

EXHIBIT A  
MID-YEAR – FY 2019-20

**Police Department (Safe, Livable Community)**

***Mid-Year Budget Adjustments***

**1. Rifles (\$39,700)**

**1000.40.4220-62.5120 Supplies & Materials Other Clothing & Equip  
(PBB Program #210 – Patrol/Calls for Services, Quartile A)**

The Police Department is working toward assignment of Department-issued rifle to each sworn personnel. Having assigned rifles increases the capacity for officer response during situations such as an active shooter scenario. The standardization of equipment supports reliability and consistency in training/maintenance. This request would fund the purchase of 20 additional rifles to outfit the Patrol and Traffic Units.

**2. Unleaded Gas (\$40,000)**

**1000.40.4220-62.3200 Supplies & Materials Fuel - Unleaded  
(PBB Program #210 – Patrol/Calls for Services, Quartile A)**

Additional funding is needed for increased fuel costs to support patrol and calls for services.

**3. Training for Violence Suppression Task Force K-9 (\$5,000)**

**1000.40.4130-63.6010 Outside Services Other Outside Services  
(PBB Program #168 – Gang Sweeps, Quartile A)**

This request would fund additional training for the K-9 dedicated to the Violence Suppression Task Force (VSTF). The K-9 in the VSTF Unit is the Police Department's only dedicated drug detection K-9.

**4. ShotSpotter Annual Subscription Service (\$455,000)**

**1000.40.4130-63.4980 Outside Services Maintenance - Software  
(PBB Program #210 – Patrol/Calls for Services, Quartile A)**

ShotSpotter Flex is a subscription-based system capable of providing a gunshot location system. ShotSpotter helps law enforcement agencies by directing police officers to the precise location of gunfire incidents within seconds of the shots being fired. The ShotSpotter equipment was purchased, installed, and integrated into the Monterey County Dispatch Center subsequent to an agreement signed 8/31/2016. That agreement also provided for three years of subscription services which ended on December 13, 2019. This Mid-Year funding request will support the delivery of annual subscription services through December 13, 2020 in accordance with the existing ShotSpotter Flex Services Agreement.

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- 5. Gemalto CABIS 7 or NEC for Fingerprint Processing (\$70,000)**  
**1000.40.4130-66.5000 Capital Outlays Other Equipment**  
**(PBB Program #199 – Crime Scene Investigation, Quartile B)**

The current equipment is antiquated, no longer supports technology updates, and requires separate database searches which is time intensive. This request would fund the purchase of a Gemalto CABIS 7 equipment or NEC equipment which supports multimodal processing, editing, searching, and storing of fingerprint and other biometric identification.

- 6. Training for New Patrol K-9s (\$15,000)**  
**1000.40.4130-63.6010 Outside Services Other Outside Services**  
**(PBB Program #206 – K-9, Quartile C)**

This request would fund training for two new K-9s assigned to the Patrol Division. These new K-9s fill existing vacancies in the K-9 Unit. The new K-9s are required to participate in a 6-week K-9 training school with their handlers, and will also require additional training to support the development of skills and consistency necessary to succeed with the Salinas Police Department.

- 7. Equipment for New Patrol K-9s (\$10,000)**  
**1000.40.4220-62.5120 Supplies & Materials Other Clothing & Equip**  
**(PBB Program #206 – K-9, Quartile C)**

This request will fund the necessary equipment and supplies for the new Patrol Division K-9s. Equipment will include crates/kennels, harnesses, collars, muzzles, leads, and other necessary supplies.

- 8. Records Management System (\$160,000)**  
**5800.40.9214-63.4980 Outside Services Maintenance – Software**  
**(PBB Program #280 – Records Management System, Quartile C)**

This request will support the procurement and maintenance of a Cloud-Based Records Management System (RMS) and Field Reporting System for the Police Department. Through the procurement of a new system the City will modernize its current records management capabilities, integrate systems, and improve its ability to share data.

- 9. Kawasaki Green Pro-FX 4WD (\$14,000)**  
**5800.40.9579-66.5500 – Capital Outlays Vehicles – Police Vehicle Replacement CIP**  
**(PBB Program #210 – Patrol/Calls for Services, Quartile A)**

This request will fund the purchase of a Kawasaki Green Pro-FX 4WD to allow officers to access areas not accessible by patrol vehicles, especially during wet and muddy conditions.

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The vehicle will have a dual bench seats and a cargo bed to facilitate transportation of personnel and equipment as needed.

**10. Night Vision Monoculars for SWAT (\$17,000)**

**1000.40.4220-62.5120 Supplies & Materials Other Clothing & Equip  
(PBB Program #255 – SWAT, Quartile C)**

Over the previous two years, grants have funded the purchase of 18 Night Vision Monoculars for SWAT personnel. This request will fund the four remaining Night Vision Monoculars needed to ensure the entire SWAT Team can respond to situations requiring this equipment.

**11. Promotion Exams and Assessments (\$28,000)**

**1000.40.4112-63.6010 Outside Services Other Outside Services  
(PBB Program #171 – Recruitment, Selection, and Promotion Process Services, Quartile B)**

To ensure the most qualified candidates are selected, the Salinas Police Department retains the services of a specialized vendor for written exams and assessment processes for internal promotions. This request will fund services related to the written exam for the Police Sergeant promotion, as well as the assessment process for the Police Sergeant and Police Commander promotions.

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**Fire Department (Safe, Livable Community)**

***Mid-Year Budget Adjustments***

**1. Power Saw Program (\$6,000)**

**1000.45.4510-62.4100 Supplies & Materials – Power Equipment  
(PBB Program #84 – Rescue, Quartile A)**

Power saws are used on emergency scenes as well as for training. The power saws are needed to perform emergency operations. The saws require regular maintenance and repairs. Parts are needed to be in stock for immediate repairs.

**2. Safety Clothing & Equipment (\$10,000)**

**1000.45.4510-62.5100 Supplies & Materials – Safety Clothing  
1000.45.4510-62.5200 Supplies & Materials – Safety Equipment  
(PBB Program #78 – Structure Fires, Quartile A)**

Personnel protective equipment (PPE) and clothing is required per OSHA and to perform the duties for the fire department. Repairs and back up PPE is needed for equipment and clothing which fails or needs repairs.

**3. Mobile Column Lift (\$78,000)**

**1000.45.4560-62.4100 Supplies & Materials – Power Equipment  
(PBB Program #143 & 144 – Vehicle Maintenance Service & Repair, Quartile B)**

Mobile Column lift allow for Fire Mechanics to lift the fire engines and fire ladder truck to perform planned maintenance and repairs. The current lifts are difficult to find replacement parts. The new lifts have new technology and allows the ladder truck.

**4. Auto Extrication Tools (\$23,000)**

**1000.45.4510-62.4100 Supplies & Materials – Power Equipment  
(PBB Program #84 – Rescue, Quartile A)**

Auto extrication tools are required to perform rescue operation for vehicle accidents and other rescues. These tools are also known as “jaws of life”. The current tools gasoline motor operated and use hydraulic fluid and hoses which require regular immediate repairs and limit capabilities. The new tools are battery operated hydraulic motor which improves ability to manually carry and improves the ability to perform at a rescue incident. Also reduces injuries to personnel due to the tools are lighter in weight.

**5. Mattresses & Box Springs (\$50,000)**

**1000.45.4510-66.5200 Capital Outlays – Furniture  
(PBB Program #92 – Facility Maintenance, Quartile C)**

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**Fire Department (Safe, Livable Community)**

Fire personnel are required to be on duty for 48-hour shifts. Personnel have sleeping quarters and the beds currently in use are over 10 years old. Having new mattresses reduce claims for injuries and personnel are able to get adequate rest. The purchase will allow replacement of 50-75% of mattresses and box springs or 90% of mattresses.

