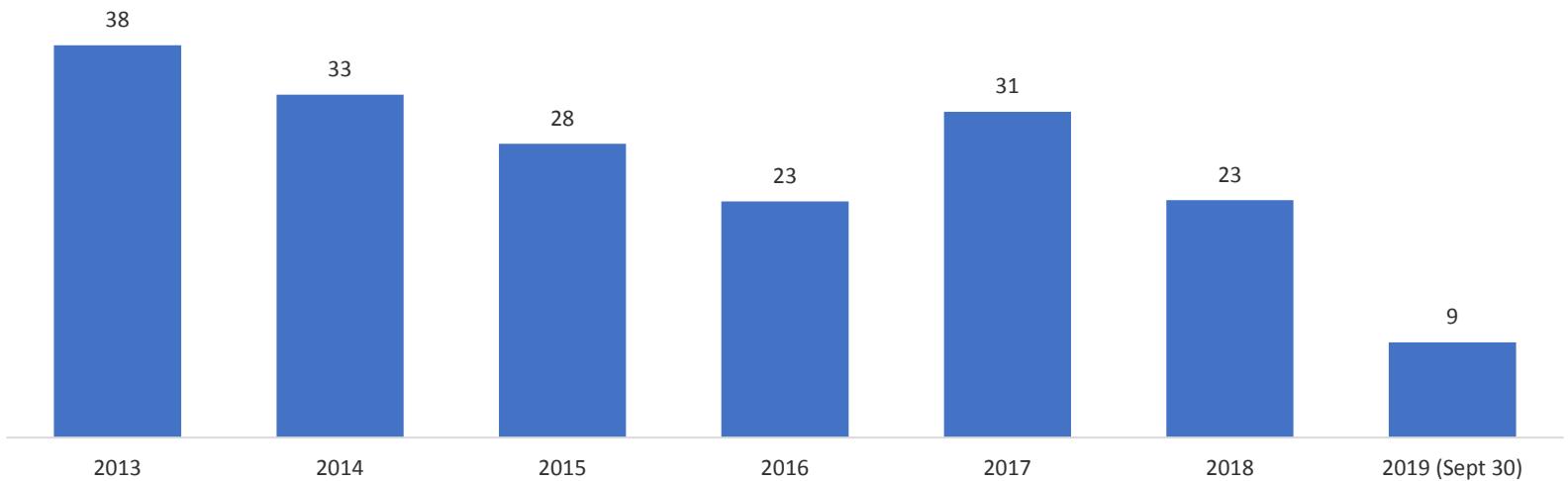
Performance Metric #2: Permits Approved within 40 Days



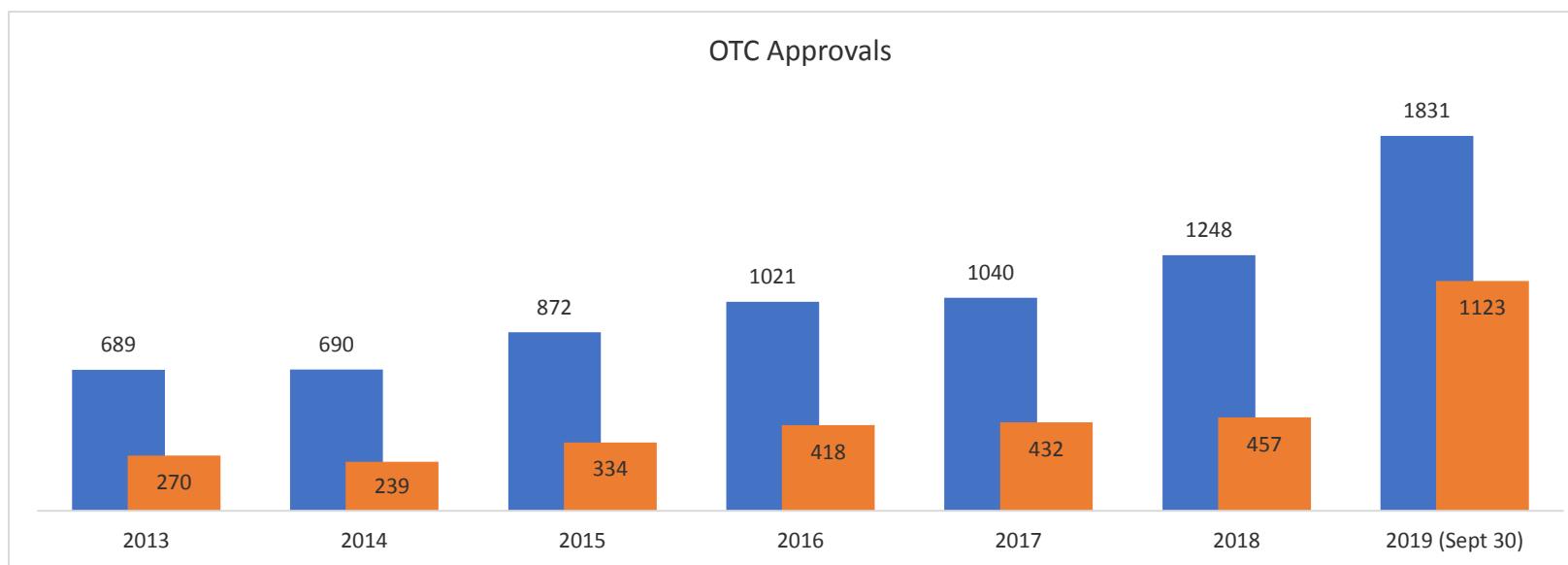
Performance Metric #2: Permits Approved within 40 Days - %



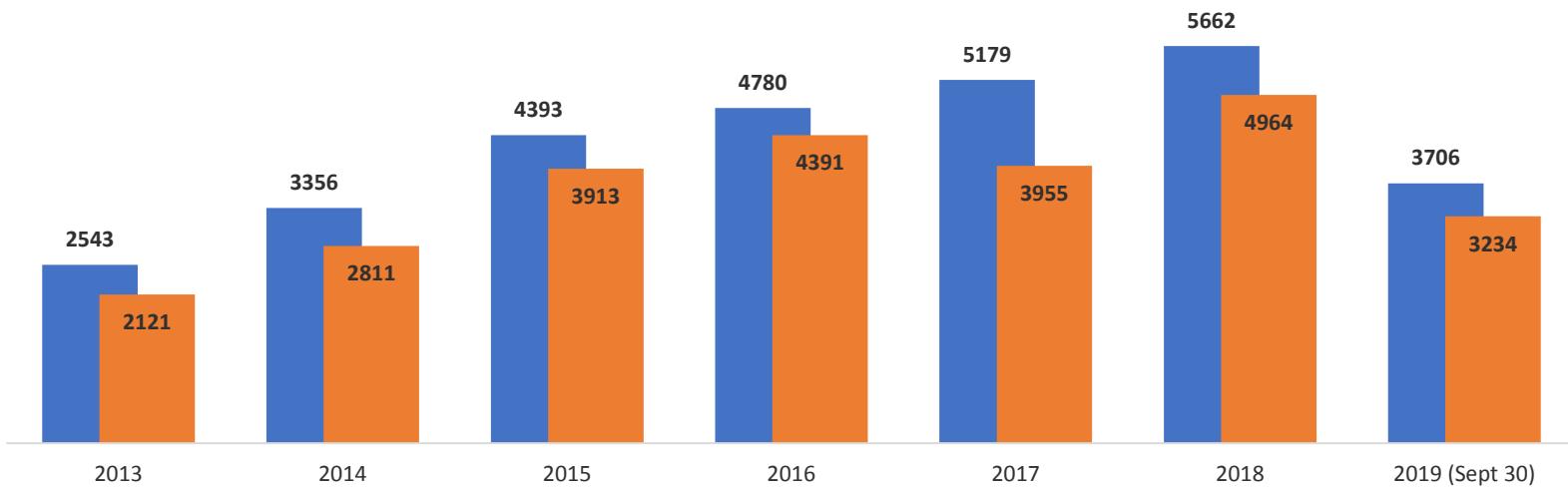
Average Approval Time - Days



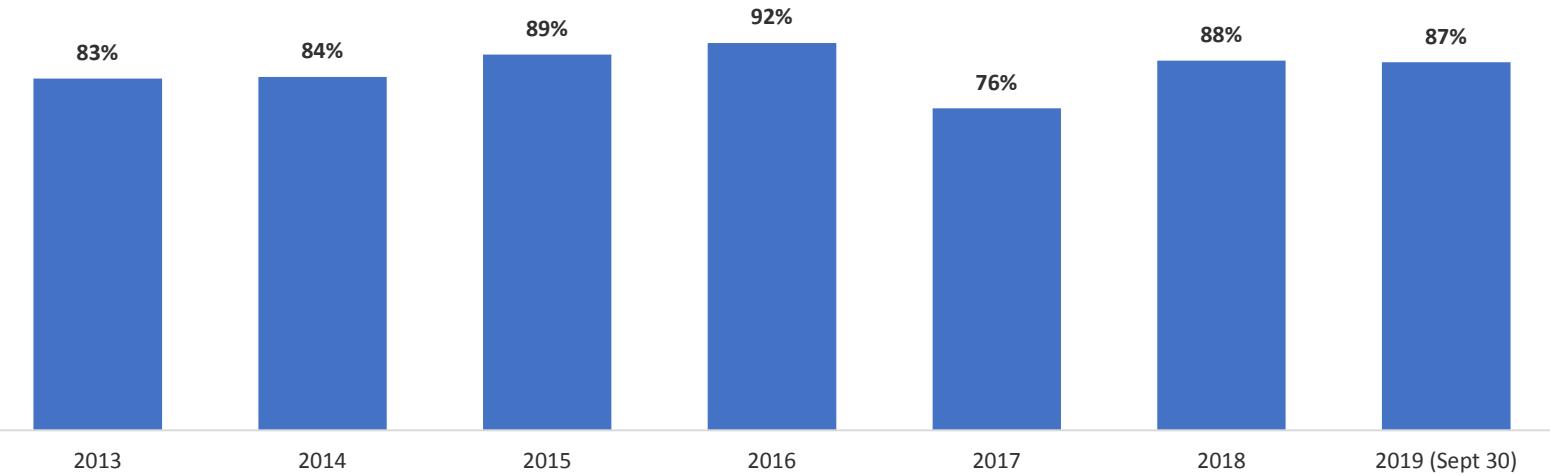
OTC Approvals



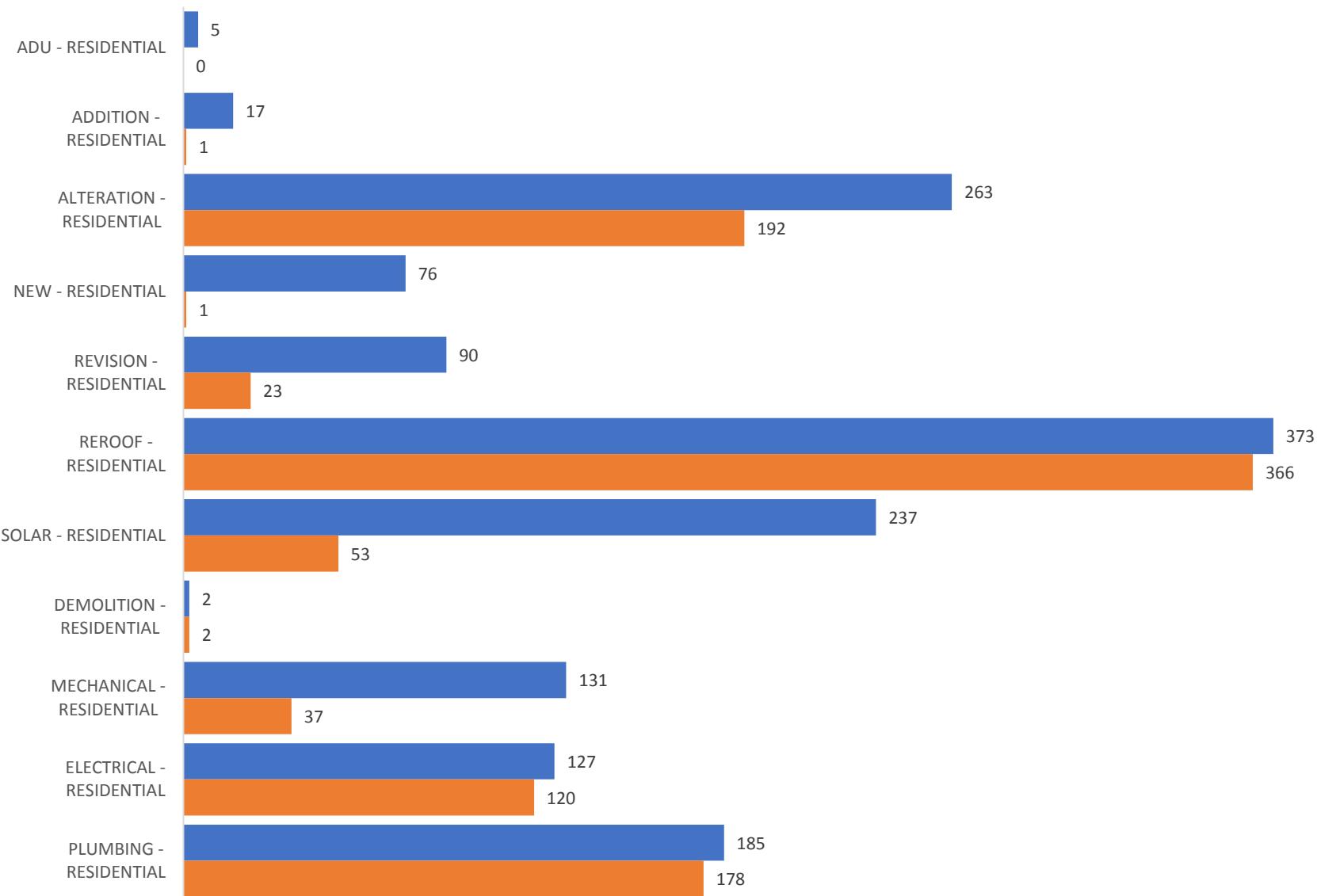
Reviews Completed on Time



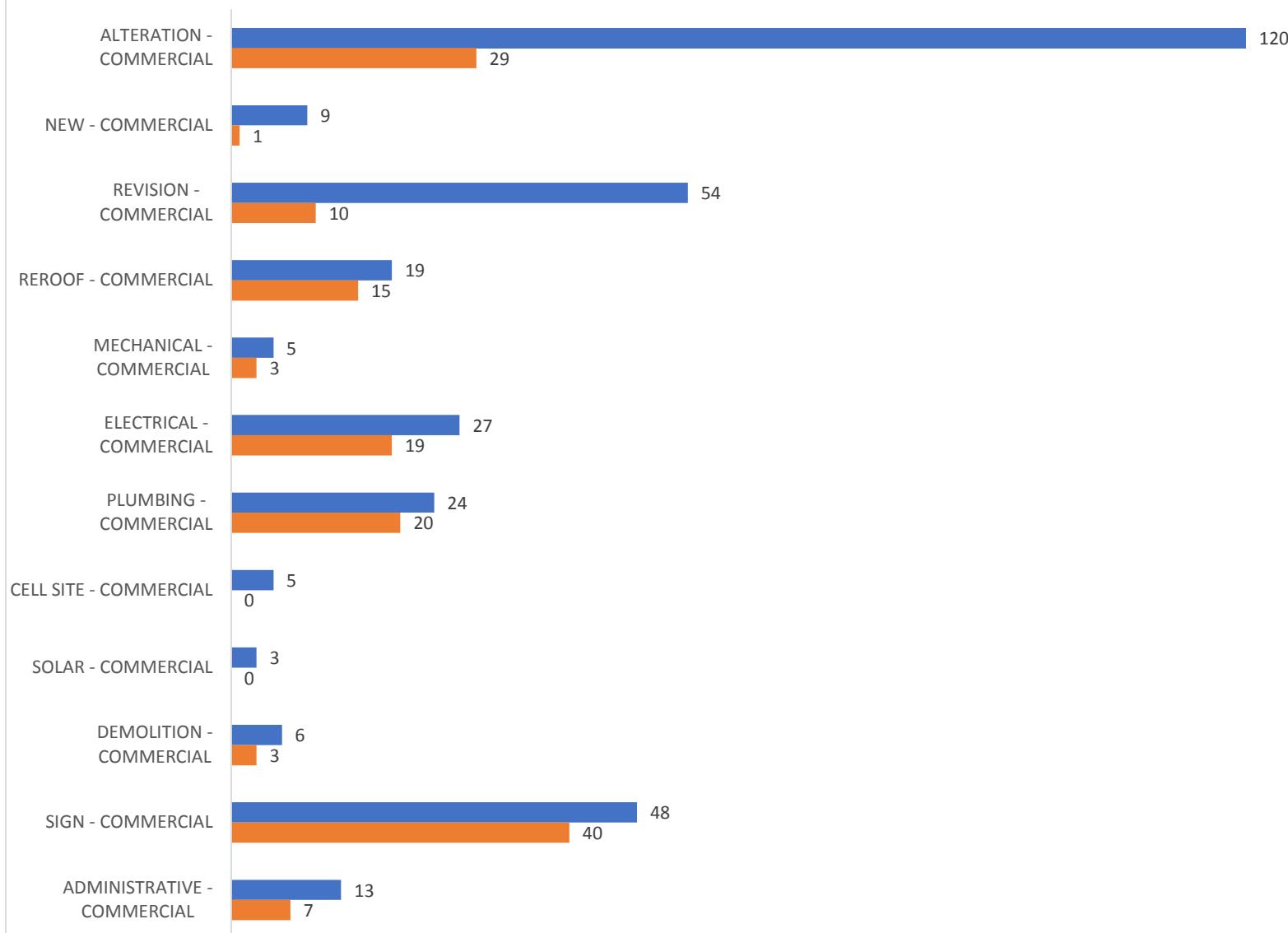
Reviews Completed on Time - %



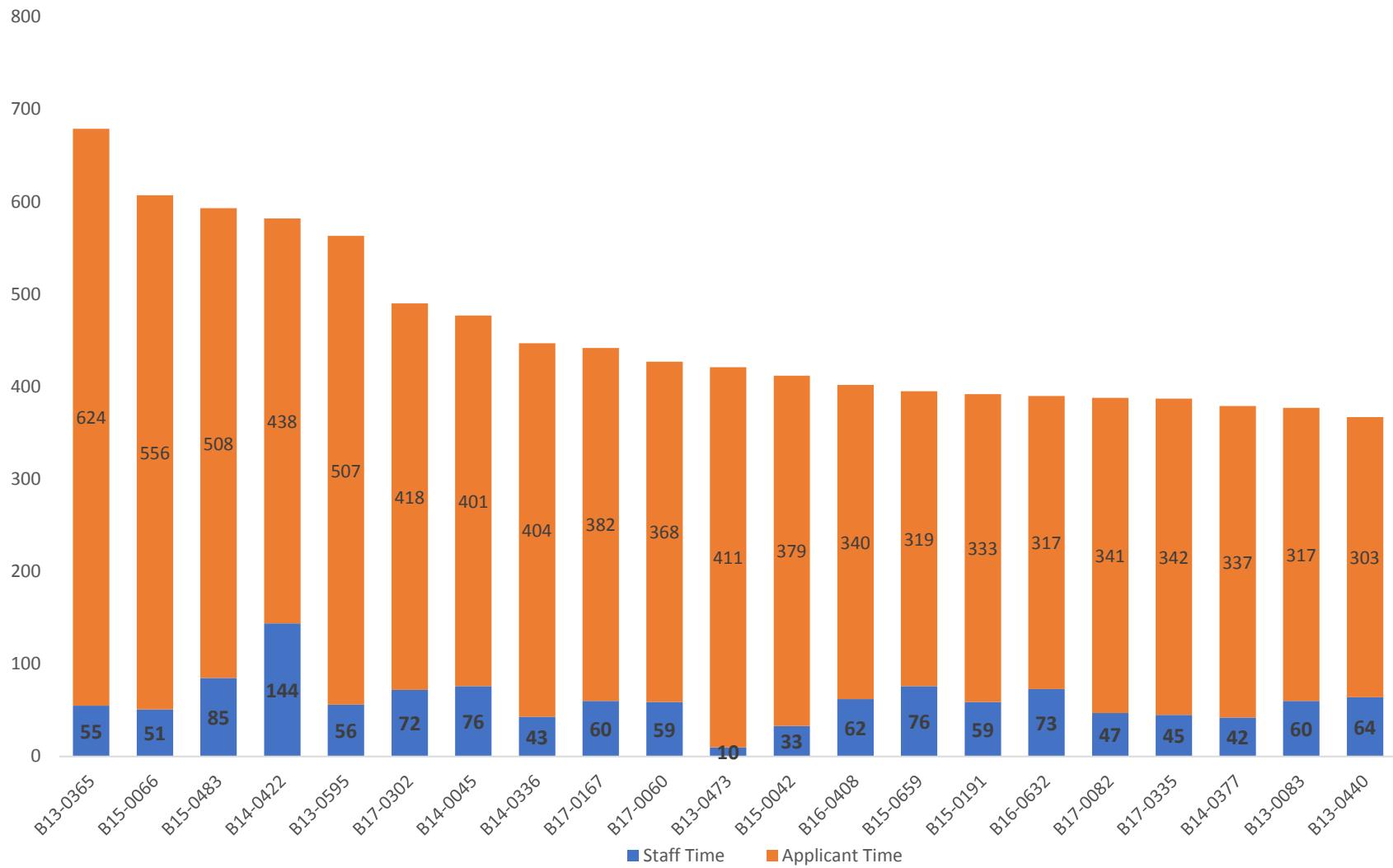
Residential OTC Permits - Type



Commercial OTC Permits - Type



Greatest Duration to Approval Staff Time & Applicant Time - Days





City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-573, **Version:** 1

Funding Opportunities for Parks, Recreation and Libraries Master Plan

No action is required. This report presents information to the City Council regarding funding opportunities for Parks, Recreation and Libraries Master Plan.



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: **NOVEMBER 5, 2019**

DEPARTMENT: **FINANCE AND LIBRARY AND COMMUNITY SERVICES (LCS)**

FROM: **MATT N. PRESSEY, CPA, FINANCE DIRECTOR**
KRISTAN LUNDQUIST, LCS DIRECTOR

TITLE: **FUNDING OPPORTUNITIES FOR PARKS, RECREATION AND LIBRARIES MASTER PLAN – ADMINISTRATIVE REPORT**

RECOMMENDED MOTION:

No motion is required. This is an Administrative Report.

RECOMMENDATION:

No action is required. This Administrative Report is presented for information only and for comments from the City Council.

EXECUTIVE SUMMARY:

This administrative report seeks to build off the Parks, Recreation and Libraries Master Plan, recently adopted by City Council on July 2, 2019. This administrative report identifies funding options and discusses pathways forward to make a dent in the \$176 million capital improvement plan identified in the Master Plan. The Master Plan is the culmination of a significant two-year effort of community and stakeholder engagement. Substantial input was received through extensive visioning sessions, identifying what matters most, developing objective criteria for fair and equitable ranking and prioritizing. As part of the process, a comprehensive and detailed condition assessment was made of all existing parks and facilities. The results of this major and historic effort resulted in a master plan with key project recommendations, implementation strategies and a capital investment plan that truly reflects the needs and priorities of the community. Funding for the plan is challenging since the City's budget is already tight and discretionary sources are already allocated. Therefore, a new funding source is really the best viable option. The new source staff is proposing, and believe the community will support, is a parcel tax of \$10 per month; \$120 per year. The City has a strong and very positive track record of planning, funding and developing facilities and improvements. In the last 5 years, the City has invested millions in major planning and capital projects using funds entrusted to the City. To take the next step toward making the Master Plan a reality, staff plans to proceed with a scientific poll of the community's thoughts on a parcel tax.

BACKGROUND:

In October 2016, the Salinas City Council authorized the City to enter into a Professional Service Agreement with Conservation Technix to complete a Master Plan for Park, Recreation and Libraries with the goal of developing a community-supported plan that provides guidance for future development and redevelopment of the City's recreation and sports facilities and libraries. The Master Plan would guide policy development, prioritize demands and opportunities, and generate a strategic action plan to be updated every five to ten years. The plan would seek to incorporate energy efficient strategies and environmental remediation opportunities and would include elements that ensure the consideration of racial equity in resource allocation and service development.

From February 2017 to February 2019, the City, in collaboration with Steering Committee members, engaged community residents and stakeholders to develop plan content. Over a two-year period over 2,700 residents and stakeholders participated in an on-line/paper survey (797 responses), eleven (11) community meetings, six (6) stakeholder discussions and fifty-six (56) pop ups.

Throughout the community engagement effort, residents and stakeholders were asked to provide their vision for what a vibrant park, recreation and libraries system would look like. Residents identified priorities for Salinas' parks, recreation centers, sports and athletic facilities and libraries. In addition, they also identified a criterion by which the recommended infrastructure projects could be ranked. Throughout this process, the priorities and data collected through the community engagement process has been reported to the Library and Community Services Commission and to the Master Plan Steering Committee.

Over the last two and a half years, the consultant team has conducted a full assessment of our facilities to include all parks, recreation centers and libraries. Following this assessment and the community engagement process, the consultant team then proceeded to develop chapter content, key project recommendations, implementation strategies and a capital investment plan. In addition, the Park Classifications and Sports Facilities Standards have been updated and were ultimately adopted by the City Council on May 15, 2018.

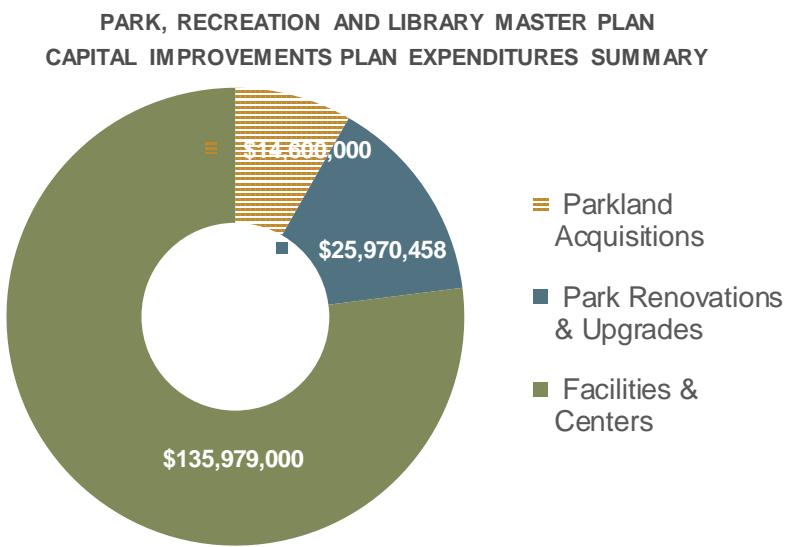
In late 2018, staff received the chapter content and capital investment plan for the Master Plan. Over the next year, the content was vetted through Library and Community Services, Public Works and Community Development staff. The capital investment plan is significant, totaling over \$176 million dollars. In an effort to establish a fair and equitable ranking process, the staff developed criterion that would be used to score each project, which would ultimately result in a ranking of each project. This ranking would be used to prioritize projects and seek funding accordingly. In February 2019, three additional community meetings were held to obtain resident feedback on the criterion developed by staff and rank them by importance. Following these meetings, our consultants took this data and ranked the projects accordingly, including the information in the draft Master Plan.

Staff received the draft Master Plan on May 30, 2019 for public review and comment. On June 12, 2019, an updated Draft Master Plan was presented to the Library and Community Services

Commission. The Library and Community Services Commission endorsed the Draft Parks, Recreation & Library Master Plan and recommended that it be presented to the City Council for adoption. On June 19, 2019 the Draft Master Plan was also presented to the Planning Commission as an informational item. On July 2, 2019, the Draft Parks, Recreation & Library Master Plan was presented and adopted by the City Council.

DISCUSSION:

One key element of the Park, Recreation and Library Master Plan adopted by the City Council on July 2, 2019 is the Capital Improvement Plan (CIP) portion of the Master Plan, which estimates costs for specific projects to guide implementation over the next 20 years. The projects identified in the plan were selected based on the need to implement long-standing improvements and to better connect and create access for Salinas residents. There are 56 park and facility projects outlined in the CIP, as well as suggested parkland acquisitions totally over \$176 million dollars.



In order to create a fair yet equitable process for ranking the 56 projects, staff created a set of criteria which was vetted by the community through a public engagement effort in February of 2019. The criteria for prioritizing infrastructure projects included:

- **Local/Regional Significance:** projects that impact parks and facilities that are destinations for and utilized by a large number of Salinas residents and visitors and where a significant amount of programming and space already exists.
- **Ability to Leverage Funding:** projects that meet the criteria (i.e.: population size, demographics, income level, and access) for local, state and federal grants as well as charitable foundations.
- **Community Need:** projects that support parks and facilities infrastructure priorities identified through the community engagement process of the Parks, Recreation Centers and Libraries Master Plan.

- **Safety & Security**: projects that address parks and facilities safety and security needs in order to provide safe spaces that are accessible to all.
- **Usage/Resident Benefit**: projects that improve parks and facilities that are used heavily and/or in areas where few city facilities exist and where the cost of the project is evaluated against the volume of usage/resident benefit.
- **Equity**: projects that support equity and access to parks and facilities across the City.

Following the community's vetting and ranking of the above criteria our consultant, Conservation Technix, applied the ranking to the list of projects identified to determine prioritization.

Overall, the park system needs to address its aging infrastructure, demonstrated by broken pavement, in pathways and sports courts and the need to repair or replace broken picnic tables, benches and drinking fountains in poor condition or inoperable. Playgrounds feature a wide age range of equipment and play safety surfacing and those at their expected lifespan should be targeted for replacement. Many parks have failing irrigation systems and would benefit from renovations which ultimately would improve watering efficiencies and create potential savings.

Having adequate facilities is essential to maintaining and improving the overall level of recreation programming that is available in the community. The overall level of maintenance needs to be improved and the recreation buildings generally are not well configured or may be lacking spaces needed to enhance programming. This is particularly true for the community centers, which often only have small classrooms for programming. The Hebbron Family Center is a priority for the Department as it has significant structural issues and needs to be replaced.

Funding Options

The main goal of this administrative report is to review the options the City has to move some of these projects forward. \$176 million is a big number to try to tackle. Identifying the funding options and then determining what is feasible is a good place to start. There are five main funding options available to the City:

1. Grants
2. Developer Impact Fees
3. Future Measure G Funding
4. New Property Tax
5. Annual Carry-Over
6. Reprioritize Allocated Funding from Existing Projects

1. Grants

The Library & Community Services Department submitted a grant application to the California Department of Parks and Recreation for the Statewide Park Development and Community Revitalization Program, otherwise known as Prop 68 funding, in August. If awarded, the grant would provide \$8.5 million to rebuild the Hebbron Family Center, which is the top priority for recreation facilities. The California Department of Parks and Recreation received 480 applications with a total overall funding request of \$2.3 Billion. There is approximately, \$260 Million available

for state awards from Prop 68. As such, there is only enough money to fund approximately 11% of the total ask or about 55-75 projects. Due to the high volume of applications, awards won't be announced until late January to mid-February 2020.

In addition to the competitive grant opportunity described above, there is also a Per Capita program under Prop 68. Each city's allocation shall be in the same ratio as the city's population is to the combined total of the state's population that is included in incorporated and unincorporated areas within the county, except that each city shall be entitled to a minimum allocation of \$200,000. The Library & Community Services Department advised the California Department of Parks and Recreation of the intent for the City to participate in the Per Capita Program. We hope to hear what the City of Salinas' allocation will be in late October.

With the Master Plan completed, the City is in a good position to be very competitive on other granting opportunities.

2. Development Impact Fees

The City charges Development Impact Fees to developers for their fair share of their development's impact on public infrastructure and facilities of the City caused by the increase in residents and employees. Separate fee categories are established based on the type of development such as residential, commercial, and industrial development types. The City has separate fees for the following infrastructure and facilities:

- Traffic Impact Fee
- Storm Drain Impact Fee
- Sanitary Sewer
- Street Trees
- Park Impact Fee
- Public Facility Impact Fees
 - Police
 - Fire
 - Recreation Centers
 - Libraries

Fees are determined by a nexus study and established by ordinance and resolution. The fees collected can only be used to construct new facilities or expand existing facilities. They can't be used to maintain existing facilities. Much of the Master Plan Capital Improvement Expenditure budgets will qualify for the use of impact fees because many of the proposed projects expand or enhance park and recreation facility and amenities providing an enhanced level of service to the community.

Regarding park land, developers of new developments are required as a condition of development to dedicate 3 acres per 1,000 population that will be served by their development in accordance with the Quimby Act. The City does not pay for this land.

Park Developer Impact Fee

The existing park impact fee is currently \$1,004 per bedroom. The new impact fee, currently projected to be brought to City Council on December 3, 2019, is \$6,126 per single family residential unit.

Recreation Facility Developer Impact Fee

The existing recreation impact fee is \$689.26.

3. Future Measure G Funding

Measure G was passed by voters in November 2014 and collection started April 1, 2015 and will expire on March 31, 2030. The City and much of the community realize that the 15-year sunset of this revenue measure will need to be changed at an election before it expires. The current plan is to go back to the community and lift the sunset provision similar to what was done for Measure V/E. The best plan is to take this change to the voters in November 2024, which is a presidential election. The Police Services Headquarters is one of the main projects funded by Measure G and the bonds funding the project are due to be paid off by the end of the 15-year sunset. If Measure G is extended beyond the 15 years, the annual debt service budgeted of \$4.7 million for the Police Services Headquarters will be available for other projects. The table on page 7 illustrates the timing of when Measure G funding will be available and how much could be generated for the next 21-year period.

4. New Parcel Property Special Tax Revenue

To provide a funding option that would allow the City to begin making a dent is a parcel tax of \$10 a month or \$120 per year, per residential property owner and would generate approximately \$5,280,000 per year. The next election would be ideal, since it is a presidential election with higher voter turnout and historically has provided positive results for the City. The table below shows the amount that could be generated from this revenue measure, which could expire at the end of the 15-year bond financing for the police services headquarters at which time the portion of Measure G funding used to pay the bonds would be available to begin funding parks and recreation facilities.

FY	FYE	Parcel Tax	
FY 2020-21	2021	Nov. 2020 - New Parcel Tax	
FY 2021-22	2022	1	5,280,000
FY 2022-23	2023	2	5,280,000
FY 2023-24	2024	3	5,280,000
FY 2024-25	2025	4	5,280,000
FY 2025-26	2026	5	5,280,000
FY 2026-27	2027	6	5,280,000
FY 2027-28	2028	7	5,280,000
FY 2028-29	2029	8	5,280,000
FY 2029-30	2030	9	5,280,000
FY 2030-31	2031	10	<u>5,280,000</u> <u>52,800,000</u>

5. Annual Carry-Over

Each year there typically is a carry-over amount that becomes available to use to replenish emergency reserves, PERS and New York Life pension obligations, internal service liability funds such as workers compensation and general liability, capital project replenishment reserves, or is used for one-time purposes. The carry-over amount represents revenue received that exceeded the projected revenue and expenditures that come in under budget from the discretionary funds of the City, including the General Fund, Measure E Fund, and Measure G Fund.

6. Reprioritize Allocated Funding from Existing Projects

This is always an option for any project that comes forward where funding needs to be identified or if a project has unforeseen increases where more funding is needed. Each year, staff review all CIP's and determine if that project is still the highest priority. The CIP process is beginning in December 2019 and all projects that have not started will be evaluated.

Competing needs for Property Based Parcel Tax

While the parcel tax can generate \$5,280,000 million per year, there is a competing need for a City-wide fee on property owners to pay for the Federally mandated Clean Water Act. The capacity to burden City property owners is about \$120 per year. Between the parcel tax and a new clean storm water fee, the funding could and probably should be split in half. Approximately \$2,640,000 could be used for parks and recreation and the other \$2,640,000 would go to fulfill the Federal mandate. Information on the storm water fee will be coming to the City Council next month. At that time, more discussion can be had on how to allocate funding from property owners. There will also be recommendations on the timing of taking a storm water fee to the voters. The table below shows the funding total for implementing the master plan if only half of the parcel tax capacity is allocated toward funding the master plan.

(This space is intentionally left blank)

Parks, Recreation and Libraries Master Plan Funding Scenario Table

			Measure G		Parcel Tax		
			FY	FYE	Count	Amt. for PD	
						HQ	
			2015	Start			
	FY 2015-16	2016	1				
	FY 2016-17	2017	2				
	FY 2017-18	2018	3				
	FY 2018-19	2019	4				
	FY 2019-20	2020	5				
Presidential Election	FY 2020-21	2021	6			Nov. 2020 - New Parcel Tax	
	FY 2021-22	2022	7			1	5,280,000
	FY 2022-23	2023	8			2	5,280,000
	FY 2023-24	2024	9			3	5,280,000
	FY 2024-25	2025	10			4	5,280,000
Extend MG; Prest. Election	FY 2025-26	2026	11			5	5,280,000
	FY 2026-27	2027	12			6	5,280,000
	FY 2027-28	2028	13			7	5,280,000
	FY 2028-29	2029	14			8	5,280,000
Presidential Election	FY 2029-30	2030	15	PD Paid Off	9	5,280,000	2,640,000
	FY 2030-31	2031	1	4,700,000	10	5,280,000	2,640,000
	FY 2031-32	2032	2	4,700,000			
	FY 2032-33	2033	3	4,700,000			
	FY 2033-34	2034	4	4,700,000			
	FY 2034-35	2035	5	4,700,000			
	FY 2035-36	2036	6	4,700,000			
	FY 2036-37	2037	7	4,700,000			
	FY 2037-38	2038	8	4,700,000			
	FY 2038-39	2039	9	4,700,000			
	FY 2039-40	2040	10	4,700,000			
	FY 2040-41	2041	11	4,700,000			
	FY 2041-42	2042	12	4,700,000			
	FY 2042-43	2043	13	4,700,000			
	FY 2043-44	2044	14	4,700,000			
	FY 2044-45	2045	15	4,700,000			
	FY 2045-46	2046	16	4,700,000			
	FY 2046-47	2047	17	4,700,000			
	FY 2047-48	2048	18	4,700,000			
	FY 2048-49	2049	19	4,700,000			
	FY 2049-50	2050	20	4,700,000			
	FY 2050-51	2051	21	4,700,000			
				98,700,000		26,400,000	125,100,000
							176,549,458
							Remaining Funding Needed
							51,449,458
							Divided by \$4.7 Mil. Measure G funding
							4,700,000
							Years to cover \$53.9 million remaining amount
							11

Why Transaction and Use Tax (Sales Tax) is not an option

The transaction and use tax would typically be the best option for funding park and recreation improvements. The City is limited to a 2% total local tax rate. Currently, the City has an accumulative local tax rate of 2% as part of the current 9.25% total tax rate as shown in the table and chart below:

Sales Tax Rate

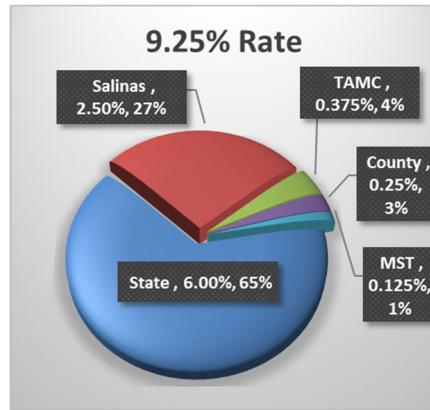
	<u>Rate</u>
Bradley Burns Sales Tax	
California State sales tax	6.000%
Monterey County sales tax	0.250%
City of Salinas local portion	<u>1.000%</u>
Bradley Burns Total	<u>7.250%</u>

Local Portion

TAMC - Measure X	0.375%
MST - Measure Q	0.125%
Salinas Measure E	0.500%
Salinas Measure G	<u>1.000%</u>

Sub-Total Local Portion **2.000%** Subject to 2% Cap

Combined Sales Tax Rate **9.250%**



City Fiscal Condition and Structural Deficit Forecast

The City has a structural deficit and has been taking the necessary steps to reach long-term financial sustainability. The funding plan for the parks, recreation and library facilities discussed assumes the City will be able to reach fiscal sustainability and the funding identified will be available for the improvements and ongoing operations and maintenance. One of the recurring themes of input from the community was to first maintain and improve the existing facilities and identify and allocate the amount needed to maintain the facilities with necessary maintenance and upkeep.

Salinas Plan

The Salinas Plan has 32 recommendations to help the City reach fiscal sustainability. The 32 recommendations are in various stages of implementation and staff are monitoring the implementation closely with monthly reports to the Finance Committee and quarterly status reports to the City Council. The plan calls for using certain funding for maintenance of City facilities. A study of the cost of maintenance will be taking place (asset management plan). This study, combined with the assessment study performed on parks, recreation, and library facilities, will be funded by those designated sources once realized.

Next Steps - Polling

Based on all the community engagement around the Parks, Recreation and Libraries Master Plan and positive momentum achieved, staff would recommend conducting a scientific poll to get a broader feel of the support. I suspect the polling results will be favorable.

Proposed Timing

Staff would conduct the polling right away and bring back the results to the City Council before the mid-year budget review in February 2020. Depending on the poll results, staff may recommend City Council support placing a parcel revenue measure on the November 2020 election.

Competing and Conflicting Ballot Measures on the November 2020 Election

The *California Tax on Commercial and Industrial Properties for Education and Local Government Funding Initiative* qualified to be on the ballot in California as an initiated constitutional amendment on November 3, 2020. The ballot measure is expected to have a very strong and vocal opposition to changing the historic Proposition 13 (1978) way property is taxed. Currently, the taxable value of residential, commercial, and industrial properties is based on 1 percent of the property's purchase price, with an annual adjustment equal to the rate of inflation or 2 percent, whichever is lower. The new initiative will change commercial and industrial property tax to be based on the market value:

A "yes" vote supports this constitutional amendment to require commercial and industrial properties, except those zoned as commercial agriculture, to be taxed based on their market value, rather than their purchase price, and allocate revenue from the change to local governments and school districts.

A "no" vote opposes this constitutional amendment, thus continuing to tax commercial and industrial properties based on a property's purchase price, with annual increases equal to the rate of inflation or 2 percent, whichever is lower.

There is a revised version of the initiative that would set higher thresholds when commercial or industrial exemptions based on market value assessments (from \$2 million to \$3 million), small business thresholds that may replace the current ballot measure that has qualified already to be on the November 3 2020 ballot. Despite the headwind this may cause for a new parcel tax, staff believe there will still be strong support from the community to fund the master plan.

CEQA CONSIDERATION:

The proposed actions are not projects as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines section 15378).

STRATEGIC PLAN INITIATIVE:

The funding of the Parks, Recreation and Libraries Master plan will address all five of the City Council's goals:

1. Economic Diversity and Prosperity
2. Safe, Livable Community
3. Effective, Sustainable Government
4. Well-planned City and excellent infrastructure
5. Quality of Life

DEPARTMENTAL COORDINATION:

The Finance Department is working close with the Library and Community Services Department.

FISCAL AND SUSTAINABILITY IMPACT:

There is not fiscal impact related to this item at this time.

ATTACHMENTS:

Salinas Parks, Recreation and Libraries Master Plan \$176 million CIP

Salinas Parks, Recreation Centers & Library Services Master Plan

20-Year Capital Improvements Plan

2018-2038

(Low is GOOD)

Class	Park Site	Project Highlights	Staff-based Scoring (scale: 1 high - 3 low)						Priority Score	Priority Rank	Total Cost
			Significance	Funding Leverage	Community Need	Safety /Security	Usage /Benefit	Location /Demog			
City Park Renovations & Upgrades											
COM	Closter Community Park	Renovate restroom & concession stand; Install new restroom; Install skate elements; Repair chain link & backstop; Rgrade ball fields	1	1	1	1	1	1	0.533	1	\$896,440
COM	Natividad Creek Community Park	Install 2 new restrooms; Install 2 soccer fields; Repair skate park, amphitheater & BMX area fencing; Resurface sport courts; Redesign disc golf course	1	1	1	2	1	1	0.567	2	\$5,591,902
COM	Sherwood Park	Repair/replace surfacing at tennis courts; Install splash pad, restroom & amphitheater; Resurface parking lot at Tatum's Garden	1	1	1	2	1	1	0.567	3	\$2,048,760
COM	Central Community Park	Renovate/replace playground, walkways, furnishings & tennis courts	1	2	1	1	1	1	0.633	4	\$1,769,755
COM	Cesar Chavez Community Park	Resurface parking & repair walkways; Replace restroom; Install 2 soccer fields	1	2	1	1	1	1	0.633	5	\$495,112
NH	McKinnon Neighborhood Park	Repair/replace picnic tables & accessible route to playground; Install new walkways, skate elements & exercise stations	1	2	1	1	1	1	0.633	6	\$258,638
COM	El Dorado Community Park	Renovate restrooms; Replace picnic shelters; Rgrade ball fields; Resurface parking areas	1	3	1	1	1	1	0.733	7	\$1,473,127
NH	Claremont Manor Neighborhood Park	Refurbish restroom & tennis courts; Install exercise stations	2	2	1	2	1	1	0.800	8	\$338,097
NH	Laurel Neighborhood Park	Install new restroom & picnic tables; Install soccer field	2	2	1	3	1	1	0.833	9	\$1,096,582
NH	Northgate Neighborhood Park	Install soccer field, restroom, exercise station & furnishings	2	2	1	3	1	1	0.833	10	\$1,265,865
NH	Soberanes Neighborhood Park	Repair/renovate sport court, ball field & furnishings; Install walkways & safety fall material at playground	2	3	1	1	1	1	0.867	11	\$127,208
NH	Williams Ranch Neighborhood Park	Install walkways & accessible route to playground; Install furnishings & plantings; Renovate baseball field	2	3	1	1	1	1	0.867	12	\$194,127
NH	Mission Neighborhood Park	Repair/replace walkways; Install new walkways, skate elements & exercise stations	2	2	1	1	1	2	0.933	13	\$496,099
COM	Exposition Grounds (Expo Site)	Install new restroom, play equipment & walkway	2	2	2	1	1	2	0.967	14	\$1,713,921

Salinas Parks, Recreation Centers & Library Services Master Plan

20-Year Capital Improvements Plan

2018-2038

(Low is GOOD)

Class	Park Site	Project Highlights	Staff-based Scoring (scale: 1 high - 3 low)						Priority Score	Priority Rank	Total Cost
			Significance	Funding Leverage	Community Need	Safety /Security	Usage /Benefit	Location /Demog			
NH	Hartnell Neighborhood Park	Install new restroom & walkways; Restripe sport court	2	2	1	2	2	2	1.033	15	\$562,287
NH	Woodside Neighborhood Park	Install walkways, furnishings & plantings; Renovate restroom & concession building; Install safety fall material at playground	2	3	1	1	1	2	1.033	16	\$617,806
NH	Laurel Heights Neighborhood Park	Repair existing & install new walkways; Install furnishings, sign & exercise equipment	2	3	1	2	2	2	1.133	17	\$200,068
S	Jaycee Tot Lot	Install accessible path to playground; Install plantings	3	3	2	2	2	1	1.133	18	\$57,982
Other	Carmel Corner	Install playground, walkway & plantings; Install community garden	3	2	1	2	2	2	1.167	19	\$227,032
NH	Harden Neighborhood Park	Install new safety fall material at playground; Install furnishings & plantings	3	2	2	1	2	2	1.167	20	\$184,808
NH	Natividad Neighborhood Park	Install basketball court, furnishings & plantings	2	3	2	2	2	2	1.167	21	\$658,244
SPEC	Constitution Soccer Complex	Install concrete walkways, furnishings & plantings	2	3	2	3	2	2	1.200	22	\$714,197
NH	Creekbridge Neighborhood Park	Install walkway, furnishings & safety fall material in playground	3	3	1	1	2	2	1.233	23	\$136,424
Other	Bread Box Recreational Center	Repair/replace pavement; Install new arbor & furnishings	3	3	2	3	3	1	1.233	24	\$259,571
NH	Los Padres Neighborhood Park	Repair concrete & install bike rack	3	3	3	2	3	1	1.233	25	\$26,005
S	Myrtle Court Play Lot	Install new playground & safety fall material; Install furnishings, sign & plantings	3	2	1	1	1	3	1.233	26	\$126,324
S	Clay Street Play Lot	Install furnishings & sign	3	3	3	3	3	1	1.267	27	\$17,563
Other	Firehouse Recreation Center	Resurface asphalt; Repair arbor	3	3	3	3	3	1	1.267	28	\$50,468
NH	La Paz Neighborhood Park	Install furnishings, sign & plantings	3	3	3	3	3	1	1.267	29	\$187,183
S	Northgate Tot Lot	Install safety fall material at playground; Install walkways, furnishings & plantings	3	3	2	1	2	2	1.267	30	\$82,979

Salinas Parks, Recreation Centers & Library Services Master Plan

20-Year Capital Improvements Plan

2018-2038

(Low is GOOD)

Class	Park Site	Project Highlights	Staff-based Scoring (scale: 1 high - 3 low)						Priority Score	Priority Rank	Total Cost
			Significance	Funding Leverage	Community Need	Safety /Security	Usage /Benefit	Location /Demog			
Other	Salinas Recreation Center	Renovate parking lot with new curbing	3	3	3	3	3	1	1.267	31	\$47,830
NH	Santa Rita Neighborhood Park	Repair walkways & benches; Install safety fall material at playground; Install fencing at playground	3	3	2	1	2	2	1.267	32	\$526,965
S	Santa Lucia Playground	Install walkways, furnishings & plantings	3	3	2	2	2	2	1.300	33	\$275,387
S	Gabilan Play Lot	Install half basketball court; Install sign & furnishings	3	3	2	3	2	2	1.333	34	\$116,748
NH	Laurelwood Neighborhood Park	Install walkway, furnishings & plantings	3	3	2	3	2	2	1.333	35	\$27,217
NH	Steinbeck Neighborhood Park	Install walkways, furnishings & plantings	3	3	3	2	2	2	1.333	36	\$178,866
Other	Veterans Memorial Park	Install restroom & plantings	3	3	2	3	2	2	1.333	37	\$1,041,534
S	Maple Play Lot	Install furnishings & plantings	3	3	3	3	3	2	1.433	38	\$64,250
COM	Monte Bella Community Park	Reseed turf area; Replace plantings	3	3	3	3	3	2	1.433	39	\$117,057
Other	Cornell Corner	Install walkway, sign & plantings	3	3	2	3	2	3	1.500	40	\$139,661
S	Azahel Cruz (East Laurel) Park	Install new fencing, paving, furnishings & plantings	3	3	2	2	3	3	1.533	41	\$87,635
NH	Rossi Rico Linear Parkway	Install walkways, furnishings & plantings	3	3	2	2	3	3	1.533	42	\$838,110
S	Soto Square	Install furnishings & plantings	3	3	3	2	3	3	1.567	43	\$353,415
Other	Acacia Court	Install sculpture garden, benches, sign, plantings; Install irrigation	3	3	3	3	3	3	1.600	44	\$54,567
S	Bataan Memorial Park	Install new park sign	3	3	3	3	3	3	1.600	45	\$226,641
Facilities & Centers											
	Hebbron Family Recreation Center	Replace center	1	1	1	1	1	1	0.533	1	\$13,125,000
	Firehouse Recreation Center	Renovate center	1	2	1	1	1	1	0.633	2	\$4,884,000
	John Steinbeck Library	Expand library to approximately 40,000 sf	1	2	1	3	1	1	0.700	3	\$29,800,000

Salinas Parks, Recreation Centers & Library Services Master Plan

20-Year Capital Improvements Plan

2018-2038

(Low is GOOD)

Class	Park Site	Project Highlights	Staff-based Scoring (scale: 1 high - 3 low)							Priority Score	Priority Rank	Total Cost
			Significance	Funding Leverage	Community Need	Safety /Security	Usage /Benefit	Location /Demog				
	Sherwood Hall	Renovate hall	1	1	1	2	1	2	0.733	4	\$15,180,000	
	Salinas Recreation Center	Replace center	2	2	2	2	1	1	0.833	5	\$35,000,000	
	Bread Box Recreation Center	Renovate center	1	2	2	2	1	2	0.867	6	\$7,000,000	
	Sherwood Community Center	Renovate center	1	2	2	2	1	2	0.867	7	\$13,200,000	
	Cesar Chavez Library	Expand library by up to 10,000 sf	2	2	2	3	1	1	0.867	8	\$15,100,000	
	El Dorado Recreation Center	Renovate center	2	2	2	2	1	2	1.000	9	\$1,700,000	
	Central Park Recreation Center	(*) Replace or Decommission	2	2	2	1	2	2	1.033	10	\$0	
	Closter Recreation Center	Decommission center	2	3	3	1	3	2	1.233	11	\$990,000	
Parkland Acquisitions												
COM	Carr Lake	TBD	1	1	1	3	1	1	0.600	1	\$0	
COM		(*) FYI - add placeholders for Future Growth Areas	1	1	1	3	2	1	0.667	2	\$0	
NH	Neighborhood Park	Acquire 0.5 - 1 acres near Parajo & John	2	2	1	3	1	1	0.833	3	\$1,200,000	
NH	Neighborhood Park	Acquire 1 - 2 acres along Bardin or adjacent to Bardin School	2	2	2	3	1	1	0.867	4	\$2,000,000	
NH	Neighborhood Park	Acquire 0.5 - 1 acres south of E Romie Ln	2	2	2	3	1	1	0.867	5	\$1,400,000	
NH	Neighborhood Park	Acquire 0.5 - 1 acres near Millbrae & Natividad	2	2	2	3	2	1	0.933	6	\$2,000,000	
NH	Neighborhood Park	Acquire 0.5 - 1 acres south of Loma Vista School	2	2	2	3	2	1	0.933	7	\$1,500,000	
NH	Neighborhood Park	Acquire 1 - 2 acres near Williams & Market	2	2	2	3	1	2	1.033	8	\$2,500,000	
NH	Neighborhood Park	Acquire 1 - 2 acres north of Alamo Way	2	2	2	3	2	2	1.100	9	\$2,500,000	
NH	Neighborhood Park	Acquire 0.5 - 1 acres near Del Monte & Sanborn	2	2	2	3	2	2	1.100	10	\$1,500,000	
Grand Total												\$176,549,458



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-596, **Version:** 1

Minutes

Approve minutes of October 22, 2019.



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-594, **Version:** 1

Financial Claims

Approve financial claims report.

