

# City of Salinas



## Adopted Operating Budget FY 2015 – 2016

and

## Budget Plan FY 2016 - 2017





# CITY OF SALINAS, CALIFORNIA

200 Lincoln Avenue, Salinas, CA 93901

---



## **ADOPTED OPERATING BUDGET**

**Fiscal Year**

**July 1, 2015 – June 30, 2016**

## **CITY COUNCIL**

Joe Gunter, Mayor

Jose Castañeda Councilmember District 1

Tony Barrera, Councilmember District 2

Steve McShane, Councilmember District 3

Gloria De La Rosa, Councilmember District 4

Kimbley Craig, Councilmember District 5

Jyl Lutes, Councilmember District 6

**Submitted by**

## **CITY MANAGER**

Ray E. Corpuz, Jr.

## **EXECUTIVE MANAGEMENT TEAM**

Christopher Callihan, City Attorney

Jim Pia, Assistant City Manager

Alan Stumpf, Acting Community Development Director

Matt N. Pressey, CPA, Finance Director

Edmond A. Rodriguez, Fire Chief

Cynthia Bojorquez, Library and Community Services Director

Kelly J. McMillin, Police Chief

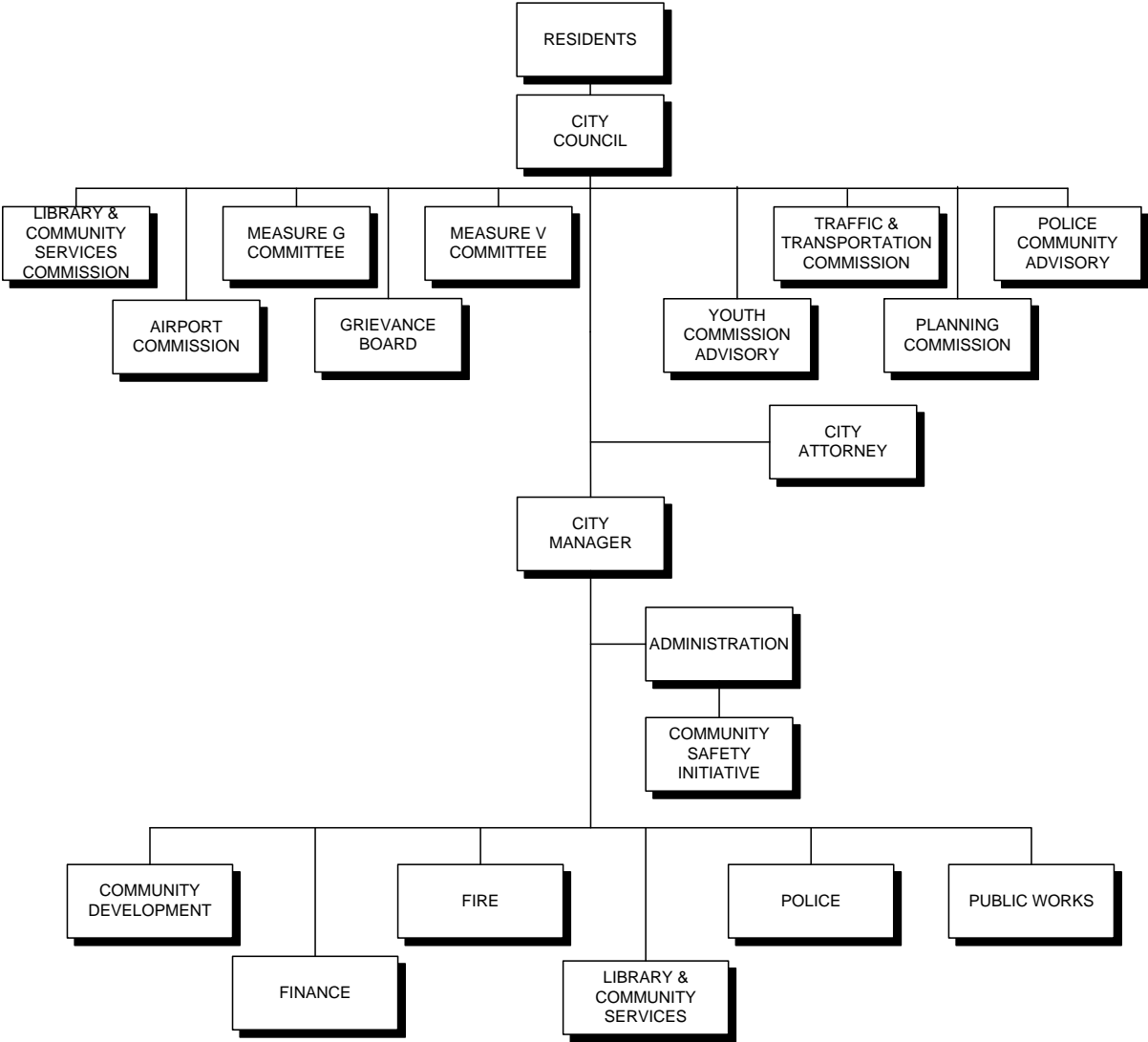
Gary Petersen, Public Works Director



(This page intentionally left blank)

# CITY OF SALINAS

## Organization Chart





(This page intentionally left blank)

# TABLE OF CONTENTS

LETTER OF TRANSMITTAL .....	i
COMMUNITY PROFILE.....	1
BUDGET GUIDE.....	5
FINANCIAL SUMMARIES	
Revenues – Transfers – Appropriations FY 2015-16 (Budget Resolution) .....	13
Appropriation Limit FY 2015-16 .....	15
Fund Balances FY2015-16.....	17
Fund Transfers FY2015-16.....	23
Administrative Overhead Rates FY 2015-16.....	25
Revenue.....	27
Schedule of Workforce.....	39
FINANCIAL POLICIES	
Accounting.....	41
Reserves .....	41
Administrative Fees.....	42
Revenues .....	42
Operating Budget .....	43
Purchasing Limits.....	45
Capital Improvement Program .....	45
Debt.....	46
Assessment and Community Facilities Districts .....	47
Maintenance Districts.....	50
Capital Assets .....	52
Risk Management .....	56
Interfund Loans .....	56
PRIORITY BASED BUDGETING	
Priority Based Budgeting.....	59
MEASURE V FUNDS	
Measure V .....	69
MEASURE G FUNDS	
Measure G.....	73
GENERAL GOVERNMENT SERVICES	
Administration	
Divisions .....	77
Department Organization Chart – By Position .....	78
Administration	
Summary .....	79
City Manager’s Office .....	82
Community Safety .....	84
City Clerk .....	86
Human Resources .....	88
Workforce .....	90
Economic Development	
Divisions .....	91
Summary .....	93
Economic Development .....	94

# TABLE OF CONTENTS

Regional Economic Development .....	96
Workforce .....	98
City Attorney	
Organization .....	99
Department Organization Chart – By Position .....	100
Summary .....	101
City Attorney’s Office .....	104
Workforce .....	106
City Council	
Organization .....	107
Summary .....	108
City Council.....	110
Workforce .....	112
Community Development	
Divisions .....	113
Department Organization Chart – By Position .....	114
Summary .....	115
Development and Permit Services	
Divisions .....	119
Summary .....	121
Administration.....	122
Building Safety.....	124
Code Enforcement.....	126
Workforce .....	128
Planning	
Divisions .....	129
Summary .....	131
Administration.....	132
Special Projects.....	134
Current Planning.....	136
Workforce .....	138
Successor Agency	
Divisions .....	139
Summary .....	140
Administration.....	144
Workforce .....	146
Finance	
Divisions .....	147
Department Organization Chart – By Position .....	148
Summary .....	149
Administration.....	154
Accounting.....	156
Purchasing.....	158
Information Systems.....	160
Revenue and Licensing .....	162
Workforce .....	164



# TABLE OF CONTENTS

Fire	
Divisions .....	167
Department Organization Chart – By Position .....	168
Summary .....	169
Administration .....	174
Suppression .....	176
Emergency Medical Services .....	178
Prevention .....	180
Training .....	182
Vehicle Maintenance .....	184
Hazardous Materials Control .....	186
Workforce .....	188
Library and Community Services Department	
Divisions .....	189
Department Organization Chart – By Position .....	190
Summary .....	191
Parks and Community Services	
Divisions .....	195
Summary .....	196
Administration .....	198
Volunteer Neighborhood Services .....	200
Closter Park .....	202
El Dorado Park .....	204
Central Park .....	206
Facility Services .....	208
Reimbursable Recreation Activities .....	210
Youth Sports .....	212
Recreation Center .....	214
Firehouse Recreation Center .....	216
Hebbron Heights Recreation Center .....	218
Afterschool Programs .....	220
Community Center .....	222
Workforce .....	224
Library	
Divisions .....	225
Summary .....	226
Administration .....	228
Technology Services .....	230
Support Services .....	232
Steinbeck Library .....	234
Cesar Chavez Library .....	236
El Gabilan Library .....	238
Literacy .....	240
Workforce .....	242
Non-Departmental	
Divisions .....	245
Summary .....	247
Community Programs .....	250
Elections .....	252
65 West Alisal .....	254
Intermodal Transportation Center .....	256

# TABLE OF CONTENTS

Debt Service .....	258
Other Services .....	260
Police	
Divisions .....	267
Department Organization Chart – By Position .....	268
Summary .....	269
Administration .....	274
Community Services.....	276
Personnel and Training .....	278
CalGRIP III Grant Reduction-Match .....	280
Special Operations Unit.....	282
Patrol Unit.....	284
Traffic Unit .....	286
Support Services .....	288
Technical Services.....	290
Word Processing .....	292
Evidence and Property .....	294
Records .....	296
Maintenance Services .....	298
Detective Unit .....	300
Narcotics Unit .....	302
School Resource Officers.....	304
Violence Suppression Unit .....	306
Reserves.....	308
Animal Control Services .....	310
Animal Control Services – Other Agencies .....	312
Asset Seizure.....	314
Joint Gang Task Force .....	316
Workforce .....	318
Public Works Department	
Divisions .....	323
Department Organization Chart – By Position .....	324
Summary .....	325
Engineering and Transportation	
Divisions .....	329
Summary .....	331
Administration .....	332
Development Engineering .....	334
Engineering Services.....	336
Development/Traffic & Transportation.....	338
Energy, Water & Solid Waste Division .....	340
GIS Division .....	342
Workforce .....	344
Environmental and Maintenance Services	
Divisions .....	347
Summary .....	348
Administration .....	350
Graffiti Abatement.....	352
Facilities Maintenance .....	354
Vehicle/Equipment Maintenance .....	356

# TABLE OF CONTENTS

Street Maintenance .....	358
Street Lights.....	360
Traffic Signals.....	362
Environmental Compliance.....	364
Parks & Community Service.....	366
Urban Forestry.....	368
Workforce .....	370

## ASSESSMENT AND MAINTENANCE DISTRICTS

Organization .....	373
Summary .....	375
Administration .....	378
Woodside Park .....	380
Downtown Mall .....	382
Airport Business Park .....	384
North East.....	386
Harden Ranch.....	388
Vista Nueva .....	390
Mira Monte.....	392
Monte Bella.....	394
Oldtown Salinas Association .....	396
Salinas United Business Association .....	398
Assessment District Bonds.....	400
Workforce .....	404

## BLOCK GRANT

Organization .....	405
Summary .....	406
Administration .....	410
Public Services .....	412
Breadbox Recreation Center .....	416
Relocation and Contingency.....	418
Firehouse After School .....	420
Hebbron Family Center .....	422
Workforce .....	424

## ENTERPRISE OPERATIONS

Organization .....	425
Summary .....	427
Airport .....	430
Twin Creeks Golf Course .....	432
Fairways Golf Course .....	434
Industrial Waste .....	436
Sanitary Sewer .....	438
NPDES - Storm Drain Sewers.....	440
NPDES - Street Sweeping.....	442
Hitchcock Road Water Utility .....	444
Downtown Parking.....	446
Preferential Parking – City.....	448
Workforce .....	450

# TABLE OF CONTENTS

## HOUSING

Organization .....	453
Summary .....	454
Administration .....	458
Rehabilitation .....	460
NSP .....	462
First Time Home Buyers .....	464
Inclusionary Housing .....	466
Special Programs .....	468
Workforce .....	470

## INTERNAL SERVICES

Divisions .....	473
Summary .....	474
Risk Management.....	476
General Insurances .....	478
Worker's Compensation Insurance .....	480
Liability Insurance .....	482
Workforce .....	484

CHART OF ACCOUNTS.....	485
------------------------	-----

SALARY SCHEDULE .....	517
-----------------------	-----



## City of Salinas

FINANCE DEPARTMENT • 200 Lincoln Ave • Salinas, California 93901

(831) 758-7420 • (831) 758-7937 (Fax) • [www.ci.salinas.ca.us](http://www.ci.salinas.ca.us)

June 9, 2015

### **Honorable Mayor and City Council of the City of Salinas:**

It is my privilege to present the Proposed FY 2015-16 Annual Budget.

The City is embarking on a restoration process of rebuilding and restoring services to the community. Over the past six budget cycles, since FY 08-09, 23% of the City's workforce has been eliminated (155 positions) as part of the solution to deal with the revenue shortage. As a service-oriented government, City staffing costs represent 80% of the operating budget. In addition to workforce reductions, the significant employee concessions from bargaining groups, deferral of capital projects and shepherding vacancies, allowed the City to achieve a balanced budget the last six years. Employee concessions totaled more than \$6 million per year and aggregate to over \$36 million since 2008 and included giving-up cost of living increases. As a result, there has been no cost of living increases for the past 5 years. With the passage of Measure E in November of 2012 and Measure G in November 2014, the City is now in a position to restore services and make strategic investments into public facilities and infrastructure.

The City has a history of insufficient revenue to pay for the services the community needs. The City has made significant strides to cut costs; make operation more efficient; leverage grant dollars; and leverage public, private and non-profit partnerships where millions of partnership resources are being deployed in Salinas. The City currently has 75 State and Federal active grant awards totaling \$49 million. The City has initiated further improvement efforts upon several fronts including implementing priority based budgeting, multiple rounds of pension reform, further expending and deploying economic development efforts, and implementing new technology to improve the workforce efficiency and effectiveness in administrative functions and service delivery. Studies including improving the Permit Center operations and a study of the Police and Fire department staffing and operations assessment have been complete. These studies, performed by outside, independent consultants, further builds on what the Avery study accomplished and provide the City with a blueprint for a more specific, sustainable service delivery model and structure.

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

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

With a focus on funding Priority Based Budget programs that rank in the “A” and “B” quartiles it is no longer a question of the City working on the “right things” but a question of: “how do we do more of the ‘right things’”. To that end the budget proposal this year focuses specifically on this question by recommending allocation of resources that will restore programs and projects that matter most and create the capacity for greater service and project delivery that has been lost over the past five years with the decline in the economy.

Even during this down-turn and time of great financial stress, the City continued to innovate methods of working that increased productivity. With a constant focus on effective resource use and being creative, flexible and adaptable, the City has never stopped moving forward or exceeding expectations for producing high quality work. The City has taken on the monumental tasks of creating historic water agreements, a new Economic Development Element and related action plan, working with multiple stakeholders to redesign downtown, relighting the entire city to improve energy efficiency and taking on the issue of homelessness. The City has implemented multiple large capital projects, technology projects, successfully competed and been awarded large grants for safety services and equipment and more to service the needs and expectations of our community. Some of the major success achievements are briefly listed below within City Council Goal categories:

- **Economic Diversity and Prosperity**
  - ✓ Approval of multi-agency water agreements and initial implementation of Groundwater Sustainability Act.
  - ✓ Initiate implementation of the Salinas Downtown Vibrancy Plan strategies and actions.
  - ✓ Initiated implementation of the Draft Economic Development Element action items
  - ✓ Received economic development award by the Northern California Division of the American Planning Association for the City’s Economic Development Element
  - ✓ Prepared for the “Forbes Reinventing America AgTech Summit 2015,” hosted by the City working with City leaders, site selectors and major business corporations.

- ✓ Provided jobs to over 50 local youth through the Library's' after-school programs.
- ✓ Developed the Downtown Community Benefit District

➤ **Safe, Livable Community**

- ✓ The City received a \$2.9 million SAFER grant to retain seven (7) Firefighters and hire four (4) new Firefighters in late 2013. The department lost three firefighters through attrition after receiving the SAFER grant and requested additional funding for three positions. FEMA approved the additional positions raising the total grant amount to \$3.7 million. This grant is a non-matching grant that will pay the full salary and benefits for fourteen (14) Firefighters for a period of two-years. The grant will also pay for a third year of salary and benefits for veteran hires.
- ✓ Obtained \$3.4 million in grand funding for eight (8) School Resource Officers and a place-based Police Officer in Acosta Plaza
- ✓ Implemented new code enforcement strategy and approach of initiating civil action against negligent property owners whose properties are not kept in a clean and safe condition
- ✓ Assistance to Firefighter Grants (AFG) – In 2014 the Fire Department received a \$900,388 grant to replace 10-year old Self-Contained Breathing Apparatus (SCBA). This grant was a 90% (Federal), 10% (Local) matching Regional Grant with the City of Seaside and Big Sur Volunteer Fire Brigade. This AFG will replace 80 SCBA's. The total cost to replace the City's 80 SCBAs was \$536,360 - Federal share \$482,724 (90%) and Local share \$53,636 (10%).
- ✓ Urban Area Security Initiatives (UASI) – The Fire Department has received tentative approval of a \$240,000 grant proposal to replace a 2004 Haz Mat Vehicle and Trailer with a modern Haz Mat Rescue type vehicle.
- ✓ State Homeland Security (DHS) – \$178,000 was received from various DHS funding sources to equip, support and sustain the department's Haz Mat Team, Mobile Command/Communications Vehicle, and train fire paramedics as SWAT Medics (EMS support of SWAT deployments).
- ✓ The Fire Department took possession of a new tiller ladder truck and a new fire engine. The fire engine was placed into service at fire station 3 in April of 2015. The new tiller ladder truck will be placed in service May of 2015. An addition tiller and engine was approved and ordered in January 2015.
- ✓ Collaborated with the Department of Justice to fund a DOJ Commander's position that will assist in providing resources and leadership to the STING Task Force.
- ✓ Obtained grant funding to provide (70) body worn cameras to patrol personnel to enhance the Department's transparency and trust within the community.

- **Effective, Sustainable Government**
  - ✓ Wrote and implemented Local Purchasing Preference ordinance establishing a preference for local business providers.
  - ✓ Selected and began implementation of a new Financial Management System that will significantly streamline internal processing.
  - ✓ Expanded mobile TRAKIT usage to facilitate ease of capturing information for building inspections, fire inspection and code enforcement activities.
  
- **Excellent Infrastructure**
  - ✓ City named a finalist for the 2015 All-America City Award, a prestigious award honoring communities developing innovative solutions to pressing problem.
  - ✓ Completed the retrofit of nearly 6,000 street lights with energy-efficient LED lights
  - ✓ Assisted with the creation of the HUD Section 108 Loan Pool Fund, first use of funds are for the IWW Conveyance Systems improvement of \$ 4.0 Million.
  - ✓ Completed Rehabilitation of the Salinas Train Depot and the Historic Freight Building
  - ✓ Continued to implement Citygate Report strategic recommendations.
  - ✓ Completed Sherwood Hall Improvements
  - ✓ Completed Public Safety Facility Needs Assessment
  - ✓ Conducted City-wide Encampment Cleanups
  - ✓ Completed East Market Street Improvements
  - ✓ Completed design for the Sanborn Road/US101/Elvee Road Improvements and Public Meetings
  
- **Quality of Life**
  - ✓ Completed entitlement process on regional soccer complex project, including approval of environmental review and Master Lease with Monterey County and Sublease with SRSA
  - ✓ Completed Caesar Chavez Park Improvements (Play Equipment)
  - ✓ Completed Closter Park Improvements (Basketball Courts)
  - ✓ Received over 220,000 youth participants, ages 3 through 18, in sports and after-school programs.
  - ✓ Received approximately 500,000 patron visits to the libraries
  - ✓ The Recreation Division implemented a weekly Saturday Night Teen Program that logged over 2,000 visits and 200 unduplicated participants.
  - ✓ In partnership with CSUMB, students contributed over 500 service learning hours to the Library's youth and community programs.



- ✓ Participated in Ciclovía (Award winning open streets project – 2nd Year)
- ✓ Planning El Gabilan Library Expansion and execution of associated agreements

The City has taken seriously the opportunity provided by Measure G to both restore services and deliver those services we already provide more effectively. This is evidenced by the thoughtful consideration given to enhancement of existing staff positions by converting part time to full time, the proposed reorganization and then finally the addition of new positions. Even with the notable record of performance, we believe that this reorganization will allow the City to be even more successful going forward.

This year's budget proposal is no less than a request to allow our City to continue to provide the highest level of services with fiscal accountability and leadership responsibility with programs and projects that matter most.

### **Budget Summary**

The City's Total Proposed FY 2015-16 General Fund/Measure V/ Measure G Operating Budget totals \$101,471,700. The balance of the budget includes Special Revenue Funds, Internal Services-Insurances, Enterprise Operations - proprietary type, Assessment and Maintenance Districts, Block Grant and HOME Programs, Grants and Agencies, Debt Service operating funds totaling \$30,826,100 and the Capital Improvement Budget totaling \$28,350,200. The total City Budget is \$160,648,000.

### **Budget Process**

The FY 2015-16 budget process began four months ago, in February 2015 with the review of the projected revenue forecast and the compilation of the cost of service. In March 2015, budget instructions and budget packets were distributed to each department, which included a budget calendar, list of vacant positions, organization charts, summary of benefit assumptions, excel operating budget worksheets, prior year department budget narratives, a template for performance measures, and CIP budget worksheets. New requests for Measure G Funding were to align with City Council goals, and fall within Priority Based Budgeting quartile A and B programs as determined by the feedback from the community meetings. Individual departmental budget meetings were conducted with the Finance Director and City Manager during April and culminated with this budget document.

### **Measure V Oversight Committee**

On May 7, 2015, the Measure V Committee recommended that the City Council approve the FY 2015-16 Measure V Budget. The budget totals \$11.8 million (\$11.2 operating and \$640,000 as a transfer for the paramedic program). The revenue budget is estimated to increase by \$211,000, or 1.9%.

Compared to the prior year adopted budget, the total budget increased by \$784,700 as shown in the table below. Most of the change related to the increases in personnel costs including the furlough, PERS, workers compensation and health insurance. The number of full time authorized positions under Measure V shows an increase of one half-time position

when compared to the previous fiscal year. The Battalion Chief/Fire Marshall position is partially funded by Measure V (1/3) coupled with an increase of 0.2 of an also partially Measure V funded Recreation Coordinator at the Hebbbron Family Center Division that was previously funded by Community Development Block Grant funds.

**Measure V**  
**FY 2015-16 Operating Budget**

	<b>FY 14/15</b>	<b>% of</b>	<b>FY 15/16</b>	<b>% of</b>		<b>%</b>
	<b>Adopted</b>	<b>Total</b>	<b>Proposed</b>	<b>Total</b>	<b>Change</b>	<b>Change</b>
Code Enforcement	331,800	3.0%	359,700	3.0%	\$ 27,900	8.4%
Finance	60,000	0.5%	60,000	0.5%	-	0.0%
Fire Marshall	93,600	0.8%	92,600	0.8%	(1,000)	-1.1%
Insurance	191,300	1.7%	191,300	1.6%	-	0.0%
Paramedic Program	640,000	5.8%	640,000	5.4%	-	0.0%
Legal	15,000	0.1%	15,000	0.1%	-	0.0%
Library	4,317,200	39.1%	4,786,700	40.5%	469,500	10.9%
Public Works	934,800	8.5%	982,800	8.3%	48,000	5.1%
Parks & CS	888,300	8.1%	950,800	8.0%	62,500	7.0%
Community Safety	190,900	1.7%	239,400	2.0%	48,500	
Police	3,370,800	30.6%	3,500,100	29.6%	129,300	3.8%
	<u>\$11,033,700</u>	<u>100.0%</u>	<u>\$11,818,400</u>	<u>100.0%</u>	<u>\$ 784,700</u>	<u>7.1%</u>

Please see the Measure V section of this Operating Budget document for more details on Measure V.

**Measure G Oversight Committee**

On May 6, 2015, the Measure G Committee met and received an orientation from staff. On June 8, 2015, the Measure G Committee met and received a presentation from staff on the budget proposal.

The City will receive the first payment of Measure G on June 26, 2015 and is expecting about \$5 million for the FY 2014-15. For FY 2015-16, the City is expecting \$22 million. From fiscal year 2016-17, it is conservatively assumed that sales tax will increase by 1% each year. The FY 2015-16 budget includes \$15,772,000 in capital improvement projects (CIP), a \$1,922,000 transfer out to cover restoring services on Friday (furlough), \$343,000 for general liability insurance premium (mainly for public safety), and a \$7,137,400 operating budget. The CIP includes such projects as the new public safety facility, improving fire stations, street improvements, sidewalk improvement, and park improvements. The details of the proposed capital projects are located in the capital improvement budget document for FY 2015-16.

**Measure G**  
**FY 2015-16 Operating Budget**

	<u>FY 15/16</u>	<u>Total</u>
Police	\$ 3,863,900	54.1%
Fire	307,300	4.3%
PW - Build / Improve / Maintain	1,258,000	17.6%
Code Enforcement	321,600	4.5%
Recreation - Youth Prevention	665,500	9.3%
Community Safety - Prevention	96,100	1.3%
Economic Development	74,700	1.0%
Support - Technology	180,800	2.5%
Support - Finance	158,100	2.2%
Support - Human Resources	111,200	1.6%
Support - Administration	<u>100,400</u>	<u>1.4%</u>
	<u>\$ 7,137,600</u>	<u>100.0%</u>

Please see the Measure G section of this Operating Budget document for more details on Measure G.

**State Budget and Local Impacts**

Governor Jerry Brown released his revised FY 2015-16 Budget on May 14, 2015. The Governor presented the upswing in state revenues with caution, warning that the next recession is likely just around the corner. The revised budget comprises \$115.03 billion of General Funding in a total budget of \$162.5 billion.

Among the highlights for cities was a continued stream of funds for front-line law enforcement of \$40 million, continuing the plan to repay pre-2004 owed local government mandates with double what was budgeted in the prior year, several changes to the comprehensive redevelopment (RDA) dissolution proposal provisions proposed in January, and an additional \$1.8 billion to drought relief programs.

Compared to the January projections, revenues for FY 2013-14, FY 2014-15, and FY 2015-16 have increased and the state projects an additional \$6.7 billion through the end of the coming fiscal year. Under Proposition 98, the majority of that money will go to K-12 and community colleges.

Voters in November 2014 tightened criteria to ensure deposits were made into the state's rainy day fund to accumulate reserves and also required payments to be made to reduce existing state debts. Pursuant to Proposition 2, the May Revise deposits \$633 million into the rainy day reserve and makes a payment of \$633 million on the state's debt (for a total of \$1.9 billion). By the end of FY 2015-16, the Governor projects that reserve fund will hold \$3.5 billion.

## FY 2016-17 Budget Outlook

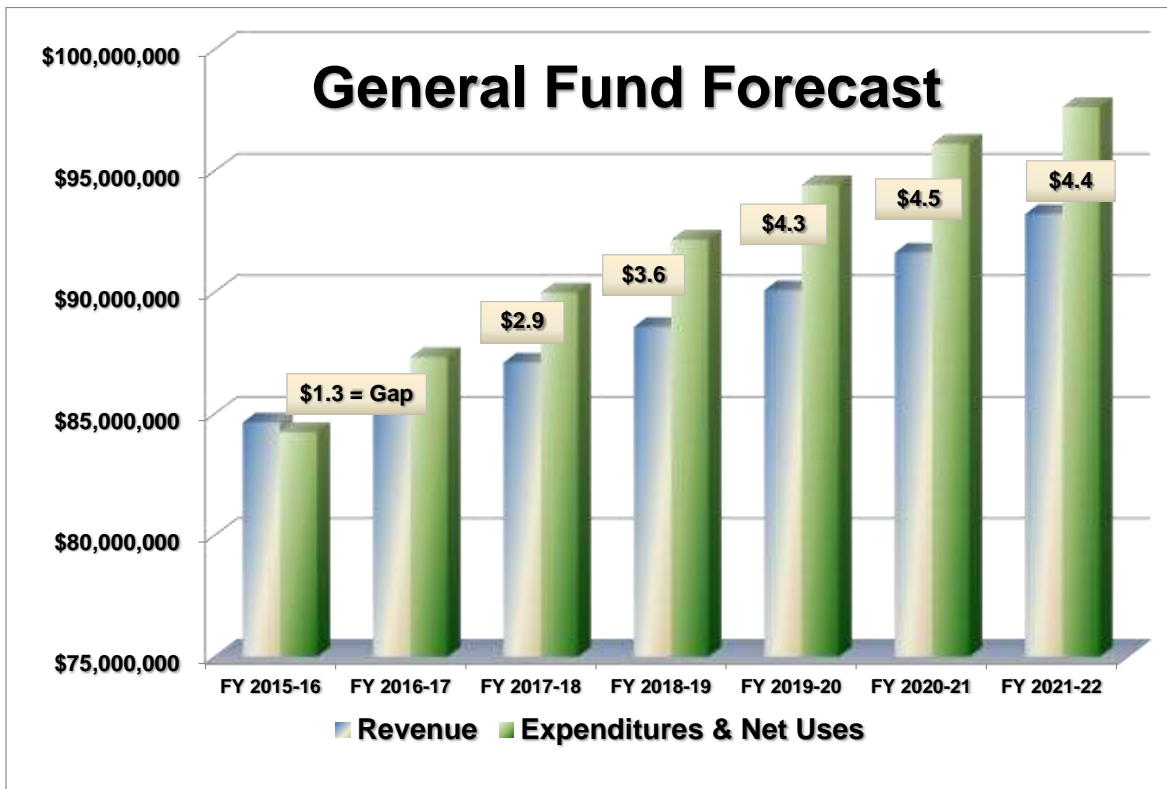
The FY 16-17 has a projected deficit of \$3.4 million. This amount is manageable, but with the changes made by the CalPERS Board, the projected deficit continues to grow as show below.

## Five-Year Forecast

The City's Five-Year Fiscal Forecast has been updated with revised forecasting of revenues and expenditures. The fiscal projections include the fiscal impacts of CalPERS rate increases that begin in fiscal year 2015-16.

The major causes of increases in future expenditures are: 1) healthcare cost, 2) Public Safety related pension costs, and 3) Public Safety wages. The worker's compensation and general liability insurance costs continue to be a large variable that could present a challenge and are estimated to grow at the same pace as health costs.

The chart below includes the two fiscal years included in this budget document and an additional five years for a total of seven years. The budget is balanced for FY 2015-16. In FY 2016-17 the gap grows to \$1.3 million. The years after FY 2017-18 include the ongoing capital costs and do not reflect the one-time capital costs. It will cost the General Fund an average of \$1.1 million more a year for the CalPERS rate increases. In FY 20-21, the CalPERS rates will stabilize and reflect normal growth from that point forward.



The future structural deficit has gone down primarily through managing vacancies and freezing positions over the past four years. The City was almost to a base that it could

grow on with the new Measure G funding. The gap related to the new base is more than half what was projected previously. The forecast has also improved because the estimated future revenues have improved significantly. Utility Users tax is projected to grow in the next year because Measure H was successful, which modernizing the UUT ordinance to now include cell phones. Revised near term property tax projections were also in order given the improved market performance.

Going forward, the City plans a variety of budget balancing strategies and the plan to address will be managed in a number of ways on a yearly basis. Examples of the budget balancing strategies include implementing new cost recovery fee rates to recover more of the cost of services, such as planning services, evaluating overtime, leveraging technology, reducing solid waste costs, realizing more savings from the energy efficiency project than conservatively estimated, starting a new series of business license audits, and on a longer term basis, begin to grow the revenue and reap the efforts of a number of economic development efforts: Economic development element action plan implementation, Downtown Vibrancy plan, Intermodal transportation center, Forbs Ag-Tech summit and more.

The five year forecast for Measure V and G is stable providing an additional \$11.2 million and \$22 million in resources, respectively.

### **Revenue Assumptions**

The City's FY 2015-16 proposed budget and FY 2016-17 budget plan is built using economic assumptions to estimate revenue. Staff uses a variety of sources to determine revenue assumptions including the Monterey County Assessor's office and HdL Coren & Cone (the City's property tax auditors and sales tax consultants/auditors), the State Controller's office, the State Board of Equalization, and other sources as appropriate. Assumptions for General Fund major revenue sources are:

- Sales & Measure V Taxes
  1. FY 2015-16: Increase of \$495,000 assumes 2% growth from the prior year amended budget largely based on projected economic year trends.
  2. FY 2016-17: Increase of \$252,000 assumes a conservative 1.0% growth.
- Property Tax
  1. FY 2015-16: Increase of \$994,300 assumes 4.1% growth based on current trends Monterey County Assessor estimates.
  2. FY 2016-17: Increase of \$819,600 assumes less than 3.3% growth.
- Utility Users Tax
  1. FY 2015-16: Increase of \$3,093,000 assumes 33.3% increase to the current year actual level due to the new Measure H.
  2. FY 2016-17: Increase of \$124,000 assumes 1.0% growth.
- Franchise Fees
  1. FY 2015-16: Increase of \$266,000 assumes 3.2% growth.
  2. FY 2016-17: Increase of \$103,300 assumes 1.2% growth.

- Business License Tax
  1. FY 2015-16: Decrease of \$92,000 assumes -2.0% decline due to a high from the Business license audits ending in the prior year.
  2. FY 2016-17: Increase of \$46,000 assumes 1.0% growth.

### Major Revenue Summary

Ninety three percent of General Fund revenue comes from seven major revenue sources: property tax, sales tax, Measure V, utility users tax, franchise fees, business license tax, and building permits/plan check fees.

FY 2015-16 General Fund and Measure V & G revenue estimates total \$117,908,000 and major revenue categories are classified and discussed below:

	FY 2014-15	FY 2015-16			%
	Budget	Budget	%	Change	Change
Property Tax	\$ 24,089,600	\$ 25,083,900	21%	\$ 994,300	4.1%
Sales Tax	24,766,000	25,261,000	21%	495,000	2.0%
Measure V Tax	11,030,000	11,251,000	10%	221,000	2.0%
Measure G Tax	-	22,020,500	19%	22,020,500	
Utility Users Tax	9,277,000	12,370,000	11%	3,093,000	33.3%
Franchise Fees	8,199,100	8,465,100	7%	266,000	3.2%
Business Lic Tax	4,692,000	4,600,000	4%	(92,000)	-2.0%
Other Taxes	2,015,000	2,290,000	2%	275,000	13.6%
Plan Ck / Bldg Permit	1,173,200	1,250,000	1%	76,800	6.5%
Other Rev/Transfers	4,287,300	5,316,500	4%	1,029,200	24.0%
<b>Total</b>	<b>\$ 89,529,200</b>	<b>\$ 117,908,000</b>	<b>100%</b>	<b>\$ 28,378,800</b>	<b>31.7%</b>

### Property Tax

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

- FY 2004-05 – Growth of 10.7%
- FY 2005-06 - Growth of 12.9%
- FY 2006-07 - Growth of 12.7%
- FY 2007-08 - Growth of 7.3%
- FY 2008-09 – Decline of 5.1%
- FY 2009-10 – Decline of 11.2%
- FY 2010-11 – Decline of 6.8%
- FY 2011-12 – Decline of 0.6%
- FY 2012-13 – Growth of 0.5%
- FY 2013-14 – Growth of 2.8%
- FY 2014-15 – Growth of 8.8%

- FY 2015-16 – Projected to grow 4.1%

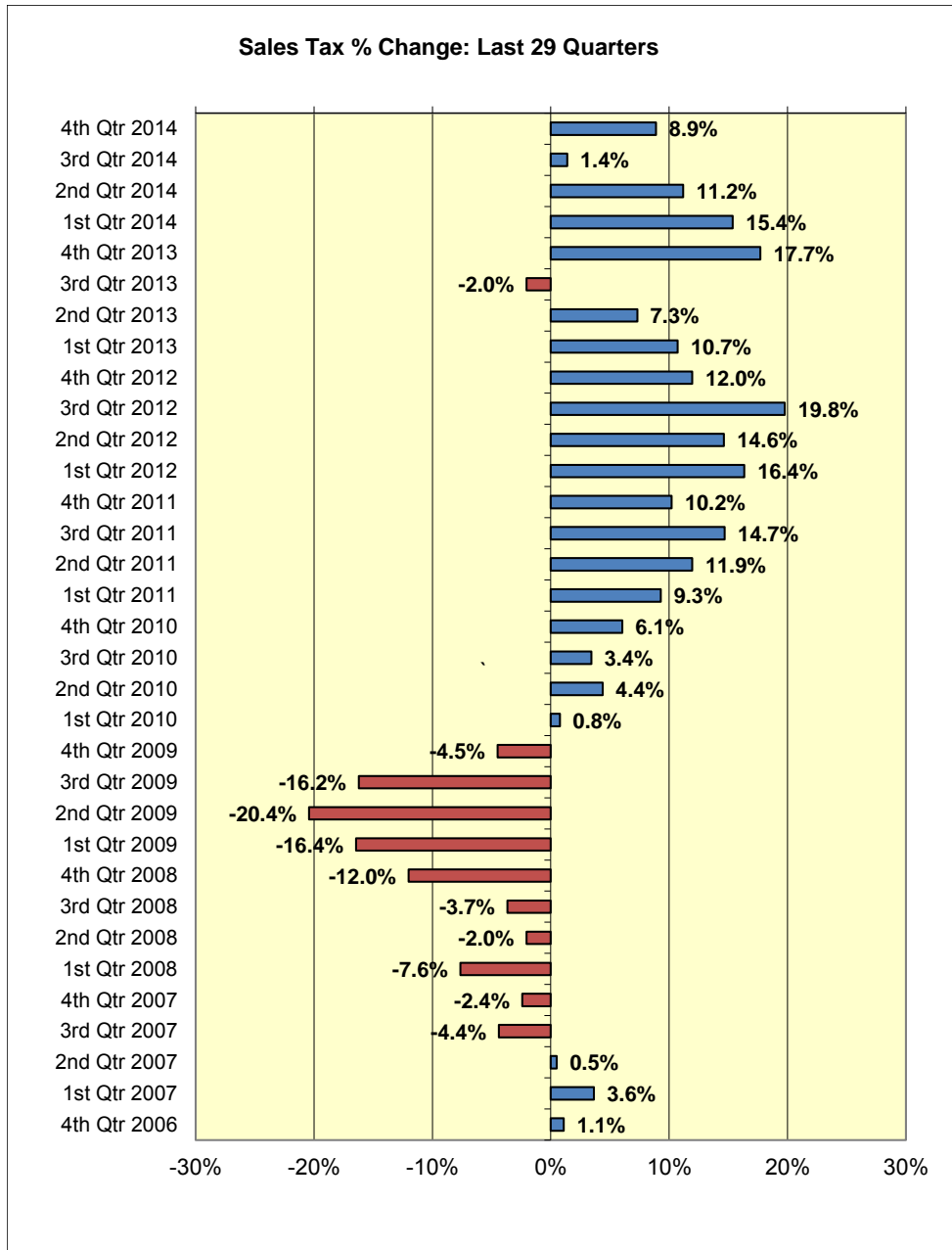
Overall, the City's annual property tax reduced \$7.8 million (27.2%) from projections made in April 2007 (prior to the housing downturn) and now strong signs of recovery and growth have begun. Estimates for FY 2015-16 reflect a growth of \$994,300, or 4.1%, because the current year secured tax trends.

#### Sales Tax/Measure V/Measure G

The City's share of the 7.75% sales and use tax collected on retail sales is one-percent (1%), which is credited to the General Fund. The City also receives revenues from a .5% transaction and use tax approved by Salinas's voters eight years ago and was extended with no sunset on November 6, 2012, which is accounted for separately in the Measure V Fund. Similarly, last November 4, 2014, the voters approved a one cent transaction and use tax called Measure G.

After ten consecutive quarter declines that began in April 2007 and a loss of \$4.5 million by April 2009, sales tax has shown fully recovered and has regained the peak it hit in FY 2006-07. All major business categories have shown improvement with General Consumer Goods, Autos/Transportation, and Fuel/Service Stations showing the most improvement.

Sales tax results for the past 29 quarters are as follows:



HdL, the City’s sales tax consultants/auditors, and their partnership with Beacon Economics, have evaluated trends in each sector and national and economic drivers. They are estimating an overall FY 2015-16 increase of 2.0 from the FY 2014-15 adjusted budget. FY 2014-15 sales tax is estimated at \$24,766,000, Measure V tax estimate of \$11,140,000, and Measure G is estimated at \$22,000,000. FY 2016-17 is estimated at 1.0% increase.

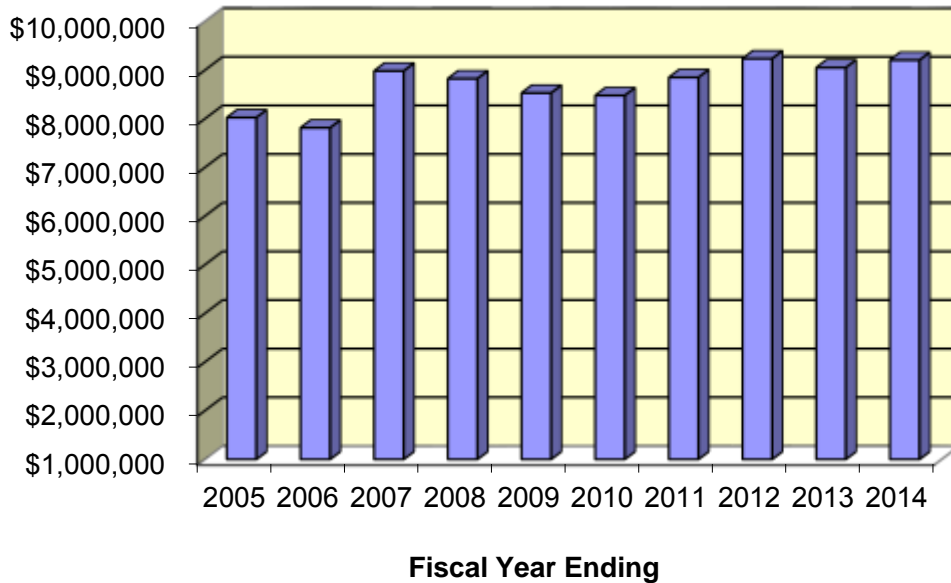
Utility Users Tax

Utility Users Tax is a general tax imposed on the use of utility services; the tax is 6% of the utility bill for electric, gas, and water and 5% for telephone and cable services. The tax



is capped at \$2,000 per customer, per year, and per utility service. FY 2015-16 Utility Users Tax collections are expected to increase \$3.1 million to \$12,370,000. See illustration below:

**Utility User Tax Revenues: Last Ten Years**

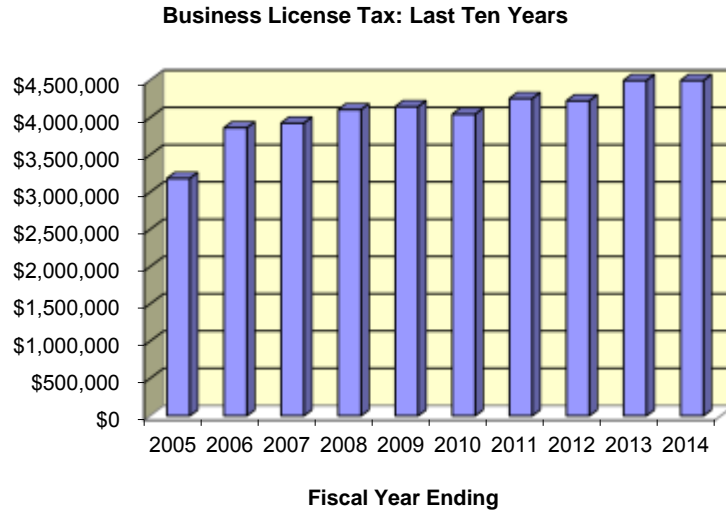


Franchise Fees

Franchise Fees are fees paid to a municipality from franchisees as a “toll” for the use of City streets and right of ways. The City’s franchise fees are charged on gross amounts billed for; Electric 2%; Gas 2%; Cable 5%; Garbage 26%; and actual cost for Towing Companies. The garbage franchise fee was increased from 20% to 26%, effective November 1, 2010. Total franchise fee for FY 2013-14 was \$8,168,400 and is expected to end the FY 2014-15 at \$8,300,000. FY 2015-16 is projected at \$8,465,100.

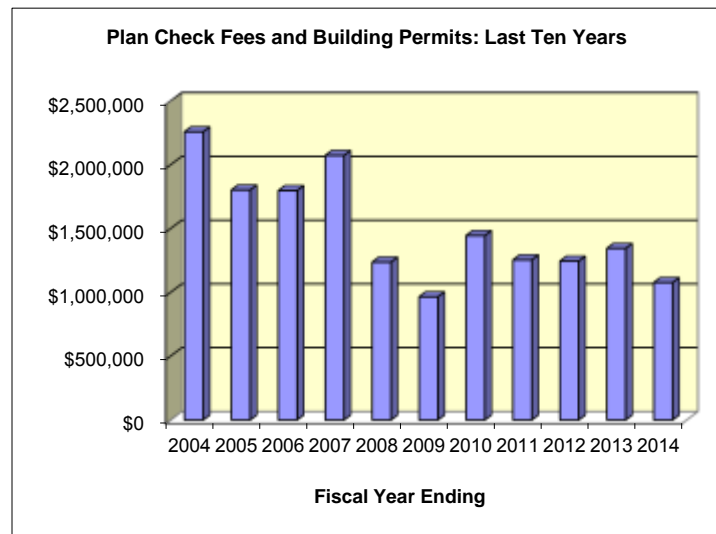
### Business License Tax

Business License Tax is a general tax on businesses that are conducting business within the City. The tax is levied either on gross receipts or on a flat rate. During November 2007, the City Council contracted with Municipal Auditing Services (MAS) to perform a business license tax compliance and enforcement program. MAS took a two year pause and did one more round of audits from from February 2013 to December 2013. MAS located over 4,006 unlicensed businesses and collected over \$1,944,056 in tax revenue. Business license tax is estimated at \$4,600,000 for FY 2015-16, a 2% decrease from the current year projections. See illustration below:



### Plan Check Fees and Building Permits

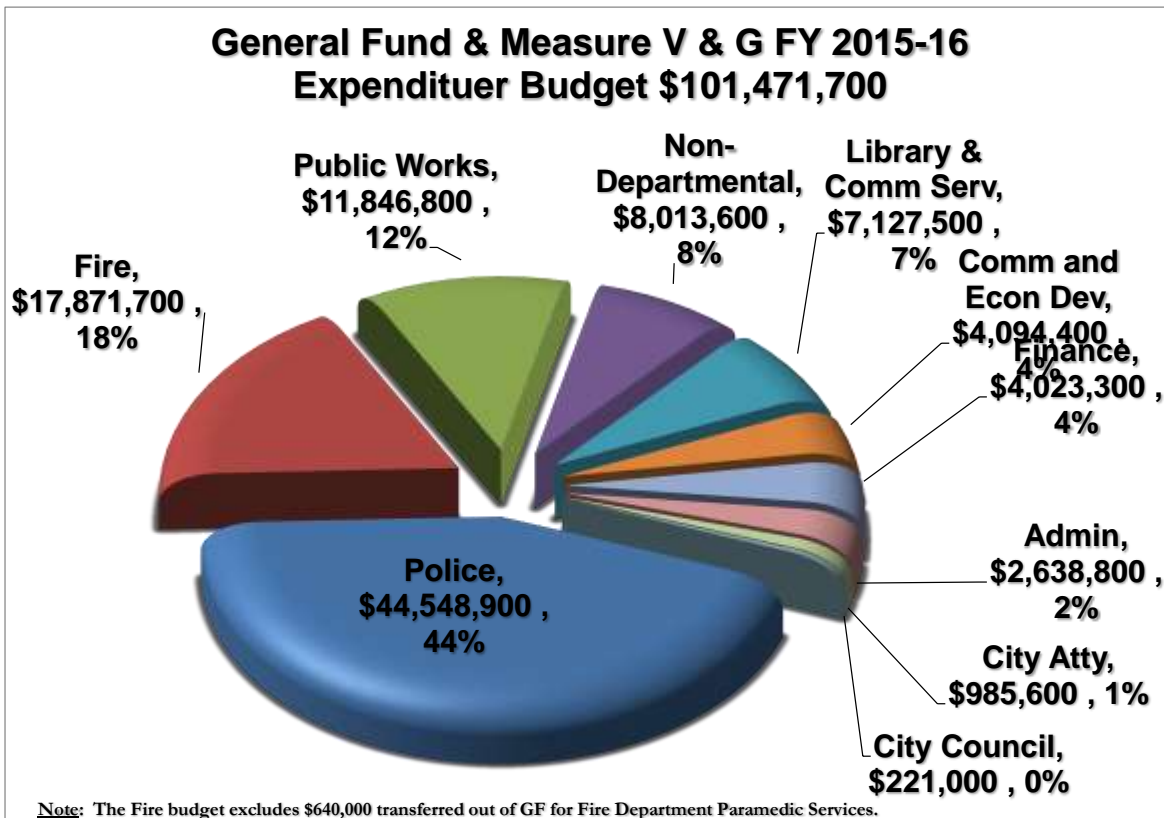
Plan check and building permit fees collections have declined 53% from FY 2006-07 actual collections of \$2,073,841 to FY 2008-09 actual collections of \$965,640. Plan check and building permit fee collections have shown improvement in FY 2009-10 with actual collections fluctuating between a high of \$1,445,488 and low of \$1,077,500. Funds have been budgeted at \$1,250,000 for FY 2015-16. Please see illustration below:



## General Fund and Measure V & G Expenditures

The FY 2015-16 General Fund/Measure V recommended operating budget totals \$101,471,700. Public Safety expenditures represent 61.5% of the operating budget. The recommended FY 2015-16 General Fund/Measure V & G operating budget, by department/service activity is as follows:

Department	FY 2015-16		%	Change	%
	FY 2014-15 Adopted Budget	Proposed Budget			
Police	\$ 36,453,500	\$ 44,548,900	43.9%	\$ 8,095,400	22.2%
Fire	16,492,300	17,871,700	17.6%	1,379,400	8.4%
Public Works	9,299,600	11,846,800	11.7%	2,547,200	27.4%
Non-Departmental	7,345,000	8,013,600	7.9%	668,600	9.1%
Library and Community Se	5,904,100	7,127,500	7.0%	1,223,400	20.7%
Comm. Development	3,218,200	4,094,400	4.0%	876,200	27.2%
Finance	3,165,200	4,023,300	4.0%	858,100	27.1%
Administration	1,865,900	2,638,800	2.6%	772,900	41.4%
City Attorney	718,400	985,600	1.0%	267,200	37.2%
City Council	212,100	221,000	0.2%	8,900	4.2%
Assessment & Maint. Dist.	29,400	100,100	0.1%	70,700	240.5%
<b>Total Exp. Budget</b>	<b>\$ 84,703,700</b>	<b>\$101,471,700</b>	<b>100.0%</b>	<b>\$ 16,768,000</b>	<b>19.8%</b>



## Retirement Programs

Most California cities participate in the California Public Employees' Retirement System (CalPERS) retirement program. The cost of providing retirement benefits to employees remains a challenge to cities. Retirement costs represent 18% of total personnel costs. The average annual increases in CalPERS retirement costs have been 9.1% since Fiscal Year 2009-10 mainly due to the lower returns realized. Moreover, in the last two years, CalPERS has made four major policy changes that will result in further higher pension costs for the State and CalPERS contracting employers, with three of the changes occurring in the last year with the goal to stabilize pension costs over time. The most recent change occurred on May 22, 2014. The changes amount to an increase of approximately \$2.0 million per year for five years and then level off. The costs will be spread over twenty years with the increases phased in over the first five years and ramped down over the last five years of the twenty year amortization period. The table below reflects the changes made by CalPERS:

### CalPERS Board of Administration Policy Changes

Date Adopted by CalPERS	Description of the Change	Effective Year	Actuary Report Period	Date Actuary Report Due from CalPERS
3/13/2012	<u>ROR Assumption Change</u> - Lowered LT assumed rate of return at from 7.75 to 7.50%	FY 2014-15	6/30/2012	10/1/2013
4/17/2013	<u>Amortization &amp; Smoothing Policy Change</u> - Recognize gains and loses over a shorter period & fixed amortization vs rolling	FY 2015-16	6/30/2013	10/1/2014
2/18/2014	<u>Change in Assumptions</u> - Lengthen the mortality rate	FY 2016-17	6/30/2013	10/1/2014
5/22/2014	<u>Policy Change</u> - Change to Risk Pools	FY 2016-17	6/30/2013	10/1/2014

On March 13, 2012, the CalPERS Board of Administration voted to reduce the discount rate from 7.75 percent to 7.50 percent. The discount rate is calculated based on expected price inflation and real rate of return. According to studies conducted by CalPERS and external actuaries, inflation has been in decline for the last 25 years. As a result, CalPERS Actuarial Office recommended a reduction in the price inflation from 3 to 2.75 percent. When added to the current real return assumption of 4.75 percent, this produces a discount rate of 7.5 percent. This new economic assumption resulted in employer rate increases of about 1 percent to 2 percent of total payroll for most miscellaneous retirement plans and a 2 percent to 3 percent increase of total payroll for most safety plans beginning in FY 2013-14. On April 18, 2012, the CalPERS Board of Administration adopted a policy to phase in the impact on employers change in discount rate over a two year period, which has now fully occurred.

On April 17, 2013, the CalPERS enacted significant changes in its actuarial policies that are aimed at returning the system to fully-funded status within 30 years. The new policies include a rate-smoothing method with a 30-year fixed amortization period for gains and losses. While it is a good decision for the long-term health and rate predictability of the system, the short term impact is that more money is required to be put into the system. Furthermore, on April 18, 2014, the CalPERS Board increased the mortality assumptions with a 20 year amortization period, which will increase contribution requirements beginning in FY 16-17.

Lastly, on May 22, 2014, the CalPERS Board approved changes to Risk Pooling, which only applies to the City's Fire Safety plan. CalPERS will combine all pools into two pools, with one for all safety plans and allocate the total unfunded liability. This Change will give the City the opportunity to refinance the Fire side fund obligation and achieve savings.

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

The City budgets \$12.0 million to pay the cost for the Public Safety retirements and \$2.3 million for non-public safety retirements in the General and Measure V & G Funds.

### **Capital Improvement Program**

The Capital Improvement budget includes a number of General Fund and Measure G funded investments. The recommended General Fund items have been significantly scaled down to minimal levels. Measure G funded capital project items total \$12,816,500.

The FY 2015-16 General Fund CIP Budget projects are:

<u>Project Name</u>	<u>Cost</u>
4 Bridge St Environmental	\$ 3,000
LEOC Police Building	120,500
Abbott St Safety Building	215,000
PS Safety Radio Sys-2007 COPS	210,400
Replace Carpet	100,000
Fire Hydrant Repairs	15,000
Storm Water Monitoring NPDES	265,000
Fire Safety Gear & Equipment	20,000
ADA Plans-Sidewalks & Ramps	50,000
Copier Rental Program	110,000
Employee Parking Lot Gates	35,000
Total General Fund CIP Costs	<u>\$ 1,143,900</u>

The FY 2015-16 Measure G Fund CIP Budget projects are:

<u>Project Name</u>	<u>Cost</u>
Steaming Ahead Railroad ADA	\$ 40,000
CDD Vehicle Replacement	90,000
Women`s Club Upgrade	80,000
10 Soledd Street	85,000
City Cleanup Program	250,000
PCs & Networking	368,500
Geographic Information Systems	20,000
Sanborn Rd/US 101 Impvts	1,750,000
EOC/Response Planning	5,000
ED Element Analysis	129,500
Salinas Train Station Impvts	75,000
Hebbron Family Center Improvements	200,000
Chinatown Homeless Center	150,000
PD Records Management System	1,000,000
E Laurel Dr Sidewalk & Lights	220,000
Vibrancy Plan General Plan	175,000
Vibrancy Plan Infrastructure	75,000
Vibrancy Plan Parking	150,000
Fire Station Renovations	766,000
Street Tree Trimming	300,000
Rotunda & CM Conf Room	75,000
Public Safety Center	4,677,000
ED Element GPA/EIR	350,000

EDE Alisal Vibrancy Plan	200,000
ED Element - Proj Mgmt EDE Impl	125,500
Parking Enforcement	200,000
PS Safety Radio Sys-2007 COPS	550,000
Park & Open Space Master Plan	160,000
Fire Hose & Nozzle Replacement	50,000
Annual City Sts Rehab Program	600,000
Congestion Mgmt Agency City %	51,500
Fleet Replacement	150,000
Rec Facility @ Muni Pool	100,000
Fire Stations Repairs	75,000
Police Vehicle Replacement	650,000
Street Maint Equipment	179,000
Bicycle Lane Installations	60,000
El Dorado Park Improvements	500,000
Reroof Public Buildings	85,000
Sidewalk & Drainage Repairs	600,000
Ball Field Repairs	35,000
Central Park Improvements	280,000
Park Lights Replacement	50,000
Fit Testing Equipment	20,000
Fire Sta. Alerting Sys Update	20,000
	\$ 15,772,000

The CIP is contained in a separate document and provides detailed information for each capital project included in the FY 2015-16 Capital Improvement Budget and Capital Improvement Program (FY 2016-17 through FY 2020-21).

### **General Fund/Measure V Operating Reserves**

The City’s Financial Policies provide that the City “strive” to maintain an eight (8%) percent General Fund Operating Reserve. Five (5%) percent of the reserve is required primarily for cash flow purposes. Reserves above the five (5%) percent level can be characterized more as “rainy day” funds to guard against economic uncertainties.

While a prudent reserve is certainly a worthy policy, it must be balanced with the fact that residents pay taxes for one purpose – to benefit from programs and services paid for with those taxes.

The FY 2009-10 Budget was balanced using \$9.4 million of General Fund/Measure V reserves. The use of reserves in both FY 2008-09 and FY 2009-10 was required to maintain services and were depleted to zero. Over the last four fiscal years using carryover funds and at the mid-year budget review, the City Council has approved replenishing the reserve with amounts each time. The reserves have grown and are now at \$5.6 million. As part of adopting the FY 2015-16 operating budget, staff is proposing to increase the

reserves by \$2,060,000 and bring the reserve to a new total of \$7,661,300, which would bring the reserve up to 7.7% of operating expenditures. The proposed reserve for Measure G of \$1,760,000 is 8% of the estimated Measure G sales tax of \$22,000,000 and will function both as an operating reserve and a capital reserve.

	<u>General Fund</u>	<u>Measure V</u>	<u>Measure G</u>	<u>Total</u>
Fund Balance Reserves:				
Operating Reserve	\$ 4,730,000	\$ 871,300	\$ -	\$ 5,601,300
Proposed Increase Reserves	<u>300,000</u>	<u>-</u>	<u>1,760,000</u>	<u>2,060,000</u>
Total Reserves	<u>\$ 5,030,000</u>	<u>\$ 871,300</u>	<u>\$ 1,760,000</u>	<u>\$ 7,661,300</u>

### **City Council Goals and Objectives**

On March 3, 2015, the City Council approved the Goals and Objectives for the 2013-2016 time period. These goals and objectives were the result of a strategic planning session held on January 12, 2013, February 4, 2013, January 25, 2014 and January 24, 2015. Each department has aligned the specific tasks they plan to accomplish during the period to support and accomplish the City Council goals and objectives. These tasks are listed in each department’s summary section of the budget. The City Council’s strategic goals and objectives are listed below:

#### Economic Diversity and Prosperity

1. Alisal Market Place
2. Chinatown Revitalization
3. Enhanced Permit Center Operations
4. Sustainable Steinbeck Regional Innovation Foundation/Cluster (SIC)
5. Enhanced local, regional and national branding/imaging of the City
6. Future Growth Area (FGA)
7. Plan for and engage a safe, secure, well-managed water-supply

#### Safe, Livable Community

1. Work with citizen to create consistent funding for public safety
2. Support neighborhoods and volunteers
3. Address homelessness
4. Build a new police station
5. Fire Department Equipment needs

#### Effective, Sustainable Government

1. Employee Customer Service Fire Department Equipment needs
2. Technology Upgrades
3. Implement Measure G with ongoing community dialogue
4. Develop a comprehensive communication strategy

#### Excellent Infrastructure

1. Seek Community Input
2. Categorize needs based on low medium and high priority
3. Define and agree on an approach that addresses the priority infrastructure needs
4. Develop a timeline for implementation



5. Advocate for funding from federal, state, regional, nonprofit and private sources

#### Quality of Life

1. Youth Soccer Fields at Constitution Park
2. Continued support for recreational, arts, libraries, entertainment, volunteer opportunities, playgrounds, sports, and culture
3. Prioritize El Gabilan Library expansion through Measure V Funds
4. Continue Planning for the Housing Element
5. City support for Public Arts projects

#### Conclusion

Through cooperation and communication, the City Council, staff and the community have persevered through the most recent economic crisis. I'm most grateful to the City's employees for their significant concessions and who continue to perform at a high level providing valuable service to the community in spite of significant staffing reductions. Also, I would like to thank the City Council for your leadership and the commitment you continue to exhibit in ensuring that the City of Salinas enhances and maintains its outstanding economic diversity and prosperity, the safety and livability of community, the effectiveness and sustainability of the government, excellent infrastructure and quality of life.

Lastly, I would like to thank the employees in the Finance Department who worked on the budget document, as well as all other staff who made contributions to its completion.

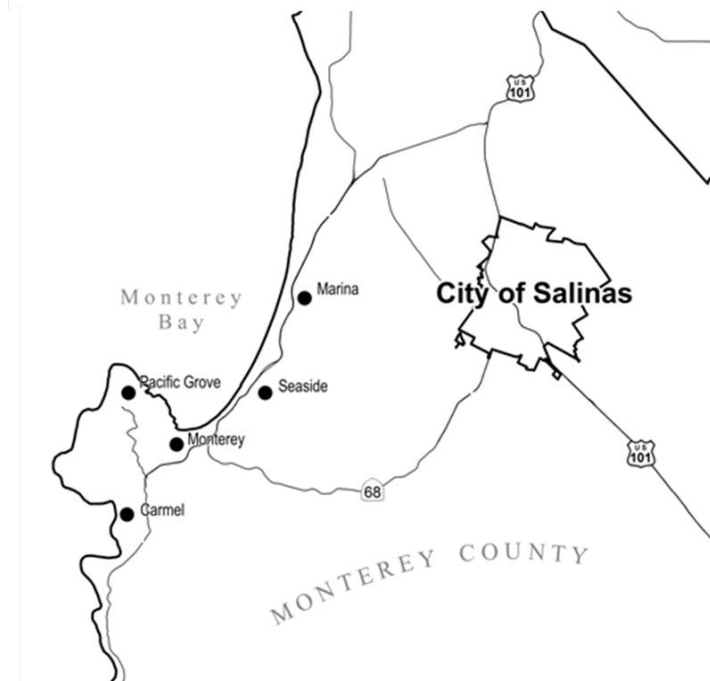
Sincerely,



Ray Corpuz  
City Manager



# COMMUNITY PROFILE



## **HISTORY**

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

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

The City of Salinas was incorporated as a charter city on March 4, 1874 providing all typical City services: Public Safety (police and fire), Public Works (engineering & transportation, and environmental & maintenance services), Community Development (permit services, planning, successor agency of redevelopment), Library and Community Services (parks & community services, and library), and General Administrative Services. Business-type City services include: a Municipal Airport, Industrial Waste System, Golf (two municipal golf courses), Sanitary Sewer and Storm Drain Systems, Water Utility, Preferential and Downtown Parking District. The State Department of Finance reports the City's population at 156,103, as of January 1, 2015. The City employs about 535 persons on a full time basis.

## **CITY GOVERNMENT**

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

# COMMUNITY PROFILE

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

## **HOUSING**

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

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

Salinas offers approximately 42,701 housing units of which 23,613 are detached single family residences, 2,687 are attached single family residences, 3,838 two to four unit multifamily complexes, 14,928 apartment units, and 1,450 mobile homes. The residential vacancy rate is approximately 5.3% at any time during the year.

## **TRANSPORTATION**

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

### **Air**

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

### **Bus**

Monterey-Salinas Transit (MST) operates local bus service; Monterey-Salinas AirBus offers connections to San Jose and San Francisco airports; Greyhound offers service to all major cities.

### **Highways**

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

### **Rail**

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

## **SCHOOLS**

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

# COMMUNITY PROFILE

## COMMUNITY SERVICES

Salinas has extensive health and medical services with two of Monterey County's four hospitals located within the City. Natividad Medical Center was recently recognized as a Medical Center Level II Trauma Center serving the Central Coast. Salinas also offers skilled nursing and convalescent homes and residential retirement facilities for seniors, as well as over 200 practicing physicians.

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

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

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

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

- Equal Opportunity Commission
- Airport Commission
- Recreation-Parks Commission
- Library Commission
- Traffic and Transportation Commission
- Planning Commission
- Youth Commission
- Measure V Committee
- Measure G Committee

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

- Police Community Advisory Committee
- Animal Shelter Committee
- Design Review Board
- Board of Appeals
- Grievance Advisory Board



(This page intentionally left blank)

# BUDGET GUIDE

## **BUDGET GUIDE**

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

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

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

The annual operating budget is a financial plan for a specific period of time. Salinas prepares a two-year operating budget and a six-year capital improvement budget. The first year operating budget is adopted by Council and implemented by staff. The second year of the operating budget is presented as a financial planning tool that provides ample time to apply and implement corrective budgetary measures. For the City of Salinas the City's fiscal year starts on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

## **DOCUMENT ORGANIZATION**

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

### **Letter of Transmittal**

In the transmittal letter to the City Council and Salinas' citizens, the City Manager summarizes the operating budget for Fiscal Year (FY) 2015-16 and the budget plan for FY 2016-17. It outlines strategies and objectives for the fiscal years and highlights the most critical issues facing the City.

### **Community Profile and Budget Guide**

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

### **Financial Summaries**

Local government budgets are organized or separated into various funds in order to account for revenues, which are restricted by law as to how they may be spent. Each fund functions like a separate bank account targeted to a specific purpose or purposes and the City's budget is financed by these different funds. This section of the budget presents the Budget Resolution that captures the Estimated Revenue, Interfund Transfers and Appropriations for FY 2015-16; The Appropriation Limit calculation; Fund Balance projection by fund for FY 2015-

# BUDGET GUIDE

16 and 2016-17; The Administrative Overhead Rates; A summary schedules of revenues by fund that includes actual revenues for FY 2013-14 and estimated for FY 2014-15 through FY 2016-17. Also contained here is the summary of the total full time workforce budgeted for the next two years with historical changes in staffing over time.

## **Financial Policies**

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

## **Measure V Funds**

This section provides historical information about the circumstances surrounding the conception and implementation of the Transaction and Use tax approved by Salinas' voters on November 2005. This section also includes summaries of the Measure V funds budgeted for Operating and Capital Projects for FY 2015-16 and a list of the number of positions funded during the same period.

## **Measure G Funds**

This section provides historical information about the circumstances surrounding the conception and implementation of the Transaction and Use tax approved by Salinas' voters on November 2014. This section also includes summaries of the Measure G funds budgeted for Operating and Capital Projects for FY 2015-16 and a list of the number of positions funded during the same period.

## **Department Operating Budgets**

Here you will find detailed information about each department, including department organizational charts, department and division descriptions including Purpose, Goals, Strategies and Objectives and Major Budget Changes for FY 2015-16, and a financial summary showing funding sources, actual expenditures from FY 2013-14 and projected expenditures for FY 2014-15 through FY 2016-17

The Capital Improvement Budget is issued in a separate document. Both of these documents are available to residents and interested parties for review at the City's website located at [www.ci.salinas.ca.us](http://www.ci.salinas.ca.us).

## **STRUCTURE OF THE CITY'S FINANCES**

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

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

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

Budget years run in fiscal year cycles beginning July 1 and ending June 30. The City budget is approved and balanced by fund. The vast majority of these fund balance dollars are held for future expenses for several



# BUDGET GUIDE

reasons. Special taxes, such as the gas tax, are restricted to specific services and must be carried forward for that purpose (in this case, street improvements). Other balances may result from legal requirements, such as payment of long-term debts for bonds.

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

## **BASIS OF ACCOUNTING**

### **Fund Accounting**

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

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

**Base Budget:** Each department is initially provided an annual appropriation sufficient to fund current service levels and any other costs the department is responsible for managing. This year's base budget involved taking the FY 2014-15 final adopted budget, reducing it for any one-time capital outlay expenditures, downward adjustment for remaining employee concessions (in the form of furlough) that do not have a sunset date and include a continuous postponement of Cost-of-living adjustment of four percent for the non-public safety groups agreed in April 2013, and cost increases for other contractual obligations (such as utilities increases, vendor service contract rate increases, etc.) The proposed FY 2015-16 budget reflects the partial impact of ending concessions from the non-public safety group.

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

### **Long Range Financial Planning**

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

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

### **Reserves**

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

#### **Contingency Reserve Policy**

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

### **Long Term Capital Debt**

The City of Salinas uses long term debt financing only for one-time capital improvement projects and unusual

# BUDGET GUIDE

equipment purchases. Long-term capital debt complies with applicable federal and State regulations and is repaid over the legal life of the related asset or twenty years whichever is less. Financing is generally conducted on a competitive basis and the City seeks to maintain its current bond rating.

## **Investments and Cash Management**

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

## **BUDGET PROCESS**

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

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

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

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

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

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

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

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

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are

# BUDGET GUIDE

recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the governmental funds. Encumbrances outstanding at year-end are recorded as reservations of fund balance and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year.

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

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

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

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

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

## **CITIZEN PARTICIPATION**

Salinas' residents are encouraged to participate in the budget planning process through a variety of avenues, such as participating in Council-appointed boards and commissions or by attending budget sessions or public hearings at City Council meetings. Citizens may also view and comment on the budget document through the City's Internet Web page located at [www.ci.salinass.ca.us](http://www.ci.salinass.ca.us).

Public hearings on the budget occur in June. Citizens have the opportunity to speak about budget issues at these hearings and at virtually any City Council meeting during the year. Council meetings are generally held on Tuesday afternoon beginning at 4:00 p.m. in the Council Rotunda at City Hall, located at 200 Lincoln Ave. Salinas. All council meetings are televised on the local cable access channel 25 and subsequently aired on Saturdays at 11:00 in the morning.

## **GLOSSARY OF BUDGET TERMINOLOGY**

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

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

**BENEFITS: FULL TIME (FT)** Cost to the City for insurance benefits for all regular part time employees. This

# BUDGET GUIDE

includes health, disability, and workers' compensation insurance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DEPARTMENT SUMMARY** The Department Summary provides a summary of source of funds and expenditures by major category. The source of funds section shows how the fiscal year 2013-14 actual, the 2014-15 budget and the proposed 2015-16 budget are funded. The budget plan for FY 2016-17 is also included. The expenditure section details both employee services and other resources. The employee services category includes regular full-time, temporary part-time, and overtime. The other resources category includes: supplies/small equipment, outside services/other expenditures, and capital outlay

# BUDGET GUIDE

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

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

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

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

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

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

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

**FULL TIME EQUIVALENT (FTE)** Technique converting labor work hours into a unit measure of equivalent number of full time employees (1 FTE =2,080 annual hours) with the exemption of firefighters that are measured on 2,912 annual hours annually. For both FY 2015-16 and FY 2016-17 the budget included employees full cost due to the elimination of the furlough program implemented since July 1, 2009. Cost of restoring full time service to Salinas’ residents (Monday-Friday) is absorbed by the Measure G Fund.

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

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

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

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

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

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

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

**OPERATING BUDGET** The portion of the budget pertaining to daily operations that provides basic governmental services. The operating budget contains appropriations for such expenditures as personnel services, materials

# BUDGET GUIDE

and supplies, and capital outlay. It does not include Capital Improvement Project expenditures.