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**Community Development Department (Quality of Life)**

***Mid-Year Budget Adjustments***

1. **Restoration of Advanced Planning Division Professional Services (\$20,000)**  
**1000.30.3461-63.5900 Outside Services Other Professional Services**  
**PBB Program #720 – General Plan Update, Quartile A**

This request would restore \$20,000 in funding to the Advanced Planning Division's Professional Services Account 1000.30.3461-63.5900, which was inadvertently removed by the Finance Department as part of the FY 2019-2020 budget preparation process. The restoration of this funding is needed to pay for part-time staffing costs and other services related to the City's Census 2020 and General Plan Update outreach efforts.

2. **CIP #9078 Reconciliation (\$19,000)**  
**5800.30.9078-63.5010 Outside Services Professional Services**  
**PBB Program #722 – West Area Specific Plan and EIR, Quartile A**

A recent internal audit of CIP 9078 found that \$19,000 (to pay for outside attorney and consultant services) was incorrectly billed in FY 2018/2019 to this account rather than the appropriate account (the Advanced Planning Division's Professional Services Account 1000.30.3461-63.5900). CIP 5800-30-9078-63.5010 contains funds for the services of an outside planning consultant (pursuant to an executed professional services agreement with the City) to prepare environmental documents for the West Area Specific Plan. This CIP is solely funded by the contributions of project applicants rather than from City funding sources. As such, this budget request is to return \$19,000 in General Funds to reconcile the CIP account to fund the cost of the planning consultant's remaining services. If this fund is not restored, the City will not be able to pay its contract obligation for the preparation of an Environmental Impact Reports\ (EIRs) for the West Area Specific Plan.

3. **Central Area Cumulative Traffic Impact Mitigation Cost Estimate and Fair-Share Analysis (\$60,000)**  
**1000.30.3461-63.5010 Outside Services Professional Services**  
**PBB Program #723 – Central Area Specific Plan and EIR, Quartile A**

This request would fund the preparation of a Cumulative Traffic Impact Mitigation Cost Estimate and Fair-Share Analysis to determine the amount of the proposed Central Area Specific Plan's fair share funding contribution towards mitigating the project's cumulative traffic impacts. A similar analysis was prepared and funded by the City to determine the amount of the West Area Specific Plan's fair share funding contribution. This study is the City's responsibility because it determines what the developers must pay to fund traffic improvements outlined in the Environmental Impact Report. Currently, the City does not

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have the internal capacity (staff time or modeling software) to prepare the fair share contribution analysis. Public Works staff will review and approve the completed analysis.

- 4. Security Services Contract (\$13,000)**  
**1000.30.3111-63.6010 Outside Services**  
**(PBB Program #718 – Department Administration, Quartile B)**  
**(PBB Program #765 – Public Counter Service, Quartile B)**

During this fiscal year, City Council allocated funding for security at the Permit Center in recognition of the significant customer traffic (over 14,000 annual visits) and increased risk with the addition of Finance and cash transactions. Like the Steinbeck Library and Recreation Center across the street, 65 W. Alisal now has a security guard to ensure the safety of our customers and the employees of the Community Development, Finance, Fire, and Public Works Departments, which has helped alleviate pressure on the Police Department to constantly respond to calls for service. When the costs for security were first estimated, overtime hours from 7:30-8:00 AM and 5:00-6:00 PM were not accurately accounted for. To ensure employees are safe walking to and from the building, and to redirect homeless people in and around the Permit Center and parking garage, these additional hours are needed. This funding would cover the remainder of the fiscal year.

- 5. 65 W. Alisal St Building Improvements (\$20,000)**  
**1000.30.3111-63.6010 Outside Services**  
**(PBB Program #722 – Department Administration, Quartile B)**  
**(PBB Program #765 – Public Counter Service, Quartile B)**

Because of the City's limited budget and the significant amount of needed facility improvements, 65 W. Alisal has remained largely unchanged since it was first acquired by the City. Over time, the City has made small improvements at 65 W. Alisal, most notably replacement of the failing roof. Unfortunately, the building has deteriorating gutters, which created building leaks that caused damage to flooring, ceiling tiles, and walls during the heavy rains in late November and early December. These funds would be used to repair water damage and make small improvements to bathrooms and the Inspectors Room. The actual amount dedicated to improvements at 65 W. Alisal is \$20,000, but per Finance policy a 15% administrative charge of \$3,000 would be added to the overall cost.

- 6. Temporary Warming Shelter (\$80,000)**  
**1000.30.3240-63.6010 Outside Services**  
**(PBB Program #704 – City County MOU and Coordination, Quartile B)**  
**(PBB Program #513 – Homeless Initiatives, Quartile A)**  
**(PBB Program #582 – Homeless Encampment Mitigations, Quartile A)**

The City of Salinas (City) and County of Monterey (County) have agreed through multiple Memorandum of Understanding's (MOU's) to work together to oversee and continue

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operational funding for the Warming Shelter (Shelter), currently located at 111 W Alisal Street, until a permanent shelter is developed, operational and open for business. The Shelter has been consistently serving 70-80 persons, including men, women, and families with children, daily.

The County and City endeavor to fund the Shelter as equitably as possible. As a result, the County and City have agreed to a 50% cost share for regional funding and 50% cost share for General Fund for FY 2019-20.

For FY 2019-20, the City budgeted \$32,658 from federal entitlement HUD ESG, \$121,966 from State HCD ESG, \$80,000 of HCD California Emergency Solutions and Housing (CESH) Round 1 grant funding and \$200,000 in General Fund to fund the Shelter through June 2020. However, the City reallocated the \$80,000 of HCD CESH Round 1 funding from the Shelter to the Chinatown Navigation Center for operational expenses for Phase 2, which would include overnight shelter for up to 15 individuals. In addition, the Chinatown Navigation Center became a priority of the City to reopen the showers and restrooms after the Franciscan Workers of Junipero Serra ceased operation of the facility in July 2019.

This budget request is for \$80,000 of General Fund to replace the \$80,000 of HCD CESH Round 1 funding that was utilized for the Chinatown Navigation Center Phase 2. If this budget request is not approved, the Shelter will have an operational funding short fall in FY 2019-20 and the City would be in violation of its MOU with the County.

**7. Chinatown Navigation Center (\$75,000)**

**1000.30.3240-63.6010 Outside Services**

**(PBB Program #513 – Homeless Initiatives, Quartile A)**

**(PBB Program #582 – Homeless Encampment Mitigations, Quartile A)**

In July 2019, Franciscan Workers of Junipero Serra ceased operations of the Chinatown Health Services Center which provided showers and restroom facilities to the homeless population. The City made it a priority to reopen the facility as soon as possible. The Community Development Department Housing and Community Development Division took the lead on developing a plan which consists of two phases. Phase 1 reopens the showers and restrooms to the community. Phase 2, which is part of the City's CESH Chinatown Pilot Program (Pilot Program), expands Phase I services by converting some of the existing offices and a large conference room into an overnight shelter for up to 15 individuals with the intention to serve as a bridge to permanent housing. The Chinatown Health Services Center has now become the Chinatown Navigation Center.

Phase 1 was accomplished on November 1, 2019, when the City entered into an Agreement for Services (Agreement) with the non-profit service provider Community Homeless Solutions in the amount of \$46,052 using the City Manager's contingency account funds



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to reopen and operate the showers and restrooms. The term of this Agreement will expire on January 31, 2020, with the understanding that a new Agreement would be executed to implement Phase 2 of the plan starting February 1, 2020.

The estimated operational cost to implement Phase 2 of the plan is \$452,357 with a proposed term of February 1, 2020 thru October 31, 2020. The City would utilize \$204,729 of HCD CESH Round 1 funds, \$172,628 from the County's Whole Person Care (WPC) matching funds, leaving a \$75,000 shortfall which is needed to cover the remaining balance.