City of Salinas

Claim Check Report 435426-435588

From Payment Date: 10/16/2019 - To Payment Date: 10/22/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435426	10/16/2019	Open	Alco Water	\$28,223.02
435427	10/16/2019	Open	U.S. Bank National Association ND	\$33,858.17
435428	10/22/2019	Open	Acme Car Wash (William Pierce Inc)	\$1,305.00
435429	10/22/2019	Open	Airlink Automation	\$114.28
435430	10/22/2019	Open	All Pets Hospital	\$645.41
435431	10/22/2019	Open	Allstar Fire Equipment Inc	\$1,682.02
435432	10/22/2019	Open	Alpha	\$266.48
435433	10/22/2019	Open	Amazon.Com	\$28.19
435434	10/22/2019	Open	Ameri Pride Valley Uniform Services	\$211.44
435435	10/22/2019	Open	American Supply Company	\$8,517.29
435436	10/22/2019	Open	Asap Alisal Signs And Printing	\$167.92
435437	10/22/2019	Open	AssetWorks LLC	\$402.78
435438	10/22/2019	Open	AutoZone West Inc	\$13.29
435439	10/22/2019	Open	Badge Frame, Inc.	\$882.35
435440	10/22/2019	Open	Borchard Farms	\$1,500.00
435441	10/22/2019	Open	Brohart Company	\$188.24
435442	10/22/2019	Open	Car Tech Auto Collision and Glass Inc	\$15,036.16
435443	10/22/2019	Open	Carahsoft Technology Corporation	\$5,748.90
435444	10/22/2019	Open	Carlos A Esquivel Dba Jacobs Maintenance Services	\$9,160.00
435445	10/22/2019	Open	Carlos Pimentel	\$355.00
435446	10/22/2019	Open	CDW-G	\$36,633.76
435447	10/22/2019	Open	Central Coast YMCA	\$13,750.00
435448	10/22/2019	Open	Cintas	\$3,278.44
435449	10/22/2019	Open	Coast Automotive Warehouse Inc	\$228.96
435450	10/22/2019	Open	Comcast	\$2,896.20
435451	10/22/2019	Open	Comcast (Business)	\$313.23
435452	10/22/2019	Open	Comcast (Business)	\$77.90
435453	10/22/2019	Open	Comcast (Business)	\$77.90
435454	10/22/2019	Open	Commercial Truck Company	\$156.92
435455	10/22/2019	Open	CONCERN	\$3,175.38
435456	10/22/2019	Open	County of Monterey Information Technology Dept	\$5,978.40
435457	10/22/2019	Open	CSC Of Salinas	\$1,272.58
435458	10/22/2019	Open	CSG Consultants	\$19,177.08
435459	10/22/2019	Open	Dale's Glass Shop Inc	\$132.54
435460	10/22/2019	Open	Dataflow Business Systems Inc	\$5.67
435461	10/22/2019	Open	Davgp, Inc. dba Salinas Valley Tire	\$80.16
435462	10/22/2019	Open	Department Of Justice	\$358.00
435463	10/22/2019	Open	Digital Data Services, Inc.	\$2,910.00
435464	10/22/2019	Open	Direct TV LLC	\$51.89
435465	10/22/2019	Open	Division Of The State Architect	\$1,484.40
435466	10/22/2019	Open	East Bay Tire Company	\$1,475.39

City of Salinas

Claim Check Report 435426-435588

From Payment Date: 10/16/2019 - To Payment Date: 10/22/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435467	10/22/2019	Open	EC America, Inc	\$10,316.48
435468	10/22/2019	Open	Emergency Vehicle Specialists, Inc.	\$38.97
435469	10/22/2019	Open	En Pointe Technologies Sales LLC	\$186.46
435470	10/22/2019	Open	FAST Services	\$382.50
435471	10/22/2019	Open	Fastenal Company	\$385.77
435472	10/22/2019	Open	Fed Ex	\$4.47
435473	10/22/2019	Open	Ferguson Enterprises Inc #679	\$2.50
435474	10/22/2019	Open	First Alarm Security and Patrol Inc	\$1,540.00
435475	10/22/2019	Open	Golden State Emergency Vehicle Service Inc	\$1,176.62
435476	10/22/2019	Open	Goldfarb and Lipman	\$236.00
435477	10/22/2019	Open	Granite Construction Company	\$23,154.22
435478	10/22/2019	Open	Hemi's Landscaping and Concrete Inc	\$975.00
435479	10/22/2019	Open	Hope Rehabilitation Services	\$569.92
435480	10/22/2019	Open	Howard's Auto Upholstery	\$119.48
435481	10/22/2019	Open	Hub International Insurance Services Inc.	\$2,914.85
435482	10/22/2019	Open	Hydro Turf	\$713.05
435483	10/22/2019	Open	Ingram Book Company	\$1,172.11
435484	10/22/2019	Open	J.J. Keller and Associates Inc	\$312.46
435485	10/22/2019	Open	Jan Roehl Dba Jan Roehl Consulting	\$8,840.00
435486	10/22/2019	Open	Johnson Associates	\$118.48
435487	10/22/2019	Open	Jose Guevara dba Star Tune	\$1,109.96
435488	10/22/2019	Open	K9 Ambassador Inc.	\$455.00
435489	10/22/2019	Open	Kimley Horn And Assoc Inc	\$780.00
435490	10/22/2019	Open	Kosmont & Associates, Inc. dba Kosmont Companies	\$744.90
435491	10/22/2019	Open	Kysmet Security & Patrol	\$582.00
435492	10/22/2019	Open	L.N. Curtis & Sons dba Curtis Blue Line	\$530.20
435493	10/22/2019	Open	LAZ Karp Assoc., LLC dba LAZ Parking California	\$28,917.35
435494	10/22/2019	Open	Life Assist	\$2,465.87
435495	10/22/2019	Open	Lighthouse Uniforms Inc dba Lighthouse Uniform Co	\$573.90
435496	10/22/2019	Open	MCSI Water Systems Management	\$773.11
435497	10/22/2019	Open	Midwest Tape, LLC dba Midwest Tape	\$114.18
435498	10/22/2019	Open	Miguel Milla-Leon dba Andersen's Lock and Safe	\$263.82
435499	10/22/2019	Open	Mission Uniform Service	\$235.41
435500	10/22/2019	Open	Monterey Bay Parent LLC	\$150.00
435501	10/22/2019	Open	Monterey Coast Brewing Company	\$131.43
435502	10/22/2019	Open	Monterey County District Attorney	\$15,948.00
435503	10/22/2019	Open	Monterey County Petroleum	\$8,203.45
435504	10/22/2019	Open	Monterey County The Herald	\$1,910.90
435505	10/22/2019	Open	Monterey Pen Engineering	\$267,504.50
435506	10/22/2019	Open	Monterey Sanitary Supply Inc Altius Medical	\$968.50
435507	10/22/2019	Open	My Chevrolet	\$1,914.05

City of Salinas

Claim Check Report 435426-435588

From Payment Date: 10/16/2019 - To Payment Date: 10/22/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435508	10/22/2019	Open	My Jeep	\$9.84
435509	10/22/2019	Open	My Jeep	\$61,494.64
435510	10/22/2019	Open	Natividad Medical Center	\$248.00
435511	10/22/2019	Open	New Image Landscape Company	\$780.00
435512	10/22/2019	Open	Newton Construction & Management, Inc	\$2,420.15
435513	10/22/2019	Open	Non Stop Automotive Repair, Inc	\$56.00
435514	10/22/2019	Open	Northridge Owner, L.P.	\$1,500.00
435515	10/22/2019	Open	O'Reilly Auto Parts	\$19.21
435516	10/22/2019	Open	Office Depot Business Service Division	\$2,180.36
435517	10/22/2019	Open	One Workplace L Ferrari, LLC dba Peninsula Business	\$9,128.50
435518	10/22/2019	Open	Pacific Coast Battery Service Inc	\$110.29
435519	10/22/2019	Open	Pacific Gas and Electric Company	\$1,487.67
435520	10/22/2019	Open	Pacific Truck Parts Inc	\$75.15
435521	10/22/2019	Open	Patricia Meraz	\$168.70
435522	10/22/2019	Open	Pedro C Estrada Dba Estrada Janitorial Service	\$12,875.00
435523	10/22/2019	Open	Pinnacle Medical Group Inc	\$559.00
435524	10/22/2019	Open	Property Restoration Services Inc	\$4,393.72
435525	10/22/2019	Open	Quetel Corporation	\$1,500.00
435526	10/22/2019	Open	Ramundsen Superior Holdings, LLC dba Superion LLC	\$5,820.00
435527	10/22/2019	Open	Ray Corpuz	\$50.11
435528	10/22/2019	Open	Recorded Books	\$237.08
435529	10/22/2019	Open	Robert Cox	\$200.00
435530	10/22/2019	Open	RoboteX, Inc.	\$2,724.49
435531	10/22/2019	Open	Salinas City School District	\$139.98
435532	10/22/2019	Open	Salinas Valley Ford Inc	\$2,596.72
435533	10/22/2019	Open	San Diego Police Equipment Company	\$5,648.12
435534	10/22/2019	Open	San Lorenzo Lumber	\$1,058.29
435535	10/22/2019	Open	Silke Communications Inc	\$92.86
435536	10/22/2019	Open	SimActive Inc.	\$3,500.00
435537	10/22/2019	Open	Smart and Final Iris	\$703.38
435538	10/22/2019	Open	Smith and Enright Landscaping	\$15,491.81
435539	10/22/2019	Open	Smokey Key Service	\$191.56
435540	10/22/2019	Open	Snow Signs	\$133.23
435541	10/22/2019	Open	State of California Dept of Food & Agriculture	\$1,750.00
435542	10/22/2019	Open	Stericycle Inc	\$127.05
435543	10/22/2019	Open	Sunstar Media	\$75.00
435544	10/22/2019	Open	Target Pest Control	\$300.00
435545	10/22/2019	Open	Thomas J. Bettencourt dba Hard Drive Graphics	\$1,047.71
435546	10/22/2019	Open	Tri County Fire Protection	\$148.33
435547	10/22/2019	Open	Trowbridge Enterprises dba Palace Art and Office S	\$212.78
435548	10/22/2019	Open	U.S. Bank National Association ND	\$4,575.85

City of Salinas

Claim Check Report 435426-435588

From Payment Date: 10/16/2019 - To Payment Date: 10/22/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435549	10/22/2019	Open	United Parcel Service	\$42.82
435550	10/22/2019	Open	V & S Auto Care, Inc. dba One Stop Auto Care	\$128.50
435551	10/22/2019	Open	Valley Center Bowl	\$133.74
435552	10/22/2019	Open	Valley Saw Shop	\$362.33
435553	10/22/2019	Open	Vals Plumbing and Heating Inc	\$172.22
435554	10/22/2019	Open	Verizon Wireless	\$2,965.92
435555	10/22/2019	Open	Verizon Wireless	\$4,018.54
435556	10/22/2019	Open	Verizon Wireless	\$420.00
435557	10/22/2019	Open	W W Grainger Inc	\$181.51
435558	10/22/2019	Open	ZAP Manufacturing Inc	\$1,906.20
435559	10/22/2019	Open	Monterey County Petroleum	\$5,000.00
435560	10/22/2019	Open	NL Management c/o Nathan Lewellen	\$1,563.00
435561	10/22/2019	Open	T-T Enterprises LP	\$650.00
435562	10/22/2019	Open	Williams Roofing c/o Tawine Lynn Williams	\$168.00
435563	10/22/2019	Open	Alberto Duran	\$171.25
435564	10/22/2019	Open	California Society Of Municipal Finance Officers	\$1,075.00
435565	10/22/2019	Open	Carlos Rios	\$158.50
435566	10/22/2019	Open	Doyle McFarland	\$24.75
435567	10/22/2019	Open	Elani Trejo	\$24.15
435568	10/22/2019	Open	Eulalio Villegas	\$232.00
435569	10/22/2019	Open	James Arensdorf	\$303.21
435570	10/22/2019	Open	James Godwin	\$266.00
435571	10/22/2019	Open	Katherine Bonilla	\$667.84
435572	10/22/2019	Open	Michele Houston	\$173.25
435573	10/22/2019	Open	Patricia Penaloza	\$141.85
435574	10/22/2019	Open	Salvador Vargas	\$24.75
435575	10/22/2019	Open	Stephen Sparks	\$171.25
435576	10/22/2019	Open	CPRS District 4	\$30.00
435577	10/22/2019	Open	CPRS District 4	\$30.00
435578	10/22/2019	Open	CPRS District 4	\$30.00
435579	10/22/2019	Open	CPRS District 4	\$30.00
435580	10/22/2019	Open	CPRS District 4	\$30.00
435581	10/22/2019	Open	CPRS District 4	\$30.00
435582	10/22/2019	Open	CPRS District 4	\$30.00
435583	10/22/2019	Open	CPRS District 4	\$30.00
435584	10/22/2019	Open	Gloria Nunez	\$109.00
435585	10/22/2019	Open	Jose Saucedo	\$667.84
435586	10/22/2019	Open	Steven Hoyte	\$334.50
435587	10/22/2019	Open	Thomas Wiles	\$35.00
435588	10/22/2019	Open	Tonya Erickson	\$266.00
Type Check Totals:				\$757,886.11

General Account - General Account Totals

City of Salinas

Claim Check Report 435426-435588

From Payment Date: 10/16/2019 - To Payment Date: 10/22/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				

City of Salinas

Claim Check Report 435589-435778

From Payment Date: 10/23/2019 - To Payment Date: 10/29/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435589	10/23/2019	Open	Monterey County District Attorney	\$15,290.00
435590	10/23/2019	Open	Pacific Gas and Electric Company	\$85,992.31
435591	10/28/2019	Open	Alco Water	\$16,455.77
435592	10/28/2019	Open	Coast Counties Truck & Equipment Co dba Coast Coun	\$193,912.43
435593	10/28/2019	Open	Roberto Moreno	\$20,160.00
435594	10/29/2019	Open	2NDNATURE, LLC	\$4,920.00
435595	10/29/2019	Open	AARDVARK	\$2,205.00
435596	10/29/2019	Open	ABAG Power Purchasing Pool	\$22,120.00
435597	10/29/2019	Open	Acme Rotary Broom Service	\$2,711.08
435598	10/29/2019	Open	Alameda Electrical Distributors	\$330.70
435599	10/29/2019	Open	Alhambra and Sierra Spring DS Waters of America LP	\$97.22
435600	10/29/2019	Open	Alliance On Aging Inc	\$9,601.12
435601	10/29/2019	Open	Ambika Prasad	\$700.00
435602	10/29/2019	Open	Ameri Pride Valley Uniform Services	\$275.29
435603	10/29/2019	Open	American Supply Company	\$2,221.48
435604	10/29/2019	Open	Bear Electrical Solutions Inc	\$38,642.13
435605	10/29/2019	Open	Blueglobes Inc	\$723.19
435606	10/29/2019	Open	Boys and Girls Club Of Monterey County	\$7,526.33
435607	10/29/2019	Open	California Water Service	\$3,004.35
435608	10/29/2019	Open	Canon Financial Services Inc	\$325.46
435609	10/29/2019	Open	Canon Financial Services Inc	\$58.59
435610	10/29/2019	Open	CDW-G	\$9,491.02
435611	10/29/2019	Open	Cintas	\$167.75
435612	10/29/2019	Open	Coast Automotive Warehouse Inc	\$283.68
435613	10/29/2019	Open	Comcast (Business)	\$191.23
435614	10/29/2019	Open	Comcast (Business)	\$400.99
435615	10/29/2019	Open	Comcast (Business)	\$303.16
435616	10/29/2019	Open	Comcast (Business)	\$364.57
435617	10/29/2019	Open	CSC Of Salinas	\$355.90
435618	10/29/2019	Open	CSG Consultants	\$1,840.00
435619	10/29/2019	Open	Dale's Glass Shop Inc	\$3,270.95
435620	10/29/2019	Open	Dataflow Business Systems Inc	\$1,929.08
435621	10/29/2019	Open	Dave Bang Associates, Inc of California	\$2,448.34
435622	10/29/2019	Open	Demco	\$292.41
435623	10/29/2019	Open	Downtown Streets, Inc	\$80,000.00
435624	10/29/2019	Open	Eden Council for Hope and Opportunity	\$8,618.98
435625	10/29/2019	Open	Edges Electrical Group, LLC	\$5,086.68
435626	10/29/2019	Open	El Pajaro Community Development Corp, Inc.	\$8,569.00
435627	10/29/2019	Open	En Pointe Technologies Sales LLC	\$2,425.92
435628	10/29/2019	Open	Euphesus Trading Inc. dba Lil Pals' Pet World	\$233.97
435629	10/29/2019	Open	Fastenal Company	\$4,101.46

City of Salinas

Claim Check Report 435589-435778

From Payment Date: 10/23/2019 - To Payment Date: 10/29/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435630	10/29/2019	Open	Fed Ex	\$7.31
435631	10/29/2019	Open	Fed Ex	\$70.85
435632	10/29/2019	Open	Ferguson Enterprises Inc #679	\$314.15
435633	10/29/2019	Open	First Alarm Security and Patrol Inc	\$3,656.13
435634	10/29/2019	Open	Gavilan Printers LLC	\$518.53
435635	10/29/2019	Open	Granite Construction Company	\$17,603.95
435636	10/29/2019	Open	Granite Rock Co	\$217.22
435637	10/29/2019	Open	Green Rubber Kennedy Ag	\$371.09
435638	10/29/2019	Open	Hilda Garcia Petty Cash Custodian	\$85.74
435639	10/29/2019	Open	Hugo Perez dba Chp Custom Design	\$3,750.00
435640	10/29/2019	Open	Hydro Turf	\$470.47
435641	10/29/2019	Open	Ingram Book Company	\$1,135.63
435642	10/29/2019	Open	Interstate Battery System Inc	\$125.83
435643	10/29/2019	Open	Jensco Inc Dba J M Electric	\$211.50
435644	10/29/2019	Open	Jesse And Evan Inc dba La Plaza Bakery	\$27.50
435645	10/29/2019	Open	Jimmy Vanhove dba Precision K9	\$1,750.00
435646	10/29/2019	Open	Johnson Associates	\$36.54
435647	10/29/2019	Open	Jose Guevara dba Star Tune	\$258.00
435648	10/29/2019	Open	Joseph Gunter	\$1,232.80
435649	10/29/2019	Open	Julia Nix Petty Cash Custodian	\$164.14
435650	10/29/2019	Open	Ken Marple Appraisal	\$250.00
435651	10/29/2019	Open	Kimley Horn And Assoc Inc	\$30,524.16
435652	10/29/2019	Open	Kysmet Security & Patrol	\$504.00
435653	10/29/2019	Open	L.N. Curtis & Sons dba Curtis Blue Line	\$753.74
435654	10/29/2019	Open	Law Enforcement Psychological Services	\$800.00
435655	10/29/2019	Open	Legal Services For Seniors	\$6,250.00
435656	10/29/2019	Open	Leon De Asis	\$2,000.00
435657	10/29/2019	Open	Lexipol LLC	\$7,371.00
435658	10/29/2019	Open	Liebert Cassidy Whitmore	\$39,222.15
435659	10/29/2019	Open	Long Valley Leasing	\$3,562.27
435660	10/29/2019	Open	MailFinance Inc	\$1,268.67
435661	10/29/2019	Open	MGT Of America Inc	\$3,000.00
435662	10/29/2019	Open	Monterey County Convention And Visitors Bureau	\$76,072.10
435663	10/29/2019	Open	Monterey County District Attorney	\$16,512.00
435664	10/29/2019	Open	Monterey County Office of Education	\$31,250.00
435665	10/29/2019	Open	Monterey County Petroleum	\$1,374.27
435666	10/29/2019	Open	Monterey Sanitary Supply Inc Altius Medical	\$143.00
435667	10/29/2019	Open	Monterra Ranch Of Monterey Home Owner's Associatio	\$1,880.00
435668	10/29/2019	Open	My Chevrolet	\$158.61
435669	10/29/2019	Open	Napa Auto Parts	\$46.42
435670	10/29/2019	Open	NetFile Inc	\$1,250.00

City of Salinas

Claim Check Report 435589-435778

From Payment Date: 10/23/2019 - To Payment Date: 10/29/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435671	10/29/2019	Open	Newton Construction & Management, Inc	\$486.20
435672	10/29/2019	Open	O'Reilly Auto Parts	\$154.40
435673	10/29/2019	Open	Office Depot Business Service Division	\$1,728.04
435674	10/29/2019	Open	One Workplace L Ferrari, LLC dba Peninsula Busines	\$2,837.96
435675	10/29/2019	Open	Overhead Door Company Of Salinas	\$200.00
435676	10/29/2019	Open	Pacific Coast Battery Service Inc	\$410.57
435677	10/29/2019	Open	Pacific Gas and Electric Company	\$2,611.04
435678	10/29/2019	Open	Pacific Truck Parts Inc	\$131.22
435679	10/29/2019	Open	PARS Retirement Services	\$300.00
435680	10/29/2019	Open	Partners For Peace	\$6,441.80
435681	10/29/2019	Open	Patania Masonry	\$4,600.00
435682	10/29/2019	Open	Patricia Meraz	\$111.89
435683	10/29/2019	Open	Pedro C Estrada Dba Estrada Janitorial Service	\$3,200.00
435684	10/29/2019	Open	Peninsula Messenger, LLC	\$210.00
435685	10/29/2019	Open	Pinnacle Medical Group Inc	\$395.00
435686	10/29/2019	Open	Preferred Alliance Inc.	\$408.00
435687	10/29/2019	Open	Professional Police Supply, Inc dba Adamson Police	\$1,777.38
435688	10/29/2019	Open	Public Sector Personnel Consultants	\$2,500.00
435689	10/29/2019	Open	R3 Consulting Group, Inc.	\$7,855.00
435690	10/29/2019	Open	Raimi + Associates, Inc.	\$12,071.94
435691	10/29/2019	Open	Ramundsen Superior Holdings, LLC dba Superion LLC	\$80.00
435692	10/29/2019	Open	Recorded Books	\$162.44
435693	10/29/2019	Open	Rescue Phone, Inc.	\$81.94
435694	10/29/2019	Open	Relxel USA, Inc dba Platt Electric Supply	\$2,401.93
435695	10/29/2019	Open	Richard Diaz	\$9,023.78
435696	10/29/2019	Open	Russell Auria Pest Control Services	\$98.00
435697	10/29/2019	Open	Salinas Hotel Investors dba Hampton Inn and Suites	\$120,920.00
435698	10/29/2019	Open	Salinas Valley Ford Inc	\$1,218.94
435699	10/29/2019	Open	Salinas Valley Roofing Company	\$295.00
435700	10/29/2019	Open	Salinas Valley Solid Waste Authority	\$22,557.49
435701	10/29/2019	Open	Salinas Valley Tourism And Visitors Bureau	\$10,000.00
435702	10/29/2019	Open	Sally Swanson Architects Inc	\$23,550.00
435703	10/29/2019	Open	Same Day Shred	\$32.50
435704	10/29/2019	Open	San Lorenzo Lumber	\$158.28
435705	10/29/2019	Open	SCI Consulting Group	\$14,600.00
435706	10/29/2019	Open	SGS Testcom Inc	\$2.16
435707	10/29/2019	Open	Silver and Wright LLP	\$10,798.65
435708	10/29/2019	Open	Smart and Final Iris	\$434.86
435709	10/29/2019	Open	Smile Business Products, Inc.	\$39.98
435710	10/29/2019	Open	Smith and Enright Landscaping	\$17,483.83
435711	10/29/2019	Open	Smokey Key Service	\$16.39

City of Salinas

Claim Check Report 435589-435778

From Payment Date: 10/23/2019 - To Payment Date: 10/29/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435712	10/29/2019	Open	Star Sanitation Services	\$286.08
435713	10/29/2019	Open	SUBA	\$829.35
435714	10/29/2019	Open	Summit Uniform	\$4,182.10
435715	10/29/2019	Open	Sun Badge Company	\$649.65
435716	10/29/2019	Open	TALX UC Express	\$786.60
435717	10/29/2019	Open	Target Pest Control	\$440.00
435718	10/29/2019	Open	The Marketing Department Inc dba TMD Creative	\$5,612.72
435719	10/29/2019	Open	Thomson-West/Barclays	\$624.87
435720	10/29/2019	Open	Tina La Perle	\$3,840.00
435721	10/29/2019	Open	Tomo Books USA	\$64.50
435722	10/29/2019	Open	Tri County Fire Protection	\$400.56
435723	10/29/2019	Open	Trowbridge Enterprises dba Palace Art and Office S	\$7.47
435724	10/29/2019	Open	U.S. Bank National Association ND	\$5,938.31
435725	10/29/2019	Open	UPIN Inc dba Benchmark Environmental Engineering	\$985.40
435726	10/29/2019	Open	V & S Auto Care, Inc. dba One Stop Auto Care	\$45.00
435727	10/29/2019	Open	Valley Saw Shop	\$214.82
435728	10/29/2019	Open	Veritiv Operating Company Formerly xpedx	\$8,664.73
435729	10/29/2019	Open	Verizon Wireless	\$4,588.02
435730	10/29/2019	Open	Veronica Tam And Associates Inc	\$3,625.00
435731	10/29/2019	Open	W W Grainger Inc	\$1,714.21
435732	10/29/2019	Open	Wald, Ruhnke & Dost Architects, LLP	\$861.00
435733	10/29/2019	Open	Walmart Community BRC	\$705.98
435734	10/29/2019	Open	Wayne Lagger dba LPS Tactical & Personal Security	\$872.00
435735	10/29/2019	Open	Weber Hayes & Associates	\$1,440.00
435736	10/29/2019	Open	Western State Design	\$448.66
435737	10/29/2019	Open	Western Systems, Incorporated	\$4,700.77
435738	10/29/2019	Open	Willdan Financial Services	\$960.00
435739	10/29/2019	Open	Xtelesis Corporation	\$146.96
435740	10/29/2019	Open	York Risk Services Group, Inc.	\$13,901.16
435741	10/29/2019	Open	Darilyn Jauregui	\$8,279.40
435742	10/29/2019	Open	Darilyn Jauregui	\$666.33
435743	10/29/2019	Open	Darren Fort	\$7,493.71
435744	10/29/2019	Open	Desmond Building & Development	\$7,493.71
435745	10/29/2019	Open	Enrique & Ofelia Huerta	\$8,811.71
435746	10/29/2019	Open	Maria Amezcuia	\$276.48
435747	10/29/2019	Open	Mercedes Colburn	\$75.00
435748	10/29/2019	Open	Nestoria Maghamil Gales	\$209.09
435749	10/29/2019	Open	Oscar Flores	\$7,501.96
435750	10/29/2019	Open	Sophala Kor	\$9,443.71
435751	10/29/2019	Open	Wolfhouse Radio Group Inc.	\$502.43
435752	10/29/2019	Open	Carol Cervantes	\$29.01

City of Salinas

Claim Check Report 435589-435778

From Payment Date: 10/23/2019 - To Payment Date: 10/29/2019

Number	Date	Status	Payee Name	Transaction Amount
General Account - General Account				
<u>Check</u>				
435753	10/29/2019	Open	Chris Callihan	\$120.00
435754	10/29/2019	Open	Ciro Barboza	\$108.00
435755	10/29/2019	Open	Eric Sandoval	\$6.39
435756	10/29/2019	Open	Heidi Niggemeyer	\$17.00
435757	10/29/2019	Open	James Arensdorf	\$66.01
435758	10/29/2019	Open	James Godwin	\$265.20
435759	10/29/2019	Open	Jonathan Moore	\$35.00
435760	10/29/2019	Open	Joseph Altertoni	\$12.75
435761	10/29/2019	Open	Juliane Sharpe	\$692.92
435762	10/29/2019	Open	Kenneth Schwener	\$69.31
435763	10/29/2019	Open	Lisa Brinton	\$35.00
435764	10/29/2019	Open	Maria Avila	\$550.17
435765	10/29/2019	Open	Megan Hunter	\$35.00
435766	10/29/2019	Open	Melanie Coffin	\$355.96
435767	10/29/2019	Open	Raul Ortega	\$11.90
435768	10/29/2019	Open	Rhonda Combs	\$277.05
435769	10/29/2019	Open	Ronald Patterson	\$12.75
435770	10/29/2019	Open	Scott Myhre	\$824.47
435771	10/29/2019	Open	Chris Lane	\$108.00
435772	10/29/2019	Open	Courtney Grossman	\$290.20
435773	10/29/2019	Open	CPRS	\$30.00
435774	10/29/2019	Open	FBINAA California Chapter	\$1,980.00
435775	10/29/2019	Open	Holly Alesbury	\$35.00
435776	10/29/2019	Open	Marco Becerra	\$40.69
435777	10/29/2019	Open	Special Event Safety Seminars	\$699.00
435778	10/29/2019	Open	West Valley College	\$75.00
Type Check Totals:				\$1,221,305.15
General Account - General Account Totals				



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-554, **Version:** 1

On-Call Job Order Contract for Sidewalk Improvements

Approve a Resolution awarding the On-Call Job Order Contract for Sidewalk Improvements to Hemi's Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc. for a minimum contract amount of \$50,000 with a maximum contract amount of \$2,000,000 to each contractor. The maximum contract amount is a not to exceed limit and is not guaranteed.



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: **NOVEMBER 5, 2019**

DEPARTMENT: **PUBLIC WORKS DEPARTMENT**

FROM: **DAVID JACOBS, P.E., L.S., PUBLIC WORKS DIRECTOR**

BY: **JONATHAN ESTEBAN, JUNIOR ENGINEER**

TITLE: **ON-CALL JOB ORDER CONTRACT FOR SIDEWALK IMPROVEMENTS**

RECOMMENDED MOTION:

A motion that City Council approve a resolution to approve award of the On-Call Job Order Contract for Sidewalk Improvements to Hemi's Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc. for a minimum contract amount of \$50,000 with a maximum contract amount of \$2,000,000 to each contractor. The maximum contract amount is a not to exceed limit and is not guaranteed.

RECOMMENDATION:

It is recommended that City Council approve a resolution to approve award of the On-Call Job Order Contract for Sidewalk Improvements to Hemi's Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc. for a minimum contract amount of \$50,000 with a maximum contract amount of \$2,000,000 to each contractor. The maximum contract amount is a not to exceed limit and is not guaranteed.

EXECUTIVE SUMMARY:

Staff is recommending award of the On-Call Job Order Contract for Sidewalk Improvements to the three lowest, responsive, responsible Bidders: Hemi's Landscaping & Concrete Inc., Golz Construction Inc., and C2 Builders Inc. for the minimum contract amount of \$50,000 to each contractor, and more specifically at the unit prices set forth and contained in the proposals for the On-Call Job Order Contract for Sidewalk Improvements of said Bidders.

BACKGROUND:

On July 2nd, 2019, City Council approved a resolution to: approve the On-Call Job Order Contract for Sidewalk Improvements Specifications; authorize the Public Works Director, in consultation with City Attorney, to execute amendments to contracts; authorize the Public Works Director, in consultation with the City Attorney, to execute individual Job Order Contracts; and to authorize issuance of invitation to public bid.

This project is a continuation of the City's effort to repair and/or rehabilitate miscellaneous street-related work in areas that are deteriorated, damaged, or in need of repair, and/or make facility upgrades to meet current state or federal requirements.

Utilizing the On-Call JOC system allows the City to: Award contracts to repair sidewalk in the City right-of-way; Improve efficiency and economy in many Public Works projects by allowing contractors to bid with unit prices for multiple projects rather than bidding for every project, specifically; Enable staff to quickly assign a contractor to work as funding becomes available without having to develop plans/specifications and bid projects on a project-by-project basis to selected contractors.

The On-Call JOC is intended to be a two-year on-call contract for up to three contractors, with the opportunity to renew for another two years. Contractors perform work by issuing work orders under the same contract. This on-call contract calls for repair of sidewalks, driveways, construction of new ADA-compliant pedestrian access ramps; minor landscaping, repair or improvements to street sign and removal and replacement of trees throughout the City of Salinas. The Priority of work will be determined by multiple factors such as; Federal and state ADA mandates for accessibility, City's backlog of sidewalk repairs, City's ADA transition plan priorities, and sidewalk repair list.

From the collective data, the Public Works Director, will authorize the distribution of projects, and will issue individual Job Orders to contractors to perform repairs.

Bids were received for the contract and opened on August 13th, 2019. However, the bids were rejected. The basis for rejection is that bids received included unit prices for bid items that were significantly higher than the original engineer's estimate, which would impact the cost of all the individual sidewalk project assigned under this On-Call Contract. All bids were rejected by City Council at its meeting on August 27th, 2019 and Council authorized the issuance of invitation to re-bid the project.

Bids were opened on October 8th, 2019, with the following results (see attached Bid Tabulation Sheet for details):

Rank	Contractor	Total Base Bid
0	Engineer's Estimate	\$431,874.00
1	Hemi's Landscape & Concrete Inc.	\$404,840.00
2	Golz Construction Inc.	\$406,055.70
3	C2 Builders Inc.	\$528,912.00
4	The Don Chapin Co.	\$606,274.00
5	Precision Grade Engineering Co.	\$650,679.00
6	Granite Rock Co.	\$696,989.25
7	Teichert & Son Inc.	\$985,874.00

Based on the provision of the project Specifications which state that, *"The basis of award shall be the lowest, second lowest, and third lowest Total Base Bids, as noted in the Proposal. The City*

reserves the right to award or reject the Base Bid or any item(s) within, depending on available funding.”, the three lowest responsive bidders are Hemi’s Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc. with a Total Base Bid of \$404,840.00, \$406,055.70, and \$528,912.00, respectively.

Staff recommends awarding the project to the three lowest bidders; Hemi’s Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc.; each of which shall receive an On-Call Job Order Contract for a minimum of \$50,000 and a maximum of \$2,000,000, which shall be determined by availability of funds and job performance. The awarded contractors are to perform work issued by the City at the Unit Prices submitted with the bid schedule, which shall remain in effect throughout the life of the contract or until exhaustion of the maximum.

The Project Specifications, specifically in the “Notice to Bidders” section, informed the bidders that the City may award up to three (3) individual contracts to a pool of the lowest responsive, responsible bidders, allowing the City to simultaneously issue work orders to contractors and to work in different locations in the City.

The Project will have on-going construction contracts for the next 2 years, with the option for an extension should Staff find it appropriate and beneficial.

CEQA CONSIDERATION:

The City of Salinas has determined that the project is exempt from the California Environmental Quality Act (CEQA) Guidelines (Section 15301(c), Class I) because the majority of the work will be maintenance of sidewalks, curb and gutters.

STRATEGIC PLAN INITIATIVE:

This project addresses the current City Council’s Goals of “Safe Livable Community”, “Excellent Infrastructure”, and “Enhance Quality of Life”. This On-Call Job Order Contract allows backlog of sidewalk and pedestrian ramp repairs to be completed in a timely manner to maintain and create a safer community for pedestrian travel and enhance the streetscape aesthetics throughout the city, thereby promoting safer pedestrian opportunities along city streets and within residential neighborhoods.

DEPARTMENTAL COORDINATION:

Coordination between Public Works and Maintenance Department for update of sidewalk log and sidewalk request list. Coordination between City Arborist and Project Manager to identify trees to be removed/replaced and selection of tree species.

FISCAL AND SUSTAINABILITY IMPACT:

As of August 16, 2019, the current budget for CIP 9720—Sidewalk and Drainage Repairs and CIP 9216 – ADA Pedestrian Ramp Installation is as follows:

CIP #	Funding Source	Appropriations	Expenditures	Encumbrances	Available Budget
9720	5202 - Measure X	990,380.42	20,305.24	53,573.40	916,501.78
9216	5202 - Measure X	37,000.00	-	-	37,000.00
9216	2404 - Gas Tax - Motor Vehicle Fuel Tax	50,000.00	-	-	50,000.00
9216	2510 - Measure X	109,968.10	112.36	-	109,855.74
TOTAL		1,187,348.52	20,417.60	53,573.40	1,113,357.52

Based on the current budget, sufficient funds will be available to begin issuing work orders to make the needed sidewalk and pedestrian ramp repairs.

ATTACHMENTS:

Resolution

Bid Tabulation

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

**A RESOLUTION OF BID AWARD AND EXECUTION OF CONTRACT TO HEMI'S
LANDSCAPE & CONCRETE INC., GOLZ CONSTRUCTION INC., AND C2
BUILDERS INC. FOR THE ON-CALL JOB ORDER CONTRACT FOR SIDEWALK
IMPROVEMENT**

WHEREAS, on July 2nd, 2019 the City Council of Salinas, pursuant to Resolution No. 21663 (N.C.S.), approved specifications for the On-Call Job Order Contract for Sidewalk Improvements; and

WHEREAS, representatives of the City Clerk of Salinas on August 13th, 2019, at a public meeting held in the City Council Conference Room at Salinas City Hall, at Salinas, California, publicly opened, examined and declared all bids or proposals delivered to or filed with said City Clerk for the On-Call Job Order Contract for Sidewalk Improvements, in accordance with the plans and specifications for such work filed in the office of said City Clerk on July 2nd, 2019, and now on file in said office; and

WHEREAS, City staff thereupon reported the results of the bidding to the City Council at its regular meeting on September 10th, 2019, and the City Council in open session at said meeting examined the report of staff; and

WHEREAS, Staff recommended the rejection of all bids received and the authorization to issue invitation to re-bid for the project due to high unit prices; and

WHEREAS, Council approved the rejection and re-advertisement of said bids at its meeting on September 10th, 2019; and

WHEREAS, representatives of the City Clerk of Salinas on October 8th, 2019, at a public meeting held in the City Council Conference Room at Salinas City Hall, at Salinas, California, publicly opened, examined and declared all bids or proposals delivered to or filed with said City Clerk for the On-Call Job Order Contract for Sidewalk Improvements, in accordance with the plans and specifications for such work filed in the office of said City Clerk on July 2nd, 2019, and now on file in said office; and

WHEREAS, Hemi's Landscaping & Concrete Inc. submitted a Total Base Bid of \$404,840; Golz Construction Inc. submitted a Total Base Bid of \$406,55.70; and C2 Builders Inc. submitted a Total Base Bid of \$528,912; and

WHEREAS, the project will have on-going construction contracts for the next 2 – 4 years and amendments may need to be made.

NOW, THEREFORE, BE IT RESOLVED that in reference to the On-Call Job Order Contract for Sidewalk Improvements, that all of said bids or proposals are rejected except the bids of Hemi's Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc., (hereinafter referred to as "The Successful Bidders"), being the three (3) lowest and best bids (based on the

specification's criteria for award) which is hereby accepted. The subject contract is hereby awarded to said Successful Bidders for the minimum On-Call Job Order Contract value of \$50,000 to each contractor, and more specifically at the unit prices set forth and contained in the proposals for the On-Call Job Order Contract for Sidewalk Improvements of said Successful Bidders. Said sum shall be paid by the City of Salinas to said Successful Bidder(s) in cash, lawful money of the United States of America, payable at the time and manner specified in the specifications and contract documents for the project filed in the office of the City Clerk on September 10th, 2019, entitled, "On-Call Job Order Contract for Sidewalk Improvements".

BE IT FURTHER RESOLVED that said specifications are hereby referred to for all of the details and particulars thereof, and said specifications are by reference incorporated in and hereby made a part of this resolution.

BE IT FURTHER RESOLVED that the Public Works Director, in consultation with the City Attorney, is hereby authorized and directed for and on behalf of the City of Salinas to execute Amendments to Contract; and to execute future contracts for individual job orders between the City of Salinas and the respective contractors.

PASSED AND APPROVED this 5th day of November 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

Bid awarded on **11/5/2019**
by City Council to **Hemi's Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc.**
for the sum of **\$404,840.00, \$406,055.70, and \$528,918.00**
All other bids were rejected and bid bonds returned.

BID TABULATION
FOR
ON-CALL JOB ORDER CONTRACT FOR SIDEWALK IMPROVEMENTS

Project Coordinator: Jonathan Esteban
Project Manager: Jonathan Esteban

Jonathan Esteban
Jonathan Esteban

Dated this **11/1/2019**

CONTRACTORS																		
ITEM NO.	QTY INC	DESCRIPTION	APPROXIMATE QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
BASE BID																		
A - TREE PLANTING																		
A-1-a	1 - 15	TREE PLANTING	1	EA	\$ 391.00	\$ 391.00	\$ 950.00	\$ 950.00	\$ 1,360.30	\$ 1,360.30	\$ 1,175.00	\$ 1,175.00	\$ 1,525.00	\$ 1,525.00	\$ 1,320.00	\$ 1,320.00	\$ 1,280.00	\$ 1,280.00
A-1-b	16 - 35	TREE PLANTING	16	EA	\$ 359.00	\$ 5,744.00	\$ 775.00	\$ 12,400.00	\$ 1,132.80	\$ 18,124.80	\$ 980.00	\$ 15,680.00	\$ 1,200.00	\$ 19,200.00	\$ 900.00	\$ 14,400.00	\$ 1,097.00	\$ 17,552.00
A-1-c	36 - 50	TREE PLANTING	36	EA	\$ 342.00	\$ 12,312.00	\$ 650.00	\$ 23,400.00	\$ 1,105.30	\$ 39,790.80	\$ 885.00	\$ 31,860.00	\$ 1,150.00	\$ 41,400.00	\$ 750.00	\$ 27,000.00	\$ 975.00	\$ 35,100.00
A-1-d	51+	TREE PLANTING	51	EA	\$ 324.00	\$ 16,524.00	\$ 650.00	\$ 33,150.00	\$ 1,050.30	\$ 53,565.30	\$ 750.00	\$ 38,250.00	\$ 1,050.00	\$ 53,550.00	\$ 720.00	\$ 36,720.00	\$ 975.00	\$ 49,725.00
B - TREE REMOVAL																		
B-2-a	N/A	TREE REMOVAL AND DISPOSAL (1" - 24" DIAMETER)	1	EA	\$ 1,093.00	\$ 1,093.00	\$ 2,800.00	\$ 2,800.00	\$ 7,847.00	\$ 7,847.00	\$ 40.00	\$ 40.00	\$ 9,500.00	\$ 9,500.00	\$ 2,900.00	\$ 2,900.00	\$ 6,145.00	\$ 6,145.00
B-2-b	N/A	TREE REMOVAL AND DISPOSAL (25" - 36" DIAMETER)	1	EA	\$ 983.00	\$ 983.00	\$ 4,200.00	\$ 4,200.00	\$ 11,327.40	\$ 11,327.40	\$ 2,500.00	\$ 2,500.00	\$ 13,800.00	\$ 13,800.00	\$ 4,200.00	\$ 4,200.00	\$ 8,360.00	\$ 8,360.00
B-2-c	N/A	TREE REMOVAL AND DISPOSAL (37" - 60" DIAMETER)	1	EA	\$ 1,629.00	\$ 1,629.00	\$ 5,500.00	\$ 5,500.00	\$ 18,706.20	\$ 18,706.20	\$ 5,700.00	\$ 5,700.00	\$ 22,850.00	\$ 22,850.00	\$ 5,200.00	\$ 5,200.00	\$ 13,695.00	\$ 13,695.00
C - EARTHWORK																		
C-1-a	1 - 20	EARTHWORK ON SITE	1	CY	\$ 60.00	\$ 60.00	\$ 300.00	\$ 300.00	\$ 157.00	\$ 157.00	\$ 345.00	\$ 345.00	\$ 400.00	\$ 400.00	\$ 1,090.00	\$ 1,090.00	\$ 710.00	\$ 710.00
C-1-b	21 - 50	EARTHWORK ON SITE	21	CY	\$ 44.00	\$ 924.00	\$ 160.00	\$ 3,360.00	\$ 73.00	\$ 1,533.00	\$ 240.00	\$ 5,040.00	\$ 300.00	\$ 6,300.00	\$ 270.00	\$ 5,670.00	\$ 235.00	\$ 4,935.00
C-1-c	51 - 100	EARTHWORK ON SITE	51	CY	\$ 41.00	\$ 2,091.00	\$ 75.00	\$ 3,825.00	\$ 53.00	\$ 2,703.00	\$ 73.00	\$ 150.00	\$ 7,650.00	\$ 107.00	\$ 5,457.00	\$ 182.00	\$ 9,282.00	
C-1-d	101+	EARTHWORK ON SITE	101	CY	\$ 39.00	\$ 3,939.00	\$ 35.00	\$ 3,535.00	\$ 51.00	\$ 5,151.00	\$ 65.00	\$ 6,565.00	\$ 80.00	\$ 8,080.00	\$ 85.00	\$ 8,585.00	\$ 141.00	\$ 14,241.00
C-2-a	1 - 20	IMPORT BACKFILL (FURNISH, PLACE, AND COMPACT)	1	CY	\$ 43.00	\$ 43.00	\$ 300.00	\$ 300.00	\$ 246.00	\$ 246.00	\$ 272.00	\$ 272.00	\$ 450.00	\$ 450.00	\$ 1,015.00	\$ 1,015.00	\$ 384.00	\$ 384.00
C-2-b	21 - 50	IMPORT BACKFILL (FURNISH, PLACE, AND COMPACT)	21	CY	\$ 27.00	\$ 567.00	\$ 90.00	\$ 1,890.00	\$ 86.00	\$ 1,806.00	\$ 101.00	\$ 2,121.00	\$ 325.00	\$ 6,825.00	\$ 202.00	\$ 4,242.00	\$ 187.00	\$ 3,927.00
C-2-c	51 - 100	IMPORT BACKFILL (FURNISH, PLACE, AND COMPACT)	51	CY	\$ 24.00	\$ 1,224.00	\$ 75.00	\$ 3,825.00	\$ 67.00	\$ 3,417.00	\$ 98.00	\$ 4,998.00	\$ 175.00	\$ 8,925.00	\$ 124.00	\$ 6,324.00	\$ 173.00	\$ 8,823.00
C-2-d	101+	IMPORT BACKFILL (FURNISH, PLACE, AND COMPACT)	101	CY	\$ 23.00	\$ 2,323.00	\$ 40.00	\$ 4,040.00	\$ 65.00	\$ 6,565.00	\$ 55.00	\$ 5,555.00	\$ 125.00	\$ 12,625.00	\$ 122.00	\$ 12,322.00	\$ 188.00	\$ 18,988.00
D - TYPE B CURB																		
D-1-a	1 - 20	TYPE B CURB - DEMOLITION AND DISPOSAL	1	LF	\$ 62.00	\$ 62.00	\$ 90.00	\$ 90.00	\$ 232.00	\$ 232.00	\$ 125.00	\$ 125.00	\$ 150.00	\$ 150.00	\$ 875.00	\$ 875.00	\$ 270.00	\$ 270.00
D-1-b	21 - 100	TYPE B CURB - DEMOLITION AND DISPOSAL	21	LF	\$ 46.00	\$ 966.00	\$ 45.00	\$ 945.00	\$ 59.00	\$ 1,239.00	\$ 49.00	\$ 1,029.00	\$ 90.00	\$ 1,890.00	\$ 150.00	\$ 3,150.00	\$ 106.00	\$ 2,226.00
D-1-c	101+	TYPE B CURB - DEMOLITION AND DISPOSAL	101	LF	\$ 43.00	\$ 4,343.00	\$ 40.00	\$ 4,040.00	\$ 56.00	\$ 6,767.00	\$ 70.00	\$ 7,070.00	\$ 52.00	\$ 5,252.00	\$ 85.00	\$ 8,585.00	\$ 110.00	\$ 11,110.00
D-2-a	1 - 20	TYPE B CURB - FORM, PLACE, AND FINISH	1	LF	\$ 59.00	\$ 59.00	\$ 100.00	\$ 100.00	\$ 396.00	\$ 396.00	\$ 105.00	\$ 105.00	\$ 300.00	\$ 300.00	\$ 1,056.00	\$ 1,056.00	\$ 506.00	\$ 506.00
D-2-b	21 - 100	TYPE B CURB - FORM, PLACE, AND FINISH	21	LF	\$ 43.00	\$ 903.00	\$ 75.00	\$ 1,575.00	\$ 82.00	\$ 1,722.00	\$ 90.00	\$ 1,890.00	\$ 210.00	\$ 2,100.00	\$ 272.00	\$ 5,712.00	\$ 98.00	\$ 2,058.00
D-2-c	101+	TYPE B CURB - FORM, PLACE, AND FINISH	101	LF	\$ 40.00	\$ 4,040.00	\$ 60.00	\$ 6,060.00	\$ 72.00	\$ 7,272.00	\$ 75.00	\$ 8,080.00	\$ 54.00	\$ 5,454.00	\$ 86.00	\$ 8,686.00	\$ 200.00	\$ 20,200.00
E - CONCRETE CURB AND GUTTER (CG)																		
E-1-a	1 - 20	CONCRETE CURB AND GUTTER (CG) - DEMOLITION AND DISPOSAL	1	LF	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 232.00	\$ 232.00	\$ 120.00	\$ 120.00	\$ 200.00	\$ 200.00	\$ 995.00	\$ 995.00	\$ 267.00	\$ 267.00
E-1-b	21 - 100	CONCRETE CURB AND GUTTER (CG) - DEMOLITION AND DISPOSAL	21	LF	\$ 35.00	\$ 735.00	\$ 65.00	\$ 1,365.00	\$ 59.00	\$ 1,239.00								

Bid awarded on **11/5/2019**
by City Council to **Hemi's Landscape & Concrete Inc., Golz Construction Inc., and C2 Builders Inc.**
for the sum of **\$404,840.00, \$406,055.70, and \$528,918.00**
All other bids were rejected and bid bonds returned.

BID TABULATION
FOR
ON-CALL JOB ORDER CONTRACT FOR SIDEWALK IMPROVEMENTS

Project Coordinator: Jonathan Esteban
Project Manager: Jonathan Esteban

Jonathan Esteban
Jonathan Esteban

Dated this **11/1/2019**

CONTRACTORS																
ITEM NO.	QTY INC	DESCRIPTION	APPROXIMATE QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
J - DECOMPOSED GRANITE SIDEWALK (DGSW)																
J-1-a	N/A	DECOMPOSED GRANITE SIDEWALK (DGSW) - FURNISH, PLACE, AND FINISH CALIFORNIA GOLD DECOMPOSED GRANITE SIDEWALK WITH PRE-EMERGENT WEED CONTROL APPLICATION AND SOIL SEDIMENT STABILIZER, 6" THICK	1	SF	\$ 35.00	\$ 35.00	\$ 91.80	\$ 91.80	\$ 43.00	\$ 43.00	\$ 55.00	\$ 55.00	\$ 724.00	\$ 724.00	\$ 16.75	\$ 16.75
J-2-a	1 - 100	DECOMPOSED GRANITE SIDEWALK (DGSW) - FURNISH AND INSTALL 2"X6" HEADER BOARD WITH 2"X4"X2" STAKES AT 5' O.C.	1	LF	\$ 31.00	\$ 31.00	\$ 80.20	\$ 80.20	\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00	\$ 65.00	\$ 65.00	\$ 25.50	\$ 25.50
J-2-b	101+	DECOMPOSED GRANITE SIDEWALK (DGSW) - FURNISH AND INSTALL 2"X6" HEADER BOARD WITH 2"X4"X2" STAKES AT 5' O.C.	101	LF	\$ 10.00	\$ 1,010.00	\$ 71.90	\$ 7,261.90	\$ 30.00	\$ 3,030.00	\$ 45.00	\$ 4,545.00	\$ 26.00	\$ 2,626.00	\$ 24.50	\$ 2,474.50
K - SIGN AND POST																
K-1-a	N/A	REMOVAL AND DISPOSAL OF SIGN AND SIGN POST	1	EA	\$ 68.00	\$ 68.00	\$ 115.00	\$ 115.00	\$ 810.00	\$ 810.00	\$ 130.00	\$ 130.00	\$ 150.00	\$ 150.00	\$ 584.00	\$ 584.00
K-2-a	N/A	SALVAGE AND REINSTALL SIGN AND SIGN POST	1	EA	\$ 155.00	\$ 155.00	\$ 325.00	\$ 325.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00	\$ 250.00	\$ 250.00	\$ 762.00	\$ 762.00
K-3-a	N/A	FURNISH AND INSTALL NEW POST AND NEW SIGN	1	EA	\$ 195.00	\$ 195.00	\$ 425.00	\$ 425.00	\$ 1,284.00	\$ 1,284.00	\$ 350.00	\$ 350.00	\$ 700.00	\$ 700.00	\$ 941.00	\$ 941.00
L - EROSION AND SEDIMENT CONTROL																
L-1-a	N/A	EROSION AND SEDIMENT CONTROL - STORM INLET PROTECTION	1	EA	\$ 65.00	\$ 65.00	\$ 125.00	\$ 125.00	\$ 210.00	\$ 210.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 450.00	\$ 450.00
M - CURB PAINT																
M-1-a	N/A	CURB PAINT - REMOVE PAINT ON TOP AND FACE OF CURB	1	LF	\$ 36.00	\$ 36.00	\$ 75.00	\$ 75.00	\$ 110.00	\$ 110.00	\$ 800.00	\$ 800.00	\$ 150.00	\$ 150.00	\$ 585.00	\$ 585.00
M-2-a	N/A	CURB PAINT - PAINT TOP AND FACE OF CURB	1	LF	\$ 25.00	\$ 25.00	\$ 50.00	\$ 50.00	\$ 175.00	\$ 175.00	\$ 10.00	\$ 10.00	\$ 100.00	\$ 100.00	\$ 561.00	\$ 561.00
N - FENCE AND GATES																
N-1-a	N/A	FENCE AND GATES - REMOVAL AND DISPOSAL OF FENCE AND GATES	1	LF	\$ 36.00	\$ 36.00	\$ 15.00	\$ 15.00	\$ 125.00	\$ 125.00	\$ 100.00	\$ 100.00	\$ 20.00	\$ 20.00	\$ 22.00	\$ 22.00
N-2-a	N/A	FENCE AND GATES - FURNISH AND INSTALL CHAIN-LINK FENCE (6' HIGH AND LESS)	1	LF	\$ 63.00	\$ 63.00	\$ 90.00	\$ 90.00	\$ 250.00	\$ 250.00	\$ 75.00	\$ 75.00	\$ 125.00	\$ 125.00	\$ 170.00	\$ 170.00
N-3-a	N/A	FENCE AND GATES - FURNISH AND INSTALL GATE	1	SF	\$ 41.00	\$ 41.00	\$ 30.00	\$ 30.00	\$ 160.00	\$ 160.00	\$ 60.00	\$ 60.00	\$ 75.00	\$ 75.00	\$ 50.00	\$ 50.00
O - CONCRETE SIDEWALK GRINDING																
O-1-a	1 - 100	CONCRETE SIDEWALK GRINDING	1	LF	\$ 40.00	\$ 40.00	\$ 35.00	\$ 35.00	\$ 37.00	\$ 37.00	\$ 40.00	\$ 40.00	\$ 100.00	\$ 100.00	\$ 850.00	\$ 850.00
O-1-b	101 - 500	CONCRETE SIDEWALK GRINDING	101	LF	\$ 24.00	\$ 2,424.00	\$ 25.00	\$ 2,525.00	\$ 11.00	\$ 1,111.00	\$ 35.00	\$ 3,535.00	\$ 45.00	\$ 4,545.00	\$ 50.00	\$ 5,050.00
O-1-c	501 - 1,000	CONCRETE SIDEWALK GRINDING	501	LF	\$ 23.00	\$ 11,523.00	\$ 20.00	\$ 10,020.00	\$ 6.00	\$ 3,006.00	\$ 30.00	\$ 15,030.00	\$ 38.00	\$ 19,038.00	\$ 26.00	\$ 13,026.00
O-1-d	1001+	CONCRETE SIDEWALK GRINDING	1001	LF	\$ 20.00	\$ 20,020.00	\$ 15.00	\$ 15,015.00	\$ 5.00	\$ 5,005.00	\$ 25.00	\$ 25,025.00	\$ 35.00	\$ 35,035.00	\$ 22.00	\$ 22,022.00
P - CONCRETE RESIDENTIAL DRIVEWAY APPROACH (RDWYA)																
P-1-a	1 - 100	CONCRETE RESIDENTIAL DRIVEWAY APPROACH (RDWYA) - DEMOLITION AND DISPOSAL	1	SF	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 47.00	\$ 47.00	\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00	\$ 975.00	\$ 975.00
P-1-b	101 - 1,000	CONCRETE RESIDENTIAL DRIVEWAY APPROACH (RDWYA) - DEMOLITION AND DISPOSAL	101	SF	\$ 13.00	\$ 1,313.00	\$ 15.00	\$ 1,515.00	\$ 8.00	\$ 808.00	\$ 20.00	\$ 2,020.00	\$ 25.00	\$ 2,525.00	\$ 55.00	\$ 5,555.00
P-1-c	1001+	CONCRETE RESIDENTIAL DRIVEWAY APPROACH (RDWYA) - DEMOLITION AND DISPOSAL	1001	SF	\$ 12.00	\$ 12,012.00	\$ 10.00	\$ 10,010.00	\$ 6.00	\$ 6,006.00	\$ 15.00	\$ 15,015.00	\$ 17.00	\$ 17,017.00	\$ 12.00	\$ 12,012.00
P-2-s	1 - 100	CONCRETE RESIDENTIAL DRIVEWAY APPROACH (RDWYA) - FORM, PLACE, AND FINISH	1	SF	\$ 45.00	\$ 45.00	\$ 37.00	\$ 37.00	\$ 67.00	\$ 67.00	\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00	\$ 1,096.00	\$ 1,096.00
P-2-b	101 - 1,000	CONCRETE RESIDENTIAL DRIVEWAY APPROACH (RDWYA) - FORM, PLACE, AND FINISH	101	SF	\$ 37.00	\$ 3,737.00	\$ 28.00	\$ 2,828.00	\$ 13.00	\$ 1,313.00	\$ 25.00	\$ 2,525.00	\$ 25.00	\$ 2,525.00	\$ 65.00	\$ 6,565.00
P-2-c	1001+	CONCRETE RESIDENTIAL DRIVEWAY APPROACH (RDWYA) - FORM, PLACE, AND FINISH	1001	SF	\$ 20.00	\$ 20,020.00	\$ 16.00	\$ 16,016.00	\$ 10.00	\$ 10,010.00	\$ 21.00	\$ 21,021.00	\$ 18.00	\$ 18,018.00	\$ 23.00	\$ 23,023.00
Q - CONCRETE COMMERCIAL DRIVEWAY APPROACH (CDWYA)																
Q-1-a	1 - 100	CONCRETE COMMERCIAL DRIVEWAY APPROACH (CDWYA) - DEMOLITION AND DISPOSAL	1	SF	\$ 30.00	\$ 30.00	\$ 40.00	\$ 40.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 75.00	\$ 75.00	\$ 985.00	\$ 985.00
Q-1-b	101 - 1,000	CONCRETE COMMERCIAL DRIVEWAY APPROACH (CDWYA) - DEMOLITION AND DISPOSAL	101	SF	\$ 13.00	\$ 1,313.00	\$ 25.00	\$ 2,525.00	\$ 10.00	\$ 1,010.00	\$ 20.00	\$ 2,020.00	\$ 35.00	\$ 3,535.00	\$ 46.00	\$ 4,646.00
Q-1-c	1001+	CONCRETE COMMERCIAL DRIVEWAY APPROACH (CDWYA) - DEMOLITION AND DISPOSAL	1001	SF	\$ 12.00	\$ 12,012.00	\$ 12.00	\$ 12,012.00	\$ 9.00	\$ 9,009.00	\$ 14.00	\$ 14,014.00	\$ 20.00	\$ 20,020.00	\$ 15.00	\$ 15,015.00
Q-2-a	1 - 100	CONCRETE COMMERCIAL DRIVEWAY APPROACH (CDWYA) - FORM, PLACE, AND FINISH	1	SF	\$											



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-558, **Version:** 1

Standard Agreement with the County of Monterey for the California Department of Housing and Community Development California Emergency Solutions and Housing Program

Approve a Resolution authorizing the Mayor to enter into a Standard Agreement with the County of Monterey to accept and administer California Department of Health Care Services matching funds, accessed through the County Whole Person Care Program, for the California Department of Housing and Community Development California Emergency Solutions and Housing Program.