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

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

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

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

**REVENUES SHEDULES** Complete revenue worksheet for 2013-14 actual & 2014-15, 2015-16 and 2016-17 revenue estimates.

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

# FINANCIAL SUMMARIES

## Budget Resolution Fiscal Year 2015-16

RESOLUTION NO. 20763 (N.C.S.)  
RESOLUTION NO. 30 (S.A.)

### RESOLUTION ADOPTING THE 2015-2016 ANNUAL OPERATING BUDGET

BE IT RESOLVED that the Operating Budgets of the City of Salinas and the Successor Agency of the Salinas Redevelopment Agency, including interfund transfers as set forth herein for Fiscal Year 2015-16 commencing on July 1, 2015 be adopted as listed below:

<u>Fund Description</u>	<u>Estimated Revenue</u>	<u>Interfund Transfers</u>	<u>Appropriations</u>
<u>General Government</u>			
10 General Fund	84,636,500	58,800	83,155,700
11 Measure V Fund	11,251,000	15,000	11,178,400
12 Measure G Fund	22,020,500	(2,265,000)	7,137,600
24 Emergency Medical Services Fund	140,000	640,000	829,500
25 Asset Seizure Fund	10,400		20,000
28 Public Safety Fund	590,100		600,000
34 Traffic Safety Fund	530,000	(485,000)	
35 Vehicle Abatement Fund	110,000	50,000	203,700
36 Recreation Park Fund	30,000		23,400
41 Public Education Fund	185,000		150,000
Total	119,503,500	(1,986,200)	103,298,300
<u>Internal Services</u>			
50 Internal Service Fund	7,988,000	343,000	7,153,300
<u>Enterprise Operations</u>			
21 Airport	1,222,500	(52,000)	1,305,200
22 Industrial Waste	3,055,000	(38,300)	1,638,400
23 Golf Courses	227,700	450,000	671,100
27 Sanitary Sewer	2,905,000		2,516,800
30 Storm Sewer	47,000	1,700,000	1,812,600
51 Hitchcock Road Water System	11,000		20,000
52 Parking District	250,500	1,125,600	1,537,000
Total	7,718,700	3,185,300	9,501,100
<u>Assessment and Maintenance Districts</u>			
26 Maintenance Districts	1,604,700		1,492,200
39 Business Surcharge Districts	245,000		262,000
70 Assessments Districts	1,352,000		1,356,800
Total	3,201,700		3,111,000
<u>Block Grants and Home Program</u>			
29 Community Development Block Grant	2,751,600		1,369,900
29 Home Investment Program	1,347,200		1,331,300
29 Inclusionary Housing			31,300
29 Emergency Shelter Program	182,900		175,700
29 Neighborhood Stabilization			23,500
Total	4,281,700		2,931,700
<u>Grants, Trusts &amp; Agencies</u>			
61 Economic Development	360,000		357,400
62 Grants, Trusts & Agencies	1,982,500		3,111,900
63 Successor Agency	52,000	824,000	66,600
65 Deferred Comp Administration	33,000		31,200
91 Successor Agency Fund	3,264,300	(1,774,600)	1,707,600
Total	5,691,800	(950,600)	5,274,700

# FINANCIAL SUMMARIES

## Budget Resolution Fiscal Year 2015-16

<u>Fund Description</u>	<u>Estimated Revenue</u>	<u>Interfund Transfers</u>	<u>Appropriations</u>
<u>Debt Service</u>			
40 Debt Service Fund	1,200	1,658,500	1,027,700
<u>Capital Projects Funds</u>			
10 General Fund		(1,143,900)	
11 Measure V Fund		(70,000)	
12 Measure G Fund		(15,772,000)	
21 Airport Fund		(121,400)	
22 Industrial Waste		(2,120,000)	
24 Emergency Medical Services Fund		(105,000)	
26 Maintenance Districts		(126,000)	
27 Sanitary Sewer Fund		(2,195,000)	
29 Community Development Block Grant		(1,150,000)	
30 Storm Sewer Fund		(440,000)	
32 Development Fee Fund	454,500	(605,000)	
33 Gas Tax Fund-Capital	3,483,400	(40,000)	
33 Gas Tax Fund-Operating		(2,250,000)	
36 Recreation Parks Fund		(30,000)	
37 Special Aviation Fund	20,000	(258,000)	
38 Construction Assistance Fund Projects	4,576,900	(3,795,400)	
52 Parking District		(66,000)	
70 Assessment District Project Fund	2,000		
62 Grants		(200,000)	
63 Successor Agency		(112,500)	
80 Capital Projects Fund		28,350,200	28,350,200
Total	8,536,800	(2,250,000)	28,350,200
Total Budget	156,923,400	0	160,648,000

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

PASSED AND ADOPTED this 9th day of June 2015 by the following vote:

AYES: Councilmembers: Barrera, Craig, De La Rosa, Lutes, McShane and Mayor Gunter


NOES: Councilmember: Castañeda

ABSENT: None

ATTEST: None



\_\_\_\_\_  
Patricia Barajas, City Clerk



\_\_\_\_\_  
Joe Gunter, Mayor



# FINANCIAL SUMMARIES

## Appropriations Limit

RESOLUTION No. 20764 (N.C.S.)

A RESOLUTION SETTING THE APPROPRIATIONS LIMIT  
FOR THE CITY OF SALINAS FOR  
FISCAL YEAR 2015-16

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

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

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

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

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

BE IT FURTHER RESOLVED that the Appropriations Limit for the City of Salinas for Fiscal Year 2015-16 is hereby adopted at \$208,824,484 pursuant to Article XIII B of the California Constitution as amended by Proposition 111.

PASSED AND ADOPTED this 9th day of June 2015, by the following vote:

AYES: Councilmembers: Barrera, Craig, De La Rosa, Lutes, McShane and Mayor Gunter

NOES: Councilmember: Castañeda

ABSENT: None

ABSTAINED: None

APPROVED:

  
\_\_\_\_\_  
Joe Gunter, Mayor

ATTEST:

  
\_\_\_\_\_  
Patricia Barajas, City Clerk



(This page intentionally left blank)

# FINANCIAL SUMMARIES

## Fund Balances

Fiscal Year 2015-16

Fund	Estimated Balance 06/30/2015	Estimated Revenues FY 15-16	Budget FY 15-16	Interfund Transfers FY 15-16	Reserve Transfers FY 15-16	Estimated Balance 06/30/2016	
General	432,300	84,636,500	(83,155,700)	(1,085,100)	(300,000)	528,000	
General-Capital Improvement Reserve						-	
General-Operating Reserve	4,730,000				300,000	5,030,000	
<b>Total</b>	<b>5,162,300</b>	<b>84,636,500</b>	<b>(83,155,700)</b>	<b>(1,085,100)</b>	<b>-</b>	<b>5,558,000</b>	<b>1</b>
Measure V Fund							
Transactions & Use 1/2 cent Tax		11,251,000	(11,178,400)	(55,000)		17,600	
Cesar Chavez Expansion Reserve						-	
Measure V - Operating Reserve	871,300					871,300	
<b>Total</b>	<b>871,300</b>	<b>11,251,000</b>	<b>(11,178,400)</b>	<b>(55,000)</b>		<b>888,900</b>	<b>2</b>
Measure G Fund							
Transactions & Use 1 cent Tax	5,000,000	22,020,500	(7,137,600)	(18,037,000)	(1,760,000)	85,900	
Measure G - Operating Reserve					1,760,000	1,760,000	
<b>Total</b>	<b>5,000,000</b>	<b>22,020,500</b>	<b>(7,137,600)</b>	<b>(18,037,000)</b>		<b>1,845,900</b>	<b>3</b>
Emergency Medical Services Fund	412,700	140,000	(829,500)	535,000		258,200	4
Asset Seizure	59,300	10,400	(20,000)			49,700	
Public Safety	299,000	590,100	(600,000)			289,100	
Traffic Safety	15,000	530,000		(485,000)		60,000	
Vehicle Abatement	199,900	110,000	(203,700)	50,000		156,200	
Recreation Parks Fund	50,500	30,000	(23,400)	(30,000)		27,100	5
Public Education Fund	284,300	185,000	(150,000)			319,300	
Internal Service							
Administration	496,700	350,000	(221,800)	109,500		734,400	
General Insurances	2,007,900	951,000	(530,100)			2,428,800	
Workers Compensation Insurance	1,513,700	5,726,000	(5,039,900)	87,000	(2,286,800)	-	
Liability Insurance	3,531,400	961,000	(1,361,500)	146,500	(3,277,400)	-	
<b>Total</b>	<b>7,549,700</b>	<b>7,988,000</b>	<b>(7,153,300)</b>	<b>343,000</b>	<b>(5,564,200)</b>	<b>3,163,200</b>	<b>6</b>
Enterprise Operations							
Airport	475,200	1,222,500	(1,305,200)	(173,400)		219,100	

# FINANCIAL SUMMARIES

## Fund Balances

### Fiscal Year 2015-16

Fund	Estimated Balance 06/30/2015	Estimated Revenues FY 15-16	Budget FY 15-16	Interfund Transfers FY 15-16	Reserve Transfers FY 15-16	Estimated Balance 06/30/2016
Industrial Waste	2,387,800	3,055,000	(1,638,400)	(2,158,300)		1,646,100
Golf Courses	848,800	227,700	(671,100)	450,000		855,400
Sanitary Sewer	2,880,400	2,905,000	(2,516,800)	(2,195,000)		1,073,600
Storm Sewer	505,600	47,000	(1,812,600)	1,260,000		-
Hitchcock Road Water System	32,100	11,000	(20,000)			23,100
Downtown Parking District	(334,600)	211,100	(1,516,500)	1,059,600		(580,400)
Preferential Parking	8,000	39,400	(20,500)			26,900
<b>Total</b>	<b>6,803,300</b>	<b>7,718,700</b>	<b>(9,501,100)</b>	<b>(1,757,100)</b>		<b>3,263,800</b>
<b>Assessment &amp; Maintenance Districts</b>						
Maintenance District Administration	(30,000)	61,500	(36,300)			(4,800)
Woodside Park	36,200	38,500	(36,300)			38,400
Downtown Mall	(33,500)		(2,400)			(35,900)
Airport Business Park	4,200	21,700	(20,700)			5,200
North East	21,800	663,000	(803,100)			(118,300)
Harden Ranch	154,700	142,200	(220,500)	(65,000)		11,400
Vista Nueva	168,000	30,400	(27,700)	(61,000)		109,700
Mira Monte	226,900	122,700	(118,200)			231,400
Monte Bella	2,050,300	524,700	(227,000)			2,348,000
Oldtown Business Surcharge District	17,000	105,000	(122,000)			-
SUBA Business Surcharge District	5,400	140,000	(140,000)			5,400
Assessment Administration		16,000				16,000
Assessment Districts Bonds	6,198,000	1,336,000	(1,356,800)			6,177,200
<b>Total</b>	<b>8,819,000</b>	<b>3,201,700</b>	<b>(3,111,000)</b>	<b>(126,000)</b>		<b>8,783,700</b>
Community Development Act of 1974	334,100	4,281,700	(2,931,700)	(1,150,000)		534,100
<b>Grants, Trusts &amp; Agencies</b>						
Economic Development Corporation	461,800	360,000	(357,400)			464,400
Successor Agency - SRA	2,207,100	3,316,300	(1,774,200)	(1,063,100)		2,686,100
Grants	1,329,400	1,982,500	(3,111,900)	(200,000)		-
<b>Total</b>	<b>3,998,300</b>	<b>5,658,800</b>	<b>(5,243,500)</b>	<b>(1,263,100)</b>		<b>3,150,500</b>

# FINANCIAL SUMMARIES

## Fund Balances Fiscal Year 2015-16

Fund	Estimated Balance 06/30/2015	Estimated Revenues FY 15-16	Budget FY 15-16	Interfund Transfers FY 15-16	Reserve Transfers FY 15-16	Estimated Balance 06/30/2016
Deferred Compensation & Retirement	30,900	33,000	(31,200)			32,700
Gas Excise Tax	(1,193,400)	3,483,400		(2,290,000)	12	-
Development Fees						
Sewers	210,300	70,000		(100,000)		180,300
Parks	77,100	20,000				97,100
Library Fees	80,100	2,500		(90,000)		(7,400)
Trees	(1,200)	500				(700)
Annexation	600	1,000				1,600
Arterial	65,100	250,000		(415,000)		(99,900)
Fire Fees	118,200	80,500				198,700
Police Fees	47,000	30,000				77,000
Total	597,200	454,500		(605,000)		446,700
Special Aviation						
California Aid to Airports	21,100	10,000				31,100
CC&F Land Sale	1,902,900	10,000		(258,000)		1,654,900
Federal Aviation Grants						
	1,924,000	20,000		(258,000)		1,686,000
Construction Assistance						
State & Federal	(200)	2,315,000		(2,314,800)		-
Others	(781,300)	2,261,900		(1,480,600)		-
Construction Assistance		4,576,900		(3,795,400)		781,500
Debt Service		1,200	(1,027,700)	1,658,500		632,000
Assessment District Project	388,600	2,000				390,600
Capital Projects Revolving Fund	2,000,000		(28,350,200)	28,350,200		2,000,000
Total All Funds	43,606,000	156,923,400	(160,648,000)	-	(5,564,200)	34,317,200

# FINANCIAL SUMMARIES

## Fund Balances - Notes Fiscal Year 2015-16

	Estimated FY 14-15	Estimated FY 15-16
<b>1</b>		
Beginning General Fund Balance	8,986,900	5,162,300
Estimated Revenue	76,564,200	84,636,500
(To) From Other Funds	(450,200)	(1,085,100)
Estimated Expenditures		
Operating	(74,309,900)	(83,155,700)
Capital Projects-On-going (Minimum Required)	(5,260,700)	
Ending General Fund Unreserved Fund Balance	5,530,300	5,558,000
Reserves		
Operating Reserve	(4,730,000)	(5,030,000)
Unreserved Fund Balance	<u>800,300</u>	<u>528,000</u>
<b>2</b>		
<b>Beginning Measure V Fund Balance</b>	<b><u>1,660,200</u></b>	<b><u>871,300</u></b>
Estimated Revenue	<u>11,040,000</u>	<u>11,251,000</u>
On-going Expenditures		
Operating Budget	(10,332,900)	(11,178,400)
Capital Projects	(856,000)	
(To) From Other Funds	(640,000)	(55,000)
Total On-going Expenditures	<u>(11,828,900)</u>	<u>(11,233,400)</u>
<b>Ending Measure V Unreserved Fund Balance</b>	<b><u>871,300</u></b>	<b><u>888,900</u></b>
Operating Reserve	(871,300)	(871,300)
<b>Ending Measure V Unreserved Fund Balance</b>	<b><u>0</u></b>	<b><u>17,600</u></b>
<b>3</b>		
<b>Beginning Measure G Fund Balance</b>	<b><u>0</u></b>	<b><u>5,000,000</u></b>
Estimated Revenue	<u>5,000,000</u>	<u>22,020,500</u>
On-going Expenditures		
Operating Budget	0	(7,137,600)
Capital Projects	0	(2,265,000)
(To) From Other Funds	0	(15,772,000)
Total On-going Expenditures	<u>0</u>	<u>(25,174,600)</u>
<b>Ending Measure V Unreserved Fund Balance</b>	<b><u>5,000,000</u></b>	<b><u>1,845,900</u></b>
Operating Reserve	0	(1,760,000)
<b>Ending Measure G Unreserved Fund Balance</b>	<b><u>5,000,000</u></b>	<b><u>85,900</u></b>
<b>4</b>		
Emergency Medical Services Fund (Paramedic Program)		
Beginning Balance	347,800	412,700
County CSA 74 Funds	139,700	140,000
Measure V Contribution	640,000	640,000

# FINANCIAL SUMMARIES

## Fund Balances - Notes Fiscal Year 2015-16

	Estimated FY 14-15	Estimated FY 15-16
Estimated Expenditure		
Operations	(562,700)	(782,400)
EMS Equipment	(47,100)	(47,100)
Capital Project - EMS Safety Equipment	<u>(105,000)</u>	<u>(105,000)</u>
Unreserved Fund Balance	<u>412,700</u>	<u>258,200</u>
<b>5</b>	The Recreation Park Fund collects revenue received from an admission fee imposed on events held at the Rodeo Grounds stadium. City Council has designated these funds for park and recreation	
<b>6</b>	Internal Service-Fund Balance	
Reserves	7,108,600	7,549,700
-Workers Compensation Insurance	(1,513,600)	(2,286,800)
-Liability Insurance	<u>(3,531,400)</u>	<u>(3,277,400)</u>
Unreserved Fund Balance	<u>2,063,600</u>	<u>1,985,500</u>
<b>7</b>	Golf Courses Fund Balance	
(To) From Other Funds	1,307,000	848,800
Reserve-Debt Service	450,000	450,000
Unreserved Balance	<u>(908,200)</u>	<u>(908,200)</u>
	<u>848,800</u>	<u>390,600</u>
<b>8</b>	Sanitary Sewer Fund Balance	
Reserve-Debt Service	4,315,200	2,880,400
-Operating Reserve	(1,209,800)	(1,209,800)
Unreserved Balance	<u>(225,000)</u>	<u>(225,000)</u>
	<u>2,880,400</u>	<u>1,445,600</u>
2012 Sanitary Sewer Revenue Bonds (\$18.0 million) were issued in february 2012. Funds are deposited in a Trustee account. Future sewer system improvement projects will use this new funding.		
<b>9</b>	Downtown Parking District	
Beginning Balance	(165,100)	(334,600)
Estimated Revenue	211,100	211,100
General Fund	175,000	175,000
Successor Agency of RDA	*	1,169,700
Estimated Expenditure		950,600
Operations	(516,000)	(565,900)
Debt Service	<u>(1,209,300)</u>	<u>(950,600)</u>
Unreserved Fund Balance	<u>(334,600)</u>	<u>(514,400)</u>

\* Currently, available on-street parking in the downtown (2,000 parking spaces) is free. Annual debt service on the Monterey Street Parking Structure is paid by the Successor Agency of the

# FINANCIAL SUMMARIES

## Fund Balances - Notes Fiscal Year 2015-16

	<u>Estimated FY 14-15</u>	<u>Estimated FY 15-16</u>
<b>10</b> Mira Monte Maintenance District		
Capital Reserve		
(Streets, Curbs, Gutters & Sidewalks)	143,900	143,900
Operating Reserve	<u>83,000</u>	<u>87,500</u>
Reserved Fund Balance	<u><u>226,900</u></u>	<u><u>231,400</u></u>
<b>11</b> Monte Bella Maintenance District		
Capital Reserve		
(Streets, Curbs, Gutters, Sidewalks & Street Trees)	1,342,600	1,342,600
Operating Reserve	<u>707,700</u>	<u>1,005,400</u>
Reserved Fund Balance	<u><u>2,050,300</u></u>	<u><u>2,348,000</u></u>
<b>12</b> Includes Gas Tax Transfers to fund the Federally mandated NPDES Storm Sewer program	<u><u>(2,250,000)</u></u>	<u><u>(2,290,000)</u></u>
<b>13</b> Reserved for Future Development Fee projects.	207,400	446,700
<b>14</b> COP Debt Service Fund Balance	1,265,200	1,659,700
Reserve-Debt Service	<u>(1,265,200)</u>	<u>(1,027,700)</u>
Unreserved Fund Balance	<u><u>0</u></u>	<u><u>632,000</u></u>
<b>15</b> Capital Projects Revolving Fund Balance Required for Capital Grant Advances	<u><u>2,000,000</u></u>	<u><u>2,000,000</u></u>



# FINANCIAL SUMMARIES

## Fund Transfers

Fiscal Year 2015-16

	Transfers In (Out)	Net Transfers In (Out)
	\$	\$
<b>10 General Fund</b>		
From Gas Tax	1,500,000	
From Traffic Safety	485,000	
From Measure G Fund	1,267,000	
Street Sweeping (NPDES) (26% Franchise)	(950,000)	
To Golf Courses	(450,000)	
To Parking District-52.00	(175,000)	
To Debt Service Fund		
40.12 Crazy Horse	(262,000)	
40.17 National Steinbeck Center	(181,200)	
40.18 Energy Improvements to City Facilities	(896,200)	
40.19 Animal Shelter/Projects	(228,800)	
To Vehicle Abatement Fund	(50,000)	<b>58,800</b>
<b>11 Measure V Fund</b>		
To EMS Paramedic Fund	(640,000)	
From Measure G Fund	655,000	<b>15,000</b>
<b>12 Measure G Fund</b>		
To General Fund - Furlough Restoration	(1,267,000)	
To Measure V - Furlough Restoration	(655,000)	
To Internal Service Fund	(343,000)	<b>(2,265,000)</b>
<b>21 Airport Fund</b>		
To Energy Improvements to City Facilities	(52,000)	<b>(52,000)</b>
<b>22 Industrial Waste Fund</b>		
To Energy Improvements to City Facilities	(38,300)	<b>(38,300)</b>
<b>24 Emergency Medical Services Fund</b>		
From Measure V for Paramedics	640,000	<b>640,000</b>
<b>23 Golf Courses</b>		
From General Fund	450,000	<b>450,000</b>
<b>34 Traffic Safety Fund</b>		
To General Fund	(485,000)	<b>(485,000)</b>
<b>35 Vehicle Abatement Fund</b>		
From General Fund	50,000	<b>50,000</b>
<b>30 Storm Sewer (NPDES) Fund</b>		
From General Fund	950,000	
From Gas Tax for NPDES	750,000	<b>1,700,000</b>
<b>50 Internal Service Fund</b>		
From Measure G Fund	343,000	<b>343,000</b>
<b>52 Parking District Fund</b>		
From General Fund	175,000	
From Successor Agency of the SRA	950,600	<b>1,125,600</b>
<b>40 Debt Service Fund</b>		
From General Fund		
Crazy Horse Proceeds	262,000	

# FINANCIAL SUMMARIES

## Fund Transfers

Fiscal Year 2015-16

	Transfers In (Out)	Net Transfers In (Out)
	\$	\$
National Steinbeck Center	181,200	
Energy improvements to City Facilities	896,200	
65 W Alisal Refinancing	228,800	
From Construction Assistance		
COP Refinancing	385,100	
From Airport		
Energy improvements to City Facilities	52,000	
From Industrial Waste		
Energy improvements to City Facilities	38,300	<b>2,043,600</b>
<b>38 Cnstruction Assistance Fund</b>		
To Debt Service Fund COP Refinancing	(385,100)	<b>(385,100)</b>
<b>62 Affordable Housing Fund</b>		
From Successor Agency	824,000	<b>824,000</b>
<b>63 Successor Agency of the SRA</b>		
To Debt Service Fund		
Monterey Street Parking Garage	(950,600)	
To Affordable Housing Fund		
Affordable Housing	(824,000)	<b>(1,774,600)</b>
<b>33 Gas Tax Fund</b>		
To General Fund for Street Maintenance	(1,500,000)	
To Storm Sewer Fund for NPDES	(750,000)	<b>(2,250,000)</b>
<b>80 Capital Projects Fund</b>		
<b>From:</b>		
General Fund	1,143,900	
Measur V Fund	70,000	
Measure G Fund	15,772,000	
Airport Fund	121,400	
Industrial Waste	2,120,000	
Emergency Medical Services Fund	105,000	
Harden Ranch Maintenance District	65,000	
Vista Nueva Maintenance District	61,000	
Sanitary Sewer Fund	2,195,000	
Community Development Block Grant	1,150,000	
Storm Sewer Fund	440,000	
Development Fee Fund	605,000	
Gas Tax Fund	40,000	
Recreation Parks Fund	30,000	
Special Aviation Fund	258,000	
Construction Assistance Fund	3,795,400	
Parking District	66,000	
Grants	200,000	
Successor Agency of the SRA	112,500	<b>28,350,200</b>
<b>Total Interfund Transfers</b>	<b>28,350,200</b>	<b>28,350,200</b>

# FINANCIAL SUMMARIES

## Administration Overhead Rates

	D E P A R T M E N T S								
	TOTAL (1)	GENERAL GOVERNMENT (2)	POLICE (4)	FIRE (5)	DEVELOPMENT PERMIT SERVCS (6)	DEVELOPMENT & ENGINEERING (7)	MAINTENANCE SERVICE (8)	RECREATION- PARKS (9)	LIBRARY (10)
ACTUAL EXPENDITURES	\$173,164,457								
EXPENDITURE ADJUSTMENTS	(\$79,834,778)								
ADJUSTED ACTUAL EXPEND	\$93,329,679	\$21,169,815	\$35,151,115	\$17,687,144	\$3,049,134	\$3,210,615	\$6,153,838	\$1,563,655	\$5,344,363
COSTING ADJUSTMENTS	\$2,918,760	\$886,764	\$346,231	\$40,013	\$139,552	\$127,025	\$185,164	\$686,696	\$507,315
OVERHEAD BASE	\$96,248,439	\$22,056,579	\$35,497,346	\$17,727,157	\$3,188,686	\$3,337,640	\$6,339,002	\$2,250,350	\$5,851,678
LESS: OVERHEAD									
GENERAL	\$9,733,861	\$9,733,861							
DEPARTMENTAL	\$2,834,723		\$647,970	\$334,936	\$367,392	\$452,037	\$211,640	\$383,055	\$437,693
DIRECT COST OF TAX / FEE SUPPORTED SERVICES	\$83,679,855	\$12,322,719	\$34,849,376	\$17,392,222	\$2,821,294	\$2,885,603	\$6,127,362	\$1,867,295	\$5,413,985
APPLIED OVERHEAD:									
COST		\$9,733,861	\$647,970	\$334,936	\$367,392	\$452,037	\$211,640	\$383,055	\$437,693
RATE:									
GENERAL		12%							
DEPARTMENTAL			2%	2%	13%	16%	4%	21%	8%
COMPOSITE	15%								



(This page intentionally left blank)

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget	
<b>General Fund</b>						
10.00	51101	Secured Taxes - Curr Year	10,887,515	12,288,800	12,534,600	12,973,300
		Monterey County Tax Collection Fee		(171,300)	(174,700)	(178,200)
10.00	51102	Unsecured Taxes - Curr Year	586,171	623,000	635,500	648,200
10.00	51104	Supplement Assessment Roll	315,967	207,700	211,900	216,100
10.00	51105	Property Taxes - Interest	5,259	5,200	5,300	5,400
10.00	51106	Secured Taxes - Prior Yr	215,987	250,000	225,000	200,000
10.00	51107	Unsecured Taxes - Prior Yr	4,756	5,200	5,300	5,400
10.00	51108	Homeowners Property Tax Relief	81,347	77,900	79,500	81,100
10.00	51112	Vehicle License Fee In-Lieu	9,772,067	10,633,100	11,161,500	11,552,200
10.00	51116	ROPS III Pass-Through	41,629			
10.00	51117	ROPS Residual Distribution	611,946	170,000	400,000	400,000
		Total Property Taxes	<u>22,522,644</u>	<u>24,089,600</u>	<u>25,083,900</u>	<u>25,903,500</u>
10.00	51201	Sales Tax-75%	18,307,928	18,646,000	19,019,000	19,209,000
10.00	51114	Sales Tax In-Lieu-25%	6,545,674	6,120,000	6,242,000	6,304,000
10.00	51202	Utility Users Tax	9,206,425	9,277,000	12,370,000	12,494,000
10.00	51203	Hotel - Motel Tax	1,852,292	1,725,000	2,000,000	2,000,000
10.00	51204	Property Transfer Tax	297,519	290,000	290,000	290,000
10.00	51205	Business License Tax	4,926,079	4,692,000	4,600,000	4,646,000
10.00	51207	Franchise Fee - Electric	524,591	535,000	535,000	545,700
10.00	51208	Franchise Fee- Gas	228,704	240,000	220,000	224,400
10.00	51209	Franchise Fee- Garbage	6,104,127	6,141,400	6,350,000	6,413,500
10.00	51216	Franchise Fee - AT&T	189,248	153,000	190,000	193,800
10.00	51257	BFI Recycling Revenue Share	243,038	244,800	270,000	275,400
10.00	51210	Franchise Fee - Cable TV	730,569	759,900	775,100	790,600
10.00	51214	Franchise Fee - Towing	148,134	125,000	125,000	125,000
		Total Other Taxes	<u>49,304,327</u>	<u>48,949,100</u>	<u>52,986,100</u>	<u>53,511,400</u>
10.00	52001	Animal License	83,660	76,500	78,000	79,600
10.00	52002	Bicycle Licenses		500	500	500
10.00	52005	Mechanical Permits	5,760	6,100	6,200	6,300
10.00	52006	Building Permits	510,603	673,200	700,000	714,000
10.00	52008	Plumbing Permits	35,644	30,600	31,200	31,800
10.00	52009	Electrical Permits	8,923	15,300	15,600	15,900
10.00	52010	Encroachment Permits	302,062	147,900	150,900	153,900
10.00	52011	Re-Roofing Permits	89,493	102,000	80,000	81,600
10.00	52012	Building Demolition Permits	310	2,600	2,700	2,800
10.00	52014	Regulatory Licenses	94,012	51,000	52,000	53,000
10.00	52016	Garage Sale Permits	7,548	10,200	10,400	10,600
10.00	52017	Fast Track Permit		500		
10.00	52050	Other Licenses & Permits		500	500	500
10.00	52020	Transportation Permit	7,995	10,200	10,400	10,600
		Total Licenses & Permits	<u>1,146,009</u>	<u>1,127,100</u>	<u>1,138,400</u>	<u>1,161,100</u>
10.00	53006	General Code Fines	14,135	35,700	36,400	37,100
10.00	53008	Code Enforcement Violations	20,719	51,000	52,000	53,000
		Total Fines & Penalties	<u>34,854</u>	<u>86,700</u>	<u>88,400</u>	<u>90,100</u>
10.00	54001	Investment Earnings	68,044	66,300	100,000	102,000
10.00	54018	Possessory Interest	2,206			

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget	
10.00	54020	Rental Income	108,638	51,000	90,000	91,800
10.00	54023	Building Lease	63,134	35,700	204,800	208,900
		Total Investment Earnings	<u>242,021</u>	<u>153,000</u>	<u>394,800</u>	<u>402,700</u>
10.00	55102	County Housing - In-Lieu	32,388	40,800	36,000	36,700
10.00	55124	County HAZMAT	234,842	122,400	124,800	127,300
10.00	55135	Monterey County DNA Fund		5,100		
10.00	55138	SVMH Maintenance Reimbursement		1,400		
10.00	55202	Motor Vehicle In-Lieu-1/3rd	66,402			
10.00	55210	State Highway Maintenance	12,479	5,100	5,200	5,300
10.00	55211	State Mandated Costs	65,856	90,000	109,000	109,000
10.00	55213	CLSB Direct Loan Fund		1,000		
10.00	55214	State Public Library Fund		15,300		
10.00	55218	Post Training Reimbursement	24,715	30,600	15,000	15,300
10.00	55222	State Fire Reimbursement	123,212	10,200	150,000	153,000
10.00	55224	State Office of Emergency		1,000		
10.00	55248	South Co Training Consortium		35,000		
10.00	55249	Cal-Joint Apprenticeship Council		25,000		
10.00	55258	State ABC Grant		500		
10.00	55321	Alisal-Steinbeck Park	10,086	8,200	8,400	8,600
10.00	55331	Dept of Justice BVP		10,200		
10.00	55347	City of Marina (Animal Shelter)	11,655	45,700	12,000	12,200
		Total From Other Agencies	<u>581,635</u>	<u>447,500</u>	<u>460,400</u>	<u>467,400</u>
10.00	56102	Administrative Service Fees	1,374,278	1,215,000	1,215,000	1,215,000
10.00	56103	Sale of Printed Material	1,282	5,000	5,000	5,000
10.00	56104	Bus License App. Fees	64,115	55,000	55,000	55,000
10.00	56105	Bond Issuance Fees	74,775	10,000	10,000	10,000
10.00	56106	Minute/Agenda Sales Fees	257	500	500	500
10.00	56107	Candidate Filing Fees	239	100	100	100
10.00	56108	Return Check Fees	1,184	2,000	2,000	2,000
10.00	56110	Research Fees		100	100	100
10.00	56111	Copying Fees	415	1,500	1,500	1,500
10.00	56114	Holiday Parade of Lights	8,514	5,000	5,000	5,000
10.00	56115	Airshow Charges		15,000	5,000	5,000
10.00	56116	Parade Permit Fees	340	500	500	500
10.00	56117	Legal Services	10,542	12,000	12,000	12,000
10.00	56118	Map Sales	62	500	500	500
10.00	56121	Special Events Application Fee	7,887	10,000	10,000	10,000
10.00	56122	Credit Card Convenience Fee	17,819	10,000	10,000	10,000
10.00	56150	Other Fees-City Clerk		100		
10.00	56201	Tentative Map Review Fees		5,000		
10.00	56203	Minor Subdivision Review Fees	2,119	14,000	5,000	5,000
10.00	56204	Manufactured Housing Cert Fee		100		
10.00	56205	General Plan Amendment Fees		10,000		
10.00	56208	Rezoning Fees		5,000		
10.00	56209	Zoning Appeal Fees	709	1,000	1,000	1,000
10.00	56210	Conditional Use Permit Fees	52,333	60,000	60,000	60,000
10.00	56212	Preliminary Project Review Fees		1,000		
10.00	56213	Planned Unit Development Fees	5,108	15,000	8,000	8,000
10.00	56215	Architectural Review		500		

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget	
10.00	56216	Environment Assessment Fees	3,852	2,500	3,800	3,800
10.00	56217	Environment Impact Report Fee		1,000		
10.00	56218	Annexation Review Fee		1,000		
10.00	56220	Temp Use of Land Review Fees	14,790	15,000	15,000	15,000
10.00	56221	Sign Review Fees	13,031	15,000	15,000	15,000
10.00	56223	Technical Assistance Fees		100		
10.00	56224	Variance Fees		500		
10.00	56226	Advance Planning Fees		100		
10.00	56227	Site Plan Review	27,503	30,000	30,000	30,000
10.00	56228	Planning Inspection Fee	3,789	4,500	4,500	4,500
10.00	56229	EIR Review Fee		1,000		
10.00	56230	Building Permit Review	13,674	15,000	13,000	13,000
10.00	56231	Time Extensions of Permits	176	500	500	500
10.00	56232	Precise & Specific Plan Review		1,000		
10.00	56233	Home Occupation Permits	6,632	7,000	7,000	7,000
10.00	56235	Fire Plan Check Fee-Permit Ctr	7,146	8,000	8,000	8,000
10.00	56250	Other Planning Fees	5,380	15,000	6,000	6,000
10.00	56301	Bingo Parlor Fees	55	100	100	100
10.00	56302	Special Police Service Fees	150,715	150,000	130,000	130,000
10.00	56303	Police Accident Report Fees	39,309	35,000	35,000	35,000
10.00	56304	Police False Alarm Fees	182,159	160,000	160,000	160,000
10.00	56306	Vehicle Inspection Fees	891	1,000	1,000	1,000
10.00	56307	Fingerprint Fees	1,377	2,000	2,000	2,000
10.00	56309	Card Room Fees	8,943	7,500	7,500	7,500
10.00	56310	Police Photo Fees	891	200	200	200
10.00	56311	Animal Shelter Fees	52,419	65,000	50,000	50,000
10.00	56312	Noise Regulation Fees	3,210	2,500	2,500	2,500
10.00	56314	Police Record Review Fees	1,900	2,500	2,500	2,500
10.00	56316	Vehicle Engine Cert Fees	99	500	500	500
10.00	56317	Abandon Vehicle Abatement Fee	2,402	1,000	1,000	1,000
10.00	56318	Firearm Fees	2,421	1,000	1,000	1,000
10.00	56319	Booking Fees		5,000		
10.00	56320	Towing Release Fees	34,774	25,000	40,000	40,000
10.00	56322	Vehicle Impound Fee	48,986	35,000	47,000	47,000
10.00	56323	Animal Shelter Citation Fees	7,100	10,000	4,600	4,600
10.00	56401	Rural Fire Fees	284,359	191,000	192,500	193,500
10.00	56402	Emergency Medical Fees		500	500	500
10.00	56403	Fire Protection System Fees	124,132	110,000	110,000	110,000
10.00	56404	State Mandated Inspection Fees	4,660	50,000	5,000	5,000
10.00	56405	Fire Plan Check Fee	81,912	50,000	110,000	110,000
10.00	56406	Special Fire Permits	32,294	53,000	43,000	43,000
10.00	56407	Structural Fire Report Fees	1,946	6,000	2,300	2,300
10.00	56408	Fire Works Fees	6,656	7,500	6,400	6,400
10.00	56409	Fire Works Surcharge	47,455	45,000	48,000	48,000
10.00	56410	Fire Hazard Inspection Fees	34,356		35,500	35,500
10.00	56412	Fire False Alarm Fees	3,724	15,000	1,500	1,500
10.00	56417	Special Event-Fire	1,768		500	500
10.00	56420	Admin Fire Citations	3,345	1,000	1,000	1,000
10.00	56433	Fire Dept Service Charge		2,500	2,500	2,500
10.00	56434	Outside Fire Plan Review Services	101	500	500	500
10.00	56437	Fire Apparatus Fee	4,778			

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget
10.00	56440			743,700	743,700
10.00	56441			134,800	134,800
10.00	56450	27,100	1,000	1,000	1,000
10.00	56501	566,926	500,000	550,000	550,000
10.00	56502	46,859	20,000	33,000	33,000
10.00	56503	3,060	3,000	3,000	3,000
10.00	56504	45,880	50,000	44,000	44,000
10.00	56505	20,871	20,000	20,000	20,000
10.00	56506	9,483	25,000	6,000	6,000
10.00	56550	11,581	20,000	6,000	6,000
10.00	56601	7,076	5,000	1,000	1,000
10.00	56602		1,000	1,000	1,000
10.00	56603		1,000	1,000	1,000
10.00	56612	6,649	6,000	6,000	6,000
10.00	56620		1,000	1,000	1,000
10.00	56621		1,000		
10.00	56640		200	200	200
10.00	56650		1,000	1,000	1,000
10.00	56714	2,047	5,000	2,000	2,000
10.00	56720	414	2,500	100	100
10.00	56721		25,000		
10.00	56722	4,492	5,000	2,300	2,300
10.00	56726	92,866	90,000	93,000	93,000
10.00	56727	41,947	50,000	48,000	48,000
10.00	56730	65,433	1,000	60,000	60,000
10.00	56732	986	2,000	200	200
10.00	56740	13,819	5,000	4,000	4,000
10.00	56742		100	100	100
10.00	56801	6,961	5,000	5,000	5,000
10.00	56802	2,273	3,000	3,000	3,000
10.00	56807	23,969	15,000	20,000	20,000
10.00	56808	4,222	5,000	5,000	5,000
	Total Fees for Services	<u>3,892,000</u>	<u>3,475,200</u>	<u>4,348,500</u>	<u>4,349,500</u>
10.00	57001	95,409	10,000	10,000	10,000
10.00	57002	25,054	10,000	10,000	10,000
10.00	57003		1,000	1,000	1,000
10.00	57004		5,000	5,000	5,000
10.00	57005	726,228	135,000	110,000	110,000
10.00	58011	565			
10.00	58013	1,141			
	Total Other Revenue	<u>848,396</u>	<u>161,000</u>	<u>136,000</u>	<u>136,000</u>
	<b>Total General Fund</b>	<b><u>78,571,886</u></b>	<b><u>78,489,200</u></b>	<b><u>84,636,500</u></b>	<b><u>86,021,700</u></b>
<b>Measure V Fund</b>					
11.00	51215	10,822,080	11,030,000	11,241,000	11,353,000
11.00	54001	15,457	10,000	10,000	10,000
11.00	58002	15,249			
	<b>Total Measure V Fund</b>	<b><u>10,852,786</u></b>	<b><u>11,040,000</u></b>	<b><u>11,251,000</u></b>	<b><u>11,363,000</u></b>



# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget
<b>Measure G Fund</b>					
12.00	51215			22,000,000	22,220,000
12.00	54001			20,000	20,000
12.00	58002			500	500
	<b>Total Measure G Fund</b>	<u>-</u>	<u>-</u>	<u>22,020,500</u>	<u>22,240,500</u>
<b>Airport Fund</b>					
21.00	54001	1,890	1,500	1,500	1,500
21.00	54010	605,829	610,000	610,000	610,000
21.00	54011	2,280	2,000	2,000	2,000
21.00	54012	271,214	220,000	220,000	220,000
21.00	54013	224,890	220,000	220,000	220,000
21.00	54014	47,941	38,000	38,000	38,000
21.00	54015	750	1,000	1,000	1,000
21.00	54017	1,670	2,000	2,000	2,000
21.00	56115		3,000	3,000	3,000
21.00	56120	242,158	100,000	100,000	100,000
21.00	57005	23,249	25,000	25,000	25,000
21.00	58121	850			
	<b>Total Airport Fund</b>	<u>1,422,720</u>	<u>1,222,500</u>	<u>1,222,500</u>	<u>1,222,500</u>
<b>Industrial Waste Fund</b>					
22.00	54001	8,828	5,000	5,000	5,000
22.00	56606	3,633,067	3,050,000	3,050,000	3,050,000
	<b>Total Industrial Waste Fund</b>	<u>3,641,895</u>	<u>3,055,000</u>	<u>3,055,000</u>	<u>3,055,000</u>
<b>Golf Courses Fund</b>					
23.20	54001	1,731	600	200	200
23.20	54025	100,000	100,000	100,000	100,000
23.30	54001	1,673	100	2,500	2,500
23.30	54024	125,000	125,000	125,000	125,000
	<b>Total Golf Course Fund</b>	<u>228,404</u>	<u>225,700</u>	<u>227,700</u>	<u>227,700</u>
<b>Emergency Medical Services Fund</b>					
24.00	54001	3,280			
24.00	55118	123,381	105,000	140,000	140,000
	<b>Total EMS Fund</b>	<u>126,661</u>	<u>105,000</u>	<u>140,000</u>	<u>140,000</u>
<b>Asset Seizure Fund</b>					
25.00	54001	271	100	100	100
25.00	55219	12,110	10,000	10,000	10,000
25.00	55309		100	100	100
25.00	55318	77,472			
25.00	57002		100	100	100
25.00	57005		100	100	100
	<b>Total Asset Seizure Fund</b>	<u>89,853</u>	<u>10,400</u>	<u>10,400</u>	<u>10,400</u>
<b>Maintenance Districts Fund</b>					
26.05	56012	60,599	73,100	61,500	61,500
26.10	54001	212	500	500	500
26.10	57110	32,054	38,000	38,000	38,000
26.12	54001	3	100	100	100

# FINANCIAL SUMMARIES

## Revenue

Account Number			13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget
26.12	57112	Airport Business Park	14,406	14,100	14,100	14,100
26.12	58072	Airport Contribution	5,200	7,000	7,500	7,500
26.13	54001	Investment Earnings	649	2,000	2,000	2,000
26.13	57113	N/E Landscape	648,664	661,000	661,000	661,000
26.14	54001	Investment Earnings	1,009	2,000	2,000	2,000
26.14	57114	Harden Ranch	141,096	140,200	140,200	140,200
26.15	54001	Investment Earnings	631	1,000	1,000	1,000
26.15	57115	Vista Nueva	33,915	29,400	29,400	29,400
26.16	54001	Investment Earnings	1,049	2,000	2,000	2,000
26.16	57116	Mira Monte	126,352	120,700	120,700	120,700
26.17	54001	Investment Earnings	13,280	10,000	10,000	10,000
26.17	57117	Monte Bella	514,287	514,700	514,700	514,700
		<b>Total Maintenance District Fund</b>	<b>1,593,406</b>	<b>1,615,800</b>	<b>1,604,700</b>	<b>1,604,700</b>
<b>Sanitary Sewer Fund</b>						
27.00	54001	Investment Earnings	16,530	5,000	5,000	5,000
27.00	56607	Sewer Service Fees	3,616,574	2,650,000	2,900,000	3,023,800
27.00	56617	Sewer Grease Trap Inspections		1,000		
		<b>Total Sewer Fund</b>	<b>3,633,104</b>	<b>2,656,000</b>	<b>2,905,000</b>	<b>3,028,800</b>
<b>Tax-Local Public Safety Fund</b>						
28.10	51212	City of Salinas SB172	430,869	390,000	390,000	390,000
28.50	54001	Investment Earnings	850	100	100	100
28.50	55239	Supp Law Enforcement (AB 3229)	201,057	200,000	200,000	200,000
28.68	55342	COPS 2007- Radios	3,786			
28.70	55330	Federal BJA-City and County Share	21,892			
28.89	55344	JAG Recovery (Police Vehicles)	162,176			
28.91	55344	COPS 2009 Recovery Grant	396,461			
		<b>Total Sales Tax-Local Public Safety Fund</b>	<b>1,217,090</b>	<b>590,100</b>	<b>590,100</b>	<b>590,100</b>
<b>Block Grant Fund</b>						
29.10	55306	Block Grant	3,915,081	1,782,863	1,979,600	1,784,700
		Block Grant Carryover Funds		850,000	604,500	948,000
29.10	57005	Miscellaneous Receipts	52,000	2,500	102,500	102,500
29.10	57008	Housing Rehab Revolving Loans	114,991	40,000	65,000	40,000
29.20	54001	Investment Earnings		200		
29.30	55323	HOME Inv Partnership (HUD)	321,098	494,900	494,900	494,900
		HOME Carryover Funds		617,300	802,300	617,300
29.30	57008	Housing Rehab Revolving Loans	68,397	30,000	50,000	30,000
29.40	55324	HUD-Emergency Shelter Grant	203,250	182,900	182,900	182,900
29.55	55305	NSP Proceeds from Property Sales	1,297,029	188,100		
29.55	57005	Miscellaneous Receipts	239			
29.57	58083	Inclusionary Housing	1,550	50,100		
		<b>Total Block Grant Fund</b>	<b>5,973,635</b>	<b>4,238,863</b>	<b>4,281,700</b>	<b>4,200,300</b>
<b>Storm Sewer (NPDES) Fund</b>						
30.00	54001	Investment Earnings	1,405	2,000	2,000	2,000
30.00	56622	Environmental Compliance Inspection	56,982	70,000	45,000	45,000
		<b>Total Storm Sewer (NPDES) Fund</b>	<b>58,387</b>	<b>72,000</b>	<b>47,000</b>	<b>47,000</b>

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget
<b>Crazy Horse Landfill Fund</b>					
31.00	54001	Investment Earnings	5,775		
31.00	54007	Installment Sale	3,545,179		
		<b>Total Crazy Horse Landfill Fund</b>	<b>3,550,954</b>	<b>-</b>	<b>-</b>
<b>Development Fees Fund</b>					
32.10	54001	Investment Earnings-Sewers	10,266	10,000	10,000
32.10	56652	Sanitary Sewer Impact Fees	25,244	30,000	35,000
32.10	56653	Storm Sewer Impact Fees	13,455	20,000	25,000
32.11	54001	Investment Earnings-Parks	5,535	5,000	5,000
32.11	56654	Park Fee	16,837	15,000	15,000
32.12	54001	Investment Earnings	343	500	500
32.12	56659	Library Fee	1,214	2,000	2,000
32.13	56651	Street Tree Fees		500	500
32.14	54001	Investment Earnings-Annex	258	500	500
32.14	56658	Annexation Impact Fees		500	500
32.15	54001	Investment Earnings-Traffic	49,888	50,000	50,000
32.15	56655	Traffic Impact Fees	146,108	200,000	200,000
32.16	54001	Investment Earnings		500	500
32.16	56656	Fire Protection Service Fee		1,000	80,000
32.17	56656	Police Protection Service Fee			30,000
		<b>Total Development Fees</b>	<b>269,148</b>	<b>335,500</b>	<b>454,500</b>
<b>Special Gas Tax Impvts Fund</b>					
33.10	54001	Investment Earnings	12,679	7,000	7,000
33.10	54020	Rental Income	190,855	175,000	175,000
33.10	55204	State Gas Tax - 2107	1,094,706	1,088,600	1,222,500
33.10	55206	State Gas Tax - 2107.5	10,000	10,000	10,000
33.20	55203	State Gas Tax - 2106	332,971	315,000	465,800
33.40	55226	State Gas Tax - 2105 (P-III)	1,028,826	630,000	894,200
33.50	55250	State Traffic Relief - Prop 42 (2103)	2,071,897	1,831,500	708,900
		<b>Total Gas Tax Impvt Fund</b>	<b>4,741,933</b>	<b>4,057,100</b>	<b>3,483,400</b>
<b>Traffic Safety</b>					
34.00	53001	Vehicle Code Fines	289,544	330,000	330,000
34.00	53002	Parking Fines	206,552	200,000	200,000
		<b>Total Traffic Safety Fund</b>	<b>496,096</b>	<b>530,000</b>	<b>530,000</b>
<b>Vehicle Abatement Fund</b>					
35.00	55234	Abandoned Vehicle Abatement	130,244	110,000	110,000
		<b>Total Vehicle Abatement Fund</b>	<b>130,244</b>	<b>110,000</b>	<b>110,000</b>
<b>Recreation Parks Fund</b>					
36.00	54020	Rental Income	27,064	30,000	30,000
		<b>Total Recreation Parks Fund</b>	<b>27,064</b>	<b>30,000</b>	<b>30,000</b>
<b>Special Aviation Fund</b>					
37.10	55209	California Aid to Airports		10,000	10,000
37.20	54001	Investment Earnings	6,159	10,000	10,000
37.20	55301	Federal Aid - Airport	1,692,728	150,000	
		<b>Total Special Aviation Fund</b>	<b>1,698,887</b>	<b>170,000</b>	<b>20,000</b>

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget
<b>Special Construction Assist Fund</b>					
38.20	55126	Air District	174,501		
38.20	55201	Calif State Bond Act (Bicycle 9643)			760,000
38.20	55201	Calif State Bond Act (Bicycle 9873)			450,000
38.20	55220	Other State Aid	18,773		
38.20	55220	4 Bridge Sr Enviromental R (9062)		2,000	
38.20	55220	Bardin Rd Safe Route (9218)			1,190,000
38.20	55220	E Alvin/Kinwood/Maryal Routes (9219)			2,250,000
38.20	55220	E Laurel Dr Sidewalk & Lights (9220)		1,350,000	
38.20	55220	Trans Grant-Traffic Signal (9431)		370,000	
38.20	55220	Other State Aid - 9640			330,000
38.20	55220	CMAQ Funds-(9117) Traffic Signals	1,700,000		
38.20	55220	Regional Funds-Davis Rd Widen (9878)			1,750,000
38.20	55250	State Gas Tax - 2103 (TCR) 9163		75,000	75,000
38.20	55250	State Gas Tax - 2103 (TCR) 9507			15,000
38.20	55262	State Air Resources Board (9431)		55,000	
38.20	55310	Other Federal & State Aid	102,250		
38.20	55310	Other Federal & State Aid -9062		212,000	
38.20	55310	Other Federal & State Aid -9089		1,415,700	
38.20	55310	Fremont elementary/EI Sausal (9135)		1,292,500	180,000
38.20	55310	LEOC Police Building (9122)		21,000	21,000
38.20	55310	Other Federal & State Aid -9503			1,487,000
38.20	55310	Bicycle Lane Installations (9607)		50,000	50,000
38.20	55322	RSTP	400,000		
38.20	55322	RSTPN Sanborn Rd Impvts - 9089		157,300	
38.20	55322	RSTPN Sunset Ave Portales - 9090		310,000	
38.20	55322	RSTP ITC Bicycle - 9176			1,340,000
38.20	55322	RSTP-Vibrancy Downtown (9153)		25,100	
38.20	55322	RSTP (E Alisal/Skyway 9655)		669,100	
38.20	55322	RSTP-Transit Development (9922)		169,000	
38.20	55333	Federal TEA	144,896		
38.20	55335	Economic Development Grant (9941)		3,485,000	
38.25	55344	Fed Econ Stimulus-Streets (9981)			2,180,000
38.30	52019	Building Permit Surcharge (9357)		50,000	50,000
38.30	55110	Developers Contributions (9281)		350,000	
38.30	55110	Developers-Davis Rd Imp (9173)			400,000
38.30	55110	Developers Contributions (9281)		350,000	
38.30	55111	Construction Assistance -Others	10,344	105,000	
38.30	55111	Construction Assistance -Others (9059)			20,000
38.30	55111	Construction Assistance -Others (9062)		3,000	
38.30	55111	Construction Assistance -Others (9173)			500,000
38.30	55111	Construction Assistance -Others (9184)		243,700	252,200
38.30	55111	Construction Assistance -Others (9189)		150,000	
38.30	55111	Construction Assistance -Others (9236)		112,500	
38.30	55115	Capital ONE - Econ Development	500,000		
38.30	55134	Monterey County Gov Center 9122	155,849	118,000	120,500
38.30	55134	Monterey County Warming Shelter (9206)		23,500	
38.30	55142	Developers-FGA West (9406)	97,008		
38.30	55143	Developers-FGA Central (9407)	85,051		
38.30	55221	Rebates (9960)	334,396	138,600	
38.30	55221	Rebates (9177)			768,000
38.30	55221	Rebates (9184)		1,025,050	781,300

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget
38.30	56206	General Plan Fee (9701)	17,229	75,000	
38.30	56206	Developers-FGA Specific Plan Fees (9701)		75,000	75,000
38.30	56423	Fire Mitigation Fee (Equipment)	229,644		
38.30	56423	Fire Mitigation Fee 9527		50,000	50,000
38.30	56423	Fire Mitigation Fee 9540		475,900	475,900
38.30	56423	Fire Mitigation Fee 9989			9,000
38.30	57018	Lease/Purchase Proceeds (9184)		24,482,600	
38.30	57020	Bond Proceeds 9612			2,000,000
38.30	57020	Bond Proceeds 9712			2,000,000
38.30	55136	Trakit Permit System Charges	129,272		
		<b>Total Construction Assist Fund</b>	<b>2,399,212</b>	<b>35,762,450</b>	<b>4,576,900</b>
					<b>19,733,900</b>
<b>Business Surcharge Funds</b>					
39.00	57031	Old town Business Imp Dist Taxes	93,702	95,000	90,000
39.00	58060	SRA Contribution-Oldtown		15,000	15,000
39.00	58071	City Contribution	32,000		
39.20	57031	SUBA Business Improvement District	93,270	90,000	90,000
39.20	58060	SRA Contribution-SUBA		50,000	50,000
39.20	58071	City Contribution	50,000		
		<b>Total Business Surcharge Fund</b>	<b>268,972</b>	<b>250,000</b>	<b>245,000</b>
				<b>245,000</b>	<b>245,000</b>
<b>Debt Service Fund</b>					
40.12	54001	Investment Earnings	3,502	100	100
40.14	54001	Investment Earnings	22	100	100
40.17	54001	Investment Earnings	19	500	500
40.19	54001	Investment Earnings	57,817		500
40.19	57018	Lease/Purchase Proceeds	2,812,000		
		<b>Total Debt Service Fund</b>	<b>2,873,360</b>	<b>700</b>	<b>1,200</b>
				<b>1,200</b>	<b>1,200</b>
<b>Local Public, Ed. &amp; Governmental Access Fund</b>					
41.00	51210	PEG Cable Franchise (1%)	184,244	185,000	185,000
		<b>Total PEG Fund</b>	<b>184,244</b>	<b>185,000</b>	<b>185,000</b>
				<b>185,000</b>	<b>185,000</b>
<b>Internal Service Fund</b>					
50.05	56012	Administrative Fees	350,000	350,000	350,000
50.05	57005	Miscellaneous Receipts	160		
50.08	57005	Miscellaneous Receipts	828	1,000	1,000
50.08	57102	Miscellaneous Receipts	913,819	50,000	50,000
50.08	57102	Miscellaneous Insurances		900,000	900,000
50.11	54001	Investment Earnings	6,740	15,000	15,000
50.11	57026	Workers Comp - Premium	3,909,305	4,560,000	5,061,000
50.11	57027	Workers Comp - Reimbursement	475,945	500,000	500,000
50.11	57030	CalPERS Ind Disability Reimb	125,087	150,000	150,000
50.12	54001	Investment Earnings	12,780	10,000	10,000
50.12	57035	Liability Insurance	950,000	950,000	950,000
50.12	57102	Miscellaneous Insurances	4,795	1,000	1,000
		<b>Total Internal Service Fund</b>	<b>6,749,458</b>	<b>7,487,000</b>	<b>7,988,000</b>
				<b>7,988,000</b>	<b>7,988,000</b>
<b>Hitchcock Road Water System</b>					
51.00	55127	MRWPCA	2,909	3,000	3,000
51.00	55128	Monterey County Animal Shelter	4,901	4,000	4,000

# FINANCIAL SUMMARIES

## Revenue

Account Number			13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget
51.00	55129	City of Salinas Industrial Waste System	815	1,000	1,000	1,000
51.00	55130	City of Salinas Animal Shelter	2,917	3,000	3,000	3,000
		<b>Total Hitchcock Road Water System</b>	<b>11,542</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Parking District</b>						
52.00	52003	Parking Lot Permits	42,530	36,000	36,000	36,000
52.00	52004	Salinas St. Garage	43,104	50,000	50,000	50,000
52.00	52018	Monterey St. Garage	102,544	115,000	115,000	115,000
52.00	52021	Parking Lot Hourly		10,000	10,000	10,000
52.00	54001	Investment Earnings	3,554	100	100	100
52.00	57005	Miscellaneous Receipts	4,500			
52.00	57018	Lease/Purchase Proceeds	13,253,000			
52.01	52024	Preferential Permits	16,305	39,400	39,400	39,400
		<b>Total Parking District</b>	<b>13,465,537</b>	<b>250,500</b>	<b>250,500</b>	<b>250,500</b>
<b>Economic Development Corporation</b>						
61.12	57047	Micro Loan Program	9,038			
61.12	58071	City of Salinas Contribution	130,000	130,000	130,000	130,000
61.13	57047	Micro Loan Program	625			
61.13	58002	Miscellaneous Receipts	674			
61.13	58071	City of Salinas Dues	150,900			
61.13	58101	Public Agency Dues	118,400	80,000	80,000	80,000
61.13	58102	EZ Voucher Fees	244,200	150,000	150,000	150,000
		<b>Total Economic Development</b>	<b>653,836</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>
<b>Trust Fund</b>						
61.31	58013	Community Center Deposits	38,929	100,000		
61.32	58044	Sherwood Hall Deposits	175,665	150,000		
61.34	58062	MRWPCA Fees	47,705	223,413		
61.35	58016	Business License Fee	188,604	50,000		
61.40	58028	Sales Tax	3,189	4,000		
61.41	58031	Payroll Tax	26,023,974	27,000,000		
61.41	58074	Icma/HL/Taxes W/H	1,428,586	1,500,000		
61.43	58092	KDF Tenant Services (Los Padres Apts.)	32,806	35,000		
61.44	58045	Library Annenberg Grant		175,000		
61.45	56668	Regional Dev Impact Fee	85,792			
61.46	58040	Police Evidence Room Safe		1,000		
61.47	51205	Business License Tax	8,808	9,500		
61.49	57011	Mo.Co. Tourism Hotel Impt Dist	213,321	230,000		
61.51	57041	TID-Welcome Center	103,611	105,000		
61.92	58006	CA Beverage Container Recycling	40,945	41,000		
		<b>Total Grant Fund</b>	<b>28,391,934</b>	<b>29,623,913</b>	<b>-</b>	<b>-</b>
<b>Grants</b>						
62.02	55230	State CLLS Adult Literacy Grant	42,670	56,829		
62.03	58067	CLSA Families for Literacy		20,000		
62.04	55141	Packard Foundation	257,300	5,300		
62.08	59005	Library Contributions	8,953	53,932		
62.09	58054	California Endowment	8,160	102,724		
62.10	58006	Grants and Contributions	133,295	161,504		
62.11	59005	Library Contributions		20,000		

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget
62.11	59007	Library Grant-Others	15,000		
62.13	58006	Grants and Contributions		50,000	
62.47	55330	Federal BJA	2,901		
62.48	55243	State Traffic Grant (Federal)		77,000	
62.49	55243	State Traffic Grant (Federal)		200,000	
62.51	55243	State Traffic Grant (Federal)	31,194		
62.52	55147	COPS Secure Our School-Agency Match	16,743		
62.52	55342	COPS Secure Our School	16,855		
62.53	55117	Monterey County RAN	86,622	113,760	89,200
62.54	55330	Federal BJA	38,676	30,555	
62.55	55342	COPS Grant Reimb	845,723	1,343,952	309,300
62.57	55266	CalGRIP Grant	149,440		
62.58	55147	Grant Match-Agencies	67,937		
62.59	55266	CalGRIP Grant	198,317	210,992	
62.61	55310	Other Federal Aid		810,350	
62.61	58059	Firefighter Equipment AFG	4,003		
62.62	59006	Homeland Security Grant		32,573	
62.63	55243	State Traffic Grant (Federal)	61,814		
62.64	55330	Federal BJA	29,234	72,092	
62.65	55243	State Traffic Grant (Federal)	132,524		
62.67	55330	Federal BJA	16,941	85,525	
62.68	55243	State Traffic Grant (Federal)	24,087	67,647	
62.69	55243	State Traffic Grant (Federal)	35,382	140,314	
62.70	55330	Federal Reimbursements	153		
62.71	59008	Animal Shelter Grants & Contributions	10,000		
62.72	55330	Federal BJA		107,323	
62.73	58097	Body Worn Cameras (MPF)		149,666	
62.79	55315	Safer Grant	1,073,578	3,519,692	1,584,000
62.81	55335	Economic Development Grant	127,547	19,900	300,000
62.82	55126	Air District		54,000	
62.90	55315	Federal BJA	42,587	250,028	
62.91	55267	Cal EMA	109,546	325,677	
62.92	55330	Federal BJA	13,307	243,753	
62.99	56810	Library - Donations	2,463		
62.99	57017	Literacy Other Contributions	9,000	1,900	
		<b>Total Assessment District Fund</b>	<b>3,611,953</b>	<b>8,326,988</b>	<b>1,982,500</b>
					<b>389,200</b>
<b>Successor Agency Fund</b>					
63.02	54001	Investment Earnings	1,069		
63.02	57008	Housing Revolving Loans	120,476	52,000	52,000
		<b>Total Successor Agency Fund</b>	<b>121,545</b>	<b>52,000</b>	<b>52,000</b>
<b>Deferred Compensation Fund</b>					
65.05	57190	Trust Deed Management Fee	35,501	80,000	33,000
		<b>Total Deferred Compensation Fund</b>	<b>35,501</b>	<b>80,000</b>	<b>33,000</b>
<b>Assessment Districts Fund</b>					
70.10	54001	Investment Earnings	1,609	1,100	2,000
		<b>Total Assessment District Fund</b>	<b>1,609</b>	<b>1,100</b>	<b>2,000</b>
<b>Assessment District Debt Service Fund</b>					
70.05	56012	Administrative Fees	36,914	35,000	16,000
					16,000

# FINANCIAL SUMMARIES

## Revenue

Account Number		13-14 Actuals	14-15 Budget	15-16 Budget	16-17 Budget	
70.20	57024	Assessment Dist Taxes	2,578,507	3,292,000	1,325,000	1,325,000
70.30	54001	Investment Earnings	9,745	7,500	11,000	11,000
		<b>Total Assess Dist Debt Service Fund</b>	<b><u>2,625,165</u></b>	<b><u>3,334,500</u></b>	<b><u>1,352,000</u></b>	<b><u>1,352,000</u></b>
<b>Successor Agency Fund</b>						
91.04	51110	Tax Increments	3,124,998	2,963,200	3,232,000	2,405,000
91.04	54001	Investment Earnings	1,443	1,000	1,000	1,000
91.05	54001	Investment Earnings	356			
91.04	54020	Rental Income	26,038	24,400	24,400	24,400
91.04	57006	Small Business Revolving Loans	5,526	6,900	6,900	6,900
91.05	51110	Tax Increments	250,000			
		<b>Total Successor Agency Fund</b>	<b><u>3,408,360</u></b>	<b><u>2,995,500</u></b>	<b><u>3,264,300</u></b>	<b><u>2,437,300</u></b>
<b>GRAND TOTAL</b>			<b><u>183,126,383</u></b>	<b><u>197,273,814</u></b>	<b><u>156,923,400</u></b>	<b><u>171,277,900</u></b>



# FINANCIAL SUMMARIES

## Workforce

	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
GENERAL OPERATIONS											
Police (Sworn)	188.000	182.000	182.000	176.000	146.000	148.000	156.000	150.000	145.000	170.000	180.000
Police (Administrative)	69.000	69.000	69.000	63.000	57.500	57.500	57.500	47.500	47.500	59.500	59.500
Fire (Sworn)	90.000	90.000	90.000	86.000	78.000	92.000	92.000	90.000	86.000	95.000	95.000
Fire (Administrative)	6.000	6.000	6.000	6.000	6.000	5.000	5.000	4.000	4.000	5.000	5.000
<b>Total Public Safety</b>	<b><u>353.000</u></b>	<b><u>347.000</u></b>	<b><u>347.000</u></b>	<b><u>331.000</u></b>	<b><u>287.500</u></b>	<b><u>302.500</u></b>	<b><u>310.500</u></b>	<b><u>291.500</u></b>	<b><u>282.500</u></b>	<b><u>329.500</u></b>	<b><u>339.500</u></b>
Mayor and City Council	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000	7.000
Administration	12.000	10.000	10.500	10.000	7.000	10.000	11.000	9.000	9.000	13.000	13.000
Community Safety (Sworn)		1.000	1.000	1.000							
Finance	26.500	26.500	26.500	26.500	23.000	21.000	21.000	21.000	19.000	24.000	24.000
City Attorney	6.500	6.500	6.500	6.500	5.000	5.000	5.000	5.000	5.000	5.000	5.000
Development & Permit Services	31.500	31.500	32.500	27.000	23.000	21.875	21.900	17.900	20.200	24.175	24.175
Planning		9.000	9.000	10.750	6.750	6.875	7.025	6.090	6.570	7.600	7.600
Engineering & Transportation	35.500	26.500	26.500	24.500	20.500	21.000	20.625	20.125	21.625	26.125	26.125
Environmental & Maintenance Services	82.000	79.250	78.250	71.250	48.750	47.500	48.375	46.375	44.625	52.875	52.875
Parks and Community Services	19.500	22.000	23.000	22.000	6.500	5.000	6.000	6.000	6.000	12.620	12.620
Library	41.000	42.500	49.500	48.000	43.500	42.500	45.500	43.500	43.500	43.500	43.500
<b>Total Non Public Safety</b>	<b><u>261.500</u></b>	<b><u>261.750</u></b>	<b><u>270.250</u></b>	<b><u>254.500</u></b>	<b><u>191.000</u></b>	<b><u>187.750</u></b>	<b><u>193.425</u></b>	<b><u>181.990</u></b>	<b><u>182.520</u></b>	<b><u>215.895</u></b>	<b><u>215.895</u></b>
<b>TOTAL GENERAL OPERATIONS</b>	<b><u>614.500</u></b>	<b><u>608.750</u></b>	<b><u>617.250</u></b>	<b><u>585.500</u></b>	<b><u>478.500</u></b>	<b><u>490.250</u></b>	<b><u>503.925</u></b>	<b><u>473.490</u></b>	<b><u>465.020</u></b>	<b><u>545.395</u></b>	<b><u>555.395</u></b>
INTERNAL SERVICES	2.000	2.000	2.000	2.000	2.000	1.000	1.000	1.000	1.000	3.000	3.000
ENTERPRISE OPERATIONS	36.000	27.750	26.750	28.750	30.250	28.750	29.500	29.500	30.500	31.000	31.000
ASSESSMENT & MAINTENANCE DISTRICTS	1.000	1.000	1.000	1.000	1.000	2.000	2.000	1.500	2.000	1.750	1.750
BLOCK GRANT PROGRAMS	9.000	9.500	8.000	7.750	7.550	6.375	5.390	5.680	5.565	4.940	4.940
HOUSING	6.500	6.500	6.500	6.000	6.450	7.000	4.800	4.575	3.880	3.880	3.880
REDEVELOPMENT AGENCY	2.000	2.000	3.000	3.500	3.500	3.750					
SUCCESSOR AGENCY								1.380	1.260	1.260	1.260
COMMUNITY & ECONOMIC DEVELOPMENT		1.000	2.000	2.000	2.000	1.375	4.385	3.375	2.275	2.275	2.275
<b>CITY-WIDE TOTAL</b>	<b><u>671.000</u></b>	<b><u>658.500</u></b>	<b><u>666.500</u></b>	<b><u>636.500</u></b>	<b><u>531.250</u></b>	<b><u>540.500</u></b>	<b><u>551.000</u></b>	<b><u>520.500</u></b>	<b><u>511.500</u></b>	<b><u>593.500</u></b>	<b><u>603.500</u></b>



(This page intentionally left blank)

# FINANCIAL POLICIES

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

## I. ACCOUNTING POLICIES

### A. Accounting Standards

1. The City's accounting systems and procedures will comply with Generally Accepted Accounting Principles (GAAP) and standards promulgated by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB) to the extent necessary to achieve an unqualified audit opinion and adequate internal controls.
2. The City will prepare regular monthly, a mid-year, and an annual financial report to present a summary of financial performance and position.
3. The City will provide full disclosure in the annual financial report and debt representations.
4. The City's budgetary system will be integrated and compatible with the accounting system and the City's budget will be prepared on a basis in conformance with Generally Accepted Accounting Principles (GAAP).

## II. RESERVE POLICIES

- A. Adequate reserves shall be maintained for all known liabilities, including payable employee leave balances, workers' compensation, and self-insured retention limits.
- B. Adequate reserves shall be maintained for all lease purchases. For each lease purchase, the City will make a down payment equal to one annual payment from current revenues. The balance of the lease purchase obligation shall be fully reserved.
- C. The City will endeavor to maintain an operating reserve equal to eight percent of the General Fund, Measure V, and Measure G Operating Budget to cover cash flow requirements and normal variances in revenue and expenditure estimates.
- D. The City will endeavor to maintain a reserve equal to twenty-five percent of the future City financed Capital Projects scheduled in the four out-years of the Six-Year Capital Improvement Program to cover variances in project revenue and expenditures.
- E. The City will endeavor to maintain reserves in the Enterprise Funds equal to twenty-five percent of the budgets.
  1. The City will endeavor to maintain a reserve in the Sewer Enterprise Fund equal to the larger of twenty-five percent of debt service on the 1998 Sewer System Revenue Bonds or twenty-five percent of the sewer operating budget. This reserve will be in addition to the debt service reserve required in the bond documents.
- F. Airport Enterprise Fund Reserves
  1. The Airport will endeavor to maintain an Operating Reserve equal to 25% of its operating expenditures.
  2. The Airport will endeavor to maintain a Capital Reserve equal to the proceeds from the sale of surplus airport property to a real estate developer, Cabot, Cabot & Forbes (CC&F). It is imperative that the Airport maintains this Working Capital Fund because FAA grants operate on a reimbursement basis. In addition, this fund should only be designated for unbudgeted, unplanned and unforeseen capital improvement related contingencies.

# FINANCIAL POLICIES

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

### III. **ADMINISTRATIVE FEES POLICIES**

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

### IV. **REVENUE POLICIES**

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

# FINANCIAL POLICIES

## B. User Fees and Rates

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

## C. Revenue Collection

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

## D. Interest Earnings

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

## V. OPERATING BUDGET POLICIES

### A. Budget Format

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

### B. Estimated Revenues

1. The City will annually update its revenue forecast to enhance the budgetary decision-making

# FINANCIAL POLICIES

process.

