



## **CITY OF SALINAS COUNCIL STAFF REPORT**

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**DATE:** AUGUST 12, 2025

**DEPARTMENT:** ADMINISTRATION

**FROM:** RENÉ MENDEZ, CITY MANAGER

**TITLE:** FY 25-26 WORKFORCE ALLOCATION ADJUSTMENT

### RECOMMENDED MOTION:

A motion to approve a Resolution modifying the workforce allocation for the Police Department to add one Public Safety Recruitment Coordinator position and one Public Safety Communications Specialist position, respectively.

### EXECUTIVE SUMMARY:

Staff recommend that the City Council approve the attached Resolution modifying the workforce allocation for the Police Departments. This modification will add one Recruitment Coordinator and one Public Safety Communications Specialist to the Police Department's workforce.

### BACKGROUND:

As part of both the FY 2024-25 and the FY 2025-26 budget process, the Police Department requested the addition of one Personnel & Training Specialist position and one Public Safety Communications Specialist position. Though not funded as part of the City's annual budget process, these position requests were discussed during the June 10, 2025, Finance Committee Meeting, and during the June 17, 2025, City Council Meeting. During both meetings, staff were provided direction to focus on these position requests and bring them back to the City Council for consideration sooner rather than later.

In the FY 2025-26 request for a Personnel & Training Specialist, the Police Department stated this new position would support recruitment activities by ensuring timely outreach, communication, and follow-through with prospective and confirmed applicants. This will include coordination of the background investigation process, oversight of consultant contracts, and communication with candidates going through the recruitment and background investigation process. During calendar year 2024, there were a total of 88 background investigations initiated through contracted background investigators. In addition to those assigned backgrounds, many additional applicants were reviewed and evaluated by internal staff before determining not to move forward with a background investigation. While the bulk of the background investigations are completed by a contract investigator, staff must monitor the progress, ensure timely scheduling and follow-through on required testing, and stay in communication with applicants to ensure they remain engaged

during the lengthy recruitment and hiring process. As the Police Department continues to focus on increasing their sworn workforce, this position is critical to ensure timely follow-up on applicants which can increase the likelihood of sustaining viable candidates through the lengthy recruitment process and thus reduce unnecessary costs associated with losing qualified candidates prior to hiring. This position will also coordinate training workshops for potential applicants and assist with administrative coordination and reporting as required by policy and legislation. It is important to note that from 2017 through 2021 the Police Department had a dedicated Recruitment Officer, and this civilian position will provide similar services. The current Personnel & Training Specialist classification is inactive. After further discussion and analysis, a more appropriate title and classification would be a Public Safety Recruitment Coordinator, which currently does not exist. The Police Department will work with the Human Resources Department to develop the job description to meet the current needs of the department and subsequently amend the Classification Salary Schedule.

In their FY 2025-26 request for a Public Safety Communications Specialist, the Police Department stated that as one of the largest and most active departments in the city, the need for a full-time and dedicated position is necessary to coordinate media activities, communicate critical information and reports to the community, share updates and outcomes of police operations, and share community events. Currently, press releases, media requests, and social media communication are completed by a small team of sworn staff, often on an overtime basis. Duties of this position will align with the existing Communications Specialist job description, including reviewing, coordinating, creating, and overseeing a wide variety of public information and media projects within the communications, promotions, and public relations arena. The addition of this position will support the Police Department's priority of community engagement and relational equity by allowing the department to be more proactive and responsive in communications with the public and help ensure consistent and community-focused messaging. In addition, the Public Safety Communication Specialist will work in close collaboration with City's Community Relations Manager (PIO).

Due to the extended timeline involved in hiring Police Department positions, it is anticipated that sufficient funding will be available within the Police Department's FY 2025-26 budget to support these new positions. However, should hiring take place sooner than expected and additional funds are needed this FY, it will be addressed as part of the Mid-Year Budget process.

#### 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). CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

No.

#### STRATEGIC PLAN INITIATIVE:

Approving the proposed Resolution will support the City Council's Strategic Plan Goals of Public Safety and City Services.

**DEPARTMENTAL COORDINATION:**

Administration staff worked with the Human Resources Department, Finance Department, and Police Department in this effort.

**FISCAL AND SUSTAINABILITY IMPACT:**

Due to the extended timeline involved in hiring Police Department positions, a pro-rated share (10 months) of the fully loaded cost for each position is being recommended for appropriation. The Public Safety Communications Specialist portion is \$118,600 and the Public Safety Recruitment Coordinator is currently estimated to \$108,500 for a total of \$227,100. Depending on actual start dates, salary savings in FY 2025-26 could be realized. Future annual costs are \$142,400 for the Public Safety Communications Specialist and estimated at \$130,100 for the Public Safety Recruitment Coordinator, for a total of \$272,500.

<b>Fund</b>	<b>Appropriation</b>	<b>Appropriation Name</b>	<b>Total Appropriation</b>	<b>Amount for recommendation</b>	<b>FY 25-26 Operating Budget Page</b>	<b>Last Budget Action (Date, Resolution)*</b>
1000-1200	General Funds	Salaries & Benefits	\$0	\$227,100	N/A	N/A

**ATTACHMENTS:**

Resolution

**RESOLUTION NO. \_\_\_\_\_ (N.C.S.)**

**RESOLUTION APPROVING FY25-26 WORKFORCE ALLOCATION ADJUSTMENT**

**BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS** that the workforce of the Police Department shall be adjusted to reflect one Public Safety Recruitment Coordinator, and one Public Safety Communications Specialist, respectively.

**BE IT FURTHER RESOLVED** that a budget allocation of \$227,100 for position costs be authorized from General Funds fund balance.

**PASSED AND APPROVED** this 12<sup>th</sup> day of August 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

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Dennis Donohue, Mayor

**ATTEST:**

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Patricia M. Barajas, City Clerk