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: NOVEMBER 5, 2019

DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT

FROM: MEGAN HUNTER, DIRECTOR

BY: CHRISTOPHER VALENZUELA, PLANNING MANAGER

TITLE: AUTHORIZE THE EXECUTION OF A STANDARD AGREEMENT WITH THE COUNTY OF MONTEREY TO ACCEPT AND ADMINISTER CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES MATCHING FUNDS THROUGH THE COUNTY WHOLE PERSON CARE PROGRAM FOR THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM

RECOMMENDED MOTION:

A motion to approve a resolution authorizing the Mayor to enter into a Standard Agreement (Agreement) with the County of Monterey (County) to accept and administer California Department of Health Care Services (DHCS) matching funds, accessed through the County Whole Person Care (WPC) Program, for the California Department of Housing and Community Development (HCD) California Emergency Solutions and Housing (CESH) Program.

RECOMMENDATION:

The Community Development Department (CDD) recommends that City Council authorize the Mayor to enter into an Agreement with the County to accept and administer DHCS matching funds, accessed through the County WPC Program for the HCD CESH Program.

EXECUTIVE SUMMARY:

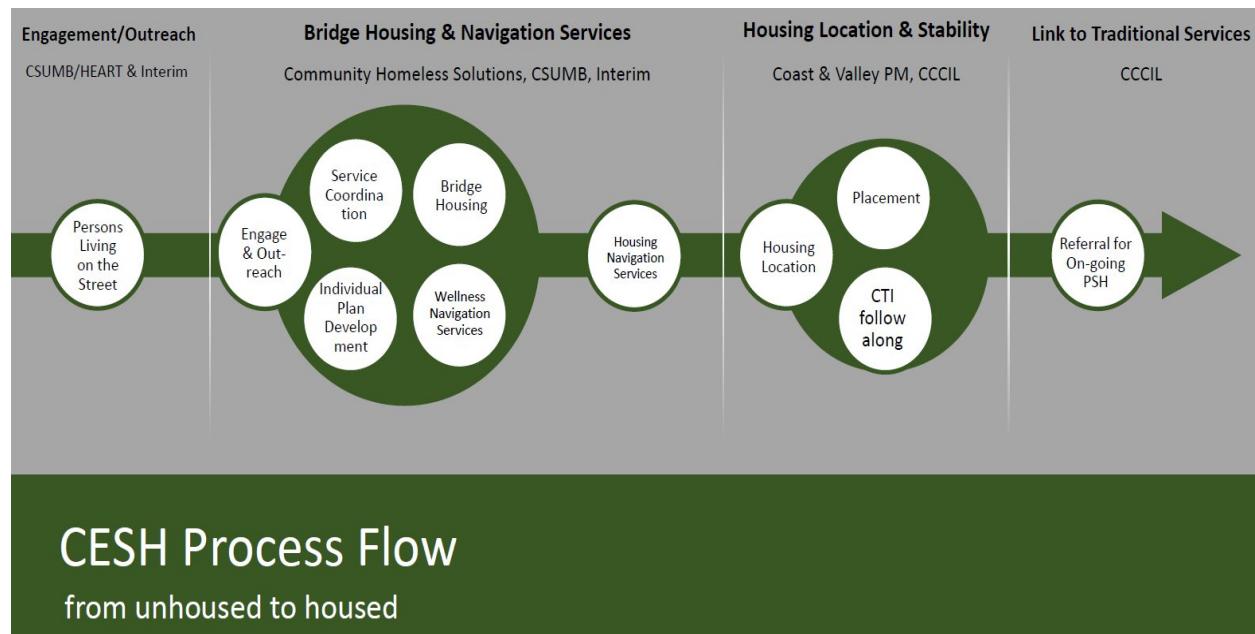
HCD issued a Notice of Funding Availability (NOFA) for the first round of CESH Program grant funding on August 15, 2018. Shortly thereafter, the City of Salinas (City) Community Development Department (CDD) Housing Division applied for the first round of CESH Program funding and was awarded a total of \$1,027,285 on January 11, 2019. The City received a fully executed first round CESH Standard Agreement (Grant Contract) in the amount of \$1,027,285 on July 25, 2019 from HCD. The City collaborated with the County early on during the City CESH NOFA, rating and ranking and public outreach process. During this process, the County Health Department notified the City that it would seek approval from the DHCS to utilize CESH funds as a dollar-for-dollar match to access DHCS funds for certain eligible CESH activities. On October 8, 2019, the County received said approval from the DHCS. As a result, the City will be able to

leverage an additional \$439,099 in DHCS matching funds to provide greater funding levels to awarded subrecipients and achieve greater results for the overall CESH program including the Chinatown and Downtown Pilot Program.

BACKGROUND:

CESH Program funding can be utilized within Monterey and San Benito Counties. First round CESH Program funding within Monterey County will be targeted toward an innovative Chinatown and Downtown Pilot Program to address the largest concentration of chronic homelessness in the region and in the City, and to effectively leverage funds to expand existing resources. In addition, DHCS matching funds accessed through the County WPC Program will provide wellness services and engage beneficiaries in activities in support of their goals to attain safe and stable housing.

The diagram below illustrates the proposed CESH model.



Note: It will be critical to the long-term success of the CESH Program to train County and Service Provider staff in the evidence-based practice of Critical Time Intervention (CTI) to fortify retention in permanent housing

DISCUSSION:

Under agreed upon terms in this Agreement, the County, via a pass-through of DHCS funds, will facilitate the City's access to a total of \$439,099 of DHCS matching funds to the City's first round CESH Program for certain eligible activities. The table below details the DHCS matching dollar amounts along with the agencies and activities that are proposed to receive this funding.

Proposed DHCS Matching Funds (Accessed through County WPC Program)		
Agency	Activity	Dollar Amount
City of Salinas	Administration Funds for CESH Program Manager	\$51,364
Central Coast Center for Independent Living (CCCIL)	Housing Locator(s)/Landlord Engagement	\$159,836
Community Homeless Solutions (Monterey County)	Navigation Center	\$172,628
Interim, Inc.	Salinas Site Specific Outreach	\$55,271
Total		\$439,099

When combined with the DHCS matching funds, the City will be able to allocate a total of \$1,466,384 of funding toward the first round CESH Program. The table below shows the total proposed first round CESH Program funding allocations along with the agencies and activities.

Proposed CESH Program (Round 1) Allocations			
Activity	City CESH	DHCS Matching Funds Through WPC Program	Totals
City of Salinas Administration Funds	\$51,364	\$51,364	\$102,728
Central Coast Center for Independent Living (CCCIL)	\$515,921	\$159,836	\$675,757
Community Homeless Solutions (San Benito County)	\$150,000	-	\$150,000
Community Homeless Solutions (Monterey County)	\$204,728	\$172,628	\$377,356
Interim, Inc.	\$55,272	\$55,271	\$110,543
Homeless Plan	\$50,000	-	\$50,00
Totals	\$1,027,285	\$439,099	\$1,466,384

Below is a brief description of the proposed first round CESH Program activities.

City of Salinas Administration Funds (\$102,728) – Secure consulting and advisory services for a CESH Program Manager and Homeless Outreach Coordinator. To provide oversight, direction and management of CESH Program funding. To provide direct support and continued collaboration across multiple City departments and representation at targeted homeless meetings.

CCCIL (\$675,757) – Provide engagement for behavioral health, housing navigation and housing location. Provide flexible housing subsidies for permanent housing placement for up to 48 months.

Community Homeless Solutions (San Benito County) (\$150,000) – Provide operating support for the San Benito County year-round emergency shelter.

Community Homeless Solutions (Monterey County) (\$377,356) – Provide operating support for a Navigation Center including bridge housing to permanent housing.

Interim, Inc. (\$110,543) – Provide street outreach staffing for Downtown and Chinatown districts with an emphasis at the Steinbeck Library and First United Methodist Church locations.

Homeless Plan (Lead Me Home) (\$50,000) – Leverage funding with the County to complete a comprehensive update of the existing Monterey and San Benito Counties Lead Me Home Plan (Plan). By completing a comprehensive update of the Plan this will increase funding opportunities.

CEQA CONSIDERATION:

The City has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) per Guidelines Section 15378. CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

STRATEGIC PLAN INITIATIVE:

This Agreement will help advance the following City Council strategic goals: 1) Economic Diversity and Prosperity; 2) Safe, Livable Community; 3) Effective, Sustainable Government and 4) Quality of Life.

DEPARTMENT COORDINATION:

This agenda item is solely administered by the City's CDD Housing Division. However, other City departments that contributed with their staff time and resources included Finance and Legal. The CDD Housing Division also collaborated with the County Health Department.

Department	Contribution
Finance	Assists in helping manage expenditures related to the Professional Services Agreement.
Legal	Provides legal guidance on all contracts and legal documents related to this agenda item.
County Health Department	Providing access to WPC Program matching funds.

FISCAL AND SUSTAINABILITY IMPACT:

Funding for this Agreement will derive from DHCS matching funds, accessed through the County WPC Program, in the amount of \$439,099. There is no proposed General Fund impact associated with this agenda item.

ATTACHMENTS:

- Resolution
- Standard Agreement

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

**A RESOLUTION OF THE CITY OF SALINAS CITY COUNCIL AUTHORIZING THE
EXECUTION OF A STANDARD AGREEMENT WITH THE COUNTY OF
MONTEREY TO ACCEPT AND ADMINISTER CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES MATCHING FUNDS THROUGH THE COUNTY WHOLE
PERSON CARE PROGRAM FOR THE CALIFORNIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT CALIFORNIA EMERGENCY SOLUTIONS
AND HOUSING PROGRAM**

WHEREAS, the California Department of Housing and Community Development (HCD) issued a Notice of Funding Availability (NOFA) for the first round of the California Emergency Solutions and Housing (CESH) Program on August 15, 2018; and

WHEREAS, HCD approved \$1,027,285 of CESH Program first round funding to the City of Salinas (City) on January 11, 2019; and

WHEREAS, the City and HCD fully executed a CESH Program first round grant contract in the amount of \$1,027,285 on July 25, 2019; and

WHEREAS, on October 8, 2019, the County of Monterey (County) Health Department received approval from the California Department of Health Care Services (DHCS) to provide DHCS matching funds in the amount of \$439,099 through the County Whole Person Care (WPC) Program for the HCD CESH Program; and

WHEREAS, the City intends to utilize \$1,027,285 of first round HCD CESH Program funding plus the DHCS matching funds in the amount of \$439,099 through the County WPC Program for a total of \$1,466,384.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salinas that it hereby authorizes and directs the Mayor and the City Finance Director or his Designee, for and on behalf of the City of Salinas, to execute the Standard Agreement along with any amendments, contracts or related documents that are deemed necessary to carry out the terms and conditions as set forth in the Standard Agreement as presented to the City Council on this date; and

PASSED AND APPROVED this 5th day of November 2019 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED

Joe Gunter, Mayor

ATTEST

Patricia M. Barajas, City Clerk

COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter "County") and:
City of Salinas _____,
(hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

Provide:

CONTRACTOR with Whole Person Care pass-through funds to match, dollar-for-dollar, CONTRACTOR's California Emergency Shelter and Housing grant, thereby increasing the City's funding capacity for homeless services by 40%.

2.0 PAYMENT PROVISIONS:

County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$ 439,099.00

3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from December 01, 2019 to December 31, 2020, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other: Exhibit A: Program Plan

Exhibit B: Payment and Billing Provisions

Exhibit C: Budget and Max Obligation

City of Salinas
\$439,099

5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

- 7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.
- 7.03 The County's payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County's purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

9.0 INSURANCE REQUIREMENTS:

- 9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

- 9.02 **Qualifying Insurers:** All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to

City of Salinas

\$439,099

Agreement ID: 12/01/2019-12/31/2020

the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial General Liability Insurance: including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Requestor must check the appropriate Automobile Insurance Threshold:
Requestor must check the appropriate box.

Agreement Under \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.

Agreement Over \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Workers' Compensation Insurance: if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Professional Liability Insurance: if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or

errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a “claims-made” basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage (“tail coverage”) with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

9.04 **Other Requirements:**

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

10.0 RECORDS AND CONFIDENTIALITY:

- 10.1 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.2 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.3 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.4 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.5 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

11.0 NON-DISCRIMINATION:

11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

14.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

FOR COUNTY:	FOR CONTRACTOR:
Patricia Zerounian, MPP MA III, WPC Project Manager	Megan Hunter, Director Community Development Department
Name and Title 1270 Natividad Road Salinas CA 93906	Name and Title 65 W. Alisal Street 2nd floor Salinas, CA 93901-2639
Address 831/755-4583 Zerounianp@co.monterey.ca.us	Address (831) 758-7208 meganh@ci.salinas.ca.us
Phone:	Phone:

15.0 MISCELLANEOUS PROVISIONS.

15.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.

15.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.

15.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.

15.04 **Contractor:** The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.

15.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.

15.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

15.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.

15.08 **Compliance with Applicable Law:** The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.

15.09 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.

15.10 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.

15.11 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.

15.12 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.

15.13 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.

15.14 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

15.15 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.

15.16 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.

15.17 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

16.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

COUNTY OF MONTEREY

By: _____
Contracts/Purchasing Officer

Date: _____

By: _____
Department Head (if applicable)

Date: _____

By: _____
Board of Supervisors (if applicable)

Date: _____

Approved as to Form¹

By: _____
County Counsel

Date: _____

Approved as to Fiscal Provisions²

By: _____
Auditor/Controller

Date: _____

Approved as to Liability Provisions³

By: _____
Risk Management

Date: _____

County Board of Supervisors' Agreement Number: _____, approved on (date): _____

***INSTRUCTIONS:** If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

¹Approval by County Counsel is required

²Approval by Auditor-Controller is required

³Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

CONTRACTOR

The City of Salinas

Contractor's Business Name*

By: _____
(Signature of Chair, President, or
Vice-President) *

Name and Title

Date: _____

By: _____
(Signature of Secretary, Asst. Secretary,
CFO, Treasurer or Asst. Treasurer) *

Name and Title

Date: _____

Exhibit A: Program Plan

1. Program Name: City of Salinas CESH Round 1 Matching Funds

2. Program Description:

Address of Delivery Sites: Various locations within the City of Salinas

Program Schedule: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Limitation of Service: Monterey County residents who are homeless, including those enrolled in Whole Person Care.

The California Department of Housing and Community Development (HCD, through the California Emergency Solutions and Housing (CESH) Program, has made funding available to the Salinas/Monterey, San Benito Counties Continuum of Care CA-506 (CoC) to provide grants to assist persons who are experiencing homelessness or are at risk of homelessness. The CESH Program provides funding for a variety of activities to assist persons experiencing or at risk of homelessness as authorized by SB 850 (Chapter 48, Statutes of 2018). HCD administers the CESH Program with funding received from the Building Homes and Jobs Act Trust Fund (SB 2, Chapter 364, Statutes of 2017). The City of Salinas (indicated here as CONTRACTOR) has been designated by the CoC as the Administrative Entity.

Through the issuance of a Notice of Funding Availability, the CONTRACTOR evaluated, ranked, and selected community services providers to provide the following CESH activities:

- 1) rental assistance, housing relocation & stabilization services to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness;
- 2) flexible housing subsidy funds for local programs that establish or support the provision of rental subsidies in permanent housing to assist homeless individuals & families; and
- 3) operating support for emergency housing interventions including but not limited to navigation centers, street outreach, and shelter diversion.

In this agreement, County of Monterey Whole Person Care (WPC) Pilot Program grants one-time matching funds to CONTRACTOR to assist CONTRACTOR in fulfilling the activities described above. CONTRACTOR shall utilize dollar-for-dollar matching funds provided by County to collaborate with community partners, provide direct services, and engage beneficiaries in activities to improve their wellness and attain safe and stable housing.

The WPC is authorized under California's Medi-Cal 2020 waiver to test locally-based initiatives that will coordinate physical health, behavioral health, and social services for vulnerable Medi-Cal beneficiaries who are high users of multiple systems and continue to have or are at risk of poor health outcomes. The WPC is in effect through December 31, 2020. The WPC focus population is high cost, high utilizers of hospital emergency department and inpatient services who are exclusively homeless/chronically homeless Medi-Cal recipients or Medi-Cal-eligible persons with no medical health home (including those released from jail) and having two or more of the following characteristics:

- diagnosed mental illness,

Total Agreement: \$439,099.00

Agreement ID: CESH – City of Salinas

Term: December 01, 2019 – December 31, 2020

Page 1 of 4

- diagnosed substance use disorder,
- two or more mental health unit admissions in the prior twelve months,
- two or more chronic health diagnoses,
- two or more emergency department visits within the prior twelve months,
- one or more hospital admissions within the prior twelve months, or
- two or more significant medications prescribed.

CONTRACTOR sub-grantees will serve the WPC focus population as described above. Beneficiaries of CONTRACTOR sub-grantees services do not necessarily need to be enrolled in WPC.

3. Grant Objective and Goals

The grant objective is to expand upon CONTRACTORS CESH-funded resources by leveraging those funds with WPC one-time matching funds for the purpose of reducing homelessness.

4. CONTRACTOR and subcontractor deliverables:

In general, CONTRACTOR shall:

- Subcontract with qualified, experienced community human services partners to conduct direct services that will fulfil the Grant Objectives and Goals listed above.
- Require subcontractors to use CESH Best Practices in delivering direct services and to specifically use Housing First practices described in California Code of Regulations, title 25, section 8409, subdivision (b)(1)-(6).
- Monitor subcontractor progress toward achieving subcontract performance outcomes.
- Invoice COUNTY on a timely basis.
- Require subcontractors provide monthly metrics as described in 6.D. below.
- Provide monthly subcontractor outcome reports (accompaniment to invoices) on a timely basis.
- Participate in monthly Whole Person Care Social and Clinical case manager meetings.

CONTRACTOR will fund four subcontracted activities as follows:

- Salinas Site Specific Outreach** with homeless individuals with apparent mental illness who occupy specific Salinas places as their primary daytime and outdoor nighttime locations. A behavioral health clinician to navigate individuals into behavioral health/substance avoidance programs with coping skills, peer supports, motivational interviewing, and de-escalation interventions.
- Navigation Center** providing homeless persons with hygiene facilities, individual case plans, and referrals to services and educational opportunities.
- Housing Locator/Landlord Engagement** conducted by an individual with property management and/or housing rental experience who will identify appropriate housing opportunities, help participants understand lease and tenancy obligations, connect participants to suitable opportunities, and in conjunction with other team members, provide time-limited peripheral support of the participant to retain their new housing.

D. **CESH Program Manager** to coordinate all City CESH – subcontractor activities, troubleshoot and monitor all progress, and facilitate linkages between human service providers.

5. Tasks and Responsibilities

CONTRACTOR will be engaged in services Monday through Friday, from approximately 8:00 am to 5:00 pm, for a total of 40 hours per week.

CONTRACTOR will attend monthly WPC Social and Clinical partner meetings conducted by Monterey County Health Department and held at 1270 Natividad Road, Salinas, CA to stay informed of the activities of WPC partners.

6. Monthly Subcontractor Outcomes Reports

- A. Monthly subcontractor outcome reports must accompany monthly invoices. All reports must be emailed to COUNTY WPC manager.
- B. No personally identifiable information or protected health information belonging to any CESH beneficiary as a result of this Agreement shall be included in any reports, spreadsheets, emails, or other communication materials shared with any County departments, employees, staff, or agents.
- C. A logic model, flow chart, or evaluation plan pertaining to this agreement shall be submitted to COUNTY WPC program manager for approval.
- D. Reports shall include subcontractor metrics as follows:

Salinas Site Specific Outreach Activity Subgrantee: Interim Inc.

Roster of client first name & last initial	Client DOB	# of client engagements conducted since last report	# new referrals to health/ behavioral health since last report	# new referrals to SUD providers since last report	# new referrals to social services providers since last report	# new referrals to housing providers since last report

Navigation Center Subgrantee: Community Homeless Solutions

Roster of client first name & last initial	Client DOB	# new case plans written or revisited with client since last report	# clients newly entered into HMIS/CARS since last report	# clients newly referred to health/behavioral health since last report	# clients newly referred to social services providers since last report	# clients newly referred to vocational/ educational providers since last report

Housing Locator/Landlord Engagement Subgrantee: City subcontractor

Roster of client first name & last initial	Client DOB	# landlords engaged since last report	# housing applications submitted since last report	# clients permanently housed since last report

CESH Program Manager: City subcontractor

Monitor sub-contractor progress towards outcomes	# of Co-facilitated weekly subcontractor case conferencing	# collaborative meetings attended regarding housing availability/ stock/access
--------------------------------------------------	------------------------------------------------------------	--------------------------------------------------------------------------------

Total Agreement: \$439,099.00

Agreement ID: CESH – City of Salinas

Term: December 01, 2019 – December 31, 2020

Page 4 of 4

Exhibit B: Payment and Billing Provisions

1. Payment Type:

Cost reimbursement related to subcontracting will be paid to CONTRACTOR based on monthly invoices up to and including the month of December 2020, with a total not-to-exceed obligation of \$439,099.00.

2. Payment Authorization for Services:

The COUNTY'S commitment to authorize reimbursement to the CONTRACTOR for services as set forth in this Exhibit B is contingent upon COUNTY authorized admission and service, and CONTRACTOR'S commitment to provide services in accordance with the terms of this Agreement.

3. Payment Conditions:

A. Cost reimbursement will be made to CONTRACTOR on a monthly basis. Invoices for the preceding month shall be submitted no later than thirty (30) days after the end of the prior month. Detailed monthly payment instructions are described in the County of Monterey Standard Agreement item 6.04.

i. This Agreement is subject to non-federal fund matching requirements outlined in the Department of Health Care Services (DHCS) Whole Person Care Agreement (contract No. 16-14184-MO-27 dated June 27, 2017) with the County of Monterey in which

intergovernmental transfer (IGT) funds will qualify for federal financial participation per 42 CFR 433, subpart B (specifically 433.50 Basis, scope, and applicability) which states:

(a) Basis: This subpart interprets and implements - (1) Section 1902(a)(2) of the Social Security Act which requires States to share in the cost of medical assistance expenditures and permit both State and local governments to participate in the financing of the non-Federal portion of medical assistance expenditures.

(2) Section 1903(a) of the Social Security Act, which requires the Secretary to pay each State an amount equal to the Federal medical assistance percentage of the total amount expended as medical assistance under the State's plan.

(3) Section 1903(w) of the Act, which specifies the treatment of revenues from provider-related donations and health care-related taxes in determining a State's medical assistance expenditures for which Federal Financial Participation (FFP) is available under the Medicaid program.

ii. California WPC participating entities (i. e. COUNTY) will provide the nonfederal share through an intergovernmental transfer (IGT) to the state. The IGT funds are then matched by the federal government and the combined amount is made available to the lead entity that is then responsible for determining how those funds are utilized in the context of the WPC pilot.

- B. Intergovernmental transfer of funds shall be conducted biannually upon notice made by COUNTY. Within thirty (30) days determining the mid-year or year-end payments due based on the aggregated midyear and annual invoices, COUNTY will issue requests to the CONTRACTOR for the necessary IGT amounts. The CONTRACTOR shall make IGT of funds to COUNTY in the amount specified within seven (7) days of receiving the COUNTY's request. If the IGTs are made within the requested timeframe, COUNTY will return the IGT funds to CONTRACTOR within twenty (20) days after the initial transfers are made.
- C. In order to receive any payment under this Agreement, CONTRACTOR shall submit invoices and reports in such form as a General Ledger, Payroll Report, subcontractor invoices, and monthly progress report (described in Exhibit A, 6. Reporting) or other and as may be required by the County of Monterey Department of Health.
- D. All CONTRACTOR and subcontractor indirect costs are limited to no more than five percent (5%) of the administrative expenses only.
- E. CONTRACTOR shall submit monthly invoices on Cost Reimbursement Invoice Form (as appears below) to this Agreement, along with backup documentation specified in 3.A. above, to COUNTY so as to be in the COUNTY'S receipt no later than the last day of the month following the quarter of service. The amount requested for reimbursement shall be in accordance with the approved budget and shall not exceed the actual net costs incurred for services provided under this Agreement.
- F. CONTRACTOR shall submit via email a monthly claim in Excel format with electronic signature along with supporting documentations, as may be required by the COUNTY for services rendered to: Joe Ripley, RipleyJL@co.monterey.ca.us
- G. CONTRACTOR shall submit all invoices for reimbursement under this Agreement within thirty (30) calendar days after the termination or end date of this Agreement. All invoices not submitted after thirty (30) calendar days following the termination or end date of this Agreement shall not be subject to reimbursement by the COUNTY. Any invoice(s) submitted for services that preceded thirty (30) calendar days prior to the termination or end date of this Agreement may be disallowed, except to the extent that such failure was through no fault of CONTRACTOR. Any "obligations incurred" included in invoices for reimbursements and paid by the COUNTY which remain unpaid by the CONTRACTOR after thirty (30) calendar days following the termination or end date of this Agreement shall be disallowed, except to the extent that such failure was through no fault of CONTRACTOR under audit by the COUNTY.
- H. If CONTRACTOR fails to submit claim(s) for services provided under the terms of this Agreement as described above, the COUNTY may, at its sole discretion, deny payment for that month of service and disallow the claim.

- I. COUNTY shall review and certify CONTRACTOR'S claim either in the requested amount or in such other amount as COUNTY approves in conformity with this Agreement and shall then submit such certified claim to the COUNTY Auditor. The County Auditor-Controller shall pay the amount certified within thirty (30) calendar days of receiving the certified invoice.
- J. To the extent that the COUNTY determines CONTRACTOR has improperly claimed services, COUNTY may disallow payment of said services and require CONTRACTOR to resubmit said claim of services for payment, or COUNTY may make corrective accounting transactions.
- K. If COUNTY certifies payment at a lesser amount than the amount requested COUNTY shall immediately notify the CONTRACTOR in writing of such certification and shall specify the reason for it. If the CONTRACTOR desires to contest the certification, the CONTRACTOR must submit a written notice of protest to the COUNTY within twenty (20) calendar days after the CONTRACTOR'S receipt of the COUNTY notice. The parties shall thereafter promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such a dispute until the parties have met and attempted to resolve the dispute in person.

Cost Reimbursement Invoice Form

EXHIBIT D: City - CESH COST REIMBURSEMENT INVOICE FORM Monterey County Health Department, Administration Bureau										
Contractor:		Invoice Number: _____								
Address Line 1		County PONO: _____								
Address Line 2		Invoice Period: _____								
Tel. No.:										
Fax No.:										
Contract Term:		12/01/19 through 12/31/20 (Check if Yes) <input type="checkbox"/>								
Service Description	Rates of Payment	Total Contract Amount FY _____	Dollar Amount Requested this Period	Dollar Amount Requested to Date	Dollar Amount Remaining	% of Total Contract Amount				
TOTALS										
<p>I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract invoices that are maintained in our office at the services and claims represented in this invoice are available upon request.</p> <p>Signature: _____ Date: _____</p> <p>Title: _____ Telephone: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Email to: Joe Ripley, Finance Manager II, at RipleyJL@co.monterey.ca.us</td> <td style="width: 50%; padding: 5px;">Authorization for Payment Authorized Signatory _____</td> </tr> <tr> <td colspan="2" style="text-align: right; padding: 5px;">Date _____</td> </tr> </table>							Email to: Joe Ripley, Finance Manager II, at RipleyJL@co.monterey.ca.us	Authorization for Payment Authorized Signatory _____	Date _____	
Email to: Joe Ripley, Finance Manager II, at RipleyJL@co.monterey.ca.us	Authorization for Payment Authorized Signatory _____									
Date _____										

NOTE: All invoices must be accompanied by a general ledger report indicating all Salaries, Wages, and Fringe benefits, all operating expenses including rentals, leases, supplies, and services, taxes, fees, and all indirect costs.

Total Agreement: \$439,099.00

Agreement ID: CESH – City of Salinas

Term: December 01, 2019 – December 31, 2020

Page 4 of 4

Exhibit C: Budget and Maximum Obligation of the County

1. City of Salinas Subgrantee Activities

This budget breaks down into four (4) distinct activities that are either sub-granted to community partners by CONTRACTOR or are individuals with whom CONTRACTOR has sub-contracted:

City of Salinas Subgrantee Activity Breakdown	Total
Salinas Site Specific Outreach Subgrantee: <i>Interim, Inc.</i>	\$55,271
Navigation Center Subgrantee: <i>Community Homeless Solutions</i>	\$172,628
CESH Program Manager: <i>City contractor</i>	\$51,364
Housing Locator/Landlord Engagement Subgrantee: <i>City contractor</i>	\$159,836
TOTAL Budget	\$439,099

2. Maximum Obligation of the County

Subject to the limitations set forth herein, COUNTY shall pay to CONTRACTOR during the term of this Agreement a maximum amount of **\$439,099.00** for services rendered under this Agreement.

If for any reason this Agreement is canceled, COUNTY'S maximum liability shall be the total utilization to the date of cancellation not to exceed the maximum amount listed above.

3. Billing and Payment Limitations

Adjustment of Invoices Based on Other Data and Information: The COUNTY shall have the right to adjust invoices based upon data and information that may include, but are not limited to, COUNTY'S invoice processing information system reports, remittance advices, and billing system data.

4. Authority to Act for the County

The Director of the Health Department of the County of Monterey may designate one or more persons within the County of Monterey for the purposes of acting on his/her behalf to implement the provisions of this Agreement. Therefore, the term "Director" in all cases shall mean "Director or his/her designee."



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-561, **Version:** 1

Purchase of 2019 Multiquip Backup Generator

Approve a Resolution authorizing the direct purchase of one Multiquip generator from Multiquip Inc. Government Sales at a total cost of \$52,938.60 and approve a supplemental appropriation of \$53,000 from the Sanitary Sewer Fund 6400 to Capital Improvement Project (CIP) No. 9147.



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: **NOVEMBER 5, 2019**

DEPARTMENT: **PUBLIC WORKS, SANITARY SEWER DIVISION**

FROM: **DAVID JACOBS, PUBLIC WORKS DIRECTOR**

BY: **RONALD PATTERSON, FLEET MAINTENANCE SUPERVISOR**

TITLE: **PURCHASE OF 2019 MULTQUIP BACKUP GENERATOR**

RECOMMENDED MOTION:

A motion to approve a resolution authorizing the direct purchase of one Multiquip DCA70SSJU4F generator from Multiquip Inc. Government Sales at a total cost of \$52,938.60 and approve a supplemental appropriation of \$53,000 from the Sanitary Sewer Fund 6400 to Capital Improvement Project (CIP) No. 9147.

RECOMMENDATION:

It is recommended that City Council approve a resolution authorizing the direct purchase of one Multiquip Generator from Multiquip Government sales at a total cost of \$52,938.60 and a supplemental appropriation of \$53,000.00 from the Sanitary Sewer Fund 6400 so that the Sanitary Sewer Division can proceed with purchasing this much needed generator.

EXECUTIVE SUMMARY:

This report explains why staff chose the Multiquip DCA70. This generator is needed to continue with the maintenance and repairs of the city infrastructure as well as an emergency backup power supply.

BACKGROUND:

The Department continues work to update and replace a dated and worn out vehicle fleet and equipment.

The Public Works Fleet, in conjunction with the Sanitary Sewer Division, selected the Multiquip DCA70 due to its long-standing service history. Additionally, most of the generator fleet is the same make and model ensuring that we have quick repair and maintenance turnaround as well as user consistency in an emergency. There are other manufacturers of generators on the market, but fleet consistency needs to be a consideration. Multiquip Government Sales, through Sourcewell contract #041719-MTQ, has this generator at a cost of \$52,938.60.

This generator will be used in emergency sewer lift station power failures or for other emergency uses as well as it could be used for city functions that we currently have to rent a unit. The purchase of this generator will help keep the City of Salinas compliant with the Monterey Bay Air Resources Board Regulation by taking the older tier diesel engine offline. The current generators are only allowed to be used in an emergency due to age. The total cost of this equipment is \$52,938.60.

The cooperative purchases with other government agencies are exempt from the competitive bid process per Salinas Municipal Code Section 12-25 – Exceptions “cooperative purchasing with other governmental agencies”. Sourcewell is a local government unit, public corporation and public agency under the laws of the state of Minnesota.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The requested Council action directly relates to Council’s Strategic Plans or Goals of providing a “Safe, Livable Community”; “Well Planned City and Excellent Infrastructure”; and “Well Maintained City Infrastructure”. The purchase of the Multiquip generator allows the Sanitary Sewer Division to maintain sewer flow in the event of an emergency or power outage.

DEPARTMENTAL COORDINATION:

Fleet Maintenance in coordination with the Sanitary Sewer Division had a meeting to discuss the needs of the new generator. We concluded that the generator in this report meets both the needs of the Sanitary Sewer Division as well as the requirements of the Fleet Maintenance Shop. We also coordinated with the Finance Purchasing Division regarding this purchase.

FISCAL AND SUSTAINABILITY IMPACT:

A supplemental appropriation for \$53,000 is requested from the Sanitary Sewer Fund for CIP No. 9147 for the sanitary sewer generator equipment. There will be no impact to the City’s General Fund since money for the purchase is from the Sanitary Sewer Fund CIP No. 9147 totaling \$52,938.60.

ATTACHMENTS:

Council Resolution
Vehicle and Equipment quotes

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

**A RESOLUTION AUTHORIZING DIRECT PURCHASE
OF NEW 2019 MULTQUIP GENERATOR**

WHEREAS, Funds will be appropriated from the Sanitary Sewer Fund 6400 for Capital Improvement Project 9147 to purchase a new generator; and

WHEREAS, Monterey Air Resources Board Regulation requires the older tier engines to be used for only emergency purposes; and

WHEREAS, Staff chose a 2019 Multiquip DCA70SSJU4F from Multiquip Government Sales using Sourcewell Contract #041719-MTQ, at a cost of \$52,938.60; and

WHEREAS, City Council has authority to approve this purchase pursuant to Salinas Municipal Code 12-25 Exceptions, "cooperative purchase with other government agencies.

NOW, THEREFORE, BE IT RESOLVED that the Salinas City Council authorize the Purchasing Officer to purchase a new Multiquip DCA70SSJU4F from Multiquip Government Sales for a total cost of \$52,938.60; and

BE IT FURTHER RESOLVED that a supplemental appropriation in the amount of \$53,000 from the Sanitary Sewer Fund 6400 be approved and added to Capital improvement Project 9147.

PASSED AND APPROVED this 5th day of November, 2019 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk



MULTIQUIP INC.
6141 KATELLA AVE, STE 200, CYPRESS, CA 90630
PO BOX 6220, CYPRESS, CA 90630
PH: 800-421-1244 / 310-537-3700 FAX: 310-537-3927

Quotation

Page 1 of 1

City of Salinas Sewer Dept. Salinas CA 93901		Quotation # 20683397 QT P.O. # Estimated Ship 01/14/2020 Requested Ship 11/09/2019 Carrier No 406369 MULTIQUIP LTL C/O EC Entered by DMARSH Order Reason P22 ORDR-Sourcewell Currency USD Delivery PPC Prepay/Charge Frt Payment Terms Net 30 Within 30 days without deduction	Date 10/14/2019 Date
Sold-to	(CASH-MQ)		
City of Salinas Sewer Dept. Salinas CA 93901		Availability is subject to stock on hand at the time purchase order is received. Quote is valid for 30 days from issue date.	
Ship-to	(CASH-MQ)		

Item	Material	Plant	B/O	Order Qty	Gross Price EA	Net Price EA	Total Value
0010	DCA70SSJU4F Gen 70kVA 3Ph John Deere Tier 4F	A210	1	1.000	64,730.00	37,543.40	37,543.40
0020	TRLR75XF2H Trailer DCA20-70 100 Gal Hyd	A210	1	1.000	10,100.00	5,858.00	5,858.00
0030	EE43253 Coupler 2 5/16" Ball 14k TRLRMP thru 220	A210	1	1.000	100.00	58.00	58.00
0040	MQPPB70J4F Kit PowerBalance DCA70SSJU4F MQPPB70J4F	A210	1	1.000	3,775.00	3,775.00	3,775.00
	Items total Freight (Units) Taxable amount State/GST Tax Local/PST Tax Local Tax Local Tax						47,234.40 1,335.00 47,234.33 2,834.06 118.10 708.52 708.52
	Total amount Sourcewell member # 2424 Multiquip contract # 041719-MTQ Freight cost added to Salinas, CA						52,938.60



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-567, **Version:** 1

Surplus Vehicles and Equipment for Disposal

Approve a Resolution declaring vehicles and equipment surplus and authorizing their disposal.



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: NOVEMBER 5, 2019
DEPARTMENT: FINANCE DEPARTMENT
FROM: MATT N. PRESSEY, CPA, FINANCE DIRECTOR
BY: MANNY CAUNTAY, SENIOR BUYER
TITLE: SURPLUS VEHICLES AND EQUIPMENT FOR DISPOSAL

RECOMMENDED MOTION:

A motion to approve a resolution declaring vehicles and equipment surplus and authorizing their disposal.

RECOMMENDATION:

It is recommended that the City Council approve a resolution declaring items on the attached Surplus Vehicles and Equipment List as surplus and authorizing their disposal through auction companies by the Purchasing Division of the Finance Department.

DISCUSSION:

City Council is authorized pursuant to Salinas Municipal Code Section 12-15 to declare City vehicles and equipment no longer suitable for public use as surplus and to authorize their disposal through contracted auction services. Attached to this report is a list of vehicles and equipment that are recommended for disposal.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

DEPARTMENT COORDINATION:

Disposal of surplus property requires staff time from Finance Purchasing Division, Police Department Vehicle Maintenance and Administration Divisions, Fire Department Vehicle Maintenance and Public Works Vehicle Maintenance Division.

Vehicle maintenance personnel must remove City equipment and decals from the vehicles. Public Works Vehicle Maintenance Division makes minor repairs on the vehicles to get them operational

for better sale value. Purchasing Division coordinates the sale with the auction companies with assistance from Public Works Vehicle Maintenance.

STRATEGIC PLAN INITIATIVE:

Disposing of vehicles and equipment not suitable for City use supports City Council goals of Quality of Life (healthy, vibrant, sustainable and Green Community) and Effective, Sustainable Government.

FISCAL AND SUSTAINABILITY IMPACT:

The sales of listed surplus should generate approximately \$20,000 in revenue.

ATTACHMENTS:

Council Resolution
Surplus Vehicles and Equipment List

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

**A RESOLUTION DECLARING CITY VEHICLES AND EQUIPMENT
SURPLUS AND AUTHORIZING THEIR DISPOSAL**

WHEREAS, the City of Salinas needs to dispose of surplus vehicles and equipment no longer suitable for City use; and

WHEREAS, City Council has the authority to declare City property and equipment surplus and to authorize the disposal of such property and equipment pursuant to Section 12-15 of the Salinas Municipal Code; and

WHEREAS, utilizing auction companies is more efficient than the traditional method of annual public auction; and

WHEREAS, Vehicle Maintenance and Purchasing will determine best course of action for disposal through contracted auction companies.

NOW, THEREFORE, BE IT RESOLVED BY THE SALINAS CITY COUNCIL that City Council declares the items on the Surplus Vehicles and Equipment list attached to this Resolution as surplus and authorizes their disposal through auction companies by the Purchasing Officer and Vehicle Maintenance staff.

PASSED AND APPROVED this 5th day of November 2019 by the following votes:

AYES:

NOES:

ABSENT:

APPROVED:

Joe Gunter, Mayor

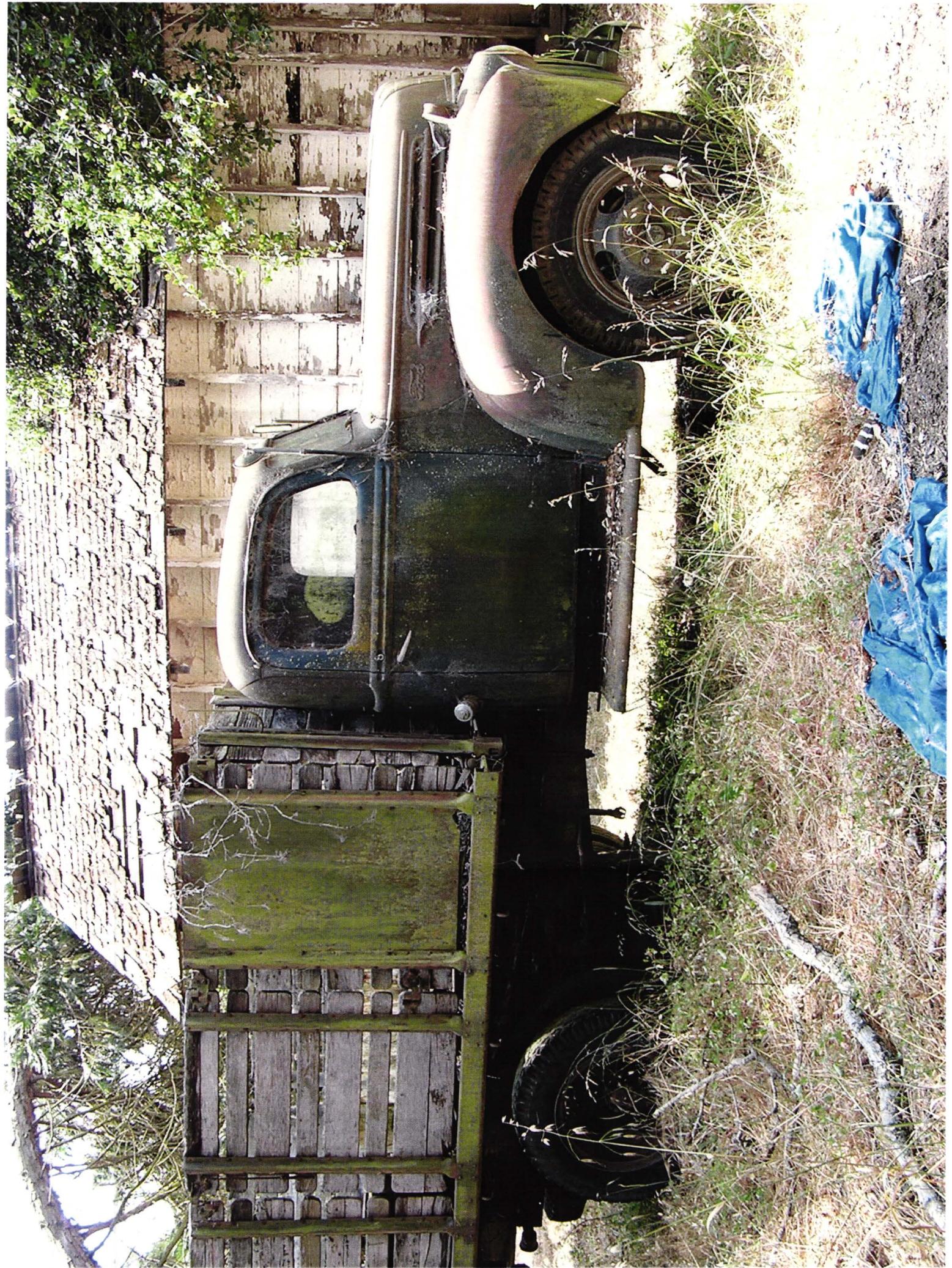
ATTEST:

Patricia M. Barajas, City Clerk

SURPLUS VEHICLES AND EQUIPMENT LIST NOVEMBER 2019

Unit #	YEAR	MAKE	MODEL	VIN # / Serial #	License	DEPT
344	1999	Ford	Crown Victoria	2FAFP7428XX140165	4LPS270	Yard
607	1985	International	1 1/2 Ton	1HTLAHGLXFHA42944	E444690	Yard
332A	1990	Toyota	1/2 Ton Pickup	JT4RN82POK0003596	E268827	Police
389	1998	Ford	Crown Victoria	2FAFP71W1WX181143	E1006946	Police
	2006	Ford	Crown Victoria	1FAHP71W26X207545	E1219756	Police
	2007	Ford	Crown Victoria	2FAHP71WX71129732	E1234038	Police
	2000	Ford	Windstar	2FMZA50484YBC64335	4LPX193	Police
	2001	Ford	Expedition	1FMPU16L21LB19433	E1102401	Police
604	1985	International	1 1/2 Ton	1HTLAHGLXHA42832	E444690	Yard
301	2010	Ford	Crown Victoria	2FABP7BV6AX138804	E1286994	Police
365	2010	Ford	Crown Victoria	2FABP7BV3AX138808	E1286990	Police
331	2006	Ford	Crown Victoria	2FAHP71W76X107542	E1219753	Police
327	2008	Ford	Crown Victoria	2FAHP71V58X175008	E1307355	Police
308	2008	Pont	G6	1G2ZM577884159417	6EFP909	Police
VM	2009	Ford	Fusion Gold	3FAHPC7268R101936	6BQU056	Police
302A	1986	GMC	Safari	1GTDM15ZXGB524905	E083967	Police
	2010	Ford	Crown Victoria	1FABP7BV5AX138809	E1286998	Police
		Ford	Crown Victoria	2FAHP1V38X175007		Police
3	1996	Ford	F150	2FTEF15N0TCA73929	E035592	Yard
4	2001	Dodge	Dakota 4x4	1B7GG22X91S283410	E1102366	Yard
79	2002	GEM	Utility Cart	5ASAK27452F028455	E035375	Yard
66	2002	GEM	Utility Cart	5ASAK27402F028427	E035376	Yard
53	1994	Ford	F150	1FTEX15Y8RKB04615	E299971	Yard
77	1994	Ford	F150	1FTEF15Y7RLB19409	E011674	Yard
85	1999	Ford	Ranger	1FTYR11V3XPA75432	E1013637	Yard
94	1999	Ford	Ranger	1FTYR10C4XUA29710	E1013671	Yard
601	1991	Ford	fsuper duty	2FDLF47G7MCA61667	E351453	Yard
605	1991	Ford	F450	2FDLF47G5MCA61666	E1134119	Yard
608	1991	Ford	F450	2FDLF47G9MCA61668	E351455	Yard
609	1991	Ford	F450	2FDLF47G0MCA61669	E1134262	Yard
681	1984	IHC	1600 Dump	1HTLDUGN2EHA45675		Yard
62	1996	Ford	F150XL	2FTEF15NITCA74345	E1134239	Yard
		Green Vehicle				Yard
	1947	Ford	Truck	799T1609611	A30418	TP 1
	1998	Onan Generator	Model 4BGEFA26100P	S/N E000104821		Yard
		2 Pallet Parts and Tools				Yard
		2 Pallet Parts and Tools				Yard
		Paper Cutter	MBM Triumph 4850-EP			Yard







City of Salinas

PUBLIC WORKS DEPARTMENT • 200 Lincoln Avenue • Salinas, California 93901 • (831) 758-7241

June 26, 2006

Frank Pierce
Lee and Pierce Inc.
546 Abbott Street Suite 20
Salinas, California 93901

SUBJECT: DONATION OF ESTATE ITEMS

Dear Frank:

The purpose of this letter is to request consideration by the Rompel family to donate the 1941 Ford truck and any other items that might be valuable for the historical exhibits that the City of Salinas is developing at the Salinas Intermodal Transit Center.

Currently this exhibit is focused on early Salinas life and railroad history. This is being done in collaboration with the Steinbeck Center to also include agricultural history of this valley. Historical renovation of the historic Freight Building at the site, requires that items be added to the collection to develop a meaningful educational offering. The First Mayor's House also needs items of historical interest that may include farm tools or other items that may also be on the Rompel family property. If there is favorable interest in donating some of the items to the developing exhibit areas, please let me know so that I can work with the family to determine what would be available as a donation.

Thank you for facilitating notification to family agents for the purpose of this donation.

Sincerely,

A handwritten signature in cursive script that reads "Denise Estrada".

Denise Estrada, Director
City of Salinas
Maintenance Services Department



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-571, **Version:** 1

Agreement with Monterey-Salinas Transit

Approve a Resolution authorizing the Mayor to enter into an Agreement with Monterey-Salinas Transit (MST) to apply to the Federal Transit Administration's (FTA) Pilot Program for Transit-Oriented Development (TOD) Planning Grant and approving the leveraging of the City's California SB 2 grant funds as the City's local match.



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE: **NOVEMBER 5, 2019**

DEPARTMENT: **COMMUNITY DEVELOPMENT**

FROM: **MEGAN HUNTER, DIRECTOR**

BY: **LISA BRINTON, PLANNING MANAGER**

TITLE: **AUTHORIZATION TO ENTER INTO AGREEMENT WITH MONTEREY-SALINAS TRANSIT**

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the Mayor to enter into an Agreement with Monterey-Salinas Transit (MST) to apply to the Federal Transit Administration's (FTA) Pilot Program for Transit-Oriented Development (TOD) Planning Grant and approving the leveraging of the City's California SB 2 grant funds as the City's local match.

RECOMMENDATION:

It is recommended that the City Council approve a resolution authorizing the Mayor to enter into an Agreement with MST to submit a Pilot Program for Transit-Oriented Development (TOD) Planning grant application, and if awarded, to accept grant funding to undertake technical studies and feasibility analysis required to prepare comprehensive TOD plans for the downtown and East Alisal Street Corridor (Project). It is further recommended that the City Council approve the leveraging of the City's California SB 2 grant funding as the City's local match.

EXECUTIVE SUMMARY:

MST and the City staff desire to enter into a partnership to collaborate on the submission of a grant application for federal transit-oriented development funding. If awarded, the proposed Project would undertake technical studies and feasibility analysis required to prepare comprehensive plans establishing bus rapid transit (BRT) along East Alisal Street and relocating the Salinas Transit Center to the Salinas Intermodal Transit Center (ITC) to serve as the BRT route termini. The Program requires a twenty percent (20%) local match. Grant applications, due by November 18, 2019, must include documentation of any partnerships and local match funding commitments. In order to meet the Program requirements by the grant deadline, it is requested that City Council authorize the City Manager to enter into an Agreement with MST that describes the Project scope of work, outlines MST and City roles and responsibilities, and identifies the source and amount of MST and City local match contributions.

BACKGROUND:

On September 18, 2019 the FTA, under the Department of Transportation released a Notice of Funding Opportunity (NOFO) for its FY 2019 competitive Pilot Program for TOD Planning (Program). Approximately \$19.19 million dollars is available to fund comprehensive planning that supports economic development, ridership, multimodal connectivity and accessibility, increased transit access for pedestrian and bicycle traffic, and mixed-use development near transit stations. Program focus is on planning associated with fixed guideway (e.g: bus rapid transit) and core capacity improvement project. Emphasis is also placed on removing barriers to facilitate mixed-use development close to transit stations and hubs.