This budget request is for \$75,000 in General Fund which is needed to cover the shortfall in order to fully fund the operations during the proposed Agreement term for Phase 2. This vital Pilot Program will provide an opportunity for those experiencing homelessness to move into permanent housing and reduce health and environmental hazards.

**8. Moon Gate Plaza Chinatown Alliance Office Space – Annual Operating Expense (\$23,500)**

**1000.30.3240-63.6010 Outside Services**

**(PBB Program #513 – Homeless Initiatives, Quartile A)**

**(PBB Program #582 – Homeless Encampment Mitigations, Quartile A)**

The City entered into a Letter of Intent (LOI) with MidPen Housing (Property Owner) on July 26, 2019, which is a formal commitment stating the City's intent to enter into a five-year lease agreement at a later date. The LOI and future five-year lease agreement is for approximately 1,233 sq. ft. of ground floor commercial office space within the newly constructed Moon Gate Plaza mixed-use project located at 21 Soledad Street, which is anticipated to be completed by February 2020. This office space would be used by both Community Development Department (CDD) and Police Department (PD) staff and would be known as the Chinatown Community Alliance. Within the 1,233 sq. ft. Chinatown Community Alliance footprint, the City will have one office dedicated for CDD staff which would include a Homeless Outreach Coordinator. The two other offices will be dedicated for PD staff. In addition, CDD and PD staff will share a common waiting area and conference room.

The estimated annual operating expense for the Chinatown Community Alliance is \$23,500, which includes common area maintenance (CAM) and utility costs. MidPen is not charging the City for base rent of the facility. Without this funding, both CDD and PD staff will be unable to utilize this office space within Moon Gate Plaza. This CDD and PD office space is vital to support the overall revitalization of Chinatown. It is anticipated that the Chinatown Revitalization Plan Implementation Committee will meet in these offices.

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- 9. Moon Gate Plaza Chinatown Alliance Office Space – Initial Set-Up Cost (\$31,500)**  
**1000.30.3240-63.6010 Outside Services**  
**(PBB Program #513 – Homeless Initiatives, Quartile A)**  
**(PBB Program #582 – Homeless Encampment Mitigations, Quartile A)**

To occupy the City's Chinatown Community Alliance space in Moon Gate Plaza, there is a one-time upfront expense of \$31,500 for office desks, monitors, computers, office chairs, file cabinets, printers, and IT setup. To the extent possible, City staff will reuse old office furniture. However, given the configuration of the offices and community needs, it may not always be possible to use the City's old and more bulky furniture. Without this one-time investment, both CDD and PD staff will be unable to utilize this office space, which is vital to support the overall revitalization of Chinatown.

- 10. Senior Planner for General Plan (\$0 Funding Requested)**  
**5800.30.9701-61.1100 Salaries & Benefits Regular Pay \$0 (Already budgeted in CIP 9701)**  
**PBB Program #720 – General Plan Update, Quartile A**

To reduce costs and minimize the use of expensive consultants, the City proposes to hire a full-time Senior Planner for the Advanced Planning Division. This Senior Planner would work with other staff to draft significant sections of the General Plan, Climate Action Plan, and Zoning Code Update with an estimated savings in consultant expenses of \$500,000 over the General Plan Update (GPU) Process. The addition of this Senior Planner will also make it possible to complete the GPU process by June of 2023. The previous GPU was initiated in 1998 and completed in 2006 with the adoption of the Zoning Code, a much longer timeframe because of the lack of staffing resources. The GPU is critical to the City's continued growth and economic development and will spur investment leading to increased property and sales tax revenue, facilitate construction of much needed housing, and improve the City's competitiveness for grants.

The addition of the Senior Planner will not result in any added funding. Funding for this position is already available through the CIP for the General Plan. The salary and benefits for a period of four months through to next fiscal year is \$53,000. The annual cost of the Senior Planner is \$160,700. The City has established a General Plan Update Maintenance Fee, which provides an ongoing funding source for expenses related to the General Plan.

- 11. Current Planning – Professional Services (\$70,000)**  
**1000.30.3462.63.5220 Outside Services Cannabis Monitoring (\$70,000)**  
**(PBB Program #708 – Business Retention and Expansion, Quartile B)**  
**(PBB Program #716 – Business Attraction, Quartile B)**

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Last year, the Community Development Department (CDD) assumed responsibility over commercial cannabis business permitting. At that time, cannabis permitting was very new and the City was unsure of the revenues collected for financial assessment and related contractor expenses for cannabis monitoring. Because the contract is based on hourly rates tied to the actual level of operation of a cannabis business, which continues to evolve, CDD underestimated the cannabis monitoring expense for the year of only \$30,000. In actuality, the expense related to cannabis monitoring including tax assessment calculations will be \$100,000 for the fiscal year. As a result, CDD is requesting that an additional \$70,000 be transferred into the budget for cannabis monitoring for the contract with Macias Gini & O’Connell LLP (MGO). The City has already collected the required revenue to cover this expense and therefore the adjustment will not impact the General Fund.

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**Public Works (Excellent Infrastructure)**

***Mid-Year Budget Adjustments***

1. **Public Works Maintenance Yard Needs Assessment (\$30,000) Source: General Fund 1000.50.5110.63.5900 Professional Outside Services**  
(PBB Program #597 – Maintenance Service Administration, Quartile A)  
(PBB Program #505 – City Property Management, Quartile B)

The Borelli Project is proposing to buy the current Work Street Maintenance Yard and construct a new maintenance yard at the Salinas Airport. In order to make sure the new maintenance yard will be properly sized a needs assessment need to be completed. This request will fund the needs assessment that is currently requesting proposals.

2. **Pavement Management Program (Street Saver) Street Rating (Net \$0) Source: Measure X**  
Transfer \$200,000 of Measure X funds from 5800.50.9218-66.4000 Bardin Road Safe Routes to School Project to 5800.50.9438-63.5400 – Annual City Street Rehab Projects Outside Engineering Services  
(PBB Program #519 – Infrastructure Planning (Pavement Management), Quartile “B”)

The City is required to maintain and submit regular reports on the condition of the streets as part of the agreement with TAMC and City of Salinas in order to receive Measure X funding. Various State and federal funding grant programs also require the maintenance of a pavement management program. The City will be preparing an RFQ to hire a consultant to assist the City in reviewing and updating the current pavement information for all roads and re-inspect the pavement condition of all the City’s arterials and collectors. This investment will provide an accurate evaluation of the current pavement condition and assist in budgeting the street maintenance program.

3. **Sanborn Road / Elvee Drive Project, CIP 9117 (Net \$0) Source: Gas Tax & Measure X**  
Transfer \$93,000 gas tax funds from 5800.50.9071-63.5400 Williams Road Street/Streetscape and \$100,000 Measure X funds from 5800.50.9218-66.4000 Bardin Road Safe Routes to School into 5800.50.9117-66.4000 – Sanborn Road/Elvee Drive Project Capital Outlay Improvements  
(PBB Program #518 – Capital Improvement Program Management and Design, Quartile “A”)

The construction project has undergone several delays due to bird nesting issues, Fish and Wildlife delays on project, PG&E overhead line relocations, PG&E gas line relocations, Designer changes and schedule changes. The contractor will be pursuing overhead claims due to the extended time of this project. This funding is to mitigate the potential claim.

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4. **Stormwater Compliance Construction Inspection Services (\$30,000) Source: General Fund**  
**1000.50.5115-63.5700 – Outside Services Plan Checks**  
**(PBB Program #9096 – NPDES Stormwater Permit Compliance, Quartile A)**

Staff estimates additional funds required to continue ETIC's contract for Stormwater Pollution Prevention Plan inspections. The need is based on an above average number of ongoing construction projects that require weekly inspections during the "rainy season", October 1st to April 30th. The cost of inspections is offset by fees paid in by developer. Fees generated are used to partially fund the City's NPDES program (6500.50.5443).