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

## C. Appropriations

1. In evaluating the level of appropriations for program enhancements, or reductions, the City will apply the following principles in the priority order given:
  - a. Essential services, which provide for the health and safety of residents, including but not limited to police, fire, street maintenance, and sewer and storm drainage will be funded to maintain current dollar levels.
  - b. The budget will provide for adequate ongoing maintenance of facilities and equipment.
  - c. Appropriations for program enhancements or reductions will be evaluated on a case-by-case basis rather than across the board.
  - d. When reductions in personnel are necessary to reduce expenditures, they shall be consistent with the City Council's established service level priorities and, when possible, shall be accomplished through normal attrition.
  - e. Programs, which are self-supported by special revenues or fees, shall be separately evaluated.
2. Prior to the City Council making any supplemental appropriation, the City Manager or Finance Director shall certify that funds in excess of those estimated in the budget are available for appropriation. Any such supplemental appropriations shall be made for the fiscal year by Council action up to the amount of any excess.
3. Appropriations may be reduced any time during the fiscal year by the City Council upon recommendation of the City Manager. When appropriation reductions are recommended, the City Manager shall provide specific recommendations to the Council, indicating the estimated amount of the reduction, any remedial actions taken, and recommendations as to any other steps to be taken.
4. The City Manager may transfer appropriations between departments and Department Directors may transfer appropriations between programs and accounts within their individual departments and divisions, but only the Council by minute-order may appropriate funds from reserves or fund balances.
5. Only the City Manager may authorize the use of departmental salary budget savings.
6. All appropriations, except for Capital Improvement Program appropriations, shall lapse at the end of the fiscal year to the extent that they have not been expended or encumbered. An appropriation in the Capital Improvement Program shall continue in force until expended, revised, or cancelled.
7. The City will endeavor to budget an appropriated contingency account in the Non-Departmental operating budget equal to one percent of the total General Fund Operating Budget to meet changing operational requirements during the fiscal year. City Manager can authorize transfers from contingency account subject to purchasing limits.

# FINANCIAL POLICIES

## VI. PURCHASING LIMITS

### A. Professional Service Agreements

1. Exempt from competitive bidding.
2. Does not require Council approval if: a) contract cost is budgeted; and b) agreement is routine in nature.
3. Requires Council approval if agreement is over \$50,000 and service is a new initiative (non-routine).
4. Administrative Memo 05-01 delegates authority to Directors to execute professional service agreements under \$50,000 (subject to #2 above).
5. City Manager can execute professional service agreements in any amount (subject to #2 & #3 above).
6. The RFP/RFQ process is recommended if value/qualifications cannot be determined informally.

### B. Supplies/Equipment Construction

1. Directors can approve supplies and equipment purchases under \$20,000 and construction projects under \$50,000 if funds are included within the appropriate departmental budget.
2. Equipment purchases over \$20,000 subject to bidding.
3. Construction projects over \$50,000 subject to bidding.
4. Exceptions are emergency equipment purchases using cooperative purchasing with other governmental agencies (i.e. State Bid List).
5. Direct purchases: Council can waive bidding requirements on equipment purchases. Example: equipment is unique or equipment has been informally researched.

## VII. CAPITAL IMPROVEMENT PROGRAM POLICIES

### A. Capital Planning Period

1. The City will budget all capital improvements in accordance with an adopted Capital Improvement Program.
2. The City's long-range capital planning period shall be a minimum of six years or longer where appropriate.
3. The Six-Year Capital Improvement Program will be reviewed and approved every two years. It will include balanced budgets for the first two years and a listing of all projects for the last four years. Appropriations will be approved annually.
4. The City's annual Capital Improvement Program will be reviewed and preliminarily approved by Council in advance of reviewing/approving the City's Operating Budget.
5. The City's Capital Improvement Program will be in conformance with and support the City's major planning documents: the General Plan, Project Specific Plans, and City-wide Master Plans for related infrastructure improvements.
6. Master plans for major infrastructure and utility improvements will be prepared with a 10 or 20 year planning horizon when appropriate.

# FINANCIAL POLICIES

## B. Capital Project Priorities

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

## C. Capital Project Management

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

## VIII. DEBT POLICIES

### A. Use

1. Tax and revenue anticipation borrowing shall be consistent with state and federal laws and regulations.
2. The issuance of long-term debt will be only for:
  - a. The acquisition of land, capital improvements, improvements or equipment, when the useful life of the acquired asset will exceed the term of the debt.
  - b. The creation of contractually required reserves.
  - c. The payment of judicial awards or settlements or the establishment of actuarial reserves to pay such awards.
3. Debt financing will not be considered appropriate for current operating, maintenance expenses, or for any recurring purposes.

### B. Conditions

1. The City may use long-term debt to finance major equipment acquisition, a capital project or



# FINANCIAL POLICIES

reserve only if it is established through a cost/benefit analysis that the financial and community benefits of the financing exceed the financing costs. Benefits would include, but not be limited to, the following:

- a. Present value benefit: The current cost plus the financing cost is less than the future cost of the project.
  - b. Maintenance value benefit: The financing cost is less than the maintenance cost of deferring the project.
  - c. Equity benefit: Financing provides a method of spreading the cost of a facility back to the users of the facility over time.
  - d. Community benefit: Debt financing of the project enables the City to meet an immediate community need.
2. Debt financing will be used only when project revenues or other identified revenue sources are sufficient to service the debt.
  3. On all debt financed City projects, the City will make a down payment equal to one year's debt service from current revenues.
  4. The City will periodically establish industry standard, bond debt ratios to assess maximum debt carrying capacity and will apply these ratios to each proposed debt issue.
  5. When the City obtains debt financing on behalf of or benefiting a third party (as with assessment districts) such debt will be issued in conformance with existing City priorities and policies without contingent liability of the City and with all costs of issuance and administration fully reimbursed.

## C. Methods

1. The City's preference is to issue fixed-rate, long-term debt with level debt service, but variable rate debt or other debt service structure may be considered if an economic advantage is identified for a particular project.
2. Bond proceeds, for debt service, will be held by an independent bank acting as trustee or paying agent.
3. The City's minimum bond rating objective for all debt issues is a Moody's and Standard & Poor's rating of A (upper medium grade). Credit enhancements will be used to achieve higher ratings when there is an economic benefit.
4. The City may retain the following contract advisors for the issuance of debt:
  - a. Financial Advisor - To be selected, when appropriate, by negotiation to provide financial analysis and advice related to the feasibility and structure of the proposed debt.
  - b. Bond Counsel - To be selected by negotiation for each debt issue.
  - c. Underwriters - To be selected by negotiation or competitive bid for each bond issue based upon the proposed structure for each issue.

## IX. ASSESSMENT AND MELLO-ROOS COMMUNITY FACILITIES DISTRICT FINANCING POLICIES

### A. Formation

1. Assessment districts (AD's) or Mello-Roos Community Facilities districts (CFD's) financing may be made available by the City for those public improvements within a development or project area that either create extraordinary public benefit, and/or require public improvements that cannot be

# FINANCIAL POLICIES

funded without substantial financial hardship to the property owner.

a. The City shall make the determination as to whether a proposed district shall proceed under the provisions of the Mello-Roos Community Facilities Act or other appropriate assessment district laws, and whether the district will be a construction or acquisition district.

2. New development projects must be consistent with the City's General Plan and have secured appropriate land use approvals from the City and all other agencies having jurisdiction to allow all proposed development of the project area.
3. Unless waived by the City Council, the City will require, for each new development project, a study conducted by an independent, recognized expert in real estate to appraise the property proposed to be included in the assessment district. The appraisal shall take into account the public improvements, which will be financed by the assessment district. The appraisal methodology shall be subject to the approval of the City. This study shall be paid for by the developer, but shall be commissioned by the City and shall be done for the City.
4. An absorption study of new development projects may be required for public financing. The absorption study shall be used as a basis for verification that sufficient revenues can be produced to service the debt and to determine whether public financing is appropriate given the timing of development.
5. Where the City provides AD or CFD financing for new development projects, and the City deems it appropriate, the City may enter into a development or similar agreement with the owners of the project.
6. The City Council shall select the assessment engineer, appraiser, bond counsel, underwriter, financial advisor, special tax consultant and other professionals and consultants as it deems appropriate. The City Council's policy is for the developer to pay all of the City's costs associated with the formation and administration of assessment districts.
  - a. An advance deposit is required, in those instances, where a proposed district is initiated by a party or parties other than the City.
7. Any development agreement associated with the use of public financing shall be approved by the City Council prior to the issuance of debt. Any modifications to the development agreement proposed subsequent to the issuance of debt will be considered only if the modification would benefit the City and not impair the outstanding debt obligations. Approval of any modifications requested by the developer shall be at the sole discretion of the City Council.
8. The City allows for the formation of acquisition districts. The City shall make the final determination as to which public improvements and to what extent such improvements are eligible for financing through acquisition. An acquisition agreement between the City and applicant/developer shall be required and approved by the City Council prior to the sale of bonds.

## B. Financing

1. The amount of AD or CFD bonds issued for any project shall not be greater than one-third of the appraised value of the improved property as determined by the independent real estate valuation expert, except when credit enhancements are provided and/or when the improvements are of extraordinary public benefit.
2. Unless specifically exempted by the City Council, residential projects using assessment district financing shall be required to pay off the outstanding assessments as part of the first sale escrow of each completed (ready-for occupancy) residential property to the first purchaser of such property.
3. The resolution of intention to form an AD or CFD shall contain a statement that the City will not

# FINANCIAL POLICIES

obligate itself to advance available funds from the City treasury to cure any deficiency which may occur in the bond redemption fund.

4. Each bond issue shall be structured to adequately protect bond-owners and to protect the bonding capacity and credit rating of the City. The structure shall include a foreclosure covenant that permits the City to foreclose any deficiency. The structure may also include some combination of credit enhancement, special reserve funds or deposits.
5. Unless waived by the City Council the term of the bonds shall not exceed twenty-five (25) years.
6. The AD or CFD lien shall be fully disclosed in compliance with applicable statutory requirements. For developer-constructed facilities, the developer will prepare and obtain approval from the City of a statement and report notifying any prospective property owners of existing or proposed special assessments or taxes on the property. This disclosure statement shall be issued to and signed by the prospective buyer prior to any commitment by the buyer to purchase the property. The City, in its sole discretion, may require additional property owner notification if the City deems that such notification will help make subsequent property owners aware of future liens.
7. All statements and materials related to the sale of AD or CFD bonds shall emphasize and state that none of the faith, credit, and taxing power of the City is pledged to the repayment of the bonds. The City is not obligated to replenish the reserve fund from revenue sources other than annual assessments or special taxes, or proceeds from foreclosure proceedings.
8. A reserve fund will be required in each AD or CFD bond issue. The reserve fund shall be of a size sufficient to provide adequate security against default and in a size that is deemed vital to bond marketing and of such a size as not to violate applicable federal tax law requirements.
9. The calculation of assessment prepayments and reserve fund credits shall be as follows:
  - a. Each assessment prepayment will be computed and collected by the City of Salinas using part 11.1 of Division 10 (Sections 8766 and following) of the Streets and Highways Code. The computation will include principal outstanding, interest to date of bond call and costs including bond premium, legal, public noticing, administration and paying agent less a credit for the original reserve collected.
  - b. Prepayments must be received at least ninety days prior to applicable bond call dates (July 2, September 2, January 2 or March 2) to be included in the bond call. The current fiscal year assessment, which has been posted to the property tax roll must be paid to the Monterey County Tax Collector.
  - c. Upon receipt of the pay off, the City will cancel future assessment levies and shall cause to be recorded under Section 8687 of the Streets and Highways Code an appropriate amendment or addendum to any recorded notice of Assessment as evidence of the pay off.
  - d. The calculation of prepayments and reserve fund credits for CFD bonds will be made in accordance with the Mello-Roos Community Facilities Act of 1982.

## C. Special Tax Formula

1. Where the district to be formed is a Mello-Roos district, the maximum special tax shall adhere the following:
  - a. The special tax shall include the annual administrative cost of the City to administer the district.
  - b. The City shall retain a special tax consultant to prepare a report, which recommends and evaluates a special tax, which adequately funds identified public improvements, administrative costs and other related expenditures.
  - c. The projected special assessment and/or special tax, when added to the ad valorem property

# FINANCIAL POLICIES

tax and other direct and overlapping debt of the proposed district (including other projected benefit assessments, special taxes levied for authorized but un-issued debt, and any other anticipated special assessments, taxes or charges which may be included on a property owner's annual property tax bill), shall not exceed two percent (2.0%) of the projected assessed value of each improved parcel within the district. As it pertains to commercial, industrial, or other parcels within the district, the City reserves the right to exceed the two-percent (2.0%) limit if, in the City's sole discretion, it is fiscally prudent. A backup special tax shall be required to protect against changes in land use that may result in insufficient annual special tax revenues.

## D. Administration and Fees

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

## E. Continuing Disclosure

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

## F. Refunding

1. AD or CFD bond refunding may be initiated by the City or at the request of property owners. Refunding Bonds shall be issued pursuant to California State law as deemed appropriate by the City.
2. All applicable provisions of these AD and CFD Policies shall apply to refunding except for the City's issuance fee which shall be one and one-half percent of the principal amount of the Refunding Bonds for issues that are exclusively refunding.

## X. LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT POLICIES

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

### A. Formation

1. New development project must install improvements consistent with the City's General Plan.
2. The City Council's policy is that new development pay all of the City's costs associated with the formation and administration of Districts.

# FINANCIAL POLICIES

- a. An advance deposit is required, in those instances, where a proposed district is initiated by a party or parties other than the City.
3. The initial maintenance costs and reserves will be funded by the developer based on the Engineer's Report in an amount sufficient to maintain the improvements until the first assessment apportionment is received from the County.
4. The City Council shall select the assessment engineer and other professionals and consultants as it deems appropriate.

## B. Budget

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

## C. Method of Apportionment

1. The formula used for calculating assessments will reflect the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on estimated benefit to each parcel.
2. Pursuant to the Constitution Article XIID Section 4 a parcel's assessment may not exceed the

# FINANCIAL POLICIES

reasonable cost of the proportional special benefit conferred on the parcel and only special benefits may be assessed.

3. The method of apportionment will also include an assessment range formula and inflationary adjustments. The purpose of establishing an assessment range formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments.

## XI. CAPITAL ASSET POLICIES

A. Overview – The Finance department will maintain a capital asset management system that will meet external financial reporting requirements and the needs of the departments in line with these policies. Governmental Accounting Standards Board Statement No. 34 (GASB 34) changed GAAP for capital assets reporting for governmental funds. Beginning in fiscal year ending June 30, 2003, pursuant to GASB 34, the General Fixed Asset Account Group will be eliminated and the City will report these assets by function and activity on the government-wide financial statements. Enterprise Funds capital assets will continue to be recorded within their own fund.

1. Capital assets are recorded as expenditures in governmental funds at the time the assets are received and the liability is incurred. These assets will be capitalized at cost on the government wide financial statements. Enterprise fixed assets are recorded as assets within the fund when purchased and a liability is incurred.
  - i. GASB 34 defines Capital Assets as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
  - ii. GASB 34 defines Infrastructure Assets as long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. Buildings that are an ancillary part of a network of infrastructure assets are included.

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

B. Capitalization – Generally all capital assets with an original cost of \$5,000 or more will be capitalized (recorded as an asset on the balance sheet versus expensing the item). Infrastructure Assets with an original cost of \$150,000 or more will be capitalized. This capitalization policy addresses financial reporting, not control. The City follows the GFOA recommended practices for establishing capitalization thresholds. Specific capitalization requirements are described as follows:

1. The asset must cost \$5,000 or more.
2. The asset must have a useful life of two (2) or more years.
3. The capitalization threshold is applied to individual units of capital assets rather than groups. For example, ten desks purchased for \$1,000 each will not be capitalized even though the total (\$10,000) exceeds the threshold of \$5,000.
4. For purposes of capitalization, the threshold will generally not be applied to components of capital assets. For example a keyboard, monitor and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The

# FINANCIAL POLICIES

entire computer system will be treated as a single asset. The capitalization threshold will be applied to a network if all component parts are required to make the asset functional.

5. Repairs to existing capital assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. In this case the repair represents an improvement and is subject to the requirements described number 6 below.
6. Improvements to existing capital assets will be presumed by definition to extend the useful life of the related capital asset and therefore will be subject to capitalization if the cost exceeds \$5,000.
7. Work of arts, animals (i.e. police dogs) and historical treasures are not capitalized, but will be recorded as tracked property.
8. Capital projects will be capitalized as "construction in progress" until completed.
9. The following infrastructure items will be capitalized as a network/system rather than individually:
  - Fire hydrants

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

- Street trees
- Street signs

Additionally, the following capital equipment will also not be capitalized:

- Personal computers
- Handheld radios
- Weapons

## C. Leased Assets

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

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

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

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

# FINANCIAL POLICIES

fund.

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

Bond Proceeds

Federal Grants

State Grants

Local Grants

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

Sales Tax

Freight charges

Legal and title fees

Closing costs

Appraisal and negotiation fees

Surveying fees

Land-preparation costs

Demolition costs

Relocation costs

Architect and accounting fees

Insurance premiums and interest costs during construction

- G. Establishing Cost in the Absence of Historical Records - According to the GASB 34, an estimate of the original cost is allowable. Standard costing is one method of estimating historical cost using a known average installed cost for a like unit at the estimated date of acquisition. Another recognized method is normal costing wherein an estimate of historical cost is based on current cost of reproduction new indexed by a reciprocal factor of the price increase of a specific item or classification from the appraisal date to the estimated date acquired. When necessary the City will use whichever method gives the most reasonable amount based on available information.
- H. Recording Costs Incurred After Acquisition - Expenditures/expenses for replacing a component part of an asset are not capitalized. However, expenditures/expenses that either enhance a capital asset's functionality (effectiveness or efficiency), or that extend a capital asset's expected useful life are capitalized. For example, periodically slurry sealing a street would be treated as a repair (the cost would not be capitalized), while an overlay or reconstruction would be capitalized. Adding a new lane constitutes an addition and would therefore also be capitalized.
- I. Disposition or Retirement of Fixed Assets - It is the City's policy that departments wishing to dispose of surplus, damaged or inoperative equipment must notify the Finance Department.

The City will conduct public auctions, as necessary, for the purpose of disposing of surplus property. Auctions will be conducted by the Finance Department through its Purchasing Division. All proceeds from the sale of surplus property will be allocated to the City's General Fund unless the property was



# FINANCIAL POLICIES

originally purchased with monies from a specific fund, in which case, the proceeds will be returned to that specific fund. The original cost less depreciation will then be removed from the City's capital asset management system.

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

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

The City will use straight-line depreciation using the half-year convention or mid month as appropriate. Depreciation will be calculated for half a year in the year of acquisition and the year of disposition. Depreciation will be calculated over the estimated useful life of the asset.

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

<u>Asset Class</u>	<u>Useful Life</u>
Buildings	20 to 50 years
Improvements	15 to 45 years
Infrastructure	20 to 50 years
Equipment and Machinery	5 to 20 years

M. Control of Assets – In accordance with GFOA Recommended Practice the City will exercise control over the non-capitalized tangible capital-type items by establishing and maintaining adequate control procedures at the department level. The City's capitalization threshold of \$5,000 meets financial reporting needs and is not designed for nor particularly suited to maintain control over lower cost capital assets. It is the responsibility of each department to maintain inventories of lower-cost capital assets to ensure adequate control and safekeeping of these assets.

N. Maintenance Schedules - The City shall develop and implement maintenance and replacement schedules with a goal of maximizing the useful life of all assets. The schedules shall include estimates of annual maintenance and/or replacement funding required for each asset.

O. Maintenance Funding - The City shall identify specific sources of funds for the annual maintenance or replacement of each asset. Whenever possible, the maintenance or replacement funding shall be identified from a source other than the City General Fund. The City shall maximize the use of maintenance assessment districts and dedicated special revenue (e.g. gas tax). The City shall endeavor to set aside, on an annual basis, one and one-half percent (1½%) of its General Fund Operating Budget to provide for on-going maintenance and required replacement of assets that cannot be reasonably funded from other sources.

P. Works of Art and Historical Treasures – GASB 34 encourages but does not require the capitalization of art collections that meet all of the following conditions:

- Held for public exhibition, education, or research in furtherance of public service, rather than financial gain
- Protected, kept unencumbered, cared for, and preserved
- Subject to an organizational policy that requires the proceeds from sales of collection items to be

# FINANCIAL POLICIES

used to acquire other items for collections

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

- Q. Intangibles – Intangibles assets are now included in the GASB 34 definition of capital assets. Prior to GASB 34 the City did not capitalize intangibles. GFOA recommends that governmental entities follow the guidance of AICPA Statement of Position 98-1 Accounting for Costs of Computer Software Developed or Obtained for Internal Use.
- R. Inventorying – The City will follow the GFOA recommended practice of performing a physical inventory of its capitalized capital assets, either simultaneously or on a rotating basis, so that all capital assets are physically accounted for at least once every five years.
- S. Tagging – The City will tag only moveable equipment with a value of \$5,000 or higher. Rolling stock items will not be tagged. They will be identified by the VIN number. The Finance department will be responsible for tagging equipment.

## XII. RISK MANAGEMENT POLICIES

- A. The City shall maintain a risk management program for liability, workers' compensation, health insurance, and loss of property exposures which emphasizes avoidance of risk, whenever possible, funding for losses which cannot be avoided, and transfer or risk to third parties whenever appropriate.
- B. The risk management process will include the systematic and continuous identification of loss perils and exposures, the analysis of these perils and exposures in terms of frequency and severity probabilities, the application of sound risk control procedures and the financing of risk consistent with the City's financial resources.
- C. If the loss potential in dollars for a particular risk is substantial and cannot be absorbed within the City's annual operating budget and reserves, the City will develop and maintain a program of purchased insurance or funded self-insurance.
- D. The City will endeavor to promptly settle justified claims but will vigorously defend claims which are doubtful, frivolous, or unsupported.
- E. The City will maintain separate self-insurance funds to identify and segregate the financial resources necessary to cover insurance premiums and self-insurance retentions
  - 1. Revenues into the insurance funds will be generated by charges to operating departments and programs.
  - 2. Resources will be established at the end of each year to fully fund liability for open claims, incurred but not reported (IBNR) claims, and a catastrophic loss reserve as periodically recommended by the City's Risk Management Advisor.
  - 3. The City will endeavor to maintain reserves equal to three-times the self-insured retention for both the liability and worker's compensation self insurance internal service funds.

## XIII. INTERFUND LOANS

- A. Purpose - This policy documents requirements and responsibilities to be followed regarding interfund borrowing between funds of the City of Salinas.
- B. Scope - Often local governments will loan resources from one fund to another fund that is experiencing a temporary cash shortage. Under generally accepted accounting principles (GAAP), funds that

# FINANCIAL POLICIES

account for reserved or dedicated monies may make temporary loans to other funds. This policy addressed the approval, terms and accounting requirements for interfund loans.

C. Definition - Interfund loans are amounts provide between funds with a requirement for repayment. Interfund loans will be reported according to GAAP, as interfund receivables in lender funds and interfund payables in borrower funds. If repayment is not expected within a reasonable time, the interfund balances should be reduced and the amount that is not expected to be repaid should be reported as a transfer from the fund that made the loan to the fund that received the loan.

D. Policy

1. Interfund loans-Types:

a. Internal loans that are necessary part of normal business operations:

- To maintain cash flow and provide working capital, in anticipation of future tax receipts or other revenue, the General Fund may require cash advances from other funds during the course of a fiscal year. Other funds eligible to make cash advances include: Measure V; Measure G, Special Revenue, Capital Projects, and Internal Services. Cash advances shall be treated as short-term loans. Interest shall be paid on these loans at a rate determined according to the procedure established in section B.2 of this policy.
- Cash advances to provide working capital to the General Fund or other funds must be approved by the City Manager. Such approval must be in writing, and should specify maximum allowable amounts.

b. Internal loans that provide for advance spending for a capital project prior to securing project financing. Such loans must be approved by the City Council with the adoption of the annual Capital Improvement Project budget or by separate action by the City Council. Approval is not required for advance spending from the \$2 million Capital Projects Revolving Fund established by prior City Council action.

2. Interfund Loans-Terms:

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



(This page intentionally left blank)

# PRIORITY BASED BUDGETING

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

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

City Staff have progressed through the first four steps and are now in the final, fifth step of evaluating the model data. Staff will then begin to use the diagnostic tool to evaluate lower priority programs as potential areas from which to reallocate resources to higher priority programs or potentially recommend elimination of programs. The diagnostic tool used in the fifth step was presented to the City Council at this May 6, 2014 meeting by Chris Fabian with the Center for Priority Based Budgeting as part of this administrative report.

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

## **Priority Based Budgeting – Progress through the 5 Steps**

There are five steps in priority based budgeting:

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

### **Step 1 – Determine Results**

The first step in the priority based budget process is to identify the Results that most-effectively meet the City Council's goals and priorities and which matter most to the community. For an accurate prioritization of programs to occur that reflect the organization's stated goals and priorities, the City must identify the Results it seeks to achieve. On May 7, 2013, the City Council approved five goals that were the culmination of a strategic planning session held on January 12, 2013 and a follow-up review held on February 5, 2013 that focused on goals and objectives for the 2013-2015 time period. On January 25, 2014, during the Annual City Council Strategic Planning Session, the City Council made slight modifications to the objectives, but the five council goals remained the same.

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

# PRIORITY BASED BUDGETING

<u>Council Goals</u>	<u>Results</u>
<ul style="list-style-type: none"> <li>• Economic Diversity and Prosperity</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Diversity and Prosperity</li> </ul>
<ul style="list-style-type: none"> <li>• Safe, Livable Community</li> </ul>	<ul style="list-style-type: none"> <li>• Safe, Livable Community</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Effective Mobility and Excellent Infrastructure</li> </ul>
<ul style="list-style-type: none"> <li>• Quality of Life</li> </ul>	<ul style="list-style-type: none"> <li>• Healthy, Vibrant, Sustainable and Green Community</li> <li>• Family-Oriented Community with Diverse Recreational, Arts, Cultural, Educational and Leisure Opportunities</li> </ul>
<ul style="list-style-type: none"> <li>• Effective, Sustainable Government</li> </ul>	<ul style="list-style-type: none"> <li>• Good Governance</li> </ul>

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

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

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

On September 11, 2013, department directors and managers participated in a three hour workshop led by the Center for Priority Based Budgeting consultants. Participants were asked in the Results Definition exercise to help define each of the City's Results so that Result Maps could be created to be used in Program Scoring. The approach in the facilitated exercise was to ask open-ended questions about each Result, and have the staff provide their input to questions like, "When the City of Salinas does \_\_\_\_\_, (fill in the blank) then the Result of 'Safe, Livable Community' is achieved" (their job was to answer that question in as many ways as possible until we had a complete understanding of how all of the City's Results are achieved). Accordingly, there were approximately 694 individual responses captured on half sheets of paper and posted up on the wall and grouped in categories. Essentially, these categories ultimately became the 36 Results Definitions associated with the six Results. Each Result has between five and seven Result Definitions. On November 5, 2014, the City Council reviewed and approved the six Results and Result Definitions. As part of their review of the Result definitions and to become familiar with them, each City Council member completed the "\$600 Exercise" as homework prior to the City Council meeting. The exercise requested that the City Council allocate \$600 to each of the 36 result definitions. See the "Result Definitions (More Detail)" section below for a complete list of the 36 result definitions.

## Step 3 – Identify Programs and Services

Departments prepared their comprehensive list of programs during October through December 2013. The objectives for developing program inventories were to:

# PRIORITY BASED BUDGETING

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

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

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

### Department Scoring

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

### Peer Review Scoring

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

### Costing Allocation

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

## Step 5 – Allocate Resources Based on Priorities

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

## Davenport Institute for Public Engagement and Civic Leadership – Grant Award

The City Manager received news in mid-October that the City was 1 of 4 grant award recipients in the state to receive the Davenport Institute 2013 Public Engagement Grant. This is the sixth annual Public Engagement Grant Program.

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

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

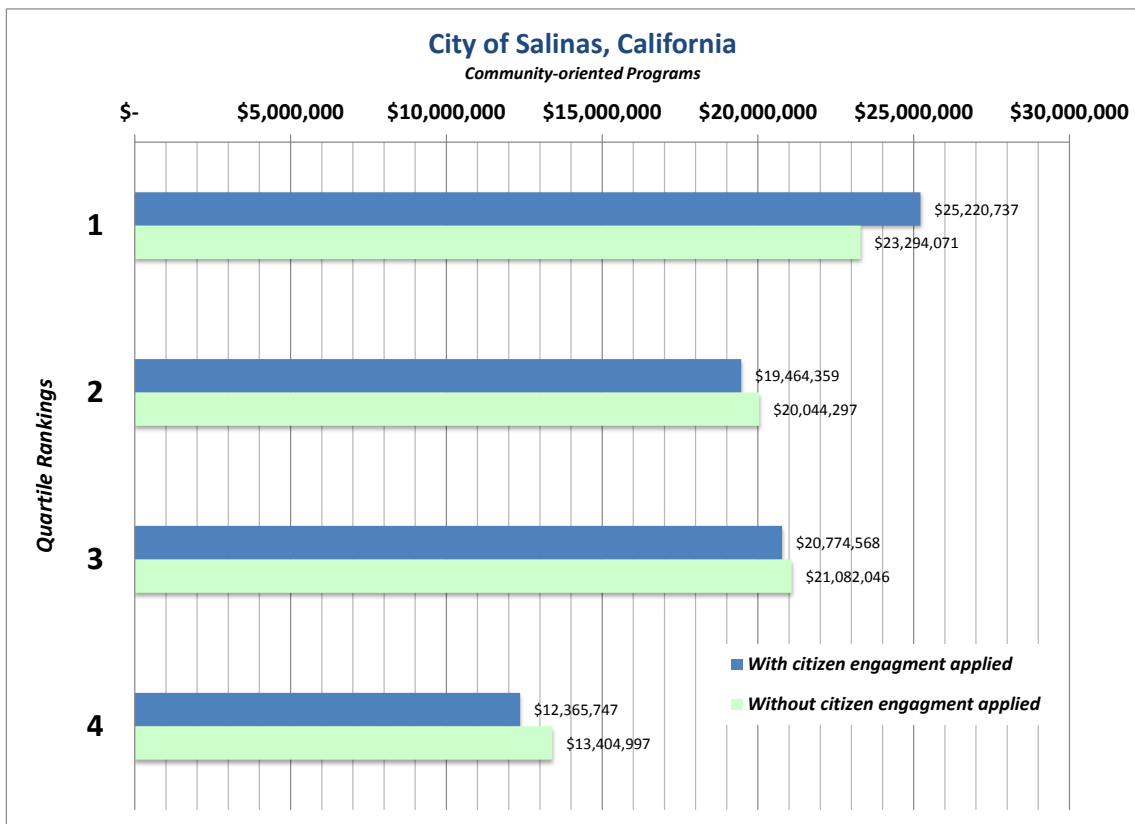
# PRIORITY BASED BUDGETING

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

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

## Public Engagement Impact and Influence on the Priority Based Budget Scores

Prior to finalizing the priority based budget model, the consultant applied a weight to the Community and Governance Results based on the feedback from the community outreach. As mentioned above, the Departments scored all of their programs on how well they influence the Council goals (Results) and a peer review team also scored all of the programs. The total score from the online and in-person community meetings was tallied and was applied as a final weight to determine which Result mattered most to the community. The chart below shows the impact the weighting had on the programs and how the shift occurred before and after the weighting was applied. The striking observation and validation shown in the chart is that after applying the weight from the community input to the priority based budget model, programs shift from lower, less priority quartiles, to higher quartiles, which indicates the City is funding programs that matter most to the community.





# PRIORITY BASED BUDGETING

## Impact of FY 2014-15 and 2015-16 Budget Process

As departments prepared their FY 2014-15 operating budgets, they evaluated lower priority programs that fell in the fourth quartile to determine if they should recommend reducing the lower priority programs or eliminate those programs. Falling in the fourth of four quartiles does not mean the program should be eliminated, it just means that the program was determined to not accomplish the Results or Council goals and should be evaluated. Programs that fell in the fourth quartile were evaluated to determine if they were either cost recovery, mandated (legally required), caused safety issues if eliminated or the benefits of keeping the program justified the cost. As a first step in using the new model, the City departments evaluated 115 programs that fell in the 4<sup>th</sup> quartile. Of the 115 programs, 75 were funded with the General Fund totaling approximately \$12 million. Of the \$12 million, approximately \$150,000 was identified as resources that could be reallocated from certain programs to other programs within the departments. For FY 2015-16, the departments focused the new Measure G resources in Quartile A and B Programs.

## Result Definitions (More Detail)

AS mentioned in step 2 above, on September 11, 2013, department directors and managers participated in a three hour workshop led by the Center for Priority Based Budgeting consultants to determine the result definitions. On November 5, 2013, the City Council reviewed and approved the six Results and 36 Result Definitions.

### Results

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

#### SAFE, LIVABLE COMMUNITY

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

#### EFFECTIVE MOBILITY and EXCELLENT INFRASTRUCTURE

1. Provides and promotes convenient access to diverse mobility options, supporting a safe,

# PRIORITY BASED BUDGETING

accessible public transit network, as well as ample options for bicyclists and pedestrians

2. Ensures access to clean water, clean air, and timely, accurate information through the design, development and long-term investment in wastewater, stormwater and information technology infrastructure
3. Collaboratively invests in building and improving a well-designed, well-maintained system of safe, reliable road and street infrastructure (including roads, traffic signals, sidewalks, bridges and street lighting)
4. Encourages community beautification with properly maintained and visually appealing parks, green spaces and public spaces
5. Plans for responsible, sustainable growth, ensuring that the City's long-term infrastructure needs are met, and that a variety of diverse employment opportunities are available

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

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

## HEALTHY, VIBRANT, SUSTAINABLE and GREEN COMMUNITY

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

# PRIORITY BASED BUDGETING

## ECONOMIC DIVERSITY and PROSPERITY

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

## GOOD GOVERNANCE

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

### **Department Scoring (More Detail)**

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

### **Community Program Scoring**

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

#### Community Results:

1. Economic Diversity and Prosperity
2. Effective Mobility and Excellent Infrastructure
3. Family-Oriented Community with Diverse Recreational, Arts, Cultural, Educational and Leisure

# PRIORITY BASED BUDGETING

Opportunities

4. Healthy, Vibrant, Sustainable and Green Community (Quality of Life)
5. Safe, Livable Community

Scoring Criteria (0-4 scale):

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

## **Governance Program Scoring**

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

Governance Result Definitions:

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

Scoring Criteria:

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

## **Basic Program Attributes**

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

## **Mandated to Provide Program**

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

# PRIORITY BASED BUDGETING

- 1 = Recommended by national professional organization to meet published standards, other best practice
- 0 = No requirement or mandate exists

## Reliance on City to Provide Program

- *Programs for which residents, businesses and visitors can look only to the City to obtain the service will receive a higher score for this attribute compared to programs that may be similarly obtained from another intergovernmental agency or a private business.*
- The grading criterion established to score programs, on a 0 to 4 scale is as follows:
  - 4 = City is the sole provider of the program and there are **no** other public or private entities that provide this type of service
  - 3 = City is currently the sole provider of the program but there are other public or private entities that could be contracted to provide a similar service
  - 2 = Program is only offered by another governmental, non-profit or civic agency
  - 1 = Program is offered by other private businesses but none are located within the City limits
  - 0 = Program is offered by other private businesses located within the City limits

## Cost Recovery of Program

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

## Portion of Community Served by Program

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

## Change in Demand for Program

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

# PRIORITY BASED BUDGETING

- -1 = Program experiencing a **MINIMAL** decrease in demand of 1% to 4%
- -2 = Program experiencing a **MODEST** decrease in demand of 5% to 14%
- -3 = Program experiencing a **SIGNIFICANT** decrease in demand of 15% to 24%
- -4 = Program experiencing a **SUBSTANTIAL** decrease in demand of 25% or more

Once the department and peer review scoring was completed, a ranking by quartiles was created with four quartiles. The first quartile included the highest scoring programs and the 4<sup>th</sup> quartile included the lowest scoring programs. There were 664 Community Programs and 102 Governance Programs that were scored by 17 peer review teams. The table below shows the results:

Community Results - Quartile Ranking by Department		
Department	Quartile Rank	Program Count
Administration	2	2
	3	1
<b>Administration Total</b>		<b>3</b>
Assessment Districts	2	7
<b>Assessment Districts Total</b>		<b>7</b>
City Attorney	1	4
	2	1
	4	1
<b>City Attorney Total</b>		<b>6</b>
Community and Economic Development	1	16
	2	35
	3	38
	4	34
<b>Community and Economic Development Total</b>		<b>123</b>
Enterprise Operations	1	47
	2	15
	3	9
	4	1
<b>Enterprise Operations Total</b>		<b>72</b>
Fire	1	4
	2	19
	3	42
	4	24
<b>Fire Total</b>		<b>89</b>
Library & Community Services	1	1
	2	27
	3	97
	4	37
<b>Library &amp; Community Services Total</b>		<b>162</b>
Police	1	26
	2	57
	3	22
	4	13
<b>Police</b>		<b>118</b>
Public Works	1	58
	2	13
	3	8
	4	5
<b>Public Works</b>		<b>84</b>
<b>Grand Total</b>		<b>664</b>

Governance Results - Quartile Ranking by Department		
Department	Quartile Ranking	Program Count
Administration	1	3
	2	2
	3	4
	4	3
City Attorney	1	3
	2	7
	3	6
	4	7
Community and Economic Development	2	6
	3	2
Finance	1	19
	2	8
	3	3
	4	4
Public Works	2	5
	3	14
	4	6
<b>Grand Total</b>		<b>102</b>

## MEASURE V

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

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

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

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

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

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

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

In order to assure full compliance with the intent of the ordinance, the tax proceeds from this ordinance are separately received and accounted for in the City's financial reporting system (Fund 11.00). The Finance Director reports at least quarterly to the Oversight Committee the use of tax proceeds. The Oversight Committee reports annually to the City Council regarding the use of tax proceeds.

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

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

# MEASURE V

Transactions and Use Tax collections began a severe decline starting in April 2007 that continued over a two year period. Signs of recovery started to show in FY 2010-11 with projected increases in the future. The following chart exemplifies the trend:



Measure V tax collections are projected to increase \$211,000 or 1.9% in FY 2015-16 and \$112,000 or 1.0% in FY 2016-17. Staff revenue projections are optimistic and based on current economic recovery signs. The City's outside consultant (Hinderliter, de Llamas & Associates) agrees with staff revenue estimates for the City's Transaction and Use Tax.

Due to limited resources in the Measure V, the proposed FY 2015-16 CIP budget, includes only one capital project for \$70,000 to repair the Steinbeck Library roof. Most all resources are invested in the operations of departments serving the City residents'. Unused funds (carryover) at the end of a fiscal year are used for one-time expenditures.

The Measure V Oversight Board recommended and the City Council approved during FY 2014-15, investments in the amount of \$856,000 for the following Capital Projects using one-time FY 2013-14 carryover funds:

Police Vehicles and Equipment	240,000
Computer Equipment	46,000
Sherwood Hall Repairs	150,000
Steinbeck Library Upgrades	10,000



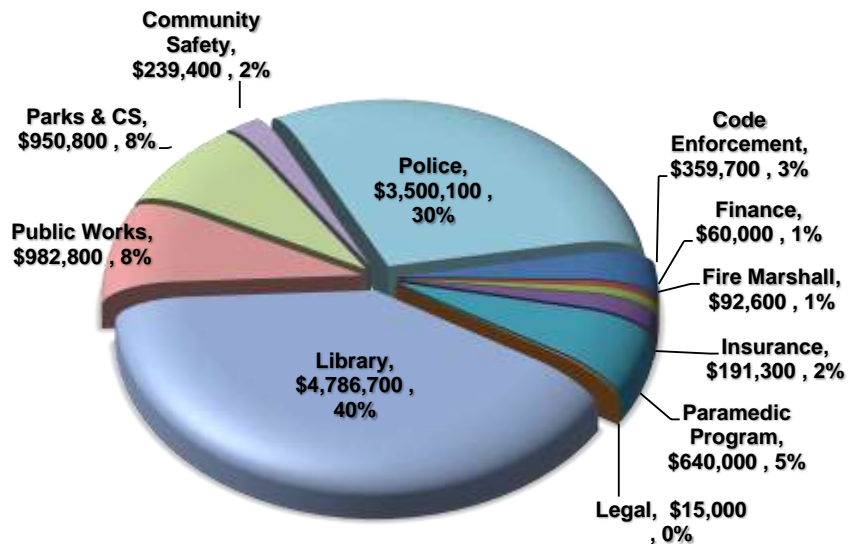
# MEASURE V

Chavez Library Courtyard Resurface	45,000
Sherwood Tennis Center Impvts.	10,000
Playground Impvts at Parks	110,000
Chinatown Homeless Center Impvts.	140,000
Chavez Park Water Pump	30,000
Fire Training Tower	50,000
Fire Mobil Data Upgrade	25,000

In addition to the appropriation of carryover funds to fund the aforementioned projects in September 2014, the Council approved an additional appropriation of \$80,000 in February 2015 to fund repairs at the Steinbeck Library resulting from fire damage.

The Measure V proposed budget by department for FY 2015-16 is as follows:

	<u>Amount</u>	<u>Percent</u>
Code Enforcement	\$ 359,700	3.0%
Finance	60,000	0.5%
Fire Marshall	92,600	0.8%
Insurance	191,300	1.6%
Paramedic Program	640,000	5.4%
Legal	15,000	0.1%
Library	4,786,700	40.5%
Public Works	982,800	8.3%
Parks & Community Services	950,800	8.0%
Community Safety	239,400	2.0%
Police	<u>3,500,100</u>	<u>29.8%</u>
<b>Total Appropriations</b>	<b><u>\$ 11,818,400</u></b>	<b><u>100.0%</u></b>



# MEASURE V

The number of positions funded by Measure V during FY 2015-16 is summarized as follows:

	<u>FY 15/16</u>
Police	22.5
Fire	0.3
Code Enforcement	3.0
Public Works	10.0
Parks & Community Services	5.1
Community Safety	2.0
Library	<u>43.5</u>
Total Positions	<u><u>86.4</u></u>

The number of full time authorized positions under Measure V shows an increase of one half-time position when compared to the previous fiscal year. The Battalion Chief/Fire Marshall position is partially funded by Measure V (1/3) coupled with an increase of 0.2 of an also partially Measure V funded Recreation Coordinator at the Hebronn Family Center Division that was previously funded by Community Development Block Grant funds.

# MEASURE G

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

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

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

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

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

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

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

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

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

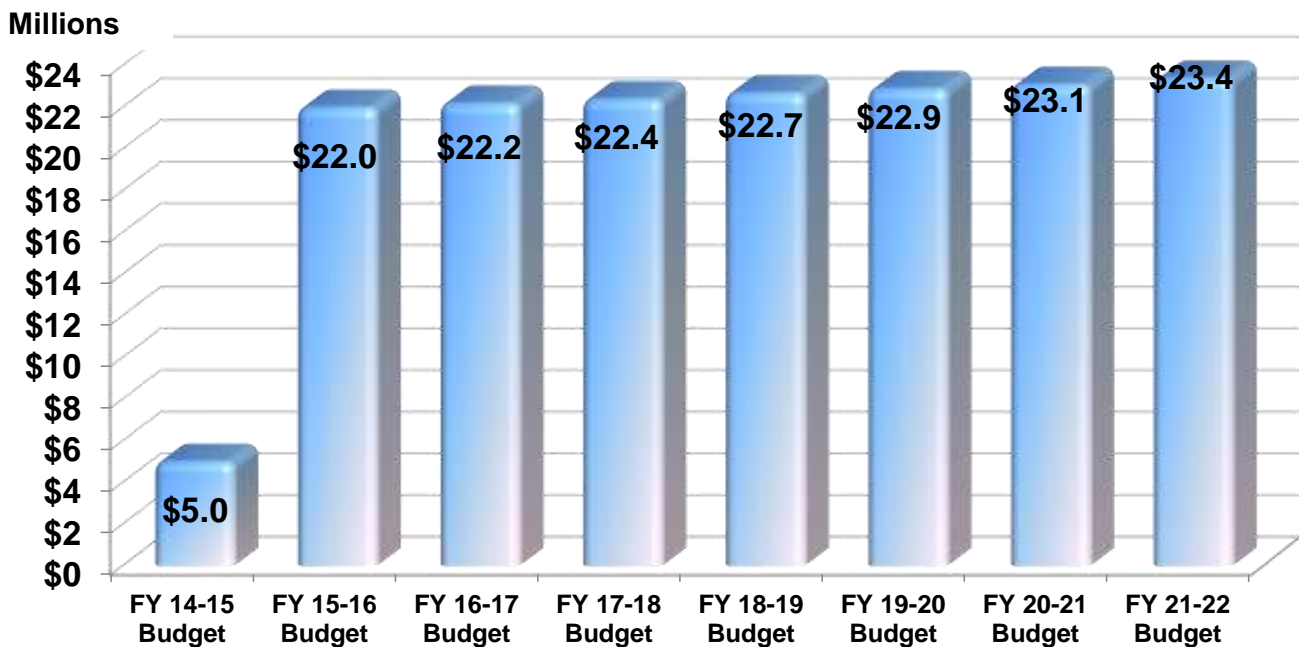
# MEASURE G

As approved by the City Council on March 31, 2015, the Committee shall meet three times per year:

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

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

In order to assure full compliance with the intent of the ordinance, the tax proceeds from this ordinance are separately received and accounted for in the City’s financial reporting system (Fund 12.00).

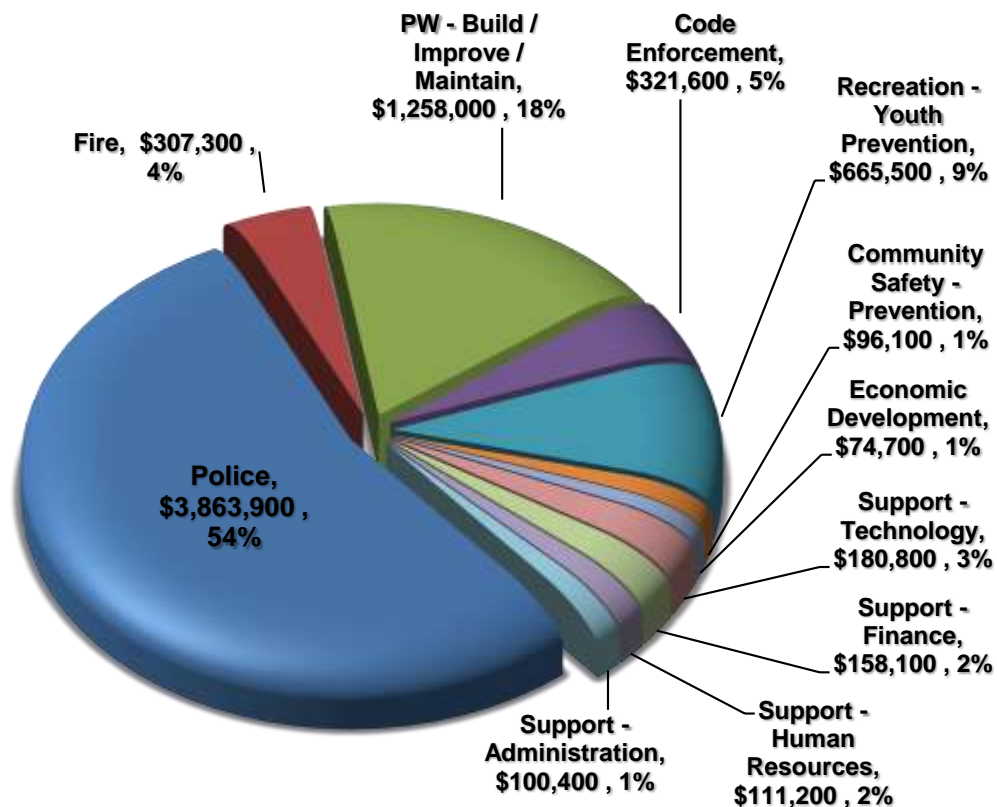


The City will receive the first payment of Measure G on June 26, 2015 and is expecting about \$5 million for the first quarter FY 2014-15. For FY 2015-16, the City is expecting \$22 million. From fiscal year 2016-17 forward in the chart above, it is conservatively assumed that sales tax will increase by 1% each year. The FY 2015-16 budget includes \$15,772,000 in capital improvement projects (CIP), a \$1,922,000 transfer out to cover restoring services on Friday (furlough), and a \$7,137,600 operating budget. The CIP includes such projects as the new public safety facility, improving fire stations, street improvements, sidewalk improvement, and park improvements. The detail of the proposed capital projects are located in the capital improvement budget document for FY 2015-16.

# MEASURE G

As mentioned, each of the department's plans are focused on delivering services and projects that are aligned with Council goals and objectives, ranked in the highest priority based budget quartiles A and B, and reflect the main interests of the community, as determined by extensive community outreach, surveys and engagement. The Department plans were presented to the City Manager, who made the final determination on the proposal to the City Council. In addition to PBB, community funding themes, and City Council goals, the City Manager's proposed budget allocating Measure G funds factors in city wide operations, all funding sources, all department requests, a sustainable level of staffing, and the full 15 year horizon. The first year of Measure G operating costs for FY 2015-16 is shown below and the funding allocation pie chart for the third year with full staffing levels going forward, is presented on the next page.

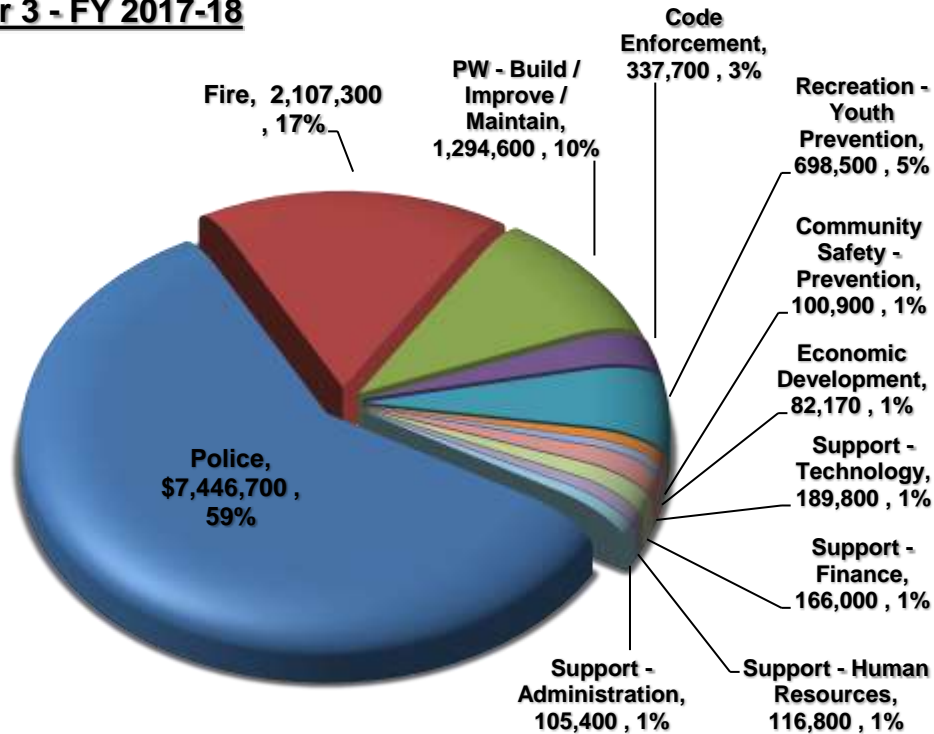
Police	\$3,863,900	54.1%
Fire	307,300	4.3%
PW - Build / Improve / Maintain	1,258,000	17.6%
Code Enforcement	321,600	4.5%
Recreation - Youth Prevention	665,500	9.3%
Community Safety - Prevention	96,100	1.3%
Economic Development	74,700	1.0%
Support - Technology	180,800	2.5%
Support - Finance	158,100	2.2%
Support - Human Resources	111,200	1.6%
Support - Administration	100,400	1.6%
	<u>\$7,137,600</u>	<u>100.0%</u>



# MEASURE G

Staffing represents 85% of the operating budget. Aside from staffing, the FY 2015-16 operating budget includes \$510,000 for contract tree maintenance and park maintenance services and \$175,000 for police and fire training.

## Year 3 - FY 2017-18

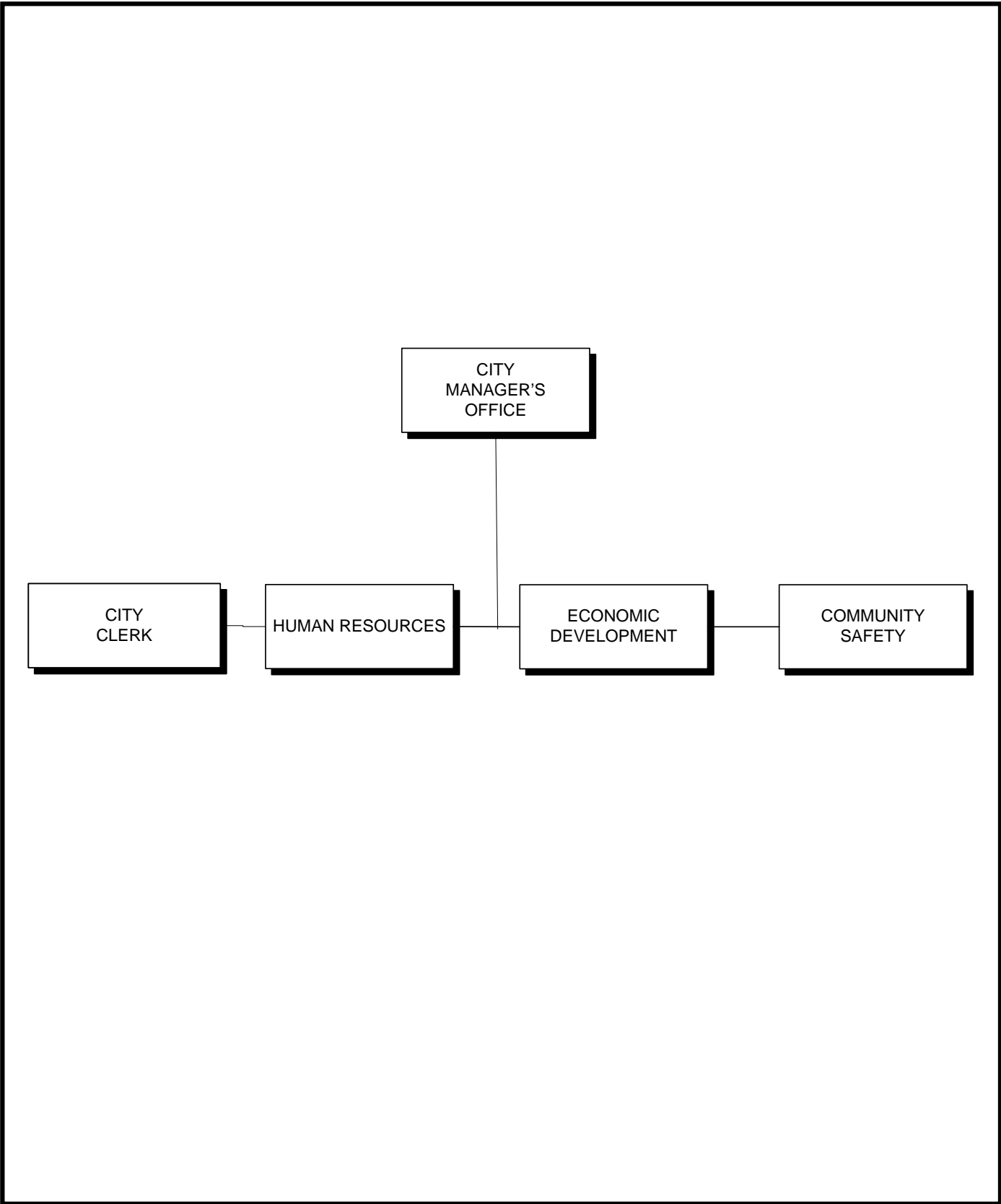


The number of positions funded by Measure G during FY 2015-16 is summarized as follows:

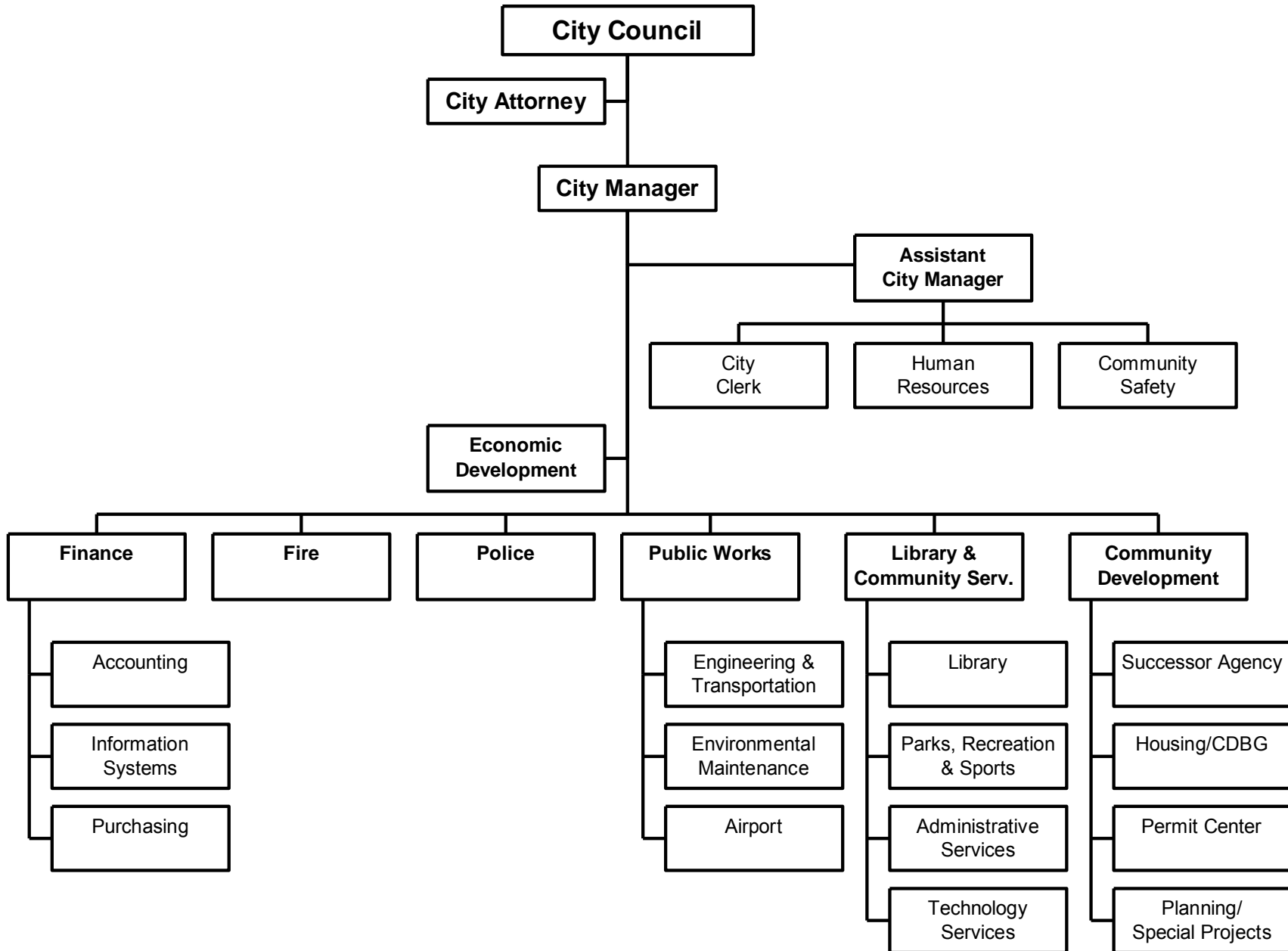
	<u>FY 14/15</u>	<u>FY 16/17</u>	<u>FY 17/18</u>
Police - Sworn	17.0	27.0	37.0
Police - Non-Sworn Support	12.0	12.0	12.0
Fire - Sworn	-	12.0	14.0
Fire - Non-Sworn Support	1.0	1.0	1.0
Code Enforcement	3.0	3.0	3.0
Public Works - Clean-up	1.0	1.0	1.0
Public Works - Park Maint.	1.0	1.0	1.0
Public Works - Streets	6.0	6.0	6.0
Recreation - Youth Prevention	6.0	6.0	6.0
Community Safety - Prevention	1.0	1.0	1.0
Economic Development	1.0	1.0	1.0
Support - Technology	2.0	2.0	2.0
Support - Finance	2.0	2.0	2.0
Support - Human Resources	1.0	1.0	1.0
Support - Administration	1.0	1.0	1.0
<b>Total Positions</b>	<u>55.0</u>	<u>77.0</u>	<u>89.0</u>

A total of 55 positions are proposed to be funded with Measure G funds in the first year, FY 2015-16, as shown above. In year two, FY 2016-17, 10 police officers are added and 12 fire fighters are added when the grant funding expires. In year 3, FY 2017-18, 10 more police officers are added and 2 more fire fighters are added.

# ADMINISTRATION DEPARTMENT



# CITY OF SALINAS Organization Chart





# ADMINISTRATION DEPARTMENT

## Summary

### Purpose

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

### Top Accomplishments for FY 2014-15

#### Effective, Sustainable Government

1. City Manager was an integral part of Salinas being named a finalist for the 2015 All-America City Award, a prestigious award honoring communities developing innovative solutions to pressing problem.
2. City Manager continues to dialogue with City leaders, site selectors and major business corporations in preparation and planning for the "Forbes Reinventing America AgTech Summit 2015," hosted by the City.
3. City Manager and Assistant City Manager continue to engage Council and community regarding City services, fiscal management, and implementation of the strategic plan goals and objectives.
4. City Manager conducted 10 joint City/School Districts/Superintendent collaborative meetings.
5. City Manager administered 20 federal and state legislative committee meetings. City Manager attends and coordinates City Council Strategic Planning Session and City Council meetings throughout the year.
6. Conducted the 2014 Municipal Election, processed one citizen initiative, and two Council initiatives.
7. Consolidated with City Clerk's Office with the City Manager's Office in efforts to improve government efficiencies and customer service.
8. City Clerk's Office successfully implemented an agenda management system for the City Council, Commissions and Boards; and launched live video streaming.
9. Human Resources Division implemented a Veteran's Preference Hiring Policy.
10. Human Resources Division transitioned Life, LTD, and Dental carriers for annual costs savings of approximately \$180,696 for 2014 and 2015.
11. Human Resources Division transitioned the administration of the City's workers' compensation program from JT2 Integrated Resources to CorVel, Inc.,
12. Human Resources conducted 32 recruitments, processed 978 employment applications and 95 hires.
13. Community Safety Division completed the SWP 5-year plan for 2013-2018, evaluated and ratified by the National Forum on Youth Violence Prevention
14. Community Safety Division developed a process to solicit and evaluate potential grant partners for the 2015-2018 CAL GRIP Grant resulting in award of a 3-year \$1.5 million dollar grant that will fund Hospital based Violence Prevention, Community Police Officer, Teen Saturday Night Rec and the Parent Project.
15. Community Safety Division hosted a two day visit from the Office of Juvenile Justice and Delinquency Prevention which included presentations and visits with over 20 CASP partners included our police department various non-profits and many county and city departments.

### City Council Goals, Strategies, and Objectives for FY 2015-16

#### Effective, Sustainable Government

1. Continue to work to achieve customer service training for City employees in all Departments.
2. Update and modernize record retention schedule and management, and day to day function in the City Clerk's Office utilizing current technology.

### Major Budget Changes

None

# ADMINISTRATION DEPARTMENT

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1511	City Manager's Office Division	524,674	513,800	660,500	667,700
1513	Community Safety Division	536,563	441,054	410,500	424,000
1520	City Clerk Division	244,117	264,000	329,500	343,400
1540	Human Resources Division	497,020	572,400	951,200	981,900
<b>TOTAL</b>		<b>1,802,374</b>	<b>1,791,254</b>	<b>2,351,700</b>	<b>2,417,000</b>

### **Expenditures by Character**

1.	Employee Services	1,454,051	1,485,486	2,152,700	2,217,000
2.	Office Supplies & Materials	10,773	15,155	15,350	15,350
3.	Special Dept Supplies	19,415	25,188	8,700	8,700
4.	Communications	2,289	10,900	7,450	8,450
5.	Maintenance Services	2,941	4,300	7,900	7,900
6.	Professional Services	29,358	33,386	52,500	52,500
7.	Outside Services	19,944	21,944	35,000	35,000
8.	Administration/Contingencies	11,389	8,002		
9.	Advertising	16,892	18,500	35,000	35,000
10.	Training/Conferences/Meetings	23,758	28,101	31,000	31,000
11.	Membership & Dues	796	1,600	1,800	1,800
12.	Insurance and Bonds		4,386	4,300	4,300
13.	Contribution to Other Agencies	37,515	21,094		
14.	Refunds & Reimb Damages	173,253	111,787		
15.	Capital Outlay		1,425		
<b>TOTAL</b>		<b>1,802,374</b>	<b>1,791,254</b>	<b>2,351,700</b>	<b>2,417,000</b>

### **Expenditures by Fund**

General Fund	1,519,065	1,381,400	1,781,200	1,828,600
Measure V Fund		190,900	239,400	250,900
Measure G Fund			307,700	314,100
Recreation Parks Fund	20,855	23,400	23,400	23,400
CalGRIP 6 - FY 2013-2014	203,147	134,498		
BJA-Nat'l Forum on Youth Violence	59,307	61,056		
<b>TOTAL</b>	<b>1,802,374</b>	<b>1,791,254</b>	<b>2,351,700</b>	<b>2,417,000</b>

# ADMINISTRATION DEPARTMENT

## Summary

<b>Workforce by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1511	City Manager's Office Division	1.5	1.5	2.5	2.5
1513	Community Safety Division	2.0	2.0	3.0	3.0
1520	City Clerk Division	2.0	2.0	2.0	2.0
1540	Human Resources Division	3.5	3.5	5.5	5.5
	<b>TOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>13.0</b>	<b>13.0</b>

# **ADMINISTRATION DEPARTMENT**

## **City Manager's Office Division**

**1511**

### **Purpose**

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

### **Division Operations**

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

### **Major Budget Changes**

Addition of one (1) Executive Assistant position.

**ADMINISTRATION DEPARTMENT**  
**City Manager's Office Division**

**1511**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	517,295	498,366	647,000	654,200
2. Office Supplies & Materials	2,038	2,500	1,250	1,250
3. Special Dept Supplies	178	500	500	500
4. Communications	53	1,700	250	250
5. Training/Conferences/Meetings	5,029	9,000	10,000	10,000
6. Membership & Dues	81	200		
7. Insurance and Bonds		1,534	1,500	1,500
<b>TOTAL</b>	<b>524,674</b>	<b>513,800</b>	<b>660,500</b>	<b>667,700</b>

<b>Authorized Positions</b>	<b>1.5</b>	<b>1.5</b>	<b>2.5</b>	<b>2.5</b>
-----------------------------	------------	------------	------------	------------

**Funding Source**

General Fund, Measure V Fund

# ADMINISTRATION DEPARTMENT

## Community Safety Division

1513

### Purpose

Implement a community safety initiative focused on prevention, intervention and suppression strategies.

### Division Operations

1. Development and implementation of the Strategic Work plan for the Community Safety Initiative.
2. Continue the Community Alliance for Safety and Peace, a coalition of more than 30 organizations and leaders from Salinas and Monterey County determined to address gang activity.
3. Conduct Community Dialogues and Presentations, two per month in the coming fiscal year.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Grants: Lead agency and management of State and Federal grants to include record keeping, program review, progress reports and communications with funder and agencies as needed. Includes preparation and submittal of any requested modifications (budget and/or program). Communicate and coordinate funder site visits as requested including but not limited to coordinating with subgrantees. Numbers listed are grants being managed	7	7	6	4	6
PSN Steering Committee: Prepare, lead and manage quarterly Steering committee meetings for Federal PSN grant.	4	4	N/A	N/A	N/A
Salinas Night Walks: Prepare, manage and lead bi-monthly meetings. Maintain all volunteer registration forms and waivers. Coordinate all volunteer events and site visit from Faith consultants.	6	6	14	6	3
La Buena Radio: Prepare, manage and participate in weekly radio show with various CASP members.	40	20	0	N/A	48
Junto Podemos: Prepare and participate in meetings as coordinated.	8	12	15	12	12
PARTS committee: Prepare and participate in monthly meetings.	10	4	10	5	12
Padres Creando Soluciones: Prepare and participate in meetings as scheduled	6	3	6	6	6
National Forum on Youth Violence Prevention: Prepare and participate in monthly conference calls of all Forum Cities.	12	12	12	12	12
National Forum on Youth Violence Prevention: Prepare and participate in annual Summit with Forum Cities in Washington DC	1	2	1	1	1
National Forum on Youth Violence Prevention: Prepare and participate in annual working sessions with Forum Cities in Washington DC	1	1	1	1	1
Department of Justice: Prepare and participate in monthly conference calls with OJJDP Program Manager	6	12	12	12	12
CCVFN - California Cities Violence Prevention Network: Prepare and participate in monthly conference calls.	12	6	6	6	6
CASP General Assembly (Bi-Monthly): Prepare, attend and manage meetings and membership.	22	22	22	22	22
CASP Executive Committee (Monthly): Prepare and manage monthly meetings	11	10	9	9	11
CASP Board of Directors (Quarterly): Prepare and manage quarterly meetings	4	4	4	4	4
Strategic Work Plan Committee: Prepare for and participate in SWP meetings on a monthly basis.	3	12	12	12	12
Cross Functional Team (CFT): Prepare, attend and lead CFT on a bi-monthly basis. Maintain all confidential records and provide all updates of CFT.	22	22	18	18	12
Organizational Capacity Assessment Task Force (Bi-Monthly): Prepare and participate in review and implementation of Organizational Capacity Assessment	3	12	12	12	N/A
Prevention Committee (Monthly): Prepare and attend meeting including responsibility for minutes.	10	10	6	6	0
Community Engagement Committee (Bi-Monthly): Prepare, co-manage and co-lead committee	20	20	20	20	12
Communications Committee (Monthly): Prepare for and attend meeting.	10	10	10	10	10
Grants Committee (Bi-Monthly): Prepare solicitations to committee and take minutes in addition to general preparation and attendance at meeting	4	N/A	N/A	N/A	N/A
School Climate Leadership Team: Prepare for and participate in monthly meetings with cross collaborative county wide group to implement strategy on improving school climate	12	12	9	9	12
Early Childhood Development Initiative: Create a CASP Sub-Committee and coordinate the Salinas CAT team	N/A	4	6	6	6
Community Leadership Academy: Conduct 2 adult Leadership Academy's every year. One in English one in Spanish. Conduct 1 Youth Academy annually. I'd like to add a second spanish academy for 2015-2016	1	1	2	2	3
Youth Leadership Academy		1	1	1	1
Community Leadership Academy Alumni Committee	6	6	12	12	12

### Major Budget Changes

To unfreeze the Project Manager position in efforts to increase our community engagement and mobilization of our coalition to reduce violence in the City of Salinas.

**ADMINISTRATION DEPARTMENT**  
**Community Safety Division**

**1513**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	246,695	209,572	355,900	369,400
2. Office Supplies & Materials	3,577	6,355	5,100	5,100
3. Special Dept Supplies	18,332	23,688	6,200	6,200
4. Communications	642	5,700	4,700	4,700
5. Maintenance Services		800	800	800
6. Professional Services	20,360	18,311	15,000	15,000
7. Outside Services	14,191	18,944	5,000	5,000
8. Administration/Contingencies	11,389	8,002		
9. Training/Conferences/Meetings	10,609	15,601	16,000	16,000
10. Membership & Dues		600	1,200	1,200
11. Insurance and Bonds		600	600	600
12. Contribution to Other Agencies	37,515	21,094		
13. Refunds & Reimb Damages	173,253	111,787		
<b>TOTAL</b>	<b>536,563</b>	<b>441,054</b>	<b>410,500</b>	<b>424,000</b>

<b>Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# ADMINISTRATION DEPARTMENT

## City Clerk Division

1520

### Purpose

The City Clerk's Office is the record and archive keeper of the City's legislative actions, which includes indexing and retrieving of reports, resolutions, ordinances, agreements and minutes of the City Council, the Successor Agency to the former Salinas Redevelopment Agency and the Measure V Oversight Committee. The Clerk's Office is responsible for processing all legislative actions ensuring transparency and the recordation and codification of the Salinas City Code. The Clerk's Office prepares and posts the City Council agendas, public meeting notices, and distributes Council material in accordance with State law. The Office of the City Clerk is the filing official for campaign committee reports and statements of economic interest filings in accordance with the Political Reform Act, Brown Act and AB 1234 Local Ethics training filings. The office of the Clerk oversees Commission/Board/Committee vacancies, appointments, ceremonial function and serves as the election official for local municipal elections; responds to records research requests adhering to the Public Records Act; serves as liaison for the public inquiries; and provides support to the City Council, Successor Agency to the former Salinas Redevelopment Agency Measure V Oversight Committee, Oversight Board to the former Salinas Redevelopment Agency and the Housing Sub-committee.