Given that the coordination and intersection of transportation and land use planning is critical for successful transit-oriented development, the Program requires that MST partner with the City as the local land use authority. Coincidentally, the timing of this Program opportunity aligns with City land use planning efforts. In October 2019 the City submitted its application for guaranteed California SB 2 Planning Grant funding to conduct technical studies and initial environment analysis to pursue zoning changes to produce more housing and mixed-use development in the downtown and along East Alisal Street.

As mentioned above, grant applications must include documentation of any partnerships and local match funding commitments. The proposed Agreement would describe the Project scope of work, outline MST and City roles and responsibilities, and identify the source and amount of MST and City local match contributions.

DISCUSSION

Project Description

The proposed Project includes undertaking technical studies and feasibility analysis to evaluate establishing a bus rapid transit system (BRT) along East Alisal Street and the relocation of MST's Salinas Transit Center to the Salinas Intermodal Transit Center to serve as the BRT route termini. The comprehensive planning effort will identify existing and future transportation infrastructure, highlight the extensive land use planning work already completed or underway by the City of Salinas, and identify strategies to marry these two in a way that results in transit-oriented development that eliminates barriers for developers and encourages economic development and improved quality of life.

Project Roles and Responsibilities

MST will apply as the eligible applicant, and lead agency as MST is an approved FTA direct recipient and is responsible for bus transit operations in Monterey County. The City, as the land use authority will be listed as a project partner. MST will administer the grant and Project delivery compliance with local, state and federal requirements and will prepare and submit program and financial reports and requests for reimbursement. MST will also oversee procurement of contracted services to prepare technical and feasibility studies.

The City, as project partner, will work collaboratively with MST to develop the project scope of work and procure professional technical services to prepare the identified studies and analysis.

The City will also be actively involved in monitoring the preparation and review of Project deliverables. Under its SB 2 grant scope of work, the City will take the lead on preparing technical and environmental studies to process zoning changes that could yield an additional 1,000 housing units along the proposed East Alisal BRT corridor.

Funding

The Agreement will also identify and commit MST and City local match contributions. FTA requires a minimum of a twenty percent (20%) local match, which can be contributed in cash or in-kind. The estimated Project budget is Eight Hundred Thousand Dollars (\$800,000) requires a twenty percent (20%) local match of One Hundred and Sixty Thousand Dollars (\$160,000). More detail is provided in the Fiscal and Sustainability Impact section below.

CEQA CONSIDERATION:

The proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines section 15378). If the proposed scope or actions progress to a “project” level further CEQA analysis will be required to address potential environmental impacts of the proposed project.

STRATEGIC PLAN INITIATIVE:

The Project supports City Council Strategic Plan Initiatives of Economic Diversity and Prosperity and a Well-Planned City and Excellent Infrastructure by conducting technical and feasibility studies that further implement actions identified in the Downtown Vibrancy Plan and draft Alisal Vibrancy Plan related to increasing the efficiency and frequency of bus service and strategically locating bus routes and future stations near future transit-oriented development.

DEPARTMENTAL COORDINATION:

Community Development and Public Works have been collaborating with MST on developing the project scope and budget for the proposed TOD project. Community Development staff took the lead in preparing this staff report.

FISCAL AND SUSTAINABILITY IMPACT:

Estimated Project budget is Eight Hundred Thousand Dollars (\$800,000). As part of the partnership MST will commit to providing a ten percent (10%) of the local match, Eighty Thousand Dollars (\$80,000) from its allocation of State Local Transportation Funds.

The City proposes to use up to One Hundred and Eighty Thousand Dollars (\$180,000) of the SB 2 allocation as a leveraged cash match as most of the SB 2 planning areas are within the E. Alisal BRT Corridor and downtown/ITC area. SB 2 technical analysis would support and further the TOD Pilot Program scope of work and goals of enabling mixed-use development and facilitating multimodal accessibility.

ATTACHMENTS:

1. Resolution
2. Notification of Funding Opportunity

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

**A RESOLUTION OF THE SALINAS CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO ENTER INTO AN AGREEMENT WITH MONTEREY-SALINAS
TRANSIT TO PARTNER ON A FEDERAL TRANSIT-ORIENTED DEVELOPMENT
PLANNING GRANT**

WHEREAS, on September 18, 2019 the Federal Transit Administration, under the Department of Transportation, released a Notice of Funding Opportunity for its FY 2019 competitive Pilot Program for Transit-Oriented Development Planning (the “Program”); and

WHEREAS, approximately \$19.19 million dollars is available to fund comprehensive planning that supports economic development, ridership, multimodal connectivity and accessibility, increased transit access for pedestrian and bicycle traffic, and mixed-use development near transit stations; and

WHEREAS, given that the coordination and intersection of transportation and land use planning is critical for successful transit-oriented development, the Program requires that MST partner with the City as the local land use authority; and

WHEREAS, the timing of this Program opportunity aligns with City land use planning efforts to conduct technical studies and initial environment analysis to pursue zoning changes to produce more housing and mixed-use development in the downtown and along the East Alisal Street; and

WHEREAS, Program applications, due November 18, 2019, must include documentation of any partnerships and local match funding commitments; and

WHEREAS, MST and the City desire to enter into an Agreement that describes the Project scope of work, outlines MST and City roles and responsibilities, and identifies the source and amount of MST and City local match contributions; and

WHEREAS, the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines section 15378). If the proposed scope or actions progress to a “project” level further CEQA analysis will be required to address potential environmental impacts of the proposed project.

NOW, THEREFORE, BE IT RESOLVED that the Salinas City Council authorizes the Mayor to enter into an Agreement with Monterey-Salinas Transit (MST) to apply to the Federal Transit Administration’s (FTA) Pilot Program for Transit-Oriented Development (TOD) Planning, and if awarded to partner with MST to undertake the Project scope of work.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Salinas City Council and approves the leveraging of its City’s California SB 2 grant funds as the City’s local match.

PASSED AND APPROVED this 5th day of November 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

DATES: Written comments should be submitted by November 18, 2019.

ADDRESSES: Please send written comments:

By Electronic Docket:
www.regulations.gov (Enter docket number into search field).

By mail: Michael E. Dostert, Federal Aviation Administration, Transport Standards Branch, 2200 South 216th Street, Des Moines, WA 98198.

By fax: 206-231-3168.

FOR FURTHER INFORMATION CONTACT:

Michael E. Dostert by email at: Mike.Dostert@faa.gov; phone: 206-231-3168.

SUPPLEMENTARY INFORMATION:

Public Comments Invited: You are asked to comment on any aspect of this information collection, including (a) whether the proposed collection of information is necessary for FAA's performance; (b) the accuracy of the estimated burden; (c) ways for FAA to enhance the quality, utility and clarity of the information collection; and (d) ways that the burden could be minimized without reducing the quality of the collected information. The agency will summarize and/or include your comments in the request for OMB's clearance of this information collection.

OMB Control Number: 2120-0710.

Title: Reduction of Fuel Tank Flammability on Transport Category Airplanes.

Form Numbers: There are no FAA forms associated with this collection.

Type of Review: Renewal of an information collection.

Background: Design approval holders use flammability analysis documentation to demonstrate to their FAA Oversight Office that they are compliant with the Fuel Tank Flammability Safety rule (73 FR 42443). Semi-annual reports submitted by design approval holders provide listings of component failures discovered during scheduled or unscheduled maintenance so that the reliability of the flammability reduction means can be verified by the FAA.

Respondents: Approximately five design approval holders.

Frequency: Information is collected on occasion.

Estimated Average Burden per Response: 100 hours.

Estimated Total Annual Burden: 4,000 hours.

Issued in Washington, DC.

Joy Wolf,

Directives & Forms Management Officer (DMO/FMO), Aircraft Certification Service.
 [FR Doc. 2019-20163 Filed 9-17-19; 8:45 am]

BILLING CODE 4910-13-P

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

FY 2019 Competitive Funding Opportunity: Pilot Program for Transit-Oriented Development Planning

AGENCY: Federal Transit Administration (FTA), DOT.

ACTION: Notice of Funding Opportunity (NOFO).

SUMMARY: The Federal Transit Administration (FTA) announces the opportunity to apply for approximately \$19.19 million of funding under the Pilot Program for Transit-Oriented Development Planning (Catalog of Federal Domestic Assistance #20.500). As required by federal transit law and subject to funding availability, funds will be awarded competitively to support comprehensive planning associated with new fixed guideway and core capacity improvement projects.

DATES: Complete proposals must be submitted electronically through the *GRANTS.GOV* "APPLY" function by 11:59 p.m. EDT November 18, 2019. Prospective applicants should initiate the process by registering on the *GRANTS.GOV* website promptly to ensure completion of the application process before the submission deadline. Instructions for applying can be found on FTA's website at <https://www.transit.dot.gov/TODPilot> and in the "FIND" module of *GRANTS.GOV*. The *GRANTS.GOV* funding opportunity ID is FTA-2019-010-TPE. Mail and fax submissions will not be accepted.

FOR FURTHER INFORMATION CONTACT: Ken Cervenka, FTA Office of Planning and Environment, (202) 493-0512, or Ken.Cervenka@dot.gov. A TDD is available at 1-800-877-8339 (TDD/FIRS).

SUPPLEMENTARY INFORMATION:

Table of Contents

- A. Program Description
- B. Federal Award Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Information
- F. Federal Award Administration Information
- G. Federal Awarding Agency Contacts
- H. Technical Assistance and Other Program Information

Appendix A: Registration in SAM and *GRANTS.GOV*

A. Program Description

Section 20005(b) of the Moving Ahead for Progress in the 21st Century Act (MAP-21; Pub. L. 112-141, July 6, 2012), with funding authorized by 49 U.S.C. 5338(a)(2)(B), authorizes FTA to

award funds under the Pilot Program for Transit-Oriented Development (TOD) Planning (TOD Pilot Program) through a competitive process, as described in this notice, to local communities to integrate land use and transportation planning with a new fixed guideway or core capacity improvement transit capital project as defined in Federal transit statute. (See section C of this NOFO for more information about eligibility.)

As outlined in MAP-21, the TOD Pilot Program is intended to fund comprehensive planning that supports economic development, ridership, multimodal connectivity and accessibility, increased transit access for pedestrian and bicycle traffic, and mixed-use development near transit stations. The TOD Pilot Program also encourages identification of infrastructure needs and engagement with the private sector.

Consistent with direction in MAP-21, FTA is seeking comprehensive planning projects covering an entire transit capital project corridor, rather than proposals that involve planning for individual station areas or only a small section of the corridor. To ensure any proposed planning work reflects the needs and aspirations of the local community and results in concrete, specific deliverables and outcomes, transit project sponsors must partner with entities with land use planning authority in the transit project corridor to conduct the planning work.

B. Federal Award Information

Federal transit law authorizes FTA to make grants for eligible comprehensive planning projects under Section 20005(b) of MAP-21, with funding authorized by 49 U.S.C. 5338(a)(2)(B). FTA intends to award all available funding to selected applicants responding to this NOFO.

Only proposals from eligible recipients for eligible activities will be considered for funding. FTA anticipates minimum grant awards of \$250,000 and maximum grant awards of \$2,000,000.

C. Eligibility Information

1. Eligible Applicants

Applicants under the TOD Pilot Program must be FTA grantees (*i.e.*, existing direct and designated recipients) as of the publication date of this NOFO. An applicant must either be the project sponsor of an eligible transit capital project as defined below in section C, subsection 3 or an entity with land use planning authority in an eligible transit capital project corridor. Except in cases where an applicant is both the sponsor of an eligible transit

project and has land use authority in at least a portion of the transit project corridor, the transit project sponsor and at least one entity in the project corridor with land use planning authority must partner on the proposed comprehensive planning project. Documentation of this partnership must be included with the application; see section D, subsection 2 of this NOFO for further information.

Only one application per transit capital project corridor may be submitted to FTA. Multiple applications submitted for a single transit capital project corridor indicate that partnerships are not in place and FTA will reject all of the applications.

2. Cost Sharing or Matching

The maximum Federal funding share is 80 percent.

Eligible sources of local match include the following: cash from non-Government sources other than revenues from providing public transportation services; revenues derived from the sale of advertising and concessions; amounts received under a service agreement with a State or local social service agency or private social service organization; revenues generated from value capture financing mechanisms; or funds from an undistributed cash surplus; replacement or depreciation cash fund or reserve; or new capital. In-kind contributions are permitted. Transportation Development Credits (formerly referred to as Toll Revenue Credits) may not be used to satisfy the local match requirement. FTA may prioritize projects proposed with a higher non-Federal share.

3. Other Eligibility Criteria

i. Eligible Transit Projects

Any comprehensive planning work proposed for funding under the TOD Pilot Program must be associated with an eligible transit capital project. Although not required to be part of the Capital Investment Grant program, to be eligible, the proposed transit capital project must be a new fixed guideway project or a core capacity improvement project as defined in Section 5309(a) of title 49, United States Code.

A fixed guideway is a public transportation facility:

- (A) using and occupying a separate right-of-way for the exclusive use of public transportation;
- (B) using rail;
- (C) using a fixed catenary system;
- (D) for a passenger ferry system; or
- (E) for a bus rapid transit system.

A new fixed guideway capital project is defined in statute to be:

- (A) a new fixed guideway project that is a minimum operable segment or

extension to an existing fixed guideway system; or

(B) a fixed guideway bus rapid transit project that is a minimum operable segment or an extension to an existing bus rapid transit system.

A fixed guideway bus rapid transit project is defined more specifically in statute as a bus capital project:

(A) In which the majority of the project operates in a separated right-of-way dedicated for public transportation use during peak periods;

(B) that represents a substantial investment in a single route in a defined corridor or subarea; and

(C) that includes features that emulate the services provided by rail fixed guideway public transportation systems, including:

- (i) Defined stations;
- (ii) traffic signal priority for public transportation vehicles;

(iii) short headway bidirectional services for a substantial part of weekdays and weekend days; and

(iv) any other features the Secretary may determine are necessary to produce high-quality public transportation services that emulate the services provided by rail fixed guideway public transportation systems.

A core capacity improvement project is defined in statute as a substantial corridor-based capital investment in an existing fixed guideway system that increases the capacity of the corridor by not less than 10 percent. The term does not include project elements designed to maintain a state of good repair of the existing fixed guideway system.

Comprehensive planning work in a corridor for a transit capital project that does not meet the statutory definition above of either a new fixed guideway project or a core capacity improvement project is not eligible under the TOD Pilot Program.

ii. Eligible Activities

Any comprehensive planning efforts funded under the TOD Pilot Program must address all six aspects of the general authority stipulated in Section 20005(b)(2) of MAP-21:

- i. Enhances economic development, ridership, and other goals established during the project development and engineering processes;
- ii. facilitates multimodal connectivity and accessibility;
- iii. increases access to transit hubs for pedestrian and bicycle traffic;
- iv. enables mixed-use development;
- v. identifies infrastructure needs associated with the eligible project; and
- vi. includes private sector participation.

MAP-21 also requires the comprehensive planning effort to

advance the metropolitan planning organization's metropolitan transportation plan. Further, MAP-21 requires applicants to establish performance criteria for the comprehensive planning effort.

Following are examples of the types of substantial deliverables that may result from the comprehensive planning work. Substantial deliverables are reports, plans and other materials that represent the key accomplishments of the comprehensive planning effort and that must be submitted to FTA as each is completed. Substantial deliverables may include, but are not restricted to, the following:

- i. A comprehensive plan report that includes corridor development policies and station development plans, a proposed timeline, and recommended financing strategies for these plans;

- ii. A strategic plan report that includes corridor specific planning strategies and program recommendations to support comprehensive planning;

- iii. Revised TOD-focused zoning codes and/or resolutions;

- iv. A report evaluating and recommending financial tools to encourage TOD implementation such as land banking, value capture, and development financing;

- v. Policies to encourage TOD, including actions that reduce regulatory barriers that unnecessarily raise the costs of housing development or impede the development of affordable housing; and/or

- vi. Local or regional resolutions to implement TOD plans and/or establish TOD funding mechanisms.

iii. Ineligible Activities

Applications should not include the following activities:

- i. TOD planning work in a single transit capital project station area;

- ii. Transit project development activities that would be reimbursable under an FTA capital grant, such as project planning, the design and engineering of stations and other facilities, environmental analyses needed for the transit capital project, or costs associated with specific joint development activities;

- iii. Capital projects, such as land acquisition, construction, and utility relocation; and

- iv. Site- or parcel-specific planning, such as the design of individual structures.

D. Application and Submission Information

1. Address

Applications must be submitted electronically through GRANTS.GOV. General information for submitting applications through GRANTS.GOV can be found at <https://www.transit.dot.gov/funding/grants/applying/applying-fta-funding> along with specific instructions for the forms and attachments required for submission. Mail and fax submissions will not be accepted.

2. Content and Form of Application Submission

Proposals should include only a completed SF 424 Mandatory form (downloaded from GRANTS.GOV) and the following attachments to the completed SF 424:

i. A completed Applicant and Proposal Profile supplemental form for the TOD Pilot Program (supplemental form) found on the FTA website at <https://www.transit.dot.gov/TODPilot>. The information on the supplemental form will be used to determine applicant and project eligibility for the program, and to evaluate the proposal against the selection criteria described in part E of this notice;

ii. A map of the proposed study area showing the transit project alignment and stations, major roadways, major landmarks, and the geographic boundaries of the proposed comprehensive planning activities;

iii. Documentation of a partnership between the transit project sponsor and an entity in the project corridor with land use planning authority to conduct the comprehensive planning work, if the applicant does not have both of these responsibilities. Documentation may consist of a memorandum of agreement or letter of intent signed by all parties that describes the parties' roles and responsibilities in the proposed comprehensive planning project; and

iv. Documentation of any funding commitments for the proposed comprehensive planning work.

Information such as the applicant's name, Federal amount requested, local match amount, description of the study area, etc. may be requested in varying degrees of detail on both the SF 424 form and supplemental form. Applicants must fill in all fields unless stated otherwise on the forms.

Applicants should use both the "Check Package for Errors" and the "Validate Form" buttons on both forms to check all required fields, and ensure that the Federal and local amounts specified are consistent. In the event of errors with the supplemental form, FTA

recommends saving the form on your computer and ensuring that JavaScript is enabled in your PDF reader. The information listed below MUST be included on the SF 424 and supplemental forms for TOD Pilot Program funding applications.

The SF 424 and supplemental form will prompt applicants to address the following items:

1. Provide the name of the lead applicant and, if applicable, the specific co-sponsors submitting the application.

2. Provide the applicant's Dun and Bradstreet Data Universal Numbering System (DUNS) number.

3. Provide contact information including: Contact name, title, address, phone number, and email address.

4. Specify the Congressional district(s) where the planning project will take place.

5. Identify whether the planning project is located in a qualified opportunity zone designated pursuant to 26 U.S.C. 1400Z-1.

6. Identify the project title and project scope to be funded, including anticipated substantial deliverables and the milestones at when they will be provided to FTA.

7. Identify and describe an eligible transit project that meets the requirements of section C, subsection 3 of this notice.

8. Provide evidence of a partnership between the transit project sponsor and at least one agency with land use authority in the transit capital project corridor, as described earlier in this subsection.

9. Address the six aspects of general authority under MAP-21 Section 20005(b)(2).

10. Address each evaluation criterion separately, demonstrating how the project responds to each criterion as described in section E.

11. Provide a line-item budget for the total planning effort, with enough detail to indicate the various key components of the comprehensive planning project.

12. Identify the Federal amount requested.

13. Document the matching funds, including amount and source of the match (may include local or private sector financial participation in the project). Describe whether the matching funds are committed or planned, and include documentation of the commitments.

14. Address whether other Federal funds have been sought or received for the comprehensive planning project.

15. Provide a schedule and process for the development of the comprehensive plan that includes anticipated dates for incorporating the planning work effort

into the region's unified planning work program, completing major tasks and substantial deliverables, and completing the overall planning effort.

16. Describe how the comprehensive planning work advances the metropolitan transportation plan of the metropolitan planning organization.

17. Propose performance criteria for the development and implementation of the comprehensive planning work.

18. Identify potential State, local or other impediments to the products of the comprehensive planning work and its implementation, and how the work will address them.

FTA will not consider any additional materials submitted by applicants in its evaluation of proposals. The total length of the completed supplemental form and documentation of partnerships and funding commitments should be no more than 15 pages.

3. Unique Entity Identifier and System for Award Management (SAM)

Each applicant is required to: (1) Register in SAM before submitting an application; (2) provide a valid unique entity identifier; and (3) continue to maintain an active SAM registration with current information at all times during which the applicant has an active Federal award or an application or plan under consideration by FTA. These requirements do not apply if the applicant: (1) Is an individual; (2) is excepted from the requirements under 2 CFR 25.110(b) or (c); or (3) has an exception approved by FTA under 2 CFR 25.110(d). FTA may not make an award until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time FTA is ready to make an award, FTA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant. Registration in SAM may take as little as 3–5 business days, but since there could be unexpected steps or delays, FTA recommends allowing ample time, up to several weeks, for completion of all steps. For additional information on obtaining a unique entity identifier, please visit www.sam.gov.

4. Submission Dates and Times

Project proposals must be submitted electronically through <http://www.GRANTS.GOV> by 11:59 p.m. November 18, 2019. GRANTS.GOV attaches a time stamp to each application at the time of submission. Proposals submitted after the deadline will only be considered under

extraordinary circumstances not under the applicant's control. Mail and fax submissions will not be accepted.

Within 48 hours after submitting an electronic application, the applicant should receive two email messages from *GRANTS.GOV*: (1) Confirmation of successful transmission to *GRANTS.GOV*; and (2) confirmation of successful validation by *GRANTS.GOV*. FTA will then validate the application and will attempt to notify any applicants whose applications could not be validated. If the applicant does not receive confirmation of successful validation or a notice of failed validation or incomplete materials, the applicant must address the reason for the failed validation, as described in the email notice, and resubmit before the submission deadline. If making a resubmission for any reason, include all original attachments regardless of which attachments were updated and check the box on the supplemental form indicating this is a resubmission. An application that is submitted at the deadline and cannot be validated will be marked as incomplete, and such applicants will not receive additional time to re-submit.

Any addenda that FTA releases on the application process will be posted at <https://www.transit.dot.gov/TODPilot>. Important: FTA urges applicants to submit their applications at least 96 hours prior to the due date to allow time to receive the validation messages and to correct any problems that may have caused a rejection notification. *GRANTS.GOV* scheduled maintenance and outage times are announced on the *GRANTS.GOV* website at <http://www.GRANTS.GOV>. Deadlines will not be extended due to scheduled maintenance or outages.

Applicants are encouraged to begin the registration process on the *GRANTS.GOV* site well in advance of the submission deadline. Registration is a multi-step process, which may take several weeks to complete before an application can be submitted. Registered applicants may still be required to take steps to keep their registration up to date before submissions can be made successfully: (1) Registration in the System for Award Management (SAM) is renewed annually and (2) persons making submissions on behalf of the Authorized Organization Representative (AOR) must be authorized in *GRANTS.GOV* by the AOR to make submissions. Instructions on the *GRANTS.GOV* registration process are listed in Appendix A.

5. Funding Restrictions

See section C of this NOFO for detailed eligibility requirements. FTA emphasizes that any comprehensive planning projects funded through the TOD Pilot Program must be associated with an eligible transit project, specifically a new fixed guideway project or a core capacity improvement project as defined in Federal transit statute, 49 U.S.C. 5309(a). Projects are not required to be within the Capital Investment Grant Program.

6. Other Submission Requirements

Project proposals must be submitted electronically through <http://www.GRANTS.GOV> by 11:59 p.m. E.D.T. on November 18, 2019. Mail and fax submissions will not be accepted.

E. Application Review Information

1. Criteria

FTA will evaluate proposals that include all components identified in section D of this notice according to the following three criteria:

a. Demonstrated Need

FTA will evaluate each project to determine the need for funding based on the following factors:

- i. Potential state, local or other impediments to implementation of the products of the comprehensive planning effort, and how the workplan will address them;
- ii. How the proposed work will advance TOD implementation in the corridor and region;
- iii. Justification as to why Federal funds are needed for the proposed work; and
- iv. Extent to which the transit project corridor could benefit from TOD planning.

b. Strength of the Work Plan, Schedule and Process

FTA will evaluate the strength of the work plan, schedule and process included in an application based on the following factors:

- i. Extent to which the schedule contains sufficient detail, identifies all steps needed to implement the work proposed, and is achievable;
- ii. The proportion of the project corridor covered by the work plan;
- iii. Extent of partnerships, including with non-public sector entities;
- iv. The partnerships' technical capability to develop, adopt and implement the comprehensive plans, based on FTA's assessment of the applicant's description of the policy formation, implementation, and financial roles of the partners, and the

roles and responsibilities of proposed staff; and

v. Whether the performance measures identified in the application relate to the goals of the comprehensive planning work.

c. Funding Commitments

FTA will assess the status of local matching funds for the planning work. Applications demonstrating that matching funds for the proposed comprehensive planning work are committed will receive higher ratings from FTA on this factor. Proposed comprehensive planning projects for which matching funding sources have been identified, but are not yet committed, will be given lower ratings under this factor by FTA, as will proposed comprehensive planning projects for which in-kind contributions constitute the primary or sole source of matching funds.

2. Review and Selection Process

In addition to other FTA staff that may review the proposals, a technical evaluation committee will evaluate proposals based on the published evaluation criteria. Members of the technical evaluation committee and other FTA staff may request additional information from applicants, if necessary. Based on the findings of the technical evaluation committee, the FTA Administrator will determine the final selection of projects for program funding. Among the factors, in determining the allocation of program funds FTA may consider geographic diversity, diversity in the size of the grantees receiving funding, projects located in or that support public transportation service in a qualified opportunity zone designated pursuant to 26 U.S.C. 1400Z-1, and/or the applicant's receipt of other competitive awards. FTA may prioritize projects proposed with a higher local share.

In addition to the criteria and considerations outlined in this section, the FTA Administrator will take into account the following key Departmental objectives:

- (A) Supporting economic vitality at the national and regional level;
- (B) Leveraging Federal funding to attract other, non-Federal sources of infrastructure investment, including value capture;
- (C) Using innovative approaches to improve safety and expedite project delivery;
- (D) Encourage State and local and tribal governments to reduce regulatory barriers that unnecessarily raise the costs of housing development or impede

the development of affordable housing; and

(E) Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants.

Prior to making an award, FTA is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information Systems (FAPIIS) accessible through SAM. An applicant may review and comment on information about itself that a Federal awarding agency previously entered. FTA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in the 2 CFR 200.205 Federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

1. Federal Award Notices

The FTA Administrator will announce the final project selections on the FTA website. Project recipients should contact their FTA Regional Offices for additional information regarding allocations for projects under the TOD Pilot Program. FTA will issue specific guidance to recipients regarding pre-award authority at the time of selection; see subsection 3 below for further information.

2. Award Administration

Funds under the TOD Pilot Program are available to existing FTA grantees. The anticipated minimum and maximum award amounts are \$250,000 and \$2,000,000, respectively. Only proposals from eligible recipients for eligible activities will be considered for funding. Due to funding limitations, applicants that are selected for funding may receive less than the amount originally requested. In those cases, applicants must be able to demonstrate that the proposed comprehensive planning projects are still viable and can be completed with the amount awarded.

3. Administrative and National Policy Requirements

i. Pre-Award Authority

FTA will issue specific guidance to recipients regarding pre-award authority at the time of selection. FTA does not provide pre-award authority for competitive funds until projects are selected and even then there are Federal requirements that must be met before

costs are incurred. Funds under this NOFO cannot be used to reimburse applicants for otherwise eligible expenses incurred prior to FTA award of a Grant Agreement until FTA has issued pre-award authority for selected projects, or unless FTA has issued a "Letter of No Prejudice" for the project before the expenses are incurred. For more information about FTA's policy on pre-award authority, please see the FY 2019 Apportionment Notice published on July 3, 2019. <https://www.govinfo.gov/content/pkg/FR-2019-07-03/pdf/2019-14248.pdf>.

ii. Grant Requirements

If selected, awardees will apply for a grant through FTA's Transit Award Management System (TrAMS). Recipients of TOD Pilot Program funds are subject to the grant requirements of the Section 5303 Metropolitan Planning program, including those of FTA Circular 8100.1C and Circular 5010.1E. All competitive grants, regardless of award amount, will be subject to the Congressional Notification and release process. Technical assistance regarding these requirements is available from each FTA regional office.

iii. Planning

FTA encourages applicants to notify the appropriate metropolitan planning organizations in areas likely to be served by the funds made available under this program. Selected projects must be incorporated into the unified planning work programs of metropolitan areas before they are eligible for FTA funding or pre-award authority.

iv. Standard Assurances

The applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements in carrying out any project supported by the FTA grant. The applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the grant agreement issued for its project with FTA. The applicant understands that Federal laws, regulations, policies, and administrative practices might be modified from time to time and may affect the implementation of the project. The applicant agrees that the most recent Federal requirements will apply to the project, unless FTA issues a written determination otherwise. The applicant must submit the Certifications and Assurances before receiving a grant if it does not have current certifications on file.

4. Reporting

Post-award reporting requirements include submission of Federal Financial Reports and Milestone Progress Reports in FTA's electronic grants management system on a quarterly basis. Awardees must also submit copies of the substantial deliverables identified in the work plan to the FTA regional office at the corresponding milestones.

G. Federal Awarding Agency Contact

For program-specific questions, please contact Ken Cervenka, Office of Planning and Environment, (202) 493-0512, email: Ken.Cervenka@dot.gov. A TDD is available at 1-800-877-8339 (TDD/FIRS). Any addenda that FTA releases on the application process will be posted at <https://www.transit.dot.gov/TODPilot>. To ensure applicants receive accurate information about eligibility or the program, the applicant is encouraged to contact FTA directly, rather than through intermediaries or third parties. FTA staff may also conduct briefings on the FY 2019 competitive grants selection and award process upon request.

H. Technical Assistance and Other Program Information

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." FTA will consider applications for funding only from eligible recipients for eligible projects as listed in Section C.

Complete applications must be submitted through Grants.gov by 11:59 p.m. EDT November 18, 2019. For issues with Grants.gov please contact Grants.gov by phone at 1-800-518-4726 or by email at support@grants.gov. Contact information for FTA's regional offices can be found on FTA's website at www.transit.dot.gov.

K. Jane Williams,
Acting Administrator.

Appendix A

Registration in Sam and Grants.gov

Registration in Brief:

Registration takes approximately 3–5 business days, but allow 4 weeks for completion of all steps.

Step 1: Obtain DUNS Number

Same day. If requested by phone (1-866-705-5711) DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> [EXIT Disclaimer] to obtain the number.

**Information for Foreign Registrants.* **Webform requests take 1–2 business days.*

Step 2: Register With SAM

Three to five business days or up to two weeks. If you already have a TIN, your SAM registration will take 3–5 business days to process. If you are applying for an EIN please allow up to 2 weeks. Ensure that your organization is registered with the System for Award Management (SAM) at System for Award Management (SAM). If your organization is not, an authorizing official of your organization must register.

Step 3: Username & Password

Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.

Step 4: AOR Authorization

Same day. The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. *Time depends on responsiveness of your E-Biz POC.

Step 5: Track AOR Status

At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password you obtained in Step 3) using the following link: *Applicant_profile.jsp*.

[FR Doc. 2019-20192 Filed 9-17-19; 8:45 am]

BILLING CODE P

DEPARTMENT OF THE TREASURY**Internal Revenue Service****Proposed Extension of Information Collection Request Submitted for Public Comment; Comment Request Relating to Electronic Payee Statements**

AGENCY: Internal Revenue Service (IRS), Treasury.

ACTION: Notice and request for comments.

SUMMARY: The Internal Revenue Service, as part of its continuing effort to reduce paperwork and respondent burden, invites the public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995. Currently, the IRS is soliciting comments concerning the requirements relating to electronic payee statements.

DATES: Written comments should be received on or before November 18, 2019 to be assured of consideration.

ADDRESSES: Direct all written comments to Laurie Brimmer, Internal Revenue Service, Room 6129, 1111 Constitution Avenue NW, Washington, DC 20224. Requests for additional information or copies of the regulations should be directed to R. Joseph Durbala, at Internal Revenue Service, Room 6129, 1111 Constitution Avenue NW, Washington, DC 20224, or through the internet, at RJoseph.Durbala@irs.gov.

SUPPLEMENTARY INFORMATION:

Title: Electronic Payee Statements.

OMB Number: 1545-1729.

Regulatory Number: TD 9114.

Abstract: This collect contains final regulations, TD 9114 (published February 18, 2004 [69 FR 7567]), relating to the voluntary electronic furnishing of statements on Forms W-2, "Wage and Tax Statement," under sections 6041 and 6051, and statements on Forms 1098-T, "Tuition Statement," and Forms 1098-E, "Student Loan Interest Statement," under section 6050S. These final regulations affect businesses, other for-profit institutions, and eligible educational institutions that wish to furnish these required statements electronically. The regulations will also affect individuals (recipients), principally employees, students, and borrowers, who consent to receive these statements electronically.

Current Actions: There is no change to the burden previously approved by OMB. This form is being submitted for renewal purposes only.

Type of Review: Extension of a currently approved collection.

Affected Public: Business or other for-profit organizations.

Estimated Number of Respondents: 15,200.

Estimated Time per Respondent: 6 mins.

Estimated Total Annual Burden Hours: 2,844,950.

The following paragraph applies to all the collections of information covered by this notice:

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid OMB control number.

Books or records relating to a collection of information must be retained if their contents may become material in the administration of any internal revenue law. Generally, tax returns and tax return information are confidential, as required by 26 U.S.C. 6103.

Desired Focus of Comments: The Internal Revenue Service (IRS) is particularly interested in comments that:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

- Enhance the quality, utility, and clarity of the information to be collected; and

- Minimize the burden of the collection of information on those who are to respond, including using appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., by permitting electronic submissions of responses.

Comments submitted in response to this notice will be summarized and/or included in the ICR for OMB approval of the extension of the information collection; they will also become a matter of public record.

Approved: September 9, 2019.

R. Joseph Durbala,

IRS Tax Analyst.

[FR Doc. 2019-20167 Filed 9-17-19; 8:45 am]

BILLING CODE 4830-01-P

DEPARTMENT OF VETERANS AFFAIRS

[OMB Control No. 2900-0565]

Agency Information Collection Activity Under OMB Review: State Application for Interment Allowance Under 38 U.S.C. Chapter 23

AGENCY: Veterans Benefits Administration, Department of Veterans Affairs.

ACTION: Notice.

SUMMARY: In compliance with the Paperwork Reduction Act (PRA) of 1995, this notice announces that the Veterans Benefits Administration, Department of Veterans Affairs, will submit the collection of information abstracted below to the Office of Management and Budget (OMB) for review and comment. The PRA submission describes the nature of the information collection and its expected cost and burden and it includes the actual data collection instrument.

DATES: Comments must be submitted on or before October 18, 2019.

ADDRESSES: Submit written comments on the collection of information through



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-585, **Version:** 1

El Gabilan Library Opening Day Collection

Approve a Resolution authorizing the direct purchase of materials for the opening of El Gabilan Library from Ingram Library Services, Inc.



CITY OF SALINAS

COUNCIL STAFF REPORT

DATE:

NOVEMBER 5, 2019

DEPARTMENT:

LIBRARY AND COMMUNITY SERVICES

FROM:

KRISTAN LUNDQUIST, LCS DIRECTOR

BY:

MILA RIANTO, DEPUTY LIBRARIAN

TITLE:

EL GABILAN LIBRARY OPENING DAY COLLECTION

RECOMMENDED MOTION:

A motion to approve a resolution allowing the Library & Community Services Department to purchase materials for the opening of El Gabilan Library from Ingram Library Services, Inc.

RECOMMENDATION:

Staff recommends the City Council approve a resolution allowing the purchase of materials for the opening of El Gabilan Library, including books and audio-visual items, from Ingram Library Services, Inc.

BACKGROUND:

The Salinas Public Library is planning to reopen the El Gabilan branch library in early 2020. The new El Gabilan Library will significantly increase in size, expanding from 3500 to approximately 20,000 square feet. The building will accommodate a larger collection and expanded library services for the community. Due to its increase in size, it is necessary to purchase additional materials in order to provide quality and comprehensive collection to meet the needs of the community and to expand utilization of library services.

Ingram Library Services has been the main vendor that supplies books and audio-visual material for Salinas Public Library. As a company, they have had the experience and expertise in providing various services for public libraries, including opening day collection service. The Library will work with Ingram to maximize the \$150,000 budgeted for this project to ensure that collection purchased will reflect the needs and diversity of Salinas community.

City Council can approve this purchase without the competitive bid process per Salinas Municipal Code Section 12-27, “supplies and/or services may be procured by negotiated contract and without low-based competition when the city council determines that, due to the nature of the purchase, low-bid based competition is not likely to serve the best interests of the city, yield the best value to the city, or result in the lowest price.” As mentioned above, Ingram Library Services already provides services to the Salinas Public Library that is being requested. Conducting a formal bid

process would delay providing the El Gabilan Library necessary materials for a successful reopening.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The purchase of opening day collection material for El Gabilan Library supports City Council's goals of Quality of Life

DEPARTMENTAL COORDINATION:

The Salinas Public Library has been working closely with the City's Legal and Finance (Purchasing) department to ensure that this recommendation meets necessary requirements and procedures.

FISCAL AND SUSTAINABILITY IMPACT:

Purchase of materials for the opening of El Gabilan Library will be funded from Capital Improvement Project (CIP) and current operating budget of the Library. CIP No. 9100, El Gabilan Library Opening Day Collection, will fund \$100,000 out of the \$150,000 budgeted for this purchase. The remainder \$50,000 will be funded from the Library's current budget for books (1100.60.6009-62.7000) and audio-visual material (1100.60.6009-62.7220).

ATTACHMENTS:

El Gabilan Library Opening Day Collection Proposal

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

**A RESOLUTION AUTHORIZING THE PURCHASE OF MATERIALS AND SUPPLIES
FOR THE EL GABILAN LIBRARY OPENING DAY COLLECTION**

WHEREAS, the Salinas Public Library is planning to reopen El Gabilan branch library in early 2020 with a greater building capacity that will accommodate a larger collection and expanded library services for the community; and

WHEREAS, Ingram Library Services, the main vendor that supplies library materials for the Salinas Public Library, has had the experience and expertise in providing opening day collection services; and

WHEREAS, Salinas Municipal Code Section 12-27 gives City Council the authority to approve this purchase; and

WHEREAS, the purchase of material for the El Gabilan Library opening day collection will be funded from the Capital Improvement Project and current operating budget of the Library; and

NOW THEREFORE, BE IT RESOLVED BY THE SALINAS CITY COUNCIL that the City enter into a purchasing agreement with Ingram Library Services, Inc in the amount of \$150,000 for opening day collection materials for El Gabilan Library.

PASSED AND APPROVED this 5th day of November, 2019 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

Salinas, California



**El Gabilan Library
Opening Day Collection**



Submitted By:

INGRAM[®]

**One Ingram Blvd.
La Vergne, TN 37086-1986
www.ingramcontent.com
Federal ID # 62-1746696**



October 23, 2019

Salinas Public Library
Attn: Mila Rianto, Deputy Librarian
350 Lincoln Avenue
Salinas, CA 93901

Re: Opening Day Collection – El Gabilan Library
Due: October 28, 2019

Dear Ms. Rianto:

Thank you for including Ingram Library Services LLC in your search for a vendor to provide Library materials, collection development and materials processing for the Opening Day Collection of El Gabilan Library. We are excited to have the opportunity to present our proposal and to grow our partnership with your City.

As an **Ingram Content Group** company, we offer a full range of services, content, and added-value to libraries. With our unmatched on-hand inventory of books, Ingram truly offers “one-stop shopping” for our library customers. With years of experience in distributing library materials, we serve libraries like the Sno-Isle Libraries with a wide range of collection development, processing, and cataloging services that are guaranteed to enhance your collections and please both your staff and patrons. Our goal is to partner with the Sno-Isle Libraries to provide materials and services that support your mission.

Please provide a copy of the resulting bid tabulations to ilsbids@ingramcontent.com.

Should you have any questions regarding Ingram’s proposal, please feel free to contact Regina Dunlap, Contract Management Specialist at (800) 937-5300, extension 35736. She may also be reached by email at ilsbids@ingramcontent.com or by fax at (615) 213-6004. Paul Cimusz serves as your Senior Sales Representative and can be reached at (615) 821-3933 or by email at paul.cimusz@ingramcontent.com.

Best Regards,

Pamela R. Smith
Vice President and General Manager

PRS/rd

PROPOSAL/WORK PLAN

Thank you for including Ingram Library Services LLC in your search for vendors to provide Salinas Public Library with Opening Day Collections for El Gabilan Library. As an Ingram Content Group company, we offer a full range of content and services. With our unmatched on-hand inventory of books and materials plus over four decades of experience in distributing library materials, we serve libraries like Salinas Public Library (SPL) with a wide range of collection development, processing, and cataloging services that are guaranteed to enhance your collections and please both your staff and patrons.

Ingram understands all the services required for this contract. We will not only meet, but exceed the Library's expectations through the following:

Ingram's on-hand inventory translates into the broadest range of titles and highest fill rates for your project.

- ◆ Ingram leads the book industry in maintaining the largest **on-hand inventory of over 16,000,000 unique titles, representing over 60,000 book publishers and imprints.**
- ◆ Ingram can provide adult, young adult, and juvenile fiction and nonfiction titles in all subjects in a variety of bindings, including trade hardcover, trade paper, mass market paper, large print, short discount and small press, university press, single library editions, publisher's library editions, graphic novels, board books, easy readers, picture books, prebound books, and big books.
- ◆ Our spoken word audio inventory of **109,000+ titles**, includes abridged and unabridged editions in a variety of formats including CD, MP3 and Playaway formats.
- ◆ With **79,000+ DVD and 12,000+ Blu-ray titles**, Ingram offers one of the most comprehensive inventories of DVDs in the country. We also inventory more than **400,000 music titles** on Compact Disc, from classical to popular titles.
- ◆ Ingram currently inventories over **250,000 Spanish titles** in our distribution centers, including adult and children's titles. We provide a limited number of spoken word audio titles in Spanish language. We also provide domestic video titles that have been dubbed or subtitled in Spanish and non-domestic Spanish video.
- ◆ Lightning Source is Ingram's **print-on-demand** company. With national and international facilities, Lightning Source has a **virtual inventory of over 17,000,000 titles representing more than 85,000 publishers**. Once an order is placed by a Library, we have all the electronic data necessary to print and deliver the book to its intended destination. Print on demand allows for a book to be printed in order in a range of formats within 24 hours, even if the order is for one copy.
- ◆ Ingram Publisher Services Inc. represents more than 650 publisher clients from around the world, which agree to allow Ingram to be the **exclusive distributor** of their product. The advantage this brings to our library customers is the guaranteed availability of current titles from these publishers at Ingram distribution centers. As the exclusive distributor of these publishers, even other vendors source these purchases from Ingram.

Ingram's Collection Development Team is recognized for their expertise and world-class service:

- ◆ Our Collection Development Team is comprised of a group of dedicated MLS-degreed Librarians, each with frontline experience in libraries.

- ◆ Ingram provides a number of selection lists through ipage including regularly updated lists under the Browse tab or via our 22 standing order programs. Our programs are driven by customizable profiles, and can be used as stand-alone programs, or in combination to deliver the content you require.
- ◆ Our Librarians can also provide specialized selection lists for the Library. These lists can be provided via ipage, on the Library's Home Page Right. Additionally, our staff of MLS-degreed librarians can create customized Collection Development lists for the Library delivered in an Excel format that contains key metadata and links to title detail in ipage. Any ipage list or customized Collection Development list can be loaded into the Library's integrated library system for ordering.

Ingram provides stability and experience:

- ◆ Ingram is a privately held, family-owned corporation operating under the same ownership since our inception. The Ingram family is actively involved in the day-to-day operations of our company and has a vested interest in our customers' satisfaction. A tremendous advantage of being a family-owned company is the history and stability of ownership backing our long-term plans to remain the number one book vendor and service provider in the library market.
- ◆ Ingram has emerged as the one of the largest book distributors in the industry, shipping over **95,000 units** across the nation **each day** from our regional distribution centers.

Ingram is the industry leader in customer support and services:

- ◆ Ingram is known in the book industry for our integrity and for our commitment to deliver product and services at the best terms and at the promised discounts. Ingram's service levels are unsurpassed in the industry, and our terms are clearly stated, without any hidden fees or service charges.
- ◆ Ingram will give the highest priority to your needs by assigning key Ingram professionals to work with the Library, including:
 - **Paul Cimusz**, Senior Sales Representative
 - Kimberly Groom, Inside Sales Representative
- ◆ Ingram is the leading provider of account specific information available. Through our **ipage** account management tool, your Library account specific information is available and accessible at your convenience, **24 hours a day, 7 days a week, for no charge**.
- ◆ ipage is also the ultimate online collection development and ordering tool for librarians, combining the industry's largest inventory with complete information, collection development resources, reviews, and real-time stock check.
- ◆ Our shelf-ready services offered for this project include processing and cataloging to your exact specifications.
- ◆ Ingram can provide customized reporting based on open and closed order data to keep your project on track.
- ◆ During and after the account set up, profiling and training process, you can expect the ongoing involvement of **Paul Cimusz**, as well as an assigned Inside Sales Representative, who will provide open lines of communication between the Library's staff and Ingram Departments including Credit and Customer Service.

Scope of Services

Implementing opening day collection projects can be a daunting task. With Ingram, the focus of our project implementation plan is on areas of key importance to libraries, including:

- Experienced Project Management
- Establishing the necessary accounts
- Creating account profiles for Collection Development services
- Support for Electronic Ordering
- Training on the Vendor's title management tool
- Accurate profiling of cataloging and processing services

At Ingram Library Services, our goal is to help you create a library that is as unique as your community. With our inventory and expertise, Ingram can provide you with a balanced collection ready for your shelves. Our Opening Day Collection services are built on our industry-leading product selection. No other vendor provides the breadth and depth of titles that Ingram offers. But having the most books is pointless without the tools to identify the right titles for you. Our profiling program provides a clear picture of your collection needs while taking your timeline and budget into account.

Ingram has created a Collection Development ODC Profile that will help the Library express the needs and expectations for the collection development portion of your ODC/expansion projects. This information will give us an overview of the entire project, as well as detailed information about your unique collection needs. We will ask the Library to complete the profile as thoroughly as possible before initial discussion between Ingram and Salinas Public Library selection staff.

We understand that opening a new library or expanding an existing one can be a stressful process, so we strive to make it as easy as possible by providing lists in a planned and timely fashion. **Following is a basic overview of the Collection Development portion of your project.**

As part of our internal Opening Day Collection Project plan, the Ingram Collection Development staff follows a checklist to make sure each of the following benchmarks are completed:

1. Upon notice of award, Ingram sends a Collection Development Welcome Letter with ODC FAQs, Collection Development Profile with ODC Handbook, and an example of a list provided in Excel spreadsheet format.
2. Ingram receives the completed Collection Development Profile from SPL within two weeks of receipt. Instructions for completing the profile will be included with the ODC Handbooks. Ingram staff is happy to assist with any questions the Library may have in completing the profile as fully as possible.
3. Salinas Public Library submits holdings so that Ingram can omit or mark the items that you already own. Instructions for submission are included in this response. It often takes a significant amount of time to process this data, so we ask that you submit the holdings as soon as possible as delays can affect delivery of selection lists.
4. The completed Collection Development Profile is added to our internal Collection Development SharePoint site so that it can be accessed and reviewed by the entire team.

5. Ingram staff researches the Library for additional information that will assist in making product suggestions.
6. Ingram schedules a call with SPL selection staff and CD team members to discuss the profile.
7. Ingram Collection Development Project Manager will create and send Salinas Public Library a proposed timeline that includes when you can expect each list from Ingram and when the list will need to be selected and returned to Ingram (usually two weeks from receipt of the list). This timeline is coordinated with Account Services to ensure that all activities are scheduled so that required delivery dates are met.
8. When finalized, the timeline is saved to the internal Collection Development SharePoint site.
9. Ingram Project Manager works internally with Account Services and the Bid Team to confirm all necessary accounts are set up per the discounts and terms of the contract, so that selection lists will reflect the SPL contract pricing.
10. Ingram begins creating selection lists and sending to SPL in accordance with the finalized timeline.
11. Lists are also saved on our internal CD SharePoint site and are tracked as to when each list is sent and returned.
12. If questions arise, one or more of Ingram's Collection Development librarians may contact SPL selectors to make sure that we fully meet your needs. A prompt reply will help keep the project on track.
13. Ingram Collection Development Team works with the Ingram Product Group for ordering items on the selection lists.
14. Ingram updates lists or creates new ones based on SPL's requested changes.
15. If the delivery timeline permits, Ingram plans for and provides a Phase 2 of selection lists to make sure that the Library opens with the newest titles and editions.

Concurrently, you will be receiving requests for information from other departments, such as Accounts, Cataloging & Processing, and perhaps the EDI team, depending on the scope of your project. In order to keep the project on track, we ask that Salinas Public Library respond to these inquiries as soon as possible, as some of the Collection Development processes also require that information or setup in order to proceed.

Providing an estimated budget per category helps us to know how large the lists will be and will help Ingram plan and ask the right questions. We generally make the lists 150% to budget to allow for flexibility.

ADULT MATERIALS	DOLLAR AMOUNT or	NUMBER OF UNITS
Adult Fiction		
Adult Nonfiction		
Adult Reference		
Adult Professional Reference		
Adult Graphic Novels		
Adult Large Print		
Adult Books in Spanish		
Adult Audiobooks		

Total Adult Materials		
YOUTH MATERIALS	DOLLAR AMOUNT or	NUMBER OF UNITS
Board Books		
Picture Books		
Easy Nonfiction		
Easy Reader Fiction		
Easy Reader Nonfiction		
Juvenile Fiction		
Juvenile Nonfiction		
Juvenile Graphic Novels		
YA Fiction		
YA Nonfiction		
YA Graphic Novels		
Youth Books in Spanish		
Youth Reference		
Youth Professional Reference		
Audiobook Readalongs		
Juvenile Audiobooks		
YA Audiobooks		
Total Youth Materials		
TOTAL PROJECT		

The Profile allows for the Library to designate the requested age ranges for Juvenile Fiction and Nonfiction and YA Fiction and Nonfiction. At Ingram, we recognize that there are almost as many ways to approach collection development for young adults as there are young adults in your community. That's why we have a variety of ways of sorting and selecting titles to meet your needs. No matter where you house young adult materials, your profile will help us provide the best selection list to meet your needs. The profile helps us know if the primary goal of your YA nonfiction collection is popular titles, curriculum/study support, or if you want Ingram to include both on the YA nonfiction selection list.

If your collections are to include graphic novels, our experts can help you determine appropriate titles. Our specialist designates young adult graphic novels according to three sets of criteria, and the profile allows you to indicate your preferences:

- ✓ Include titles most appropriate for younger YA readers with safe themes, fantasy violence only, and little or no swearing.
- ✓ Include titles recommended for teens of any age -- may contain some mild profanity, mild violence and gore, suggestive situations, nonsexual and nondescript nudity, skimpy clothing, or references to alcohol, tobacco, or illegal drug use.
- ✓ Include titles reviewed for mature teens -- may contain profanity and strong language, moderate levels of violence, gore, provocative clothing, semi-nudity, some sexual themes but no explicit sex, alcohol, or illegal drug use.

The Collection Development ODC Profile gives you the chance to let us know about your library and what you want in your collection, as well as letting us work within your budget. The Collection Development profile asks for anticipated delivery date. The delivery date is necessary, even if it is

an estimate and could change, as Ingram uses this information to build the timeline for your project.

The Profile allows Salinas Public Library to give detailed requirements for each of these materials categories, including preferred binding rankings, publication date parameters, and other exclusions, combinations or separations as appropriate to the category. During our teleconference with the Library, we will discuss how these requirements may affect the selection lists. For example, if you exclude mass market for adult nonfiction, you will not receive some true crime or possible some classic titles in other sections that are only in print in mass market binding. If you place a limit on the age of publication, you may not receive "classic", award-winning, or other perennially selling popular titles. That being said, we understand that the Library may wish to limit certain nonfiction subjects, e.g. medicine, to a more current date range.

For Adult Large Print, Books in Spanish and Audiobooks, we will ask for a preferred allocation between fiction and nonfiction titles. The average we use if no preference is provided is 85% fiction and 15% nonfiction for large print and 75% fiction and 25% nonfiction for Spanish and audiobooks.

The Collection Development Profile asks for the Library's preferred publication cut-off date to use in preparing your selection lists (month/year.) For example, if a Library has an anticipated opening of early Spring 2020, you may want to choose a cut-off date in late Winter 2019, or you will open without the titles that have not yet published before the cut-off date. **For example, if delivery is February 1, 2020, Ingram would submit the lists early November 2019.** Salinas Public Library would edit and return the lists for ordering within 2 weeks of receiving them. That provides sufficient time to backorder items not in stock, as well as cataloging and processing. If the Library wants a strict sort, Ingram would complete two phases, and specific timing would also depend on complexity of cataloging and processing. These timelines can be adjusted, and processes altered to meet shorter deadlines if necessary. *Ingram asks for clear and concise communication of timelines for requests and deliveries.*

Ingram Content Group is a leading book wholesaler and is the largest customer of many publishers. Publishers make every effort to ensure that Ingram has accurate and timely prepublication information on forthcoming titles. As soon as this information is made available, it is entered into the Ingram database and is thus available to our Collection Development Specialists creating selection lists for your project.

After the ODC profile is complete, Ingram's Collection Development team will work with the Library to create a timeline for both Ingram and Library tasks, accommodating your needs and ensuring materials arrive by your target date. As a result of this collaboration, Ingram's Collection Development Project Manager will send a proposed timeline that includes when you can expect each list from Ingram and when the list will need to be selected and returned to Ingram.

As standard practice, we send all of the selection lists for a single phase for ordering during a single month and ask for lists to be returned two weeks from receipt. We would anticipate sending lists three to six months before the anticipated delivery date, to ensure the collection remains current and relevant.

Below is an example of the ODC Timeline Template that Ingram would send to the Library *after the profile has been returned to us and we have held the Collection Development call between Ingram and Salinas Public Library selectors*. This timeline lets the Library know which lists they can expect to receive each week.