5. **Old Fire Station Parcel Map Monumentation (\$3,500) Source: General Fund**  
**1000.50.5115-63.5700 – Outside Services Plan Checks**  
**(PBB Program #529 – Design of City Facilities (Non-CIP), Quartile C)**

Per the purchase agreement between the City of Salinas and Taylor Farms for the Old Fire Station building, the City was to subdivide the property. Parcel map 1064 was recorded on November 14, 2017 at the County of Monterey as Volume 23 of Parcel Maps at Page 70. In accordance with the Subdivision Map Act, monumentation shall be physically set, if shown on a recorded map. The city proposes to set temporary markers to satisfy the Map Act requirement. Monumentation, in accordance with city standards, shall be set with future roadway improvements.

6. **Parking Enforcement Supplemental Appropriation (\$250,000) Source: Enterprise Revenue**  
**6803.50.5448-61.1100- Parking Enforcement - Regular Pay**  
**(PBB Program #632 – Parking Enforcement, Quartile "B")**  
**(PBB Program #502 Vibrancy Plan, Quartile "C")**

This request allocates program revenues to cover annual costs attributable to Citation Processing Services, County and DMV charges. Net annual estimated revenue of \$313,000 is available to cover this total cost.

7. **Traffic Safety Education (\$15,000) – Source: General Fund**  
**5800.50.9003-61.1100 – Street Safety Education Project, Regular Pay**  
**(PBB Program #534- Traffic Monitoring Program Quartile "A")**

Traffic Safety includes 3 E's of Engineering, Enforcement and Education. Public Works and Police provide the two E's in current programs. Grants may sometimes fund education programs. This request re-allocates funding for this program that aims to provides match

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funds for potential grants that fund safety programs. Work will include collaboration with local and regional partners to provide safety education for Salinas and supports the development of the City's Vision Zero policy.

- 8. Traffic Signal Maintenance Supplemental Appropriation (\$147,000) Source: Gas Tax**  
**5800.50.9654-63.4000 – Traffic Signal Installation - Outside Services Maintenance and Repairs**  
**(PBB Program #533- Traffic Signal Maintenance, Quartile “A”)**

Staff estimates unforeseen costs of maintenance for the traffic signal system to be approximately \$100,000 annually. These include damages to traffic signals due to collisions and acts of nature. Actual costs due to these types of responses total \$247,000 and exceed the budget. The Traffic signal program is funded by SB1 and staff seeks a supplemental appropriation to cover actual costs in the amount of \$147,000.

- 9. Stormwater Utility (Targeted Polling) (\$45,000) Source: General Fund**  
**6500.50.5126-63.6010 Other Outside Services**  
**(PBB Program #515 – Management of NPDES Permit Compliance, Quartile A)**

In October 2019, the City received the final Stormwater Utility Feasibility Study which laid out what potential cost-of-service fees should be for development plan review, construction site inspections, and commercial/industrial inspections. The study also evaluated how much a stormwater utility would need to be to cover the costs of the NPDES program and if it would be feasible to obtain via the ballot process. A presentation was made on November 4, 2019 to the Finance Committee who then directed staff to move forward with a targeted community polling effort to determine the community “palatability” of a stormwater utility. The polling results will also help shape the path forward to the adoption of a stormwater utility prior to it becoming a ballot measure. Cost proposals have been gathered and it has been determined that \$45,000 should be enough to perform this task. This item was not initially considered at time of FY 18/19 budget planning; utilizing these funds would result in other NPDES permit-required items to become unfunded.

- 10. Stormwater Utility (Rate Structure Development & Community Outreach (\$50,000) Source: General Fund**  
**6500.50.5126-63.6010 Other Outside Services**  
**(PBB Program #515 – Management of NPDES Permit Compliance, Quartile A)**

In October 2019, the City received the final Stormwater Utility Feasibility Study which evaluated how much a stormwater utility would need to be to cover the costs of the NPDES program and if it would be feasible to obtain the utility via the ballot process. Should the stormwater utility ballot measure be successful, the City will need to have a rate structure

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in place with incentives for on-site green infrastructure. This activity will be performed in parallel with the targeted community polling. Cost proposals have been gathered and it has been determined that \$50,000 should be enough to perform this task. This item was not initially considered at time of FY 18/19 budget planning; utilizing these funds would result in other NPDES permit-required items to become unfunded.

**11. CCTV of Storm Sewer Lines (\$52,500) Source: \$15,000 General Fund and \$37,500 Gas Tax)**

**6500.50.5126-63.6010 Other Outside Services**

**(PBB Program #515 – Management of NPDES Permit Compliance, Quartile A)**

The City's new NPDES permit was adopted and became effective October 1, 2019. The new permit contains requirements to develop an Asset Management Program. One of the requirements stated in the permit (Section I.a.i.1) is to annually assess via CCTV a minimum of 30,000 linear feet of storm sewer infrastructure to determine its condition, and if necessary, what maintenance may be required. The information gathered will begin the development of the storm sewer asset management program. This work needs to be complete by October 2020 (and annually thereafter). The amount requested covers the cost to CCTV the storm sewer lines and costs for potential disposal of silt that is often prevalent in the lines. Since the new permit was not adopted until September 2019, this item could not have been considered in the FY 19/20 budget planning and therefore did not have funds allocated in July 2019. This activity must be completed by October 2020.

**12. MS4 Map Field Check (\$25,000) Source: General Fund**

**6500.50.5126-63.6010 Other Outside Services**

**(PBB Program #515 – Management of NPDES Permit Compliance, Quartile A)**

A requirement of the City's last NPDES permit was to completely map the storm sewer infrastructure. It is also a requirement of the newly adopted permit (Section G.3); however, additional infrastructure is required to be mapped. Through records review and a review of As-Built drawings in the Public Works' vault, additional infrastructure was added to the current MS4 map; however, there are some missing lines and the newly mapped infrastructure needs to be field-verified. In working with the Environmental Maintenance staff, two interns can field-verify the newly added items as well as "fill in the gaps" on the remaining infrastructure connections that are currently missing. All tabletop exercises have been exhausted; the information has to come from checking the infrastructure connections in the field. This allotment would cover the cost of two interns for the Permit year. This item was not initially considered at time of FY 18/19 budget planning; utilizing these funds would result in other NPDES permit-required items to become unfunded. This activity must be completed by April 2020.

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MID-YEAR – FY 2019-20

**Public Works (Excellent Infrastructure)**

**13. Grant Writing Assistance for State Stormwater Funds (\$35,000) Source: General Fund**

**1000.50.5125-63.6010 Other Outside Services  
(PBB Program #516 – Grant Writing, Quartile C)**

The City and Monterey One Water have collaborated on the first round of Prop 1 grant funding netting \$10M for infrastructure and improvements, a majority of which are at the Industrial Waste Treatment Facility. The City has a number of projects that would qualify for next round of Prop 1 funds that focus on the capture and reuse of stormwater. Staff has been encouraged by the Californian Prop 1 Grant Administrator to apply for up to \$10M of these funds and will continue to partner with M1W in the grant writing efforts.

**14. EV Charging Station City Hall (\$9,000) Source: Measure X**

**1000.50.5125-63.4300 Outside Services Maintenance and Repairs  
(PBB Program #510 – Special Projects, Quartile A)**

The Electric Vehicle Charging Station located outside of City Hall is damaged and no longer functional. Funding is available through the Monterey Bay Community Power to cover up to 50% of the purchase of a new replacement unit that could serve two vehicles simultaneously.