### Division Operations

1. Agenda management and preparation for legislative body meetings.
2. Legislative actions recordation through imaging and indexing of historical records of the City Council, Measure V Oversight Committee, Successor Agency and Oversight Board.
3. Provide support services to the City Council ensuring they are adequately prepared for deliberation and implementation of public policy via Council actions.
4. Provide public service through information and referral for City related inquiries.
5. Administers the Claim filing process and initial proceedings for Risk Management and Legal review.
6. The City Clerk's office serves as the filing official and oversees municipal elections for even-year consolidated elections.
7. Responsible for City Council Redistricting
8. Continue to implement customer service initiatives.
9. Coordinates the State mandated AB 1234 Local Ethics Training for designated employees and appointees.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Conduct Consolidated 2013 Election	0	1	1	1	0
Revenue Measure Ballot Initiatives	0	1	2	2	0
Claims Administration	90	78	0	85	75
Records Management/Indexing	582	513	560	560	650
Agenda Processing	24	25	26	26	30
Public Information and Referral	5,000	5,000	5,000	5,000	5,000
Capital Improvement Project Bid Agreement Processing	1	5	12	12	15
City of Champions Recognitions	48	49	49	49	48
Fair Political Practices Commission Mandated Filings	215	251	250	250	250

### Major Budget Changes

None



**ADMINISTRATION DEPARTMENT**  
**City Clerk Division**

**1520**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	213,063	229,200	266,600	279,500
2. Office Supplies & Materials	2,401	2,300	2,000	2,000
3. Communications	596	1,500	500	1,500
4. Maintenance Services	2,941	3,000	6,600	6,600
5. Professional Services	8,998	15,075	37,500	37,500
6. Advertising	7,283	6,500	10,000	10,000
7. Training/Conferences/Meetings	8,120	3,500	5,000	5,000
8. Membership & Dues	715	800	600	600
9. Insurance and Bonds		700	700	700
10. Capital Outlay		1,425		
<b>TOTAL</b>	<b>244,117</b>	<b>264,000</b>	<b>329,500</b>	<b>343,400</b>

<b>Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# ADMINISTRATION DEPARTMENT

## Human Resources

1540

### Purpose

Provide centralized human resources and employee relations services in support of the delivery of municipal services to Salinas' residents.

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Recruitments	27	28	10	70	50
Applications Processed/Screened	1,273	978		2,000	1,000
New Hire Processing	57	95	30	85	150
Trainings	7	17	15	10	20
Job Description Development & Review	14	12	10	20	25
Grievances & Discipline	6	10	0	4	0

### Major Budget Changes

Addition of one (1) HR Analyst I position, and one (1) Risk/Benefits Analyst position.

# ADMINISTRATION DEPARTMENT

## Human Resources Division

1540

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	476,998	548,348	883,200	913,900
2. Office Supplies & Materials	2,757	4,000	7,000	7,000
3. Special Dept Supplies	905	1,000	2,000	2,000
4. Communications	998	2,000	2,000	2,000
5. Maintenance Services		500	500	500
6. Outside Services	5,753	3,000	30,000	30,000
7. Advertising	9,609	12,000	25,000	25,000
8. Insurance and Bonds		1,552	1,500	1,500
TOTAL	497,020	572,400	951,200	981,900

<b>Authorized Positions</b>	3.5	3.5	5.5	5.5
-----------------------------	-----	-----	-----	-----

**Funding Source**

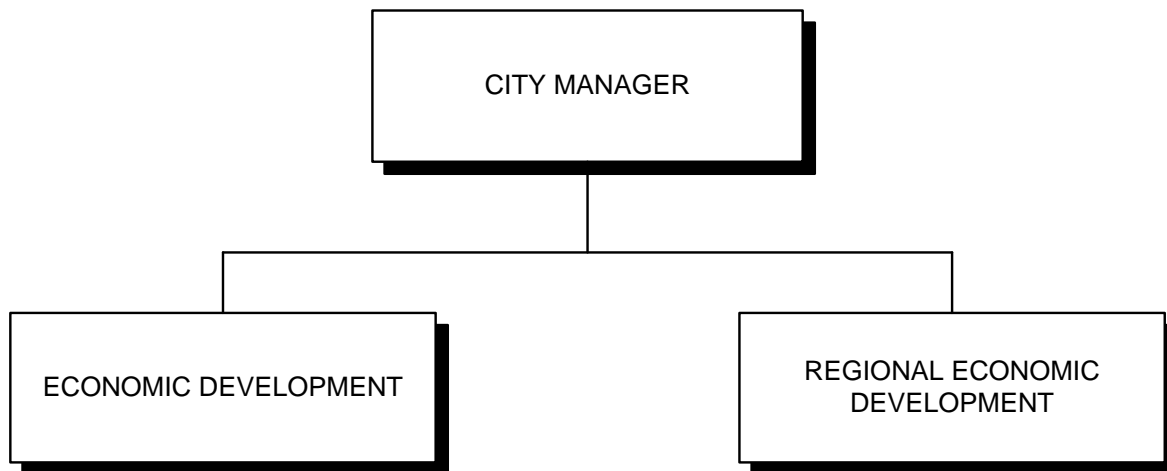
General Fund, Measure V Fund

# ADMINISTRATION DEPARTMENT

## Work Force

City Manager's Office Division	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
City Manager	1.0	1.0	1.0	1.0
Assistant City Manager	0.5	0.5	0.5	0.5
Executive Assistant (MG)	1.0		1.0	1.0
Executive Asst (Frozen)	-1.0			
Total	1.5	1.5	2.5	2.5
 <b>Community Safety Division</b>				
Community Safety Mgr(MV)	1.0	1.0	1.0	1.0
Dir of Comm Safety Div	1.0			
Dir Comm Safety (Frozen)	-1.0			
Comm Safety Assistant(MV)	1.0	1.0	1.0	1.0
Comm Safety Coord (MG)			1.0	1.0
Total	2.0	2.0	3.0	3.0
 <b>City Clerk Division</b>				
City Clerk	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0
Total	2.0	2.0	2.0	2.0
 <b>Human Resources Division</b>				
Assistant City Manager	0.5	0.5	0.5	0.5
H R Analyst II	1.0	1.0	2.0	2.0
Sr Human Resources Analys	1.0	1.0	1.0	1.0
H R Analyst I (MG)			1.0	1.0
Human Resource Tech	1.0	1.0	1.0	1.0
Total	3.5	3.5	5.5	5.5
 <b>Department Total</b>				
	9.0	9.0	13.0	13.0

# ECONOMIC DEVELOPMENT





(This page intentionally left blank)

# ECONOMIC DEVELOPMENT Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
7301	Economic Development Division	282,136	416,007	427,600	432,300
7302	Regional Economic Development Division	415,601	242,201	240,300	243,900
	<b>TOTAL</b>	<b>697,737</b>	<b>658,208</b>	<b>667,900</b>	<b>676,200</b>

## Expenditures by Character

1.	Employee Services	367,315	292,426	382,400	390,700
2.	Office Supplies & Materials	3,142	2,500	2,500	2,500
3.	Special Dept Supplies	412			
4.	Communications	2,561	4,100	3,300	3,300
5.	Rents & Leases	12,400	12,400	12,400	12,400
6.	Professional Services	147,951	47,275	58,000	58,000
7.	Outside Services	861	109,307	65,000	65,000
8.	Advertising	4,730	7,500	7,500	7,500
9.	Training/Conferences/Meetings	14,003	8,675	8,700	8,700
10.	Membership & Dues	13,522	4,925	3,700	3,700
11.	Insurance and Bonds		374	400	400
12.	Contribution to Other Agencies	82,000	114,000	114,000	114,000
13.	Refunds & Reimb Damages	48,840	54,726	10,000	10,000
	<b>TOTAL</b>	<b>697,737</b>	<b>658,208</b>	<b>667,900</b>	<b>676,200</b>

## Expenditures by Fund

General Fund	192,742	303,107	310,500	313,700
Economic Development	89,394	112,900	117,100	118,600
Salinas Valley Enterprise Zone	415,601	242,201	240,300	243,900
<b>TOTAL</b>	<b>697,737</b>	<b>658,208</b>	<b>667,900</b>	<b>676,200</b>

## Workforce by Program

7301	Economic Development Division	1.275	1.275	1.275	1.275
7302	Regional Economic Development Division	2.100	1.000	1.000	1.000
	<b>TOTAL</b>	<b>3.375</b>	<b>2.275</b>	<b>2.275</b>	<b>2.275</b>

# ECONOMIC DEVELOPMENT

## Economic Development Division

7301

### Purpose

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

### Division Operations

1. Assist in the creation of an Economic Development Element for the General Plan.
2. Manage and Promote the Grow Salinas Fund.
3. Assist other departments in achieving increased efficiencies and accomplishment of common goals.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Monitor Micro-Loan Program applications and repayment for SUBA and OSA small businesses assuring prompt repayment.					
Determine viability of establishing enhanced Micro/Macro Loan Program through partnering with other organizations by end of March 2013.					
Assist DCI with Economic Development Marketing Strategy identification of local contacts and content development on a timely basis maximizing DCI/local contacts effectiveness.					
Business Retention & Expansion Program: July-December 2012 conduct two site visits per week for Synchronist Survey; January-June 2013 conduct four site visits per week.					
Initiate six business attraction contacts based on focused industry study.					
By January 1, 2013, Contact known Brokers and Realtors on a monthly basis to keep GIS-based property tool up-to-date					
Identify and contact twelve (12) new retail businesses which will, upon either locating to Salinas or expanding into Salinas, enhance revenue generation for the General Fund.					
Assist with tourism development/enrichment activities as partners with the NSC, MCCVB and CWC.					

### Major Budget Changes

None



**ECONOMIC DEVELOPMENT**  
**Economic Development Division**

**7301**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	177,691	139,226	195,100	199,800
2. Office Supplies & Materials	2,310	1,000	1,000	1,000
3. Communications	1,109	2,500	1,700	1,700
4. Rents & Leases	7,500	7,500	7,500	7,500
5. Professional Services	37	27,200	28,000	28,000
6. Outside Services	861	109,307	65,000	65,000
7. Advertising	2,804	7,500	7,500	7,500
8. Training/Conferences/Meetings	6,109	3,700	3,700	3,700
9. Membership & Dues	1,715	3,700	3,700	3,700
10. Insurance and Bonds		374	400	400
11. Contribution to Other Agencies	82,000	114,000	114,000	114,000
<b>TOTAL</b>	<b>282,136</b>	<b>416,007</b>	<b>427,600</b>	<b>432,300</b>
 <b>Authorized Positions</b>	 1.275	 1.275	 1.275	 1.275

**Funding Source**

Economic Development, General Fund

# ECONOMIC DEVELOPMENT

## Regional Economic Development Division

7302

### Purpose

Develop and implement strategies that reflect the priorities of the Salinas Valley Region and the County of Monterey and which result in the enhanced economic well being of the Salinas Valley's residents.

### Division Operations

1. Continue regional cooperation efforts resulting in measurable regional success.
2. Implement the Economic Development Marketing Strategy and Action Plan.
3. Provide support for the Steinbeck Innovation Cluster effort.
4. Work with real estate brokers to populate an inventory of available commercial and industrial real estate.
5. Assist other departments in achieving increased efficiencies and accomplishment of common goals.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Assist DCI with Economic Development Marketing Strategy identification of local contacts and content development on a timely basis maximizing DCI/local contacts effectiveness.					
Assist with tourism development/enrichment activities as partners with the NSC, MCCVB and CWC.					
Work with local and other partnering organizations to develop an Innovation infrastructure in the Salinas Valley, with a focus on Agricultural Technology					
Provide general assistance to businesses located in or considering to locate in the Salinas Valley					
Contact known brokers and realtors on a monthly basis to keep GIS-based property up-to-date					
Identify and pursue funding opportunities to promote economic development efforts in the Salinas Valley.					

### Major Budget Changes

None

**ECONOMIC DEVELOPMENT**  
**Regional Economic Development Division**

**7302**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	189,624	153,200	187,300	190,900
2. Office Supplies & Materials	832	1,500	1,500	1,500
3. Special Dept Supplies	412			
4. Communications	1,452	1,600	1,600	1,600
5. Rents & Leases	4,900	4,900	4,900	4,900
6. Professional Services	147,914	20,075	30,000	30,000
7. Advertising	1,926			
8. Training/Conferences/Meetings	7,894	4,975	5,000	5,000
9. Membership & Dues	11,807	1,225		
10. Refunds & Reimb Damages	48,840	54,726	10,000	10,000
<b>TOTAL</b>	<b>415,601</b>	<b>242,201</b>	<b>240,300</b>	<b>243,900</b>
 <b>Authorized Positions</b>	 2.1	 1.0	 1.0	 1.0

**Funding Source**

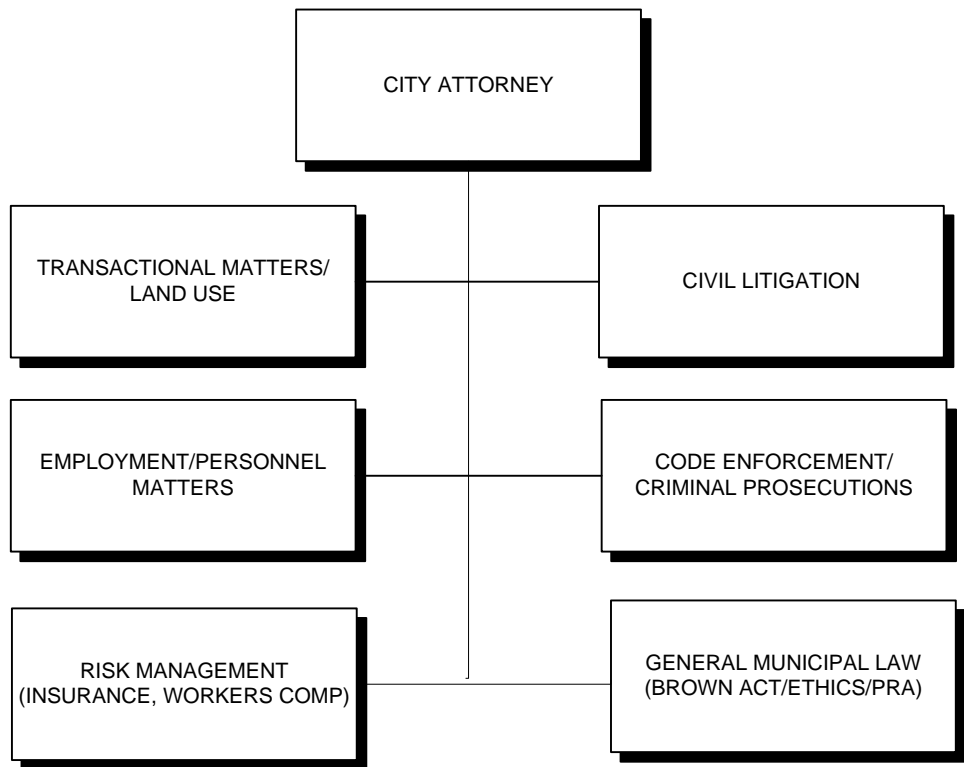
Economic Development

# ECONOMIC DEVELOPMENT

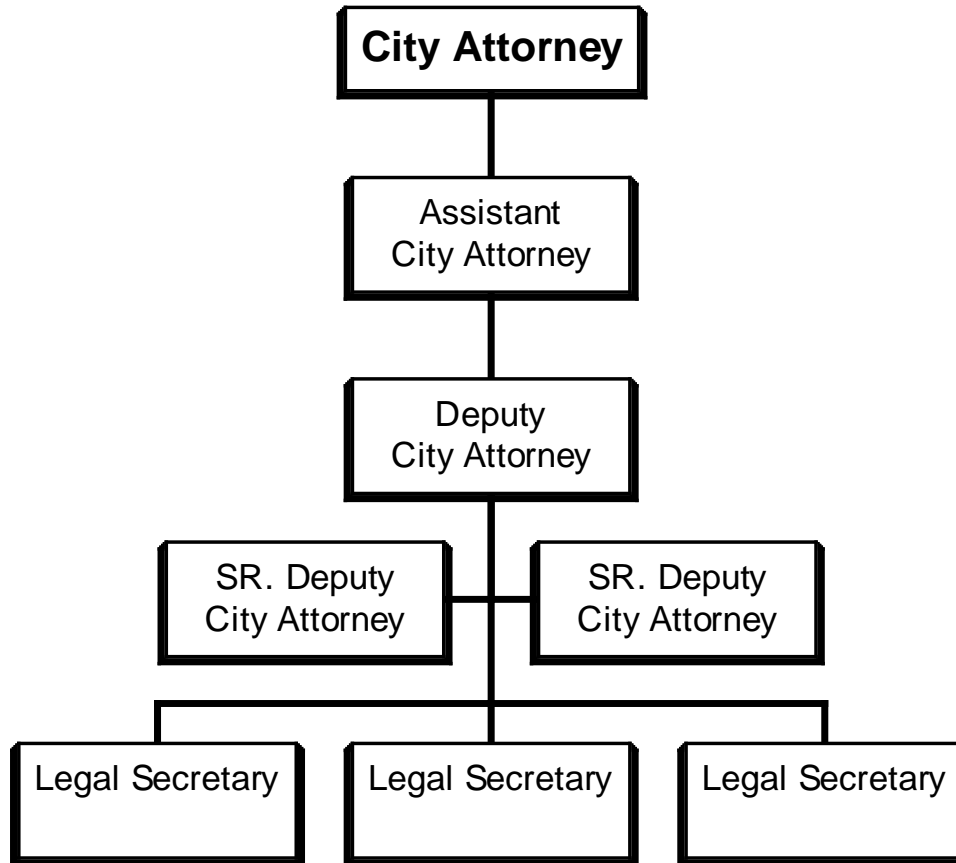
## Work Force

<b>Economic Development Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Comm/Economic Dev Dir	0.275	0.275	0.275	0.275
Business Retention Spec	1.000	1.000	1.000	1.000
Econ Dev Mgr	1.000			
Econ Dev Mgr (Frozen)	-1.000			
<b>Total</b>	<b>1.275</b>	<b>1.275</b>	<b>1.275</b>	<b>1.275</b>
<b>Regional Economic Development Division</b>				
Economic Development Dir	0.100			
Enterprise Zone Manager	1.000			
Economic Development Mgr		1.000	1.000	1.000
SVEZ BRE Specialist	1.000			
<b>Total</b>	<b>2.100</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Department Total</b>	<b>3.375</b>	<b>2.275</b>	<b>2.275</b>	<b>2.275</b>

# CITY ATTORNEY'S DEPARTMENT



# LEGAL DEPARTMENT Organization Chart



# CITY ATTORNEY'S DEPARTMENT

## Summary

### Purpose

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

### Top Accomplishments for FY 2014-15

#### Economic Diversity and Prosperity

1. **Alisal Marketplace.** Supported the City's efforts to move the project forward to completion (Acquisition of County and other property; coordination with other departments toward relocation of transfer station.)
2. **Chinatown Revitalization.** Continued support of the acquisition and the development of properties in the Chinatown; continued to support DPW and SPD in "clean-ups" and enforcement efforts; supported Code Enforcement efforts.
3. **Sustainable Steinbeck Regional Innovation Foundation/Cluster.** Continued to provide support to Admin and CEDD with ongoing Foundation/Cluster activities.
4. **Future Growth Area.** Continued support to the Planning Division in review of the Specific; supported efforts related to completion of the environmental review, including selection of environmental consultant; drafted and implemented a Reimbursement Ordinance to ensure recovery of City costs.
5. **Plan for and engage a safe, secure, well-managed water supply.** Continued supporting DPW in their efforts related to drafting and approval of multi-agency water agreements and initial implementation of Groundwater Sustainability Act; continued working with Admin and DPW to implement agreements with DeepWater Desal, LLC on the development of a desalination plant.
6. **Local Purchasing Preference.** Drafted and obtained approval of a Local Purchasing Preference ordinance establishing a preference for local business providers.

#### Safe, Livable Community

1. **Work with citizen groups to create consistent and predictable funding for public safety.** Supported City efforts on voter approval of Measure G on the November 2014 ballot; successfully brought a Writ of Mandate in defense of Measure G and opposing a Special Tax Initiative.
2. **Address Homelessness.** Continued to support the DPW's efforts to address homeless issues in the Downtown neighborhood; continued to support the establishment of homeless resources in the Chinatown areas;; supported DPW and SPD in clean-up efforts and in establishing warming shelter.
3. **Build a new police station.** Supported ongoing efforts to acquire properties to support development of a new police station; drafted or reviewed agreements or other documents as required to support development of the facility.
4. **Fire Department equipment needs.** Supported SFD's acquisition of new equipment through review and drafting of agreements, as required; supported SFD's implementation of a cost-recovery fee.
5. **Implemented New Code Enforcement Strategy.** Implemented a new approach of initiating civil action against negligent property owners whose properties are not kept in a clean and safe condition.

#### Effective, Sustainable Government

1. **Customer service employee training and culture.** Participated in City-wide efforts to focus on excellent customer service and training of employees in customer service training.
2. **Technology upgrades.** Continued to support the City's efforts to upgrade City technology; drafted revisions to Social Media policy; began transition toward a "paperless" office.
3. **Policy Review and Update.** Worked with Human Resources Staff to review and to update outdated or unworkable employment policies.

#### Excellent Infrastructure

1. **Continue assessment and inventory of infrastructure needs based on a standard of quality for the City.** Managed litigation related to sidewalk-related cases; continued to support DPW in contracts and projects; supported efforts to develop and update fee programs which fund infrastructure improvements.

# CITY ATTORNEY'S DEPARTMENT Summary (Continued)

## Quality of Life

1. **Youth Soccer Fields at Constitution Park.** Completed entitlement process on regional soccer complex project, including approval of environmental review and Master Lease with Monterey County and Sublease with SRSA.
2. **Prioritize El Gabilan Library expansion through Measure V Funds.** Assisted with preparation of lease agreements to complete expansion of El Gabilan Library.

## City Council Goals, Strategies, and Objectives for FY 2015-16

### Economic Diversity and Prosperity

1. **Continue support for Alisal Marketplace Project.** Draft agreements and other documents, as needed, to support development of the Alisal Marketplace Project, including acquisition/transfer of properties.
2. **Continue support for "Baseball Salinas".** Draft agreements and other documents, as needed, to support development of a baseball stadium and related project components and completion and certification of environmental review for the project.
3. **Support annexation efforts.** Work with Planning Division staff, project applicants, and LAFCO on possible annexation of land into the City limits to support project development.
4. **Continue support/work on Future Growth Area Project.** Work with other City departments on continued review of Specific Plans and commencement of environmental review; updates to fee programs, as needed; review and update of existing policies, as needed, including Inclusionary Housing Ordinance.
5. **Continue support of DeepWater Desal project, including development of a dark fiber network.** Support and work with City Manager and Public Works Department on initiation of DeepWater Desal project, particularly development of a dark fiber network in Salinas.

### Safe, Livable Community

1. **Support implementation of Measure G and work of Measure G Committee.** Continue defense of Measure G and commencement of work by Measure G Committee as set forth in the ordinance establishing Measure G.
2. **Continue Support of development of a new Public Safety Facility.** Draft agreements and other documents, as necessary, to support land acquisition, as necessary, to develop the Public Safety Facility.

### Effective, Sustainable Government

1. **Complete transition to a "paperless" office.** Complete transition to a "paperless" office by implementing an electronic document storage and retrieval program; elimination of all paper files.
2. **Continue policy reviews and updates, including Charter review.** Continue working with City Department to review and update City policies, including employment-related policies; support transition back from furlough schedules; begin Charter review process and work toward 2016 Charter amendments.

### Excellent Infrastructure

1. **Continue support of Public Works Department's assessment and inventory of infrastructure needs.** Support Public Works Department as it develops new strategies for assessing and for maintaining the City's infrastructure.
2. **Work toward sustainable model for sidewalk repair and maintenance and apportionment of liability.**
3. **Complete dedication of right-of-way agreement to support widening of Boronda Road.**

## Quality of Life

1. **Draft and implement an Arts Ordinance in collaboration with Library and Community Services Department.**
2. **Draft and implement revisions to the "Mobile Food Vendor" Ordinance.**
3. **Resolve litigation regarding the Regional Soccer Complex Project.**
4. **Work with other departments and Monterey County toward implementation of a sustainable model for homeless person support ("Santa Cruz Model").**

## Major Budget Changes

No Change



# CITY ATTORNEY'S DEPARTMENT

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
2500	City Attorney's Department	668,745	718,657	985,600	974,700

### **Expenditures by Character**

1.	Employee Services	571,378	604,132	823,400	852,500
2.	Office Supplies & Materials	4,716	3,899	7,000	7,000
3.	Books and Publications	13,776	17,500	20,000	20,000
4.	Special Dept Supplies		1,814		
5.	Communications	361	1,000	1,000	1,000
6.	Maintenance Services	476	1,057	800	800
7.	Professional Services	67,572	60,686	67,500	67,500
8.	Outside Services	2,602	3,000	5,500	5,500
9.	Training/Conferences/Meetings	6,051	5,500	14,000	14,000
10.	Membership & Dues	1,355	2,500	4,000	4,000
11.	Insurance and Bonds		2,408	2,400	2,400
12.	Capital Outlay	458	15,161	40,000	
	<b>TOTAL</b>	<b>668,745</b>	<b>718,657</b>	<b>985,600</b>	<b>974,700</b>

### **Expenditures by Fund**

General Fund	652,912	703,657	970,600	959,700
Measure V Fund	15,833	15,000	15,000	15,000
<b>TOTAL</b>	<b>668,745</b>	<b>718,657</b>	<b>985,600</b>	<b>974,700</b>

### **Workforce by Program**

2500	City Attorney's Department	5	5	5	5
------	----------------------------	---	---	---	---

# CITY ATTORNEY'S DEPARTMENT

## City Attorney

2500

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
# requests for legal services	1,537		1,600		1,600
# criminal cases reviewed or prosecuted	293		300		300
# Pitchess motions responded to and defended	11		15		15
# civil cases filed and defended	24		25		25
# Code enforcement cases and nuisance abatements	8		15		15
# Public Records Act requests responded to	65		85		75
# Economic development agreement and other contracts	125		125		125
# Workers Compensation cases presented to CM or CC	17		15		15
# Employee hearings, grievances, discipline cases	10		15		
Acquisition or contract to acquire 312 E. Alisal			1	0	1
Legal support of election and/or revenue measure initiative			1	1	0
Legal support of wind down of the SRA			1	1	1

### Major Budget Changes

None

**CITY ATTORNEY'S DEPARTMENT**  
**City Attorney's Department**

**2500**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	571,378	604,132	823,400	852,500
2. Office Supplies & Materials	4,716	3,899	7,000	7,000
3. Books and Publications	13,776	17,500	20,000	20,000
4. Special Dept Supplies		1,814		
5. Communications	361	1,000	1,000	1,000
6. Maintenance Services	476	1,057	800	800
7. Professional Services	67,572	60,686	67,500	67,500
8. Outside Services	2,602	3,000	5,500	5,500
9. Training/Conferences/Meetings	6,051	5,500	14,000	14,000
10. Membership & Dues	1,355	2,500	4,000	4,000
11. Insurance and Bonds		2,408	2,400	2,400
12. Capital Outlay	458	15,161	40,000	
<b>TOTAL</b>	<b>668,745</b>	<b>718,657</b>	<b>985,600</b>	<b>974,700</b>

<b>Authorized Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

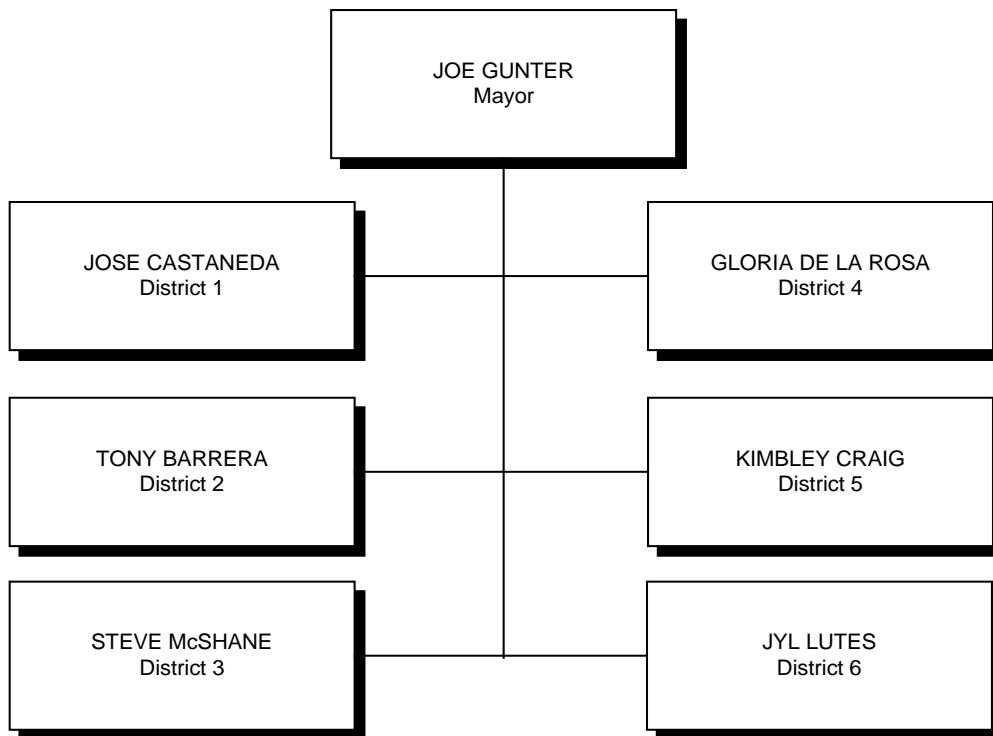
General Fund, Measure V Fund

# CITY ATTORNEY'S DEPARTMENT

## Work Force

City Attorney's Department	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
City Attorney	1	1	1	1
Assistant City Atty	1	1	1	1
Sr Deputy City Attorney	1	1	1	1
Legal Secretary	2	2	2	2
Total	5	5	5	5
<b>Department Total</b>	5	5	5	5

# CITY COUNCIL



# CITY COUNCIL DEPARTMENT Summary

## Purpose

The City Council is comprised of seven members, and serves as the policy-making and legislative body of the City of Salinas. Six council members are elected by district for a four-year term, and the Mayor is elected at-large for a two-year term. The Council meets on Tuesdays of each month at 4:00 p.m. or at said hour/date as established by notice in the City Council Rotunda at City Hall, 200 Lincoln Avenue. Special Meetings and Study Sessions may occur on other days of the week as necessary.

## Top Accomplishments for FY 2014-15

In January of 2015, the City Council updated the Strategic Goals and Objectives developed during their work on a City Strategic Plan. Ongoing work on the City's Strategic Goals and Objectives continued throughout this fiscal year. These Goals include:

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

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

- Alisal Market Place
- China Town Revitalization
- Enhanced Permit Center Operations, customer service, access and availability
- Sustainable Steinbeck Regional Innovation Foundation/Cluster
- Enhanced local, regional, national branding/imaging of the City
- Future Growth Area
- Plan for and engage a safe, secure, well-managed water supply
- Funding for public safety
- Empower and support neighborhoods
- Continue to address homelessness
- Continue to address Fire Department equipment needs
- Continue assessment and inventory infrastructure needs
- Continued advocacy, collaboration and support for health, and social service program, recreation, arts, libraries, entertainment, volunteer opportunities, playgrounds, sports culture
- Youth Soccer Fields at Constitution Park
- Prioritize El Gabilan Library expansion through Measure V Funds

## City Council Goals, Strategies, and Objectives for FY 2015-16

During January of 2015, the City Council reviewed the original Goals and initiatives identified during their 2014 strategic planning session. The goals of Economic Diversity and Prosperity, Safe, Livable Community; Effective, Sustainable Government; Excellent Infrastructure; and Quality of Life were maintained.

- The Initiatives, however, were updated to include three new objectives. These include the following:  
**Implement Measure G with ongoing community dialogue**
- **Develop a comprehensive communication strategy**
- **Continue planning for Housing Element**
- **City support for Public Arts projects**

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

# CITY COUNCIL Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1000	City Council	210,544	212,100	221,000	221,900

## Expenditures by Character

1.	Employee Services	201,631	202,328	211,200	212,100
2.	Office Supplies & Materials	337	1,200	1,200	1,200
3.	Special Dept Supplies	795	1,500	1,500	1,500
4.	Communications	75	500	500	500
5.	Training/Conferences/Meetings	7,706	6,300	6,300	6,300
6.	Insurance and Bonds		272	300	300
	<b>TOTAL</b>	<b>210,544</b>	<b>212,100</b>	<b>221,000</b>	<b>221,900</b>

## Expenditures by Fund

General Fund	210,544	212,100	221,000	221,900
--------------	---------	---------	---------	---------

## Workforce by Program

1000	City Council	7	7	7	7
------	--------------	---	---	---	---

**CITY COUNCIL DEPARTMENT**  
**City Council Department**

**1000**

**Division Operations**

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

**Major Budget Changes**

No Change



**CITY COUNCIL**  
**City Council**

**1000**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	201,631	202,328	211,200	212,100
2. Office Supplies & Materials	337	1,200	1,200	1,200
3. Special Dept Supplies	795	1,500	1,500	1,500
4. Communications	75	500	500	500
5. Training/Conferences/Meetings	7,706	6,300	6,300	6,300
6. Insurance and Bonds		272	300	300
<b>TOTAL</b>	<b>210,544</b>	<b>212,100</b>	<b>221,000</b>	<b>221,900</b>

<b>Authorized Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
-----------------------------	----------	----------	----------	----------

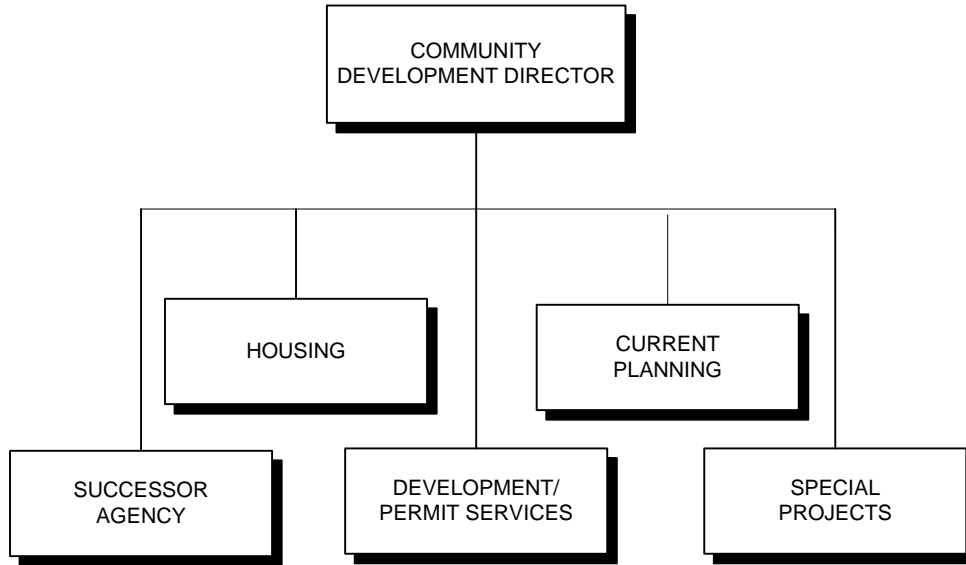
**Funding Source**

General Fund

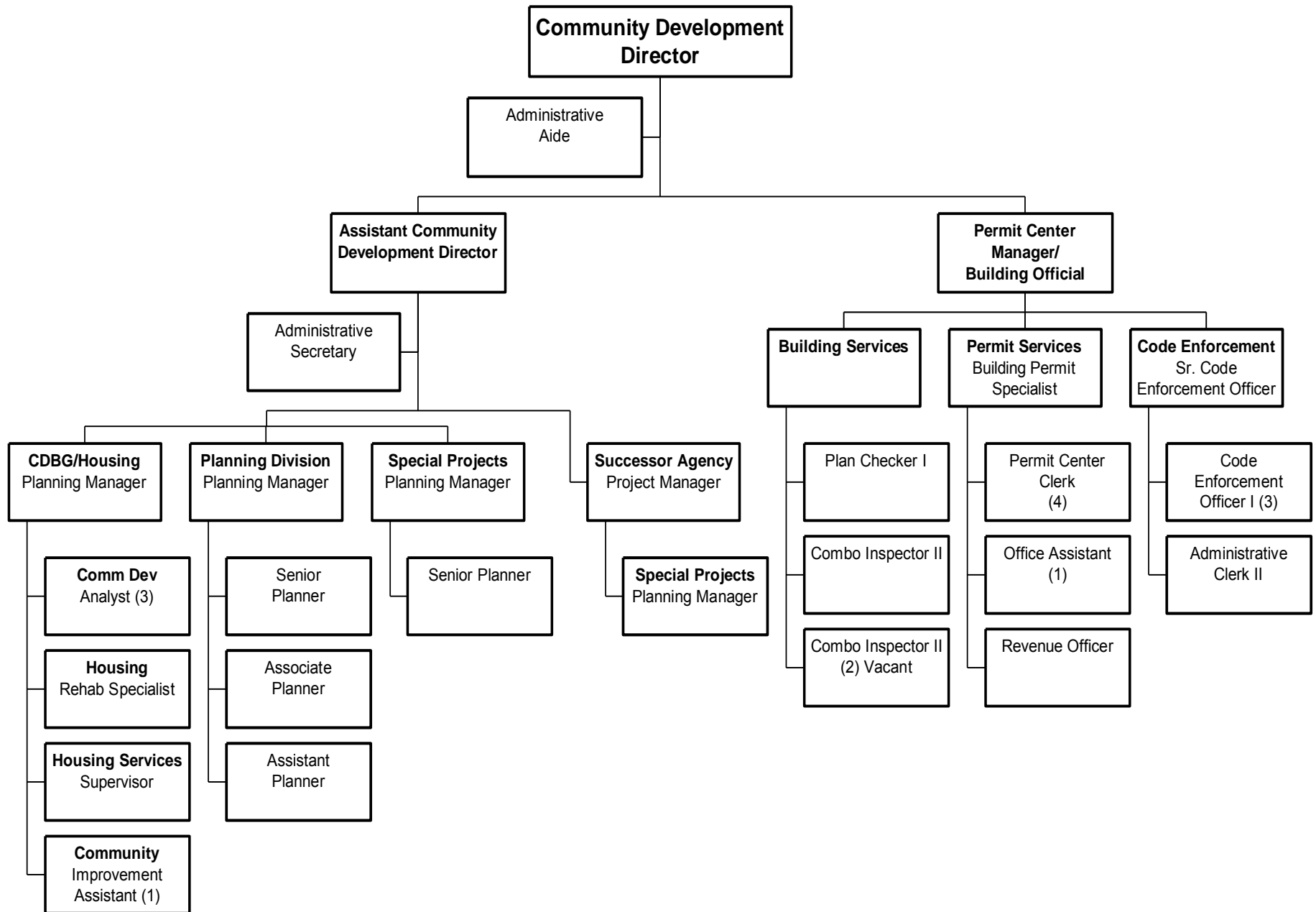
# CITY COUNCIL Work Force

<b>City Council</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Councilmembers	7	7	7	7
<b>Department Total</b>	7	7	7	7

# COMMUNITY DEVELOPMENT



# COMMUNITY DEVELOPMENT DEPARTMENT Organization Chart



# COMMUNITY DEVELOPMENT DEPT.

## Summary

### Purpose

Develop and implement strategies that reflect City Council goals, objectives and priorities to support private development that is safe, attractive and beneficial to the community and in accordance with the General Plan and development regulations; to enhance the economic well-being of Salinas' residents; to increase the number of middle and upper income job opportunities; and to enhance the City's revenue base for provision of City services. All divisions within the Department; Permit Center, Planning, Special Projects, Successor Agency, Housing, and Economic Development, will concentrate efforts in unison to attain the Department's goals.

### Top Five Accomplishments for FY 2014-15

#### Economic Development Initiative (Economic Diversity and Prosperity)

1. Economic Development/Salinas Valley Enterprise Zone:
  - a. Support provided for the Economic Development Element to the General Plan.
  - b. Economic Development marketing efforts resulted in many positive articles about Salinas in major business journals and other media outlets.
  - c. Continued to provide support for the Steinbeck Innovation Cluster. Steinbeck Innovation Center announcement to be physically located in Old Town area.
  - d. SVEZ continues to support local businesses in its last full year of operation.
  - e. First Grow Salinas Fund (GSF) Revolving Loan placed for a local business.
  - f. GSF cap expanded from \$1.0 Million to \$2.0 Million.
  - g. Attraction of the Forbes Ag-tech Conference to Salinas.
  - h. Funded the CSUMB Small Business Development Center (SBDC).
2. Permit Center:
  - a. Continued emphasis on cost recovery of Permit Center services.
  - b. CEDD Assessment (Citygate Report) recommendations are being implemented as rapidly as possible.
  - c. Continued high performance in reviewing and approving site plans, building plans and necessary inspections.
3. Special Projects:
  - a. Initiated an update of the General Plan Housing Element which included significant community public outreach .
  - b. Completion of a RFP process and selection of the consultant to prepare two EIRs for the two Specific Plans submitted for the North of Boronda Future Growth Area.
  - c. Completion of the City's Housing Element Annual Progress Report
4. Successor Agency:
  - a. Successor Agency (SA) and Oversight Board continue to meet dissolution act requirements.
  - b. SA properties placed for sale or exchange.
  - c. Continued Long Range Property Management Plan activities.
5. Housing:
  - a. Initiated update of Inclusionary Housing Ordinance which included significant community public outreach
  - b. Assisted with the creation of the HUD Section 108 Loan Pool Fund, first use of funds are for the IWW Conveyance Systems improvement of \$ 4.0 Million.
  - b. Funded Loma El Paraiso renovation project, 43 unit multi-family housing development.
  - c. Completion of Haciendas Phase II – 50 affordable multi-family units.
  - d. Approval and start of construction of Haciendas Senior – 40 affordable seniors units
  - e. Successful allocation of \$3.8 million of Federal funding for HOME, CDBG, and ESG programs..

# **COMMUNITY DEVELOPMENT DEPT. Summary (Continued)**

## **Organizational Effectiveness Initiative**

1. TRAKIT Permitting System now in use by other departments.
2. Citygate Assessment Implementation Plan well underway.
3. Expanded mobile TRAKIT usage to facilitate ease of capturing information for building inspections, fire inspection and code enforcement activities.
4. CEDD/Permit Center Assessment findings presented to City Council with an implementation plan for the major recommendations.

## **Youth/Gang Violence Prevention Initiative (Peace)**

1. Focus on job creation, thereby presenting many young people the ability to choose between productive roles in society versus other negative choices. Assist in all other areas that accomplish the stated Council goals.

## **City Council Goals, Strategies, and Objectives for FY 2015-16.**

### **Economic Development Initiative (Economic Diversity and Prosperity)**

1. Continue implementation of Economic Development Marketing Strategy.
2. Expand Micro Loan Program to include funding for medium sized businesses.
3. Continue to identify and recruit new retail businesses which contribute to overall revenue enhancement and convenient access for city residents.
4. Provide needed assistance for new Community Safety Facility planning, design and construction
5. Initiate implementation of the Salinas Downtown Vibrancy Plan strategies and actions.
6. Initiate implementation of the Draft Economic Development Element action items.

### **Organizational Effectiveness Initiative**

1. Re-evaluate job descriptions and responsibilities of all positions and consider revisions in line with work demands.
2. Assist with identification and creation of a regional Economic Development effort.
3. Complete the update of the General Plan Housing Element and Inclusionary Housing Ordinance.

## **Major Budget Changes**

Special Projects – Two new senior planner positions. The first position would initially be responsible for assisting with the implementation of the Downtown Vibrancy Plan and other major projects in FY 15/16 and transition into management of the General Plan Update in FY 16/17. The second position would be responsible for assisting with the implementation of the Economic Development Plan 5-year action plan. An existing Senior Planner position would be reclassified into a permanent position in FY 15/16 but there would be no budget changes required in that fiscal year.

# COMMUNITY DEVELOPMENT DEPT. Summary

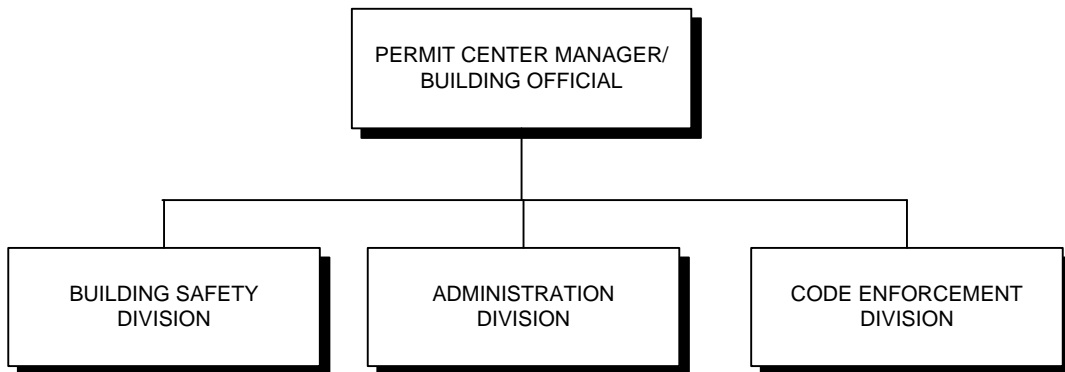
	<u>13-14 Actual</u>	<u>14-15 Budget</u>	<u>15-16 Adopted</u>	<u>16-17 Plan</u>
<b>Expenditures by Program</b>				
Development/Permit Services	2,185,790	2,583,239	3,372,860	3,389,331
Planning	910,426	1,167,444	1,285,960	1,324,256
Successor Agency	1,689,192	1,707,600	1,707,622	1,711,862
<b>Total</b>	<b><u>4,785,408</u></b>	<b><u>5,458,283</u></b>	<b><u>6,366,442</u></b>	<b><u>6,425,449</u></b>
<b>Workforce by Program</b>				
Development/Permit Services	18.900	20.175	24.175	24.175
Planning	6.090	6.600	7.600	6.600
Successor Agency	1.380	1.260	1.260	1.260
<b>Total</b>	<b><u>26.370</u></b>	<b><u>28.035</u></b>	<b><u>33.035</u></b>	<b><u>32.035</u></b>



(This page intentionally left blank)



# DEVELOPMENT/PERMIT SERVICES





(This page intentionally left blank)

# DEVELOPMENT/PERMIT SERVICES

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
4805	Administration Division	551,653	675,600	854,700	879,400
4825	Building Safety Division	631,537	607,467	648,700	659,800
4830	Compliance/Inspection Services	424,088	592,118	964,000	993,900
<b>TOTAL</b>		<b>1,607,278</b>	<b>1,875,185</b>	<b>2,467,400</b>	<b>2,533,100</b>

### **Expenditures by Character**

1.	Employee Services	1,109,866	1,591,095	2,192,000	2,257,700
2.	Office Supplies & Materials	6,152	9,700	11,200	11,200
3.	Small Tools & Equipment	122	3,100	5,100	5,100
4.	Books and Publications	6,586	4,100	4,500	4,500
5.	Special Dept Supplies	4,213	8,900	9,700	9,700
6.	Communications	7,315	6,600	9,100	9,100
7.	Maintenance Services		1,100	1,100	1,100
8.	Professional Services	333,711	144,797	140,000	140,000
9.	Outside Services	126,468	38,400	26,200	26,200
10.	Training/Conferences/Meetings	10,868	55,000	55,000	55,000
11.	Membership & Dues	890	850	500	500
12.	Insurance and Bonds		8,005	8,000	8,000
13.	Capital Outlay	1,087	3,538	5,000	5,000
<b>TOTAL</b>		<b>1,607,278</b>	<b>1,875,185</b>	<b>2,467,400</b>	<b>2,533,100</b>

### **Expenditures by Fund**

General Fund	1,397,179	1,542,472	1,711,400	1,749,700
Measure V Fund	210,099	332,713	359,700	378,600
Measure G Fund			396,300	404,800
<b>TOTAL</b>	<b>1,607,278</b>	<b>1,875,185</b>	<b>2,467,400</b>	<b>2,533,100</b>

### **Workforce by Program**

4805	Administration Division	6.650	5.925	6.925	6.925
4825	Building Safety Division	2.000	4.000	4.000	4.000
4830	Compliance/Inspection Services	5.000	5.000	8.000	8.000
<b>TOTAL</b>		<b>13.650</b>	<b>14.925</b>	<b>18.925</b>	<b>18.925</b>

# DEVELOPMENT/PERMIT SERVICES

## Administration Division

4805

### Purpose

Provide assistance to customers by telephone, email and at the counter regarding Permit Center issues. This includes processing daily inspection requests, issuing various types of permits, processing new plan/application submittals, collecting and receipt of fees and handling other general administrative duties, including payroll, purchase orders, and activity reports. Administer Software Tracking Program (Trakit) and provide support related thereto.

### Division Operations

1. Assist customers in a timely and professional manner.
2. Provide administrative support for the Permit Center staff.
3. Accurately process all permits, inspection requests, and calculation of fees.
4. Continue implementation of new permit tracking software, including mobile module.
5. Lead continuous improvement efforts for the Permit Center with input from customer groups.
6. Properly and promptly forward all requests for information to the applicable departments.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Percentage cost recovery of fee supported programs (building permits and engineering)			100%		
Permit Center counter, average wait time by discipline			17 Minutes		
Permit Center customer service satisfaction survey (to be developed)			TBD		
Complete Permit Fee Study			TBD		
Develop "Dashboard" predicated on completion of Permit Center Assessment			TBD		

### Major Budget Changes

Approval of a new permit clerk position, an office assistant to act as a greeter and a revenue officer will allow the department to facilitate improved customer interactions with members of the public requesting advice and/or issuance of permits and receive and process electronically submitted limited types of plans (solar panel installations, etc.).

Continued mobilization and acceptance of electronic submittals of permits and increased responsibilities in using mobile devices.

**DEVELOPMENT/PERMIT SERVICES**  
**Administration Division**

**4805**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	510,367	601,201	777,800	802,500
2. Office Supplies & Materials	5,784	8,200	8,200	8,200
3. Special Dept Supplies	2,587	3,300	3,300	3,300
4. Communications	7,315	6,600	9,100	9,100
5. Maintenance Services		500	500	500
6. Outside Services	23,966	25,850	26,200	26,200
7. Training/Conferences/Meetings	1,069	25,000	25,000	25,000
8. Membership & Dues	565	350		
9. Insurance and Bonds		4,599	4,600	4,600
<b>TOTAL</b>	<b>551,653</b>	<b>675,600</b>	<b>854,700</b>	<b>879,400</b>
 <b>Authorized Positions</b>	 6.650	 5.925	 6.925	 6.925

**Funding Source**

General Fund

# DEVELOPMENT/PERMIT SERVICES

## Building Safety Division

4825

### Purpose

Review construction plans and provide inspections for residential and non-residential projects to assure compliance with applicable building codes, City ordinances, and state laws to safeguard the public's health and welfare, and provide building access for disabled persons. Coordinate the approval of building permits with other City Departments/Sections and governmental agencies prior to permit issuance. Provide timely review of plans and issuance of permits to help stimulate economic development. Inspect building construction for conformance with applicable codes, standards and construction documents. Assist code enforcement with technical construction requirements. Respond to disabled access complaints from the public.

### Division Operations

1. Plan review and inspection of building projects in a timely and complete manner.
2. Update educational and informational handout material for public use regarding building codes, City ordinances, and State laws.
3. Respond to building safety and work without permit complaints.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Over the Counter plan review (disciplines requiring review)			500		
Overall percentage of plan review disciplines meeting time goals for building permit plan review			90%		
Number of Building Inspections established via customer by appointment			30		
Percentage of inspections within 24 hours of request			98%		
Electronic permit submittals			200		
Inspectors utilizing electronic tablets			100%		

### Major Budget Changes

Building plan review is 100% contracted out, with contract in-house only 1 day per week. Construction inspections are 85% contracted out. We are approved for 2 building inspectors, and have just hired a plan check. This in time, will provide a budget reduction, but will take time to train entry level staff to assist all applicants and customers.

**DEVELOPMENT/PERMIT SERVICES**  
**Building Safety Division**

**4825**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	186,013	442,394	501,200	512,300
2. Small Tools & Equipment		600	600	600
3. Books and Publications	6,586	2,500	2,500	2,500
4. Special Dept Supplies	9	600	600	600
5. Maintenance Services		600	600	600
6. Professional Services	333,711	144,797	140,000	140,000
7. Outside Services	102,502	12,550		
8. Training/Conferences/Meetings	2,716	1,220	1,000	1,000
9. Insurance and Bonds		2,206	2,200	2,200
<b>TOTAL</b>	<b>631,537</b>	<b>607,467</b>	<b>648,700</b>	<b>659,800</b>

<b>Authorized Positions</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# DEVELOPMENT/PERMIT SERVICES

## Code Enforcement Division

4830

### Purpose

Eliminate substandard housing, dangerous buildings, unauthorized land and building uses, zoning violations, work done without permits, and other violations of City Codes. Perform inspections to verify that housing within the City complies with applicable state laws and codes. Code Enforcement is an essential tool of crime prevention and is committed to promote and improve the quality of life, protect and preserved the integrity of public health, safety and welfare; supporting the City Council goal to promote a safe and peaceful community and to improve the City's image.

### Division Operations

1. Increase public awareness of the hazards of substandard housing and dangerous buildings.
2. Use available remedies to address issues of blight, housing code violations and dangerous buildings.
3. Continue to seek ways to streamline and improve cost recovery of code enforcement operations.
4. Maintain and continue streamlining the weed abatement program.
5. Establish and maintain framework to prioritize and measure code enforcement activities.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of cases resolved					
Average cycle time of cases by category (per month, framework and data base reports being developed)					

### Major Budget Changes

None



**DEVELOPMENT/PERMIT SERVICES**  
**Compliance/Inspection Services**

**4830**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	413,486	547,500	913,000	942,900
2. Office Supplies & Materials	368	1,500	3,000	3,000
3. Small Tools & Equipment	122	2,500	4,500	4,500
4. Books and Publications		1,600	2,000	2,000
5. Special Dept Supplies	1,617	5,000	5,800	5,800
6. Training/Conferences/Meetings	7,083	28,780	29,000	29,000
7. Membership & Dues	325	500	500	500
8. Insurance and Bonds		1,200	1,200	1,200
9. Capital Outlay	1,087	3,538	5,000	5,000
<b>TOTAL</b>	<b>424,088</b>	<b>592,118</b>	<b>964,000</b>	<b>993,900</b>

<b>Authorized Positions</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>8</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

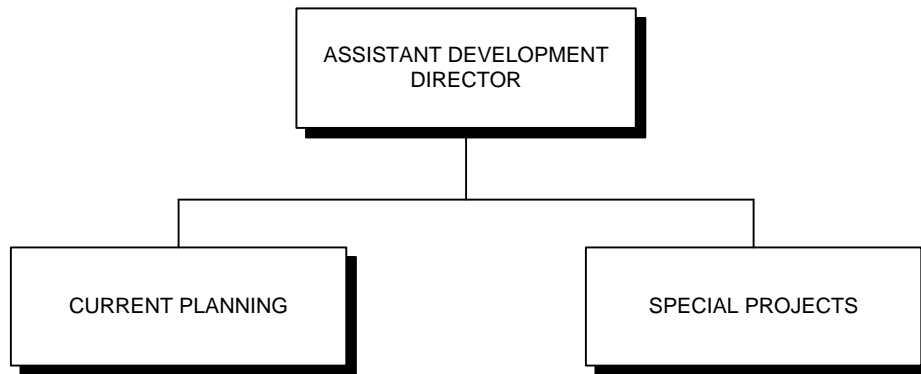
General Fund, Measure V Fund

# DEVELOPMENT/PERMIT SERVICES

## Work Force

Administration Division	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
Deputy Dir PS (Frozen)	-1.000			
Deputy Dir Permit Svcs	1.000			
Comm/Economic Dev Dir	0.150	0.175	0.175	0.175
Permit Center Bldg Ofcl	1.000	1.000	1.000	1.000
Administrative Secretary	0.500	0.500	0.500	0.500
Admin Secretary (Frozen)		-0.500	-0.500	-0.500
Office Technician (MG)			1.000	1.000
Revenue Officer	1.000	0.750	0.750	0.750
Bldg Permit Spec	1.000	1.000	1.000	1.000
Permit Center Clerk	3.000	3.000	3.000	3.000
Total	6.650	5.925	6.925	6.925
 <b>Building Safety Division</b>				
Construction Inspector	1.000			
Const Inspector (Frozen)	-1.000			
Comb Bldg InspII (frozen)	-2.000			
Comb Bldg Inspector II(R)	3.000	3.000	2.000	2.000
Plan Checker II	1.000	1.000	1.000	1.000
Sr Comb Bldg Insp (R)			1.000	1.000
Total	2.000	4.000	4.000	4.000
 <b>Compliance/Inspection Services</b>				
Administrative Clerk II	1.000	1.000	1.000	1.000
Code Enf Officer I (2MV)	3.000	3.000	3.000	3.000
Code Enf Officer II (MG)			2.000	2.000
Code Enf Officer I (MG)			1.000	1.000
Sr Code Enf Officer (MV)	1.000	1.000	1.000	1.000
Total	5.000	5.000	8.000	8.000
 <b>Department Total</b>	 13.650	 14.925	 18.925	 18.925

# PLANNING





(This page intentionally left blank)

# PLANNING Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
4910	Administration	126,344	123,900	153,200	156,200
4914	Special Project	245,086	462,144	496,300	513,700
4915	Planning	538,996	581,400	636,500	654,400
TOTAL		910,426	1,167,444	1,286,000	1,324,300

## Expenditures by Character

1.	Employee Services	826,052	968,074	1,125,900	1,164,200
2.	Office Supplies & Materials	2,981	3,000	7,500	7,500
3.	Books and Publications	758	600	600	600
4.	Special Dept Supplies	2,076	3,300	2,500	2,500
5.	Communications	2,565	4,500	7,500	7,500
6.	Maintenance Services		500	5,500	5,500
7.	Professional Services	66,849	130,544	89,400	89,400
8.	Outside Services	259	33,300	22,200	22,200
9.	Advertising	6,684	4,700	4,700	4,700
10.	Training/Conferences/Meetings	562	11,700	13,000	13,000
11.	Membership & Dues	1,640	4,600	4,600	4,600
12.	Insurance and Bonds		2,626	2,600	2,600
TOTAL		910,426	1,167,444	1,286,000	1,324,300

## Expenditures by Fund

General Fund	910,426	1,167,444	1,286,000	1,324,300
--------------	---------	-----------	-----------	-----------

## Workforce by Program

4910	Administration	1.09	0.60	0.60	0.60
4914	Special Project	1.00	2.00	3.00	2.00
4915	Planning	4.00	4.00	4.00	4.00
TOTAL		6.09	6.60	7.60	6.60

**Purpose**

Provide administrative support and oversight to the Special Projects and Current Planning Divisions by supervising, monitoring, and controlling the Department's operating budget and activities.

**Division Operations**

1. Supervise and manage the Special Projects and Current Planning Divisions in an efficient and organized manner.
2. Administer the department's budget within authorized amounts.
3. Provide administrative and technical support to the divisions in the performance of their duties.
4. Develop and maintain a Department Policy Manual.
5. Monitor workload and performance Indicators.
6. Achieve 25% increase in revenue support for Planning Divisions, where feasible.
7. Provide efficient timely customer service under parameters established for Current Planning and State Planning Laws.

**Performance Measures**

See Performance Measures in Special Projects (4914) and Current Planning (4915).

**Major Budget Changes**

The budget reflects the addition of two full time Senior Planning positions in the Special Projects Division and the reclassification of the a full time limited term Senior Planner Position to a permanent positions. There will be no change due the reclassification in FY 15/16 due to this position is a currently budgeted position which is funded (in part) by developers through development application fees

**PLANNING  
Administration**

**4910**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	126,344	123,308	142,100	145,100
2. Office Supplies & Materials		100	2,600	2,600
3. Special Dept Supplies			1,000	1,000
4. Maintenance Services			5,000	5,000
5. Outside Services			1,000	1,000
6. Training/Conferences/Meetings			1,000	1,000
7. Insurance and Bonds		492	500	500
<b>TOTAL</b>	<b>126,344</b>	<b>123,900</b>	<b>153,200</b>	<b>156,200</b>
 <b>Authorized Positions</b>	 1.09	 0.60	 0.60	 0.60

**Funding Source**

General Fund

# PLANNING Special Projects

4914

## Purpose

The General Plan is a statement of goals and policies that will guide the City's long-range physical development. It sets forth the community's priorities for housing, land use, transportation, conservation, open space, noise, and public health and safety. The Special Projects Planning Division supports and coordinates departmental initiatives to implement the General Plan and to foster economic development. This Division is responsible for coordinating and overseeing projects (e.g. Specific Plans) located in the Future Growth Area of the City. The Division is also responsible for overseeing updates of the General Plan, Housing Element and the preparation of the City's Housing Element Annual Progress Report, coordinating and overseeing the City/County Downtown Government Center MOU. The Division also will assist with the implementation of the Salinas Downtown Vibrancy Plan and the Draft Economic Development Element This Division also processes complex development projects and related environmental documents, updates City Ordinances and regulations and coordinates with Monterey County, School Districts and other agencies such as Association of Monterey Bay Area Governments (AMBAG) on long-term and regional planning issues.

## Division Operations

1. Continue with the implementation of the General Plan and Zoning Code including State-mandated updates to the Housing Element and preparation of the Housing Element Annual Progress Report).
2. Assist with the implementation of the Draft an Economic Development General Plan Element .Assist with implementation of the Salinas Downtown Vibrancy Plan.
3. Develop and facilitate the processing of Specific Plans and Environmental Impact Reports for the Future Growth Area located north of Boronda Road.
4. Provide staff assistance to the Future Growth Area City Council Subcommittee
5. Process annexations and sphere of influence amendments to facilitate the development of the south Boronda area and other large scale development proposals.
6. Complete the update the City's Subdivision Ordinance and assist with the completion of the proposed Park and Sports Facility Standards.
7. Oversee and facilitate the processing of City-Center projects as provided for in the City/County Government Center MOU.

Coordinate with Association of Monterey Bay Area Governments (AMBAG), Building Healthy Communities , school districts, and other public agencies in regard to regional and community planning issues

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Complete and submit the Annual Housing Element Progress Report to the State no later than April 1st of each year. Note: A Report was not submitted in 2009 and 2010 because the document was being updated.					
Process all Specific Plans and other projects within the timeframes established pursuant to funding agreements (e.g. Gateway Center Specific Plan Approved within 12 months from submittal).					
Continue to engage and facilitate planning relationships and efforts with community and regional organizations.					

## Major Budget Changes

Addition of one Assistant Planner position to assist with providing expanded public counter service hours and processing of development review applications. For 2016-17, an Associate Planner position will be needed to process EDE and FGA initiatives.



**PLANNING  
Special Project**

**4914**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	174,870	314,602	386,400	403,800
2. Office Supplies & Materials	255	400	1,400	1,400
3. Books and Publications	306	100	100	100
4. Special Dept Supplies	1,946	1,800	1,000	1,000
5. Communications	298	1,500	4,500	4,500
6. Professional Services	66,849	130,544	89,400	89,400
7. Training/Conferences/Meetings	562	11,700	12,000	12,000
8. Membership & Dues		1,000	1,000	1,000
9. Insurance and Bonds		498	500	500
<b>TOTAL</b>	<b>245,086</b>	<b>462,144</b>	<b>496,300</b>	<b>513,700</b>

<b>Authorized Positions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# PLANNING

## Current Planning

4915

### Purpose

Develop plans and policies relating to growth, development standards, and annexation proposals in the implementation of the City's land use and development policies. Review plans and proposals for conformance with applicable standards and regulations, and present new or revised development standards, as appropriate. Process administrative applications (Site Plan Reviews, Parcel Maps, Lot Line Adjustments, Lot Mergers, Temporary Use of Land Permits, Home Occupation Permits, Master Sign Plans, and Sign Permits), as well as discretionary development applications including, but not limited to, General Plan and Zoning Code Amendments, Specific Plans, amendments there to, Planned Unit Development Permits, Tentative Maps, and Conditional Use Permits. Prepare/coordinate environmental evaluations (CEQA) for development projects.

### Division Operations

1. Review development proposals for consistency with local and state requirements.
2. Provide support to Planning Commission.
3. Process administrative and discretionary development applications.
4. Assist the public with development and subdivision of land.
5. Provide planning level support to the public counter, phones, other departments, and agencies.
6. Complete processing of Salinas Valley Memorial Hospital Master Plan.
7. .Review building permit plans within established timeframes.
8. Provide staff assistance to the Historic Resources Board
9. ProvWork in collaboration with the Business Development Committee (BDC) to improve the development review process.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Conditional Use Permits Processed	5	15	12	16	14
Number of Site Plan Reviews Processed	10	10	10	13	12
Number of Home Occupation Permits Processed	211	201	200	223	220
Number of Sign Permits Processed	57	58	60	67	65
Number of Temporary Use of Land Permits Processed	172	176	130	128	130
Number of Counter Customers Served	2264	2281	2250	2339	2400
Number of Building Permit Reviews	394	419	390	523	500
Percent building permit reviews processed within prescribed timeframes	100%	99%	90%	95%	90%

### Major Budget Changes

Vacant Associate Planner Position is frozen.

# PLANNING

## Planning

4915

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	524,838	530,164	597,400	615,300
2. Office Supplies & Materials	2,726	2,500	3,500	3,500
3. Books and Publications	452	500	500	500
4. Special Dept Supplies	130	1,500	500	500
5. Communications	2,267	3,000	3,000	3,000
6. Maintenance Services		500	500	500
7. Outside Services	259	33,300	21,200	21,200
8. Advertising	6,684	4,700	4,700	4,700
9. Membership & Dues	1,640	3,600	3,600	3,600
10. Insurance and Bonds		1,636	1,600	1,600
<b>TOTAL</b>	<b>538,996</b>	<b>581,400</b>	<b>636,500</b>	<b>654,400</b>

<b>Authorized Positions</b>	4	4	4	4
-----------------------------	---	---	---	---

### Funding Source

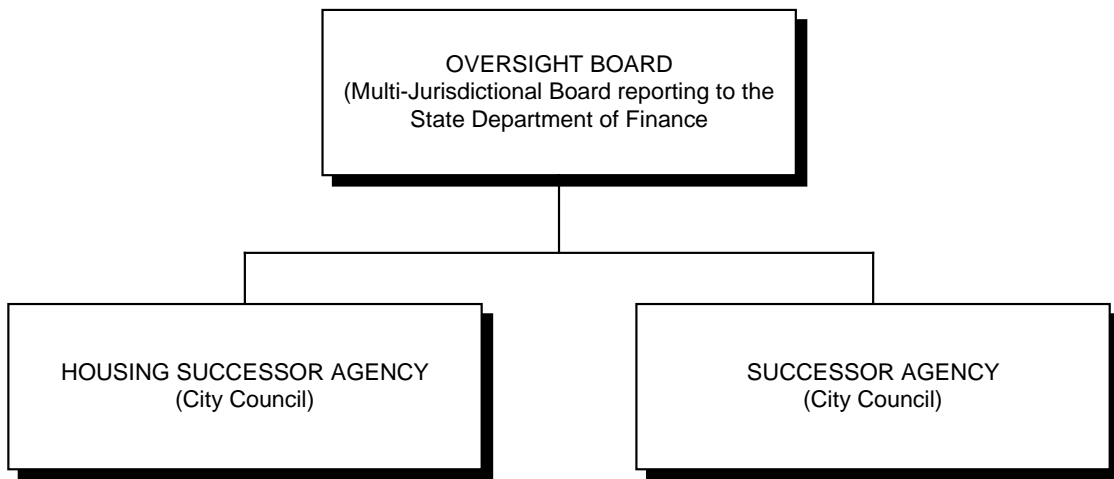
General Fund

# PLANNING

## Work Force

	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
<b>Administration</b>				
Comm/Economic Dev Dir	0.150	0.225	0.225	0.225
Administrative Secretary	0.500	0.500	0.500	0.500
Admin Secretary (Frozen)		-0.500	-0.500	-0.500
Asst Comm/Econ Dev Dir	0.440	0.375	0.375	0.375
Total	1.090	0.600	0.600	0.600
<b>Special Project</b>				
Sr Planner (ED Elem)			1.000	1.000
Sr Planner (Limit term)		1.000	1.000	
Planning Manager		1.000	1.000	1.000
Principal Planner	1.000			
Total	1.000	2.000	3.000	2.000
<b>Planning</b>				
Senior Planner	1.000	1.000	1.000	1.000
Assistant Planner(Frozen)	-1.000			
Assistant Planner	2.000	1.000	1.000	1.000
Planning Manager	1.000	1.000	1.000	1.000
Associate Planner	1.000	1.000	1.000	1.000
Total	4.000	4.000	4.000	4.000
<b>Department Total</b>	<b>6.090</b>	<b>6.600</b>	<b>7.600</b>	<b>6.600</b>

**SUCCESSOR AGENCY**  
**(TO THE FORMER REDEVELOPMENT AGENCY)**



# SUCCESSOR AGENCY OF SRA

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
7102	Central City-RORF	1,423,628	1,378,600	1,378,600	1,378,600
7103	Central City-RORF (Jan-June)	3,100	78,500	78,500	78,500
7104	Sunset Ave-RORF	395	500	500	500
7105	Succesor Agency Admin	262,069	250,000	250,000	254,300
<b>TOTAL</b>		<b>1,689,192</b>	<b>1,707,600</b>	<b>1,707,600</b>	<b>1,711,900</b>

### Expenditures by Character

1.	Employee Services	173,231	186,200	209,100	213,400
2.	Office Supplies & Materials		700	700	700
3.	Bldg/Veh/Equip Maint/Supplies		1,250		
4.	Small Tools & Equipment	610	500	500	500
5.	Communications	400	500	500	500
6.	Utilities	3,224	2,700	1,800	1,800
7.	Maintenance Services	6,486	21,155	7,300	7,300
8.	Professional Services	32,534	28,550	27,550	27,550
9.	Outside Services	15,842	695		
10.	Administration/Contingencies	22,344	4,750	4,750	4,750
11.	Advertising	926			
12.	Training/Conferences/Meetings	2,663	1,200		
13.	Insurance and Bonds	8,300	8,300	4,300	4,300
14.	Refunds & Reimb Damages				
15.	Taxes	1,399	3,000	3,000	3,000
16.	Bond-Principal	878,337	366,600	366,600	366,600
17.	Bond-Interest	534,443	1,067,300	1,067,300	1,067,300
18.	Paying Agent Fees	8,453	14,200	14,200	14,200
<b>TOTAL</b>		<b>1,689,192</b>	<b>1,707,600</b>	<b>1,707,600</b>	<b>1,711,900</b>

### Expenditures by Fund

RORF-RedevObligationRetirementFund	1,427,123	1,457,600	1,457,600	1,457,600
Successor Agency-Administration	262,069	250,000	250,000	254,300
<b>TOTAL</b>	<b>1,689,192</b>	<b>1,707,600</b>	<b>1,707,600</b>	<b>1,711,900</b>

### Workforce by Program

7105	Succesor Agency Admin	1.38	1.26	1.26	1.26
------	-----------------------	------	------	------	------

**SUCCESSOR AGENCY OF SRA  
Central City-RORF**

**7102**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Professional Services	516	1,800	1,800	1,800
2. Outside Services	3,975			
3. Taxes	1,004			
4. Bond-Principal	878,337	366,600	366,600	366,600
5. Bond-Interest	534,443	1,004,800	1,004,800	1,004,800
6. Paying Agent Fees	5,353	5,400	5,400	5,400
<b>TOTAL</b>	<b>1,423,628</b>	<b>1,378,600</b>	<b>1,378,600</b>	<b>1,378,600</b>

**Authorized Positions**

**Funding Source**

Central City-Debt Service

**SUCCESSOR AGENCY OF SRA  
Central City-RORF (Jan-June)**

**7103**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Professional Services		4,700	4,700	4,700
2. Outside Services				
3. Taxes		2,500	2,500	2,500
4. Bond-Interest		62,500	62,500	62,500
5. Paying Agent Fees	3,100	8,800	8,800	8,800
TOTAL	3,100	78,500	78,500	78,500

**Authorized Positions**

**Funding Source**



**SUCCESSOR AGENCY OF SRA  
Sunset Ave-RORF**

**7104**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Taxes	395	500	500	500
TOTAL	395	500	500	500

**Authorized Positions**

**Funding Source**

Sunset Ave Debt Service

# COMMUNITY DEVELOPMENT DEPT. SUCCESSOR AGENCY

7105

## Purpose

The Successor Agency, ("SA") established in February 2012, has played a key role in the dissolution of the former Salinas Redevelopment Agency. On an ongoing basis, the SA plays a key day-to-day role in assuring that the existing obligations of the former Redevelopment Agency, including debt payments, are properly carried out, and that the former Redevelopment Agency's properties and other assets are disposed of in an appropriate manner. Actions taken by the SA are subject to the approval by the "Oversight Board" or "OB" of seven representatives largely representing the County and various local education and property tax receiving districts. The staff of the SA has played a significant role in guiding the dissolution of the redevelopment to the best of the community's benefit. The three remaining tasks of the Successor Agency include receiving the State's approval of the preparation of Long Range Property Management Plan for 14 properties, continued accounting for the Required Obligation Payment Schedules and answering to the State Controller's Office and the State Department of Finance.