Adult Fiction	Ingram Selector	Ingram Send Deadline	Suggested Date Return	Lists Completed	Sent Actual	Date Returned
Adult Fiction	ssr	11/3/2019	11/17/2019			
Large Print Fiction	ssr	11/10/2019	11/24/2019			
Adult Nonfiction	Ingram Selector	Ingram Send Deadline	Suggested Date Return	Lists Completed	Sent Actual	Date Returned
000s	br	11/17/2019	12/1/2019			
100s	hh	11/3/2019	11/17/2019			
200s	hh	11/10/2019	11/24/2019			
300s	br	11/10/2019	11/24/2019			
400s	hh	11/3/2019	11/17/2019			
500s	br	11/24/2019	12/8/2019			
600s	hh	11/17/2019	12/1/2019			
700s	br	11/10/2019	11/24/2019			
800s	br	11/24/2019	12/8/2019			
900s	br	11/3/2019	11/17/2019			
Biographies	br	11/17/2019	12/1/2019			
Large Print Nonfiction	hh	11/10/2019	11/24/2019			
Youth	Ingram Selector	Ingram Send Deadline	Suggested Date Return	Lists Completed	Sent Actual	Date Returned
Board Books	tg	11/10/2019	11/24/2019			
Picture Books	tg	11/17/2019	12/1/2019			
Easy Nonfiction & Easy Reader Nonfiction & Juvenile Nonfiction	bw	11/3/2019	11/17/2019			
Easy Reader Fiction	tg	11/10/2019	11/24/2019			
Juvenile Fiction	jb	11/17/2019	12/1/2019			
YA Fiction	jb	11/3/2019	11/17/2019			
YA Nonfiction	bw	11/24/2019	12/8/2019			
Graphic Novels	Ingram Selector	Ingram Send Deadline	Suggested Date Return	Lists Completed	Sent Actual	Date Returned
Juvenile Graphic Novels	jm	11/3/2019	11/17/2019			
YA Graphic Novels	jm	11/17/2019	12/1/2019			

Any expected delay in returning the lists to Ingram should be reported to colldevhelp@ingramcontent.com or ann.lehue@ingramcontent.com as soon as possible so that we can assess if it will cause delays in receipt of materials or can be rescheduled.

Ingram will make every attempt to have requested changes to cataloging or processing profiles completed within five (5) business days; however, depending upon the complexity of the change and level of customization, additional time may be required before the change can be implemented.

The Library will begin receiving lists by the agreed-upon timeline. You may sometimes receive lists earlier than promised. Your timeline for returning the list will not change in this case—you just have more time to review it.

Depending upon the required delivery date, the Library may want to consider two phases of collection development, especially in frequently updated areas such as travel and test preparation. Because of publisher lead time, we can generally select knowledgeably up to four months' prepublication. Therefore, if you will be selecting most of your titles more than four months before your library opens, we suggest including a Phase 2, where Ingram can wait to include travel and test preparation titles during the second phase of lists, and also send supplemental fiction and other lists to make sure that you open with the newest titles and editions. The cut-off date for these orders will be such that they can be received into the Ingram distribution center and processed and shipped in time for Opening Day.

Ingram can also allow for a three-phase (or more) ordering, but this is usually only necessary if the opening is delayed after the first lists have been delivered.

Ingram can also send a completion order of new titles placed prior to opening day, but which are not published/received in time to be shipped with the first phase of the collection. Please note that those orders will not receive strict Dewey/Alpha sort.

New in 2019 – Enhanced Duplicate Check and Holdings

Ingram understands that the ability to see duplicate items is of utmost importance to our library customers. In addition to our iMatch and OPAC duplicate check capabilities, ipage duplicate check has been enhanced to create more visibility prior to placing an order. Rather than waiting to check for duplicates as part of selection list finalization, the user can now proactively see duplicate items as they are searching and building lists. This ipage feature is automatically enabled for all Library users.

Holdings

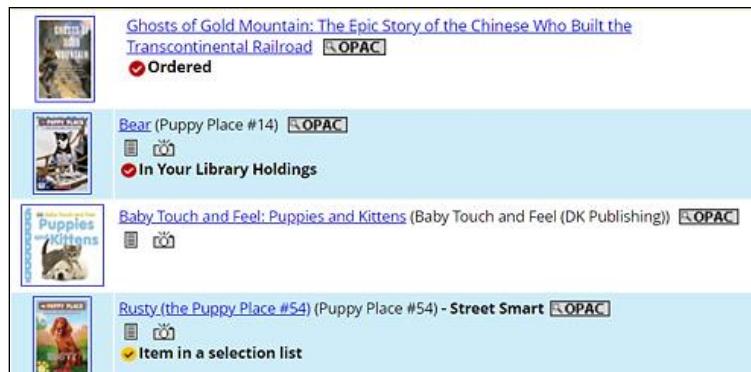
Ingram's ipage platform has the capability to ingest library holdings and make those holdings visible as users are navigating in the ipage site. With this enhancement, your ipage users can quickly spot items that are already owned by the Library and react accordingly when considering purchase of these items. Holdings will appear in traditional search results, Ingram-generated lists (found under the iCurate tab), as well as Library-created selection lists. This is similar to existing functionality for OPAC lookup and iMatch but is a proactive approach and requires no extra click for your users.

To show Holdings information, we require the library to provide a weekly “MARC out” file of their holdings to Ingram, delivered via ftp. The file should be in either a .mrc or .out format. If you are interested in providing this data to Ingram so that it can be reflected in ipage for users in your account, please have your ipage Administrator contact ics-techsupport@ingramcontent.com.

There is no additional cost for this service, but the Library will be asked to sign a data license.

Duplicate Indicators

Color-coded indicator buttons on the search results page report on different “duplicate” information:



Red indicator:

- This item is in your holdings (if provided to Ingram by the Library)

OR

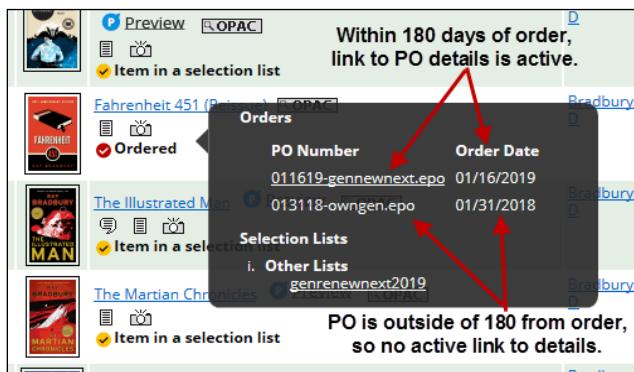
- We found this item in your Ingram order history from the past 180 days. Our System will check for duplicates from orders for any shipping account to which the user has access (per User permissions set by the Library's ipage account Administrator.)

Yellow indicator:

- We found this item in a selection list: **My Lists** (lists I created); **Other Lists** (lists created by other users in my account); and **Ingram Lists** (lists tied to Standing Order Programs or other Ingram-generated lists).

Hovering the cursor over the indicator shows fuller details:

- If the title was found in the Library's order data, you will see the PO number and date of order from Ingram. If the PO is within six months of order, a clickable link to order status details will be enabled.
- A red indicator *could* also contain matches to selection lists (as well as Holdings and/or Order data)



- Selection lists matches against are further sub-divided into the 3 categories of lists as appropriate: **My Lists**, **Other Lists**, and **Ingram Lists**.
- The same selection list rules regarding visibility of public, shared and private lists apply, so that only lists the user is authorized to see and edit will appear in the pop-up box. If the matching item is in a deleted selection list, it will not appear as a duplicate.

For libraries who provide their holdings data to Ingram, an indicator will also appear on the product detail pages, showing the item is owned:

Real Time, Every Time		
DC	On Hand	On Order
PA-C PRIMARY	407	144
TN SECONDARY	330	48
CA *	0	0
IN	706	0
OH *	0	0
OR	559	156
PA-A *	0	0

* No Processing/Cataloging Services

Qty: 1 Add To Quick Order View/Edit Cart

In Your Library Holdings
 Item Owned
 Purchased 05/03/2018

Selection List Options
 In Your Library Holdings
 Add to Selection List:
 Choose List

Project Implementation Plan

Below we have listed some specifics about the various stages of the timeline, the key personnel involved, time allocated, and purpose of each step:

Contract-Specific Ingram Internal Training

Ingram Lead: Christi Cunningham, Manager of Bids and Sales Analysis
Support Staff: Bid team of 3 Contract Management Specialists
Time Allocated: 5 hours at beginning of project, 1 hour/month review meeting throughout the term of the contract.
Purpose: To ensure communication of requirements covered in the contract is well-understood, and that every member of the Ingram Library team contributing to contract delivery is aware of the contractual and Library expectations placed upon them.
Details: Upon notification of award, Ingram's Bids and Contracts Department will immediately write and issue in-house documentation for internal staff, detailing the contract's specifications. This provides for automated criteria that will apply to new accounts as they are established, including discounts, payment terms and freight terms. Ingram will hold a meeting with all internal stakeholders involved via conference call and in person, to discuss the contract terms and to allocate responsibilities. Included will be representatives from Ingram Departments including Bids and Contracts, Sales, Technical Services, Collection Development, Customer Requirements, Customer Care, Credit, Product, Operations, Shipping and Transportation.

Account Review Meeting

Ingram Leads: Michael Bush, Client Integration Manager
Paul Cimusz, Sr. Sales Representative
Joyce Skokut, Sales Director
Support Staff: Jane Grawemeyer, MLS, Manager of Cataloging Services
Gregory Pace, Technical Services Director
Lory Koch, Manager, ILS Systems
Ann Lehue, Director, Collection Development
Time Allocated: 1-day initial meeting with scheduled follow up meetings/teleconferences as necessary
Purpose: To ensure clear lines of communication are established from the onset and to reach a mutual understanding of the Library's requirements.
Details: At this meeting, Ingram and Library staff will be available in person and via teleconference to review and discuss the exact selection, acquisition, processing, cataloging, EDI requirements, invoicing and other procedures required by the Library. This will also be an opportunity to begin the process of establishing new accounts. Michael will share information gathered at the Account Review Meeting with our Account Services Department, EDI Team, and throughout the Ingram Library organization.

Ingram specialists will be consulted as needed regarding the configuration or updating of any technical requirements, as detailed below:

Review and Profiling EDI Requirements

Ingram Lead: Lory Koch, Manager, ILS Systems
Support Staff: Genny Maxwell, EDI Support Specialist
Time Allocated: 3-8 weeks (concurrent with cataloging and processing specification review)
Purpose: Setting up accounts to allow the Library to submit orders and carry out other activities through electronic data interchange.
Details: Your Ingram Account Manager will coordinate with the Ingram EDI team in this process, helping to ensure that all EDI requirements are set up correctly and run smoothly from the outset. We will review basic EDI setup with Salinas Public Library, as well as discuss possible implementation of enriched EDI in conjunction with the on-boarding process. With enriched EDI, your local holdings data would be returned in MARC records. Ingram would also assist with the 9xx configuration in ipage that will allow Library selectors to download brief MARC order records that include local holdings information. These records can be overlaid with the full MARC records in the Library's ILS system.

Review and Profiling of Cataloging and Processing Specifications

Ingram Leads: Tricia Bengel, MLS, Library Sales and Services Manager
Jane Grawemeyer, MLS, Manager, Cataloging Services
Kari Ferrell, Account Services Manager
Support Staff: Technical Services team including professional and paraprofessional catalogers, library processors and account services associates
Time Allocated: 3-8 weeks (concurrent with EDI review and setup)
Purpose: To ensure that processing profiled for each account matches the requirements of the Library, and to match the Library's cataloging needs with the services we offer that are most suitable to your workflows.
Details: As part of the initial Account Review Meeting, Ingram will assist the Library in completing cataloging and processing profiles to make sure all requirements are clearly defined. Test orders for cataloging and processing will be arranged. The process will be closely monitored to ensure successful testing. This process is cyclical until both the Library and Ingram are satisfied that the process is working effectively.

Establishing Accounts

Ingram Lead: Michael Bush, Client Integration Manager
Support Staff: Kari Ferrell, Account Services Manager and team of 6 Account Services Representatives
Nina McClain, Vice President, Customer Service
Shannon Bible, Supervisor, Customer Service
Toyka Lee, Manager, Library Credit
Time Allocated: 1-2 days

Purpose: Ingram's Account Services Department is responsible for setting up new accounts required under the contract. Customer Service standards will be reviewed to ensure that they meet the requirements of the new contract.

Details: Our years of service have allowed us to streamline our set-up procedures, to ensure that we can implement new accounts within a brief timeframe. Account Services works in concert with our Technical Services staff to ensure that cataloging and processing profiled for each account matches the requirements of the Library. After accounts are established, Ingram will apply your contract specific terms and discounts to your accounts within our internal billing and order management system. A detailed report is run to verify that all accounts match the terms of the contract, including discounts, freight, processing and cataloging prices, and payment terms. This report is verified by the Bids and Contracts team.

Review and Profiling of Collection Development Services

Ingram Leads: Ann Lehue, Director, Collection Development
Beth Reinker, Manager, Collection Development Plans

Support Staff: Collection Development team of 9 MLS-degreed librarians, 1 former school librarian with a Master's in Education degree, 5 Collection Development Administrators, and a Collection Development Analysis Manager.

Time Allocated: 4-8 hours - Initial review of Collection Development needs
2+ hours – conference call with SPL selectors
4 weeks – send selection lists to SPL, with additional lists sent for Phase Two if needed
Ongoing Collection Development support – 2-8 hours/month. Ongoing support includes maintaining programs, reports, update emails and newsletters, maintaining title lists on ipage, tracking claims, all of which may directly impact the Library.

Purpose: Begin building your Collection Development Profile that will be the foundation of the selection assistance we provide the Library.

Details: Ingram collection development librarians will work with Library selectors throughout the various stages of profiling to be sure that we have accurately captured your collection objectives in the profile we will use to guide our recommendations.

ipage Training

Staff Involved: Paul Cimusz, Ingram Sr. Sales Representative
Kimberly Groom, Inside Sales Representative

Time Allocated: On-site Training averages 2 to 3 hours per class. Remote training webinars are 1 hour long and can be scheduled as needed. We also hold regularly scheduled "Wednesdays with Ingram" refresher and update training.

Purpose: ipage training provided for Acquisitions and Collection Development staff in the Library who are unfamiliar with ipage or who would like a review of ipage functions.

Details: At the start of the contract, Paul Simusz can provide onsite training for as many staff as the library specifies. Furthermore, excellent remote delivery "WebEx" training can be provided for refresher and update training. WebEx

provides very flexible, user-friendly training, allowing libraries to request training sessions for individual library staff or for groups. Your Inside Sales Representative will provide remote training. Training is also available throughout the term of the contract as new ipage updates are released or new services added. Both types of training are available **free of charge**.

Sales Support

Staff Involved: Joyce Skokut, Sales Director
Paul Cimusz, Sr. Sales Representative
Kimberly Groom, Inside Sales Representative

Time Allocated: 2 hours/week

Purpose: Paul Cimusz serves as Senior Sales Representative for Salinas Public Library. He will serve as the main source contact for all on-going services Ingram provides. Paul lives in California, and his close proximity to Salinas Public Library allows for frequent on-site visits to the Library. Paul will provide ipage training, monitor progress, and trouble-shoot potential issues, making selection, ordering, and receiving materials smooth and simple.

Details: During and after the setup, profiling and training process, the Library can expect the ongoing involvement of Paul Cimusz and Kimberly Groom, who will provide open lines of communication between the Library's staff and Ingram Departments including Credit and Customer Service.

Review Meetings

Staff Involved: Paul Cimusz, Ingram Sr. Sales Representative

Support Staff: Michael Bush, Client Integration Manager
Pamela Smith, Vice President and General Manager
Joyce Skokut, Sales Director

Time Allocated: 1 onsite visit per year lasting 4 to 6 hours, and a review after each project is delivered.

Purpose: Throughout the term of the contract, Ingram will arrange formal review meetings with the Library, reviewing all aspects of contract performance and discussing service developments as they arise.

Details: Ingram positively encourages annual service meetings as we find that they are very beneficial to both parties, ensuring that all procedures in place are being carried out in a timely manner and to the customers' detailed requirements.

Ongoing Support

Staff Involved: Representatives from all departments including Sales, Customer Service, Technical Services, and Account Services

Time Allocated: As needed

Purpose: Throughout the term of the contract, Ingram will provide ongoing support including Sales, Customer Service, and Collection Development services.

Details: Ingram partners with the Library throughout the term of the contract. We use the following key methods to identify and support library requirements:

- Regular contact through reports received from our Sales Managers
- Regular contact directly with the Library through proactive calls, customer orders and responses to queries

- Providing regular information/reports to our customers
- Regular internal team meetings
- Encouraging customer input/feedback to enhance our services

Ingram Contact List

The Library has toll-free telephone access to any Ingram point of contact. To reach Ingram Library Services dial **(800) 937-5300**. Your call will be answered by an automated voice system that will offer several prompts to assist you in reaching the correct department, or you may contact your Sales Representative directly at:

- Paul Cimusz, Senior Sales Representative (615) 821-3933
Email: paul.cimusz@ingramcontent.com
- Kimberly Groom, Inside Sales Team Ext. 35754
Email: kimberly.groom@ingramcontent.com
- Michael Bush, Manager Client Integration Ext. 35907
Email: michael.bush@ingramcontent.com
To discuss concerns or issues regarding your account
- Account Services
Email: requirements@ingramcontent.com
To Set Up / Update an Account
- Customer Care Press Option 1, then 1
Email: ILSCustomer.service@ingramcontent.com
To discuss concerns or issues regarding your account
- To Place an Order Press Option 1, then 2
- To Check Stock Status Press Option 1, then 4
- Toll-Free FAX Ordering 800-677-5116
- Credit Department 800-937-8100

For any system issues like outages, login problems, Site Help etc, Customer System Technical Support can be contacted at (800) 937-7978 or email us at ics-techsupport@ingramcontent.com. Technical Support is available via this 800 number Monday through Friday, 8:00 AM – 5:00 PM Central Time.

ODC Project Profile

Ingram librarians will create a project profile based on your parameters, which we use as the starting point to build the collection of your dreams. Ingram will tailor your Customized Selection lists using the following information you supply concerning your library's project:

- Total budget available
- Number of units or percentages desired for each broad category of materials
- Types of titles needed based on your patrons' demands
- Bindings and formats
- Local demographics and interests

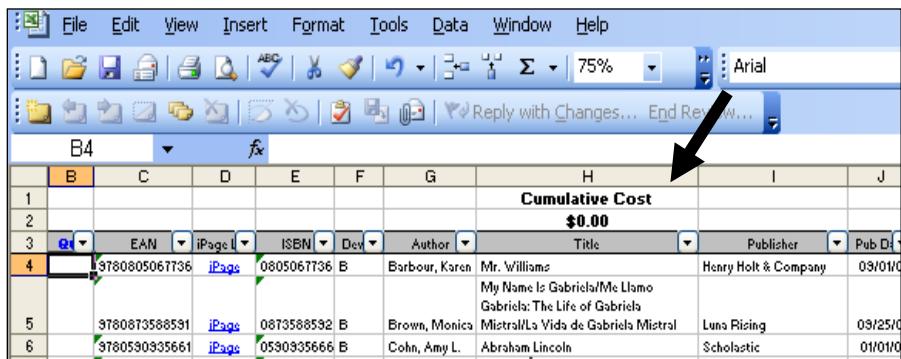
In addition to profile criteria applied to all selection lists, lists for each defined areas of the collection can have different parameters. For nonfiction, the Library has options for each Dewey 100 range, Biographies, Large Print, Spanish, and Reference. Options include publication date parameters and other criteria. Fiction categories can be presented on separate lists or combined according to your criteria. For example, Fantasy and Science Fiction categories could be combined in a single list and Westerns presented as a separate list. We also allow the Library to exclude fiction categories that are not required.

All Customized electronic Collection Development Lists for book product will include:

- ISBN
- Author/editor/illustrator as appropriate
- Title
- Dewey classification
- Subject heading(s)
- Date of publication
- Publisher
- Binding type
- Retail price
- Discounted price (edit mode only)
- Series (if applicable)
- Edition (if applicable)
- Rank by popularity within the list
- Review source citation(s)
- Annotations
- Initial print run (if available)
- Clickable link into the title details section of ipage
- Inventory Item Status (in stock, on order, etc.)
- Cover art
- Subtitle
- Language

Ingram ODC Selection Lists in Excel include basic title information and an approximate dollar total of items chosen. The Cumulative Cost dollar total along the top of the spreadsheet is an

approximate dollar amount based on quantity ordered, discount, and any cataloging & processing charges.



	B	C	D	E	F	G	H	I	J
1							CUMULATIVE COST		
2							\$0.00		
3	EAN	iPage	ISBN	Det	Author		Title	Publisher	Pub D
4	9780805067736	iPage	0805067736	B	Barbour, Karen	Mr. Williams		Henry Holt & Company	09/01/0
5	9780873588591	iPage	0873588592	B	Brown, Monica	My Name Is Gabriela/Mi Llamo Gabriela: The Life of Gabriela Mistral/La Vida de Gabriela Mistral		Luna Rising	09/25/0
6	9780590935661	iPage	0590935666	B	Cohn, Amy L.	Abraham Lincoln		Scholastic	01/01/0

Titles on Ingram selection lists are statused as available from the publisher at the time they are included on the lists.

Providing an estimated budget per category helps us to know how large the lists will be and will help Ingram plan and ask the right questions. We generally make the lists 150% to budget to allow for flexibility.

The Profile allows for the Library to designate the requested age ranges for Juvenile Fiction and Nonfiction and YA Fiction and Nonfiction. At Ingram, we recognize that there are almost as many ways to approach collection development for young adults as there are young adults in your community. That's why we have a variety of ways of sorting and selecting titles to meet your needs. No matter where you house young adult materials, your profile will help us provide the best selection list to meet your needs. The profile helps us know if the primary goal of your YA nonfiction collection is popular titles, curriculum/study support, or if you want Ingram to include both on the YA nonfiction selection list.

If your collections include graphic novels, our experts can help you determine appropriate titles. Our specialist designates young adult graphic novels according to three sets of criteria, and the profile allows you to indicate your preferences:

- ✓ Include titles most appropriate for younger YA readers with safe themes, fantasy violence only, and little or no swearing.
- ✓ Include titles recommended for teens of any age -- may contain some mild profanity, mild violence and gore, suggestive situations, nonsexual and nondescript nudity, skimpy clothing, or references to alcohol, tobacco, or illegal drug use.
- ✓ Include titles reviewed for mature teens -- may contain profanity and strong language, moderate levels of violence, gore, provocative clothing, semi-nudity, some sexual themes but no explicit sex, alcohol, or illegal drug use.

The Collection Development ODC Profile gives you the chance to let us know about your library and what you want in your collection, as well as letting us work within your budget. The Collection Development profile asks for anticipated delivery date. The delivery date is necessary, even if it is an estimate and could change, as Ingram uses this information to build the timeline for your project.

The Profile allows Salinas Public Library to give detailed requirements for each of these materials categories, including preferred binding rankings, publication date parameters, and other exclusions, combinations or separations as appropriate to the category. During our discussion with the Library, we will review how these requirements may affect the selection lists. For example, if you exclude mass market for adult nonfiction, you will not receive some true crime or possible some classic titles in other sections that are only in print in mass market binding. If you place a limit on the age of publication, you may not receive "classic", award-winning, or other perennially selling popular titles. That being said, we understand that the Library may wish to limit certain nonfiction subjects, e.g. medicine, to a more current date range.

For Adult Large Print, Books in Spanish and Audiobooks, we will ask for a preferred allocation between fiction and nonfiction titles. The average we use if no preference is provided is 85% fiction and 15% nonfiction for large print and 75% fiction and 25% nonfiction for Spanish and audiobooks.

The Collection Development Profile asks for the Library's preferred publication cut-off date to use in preparing your selection lists (month/year.) For example, if a Library has an anticipated opening of December 2019, you may want to choose a cut-off date of November 2019, or you will open without the titles that have not yet published before the cut-off date.

Reviews

Review and bibliography sources can be cited on our book selection lists. In addition, reviews are available for viewing through ipage, and appear as soon as one month after publication. While not all titles on ipage have reviews, we display the review information for print titles where it exists. This is a fee-based feature that Ingram is offering **at no charge** for 1 year. ipage includes review citations and full text reviews from:

- *Booklist*
- *The Bulletin of the Center for Children's Books*
- *Foreword Magazine*
- *Hornbook Guide*
- *Hornbook Magazine*
- *Library Journal*
- *Kirkus*
- *School Library Journal*
- *Publishers Weekly*
- *VOYA*
- *Shelf Awareness*
- *BookPage*
- *BlueInk Review*

Descriptions, Reviews, Etc.

Publishers Weekly (04/28/2014):

Bestseller Cussler's electrifying 12th NUMA Files adventure (after 2013's "Zero Hour" also coauthored by Brown) takes Kurt Austin, director of special projects at the National Underwater Marine Agency, across the globe in search of Sienna Westgate, a single-love of his life, and a world-renowned expert in cybersecurity. Pronounced dead after he family's misadventures in the North Ocean, the dead ship may have served in the shadows of the Iranian black fleet. Notorious and mysterious, the hooded crew, eager to profit her talents to any number of foreign governments for a huge sum, but the nefarious Brevard clan is also vying for control over the brilliant Sienna. Trusty colleague Joe Zavala and Dirk Pitt, NUMA's director, provide assistance as Kurt uses a range of advanced technology in the hunt for the woman whose disappearance haunts him day and night. Cussler delivers all the usual twists and turns on the way to the explosive climax. Agent: Peter Lampack, Peter Lampack Agency. (May 27) Copyright 2014 Publishers Weekly Used with permission.

Kirkus Reviews (05/15/2014):

Kurt Austin and his National Underwater Marine Agency team save the world yet again, this time from a criminal family that's been hijacking the innocent and taking hostages for four generations. Commandeered off the coast of South Africa by Gavin Brevard and a gang of criminals who'd booked passage with counterfeit currency, the SS Waratah vanished without a trace in 1909. A century later, the Brevard family is still at it. Brothers Sebastian, Egan and Laurent, along with their kid sister, Calista, have kidnapped Sienna Westgate and her two children and intend to sell her services to the highest bidder—assuming they can recover her from Rene Acosta, their double-crossing former client. The Brevards' racket is much more high-end than sexual slavery, for Sienna, architect of the legendary Phalanx security software, is one of the most sought-after computer experts in the world. Nothing could stop their nefarious plot, for they have the world's most advanced technology at their disposal. The team's mission is to find the Waratah and bring her back to safety, but at sea when Westgate's yacht, Ethernet, sank, but mounting evidence shows that she's no more dead than the SS Waratah, which never sank at all. Kurt's initial encounter with fire-breathing Calista Brevard as they battle over Sienna, who's being held on Acosta's yacht, ends inconclusively. So Acosta packs Sienna off to Korean street criminal-turned-industrialist Than Rang, head of the Daeshan Group, and the action—there's plenty of action—shifts from the African coast to the Korean peninsula, where Kurt, his buddy Joe Zavala and their NUMA stalwarts dodge everything the Brevards can throw at them as they struggle to free Sienna before the world's computer systems all go kablooey. Once more, Cussler and Brown (Zero Hour, 2013, etc.) paint with such broad strokes that Kurt's adventures aren't so much written as whitewashed. COPYRIGHT(2014) Kirkus Reviews. ALL RIGHTS RESERVED.

Biographical Note:

Clive Cussler is the author of dozens of "New York Times" bestsellers, most recently "The Mayan Secrets," "Mirage," and "The Bootlegger." He lives in Arizona and Colorado. Graham Brown is the author of "Black Rain" and "Black Sun," and the coauthor, with Cussler, of "Devil's Gate," "The Storm," and "Zero Hour." A pilot and an attorney, he lives in Arizona.

Review Quotes:

Praise for the NUMA Files novels of Clive Cussler and Graham Brown

"'Devil's Gate' is a breathtakingly suspenseful, wildly inventive, enjoyable thriller. Hard-core fans will snap it up." -Library Journal"

"Cussler and Brown deliver nonstop action in "Zero Hour". The most exciting NUMA Files novel in the series!" -Associated Press

Review Quotes:

Praise for "Ghost Ship"

"Electrifying...Cussler delivers all the usual twists and turns on the way to an explosive climax." -Publishers Weekly"

Praise for the NUMA Files novels of Clive Cussler and Graham Brown

"'Devil's Gate' is a breathtakingly suspenseful, wildly inventive, enjoyable thriller. Hard-core fans will snap it up." -Library Journal"

"Cussler and Brown deliver nonstop action in "Zero Hour". The most exciting NUMA Files novel in the series!" -Associated Press

Review Citations:

- Library Journal Prepub Alert 12/01/2013 pg. 66 (EAN 9780399167317, Hardcover)
- Publishers Weekly 04/28/2014 (EAN 9780399167317, Hardcover)
- Kirkus Reviews 05/15/2014 (EAN 9780399167317, Hardcover)

Contributor Bio: Cussler, Clive

Clive Cussler is the author of numerous New York Times bestsellers. He splits his time between Telluride, Colorado and Paradise Valley, Arizona.

Contributor Bio: Brown, Graham

Graham Brown is the author of Black Rain, Black Sun and The Eden Prophecy. Since 2010 he's been lucky enough to work with Clive Cussler on the NUMA FILES: Devil's Gate, The Storm and Zero Hour were all NYT bestsellers. His latest project is a supernatural thriller entitled Shadows of the Midnight Sun, co-written with Spencer J. Andrews. Spencer J. Andrews is a screenwriter and independent filmmaker. Shadows of the Midnight Sun is his first novel. And the first in the Shadows Trilogy. -

ORDERING

ipage is Ingram's online collection development and ordering tool for librarians, combining the industry's largest inventory with complete title information, collection development resources, reviews, and real-time stock check. Customers with an active Ingram ipage account have access to easy-to-use ordering capabilities and other features **at no cost for unlimited concurrent users.**

ipage can be accessed at <https://ipage.ingramcontent.com>. Through ipage, your Library account specific information is available and accessible at your convenience, **24 hours a day, 7 days a week.**

With each ipage update, we attempt to strike a balance between updating and perfecting the features most utilized by our customers, while at the same time adding new functionality.

Much of our ipage development and updates are made in response to feedback from librarians who use ipage.

ODC Ordering

Ingram proposes two options for cart ordering for your ODC. Ingram is happy to discuss both options with the Library and determine which will work best within the workflows agreed upon for this project.

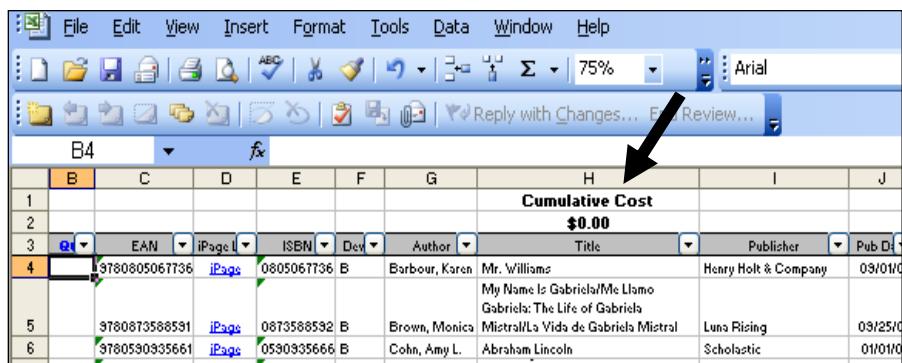
Option 1

Ingram creates selection lists for the Library and posts them as carts on ipage. The Library could then edit the carts and place the orders, as described below. These lists would not have the advantages of the Excel lists as described in Option 2 below.

Option 2 – Preferred Workflow

Ingram will provide customized Collection Development lists delivered in an Excel format that contains key metadata and links to title detail in ipage. The Library can enter the quantity you wish to order into the Quantity field, and if you do not wish to order a particular title, enter a zero.

Ingram ODC Selection Lists in Excel include basic title information and an approximate dollar total of items chosen. The Cumulative Cost dollar total along the top of the spreadsheet is an *approximate* dollar amount based on quantity ordered, discount, and any cataloging & processing charges.



The screenshot shows an Excel spreadsheet with the following data:

	B	C	D	E	F	G	H	I	J
1							Cumulative Cost		
2							\$0.00		
3	EAN	iPage	ISBN	Dev	Author	Title	Publisher	Pub D	
4	9780805067736	iPage	0805067736	B	Barbour, Karen	Mr. Williams	Henry Holt & Company	09/01/0	
5	9780873588591	iPage	0873588592	B	Brown, Monica	My Name Is Gabriela/Mi Llamo Gabriela: The Life of Gabriela Mistral/La Vida de Gabriela Mistral	Luna Rising	09/25/0	
6	978059356661	iPage	05935666	B	Cohn, Amy L.	Abraham Lincoln	Scholastic	01/01/0	

Other columns include a hyperlink to the ipage listing for the chosen title, two subject headings, and one citation (where available).

The ipage link will take you to the product detail page for the title chosen. Once you have reviewed the information, you can simply double-click on your internet browser's Back button or click the red X in the upper right-hand corner of the screen so that you do not have a large number of open ipage windows.

Excel filtering can help you find the titles you are most interested in viewing. Library selectors reviewing Ingram selection lists can use the Excel filters (the drop-down arrows) to locate specific authors, publishers, or any other specific criteria.

The Excel selection lists save you time and effort when you are working with large numbers of titles. Each title includes data such as complete bibliographic information, review citations, series, annotations, and more. The lists are fully editable, allowing the user to add titles not on the lists by entering the desired quantity and ISBN. The electronic version has discounts and Value-Added Service pricing built into the program and all calculation is done as the Library increases or decreases the quantities or number of titles, so that the Library will know the total of any list at any given time.

To place an order, when you are finished reviewing a list, simply save the list and return to Ingram to the email address that will be provided to the Library. Please include your library name, account

number, and the name of the attached list. If you need to use a specific Purchase Order, please include it in the body of the email. Ingram Associates will then upload the lists into ipage for ordering.

Online selection tools and real-time order status/tracking

Ingram fully supports EDI on Evergreen using the EDIFACT protocol, including orders, purchase order acknowledgments and invoices.

iPage, as a web-based tool, ipage offers 24/7 real-time inventory information, the ability to search by thousands of categories, as well as a robust array of publicity and product news sources. Here are just a few ipage features:

- ❖ Ingram stock information and real-time stock check
- ❖ Title descriptions
- ❖ Ability to create, edit, download, and/or order lists by clicking titles within ipage, importing a document to ipage, or pasting EANs into ipage.
- ❖ Simple search by Title, ISBN, Author, Keyword, Series, Dewey®, and more
- ❖ Physical Information, LC Subjects, LCCN, Dewey
- ❖ Sort by Author, Title, Binding, Dewey, ISBN, Price, Pub Date, Publisher, Standard Retail Price, Ingram Demand, and more
- ❖ List sharing options
- ❖ Download brief MARC order records
- ❖ Ordering and order status information
- ❖ Account management and reports
- ❖ ipage selection lists created by Ingram staff librarians
- ❖ Current publicity information
- ❖ Online catalogs
- ❖ Annotations and citations
- ❖ Cover images for selected titles
- ❖ Power search
- ❖ Boolean search
- ❖ Saved search
- ❖ Access to search all titles in our Extended database
- ❖ Excerpts for selected titles
- ❖ Review Citations
- ❖ Full text reviews for selected journals

The Library's ipage accounts are created so that an Administrator designated by the Library has oversight capabilities to aggregate lists and manage users. The Administrator can add additional ipage users as required by the Library. Each user will be assigned a unique login and users can set their own password.

ipage is customer-driven and **allows users to individually customize their ipage experience**. Users have even better tools to assist in prioritizing the critical information they need to search, order, and deliver more content to more patrons. ipage focuses on personalization and intuitive functionality. Customizable widgets allow users to design their own homepage with the tools they use most. Users can easily track bestsellers, access online catalogs, view custom lists, and bookmark favorite destinations in and outside of ipage.

Benefits of ipage home page include:

- A simplified menu structure that allows our customers to find what they are looking for faster.
- Roll-over drop-down menu options for each functional area of ipage that enable users to get to content with less effort.
- More suggestions from Ingram product experts in our Ingram Lists & Picks area on the Browse menu.
- More ability to customize the homepage, including the ability to remove widgets and the ability to choose a background theme.
- Enhanced Simple Search options, including the ability to search across multiple product types.

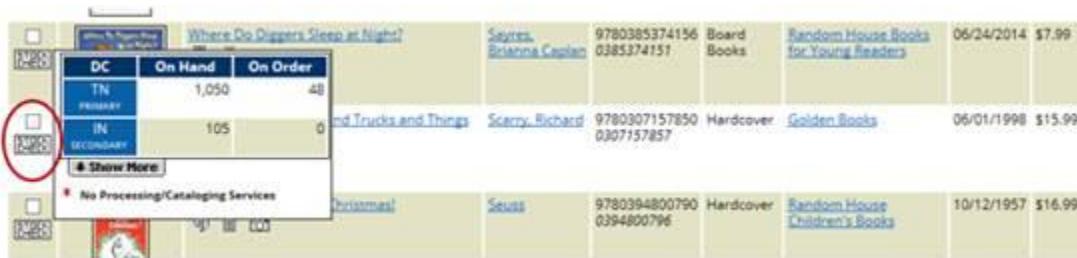
Title Status

Titles placed on our selection lists are currently in active status in our inventory. We do not include titles statused as out of print, cancelled by the publisher, or out of stock indefinitely at the publisher.

Ingram's Excel-format selection lists include a clickable link into the title details section of ipage for even more detail, including title, publisher/studio, pub date or release date, and suggested retail price. As a web-based tool, ipage offers 24/7 inventory information, including a real-time stock check. ipage shows both on hand inventory and number of copies on order with the publisher, and for titles on order, may include the estimated arrival date at Ingram. This is a much more timely and accurate notification than waiting for an email.

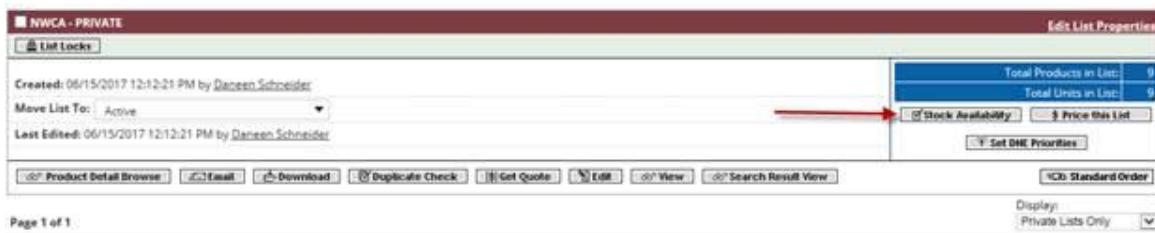
Ingram does not control publishers' street dates or their specialized parameters. We work closely with publishers to obtain news of publishing date changes or if unexpected releases are added with limited advance notice of publication. We provide updated information through ipage as soon as it is available from the publisher.

In addition, stock check is available when looking at lists of titles either through search results or on selection lists, without having to go to the detail page for individual titles.



Where Do Diggers Sleep at Night?			Scarry, Richard		Golden Books		Random House Books for Young Readers		06/24/2014		\$7.99	
DC	On Hand	On Order	9780385374156	Board Books	9780307157850	Hardcover	9780394800790	Hardcover	9780394800796	Hardcover	9780394800797	Hardcover
DC	1,050	48	Scarry, Richard	Board Books	Golden Books	Random House Books for Young Readers	06/24/2014	\$7.99	Scarry, Richard	Hardcover	Golden Books	06/01/1998 \$15.99
TN	105	0	9780307157857	Hardcover	9780394800795	Hardcover	9780394800798	Hardcover	9780394800799	Hardcover	9780394800797	Hardcover
IN	105	0	Scarry, Richard	Hardcover	Golden Books	Random House Books for Young Readers	06/24/2014	\$7.99	Scarry, Richard	Hardcover	Golden Books	06/01/1998 \$15.99
SECONDARY	0	0	9780394800796	Hardcover	9780394800797	Hardcover	9780394800798	Hardcover	9780394800799	Hardcover	9780394800797	Hardcover
Show More			No Processing/Cataloging Services		Christmas		Seuss		Random House Children's Books		10/12/1957 \$16.99	
Stock Availability			IN		SECONDARY		IN		SECONDARY		IN	

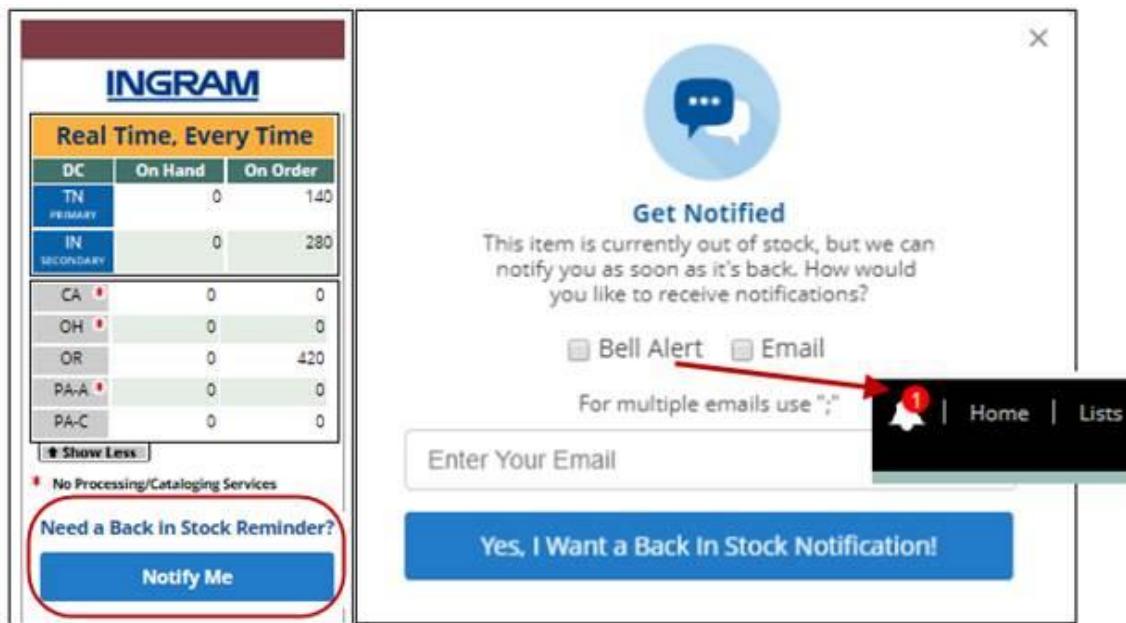
The Library can view stock levels in each distribution center for each item in your selection list by clicking on the Stock Availability link.



This gives a snapshot of current availability of titles from the designated Primary and Secondary distribution centers, and also indicates if titles are not currently in stock and must be backordered, or if the title is not available from Ingram. The resulting report has been updated to include a total number of units available for immediate shipment from both the primary and secondary warehouses.

“Notify Me” Back in Stock Notification

When “On Hand” inventory shows as zero (0) for any active product in iPage, customers have the option to select “Notify Me” through a pop-up window to receive a back-in-stock reminder.



“Notify Me” gives you the option to receive either an email or a bell alert in iPage, or both. You can edit your selection until the product is back in stock. If the product you are interested in does not become available within one calendar year, your notification selection will automatically expire.

Email Notification

- When you click “Email,” the email address box is automatically populated with your email address
- Emails are sent at 9AM CDT on the day that the product is available for purchase
- You can opt-out of an email
- Links in the email take you directly to the appropriate product detail page

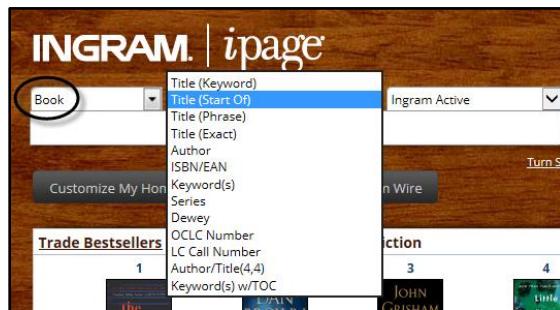
Bell Alert in ipage

- Bell alerts are sent at 9 A.M. CDT on the day that the product is available for purchase
- Bell alerts will remain visible in ipage for 14 days
- You will receive a one-time notification when the quantity of that product is greater than zero.
- If you receive a notification that a product is in stock, but it is not in your primary or secondary warehouse, you can still purchase the product, but default shipping rules apply, and freight will be charged accordingly. Items shipped from other than your primary and secondary distribution center will not receive cataloging and processing services.
- If you receive an alert that the product you are interested in is “back in stock,” but when you go to the product details page and the product is sold out, you could either backorder the product or select “Notify Me” again.
- If the product you are interested in is “back in stock,” but the quantity is lower than what you would like to order, you can either backorder the additional quantity or select “Notify Me” again.

After the ODC, should the Library participate in any of our Standing Order programs, you can receive our electronic *Collection Development* newsletter via email. This newsletter advises of title changes and revised publication schedules as well as cessations and other pertinent factors needed to manage your profile.

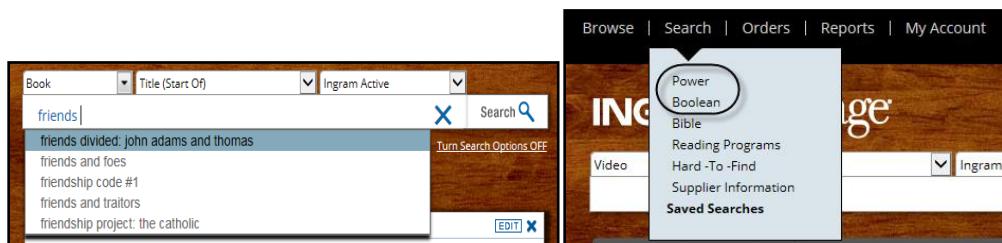
ipage Searching

ipage users do a fast and quick search for items using Simple Search. Simple Search is displayed at the top of every page within ipage. Among the simple search options for print and spoken audio books are Title Keyword, Start of, Phrase, or Exact Title; Author; ISBN/EAN; Keyword(s); Series; and Dewey:



Predictive Searching

Predictive search functionality on ipage allows for more accurate and efficient searches across our entire database. This technology uses our top-demanded product data to offer suggested completions of the search term you are typing into the search bar, including Title (Start of) and Author. Users have the option to have predictive search off or on, by updating their account settings.



Power Search

Power Search allows iPage users to focus their search to a much narrower list of titles by using some or all of a specific set of search criteria. This feature is invaluable when the user has only limited information about a specific title, or when the user wants a set of titles that fit within certain parameters. Through Power Search, the Library can look for titles by publisher, subject heading, format, language, and other filters not listed on the simple search feature.

Power searching is an easy way to get exactly the results the user desires; search criteria can be input for up to 25 data points, and the more search criteria added, the fewer results the search will return. The user can limit by publication date, subject, binding, Dewey, language, review citations, etc.

Boolean searching

Boolean searching is like power searching but is mainly focused on criteria for the Title, Contributor, Publisher, BISAC, Ingram Theme, and Series fields and uses Boolean terms AND, OR, NOT. The user may also put search criteria using AND or NOT on Language, Age Group, Media, BISAC Children's Media and BISAC Binding. Please note that under "further criteria", Boolean searching allows the user to select multiple attributes in the field. Additional options that can be added to the search include Price, Pub Date, Author/Title (4,4), Dewey, LC Call Number, Physical Attributes (large print and illustrated.)

Additional Advanced Search Features

- Street Smart Titles list under the Browse tab on iPage enables libraries to view a listing of titles that have a hard street date from the publisher. This Street Smart list focuses on titles up to 18 months' pre-publication.
- Search results can be sorted by the Title, Author, EAN/ISBN, Binding, Publisher, Pub Date, or SRP, and users can quickly jump to specific places in the result set by letter. The Search Result View also contains options at the item level. For each item, the user can perform actions such as Duplicate Check, Add or Edit Grid Information, or Edit other information about the item. iPage combines the robust functionality of Selection Lists with the filter options currently available for Search Results. This means that you can filter the items in your selection list by any of the refinement options already available for Search Results.
- Saved Searches. This time-saving option is a great way to organize searches a user might perform on a regular basis. Searches can be saved as a new search or as a replacement for an existing search. Saved searches are automatically purged from the user's account 13 months after the last accessed date, which is shown on iPage.

iPage Search Refinements

iPage provides multiple criteria for refining lists of titles from search results or selection lists:

- Search within Results. To the left of your results, you will see a box for searching within your results. Enter your search words and click the Search button. You can further refine your results as needed using the options and search feature located on the left.
- Search Filters. Search Filters provide a better search experience for customers who do not purchase compilations, collections of public information, or reproductions of previously published public domain titles. This filter allows you to hide these product types from your search results.
- Refine Search Results. Depending on the list, search refinements might include Age Group, Binding, Publication Date, which may include Forthcoming Titles, Contributor, Price, Format, Awards, Citation Source, BISAC Categories, Dewey Categories, Ingram Categories, Language, and Features. You can collapse and expand field to better meet your search needs by clicking on the up/down arrow to the right of each field. ipage will remember which fields you have collapsed or expanded for the next time you search.
- Quick Limit - If the refinement terms you are looking for are in the top three showing under the refinement field, check them off and click 'Update' to quickly limit your results. You can now select multiple terms to drill into your results.
- Search the Full List - If you do not see the term you need immediately in the top three under your refinement option or if you want to exclude terms from your results, click the "More..." link next to any field.
- Including and Excluding Search Terms. After clicking the "More" link under the search refinements, you can further refine your results by selecting or excluding as many terms as you want. Scroll the list of terms by dragging the scrollbar up and down.
 - Search for terms by entering letters and a text filter will quickly reveal matches.
 - Select as many terms as you want to include in your results by checking them off in the 'Include' column.
 - Exclude as many terms as you want by checking them off in the 'Exclude' column.
 - Verify your selection with the intuitive green (include) and red (exclude) bubbles.
 - Remove anything you do not want by clicking on the 'x' on the right side of the bubble or by unchecking it in the 'Include' and 'Exclude' columns.
 - Click the 'Update' button to apply your refinements or 'Cancel' to go back to your results.
 - For each refinement you apply, a breadcrumb will appear at the top of your search results, making it easy and intuitive to also remove any limiters you have applied.

Title Details

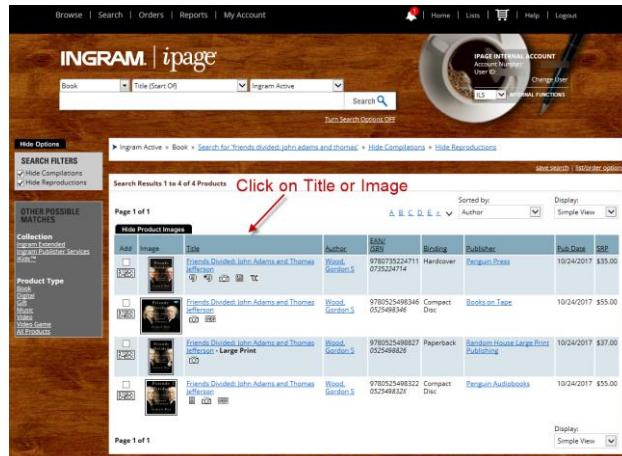
A Title Detail page on ipage includes title, contributor (author, illustrator, editor, etc.), ISBN/EAN, publisher or studio, suggested retail price, binding or format, pub date or release date, and copyright date. Details may also include any of the following as provided in the publisher metadata: cover image, BISAC categories, LC subjects, themes, OCLC number, Dewey, LC subjects, series, awards, features (Index, Price on Product, Excerpt, Illustrated, Maps), initial print run, target age group, physical information (dimensions, weight, number of pages), carton quantity, annotation, description, publisher marketing, review citations, review quotes, biographical notes, and full text reviews. Children's titles may include Accelerated Reader®, Scholastic Reading Counts!™, and Guided Reading Level information. ipage Title Detail screen shows alternate bindings/formats for a title, when available.

Finding title details on iPage is as easy as 1, 2, 3:

Step 1: Enter Search Terms:

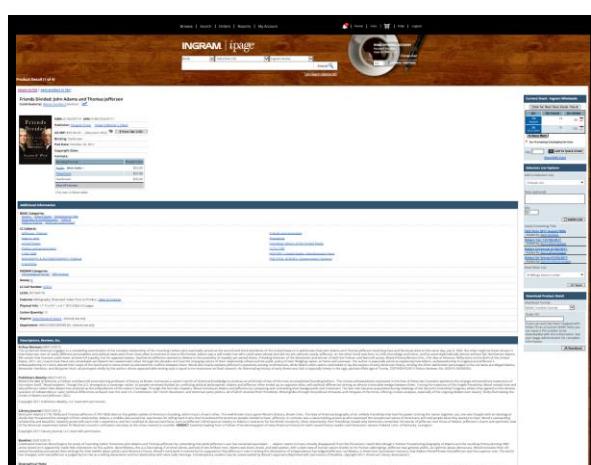


Step 2: Choose Title from Search Results:



Page 1 of 1	Sort by: A B C D E F	Display: Author
1	2	3
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13	14	15
16	17	18
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22	23	24
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697	698	699
702	703	704
707	708	709
712	713	714
717	718	719
722	723	724
727	728	729
732	733	734
737	738	739
742	743	744
747	748	749
752	753	754
757	758	759
762	763	764
767	768	769
772	773	774
777	778	779
782	783	784
787	788	789
792	793	794
797	798	799
802	803	804
807	808	809
812	813	814
817	818	819
822	823	824
827	828	829
832	833	834
837	838	839
842	843	844
847	848	849
852	853	854
857	858	859
862	863	864
867	868	869
872	873	874
877	878	879
882	883	884
887	888	889
892	893	894
897	898	899
902	903	904
907	908	909
912	913	914
917	918	919
922	923	924
927	928	929
932	933	934
937	938	939
942	943	944
947	948	949
952	953	954
957	958	959
962	963	964
967	968	969
972	973	974
977	978	979
982	983	984
987	988	989
992	993	994
997	998	999

Step 3: Title Details:



Enhanced View of Title Detail Page

Real Time Stock Check

The page provides a real time stock check of Ingram inventory directly on the Title Detail screen. The Library's assigned primary and secondary distribution centers will be displayed. The page shows both on hand inventory and number of copies on order with the publisher, and for titles on order, may include the estimated arrival date at Ingram.

In addition, stock check is available when looking at lists of titles either through search results or on selection lists, without having to go to the detail page for individual titles.

STOCK CHECK			Where Do Diggers Sleep at Night?	Sayres, Brianna Caplan	9780385374156	Board Books	Random House Books for Young Readers	06/24/2014	\$7.99
DC	On Hand	On Order							
TN PRIMARY	1,050	48							
IN SECONDARY	105	0							
Show More									
* No Processing/Cataloging Services									
STOCK CHECK			Find Trucks and Things	Scarry, Richard	9780307157850	Hardcover	Golden Books	06/01/1998	\$15.99
STOCK CHECK			Christmas!	Seuss	9780394800790	Hardcover	Random House Children's Books	10/12/1957	\$16.99

The Library can view stock levels in each distribution center for each item in your selection list by clicking on the *Stock Availability* link.