**15. Updated Monitoring and Reporting Program (MRP) and Storm Water Inspections for Construction Work at Industrial Waste Facility (\$65,000) Source: Enterprise Fund**

**6400.50.5442-63.5010 Sanitary Sewer – Other Outside Professional Services  
(PBB Program #672 – Water Quality Monitoring, Quartile A)**

Additional sampling and monitoring requirements by Central Coast Water Board to the Monitoring and Reporting Program (MRP) brought about by operational changes due to Salinas Storm Water Grant Projects. These include the Salinas Dry Weather Flow Diversion Project (Phase 1A) and Storage and Recovery Project (Phase 1B). Storm Water Inspections of these projects will be required while under construction and will be performed by an outside contractor for which a master service agreement already exists. The funding needed will be transferred from existing CIP 9742.

**16. Salinas River Association (\$15,000) Source: Industrial Enterprise Fund**

**6200.50.5441-63.5900 Outside Services-Other Professional Services  
(PBB Program #670 – Industrial Wastewater Treatment, Quartile A)**

Ongoing support of the Salinas River Channel Stream Maintenance Program. Support of this program was approved by council in September 2018. This adjustment now pays the expense from the Industrial Waste Enterprise Fund rather than the General Fund.



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**Public Works (Excellent Infrastructure)**

**17. Service Vehicle Upgrade and Replacement (\$177,000) Source: Enterprise  
5800.50.9794-66.4000 IW Treatment Facility Repairs – Capital Outlays Improvements  
(PBB Program #670 – Industrial Wastewater Treatment, Quartile A)**

Service Vehicle Upgrade and Replacement. The Industrial Waste Facility is served by a single vehicle used by staff to perform monitoring and maintenance duties. The current vehicle (Unit 80) is a 2003 Chevy 4X4 pickup which has reached the end of its service life due to age and condition. A new replacement unit a 2020 Chevrolet Silverado 2500HD 4WD Double Cab is estimated to cost \$47,000. Quote readily available.

Replacement of a 1991 Case 5130 Tractor (Unit 118). This unit was recently auctioned off due to age and condition. Staff are in need of a replacement to perform required maintenance tasks such as earth work, road grading, mowing, disking and ripping of the ponds and drying beds at the facility.

**18. Parks and Greenbelts Outside Service Maintenance (\$277,200) Source: General Fund  
1000.50.5238-63.6010 - Parks and Community Services - Other Outside Services  
(PBB Program #566 - Landscaping, Quartile A)**

Funds will cover the balance of the service agreement for mowing of parks and service of the greenbelts, which were performed by Brightview Landscape Maintenance. This is the cost of initially bringing areas back to a minimum standard of care in the covered areas, which was necessary to start with the scope of work set forth in its contract.

**19. Additional Areas to Median Island/Greenbelt Landscape Contract (66,500) Source: General Fund  
1000.50.5238-63.6010 Parks and Community Services - Other Outside services  
(PBB Program #566 - Landscaping, Quartile A)**

- Additional areas not included in the original contract are:
- Natividad Road (west and east side of the road from Bernal Road to Boronda Road) **\$24,960.00**
- Around Lowes Center (San Juan Grade Road and Boronda Road landscape around the facility from street to sidewalk) **\$9,520.00**
- North Main Street medians (from Bernal Drive to Boronda Road) **\$16,720.00**
- Laurel Drove (from Natividad Road to Sanborn Road, medians and entrance to Laurel Heights) **\$15,280.00**

**20. Safety Tree Trimming at City Parks (25,000) Source: General Fund  
5800.50.9142-63.6010– Safety Tree Trimming at City Parks - Outside Services**

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**Public Works (Excellent Infrastructure)**

**(PBB Program #566 - Landscaping, Quartile A)**

Cost to trim trees throughout City Parks that have not undergone professional maintenance in over ten years. The current CIP will be deficient of funds (38K) for a major cleanup of the Natividad Creek Park trail. Funds would allow park trees to be maintained, thus enhancing safety and beautification within the City Parks.

- 21. Waste Discharge Fees (\$15,000) Source: Enterprise**  
**6400.50.5442-64.5510 Sanitary Sewer – Discharge Fee**  
**(PBB Program #9098 – Sanitary Sewer Waste Discharge Requirements (WDR), Quartile A)**

Fund Waste Discharge Fees Account to cover required discharge fees from State of California. The funding needed will be transferred from existing CIP 9742.

- 22. Storm Drain Maintenance Costs for Santa Rita Creek Silt Removal (\$20,000)**  
**Source: General Fund**  
**6500.50.5443-63.6010 NPDES Storm Drain Sewer – Other Outside Services**  
**(PBB Program #649 –Storm Waterway Maintenance, Quartile A)**

Cost incurred for annual silt removal at Santa Rita Creek concrete channel. Unforeseen hauling costs of sediment to Salinas Valley Solid Waste (Johnson Canyon Disposal) area. This work was expedited due to Health and Safety before winter rains due to flooding concerns.

- 23. Professional Services: Performance Management Program (\$31,000) Source:**  
**General Fund**  
**5800.50.9111-63.5900 – Outside Services Other Professional Services**  
**PBB Program #9008 – Human Resources and Employee Relations, Quartile A**

These funds will support the city-wide, Performance Management Program. Funds will cover the cost of hiring a facilitator and Stat Meeting organizer to assist City staff with their Performance Metric reporting and Stat meetings. In addition, the contractor will assist in the identification of Performance Management software for reporting the progress of Strategic Initiatives. Progress and measures will be publicly available via online dashboards. The Performance Management Program supports Effective and Sustainable Government by promoting government transparency and facilitating community engagement.

- 24. New Office Tech (\$0-Net Impact)**  
**1000.50.5110-61.1100 – Salaries & Benefits - \$23,500**  
**6100.50.5340-61.1100 – Salaries & Benefits - \$47,000**

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**Public Works (Excellent Infrastructure)**

**6803.50.5448-61.1100 – Salaries & Benefits - \$23,500**

**(PBB Programs #610 – Airport Administration and Operations, Quartile B)**

**(PBB Program #629 – Parking Administration Support Services, Quartile B)**

Public Works Department consists of 126 active employees spread throughout four different physical locations (Airport, Permit Center, Maintenance Yard and City Hall). Several cross-divisional tasks (processing of payroll, personnel actions, travel authorizations, etc.) are currently spread out amongst several staff making the most mundane request very time consuming and inefficient.

A full time Office Tech is needed to support the entire department's long term, constant administrative needs (including the currently understaffed maintenance division), especially with the re-allocation of programs (i.e. parking adjudication, contract management.) These common cross-divisional tasks cannot be undertaken by current temporary staff due to the sensitive and confidential nature of information handled.

While temporary staff can assist with a portion of common purchasing processes, the high employee turnover has a significant impact on timeliness, quality of work and other related Staff costs. For example, a total of five different individuals in the past three years have been recruited, interviewed and trained for the same temporary admin position. In order to do so, regular staff have wasted hundreds of hours in the hopes of retaining a trustworthy, qualified individual.

Adding this position will result in a net zero impact to the general fund. The Airport Enterprise Fund (6100.50.5340-61.1100) will fund 50% (\$47,000) with its existing budget, while the remaining will be covered by the funds currently available in Engineering Administration Division's regular salaries budget (1000.50.5110-61.1100) and the Parking Enterprise Division (6803.50.5448-61.1100).

**25. Outstanding Landscape Service Invoices (\$60,600) Source: General Fund**  
**1000.50.5238-63.6010 Parks and Community Services – Other Outside Services**  
**(PBB Program #566 - Landscaping, Quartile A)**

The City's contract for landscape maintenance of its median/greenbelts, parks and other City facilities expired in early 2018. Before a new contract could be awarded, the landscape contractor continued to provide services totaling \$60,615.35. The work continued in order to prevent complete deterioration of the landscaping on the City's medians/greenbelts and parks during the procurement process. A new contract has been awarded, but there remains \$60,615.35 in outstanding invoices.