## Division Operations

1. Keep the Successor Agency advised as to the actions taken by the Oversight Board, and stay abreast of changing legal interpretations that may impact the intended outcomes of Successor Agency and/or Oversight Board actions.
2. Report actions taken by the Oversight Board to the State Department of Finance and State Controller's Office, and respond to questions from them.
3. Pay on-going obligations of the former redevelopment agency.
4. Provide staff support to the appointed Oversight Board, including convening meetings and researching existing assets and related agreements to determine if or when assets should be liquidated.
5. Prepare and receive approval of a long range property management plan for 14 properties formerly held by the Redevelopment Agency.
6. Administer the process of fulfilling the Required Obligation Payment Schedule. Prepare new bi-annual budgets on behalf of the Successor Agency and seek approval from the Oversight Board.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Complete the Long Range Property Management Plan					
Complete Audit and close books of former Redevelopment Agency					
Determine disposition of and/ or sell, retain or transfer to other departments or private parties the Assets of former Redevelopment Agency (as many as 15 properties)					
Reduce the need for Oversight Board Meetings from 2 per month to one per quarter (meetings began April 11, 2012)					

## Budget Changes

Work load will be slowing significantly next Fiscal Year as most of the major tasks have been accomplished.

**SUCCESSOR AGENCY OF SRA**  
**Successor Agency Admin**

**7105**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	173,231	186,200	209,100	213,400
2. Office Supplies & Materials		700	700	700
3. Bldg/Veh/Equip Maint/Supplies		1,250		
4. Small Tools & Equipment	610	500	500	500
5. Communications	400	500	500	500
6. Utilities	3,224	2,700	1,800	1,800
7. Maintenance Services	6,486	21,155	7,300	7,300
8. Professional Services	32,018	22,050	21,050	21,050
9. Outside Services	11,867	695		
10. Administration/Contingencies	22,344	4,750	4,750	4,750
11. Advertising	926			
12. Training/Conferences/Meetings	2,663	1,200		
13. Insurance and Bonds	8,300	8,300	4,300	4,300
14. Refunds & Reimb Damages				
<b>TOTAL</b>	<b>262,069</b>	<b>250,000</b>	<b>250,000</b>	<b>254,300</b>
 <b>Authorized Positions</b>	 1.38	 1.26	 1.26	 1.26

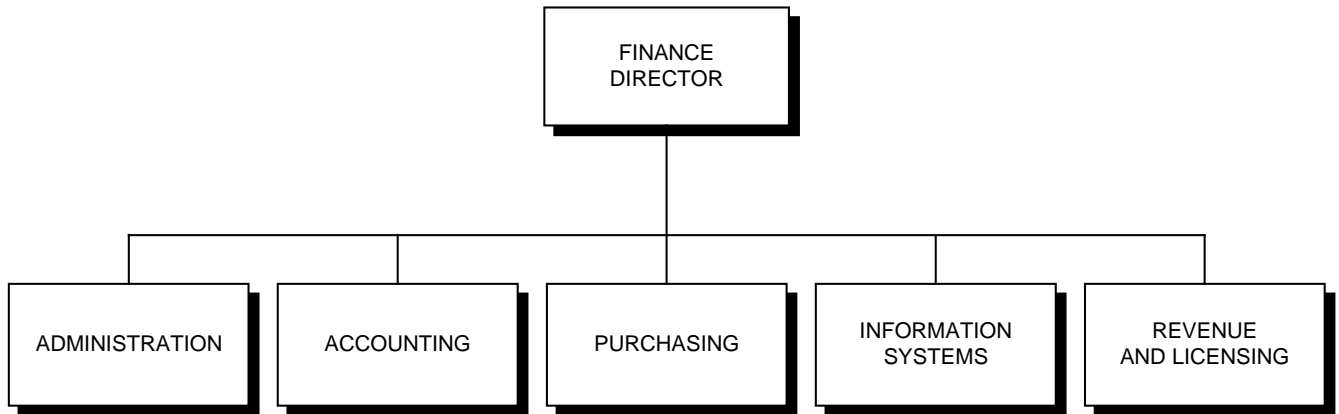
**Funding Source**

Successor Agency Administration

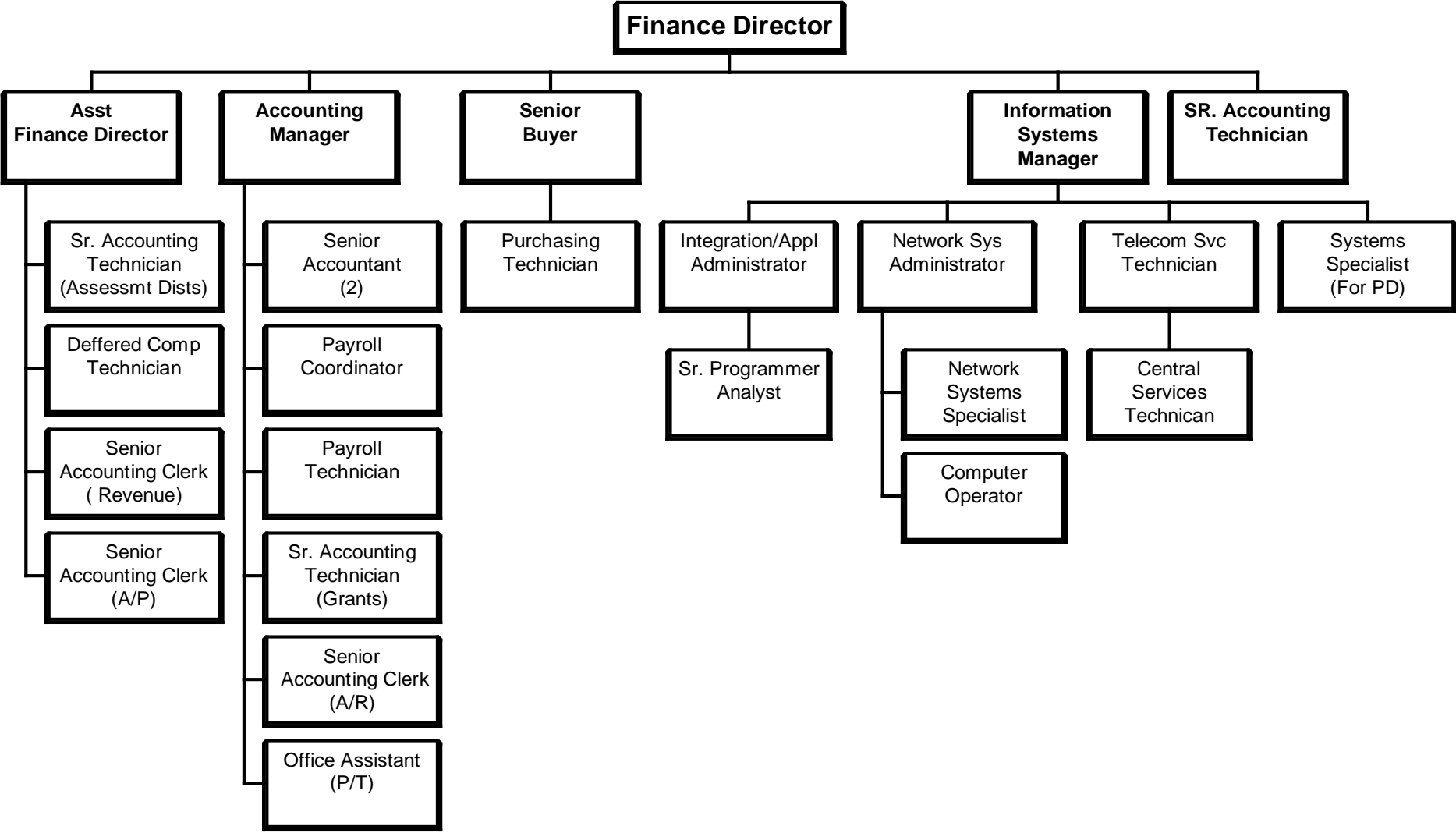
# SUCCESSOR AGENCY OF SRA Work Force

<b>Succesor Agency Admin</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Comm & Economic Dev Dir	0.13	0.13	0.13	0.13
Assistant Development Dir		0.13	0.13	0.13
Redev Project Manager	0.50	0.50	0.50	0.50
Administrative Aide	0.50	0.50	0.50	0.50
Neighborhood Svcs Worker	0.25			
Total	1.38	1.26	1.26	1.26
<b>Department Total</b>	1.38	1.26	1.26	1.26

# FINANCE



# FINANCE DEPARTMENT Organization Chart



# FINANCE DEPARTMENT

## Summary

### Purpose

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

### Top Five Accomplishments for FY 2014-15

#### Economic Diversity and Prosperity

1. **Enhanced Permit Center Operations:** Support CEDD in the use of technology and participate in consultant interviews and assessment.

#### Safe, Livable Community

1. **Work with citizen to create consistent funding public safety:** Provided leadership and help coordinating a November 2014 revenue measure and implementation of the revenue measure.

#### Effective, Sustainable Government

1. Actively participated in the selection of a new Financial Management System that included attending product presentations, system evaluations, site visits to other agencies using those systems and finally the product selection. Consequently, staff worked with vendor representatives to customize product to the City's needs while receiving training in accounting, accounts receivable/payable, and purchasing modules for eventual implementation on July 1, 2015.
2. Automate, upgrade and improve business processes of the organization for both internal and external customers by implementing a new Finance and HR/Payroll system.
3. Strategically and collaboratively worked with departments and City Manager to balance the FY 2015-16 year budget
4. Tirelessly supporting all aspects of technology within the city with limited personnel
5. Initial rollout of the new Shoretel VoIP system
6. Additional acquisition and deployment of thin clients and datacenter infrastructure
7. Continue to manage, facilitate and support the Measure V Committee
8. Completed the annual financial statements and audit with a clean audit opinion.

### City Council Goals, Strategies, and Objectives for FY 2015-16

#### Economic Diversity and Prosperity

1. **Alisal Market Place:** Support Developer in creative financing and feasibility study and facilitate trade of property.

#### Safe, Livable Community

1. **Work with citizen to create consistent funding public safety:** Continue to provide leadership and help coordinating the allocation of Measure G funding
2. **Build a new police station:** Project support to ensure proper funding mechanism.

#### Effective, Sustainable Government

1. **Employee Customer Service:** Ensure staff are sufficiently trained and are consistent in providing quality customer service.

# FINANCE DEPARTMENT

## Summary (Continued)

### 2. Technology Upgrades:

- a. Increase staffing within the department to assist existing staff members and build-out a more effective support model
  - b. Effectively support Logos and related software integration packages
  - c. Continue to rollout the new ShoreTel VoIP system City-wide
  - d. Improve and enhance the datacenter and computers for all departments
  - e. Upgrade the network City-wide
  - f. Improve Wi-Fi connectivity
  - g. Implement streamlined processes and procedures
  - h. Development of a Business Continuity Plan
  - i. Development of a Disaster Recovery Plan
  - j. Streamline purchasing processes for the department
  - k. Develop a more structured inventory and surplus model
3. Manage, facilitate and support the new Measure G Committee

### Excellent Infrastructure

1. **Seek Community Input:** Help coordinate community input.
2. **Categorize needs based on low medium and high priority:** Support DPW through the CIP process and compilation and assist with revenue solution.
3. **Define and agree on an approach that addresses the priority infrastructure needs:** Support DPW through the CIP process and compilation and assist with revenue solution.
4. **Develop a timeline for implementation:** Support DPW through the CIP process and compilation and assist with revenue solution.

### Major Budget Changes

Additional Staffing: One (1) Revenue Division staff; one (1) accounting Division staff; and two (2) IS staff, one of which is dedicated to the Police Department.



# FINANCE DEPARTMENT

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
2030	Administration Division	520,197	471,700	547,100	555,500
2031	Accounting Division	1,080,855	1,193,300	1,426,500	1,454,800
2032	Purchasing Division	235,635	261,300	297,500	302,800
2033	Information Systems Division	1,211,861	1,269,580	1,670,900	1,687,400
2034	Revenue & Licensing Division	30,233	32,700	112,500	114,100
<b>TOTAL</b>		<b>3,078,781</b>	<b>3,228,580</b>	<b>4,054,500</b>	<b>4,114,600</b>

### **Expenditures by Character**

1.	Employee Services	2,384,455	2,473,250	3,320,500	3,380,600
2.	Office Supplies & Materials	14,577	30,100	30,100	30,100
3.	Special Dept Supplies	22,748	19,600	20,600	20,600
4.	Communications	15,027	20,800	20,800	20,800
5.	Rents & Leases	34,394	36,400	36,400	36,400
6.	Maintenance Services	498,308	462,200	462,200	462,200
7.	Professional Services	72,433	147,380	123,600	123,600
8.	Outside Services	1,092	1,200	1,200	1,200
9.	Training/Conferences/Meetings	1,150		1,500	1,500
10.	Membership & Dues	2,799	2,900	2,900	2,900
11.	Insurance and Bonds		9,750	9,700	9,700
12.	Buildings	9,850			
13.	Capital Outlay	26,578	25,000	25,000	25,000
14.	Stores Sales	-85,062	-100,000	-100,000	-100,000
15.	Stores Purchases	80,432	100,000	100,000	100,000
<b>TOTAL</b>		<b>3,078,781</b>	<b>3,228,580</b>	<b>4,054,500</b>	<b>4,114,600</b>

### **Expenditures by Fund**

General Fund	2,993,354	3,105,880	3,624,400	3,682,500
Measure V Fund	54,227	60,000	60,000	60,000
Measure G Fund			338,900	340,900
Deferred Compensation Admin	31,200	62,700	31,200	31,200
<b>TOTAL</b>	<b>3,078,781</b>	<b>3,228,580</b>	<b>4,054,500</b>	<b>4,114,600</b>

# FINANCE DEPARTMENT Summary

<b>Workforce by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
2030	Administration Division	2	2	2	2
2031	Accounting Division	10	10	11	11
2032	Purchasing Division	2	2	2	2
2033	Information Systems Division	7	5	8	8
2034	Revenue & Licensing Division			1	1
	<b>TOTAL</b>	<b>21</b>	<b>19</b>	<b>24</b>	<b>24</b>



(This page intentionally left blank)

# FINANCE DEPARTMENT

## Administration Division

2030

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Present annual budget by first meeting in June	1	1	1	1	1
Prepare and present five year financial forecast	1	1	1	1	1
Present mid-year budget review to City Council in Feb	1	1	1	1	1
Number of favorable sales tax audit misallocation findings	All	All	All	All	All
Value of favorable sales tax audit misallocation findings	All	All	All	All	All
Revenue measures - Hire public outreach firm	1	1	1	1	-
Revenue measures - Hire polling firm	1	1	1	0	-
Revenue measures - Hold public meetings	6	4	3	2	-
Cost of Finance Department total per capita	\$ 21.88	\$ 19.86	\$ 22.42	\$ 20.00	\$ 21.65

### Major Budget Changes

None

**FINANCE DEPARTMENT  
Administration Division**

**2030**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	520,160	469,289	526,300	534,700
2. Office Supplies & Materials	37	500	500	500
3. Special Dept Supplies		500	500	500
4. Communications		100	100	100
5. Professional Services			18,400	18,400
6. Insurance and Bonds		1,311	1,300	1,300
<b>TOTAL</b>	<b>520,197</b>	<b>471,700</b>	<b>547,100</b>	<b>555,500</b>

<b>Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# FINANCE DEPARTMENT

## Accounting Division

2031

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of claims/invoices processed	8,430	8,187	8,900	8,900	8,800
Number of journal entries processed	2,800	3,093	2,400	3,000	3,100
Complete annual audit by December	1	1	1	1	1
Number of paychecks processed	5,074	4,759	5,790	5,790	5,100
Number of Deferred Comp paychecks processed	235	225	250	250	230
Number of deferred compensation changes processed	545	541	550	550	588
Number of accounts receivable invoices billed	4,655	5,280	4,700	5,000	5,300
Number of accounts receivable sent to collections	497	848	500	500	650
Publish monthly financial reports to Council within 60 days	100%	100%	100%	100%	100%

### Major Budget Changes

None

**FINANCE DEPARTMENT**  
**Accounting Division**

**2031**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	997,006	1,066,697	1,323,900	1,352,200
2. Office Supplies & Materials	9,003	11,500	11,500	11,500
3. Special Dept Supplies	8,517	8,000	9,000	9,000
4. Communications	11,012	11,500	11,500	11,500
5. Maintenance Services	1,394	200	200	200
6. Professional Services	42,023	89,700	63,200	63,200
7. Training/Conferences/Meetings	120		1,500	1,500
8. Membership & Dues	1,930	2,100	2,100	2,100
9. Insurance and Bonds		3,603	3,600	3,600
10. Buildings	9,850			
<b>TOTAL</b>	<b>1,080,855</b>	<b>1,193,300</b>	<b>1,426,500</b>	<b>1,454,800</b>
 <b>Authorized Positions</b>	 10	 10	 11	 11

**Funding Source**

General Fund, Deferred Compensation Admin

# FINANCE DEPARTMENT

## Purchasing Division

2032

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of purchase orders issued	10,000	10,000	9,500	10,000	9,500
New purchasing card holder training (# of trainees)	3	2	10	5	5
Number of purchases facilitated	4,160	4,160	4,000	4,200	4,200
Number of bids facilitated	4	5	5	5	5
Number buy local purchases	5	5	5	10	10
Number of receipt and inspection of goods delivered	2,080	2,100	2,000	2,100	2,000
Number of online auctions of surplus properties	5	5	6	6	6

### Major Budget Changes

None



**FINANCE DEPARTMENT  
Purchasing Division**

**2032**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	235,911	252,302	288,500	293,800
2. Office Supplies & Materials	2,161	4,600	4,600	4,600
3. Communications	500	500	500	500
4. Outside Services	1,092	1,200	1,200	1,200
5. Training/Conferences/Meetings	36			
6. Membership & Dues	565	700	700	700
7. Insurance and Bonds		1,998	2,000	2,000
8. Stores Sales	-85,062	-100,000	-100,000	-100,000
9. Stores Purchases	80,432	100,000	100,000	100,000
<b>TOTAL</b>	<b>235,635</b>	<b>261,300</b>	<b>297,500</b>	<b>302,800</b>

<b>Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# FINANCE DEPARTMENT

## Information Systems Division

2033

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Cost of Information Systems per capita	\$ 9.94	\$ 7.82	\$ 10.13	\$ 8.19	\$ 8.62
Number of help desk tickets handled	2,500	2,500	2,600	2,600	2,800
Number of special projects started	47	40	45	40	50
Number of special projects completed	40	35	40	40	

### Major Budget Changes

None

**FINANCE DEPARTMENT**  
**Information Systems Division**

**2033**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	631,378	684,962	1,107,000	1,123,500
2. Office Supplies & Materials	3,196	11,000	11,000	11,000
3. Special Dept Supplies	8,569	7,500	7,500	7,500
4. Communications	20	2,200	2,200	2,200
5. Rents & Leases	34,394	36,400	36,400	36,400
6. Maintenance Services	496,914	462,000	462,000	462,000
7. Professional Services	9,614	37,680	17,000	17,000
8. Training/Conferences/Meetings	994			
9. Membership & Dues	204			
10. Insurance and Bonds		2,838	2,800	2,800
11. Capital Outlay	26,578	25,000	25,000	25,000
<b>TOTAL</b>	<b>1,211,861</b>	<b>1,269,580</b>	<b>1,670,900</b>	<b>1,687,400</b>
 <b>Authorized Positions</b>	 7	 5	 8	 8

**Funding Source**

General Fund, Measure V Fund

# FINANCE DEPARTMENT

## Revenue & Licensing Division

2034

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of receipts receipted	28,000	28,410	29,000	28,500	28,500
Annual update of City-wide fee schedule	1		1	1	1
Number of hotel/motel TOT audits	0	3	5	5	5
Number of business license audits	0	0	0	0	0
Number of new business licenses recovered from audit	0	0	0	0	0
Value of business license audit findings	n/a	n/a	n/a	n/a	n/a

### Major Budget Changes

None

**FINANCE DEPARTMENT**  
**Revenue & Licensing Division**

**2034**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services			74,800	76,400
2. Office Supplies & Materials	180	2,500	2,500	2,500
3. Special Dept Supplies	5,662	3,600	3,600	3,600
4. Communications	3,495	6,500	6,500	6,500
5. Professional Services	20,796	20,000	25,000	25,000
6. Membership & Dues	100	100	100	100
<b>TOTAL</b>	<b>30,233</b>	<b>32,700</b>	<b>112,500</b>	<b>114,100</b>

**Authorized Positions** 1 1

**Funding Source**

General Fund

# FINANCE DEPARTMENT

## Work Force

<b>Administration Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Finance Director	1	1	1	1
Asst Finance Director	1	1	1	1
Total	2	2	2	2
 <b>Accounting Division</b>				
Deferred Comp Technician			1	1
Sr Accounting Tech (1MG)	2	2	2	2
Senior Accountant	2	2	2	2
Accounting Manager	1	1	1	1
Sr Accounting Clerk	3	3	3	3
Payroll Technician	1	1	1	1
Payroll Coordinator	1	1	1	1
Total	10	10	11	11
 <b>Purchasing Division</b>				
Purchasing Technician	1	1	1	1
Senior Buyer	1	1	1	1
Total	2	2	2	2
 <b>Information Systems Division</b>				
Information Systems Mgr	1	1	1	1
Info Syst Mgrm (Frozen)	-1	-1		
Central Services Tech	1	1	1	1
Sr Programmer/Analyst	1	1		
Sr Programmer (Frozen)		-1		
Sys Spec (Police) (MG)			1	1
Network Sys Spec (MG)			1	1
Network/Sys Administrator	1	1	1	1
Integration/Appl Admin	1	1	1	1
GIS Administrator	1			
Telecom Svc Tech	1	1	1	1
Computer Operator	1	1	1	1
Total	7	5	8	8

# FINANCE DEPARTMENT

## Work Force

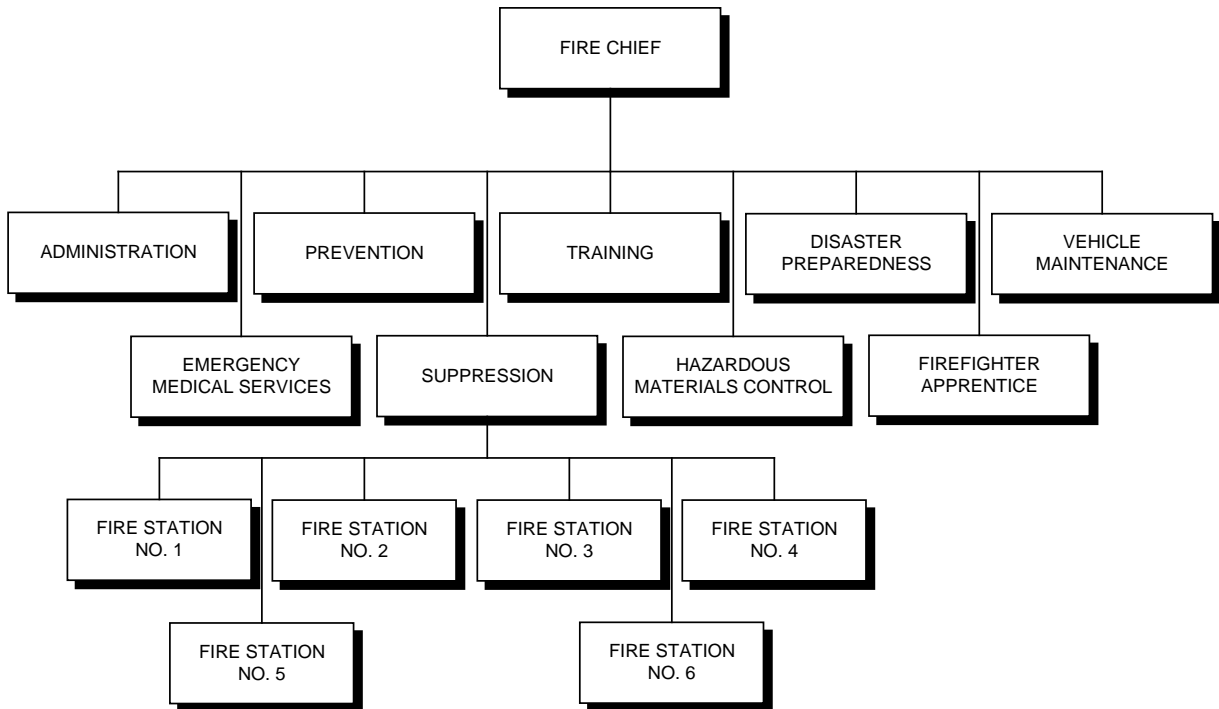
<b>Revenue &amp; Licensing Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Sr Accounting Clerk (MG)			1	1
<b>Department Total</b>	21	19	24	24



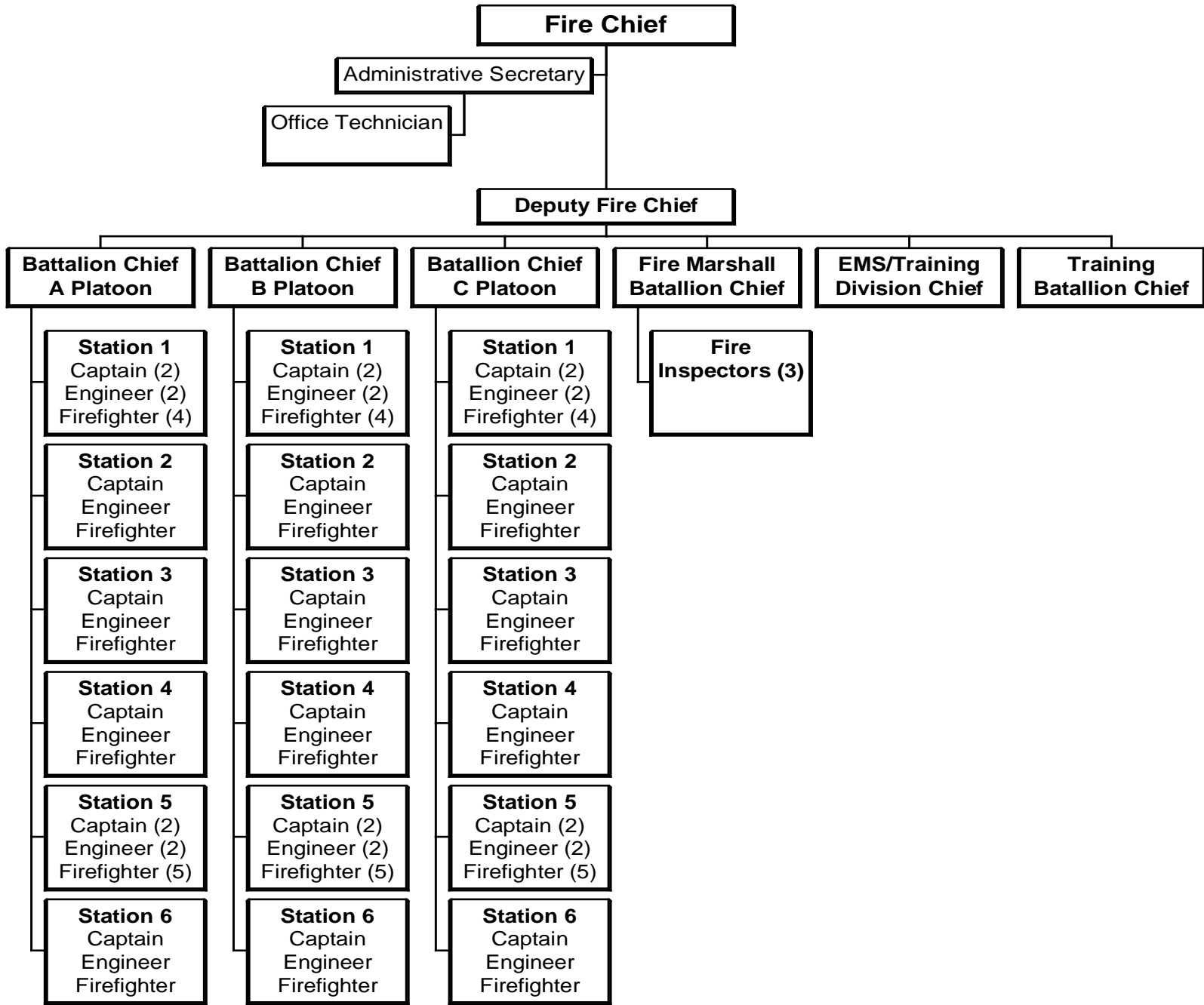
(This page intentionally left blank)



# FIRE



**FIRE DEPARTMENT  
Organization Chart**



# FIRE DEPARTMENT

## Summary

### Purpose

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

### Top Accomplishments for FY 2014-15

#### 1. Grants

SAFER - The City received a \$2.9 million SAFER grant to retain seven (7) Firefighters and hire four (4) new Firefighters in late 2013. The department lost three firefighters through attrition after receiving the SAFER grant and requested additional funding for three positions. FEMA approved the additional positions raising the total grant amount to **\$3.7 million**. This grant is a non-matching grant that will pay the full salary and benefits for eleven (11) Firefighters for a period of two-years. The grant will also pay for a third year of salary and benefits for veteran hires.

Assistance to Firefighter Grants (AFG) – In 2014 the Fire Department received a \$900,388 grant to replace 10-year old Self-Contained Breathing Apparatus (SCBA). This grant was a 90% (Federal), 10% (Local) matching Regional Grant with the City of Seaside and Big Sur Volunteer Fire Brigade. This AFG will replace 80 SCBA's. The total cost to replace the City's 80 SCBAs was \$536,360 - Federal share \$482,724 (90%) and Local share \$53,636 (10%).

Urban Area Security Initiatives (UASI) – The Fire Department has received tentative approval of a \$240,000 grant proposal to replace a 2004 Haz Mat Vehicle and Trailer with a modern Haz Mat Rescue type vehicle.

State Homeland Security (DHS) – \$178,000 was received from various DHS funding sources to equip, support and sustain the department's Haz Mat Team, Mobile Command/Communications Vehicle, and train fire paramedics as SWAT Medics (EMS support of SWAT deployments).

2. **Firefighter Academies** - The Fire Department conducted a successful fire academy of eight firefighters who graduated in February of 2015. A second fire academy of eight firefighters was started in March of 2015.
3. **SWAT Medic Program** – Three firefighter paramedics were trained in Tactical Medicine to be designated as SWAT Medics. The SWAT Medics will support Police SWAT deployments as part of the team.
4. **Battalion Chief and Fire Captain Promotional Exams** – Two successful promotional processes were completed for the positions of Battalion Chief and Fire Captain. Two – three Battalion Chief and nine Fire Captain promotions are possible in 2015 from these lists.
5. **Apparatus Purchases** – The Fire Department took possession of a new tiller ladder truck and a new fire engine. The fire engine was placed into service at fire station 3 in April of 2015. The new tiller ladder truck will be placed in service May of 2015. An addition tiller and engine was approved and ordered in January 2015.

# FIRE DEPARTMENT Summary (Continued)

## City Council Goals, Strategies, and Objectives for FY 2015-16

### Economic Diversity and Prosperity

1. **Alisal Market Place:**
  - a. Support new building and existing company expansion(s) through the permit and inspection process.
2. **Chinatown Revitalization:**
3. **Enhanced Permit Center Operations:**
  - a. The Fire Prevention Bureau will assist with streamlining the Fire Permit review process.
4. **Enhanced Branding Image of the City:**
  - a. The Fire Department will collaborate with the local media to develop Public Safety Announcements (PSA's) to include marketing of services provided by the Fire Department.

### Safe, Livable Community

1. **Work with citizen to create consistent funding public safety:**
  - a. Provide fire service expertise in Fire Department best practices and continually seek new funding opportunities.
2. **Support neighborhoods and volunteers:**
  - a. Work with City Council, Community Groups and City Departments to promote and enhance the safety and security of Salinas neighborhoods.
3. **Address homelessness:**
  - a. Coordinate with stakeholders the needs and impacts of the Homeless Community in EMS, Fire Safety, health and lodging related issues.
4. **Build a new police station:**
  - a. Work with the Police Department to develop a new police station in compliance with current building and fire codes.

### Effective, Sustainable Government

1. **Employee Customer Service:**
2. **Technology Upgrades:**
  - a. Pursue grant-funding opportunities to enhance and upgrade Fire Department technology to improve operational effectiveness and minimize impacts to the General Fund.
3. **Improve Emergency Response Operations:**
  - a. Data analysis – Make operational changes based on analysis to achieve maximum effectiveness and efficiencies of resources.
  - b. Implement best business practices to increase organizational effectiveness, accountability and communications.
  - c. Maintain and update Auto Aid and Mutual Aid agreements with neighboring jurisdictions.
  - d. Pursue Assistance to Firefighter Grants for equipment, training and apparatus.
4. **Safety & Training:**
  - a. Trained fire personnel to the latest fire service techniques and best practices.
  - b. Ensure compliance with State/Federal training mandates.
  - c. Provide fire personnel the appropriate level of safety gear, equipment and apparatus necessary to perform their duties in a safe and effective manner.
  - d. Enhance the health and safety of Salinas Fire Department personnel through training and an established Health/Wellness Program.
5. **Maximize Fire Prevention/Community Outreach:**
  - a. Improve fire prevention and public safety awareness through Fire Safety PSA's.
  - b. Continue Career Day partnerships with local junior high schools, high schools and colleges.
6. **Enhance Emergency Medical Services**
  - a. Research fee for service opportunities – First Responder Fees, Advance Life Support (ALS) partnership(s) and ambulance transport service.
  - b. Utilize CSA 74 funding to minimize fiscal impacts to the general fund.
  - c. Establish a first responder-training program for public safety agencies where appropriate.

# **FIRE DEPARTMENT Summary (Continued)**

## **Excellent Infrastructure**

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

## **Quality of Life**

1. **Youth Soccer Fields at Constitution Park:**
2. **Continued support for recreational activities, libraries and sports:**

## **Major Budget Changes**

Multiple positions requested.

# FIRE DEPARTMENT Summary

<b>Expenditures by Program</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
4505 Administration Division	438,961	390,800	492,900	504,100
4510 Suppression Division	16,134,526	16,233,435	17,310,000	18,076,000
4520 Emergency Medical Svcs Division	479,886	609,800	829,500	862,200
4530 Prevention Division	449,854	520,050	746,600	767,900
4540 Training Division	66,331	385,550	405,900	417,400
4560 Vehicle Maintenance Division	223,131	300,300	297,500	304,000
4570 Hazardous Material Control Division	155,311	216,771	202,800	211,400
4571 Hazardous Mat-County Division	3			
<b>TOTAL</b>	<b>17,948,003</b>	<b>18,656,706</b>	<b>20,285,200</b>	<b>21,143,000</b>

## **Expenditures by Character**

1. Employee Services	16,916,358	17,285,784	18,684,900	19,542,700
2. Office Supplies & Materials	7,717	14,000	23,500	23,500
3. Bldg/Veh/Equip Maint/Supplies	120,917	144,600	152,900	152,900
4. Vehicle Fuels & Lubricants	97,694	78,200	112,200	112,200
5. Small Tools & Equipment	15,939	23,400	33,400	33,400
6. Clothing & Personal Equip	40,715	57,367	62,000	62,000
7. Books and Publications	2,469	3,700	8,700	8,700
8. Special Dept Supplies	33,169	42,050	32,300	32,300
9. Communications	429,068	453,400	521,500	521,500
10. Utilities	48,797	56,000	56,000	56,000
11. Maintenance Services	114,357	149,750	159,300	159,300
12. Professional Services	36,552	29,800	57,300	57,300
13. Outside Services	9,578	36,500	36,400	36,400
14. Training/Conferences/Meetings	40,668	53,650	87,900	87,900
15. Membership & Dues	1,053	1,200	1,600	1,600
16. Insurance and Bonds		175,366	175,300	175,300
17. Capital Outlay	32,952	51,939	80,000	80,000
<b>TOTAL</b>	<b>17,948,003</b>	<b>18,656,706</b>	<b>20,285,200</b>	<b>21,143,000</b>

## **Expenditures by Fund**

General Fund	17,410,056	16,452,306	17,471,800	18,189,700
Measure V Fund	58,061	99,900	92,600	96,700
Measure G Fund			307,300	847,100
Emergency Medical Services Fund	479,886	609,800	829,500	862,200
SAFER Grant 2013		1,494,700	1,584,000	1,147,300
<b>TOTAL</b>	<b>17,948,003</b>	<b>18,656,706</b>	<b>20,285,200</b>	<b>21,143,000</b>

# FIRE DEPARTMENT Summary

<b>Workforce by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
4505	Administration Division	2	2	3	3
4510	Suppression Division	89	83	89	89
4520	Emergency Medical Svcs Division		1	1	1
4530	Prevention Division	3	3	4	4
4540	Training Division		1	1	1
	<b>TOTAL</b>	<b>94</b>	<b>90</b>	<b>98</b>	<b>98</b>

# FIRE DEPARTMENT Administration

4505

## Purpose

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

## Division Operations:

1. Utilize National Fire Incident Reporting System (NFIRS) data to assist with administrative and operational changes to improve department efficiencies and operational priorities.
2. Maintain Department staffing within acceptable levels to minimize overtime costs.
3. Provide cost effective fire and emergency medical services to the community.
4. Pursue grant funding to minimize fiscal impacts to the General fund.
5. Maintain a safe working environment for firefighters.
6. Track firefighter injuries and trends.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Firefighters Per Capita	0.6	0.6	0.6	0.6	0.7
Authorized Staffing	97	94	94	90	100
Overtime Costs	\$ 871,535	\$ 1,369,148	\$ 600,000		\$ 600,000
Dollar Value of Grant Applications	\$ 3,750,000	\$ 2,392,775	\$ 1,256,472	\$ 1,256,472	\$ 3,169,548
Dollar Value of Grants Awarded	\$ 2,905,419	\$ 1,692,775	TBD	TBD	TBD

## Major Budget Changes

1. Received a \$3.7 million Homeland Security SAFER grant to pay for fourteen (14) Firefighter positions. SAFER Grant History - The Fire Department received a two-year \$2.9 million SAFER grant to retain seven (7) previous SAFER grant funded Firefighter positions and hire four (4) Firefighters to fill vacancies in late 2013. An additional three (3) SAFER positions were approved by FEMA to raise the grant amount to \$3.7 million.
2. Received \$536,360 grant funding to replace 80 Self-Contained Breathing Apparatus.
3. Filled two vacant Battalion Chief positions for Training and Fire Prevention Divisions.
4. Filled one (1) vacant Office Technician position.
5. Hire additional firefighters to staff a second ladder truck in the City and place two, 2-person Squads in service.



**FIRE DEPARTMENT  
Administration Division**

**4505**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	395,531	360,490	472,000	483,200
2. Office Supplies & Materials	2,478	3,000	4,000	4,000
3. Special Dept Supplies	9,234	1,400	1,400	1,400
4. Communications	1,690	2,400	2,500	2,500
5. Maintenance Services	675	1,300	1,300	1,300
6. Outside Services	6,050	6,100	6,000	6,000
7. Membership & Dues	683	700	1,000	1,000
8. Insurance and Bonds		4,710	4,700	4,700
9. Capital Outlay	22,620	10,700		
<b>TOTAL</b>	<b>438,961</b>	<b>390,800</b>	<b>492,900</b>	<b>504,100</b>

<b>Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# FIRE DEPARTMENT

## Suppression Division

4510

### Purpose

The Suppression Division is responsible for protecting life, property and the environment from the hazards of fire, explosion and hazardous materials incidents and for providing emergency paramedic services. These services are provided 24-hours a day through three Battalion Chiefs who command three platoons of Captains, Engineers, Firefighters, and Firefighter/Paramedics, who are the initial responders to calls for emergency service. These teams respond to over 12,800 calls per year with a daily minimum staffing of twenty-three personnel assigned to six fire engines, one ladder truck, and a hazardous materials incident response unit.

### Division Operations:

1. To arrive at the scene of all emergency calls in a timely manner with a minimum of three (3) fire personnel.
2. To minimize fire losses after arrival of fire companies.
3. Continually update policies and procedures as new techniques and technologies become available and funding allows.
4. Develop fire personnel through career track development and training.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
4 Minute Response - NFPA Standard	51.00%	53.80%	90%	52%	90%
4-6 Minute Response - General Plan Service Standard	86.50%	87.20%	90%	86%	90%
17 Firefighters at structure fires within 8 minutes - NFPA Standard	82.00%	83.00%	90%	87%	90%
Number of structure fires contained by 1st alarm assignment	85	116	100%	93%	100%
Total Structure Fires	91	126	0	98	0
Total Other Type Fires	279	309	0	298	0

### Major Budget Changes

1. Three (3) Fire Captain positions frozen (Firefighters Union Concession) will return October of 2015.
2. Three (3) firefighter vacancies will be filled FY 2015/16.

# FIRE DEPARTMENT

## Suppression Division

4510

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	15,376,038	15,197,603	16,092,700	16,858,700
2. Office Supplies & Materials	2,289	3,200	3,200	3,200
3. Bldg/Veh/Equip Maint/Supplies	13,834	26,000	29,300	29,300
4. Vehicle Fuels & Lubricants	94,407	71,000	105,000	105,000
5. Small Tools & Equipment	15,692	18,000	15,000	15,000
6. Clothing & Personal Equip	38,580	53,196	55,000	55,000
7. Books and Publications	462	700	700	700
8. Special Dept Supplies	6,177	18,000	27,000	27,000
9. Communications	422,385	444,200	506,200	506,200
10. Utilities	48,797	56,000	56,000	56,000
11. Maintenance Services	73,915	88,450	96,000	96,000
12. Professional Services	30,383	23,500	50,000	50,000
13. Outside Services	3,528	30,400	30,400	30,400
14. Training/Conferences/Meetings	4,705			
15. Insurance and Bonds		163,547	163,500	163,500
16. Capital Outlay	3,334	39,639	80,000	80,000
<b>TOTAL</b>	<b>16,134,526</b>	<b>16,233,435</b>	<b>17,310,000</b>	<b>18,076,000</b>

<b>Authorized Positions</b>	89	83	89	89
-----------------------------	----	----	----	----

### Funding Source

General Fund

# FIRE DEPARTMENT

## Emergency Medical Services Division

4520

### Purpose

The EMS Division provides 24-hour advanced life support medical invention at the paramedic 1<sup>st</sup> responder level through 27 crossed trained firefighter/paramedics. The objective is to respond to medical emergencies to begin early treatment and care of the ill and/or injured. Fire Department paramedics will continue care of critical patients during transport to the local hospitals.

### Division Operations:

1. To provide State certified Advanced and Basic Life Support medical personnel to render critical care to enhance the community's quality of life.
2. Provide training and continuing education that meets or exceeds State of California standards to all Fire Department personnel.
3. Provide Tactical Swat Paramedics for law enforcement operations.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Paramedics	27	24	27	27	30
Number of EMT's	63	56	67	67	67
EMS Training Hours	1,278	1,110	1,452	1,452	1,452
Total EMS Responses	8,010	8,137	8,400	8,400	8,400

### Major Budget Changes

1. Initiate ALS/VAC Cost Recovery Fee program

**FIRE DEPARTMENT**  
**Emergency Medical Svcs Division**

**4520**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	461,898	562,700	782,400	815,100
2. Office Supplies & Materials	97	800	800	800
3. Bldg/Veh/Equip Maint/Supplies	4,794	16,000	16,000	16,000
4. Communications	1,490	1,500	1,500	1,500
5. Maintenance Services	2,500	14,500	14,500	14,500
6. Professional Services	228	1,300	1,300	1,300
7. Training/Conferences/Meetings	8,879	12,900	12,900	12,900
8. Membership & Dues		100	100	100
<b>TOTAL</b>	<b>479,886</b>	<b>609,800</b>	<b>829,500</b>	<b>862,200</b>

<b>Authorized Positions</b>		1	1	1
-----------------------------	--	---	---	---

**Funding Source**

Emergency Medical Services Fund

# FIRE DEPARTMENT

## Prevention Division

4530

### Purpose

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

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

### Division Operations:

1. To provide community programs and inspections that enhances the safety and wellbeing of Salinas residents and businesses.
2. To provide fire and life safety education to Salinas schools and community groups upon request.
3. Conduct annual mandatory inspections of multi-family (R-2) dwellings.
4. Conduct annual inspections of commercial occupancies.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Fire & Life Safety Education	20	8	20	8	10
Public Safety Demonstrations	78	73	20	60	20
Total Number of Multi-Family Inspections	1,119	369	900	494	450
Total Number of Commercial/Fire Permit Inspections	827	1,108	1,000	1,165	1,000
Fire Code Complaint Inspections	489	1,266	400	1,135	1,000
Number of Fire Plan Checks	531	743	800	1069	1,000
Number of Development Reviews (DRC)	93	77	75	110	75

### Major Budget Changes

1. Re-activate/fill Battalion Chief Fire Marshall position.
2. Fill three Shift Inspectors positions to assist with Life and Fire Safety Inspections.
3. Fill one (1) Office Technician position.

# FIRE DEPARTMENT

## Prevention Division

4530

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	425,602	488,786	723,200	744,500
2. Office Supplies & Materials	1,782	3,000	3,500	3,500
3. Bldg/Veh/Equip Maint/Supplies	62	100	100	100
4. Vehicle Fuels & Lubricants		700	700	700
5. Small Tools & Equipment		400	400	400
6. Clothing & Personal Equip		1,600	2,000	2,000
7. Books and Publications	28	2,000	2,000	2,000
8. Special Dept Supplies	16,972	15,350	2,800	2,800
9. Communications	3,007	3,200	3,200	3,200
10. Training/Conferences/Meetings	2,031	1,300	5,000	5,000
11. Membership & Dues	370	400	500	500
12. Insurance and Bonds		3,214	3,200	3,200
<b>TOTAL</b>	<b>449,854</b>	<b>520,050</b>	<b>746,600</b>	<b>767,900</b>

<b>Authorized Positions</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>
-----------------------------	----------	----------	----------	----------

### Funding Source

General Fund, Measure V Fund

# FIRE DEPARTMENT Training Division

4540

## Purpose

The Training Division's mission is to provide fire department personnel with the highest standard of professionalism, safety and expertise by providing organizational planning, development, and promotion of safe practices.

## Division Operations:

1. To provide the training required to meet National Fire Protection Association (NFPA) standards, Federal & State Fire Training mandates, Insurance Services Office (ISO), and local requirements.
2. To ensure firefighter safety.
3. To provide all firefighters a minimum of 120 training hours under the supervision of qualified trainers in a controlled environment.
4. To provide four (Phase 1 and Phase 2) Draeger Class 'A' burn simulations per year to all fire suppression personnel.
5. Provide tractor drawn (tiller) training to 100% of fire suppression personnel.
6. Provide OES engine training to 100% of fire suppression personnel.
7. Provide new Self-Contained Breathing Apparatus (SCBA) training to 100% of suppression personnel.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Total Number of Training Hours (Department)	53,026	21,584	20,000	18,310	25,000
Mandated Training Compliance (Department) - %	50%	50%	100%	50%	100%
Number of Firefighters Trained - Class A Burn Trailers	84	70	88	77	93

## Major Budget Changes

1. Conduct a 16-week Firefighter Academy in FY 2014/15 and FY 2015/16 for 16 firefighters.
2. Fill Battalion Chief Training position.



**FIRE DEPARTMENT  
Training Division**

**4540**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	31,868	343,330	304,900	316,400
2. Office Supplies & Materials	1,071	4,000	12,000	12,000
3. Bldg/Veh/Equip Maint/Supplies			5,000	5,000
4. Small Tools & Equipment		1,000	10,000	10,000
5. Books and Publications	1,979	1,000	6,000	6,000
6. Special Dept Supplies	786	7,300	1,100	1,100
7. Communications	493	2,000	8,000	8,000
8. Maintenance Services	52	500	2,500	2,500
9. Professional Services	5,941	5,000	6,000	6,000
10. Training/Conferences/Meetings	17,143	19,450	50,000	50,000
11. Insurance and Bonds		370	400	400
12. Capital Outlay	6,998	1,600		
<b>TOTAL</b>	<b>66,331</b>	<b>385,550</b>	<b>405,900</b>	<b>417,400</b>

<b>Authorized Positions</b>	1	1	1
-----------------------------	---	---	---

**Funding Source**

General Fund

# FIRE DEPARTMENT

## Vehicle Maintenance Division

4560

### Purpose

The Vehicle Maintenance Division repairs and maintains all Fire Department vehicle and firefighting apparatus in accordance with National, State, DMV, NFPA and OSHA mandates. This is accomplished through scheduled preventive maintenance and on-demand repairs utilizing cross-trained firefighter mechanics. Repairs beyond the scope of fire mechanics are contracted out to qualified repair facilities.

### Division Operations:

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Scheduled Maintenance Compliance - %	100%	100%	100%	70%	100%
Aerial & Ground Ladder Testing Compliance - %	100%	100%	100%	100%	100%

### Major Budget Changes

1. Create a 40-hour Fire Mechanic position.

**FIRE DEPARTMENT**  
**Vehicle Maintenance Division**

**4560**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	75,786	135,929	133,100	139,600
2. Bldg/Veh/Equip Maint/Supplies	100,133	98,500	98,500	98,500
3. Vehicle Fuels & Lubricants	3,287	6,500	6,500	6,500
4. Small Tools & Equipment		3,000	3,000	3,000
5. Maintenance Services	37,215	45,000	45,000	45,000
6. Training/Conferences/Meetings	6,710	10,000	10,000	10,000
7. Insurance and Bonds		1,371	1,400	1,400
<b>TOTAL</b>	<b>223,131</b>	<b>300,300</b>	<b>297,500</b>	<b>304,000</b>

**Authorized Positions**

**Funding Source**

General Fund

# FIRE DEPARTMENT

## Hazardous Material Control Division

4570

### Purpose

The Hazardous Material Control Division is responsible for the effective control and initial mitigation of hazardous material emergencies in order to protect life, the environment and property. Eighteen (18) fire suppression personnel are cross-trained and equipped as Hazardous Materials Specialists. The Haz Mat Team also provides technical support, advice and training to Salinas businesses that utilize potentially hazardous materials in processing or manufacturing. Under the Hazardous Materials Response Plan, the City's Haz Mat Team provides emergency responses to the Salinas community and the County of Monterey.

### Division Operations:

1. Ensure the safety of Hazardous Materials Team members through scheduled training.
2. Respond to hazardous material emergencies and minimize impacts to the community.
3. Process Certified Unified Program Agency (CUPA) reimbursements.
4. Provide quarterly training for Hazardous Material Team members.
5. Prepare and submit quarterly CUPA reimbursement reports.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Total Training Hours	421	960	832	1,000	1,000
Annual CUPA Reimbursement	\$ 119,312	\$ 168,159	\$ 130,000	\$ 130,000	\$ 130,000

### Major Budget Changes

1. Received \$240,000 from UASI Grant funding to replacement 2004 Haz Mat vehicle and trailer.

**FIRE DEPARTMENT**  
**Hazardous Material Control Division**

**4570**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	149,635	196,946	176,600	185,200
2. Bldg/Veh/Equip Maint/Supplies	2,094	4,000	4,000	4,000
3. Small Tools & Equipment	247	1,000	5,000	5,000
4. Clothing & Personal Equip	2,135	2,571	5,000	5,000
5. Communications		100	100	100
6. Training/Conferences/Meetings	1,200	10,000	10,000	10,000
7. Insurance and Bonds		2,154	2,100	2,100
<b>TOTAL</b>	<b>155,311</b>	<b>216,771</b>	<b>202,800</b>	<b>211,400</b>

**Authorized Positions**

**Funding Source**

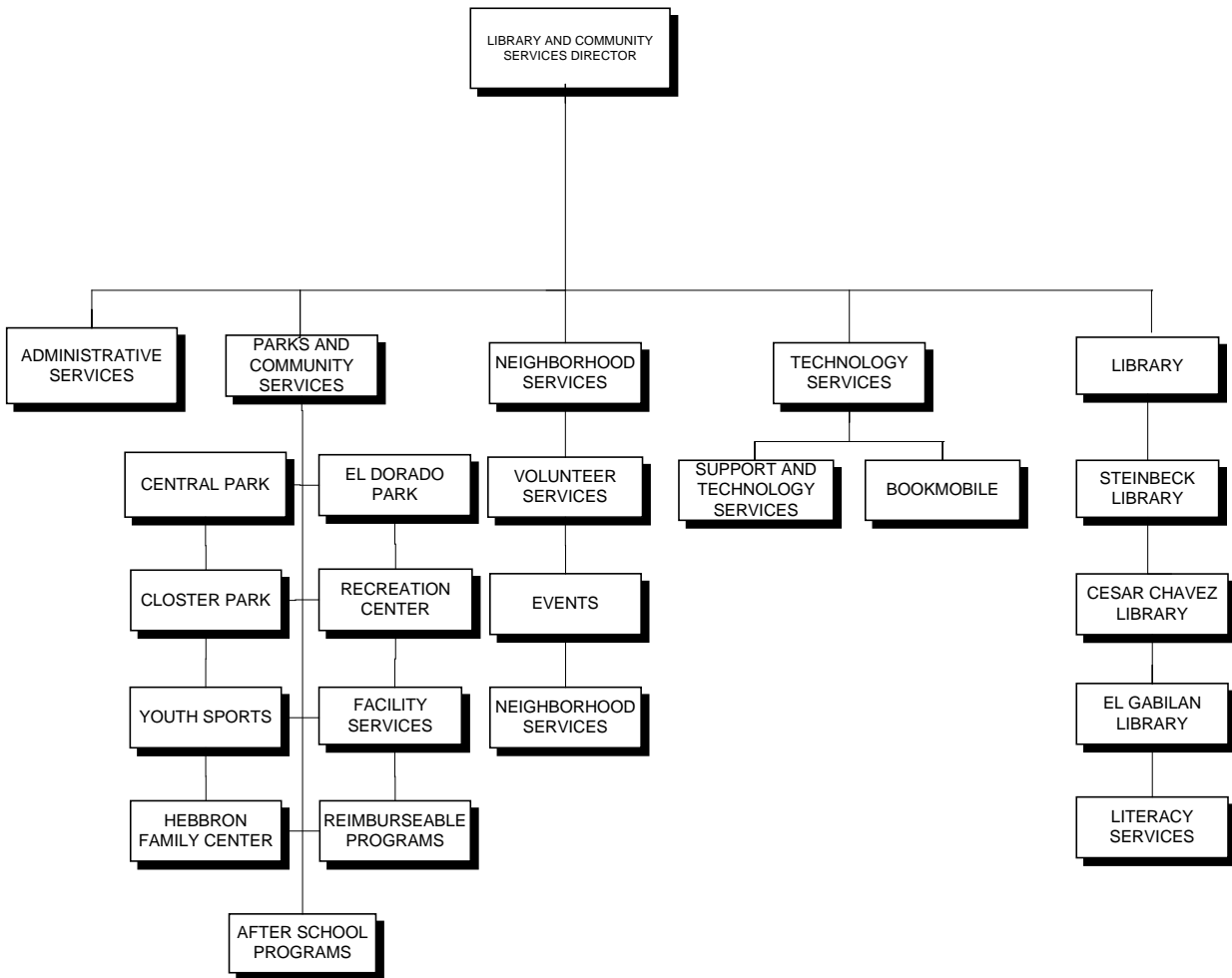
General Fund

# FIRE DEPARTMENT

## Work Force

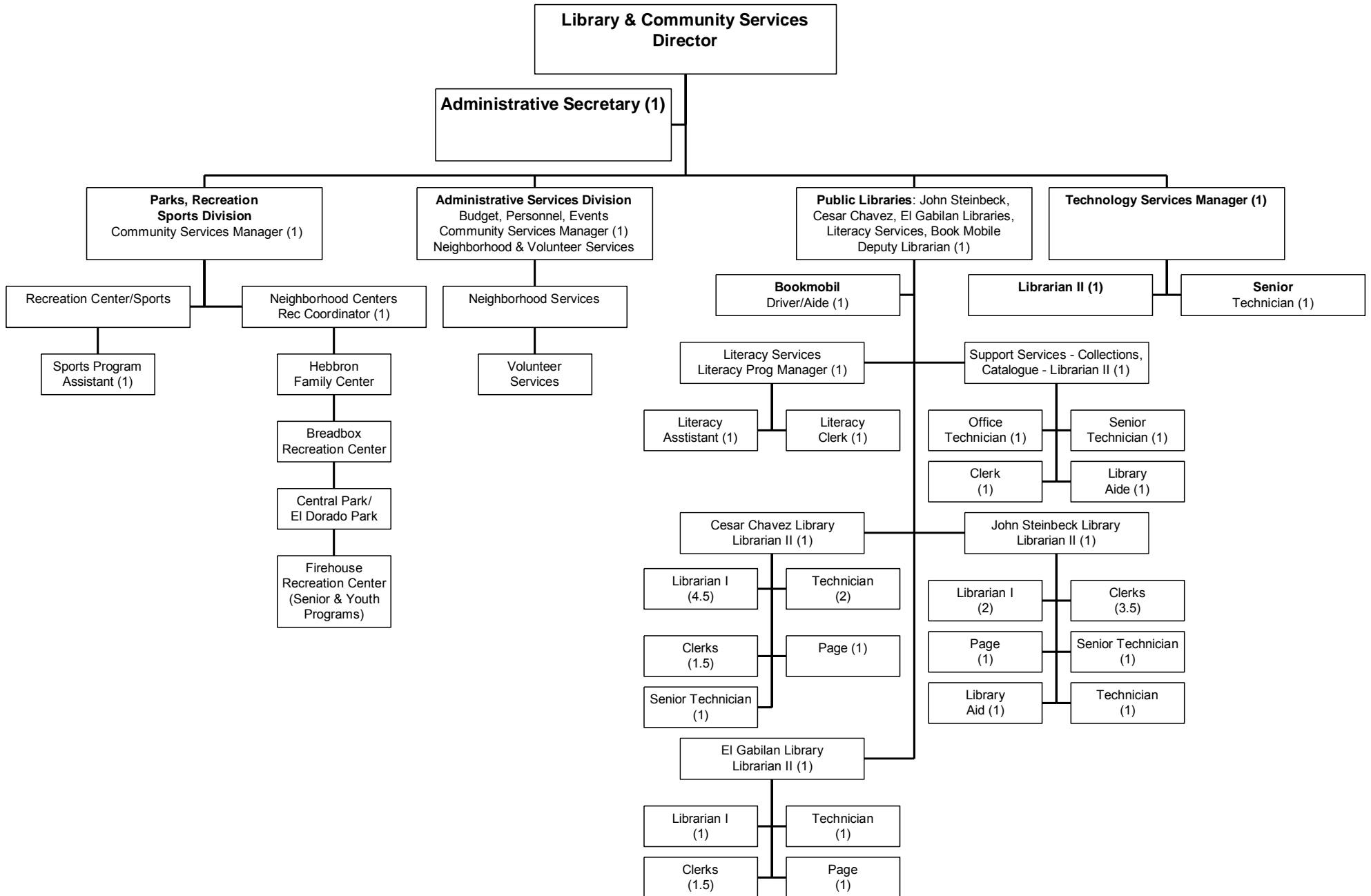
<b>Administration Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Fire Chief	1.0	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0	1.0
Office Technician (MG)	1.0		1.0	1.0
Office Technician(Frozen)	-1.0			
Total	2.0	2.0	3.0	3.0
 <b>Suppression Division</b>				
Deputy Fire Chief	1.0	1.0	1.0	1.0
Fire Captain (Frozen)		-3.0		
Fire Captain	24.0	24.0	24.0	24.0
Battalion Chief	3.0	3.0	3.0	3.0
Firefighter (Grant 2011)	12.0			
Firefighter	26.0	25.0	23.0	23.0
Firefighter (MG)				4.8
Firefighter (Grant 2014)		11.0	14.0	9.2
Firefighter (Frozen)	-2.0	-2.0		
Fire Engineer	24.0	24.0	24.0	24.0
Emergency Med Svcs Offcr	1.0			
Total	89.0	83.0	89.0	89.0
 <b>Emergency Medical Svcs Division</b>				
Emergency Med Svcs Offcr		1.0	1.0	1.0
 <b>Prevention Division</b>				
B.C. Fire Marshall(.3MV)			1.0	1.0
Fire Inspector	3.0	3.0	3.0	3.0
Total	3.0	3.0	4.0	4.0
 <b>Training Division</b>				
Division Chief EMS/Trng		1.0	1.0	1.0
 <b>Department Total</b>				
	94.0	90.0	98.0	98.0

# LIBRARY AND COMMUNITY SERVICES



# LIBRARY AND COMMUNITY SERVICES DEPARTMENT

## Organization Chart





# LIBRARY AND COMMUNITY SERVICES DEPARTMENT

## Summary

### **Purpose**

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

### **Top Accomplishments for FY14-15**

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

- In partnership with CSUMB, students contributed over 500 service learning hours to the Library's youth and community programs.
- Provided jobs to over 50 local youth through the Library's' after-school programs.

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

- To reduce violence and provide positive alternatives for youth, the Recreation Division implemented a weekly Saturday Night Teen Program that logged over 2,000 visits and 200 unduplicated participants.
- The Library was visited by approximately 500,000 patrons and over 220,000 youth, ages 3 through 18, participated in sports and after-school programs.
- Successfully secured grant funding to expand the Cesar Chavez Library, conduct the "Salinas Youth Initiative Learning Center" at Los Padres Elementary, complete the "Youth Leadership through Arts and Culture" Program, open learning centers at Sherwood Elementary School and Roosevelt Elementary School, fund the Cesar Chavez Football Academy and complete the "Creeks of Salinas to the Bay and Return of the Natives with CSUMB".

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

- Leveraged programming and services by partnering with non-profit groups to lease portions of Sherwood Community Center, Closter Park, the Breadbox and Firehouse.
- In conjunction with the Friends of the Salinas Public Library, pursued and secured grant funding to explore alternative service delivery models including \$20,000 for Project Paletero, a mobile library outreach program that will allow push carts to serve as hot spots to provide temporary internet access and the ability to check out materials in neighborhoods. Recognized as the most innovated project by the Monterey County Gives Program. Also, partnered to establish a "Little Libraries Program" in five Salinas parks.

#### **Excellent Infrastructure**

- Established a partnership with a volunteer group to install a new disc golf facility at Natividad Creek Park.
- Conducted 9 community clean-ups, issued 120 special event permits and provided \$17,500 in grants to local neighborhood groups through the Neighborhood Beautification Grants program.

#### **Quality of Life**

- Provided over 22,500 meals to youth and seniors at seven locations through the Summer Snack Program and Firehouse Senior Program.
- Promoted literacy and cultural enrichment through the Annual Teen Film Festival featuring 27 student-produced films, six community poetry slams and spoken word events and the expansion of two more bookmobile sites.

# LIBRARY AND COMMUNITY SERVICES DEPARTMENT

## Summary (Continued)

### City Council Goals, Strategies, and Objectives for FY 2015-16

#### Economic Diversity and Prosperity

- Increase the employment opportunities for Salinas youth through grants, partnerships and service learning programs.
- Identify opportunities to partner with the Salinas Chamber of Commerce, the Downtown Vibrancy Plan and local school districts to promote economic development, the arts, health and wellness as well as literacy programs.

#### Safe, Livable Community

- Invest in our youth by restoring and expanding recreation, library and cultural services programming.
- Promote social innovation in neighborhoods through the creation of a more-focused Neighborhood Services Division to leverage training, volunteers and community resources in building neighborhood capacity, collaborative problem-solving and effective community outreach.

#### Effective, Sustainable Government

- Explore opportunities to streamline and improve the effectiveness of the Youth Commission as well as the Library and Community Services Commission.
- Initiate a community needs assessment and facilities master plan process to establish a common vision, mission and goals for the Department in light of future growth area discussions and the anticipated future update of the General Plan.
- Strengthen capacity to serve through improved analytics, data-driven decision making and empowering staff.
- Examine current hours of service and staffing model to determine how best to meet community needs in light of the lifting of furloughs, retirements and changes in staffing levels.

#### Excellent Infrastructure

- Initiate the planning process for the expansion of El Gabilan Library, the expansion of the Youth Soccer Complex and the reuse of the Old Municipal Pool.
- Conduct an evaluation of leased, City-owned recreational facilities with respect to cost, impacts to services and accessibility.
- Connect people to current technologies and tools by expanding mobile services and access to e-resource materials.

#### Quality of Life

- Explore opportunities to partner with the Police Department, CASP and Public Works, as well as within the various LCS divisions, to enhance programming, expand mobile services, strengthen facilities management and streamline operations.
- Develop programs and services that will allow the community to create—connect—experience the diverse recreational, educational and cultural resources available throughout the City of Salinas.

#### Major Budget Changes

For FY15/16, two positions (1.0 Administrative Analyst and 1.0 Librarian I) have been added to the Library Division (MV). Additional positions (two .50 Library Clerks and a .50 Librarian I) were also created by eliminating 1.0 Library Aide and 1.0 Library Page (MV). A 1.0 Office Technician and 1.0 Neighborhood Services Coordinator position were created to support the Neighborhood Services Division (MG) and a Community Services Manager was re-assigned to manage the Division. Four positions were added to the Recreation Division (2.0 Recreation Coordinators, 1.0 Sr. Recreation Assistant and 1.0 Recreation Assistant.) (MG)

# LIBRARY AND COMMUNITY SERVICES DEPARTMENT

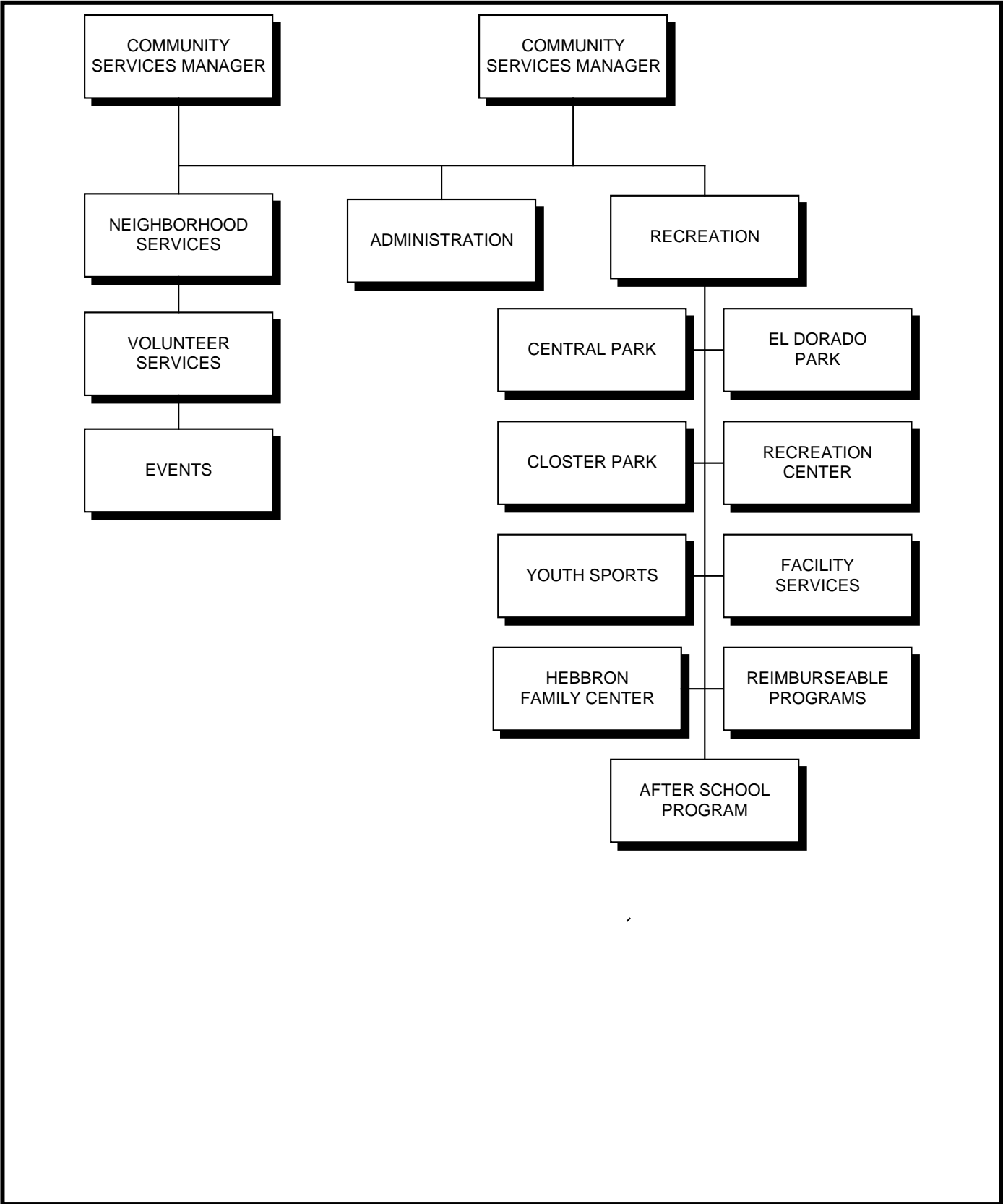
## Summary

	<u>13-14 Actual</u>	<u>14-15 Budget</u>	<u>15-16 Adopted</u>	<u>16-17 Plan</u>
<b>Expenditures by Program</b>				
Parks and Community Services	1,272,432	1,514,200	2,260,000	2,287,900
Library	3,718,028	4,317,424	4,786,700	4,954,200
<b>Total</b>	<b><u>4,990,460</u></b>	<b><u>5,831,624</u></b>	<b><u>7,046,700</u></b>	<b><u>7,242,100</u></b>
<b>Workforce by Program</b>				
Parks and Community Services	6.00	6.00	12.62	12.62
Library	43.50	43.50	43.50	43.50
<b>Total</b>	<b><u>49.50</u></b>	<b><u>49.50</u></b>	<b><u>56.12</u></b>	<b><u>56.12</u></b>



(This page intentionally left blank)

# PARKS AND COMMUNITY SERVICES



# PARKS AND COMMUNITY SERVICES

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
5510	Administration Division	312,521	373,400	630,200	643,100
5515	Neighborhood Services Division	10,884	32,200	135,900	138,200
5527	Closter Park Division	3,083	7,500	18,800	18,800
5528	El Dorado Park Division	26,527	29,900	30,100	30,100
5529	Central Park Division	16,427	19,600	19,800	19,800
5531	Facility Services Division	1,878	8,500	8,500	8,500
5532	Reimbursable Rec Activities	59,638	160,700	160,700	160,700
5533	Youth Sports Division	162,794	168,900	184,300	186,000
5536	Recreation Center Division	47,662	58,500	59,800	59,800
5537	Firehouse Rec Center Division	29,523	35,800	62,500	62,500
5538	Hebbron Heights Rec Center Division	58,439	62,500	85,000	85,000
5541	Afterschool Programs Division	303,903	313,200	629,000	640,000
5550	Community Center Division	239,153	243,500	235,400	235,400
<b>TOTAL</b>		<b>1,272,432</b>	<b>1,514,200</b>	<b>2,260,000</b>	<b>2,287,900</b>

### Expenditures by Character

1.	Employee Services	842,926	957,969	1,681,600	1,709,500
2.	Office Supplies & Materials	5,562	8,000	8,900	8,900
3.	Bldg/Veh/Equip Maint/Supplies	8,916	18,000	18,000	18,000
4.	Vehicle Fuels & Lubricants	1,211	2,200	2,200	2,200
5.	Small Tools & Equipment	39	400	400	400
6.	Clothing & Personal Equip		1,000	1,000	1,000
7.	Special Dept Supplies	48,491	74,800	96,500	96,500
8.	Communications	9,991	15,900	16,400	16,400
9.	Utilities	156,160	130,400	129,900	129,900
10.	Maintenance Services	61,216	93,150	84,900	84,900
11.	Professional Services	96,545	126,950	132,200	132,200
12.	Outside Services	25,165	50,000	51,900	51,900
13.	Advertising	11,198	17,000	17,000	17,000
14.	Training/Conferences/Meetings		900	1,500	1,500
15.	Membership & Dues	475	800	800	800
16.	Insurance and Bonds		3,331	3,400	3,400
17.	Refunds & Reimb Damages	525	3,400	3,400	3,400
18.	Recognition-Award-Protocol	4,012	10,000	10,000	10,000
<b>TOTAL</b>		<b>1,272,432</b>	<b>1,514,200</b>	<b>2,260,000</b>	<b>2,287,900</b>

# PARKS AND COMMUNITY SERVICES

## Summary

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
General Fund	813,834	757,300	773,900	779,000
Measure V Fund	458,598	756,900	844,700	855,800
Measure G Fund			641,400	653,100
<b>TOTAL</b>	<b>1,272,432</b>	<b>1,514,200</b>	<b>2,260,000</b>	<b>2,287,900</b>

### **Workforce by Program**

5510	Administration Division	3.00	3.00	5.00	5.00
5515	Neighborhood Services Division			1.00	1.00
5533	Youth Sports Division	1.00	1.00	1.00	1.00
5541	Afterschool Programs Division	2.00	2.00	5.62	5.62
	<b>TOTAL</b>	<b>6.00</b>	<b>6.00</b>	<b>12.62</b>	<b>12.62</b>

# PARKS AND COMMUNITY SERVICES

## Administration

5510

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Employees (including temporary)	83	89	80		
Number of Attendees at Recreation Centers	292,785	209,187	280,000	222,000	240,000
Number of Youth Commission Events/Activities	7	7	5	5	5
Number of Participants Attending Youth Commission Events	1,100	1,200	1,400	2,376	2,000
Number of Special Event Permits Issued	92	120	135	120	130
Number of Annual Hours Spent in Support of CASP	108	104	125	114	125
Number of Annual Hours Spent Attending Community Meetings/Events	200	200	200	150	200

### Major Budget Changes

1 Recreation Coordinator added to support arts and entertainment functions (Sherwood Complex, Women's Club, Sister Cities Program and Art in Public Spaces Initiative).