NWCA - PRIVATE [Edit List Properties](#)

[List Locks](#)

Created: 06/15/2017 12:12:21 PM by [Daneen Schneider](#)

Move List To: Active

Last Edited: 06/15/2017 12:12:21 PM by [Daneen Schneider](#)

Total Products in List: 9 **Total Units in List:** 9

[View Stock Availability](#) [\\$ Price this List](#)

[Set DNE Priorities](#)

[Product Detail Browse](#) [Email](#) [Download](#) [Duplicate Check](#) [Get Quote](#) [Edit](#) [View](#) [Search Result View](#) [Standard Order](#)

Page 1 of 1

Display: Private Lists Only

This gives a snapshot of current availability of titles from the designated Primary and Secondary distribution centers, and also indicates if titles are not currently in stock and must be backordered, or if the title is not available from Ingram. The resulting report has been updated to include a total number of units available for immediate shipment from both the primary and secondary warehouses.

Immediate Shipment from Your Primary Warehouse (44)

Select (<input checked="" type="checkbox"/> all) Title	EAN/ Product Code	Binding	Pub Date	Qty Requested	Qty by DC					
					CA	IN SECONDARY	OH	OR	PA-A	PA-C
<input type="checkbox"/> \$2.00 a Day: Living on Almost Nothing in America	9780544811959	Paperback	09/13/2016	1	0	0	0	100	0	28
<input type="checkbox"/> American Endurance: Buffalo Bill, the Great Cowboy Race of 1893, and the Vanishing Wild West	9781588345752	Hardcover	10/04/2016	2	0	3	0	3	0	5
<input type="checkbox"/> Atoms Under the Floorboards: The Surprising Science Hidden in Your Home	9781472912237	Paperback	06/28/2016	1	0	1	0	4	0	1
<input type="checkbox"/> Between the World and Me - Accelerated Reader	9780812993547	Hardcover	07/14/2015	1	0	532	0	354	0	110
<input type="checkbox"/> Black Holes: A Very Short Introduction	9780199602667	Paperback	02/01/2016	2	0	1	0	5	0	3
<input type="checkbox"/> Black Prophetic Fire	9780807018101	Paperback	09/01/2015	1	0	0	0	0	0	8
<input type="checkbox"/> Choosing a Good Life: Lessons from People Who Have Found Their Place in the World	9781616494681	Paperback	09/23/2014	1	0	0	0	3	0	1

Immediate Shipment from Your Secondary Warehouse (9)

Select (<input checked="" type="checkbox"/> all) Title	EAN/ Product Code	Binding	Pub Date	Qty Requested	Qty by DC					
					CA	IN SECONDARY	OH	OR	PA-A	PA-C
<input type="checkbox"/> The Book of Frogs: A Life-Size Guide to Six Hundred Species from Around the World	9780226184654	Hardcover	01/29/2016	1	0	3	0	3	0	3
<input type="checkbox"/> Drones and the Ethics of Targeted Killing	9781442231566	Paperback	09/03/2015	2	0	3	0	0	0	3
<input type="checkbox"/> Liberalism or How to Turn Good Men Into Whiners, Weenies and Wimps	9781682612057	Paperback	07/19/2016	2	0	16	0	25	0	3
<input type="checkbox"/> Living with No Excuses: The Remarkable Rebirth of an American Soldier	9780145596935	Hardcover	08/23/2016	1	0	16	0	9	0	19
<input type="checkbox"/> Pop Sonnets: Shakespearean Spins on Your Favorite Songs	9781594748288	Hardcover	10/06/2015	1	0	2	0	6	0	9
<input type="checkbox"/> Tough as They Come	9781101904800	Paperback	10/25/2016	2	0	16	0	25	0	39

Must Be Backordered or Available via an Alternate Warehouse

Select (<input checked="" type="checkbox"/> all) Title	EAN/ Product Code	Binding	Pub Date	Qty Requested	Qty by DC					
					CA	IN SECONDARY	OH	OR	PA-A	PA-C
<input type="checkbox"/> American Evangelicals Today	9781442217300	Paperback	02/03/2015	1	0	0	0	0	0	0
<input type="checkbox"/> Better Than Perfect: 7 Strategies to Crush Your Inner Critic and Create a Life You Love	9781580055499	Paperback	09/23/2014	1	0	0	0	2	0	1
<input type="checkbox"/> Israel: Is It Good for the Jews?	9781416575696	Paperback	07/30/2016	1	0	0	0	0	0	0
<input type="checkbox"/> Think Forward to Thrive: How to Use the Mind's Power of Anticipation to Transcend Your Past and Transform Your Life	9781608682980	Paperback	10/14/2014	1	0	0	0	0	0	0

Will Not Ship with This Order

Select (<input checked="" type="checkbox"/> all) Title	EAN/ Product Code	Binding	Pub Date	Qty Requested
<input type="checkbox"/> 99 Church: Inside America's Notorious First Narcotics Squad - Not Available from Ingram	9781250067333	Hardcover	06/02/2015	1
<input type="checkbox"/> Behind the Gates of Gomorrah: A Year with the Criminally Insane - Publisher Out of Stock Indefinitely	9781476774497	Hardcover	09/16/2014	1
<input type="checkbox"/> Get What's Yours: The Secrets to Maxing Out Your Social Security - Publisher Out of Stock Indefinitely	9781476772295	Hardcover	02/17/2015	1
<input type="checkbox"/> The Marshmallow Test: Why Self-Control Is the Engine of Success - Not Available from Ingram	9780316230865	Paperback	09/22/2015	1

Folders

ipage now includes the ability to sort selection lists into folders. Users automatically have the following pre-built folders available, and by default, your selection lists will go into the folders as follows:

- **Active** - active selection lists, regardless of Public/Shared/Private status
- **Archived** - any lists you have opted to archive or that have been archived automatically due to lack of activity, regardless of Public/Shared/Private status.
- **Ingram Lists** - the default destination for any selection lists you receive tied to a Standing Order (New Title Notification) enrollment (either report only or auto ship).

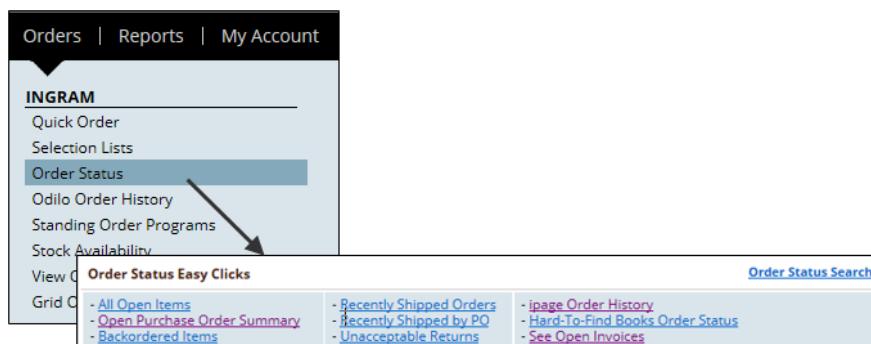
In addition to these default folders, users can create up to 25 custom folders.



As you are creating a new Selection List in iPage, you have the option to specify a folder to place the list into rather than the default Active folder. Others in the user's account cannot see or affect those custom folders and cannot place a selection list into another user's folders. A Public selection list, viewable by all users in the iPage account, may be "foldered" by different users.

Order Status Information on iPage

Order Status information is available on iPage. Under the Order drop down menu, simply click Order Status for a listing of Order Easy Clicks:



- **All Open Items** - This report shows the line items that are currently backordered or being processed and therefore have not yet been invoiced.
- **Open Purchase Order Summary** - This report shows a summary by PO Number that includes the date ordered, total units open, units in process, and units backordered. The PO Number can be clicked on to receive title-specific information.
- **Backordered Items** - This report includes the titles currently on backorder with the date ordered, the backorder cancel date, EAN, title, format, publication date, PO number, quantity, and the distribution center. You can also cancel a backordered item.
- **Recently Shipped Orders** - This report shows orders shipped within the last 14 days, with the option to view the last 90 days, including the date shipped, order entry number, and shipping tracking number. Order details can be viewed by clicking the order entry number, and delivery status can be viewed by clicking the shipping tracking number.
- **Recently Shipped by PO** - like the Recently Shipped Orders, this report shows orders shipped within the last 14 or 90 days. It is sorted by PO Number and includes the date shipped, order entry number, and shipping tracking number. Order details can be viewed by clicking the order entry number, and delivery status can be viewed by clicking the shipping tracking number.
- **Unacceptable Returns** - This report shows any returns sent that were outside of Ingram's return policies.
- **iPage Order History** - This feature shows the order date and time, PO number, and the name of the person whose account login placed the order. It also provides a link to an Order Confirmation which gives a detailed summary of the order, including title, author, ISBN, whether the item is shipped or backordered, and retail price.

- **Hard-To-Find Books Order Status** - This report shows the status of any books ordered through the optional Hard-To-Find Books function on ipage.

ipage Order History is posted for 6 months, and can be sorted by order date, PO number, or “placed by.”

Order Date	PO Number	Placed By
07/06/2012 09:11 AM -Confirmation	201*****9	Pat*****
06/28/2012 09:13 AM -Confirmation	201*****9	Pat*****
06/21/2012 02:23 PM -Confirmation	201*****9	Pat*****
06/13/2012 12:14 PM -Confirmation	201*****9	Pat*****
06/06/2012 09:04 AM -Confirmation	201*****9	Pat*****
05/21/2012 01:59 PM -Confirmation	201*****9	Pat*****

Reports are also available for printing by clicking on the “print version” button.
Sample ipage Order Status Report – Backorders:

Date Ordered	Backorder Cancel Date	ISBN/Product Code	Product Name	Format	Pub Date	PO Number	Qty	DC
07/29/2015	02/28/2016	9780307930590 0307930599	SKINNY - NO SURRENDER	Paperback	12/01/2015	WENDE COR FAC 7/15/15	2	PA
07/29/2015	03/31/2016	9780307930453 031607942X	STRANGER	Paperback	03/19/2016	WENDE COR FAC 7/15/15	1	PA
07/29/2015	06/30/2016	9780764213304 0764213304	ANGELS	Hardcover	06/21/2016	WENDE COR FAC 7/15/15	1	PA
07/29/2015	01/25/2016	9781623380838 1623380830	SONIC BOOM VOL 1	Paperback	11/24/2015	WENDE COR FAC 7/15/15	1	PA
07/27/2015	03/31/2016	978145515936 145515936	PRIVATE PRIVATE VEGAS	Mass Market Paperback	01/26/2016	COR/HLD 7/21/2015	4	PA

Order Status Search

Using Order Status Search, customers can refine their search for the status of an open Purchase Order by order date range, product code, control number, invoice number, order entry number, PO number, title, or warehouse code.

Tracking Orders

ipage allows users to track shipments under the Order Status tab. To track a standard shipment, click Recently Shipped Orders. This opens a table displaying all recent shipments. Click the shipping tracking number for the shipment you want to track. This links you to a page where you can view tracking information.

Packing Slip

For libraries that do not require invoice in the box, Ingram will include a packing slip with each shipment which can be cross-referenced to the invoice. The packing slip is enclosed in the last box of a multi-carton shipment that crosses the shipping manifest, and the box containing the packing slip is marked.

Ingram's Packing Slip contains the following information:

- ◆ Library shipping and billing address
- ◆ Purchase Order Number
- ◆ ISBN
- ◆ Title
- ◆ Binding Code

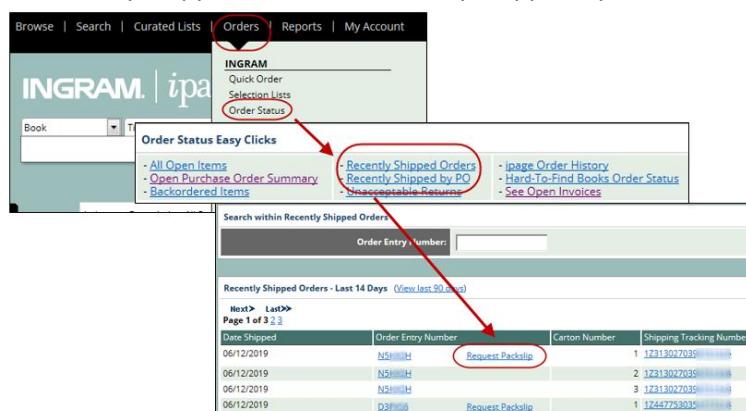
- ◆ Unit List Price
- ◆ Quantity ordered
- ◆ Quantity shipped
- ◆ Date
- ◆ Discount Percentage
- ◆ Extended Price after Discount

Packing slips can be sorted by title, or purchase order number. Ingram's packing slip does not include the Author. Author information is included on our Invoices.

New in 2019 - iPage Request Packing Slip

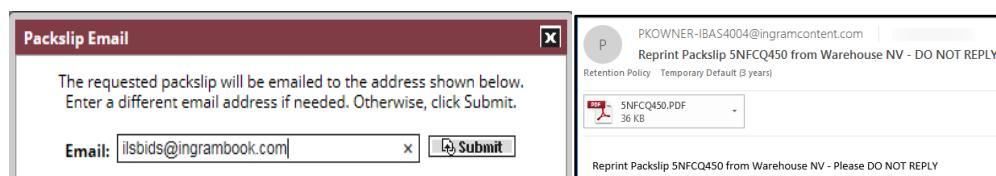
Libraries who receive a packing slip with their shipments can now request a copy of a packing slip through iPage. This service is applicable for shipments from the past 30 days. The packing slip will be emailed to the address sent with the request.

To request a packing slip, the Library should open the Orders tab on iPage, choose Order Status, and then either the link for Recently Shipped Orders or Recently Shipped by PO.



The screenshot shows the Ingram iPage interface. At the top, there is a navigation bar with 'Orders' highlighted. Below the navigation, there is a sidebar with 'INGRAM' and 'Order Status' selected. A dropdown menu 'Order Status Easy Clicks' is open, showing options like 'Recently Shipped Orders' and 'Recently Shipped by PO'. The main content area displays a table titled 'Recently Shipped Orders - Last 14 Days'. Each row in the table has a 'Request Packslip' link next to the 'Order Entry Number'. A red box highlights this link for the first item in the list.

Clicking the "Request Packslip" link will open a small window where the user can verify or overwrite the email address for delivery and submit the request.



The screenshot shows a 'Packslip Email' dialog box. It contains a text area with instructions: 'The requested packslip will be emailed to the address shown below. Enter a different email address if needed. Otherwise, click Submit.' Below this is an 'Email:' input field containing 'ilsbids@ingrambook.com' and a 'Submit' button. To the right, there is a preview window showing an email message with the subject 'Reprint Packslip SNFCQ450 from Warehouse NV - DO NOT REPLY'. The preview shows the recipient's email address 'PKOWNER-IBAS4004@ingramcontent.com', a retention policy of 'Temporary Default (3 years)', and a PDF attachment named 'SNFCQ450.PDF' (36 KB). Below the preview, there is a note: 'Reprint Packslip SNFCQ450 from Warehouse NV - Please DO NOT REPLY'.

This added feature is not currently set to function with accounts set for Invoice In The Box.

Excel Reports through iPage

iPage offers three new headquarters-level reports:

- Cancelled Items (items cancelled during the previous month)
- Invoiced Items (items invoiced during the previous month)
- Open Items (all items, refreshed nightly)

These Excel format reports may include columns for the following information, as appropriate to the report: Account numbers; Library name and address; Order Date; PO; EAN; Author; Title; Pub Date; Units Ordered; Committed Units; Backordered Units; Backorder Cancel Date; Invoice Date; Invoice Number; Units Invoiced; List Price; Customer Discount; Unit Discount Amount; and Extended Discount Amount.

These reports can be accessed from the main Reports menu tab on iPage. Simply click on any of these three links, and a report will automatically generate. This Excel-format reports can be opened or saved and are easily searched and sorted.

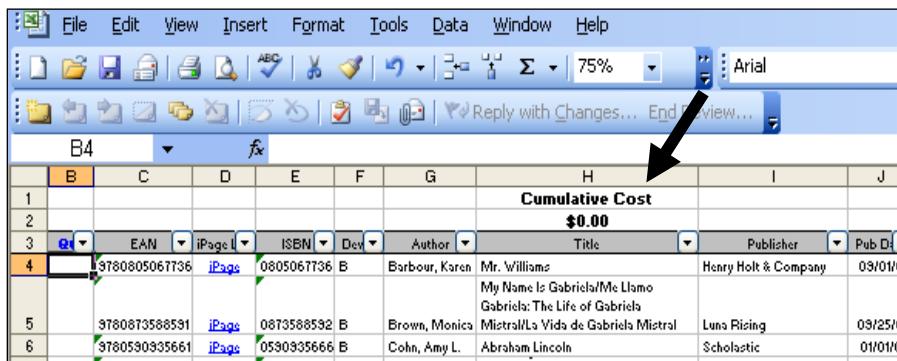


Cancellation reports include; cancellation date, bill to, ship to, PO, ISBN, author, title, pub date, list price, discount %, extended disc amount, order date, BO cancel date and cancellation reason.

Customized Reporting

We would be happy discuss your specific reporting requirements to develop a customized report utilizing the selections lists we provide, invoiced data, and open order (backorder) data.

Ingram ODC Selection Lists in Excel include basic title information and an approximate dollar total of items chosen. The Cumulative Cost dollar total along the top of the spreadsheet is an **approximate** dollar amount based on quantity ordered, discount, and any cataloging & processing charges.



	B	C	D	E	F	G	H	I	J
1									
2									
3	EAN	iPage	ISBN	Des	Author	Title	Publisher	Pub Date	
4	9780805067736	iPage	0805067736	B	Barbour, Karen	Mr. Williams	Henry Holt & Company	09/01/0	
5	9780873588591	iPage	0873588591	B	Brown, Monica	My Name Is Gabriela/Mi Llamo			
6	9780593356661	iPage	0593356661	B	Cohn, Amy L.	Gabriela: The Life of Gabriela Mistral	Luna Rising	09/25/0	

Status Reports

Status Reports provided by Ingram include our Packing Slip and our Title Status Report.

The packing slip will supply you with the status of any book shipped, backordered, or is out of print. The packing slip will be alphabetized by title. Titles that were not included in the initial shipment will have a "B" in the "BO" column if they have been backordered. An "S/W" will identify those titles that will be shipped from your secondary distribution center.

Company Name Chattanooga, TN		Company Name Chattanooga, TN	
INGRAM		B I L L T O	
1210 INGRAM DRIVE CHAMBERSBURG, PA. 17202		20D3261- SHIP TO NUMBER	
		756	81.15#
20D3261		PL RUN #	WEIGHT
		2/28/2014	N 91G1Z
		DATE	EO #
		02	PAGE

LIBRARY PROC

CUSTOMER SERVICE # 800-937-5300 OPT 1

LINE NO	QTY SHIP	QTY ORDER	B O	TITLE \ SORTED BY TITLE			P.O. NUMBER	DISC PCT.	BASE RETAIL	EXT. BASE
				TITLE CODE	PROD I.D.	DEPT				
0001	5	5	B	ASHEN SWARM 012983286	1463772653	Q	141page0224	25.0	1399	5245
0002	2	2	B	BUILDING AN AQUAPONICS SYSTEM 017152754	1481148516	Q	141page0224	25.0	1695	2542
0003	9	9	B	CATCH & RELEASE 018720101	1492811785	Q	141page0224	25.0	1499	10116
0004	6	6	B	CHOOSING AMER NEXT SUPERSTAR 01634310	1611727593	Q	141page0224	5.0	1499	8544
0005	4	4	B	COLOSSUS OF HEAVEN 01242808	0986842222	Q	141page0224	25.0	1299	3896
0006	2	2	B	FANCY NANCY & THE LATE LATE LA 006051001	0606123121	R	141page0224	40.0	1355	1626
0007	4	4	B	HANDMADE 013998318	061561583X	Q	141page0224	25.0	889	2668
0008	5	5	B	HE WAS HER BROTHER (PART ONE) 020027636	1475006543	Q	141page0224	25.0	1497	5615
0009	5	5	B	HE WAS HER BROTHER (PART TWO) 020027634	1475006624	Q	141page0224	25.0	1497	5615
0023	4	4	B	HT EXPRESSES WHAT YOURE NOT EXPREC 01092131	1771510218	Q	141PAGE0128	41.0	1995	4708
0010	3	3	B	IT SHOULD HAVE BEEN YOU 018244330	1623805872	Q	141page0224	5.0	1499	4272
0011	4	4	B	KALISH METHOD 015544407	1477612726	Q	141page0224	25.0	1495	4484
0012	2	2	B	LAZARUS TRAP 00248955	0849944856	Q	141page0224	30.0	1499	2098
0013	5	5	B	NEW TAKE ON ABCS S IS FOR SMIL				41.0	1695	5000

The Title Status Report is sent to customers monthly. This report will provide you with current backorder status information as well as indicate which titles could not be supplied within your normal backorder period. Listed below are the most frequently used stock abbreviations that will appear on the Title Status Report:

B/O= Out of stock at this time and on backorder for you

NLS=Title is no longer stocked by Ingram

NYR=Title is not yet received by Ingram into the distribution center

OSI=Out of stock indefinitely by the publisher

PPD=Title has been postponed by the publisher

OP=Title is now out of print at the publisher

CANC=Title has been cancelled at this time by the publisher

Sample Ingram Title Status Report



TITLE STATUS REPORT

Anywhere Library
 123 Your Street
 Happy Town, TN 12345

Date 02/01/2019 ****
 Page 1

BILLTO/SHIPTO 20v1234 / 20u5678

This monthly report advises on the status of items that are backordered. Backordered items listed below will remain backordered until the cancellation date, or shown as cancelled. NYR (Not Yet Received) items will remain on backorder for the period of the account's established backordered period beyond the date of first receipt by Ingram.

QTY ORD	Title	Author	ISBN	Publisher	Customer PO Number	Line Item PO Number	List Price	Prod Type	Whse Location	Status	Cancel Date
THE FOLLOWING ITEMS HAVE BEEN CANCELLED:											
1	ARMED LEARNER	ROGALSKI, JILL	0143133256	PIERIAN	ING1810108-L-F-1	ING1810108-L-F-1	17.00	TPAP	IN	NYR	01/21/2019
1	DARMIN DEVOLVES	BEHRE MICHAEL J	0042842617	HARPER C	ING1810108-L-F-1	ING1810108-L-F-1	24.99	HARD	IN	NYR	01/21/2019
1	LIQUID RULES	MIODONNIK MARK	054485019X	HOUGHTON	ING1810108-L-F-1	ING1810108-L-F-1	26.00	HARD	IN	NYR	01/21/2019
1	RED STAR OVER THE PACIFIC 2ND	YOSHINHARA TOSHI	16262472183	U S NAVY	ING1810108-L-F-1	ING1810108-L-F-1	36.95	HARD	IN	NYR	01/21/2019
THE FOLLOWING ITEMS WILL REMAIN ON BACKORDER UNTIL CANCELLATION DATE:											
1	LEGEND OF ZELDA BREATH OF THE WILD	PIGGYBACK	1910105466	SIMON & SCHUSTER	ING181204-LM-1	ING181204-LM-1	39.99	HARD	IN	OS	03/12/2019
1	I THINK YOU'RE WRONG (BUT IN A GOOD WAY)	HOLLAND SARAH S.	1600202816	THOMAS N.	ING181228-RR-1	ING181228-RR-1	24.99	HARD	IN	NYR	
1	PARK DEENS AIR FRYER CRBK	DEEN, PAULA	1943016070	PAULA DEEN	ING190110-LM-1	ING190110-LM-1	24.95	HARD	IN	BD	04/15/2019
1	RELATIONSHIP AND /& REV/E 2/E	ROSENBERG, MICHAEL	159384641X	WORLDBRIDGE	ING190110-OP-1	ING190110-OP-1	30.00	HARD	IN	BD	04/15/2019
1	WHAT TO EAT WHEN	ROIZEN, MICHAEL	1424220011	RAIL GROWTH	ING190110-LM-1	ING190110-LM-1	28.00	HARD	IN	BD	04/15/2019

Reverse side of Title Status Report:

PRODUCT TYPE LEGEND:

TPAP - Trade paper
 MPAP - Mass market paper
 HARD - Hardcover
 AUD - Audio
 MUS - Music
 MULT - Multimedia
 MAPS - Maps, Calendars, Board Games

STATUS CODE LEGEND:

BD - Backordered
 CANC - Cancelled
 CAN1 - Cancelled: ISBN incorrect/unknown
 CAN2 - Cancelled: Publisher cancelled
 CAN3 - Cancelled: Out of stock
 CAN4 - Cancelled: Out of stock indefinitely
 CAN5 - Cancelled: Out of print
 CAN6 - Cancelled: Not yet available
 CAN7 - Cancelled: Not our publication
 CAN8 - Cancelled: Delay in publication
 CAN9 - Cancelled: Apply direct - Not available
 CAN10 - Cancelled: Publisher did not respond
 CAN11 - Cancelled: Via DEBO screen
 IR - In research
 NAI - Product unavailable through Ingram
 NDP - Publisher has indicated "not our publication"
 NYR - Not yet received
 OS - Out of stock; Backordered
 OS1 - Publisher and Ingram out of stock indefinitely
 OP - Cancelled; Out of print
 PPD - Publisher postponed publication
 PEND - Pending Alibris availability

CATALOGING, LINKING AND PROCESSING

Ingram provides access to full-level MARC records through BookMARC®, the proprietary Ingram cataloging database. BookMARC includes the complete LC MARC database, as well as tens of thousands of entries created by Ingram's MLS-degree catalogers.

Ingram is a trading partner with OCLC, wherein our CIP upgrades and MARC record originals are accepted by OCLC for inclusion in WorldCat.

Ingram cataloging is in accordance with the latest editions and versions of the Anglo-American Cataloging Rules/RDA, MARC21 Format, OCLC Bibliographic Formats and Standards, Library of Congress Classification Schedules, Dewey Decimal Classification, Sears List of Subject Headings, and Library of Congress Subject Headings. Ingram cataloging is consistent with LC rule interpretations and cataloging practices.

Ingram Catalogers are experienced in working with Library Technical Services and Cataloging staff to ensure that the cataloging services we perform accurately reflects the library's local standards and conventions. With Ingram, your project will be given top priority by our cataloging staff. A team of professional MLS-degreed catalogers and professionals will be assigned to your project. Within the Cataloging Department there are Assistant Catalogers and professional Cataloging Librarians who hold Master's Degrees in Library and Information Science.

Ingram Library Services will send and receive samples at the beginning of the project, plus continue discussion via conference calls and email between Ingram Cataloging specialists and library staff throughout the projects to assure compliance with specifications.

Custom Cataloging Steps

In the paragraphs that follow, we have provided information on our Custom Cataloging services and outlined the cataloging procedures we utilize with your on-going accounts, and that we propose to continue to use with the ODC.

Ingram's cataloging profile provides several options to the Library, including item linking and original records. Classification and cutting schemes for individual formats and collections are also part of the profile.

The steps we propose to continue to utilize for this project are as follows:

1. The library's online catalog is searched through a Z39.50 interface to determine if a MARC record exists at the library site.
2. If a MARC record exists in the Library's catalog, it is pulled into the Ingram MARC editor where the newly acquired title/bar code is added to the existing record. All edited records are saved to a file and then transmitted via FTP to the customer at the end of each day, so the customer can pull the updated records into their online catalog. Ingram does not modify or upgrade records already in the Library's database.
3. If a cataloging record does not already exist in the Library's online catalog, Ingram Library Services' in-house BookMARC system is searched. Ingram will also search OCLC. If a full level cataloging record is in BookMARC or OCLC, the Ingram cataloging associate pulls the record into the Ingram MARC editor, where the barcode and local call number are added to the record. If the record in BookMARC or OCLC is less than full, the Ingram cataloging associate will upgrade the record to full level. If the required record is not found in BookMARC or OCLC an Ingram cataloger can create an original record.

After all needed cataloging records are created per the specific order; they are transmitted via FTP to a designated library employee, who is responsible for loading the new records. This loading process will need to be completed by the Library within one business day after Ingram sends the information.

Should the Library require OCLC Holdings Updates, Ingram can provide this service at no charge, utilizing OCLC Batch Load Services. Please note that OCLC charges a one-time project set-up fee, which will be the responsibility of the Library.

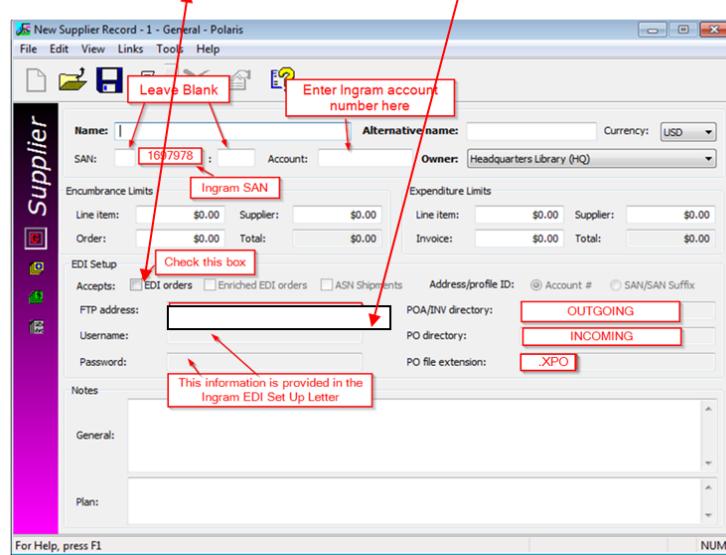
Shelf Ready Processing

Our expertly-trained processing team provides the ultimate in flexibility with more than 100 different components and unlimited customized options for books, audiobooks, DVDs, and music CDs. All processing is done in accordance with the Library's specifications, and quality control measures are in place to ensure that Library expectations are met.

9XX

The Custom MARC feature allows the user to create a list in ipage, and then add local data (like fund, location, collection code, requestor, etc.) in 9xx tags and subfields per the specifications of their ILS for each title to be exported in a brief MARC record. The list is then exported in brief MARC format, and the ILS system loader is used to load the records to the ILS. Upon loading to the ILS, an order record and a brief cataloging record are created. These records can be overlaid with the full MARC records in the Library's ILS system.

For Production Order – FTP address is: [ftp.ingramcontent.com](ftp://ftp.ingramcontent.com)
EDI Setup – check EDI orders



Quality Control

At the beginning of every shelf-ready project we audit 100% of all orders. This process continues until the Audit Team notifies Ingram Technical Services department leadership of the absence of all processing or cataloging errors. At that point, the project is removed from 100% audit. We can return a project to 100% audit for a specified period, should the need arise at any point in the project. All Library Technical Services associates routinely have two orders audited each week. New associates are 100% audited for their first 60 days.

PROVISION A (Vendor Services):

Description	Yes or No	Vendor Notes
Provide same terms to be applied to all accounts.	Yes	
Vendor ability to accept electronically transmitted orders.	Yes	Ingram can accept orders by toll-free phone, toll-free fax, mail, electronically, (via email attachment and/or EDI – Electronic Data Interchange), or through ipage.
Apply full discount to all titles for which the publisher provides a full discount to the vendor.	Yes	
Distribution center located in the western region of the United States or 2-day air delivery.	Yes	
Shipment from one or more secondary distribution centers with same terms applied (land delivery is acceptable).	Yes	Orders will ship from your primary distribution center in Roseburg, Oregon and your secondary distribution center in La Vergne, Tennessee. Distribution center designation is subject to change by Ingram to provide the best service for your Library. Items receiving custom cataloging or digital processing services or opening day collection orders may ship from a single distribution center exclusively.
10 days fulfillment time from date of order to shipment for books in inventory, including those with processing as described in Exhibit B, C & D.	Yes	Our turnaround time for in-stock, shelf-ready, custom cataloging orders is 7-10 working days from receipt of order to shipment.
Vendor ability to provide 95% fulfillment rate on orders placed for in-print books, including those with processing as described in Exhibit B, C & D.	Yes	Ingram Library Services is proud to state initial fill rates are usually 85-90%, with a fill rate of 95 to 100% shipped or reported within 90 days, on items in Ingram's database.
Confirmation of status report available immediately upon electronic transmission of order.	Yes	Ingram processes EDIFACT orders and places electronic confirmation files on the Ingram FTP server for customer retrieval.
Provide email notification of publication changes - title, publication date, publisher, etc.	Yes	Ingram offers various notification options outlined in detail throughout our response.
Separation of invoices corresponding to single accounts (will not mix accounts on an invoice).	Yes	Items will be packaged per account number and may contain multiple purchase orders for that account. Items ordered on one account will not combine for shipping nor invoicing with orders placed on another distinct account. Each account will be assigned an individual account number. Invoices are generated

		nightly as items are shipped and may contain multiple purchase orders on a single invoice.
Provide one original invoice and a packing list with shipment. Electronic invoices and packing lists are accessible on vendor website or upon request.	Yes	<p>For opening day collections, items will be invoiced when they are moved to storage in an Ingram facility after receiving processing and cataloging services. A carton content label is provided with each carton outlining the contents. Invoices are payable within 30 days EOM. Ownership and title of said product passes to the Library upon invoice.</p> <p>Ingram offers the convenience of having invoices and packing slips available to our customers online via iPage our web-based selection, ordering, and account management tool. With iPage, invoices are available to view and print on demand the moment they become available.</p>
Ability for Library to determine cancellation cycle with guaranteed return for credit of titles shipped after cancellation.	Yes	<p>One of the parameters set at the account level is Backorder Cancellation Date. This is the number of days to wait for a backorder to be filled, and if it has not been filled by that date, Ingram cancels the order. For titles not yet published, the Library has a choice to either have these items cancel at the end of the account's established backorder period, or for the backorder clock to start only after the titles are first received by Ingram.</p> <p>One of the parameters set at the account level is Backorder Cancellation Date. This is the number of days to wait for a backorder to be filled, and if it has not been filled by that date, Ingram cancels the order. For titles not yet published, the Library has a choice to either have these items cancel at the end of the account's established backorder period, or for the backorder clock to start only after the titles are first received by Ingram.</p>
Project Manager assigned to library account to oversee all aspects of customer care.	Yes	<p>During and after the account set up, profiling and training process, you can expect the ongoing involvement of Paul Cimusz, as well as an assigned Inside Sales Representative, who will provide open lines of communication between the Library's staff and Ingram Departments including Credit and Customer Service.</p> <p>Beth Reinker will serve as your Collection Development Project Manager.</p>

Acceptance of returns, including but not limited to vendor error and defective material.	Yes	Ingram has included our full returns policy with our response.
Added Value Service charges will not be incurred for cancellations or returns.	Yes	Ingram does not charge a restocking or returns fee for items cancelled or returned within our Returns Policy guidelines.

PROVISION B (Collection Development):

Description	Yes or No	Vendor Notes
Include online collection development software/internet access with multiple logins for library needs at no extra cost.	Yes	<p>SPL will receive a free subscription to ipage®, Ingram's online collection development and ordering tool for librarians.</p> <p>Active Ingram accounts offer libraries easy-to-use ordering capabilities and other features at no cost for unlimited concurrent users.</p>
Include customized collection development services at no extra cost.	Yes	<p>Ingram will tailor your Customized Selection lists using the information you supply concerning your library's project.</p> <p>Ingram does not charge for Custom ODC selection lists, curated by our professional library staff.</p>
Vendor website that provides electronic real-time web-based interface to its inventory and warehouse availability: including the ability to show quantities of items in stock; on order by warehouse location; pre-pub; out-of-stock; out of print and "apply direct" titles.	Yes	<p>ipage offers 24/7 real-time inventory information, the ability to search by thousands of categories, as well as a robust array of publicity and product news sources.</p> <p>ipage provides a real time stock check of Ingram inventory directly on the Title Detail screen. The Library's assigned primary and secondary distribution centers will be displayed. ipage shows both on hand inventory and number of copies on order with the publisher, and for titles on order, may include the estimated arrival date at Ingram.</p>
Vendor can work with SPL staff to identify selection list needs.	Yes	Ingram helps identify the right titles for you. Ingram has created a Collection Development ODC Profile that will help the Library express the needs and expectations for the collection development portion of your ODC project. This information will give us an overview of the entire project, as well as detailed information about your unique collection needs.
Selection list shall only contain items that can be supplied by vendor, newest edition of	Yes	Ingram uses state-of-the-art demand forecasting and replenishment tools from Relex Solutions. These tools help to ensure high in-stock and fill rates. When we

existing titles, and does not include out of print or out of stock titles.		<p>create selection lists, we use data about what is most popular or trending everywhere, with particular focus on public library demand.</p> <p>Ingram monitors more than 23,000 of the industry's best active authors, titles, series, and continuations offerings. We maintain these programs so that we only offer <i>active</i> series and continuations. Using the title information available through our management of these programs, our selectors can readily include bestsellers and series titles on the ODC selection lists.</p>
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PROVISION C (Cataloging):

Description	Yes or No	Vendor Notes
Provide full MARC records for all items, including pre-pub materials, brief MARC not accepted.	Yes	<p>Ingram provides access to full-level MARC records through BookMARC®, the proprietary Ingram cataloging database. BookMARC includes the complete LC MARC database, as well as tens of thousands of entries created by Ingram's MLS-degreed catalogers.</p> <p>The steps we propose to utilize for this project are provided on page 35 under Custom Cataloging Steps.</p>
Ability to catalog materials to library specifications; including customized MARC records with item level 942 and 952 fields.	Yes	Ingram's MLS-degreed catalogers can review and update records to meet local policy requirements. Examples include adding contents, summary, target audience, or local notes; and applying local subject headings or local exceptions to standard subject headings lists.
Ability to fulfill customized spine label cutting instructions in an electronic order that override standard spine label cutting instructions.	Yes	Classification and cutting schemes for individual formats and collections are part of the Ingram cataloging profile.
Ability to assign Dewey call numbers according to Library specifications/ customizations.	Yes	Ingram can apply local exceptions to Dewey classification.
Ability to provide full catalog MARC records to overlay over brief acquisition records in ILS.	Yes	<p>After all needed cataloging records are created per the specific order; they are transmitted daily via FTP to a designated library employee, who is responsible for loading the new records. This loading process will need to be completed by the Library within one business day after Ingram sends the information.</p> <p>Brief MARC order records can be overlaid with the full MARC records in the Library's ILS system.</p>

In addition to the Cataloging requirements listed above, please respond to the items below.

- Given Library does not accept brief MARC records, describe the cataloging process for materials without existing full MARC records.

If a cataloging record does not already exist in the Library's online catalog, Ingram Library Services' in-house BookMARC system is searched. If the record in BookMARC is less than full, the Ingram cataloging associate will upgrade the record to full level. CIP, OCLC, or other Level 5/7 records can be brought up to FULL AACR2 / RDA / MARC 21 standards to correspond with book in hand by an MLS-degreed cataloger.

Where existing or derived records are not available, an original cataloging record can be created with book in hand by an MLS-degreed cataloger.

- Library uses Dewey Decimal System but uses some local practices for determination. *See Appendix B: Cataloging Specifications.*

Ingram allows for the Library's cataloging to be broken out by type - fiction or non-fiction - by collection - Adult, Young Adult, Juvenile, and Easy - and by genre – Graphic Novel, Fantasy, etc. – to ensure that the Library's materials are all cataloged in accordance with what is already in the Library's ILS system.

PROVISION D (Processing):

Print materials processing			
Cost	Description	Supplier	Library Notes
Ingram does not currently offer corner protectors – we do offer 15mil laminate - \$1.85/ea	Transparent corner protector	Vendor	Paperback books.
\$0.69/ea - attached	Clear 1.5 mil Mylar cover	Vendor	Hardcover books with dust jacket. Taped to keep Mylar cover in place over the dust jacket.
\$0.80/ea Pre-programmed RFID/Barcode Set (1 Barcode)	Encoded 2x3 rectangular RFID Tag	Vendor	Inside back cover, $\frac{1}{4}$ " from the spine. <i>See Appendix A for RFID Tagging Guidelines.</i>
\$0.99/unit – RFID (“universal” tag programmed and applied) – customer supplied	Encoded round hub RFID Tag	Vendor	Only for board books. Inside back cover, $\frac{1}{4}$ " from the spine. <i>See Appendix A for RFID Tagging Guidelines.</i>

\$0.20/unit	Barcode (No duplicate barcodes on any materials.)	Customer	Front cover, upper right horizontal, 5/8" from side edge and 1/4" top left corner, placed under adhesive plastic or Mylar cover.
\$0.20/unit	Spine label	Vendor	1 x 1½ white label with a call number and/or cutter, on spine of dust jacket or book, under adhesive plastic or Mylar cover. Flush with the bottom edge of spine, centered. On book spine thinner than the width of spine label, flush left edge of the label on the left edge of the spine and wrap the right edge of label around the front of the book. Sans Serif Font and font size to be mutually agreed upon.
\$0.25/unit	Spine label protector	Vendor	Over spine label, only for items with no clear Mylar cover.
\$0.20/per application – customer supplied	Classification label, include but not limited to Genre, Holiday, Award stickers	Vendor	Affixed to spine, flush above spine label, under adhesive plastic or Mylar cover. <i>See Appendix A for Classification Label.</i>
\$0.20/per application – customer supplied	“FOR REFERENCE” label	Vendor	Affixed to the last page of book. 1/4" from the top edge, centered on page.
\$0.20/per application – customer supplied	“CHECK FOR” label	Vendor	Affixed to the front cover, directly below barcode, write the number of accompanying material (# of CDs/DVDs, etc.)
\$0.45/unit - vinyl	Clear CD/DVD pocket	Vendor	For books with accompanying discs material. Only if disc is not attached. Attach to inside back cover, centered. DO NOT overlap with RFID tag
\$0.25/per application	Hub label, with library name and last 8 digits of barcode	Vendor	Affixed to all CDs and DVDs.
Ingram offers the standard size vinyl pocket - \$0.45/unit Should the library choose an alternate we will be happy to discuss pricing.	Clear map/insert pocket	Vendor	Books with accompanying map/insert material, such as travel guide. Only if map/insert is not securely attached. Attach to inside back cover, top of the page, centered.

Media materials processing			
Cost	Description	Supplier	Library Notes
\$0.80/ea Pre-programmed	Encoded 2x3 RFID Tag	Vendor	Inside back of sleeve/insert cover, lower right corner.
\$0.99 – RFDC (“universal” tag programmed and applied) – customer supplied	Encoded Overlay Media RFID Tag	Vendor	On the 1st disc.
\$0.20/unit	Barcode (No duplicate barcodes on any materials.)	Customer	Front paper cover of insert/sleeve, upper right horizontal, 5/8" from side edge and 1/4" top left corner, placed under plastic cover. Digital processing is acceptable within the same parameter.
\$0.25/per application	Hub label, with library name and last 8 digits of barcode	Vendor	Affixed to all discs, center of disc.
\$0.20/unit	Spine label	Vendor	1 x 1½ white label with a call number and/or cutter, on spine of insert/sleeve, under plastic cover. Flush with the bottom edge of spine, centered. On spine thinner than the width of spine label, flush left edge of the label on the left edge of the spine and wrap the right edge of label around the front of the book. Sans Serif Font to be mutually agreed upon. Digital processing is acceptable within the same parameter.
\$0.20/per application – customer supplied	Classification label, include but not limited to Genre, Holiday, Award stickers	Vendor	Affixed to spine, flush above spine label, under adhesive plastic cover, on paper insert. Digital processing is acceptable within the same parameter.
\$0.20/per application – customer supplied	“CHECK FOR” label	Vendor	Affixed to the front cover of insert/sleeve, directly below barcode. Only for 2+ disc sets. Digital processing is acceptable within the same parameter.
\$2.00/unit – Digital Processing for Media (up to 6 digital labels)	Repackaging	Vendor	For Blu-ray/DVD combo pack: repackage DVD discs to standard DVD case. For Audiobooks: repackage to standard audiobook cases with removable sleeves For all material: repackage to standard or jewel case only if item does not have standard case.

PRICING PROPOSAL

Discounts

Ingram is pleased to offer the following discounts to Salinas Public Library for the El Gabilan Library Opening Day Collection:

Trade Hardcover	44.0%
Trade Paperback	41.0%
Mass Market Paperback	41.0%
Library Bindings.....	19.0%
University Press.....	15.0%
Non-Trade (Technical, Educational, etc.).....	10.0%
Short Discounted Titles.....	10.0%
Spoken Word Audio, Trade.....	45.0%
Spoken Word Audio, non-trade.....	10.0%
** DVD/Blu-ray (<i>Discount based on List Price of item</i>):	
< \$14.99.....	35.0%
\$15.00-\$19.99.....	30.0%
\$20.00 +.....	25.0%
Playaway	20.0%
Music	20.0%
Net Titles.....	0.0%

Ingram will not add a service fee to any title, including Net titles, short-discounted titles, or titles requiring prepayment from the publisher.

Shelf-Ready Pricing

Prices are based on use of Ingram standard processing supplies and BookMARC cataloging.

Books will be made shelf ready for a fee of **\$4.95**, to include the following items and services. These services will be provided as appropriate.

- Z39.50 Search
- BookMARC Record
- Original/Upgrade Record
- Barcode Scanning
- Call Number Creation
- Remove non-print ISBNs
- Add GMDs
- Adjust subject headings and create local subject headings
- Follow local practice for added entries
- Mylar
- Spine Label
- Spine Label Protector
- Genre Label
- RFID, Programmed and Applied
- Vinyl Pocket for Books with Disc

Spoken Word will be made shelf ready for a fee of **\$8.10** to include the following items and services. These services will be provided as appropriate.

- Z39.50 Search
- BookMARC Record
- Original/Upgrade Record
- Barcode Scanning
- Call Number Creation
- Add GMDs
- Adjust subject headings and create local subject headings
- Follow local practice for added entries
- Spine Label
- Barcode
- Genre Label
- Hub Label (All Discs)
- RFID, Stingray (1st Disc Only)
- Additional Labels
- Color Copy Artwork

DVD will be made shelf ready for a fee of **\$8.10** to include the following items and services. These services will be provided as appropriate.

- Z39.50 Search
- BookMARC Record
- Original/Upgrade Record
- Call Number Creation
- Add GMDs
- Adjust subject headings and create local subject headings
- Follow local practice for added entries
- Hub Label (All Discs)
- Digital Processing
- RFID, Stingray (1st Disc Only)

Music will be made shelf ready for a fee of **\$5.25** to include the following items and services. These services will be provided as appropriate.

- BookMARC Record
- Original/Upgrade Record
- Barcode Scanning
- Call Number Creation
- Add GMDs
- Adjust subject headings and create local subject headings
- Follow local practice for added entries
- Spine Label
- Barcode

- Hub Label (All Discs)
- RFID, Stingray (1st Disc Only)
- Additional Labels
- Color Copy Artwork

Record Upgrade includes CIP, OCLC Records (excluding Level 3), or other Level 5/7 records are brought up to FULL AACR2 / RDA /MARC 21 standards to correspond with item in hand.

This pricing is based on the use of Ingram standard processing components, unless otherwise specified, as well as based on our understanding of the Library's requirements. Should the Library choose alternative solutions for your project, we will be happy to provide revised pricing based on your final specifications.

Definition of Binding Types and Presses

Discounts are applied to the publisher's current list price at the time of order. Publisher's list price or a title's discount is subject to change without notice.

Trade Hardcover: High demand fiction and nonfiction books published with a glued binding and a hardcover. These titles are typically for the general consumer and produced by widely distributed publishers. Trade bindings may also be referred to as retail trade editions, trade books, hardbound books, hardback books, cloth bound books or cloth cover books. Publishers normally produce these titles in larger print runs. *

Quality Paperback: High demand fiction and nonfiction books with paper covers and generally no size restriction. Any illustrations or graphics may be placed throughout the book; both paper and printing are high quality. These titles are typically for the general consumer and produced by widely distributed publishers. This binding may also be referred to as trade paper or trade paperback. *

Mass Market Paperback: High demand books with paper covers that are produced in a size to fit a standard retail store display and generally deal with subjects of mass appeal. Any illustrations are grouped together in one section of the book. *

Library Bindings: Books of higher quality publisher bindings, usually fanned and glued, and may also be sewn. Books are identified as Library Bindings on ipage.

Short Discount: Lower demand, small print-run books in various bindings, and often includes technical, reference, scientific, and medical titles. Titles are generally published by small or university presses. Also included are titles purchased at lower than full trade discount; titles with limited sales volume; and/or titles from publishers not in compliance with Ingram's purchasing requirements. Ingram is pleased to make this broad base of titles available to our customers with no service charges.

Large Print: Ingram does not recognize the large print title as a separate binding type for discount purposes. Large print titles will receive discounts according to the binding/press assigned to the ISBN ordered as outlined above.

Graphic Novels: A narrative work in which the story is conveyed to the reader using comic form. The term is employed in a broad manner, encompassing nonfiction works and thematically linked short stories as well as fictional stories across a number of genres.

Picture Books, Board Books, Easy Readers, and Big Books: These juvenile genre categories are not discounting categories used by Ingram. These books will receive the discount appropriate to the specific binding/press ordered as outlined above. We estimate that at least 80% would receive the full trade discount.

Prebound Books: Paperback books bound into a hardback edition. Our inventory also includes over 17,500 prebound titles from Perfection Learning and San Val (Turtleback Books), and are identified on ipage as Prebound-Sewn or Prebound-Glued

World Language Materials: Ingram does not recognize Spanish language (or any world languages) as a discounting category. These books will receive the discount appropriate to the specific binding/press ordered as outlined above.

Spoken Word Audio: Audiobooks produced for the general consumer and dealing with subjects of mass appeal. Spoken Word audio may be abridged or unabridged and are generally sold by publishers at full trade discounts, however some titles may be short discounted by the publisher. Ingram does not differentiate between MP3 CD and Audio CD formats for discounting purposes.

Book and spoken word audio kits will receive discounts based upon classification of the title, typically by the publisher, as a book or as a spoken word audio. If classified as a book, it will receive the discount appropriate to the specific binding/press assigned to the ISBN ordered.

DVD and Blu-ray: Currently, Ingram provides pre-recorded titles in these categories under a single discount. However, should a new format of DVD emerge in the industry for which studios apply different purchasing terms, Ingram will notify the Library of the discount applicable to that new format.

Net: Low demand, small print run books in various binds upon which Ingram receives minimal or no purchase discount. This category of book will receive a 0% discount. Ingram is pleased to make this broad base of titles available to our customers with **no service charges**.

**See Short Discount for explanation on titles that may fall outside of this discount category.*

Freight and Delivery

Orders will ship with Ingram-paid freight from your primary distribution center in Roseburg, Oregon. Shipments of 20 or more units from your secondary distribution center in La Vergne, Tennessee qualify for Ingram-paid freight. Shipments of less than 20 units from this distribution center will be charged a flat \$5.00 shipping fee. This flat fee amount or qualifying unit quantity is subject to change with notice. Items picked, packed, and shipped together count as an individual shipment. Distribution center designation is subject to change by Ingram to provide the best service for your Library. Items receiving custom cataloging or digital processing services or opening day collection orders may ship from a single distribution center exclusively.

Orders will ship FOB Destination. Ingram defines FOB Destination as Ingram being responsible for the products until they are delivered to the library. Once the items have been delivered, liability lies with the receiving agency.

Ingram normally ships items via UPS ground transportation. Shipping will be via best method as determined by Ingram, which may include order or account consolidation, shipping schedules or other account setting adjustments to maintain freight costs below 2% of invoice. Ingram does not currently assess any additional fees for shipping. However, given the unpredictable impact of rising oil prices, Ingram reserves the right to assess a fuel surcharge with notice.

Storage

After orders are made shelf-ready according to the Library's cataloging and processing profiles, books will be packed in boxes, with paper and/or air pillows as dunnage placed as needed in the carton before the box is closed and sealed. Cartons will be placed in order on pallets and shrink-wrapped. They will then be stored in an Ingram-controlled facility. Invoices will be sent as items are moved to storage. Delivery can be made in one main shipment at an agreed upon date to meet the target Opening Day, and, if necessary, one final shipment of backorders and completion orders placed later in the project.

Throughout the ODC project and until delivery to the Library, all materials stored at the Ingram facility will be covered under our insurance policy. When the product is stored according to the terms outlined in our ODC proposal, the product shall remain at Ingram's risk during such period of storage. Product invoiced to Salinas Public Library and stored at an Ingram facility will be covered under Ingram's Personal Property Certificate of Insurance. Salinas Public Library would be added to Ingram's policy as a Loss Payee for personal property consisting of books and other library materials invoiced to the Library, in accordance with the Additional Interests clause of the certificate.

Where Ingram enters into a written agreement or contract with a Library, we have broad liability insurance coverage that includes provisions on a blanket basis. Ingram does not issue separate additional insured endorsements. Our insurance policies include blanket additional insured provisions that grant additional insured coverage wherein Ingram is contractually obligated to provide such coverage.

Payment Terms

Payment terms under this contract shall be Net 30 EOM. Payment is required for invoices within these terms even when a purchase order has not been completed. Ingram does not invoice for items until they have been shipped.

While other vendors demand payment from invoice date, Ingram's terms are calculated on statement date at the end of each month. With payment due 30 days from statement date, the customer's payment is due an average of 45 days from invoice (30-59 days). Ingram reserves the right to assess a late charge on all past due invoices.

For opening day collections, Ingram can store product and ship to you at an agreed upon date under the following terms. Items will be invoiced when they are moved to storage in an Ingram facility after receiving processing and cataloging services and are payable within 30 days EOM. Ownership and title of said product passes to the Library upon invoice.

Ingram has multiple payment methods, including Electronic Funds Transfer, online payment through ipage via bank account, and payment via credit card (account set for automatic charge) or by check. At the time your ODC accounts are established, we are happy to review your current payment procedures with Ingram and discuss any changes you may wish to make for your ODC accounts.

Hard-to-Find Book Service

Hard to Find Books will not be included on Ingram-created selection lists and are not covered under your Ingram contract terms and discounts and will not receive cataloging or processing services. These titles will be net-priced. No minimum order is required.

Ingram will invoice customers for Alibris orders. These invoices will also appear on the monthly Ingram statement.

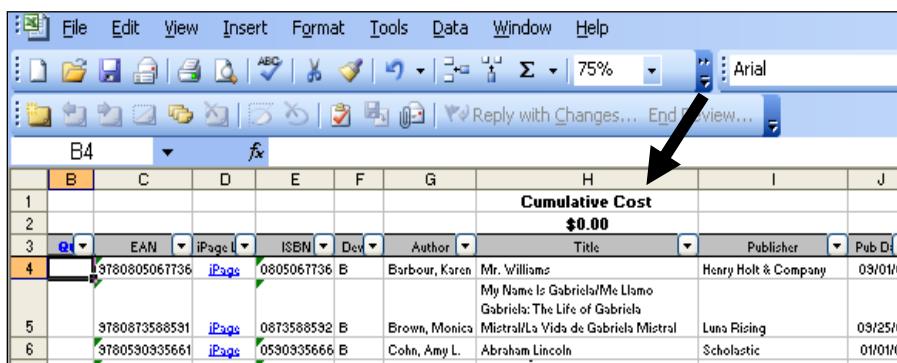
Titles ship from Alibris's distribution facility, and not an Ingram warehouse. They will not combine with your Ingram orders for shipping and may have different turn times and shipping methods. Delivery charges and freight charges will vary from your standard Ingram orders, and a \$3.95 per book shipping and handling fee will be applied to each book if shipped within the United States.