**26. Old Muni Pool – Final Amount Needed (\$180,000) Source: General Fund**  
**Transfer \$180,000 of General funds to 5800.55.9535-66.4000 – Capital Outlay Improvements**

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**Public Works (Excellent Infrastructure)**

**PBB Program #518 – Capital Improvement Program Management and Design, Quartile “A”**

The Sherwood Recreation Center is nearly complete. Coordination and completion of all three phases is ongoing and multiple necessary changes and additional work, from each phase, are now fully being realized. The project budget and approved contingency amounts are nearly fully expended, and additional funding is necessary to complete the project. Additional funds are being requested to pay for the additional work including a contingency fund for all the Phases of the Project, and additional architect’s fees for the overall project closeouts, including review/coordination of “punch list” items at the final project walk through. This funding will be distributed to the project’s opened Purchase Orders from Jacob Construction Design (PO # 2019-4417), Premier Builder Inc (Phase 1 PO# 2016-5182 and Phase 2 PO#2018-4740). and Wald, Ruhnke & Dost Architects (PO 2019-1425). Appropriate contract change orders not to exceed \$180K, will be processed and approved by staff as necessary to allow for this work to continue without delay of the work and/or prompt payment.

**27. North Sanborn Road Safety Improvements (\$20,000); Source Measure X**  
**5800.50.9089-61.1100 – North Sanborn Road Salaries & Benefits**  
**(PBB Program #509 – Complete Claims and Close Grants, Quartile “B”)**

The City Council accepted the North Sanborn Road Safety Improvement project on January 7, 2020; however, staff continues to work on the federal grant-related documentation to close out the project. Currently, there is federal funding in the CIP for staff’s time, however matching funds have been expended and is in the deficit of \$6,206.62 as of January 16, 2020. The \$20,000 will pay the deficit and provide local matching funds of 20.59% to use the federal grant funds for closing out the project.

**28. CA Beverage Container Recycling Fund (\$80,400)**  
**3251.81.8133-63.6010 – Outside Services – Other Outside Services**  
**(PBB Program #510 – Special Projects, Quartile “A”)**

The City receives a certain amount of funds each year from the state for recycled beverage containers which need to be spent on recycling education. \$80,471 have been received and needs to be appropriated.

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**Library and Community Services (Quality of Life)**

***Mid-Year Budget Adjustments***

1. **Match Request for ‘Bringing the Library To You’ Grant (\$75,000)**  
**1100.60.6015-63.6010 Outside Services Other Outside Services**  
**(PBB Program #238 – Circulation of Library Materials, Quartile A; PBB Program #252– Mobile Services, Quartile A)**

The Library’s current bookmobile is being utilized for the Kindermobile program, where library staff visits 140 kindergarten classrooms every month within the City of Salinas, bringing books and introducing a love for reading to the youngest of the city’s population. This program helps to prepare young children for future school success and increase their chance to be able to read at grade level. Our current bookmobile is in dire need of replacement due to various mechanical issues, including failing generator, vehicle instability, and lack of heating or air conditioning.

Salinas Public Library has been invited by the California State Library to participate in implementing ‘Bringing the Library to You: Mobile Library Solutions’ grant program and the application is due January 20, 2020. This grant will provide up to \$250,000 for a new bookmobile. The bookmobile that the Library wants to acquire is estimated to cost \$301,000. This grant requires a 20% match and the Library has submitted a grant application to the Monterey Peninsula Foundation in the amount of \$75,000 to cover the full cost of the bookmobile, as well as meeting the State Library’s matching grant requirement. The Monterey Peninsula Foundation is expected to announce it’s grant awards in April 2020.

In order for the Library to meet the requirements of the “Bringing the Library to You: Mobile Library Solutions” grant, the Department is requesting a mid-year allocation of \$75,000 to meet the match obligation in the event we are not awarded funding from the Monterey Peninsula Foundation.

2. **Cesar Chavez Artificial Turf Soccer Field (\$200,000)**  
**1200.55.6238-63.6010 Outside Services Other Outside Services**  
**(PBB #318 Youth Soccer Programs, Quartile B; PBB #300 Sports Camps and Clinics, Quartile B; PBB #302 After School Program Enrichment & Recreation, Quartile A)**

For 30 years or more plans have existed for a soccer field at Cesar Chavez Community Park. In 2016 the City applied for a grant from the California State Office of Grants and Local Services (OGALS) to construct an artificial turf soccer field at Cesar Chavez

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**Library and Community Services (Quality of Life)**

Community Park. The State of California notified the City on June 14, 2017 of the \$998,264 award. Public Works in coordination with the Library & Community Services Department is administering the grant and overseeing the design process. An RFP was issued last year, and the City hired BFS Landscape Architects on December 18, 2018 to complete the designs. BFS has partnered with engineering firm BKF on the project. Ultimately the Soccer Field will be run by Parks and Community Services where it will serve the youth soccer leagues. Through meetings with the leagues, a minimum field size was established to ensure the new field would afford a broad range of use by various ages. Through the design process, BFS has estimated cost of such a field is \$1,157,648 or \$159,384 over the grant award. The City must make use of all grant funds and submit a Completion Packet by March 31, 2025. Following the design phase, the Public Works Department will be issuing invitation to bid for the construction of the field. In order to ensure there are enough funds to construct the artificial turf field and bring this project to fruition, the Department is seeking a mid-year allocation of \$200,000. If enough funds aren't available to complete the construction, the City could be at risk of having to return the \$998,264 to the State.

- 3. Reallocation of Library Sorter CIP 9113 to Collection Development**  
**Move \$165,000 from 5800.60.9113-66.5810 Capital Outlays Computer Equipment to 5800.60.9100-62.7100 Supplies and Materials Books**  
**(PBB Program #237 – Children’s Collection Development, Quartile A; PBB Program #238 – Circulation of Library Materials, Quartile A; PBB Program #247 – Spanish Collection Development, Quartile A; PBB Program #248 – Teen Collection Development, Quartile A; PBB Program #242 – Media Collection Development, Quartile B)**

The Salinas Public Library is planning to reopen El Gabilan branch library in 2020 with a greater building capacity that will accommodate a larger collection and expanded library services for the community. It was estimated that the cost to fill the shelves at the new library with library materials is around \$600,000. The City has committed \$100,000 through 2019-20 CIP No. 9100, in addition to \$50,000 that the Department has allocated from its current operating budget, to fill the initial collection for this library. \$165,000 was allocated in CIP No. 9113 in Fiscal Year 19-20, for library sorter equipment which will increase the efficiency of staff and material processing. The El Gabilan Library construction project has realized some cost savings through interest on the bond proceeds and other contingencies which allowed for the inclusion of the library sorter equipment to be covered through the construction budget.

The Department is requesting fund reallocation of CIP No. 9113 of \$165,000 to CIP No. 9100 to help the purchase of the new library’s initial collection. In addition, the Department

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**Library and Community Services (Quality of Life)**

is also requesting that due to the nature of the purchase and to reduce delay in providing the library and the residents necessary materials for a successful reopening of the new library, we can work with our primary material vendors, Ingram Library Services and Midwest Tapes, to supply and maximize the budget for this project and ensure that the collection purchased will reflect the needs and diversity of the community.

**SALINAS PLAN - TRANSITION OF PARK MAINTENANCE FROM  
PUBLIC WORKS TO LIBRARY & COMMUNITY SERVICES**

The Salinas Plan was developed to help the City resolve its structural budget deficit by identifying cost savings, additional revenues, and efficiencies to help the City close its structural budget gap, avoid layoffs, and continue to provide needed public services.

The Salinas Plan has 32 recommendations, five of which are categorized as “Operational Efficiencies” strategies. These initiatives aim “to improve the City’s operational efficiency, reduce expenditures, and make necessary investments that will lead to long-term savings”. Moving Facility and Park Maintenance to Library and Community Services is one strategy that is recommended in the Salinas Plan to improve efficiencies as well as create a stronger connection between maintenance needs and program service delivery.