**PARKS AND COMMUNITY SERVICES**  
**Administration Division**

**5510**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	275,808	317,243	574,000	586,900
2. Office Supplies & Materials	1,161	1,400	1,400	1,400
3. Bldg/Veh/Equip Maint/Supplies	1,252	1,500	1,500	1,500
4. Vehicle Fuels & Lubricants	651	400	400	400
5. Small Tools & Equipment	39	400	400	400
6. Clothing & Personal Equip		1,000	1,000	1,000
7. Special Dept Supplies	642	800	800	800
8. Communications	4,045	5,200	5,200	5,200
9. Professional Services	9,400	10,000	10,000	10,000
10. Outside Services	3,838	5,000	5,000	5,000
11. Advertising	11,198	17,000	17,000	17,000
12. Membership & Dues	475	800	800	800
13. Insurance and Bonds		2,657	2,700	2,700
14. Recognition-Award-Protocol	4,012	10,000	10,000	10,000
<b>TOTAL</b>	<b>312,521</b>	<b>373,400</b>	<b>630,200</b>	<b>643,100</b>

<b>Authorized Positions</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>5</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund, Measure V Fund

# PARKS AND COMMUNITY SERVICES

## Volunteer and Neighborhood Services

5515

### Purpose

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

### Division Operations

1. Community Engagement; council district meetings, budget information meetings and town hall meetings.
2. Volunteer Services Program; recruitment, recognize volunteers, database and consolidate statistics for all city volunteers.
3. Neighborhood support: clean-ups, block parties, information on community resources and beautification.
4. Provide excellent customer service.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Council District Cleanups	6	6	7	7	7
Community Meetings	6	6	7	3	7
City-wide Volunteer Hours Performed	23,554	23,830	26,700	25,290	26,000

### Major Budget Changes

1 Neighborhood Services Coordinator and 1 Office Technician added to support a more focused Neighborhood Services Division. 1 Community Services Manager assigned to lead the Division.

**PARKS AND COMMUNITY SERVICES**  
**Neighborhood Services Division**

**5515**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	5,495	20,000	123,600	125,900
2. Office Supplies & Materials	1,688	2,600	2,600	2,600
3. Special Dept Supplies	2,301	8,200	8,200	8,200
4. Communications	1,400	1,400	1,400	1,400
5. Outside Services			100	100
<b>TOTAL</b>	<b>10,884</b>	<b>32,200</b>	<b>135,900</b>	<b>138,200</b>

**Authorized Positions** 1 1

**Funding Source**

General Fund, Measure V Fund

# PARKS AND COMMUNITY SERVICES

## Closter Park

5527

### Purpose

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

### Division Operations

1. Practice excellent customer service.
2. Continue to monitor lease with the Salinas Boxing Club.
3. Keep the Park and Recreation Center in good condition.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
*Unavailable. Facility leased to Salinas Boxing Club	NA	NA	NA	NA	NA

### Major Budget Changes

Consistent with the renewal of the lease with Salinas Boxing Club, the Library & Community Services Department will regain use of the computer lab. The Department will program the space with a variety of after school enrichment and computer classes. Proposed budget includes funding to offer a summer recreation program including a free summer lunch program in collaboration with the Alisal Union School District.

**PARKS AND COMMUNITY SERVICES**  
**Closter Park Division**

**5527**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services			9,500	9,500
2. Bldg/Veh/Equip Maint/Supplies		800	800	800
3. Special Dept Supplies			1,700	1,700
4. Communications		300	300	300
5. Utilities	3,083	4,900	4,900	4,900
6. Maintenance Services		1,500	1,500	1,500
7. Outside Services			100	100
<b>TOTAL</b>	<b>3,083</b>	<b>7,500</b>	<b>18,800</b>	<b>18,800</b>

**Authorized Positions**

**Funding Source**

General Fund, Measure V Fund

# PARKS AND COMMUNITY SERVICES

## El Dorado Park

5528

### Purpose

Operate a recreation center and manage sports fields to provide a wide range of activities for all ages.

### Division Operations

1. Offer a diversity of recreation and social prevention programs for all ages.
2. Working with school districts and other organizations on co-sponsored programs.
3. Develop ways to market our recreation programs to the community.
4. Provide space at the facility for use by community groups and organizations.
5. Continue to practice excellent customer service.
6. Keep the park and Recreation Center in good condition.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Program Attendees	52,684	35,076	51,000	40,000	51,000

### Major Budget Changes

None

**PARKS AND COMMUNITY SERVICES**  
**El Dorado Park Division**

**5528**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	16,779	15,000	15,000	15,000
2. Bldg/Veh/Equip Maint/Supplies	972	2,800	2,800	2,800
3. Communications	637	500	500	500
4. Utilities	6,839	8,500	8,500	8,500
5. Maintenance Services	1,200	1,800	1,800	1,800
6. Professional Services	100	1,300	1,300	1,300
7. Outside Services			200	200
TOTAL	26,527	29,900	30,100	30,100

**Authorized Positions**

**Funding Source**

General Fund, Measure V Fund

# PARKS AND COMMUNITY SERVICES

## Central Park

5529

### Purpose

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

### Division Operations

1. Offer diverse recreation and prevention programs for all ages.
2. Work with school districts and other organizations on co-sponsored programs.
3. Publicize the City's recreation programs to the community.
4. Continue to practice excellent customer service.
5. Keep the park and Recreation Center in good condition.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Program Attendees	47,657	22,932	40,000	30,000	40,000

### Major Budget Changes

None



**PARKS AND COMMUNITY SERVICES**  
**Central Park Division**

**5529**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	10,490	9,500	9,500	9,500
2. Office Supplies & Materials	437	1,000	1,000	1,000
3. Bldg/Veh/Equip Maint/Supplies	788	2,200	2,200	2,200
4. Special Dept Supplies	1,403	1,700	1,700	1,700
5. Communications	332	300	300	300
6. Utilities	2,183	2,400	2,400	2,400
7. Maintenance Services	506	1,200	1,200	1,200
8. Professional Services	288	1,300	1,300	1,300
9. Outside Services			200	200
<b>TOTAL</b>	<b>16,427</b>	<b>19,600</b>	<b>19,800</b>	<b>19,800</b>

**Authorized Positions**

**Funding Source**

General Fund, Measure V Fund

# PARKS AND COMMUNITY SERVICES

## Facility Services

5531

### Purpose

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

### Division Operations

1. Manage rental of the sports fields to local teams and organizations (high school /senior league baseball/football, youth leagues, college baseball and special events) when available at the approved fee schedule.
2. Provide the opportunity to rent our recreation facilities including the Community Park buildings, Breadbox, Hebron Family Center and Recreation Center when available at the approved fee schedule
3. Continue to practice excellent customer service.
4. Continue working with school districts in sharing facilities.
5. Continue to work with theatrical groups, musicians and teen bands to provide programs, summer concerts and community entertainment at Sherwood Park Outdoor stage and Natividad Creek Park.
6. Continue to monitor the process of bounce – house reservations at three park sites.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Revenue Collected	\$ 9,331	\$ 19,297	\$ 10,000	\$ 7,500	\$ 8,000
Bounce House Permits Issued	40	31	45	45	50

### Major Budget Changes

None

**PARKS AND COMMUNITY SERVICES**  
**Facility Services Division**

**5531**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	1,648	6,800	6,800	6,800
2. Special Dept Supplies		500	500	500
3. Refunds & Reimb Damages	230	1,200	1,200	1,200
TOTAL	1,878	8,500	8,500	8,500

**Authorized Positions**

**Funding Source**

General Fund

# **PARKS AND COMMUNITY SERVICES**

## **Reimbursable Recreation Activities**

**5532**

### **Purpose**

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

### **Division Operations**

1. Manage fee-paid recreation and leisure activities, excursions, trips and school vacation camp programs for all age groups at our recreation facilities.
2. Continue to practice excellent customer service.

### **Performance Measures**

<b>Performance Measure / Goal</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Goal</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Goal</b>
Revenue Collected	\$ 53,697	\$ 41,947	\$ 50,000	\$ 48,000	\$ 50,000

### **Major Budget Changes**

None

**PARKS AND COMMUNITY SERVICES**  
**Reimbursable Rec Activities**

**5532**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	31,211	32,400	32,400	32,400
2. Special Dept Supplies	1,101	17,900	17,900	17,900
3. Professional Services	27,226	109,600	109,600	109,600
4. Refunds & Reimb Damages	100	800	800	800
<b>TOTAL</b>	<b>59,638</b>	<b>160,700</b>	<b>160,700</b>	<b>160,700</b>

**Authorized Positions**

**Funding Source**

General Fund

# PARKS AND COMMUNITY SERVICES

## Youth Sports

5533

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Registered Participants	4,051	3,251	4,000	3,900	3,900
Volunteer Coaches Hours Performed	11,718	10,143	12,000	10,000	10,000
Revenue Collected	\$ 94,351	\$ 92,866	\$ 90,000	\$ 92,000	\$ 90,000

### Major Budget Changes

In February 2014 one of the Department's Office Technicians was re-assigned to the Recreation Center office to assist with clerical duties and while taking over the payroll and purchasing functions for recreation. This position is currently being filled in a temporary capacity however, a recruitment is underway to fill it on a permanent bases. For several years, the Recreation Center office has been staffed with temporary employees with no additional resources; having a permanent full time Office Technician will create stability in the office and streamline purchasing processes.

**PARKS AND COMMUNITY SERVICES**  
**Youth Sports Division**

**5533**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	125,887	128,826	138,000	139,700
2. Special Dept Supplies	32,664	33,200	33,200	33,200
3. Communications	48	800	800	800
4. Professional Services	4,000	4,000	10,000	10,000
5. Outside Services			200	200
6. Insurance and Bonds		674	700	700
7. Refunds & Reimb Damages	195	1,400	1,400	1,400
<b>TOTAL</b>	<b>162,794</b>	<b>168,900</b>	<b>184,300</b>	<b>186,000</b>

<b>Authorized Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# PARKS AND COMMUNITY SERVICES

## Recreation Center

5536

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Registrations Taken	4,051	3,251	4,000	3,900	3,900
Number of Program Attendees	54,673	40,556	52,000	52,000	52,000

### Major Budget Changes

- 1 Sr. Recreation Assistant added to support additional youth sports programming.



**PARKS AND COMMUNITY SERVICES**  
**Recreation Center Division**

**5536**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	24,952	22,000	22,000	22,000
2. Office Supplies & Materials	1,523	2,000	2,500	2,500
3. Bldg/Veh/Equip Maint/Supplies	2,426	3,900	3,900	3,900
4. Vehicle Fuels & Lubricants	560	1,800	1,800	1,800
5. Special Dept Supplies	2,759	2,500	2,500	2,500
6. Communications	580	4,500	4,500	4,500
7. Utilities	11,172	13,300	13,300	13,300
8. Maintenance Services	3,690	7,600	7,600	7,600
9. Outside Services			200	200
10. Training/Conferences/Meetings		900	1,500	1,500
<b>TOTAL</b>	<b>47,662</b>	<b>58,500</b>	<b>59,800</b>	<b>59,800</b>

**Authorized Positions**

**Funding Source**

General Fund, Measure V Fund

# PARKS AND COMMUNITY SERVICES

## Firehouse Recreation Center

5537

### Purpose

Provide a variety of recreational activities for youth and seniors.

### Division Operations

1. Monitor operation of Firehouse Recreation Center including compliance with lease terms.
2. Provide a variety of activities for seniors including meals.
3. Offer a program for year-round after-school activities for youth.
4. Continue to practice excellent customer service.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Program Attendees	16,598	21,356	16,000	19,000	19,000
Senior Volunteer Hours Performed	1,726	2,040	2,000	2,000	2,000
Number of Senior Meals Served	5,047	5,431	5,200	5,200	52,000

### Major Budget Changes

None

**PARKS AND COMMUNITY SERVICES**  
**Firehouse Rec Center Division**

**5537**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	10,000	10,000	28,000	28,000
2. Bldg/Veh/Equip Maint/Supplies	1,715	3,300	3,300	3,300
3. Special Dept Supplies			8,500	8,500
4. Communications	702	700	700	700
5. Utilities	2,273	5,000	5,000	5,000
6. Maintenance Services	14,833	16,800	16,800	16,800
7. Outside Services			200	200
TOTAL	29,523	35,800	62,500	62,500

**Authorized Positions**

**Funding Source**

General Fund, Measure V Fund

# PARKS AND COMMUNITY SERVICES

## Hebbron Heights Recreation Center

5538

### Purpose

Operate the Hebbron Family Recreation Center and provide a wide range of activities for all ages to create wholesome experiences for physical and mental well-being. Support the CASP Neighborhood Initiative.

### Division Operations

1. Work with school districts and other community-based organizations on co-sponsored recreation programs and coordinate facility usage by community groups and organizations.
2. Develop diverse prevention programs for year-round school recreation activities meeting the needs of neighborhood "at risk youth", including the teen recording studio.
3. Develop a variety of programs for neighborhood families to include Literacy and playgroups, preschool-tiny tots.
4. Publicize the recreation programs to the community.
5. Continue to practice excellent customer service.
6. Collaborate with CASP on neighborhood initiatives, including health, education, counseling services, leadership classes, resource referrals and intervention services, etc.
7. Expand the Saturday evening teen program through the CalGRIP VI grant.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Program Attendees	73,423	50,236	70,000	60,000	60,000
Number of Programs	1,703	1,800	2,000	1,800	2,000
Teen Volunteer Hours Performed	342	208	250	200	250

### Major Budget Changes

The Department has received CalGRIP VII funds in order to sustain the Saturday Night Teen Program for the next three years. CDBG funds will continue to fund a portion of a FTE Recreation Coordinator; however, additional Measure V funds will be required to cover the balance of the FTE position due to the CDBG funds being reduced for FY 15-16.

**PARKS AND COMMUNITY SERVICES**  
**Hebbron Heights Rec Center Division**

**5538**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	40,283	38,000	48,800	48,800
2. Office Supplies & Materials	753	1,000	1,000	1,000
3. Bldg/Veh/Equip Maint/Supplies	1,763	3,500	3,500	3,500
4. Special Dept Supplies			10,500	10,500
5. Communications	727	700	700	700
6. Utilities	12,385	14,800	14,300	14,300
7. Maintenance Services	2,528	4,500	6,000	6,000
8. Outside Services			200	200
<b>TOTAL</b>	<b>58,439</b>	<b>62,500</b>	<b>85,000</b>	<b>85,000</b>

**Authorized Positions**

**Funding Source**

General Fund, Measure V Fund

# **PARKS AND COMMUNITY SERVICES**

## **Afterschool Programs**

**5541**

### **Purpose**

Offer a variety of citywide afterschool programs that provide youth with a safe, healthy and productive environment while providing for continued learning opportunities and enrichment.

### **Division Operations**

1. To provide enrichment programs in the areas of the fine arts, sports and various camp activities.
2. Provide programs during school year and vacation periods.
3. Offer diverse prevention programs for ages 5-18 years and "at-risk" youth.
4. Publicize our recreation programs to the community.
5. Collaborate with the Library on programs.
6. Continue to practice excellent customer service.

### **Performance Measures**

<b>Performance Measure / Goal</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Goal</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Goal</b>
Number of Free Lunches Served (Summer)	17,200	17,040	18,000	18,000	18,000
Number of Youth Field Trip Participants	210	225	200	200	200
Number of Summer Camp Participants	545	449	500	500	500

### **Major Budget Changes**

1 Recreation Assistant and 1 Recreation Coordinator added to restore after-school programming.

**PARKS AND COMMUNITY SERVICES**  
**Afterschool Programs Division**

**5541**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	275,216	258,200	574,000	585,000
2. Special Dept Supplies	7,360	10,000	10,000	10,000
3. Outside Services	21,327	45,000	45,000	45,000
<b>TOTAL</b>	<b>303,903</b>	<b>313,200</b>	<b>629,000</b>	<b>640,000</b>
 <b>Authorized Positions</b>	 2.00	 2.00	 5.62	 5.62

**Funding Source**

Measure V Fund, General Fund

# PARKS AND COMMUNITY SERVICES

## Community Center

5550

### Purpose

To operate the Sherwood Hall side of the Salinas Community Center Complex. Manage the lease of the Gabilan Rooms, Santa Lucia Room, Fremont Room and Office area of the Community Center complex with the Millennium Charter School.

### Division Operations

1. Monitor the lease arrangements for the Meeting Room side of the Salinas Community Center Complex.
2. Operate Sherwood Hall- provide rental opportunities to community groups, City functions and outside promoters for commercial, provide and community programs and events.
3. Continue to practice excellent customer service.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Facility was leased thru July 2013 and the facility was underrenovation from Dcember 2013-February 2014. The meeting room side of the facility is leased to Millennium Charter School. The Millennium Charter School has exclusive use of Sherwood Hall for 6 weeks each year					
Number of uses		65	50	50	65
Number of Facility Attendees		51968	37096	40,000	50000

### Major Budget Changes

None



**PARKS AND COMMUNITY SERVICES**  
**Community Center Division**

**5550**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	25,157	100,000	100,000	100,000
2. Office Supplies & Materials			400	400
3. Special Dept Supplies	261		1,000	1,000
4. Communications	1,520	1,500	2,000	2,000
5. Utilities	118,225	81,500	81,500	81,500
6. Maintenance Services	38,459	59,750	50,000	50,000
7. Professional Services	55,531	750		
8. Outside Services			500	500
<b>TOTAL</b>	<b>239,153</b>	<b>243,500</b>	<b>235,400</b>	<b>235,400</b>

**Authorized Positions**

**Funding Source**

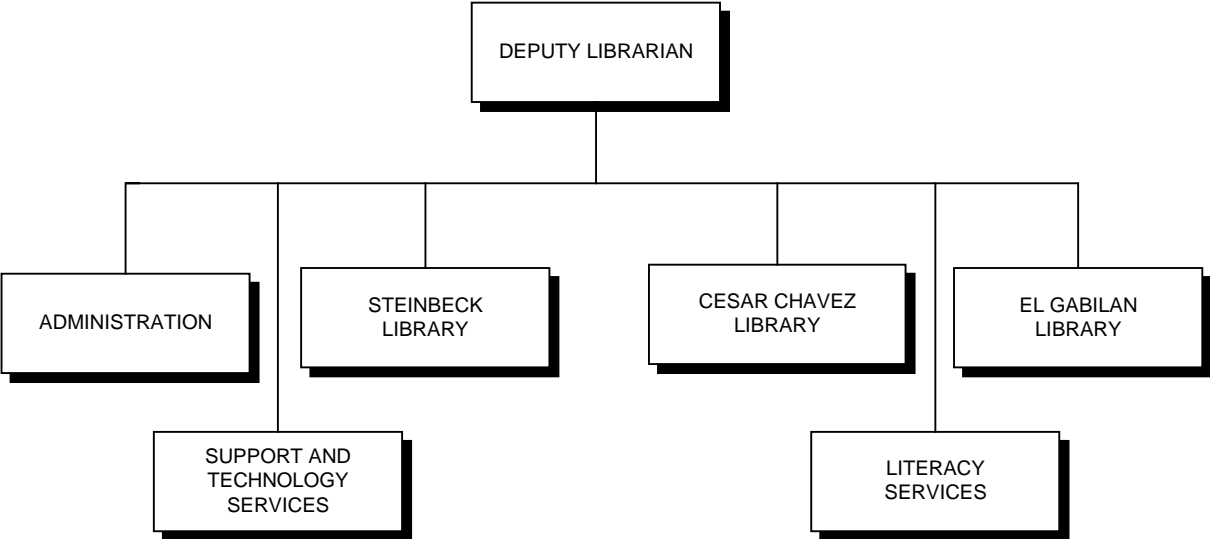
General Fund, Measure V Fund

# PARKS AND COMMUNITY SERVICES

## Work Force

<b>Administration Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Admin Secretary (MV)	1.00	1.00	1.00	1.00
Admin Analyst I (MG)			1.00	1.00
Rec Coordinator (MG)			1.00	1.00
Comm Service Manager(1MV)	2.00	2.00	2.00	2.00
Total	3.00	3.00	5.00	5.00
 <b>Neighborhood Services Division</b>				
Neigh Svcs Coord (MG)			1.00	1.00
 <b>Youth Sports Division</b>				
Sports Program Asst	1.00	1.00	1.00	1.00
 <b>Afterschool Programs Division</b>				
Recreation Coord (MG)			1.00	1.00
Recreation Coord (MV)	2.00	2.00	1.62	1.62
Recreation Asst (MV)			1.00	1.00
Recreation Asst (MG)			1.00	1.00
Sports Program Asst (MG)			1.00	1.00
Total	2.00	2.00	5.62	5.62
 <b>Department Total</b>	 6.00	 6.00	 12.62	 12.62

# LIBRARY



# LIBRARY Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
6005	Administration Division	367,086	436,400	469,200	479,000
6009	Technology Services Division	333,165	348,100	440,800	455,300
6010	Support Services Division	708,747	850,300	955,800	972,200
6011	Steinbeck Library Division	691,062	817,100	833,500	870,700
6012	Cesar Chavez Library Division	966,889	1,094,200	1,224,700	1,276,300
6013	El Gabilan Library Division	403,517	499,400	557,900	589,200
6063	Literacy Division	247,562	271,924	304,800	311,500
	<b>TOTAL</b>	<b>3,718,028</b>	<b>4,317,424</b>	<b>4,786,700</b>	<b>4,954,200</b>

## Expenditures by Character

1.	Employee Services	3,048,695	3,496,300	3,915,100	4,082,600
2.	Office Supplies & Materials	14,251	18,600	19,400	19,400
3.	Bldg/Veh/Equip Maint/Supplies	12,045	12,100	13,600	13,600
4.	Books and Publications	199,475	213,424	198,200	198,200
5.	Special Dept Supplies	45,175	38,900	68,900	68,900
6.	Communications	14,221	13,200	14,000	14,000
7.	Utilities	104,772	132,400	93,400	93,400
8.	Rents & Leases	2,820	2,500	2,500	2,500
9.	Maintenance Services	92,287	131,100	140,700	140,700
10.	Professional Services	133,904	243,400	298,400	298,400
11.	Outside Services			1,000	1,000
12.	Training/Conferences/Meetings	7,249	3,000	3,000	3,000
13.	Membership & Dues	6,800	7,500	7,500	7,500
14.	Taxes	3,070	5,000	5,000	5,000
15.	Capital Outlay	33,264		6,000	6,000
	<b>TOTAL</b>	<b>3,718,028</b>	<b>4,317,424</b>	<b>4,786,700</b>	<b>4,954,200</b>

## Expenditures by Fund

Measure V Fund	3,718,028	4,317,424	4,786,700	4,954,200
----------------	-----------	-----------	-----------	-----------

# LIBRARY Summary

<b>Workforce by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
6005	Administration Division	3.0	3.0	3.0	3.0
6009	Technology Services Division	3.0	3.0	3.0	3.0
6010	Support Services Division	8.0	8.0	8.0	8.0
6011	Steinbeck Library Division	8.5	8.0	7.0	7.0
6012	Cesar Chavez Library Division	12.5	13.0	14.0	14.0
6013	El Gabilan Library Division	5.5	5.5	5.5	5.5
6063	Literacy Division	3.0	3.0	3.0	3.0
	<b>TOTAL</b>	<b>43.5</b>	<b>43.5</b>	<b>43.5</b>	<b>43.5</b>

# LIBRARY

## Administration Division

6005

### Purpose

Provide leadership, management and organization of the John Steinbeck, Cesar Chavez and El Gabilan libraries as well as the Division's mobile services and community programs. Focus on organizational effectiveness through scheduling of staff, programs, grants and projects. Manage resources effectively and efficiently to optimize services to the public on reading, literacy, and youth leadership programs. Establish partnerships and opportunities in the community and region for support, funding and creative programs.

### Division Operations

1. Increase usage through creative programs and services, outreach to schools, organizations, and participation in community concerns.
2. Work effectively with City Manager, City departments, the Library and Community Services Commission, Friends of the Salinas Public Library, and community groups.
3. Recruit, and develop staff with the capacity to communicate and collaborate with populations from diverse cultural and linguistic backgrounds, who are technological savvy, and dynamic library service providers. Re-align staff duties as needed to maximize effectiveness.
4. Manage grants for community programs, literacy and youth development.
5. Implement The California Endowment Building Healthy Communities grant.
6. Liaison with the Friends of the Salinas Public Library to provide \$15,000 per year for children's programs.
7. Increase funding support and advocacy for the Library.
8. Practice excellent customer service.
9. Provide overall budget, project and program management.
10. Liaison with other information, technology, community and library groups and professional networks.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Employees (including temporary)		94	100	100	104
Number of Visitors at Libraries		634,462	364,721	443,146	446,000
Number of Hours Attending Community Meetings/Events (Annually)		NA	NA	NA	NA
Number of News Releases Issued	55	50	55	60	65
Number of Partnerships & Collaborations with Community Agencies			40	40	40
Awards & Recognition					
Number of Volunteer Hours Performed by FOSPL		2,802	3,486	3,486	386
Number of Volunteer Hours Performed		1,783	7,539	5,203	5,500

### Major Budget Changes

1.0 Administrative Analyst added to provide analytical support related to Parks Master Plan, expansion of El Gabilan Library, evaluation of City-owned leased facilities, resource development and other department wide strategic initiatives.

**LIBRARY  
Administration Division**

**6005**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	349,096	419,000	451,000	460,800
2. Office Supplies & Materials	13	500	500	500
3. Communications	1,122	1,200	2,000	2,000
4. Maintenance Services		1,200	1,200	1,200
5. Professional Services	2,806	4,000	4,000	4,000
6. Training/Conferences/Meetings	7,249	3,000	3,000	3,000
7. Membership & Dues	6,800	7,500	7,500	7,500
<b>TOTAL</b>	<b>367,086</b>	<b>436,400</b>	<b>469,200</b>	<b>479,000</b>

<b>Authorized Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

Measure V Fund

# LIBRARY Technology Services Division

6009

## Purpose

To connect people to information and community resources by providing access to innovative technologies, tools and community spaces.

## Division Operations

1. Provide new programs for youth that incorporate new technologies.
2. Update the website, public computer network, Digital Arts Lab (DAL).
3. Utilize social media for communications with the public.
4. Produce videos, films and visual communication through the Teen Film Festival, DAL workshops, and spoken word programs.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Website Hits	220,504	442,323	250,000	450,000	459,500
Internet Users	138,834	143,761	140,000	109,082	119,990
Number of Public Programs	767	963	800	487	536

## Major Budget Changes

1.0 Librarian I added to develop and implement innovative strategies and programs to connect people to current technologies and tools through alternative service delivery models and cross-functional programming such as "pop-up" libraries and literacy programs in City parks/recreational facilities.



**LIBRARY**  
**Technology Services Division**

**6009**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	265,390	293,400	349,900	364,400
2. Special Dept Supplies	13,725	6,000	36,000	36,000
3. Communications	8,290	7,000	7,000	7,000
4. Maintenance Services	12,496	41,700	41,700	41,700
5. Outside Services			200	200
6. Capital Outlay	33,264		6,000	6,000
<b>TOTAL</b>	<b>333,165</b>	<b>348,100</b>	<b>440,800</b>	<b>455,300</b>

<b>Authorized Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

Measure V Fund

# LIBRARY

## Support Services Division

6010

### Purpose

To select, catalogue, organize, and distribute books and other media efficiently to the public through cost effective and innovative services. To provide access to books and media through the Koha library system.

### Division Operations

1. Select, acquire and process materials in a variety of formats for new and existing collections at all three libraries, bookmobile, the Boys and Girls Club of Monterey County. Expand Spanish materials selection for children, and the Asian collection.
2. Maintain and update Koha, the integrated library system catalog.
3. Expand e-book and other e-resources.
4. Utilize social media to promote books and materials.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Titles Added to Collection	12,006	12,892	11,000	5,934	6,527
Number of Materials in Collection	29,699		218,000	220,080	29,995

### Major Budget Changes

None

**LIBRARY**  
**Support Services Division**

**6010**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	452,746	574,300	679,600	696,000
2. Office Supplies & Materials	13,181	17,000	17,000	17,000
3. Books and Publications	196,332	209,800	194,800	194,800
4. Special Dept Supplies	27,512	29,600	29,600	29,600
5. Communications	2,809	3,000	3,000	3,000
6. Rents & Leases	2,820	2,500	2,500	2,500
7. Professional Services	10,277	9,100	24,100	24,100
8. Outside Services			200	200
9. Taxes	3,070	5,000	5,000	5,000
<b>TOTAL</b>	<b>708,747</b>	<b>850,300</b>	<b>955,800</b>	<b>972,200</b>

**Authorized Positions** 8 8 8 8

**Funding Source**

Measure V Fund

# LIBRARY

## Steinbeck Library Division

6011

### Purpose

To provide innovative cultural, educational, reading and literary programming to the community. To inform and educate the community about new technologies, library services, new books and other library materials. To provide a safe, accessible places for the community to engage in life-long learning in downtown Salinas.

### Division Operations

1. Provide collections and programs for the public.
2. Create new, innovative programming for children, families and adults; promote the Toy Lending Collection, on-line resources, and actively support the Library's literacy efforts.
3. Video tape local history interviews.
4. Increase the Digital Arts Lab's programming and workshops for teens and adults working closely with the Youth/Technology Services librarian.
5. Collaborate with school districts to provide services to students at library sites.
6. Identify and support new exhibits in the public area.
7. Maintain video messages for the public and website..
8. Expand awareness of former Adult Education Toy Collection.
9. Provide Bookmobile Services.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Information Items	40,757	36,791	40,000	24,220	26,642
Number of Titles Circulated	211,933	189,982	200,000	126,265	138,892
Summer Reading Enrollment	642	1,044	700	700	770
Number of Programs	317	374	350	144	158
Number of Visitors	272,040	273,784	270,000	177,687	195,456

### Major Budget Changes

Eliminated 1.0 Library Aide (6010 and 1.0 Library Page (6011) in order to fund two .50 Library Clerks and 1.0 Librarian I in order to enhance staff capacity and provide for alternative weekend staffing model.

**LIBRARY**  
**Steinbeck Library Division**

**6011**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	529,001	631,600	637,400	674,600
2. Office Supplies & Materials	701	700	1,500	1,500
3. Bldg/Veh/Equip Maint/Supplies	6,080	6,000	6,000	6,000
4. Special Dept Supplies	2,367	2,000	2,000	2,000
5. Communications	2,000	2,000	2,000	2,000
6. Utilities	59,578	60,200	60,200	60,200
7. Maintenance Services	36,593	36,300	45,900	45,900
8. Professional Services	54,742	78,300	78,300	78,300
9. Outside Services			200	200
<b>TOTAL</b>	<b>691,062</b>	<b>817,100</b>	<b>833,500</b>	<b>870,700</b>
 <b>Authorized Positions</b>	 8.5	 8.0	 7.0	 7.0

**Funding Source**

Measure V Fund

# LIBRARY

## Cesar Chavez Library Division

6012

### Purpose

To provide innovative cultural, educational, reading and literary programming to the community. To inform and educate the community about new technologies, library services, new books and other library materials. To provide a safe, accessible places for the community to engage in life-long learning in East Salinas.

### Division Operations

1. Provide innovative programs for very young children (0-5), for school-age children, young adults and families, expanding programming for the new Digital Arts Lab, addressing community needs for these services and working closely with the Recreation Centers in the area, helping create a City of Peace.
2. Enhance the library's family and computer literacy efforts with librarian and circulation staff supporting story times, events, and programs.
3. Expand the youth and children's collections to increase literacy and promote reading and education.
4. Expand and maintain collaboration with local school districts, Adult School, Migrant Education, Clinica Alisal, Clinica de Salud, Natividad Hospital, Hartnell College and local businesses.
5. Operate the Homework Center year-round.
6. Implement the 3-year Building Healthy Communities grant award from The California Endowment for youth leadership.
7. Schedule meeting room use.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Information Items	54,096	100,037	55,250	41,225	45,348
Number of Titles Circulated	109,214	149,996	127,500	113,062	124,368
Summer Reading Enrollment	946	748	1,100	1,100	1,210
Number of Programs	310	462	400	219	241
Number of Visitors	176,411	251,951	235,126	186,608	205,269

### Major Budget Changes

Eliminated 1.0 Library Aide (6010 and 1.0 Library Page (6011) in order to fund two .50 Library Clerks and 1.0 Librarian I in order to enhance staff capacity and provide for alternative weekend staffing model.

**LIBRARY**  
**Cesar Chavez Library Division**

**6012**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	863,134	922,200	1,051,500	1,103,100
2. Office Supplies & Materials	200	200	200	200
3. Bldg/Veh/Equip Maint/Supplies	3,820	3,900	3,900	3,900
4. Special Dept Supplies	1,557	700	700	700
5. Utilities	34,294	63,700	24,700	24,700
6. Maintenance Services	24,635	29,400	29,400	29,400
7. Professional Services	39,249	74,100	114,100	114,100
8. Outside Services			200	200
<b>TOTAL</b>	<b>966,889</b>	<b>1,094,200</b>	<b>1,224,700</b>	<b>1,276,300</b>

<b>Authorized Positions</b>	12.5	13.0	14.0	14.0
-----------------------------	------	------	------	------

**Funding Source**

Measure V Fund

# LIBRARY

## El Gabilan Library Division

6013

### Purpose

To provide innovative cultural, educational, reading and literary programming to the community. To inform and educate the community about new technologies, library services, new books and other library materials. To provide a safe, accessible places for the community to engage in life-long learning in the surrounding neighborhood.

### Division Operations

1. Provide collections and programs for families, teens, and those seeking literacy services.
2. Maintain adult, teens and children's collections to meet demand.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Information Items	24,919	17,829	16,500	17,020	18,722
Number of Titles Circulated	81,533	71,993	75,000	53,723	59,095
Summer Reading Enrollment	800	595	900	900	990
Number of Programs	140	127	100	124	136
Number of Visitors	109,408	100,550	9,800	76,426	84,069

### Major Budget Changes

None



**LIBRARY**  
**El Gabilan Library Division**

**6013**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	345,509	388,100	444,900	476,200
2. Office Supplies & Materials	56	100	100	100
3. Bldg/Veh/Equip Maint/Supplies	2,145	2,200	3,700	3,700
4. Special Dept Supplies	14	600	600	600
5. Utilities	10,900	8,500	8,500	8,500
6. Maintenance Services	18,063	22,000	22,000	22,000
7. Professional Services	26,830	77,900	77,900	77,900
8. Outside Services			200	200
<b>TOTAL</b>	<b>403,517</b>	<b>499,400</b>	<b>557,900</b>	<b>589,200</b>

<b>Authorized Positions</b>	5.5	5.5	5.5	5.5
-----------------------------	-----	-----	-----	-----

**Funding Source**

Measure V Fund

**Purpose**

Provide leadership, programs and services that will broadly increase the literacy skills of those residents who most need help, and contribute to the social and economic vitality of the community through a culture of literacy where every Salinas resident can read.

**Division Operations**

1. Administer over \$250,000 in grants for literacy programs.
2. Recruit adult learners, and increase the number of tutors, volunteers, and learners served.
3. Provide classes and services to adults seeking employment through innovative programs and workshops, offering job related workshops, and computer literacy training.
4. Maintain *First 5* playgroups at all three libraries, and at Hebbbron Family Center, which increase family reading and increase the number of new readers/learners.
5. Enlarge GED program by offering new diagnostic software and workbooks, increasing outreach, and continuing partnerships with Hartnell College.
6. Seek new grant funding for Homework Center.
7. Maintain partnerships with Homework Centers at Los Padres and Sherwood elementary schools.

**Performance Measures**

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Tutors & Learners		280	350	350	350
Number of Homework Center Students		6000	6,000	125	125
Number of Homework Center visits		1200	3,000	3,000	5,000
Number of Grants		6	5	3	3
Number of Free Lunches Served		1339	1,400	1,400	1,400
Number of Information Items		NA	NA	NA	NA
Number of Titles Circulated		NA	NA	NA	NA
Number of Events /Special Events and Programs		12	16	8	8
Number of Visitors to Literacy Center and programs		5000	2,500	2,500	3,000
Number of Family Literacy Participants		300	300	250	250
Number of books given away (ADD)		1000	1,000	700	700

**Major Budget Changes**

None

**LIBRARY**  
**Literacy Division**

**6063**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	243,819	267,700	300,800	307,500
2. Office Supplies & Materials	100	100	100	100
3. Books and Publications	3,143	3,624	3,400	3,400
4. Maintenance Services	500	500	500	500
<b>TOTAL</b>	<b>247,562</b>	<b>271,924</b>	<b>304,800</b>	<b>311,500</b>

<b>Authorized Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

Measure V Fund, CLSA Families for Literacy, School Readiness Grant, CLLS-Adult Literacy Project

# LIBRARY Work Force

<b>Administration Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Library Director (MV)	1.0	1.0	1.0	1.0
Office Technician (MV)	1.0	1.0	1.0	1.0
Deputy Librarian (MV)	1.0	1.0	1.0	1.0
Total	3.0	3.0	3.0	3.0
<b>Technology Services Division</b>				
Librarian II (MV)	1.0	1.0	1.0	1.0
Sr Library Tech (MV)	1.0	1.0	1.0	1.0
Technology Serv Mgr (MV)	1.0	1.0	1.0	1.0
Total	3.0	3.0	3.0	3.0
<b>Support Services Division</b>				
Office Technician (MV)	1.0	1.0	1.0	1.0
Librarian II (MV)	1.0	1.0	1.0	1.0
Librarian I (MV)			1.0	1.0
Sr Library Technician(MV)	2.0	2.0	2.0	2.0
Library Technician (MV)	1.0	1.0	1.0	1.0
Library Clerk (MV)	1.0	1.0	1.0	1.0
Library Aide (MV)	2.0	2.0	1.0	1.0
Total	8.0	8.0	8.0	8.0
<b>Steinbeck Library Division</b>				
Librarian II (MV)	1.0	1.0	1.0	1.0
Library Page (MV)	1.0	1.0		
Sr Library Technician(MV)	1.0	1.0	1.0	1.0
Library Clerk (MV)	4.5	3.0	3.5	3.5
Library Clerk (MV) Frozen	-1.0			
Librarian I (MV)	3.0	2.0	1.5	1.5
Librarian I (MV) Frozen	-1.0			
Total	8.5	8.0	7.0	7.0

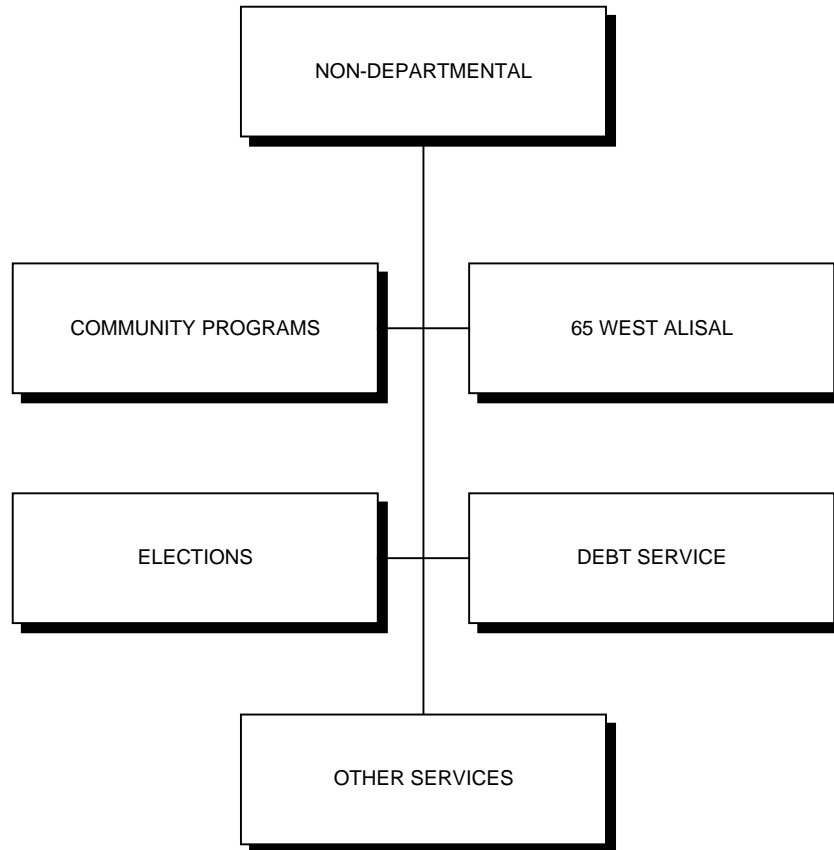
# LIBRARY Work Force

	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
<b>Cesar Chavez Library Division</b>				
Librarian II (MV)	1.0	1.0	1.0	1.0
Library Page (MV)	1.0	1.0	1.0	1.0
Librarian I (MV)	6.0	6.0	6.5	6.5
Library Technician (MV)	2.0	2.0	2.0	2.0
Library Clerk (MV)	2.5	3.0	3.5	3.5
Total	12.5	13.0	14.0	14.0
<b>El Gabilan Library Division</b>				
Librarian II (MV)	1.0	1.0	1.0	1.0
Library Page (MV)	1.0	1.0	1.0	1.0
Librarian I (MV)	1.0	1.0	1.0	1.0
Library Technician (MV)	1.0	1.0	1.0	1.0
Library Clerk (MV)	1.5	1.5	1.5	1.5
Total	5.5	5.5	5.5	5.5
<b>Literacy Division</b>				
Literacy Asst (MV)	1.0	1.0	1.0	1.0
Literacy Clerk (MV)	1.0	1.0	1.0	1.0
Literacy Program Mgr(MV)	1.0	1.0	1.0	1.0
Total	3.0	3.0	3.0	3.0
<b>Department Total</b>	<b>43.5</b>	<b>43.5</b>	<b>43.5</b>	<b>43.5</b>



(This page intentionally left blank)

# NON-DEPARTMENTAL





(This page intentionally left blank)



# **NON-DEPARTMENTAL Summary**

## **Purpose**

The Non-Departmental budget supports community programs; the City's repayment of outstanding bond issues; the cost of elections; the cost of operating the 65 West Alisal Street facility; and various operating costs that are not directly charged to a specific departmental operating budget.

## **Top Accomplishments for FY 2014-15**

### **Organizational Effectiveness Initiative**

1. Successfully made all debt service payments during the year
2. Tracked all of the severance and retirement incentives

## **City Council Goals, Strategies, and Objectives for FY 2015-16c**

### **Organizational Effectiveness Initiative**

1. Continue to make timely debt service payments
2. Track severance and retirement incentives
3. Continue to track all non-departmental activity

## **Major Budget Changes**

None

# NON-DEPARTMENTAL Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
3520	Community Programs Division	212,750	167,546	160,000	160,000
3530	Elections Division		280,000		280,000
3550	65 West Alisal Division	72,184	82,500	82,500	82,500
3551	Intermodal Transp Center			96,900	96,900
3565	Debt Service Division	1,940,409	1,261,800	1,027,700	1,028,800
3590	Other Services Division	6,544,105	7,359,575	7,824,200	7,825,700
	<b>TOTAL</b>	<b>8,769,448</b>	<b>9,151,421</b>	<b>9,191,300</b>	<b>9,473,900</b>

## Expenditures by Character

1.	Employee Services	2,455,190	2,350,500	2,390,000	2,389,500
2.	Special Dept Supplies	20,000		1,200	1,200
3.	Communications	300,295	294,500	299,500	299,500
4.	Utilities	56,444	67,500	85,200	85,200
5.	Rents & Leases	3,000	3,000	3,000	3,000
6.	Maintenance Services	32,820	187,558	184,900	184,900
7.	Professional Services	651,261	537,870	573,500	573,500
8.	Outside Services	59,161	575,911	69,900	349,900
9.	Public Assistance	2,339	215,936	110,000	110,000
10.	Administration/Contingencies	133,695	182,516	200,000	200,000
11.	Training/Conferences/Meetings	56,574	92,000	92,000	92,000
12.	Membership & Dues	787,653	641,980	647,800	649,800
13.	Insurance and Bonds	2,072,600	2,372,600	3,152,600	3,152,600
14.	Contribution to Other Agencies	93,826	179,000	179,000	179,000
15.	Refunds & Reimb Damages	29,276	50,000	50,000	50,000
16.	Recognition-Award-Protocol	4,405	5,620	5,000	5,000
17.	Taxes	65,130	65,000	65,000	65,000
18.	Debt Service	852,192			
19.	Bond-Principal	545,000	684,000	585,000	608,000
20.	Bond-Interest	496,454	557,800	431,700	409,800
21.	Paying Agent Fees	8,439	20,000	11,000	11,000
22.	Buildings	7,250			
23.	Improvements		28,130	25,000	25,000
24.	Capital Outlay	36,444	40,000	30,000	30,000
	<b>TOTAL</b>	<b>8,769,448</b>	<b>9,151,421</b>	<b>9,191,300</b>	<b>9,473,900</b>

# NON-DEPARTMENTAL Summary

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
General Fund	6,517,429	7,538,321	7,822,300	8,103,800
Measure V Fund	191,300	191,300	191,300	191,300
Debt Service-1997 COPs	786,917	792,600	792,900	791,200
Debt Service-1999 COPs	67,888			
Steinbeck COP	185,354	184,500		
2014 COP Consolidation	900,250	284,700	234,800	237,600
PEG (1%) Cable Franchise	120,310	160,000	150,000	150,000
<b>TOTAL</b>	<b>8,769,448</b>	<b>9,151,421</b>	<b>9,191,300</b>	<b>9,473,900</b>

**NON-DEPARTMENTAL  
Community Programs Division**

**3520**

**Purpose**

Provide support to the Rodeo and for "Big Week" activities.

**Division Operations**

1. Provide City services to ensure the success of community events.

**Major Budget Changes**

None

**NON-DEPARTMENTAL  
Community Programs Division**

**3520**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	212,355			
2. Outside Services		7,546		
3. Contribution to Other Agencies	395	160,000	160,000	160,000
TOTAL	212,750	167,546	160,000	160,000

**Authorized Positions**

**Funding Source**

General Fund

# **NON-DEPARTMENTAL Elections Division**

**3530**

## **Purpose**

Conduct all municipal elections.

## **Division Operations**

1. Conduct municipal elections.

## **Major Budget Changes**

None

**NON-DEPARTMENTAL  
Elections Division**

**3530**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Outside Services		280,000		280,000
TOTAL		280,000		280,000

**Authorized Positions**

**Funding Source**

General Fund

**NON-DEPARTMENTAL  
65 West Alisal Division**

**3550**

**Purpose**

Maintain City owned facility through preventative maintenance and repairs to ensure a clean, safe and well-operated facility for tenants.

**Division Operations**

1. Maintain facility in top operating condition.

**Major Budget Changes**

None



**NON-DEPARTMENTAL  
65 West Alisal Division**

**3550**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Communications	175	500	500	500
2. Utilities	56,282	67,000	67,000	67,000
3. Maintenance Services	15,727	15,000	15,000	15,000
TOTAL	72,184	82,500	82,500	82,500

**Authorized Positions**

**Funding Source**

General Fund

# **NON-DEPARTMENTAL Intermodal Transp Center**

**3551**

## **Purpose**

The Intermodal Transportation Center ("ITC") was owned and operated by the former redevelopment agency. The City retained the property in 2012, and the operational expenses have been born by the general fund parking lease revenue. The City has a plan to maintain the ITC as a cost center, using the lease revenues to off-set the cost of operations.

Lease payments will be received from Greyhound and Amtrak. The City also leases the parking lot to the County for juror parking, in exchange for security services.

## **Division Operations**

1. Provide centralized site for Intermodal Transportation in the City

## **Major Budget Changes**

None

**NON-DEPARTMENTAL**  
**Intermodal Transp Center**

**3551**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Special Dept Supplies			1,200	1,200
2. Utilities			17,700	17,700
3. Maintenance Services			15,600	15,600
4. Professional Services			36,000	36,000
5. Outside Services			26,400	26,400
TOTAL			96,900	96,900

**Authorized Positions**

**Funding Source**

**NON-DEPARTMENTAL  
Debt Service Division**

**3565**

**Purpose**

Provide a record of the 1997 "Certificates of Participation" (COP) for Landfill Proceeds; 1999 COP (Animal Shelter); and 2002 COP (Steinbeck Center) COP; bond transactions. Debt service payments for 1997 COP are partially supported by the annual payment from the Salinas Valley Solid Waste Authority. Debt payments for the 2002 COP are supported by lease payments from the National Steinbeck Center

**Division Operations**

1. Ensure timely payment to bondholders.

**Major Budget Changes**

None

**NON-DEPARTMENTAL  
Debt Service Division****3565**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Professional Services	38,324			
2. Debt Service	852,192			
3. Bond-Principal	545,000	684,000	585,000	608,000
4. Bond-Interest	496,454	557,800	431,700	409,800
5. Paying Agent Fees	8,439	20,000	11,000	11,000
<b>TOTAL</b>	<b>1,940,409</b>	<b>1,261,800</b>	<b>1,027,700</b>	<b>1,028,800</b>

**Authorized Positions****Funding Source**

Certificates of Participation, 1999 Certificates, COP Parking, Steinbeck COP

**NON-DEPARTMENTAL  
Other Services Division**

**3590**

**Purpose**

Provide funds for expenses which cannot be properly charged to specific departments or programs.

**Division Operations**

1. Provide adequate funding for all non-departmental expenses.

**Major Budget Changes**

None

# NON-DEPARTMENTAL Other Services Division

3590

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	2,242,835	2,350,500	2,390,000	2,389,500
2. Special Dept Supplies	20,000			
3. Communications	300,120	294,000	299,000	299,000
4. Utilities	162	500	500	500
5. Rents & Leases	3,000	3,000	3,000	3,000
6. Maintenance Services	17,093	172,558	154,300	154,300
7. Professional Services	612,937	537,870	537,500	537,500
8. Outside Services	59,161	288,365	43,500	43,500
9. Public Assistance	2,339	215,936	110,000	110,000
10. Administration/Contingencies	133,695	182,516	200,000	200,000
11. Training/Conferences/Meetings	56,574	92,000	92,000	92,000
12. Membership & Dues	787,653	641,980	647,800	649,800
13. Insurance and Bonds	2,072,600	2,372,600	3,152,600	3,152,600
14. Contribution to Other Agencies	93,431	19,000	19,000	19,000
15. Refunds & Reimb Damages	29,276	50,000	50,000	50,000
16. Recognition-Award-Protocol	4,405	5,620	5,000	5,000
17. Taxes	65,130	65,000	65,000	65,000
18. Buildings	7,250			
19. Improvements		28,130	25,000	25,000
20. Capital Outlay	36,444	40,000	30,000	30,000
TOTAL	6,544,105	7,359,575	7,824,200	7,825,700

## Authorized Positions

## Funding Source

General Fund

# NON-DEPARTMENTAL Other Services Division

3590

The following expenses cannot be charged to a specific departmental operating program.

	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Regular Pay (Grant Writing)		50,000		
2. Annual Leave	1,794,205			
3. Annual Leave Buy Back		1,850,000	1,900,000	1,900,000
4. Life Insurance	1,433	1,500	1,500	1,500
5. Health Ins Retirees	74,845	78,000	82,000	86,000
6. Dental Insurance				
7. Vision Insurance				
8. PERS - Health Insurance				
9. PERS-Retiree Health Insurance	122,027	106,000	120,000	125,000
10. PERS Health Ins - Admin Fee	23,031	25,000	25,000	27,000
11. PEMHCA Minimum ER Contribution				
12. Retiree Health Ins Pre-funding	200,000	225,000	250,000	250,000
13. Health Ins - Severance Benefit	3,747	15,000	11,500	
14. Health Ins - Retire 2011	23,547			
15. Computer Software	20,000			
16. A T & T / Comcast	148,342	180,000	180,000	180,000
17. Tel/Siemens ABN-AMRO	80,386	85,000	85,000	85,000
18. City Wide Technology Maint	204	9,000	9,000	9,000
19. HUD for CDBG Reimbursement	52,503			
20. Cell Phones/Data Services	18,685	20,000	25,000	25,000
21. Refuse	162	500	500	500
22. Rent-Expo Site	3,000	3,000	3,000	3,000
23. Maint & Repairs Aquatic Ctr		16,608		
24. Software Maintenance	17,093	155,950	154,300	154,300
25. Grant Writing/Service Fees		60,000	60,000	60,000
26. Custodian Fees on Investments	833	1,500	1,500	1,500
27. Audit Services	66,863	66,025	65,000	65,000
28. Assessment Study Permit Center	14,350			
29. Steinbeck Cluster	171,003	90,000	90,000	90,000
30. DCI	142,240	157,760	150,000	150,000
31. Contract Out Senior Planner	118,205	11,795		
32. P-Bid Study and Formation		80,000	80,000	80,000
33. Interpreting Services	7,020	6,000	6,000	6,000
34. Labor Relations	18,578	45,000	45,000	45,000
35. Appraisal Services	12,500			
36. Recruitment	1,882	3,000	3,000	3,000
37. Other Professional Services	6,463	10,000	10,000	10,000
38. Other Professional Services	1,580	5,000	5,000	5,000
39. Other Professional Services	21,100		22,000	22,000
40. Other Professional Services	30,320	1,790		
41. Outside Services		60,000		
42. Other Outside Serv	161	500	500	500
43. Other Outside Services	14,500	15,000	15,000	15,000
44. Other Outside Services	10,300	15,000	15,000	15,000
45. Bank Charges	12,969	13,000	13,000	13,000
46. ConPlan (Housing)		140,000		



# NON-DEPARTMENTAL Other Services Division

3590

	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
47. Acosta Plaza Basketball Court		40,000		
48. Sun Street Center		4,865		
49. Public Outreach	21,231			
50. Green Vehicles		100,000	100,000	100,000
51. Vista de la Terraza (Carr Ave)		100,000		
52. First Mayor's House	2,339	15,936	10,000	10,000
53. Contingencies	133,695	182,516	200,000	200,000
54. Training/Conferences/Meetings	5,619	15,000	15,000	15,000
55. Travel,Conf,Meetings	4,690	18,500	18,500	18,500
56. Training	14,292	28,500	28,500	28,500
57. Tuition Reimbursement	31,973	30,000	30,000	30,000
58. Economic Development Corp.	280,900	128,380	130,000	130,000
59. FORA	14,000	14,000	14,000	14,000
60. National League of Cities	11,000	11,000	11,000	11,000
61. League Of Calif Cities	38,881	40,000	40,000	40,000
62. Chamber of Commerce	3,000	3,000	3,000	3,000
63. Sister City Association			1,200	1,200
64. Legislative Advocacy	84,000	84,000	84,000	84,000
65. AMBAG	24,789	26,100	26,100	26,100
66. LAFCO	88,070	90,000	90,000	90,000
67. PERS Coalition	1,000	1,000	1,000	1,000
68. Air District	35,239	36,000	36,000	36,000
69. Convention & Visitors Bureau	47,799	50,000	53,000	55,000
70. California Welcome Center	36,000	36,000	36,000	36,000
71. Mo. Co. Cities Association	1,100	2,500	2,500	2,500
72. Rev Compliance & Protection	1,875			
73. New York Life Pension Closing			780,000	780,000
74. Insurances	1,881,300	1,881,300	1,881,300	1,881,300
75. Health Insurance Excess		300,000	300,000	300,000
76. Food & Wine Festival	4,210	5,000	5,000	5,000
77. Neighborhoods		14,000	14,000	14,000
78. Waived City Fees	25,246			
79. Sales Tax Incentive Program	24,975			
80. TOT Tax Sharing				
81. Shelter Outreach Plus (ESG)	39,000			
82. Refunds & Reimb Damages	29,276	50,000	50,000	50,000
83. Mayor's Recognitions	4,405	5,620	5,000	5,000
84. Taxes	65,130	65,000	65,000	65,000
85. Remodeling & Alteration	7,250			
86. Improvements		28,130	25,000	25,000
87. Computer Equipment	36,134			
88. Insurances	191,300	191,300	191,300	191,300
89. Cable TV Taping	120,000	120,000	120,000	120,000
90. Audio/Digital/Video Equipment	310	40,000	30,000	30,000
91. Computer Software				
<b>TOTAL</b>	<b>6,544,105</b>	<b>7,359,575</b>	<b>7,824,200</b>	<b>7,825,700</b>

# NON-DEPARTMENTAL Other Services Division

3590

Summarized below are all costs for all funds, allocated to Departmental Operating Budgets.

	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Regular Payroll Costs	38,258,191	44,736,446	52,500,462	54,484,444
Temporary Payroll	1,687,046	1,531,771	1,528,800	1,528,800
Overtime - Regular	5,504,847	4,050,300	4,047,800	4,047,800
Reimb Payroll Costs	234,311	233,130	272,833	277,833
Termination Payroll Costs	7,944			
Other Payroll Costs	861		306,000	306,000
Flexible Leave	1,281,548	1,315,536	1,583,208	1,608,593
Employee Benefits	25,094,212	29,408,486	35,097,678	37,412,530
CIP/Program Reg Salary Deduct	928,913	-5,158,140	-3,222,481	-2,892,000
Employee Services Subtotal	72,997,873	76,117,529	92,114,300	96,774,000
Office Supplies & Materials	128,008	219,020	245,900	245,900
Bldg/Veh/Equip Maint/Supplies	728,704	894,410	912,700	912,700
Vehicle Fuels & Lubricants	694,648	729,700	762,700	762,700
Small Tools & Equipment	44,263	97,648	95,900	95,900
Clothing & Personal Equip	147,986	183,967	260,100	260,100
Street Materials	126,668	145,400	149,000	149,000
Books and Publications	224,074	242,606	235,250	235,250
Special Dept Supplies	513,891	573,450	598,300	598,300
Chemicals	37,212	48,000	33,000	33,000
Communications	1,524,160	3,733,550	3,810,450	3,811,450
Utilities	2,973,738	3,116,975	3,087,900	3,087,900
Rents & Leases	164,709	194,150	214,600	214,600
Maintenance Services	2,196,311	2,713,661	2,682,250	2,682,250
Professional Services	3,220,874	2,727,177	3,518,100	3,518,100
Outside Services	803,476	1,461,538	982,200	1,262,200
Financial Assistance	262,805	1,531,595	714,400	714,400
Public Assistance	38,939	282,536	176,600	176,600
Administration/Contingencies	1,153,528	1,231,772	1,163,881	1,163,881
Advertising	51,347	58,700	73,200	73,200
Training/Conferences/Meetings	313,386	444,675	599,779	599,779
Membership & Dues	826,906	686,658	698,400	700,400
Insurance and Bonds	8,975,729	9,633,168	10,409,200	10,409,200
Contribution to Other Agencies	1,296,710	2,136,795	1,568,190	1,568,190
Refunds & Reimb Damages	812,479	686,613	194,400	194,400
Recognition-Award-Protocol	8,417	16,120	15,500	15,500
Taxes	123,648	137,500	138,000	138,000
Debt Service	15,044,811			
Bond-Principal	5,248,781	5,268,600	3,212,600	3,294,600
Bond-Interest	2,966,312	3,542,500	3,292,300	3,197,900
Paying Agent Fees	64,642	148,700	117,700	117,700
Buildings	17,100			
Improvements	260	29,630	27,000	27,000
Capital Outlay	236,830	205,068	194,000	154,000
Stores Sales	-85,062	-100,000	-100,000	-100,000
Stores Purchases	80,432	100,000	100,000	100,000
Other Expenses Subtotal	50,966,722	43,121,882	40,183,500	40,414,100

**NON-DEPARTMENTAL  
Other Services Division**

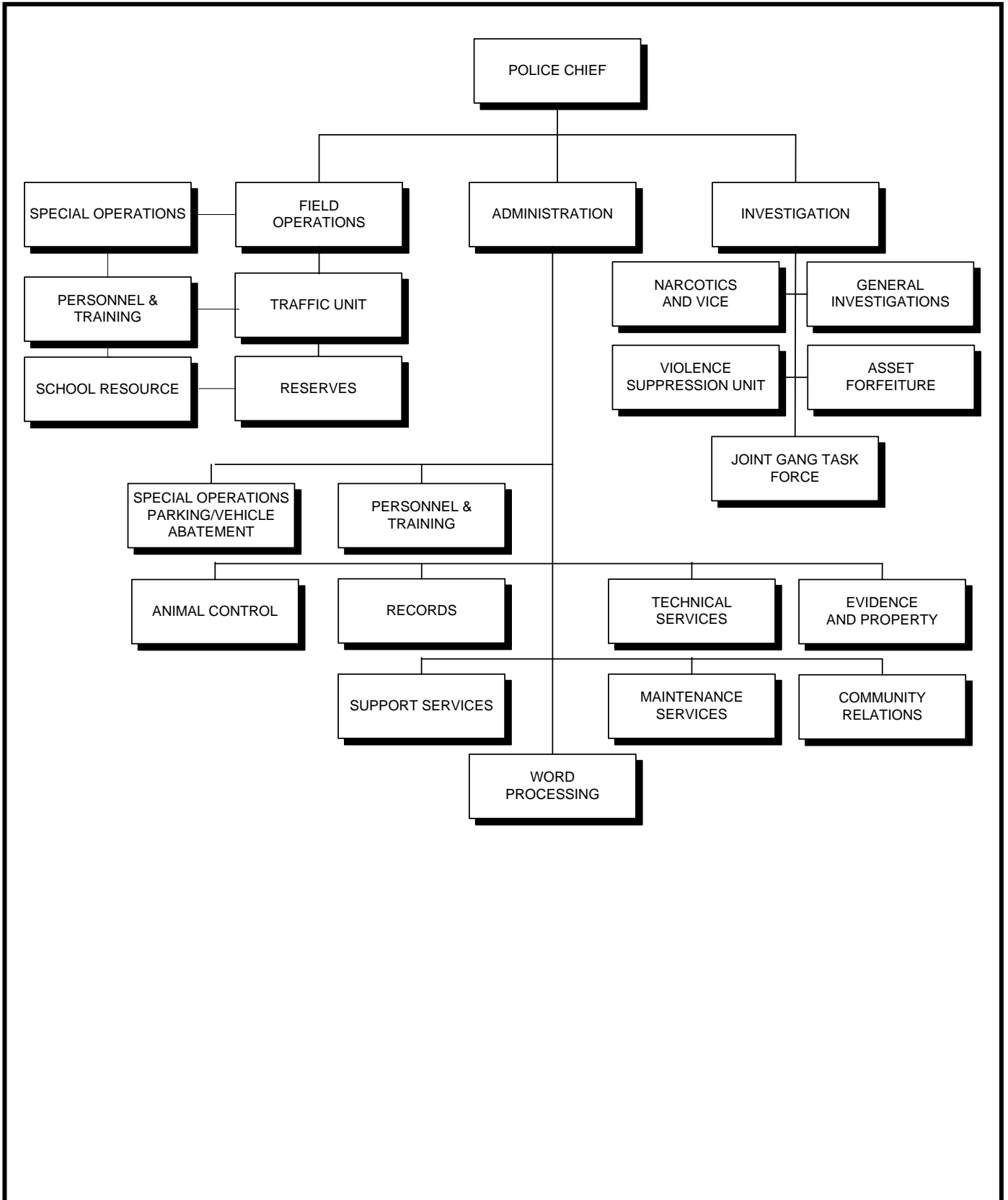
**3590**

	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
TOTAL	123,964,595	119,239,411	132,297,800	137,188,100

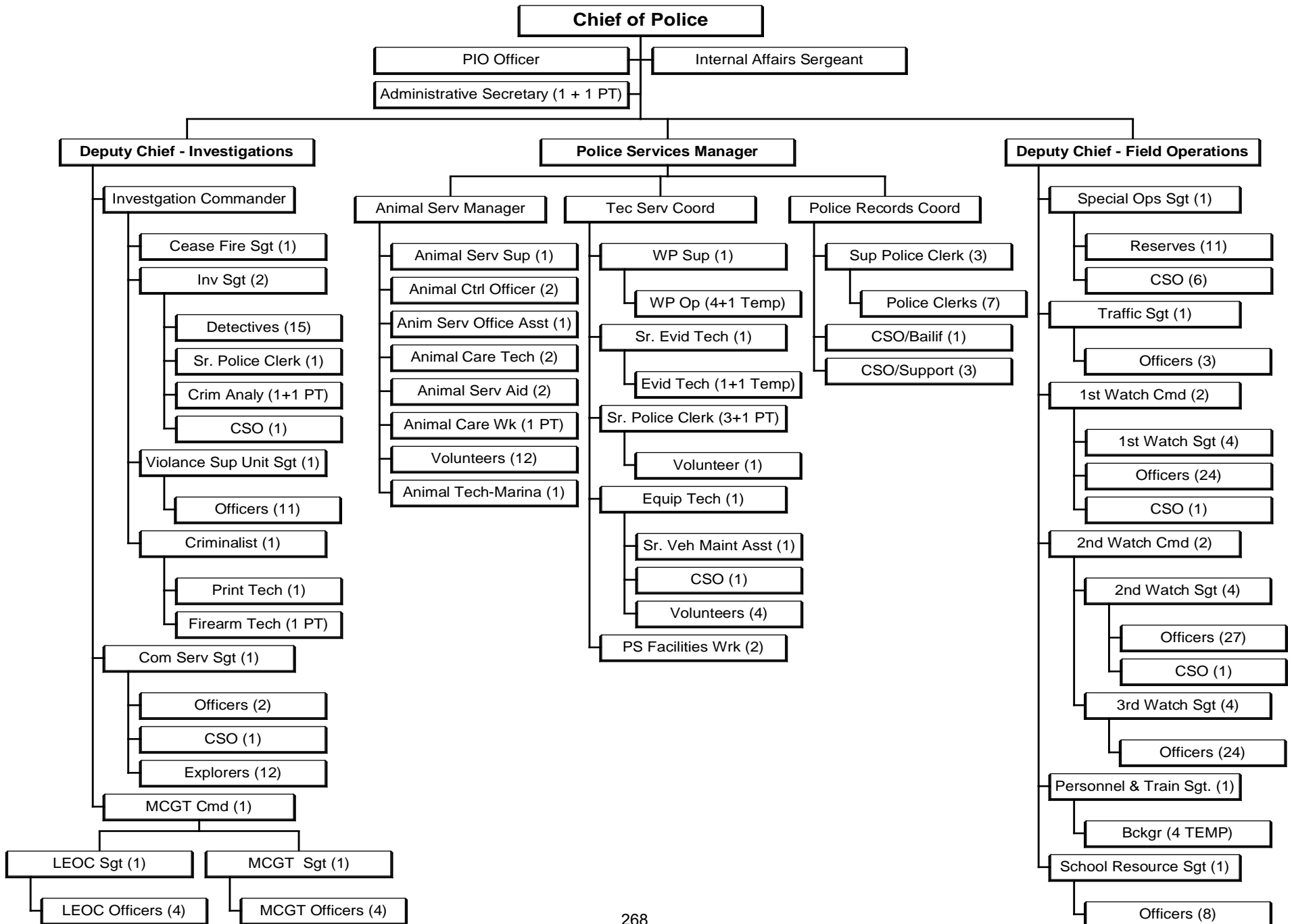


(This page intentionally left blank)

# POLICE



# POLICE DEPARTMENT Organization Chart



# **POLICE DEPARTMENT**

## **Summary**

### **Purpose**

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

### **Top Accomplishments for FY 2014-15**

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

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

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

1. Collaborated with the Department of Justice to fund a DOJ Commander's position that will assist in providing resources and leadership to the STING Task Force.
2. Conducted a major wiretap operation resulting in the disruption of leadership within a major criminal street gang in the Chinatown area.
3. Conducted quarterly clean-ups of the Chinatown area with City Yard personnel.
4. Obtained grand funding for School Resource Officers and a place-based Police Officer in Acosta Plaza.

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

1. Obtained grant funding to provide (70) body worn cameras to patrol personnel to enhance the Department's transparency and trust within the community.
2. Began the process of installing mobile audio video cameras in all new patrol cars to enhance the Department's transparency and trust within the community.
3. Began the process of participating in the Collaborative Reform Program with the Department of Justice.

#### **Quality of Life**

1. Obtained grant funding for a place-based Police Officer to be assigned in Acosta Plaza.
2. Partnered with Code Enforcement to assist Code Enforcement with illegal flower sales during Valentine's Day and Mother's Day.