Reviews

Review and bibliography sources can be cited on our book selection lists. In addition, reviews are available for viewing through ipage, and appear as soon as one month after publication. While not all titles on ipage have reviews, we display the review information for print titles where it exists. This is a fee-based feature that Ingram is offering **at no charge** for 1 year.

Cumulative Cost Tracking

Ingram ODC Selection Lists in Excel include basic title information and an approximate dollar total of items chosen. The Cumulative Cost dollar total along the top of the spreadsheet is an **approximate** dollar amount based on quantity ordered, discount, and any cataloging & processing charges.



	B	C	D	E	F	G	H	I	J
1							Cumulative Cost		
2							\$0.00		
3	9780805067736	ipage	ISBN	Dev	Author		Title	Publisher	Pub Date
4	9780805067736	ipage	0805067736	B	Barbour, Karen	Mr. Williams		Henry Holt & Company	09/01/0
5	9780873588531	ipage	0873588532	B	Brown, Monica	My Name Is Gabriela/Mi Llamo			
6	9780593356661	ipage	059335666	B	Cohn, Amy L.	Gabriels: The Life of Gabriela Mistral	Luna Rising		09/25/0

Other columns include a hyperlink to the ipage listing for the chosen title, two subject headings, and one citation (where available).

The ipage link will take you to the product detail page for the title chosen. Once you have reviewed the information, you can simply double-click on your internet browser's Back button or click the red X in the upper right-hand corner of the screen so that you do not have a large number of open ipage windows.

Excel filtering can help you find the titles you are most interested in viewing. Library selectors reviewing Ingram selection lists can use the Excel filters (the drop-down arrows) to locate specific authors, publishers, or any other specific criteria.

The Excel selection lists save you time and effort when you are working with large numbers of titles. Each title includes data such as complete bibliographic information, review citations, series, annotations, and more. The lists are fully editable, allowing the user to add titles not on the lists by entering the desired quantity and ISBN. The electronic version has discounts and Value-Added Service pricing built into the program and all calculation is done as the Library increases or decreases the quantities or number of titles, so that the Library will know the total of any list at any given time.

To place an order, when you are finished reviewing a list, simply save the list and return to [Ingram at the email address that will be provided to the Library](#). Please include your library name, account number, and the name of the attached list. If you need to use a specific Purchase Order, please include it in the body of the email. Ingram Associates will then upload the lists into ipage for ordering.

Ingram Hassle-Free Returns Policy

Items ordered for this project will be cataloged and processed to the Library's unique specifications, and as such are non-returnable unless damaged, defective, or shipped in error by Ingram. This includes duplicate ISBN's ordered by the Library.

ODC returns can be made per the terms of our Hassle-free Returns Policy. While a returns authorization number is not required, to facilitate the returns process we encourage you to call your Project Manager or Customer Service before to report any issues, including damaged or defective items or receipt of titles not ordered by the Library. Ingram will advise whether the items need to be returned to our warehouse. For properly reported returns, Ingram will credit the Library for the cost of the item(s.) If the Library is asked to return the items and Ingram does not issue a call tag, SPL will also be credited freight charges calculated at the standard UPS rate for the weight of the items returned.

Ingram's Returns Policies provide for prompt and efficient resolution for reporting and returning materials that are damaged, defective, or shipped in error.

- Ingram Customer Service associates are happy to assist with issues including shortages, damages, or defects, and to provide returns authorizations as required.
- Customer Service hours of operation are Monday through Friday, 7:00 a.m. – 7:00 p.m. (Central Time.)
- Through ipage, the Library may create Hassle-Free returns, report shortages, track status of a return, and view credit memos. ipage is available 24 hours a day, 7 days a week.

Processing and Cataloging Errors

Items that have received cataloging or processing per the Library's specifications are no longer in resalable condition, and therefore can only be returned due to an Ingram error or if defective or damaged.

- The Library is asked to report any cataloging and processing errors as soon as they are noticed, so that Ingram can research and resolve the issue in a timely manner.
- Processed material returns require return authorization from our Customer Care Department. To request authorization, please call (800) 937-5300 Ext.27665.

Ingram's standards and quality control measures help to ensure that cataloging errors are rare. However, we understand every library's desire to maintain a database with only records accurate to your specifications. In the event an Ingram record is received by Salinas Public Library that does not meet your specifications, Ingram will offer Salinas Public Library credit for the cost of the record or offer to correct the error at no additional charge, whichever is most convenient for Salinas Public Library. We will work with Salinas Public Library to remedy reported errors quickly and accurately.

Defective Materials

Ingram understands that defects inside a book may not be detected until it has circulated, so there is **no timeframe for returning product with publisher defects**, including the following:

- Missing pages
- Contents out of sequence
- Book bound upside down
- Contents different than the cover/title
- Ink or printing issues
- Crooked pages
- Blank pages

Please note that due to the wear and tear caused by circulation, we will only accept defective books where the binding is falling apart up to 60 days after the invoice date.

Non-Returnable Materials

Each publisher decides if their product is non-returnable. This may be on a product-by-product or binding-by-binding basis, or as items go out of print. Therefore, Ingram does not assign a non-returnable status to a publisher.

- Non-returnable items are indicated as such on iPage.
- Ingram cannot accept return of any product that we do not stock or items that were not originally purchased from Ingram.

Items Damaged in Shipping

For materials damaged in transit, the Library is asked to always accept delivery of materials. Damage should be noted on the carrier delivery receipt, and the Library should call our Customer Care Department for instructions on making a return.

Credit Memo

Upon receipt of the returned titles in our distribution center, Ingram will credit the Library for the cost of the item(s) plus freight charges calculated at the standard UPS rate for the weight of the items returned that are damaged, defective, or shipped in error by Ingram.

- A credit memo will be mailed listing the item(s), dollar amount, and purchase order number credited.
- Credits will be reflected on the monthly statement with reference to the purchase order number.
- For items with an Ingram error, when Ingram requires the Library to return the physical product to our distribution center, a Call Tag may be issued.
- The Library is responsible for shipping and carrying charges on items that are not damaged, defective or shipped with Ingram error.

No Charge Replacement

As an alternate to a credit, libraries may call our Customer Care Department for a No Charge Replacement for any item that is damaged, defective, or shipped with Ingram error.

- If a replacement title is available, the Customer Care Representative will either email or fax a No Charge Replacement Return Authorization form to your library.
- The Library must mail this form along with the returned item and the original packing slip for a replacement copy.
- For Libraries that provide cataloging and processing information as part of their orders, Ingram may issue a credit for a No Charge Replacement and the Library would be required to submit the reorder via EDI or whatever method was used for placing the original order.

Claims

Please notify us if you have not received an anticipated publication or if an order is short shipped. Any anticipated publication may have a slightly delayed release that will be reflected on ipage. If an order is shipped and materials do not arrive, claims will be directed to our Customer Care Department to ensure tracking and replacement is handled as quickly as possible.

Cancellations

Ingram can currently accept cancelations through phone, mail or fax request. The Library can also cancel individual open line items through ipage. If an entire purchase order is open and no line items have been filled, the Library may request that Customer Care cancel the purchase order in its entirety rather than the Library cancelling each title individually. This will be done at no charge to the Library.



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-551, Version: 1

Ordinance regarding the collection of assessments for the Salinas United Business Association (SUBA) Business Improvement Area (BIA)

Consider adopting the proposed Ordinance regarding the collection of assessments for the Salinas United Business Association Business Improvement Area.



CITY OF SALINAS
COUNCIL STAFF REPORT

DATE: **October 22, 2019**

DEPARTMENT: **OFFICE OF THE CITY ATTORNEY**

FROM: **CHRISTOPHER A. CALLIHAN, CITY ATTORNEY**

TITLE: **ORDINANCE REGARDING THE COLLECTION OF ASSESSMENTS FOR THE SALINAS UNITED BUSINESS ASSOCIATION (SUBA) BUSINESS IMPROVEMENT AREA**

RECOMMENDATION MOTION:

A motion to consider adoption of an ordinance regarding the collection of assessments from the businesses located within the boundaries of the Salinas United Business Association (SUBA) Business Improvement Area (BIA).

RECOMMENDATION:

It is recommended that the City Council consider adopting the proposed ordinance.

EXECUTIVE SUMMARY:

The item is a follow-up to the City Council's action taken on September 10, 2019, approving a Resolution to levy and collect assessments from businesses located within the SUBA BIA for fiscal year 2019-2020. As a part of its consideration of the levy of assessments, the City Council requested the Municipal Code be amended to remove the City from the assessment collection and billing process and to place SUBA in the position of collecting the assessments and billing for the assessments.

DISCUSSION:

The proposed ordinance amends Salinas Municipal Code section 21B-38 to make SUBA responsible for billing and collecting the annual assessments, provided the levy of annual assessments is approved by the City Council. This proposed ordinance would put SUBA and its Board of Directors in the position of being responsible for the billing and the collection of the annual assessments. SUBA would also then be responsible for the collection of any unpaid assessments. Since the City Council would be approving the levy, to facilitate their billing and collection of the assessments, the City will provide SUBA with assessment calculations.

The SUBA Board would still be obligated to spend the assessments only as permitted by Salinas Municipal Code section 21B-39: the acquisition, construction, or installation of any tangible

property with an estimated useful life of five year or more including, but not limited to: decorations, including, but not limited to, lights, banners, signs, and flags; activities which include but are not limited to: furnishing of music in any public place in the area; and activities which benefit business[es] located and operating in the area. The revenue from the levy of assessments shall not be used to provide improvements or activities outside the SUBA Business Improvement Area.

CEQA CONSIDERATION:

The City of Salinas has determined that the proposed action is categorically exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 concerning the operation or minor alteration of existing public facilities involving negligible or no expansion of use.

DEPARTMENTAL COORDINATION:

The City Attorney's Office coordinated with the Finance Department and the Community Development Department on the proposed ordinance.

STRATEGIC PLAN INITIATIVE:

This item is not among those on the City Council's current Strategic Plan.

FISCAL AND SUSTAINABILITY IMPACT:

There is no impact on the City's General Fund with the City Council's adoption of this ordinance.

ATTACHMENTS:

Proposed Ordinance

ORDINANCE NO. _____ (N.C.S.)

**AN ORDINANCE AMENDING THE MUNICIPAL CODE REGARDING THE
COLLECTION OF ASSESSMENTS FOR THE SALINAS UNITED BUSINESS
ASSOCIATION (SUBA) BUSINESS IMPROVEMENT AREA**

BE IT ORDAINED BY THE COUNCIL OF SALINAS as follows:

SECTION 1. Section 21B-38 of the Salinas Municipal Code is hereby amended as follows:

“Sec. 21B-38. Revenues—Disposition and Remittance.

All revenues received under the ordinance codified in this chapter, shall be remitted to the Salinas United Business Association as directed by the director of finance. No moneys received by the Salinas United Business Association shall be used for any purposes except for the purposes set forth in Section 21B-39 herein.”

SECTION 2. Section 21B-40 of the Salinas Municipal Code is hereby amended as follows:

“Sec. 21B-40. Collection of Assessments; Delinquencies.

All assessments shall be computed on those businesses in existence as of July 15 of each calendar year. The Salinas United Business Association shall be responsible for remitting invoices to those businesses within the SUBA Business Improvement Area. All assessments will be due and payable in advance on November 1 of each year for the period commencing November 1 of each year and ending September 30 of the succeeding year, and will become delinquent if not paid by November 1 following the due date. Delinquent payment shall be subject to the same penalties for late payment as provided in Section 19-21 of this code with respect to annual business licenses.”

SECTION 3. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Salinas City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, clause, and phase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. Effective Date. This Ordinance will take effect thirty (30) days from and after its adoption.

SECTION 5. California Environmental Quality Act. This ordinance is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines section 15061(b)(3). This exemption is allowed when the activity, in this case the recommendation of adoption of the ordinance, does not have the potential for causing a significant effect on the environment.

PASSED AND ADOPTED this _____ day of _____, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

APPROVED AS TO FORM:

Christopher A. Callihan, City Attorney



City of Salinas

200 Lincoln Ave., Salinas,
CA 93901
www.cityofsalinas.org

Legislation Text

File #: ID#19-548, Version: 1

Zoning Code Amendments 2019-002, 2019-003, 2019-004, 2019-005, and 2019-006 - Introduce and Adopt Ordinances considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendments for Employee Housing, Housing in PS Districts, Parcel Maps in the Future Growth Area, ADU Replacement Parking in the Front Yard Setback, and Modification of Driveway Width

1. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-002 (ZCA 2019-002); amend Zoning Code Sections 37-10.290, 37-10.300, 37-10.330, 37-10.360, 37-30.020, 37-30.060, 37-30.110, and 37-50.075 concerning small and medium employee housing in Residential Low Density (R-L) and Residential Medium Density (R-M) districts; and
2. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-003 (ZCA 2019-003); amend Zoning Code Section 37-30.390, Table 37-30.170 to allow residential uses in the PS District subject to approval of a Conditional Use Permit; and
3. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-004 (ZCA 2019-004); amend Zoning Code Section 37-30.420 to allow up to a four (4) lot subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption; and
4. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-005 (ZCA 2019-005); amend Zoning Code Sections 37-50.250 and 37-50.350 to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations; and
5. Adopt Ordinance considering a Class 5 Categorical Exemption from the California Environmental Quality Act (CEQA) and approve Zoning Code Amendment 2019-006 (ZCA 2019-006); amend various portions of the Zoning Code concerning driveway width increase, subject to approval of a Conditional Use Permit (CUP).



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: OCTOBER 22, 2019

DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT -

FROM: MEGAN HUNTER, COMMUNITY DEVELOPMENT DIRECTOR

BY: THOMAS WILES, SENIOR PLANNER

TITLE: ZONING CODE AMENDMENTS 2019-002, 2019-003, 2019-004, 2019-005, AND 2019-006; AMEND THE ZONING CODE CONCERNING EMPLOYEE HOUSING, HOUSING IN PUBLIC/SEMIPUBLIC (PS) DISTRICTS, PARCEL MAPS IN THE FUTURE GROWTH AREA, REPLACEMENT PARKING FOR ACCESSORY DWELLING UNITS IN THE FRONT YARD SETBACK, AND INCREASING DRIVEWAY WIDTH FOR SINGLE FAMILY DWELLING UNITS

RECOMMENDED MOTION:

A motion to adopt the attached Ordinances amending various provisions of Chapter 37 of the Salinas Municipal Code (Zoning Code).

RECOMMENDATION:

Staff recommends that the City Council find Zoning Code Amendments 2019-002, 2019-003, 2019-004, 2019-005, and 2019-006 exempt from the California Environmental Quality Act (CEQA) pursuant to a Class 5 Categorical Exemption and affirm the findings and adopt the attached Ordinances.

EXECUTIVE SUMMARY:

Chapter 37, Article VI, Division 14 provides for a process whereby Zoning Code Amendments are brought before the City Council for approval. Staff is bringing to the City Council a recommendation of five (5) Zoning Code Amendments to facilitate housing production and conform with applicable State of California regulations. The proposed five (5) Zoning Code Amendments are described below:

1. Zoning Code Amendment 2019-002 (ZCA 2019-002); amend Zoning Code Sections 37-10.290, 37-10.300, 37-10.330, 37-10.360, 37-30.020, 37-30.060, 37-30.110, and 37-50.075 concerning small and medium employee housing in Residential Low Density (R-L) and Residential Medium Density (R-M) districts;
2. Zoning Code Amendment 2019-003 (ZCA 2019-003); amend Zoning Code Section 37-30.390, Table 37-30.170 to allow residential uses in the PS District subject to

3. approval of a Conditional Use Permit;
3. Zoning Code Amendment 2019-004 (ZCA 2019-004); amend Zoning Code Section 37-30.420 to allow up to a four (4) lot subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption;
4. Zoning Code Amendment 2019-005 (ZCA 2019-005); amend Zoning Code Sections 37-50.250 and 37-50.350 to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations; and
5. Zoning Code Amendment 2019-006 (ZCA 2019-006); amend various portions of the Zoning Code concerning driveway width increase, subject to approval of a Conditional Use Permit (CUP).

The proposed amendments will not have the effect of reversing policies of the Salinas General Plan, but will facilitate housing production in the City of Salinas.

DISCUSSION:

Analysis:

The following provides a summary for each of the proposed five (5) Zoning Code Amendment applications:

Zoning Code Amendment 2019-002:

Zoning Code Amendment 2019-002 concerns small and medium employee housing in Residential Low Density (R-L) and Residential Medium Density (R-M) districts. Both the Salinas Plan and Farmworker Housing Study and Action Plan of the Salinas Valley and Pajaro Valley, stress the need for an immediate solution to provide safe, decent housing for both employee and emergency housing. To address these issues, the City Council directed staff to prepare code amendments for the City Council's consideration. The Mayor of Salinas convened a stakeholder group of agricultural labor contractors, growers, and housing advocates to provide continued guidance on draft legislation to clarify small project employee housing regulations and to allow medium project employee housing in the Residential Low (RL) and the Residential Medium (RM) Zoning Districts to expand employee housing while preserving neighborhood character.

Zoning Code Amendment 2019-003:

Zoning Code Amendment 2019-003 would amend Zoning Code Section 37-30.390, Table 37-30.170, to allow residential uses to be located in the Public/Semipublic (PS) District with a Conditional Use Permit (CUP). Currently, the only residential uses allowed in the PS District are Disaster Shelters and Emergency Shelter, Type A as permitted uses, and Emergency Shelter, Type B, which are subject to approval of a CUP. This Zoning Code Amendment would facilitate housing production in the PS District, similar to those allowed in Residential Medium Density (R-M-2.9) Districts.

Public/Semipublic (PS) zoned properties are located throughout the City of Salinas. Per the attached map, there are 222 PS zoned properties throughout the City of Salinas. Many PS zoned properties are owned by the City of Salinas. Other PS zoned properties are owned by the County of Monterey, School Districts, and Cemeteries. The types of uses located on PS zoned properties include but are not limited to: Government Offices, Schools, Hospitals, Libraries, Religious Assembly, Cemeteries, and the Salinas Municipal Airport. Per Zoning Code Section 37-30.390, Table 37-30.170, most uses that are allowed in the PS District require consideration through the CUP process.

Currently, there is a housing shortage in both the State of California and the City of Salinas. One of the reasons for the shortage of housing in the City of Salinas is the lack of available land for residential development. The additional residential units could include affordable housing, transitional housing, and workforce units.

Allowing residential development in the PS District would comply with General Plan Policies LU-2.1 by maintaining a compact City form and with L-U-2.4 by utilizing well-designed in-fill development. Requiring a CUP for new residential development in the PS District would be consistent with the requirement for most other types of allowed development in this District. Due to safety concerns, residential development shall not be permitted on any property that is zoned Public/Semipublic and located within the Airport Overlay District.

Zoning Code Amendment 2019-004:

Zoning Code Amendment 2019-004 would allow for a Parcel Map subdivision (no more than four lots) to be considered in the North of Boronda Future Growth Area (FGA) prior to the adoption of a Specific Plan. Per Zoning Code Section 37-30.420, all properties in a future growth area shall be subject to the preparation of a Specific Plan in accordance with Article IV, Division 2: Specific Plan (SP) Overlay District, Article VI, Division 15: Specific Plans of the Zoning Code. Per Zoning Code Section 37-10.280, a portion of the definition for “Development” is stated as:

- A. Any subdivision pursuant to the Subdivision Map Act except where the land division is brought about in connection with the purchase of the land by a public agency; or
- B. The division of the parcel into two or more parcels is defined as such.

Because a Parcel Map is defined as “Development” by the Zoning Code, an approved Specific Plan covering the project site, pursuant to Zoning Code Section 37-30.420, would be required prior to the approval of a subdivision in the FGA.

Currently, no Specific Plan has been approved for the Central Area Specific Plan (CASP) portion of the FGA. Staff has received an application for a Parcel Map requesting approval to subdivide an approximately 186.94-acre lot located in the CASP into three (3) separate lots consisting of 43.43, 66.56, and 76.95 acres each with no proposed physical improvements. The proposed Parcel Map would subdivide the property for financing purposes only and no physical improvements are proposed or will be permitted.

Staff is recommending to amend Zoning Code Section 37-30.420 to allow Parcel Map subdivisions to be approved in the North of Boronda Future Growth Area prior to Specific Plan adoption pursuant to the Zoning Code and the Subdivision Ordinance and if no physical improvements are proposed on-site. For more information, refer to the attached draft Ordinance.

Zoning Code Amendment 2019-005:

Zoning Code Amendment 2019-005 amends Zoning Code Sections 37-50.250 and 37-50.350 to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations. The state of California legislature has pre-empted local authority with regard to prohibiting placement of required parking in the front yard setback in cases of replacement parking tied to an ADU conversion of a garage. ADU regulations are very fluid in the State of California and additional changes are expected in the future.

Zoning Code Amendment 2019-006:

Zoning Code Amendment 2019-006 amends various portions of the Zoning Code concerning driveway width increase, subject to approval of a Conditional Use Permit (CUP). Driveway width increases of up to ten feet could be considered on single family dwelling unit sites for driveways located on the opposite side of the front door of the dwelling unit. Due to the shortage of housing supply and high costs, dwelling units tend to be overcrowded in Salinas. This impact is reflected in the shortage of street parking resulting in residents parking illegally such as on front lawns and on sidewalks. The purpose of this amendment is to provide additional space to safely park without impacting neighborhood character.

Planning Commission Review:

On October 2, 2019, after public review and comment, the Planning Commission voted 6-0 to adopt the attached Planning Commission Resolutions 2019-09, 2019-10, 2019-11, 2019-12, and 2019-13 recommending that the City Council introduce and then adopt the accompanying Ordinances amending various provisions of Chapter 37 of the Salinas Municipal Code (Zoning Code).

CEQA CONSIDERATION:

The environmental impacts of the each of the Amendments have been analyzed in accordance with the California Environmental Quality Act (CEQA). The five (5) Zoning Code Amendments are categorically exempt (Class 5) from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The five (5) Zoning Code Amendments are also categorically exempt from CEQA pursuant to Guidelines Section 15061(b)(3). This exemption is allowed when the activity, in this case the recommendation of adoption of Ordinances, does not have the potential for causing a significant effect on the environment. The Ordinances allow for employee housing, residential uses in the Public/Semipublic (PS) District, Parcel Maps in the Future Growth Area, replacement parking for Accessory Dwelling Units (ADU), and modify driveway width and therefore, will not have a significant effect on the

environment. The proposed Zoning Code Amendments are a legislative act and are not subject to the Permit Streamlining Act (PSA).

STRATEGIC PLAN INITIATIVE:

The proposed Zoning Code Amendments will assist the City Council's goal of Economic Diversity and Prosperity and Well Planned City and Excellent Infrastructure by facilitating housing production, allowing for the subdivision of land in the North of Boronda Future Growth Area, and updating the City's Accessory Dwelling Unit regulations in conformance with State regulations.

DEPARTMENTAL COORDINATION:

The Current Planning Division of the Community Development Department was the lead project manager for the proposed Zoning Code Amendments. The Legal Department was instrumental in the review of the original Ordinances and provided support to the Planning Commission. The Development Review Committee (DRC) comprised of the Permit Services Division (Building), Public Works (Development Engineering), and Fire Department (Fire Prevention) provided feedback. On October 2, 2019, the CDBG and Housing Committee of City Council reviewed the five (5) proposed ordinances and recommended approval.

FISCAL AND SUSTAINABILITY IMPACT:

No significant impacts to the City's General Fund are anticipated with the application.

ATTACHMENTS:

- Draft Ordinances for:
 - Zoning Code Amendment 2019-002 – Employee Housing
 - Zoning Code Amendment 2019-003 – Housing in PS Districts
 - Zoning Code Amendment 2019-004 – Parcel Maps in FGA
 - Zoning Code Amendment 2019-005 – ADU Replacement Parking
 - Zoning Code Amendment 2019-006 – Modify Driveway Width
- Planning Commission Staff Report - October 2, 2019 w/o Exhibits
- Planning Commission Resolution for Zoning Code Amendment 2019-002 (Employee Housing)
- Planning Commission Resolution Zoning Code Amendment 2019-003 (Housing in PS Districts)
- Planning Commission Resolution for Zoning Code Amendment 2019-004 (Parcel Maps in FGA)
- Planning Commission Resolution for Zoning Code Amendment 2019-005 (ADU Replacement Parking)
- Planning Commission Resolution for Zoning Code Amendment 2019-006 (Driveway Width Modification)
- Map of Public/Semipublic Zoned Properties
- Map of Public/Semipublic Zoned Properties with Airport Overlay District

ORDINANCE NO. _____ (N.C.S.)

**AN ORDINANCE AMENDING CHAPTER 37 OF THE SALINAS MUNICIPAL CODE
(ZONING) REGARDING SMALL AND MEDIUM PROJECT EMPLOYEE HOUSING IN THE
RESIDENTIAL LOW (RL) AND RESIDENTIAL MEDIUM (RM) ZONING DISTRICTS
(ZCA 2019-002)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to enact changes conforming to state law with regard to accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Salinas Municipal Code (Zoning) to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, both the Salinas Plan and Farmworker Housing Study and Action Plan for Salinas Valley and Pajaro Valley, stress the need for an immediate solution to provide safe, decent housing for both employee and emergency housing; the City Council directed staff to draft code amendments for the City Council’s consideration; and

WHEREAS, in response to this direction, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, the Mayor convened a stakeholder group of agricultural labor contractors, growers, and housing advocates to provide continued guidance on draft legislation to clarify small project employee housing regulations and to allow medium project employee housing in the Residential Low (RL) and the Residential Medium (RM) Zoning Districts subject to approval of a Conditional Use Permit (CUP) to expand employee housing while preserving neighborhood character; and

WHEREAS, on October 2, 2019, at a duly noticed public hearing, the Salinas Planning Commission recommended that the City Council introduce and adopt Zoning Code Amendment 2019-002, to amend Zoning Code Sections 37-10.290, 37-10.300, 37-10.330, 37-10.360, 37-30.020, 37-30.060, 37-30.110, and 37-50.075, to clarify small project employee housing regulations and allow medium project employee housing in the Residential Low (RL) and the Residential Medium (RM) Zoning Districts subject to approval of a Conditional Use Permit (CUP); and

WHEREAS, on October 22, 2019 at a duly noticed public hearing, the City Council weighed the evidence, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and the City Council finds the project to be Categorically Exempt from the California Environmental Quality Act (CEQA), as follows:

Categorical Exemption:

- 1. The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;***

The proposed Zoning Code amendment applying to Zoning Code Sections 37-10.290, 37-10.300, 37-10.330, 37-10.360, 37-30.020, 37-30.060, 37-30.110, and 37-50.075, to clarify regulations for small project employee housing and allow medium project employee housing in the Residential Low (RL) and Residential Medium (RM) Zoning Districts subject to approval of a Conditional Use Permit (CUP), is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Zoning Code Amendment would not result in a significant environmental impact since it involves minor alterations to the Zoning Code.

WHEREAS, the Salinas City Council adopts the following findings, as set forth in Zoning Code Section 37-60.1120, as the basis for its introduction and adoption of the proposed Zoning Code amendment:

Zoning Code Amendment 2019-002:

- 1. The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.***

The proposed amendment would not result in uses inconsistent with any land use designation. It would clarify the regulations for small project employee housing in the Residential Low (RL) and Residential Medium (RM) Zoning Districts and may allow medium project employee housing in the RL and RM Districts subject to approval of a Conditional Use Permit (CUP). The Zoning Code Amendment would be consistent with General Plan Policies LU-2.1 by maintaining a compact City form and with L-U-2.4 by utilizing well-designed in-fill development.

2. *The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.*

The proposed amendment will not reverse existing policies, because the proposed changes would be consistent with the General Plan and Zoning Code and would clarify the regulations for small project employee housing in the Residential Low (RL) and Residential Medium (RM) Zoning Districts and may allow medium project employee housing in the RL and RM Districts subject to approval of a Conditional Use Permit (CUP).

3. *The amendment would not create an isolated district unrelated to adjacent zoning districts.*

The proposed establishment of this Ordinance will not create any additional zoning districts.

4. *The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.*

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses. The proposed Amendment would not create the need for additional infrastructure.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF SALINAS AS FOLLOWS
(Revisions are shown in underline/strikethrough text):

SECTION 1. Zoning Code Section 37-10.290, is hereby amended in part as follows:

“Employee Housing. Dwellings and other housing accommodations provided and maintained by an employer for employees in connection with work or the place where work is being performed, whether or not rent is involved. Employee housing may be developed or managed by a party other than the employer, provided the employer retains control and ultimate responsibility for the facility. Housing for agricultural workers is also considered employee housing. The following can be operated as employee housing, but are not necessarily provided as employee housing: farmworker housing; ranch bunkhouses; and labor camps.

Employee Housing, Medium Project, Agricultural. Employee housing for agricultural workers consisting of no more than either thirty-six beds in group quarters on one lot, or twelve dwelling units or spaces designed for use by a single household on one lot. For the application of this chapter's regulations, ~~medium project agricultural~~ employee housing is treated in the same way as other agricultural uses are treated in the same zoning district. Permitted occupancy in a zone allowing agricultural uses shall include agricultural employees who do not work on the property where the employee housing is located. ~~Excludes employee housing, small project.~~ For the purposes of this land use, agricultural workers are those engaged in agriculture and in agricultural produce processing, as both terms are defined herein.

Employee Housing, Small Project. Employee housing providing accommodation for no more than a total of six employees on one lot property, which can include housing for agricultural workers. For the application of this chapter's regulations, small project employee housing is treated in the same way as single-family detached dwellings are treated in the same zoning district.

Employee Housing, Medium Project. Employee housing providing accommodation for a total of seven up to fourteen employees, which can include agricultural workers. For the application of this chapter's regulations, medium project employee housing with seven to fourteen employees on one lot may be permitted in any RL or RM residential district subject to approval of an Administrative Conditional Use Permit pursuant to Section 37-60.500. Medium project employee housing with seven to fourteen employees per dwelling unit may be permitted in any RM residential district subject to approval of a Non-administrative Conditional Use Permit pursuant to Section 37-60.505."

SECTION 2. Zoning Code Section 37-10.300, is hereby amended in part as follows:

“Family. Any group of individuals living together based on personal relationships. Excludes larger institutional group living situations such as dormitories, fraternities, sororities, monasteries, and nunneries, nor does it include such commercial group living arrangements as congregate housing, boardinghouses, lodging houses, and employee housing farm labor camps.”

SECTION 3. Zoning Code Section 37-10.330, is hereby amended to read as follows:

“Sec. 37-10.330. - "I" definitions.

Interim Housing. Shared living quarters, with or without separate kitchen and bathroom facilities for each room or unit, intended to meet short-term shelter and/or other immediate needs. Examples of interim housing may include, but are not limited to, the following:

- (a) Emergency shelters, type A and type B;
- (b) Fraternities;
- (c) Dormitories;
- (d) Disaster shelters;
- (e) Sororities;
- (f) Boardinghouses/rooming houses; or
- (g) Halfway houses.

Interim housing does not include residential care facilities, day care homes, family day care centers, convalescent hospitals, hotels, motels, bed and breakfast inns, labor camps, or single room occupancy housing.”

SECTION 4. Zoning Code Section 37-10.360, is hereby amended in part as follows:

~~“Labor Camp. Group quarters maintained as seasonal employee housing for persons employed principally in agriculture. Also see "Employee Housing."”~~

SECTION 5. Zoning Code Section 37-30.020, is hereby amended to read as follows:

“Sec. 37-30.020. - Use classifications.

Table 37-30.10 identifies the use classifications for properties located in the agricultural (A) district:

Agricultural (A) District Use Classifications		
Land Use	A	Additional Use Regulations
Agricultural Uses	P	(3)
Residential Uses		
Employee Housing	CUP	(11)
Employee Housing, <u>Agricultural Medium Project</u>	P	(12)
Employee Housing, Small Project	P	
<u>Employee Housing, Medium Project</u>	CUP	(11)
<u>Employee Housing, Large Project</u>	NP	

Notes:

P = Permitted Use

NP = Not Permitted Use

CUP = Conditional Use Permit Required

SPR = Site Plan Review Required

TULP = Temporary Use of Land Permit Required

(11) Employee housing in the A district shall be limited to that serving agricultural employees.

(12) See Section 37-50.075: *Employee housing, agricultural medium project.*

“

SECTION 6. Zoning Code Section 37-30.060, is hereby amended to read as follows
(underlined/strikethrough text is added):

“Sec. 37-30.060. - Use classifications.

Table 37-30.30 identifies the use classifications for properties located in the residential low density (R-L) district:

Table 37-30.30		
Residential Low Density (R-L) District Use Classifications		
Land Use	R-L-5.5	Additional Use Regulations
Residential Uses		
Employee Housing, Small Project	P	(13)(14)
Employee Housing, Medium Project (7 - 14 employees per lot)	CUP	(13)(15)
<u>Employee Housing, Medium Project (7 – 14 employees per dwelling unit)</u>	<u>NP</u>	

Notes:

P = Permitted Use

NP = Not Permitted Use

CUP = Conditional Use Permit Required

SPR = Site Plan Review Required

TULP = Temporary Use of Land Permit Required

(13)	<i>Small and medium project employee housing</i> is a permitted use in the R-L-5.5 district only within <i>single-family dwellings—detached</i> .
(14)	<i>See Section 37-50.075 for development regulations for small project employee housing.</i>
(15)	<i>See Section 37-50.075 for development regulations for medium project employee housing; additional conditions may be considered subject to the approval of a CUP pursuant to Section 37-60.500.</i>

“

SECTION 7. Zoning Code Section 37-30.110, is hereby amended to read as follows:

“Sec. 37-30.110. - Use classifications.

Table 37-30.50 identifies the use classifications for properties located in the residential medium density (R-M) districts:

Table 37-30.50			
Residential Medium Density (R-M) Districts Use Classifications			
Land Use	R-M-3.6	R-M-2.9	Additional Use Regulations
Residential Uses			
Employee Housing, Small Project	SPRP	SPRP	(10)(14)(15)(16)
<u>Employee Housing, Medium Project (7 - 14 employees per lot)</u>	<u>CUP</u>	<u>CUP</u>	(17)
<u>Employee Housing, Medium Project (7 – 14 employees per dwelling unit)</u>	<u>CUP</u>	<u>CUP</u>	(18)
Interim Housing	NP	CUP	(6)

Notes:

P = Permitted Use

NP = Not Permitted Use

CUP = Conditional Use Permit Required

SPR = Site Plan Review Required

TULP = Temporary Use of Land Permit Required

(6)	Interim housing shall be limited to facilities serving six or fewer people. Such housing shall be designed to accommodate a group living environment. <u>Labor camps shall not be allowed.</u>
(10)	Single-family detached dwellings in the R-M-2.9 district shall comply with the R-M-3.6 district regulations.
(14)	Must meet the minimum density requirements of the applicable district except as otherwise provided in this section.
(15)	In these two districts, <i>small project employee housing</i> may only be developed and operated within single-family dwellings <u>detached</u> . In the R-M-3.6 district, <i>small project employee housing</i> may be allowed in <i>single-family dwellings - detached or attached only with a CUP</i> .
(16)	<u>See Section 37-50.075 for development regulations for small project employee housing.</u>
(17)	<u>See Section 37-50.075 for development regulations for medium project employee housing; additional conditions may be considered subject to the approval of a CUP pursuant to Section 37-60.500.</u>
(18)	<u>See Section 37-50.075 for development regulations for medium project employee housing; additional conditions for medium project employee housing of 7 – 14 employees per dwelling unit may be considered subject to a Non-administrative CUP pursuant to Section 37-60.505.</u>

SECTION 8. Zoning Code Section 37-50.075., is hereby amended to read as follows:

“Sec. 37-50.075. - Employee housing, ~~medium project~~.

(a) **Purpose.** Employee housing, ~~medium project~~ standards are intended to allow the development and operation by the employer of ~~limited~~ employee housing for ~~agricultural workers~~ in specified zoning districts in a manner that is compatible with surrounding areas, in accordance with California Health & Safety Code § 1700821.6.

(b) **General.** ~~Medium project Agricultural~~ employee housing is a permitted use in the Agriculture (A) zoning district, subject to all the requirements of ~~this Section 37-50.075: Agricultural employee housing medium project.~~ Agricultural employee housing not conforming to this section may be allowed in the A district subject to a non-administrative conditional use permit issued pursuant to *Article VI, Division 8: Conditional use permits* Small project employee housing is a permitted use in all R districts, subject to all the requirements in Section XX, Small Project Employee Housing. Medium project employee housing use may be allowed in all R districts subject to all the requirements in Section XX, Medium Project Employee Housing and an administrative conditional use permit issued pursuant to *Article VI, Division 8: Conditional use permits.* Medium project employee housing occupancy greater than fourteen persons per lot, but not greater than 14 persons per dwelling unit may be allowed in R-M districts subject to all the requirements in Section XX, Medium Project Employee Housing and a non-administrative conditional use permit issued pursuant to *Article VI, Division 8: Conditional use permits.*

(c) Agricultural Employee Housing Regulations

Development Regulations.

- (1) Capacity. The medium project employee housing facility shall contain a maximum of thirty-six beds, serving no more than one person per bed for a maximum of thirty-six persons, if dormitory style, or a maximum of twelve households if in individual dwellings.
- (2) Occupancy limitation. Occupancy of dormitory-style accommodations shall be limited to agricultural employees only. Occupancy of individual dwellings shall be limited to agricultural employees and their immediate families. The employment site need not be the same as the facility site.
- (3) Parking. On-site parking shall be provided according to the following schedule. For dormitory-style facilities, a minimum of one parking space for every three authorized beds. For individual unit facilities, a minimum of two parking spaces shall be provided for each unit or space. Parking requirements specified in Sections 37-50.350, 37-50.370, 37-50.390, 37-50.410 and 37-50.420 apply to facilities developed pursuant to this section.
- (4) Emergency contact. Emergency contact information shall be posted on the exterior of the facility adjacent to the main entrance. Street address numbers shall be legibly posted on each building comprising the facility.
- (5) Other development regulations. See Table 37-50.45.

Table 37-50.45

Employee Housing, Medium Project <u>Agricultural</u>			
Development Regulation	Dormitory Style	Individual Unit Style	Additional Regulations
Height—Maximum	35 feet	30 feet	
Distance between structures	10 foot minimum	6 foot minimum	
Driveway length—Minimum (from street property line)	23 feet	23 feet	(A)
Minimum usable open space	50 sq. ft. per bed	500 sq. ft. per unit	(B)
Driveway and corner visibility	See § 37-50.460 Driveway and corner visibility		(A)
Fences, walls and hedges	See § 37-50.090 Fences, walls and hedges		(A)
Performance standards	See § 37-80.180 Performance standards		
Recycling and waste disposal	See § 37-50.200 Recycling and waste disposal		(C)

Notes:	
(A)	Applicable to projects that abut public rights-of-way.
(B)	For dormitory style developments, up to one-half the required usable open space may be replaced, on a one-to-one basis, by interior common area designed and furnished for use of all residents. Common areas shall not include hallways, common kitchens, laundry facilities, or storage space.
(C)	Development shall provide for inlet protection and trash containment and otherwise comply with federal, state and local water quality regulations including those established by the city's National Pollutant Discharge Elimination System permit.
(D)	Administrative Fee. The city may charge an administrative fee for monitoring compliance with the provisions of this section as determined from time to time by the city council.
(E)	Application Fee. The city may charge an application fee for processing approval of a medium project agricultural employee housing facility as determined from time to time by the city council.
(F)	Revocation of Permit. The city planner shall reserve the right to revoke permits authorized by this section if the city planner determines that the facility is in violation of any of the provisions in this section. Revocations shall be conducted in accordance with <i>Section 37-60.1330: Revocation of permits</i> .

(G)	<p>Conflict Between Regulations. Except as modified by this <i>Section 37-50.075: Employee housing, medium project</i>, development regulations applicable to the zoning district shall apply. Where a conflict occurs between the base district regulations and this section of the code, this section shall prevail.</p>
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(d) Small Project Employee Housing Regulations

Development Regulations.

- (1) **New construction.** Small project employee housing shall be constructed subject to the development regulations and design standards in Division 2: Residential Districts of the Zoning Code and Section 37-50.110, Infill Residential Development in the R-L District.
- (2) **Occupancy limitation.** Small project employee housing shall be limited to six employees per lot.
- (3) **Performance Standards.** Small project employee housing is subject to Section 37-80.180 Performance standards.
- (4) **Transportation.** No buses are permitted to pick up and drop off at the property unless approved through a Non-administrative Conditional Use Permit. Only passenger vans or vehicles are permitted to conduct passenger loading at the property.
- (5) **Conflict Between Regulations.** Except as modified by this *Section 37-50.075: Employee housing, small project*, development regulations applicable to the zoning district shall apply. Where a conflict occurs between the base district regulations and this section of the code, this section shall prevail.

(e) Medium Project Employee Housing Regulations

Development Regulations.

- (1) **Conditional Use Permit.**
 - (a) Medium project employee housing with an occupancy of 7 to 14 employees per lot in any R district shall require an administrative conditional use permit issued pursuant to Article VI, Division 8: Conditional Use Permits, which may be subject to additional conditions to ensure neighborhood compatibility and minimize impacts to adjacent properties.
 - (b) Medium project employee housing in R-M districts and an occupancy of 7 to 14 employees per dwelling unit shall require a non-administrative conditional use permit issued pursuant to Article VI, Division 8: Conditional use permits, which may be subject to additional conditions to ensure neighborhood compatibility and minimize impacts to adjacent properties.

- (2) **New construction.** Medium project employee housing shall be constructed subject to the development regulations and design standards in *Division 2: Residential Districts of the Zoning Code and Section 37-50.110, Infill Residential Development in the R-L District.*
- (3) **Occupancy limitation.** Medium project employee housing shall be limited to between 7 and 14 employees per lot in all R-L and R-M districts subject to approval of a Administrative CUP. A Medium project employee housing of 7 to 14 employees per dwelling unit may be permitted if approved though a Non-administrative CUP by the Planning Commission.
- (4) **Dwelling requirements.** Medium project employee housing must include the following:
 - (a) A minimum of two full bathroom per dwelling unit.
 - (b) A full kitchen including a sink, countertop at least four (4) feet in length, cooking apparatus, and refrigerator.
 - (c) Sleeping areas of at least 50 square feet per occupant consistent with the California Employee Housing Act.
- (5) **Parking.** A minimum of three parking spaces will be provided on-site. Additional spaces shall be required for occupancy greater than fourteen persons per lot based upon a parking ratio of 1 space for every seven employees. Parking spaces that are not required to be covered under the Zoning Code may be provided in tandem but shall not be located within the front yard setback. An applicant may request a parking reduction through the CUP process by demonstrating that the neighborhood impact is mitigated by providing alternatives such as transportation.
- (6) **Compatibility.** Medium project employee housing shall be operated in a manner that will not adversely affect adjoining residences or be detrimental to the character of the residential neighborhood.
- (7) **Signs.** No on-site signs advertising the employer shall be permitted.
- (8) **Performance Standards.** Medium project employee housing is subject to *Section 37-80.180 Performance standards.*
- (9) **Registration.** The property owner must register the medium project employee housing with the City and provide the following: 1) any California Housing and Community Development (HCD) approvals pursuant to the California Health & Safety Code § 17008 Health and Safety Code, 2) emergency contact information, 3) contact for property maintenance, and 4) a transportation plan outlining how employees will get to and from work.

- (10) **Emergency contact.** Emergency contact information shall be posted on the exterior of the facility adjacent to the main entrance. Street address numbers shall be legibly posted on each building comprising the facility.
- (11) **Transportation.** No buses are permitted to pick up and drop off at the property. Only passenger vans or vehicles are permitted to conduct passenger loading onsite.
- (12) **Property Management.** The City Planner may require an onsite property manager, which can be a designated employee, at the expense of the employer and annual building inspections through the approval of a Conditional Use Permit to ensure employee and neighbor safety.
- (13) **Administrative Fee.** The city may charge an administrative fee for monitoring compliance with the provisions of this section as determined from time to time by the city council.
- (14) **Application Fee.** The city shall charge an application fee for processing a Conditional Use Permit based upon an approved fee schedule.
- (15) **Revocation of Permit.** The city planner shall reserve the right to revoke permits authorized by this section if the city planner determines that the facility is in violation of any of the provisions in this section. Revocations shall be conducted in accordance with *Section 37-60.1330: Revocation of permits.*
- (16) **Conflict Between Regulations.** Except as modified by this *Section 37-50.075: Employee housing, medium project, development regulations applicable to the zoning district shall apply. Where a conflict occurs between the base district regulations and this section of the code, this section shall prevail.*

SECTION 9. This ordinance shall take effect and be in force thirty days from and after its adoption.

SECTION 10. The Salinas City Clerk is hereby directed to cause the following summary of this ordinance to be published by one (1) insertion in a newspaper of general circulation published and circulated in the City of Salinas and hereby designated for that purpose by the Salinas City Council:

An Ordinance amending Chapter 37 of the Salinas Municipal Code (Zoning) to allow small and medium project employee housing in the Residential Low (RL) and Residential Medium (RM) Zoning Districts subject to approval of a Conditional Use Permit (CUP).

SECTION 11. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Salinas City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

This ordinance was introduced and read on October 22, 2019, and passed and adopted on November 5, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

APPROVED AS TO FORM:

Christopher A. Callihan, City Attorney

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ORDINANCE NO. _____ (N.C.S.)

**AN ORDINANCE AMENDING CHAPTER 37 OF THE SALINAS MUNICIPAL CODE
(ZONING) TO ALLOW RESIDENTIAL USES IN THE PUBLIC/SEMIPUBLIC (PS)
ZONING DISTRICT SUBJECT TO APPROVAL OF A CONDITIONAL USE PERMIT
(CUP)
(ZCA 2019-003)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to enact changes conforming to state law with regard to accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Salinas Municipal Code (Zoning) to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, on October 2, 2019, at a duly noticed public hearing, the Salinas Planning Commission recommended that the City Council introduce and adopt Zoning Code Amendment 2019-003, to amend Zoning Code Section 37-30.390, Table 37-30.170 to allow residential uses in the Public/Semipublic (PS) Zoning District subject to approval of a Conditional Use Permit (CUP); and

WHEREAS, on October 22, 2019 at a duly noticed public hearing, the City Council weighed the evidence, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and the City Council finds the project to be Categorically Exempt from the California Environmental Quality Act (CEQA), as follows:

Categorical Exemption:

1. *The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;*

The proposed Zoning Code Amendment to modify Zoning Code Section 37-30.390 to allow residential uses in the Public/Semipublic (PS) District subject to approval of a Conditional Use Permit (CUP) is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Amendment would not result in a significant environmental impact since it involves a minor alteration to Zoning Code Section 37-30.390.

WHEREAS, the Salinas City Council adopts the following findings, as set forth in Zoning Code Section 37-60.1120, as the basis for its introduction and adoption of the proposed Zoning Code amendment:

Zoning Code Amendment 2019-003:

1. *The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.*

The proposed amendment would not result in uses inconsistent with any land use designation. It would allow for residential uses to be located on Public/Semipublic (PS) zoned properties through the Conditional Use Permit (CUP) process. Residential uses will not be permitted on PS-zoned properties located within the Airport Overlay District. The Zoning Code Amendment would be consistent with General Plan Policies LU-2.1 by maintaining a compact City form and with L-U-2.4 by utilizing well-designed in-fill development.

2. *The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.*

The proposed amendment will not reverse existing policies, because the proposed changes would be consistent with the General Plan and Zoning Code and allow residential uses in the Public/Semipublic (PS) Zoning District subject to approval of a Conditional Use Permit (CUP). The Zoning Code Amendment would be consistent with General Plan Policies LU-2.1 by maintaining a compact City form and with L-U-2.4 by utilizing well-designed infill development.

3. *The amendment would not create an isolated district unrelated to adjacent zoning districts.*

The proposed establishment of this Ordinance will not create any additional zoning districts.

4. *The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.*

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses. The proposed Amendment would not create the need for additional infrastructure.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF SALINAS AS FOLLOWS (Revisions are shown in underline/strikethrough text):

SECTION 1. Zoning Code Section 37-30.390, Table 37-30.170, is hereby amended to read as follows:

Table 37-30.170 Public/Semipublic (PS) District Use Classifications		
Land Use	PS	Additional Use Regulations
Residential Uses		
Accessory Dwelling Units, Other	<u>CUP</u>	<u>(12)(13)</u>
Day Care Homes, Family—Large	<u>CUP</u>	<u>(12)(13)</u>
Day Care Homes, Family—Small	<u>CUP</u>	<u>(12)(13)</u>
Disaster Shelter	P	(10)
Duplex Dwellings	<u>CUP</u>	<u>(12)(13)</u>
Emergency Shelter, Type A	P	(11)
Emergency Shelter, Type B	<u>CUP</u>	<u>(11)</u>
Employee Housing, Small Project	<u>CUP</u>	<u>(12)(13)</u>
Home Occupations	P	<u>(12)(13)</u>
Interim Housing	<u>CUP</u>	<u>(12)(13)</u>
Manufactured Housing	<u>CUP</u>	<u>(12)(13)</u>

Table 37-30.170
Public/Semipublic (PS) District Use Classifications

Land Use	PS	Additional Use Regulations
Mobilehome Parks	CUP	(12)(13)(14)
Multifamily Dwellings	CUP	(12)(13)
Multiple Detached Dwellings	CUP	(12)(13)
Residential Care Facilities - Large	CUP	(12)(13)
Residential Care Facilities – Small	CUP	(12)(13)
Residential Service Facilities	CUP	(12)(13)
Single-family Dwellings – Attached	CUP	(12)(13)
Single-family Dwelling – Detached	CUP	(12)(13)
Commercial Uses		
Airports and Heliports	CUP	(1)
Airport-related Uses	SPR	(7)
Commercial Recreation and Entertainment	CUP	
Outdoor Facilities	CUP	(6)
Public and Semipublic Uses		(3)
Airports	CUP	
Cemeteries	CUP	
Clubs and Lodges	CUP	
Convalescent Hospitals/Nursing Homes	CUP	
Cultural Institutions	CUP	
Day Care Centers	CUP	
Detention Facilities	CUP	
Government Offices	CUP	
Hospitals	CUP	
Maintenance and Repair Services:		
Major	CUP	(4)
Minor	NP	
Open Space	SPR	
Park and Recreation Facilities	SPR	
Parking Lots and Structures	CUP	(9)
Public Safety Facilities	CUP	
Religious Assembly	CUP	
Schools—Public/Private	CUP	
Schools—Trade	NP	
Telecommunications Facilities:		
Major	CUP	(8)
Minor	P	(8)
Utilities—Major	CUP	
Accessory Uses and Structures	P	(5)
Utilities—Minor	P	(2)

Table 37-30.170
Public/Semipublic (PS) District Use Classifications

Land Use	PS	Additional Use Regulations		
Temporary Uses		TULP (6)		
Nonconforming Uses and Structures	See Section 37-50.160: Nonconforming uses and structures .			
Notes:				
P = Permitted Use				
NP = Not Permitted Use				
CUP = Conditional Use Permit Required				
SPR = Site Plan Review Required				
TULP = Temporary Use of Land Permit Required				
(1)	Heliports shall be located more than one thousand feet from an R district. Heliports used exclusively for emergency aircraft flights for medical purposes by law enforcement, fire fighting, military, or other persons who provide emergency flights for medical purposes do not require a CUP.			
(2)	Minor utilities shall not unreasonably interfere with the use, enjoyment, or aesthetics of adjacent uses.			
(3)	See also Section 37-50.170: Outdoor storage and display and Section 37-50.180: Performance standards .			
(4)	Maintenance and repair services are limited to those of a public and semipublic nature.			
(5)	See Section 37-50.010: Accessory uses and structures . Accessory uses and structures will require a SPR or a CUP if required for the principal use.			
(6)	See Section 37-50.170: Outdoor storage and display for any outdoor activity or use and Section 37-50.300: Temporary use of land .			
(7)	Airport-related uses shall only be allowed in a PS district that is contiguous to the Salinas municipal airport.			
(8)	See Section 37-50.290: Telecommunication facilities .			
(9)	Does not apply to the parking required to serve the use per Section 37-50.360: Off-street parking and loading spaces regulations .			
(10)	The establishment and operation of disaster shelters are subject to the approval of the director of emergency services.			
(11)	See Section 37-50.305: Temporary shelters .			
(12)	<u>All Residential development shall comply with the R-M-2.9 Development Regulations (See Section 37-30.120) and R-M Design Standards (See Section 37-30.130)</u>			
(13)	<u>Residential uses shall not be permitted on any PS-zoned properties located within the Airport Overlay District</u>			
(14)	<u>See Section 37-50.140 Mobilehome Parks</u>			

SECTION 2. This ordinance shall take effect and be in force thirty days from and after its adoption.

SECTION 3. The Salinas City Clerk is hereby directed to cause the following summary of this ordinance to be published by one (1) insertion in a newspaper of general circulation published and circulated in the City of Salinas and hereby designated for that purpose by the Salinas City Council:

An Ordinance amending Chapter 37 of the Salinas Municipal Code (Zoning) to allow residential uses in the Public/Semipublic (PS) Zoning District subject to approval of a Conditional Use Permit (CUP).

SECTION 4. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Salinas City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

This ordinance was introduced and read on October 22, 2019, and passed and adopted on November 5, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

APPROVED AS TO FORM:

Christopher A. Callihan, City Attorney

ORDINANCE NO. _____ (N.C.S.)

**AN ORDINANCE AMENDING CHAPTER 37 OF THE SALINAS MUNICIPAL CODE
(ZONING) TO ALLOW A PARCEL MAP SUBDIVISION IN THE FUTURE GROWTH
AREA (FGA) PRIOR TO SPECIFIC PLAN ADOPTION
(ZCA 2019-004)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to enact changes conforming to state law with regard to accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Salinas Municipal Code (Zoning) to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, on October 2, 2019, at a duly noticed public hearing, the Salinas Planning Commission recommended that the City Council introduce and adopt Zoning Code Amendment 2019-003, to amend Zoning Code Section 37-30.420 to allow a Parcel Map subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption; and

WHEREAS, on October 22, 2019 at a duly noticed public hearing, the City Council weighed the evidence, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and the City Council finds the project to be Categorically Exempt from the California Environmental Quality Act (CEQA), as follows:

Categorical Exemption:

- 1. The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;***

The proposed Zoning Code Amendment to modify Zoning Code Section 37-30.420 to allow a Parcel Map subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Amendment would not result in a significant environmental impact since it involves a minor alteration to Zoning Code Section 37-30.420.