Following the development of the Salinas Plan, a Public Works Study was also conducted to review the current organization structure and services and to determine recommendations for how the Department should move forward to provide core services. The Public Works Study recommends that the Park Maintenance Division be moved to the Library & Community Services Department. The Parks, Recreation & Library Master Plan adopted by the City Council on July 2, 2019 also recommends that Park Maintenance be moved to the Library & Community Services Department.

Staff from Public Works, Human Resources, Library & Community Services and the City Manager’s Office have met to review the recommendations of the Salinas Plan, the Public Works Study and the Parks, Recreation & Library Master Plan. Through this process, it was determined that while the Salinas Plan recommends moving both Park and Facility Maintenance to Library and Community Services, the strongest connection to services relates to Park Maintenance and staff is currently recommending that only Park Maintenance be moved to the Library & Community Services Department at this time. This recommendation is consistent with the recommendations of the Public Works Study and the Parks, Recreation & Library Master Plan. In addition to better aligning the maintenance functions with program delivery to improve customer service, the Library & Community Services Commission also currently makes recommendations on park related

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**Library and Community Services (Quality of Life)**

matters. Thus, moving Park Maintenance to Library & Community Services also aligns all services and efforts to one Department which works directly with the Commission.

The Library & Community Services Department is currently undergoing a reorganization to accommodate the transition of Park Maintenance with the goal of implementation with the Mid-Year Budget process in February 2020. On August 16, 2019, the City Council approved a work force allocation that reactivated the Parks & Community Services Superintendent classification in place of the Recreation & Community Services Superintendent. In addition to this change, the City Council also approved the reactivation of the Park Crew Supervisor position. In the new organizational structure, the Park Crew Supervisor will report to the Superintendent.



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**Administration (Sustainable, Effective Government)**

***Mid-Year Budget Adjustments***

**1. Contract and Records Management Software (CMS) (Laserfiche Avante Solution) (\$60,000)**

**1000.12.1120-63.4980 Outside Services Maintenance - Software  
(PBB Program #9002/9052 – Legislative Body Meeting Administration/Contracts & Agreements, Quartile A/C)**

The City Clerk's Office in collaboration with the Office of the City Attorney request funding for the implementation of Laserfiche Avante Software in efforts to streamline the contract and records management process. The new software will provide staff with an automated full-life cycle contract solution which will include contract initiation, drafting, review, version control, approvals, execution, and a reporting module minimizing deadlines and laps in contracts. Additionally, the CMS software also include a records management platform that will be implemented across all departments to easily archive and retrieve transitory and permanent City records. Currently, departments are responsible for the retention of their records in accordance with the City's record retention schedule without any uniform process for storing, archiving, destroying and retrieving records. The CMS platform will provide for centralized storage and access to records by the various city departments with the exception of the Police Department as their needs are unique to public safety. Staff requests a total of \$60,000 in efforts to create efficiencies across all departments as it related to contracts and records management.

**2. JEA – Lobbying (\$9,000)**

**1000.80.8005-64.7060 – Other Charges Legislative Advocacy  
(PBB Program #504 – Legislation tracking and advocacy, Quartile B)**

JEA and Associates are the City State lobbying Firm. John Arriaga is the lead lobbyist. The City had reduced the service in the prior year by 50%, but needs to increase it for this next calendar year. The City currently pays \$5,250 per quarter.

**3. QScend Technologies (QAlert) (\$50,000)**

**1000.12.1120-63.4980 Outside Services Maintenance - Software  
(PBB Program #9008– Information & Referral, Quartile B)**

The City contracted with QScend Technologies (QAlert) to assist with the development and implementation of a Community Request Management System city-wide. QScend Technologies worked with a core team comprised of City staff to develop and implement streamlined business processes with respect to resident request for services. Implementation of QAlert's, web-based, mobile app (SalinasConnect), and call-center software has ensured that resident requests and concerns are addressed more efficiently

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**Administration (Sustainable, Effective Government)**

through technology and thereby increasing transparency. The initial two-year term expired on December 31, 2019 and a new two-year term contract has been executed. Funding for the software was previously provided through cost savings in the City Clerk's Office and the City Manager's Office. Staff request one-time funding allocation to cover the term of the new contract thru 12/31/2021. Future funding will be allocated as part of the regular budget process. To date, over 30,000 service requests have been processed.

**3. City Hall Key-Card Security (\$20,000)**

**5800.50.9533-66.5400**

**(PBB Program #624 – Security Services – Access Control, Quartile C)**

This project provides for electric locking and card readers for staff access to City Hall, Council Chamber (Rounda) and the Permit Center. In recent years, there have been a number of safety incidents and criminal activity near and surrounding city facilities resulting in a need for additional security measures. Additionally, there is the issue of lost keys for city facilities that go unreported, keys not returned following separation, and inconsistencies in the key issuance process. City Hall and many other facilities have not been re-keyed in over 10 years and are in need of a more secure upgrade. Staff request activating FY 2018/19 CIP No. 9533 – Electric Locking System with an increase of \$20,000 for a total allocation of \$40,000. Administration/Human Resources/Public Works will work collaboratively with Information Systems in implementing this program.

**4. Copier/Printer (\$10,000)**

**1000.12.1140-63.4300 - Outside Service Maintenance and Repair - Equipment**

**(PBB Program #9008 – Human Resources and Employee Relations, Quartile A)**

Human Resources is requesting \$10,000 for replacement of an approximately fifteen year-old copier which is in need of constant troubleshooting. IT will be assisting in selection of a dual function copier-printer which will also require less space.

**5. Outside Services Labor Relations (\$50,000)**

**1000.80.8005-63.5390 – Outside Services**

**(PBB Program #9008 – Human Resources and Employee Relations, Quartile A)**

Staff requests \$50,000 for legal services related to labor negotiations. Specialized legal services will continue as the City continues discussions with the Fire units and starts negotiations with the Association of Management Personnel of Salinas (AMPS), Confidential, and (Service Employees International Union) SEIU units.

**6. Human Resources Office Expansion (\$10,000)**

**1000.12.1140-63.6010 – Outside Services**

**(PBB Program #9008 – Human Resources and Employee Relations, Quartile A)**

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**Administration (Sustainable, Effective Government)**

Staff requests \$10,000 for construction that consists of a wall opening in the Human Resources offices to expand office space and allow for relocating payroll staff to one central location. This sum will cover the cost of labor, materials, permits, plans, etc.

7. **City Hall, Permit Center, Rec Center, & Steinbeck Library Needs Assessment for Lincoln Ave. Corridor Project (\$50,000)**  
**1000.12.1355-63.5900 – Outside Services Other Professional Services**  
**(PBB Program #702 – Downtown Vibrancy Plan Implementation, Quartile B)**

The City's facilities in the Downtown Area were built many years ago. As a result, City operations are experiencing a number of inefficiencies, as employees are required to work remotely from administrative support staff and spaces are utilized for purposes and intensities they were not designed for. Further, as the buildings continue to age maintenance costs are expected to increase in order to prevent the buildings from deteriorating. The designation of the Downtown Area as an Opportunity Zone creates additional opportunities for the City to partner with a private developer to not only construct new City facilities but to construct new housing and businesses in the Downtown as well. It is essential that the City understand its operational needs in the Downtown Area in order to ensure that any new facilities will meet the City's ongoing operational needs and are within the City's financial means. This analysis will need to be done promptly, as the benefits of the Opportunity Zone will begin to diminish at the end of 2021.