### **City Council Goals, Strategies, and Objectives for FY 2015-16**

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

1. Increase staffing to reduce overtime
2. Increase the police presence in the Old Town entertainment area.

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

1. Began a collaborative partnership with stakeholders in the area of Sherwood Park (SPRGS) to address homeless, gang, and drug issues.
2. Assign Officers to a Homeless Liaison Unit and to participate in a version of Santa Cruz's Downtown Accountability project.

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

1. Evaluate and review proposed changes from the Department of Justice's Collaborative Reform process.
2. Develop a comprehensive 5 year strategic plan to rebuild the Police Department's staffing and equipment levels.
3. Continue the work towards a new Police Building.

# **POLICE DEPARTMENT Summary (Continued)**

## **Quality of Life**

1. Hire additional CSO's to address quality of life issues such as abandoned vehicles and parking issues.
2. Work collaboratively with Code Enforcement and the City Attorney's Office to address quality of life issues.

## **Major Budget Changes**

Multiple positions requested for FY 15-16



# POLICE DEPARTMENT

## Summary

Expenditures by Program	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
4010 Administration Division	812,421	738,000	1,086,700	1,120,000
4011 Community Services Unit	663,422	879,300	1,206,200	1,244,100
4012 Personnel & Training Unit	475,006	478,941	621,400	629,300
4015 CalGRIP III Grant Gang Reduction				
4016 Special Operations Unit	506,065	624,452	696,400	713,500
4020 Patrol Division	18,558,384	18,681,643	23,152,200	25,605,400
4021 Traffic Unit	608,463	616,400	697,000	717,900
4030 Support Services Unit	1,885,890	4,084,722	4,259,900	4,295,300
4031 Technical Services Division	358,366	388,100	461,900	469,400
4032 Word Processing Unit	482,711	458,100	565,800	578,700
4033 Evidence & Property Unit	188,835	188,800	212,100	216,500
4034 Records Unit	947,028	1,014,400	1,319,300	1,351,800
4037 Maintenance Services Unit	835,693	849,276	806,100	814,200
4040 Investigations Division	3,689,669	3,962,400	4,363,300	4,492,900
4041 Narcotics Unit	992,084	1,072,049	1,157,700	1,199,600
4042 School Resource Officers			1,385,500	1,427,400
4043 Violence Suppression Unit	2,007,443	2,231,200	2,465,000	2,547,900
4050 Reserves Division	59,259	52,000	52,000	52,000
4070 Animal Control Svcs Unit	796,830	911,800	991,300	1,006,600
4071 Animal Control Svc - Other Agencies	64,595	76,600	89,400	92,400
4080 Asset Seizure Division	21,055	10,000	20,000	20,000
4090 Joint Gang Task Force	1,184,187	1,190,400	1,291,300	1,330,300
TOTAL	35,137,406	38,508,583	46,900,500	49,925,200

# POLICE DEPARTMENT

## Summary

Expenditures by Character	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	32,332,068	33,119,438	41,413,600	44,438,300
2. Office Supplies & Materials	34,489	89,316	92,200	92,200
3. Bldg/Veh/Equip Maint/Supplies	249,942	228,500	230,000	230,000
4. Vehicle Fuels & Lubricants	360,909	375,000	375,000	375,000
5. Small Tools & Equipment	1,164	13,600	13,600	13,600
6. Clothing & Personal Equip	81,377	84,000	153,000	153,000
7. Books and Publications	82	732	800	800
8. Special Dept Supplies	249,608	241,498	245,500	245,500
9. Communications	664,753	2,848,600	2,847,600	2,847,600
10. Utilities	89,252	108,700	109,200	109,200
11. Rents & Leases	72,039	89,200	90,200	90,200
12. Maintenance Services	312,530	405,500	412,900	412,900
13. Professional Services	26,482	28,375	25,000	25,000
14. Outside Services	409,105	378,401	362,600	362,600
15. Administration/Contingencies	4,310	8,479		
16. Training/Conferences/Meetings	109,027	115,260	210,000	210,000
17. Membership & Dues	3,739	4,203	3,800	3,800
18. Insurance and Bonds		315,476	315,500	315,500
19. Refunds & Reimb Damages	32,144			
20. Capital Outlay	104,386	54,305		
<b>TOTAL</b>	<b>35,137,406</b>	<b>38,508,583</b>	<b>46,900,500</b>	<b>49,925,200</b>

### Expenditures by Fund

General Fund	30,886,381	33,101,298	37,184,900	38,567,800
Measure V Fund	2,726,097	3,370,800	3,500,100	3,618,300
Measure G Fund			3,863,900	5,655,400
Asset Seizure Fund	21,055	10,000	20,000	20,000
Sales Tax-SB172	390,000	400,000	400,000	400,000
Supplemental Law Enforcement-AB3229		200,000	200,000	200,000
Vehicle Abatement Fund	98,483	175,000	203,700	207,700
Recreation Parks Fund				
COPS Secure Our Schools	32,144			
Cal ID / RAN Grant	84,823	94,766	101,900	104,300
Bureau of Justice Assist.-JAG 2011	31	30,219		
COPS Hiring Program 2011	848,808	1,074,643	309,300	
Bureau of Justice Assist.-JAG 2012	47,668	51,857		
Federal Subrecipient Grants	1,916			
2014 COPS Hiring SRO's			1,116,700	1,151,700
<b>TOTAL</b>	<b>35,137,406</b>	<b>38,508,583</b>	<b>46,900,500</b>	<b>49,925,200</b>

# POLICE DEPARTMENT

## Summary

Workforce by Program	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
4010 Administration Division	3.0	3.0	5.0	5.0
4011 Community Services Unit	7.0	5.0	6.0	6.0
4012 Personnel & Training Unit	1.0	1.0	1.0	1.0
4016 Special Operations Unit	5.5	5.5	5.5	5.5
4020 Patrol Division	94.0	94.0	114.0	124.0
4021 Traffic Unit	4.0	3.0	3.0	3.0
4030 Support Services Unit	6.0	6.0	7.0	7.0
4031 Technical Services Division	3.0	3.0	3.0	3.0
4032 Word Processing Unit	5.0	5.0	6.0	6.0
4033 Evidence & Property Unit	2.0	2.0	2.0	2.0
4034 Records Unit	11.0	11.0	14.0	14.0
4037 Maintenance Services Unit	4.0	4.0	4.0	4.0
4040 Investigations Division	21.0	21.0	21.0	21.0
4041 Narcotics Unit	5.0	5.0	5.0	5.0
4042 School Resource Officers			9.0	9.0
4043 Violence Suppression Unit	12.0	11.0	11.0	11.0
4070 Animal Control Svcs Unit	7.0	7.0	7.0	7.0
4071 Animal Control Svc - Other Agencies	1.0	1.0	1.0	1.0
4090 Joint Gang Task Force	6.0	5.0	5.0	5.0
TOTAL	197.5	192.5	229.5	239.5

# POLICE DEPARTMENT Administration Division

4010

## Purpose

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

## Division Operations

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

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Customer Referrals	280	280	280	280	350
Billings/Purchase Order Completions	1,000	1,000	500	500	500
Travel Authorizations	n/a		n/a	n/a	n/a

## Major Budget Changes

Positions eliminated:

- 1 – Police Service Manager
- 1 – Administrative Secretary

**POLICE DEPARTMENT  
Administration Division**

**4010**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	789,492	711,412	1,060,100	1,093,400
2. Office Supplies & Materials	1,999	2,000	2,000	2,000
3. Small Tools & Equipment		100	100	100
4. Books and Publications	82	232	300	300
5. Special Dept Supplies	2,899	3,000	3,000	3,000
6. Training/Conferences/Meetings	11,850	10,000	10,000	10,000
7. Membership & Dues	3,185	2,968	2,900	2,900
8. Insurance and Bonds		8,288	8,300	8,300
9. Capital Outlay	2,914			
<b>TOTAL</b>	<b>812,421</b>	<b>738,000</b>	<b>1,086,700</b>	<b>1,120,000</b>

<b>Authorized Positions</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>5</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# POLICE DEPARTMENT Community Services Unit

4011

## Purpose

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

## Division Operations

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

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Neighborhood Watch Presentations	0	0	0	0	
Community Presentations	0	0	30	25	35

## Major Budget Changes

None

**POLICE DEPARTMENT**  
**Community Services Unit**

**4011**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	629,012	862,868	1,189,800	1,227,700
2. Office Supplies & Materials	543	600	600	600
3. Special Dept Supplies	1,723	2,000	2,000	2,000
4. Insurance and Bonds		13,832	13,800	13,800
5. Refunds & Reimb Damages	32,144			
<b>TOTAL</b>	<b>663,422</b>	<b>879,300</b>	<b>1,206,200</b>	<b>1,244,100</b>

<b>Authorized Positions</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>6</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Personnel & Training Unit

4012

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
POST Mandated CPT (hours per officer)	24	24	24	24	24
POST Mandated Perishable Skills Training (hours per officer)	24	24	24	24	24

### Major Budget Changes

None



**POLICE DEPARTMENT  
Personnel & Training Unit**

**4012**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	311,499	297,199	326,000	333,900
2. Office Supplies & Materials	324	1,000	1,000	1,000
3. Books and Publications		500	500	500
4. Special Dept Supplies	60,420	61,341	75,000	75,000
5. Outside Services	5,926	16,000	16,000	16,000
6. Training/Conferences/Meetings	96,837	100,000	200,000	200,000
7. Insurance and Bonds		2,901	2,900	2,900
<b>TOTAL</b>	<b>475,006</b>	<b>478,941</b>	<b>621,400</b>	<b>629,300</b>

<b>Authorized Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

**Purpose**

To designate a Community Safety Director who will oversee the CASP Program Manager. To provide evidence-based prevention and intervention programs to those at highest risk for youth and gang violence. These services will greatly enhance the City's collaborative efforts to prevent gang and youth violence and expand upon the existing CASP efforts.

**Division Operations**

1. Grant Partners: Partner's for Peace, 2<sup>nd</sup> Chance Family and Youth Services, Sun Street Centers
  - a. Partners for Peace: Help reduce youth and gang violence through evidence based programs.
  - b. 2<sup>nd</sup> Chance Family and Youth Services: Provide prevention and intervention services to 100 at-risk middle school students through LifeSkills training.
  - c. Sun Street Centers: Provide prevention services delivered through LifeSkills training sessions to 160 individuals referred by probation and behavioral health departments of Monterey County.
2. Community Safety Director: Oversee CASP Program Manager who will coordinate and enhance existing service for at-risk and gang involved youth through Grant Partners and inter-disciplinary partners of CASP who are committed to creating a City of Peace.
3. Assist community partners to provide continuum of services to address the problem of youth and gang violence.

**POLICE DEPARTMENT  
CalGRIP III Grant Gang Reduction**

**4015**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
-------------------------------	-------------------------	-------------------------	--------------------------	-----------------------

1. Employee Services

TOTAL

**Authorized Positions**

**Funding Source**

# POLICE DEPARTMENT

## Special Operations Unit

4016

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Special Events Planned and Managed	45	75	60	60	60
Special Events Staffed and Supervised with Police Officers	20	15	25	25	17
Alcohol Permit Review	147	157	150	145	145

### Major Budget Changes

None

**POLICE DEPARTMENT  
Special Operations Unit**

**4016**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	499,999	589,299	663,300	680,400
2. Office Supplies & Materials	2,901	13,200	13,200	13,200
3. Clothing & Personal Equip	2,853	3,000	3,000	3,000
4. Special Dept Supplies	312	6,052	4,000	4,000
5. Outside Services		10,000	10,000	10,000
6. Insurance and Bonds		2,901	2,900	2,900
<b>TOTAL</b>	<b>506,065</b>	<b>624,452</b>	<b>696,400</b>	<b>713,500</b>
 <b>Authorized Positions</b>	 5.5	 5.5	 5.5	 5.5

**Funding Source**

Measure V Fund

# POLICE DEPARTMENT

## Patrol Unit

4020

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Community Oriented Policing Activities (per patrol officer per year)	100	100	100	100	100

### Major Budget Changes

Have requested to add 10 new Police Officer positions

**POLICE DEPARTMENT**  
**Patrol Division**

**4020**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	18,027,845	17,977,281	22,378,800	24,832,000
2. Office Supplies & Materials	2,489	4,100	4,100	4,100
3. Vehicle Fuels & Lubricants	360,909	375,000	375,000	375,000
4. Clothing & Personal Equip	71,209	70,000	139,000	139,000
5. Special Dept Supplies	25,721	20,000	20,000	20,000
6. Communications	28,394	39,000	39,000	39,000
7. Outside Services	41,817	17,500	17,500	17,500
8. Membership & Dues		400	400	400
9. Insurance and Bonds		178,362	178,400	178,400
<b>TOTAL</b>	<b>18,558,384</b>	<b>18,681,643</b>	<b>23,152,200</b>	<b>25,605,400</b>
<b>Authorized Positions</b>	<b>94</b>	<b>94</b>	<b>114</b>	<b>124</b>

**Funding Source**

General Fund, Sales Tax SB172, Supplemental Law Enforcement AB3229, Measure V Fund

# POLICE DEPARTMENT

## Traffic Unit

4021

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Percent reduction in collisions at five most accident-prone locations	0	0	5%	5%	5%
Percent Reduction in Fatal Accidents	0	up 11.76	50%	10%	20%

### Major Budget Changes

None



**POLICE DEPARTMENT**  
**Traffic Unit**

**4021**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	607,038	600,467	681,100	702,000
2. Office Supplies & Materials	58	600	600	600
3. Clothing & Personal Equip	538	2,500	2,500	2,500
4. Special Dept Supplies	829	4,000	4,000	4,000
5. Insurance and Bonds		8,833	8,800	8,800
<b>TOTAL</b>	<b>608,463</b>	<b>616,400</b>	<b>697,000</b>	<b>717,900</b>
 <b>Authorized Positions</b>	 4	 3	 3	 3

**Funding Source**

General Fund, Measure V Fund, MoCo Avoid the 18 Campaign 20072010

# POLICE DEPARTMENT

## Support Services Unit

4030

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Investigate/reconstruct major crime scenes	25	15	25	22	18
Latent Print Investigations	428	230	525	400	225
Firearms Processed	186	270	200	250	225
Internal Investigations Completed	21	23	20	20	25

### Major Budget Changes

**POLICE DEPARTMENT**  
**Support Services Unit**

**4030**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	772,627	782,239	993,400	1,028,800
2. Office Supplies & Materials	5,975	7,500	7,500	7,500
3. Bldg/Veh/Equip Maint/Supplies	23,921	25,000	25,000	25,000
4. Clothing & Personal Equip	994	1,000	1,000	1,000
5. Special Dept Supplies	67,385	61,856	38,000	38,000
6. Communications	607,451	2,788,000	2,777,000	2,777,000
7. Utilities	32,432	54,500	55,000	55,000
8. Rents & Leases	5,321	5,200	5,200	5,200
9. Maintenance Services	120,779	158,200	162,200	162,200
10. Professional Services	26,482	25,000	25,000	25,000
11. Outside Services	213,123	165,000	165,000	165,000
12. Training/Conferences/Meetings	340	5,260		
13. Membership & Dues	174	435	100	100
14. Insurance and Bonds		5,532	5,500	5,500
15. Capital Outlay	8,886			
<b>TOTAL</b>	<b>1,885,890</b>	<b>4,084,722</b>	<b>4,259,900</b>	<b>4,295,300</b>

<b>Authorized Positions</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund, RAN Grant

# POLICE DEPARTMENT

## Technical Services Division

4031

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Complete Uniform Crime Reports	12	12	12	12	12
Process Citations for Court	10,301	7,019	12,361	8,000	8,000

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Technical Services Division**

**4031**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	341,099	364,812	427,600	435,100
2. Office Supplies & Materials	880	700	700	700
3. Special Dept Supplies	11,813	11,500	22,500	22,500
4. Communications		800	800	800
5. Maintenance Services	1,500	3,200	3,200	3,200
6. Outside Services	2,761	6,200	6,200	6,200
7. Insurance and Bonds		888	900	900
8. Capital Outlay	313			
<b>TOTAL</b>	<b>358,366</b>	<b>388,100</b>	<b>461,900</b>	<b>469,400</b>

**Authorized Positions** 3 3 3 3

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Word Processing Division

4032

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Police Reports completed	17,510	24,576	18,000	18,500	22,000

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Word Processing Unit**

**4032**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	390,727	375,510	482,200	495,100
2. Special Dept Supplies	4,284	1,500	2,500	2,500
3. Outside Services	87,700	80,000	80,000	80,000
4. Insurance and Bonds		1,090	1,100	1,100
TOTAL	482,711	458,100	565,800	578,700

**Authorized Positions** 5 5 6 6

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Evidence & Property Division

4033

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Process evidence into storage	10,659	11,013	10,000	10,000	10,000
Purge evidence	8,248	8,123	8,000	8,000	8,000

### Major Budget Changes

None



**POLICE DEPARTMENT  
Evidence & Property Unit**

**4033**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	162,572	181,028	204,300	208,700
2. Office Supplies & Materials	1,922	2,500	2,500	2,500
3. Clothing & Personal Equip	300			
4. Special Dept Supplies	8,750	3,500	3,500	3,500
5. Membership & Dues	90	100	100	100
6. Insurance and Bonds		1,672	1,700	1,700
7. Capital Outlay	15,201			
<b>TOTAL</b>	<b>188,835</b>	<b>188,800</b>	<b>212,100</b>	<b>216,500</b>
<b>Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Records Division

4034

### Purpose

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

### Division Operations

1. Provide twenty-four hour immediate response to field officer requests.
2. Prepare court prosecution packets daily.
3. Provide excellent customer service to the public, Department personnel, and other agencies.
4. Maintain an efficient information storage/retrieval system by processing police reports and scanning them, and other information, daily onto an optical storage system.
5. Provide public fingerprint services and Taxi Driver permits two days per week.
6. Purge selected police records on an on-going basis.
7. Continually improve and streamline the efficiency and effectiveness of the Records Unit.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Arrest Packets Completed for Court	4,151	4,128	2,400	4,000	4,000
Reports Processed	17,528	17,179	18,000	18,000	18,000

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Records Unit**

**4034**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	936,949	998,539	1,303,400	1,335,900
2. Office Supplies & Materials	4,799	5,500	5,500	5,500
3. Small Tools & Equipment	303	500	500	500
4. Clothing & Personal Equip	1,517	2,500	2,500	2,500
5. Special Dept Supplies	3,170	4,500	4,500	4,500
6. Membership & Dues	290	300	300	300
7. Insurance and Bonds		2,561	2,600	2,600
<b>TOTAL</b>	<b>947,028</b>	<b>1,014,400</b>	<b>1,319,300</b>	<b>1,351,800</b>

<b>Authorized Positions</b>	<b>11</b>	<b>11</b>	<b>14</b>	<b>14</b>
-----------------------------	-----------	-----------	-----------	-----------

**Funding Source**

General Fund, Measure V Fund

# POLICE DEPARTMENT

## Maintenance Services Division

4037

### Purpose

Maintain and provide vehicle maintenance for the Salinas Police Department. Maintain specialized vehicle equipment such as: sirens, lights, radar and communications, as well as all related safety equipment and supplies. Continue data entry for preventive maintenance and vehicle repair history database. Maintain Department offices in police department building, city hall and two rented locations.

### Division Operations

1. Perform vehicle repairs in a timely manner.
2. Submit timely government fleet smog compliance reports to State Bureau of Automotive Repair.
3. Manage and maintain radio communications equipment.
4. Maintain positive public relations with internal and external customers in promoting community-oriented policing philosophy.
5. Assist in the maintenance of mobile computer terminals.
6. Maintain police department portion of new city-wide vehicle management software.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Building Deficiencies Rectified	26	34	30	35	40

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Maintenance Services Unit**

**4037**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	398,154	339,988	380,500	388,600
2. Office Supplies & Materials	18	316	200	200
3. Bldg/Veh/Equip Maint/Supplies	222,164	200,000	200,000	200,000
4. Clothing & Personal Equip	385	500	500	500
5. Maintenance Services	167,273	222,600	221,000	221,000
6. Professional Services		3,375		
7. Outside Services		15,801		
8. Administration/Contingencies	4,310	8,479		
9. Insurance and Bonds		3,912	3,900	3,900
10. Capital Outlay	43,389	54,305		
<b>TOTAL</b>	<b>835,693</b>	<b>849,276</b>	<b>806,100</b>	<b>814,200</b>

<b>Authorized Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Detective Unit

4040

### Purpose

Conduct investigations in order to identify and apprehend suspects for prosecution purposes. This includes the identification of crime trends for proactive and focused investigation attention, such as surveillances and the use of sophisticated law enforcement equipment to prevent crimes, as well as identify and locate suspects. In addition to providing investigative personnel for criminal investigations, the Investigation Division will work closely with the Field Operations and Administration Division to promote strategies which build a safe and peaceful community.

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Investigations Completed	440	426	500	500	475
Average Clearance Rate/All Cases	74 percent	83 percent	75 percent	75 percent	80percent

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Investigations Division**

**4040**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	3,680,957	3,913,788	4,311,700	4,441,300
2. Office Supplies & Materials	7,073	4,000	7,000	7,000
3. Clothing & Personal Equip	1,639	500	500	500
4. Insurance and Bonds		44,112	44,100	44,100
<b>TOTAL</b>	<b>3,689,669</b>	<b>3,962,400</b>	<b>4,363,300</b>	<b>4,492,900</b>

<b>Authorized Positions</b>	21	21	21	21
-----------------------------	----	----	----	----

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Narcotics Unit

4041

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Investigations Completed	180		150	0	0

### Major Budget Changes

None



**POLICE DEPARTMENT  
Narcotics Unit**

**4041**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	943,187	1,009,614	1,096,000	1,137,900
2. Office Supplies & Materials		500	500	500
3. Special Dept Supplies	24,753	20,749	20,000	20,000
4. Rents & Leases	24,144	30,000	30,000	30,000
5. Insurance and Bonds		11,186	11,200	11,200
<b>TOTAL</b>	<b>992,084</b>	<b>1,072,049</b>	<b>1,157,700</b>	<b>1,199,600</b>
 <b>Authorized Positions</b>	 5	 5	 5	 5

**Funding Source**

General Fund

# POLICE DEPARTMENT

## School Resource Officers

4042

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Assigned Cases			150	150	150
Presentations/Meetings			75	75	75
Counseling Session			230	230	230

### Major Budget Changes

8 Police Officer Positions funded by a three-year 2014 COPS Hiring Grant.

**POLICE DEPARTMENT**  
**School Resource Officers**

**4042**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services			1,385,500	1,427,400
TOTAL			1,385,500	1,427,400

**Authorized Positions** 9 9

**Funding Source**

Measure G Fund, 2014 COPS Hiring SRO's

# POLICE DEPARTMENT

## Violence Suppression Unit

4043

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Gang Certifications/Registrations	110	82	100	75	70
Court Presentations/Expert Testimony	125	55	100	80	75
Weapons Seized	44	20	50	25	25

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Violence Suppression Unit**

**4043**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	1,972,010	2,166,329	2,399,100	2,482,000
2. Special Dept Supplies	8,518	10,000	10,000	10,000
3. Rents & Leases	25,058	29,000	30,000	30,000
4. Maintenance Services	1,704	500	500	500
5. Outside Services	153	500	500	500
6. Insurance and Bonds		24,871	24,900	24,900
<b>TOTAL</b>	<b>2,007,443</b>	<b>2,231,200</b>	<b>2,465,000</b>	<b>2,547,900</b>
 <b>Authorized Positions</b>	 12	 11	 11	 11

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Reserves Division

4050

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Patrol hours per Reserve Officer per Year	20	172	20	40	20
Special Event hours per Reserve Officer per Year	100	281	100	150	250
Truancy Abatement hours worked	540	384	540	375	380
City Council Security Hours per Year	240	123	240	200	200

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Reserves Division**

**4050**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	58,178	50,000	50,000	50,000
2. Clothing & Personal Equip	1,081	2,000	2,000	2,000
TOTAL	59,259	52,000	52,000	52,000

**Authorized Positions**

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Animal Control Svcs Division

4070

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Animals Licensed	6,094	6,490	6,500	6,200	6,500
Animals Returned to Owner	469	405	450	425	430

### Major Budget Changes

None



**POLICE DEPARTMENT  
Animal Control Svcs Unit**

**4070**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	623,556	722,772	790,800	806,100
2. Office Supplies & Materials	2,241	1,800	1,800	1,800
3. Bldg/Veh/Equip Maint/Supplies	3,857	3,500	5,000	5,000
4. Small Tools & Equipment	589	1,000	1,000	1,000
5. Clothing & Personal Equip	861	2,000	2,000	2,000
6. Special Dept Supplies	29,031	31,500	36,500	36,500
7. Communications	976	2,800	2,800	2,800
8. Utilities	56,820	54,200	54,200	54,200
9. Maintenance Services	21,274	21,000	26,000	26,000
10. Outside Services	57,625	67,400	67,400	67,400
11. Insurance and Bonds		3,828	3,800	3,800
<b>TOTAL</b>	<b>796,830</b>	<b>911,800</b>	<b>991,300</b>	<b>1,006,600</b>

<b>Authorized Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
-----------------------------	----------	----------	----------	----------

**Funding Source**

General Fund, Measure V Fund

# POLICE DEPARTMENT

## Animal Control Svcs – Other Agencies

4071

### Purpose

Provide animal sheltering services under a contract with outside agencies.

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Animals Received	147?	3,929	200?	3,500	3,800

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Animal Control Svc - Other Agencies**

**4071**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	64,595	75,893	88,700	91,700
2. Insurance and Bonds		707	700	700
<b>TOTAL</b>	<b>64,595</b>	<b>76,600</b>	<b>89,400</b>	<b>92,400</b>

<b>Authorized Positions</b>	1	1	1	1
-----------------------------	---	---	---	---

**Funding Source**

General Fund

# POLICE DEPARTMENT

## Asset Seizure Division

4080

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Cases adjudicated	11	18	15	16	12

### Major Budget Changes

None

**POLICE DEPARTMENT**  
**Asset Seizure Division**

**4080**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Communications	21,055	10,000	20,000	20,000
TOTAL	21,055	10,000	20,000	20,000

**Authorized Positions**

**Funding Source**

Asset Seizure Fund

# POLICE DEPARTMENT

## Joint Gang Task Force

4090

### Purpose

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

### Division Operations

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

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Gang related investigations		200	180	180	80
Gang related arrests		181	175	165	125
Weapons seized	31	31	50	40	50

### Major Budget Changes

None

**POLICE DEPARTMENT  
Joint Gang Task Force**

**4090**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	1,122,572	1,100,400	1,201,300	1,240,300
2. Office Supplies & Materials	3,267	45,000	45,000	45,000
3. Small Tools & Equipment	272	12,000	12,000	12,000
4. Communications	6,877	8,000	8,000	8,000
5. Rents & Leases	17,516	25,000	25,000	25,000
6. Capital Outlay	33,683			
<b>TOTAL</b>	<b>1,184,187</b>	<b>1,190,400</b>	<b>1,291,300</b>	<b>1,330,300</b>
 <b>Authorized Positions</b>	 6	 5	 5	 5

**Funding Source**

Measure V Fund, BJA Grant Fund

# POLICE DEPARTMENT

## Work Force

Administration Division	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
Chief of Police	1.0	1.0	1.0	1.0
Admin Secretary (Frozen)	-1.0			
Administrative Secretary	2.0	1.0	1.0	1.0
Admin Secretary (MG)			1.0	1.0
Police Svcs Admin (MG)			1.0	1.0
Police Commander	1.0	1.0	1.0	1.0
Total	3.0	3.0	5.0	5.0
 <b>Community Services Unit</b>				
Police Sergeant	1.0	1.0	1.0	1.0
Police Sergeant (MG)			1.0	1.0
Police Officer	6.0	6.0	6.0	6.0
Police Officer (Frozen)		-2.0	-2.0	-2.0
Comm Serv Off (MV)	1.0			
Comm Serv Off (MV) Frozen	-1.0			
Total	7.0	5.0	6.0	6.0
 <b>Personnel &amp; Training Unit</b>				
Police Sergeant	1.0	1.0	1.0	1.0
 <b>Special Operations Unit</b>				
Police Sergeant	1.0	1.0	1.0	1.0
Comm Serv Officer(2.5 MV)	4.5	4.5	4.5	4.5
Total	5.5	5.5	5.5	5.5



# POLICE DEPARTMENT

## Work Force

<b>Patrol Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Deputy Chief	1.0	1.0	1.0	1.0
Police Commander	4.0	4.0	4.0	4.0
Police Sergeant	12.0	12.0	12.0	12.0
Police Officer (7 MV)	72.0	66.0	74.0	74.0
Police Officer(Fed Grant)	8.0	8.0		
Police Officer (Frozen)	-6.0			
Police Officer (MG)			15.0	25.0
Comm Service Offcr (3 MV)	4.0	3.0	3.0	3.0
Comm Service Offcr (MG)			5.0	5.0
Comm Serv Off (MV) Frozen	-1.0			
Total	94.0	94.0	114.0	124.0
 <b>Traffic Unit</b>				
Police Sergeant	1.0	1.0	1.0	1.0
Police Officer	3.0	3.0	3.0	3.0
Police Officer (Frozen)		-1.0	-1.0	-1.0
Total	4.0	3.0	3.0	3.0
 <b>Support Services Unit</b>				
Crime Analyst (MG)	1.0		1.0	1.0
Crime Analyst (Frozen)	-1.0			
Senior Police Clerk	1.0	1.0	1.0	1.0
Criminalist	1.0	1.0	1.0	1.0
Police Sergeant	1.0	1.0	1.0	1.0
Comm Serv Officer (MV)	3.0	2.0	2.0	2.0
Comm Serv Off (MV) Frozen	-1.0			
Latent Fingerprint Tech	1.0	1.0	1.0	1.0
Total	6.0	6.0	7.0	7.0
 <b>Technical Services Division</b>				
Technical Serv Coord	1.0	1.0	1.0	1.0
Senior Police Clerk	2.0	2.0	2.0	2.0
Total	3.0	3.0	3.0	3.0

# POLICE DEPARTMENT

## Work Force

	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
<b>Word Processing Unit</b>				
Word Processing Op (1MG)	4.0	4.0	5.0	5.0
Supvsg Wrđ Proc Operator	1.0	1.0	1.0	1.0
Total	5.0	5.0	6.0	6.0
<b>Evidence &amp; Property Unit</b>				
Evidence Technician	1.0	1.0	1.0	1.0
Sr Evidence Technician	1.0	1.0	1.0	1.0
Total	2.0	2.0	2.0	2.0
<b>Records Unit</b>				
Police Records Coord	1.0	1.0	1.0	1.0
Police Clerk (Frozen)	-1.0			
Police Svcs Tech	9.0	7.0	7.0	7.0
Police Svcs Tech (MV)	-1.0			
Police Svcs Tech (MG)			3.0	3.0
Supervising Police Clerk	3.0	3.0	3.0	3.0
Total	11.0	11.0	14.0	14.0
<b>Maintenance Services Unit</b>				
Equipment Inventory Tech	1.0	1.0	1.0	1.0
Sr Vehicle Maint Asst	1.0	1.0	1.0	1.0
Pub Safety Facilities Wkr	2.0	2.0	2.0	2.0
Total	4.0	4.0	4.0	4.0
<b>Investigations Division</b>				
Senior Police Clerk	1.0	1.0	1.0	1.0
Deputy Chief of Police	1.0	1.0	1.0	1.0
Police Commander	1.0	1.0	1.0	1.0
Police Sergeant	2.0	2.0	2.0	2.0
Police Officer	15.0	15.0	15.0	15.0
Community Serv Offcr (MV)	1.0	1.0	1.0	1.0
Total	21.0	21.0	21.0	21.0

# POLICE DEPARTMENT

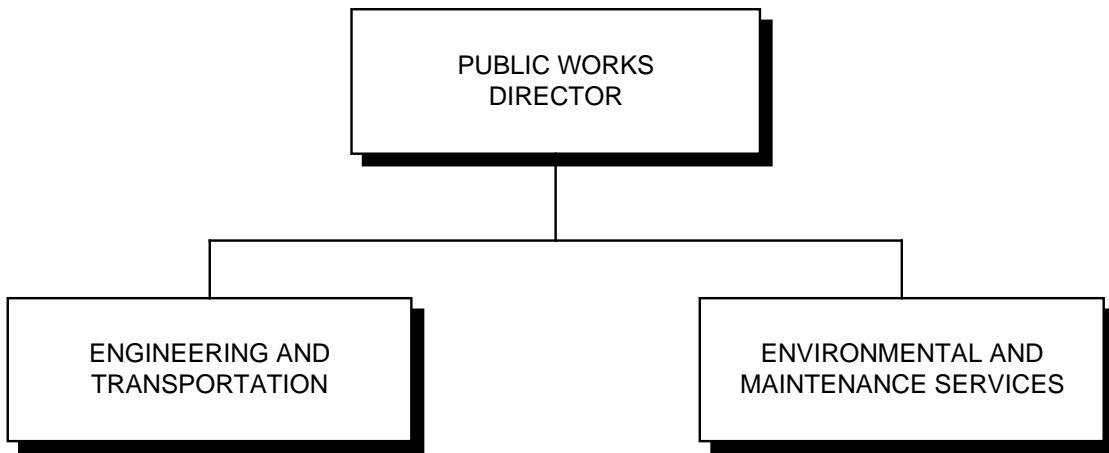
## Work Force

	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
<b>Narcotics Unit</b>				
Police Sergeant	1.0	1.0	1.0	1.0
Police Officer	4.0	4.0	4.0	4.0
Total	5.0	5.0	5.0	5.0
<b>School Resource Officers</b>				
Police Officer (Grant)			8.0	8.0
Police Sergeant (MG)			1.0	1.0
Total			9.0	9.0
<b>Violence Suppression Unit</b>				
Police Commander (MV)		1.0	1.0	1.0
Police Sergeant	1.0	1.0	1.0	1.0
Police Officer	11.0	11.0	11.0	11.0
Police Officer (Frozen)		-2.0	-2.0	-2.0
Total	12.0	11.0	11.0	11.0
<b>Animal Control Svcs Unit</b>				
Animal Cont Offcr (1 MV)	2.0	2.0	2.0	2.0
Animal Services Supv	1.0	1.0	1.0	1.0
Animal Services Mgr	1.0	1.0	1.0	1.0
Animal Servs Office Asst	1.0	1.0	1.0	1.0
Animal Care Tech	2.0	2.0	2.0	2.0
Total	7.0	7.0	7.0	7.0
<b>Animal Control Svc - Other Agencies</b>				
Animal Care Tech	1.0	1.0	1.0	1.0
<b>Joint Gang Task Force</b>				
Police Commander (MV)	1.0			
Police Sergeant (MV)	1.0	1.0	1.0	1.0
Police Officer (MV)	4.0	4.0	4.0	4.0
Total	6.0	5.0	5.0	5.0

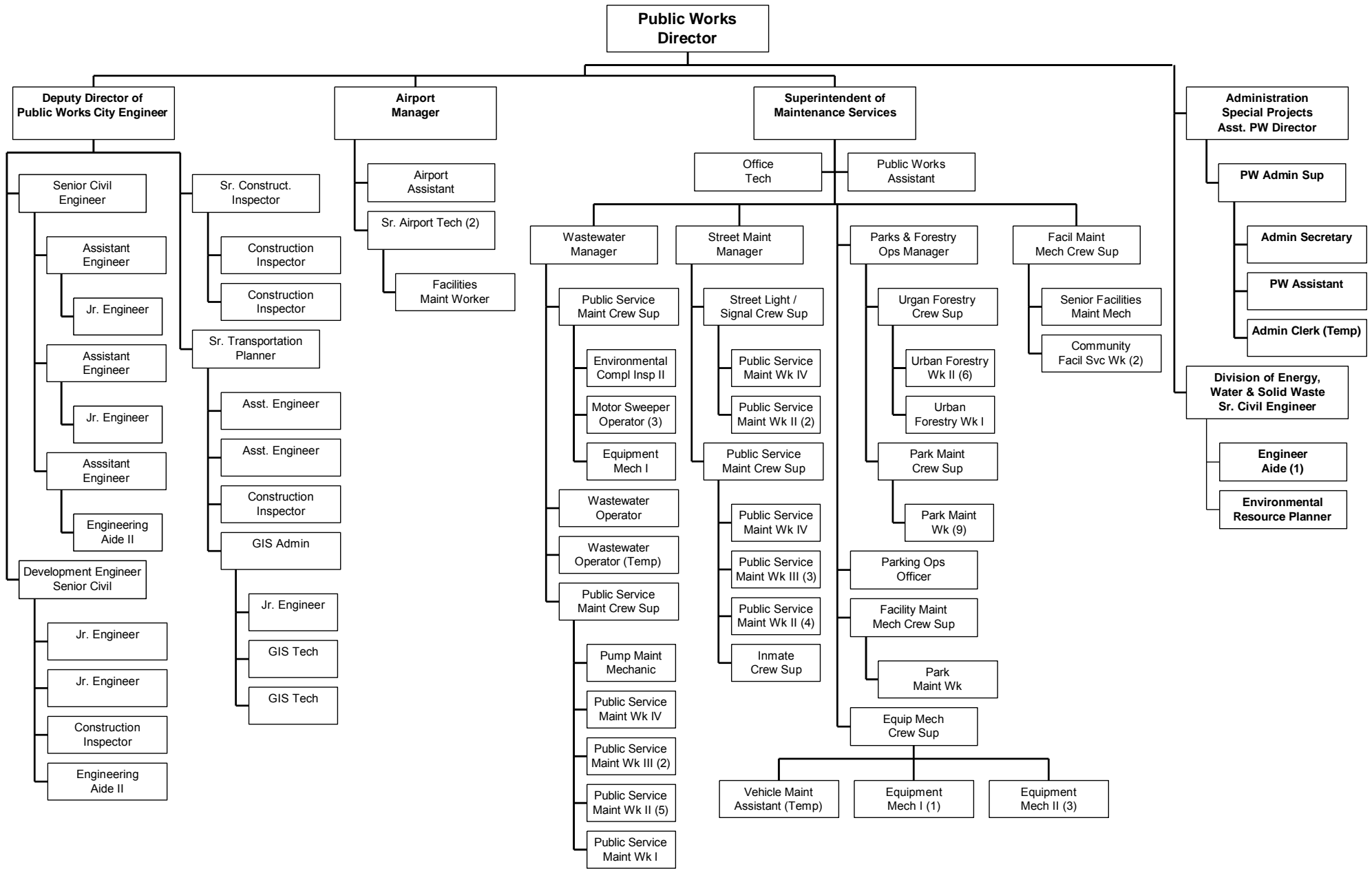
**POLICE DEPARTMENT**  
**Work Force**

	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
<b>Department Total</b>	197.5	192.5	229.5	239.5

# PUBLIC WORKS



# PUBLIC WORKS DEPARTMENT Organization Chart



# **PUBLIC WORKS DEPARTMENT**

## **Summary**

### **Purpose**

The Public Works Department consists of the Engineering, Traffic/Transportation Environmental and Maintenance Services Divisions and the Airport. The Engineering and Traffic/Transportation Divisions provide management of the City's public infrastructure; plan and implement public capital improvements; examine private development plans and proposals with associated CEQA documents to ensure responsible growth as it relates to traffic issues and public infrastructure; administer programs and enforce governmental regulations. Most of the private development plans/proposals are checked by engineering staff at the Permit Center, under the Community and Economic Development Department. The Engineering Division also manages the use and development of City properties and special projects associated with them. The Environmental and Maintenance Services Division protects the health of Salinas by providing maintenance services for all City infrastructure, vehicles and equipment, and also ensures NPDES compliance in the field.

### **Top Accomplishments for FY 2014-15**

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

1. Downtown Vibrancy Plan Completion
2. Development of the Downtown Community Benefit District
3. Airport Hangar Development
4. Make Improvements to Industrial Wastewater System
5. Begin recycling of produce wash water for irrigation purposes
6. Support Completion of the Taylor Headquarters Building
7. Support Nunes Cooling Expansion (OPL Abandonment)
8. Support Approval Process for Sonic Restaurant at Laurel West Shopping Center
9. Support Approval Process for Northridge Mall Expansion

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

1. Sherwood Hall Improvements
2. City-wide Encampment Cleanups
3. Development of Homeless Service Partnerships and Winter Warming Shelter Programs
4. Complete Public Safety Facility Needs Assessment
- 5.
6. Adopted Crosswalk Policy
7. Safety and Security Improvements at various Parks, Train Station and other City properties

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

1. Priority Based Budgeting
2. Capital Improvement Budget Process Updates
3. Agreement with Chevron Energy Services to create efficient use of energy
4. Consolidation of property management following the dissolution of Redevelopment
5. Developed and implemented a civic engagement program to support various projects and initiatives

#### **Excellent Infrastructure**

1. East Market Street Improvements
2. Airport Taxiway Improvements
3. 50-50 Sidewalk Program
4. Elvee Drive Improvement Design and Public Meetings
5. Completed Rehabilitation of the Salinas Train Depot and the Historic Freight Building
6. Complete Funding for Alisal-Skyway Roundabout and Award of Contract
7. Completion of Design and Award of John Street/Sanborn Road Safety Project
8. Intermodal Transportation Cost Center
9. Completion of Design/award and start of construction of the Industrial Waste Water Conveyance System
10. Completion of the design for the Sanborn Road/US101/Elvee Road Improvements

# **PUBLIC WORKS DEPARTMENT**

## **Summary (Continued)**

11. Completion of phase 1 Sanitary Sewer and Manhole Rehab for the Downtown Area

### **Quality of Life**

1. Caesar Chavez Park Improvements (Play Equipment)
2. Closter Park Improvements (Basketball Courts)
3. Tatum's Garden (Property Agreement)
4. Ciclovía (Award winning open streets project – 2<sup>nd</sup> Year)
5. Acquisition of Urban Greening Grant
6. Completed the retrofit of nearly 6,000 street lights with energy-efficient LED lights
7. Planning El Gabilan Library Expansion and execution of associated agreements
8. Four community outreach events in Chinatown to connect the marginally housed to services

### **City Council Goals, Strategies, and Objectives for FY 2015-16**

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

1. Develop and implement downtown parking strategy
2. Complete construction of Phase 1 of Industrial Wastewater Treatment
3. Secure sustainable funding for downtown improvements
4. Reconfigure wastewater system to provide recycled water for agricultural irrigation
5. Traffic Improvement Program and Fee Update

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

1. Rebuild of 10 Soledad Street and 115 East Lake Street to provide Sanitary Health Services
2. Rebuild of Old Municipal Pool to provide Multi-purpose facility
3. Complete Study of Public Safety Facility
4. Planning and Improvement of Alisal Street for multi-modal use
5. Complete ADA Transition Plan and Street Sign Management Plan

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

1. Complete energy efficiency projects
2. Implement reorganization of Engineering and Transportation including consolidation of all city engineering services and addition of a new Waste Water and Energy engineering division.
3. Consolidate Engineering Services
4. Evaluate and Update Assessment District fees and services
5. Improve Project Management Processes

#### **Excellent Infrastructure**

1. Construct Elvee Drive Improvements
2. Construct Alisal Street and Skyway Blvd. Roundabout
3. Complete the Sanitary Sewer rehabilitation in central Salinas
4. Prepare Airport Master Plan update
5. Complete all funded infrastructure projects

#### **Quality of Life**

1. Complete green neighborhood templates
2. Begin study of Carr Lake
3. Complete Cesar Chavez, Closter, La Paz park improvements
4. Fund shelters and services for homeless
5. Host Salinas International Airshow

### **Major Budget Changes**

Position Changes – Fill funded positions where feasible.



# PUBLIC WORKS

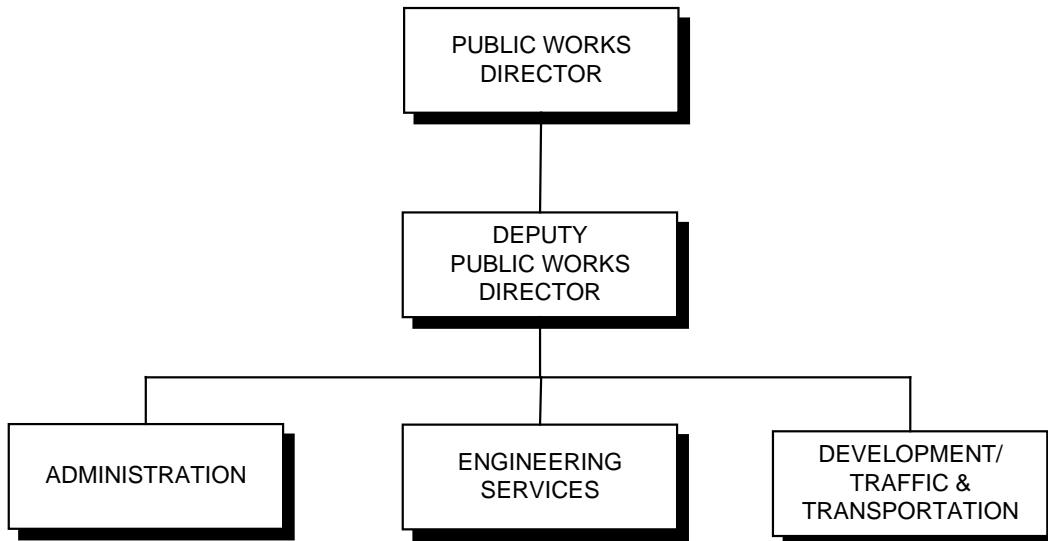
## Summary

	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
<b>Expenditures by Program</b>				
Engineering & Transportation	2,494,005	2,201,142	2,934,800	3,028,600
Environmental & Maint Services	6,723,206	7,104,369	8,912,000	9,031,300
<b>Total</b>	<b>9,217,211</b>	<b>9,305,511</b>	<b>11,846,800</b>	<b>12,059,900</b>
<b>Workforce by Program</b>				
Engineering & Transportation	25.625	26.875	32.625	32.625
Environmental & Maint Services	46.375	44.625	52.625	52.625
<b>Total</b>	<b>72.000</b>	<b>71.500</b>	<b>85.250</b>	<b>85.250</b>



(This page intentionally left blank)

# ENGINEERING AND TRANSPORTATION





(This page intentionally left blank)

# ENGINEERING AND TRANSPORTATION

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
5010	Administration Division	574,317	607,898	731,500	747,400
5015	Development Engineering Division	578,512	721,554	834,900	856,400
5020	Engineering Services Division	954,846	685,690	739,100	777,600
5022	Development/Traffic & Transp.	386,330	186,000	29,000	29,000
5025	Eng Water & Solid Waste Division			205,400	210,000
5028	GIS Division			394,900	408,200
<b>TOTAL</b>		<b>2,494,005</b>	<b>2,201,142</b>	<b>2,934,800</b>	<b>3,028,600</b>

### Expenditures by Character

1.	Employee Services	2,327,301	1,951,196	2,601,700	2,695,500
2.	Office Supplies & Materials	11,074	9,800	13,000	13,000
3.	Small Tools & Equipment	761	16,698	2,900	2,900
4.	Books and Publications	710	2,300	2,100	2,100
5.	Special Dept Supplies	18,964	21,000	23,200	23,200
6.	Communications	5,855	11,000	11,000	11,000
7.	Maintenance Services	2,280	6,000	6,300	6,300
8.	Professional Services	80,500	78,094	104,000	104,000
9.	Outside Services	38,840	61,250	117,600	117,600
10.	Training/Conferences/Meetings	4,069	11,000	13,500	13,500
11.	Membership & Dues	2,589	3,800	8,500	8,500
12.	Insurance and Bonds		29,004	29,000	29,000
13.	Capital Outlay	1,062		2,000	2,000
<b>TOTAL</b>		<b>2,494,005</b>	<b>2,201,142</b>	<b>2,934,800</b>	<b>3,028,600</b>

### Expenditures by Fund

General Fund	2,494,005	2,201,142	2,934,800	3,028,600
--------------	-----------	-----------	-----------	-----------

### Workforce by Program

5010	Administration Division	4.875	5.125	5.125	5.125
5015	Development Engineering Division	5.250	5.250	5.250	5.250
5020	Engineering Services Division	12.500	12.500	13.500	13.500
5022	Development/Traffic & Transp.	3.000	4.000	3.000	3.000
5025	Eng Water & Solid Waste Division			1.750	1.750
5028	GIS Division			4.000	4.000
<b>TOTAL</b>		<b>25.625</b>	<b>26.875</b>	<b>32.625</b>	<b>32.625</b>

# DEPARTMENT OF PUBLIC WORKS

## Administration and Assessment Districts Division 5010

### Purpose

Provide administrative support to all Sections of the Engineering and Transportation Division and to the larger Department of Public Works Department, supervise and control the Department's operating and project budgets, implement and manage the Capital Improvements Program, manage all city-owned property, including leases/rents, administrative oversight of all Maintenance, Assessment, Parking and Business Districts, administrative oversight of all Public Works Grant Grants, acquire property as needed for projects, administer programs dealing with energy efficiency, environmental and Labor Compliance on Public Works projects issues, and respond to citizen complaints and inquiries.

### Division Operations

1. Supervise and manage Department Services and resources in an efficient manner.
2. Administer the department's budget within approved authorized amounts.
3. Provide administrative and technical support to the department in the performance of its duties.
4. Manage all City Properties including leases, deeds, rents and historical buildings.
5. Manage all districts including Assessment, Maintenance, Business and Parking Districts
6. Manage all departmental grant application and reporting
7. Develop Energy Efficiency Projects
8. Manage NPDES Reporting Process
9. Provide administrative oversight of all Solid Waste Programs

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Percentage of lease payments received on time	96%		100%	80%	100%
Percentage of maintenance district resident service complaints satisfactorily resolved within 24 hours	93%		100%	75%	95%
Percentage of resident and others (realtors, title companies) assessment/maintenance district inquiries responded to satisfactorily within 24 hours	96%		100%	75%	100%
Council Reports Processed (annually)	76		80	96	95
Personnel Actions processed (annually)	42		50	103	100
Purchase Orders Processed (annually)	115		150	200	175
Assist with DRC Applications (annually)	7		6	7	8
Review Traffic Studies and/or CEQA documents (annually)	6		4	4	6

### Major Budget Changes

Reclassify Redevelopment Project Manager to Assistant Public Works Director to handle special projects provide support to the Public Works Director, and the City executive group; reclassify Compliance Officer Position to Public Works Admin Supervisor. Addition of Administrative Clerk I. Addition of two full time GIS Technicians to support Council's desire to provide data driven results city-wide.

# ENGINEERING AND TRANSPORTATION

## Administration Division

**5010**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	545,274	568,169	640,800	656,700
2. Office Supplies & Materials	11,074	9,800	13,000	13,000
3. Small Tools & Equipment	171	1,198	400	400
4. Books and Publications	80	500	300	300
5. Special Dept Supplies		1,000	2,000	2,000
6. Communications	5,855	11,000	11,000	11,000
7. Maintenance Services		1,000	1,300	1,300
8. Professional Services	3,808	5,250	25,000	25,000
9. Outside Services	5,466	4,250	25,000	25,000
10. Membership & Dues	2,589	3,000	8,000	8,000
11. Insurance and Bonds		2,731	2,700	2,700
12. Capital Outlay			2,000	2,000
TOTAL	574,317	607,898	731,500	747,400
 <b>Authorized Positions</b>	 4.875	 5.125	 5.125	 5.125

**Funding Source**

General Fund

# ENGINEERING AND TRANSPORTATION

## Developing Engineering Division

5015

### Purpose

Perform plan review and inspections to verify that site work, grading and associated utilities are built in compliance with applicable codes and laws; rendering them safe and accessible upon completion of construction. This includes coordination with the City Engineer and other City Departments/Sections and governmental agencies. Verify that public and private site improvements are built in compliance with City standards and are safe to use upon completion of construction. Issues encroachment permits and vendor permits for activities in the public right of way. Provides development related implementation and enforcement of NPDES storm water permit requirements.

### Division Operations

1. Plan review of construction documents for public improvements and site improvements for private developments.
2. Coordinate implementation of NPDES requirements related to development in conformance with the Permit.
3. Inspections of public improvements and private site improvements constructed by applicants.
4. Review of planning site improvement applications and building permit applications for development related engineering requirements.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Percentage of inspections within 24 hours of request			TBD		
Engineering Services/Permit Center Compliance with NPDES Stormwater Permit			100%		

### Major Budget Changes:

Plan review of Stormwater requirements is currently contracted out. Training and ensuring compliance of Stormwater requirements by internal staff would eliminate a cost and provide an additional service that removes delays by outside contract reviews.



**ENGINEERING AND TRANSPORTATION**  
**Development Engineering Division**

**5015**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	529,111	645,544	740,700	762,200
2. Small Tools & Equipment		15,000	1,500	1,500
3. Books and Publications	240	1,000	1,000	1,000
4. Special Dept Supplies	332	2,600	2,600	2,600
5. Professional Services	40,578	18,354	25,000	25,000
6. Outside Services	5,662	30,000	55,000	55,000
7. Training/Conferences/Meetings	2,589	2,200	2,500	2,500
8. Membership & Dues		800	500	500
9. Insurance and Bonds		6,056	6,100	6,100
<b>TOTAL</b>	<b>578,512</b>	<b>721,554</b>	<b>834,900</b>	<b>856,400</b>
 <b>Authorized Positions</b>	 5.25	 5.25	 5.25	 5.25

**Funding Source**

General Fund

# ENGINEERING AND TRANSPORTATION

## Engineering Services Division

5020

### Purpose

To implement the City's Capital Improvement Projects, to provide engineering services for other city departments and the public, and to insure the compliance of engineering standards necessary for the protection of public health and safety.

### Division Operations

1. Expedient design and construction of programmed Capital Improvement Projects (CIPs), within budget.
2. To Develop funding and implement the requirements of the most current National Pollutant Discharge Elimination System (NPDES) permit for the storm water system.
3. Assess new infrastructure needs associated with city growth and plan to meet these needs with project planning and revision of the Development Impact Fee.
4. Continue upgrades to city infrastructure to meet the requirements of the Americans with Disabilities Act (ADA).
5. Plan for and develop a funding plan for the second phase of improvements of the sanitary sewer system.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Grant applications submitted. Dollars secured vs. dollars applied for	4 @\$3.5M	<a href="#">3@\$2.51M</a>	<a href="#">6@\$7.2M</a>	<a href="#">2@\$4.2M</a>	<a href="#">4@\$9.5M</a>
City C.I.P. projects designed. (annually)	12	10	15	17	25
City projects constructed on time and within budget (annually)	10	7	20	13	22
Number of projects inspected	12	9	20	13	22

### Major Budget Changes

Addition of a Senior Civil Engineer to be the lead on Waste and Energy Issues. Reclassify an Engineering Technician to a Junior Engineer to improve Public Works Project outreach efforts. Also new this fiscal year is the addition of two new Engineering Aid positions to provide support for Waste, Energy and Water issues; and to fill lost position for Design Engineering Division.

**ENGINEERING AND TRANSPORTATION**  
**Engineering Services Division**

**5020**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	892,684	578,764	619,900	658,400
2. Small Tools & Equipment	515	500	500	500
3. Books and Publications	283	500	500	500
4. Special Dept Supplies	646	3,500	4,500	4,500
5. Maintenance Services	1,425	2,000	2,000	2,000
6. Professional Services	34,170	52,690	52,000	52,000
7. Outside Services	22,831	25,600	35,600	35,600
8. Training/Conferences/Meetings	1,230	8,000	10,000	10,000
9. Insurance and Bonds		14,136	14,100	14,100
10. Capital Outlay	1,062			
<b>TOTAL</b>	<b>954,846</b>	<b>685,690</b>	<b>739,100</b>	<b>777,600</b>
<b>Authorized Positions</b>	<b>12.5</b>	<b>12.5</b>	<b>13.5</b>	<b>13.5</b>

**Funding Source**

General Fund

# ENGINEERING AND TRANSPORTATION

## Development/Traffic and Transportation Division

5022

### Purpose

Review development plans and proposals to ensure responsible growth within the City as related to traffic issues and public infrastructure; provide engineering services for the safe and efficient movement of commerce and people; plan for future traffic needs; and promote the use of alternative transportation modes to reduce traffic demand and congestion. Oversee operations of the City's traffic signals.

### Division Operations

1. Implement Traffic Monitoring Program and maintain traffic data.
2. Respond to traffic inquiries and concerns from the public, other departments and other agencies.
3. Oversee operations of traffic signals and improve efficiency.
4. Evaluate the City's transportation systems as appropriate to meet needs of all street users in accordance with Complete Streets and sustainable transportation principles.
5. Secure funding for transportation related projects.
6. Implement traffic fee Ordinance and collaborate with other departments and agencies to fund future transportation infrastructure needs.
7. Work with TAMC, Caltrans and other agencies to obtain funding for extending rail service from the San Francisco Bay Area and Silicon Valley to Salinas.
8. Work with TAMC, Caltrans and other agencies to improve capacity on US 101 through Salinas.
9. Review and update traffic signal timing systems to improve circulation
10. Provide signal interconnection in an effort to improve corridor travel and limit congestion.
11. Develop and consolidate City's Parking Programs.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Transportation Permits issued (annually)	148	148	170	238	150
Grant applications submitted, Dollars secured vs. dollars applied for.	2,\$0.750		3,\$0.5 M		
Traffic Requests addressed (annually)	70	68	68		

### Major Budget Changes

None. Reclassify two Junior Engineers to Assistant Engineers. Addition of two Engineering Aide 1 (Temporary Positions) to aid in traffic monitoring efforts. Four temporary intern positions to remain in budget. These changes will be able to support anticipated increases in development review, plan and implement technological upgrades to City's traffic signal system, and increased work to secure grant funds.

**ENGINEERING AND TRANSPORTATION**  
**Development/Traffic & Transp.**

**5022**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	360,232	158,719		
2. Small Tools & Equipment	75		500	500
3. Books and Publications	107	300	300	300
4. Special Dept Supplies	17,986	13,900	14,100	14,100
5. Maintenance Services	855	3,000	3,000	3,000
6. Professional Services	1,944	1,800	2,000	2,000
7. Outside Services	4,881	1,400	2,000	2,000
8. Training/Conferences/Meetings	250	800	1,000	1,000
9. Insurance and Bonds		6,081	6,100	6,100
<b>TOTAL</b>	<b>386,330</b>	<b>186,000</b>	<b>29,000</b>	<b>29,000</b>
 <b>Authorized Positions</b>	 3	 4	 3	 3

**Funding Source**

General Fund, Measure V Fund

# **ENGINEERING AND TRANSPORTATION**

## **Energy, Water & Solid Waste Division**

**5025**

### **Purpose**

This Division's purpose is to provide technical support in the specific areas of Solid Waste, Energy and Water. These areas have been identified as focus areas that are complex and may have local and regional significance. The Division is essentially a Public Works special projects team that will be working on larger scale complex Public Works efforts of intermediate to long term duration that require a systemic approach. The Division is directly under the Public Works Director.

### **Division Operations**

1. Manage the Opterra Energy Program to complete city energy efficiency projects and track savings and financing measures.
2. Manage and provide technical support for Solid Waste initiatives led by the City to provide effective solid waste service for the City.
3. Manage and provide technical support for water projects and work with City partners towards solutions for water needs for City residents and the agriculture industry.
4. Continue technical support and oversight of City programs for compliance with stormwater quality regulation.
5. Manage and oversight of City sustainability goals and programs including the Urban Greening Program.

### **Performance Measures**

### **Major Budget Changes**

This new division in the Public Works Department is formed in FY 2015-16. New staffing positions include a Senior Civil Engineer and Engineering Aid position. In addition, the Environmental Planner position will move from the Public Works Administration Division to this team.

**ENGINEERING AND TRANSPORTATION**  
**Eng Water & Solid Waste Division**

**5025**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services			205,400	210,000
TOTAL			205,400	210,000
<b>Authorized Positions</b>			1.75	1.75

**Funding Source**

General Fund

### **Purpose**

The Geographic Information System (GIS) Division's primary function is to provide mapping and spatial analyses to city departments. The City of Salinas GIS is being developed to make information available in a useful manner that will assist other city departments make informed decisions on city operational and planning activities.

A secondary goal of the Division is to be able to offer GIS services to other public and private entities at a reasonable cost.

### **Division Operations**

1. Develop database to comply with City NPDES requirements.
2. Create, Manage, update and enhance database layers of geographically located features and associated information.
3. Create maps and statistical data from database layers.
4. Support City staff in GIS and mapping needs.
5. Develop internal and public interface for GIS information.
6. Work with Departments in developing data capture processes for relevant information.
7. Assist City departments in the analysis of spatial data to arrive at desired results.
8. Develop meaningful performance measures for the division.

### **Performance Measures**

### **Major Budget Changes**

In FY 2015-16, the division will be consolidated to include existing positions of GIS Administrator, Junior Engineer along with two new GIS Technician positions. A task of new division for the fiscal year is to develop meaningful performance measures for the Division.



**ENGINEERING AND TRANSPORTATION**  
**GIS Division**

**5028**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services			394,900	408,200
TOTAL			394,900	408,200

**Authorized Positions** 4 4

**Funding Source**

General Fund

# ENGINEERING AND TRANSPORTATION Work Force

<b>Administration Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Deputy Dir of Pub Works	0.250	0.250	0.250	0.250
Public Works Assistant	1.750	2.000	2.000	2.000
Administrative Secretary	1.000	1.000	1.000	1.000
Public Works Manager (R)	0.500	0.500		
Assist PW Director (R)			0.500	0.500
Compliance Officer II (R)	1.000	1.000		
Reclass PW Admin Sup			1.000	1.000
Director of Public Works	0.375	0.375	0.375	0.375
Total	4.875	5.125	5.125	5.125
 <b>Development Engineering Division</b>				
Deputy PW Dir/City Engr	0.250	0.250	0.250	0.250
Senior Civil Engineer	1.000	1.000	1.000	1.000
Junior Engineer	3.000	3.000	3.000	3.000
Construction Inspector	1.000	1.000	1.000	1.000
Total	5.250	5.250	5.250	5.250
 <b>Engineering Services Division</b>				
Deputy Dir of Pub Works	0.500	0.500	0.500	0.500
Senior Civil Engineer	1.000	1.000	1.000	1.000
Assistant Engineer (R)	2.000	2.000	3.000	3.000
Junior Engineer (1R)	2.000	2.000	2.000	2.000
Associate Engineer	1.000	1.000	1.000	1.000
Sr Construction Inspector	1.000	1.000	1.000	1.000
Const Inspector Supv	1.000	1.000	1.000	1.000
Construction Inspector	1.000	1.000	1.000	1.000
Engineering Tech (1R)	2.000	2.000	1.000	1.000
Engineering Aide II	1.000	1.000	1.000	1.000
Engineering Aide I			1.000	1.000
Total	12.500	12.500	13.500	13.500

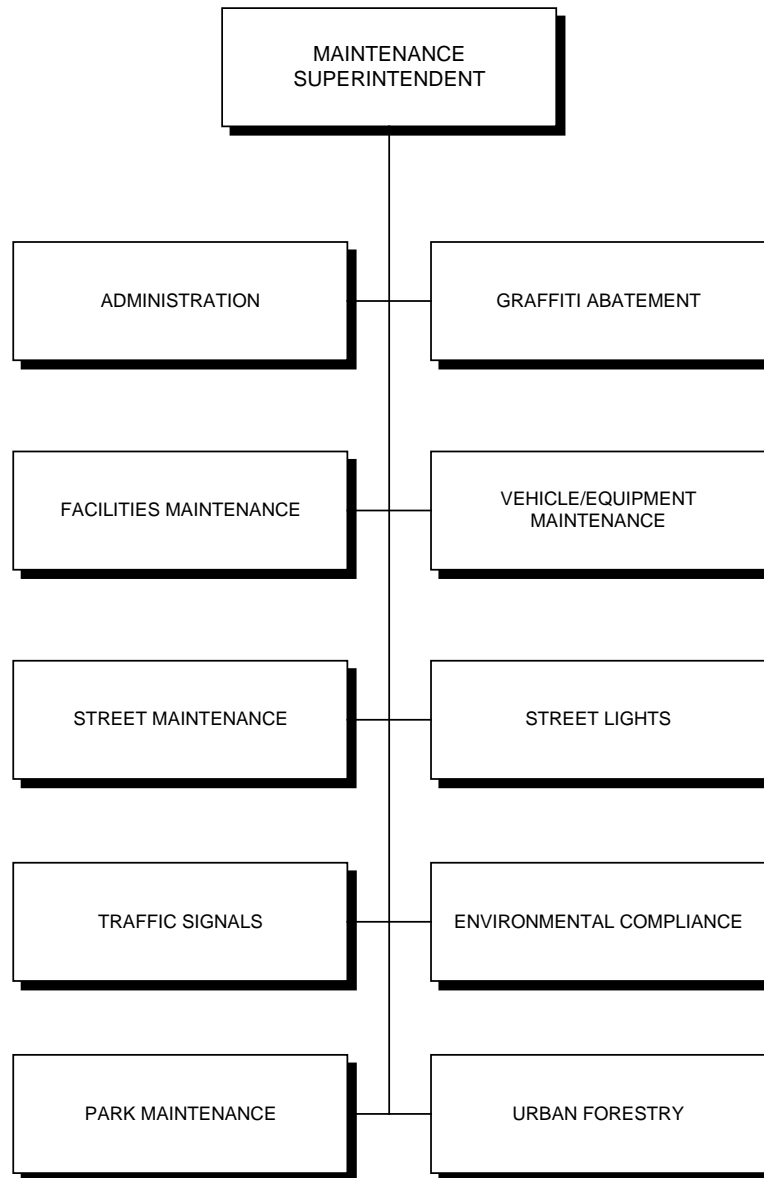
# ENGINEERING AND TRANSPORTATION Work Force

<b>Development/Traffic &amp; Transp.</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Junior Engineer (R)	1.000	1.000		
Assistant Engineer (R)			1.000	1.000
Transportation Planner	1.000	1.000		
Sr Transp Planner (R)			1.000	1.000
Construction Inspector	1.000	1.000	1.000	1.000
GIS Administrator		1.000		
Total	3.000	4.000	3.000	3.000
 <b>Eng Water &amp; Solid Waste Division</b>				
Senior Civil Engineer			0.500	0.500
Engineering Aide I			1.000	1.000
Environ Resource Planner			0.250	0.250
Total			1.750	1.750
 <b>GIS Division</b>				
Junior Engineer			1.000	1.000
GIS Administrator			1.000	1.000
GIS Technician			2.000	2.000
Total			4.000	4.000
 <b>Department Total</b>	 25.625	 26.875	 32.625	 32.625



(This page intentionally left blank)

# ENVIRONMENTAL AND MAINTENANCE SERVICES



# ENVIRONMENTAL & MAINT SERVICES

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
5310	Administration Division	353,248	393,500	436,300	444,700
5313	Graffiti Abatement Division	88,272	140,300	166,900	168,800
5330	Facilities Maintenance Division	915,194	972,691	1,017,400	1,028,600
5340	Vehicle/Equipment Maintenance	543,642	770,035	846,500	859,100
5350	Street Maintenance Division	1,016,879	989,600	1,707,600	1,743,600
5351	Street Lights Division	832,876	823,343	836,700	839,700
5353	Traffic Signals Division	286,690	220,400	220,400	220,400
5355	Environmental Compliance Division	135,915	161,300	144,900	148,000
5380	Parks and Community Services	1,943,302	2,025,400	2,521,600	2,546,100
5385	Urban Forestry Division	607,188	607,800	1,013,700	1,032,300
<b>TOTAL</b>		<b>6,723,206</b>	<b>7,104,369</b>	<b>8,912,000</b>	<b>9,031,300</b>

### Expenditures by Character

1.	Employee Services	3,811,658	3,986,470	5,265,300	5,384,600
2.	Office Supplies & Materials	2,978	4,600	4,600	4,600
3.	Bldg/Veh/Equip Maint/Supplies	177,243	280,735	239,500	239,500
4.	Vehicle Fuels & Lubricants	129,788	153,600	153,600	153,600
5.	Small Tools & Equipment	19,266	31,300	31,300	31,300
6.	Clothing & Personal Equip	16,787	29,900	33,400	33,400
7.	Street Materials	120,754	123,400	127,000	127,000
8.	Books and Publications	218	200	200	200
9.	Special Dept Supplies	9,628	11,800	14,300	14,300
10.	Chemicals	4,586	11,000	11,000	11,000
11.	Communications	50,152	22,900	23,400	23,400
12.	Utilities	1,495,664	1,571,600	1,568,000	1,568,000
13.	Rents & Leases		6,300	6,300	6,300
14.	Maintenance Services	400,296	402,934	476,400	476,400
15.	Professional Services	478,121	412,300	902,300	902,300
16.	Training/Conferences/Meetings	5,057	5,400	5,500	5,500
17.	Membership & Dues	1,010	1,600	1,500	1,500
18.	Insurance and Bonds		48,330	48,400	48,400
<b>TOTAL</b>		<b>6,723,206</b>	<b>7,104,369</b>	<b>8,912,000</b>	<b>9,031,300</b>

### Expenditures by Fund

General Fund	5,825,010	6,169,569	6,671,200	6,756,100
Measure V Fund	898,196	934,800	982,800	1,003,100
Measure G Fund			1,258,000	1,272,100
<b>TOTAL</b>	<b>6,723,206</b>	<b>7,104,369</b>	<b>8,912,000</b>	<b>9,031,300</b>

# ENVIRONMENTAL & MAINT SERVICES

## Summary

Workforce by Program	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
5310 Administration Division	2.375	2.375	2.375	2.375
5313 Graffiti Abatement Division	0.750	1.000	1.000	1.000
5330 Facilities Maintenance Division	6.000	6.000	5.250	5.250
5340 Vehicle/Equipment Maintenance	5.000	5.000	5.000	5.000
5350 Street Maintenance Division	11.000	10.000	17.000	17.000
5351 Street Lights Division	1.000	1.000	1.000	1.000
5355 Environmental Compliance Division	1.250	1.250	1.000	1.000
5380 Parks and Community Services	11.000	10.000	12.000	12.000
5385 Urban Forestry Division	8.000	8.000	8.000	8.000
TOTAL	46.375	44.625	52.625	52.625

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Administration Division

5310

### Purpose

The mission of Maintenance Services Administration is to provide administrative direction and support services to the diverse maintenance functions, their operating budgets, and Capital Improvement Projects.

### Division Operations

1. To provide administrative and clerical support to the department.
2. To provide effective supervision and control of maintenance services and resources.
3. To provide overall budget, project and program management.
4. To provide central administrative management to maximize economies of scale and efficiency.
5. To provide excellent customer service.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of purchase orders issued	3,750	4,000	3,800	4,000	4,500
Process Biweekly Payroll Personnel Actions	72	72	70	66	72

### Major Budget Changes

None



# ENVIRONMENTAL & MAINT SERVICES

## Administration Division

5310

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	300,911	349,866	392,200	400,600
2. Office Supplies & Materials	2,759	3,300	3,300	3,300
3. Small Tools & Equipment		200	200	200
4. Clothing & Personal Equip	23	200	200	200
5. Special Dept Supplies	190	1,000	1,000	1,000
6. Communications	37,421	10,200	10,700	10,700
7. Utilities	11,705	25,000	25,000	25,000
8. Maintenance Services		500	500	500
9. Professional Services				
10. Training/Conferences/Meetings	239	500	500	500
11. Insurance and Bonds		2,734	2,700	2,700
<b>TOTAL</b>	<b>353,248</b>	<b>393,500</b>	<b>436,300</b>	<b>444,700</b>
 <b>Authorized Positions</b>	 2.375	 2.375	 2.375	 2.375

### Funding Source

General Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Graffiti Abatement Division

5313

### Purpose

The mission of the Graffiti Abatement is to beautify our City by providing a graffiti free environment by removing or covering all graffiti on public property within the City of Salinas.

### Division Operations

1. To remove graffiti from public properties and streets within 48 hours.
2. Support the removal of graffiti from private property as resources are available
3. To provide excellent customer service.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Square Feet of Graffiti Removed Annually	221,188	327,740	300,000	275,000	250,000

### Major Budget Changes

Responsibility for Graffiti Abatement services was returned to Environmental and Maintenance Services from Republic Services in August 2012.