WHEREAS, the Salinas City Council adopts the following findings, as set forth in Zoning Code Section 37-60.1120, as the basis for its introduction and adoption of the proposed Zoning Code amendment:

Zoning Code Amendment 2019-003:

- 1. The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.***

The proposed amendment would not result in uses inconsistent with any land use designation. It would amend Zoning Code Section 37-30.420 to allow for a Parcel Map subdivision to be approved in the Focused Growth Area prior to Specific Plan adoption pursuant to the City's Subdivision Ordinance and if no on-site physical improvements are proposed.

- 2. The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.***

The proposed amendment will not reverse existing policies, because the proposed changes would be consistent with the General Plan and Zoning Code and allow a Parcel Map subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption.

3. *The amendment would not create an isolated district unrelated to adjacent zoning districts.*

The proposed establishment of this Ordinance will not create any additional zoning districts.

4. *The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.*

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses. The proposed Amendment would not create the need for additional infrastructure.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF SALINAS AS FOLLOWS: (Revisions are shown in underline/strikethrough text)

SECTION 1. Zoning Code Section 37-30.420, is hereby amended to read as follows (underlined text is added):

“Sec. 37-30.420. - Applicability.

The new urbanism (NU) districts regulations shall supplement the Zoning Code and Municipal Code requirements and apply to properties located in the future growth area of the city located generally north of East Boronda Road as indicated on **Figure 37-40.20** in *Article IV, Division 2: Specific Plan (SP) Overlay District*. All properties located in the future growth area shall be subject to the preparation of a specific plan in accordance with *Article IV, Division 2: Specific Plan (SP) Overlay District, Article VI, Division 15: Specific Plans*, and the regulations and standards of this division, except for subdivisions of up to four (4) lots may be considered pursuant to the Agricultural (A) district development regulations if no physical improvements are proposed.”

SECTION 2. This ordinance shall take effect and be in force thirty days from and after its adoption.

SECTION 3. The Salinas City Clerk is hereby directed to cause the following summary of this ordinance to be published by one (1) insertion in The Salinas Californian, a newspaper of general circulation published and circulated in the City of Salinas and hereby designated for that purpose by the Salinas City Council:

An Ordinance amending Chapter 37 of the Salinas Municipal Code (Zoning) to allow a Parcel Map subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption.

SECTION 4. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Salinas City Council hereby declares that it would have passed this ordinance, and each and

every section, subsection, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

This ordinance was introduced and read on October 22, 2019, and passed and adopted on November 5, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk

APPROVED AS TO FORM:

Christopher A. Callihan, City Attorney

ORDINANCE NO. _____ (N.C.S.)

**AN ORDINANCE AMENDING CHAPTER 37 OF THE SALINAS MUNICIPAL CODE
(ZONING) TO ALLOW FRONT YARD SETBACK REPLACEMENT PARKING FOR
ACCESSORY DWELLING UNITS (ADU) PURSUANT TO
STATE OF CALIFORNIA REGULATIONS
(ZCA 2019-005)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to enact changes conforming to state law with regard to accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Salinas Municipal Code (Zoning) to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, on October 2, 2019, at a duly noticed public hearing, the Salinas Planning Commission recommended that the City Council introduce and adopt Zoning Code Amendment 2019-003 to amend the Zoning Code Section to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations; and

WHEREAS, on October 22, 2019 at a duly noticed public hearing, the City Council weighed the evidence, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and the City Council finds the project to be Categorically Exempt from the California Environmental Quality Act (CEQA), as follows:

Categorical Exemption:

1. *The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;*

The proposed Zoning Code Amendment to modify the Zoning Code to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Amendment would not result in a significant environmental impact because the amendment involves only a minor alteration to the Zoning Code.

WHEREAS, the Salinas City Council adopts the following findings, as set forth in Zoning Code Section 37-60.1120, as the basis for its introduction and adoption of the proposed Zoning Code amendment:

Zoning Code Amendment 2019-005:

1. *The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.*

The proposed amendment is consistent with the General Plan, specifically the Housing Element and Policy H-3.1, which states “assist in production and conservation of housing affordable to extremely low, very low, low, and moderate income households...”. By addressing inconsistency with the Accessory Dwelling Unit (ADU) State law and the City’s zoning, the uncertainty around development regulations and parking will be eliminated. This will help facilitate the production of new ADUs and thus, increase affordable housing units as ADUs have been shown as a cost-effective solution to providing affordable housing. This amendment is also consistent with the ADU policies in

the Farmworker Housing Study and Action Plan for Salinas Valley and Pajaro Valley accepted by the Salinas City Council as a strategic planning document.

2. ***The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.***

The proposed amendment will not reverse existing policies, because the proposed changes would be consistent with the State of California regulations, City of Salinas General Plan and Zoning Code as amended.

3. ***The amendment would not create an isolated district unrelated to adjacent zoning districts.***

The proposed amendment will not create any additional zoning districts.

4. ***The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.***

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses. The proposed Amendment would not create the need for additional infrastructure.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF SALINAS AS FOLLOWS (Revisions are shown in underline/strikethrough text):

SECTION 1. Zoning Code Section 37-50.250(f) is hereby amended to read as follows:

“Notwithstanding the above, if the accessory dwelling unit replaces an existing garage, carport, or covered parking structure, replacement spaces must be provided to meet the requirements of Division 2 of this Chapter 37. Such replacement spaces ~~may not be within the front or side corner setbacks of a site, but replacement spaces~~ may be provided as garaged spaces, covered spaces, uncovered spaces on a legal driveway, tandem spaces, or mechanical parking lifts on the same lot as the primary residence. As used in this subsection (f), "driveway" shall mean a private roadway or travel way and its access point from a public street for the exclusive use of the occupants of a property and their guests.”

SECTION 2. Zoning Code Section 37-50.350(g)(4), is hereby amended to read as follows:

“Required front and corner-side yards and open space areas of a site shall not be used to meet off-street parking requirements, except for ADU replacement parking per Section 37-50.250.”

SECTION 3. This ordinance shall take effect and be in force thirty days from and after its adoption.

SECTION 4. The Salinas City Clerk is hereby directed to cause the following summary of this ordinance to be published by one (1) insertion in a newspaper of general circulation published and circulated in the City of Salinas and hereby designated for that purpose by the Salinas City Council:

An Ordinance amending Chapter 37 of the Salinas Municipal Code (Zoning) to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations.

SECTION 5. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Salinas City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

This ordinance was introduced and read on October 22, 2019, and passed and adopted on November 5, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Gunter, Mayor

ATTEST:

Patricia Barajas, City Clerk

APPROVED AS TO FORM:

Christopher A. Callihan, City Attorney

ORDINANCE NO. _____ (N.C.S.)

**AN ORDINANCE AMENDING CHAPTER 37 OF THE SALINAS MUNICIPAL CODE
(ZONING) TO ALLOW A DRIVEWAY WIDTH EXPANSION SUBJECT TO
APPROVAL OF A CONDITIONAL USE PERMIT (CUP)
(ZCA 2019-006)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to enact changes conforming to state law with regard to accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Salinas Municipal Code (Zoning) to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, on October 2, 2019, at a duly noticed public hearing, the Salinas Planning Commission recommended that the City Council introduce and adopt Zoning Code Amendment 2019-003 to allow a driveway width expansion subject to approval of a Conditional Use Permit (CUP); and

WHEREAS, on October 22, 2019 at a duly noticed public hearing, the City Council weighed the evidence, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and the City Council finds the project to be Categorically Exempt from the California Environmental Quality Act (CEQA), as follows:

Categorical Exemption:

- 1. The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;***

The proposed Zoning Code Amendment to allow driveway width expansion subject to approval of a Conditional Use Permit (CUP) is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Amendment would not result in a significant environmental impacts because the Code retains maximum frontage limitations and compliance with applicable stormwater regulations.

WHEREAS, the Salinas City Council adopts the following findings, as set forth in Zoning Code Section 37-60.1120, as the basis for its introduction and adoption of the proposed Zoning Code amendment:

Zoning Code Amendment 2019-005:

- 1. The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.***

The proposed amendment would not result in uses inconsistent with any land use designation. It would allow driveway width expansion subject to approval of a Conditional Use Permit (CUP). Due to the shortage of housing supply and high costs, dwelling units tend to be overcrowded in Salinas. This impact is reflected in the shortage of street parking resulting in residents parking illegally such as on front lawns and on sidewalks. The purpose of this amendment is to provide additional space to safely park without impacting neighborhood character consistent with Housing Element Goal H-2 to “maintain and improve existing neighborhoods and housing units”.

- 2. The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.***

The proposed amendment will not reverse existing policies, because the proposed changes to allow a driveway width expansion subject to approval of Conditional Use Permit (CUP) would be consistent with the General Plan and Zoning Code, as amended.

3. *The amendment would not create an isolated district unrelated to adjacent zoning districts.*

The proposed amendment will not create any additional zoning districts.

4. *The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.*

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses. The proposed Amendment would not create the need for additional infrastructure.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF SALINAS AS FOLLOWS (Revisions are shown in underline/strikethrough text):

SECTION 1. Zoning Code Section 37-50.450 is hereby amended to read as follows:

“(a) **Driveway Widths.** Driveways shall be designed pursuant to the following standards identified in **Table 37-50.150** unless otherwise specified by the new urbanism (NU) districts, mixed use (MU) districts, focused growth overlay district, or central city overlay (downtown core area) district regulations:

Table 37-50.150				
Driveways Widths				
Use	Width	Max. Street Frontage (%)	Max. No. of Driveways Allowed	Additional Regulations
Residential (1—2 d.u.)				
1—2 car garages	10—20 ft. <u>Max.</u>	50%	2	(b) 1, 2, 3, 4, 6, <u>8</u>
<u>2 car garages</u>	<u>20 ft. Max.</u>	<u>50%</u>	<u>2</u>	<u>(b) 1, 2, 3, 4, 6, 8</u>
3 car garages	10—28 ft. <u>Max.</u>	50%	2	(b) 2, 3, 4, 5, 6, <u>8</u>
Residential (3+ d.u.)	15—20 ft. (one-way)	50%	No limit	(b) 2, 3, 4, 5, <u>7</u>
	24—30 ft. (two-way)	50%	No limit	(b) 2, 3, 4, 5

Commercial	15—24 ft. (one-way)	40%	No limit	(b) 4, 5, 7
	24—40 ft. (two-way)	40%	No limit	(b) 4, 5
Industrial	15—30 ft. (one-way)	40%	No limit	(b) 4, 5, 7
	24—40 ft. (two-way)	40%	No limit	(b) 4, 5

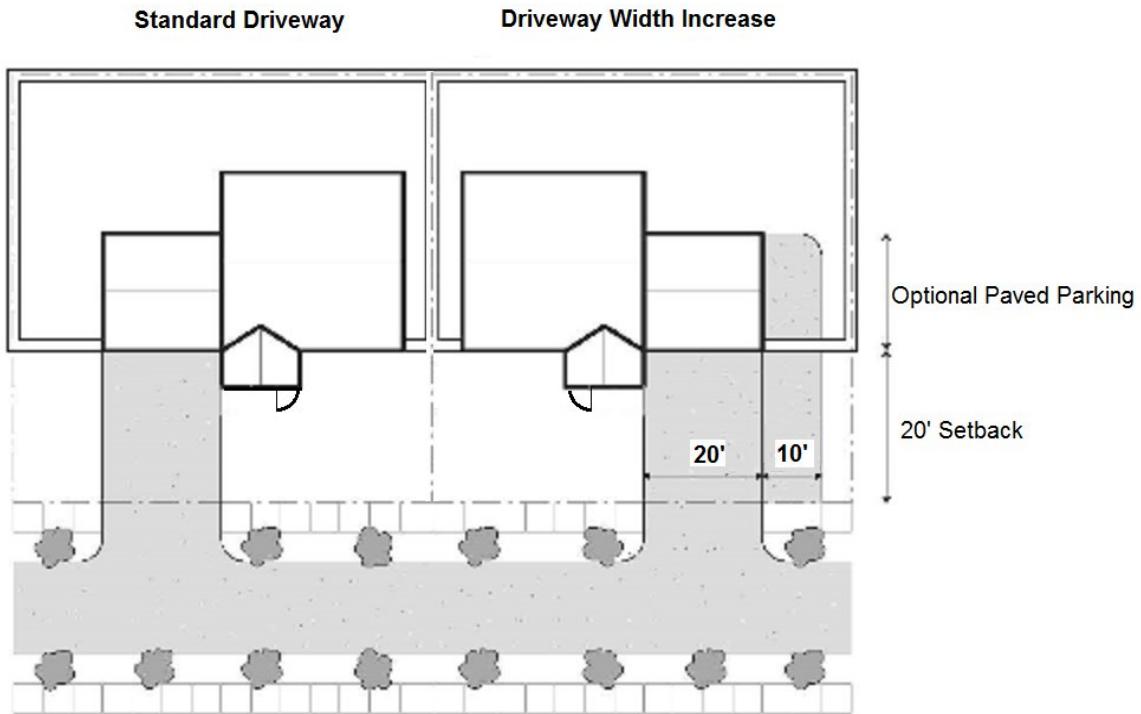
Notes:

(A) See ~~subsection 37-50.450(b): Additional driveway width regulations~~ of this section for additional regulations.

(B) ~~Minimum one-way driveway width shall be twenty feet if required for fire department access.~~

(b) Additional Driveway Width Regulations.

- (1) Driveways located within cul-de-sac "bulbs" or "knuckles" shall not exceed eighteen feet in width.
- (2) A maximum driveway frontage of seventy-five percent, including flares, shall be permitted on parcels with less than forty feet of street frontage and located within a cul-de-sac "bulb" or "knuckle."
- (3) A minimum of twenty feet of full height curb shall be maintained between driveways serving the same property.
- (4) Adjacent driveways on abutting properties may be combined if the total throat width of such combination does not exceed thirty feet.
- (5) No portion of any driveway shall be permitted between:
 - (A) The points of curvature of any curb return; and
 - (B) Between the point of intersection of extended curb lines and a point thirty feet therefrom; fifty feet therefrom for commercial and industrial parcels and/or uses; and one hundred fifty feet from an arterial street or as otherwise approved by the city engineer.
- (6) Circular ends of cul-de-sacs and curb radial over one hundred feet shall not be considered as curb returns for purposes of this section.
- (7) Minimum one-way driveway width may be increased if required for fire department access.
- (8) Residential single family dwelling unit driveway width may be increased to extend a maximum of ten (10) feet into the adjacent side yard from the existing driveway past the width of the garage into that portion of the required front yard that is on the opposite side of the garage as the front door of the dwelling unit, subject to the approval of a Minor Conditional Use Permit pursuant to Section 37-60.490(b).



(eb) **Street Access.** Approval of the city engineer shall be required for the location of driveways for the following classification of traditional streets except as otherwise provided for in the specific plan located in the NU districts:

- (1) Major arterials: one hundred feet or more right-of-way;
- (2) Minor arterials: eighty-four feet of right-of-way or more;
- (3) Collectors: sixty feet to sixty-six feet of right-of-way; and
- (4) Local: sixty feet or less of right-of-way.

(ec) **Driveway Clearance.** No parking space shall be located so that a vehicle will maneuver within twenty feet of a vehicular entrance measured from the street property line. Deviations from this requirement may be considered in order to accommodate pre-existing conditions if approved by the city engineer and city planner, taking into consideration the effect on traffic flow both on and off-site.

(ed) **Safe and Efficient Traffic Flow.** The city engineer shall:

- (1) Give consideration to the effect of each driveway upon a safe and efficient flow of traffic upon the street and into and from each driveway;
- (2) Give consideration to the necessity of installing raised median islands at intersections where accidents and congestion may be caused by left turn movements into or from driveways, or across traffic lanes; and
- (3) Make certain that driveways are positioned to assure the best obtainable flow of street traffic, commensurate with the size and configuration of the property involved.

(fe) Variation from Regulations and Standards.

- (1) The city engineer may require driveways in excess of the above widths where unusual traffic, grade, or site conditions prevail.
- (2) The city engineer may approve narrower driveways to accommodate preexisting conditions and allow for adaptive reuse of older structures.”

SECTION 2. Zoning Code Section 37-60.490 is hereby amended to read as follows:

“(b) Conditional Use Permit for Driveway Width Increase.

- (1) Applicability. An application for a conditional use permit for residential single family dwelling unit driveway width increase shall apply to development in accordance with the requirements of Section 37-50.450(b)(7).
- (2) Notice of Intent to Approve to Adjacent Property Owners. An application for conditional use permit for residential single family dwelling unit driveway width increase shall require a public hearing and decision by the planning commission in accordance with Section 37-60.510: Planning commission duties unless notice of intent to approve a conditional use permit for residential single family dwelling unit driveway width increase is provided to all owners of real property abutting the boundaries of the site as shown on the latest equalized assessment roll (or other reliable method as approved by the city council) at the time of the application submittal. The notice shall be mailed or delivered at least ten calendar days prior to the proposed approval date set forth by the city planner. If no response in opposition to a conditional use permit for residential single family dwelling unit driveway width increase is received by the city planner prior to the noticing deadline and the application for the conditional use permit for residential single family dwelling unit driveway width increase conforms to the regulations established in this Zoning Code, the city planner is authorized to approve or approve with conditions or modifications, the application and no public hearing or notice is required unless an appeal is submitted requesting a hearing.
- (3) City Planner's Review and Action. If no hearing is required, the city planner, shall approve, approve with conditions or modifications, or deny the application.
- (4) Findings for Approval. In approving the application, the planning commission or city planner, as applicable, shall establish the findings in Section 37-60.520: Required findings.
- (5) Effective Date—Appeals. A conditional use permit for residential single family dwelling unit driveway width increase shall be effective ten days after the date of the decision unless appealed in accordance with Article VI, Division 17: Appeals.”

SECTION 3. This ordinance shall take effect and be in force thirty days from and after its adoption.

SECTION 4. The Salinas City Clerk is hereby directed to cause the following summary of this ordinance to be published by one (1) insertion in a newspaper of general circulation published and circulated in the City of Salinas and hereby designated for that purpose by the Salinas City Council:

An Ordinance amending Chapter 37 of the Salinas Municipal Code (Zoning) to allow driveway width expansion subject to approval of a Conditional Use Permit (CUP).

SECTION 5. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Salinas City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

This ordinance was introduced and read on October 22, 2019, and passed and adopted on November 5, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Gunter, Mayor

ATTEST:

Patricia Barajas, City Clerk

APPROVED AS TO FORM:

Christopher A. Callihan, City Attorney

SALINAS PLANNING COMMISSION

Staff Report

City of Salinas
Community Development
Department
65 West Alisal Street
Salinas, CA 93901
(831) 758-7206
(831) 758-7215 fax

Director:
Megan Hunter

Planning Manager:
Courtney Grossman

Planning Commission:
*Matt Nohr, Chair
George Anzo
John Meeks
Joel Hernandez Laguna
Richard Giffin
Brad Griffin
Matthew Ottone, Vice-Chair*

Planning Manager Approval

Agenda Item

ID #19-529

DATE: October 2, 2019
TO: Planning Commission
FROM: Courtney Grossman, Planning Manager
BY: Thomas Wiles, Senior Planner
SUBJECT: ZONING CODE AMENDMENTS 2019-002, 2019-003, 2019-004, 2019-005, AND 2019-006; AMEND THE ZONING CONCERNING EMPLOYEE HOUSING, HOUSING IN PUBLIC/SEMI-PUBLIC (PS) DISTRICTS, PARCEL MAPS IN THE FUTURE GROWTH AREA, REPLACEMENT PARKING FOR ACCESSORY DWELLING UNITS IN THE FRONT YARD SETBACK, AND INCREASING DRIVEWAY WIDTH FOR SINGLE FAMILY DWELLING UNITS.

RECOMMENDATION

Staff recommends that the Planning Commission find Zoning Code Amendments 2019-002, 2019-003, 2019-004, 2019-005, and 2019-006 exempt from the California Environmental Quality Act (CEQA) pursuant to a Class 5 Categorical Exemption and affirm the findings and adopt the attached Resolutions recommending that the City Council introduce and then adopt the ordinances.

BACKGROUND

Chapter 37, Article VI, Division 14 provides for a process whereby Zoning Code Amendments are brought before the Planning Commission for a recommendation to the full City Council. Staff is bringing to the Planning Commission for recommendation five (5) Zoning Code Amendments to facilitate housing production and conform with applicable State of California regulations. The proposed five (5) proposed Zoning Code Amendments are described below:

1. Zoning Code Amendment 2019-002 (ZCA 2019-002); amend Zoning Code Sections 37-10.290, 37-10.300, 37-10.330, 37-10.360, 37-30.020, 37-30.060, 37-30.110, and 37-50.075 concerning small and medium employee housing in Residential Low Density (R-L) and Residential Medium Density (R-M) districts;
2. Zoning Code Amendment 2019-003 (ZCA 2019-003); amend Zoning Code Section 37-30.390, Table 37-30.170 to allow residential uses in the PS District subject to approval of a Conditional Use Permit;
3. Zoning Code Amendment 2019-004 (ZCA 2019-004); amend Zoning Code Section 37-30.420 to allow up to a 4 lot subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption;
4. Zoning Code Amendment 2019-005 (ZCA 2019-005); amend Zoning Code Sections 37-50.250 and 37-50.350 to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations; and
5. Zoning Code Amendment 2019-006 (ZCA 2019-006); amend various portions of the Zoning Code concerning driveway width increase, subject to approval of a Conditional Use Permit (CUP).

The proposed amendments will not have the effect of reversing policies of the Salinas General Plan, but will facilitate housing production in the City of Salinas.

ANALYSIS

The following provides a summary for each of the proposed five (5) Zoning Code Amendment applications:

Zoning Code Amendment 2019-002:

Zoning Code Amendment 2019-002 concerns small and medium employee housing in Residential Low Density (R-L) and Residential Medium Density (R-M) districts. Both the Salinas Plan and Farmworker Housing Study and Action Plan of the Salinas Valley and Pajaro Valley, stress the need for an immediate solution to provide safe, decent housing for both employee and emergency housing. To address these issues, the City Council directed staff to prepare code amendments for the City Council's consideration. The Mayor of Salinas convened a stakeholder group of agricultural labor contractors, growers, and housing advocates to provide continued guidance on draft legislation to clarify small project employee housing regulations and to allow medium project employee housing in the Residential Low (RL) and the Residential Medium (RM) Zoning Districts to expand employee housing while preserving neighborhood character. For more information, refer to the attached draft Ordinance.

Zoning Code Amendment 2019-003:

Zoning Code Amendment 2019-003 would amend Zoning Code Section 37-30.390, Table 37-30.170, to allow residential uses to be located in the Public/Semipublic (PS) District with a Conditional Use Permit (CUP). Currently, the only residential uses allowed in the PS District are Disaster Shelters and Emergency Shelter, Type A as permitted uses, and Emergency Shelter, Type B, which are subject to approval of a CUP. This Zoning Code Amendment would facilitate housing production in the PS District, similar to those allowed in Residential Medium Density (R-M-2.9) Districts.

Public/Semipublic (PS) zoned properties are located throughout the City of Salinas. Per the attached map, there are 222 PS zoned properties throughout the City of Salinas. Many PS zoned properties are owned by the City of Salinas. Other PS zoned properties are owned by the County of Monterey, School Districts, and Cemeteries. The types of uses located on PS zoned properties include but are not limited to: Government Offices, Schools, Hospitals, Libraries, Religious Assembly, Cemeteries, and the Salinas Municipal Airport. Per Zoning Code Section 37-30.390, Table 37-30.170, most uses that are allowed in the PS District require consideration through the CUP process.

Currently, there is a housing shortage in both the State of California and the City of Salinas. One of the reasons for the shortage of housing in the City of Salinas is the lack of available land for residential development. The additional residential units could include affordable housing, transitional housing, and workforce units.

Allowing residential development in the PS District would comply with General Plan Policies LU-2.1 by maintaining a compact City form and with L-U-2.4 by utilizing well-designed in-fill development. Requiring a CUP for new residential development in the PS District would be consistent with the requirement for most other types of allowed development in this District. Due to safety concerns, residential development shall not be permitted on any property that is zoned Public/Semipublic and located within the Airport Overlay District. For more information, refer to the attached draft Ordinance.

Zoning Code Amendment 2019-004:

Zoning Code Amendment 2019-004 would allow for a Parcel Map subdivision (no more than four lots) to be considered in the North of Boronda Future Growth Area (FGA) prior to the adoption of a Specific Plan. Per Zoning Code Section 37-30.420, all properties in a future growth area shall be subject to the preparation of a Specific Plan in accordance with Article IV, Division 2: Specific Plan (SP) Overlay District, Article VI, Division 15: Specific Plans of the Zoning Code. Per Zoning Code Section 37-10.280, a portion of the definition for "Development" is stated as:

- A. Any subdivision pursuant to the Subdivision Map Act except where the land division is brought about in connection with the purchase of the land by a public agency; or
- B. The division of the parcel into two or more parcels is defined as such.

Because a Parcel Map is defined as “Development” by the Zoning Code, an approved Specific Plan covering the project site, pursuant to Zoning Code Section 37-30.420, would be required prior to the approval of a subdivision in the FGA.

Currently, no Specific Plan has been approved for the Central Area Specific Plan (CASP) portion of the FGA. Staff has received an application for a Parcel Map requesting approval to subdivide an approximately 186.94-acre lot located in the CASP into three (3) separate lots consisting of 43.43, 66.56, and 76.95 acres each with no proposed physical improvements. The proposed Parcel Map would subdivide the property for financing purposes only and no physical improvements are proposed or will be permitted.

Staff is recommending to amend Zoning Code Section 37-30.420 to allow Parcel Map subdivisions to be approved in the North of Boronda Future Growth Area prior to Specific Plan adoption pursuant to the Zoning Code and the Subdivision Ordinance and if no physical improvements are proposed on-site. For more information, refer to the attached draft Ordinance.

Zoning Code Amendment 2019-005:

Zoning Code Amendment 2019-005 amends Zoning Code Sections 37-50.250 and 37-50.350 to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations. The state of California legislature has pre-empted local authority with regard to prohibiting placement of required parking in the front yard setback in cases of replacement parking tied to an ADU conversion of a garage. ADU regulations are very fluid in the State of California and additional changes are expected in the future. For more information, refer to the attached draft Ordinance.

Zoning Code Amendment 2019-006:

Zoning Code Amendment 2019-006 amends various portions of the Zoning Code concerning driveway width increase, subject to approval of a Conditional Use Permit (CUP). Driveway width increases of up to ten feet could be considered on single family dwelling unit sites for driveways located on the opposite side of the front door of the dwelling unit. For more information, refer to the attached draft Ordinance.

ENVIRONMENTAL REVIEW

The environmental impacts of the each of the Amendments have been analyzed in

accordance with the California Environmental Quality Act (CEQA). The five (5) Zoning Code Amendments are categorically exempt (Class 5) from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations).

FINDINGS

Findings in support of each of the proposed Zoning Code Amendments are incorporated in the each of the attached Resolutions.

ALTERNATIVES AVAILABLE TO THE COMMISSION

The Planning Commission has the following alternatives:

1. Affirm the findings set forth in the attached Resolutions, recommending that the City Council find each of the proposed Amendments exempt from CEQA and introduce and then adopt the Amendments; or
2. Find that all or a number of the Amendments are not appropriate and establish findings at the public hearing recommending that the City Council make modifications to one or more of the Amendments or deny one or more of the Amendments.

CONCLUSION

The proposed five (5) Zoning Code Amendments advance the City's plans and policies and assist in facilitating housing production, allowing for the subdivision of land in the North of Boronda Future Growth Area, and updating the City's Accessory Dwelling Unit regulations in conformance with State regulations.

COURTNEY GROSSMAN
Planning Manager

BY: _____
Thomas Wiles
Senior Planner

Attachments: Draft Planning Commission Resolutions for:
 Zoning Code Amendment 2019-002 – Employee Housing
 Zoning Code Amendment 2019-003 – Housing in PS Districts
 Zoning Code Amendment 2019-004 – Parcel Maps in FGA
 Zoning Code Amendment 2019-005 – ADU Replacement Parking
 Zoning Code Amendment 2019-006 – Modify Driveway Width

Draft Ordinances for:

Zoning Code Amendment 2019-002 – Employee Housing
Zoning Code Amendment 2019-003 – Housing in PS Districts
Zoning Code Amendment 2019-004 – Parcel Maps in FGA
Zoning Code Amendment 2019-005 – ADU Replacement Parking
Zoning Code Amendment 2019-006 – Modify Driveway Width

Map of Public/Semipublic zoned properties in City of Salinas

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**SALINAS PLANNING COMMISSION
RESOLUTION NO. 2019-09**

**RESOLUTION RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE
AMENDING CHAPTER 37 OF THE SALINAS MUNICIPAL CODE (ZONING)
REGARDING SMALL AND MEDIUM PROJECT EMPLOYEE HOUSING IN THE
RESIDENTIAL LOW (RL) AND RESIDENTIAL MEDIUM (RM) ZONING DISTRICTS
(ZCA 2019-002)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code ("Zoning Code") to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code ("Zoning Code") to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to address conformance with state law regarding accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Zoning Code to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, both the Salinas Plan and Farmworker Housing Study and Action Plan of the Salinas Valley and Pajaro Valley, stresses the need for an immediate solution to provide safe, decent housing for both employee and emergency housing and the City Council provided direction that staff draft legislation for consideration; and

WHEREAS, in response to this direction, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, the Mayor convened a stakeholder group of agricultural labor contractors, growers, and housing advocates to provide continued guidance on draft legislation to clarify small project employee housing regulations and to allow medium project employee housing in the Residential Low (RL) and the Residential Medium (RM) Zoning Districts subject to approval of a Conditional Use Permit (CUP) to expand employee housing while preserving neighborhood character; and

WHEREAS, on October 2, 2019, at a duly noticed public hearing, the Salinas Planning Commission recommended that the City Council introduce and adopt Zoning Code Amendment 2019-002, to amend Zoning Code Sections 37-10.290, 37-10.300, 37-10.330, 37-10.360, 37-30.020, 37-30.060, 37-30.110, and 37-50.075, to clarify small project employee housing regulations and allow medium project employee housing in the Residential Low (RL) and the Residential Medium (RM) Zoning Districts subject to approval of a Conditional Use Permit (CUP).

NOW, THEREFORE, BE IT RESOLVED by the Salinas Planning Commission that the Commission recommends that the City Council find the project to be categorically exempt from the California Environmental Quality Act and introduce and then adopt Zoning Code Amendment 2019-002; and

BE IT FURTHER RESOLVED that the Commission adopts the following findings as the basis for its determination, and that the foregoing recitations are true and correct, and are included herein by reference as findings:

Categorical Exemption:

1. ***The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;***

The proposed Zoning Code amendment applying to Zoning Code Sections 37-10.290, 37-10.300, 37-10.330, 37-10.360, 37-30.020, 37-30.060, 37-30.110, and 37-50.075 to clarify regulations for small project employee housing and allow medium project employee housing in the Residential Low (RL) and Residential Medium (RM) Zoning Districts subject to approval of a Conditional Use Permit (CUP), is categorically exempt from further environmental analysis per CEQA

Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Zoning Code Amendment would not result in a significant environmental impact since it involves minor alterations to the Zoning Code.

Zoning Code Amendment 2019-002:

1. *The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.*

The proposed amendment would not result in uses inconsistent with any land use designation. It would clarify the regulations for small project employee housing in the Residential Low (RL) and Residential Medium (RM) Zoning Districts and may allow medium project employee housing in the RL and RM Districts subject to approval of a Conditional Use Permit (CUP). The Zoning Code Amendment would be consistent with General Plan Policies LU-2.1 by maintaining a compact City form and with L-U-2.4 by utilizing well-designed in-fill development.

2. *The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.*

The proposed amendment will not reverse existing policies, because the proposed changes would be consistent with the General Plan and Zoning Code and would clarify the regulations for small project employee housing in the Residential Low (RL) and Residential Medium (RM) Zoning Districts and may allow medium project employee housing in the RL and RM Districts subject to approval of a Conditional Use Permit (CUP).

3. *The amendment would not create an isolated district unrelated to adjacent zoning districts.*

The proposed Amendment will not create any additional zoning districts.

4. *The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.*

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses.

PASSED AND ADOPTED this 2nd day of October 2019 by the following vote:

AYES: Chairperson Griffin, Commissioners Laguna, Meeks, Nohr, Ottone, Rocamora

NOES: None

ABSTAIN: None

ABSENT: Commissioner Anzo

THIS IS TO CERTIFY that the foregoing is a full, true, and correct copy of a Resolution of the Planning Commission of the City of Salinas, that said Resolution was passed and adopted by the affirmative and majority vote of said Planning Commission at a meeting held on October 2, 2019, and that said Resolution has not been modified, amended, or rescinded, and is now in full force and effect.

SALINAS PLANNING COMMISSION

Date: _____

Courtney Grossman
Secretary

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**SALINAS PLANNING COMMISSION
RESOLUTION NO. 2019-10**

**RESOLUTION RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE
AMENDING CHAPTER 37 OF THE SALINAS MUNICIPAL CODE (ZONING) TO
ALLOW RESIDENTIAL USES IN THE PUBLIC/SEMIPUBLIC (PS) ZONING DISTRICT
SUBJECT TO APPROVAL OF A CONDITIONAL USE PERMIT (CUP)
(ZCA 2019-003)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code ("Zoning Code") to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code ("Zoning Code") to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to address conformance with state law regarding accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Zoning Code to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, on October 2, 2019, the Salinas Planning Commission held a duly noticed public hearing to consider Zoning Code Amendment 2019-003, amending Zoning Code Section 37-30.390 to allow residential uses in the Public/Semipublic (PS) Zoning District through the Conditional Use Permit (CUP) process for recommendation to the City Council; and

WHEREAS, on October 2, 2019, the Salinas Planning Commission weighed the evidence presented at hearing, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and finds the project to be categorically exempt from the California Environmental Quality Act (CEQA), as follows:

NOW, THEREFORE, BE IT RESOLVED by the Salinas Planning Commission that the Commission recommends that the City Council find the project to be categorically exempt from the California Environmental Quality Act and introduce and then adopt Zoning Code Amendment 2019-003; and

BE IT FURTHER RESOLVED that the Commission adopts the following findings as the basis for its determination, and that the foregoing recitations are true and correct, and are included herein by reference as findings:

Categorical Exemption:

1. ***The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;***

The proposed Zoning Code Amendment to modify Zoning Code Section 37-30.390 to allow residential uses in the Public/Semipublic (PS) District subject to approval of a Conditional Use Permit (CUP) is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Amendment would not result in a significant environmental impact since it involves a minor alteration to Zoning Code Section 37-30.390.

Zoning Code Amendment 2019-003:

1. ***The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.***

The proposed amendment would not result in uses inconsistent with any land use designation. It would allow for residential uses to be located on Public/Semipublic (PS) zoned properties through the Conditional Use Permit (CUP) process. Residential uses will not be permitted on PS-zoned properties located within the Airport Overlay District. The Zoning Code Amendment would be consistent with General Plan Policies LU-2.1 by maintaining a compact City form and with L-U-2.4 by utilizing well-designed in-fill development.

2. *The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.*

The proposed amendment will not reverse existing policies. The proposed changes would not be inconsistent with the General Plan or the Zoning Code and would allow residential uses in the Public/Semipublic (PS) Zoning District subject to approval of a Conditional Use Permit (CUP). The Zoning Code Amendment would be consistent with General Plan Policies LU-2.1 by maintaining a compact City form and with L-U-2.4 by utilizing well-designed in-fill development.

3. *The amendment would not create an isolated district unrelated to adjacent zoning districts.*

The proposed Amendment will not create any additional zoning districts.

4. *The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.*

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses.

PASSED AND ADOPTED this 2nd day of October 2019 by the following vote:

AYES: Chairperson Griffin, Commissioners Laguna, Meeks, Nohr, Ottone, Rocamora

NOES: None

ABSTAIN: None

ABSENT: Commissioner Anzo

THIS IS TO CERTIFY that the foregoing is a full, true, and correct copy of a Resolution of the Planning Commission of the City of Salinas, that said Resolution was passed and adopted by the affirmative and majority vote of said Planning Commission at a meeting held on October 2, 2019, and that said Resolution has not been modified, amended, or rescinded, and is now in full force and effect.

SALINAS PLANNING COMMISSION

Date: _____

Courtney Grossman
Secretary

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Housing in PS District.doc

**SALINAS PLANNING COMMISSION
RESOLUTION NO. 2019-11**

**RESOLUTION RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE
AMENDING VARIOUS PROVISIONS OF CHAPTER 37 OF THE SALINAS
MUNICIPAL CODE (ZONING) TO ALLOW A PARCEL MAP SUBDIVISION IN THE
FUTURE GROWTH AREA (FGA) PRIOR TO SPECIFIC PLAN ADOPTION
(ZCA 2019-004)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to address conformance with state law regarding accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Zoning Code to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, on October 2, 2019, the Salinas Planning Commission held a duly noticed public hearing to consider the following Zoning Code Amendment 2019-004 to amend Zoning Code Section 37-30.420 to allow a Parcel Map subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption for recommendation to the City Council; and

WHEREAS, on October 2, 2019, the Salinas Planning Commission weighed the evidence presented at hearing, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and finds the project to be categorically exempt from the California Environmental Quality Act (CEQA), as follows:

NOW, THEREFORE, BE IT RESOLVED by the Salinas Planning Commission that the Commission recommends that the City Council find the project to be categorically exempt from the California Environmental Quality Act and introduce and then adopt Zoning Code Amendment 2019-004; and

BE IT FURTHER RESOLVED that the Commission adopts the following findings as the basis for its determination, and that the foregoing recitations are true and correct, and are included herein by reference as findings:

Categorical Exemption:

1. ***The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;***

The proposed Zoning Code Amendment to modify Zoning Code Section 37-30.420 to allow a Parcel Map subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Amendment would not result in a significant environmental impact since it involves a minor alteration to Zoning Code Section 37-30.420.

Zoning Code Amendment 2019-004:

1. ***The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.***

The proposed amendment would not result in uses inconsistent with any land use

designation. It would amend Zoning Code Section 37-30.420 to allow for a Parcel Map subdivision to be approved in the Focused Growth Area prior to Specific Plan adoption pursuant to the City's Subdivision Ordinance and if no on-site physical improvements are proposed.

- 2. *The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.***

The proposed amendment will not reverse existing policies, because the proposed changes would be consistent with the General Plan and Zoning Code and allow a Parcel Map subdivision in the Future Growth Area (FGA) prior to Specific Plan adoption.

- 3. *The amendment would not create an isolated district unrelated to adjacent zoning districts.***

The proposed Amendment will not create any additional zoning districts.

- 4. *The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.***

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses.

PASSED AND ADOPTED this 2nd day of October 2019 by the following vote:

AYES: Chairperson Griffin, Commissioners Laguna, Meeks, Nohr, Ottone, Rocamora

NOES: None

ABSTAIN: None

ABSENT: Commissioner Anzo

THIS IS TO CERTIFY that the foregoing is a full, true, and correct copy of a Resolution of the Planning Commission of the City of Salinas, that said Resolution was passed and adopted by the affirmative and majority vote of said Planning Commission at a meeting held on October 2, 2019, and that said Resolution has not been modified, amended, or rescinded, and is now in full force and effect.

SALINAS PLANNING COMMISSION

Date: _____

Courtney Grossman
Secretary

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Parcel Map in FGA.doc

**SALINAS PLANNING COMMISSION
RESOLUTION NO. 2019-12**

**RESOLUTION RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE
AMENDING VARIOUS PROVISIONS OF CHAPTER 37 OF THE SALINAS
MUNICIPAL CODE (ZONING) TO ALLOW FRONT YARD SETBACK REPLACEMENT
PARKING FOR ACCESSORY DWELLING UNITS (ADU) PURSUANT TO STATE OF
CALIFORNIA REGULATIONS
(ZCA 2019-005)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code ("Zoning Code") to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code ("Zoning Code") to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to address conformance with state law regarding accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Zoning Code to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, on October 2, 2019, the Salinas Planning Commission held a duly noticed public hearing to consider Zoning Code Amendment 2019-005, to amend Zoning Code to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations for recommendation to the City Council:

WHEREAS, on October 2, 2019, the Salinas Planning Commission weighed the evidence presented at hearing, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and finds the project to be categorically exempt from the California Environmental Quality Act (CEQA), as follows:

NOW, THEREFORE, BE IT RESOLVED by the Salinas Planning Commission that the Commission recommends that the City Council find the project to be categorically exempt from the California Environmental Quality Act and introduce and then adopt Zoning Code Amendment 2019-005; and

BE IT FURTHER RESOLVED that the Commission adopts the following findings as the basis for its determination, and that the foregoing recitations are true and correct, and are included herein by reference as findings:

Categorical Exemption:

1. ***The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;***

The proposed Zoning Code Amendment to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Amendment would not result in a significant environmental impact since it involves a minor alteration to the Zoning Code.

Zoning Code Amendment 2019-005:

1. ***The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.***

The proposed amendment would not result in uses inconsistent with any land use

designation.

- 2. *The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.***

The proposed amendment will not reverse existing policies, because the proposed Amendment to allow front yard setback replacement parking for Accessory Dwelling Units (ADU) pursuant to State of California regulations will be consistent with the General Plan and Zoning Code as amended.

- 3. *The amendment would not create an isolated district unrelated to adjacent zoning districts.***

The proposed Amendment will not create any additional zoning districts.

- 4. *The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.***

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses.

PASSED AND ADOPTED this 2nd day of October 2019 by the following vote:

AYES: Chairperson Griffin, Commissioners Laguna, Meeks, Nohr, Ottone, Rocamora

NOES: None

ABSTAIN: None

ABSENT: Commissioner Anzo

THIS IS TO CERTIFY that the foregoing is a full, true, and correct copy of a Resolution of the Planning Commission of the City of Salinas, that said Resolution was passed and adopted by the affirmative and majority vote of said Planning Commission at a meeting held on October 2, 2019, and that said Resolution has not been modified, amended, or rescinded, and is now in full force and effect.

SALINAS PLANNING COMMISSION

Date: _____

Courtney Grossman
Secretary

**SALINAS PLANNING COMMISSION
RESOLUTION NO. 2019-13**

**RESOLUTION RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE
AMENDING VARIOUS PROVISIONS OF CHAPTER 37 OF THE SALINAS
MUNICIPAL CODE (ZONING) TO ALLOW A DRIVEWAY WIDTH EXPANSION
SUBJECT TO APPROVAL OF A CONDITIONAL USE PERMIT (CUP)
(ZCA 2019-006)**

WHEREAS, on November 7, 2006, the Salinas City Council, adopted Ordinance Number 2463 replacing the existing Zoning Code; and

WHEREAS, on May 18, 2010, the Salinas City Council adopted Ordinance Number 2507 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on April 19, 2016, the Salinas City Council adopted Ordinance Number 2569 which amended various provisions of Chapter 37 of the Salinas Municipal Code (“Zoning Code”) to allow for general changes, language clarification, and minor corrections; and

WHEREAS, on December 6, 2016, the Salinas City Council adopted Ordinance Number 2581 which amended Zoning Code Sections 37-10.250, 37-10.280, and 37-10.430 to modify definitions related to accessory dwelling units; Sections 37-30.020, 37-30.060, 37-30.110, 37-30.160, and 37-30.430 to allow accessory dwelling units as permitted uses; and 37-50.250 to address conformance with state law regarding accessory dwelling units; and

WHEREAS, on April 18, 2017, the Salinas City Council adopted Ordinance Number 2592 which amended various provisions of Chapter 37 of the Zoning Code to remove the bedroom mix requirement for residential development in the Central City Overlay and correct typographical errors; and

WHEREAS, on July 3, 2018, the Salinas City Council adopted Ordinance Number 2605 which amended Sections 37-40.320(b) and 37-10.250 and added Section 37-50.015 of Chapter 37 to establish an adaptive reuse ordinance that would allow for the reuse of existing non-residential buildings for the production of housing when located in the Central City Overlay Downtown Core Zoning District and within a building at least fifty years old, or located within a historically significant building in the City; and

WHEREAS, on September 18, 2018, the Salinas City Council adopted Ordinance Number 2607 which amended Sections 37-40.320(b), 37-10.250, 37-50.015 of Chapter 37 of the Salinas Municipal Code (Zoning) to expand the adaptive reuse ordinance to include the Central City Overlay District; and

WHEREAS, on March 6, 2019, the Salinas City Council adopted Ordinance Number 2617 which amended Section 37-50.300 of Chapter 37 to permit temporary employee and interim housing in existing properties developed as a hotel or motel; and

WHEREAS, on October 2, 2019, the Salinas Planning Commission held a duly noticed public hearing to consider Zoning Code Amendment 2019-006, amending Zoning Code Section 37- to allow a driveway width expansion subject to approval of a Conditional Use Permit (CUP) for recommendation to the City Council: and

WHEREAS, on October 2, 2019, the Salinas Planning Commission weighed the evidence presented at hearing, including the Staff Report which is on file at the Community Development Department together with the record of environmental review and hereby finds that the following amendment will not have the effect of reversing policies of the Salinas General Plan or other plans and policies previously adopted by the City Council and finds the project to be categorically exempt from the California Environmental Quality Act (CEQA), as follows:

NOW, THEREFORE, BE IT RESOLVED by the Salinas Planning Commission that the Commission recommends that the City Council find the project to be categorically exempt from the California Environmental Quality Act and introduce and then adopt Zoning Code Amendment 2019-006; and

BE IT FURTHER RESOLVED that the Commission adopts the following findings as the basis for its determination, and that the foregoing recitations are true and correct, and are included herein by reference as findings:

Categorical Exemption:

1. ***The project has been found to be a Class 5 Categorical Exemption pursuant to Guidelines section 15305 of the Guidelines to the California Environmental Quality Act;***

The proposed Zoning Code amendments applying to various provisions of the Zoning Code, including functional improvements and minor corrections is categorically exempt from further environmental analysis per CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The proposed Zoning Code Amendment would not result in a significant environmental impact since it involves minor alterations to various Zoning Code sections.

Zoning Code Amendment 2019-006:

1. ***The amendment is consistent with the Salinas General Plan and other plans and policies adopted by the Salinas City Council.***

The proposed amendment would not result in uses inconsistent with any land use designation.

2. ***The amendment will not have the effect of reversing the policies of the Salinas General Plan, any applicable Specific Plan, and other plans and policies adopted by the Salinas City Council.***

The proposed amendment will not reverse existing policies.

3. ***The amendment would not create an isolated district unrelated to adjacent zoning districts.***

The proposed Amendment will not create any additional zoning districts.

4. ***The City has the capability to provide public utilities, roads, and services to serve the uses allowed by the proposed amendment.***

Salinas is an urbanized area and public infrastructure is presently in place to serve most uses.

PASSED AND ADOPTED this 2nd day of October 2019 by the following vote:

AYES: Chairperson Griffin, Commissioners Laguna, Meeks, Nohr, Ottone, Rocamora

NOES: None

ABSTAIN: None

ABSENT: Commissioner Anzo

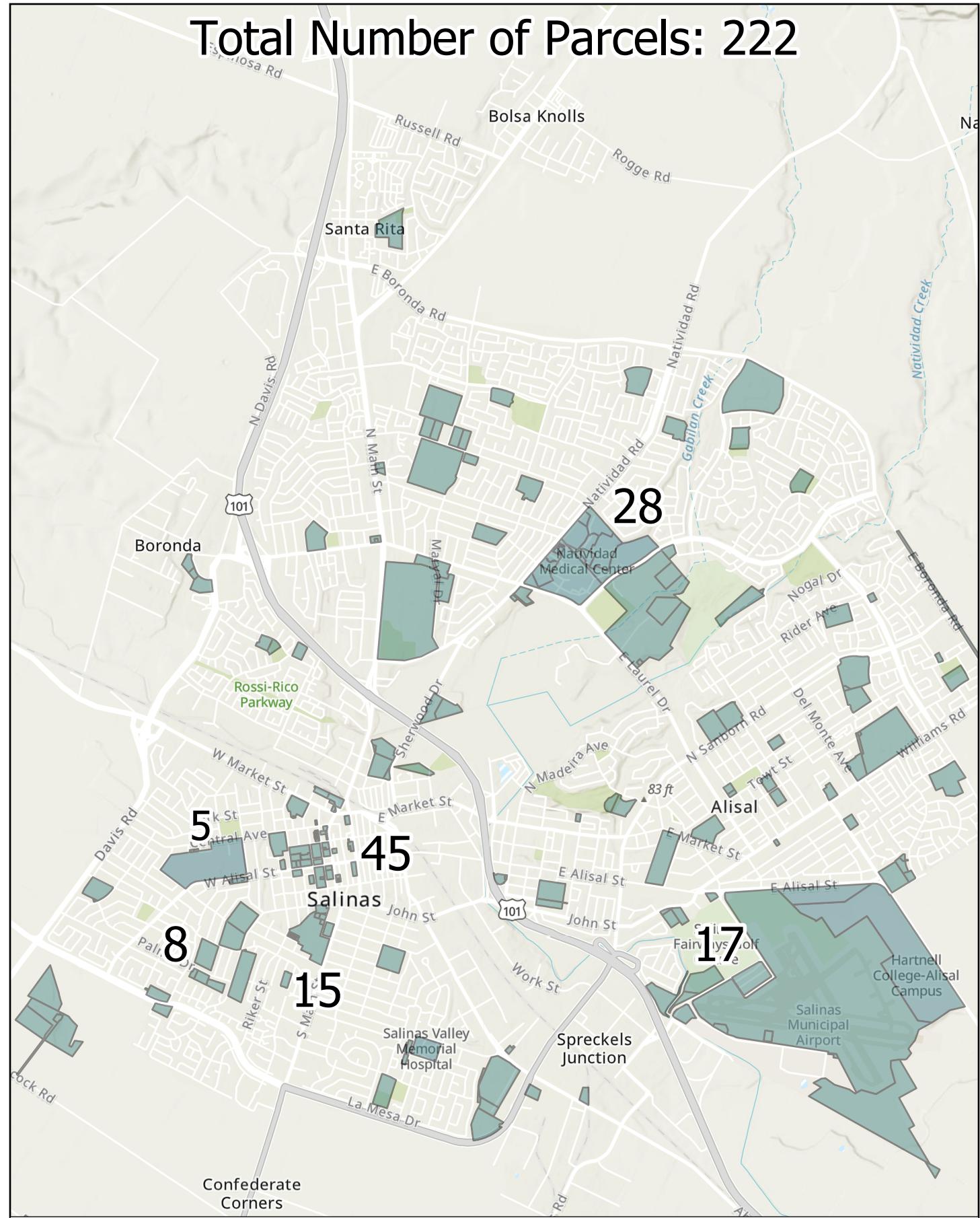
THIS IS TO CERTIFY that the foregoing is a full, true, and correct copy of a Resolution of the Planning Commission of the City of Salinas, that said Resolution was passed and adopted by the affirmative and majority vote of said Planning Commission at a meeting held on October 2, 2019, and that said Resolution has not been modified, amended, or rescinded, and is now in full force and effect.

SALINAS PLANNING COMMISSION

Date: _____

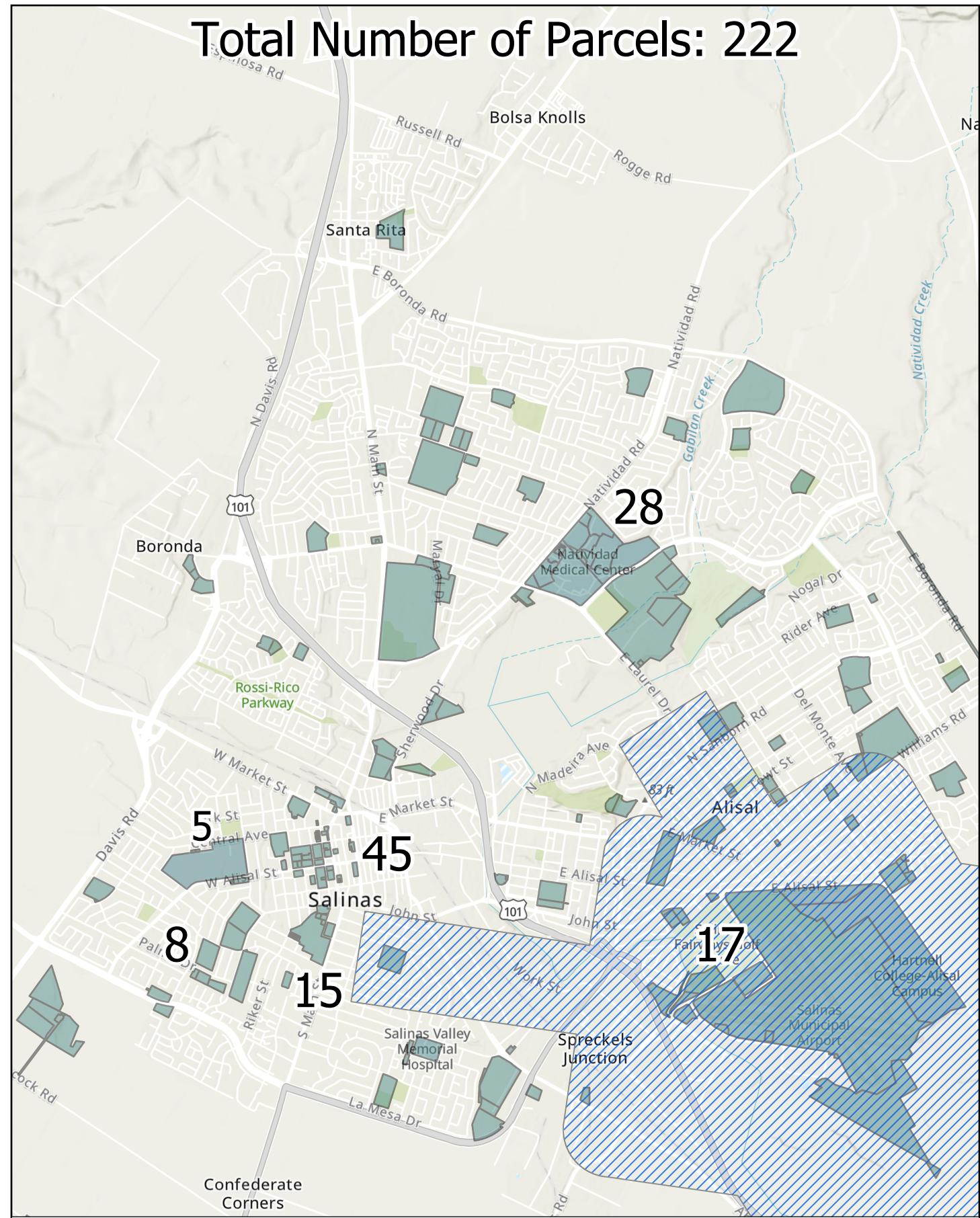
Courtney Grossman
Secretary

Total Number of Parcels: 222



Public/Semipublic Zoned Parcels

Total Number of Parcels: 222



Public/Semipublic Zoned Parcels

■ Public/Semipublic
■ Airport Overlay District