8. **Lincoln Avenue Police Building Appraisal (\$30,000)**  
**1000.12.1355-63.5900 – Outside Services Other Professional Services**  
**(PBB Program #702 – Downtown Vibrancy Plan Implementation, Quartile B)**

Upon completion of the new Public Safety Building on East Alisal Street (expected in Spring 2020), Police Department staff and operations will be relocated from the current building on Lincoln Avenue to the new facility. Once vacated, an appraisal of the existing building will need to be conducted to assist the City in determining whether the building should be repurposed for other operations, made available for use by others, or be demolished and the land repurposed. The appraisal will examine the building and adjacent parking lot, and will consider a number of items, including the building's value, the condition of the building, the identification of work necessary to ensure the building would be usable, the presence of any hazardous materials, its suitability to be repurposed for public or private use, the cost to demolish the building, and any other information necessary to help staff determine the best possible course of action.

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**Finance Department (Sustainable, Effective Government)**

***Mid-Year Budget Adjustments***

**1. Wireless (\$50,000)**

**5800.20.9160-66.5810 Capital Outlays – Computer Equipment  
(PBB Program #9040 – Network Administration, Quartile A)**

This will start the wireless refresh across all City locations and will provide robust, reliable connectivity for City staff and citizens.

**2. City Network Upgrades (50,000)**

**5800.20.9102-66.5810 Capital Outlays – Computer Equipment  
(PBB Program #9040 – Network Administration, Quartile A)**

This assists in funding the ongoing, network refresh. It maintains hardware, cabling, and other network-related items across all City locations.

**3. HdL Sales Tax Audit Services Measure E (\$2,500)**

**1100.20.2034-63.5900 Outside Services – Other Professional Services  
(PBB Program #9027 – Revenue Collections, Quartile A)**

The City contract with HdL to provide sales tax audit and recover services. The service includes finding sales tax that are not being properly allocated to the City, notifying the State, and having them correct the misallocation. HdL is paid on a contingency basis and the amount budgeted for their fee needs to be increase based on an increase in what they have discovered in the current year for Measure E sales tax.

**4. HDL Sales Tax Audit Services Measure G (\$5,500)**

**1200.20.2034-63.5900 Outside Services – Other Professional Services  
(PBB Program #9027 – Revenue Collections, Quartile A)**

The City contract with HdL to provide sales tax audit and recover services. The service includes finding sales tax that are not being properly allocated to the City, notifying the State, and having them correct the misallocation. HdL is paid on a contingency basis and the amount budgeted for their fee needs to be increase based on an increase in what they have discovered in the current year for Measure G sales tax.

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**Non-Departmental (Sustainable, Effective Government)**

***Mid-Year Budget Adjustments***

1. **TAMC Congestion Management Fee (\$54,000)**  
**5800.50.9461-64.5320 Other Charges – Contributions to Other Agencies**  
**(PBB Program #530 – Traffic Engineering, Quartile A)**

The City pays TAMC about \$54,000 each year as our City's share of managing congestion regionally. The budget for this expenditure was missed when preparing the budget for FY 2019-20. The fee is tracked in CIP 9461 since it is funded with Gas Tax (Fund 2404).

2. **324 Front St. CIP (50,000)**  
**5800.55.9xxx-63.4100 Outside Services Maint & Repairs – Bldg & Grounds**  
**(PBB Program #612 – Facility Maintenance, Quartile A)**

This is an existing obligation to fund repair and maintenance of 342 Front St per our lease agreement with the MCOE who uses this City owned facility as a childcare center. The funds for these repairs and maintenance come from the rents that have been paid to the City.

3. **Copier Leases (\$10,000)**  
**1000.80.8005-63.3310 Outside Services – Rent - Copier**  
**(PBB Program #9046 – Copier Reproduction Services, Quartile B)**

IT has taken over copier lease management due to the retirement of the Senior Buyer and is in the process of making a detailed inventory. Most of the lease payments are made in July and August and the account is short \$4,305. Last year, there were only about \$3,000 in lease payments made from December-June. An additional \$10,000 should be sufficient to cover the remaining costs.

4. **TBWB Contract (\$26,000)**  
**1000.80.8005-63.5900 Outside Services Other Professional Services**  
**(PBB Program #9027 – Revenue Collection, Quartile A)**

This contract will provide public outreach and communication related to the Stormwater and Parks, Recreation and Libraries Master Plan efforts.

5. **115 Trust (\$3,000,000)**  
**1000.00.0000-38.xxxx 115 Trust Reserve**  
**(PBB Program #9025 – Banking, Investments and Cash Management, Quartile A)**

EXHIBIT A  
MID-YEAR – FY 2019-20

**Non-Departmental (Sustainable, Effective Government)**

The trust is essentially a reserve that can be used to fund pension costs. Staff recommends funding \$3,000,000 to the 115 trust at mid-year.

**6. Payment to CalPERS (\$4,500,000)**

**1000.80.8005-61.8221 Salaries & Benefits PERS-UAL**

**(PBB Program #9025 – Banking, Investments and Cash Management, Quartile A)**

Staff recommends paying down the PERS UAL by \$4,500,000 at mid-year. The payment would target one of the amortization bases in the Misc. Plan that has a 10-year amortization schedule and a balance of \$4,468,916. The UAL payment would be reduced by \$541,583 each year and the City would save \$1,757,632 during the 10 years from the 7% interest rate CalPERS would charge.

**7. New York Life Pension Reserve (\$3,000,000)**

**1000.00.0000-38.0190 – NYL Reserve**

**(PBB Program #9025 – Banking, Investments and Cash Management, Quartile A)**

The City's closed pension plan with New York Life is nearing the end. The plan allows for lump sum payouts and there were a number of large retirement payouts during the year. \$3,000,000 is needed to cover anticipated retirements during the next few years.

**8. Emergency Back-up Generator and Electrical Panel Work for City Hall (\$1,000,000)**

**5800.50.9147-66.5400 Capital Outlays Equipment**

**(PBB Program #70 – Disaster Planning & Emergency Operations Center (EOC), Quartile A)**

An emergency back-up generator is needed to supply electricity to City Hall during power outages. PG&E recommends being prepared for outages to last longer than 48 hours. In addition to the generator purchase, a new electrical panel is needed.

**9. El Gabilan Library Callable Bonds and Facility Maint.(\$3,110,000 & \$61,500)**

**5800.60.9166-65.1000 Debt Service Bond-Principal (\$3,110,000)**

**4110.80.8004-63.4100 Outside Services Maint & Repairs – Bldg & Grounds (\$61,500)**

**(PBB Program #330 – Circulation of Library Materials, Quartile A)**

The bond financing for the new El Gabilan Library was structured in a way to allow the City to call bonds after construction was complete. Unallocated Measure E funding has been set-aside for this bond call for over 4 years. In addition, the budget needed for outsourcing the maintenance needs to be increased by \$61,500.

**10. Police Headquarters Callable Bonds (\$1,500,000)**

**5800.60.9244-65.1000 Debt Service Bond-Principal**

EXHIBIT A  
MID-YEAR – FY 2019-20

**Non-Departmental (Sustainable, Effective Government)**

The bond financing for the new Police Services Headquarters was structured in a way to allow the City to call bonds after construction was complete.

**11. Clean Up (\$300,000)**

**5800.50.9068-63.4900 - Outside Services Maintenance & Repairs  
(PBB Program #659– Urban Encampments, Quartile A)**

The City's Cleanup Program FY 19-20 budget is currently of \$150,000 was exhausted by mid-September 2019 and is operating at a deficit. Increasing its budget by \$300,000 would recharge the budget for ongoing cleanup services.

**12. City Manager Contingency (\$100,000)**

**1000.80.8005-64.5820 Other Charges - Contingencies  
(PBB Program #9013 – Annual Budget Process, Quartile A)**

This item will replenish the City Manager's contingency account used for small unanticipated budget needs that may arise during the year. As part of the annual budgeting process, setting aside a small amount for unanticipated purchases is prudent.