**ENVIRONMENTAL & MAINT SERVICES**  
**Graffiti Abatement Division**

**5313**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	77,953	82,119	108,700	110,600
2. Bldg/Veh/Equip Maint/Supplies		48,000		
3. Maintenance Services	8,774	9,500	57,500	57,500
4. Training/Conferences/Meetings	1,545			
5. Insurance and Bonds		681	700	700
<b>TOTAL</b>	<b>88,272</b>	<b>140,300</b>	<b>166,900</b>	<b>168,800</b>
 <b>Authorized Positions</b>	 0.75	 1.00	 1.00	 1.00

**Funding Source**

Measure V Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Facilities Maintenance Division

5330

### Purpose

The Facilities Maintenance Division is responsible for preserving 80 City owned Buildings, and Facilities through preventive maintenance and repairs to ensure clean, safe, sanitary, and well operating facilities for the public.

### Division Operations

1. To provide planning and implementation of a maintenance management program for all City buildings and facilities.
2. To provide effective periodic preventive maintenance and inspections to reduce the incidence of unanticipated repair.
3. To provide central facility management to maximize economies of scale and efficiency.
4. To provide excellent customer service.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Square feet of buildings to maintain per employee	350,000	350,000	350,000	350,000	350,000
Electrical and Plumbing Repairs Performed Annually	642	827	900	950	950
Painting and Carpentry Maintenance Requests	967	1,129	1,800	1,850	1,850

### Major Budget Changes

None

# ENVIRONMENTAL & MAINT SERVICES

## Facilities Maintenance Division

5330

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	533,331	534,541	579,900	591,100
2. Bldg/Veh/Equip Maint/Supplies	16,165	22,500	22,500	22,500
3. Small Tools & Equipment	1,212	2,000	2,000	2,000
4. Clothing & Personal Equip	193	1,100	1,100	1,100
5. Special Dept Supplies	121	1,200	1,200	1,200
6. Communications	949	1,300	1,300	1,300
7. Utilities	243,884	263,200	263,200	263,200
8. Maintenance Services	119,279	139,191	138,500	138,500
9. Training/Conferences/Meetings	60	500	500	500
10. Insurance and Bonds		7,159	7,200	7,200
<b>TOTAL</b>	<b>915,194</b>	<b>972,691</b>	<b>1,017,400</b>	<b>1,028,600</b>
 <b>Authorized Positions</b>	 6.00	 6.00	 5.25	 5.25

### Funding Source

General Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Vehicle/Equipment Maintenance Division

5340

### Purpose

Fleet Maintenance is the internal service division responsible for the inspection, maintenance and repair of the City's vehicle and equipment fleet of over 700 units.

The mission of Fleet Maintenance is to provide safe, dependable, and environmentally sound transportation, related support services, and tools for necessary City purposes. The Division's primary responsibility is to conserve vehicle and equipment value and utility through the inspection, periodic preventive maintenance, and repair of this asset. .

### Division Operations

1. Develop and staff an effective preventive maintenance program to reduce the incidence of unscheduled repairs.
2. Establish market-driven, competitive fleet services by making periodic assessments of the cost competitiveness of fleet service delivery.
3. Provide for a central fleet management function to maximize economies of scale and efficiency of operation.
4. Establish a fleet policy that identifies all fleet costs, allocates these costs equitable and supports fleet operations as an enterprise activity.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of vehicles to maintain per employee	107	107	107	107	107
Preventive Maintenance Inspections on Police Vehicles	129	218	450	250	250
Preventive Maintenance Inspections on Fleet Vehicles	1,390	1,586	1,500	1,500	1,500

### Major Budget Changes

None

**ENVIRONMENTAL & MAINT SERVICES**  
**Vehicle/Equipment Maintenance**

**5340**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	349,373	496,720	569,900	582,500
2. Bldg/Veh/Equip Maint/Supplies	68,347	82,235	78,000	78,000
3. Vehicle Fuels & Lubricants	78,862	98,000	98,000	98,000
4. Small Tools & Equipment	5,025	5,500	5,500	5,500
5. Clothing & Personal Equip	9,652	11,000	14,500	14,500
6. Books and Publications	218	200	200	200
7. Special Dept Supplies	3,962	3,500		
8. Maintenance Services	27,009	65,700	73,200	73,200
9. Training/Conferences/Meetings	1,194	1,000	1,000	1,000
10. Insurance and Bonds		6,180	6,200	6,200
<b>TOTAL</b>	<b>543,642</b>	<b>770,035</b>	<b>846,500</b>	<b>859,100</b>
 <b>Authorized Positions</b>	 5	 5	 5	 5

**Funding Source**

General Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Street Maintenance Division

5350

### Purpose

Salinas's 270 miles of streets provide an intricate mechanism for moving people and products smoothly through our City. This mechanism requires continues upkeep to stay in top-notch working order.

The mission of the Street Maintenance Division to maintain the 56 million square feet of asphalt and concrete City street infrastructure and assure they are safe within the City by providing periodic inspection, maintenance, and repair on streets, sidewalks, signs, and traffic control.

### Division Operations

1. Assist engineering in establishing work priorities.
2. Maintain sidewalks, curbs and gutters by repair or replacement as resources allow.
3. Devote resources to support the City's 50/50 Sidewalk Repair Program
4. Maintain traffic signs and pavement markings in good repair.
5. Maintain streets through deep plug asphalt patching, crack sealing and pothole patching.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Tons of Asphalt Applied Annually	568	4,561	1,800	5,000	5,000
Yards of Concrete Poured	233	39	*	50	200
Street Sign Installation/Repair/Replacement	1,123	1,333	850	850	850

### Major Budget Changes

Eliminated Positions:

- 2 - PSMW II
- 1 - Inmate Crew Coordinator
- 1 - PS Maintenance Worker III



# ENVIRONMENTAL & MAINT SERVICES

## Street Maintenance Division

5350

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	851,511	803,478	1,541,500	1,577,500
2. Bldg/Veh/Equip Maint/Supplies	5,292	9,000	9,000	9,000
3. Small Tools & Equipment	3,151	3,600	3,600	3,600
4. Clothing & Personal Equip	1,056	3,100	3,100	3,100
5. Street Materials	113,555	115,400	119,000	119,000
6. Special Dept Supplies	2,882			
7. Chemicals	4,018	4,000	4,000	4,000
8. Utilities	522	3,600		
9. Rents & Leases		600	600	600
10. Maintenance Services		700	700	700
11. Professional Services	34,172	27,200	7,200	7,200
12. Training/Conferences/Meetings	720	1,000	1,000	1,000
13. Insurance and Bonds		17,922	17,900	17,900
<b>TOTAL</b>	<b>1,016,879</b>	<b>989,600</b>	<b>1,707,600</b>	<b>1,743,600</b>
 <b>Authorized Positions</b>	 11	 10	 17	 17

### Funding Source

General Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Street Lights Division

5351

### Purpose

Salinas' benefits from over 6,000 street lights illuminating our streets after dark. Street lights vary from the 150-watt residential lights, to the 200- watt arterial lamps, and even special period lamps in the Downtown area.

Salinas uses high-pressure sodium lamps and is gradually transitioning to LED lamps on selected projects and throughout the City as budgetary dollars allow.

### Division Operations

1. Maintain all City street lights

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Street Lights Repaired/Replaced	908		750	6,857	0

### Major Budget Changes

None

**ENVIRONMENTAL & MAINT SERVICES**  
**Street Lights Division**

**5351**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	126,058	117,410	133,100	136,100
2. Bldg/Veh/Equip Maint/Supplies	28,153	36,000	36,000	36,000
3. Utilities	622,308	616,000	616,000	616,000
4. Maintenance Services	56,357	52,343	50,000	50,000
5. Insurance and Bonds		1,590	1,600	1,600
<b>TOTAL</b>	<b>832,876</b>	<b>823,343</b>	<b>836,700</b>	<b>839,700</b>

<b>Authorized Positions</b>	1	1	1	1
-----------------------------	---	---	---	---

**Funding Source**

General Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Traffic Signals Division

5353

### Purpose

Provide routine maintenance and timely repairs to all traffic signal systems in Salinas.

### Division Operations

1. Maintain the traffic signal system in good operational order.
2. Review and update traffic signal timing systems to improve circulation
3. Evaluate systems as appropriate to meet traffic needs.
4. Provide signal interconnection in an effort to improve traffic movements and minimize congestion

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of signalized intersections to maintain per employee	106	106	106	106	106

### Major Budget Changes

None

**ENVIRONMENTAL & MAINT SERVICES**  
**Traffic Signals Division**

**5353**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Communications	10,751	10,400	10,400	10,400
2. Utilities	87,062	75,000	75,000	75,000
3. Maintenance Services	188,877	135,000	135,000	135,000
TOTAL	286,690	220,400	220,400	220,400

**Authorized Positions**

**Funding Source**

General Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Environmental Compliance Division

5355

### Purpose

Inspect and investigate sources of pollution to protect the public and the environment in compliance with the City's National Pollution Discharge Elimination System (NPDES) Permit and ensure conformance with Federal, State, and local regulations.

### Division Operations

1. Protect water quality and environmental resources by developing and implementing programs and best management practices identified within the City's Stormwater Management Plan.
2. Develop and implement an NPDES inspection program of high priority commercial and industrial businesses to ensure compliance with water quality objectives for point source discharges.
3. Promote voluntary compliance.
4. Ensure that environmental requirements and best management practices are being implemented effectively.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of businesses inspected	499	422	400	250	250

### Major Budget Changes

None

**ENVIRONMENTAL & MAINT SERVICES**  
**Environmental Compliance Division**

**5355**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	135,915	159,431	143,000	146,100
2. Insurance and Bonds		1,869	1,900	1,900
<b>TOTAL</b>	<b>135,915</b>	<b>161,300</b>	<b>144,900</b>	<b>148,000</b>
 <b>Authorized Positions</b>	 1.25	 1.25	 1.00	 1.00

**Funding Source**

General Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Parks and Community Services Division

5380

### Purpose

It is the mission of the Parks and Grounds Division to provide quality maintenance service to preserve safety, aesthetics, health and utility for Salinas' inventory of parks, green belts, open spaces, medians, planters, facility landscapes, and landscape maintenance districts.

The City's parks encompass over 450 acres in 47 sites. With an additional 90 acres of median islands and greenbelt areas through out the city.

### Division Operations

1. Provide services focused on health and safety to City parks.
2. Maintain public landscapes at a level commensurate with available funding.
3. Provide median weed abatement of City greenbelts and medians.
4. Develop plans for landscape restoration of select gateway medians with one-time funds from Measure V.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Cost per Salinas resident to support parks	\$ 13.23	\$ 13.23	\$ 12.20	\$ 13.23	\$ 13.67
Number of Park Acres Maintained per FTE Daily Average	92	92	60	92	92
Percentage Above Municipal Benchmark (11 Acres/FTE)	919%	919%	545%	919%	919%
Acres of Parks Maintained	460	460	460	460	460
Percentage of Parks Request For Service Responded to Within 48 Hours	100%	100%	100%	100%	100%
Average Number of FTE per Workday (7 Days per Week)	5	5	8	5	5

### Major Budget Changes

Begin contract mowing and edging for City Parks.

Park Maintenance Position added.



# ENVIRONMENTAL & MAINT SERVICES

## Parks and Community Services

**5380**

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	975,614	986,299	1,240,500	1,265,000
2. Office Supplies & Materials	120	500	500	500
3. Bldg/Veh/Equip Maint/Supplies	57,503	79,000	85,000	85,000
4. Vehicle Fuels & Lubricants	30,589	35,600	35,600	35,600
5. Small Tools & Equipment	1,865	10,000	10,000	10,000
6. Clothing & Personal Equip	1,893	8,000	8,000	8,000
7. Street Materials	7,199	8,000	8,000	8,000
8. Special Dept Supplies	2,473	5,600	10,600	10,600
9. Chemicals	568	7,000	7,000	7,000
10. Communications	1,031	1,000	1,000	1,000
11. Utilities	530,183	588,800	588,800	588,800
12. Rents & Leases		4,200	4,200	4,200
13. Maintenance Services			21,000	21,000
14. Professional Services	333,009	285,100	495,100	495,100
15. Training/Conferences/Meetings	560	900	1,000	1,000
16. Membership & Dues	695	1,100	1,000	1,000
17. Insurance and Bonds		4,301	4,300	4,300
<b>TOTAL</b>	<b>1,943,302</b>	<b>2,025,400</b>	<b>2,521,600</b>	<b>2,546,100</b>

<b>Authorized Positions</b>	11	10	12	12
-----------------------------	----	----	----	----

### Funding Source

General Fund, Measure V Fund

# ENVIRONMENTAL AND MAINTENANCE SERVICES

## Urban Forestry Division

5385

### Purpose

The mission of the Salinas Urban Forestry is to maintain Salinas' urban forests, including street, golf course, greenbelt and median trees, and trees within public facility landscapes, by providing professional quality service, utilizing International Society of Arboriculture tree care practices and standards set forth by the American National Standards Institute (ANSI) and the Tree City USA program.

### Division Operations

1. Complete safety pruning operations with in-house staff and contract staff.
2. Provide storm related emergency responses for tree issues.
3. Complete a limited number of full service pruning operations on City trees through contract services with available resources.
4. Plant replacement trees in streetscapes as resources allow.
5. Perform tree maintenance, planting and removal in city parks and greenbelts

### Performance Measure

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Cost per Salinas resident to support Street Trees	\$ 3.61	\$ 4.22	\$ 3.61	\$ 4.22	\$ 4.25
Number of Tree Service Requests	1,573	1,590	1,600	1,600	1,500
Number of Storm and Emergency Call Outs	300	300	280	315	300
Number of Street Trees to maintain EService Requests	7,500	5,829	6,500	5,829	5,829

### Major Budget Changes

None

**ENVIRONMENTAL & MAINT SERVICES**  
**Urban Forestry Division**

**5385**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	460,992	456,606	556,500	575,100
2. Office Supplies & Materials	99	800	800	800
3. Bldg/Veh/Equip Maint/Supplies	1,783	4,000	9,000	9,000
4. Vehicle Fuels & Lubricants	20,337	20,000	20,000	20,000
5. Small Tools & Equipment	8,013	10,000	10,000	10,000
6. Clothing & Personal Equip	3,970	6,500	6,500	6,500
7. Special Dept Supplies		500	1,500	1,500
8. Rents & Leases		1,500	1,500	1,500
9. Professional Services	110,940	100,000	400,000	400,000
10. Training/Conferences/Meetings	739	1,500	1,500	1,500
11. Membership & Dues	315	500	500	500
12. Insurance and Bonds		5,894	5,900	5,900
<b>TOTAL</b>	<b>607,188</b>	<b>607,800</b>	<b>1,013,700</b>	<b>1,032,300</b>

**Authorized Positions** 8 8 8 8

**Funding Source**

General Fund, Measure V Fund

# ENVIRONMENTAL & MAINT SERVICES

## Work Force

<b>Administration Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Office Technician	1.000	1.000	1.000	1.000
Supt of Maintenance Serv	1.000	1.000	1.000	1.000
Director of Public Works	0.375	0.375	0.375	0.375
Total	2.375	2.375	2.375	2.375
 <b>Graffiti Abatement Division</b>				
Neighborhood Svcs Worker	0.750	1.000	1.000	1.000
 <b>Facilities Maintenance Division</b>				
Facil Maint Mech Crew Sup	2.000	2.000	1.250	1.250
Sr Facility Maint Mech	1.000	1.000	1.000	1.000
Comm Facilities Svc Wkr	1.000	1.000	1.000	1.000
Sr Comm Facilities Svc Wk	1.000	1.000	1.000	1.000
Facility Maint Worker	1.000	1.000	1.000	1.000
Total	6.000	6.000	5.250	5.250
 <b>Vehicle/Equipment Maintenance</b>				
Equipment Mechanic II	3.000	3.000	3.000	3.000
Equipment Mechanic I	1.000	1.000	1.000	1.000
Equipment Mech Crew Sup	1.000	1.000	1.000	1.000
Total	5.000	5.000	5.000	5.000
 <b>Street Maintenance Division</b>				
Inmate Crew Coord (MG)			1.000	1.000
P.S. Maint Crew Supv	1.000	1.000	1.000	1.000
P.S. Maint Wkr IV (1MG)	2.000	2.000	3.000	3.000
P.S. Maint Wkr II (3MG)	5.000	5.000	8.000	8.000
Street Maintenance Mgr	1.000	1.000	1.000	1.000
P.S. Maint Wkr III (2MG)	3.000	2.000	4.000	4.000
PS Maint Wkr III (Frozen)	-1.000	-1.000	-1.000	-1.000
Total	11.000	10.000	17.000	17.000

# ENVIRONMENTAL & MAINT SERVICES

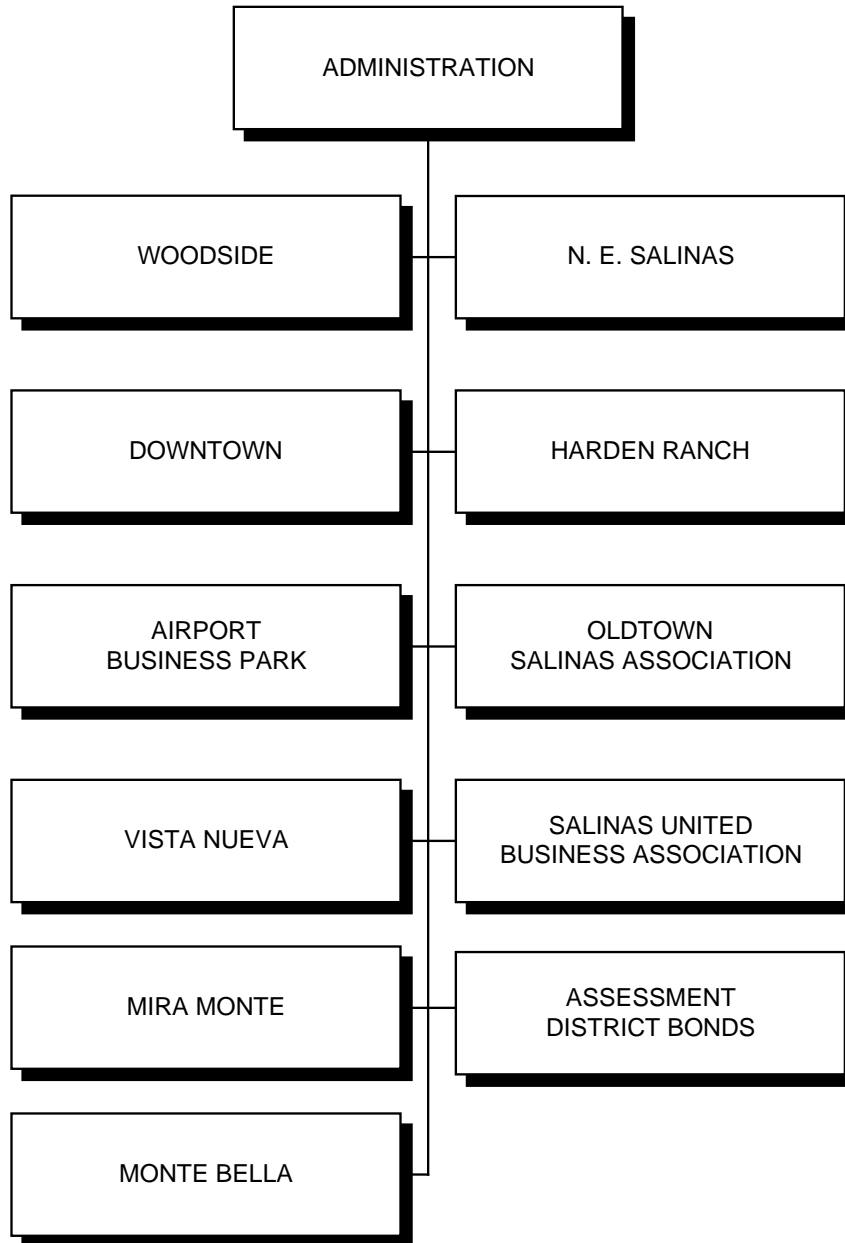
## Work Force

	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
<b>Street Lights Division</b>				
SL/Traffic Sig Crew Sup	1.000	1.000	1.000	1.000
<b>Environmental Compliance Division</b>				
Environmental Res Planner	0.250	0.250		
Env Compliance Insp II	1.000	1.000	1.000	1.000
Total	1.250	1.250	1.000	1.000
<b>Parks and Community Services</b>				
Park Maint Crew Sup (MV)	1.000	1.000	1.000	1.000
Park Maint Worker (MG)			1.000	1.000
Park Maint Worker (6 MV)	9.000	9.000	10.000	10.000
Prak Maint Worker (Frozen		-1.000	-1.000	-1.000
Park Grnds Frstry Ops Mgr	1.000	1.000	1.000	1.000
Total	11.000	10.000	12.000	12.000
<b>Urban Forestry Division</b>				
Urban Forestry Crew Supv	1.000	1.000	1.000	1.000
Urban Forestry WkrII(3MV)	7.000	7.000	7.000	7.000
Total	8.000	8.000	8.000	8.000
<b>Department Total</b>	46.375	44.625	52.625	52.625



(This page intentionally left blank)

# ASSESSMENT AND MAINTENANCE DISTRICTS





(This page intentionally left blank)



# ASSESSMENT & MAINTENANCE DISTRICTS

## Summary

### Purpose

Collect, account for, and distribute principal and interest payments to assessment district bondholders and maintain an accurate accounting system for maintenance districts. Utilize maintenance district funds to provide services to residents living within each District for the purpose established therefore.

### Top Accomplishments for FY 2014-15

#### Economic Diversity and Prosperity

1. Respond to citizen inquires and attend property owner meetings
2. Suggest methods to improve service efficiencies without raising the cost to the homeowner
3. Keeping expenses within budget and below the anticipated revenues to insure adequate reserves

#### Safe, Livable Community

1. Remove graffiti within 24-hours
2. Repair faulty lights and damage from vehicle accidents as soon as possible
3. Respond to concerns related to traffic and security as soon as possible

#### Effective, Sustainable Government

1. Manage district budgets with positive fund balances at year-end
2. Address concerns quickly and effectively

#### Excellent Infrastructure

1. Quality maintenance contracts in place for mowing and street sweeping
2. Replaced all lighting with LED
3. Painted curbs and replaced signs as needed

### City Council Goals, Strategies, and Objectives for FY 2015-16

#### Economic Diversity and Prosperity

1. Maintain clear communication channels
2. Proactively identify service delivery problems
3. Conduct weekly inspections for quality control

#### Safe, Livable Community

1. Remove graffiti and respond to vandalism concerns quickly
2. Implement drought tolerant practices where ever possible
3. Maintain adequate reserves to quickly address emergencies

#### Effective, Sustainable Government

1. Install LED lighting in all districts
2. Simplify budgeting process with other Departments
3. Improve Project Management Processes

#### Excellent Infrastructure

1. Continue the pro-active infrastructure maintenance plan for each district

#### Quality of Life

1. Work with the members of each district to plan new projects and maintain their budgets
2. Focus on communication with each community

### Major Budget Changes

Reduced staff time charged to districts

# ASSESSMENT & MAINTENANCE DISTRICTS

## Summary

<b>Expenditures by Program</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
6605 Administration Division	198,936	127,100	136,400	138,800
6610 Woodside Park Division	21,108	59,400	36,300	36,400
6611 Downtown Mall Division	1,748	2,400	2,400	2,400
6612 Airport Business Park Division	14,884	22,000	20,700	20,700
6613 North East Division	690,881	743,600	803,100	773,200
6614 Harden Ranch Division	150,652	225,800	220,500	220,900
6615 Vista Nueva Division	11,847	27,800	27,700	27,700
6616 Mira Monte Division	89,003	131,200	118,200	118,400
6617 Monte Bella Division	105,165	205,400	227,000	227,300
6680 Oldtown Salinas Assn Division	125,104	105,000	122,000	122,000
6685 Salinas United Business Assn Division	138,787	140,000	140,000	140,000
6690 Assessment District Bonds Division	3,215,291	3,237,200	1,356,800	1,342,900
<b>TOTAL</b>	<b>4,763,406</b>	<b>5,026,900</b>	<b>3,211,100</b>	<b>3,170,700</b>

### Expenditures by Character

1. Employee Services	292,092	376,530	346,600	320,100
2. Special Dept Supplies	669	16,500	18,000	18,000
3. Communications	198	250	1,500	1,500
4. Utilities	283,984	335,750	297,600	297,600
5. Rents & Leases	4,310	7,000	5,000	5,000
6. Maintenance Services	504,284	634,100	554,300	554,300
7. Professional Services	25,830	50,000	141,500	141,500
8. Administration/Contingencies	174,717	128,000	231,700	231,700
9. Advertising				
10. Training/Conferences/Meetings	225	1,000		
11. Insurance and Bonds		70	100	100
12. Contribution to Other Agencies	261,546	239,000	256,000	256,000
13. Bond-Principal	2,573,813	2,720,000	960,000	1,000,000
14. Bond-Interest	617,222	467,200	366,800	312,900
15. Paying Agent Fees	24,256	50,000	30,000	30,000
16. Improvements	260	1,500	2,000	2,000
<b>TOTAL</b>	<b>4,763,406</b>	<b>5,026,900</b>	<b>3,211,100</b>	<b>3,170,700</b>

# ASSESSMENT & MAINTENANCE DISTRICTS

## Summary

Expenditures by Fund	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
General Fund		29,400	100,100	101,900
Maintenance Dist Administration	129,770	63,100	36,300	36,900
Woodside Park Maint District	21,108	59,400	36,300	36,400
Downtown Mall Maint District	1,748	2,400	2,400	2,400
Airport Bus Park Maint District	14,884	22,000	20,700	20,700
N E Salinas Landscape Dist	690,881	743,600	803,100	773,200
Harden Ranch Landscape Dist	150,652	225,800	220,500	220,900
Vista Nueva Maint District	11,847	27,800	27,700	27,700
Mira Monte Maint District	89,003	131,200	118,200	118,400
Monte Bella Maint District	105,165	205,400	227,000	227,300
Business Imp District	125,104	105,000	122,000	122,000
SUBA Business Imp District	138,787	140,000	140,000	140,000
Assessment Dist Administration	69,166	34,600		
Assessment Districts-Debt Service	3,215,291	3,237,200	1,356,800	1,342,900
<b>TOTAL</b>	<b>4,763,406</b>	<b>5,026,900</b>	<b>3,211,100</b>	<b>3,170,700</b>

### Workforce by Program

6605	Administration Division	1.250	1.000	1.000	1.000
6610	Woodside Park Division			0.030	0.030
6612	Airport Business Park Division			0.010	0.010
6613	North East Division	1.000	1.000	0.430	0.430
6614	Harden Ranch Division			0.110	0.110
6616	Mira Monte Division			0.070	0.070
6617	Monte Bella Division			0.100	0.100
	<b>TOTAL</b>	<b>2.250</b>	<b>2.000</b>	<b>1.750</b>	<b>1.750</b>

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Administration Division**

**6605**

### **Purpose**

Collect, account for, and distribute principal and interest payments to assessment district bondholders and maintain an accurate accounting system for maintenance districts.

### **Division Operations**

1. Assist customers in a timely and professional manner.
2. Provide administrative support for Public Works district and property functions.

### **Major Budget Changes**

50% of the Account Clerk charged to this division; removed all training and supportive services

# ASSESSMENT & MAINTENANCE DISTRICTS

## Administration Division

6605

	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
<b>Operating Expenditures</b>				
1. Employee Services	171,355	122,030	133,300	135,700
2. Special Dept Supplies	190	1,000		
3. Administration/Contingencies	27,166	3,000	3,000	3,000
4. Advertising				
5. Training/Conferences/Meetings	225	1,000		
6. Insurance and Bonds		70	100	100
<b>TOTAL</b>	<b>198,936</b>	<b>127,100</b>	<b>136,400</b>	<b>138,800</b>
<b>Authorized Positions</b>	1.25	1.00	1.00	1.00

### Funding Source

Maintenance Districts, Assessment Districts

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Woodside Park Division**

**6610**

### **Purpose**

Provide quality maintenance of the greenbelts through the use of contract services.

### **Division Operations**

1. Provide cost effective, quality, landscape maintenance.
2. Provide excellent customer service to the District residents by resolving customer concerns in a timely manner.

### **Major Budget Changes**

This budget was reduced this fiscal year by \$24,000, after trimming trees in the prior year.

**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Woodside Park Division**

**6610**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	1,740	4,100	4,800	4,900
2. Maintenance Services	16,800	41,800	18,000	18,000
3. Professional Services		3,000	2,000	2,000
4. Administration/Contingencies	2,568	10,500	11,500	11,500
<b>TOTAL</b>	<b>21,108</b>	<b>59,400</b>	<b>36,300</b>	<b>36,400</b>

**Authorized Positions** 0.030 0.030

**Funding Source**

Woodside Park Maint District

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Downtown Mall Division**

**6611**

### **Purpose**

The City Provides limited maintenance support for this District currently.

### **Division Operations**

1. Budget provides irrigation for this district.

### **Major Budget Changes**

If approved in June, 2015, the Downtown Community Benefit District will replace this.



**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Downtown Mall Division**

**6611**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Utilities	1,520	2,200	2,200	2,200
2. Administration/Contingencies	228	200	200	200
TOTAL	1,748	2,400	2,400	2,400

**Authorized Positions**

**Funding Source**

Downtown Mall Main District Funds

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Airport Business Park Division**

**6612**

### **Purpose**

This district encompasses approximately 66 acres of planned commercial business development known as the Airport Business Park. The acreage does not include acreage owned by governmental agencies. The costs for district operations are 94% paid by the properties within the district and 6% paid by the City (Airport Fund) for parcel 003-863-002-000. The purpose of the district is to provide the Airport Business Park with limited basic maintenance to include mowing and irrigation. Maintained improvements are all walkways, crosswalks, masonry walls or fences, parkways, embankments, sprinkler systems and landscaping within the right of way of Moffett Street, La Guardia, and Vandenburg Street.

### **Division Operations**

1. Based on limited resources, to provide mowing services on Moffett Street.

### **Major Budget Changes**

This district functions at a deficit of 35% to 50% level, that is off-set by support from the Airport Enterprise Fund.

**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Airport Business Park Division**

**6612**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	555	2,400	2,600	2,600
2. Utilities	6,388	8,500	7,000	7,000
3. Maintenance Services	7,228	9,300	9,300	9,300
4. Administration/Contingencies	713	1,800	1,800	1,800
<b>TOTAL</b>	<b>14,884</b>	<b>22,000</b>	<b>20,700</b>	<b>20,700</b>

**Authorized Positions** 0.010 0.010

**Funding Source**

Airport Bus Park Maint District Funds

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **North East Division**

**6613**

### **Purpose**

This district encompasses street landscape improvements throughout Northeast Salinas from Boronda Road south to East Laurel Drive and from Gabilan Creek to Williams Road. The purpose of the district is to provide maintenance, servicing, and operation of the improvements, equal to the District funds available for contract maintenance activities. The improvements public landscaping & irrigation at park strips, cul-de-sac median islands, jogging paths, planter walls, riprap, detention ponds, bank protection, bridge, appurtenant water mains & irrigation systems. Ornamental water, electric current, spraying, and debris removal are also included. The improvements are along portions of Constitution Boulevard, Independence Boulevard, Gabilan Creek, Nantucket Boulevard, Boronda Road, Freedom Parkway, Nogal Drive, Rider Avenue, North Sanborn Road, Towt Street, and Williams Road. Other improvements are storm water detention facilities, permanent open space/bluff, sloping ground areas, and PG&E tower right-of-way landscaped open space (linear park).

### **Division Operations**

1. Provide responsive customer service.
2. Administer and supervise the maintenance contract for cost effective landscape maintenance.

### **Major Budget Changes**

Removed the Parks Maintenance Worker that has been charged to this district for the past five-years taking the District out of deficit mode. Will trim all trees at a cost of \$90,000.

# ASSESSMENT & MAINTENANCE DISTRICTS

## North East Division

6613

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	97,263	188,100	146,100	116,200
2. Special Dept Supplies		500	500	500
3. Utilities	171,761	198,000	163,000	163,000
4. Maintenance Services	319,151	279,500	275,000	275,000
5. Professional Services	14,303	15,000	110,000	110,000
6. Administration/Contingencies	88,403	62,500	108,500	108,500
<b>TOTAL</b>	<b>690,881</b>	<b>743,600</b>	<b>803,100</b>	<b>773,200</b>
 <b>Authorized Positions</b>	 1.00	 1.00	 0.43	 0.43

### Funding Source

N E Salinas Landscape Dist #1

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Harden Ranch Division**

**6614**

### **Purpose**

This district encompasses street landscape improvements along North Main Street from Cherokee Drive to San Juan Grade Road, El Dorado Drive, McKinnon Drive, Harden Parkway, and storm water detention basins that are also used as parks. The purpose of the district is to provide contract maintenance services equal to the District funds available.

### **Division Operations**

1. Provide the highest level of quality landscape maintenance within the limited amount of financial resources available.
2. Provide responsive customer service.

### **Major Budget Changes**

Will replace park playground equipment this fiscal year at a cost of \$65,000.

**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Harden Ranch Division**

**6614**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	7,046	28,800	31,600	32,000
2. Special Dept Supplies		500	500	500
3. Utilities	36,667	39,000	34,400	34,400
4. Maintenance Services	78,400	135,500	132,500	132,500
5. Professional Services	4,771	7,000	3,500	3,500
6. Administration/Contingencies	23,768	15,000	18,000	18,000
<b>TOTAL</b>	<b>150,652</b>	<b>225,800</b>	<b>220,500</b>	<b>220,900</b>

**Authorized Positions** 0.11 0.11

**Funding Source**

Harden Ranch Landscape Dist #2

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Vista Nueva Division**

**6615**

### **Purpose**

This district encompasses 52 parcels most of which are residential between Garner Avenue and Gee Street, uphill from Natividad Creek. The purpose of the district is to provide maintenance services for streets, sewers, subdivision fencing, and lights, equal to the District funds available.

### **Division Operations**

1. Provide the district with the highest level of maintenance with available resources.

### **Major Budget Changes**

None



# ASSESSMENT & MAINTENANCE DISTRICTS

## Vista Nueva Division

6615

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	3,540	6,500		
2. Communications	198	250	1,500	1,500
3. Utilities	1,383	2,550	3,000	3,000
4. Rents & Leases	4,310	7,000	5,000	5,000
5. Maintenance Services	535	8,000	9,500	9,500
6. Administration/Contingencies	1,621	2,000	6,700	6,700
7. Improvements	260	1,500	2,000	2,000
<b>TOTAL</b>	<b>11,847</b>	<b>27,800</b>	<b>27,700</b>	<b>27,700</b>

### Authorized Positions

### Funding Source

Vista Nueva Maint District

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Mira Monte Division**

**6616**

### **Purpose**

This district is within the North/East Maintenance District located northwest of Hemingway Drive, and it encompasses approximately 30 acres of a planned development know as the Cottages of Mira Monte. This development includes approximately 244 medium density family homes, open space, and tot lots within the development. The purpose of the district is to provide maintenance, servicing, and operation of street and open space landscape improvements, tot lot improvements, routine street maintenance, maintenance of the clustered driveways, maintenance of public lighting fixtures on all streets and clustered driveways, and associated appurtenances located within the public right-of-ways and dedicated landscape easements.

### **Division Operations**

1. Provide cost effective and quality landscape maintenance.
2. Provide excellent customer service to the District residents by being available to resolve maintenance issues in a timely manner.
3. Administer and supervise the maintenance contracts for cost effective maintenance of landscaped open space areas and tot lots.

### **Major Budget Changes**

None

# ASSESSMENT & MAINTENANCE DISTRICTS

## Mira Monte Division

6616

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	4,206	10,700	12,200	12,400
2. Special Dept Supplies		2,000	2,000	2,000
3. Utilities	34,123	40,500	35,000	35,000
4. Maintenance Services	39,175	58,000	50,000	50,000
5. Professional Services		3,000	4,000	4,000
6. Administration/Contingencies	11,499	17,000	15,000	15,000
TOTAL	89,003	131,200	118,200	118,400

**Authorized Positions** 0.070 0.070

### Funding Source

Mira Monte Maint District

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Monte Bella Division**

**6617**

### **Purpose**

This district encompasses approximately 200 acres of planned development known as Monte Bella, which will ultimately include approximately 853 single family homes, open space and a community park. The purpose of the district is to provide maintenance, servicing, and operation of street landscape improvements, park landscaping improvements, open space and retention basin landscaping improvements, agricultural run-off ditch, and de-silting basins, local street lighting, routine local street maintenance and associated appurtenances located within the public right-of-ways and dedicated landscape easements.

### **Division Operations**

1. Provide cost effective and quality landscape and park maintenance.
2. Provide excellent customer service to the District residents by being available to resolve landscape issues in a timely manner.
3. Administer and supervise the maintenance contracts for cost effective landscape and park maintenance.
4. Provide future street maintenance and tree pruning when required.

### **Major Budget Changes**

Implemented a street sweeping program in FY 14/15 at annual cost of \$7,000; exploring traffic calming measures for Freedom Parkway.

# ASSESSMENT & MAINTENANCE DISTRICTS

## Monte Bella Division

6617

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	6,387	13,900	16,000	16,300
2. Special Dept Supplies	479	12,500	15,000	15,000
3. Utilities	32,142	45,000	53,000	53,000
4. Maintenance Services	42,995	102,000	60,000	60,000
5. Professional Services	4,411	16,000	16,000	16,000
6. Administration/Contingencies	18,751	16,000	67,000	67,000
TOTAL	105,165	205,400	227,000	227,300

<b>Authorized Positions</b>			0.1	0.1
-----------------------------	--	--	-----	-----

### Funding Source

Monte Bella Maint District

**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Oldtown Salinas Association Division**

**6680**

**Purpose**

Provide fiscal services to the Oldtown Association.

**Division Operations**

1. Administer and collect Oldtown Business District assessments.

**Major Budget Changes**

None

**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Oldtown Salinas Assn Division**

**6680**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Professional Services	537	5,000	5,000	5,000
2. Contribution to Other Agencies	124,567	100,000	117,000	117,000
TOTAL	125,104	105,000	122,000	122,000

**Authorized Positions**

**Funding Source**

Oldtown Business Impvt District

**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Salinas United Business Assn Division**

**6685**

**Purpose**

Provide fiscal services to the Salinas United Business Association. The Budget is based on surcharge collections of \$115,000 from the newly formed S.U.B.A. Business Improvement Area (BIA).

**Division Operations**

1. Provide timely support to ensure the success of community events.

**Major Budget Changes**

None



**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Salinas United Business Assn Division**

**6685**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Professional Services	1,808	1,000	1,000	1,000
2. Contribution to Other Agencies	136,979	139,000	139,000	139,000
TOTAL	138,787	140,000	140,000	140,000

**Authorized Positions**

**Funding Source**

Salinas United Business Association

# **ASSESSMENT & MAINTENANCE DISTRICTS**

## **Assessment District Bonds Division**

**6690**

### **Purpose**

Provide a record of levies made against specific properties to defray the cost of specific capital improvements deemed to benefit those properties.

### **Division Operations**

1. Ensure timely payments to bondholders.

### **Major Budget Changes**

None

**ASSESSMENT & MAINTENANCE DISTRICTS**  
**Assessment District Bonds Division**

**6690**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Bond-Principal	2,573,813	2,720,000	960,000	1,000,000
2. Bond-Interest	617,222	467,200	366,800	312,900
3. Paying Agent Fees	24,256	50,000	30,000	30,000
TOTAL	3,215,291	3,237,200	1,356,800	1,342,900

**Authorized Positions**

**Funding Source**

Assessment Districts Debt Service

# ASSESSMENT & MAINTENANCE DISTRICTS

## Assessment District Bonds Division

6690

<u>Series</u>	<u>Special Assessment Districts</u>	<u>No.</u>	<u>Maturity</u>	<u>Principal &amp; Interest Expended 14-15</u>	<u>Principal Balance 06/30/15</u>	<u>Adopted 15-16 Principal</u>	<u>Plan 15-16 Interest</u>
C185	Harden Ranch Ph 2	90-1	2014	402,307	5,155,000	0	281,037
A178	Mayfair Drive	92-1	2009	20,620	0	0	0
B179	Harden Ranch Refunding	94-1	2011	333,350	800,000	245,000	64,363
A183	Abbott Street	95-3	2016	60,696	360,000	35,000	23,420
A184	Work Street	97-1	2017	215,325	1,450,000	125,000	87,912
A186	Bella Vista Ph 3	98-1	2023	475,685	4,750,000	215,000	260,077
A187	Acacia Park	96-2	2025	64,183	640,000	25,000	37,894
02-1	Bella Vista Reassessment	02-1	2021	536,256	2,210,000	495,000	105,036
02-2	Consolidated Reassessment	02-2	2009	1,302,009	5,755,000	950,000	230,461
TOTAL				3,410,431	21,120,000	2,090,000	1,090,200
Provision for Bond Calls, Refunds & Premium				21,700			
Paying Agent Fees				50,000		50,000	

# ASSESSMENT & MAINTENANCE DISTRICTS

## Assessment District Bonds Division

6690

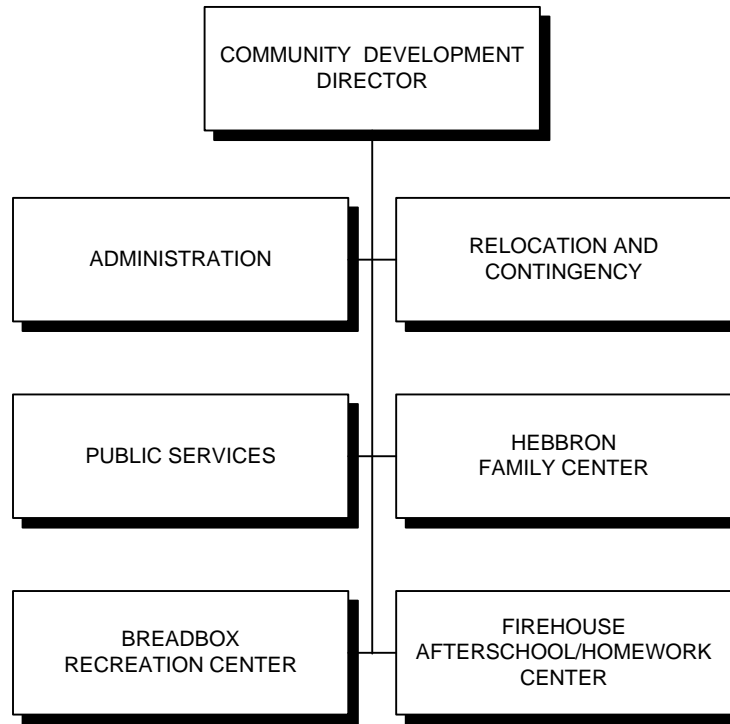
<u>Series</u>	<u>Special Assessment Districts</u>	<u>No.</u>	<u>Maturity</u>	<u>Principal &amp; Interest Expended 15-16</u>	<u>Principal Balance 06/30/16</u>	<u>Adopted 16-17 Principal</u>	<u>Plan 16-17 Interest</u>
C185	Harden Ranch Ph 2	90-1	2014	281,038	5,155,000	0	281,038
A178	Mayfair Dr	92-1	2009	0	0	0	0
B179	Harden Ranch Refunding	94-1	2011	309,363	555,000	265,000	40,138
A183	Abbott Street	95-3	2016	58,422	325,000	40,000	20,946
A184	Work Street	97-1	2017	212,913	1,325,000	130,000	80,070
A186	Bella Vista Ph 3	98-1	2023	475,078	4,535,000	225,000	248,746
A187	Acacia Park	96-2	2025	62,896	615,000	25,000	36,583
02-1	Bella Vista Reassessment	02-1	2021	599,907	1,715,000	475,000	80,044
02-2	Consolidated Reassessment	02-2	2009	1,180,383	4,805,000	870,000	194,635
TOTAL				3,180,000	19,030,000	2,030,000	982,200
Paying Agent Fee						50,000	

# ASSESSMENT & MAINTENANCE DISTRICTS

## Work Force

	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
<b>Administration Division</b>				
Public Works Assistant	0.250			
Sr Accounting Technician	1.000	1.000	1.000	1.000
Total	1.250	1.000	1.000	1.000
<b>Woodside Park Division</b>				
Facil Maint Mech Crew Sup			0.030	0.030
<b>Airport Business Park Division</b>				
Facil Maint Mech Crew Sup			0.010	0.010
<b>North East Division</b>				
Park Maint Worker	1.000	1.000		
Facil Maint Mech Crew Sup			0.430	0.430
Total	1.000	1.000	0.430	0.430
<b>Harden Ranch Division</b>				
Facil Maint Mech Crew Sup			0.110	0.110
<b>Mira Monte Division</b>				
Facil Maint Mech Crew Sup			0.070	0.070
<b>Monte Bella Division</b>				
Facil Maint Mech Crew Sup			0.100	0.100
<b>Department Total</b>	<b>2.250</b>	<b>2.000</b>	<b>1.750</b>	<b>1.750</b>

# BLOCK GRANT



# **BLOCK GRANT Summary**

## **Purpose**

Administer three annual HUD grants: Community Development Block grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Shelter Grant (ESG). Oversee Housing and Community Development Division, including City inclusionary housing, density bonus, and housing accessibility programs. Monitor progress of other City departments and sub recipients with regard to proper and timely use of HUD funds.

## **Top Accomplishments for FY 2014-15**

### **Economic Diversity and Prosperity**

1. Continued to administer the Grow Salinas Fund (GSF), a program that provides debt financing to small businesses intending to expand/locate in the City limits; closed two CDBG-funded GSF loans.
2. Received HUD determination to fund the Industrial Waste Water Conveyance System (IWWCS) improvement project under the Section 108 Loan Pool Fund, approved in FY13/14; project is now in construction.
3. Completed the Loma El Paraiso renovation project, a 43-unit multi-family rental housing development located in East Salinas within the Alisal Homeownership Neighborhood Revitalization Strategy area and available to low and moderate-income households.
4. Funded the University Corporation at Monterey Bay through the Salinas Business Development Center's workshop and bilingual advisory services, a program that assists to improve small business profitability and increase jobs in the income qualified census tracts.
5. Continued to fund the City's Rehabilitation program, Rebuilding Together Monterey-Salinas' Home Repair and Rehabilitation Program, and Grid Alternatives, to maintain existing owner-occupied/rental housing stock.

### **Safe, Livable Community**

1. Supported various agencies focused on providing homeless and homeless prevention services.
2. Collaborated with City Public Works and MidPen Housing Corporation for development of a 90-unit affordable housing project with ground floor commercial space in the Chinatown area.

### **Effective, Sustainable Government**

1. Updated 3 essential HUD plans: the 5-year Consolidated Plan, a plan required for Salinas as an entitlement community; the Alisal Homeownership Neighborhood Revitalization Strategy Area, and the Analysis of Impediments to Fair Housing Choice. Conducted extensive outreach to engage residents to provide input on community development and housing needs, priorities, and potential strategies.
2. Continued to increase efficiency and effectiveness through the continued use of online data management system to streamline the division's Request for Proposal (RFP) process, subrecipient payment and beneficiary data management, and compliance monitoring task.
3. Continued to implement projects and activities approved in the FY2013-14 Supplemental CDBG RFP.

### **Excellent Infrastructure**

1. Funded several Capital Improvement Projects including ADA-compliant sidewalks at Tatum's Garden and renovations for the Sherwood Hall Community Center facility.
2. Completed the ADA improvements on E. Market St. (E. Market St. Overlay project).
3. Allocated Section 108 loan funds for the Industrial Waste Water Conveyance System Upgrade project, which consists of critical upgrades to the deteriorated system that serves more than twenty five (25) different high-volume ag-industrial users of the Industrial Wastewater Treatment Facility that collectively employ some 410 Full Time Equivalent (FTE) jobs which are largely low-moderate income positions.

### **Quality of Life**

1. Funded City and community programs focused upon the recreational and education needs of Salinas' youth.



# **BLOCK GRANT Summary (Continued)**

2. Funded design and construction of the 10 Soledad Street public facility located in the Chinatown area, ADA improvements for the Steaming Ahead Historic Railroad Exhibit, and retrofits for the Old Municipal Swimming Pool.
3. Began construction on several Capital Improvement Projects including reconstruction of the La Paz Park Stage Area, playground improvements at various city parks, repairs at Sherwood Hall, and retrofits at the Old Municipal Pool.

## **City Council Goals, Strategies, and Objectives for FY 2015-16**

### **Economic Diversity and Prosperity**

1. Continue to implement the Grow Salinas Fund program and the Section 108 Loan program.
2. Continue to support Federally-subsidized affordable housing projects for low and moderate-income persons, seniors, disabled persons, and farm workers.
3. Continue to support programs that provide education and technical assistance to businesses.

### **Safe, Livable Community**

1. Support programs focused upon the prevention of homelessness for single men and women, families with children, and provision of transitional housing.
2. Continue to partner and collaborate with various agencies including the County Continuum of Care in addressing homelessness including the Chinatown area.

### **Effective, Sustainable Government**

1. Continue to manage division and Housing Successor Agency-funded housing projects' financial and beneficiary data using the online system.
2. Create strong collaborations with internal City staff, City Council members, sub recipients, and various subcommittee members to develop streamlined processes for administering HUD grants.
3. Develop a more effective performance measurement system to allow for easier data collection for periodic reports.
4. Maintain a high level of effectiveness, accountability and transparency through implementation of best practices and provision of available training to staff.

### **Excellent Infrastructure**

1. Allocate HUD funding to infrastructure projects based on City-established priorities and maintain compliance on currently-funded capital improvement projects

### **Quality of Life**

1. Allocate HUD funding to recreational/educational programs focusing upon children and adolescents and providing alternatives to gang activity and other violent behaviors.
2. Allocate HUD funding to physical recreation facilities such as parks, athletic fields, and community centers in densely, developed areas.

## **Major Budget Changes**

HUD released the final CDBG, HOME and ESG allocations on February 10, 2015: CDBG \$1,979,589 (.8% decrease); HOME \$543,081 (8.2% decrease); and ESG \$177,842 (11.4% increase).

# BLOCK GRANT Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
3105	Administration Division	635,529	607,900	682,700	699,000
3150	Public Services Division	285,118	385,340	354,800	354,800
3151	Breadbox Rec Center Division	98,280	137,160	130,900	132,000
3160	Relocation and Contingencies		657,219	75,300	75,300
3162	Firehouse After School Division	14,861	21,400	20,000	20,000
3164	Hebbron Family Center Division	132,734	169,700	137,700	140,500
<b>TOTAL</b>		<b>1,166,522</b>	<b>1,978,719</b>	<b>1,401,400</b>	<b>1,421,600</b>

## Expenditures by Character

1.	Employee Services	735,696	795,051	736,700	756,900
2.	Office Supplies & Materials	1,775	1,950	2,250	2,250
3.	Bldg/Veh/Equip Maint/Supplies	601	1,525	2,600	2,600
4.	Small Tools & Equipment		50	100	100
5.	Books and Publications		50	150	150
6.	Special Dept Supplies	16,853	20,900	23,900	23,900
7.	Communications	721	800	1,300	1,300
8.	Utilities	11,769	8,925	17,800	17,800
9.	Rents & Leases	11,000	11,000	33,400	33,400
10.	Maintenance Services	1,670	1,600	14,800	14,800
11.	Professional Services	17,611	17,420	50,000	50,000
12.	Outside Services	31,282	17,580	10,000	10,000
13.	Administration/Contingencies	43,100	215,103	68,131	68,131
14.	Advertising	5,241	5,000	3,000	3,000
15.	Training/Conferences/Meetings	2,540	4,089	14,979	14,979
16.	Membership & Dues	1,545	1,600	2,800	2,800
17.	Insurance and Bonds		570	600	600
18.	Contribution to Other Agencies	285,118	875,506	418,890	418,890
<b>TOTAL</b>		<b>1,166,522</b>	<b>1,978,719</b>	<b>1,401,400</b>	<b>1,421,600</b>

## Expenditures by Fund

General Fund	212,523	200,300	291,600	296,000
Measure V Fund	115,163	131,500	106,100	107,500
Measure G Fund			24,100	24,100
Community Development Act of 1974	696,763	997,022	739,900	753,700
Home Investment Partnership Funds		490,197	64,000	64,000
Homeless Emergency Solutions Grant	142,073	159,700	175,700	176,300
<b>TOTAL</b>	<b>1,166,522</b>	<b>1,978,719</b>	<b>1,401,400</b>	<b>1,421,600</b>

# BLOCK GRANT Summary

<b>Workforce by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
3105	Administration Division	3.43	3.56	3.56	3.56
3151	Breadbox Rec Center Division	0.50	0.83	0.38	0.38
3164	Hebbron Family Center Division	1.50	1.81	1.00	1.00
	TOTAL	5.43	6.20	4.94	4.94

# BLOCK GRANT Administration Division

3105

## Purpose

Administer three annual HUD grants: Community Development Block grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Shelter Grant (ESG). Oversee Housing Division, including City inclusionary housing ordinance and density bonus program, and housing accessibility programs. Monitor progress of other City departments and sub recipients with regard to proper and timely use of HUD funds.

## Division Operations

1. Oversee the City's Housing Services Program and related community improvement activities.
2. Ensure City compliance with federal regulations governing HUD grants.
3. Prepare the annual ACTION PLAN, annual performance reports, and related federally required planning and reporting documents.
4. Prepare and oversee budgets for grant-funded activities; review funding proposals; prepare funding agreements; and monitor grant-funded sub recipients.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of grant applications processed (public services, CIP, and multi-family housing projects only) through annual RFP process	36	31	36	25	32
Number of HUD-mandated plans submitted	2	2	5	2	5
Number of HUD drawdowns processed	56	56	56	56	56
Number of HUD-mandated reports submitted, IDIS updates and the closing of projects (for HPRP and CDBG-R)	0	8	0	12	12
Number of desk reviews and on-site monitoring visits conducted (for HPRP and CDBG-R), plus annual IDIS update and number of payments	0	2	0	124	124

## Major Budget Changes

CDBG administrative expenses are limited to 20%. Due to declining CDBG funds, limited administrative funds are not sufficient to administer the program. Measure G funds are requested to cover the deficit of \$32,610.00. ESG administrative expenses are also capped at 7.5%; General Funds are requested to cover the deficit of \$15,000.00.

**BLOCK GRANT  
Administration Division**

**3105**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	524,649	514,051	509,600	525,900
2. Office Supplies & Materials	1,738	1,650	1,650	1,650
3. Small Tools & Equipment		50	100	100
4. Books and Publications		50	150	150
5. Special Dept Supplies	1,790	3,400	4,400	4,400
6. Communications	187	300	300	300
7. Rents & Leases	11,000	11,000	33,400	33,400
8. Maintenance Services		100	11,800	11,800
9. Professional Services	12,457	8,000	33,000	33,000
10. Outside Services	31,282	10,000	10,000	10,000
11. Administration/Contingencies	43,100	48,150	56,900	56,900
12. Advertising	5,241	5,000	3,000	3,000
13. Training/Conferences/Meetings	2,540	3,979	15,000	15,000
14. Membership & Dues	1,545	1,600	2,800	2,800
15. Insurance and Bonds		570	600	600
<b>TOTAL</b>	<b>635,529</b>	<b>607,900</b>	<b>682,700</b>	<b>699,000</b>
 <b>Authorized Positions</b>	 3.43	 3.56	 3.56	 3.56

**Funding Source**

General Fund, Community Development Act of 1974

# BLOCK GRANT Public Services Division

3150

## Purpose

Provide financial assistance for community social service providers to assist lower income residents and other selected groups.

## Division Operations

1. Implement adopted procedures for allocating public services funds.
2. Support a peaceful and safe community by funding: homelessness prevention and assistance; services for special needs population (e.g., seniors); housing education and assistance; and activities for the youth (including youth at risk of leaving school early or of joining gangs).
3. Review monitoring procedures for sub recipient's activity.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of payments and beneficiary reports processed (Exp Rpt, CER, Activity)	828	1,080	420	2,304	2,304
Number of public services funding agreements processed, plus amendments and/or addendums	25	30	28	25	32
Number of desk reviews and on-site monitoring visits conducted	27	2	35	35	124

## Major Budget Changes

Public services funds are limited to 15% of the annual CDBG allocation. This fiscal year, the total available amount for CDBG public services activities is \$305,000.

**BLOCK GRANT  
Public Services Division**

**3150**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Training/Conferences/Meetings		79	-42	-42
2. Contribution to Other Agencies	285,118	385,261	354,842	354,842
TOTAL	285,118	385,340	354,800	354,800

**Authorized Positions**

**Funding Source**

Community Development Act of 1974, HUD Emergency Shelter Grant

# BLOCK GRANT

## Public Services Division

3150

### ORGANIZATION

	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Community Human Services	10,000	10,000	10,000	10,000
2. ACTION Council of Monterey Co.				
3. Girl Scouts of Monterey Bay	10,000	13,428	10,000	10,000
4. Family Services Agency	10,000	10,000	10,000	10,000
5. Conflict Resolution/Mediation				
6. Alliance on Aging	10,000	10,000	10,000	10,000
7. Women's Crisis Center				
8. Meals on Wheels	12,800	15,600	10,000	10,000
9. Citizenship Project				
10. Door to Hope				
11. Central Coast Ctr. Independent	7,746	10,000	10,000	10,000
12. Food Bank	12,800	15,000	10,000	10,000
13. Big Brothers Big Sisters				
14. Alisal Center For Fine Arts				
15. Alliance on Aging: Ombudsman	10,000	10,000	10,000	10,000
16. Volunteer Center				
17. Sunrise House JPA	14,400	23,428	20,000	20,000
18. Second Chance Youth Program	14,300	10,000	10,000	10,000
19. Legal Services for Seniors				
20. Sun Street Centers				
21. Salinas Police Activity League	16,878	10,000		
22. Franciscan Workers				
23. Partners for Peace, Inc.				
24. VNA Adult Day Center				
25. Y.M.C.A.				
26. Interim (MCHOME) (ESG)	56,209	50,754	53,000	53,000
27. Housing Resource Center (ESG)	19,030	27,043	47,072	47,072
28. Franciscan Workers (ESG)	17,178	20,000	35,390	35,390
29. Shelter Outreach Plus (ESG)	18,512	25,000	29,380	29,380
30. John XXIII AIDS Ministry (ESG)	20,865	24,824		
<b>TOTAL</b>	<b>260,718</b>	<b>285,077</b>	<b>274,842</b>	<b>274,842</b>





(This page intentionally left blank)

# BLOCK GRANT

## Breadbox Recreation Center Division

3151

### Purpose

Operate a recreation facility to provide a wide range of activities for all ages, creating wholesome experiences for the community's physical and mental well-being.

### Division Operations

1. Continue working with school districts and other organizations on collaborative recreation programs and joint usage of facility.
2. Provide Year-round recreation activities.
3. Continue to offer diversity of recreation programs for all ages with an emphasis on "At Risk" youth.
4. Vigorously market our recreation programs to the community.
5. Provide youth with opportunities to use computers and other learning opportunities.
6. Provide community service opportunities for youth participants.
7. Provide opportunities for field trips to places in surrounding counties, such as Great America, nearby college campuses, and others.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Program Attendees	47,750	39,031	47,000	45,000	45,000

### Major Budget Changes

**BLOCK GRANT**  
**Breadbox Rec Center Division**

**3151**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	71,357	99,900	81,400	82,500
2. Office Supplies & Materials	37	300	600	600
3. Bldg/Veh/Equip Maint/Supplies	601	1,525	2,600	2,600
4. Special Dept Supplies	7,158	7,500	7,500	7,500
5. Communications	534	500	1,000	1,000
6. Utilities	11,769	8,925	17,800	17,800
7. Maintenance Services	1,670	1,500	3,000	3,000
8. Professional Services	5,154	9,420	17,000	17,000
9. Outside Services		7,580		
10. Training/Conferences/Meetings		10		
<b>TOTAL</b>	<b>98,280</b>	<b>137,160</b>	<b>130,900</b>	<b>132,000</b>
<b>Authorized Positions</b>	<b>0.50</b>	<b>0.83</b>	<b>0.38</b>	<b>0.38</b>

**Funding Source**

General Fund, Community Development Act of 1974, Measure V Fund

# **BLOCK GRANT Relocation and Contingency**

**3160**

## **Purpose**

Administer federal Department of Housing and Urban Development (HUD) capital improvement funds targeted for use by local non-profit agencies. Provide funding for HUD-mandated relocation assistance. Administer CDBG, and HOME contingency funds.

## **Division Operations**

1. Administer relocation and contingency funds pursuant to HUD regulations and City policies.
2. Review applications received for CDBG and HOME funding throughout the year and determine eligibility of proposal and availability of contingency funds.

## **Major Budget Changes**

Relocation and contingency funds are estimated and included in the FY 2015-16 Action Plan.

**BLOCK GRANT**  
**Relocation and Contingencies**

**3160**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Administration/Contingencies		166,953	11,231	11,231
2. Training/Conferences/Meetings		21	21	21
3. Contribution to Other Agencies		490,245	64,048	64,048
TOTAL		657,219	75,300	75,300

**Authorized Positions**

**Funding Source**

Community Development Act of 1974, Home Investment Partnership Funds

# BLOCK GRANT

## Firehouse After School Division

3162

### Purpose

Provide youth a recreational alternative to participation in gangs. Provide arts and crafts, sports, drama, and education to the densely populated East Salinas area.

### Division Operations

1. Provide a program for the year-round participants at the Firehouse Recreation Center.
2. Offer a diverse program for ages 5-18 years and "at-risk" youth. The Firehouse Recreation Center primarily serves "at-risk" and low income children.
3. Work with school district on co-sponsored activities.
4. Provide opportunities for mini-field trips to Salinas locations such as the municipal pool, bagel bakery, fire stations, etc.
5. Provide opportunities for field trips to places in surrounding counties, such as Great America, Santa Cruz Beach Boardwalk, and others.
6. Provide youth opportunities to use computers and other learning opportunities.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Program Attendees	16,598	21,356	16,000	19,000	NA
Number of Senior Meals Served	5,047	5,431	5,200	5,200	NA
Senior Volunteer Hours Performed	1,726	2,040	2,000	2,000	NA

### Major Budget Changes

The CDBG allocations may be decreased in FY 2013-14 by \$1,000, resulting in a potential reduction of 100 program hours.

**BLOCK GRANT  
Firehouse After School Division**

**3162**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	13,007	19,400	18,000	18,000
2. Special Dept Supplies	1,854	2,000	2,000	2,000
TOTAL	14,861	21,400	20,000	20,000

**Authorized Positions**

**Funding Source**

Community Development Act of 1974

# BLOCK GRANT Hebbron Family Center Division

3164

## Purpose

Youth Crime and Gang Violence Prevention Initiative.

## Division Operations

1. Provide programs and services at the Safehaven/homework center 5 days per week.
2. Provide opportunities for field trips and specialized contract classes.
3. Help to reduce the level of Gang related crime within the Community by offering recreational programs and activities targeted to at risk youth, during the crucial after school hours.
4. Help to reduce gang participation and keep kids in school.
5. Collaborate with organizations such as CASP, Neighbors United, California Youth Outreach, and others to increase the knowledge and awareness of the residents in the Hebbron neighborhood.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2014-15 Projected	FY 2015-16 Goal
Number of program attendees	73,423	50,236	70,000	60,000	60,000
Number of programs	1,703	1,800	2,000	1,800	2,000
Teen Volunteer Hours Performed	342	208	250	200	250

## Major Budget Changes

The CDBG allocations may be reduced by \$3,600 in FY 2013-14 resulting in the elimination of all program supplies for youth enrichment activities (i.e. craft supplies, sports equipment, computer supplies, etc.) and a reduction in FTE staffing resources.



**BLOCK GRANT**  
**Hebbron Family Center Division**

**3164**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	126,683	161,700	127,700	130,500
2. Special Dept Supplies	6,051	8,000	10,000	10,000
3. Training/Conferences/Meetings				
<b>TOTAL</b>	<b>132,734</b>	<b>169,700</b>	<b>137,700</b>	<b>140,500</b>
 <b>Authorized Positions</b>	 1.50	 1.81	 1.00	 1.00

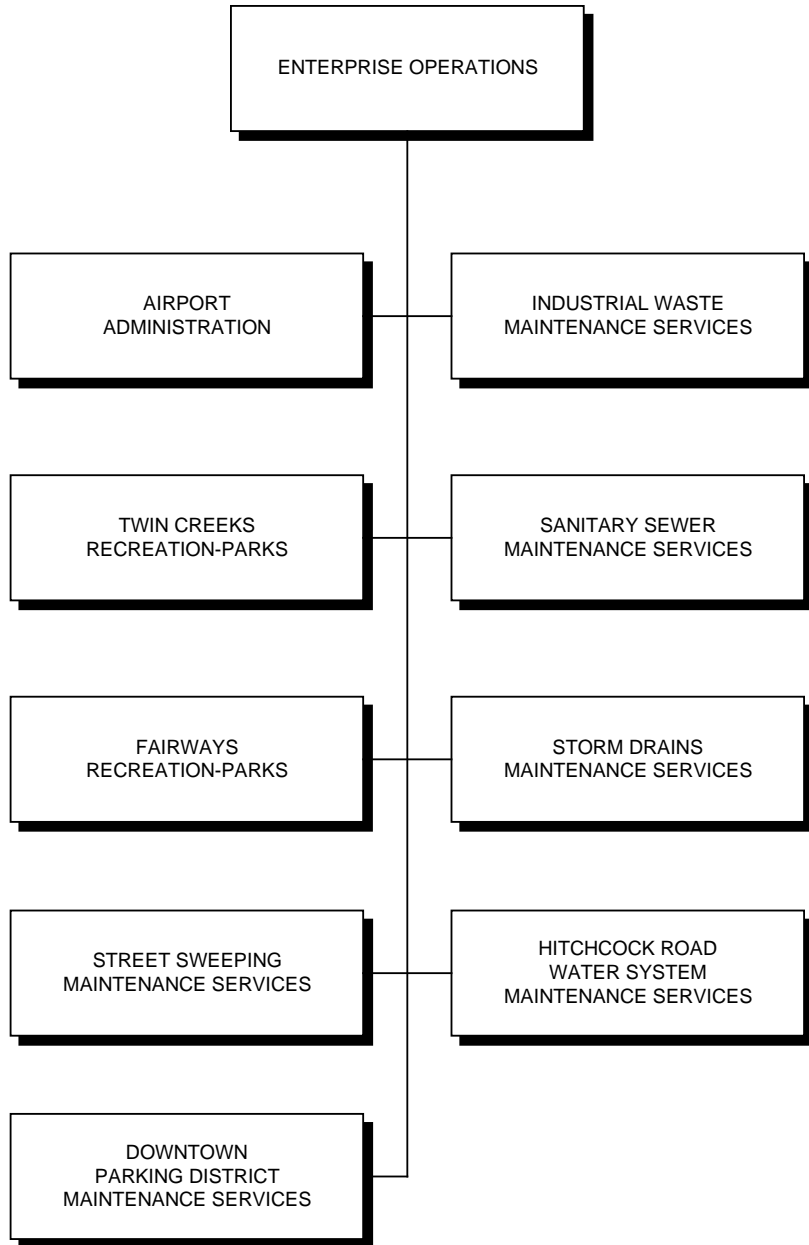
**Funding Source**

Community Development Act of 1974, General Fund

# BLOCK GRANT Work Force

<b>Administration Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Comm/Economic Dev Dir	0.195	0.195	0.195	0.195
Comm Dev Admin Supervisor	0.480	0.400	0.400	0.400
Housing Services Supv	0.320	0.160	0.160	0.160
Planning Manager	0.520	0.590	0.590	0.590
Community Dev Analyst	0.380	0.420	0.420	0.420
Comm Improve Asst	0.620	0.800	0.800	0.800
Administrative Aide	0.500	0.500	0.500	0.500
Revenue Officer		0.080	0.080	0.080
Asst Comm/Econ Dev Dir	0.415	0.415	0.415	0.415
Total	3.430	3.560	3.560	3.560
<b>Breadbox Rec Center Division</b>				
Recreation Asst (MV)	0.250	0.250		
Recreation Asst	0.250	0.250		
Recreation Coord (MV)		0.160		
Recreation Coordinator		0.170	0.380	0.380
Total	0.500	0.830	0.380	0.380
<b>Hebbron Family Center Division</b>				
Rec Coordinator	0.380	0.620	0.508	0.508
Recreation Asst	0.500	0.500		
Rec Coordinator (MV)	0.620	0.690	0.492	0.492
Total	1.500	1.810	1.000	1.000
<b>Department Total</b>	<b>5.430</b>	<b>6.200</b>	<b>4.940</b>	<b>4.940</b>

# ENTERPRISE OPERATIONS





(This page intentionally left blank)

# ENTERPRISE OPERATIONS

## Summary

### **Purpose**

The purpose of the Enterprise Program is to provide self-supporting community services such as the operation of the Airport, Fairways Golf Course, and the various Sewer Waste Collection systems.

### **Top Accomplishments for FY 2014-15**

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

1. Provided economic benefit and economic role of the airport for the Salinas Economic Development Element.

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

1. Hosted 2013 California International Airshow

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

1. Continued support of the Airport Commission

#### **Excellent Infrastructure**

1. Completed the Taxiway A and Charlie Reconstruction Project

### **City Council Goals, Strategies, and Objectives for FY 2015-16**

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

1. Prepare Airport Compatibility Land Use Plan
2. Host 2014 California International Airshow

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

1. Continued support of the Airport Commission

#### **Excellent Infrastructure**

1. Prepare Airport Master Plan Update

### **Major Budget Changes**

Position Changes

# ENTERPRISE OPERATIONS

## Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
5120	Airport Division	1,120,130	1,175,507	1,305,200	1,326,800
5130	Twin Creeks Golf Course Division	570,894	571,100	571,100	571,100
5145	Fairways Golf Course Division	47,422	100,000	100,000	100,000
5160	Industrial Waste Division	1,124,505	1,556,800	1,638,400	1,654,000
5170	Sanitary Sewer Division	2,235,268	2,333,200	2,516,800	2,536,700
5180	NPDES Storm Drain Sewer Div	592,448	753,800	812,200	823,200
5185	NPDES Street Sweeping Division	767,177	813,200	1,000,400	1,011,600
5190	Hitchcock Road Water Utility	9,920	20,000	20,000	20,000
5195	Downtown Parking Division	15,714,305	1,725,300	1,516,500	1,519,600
5197	Preferential Parking Program-City	17,866	39,400	20,500	20,500
<b>TOTAL</b>		<b>22,199,935</b>	<b>9,088,307</b>	<b>9,501,100</b>	<b>9,583,500</b>

### Expenditures by Character

1.	Employee Services	2,443,503	3,158,800	3,660,000	3,742,000
2.	Office Supplies & Materials	6,050	4,200	4,200	4,200
3.	Bldg/Veh/Equip Maint/Supplies	159,040	207,700	256,100	256,100
4.	Vehicle Fuels & Lubricants	105,046	120,700	119,700	119,700
5.	Small Tools & Equipment	6,362	8,500	8,500	8,500
6.	Clothing & Personal Equip	9,107	11,700	10,700	10,700
7.	Street Materials	5,914	22,000	22,000	22,000
8.	Special Dept Supplies	20,859	44,700	30,500	30,500
9.	Chemicals	32,626	37,000	22,000	22,000
10.	Communications	18,022	22,800	22,800	22,800
11.	Utilities	723,672	703,000	729,000	729,000
12.	Rents & Leases	13,346	14,950	14,000	14,000
13.	Maintenance Services	166,360	209,307	162,600	162,600
14.	Professional Services	731,153	582,000	660,000	660,000
15.	Outside Services	35,340	84,500	167,700	167,700
16.	Administration/Contingencies	735,156	595,500	584,400	584,400
17.	Advertising	5,676	6,000	6,000	6,000
18.	Training/Conferences/Meetings	21,216	37,000	37,000	37,000
19.	Membership & Dues	1,040	6,200	6,200	6,200
20.	Insurance and Bonds	114,750	109,200	109,200	109,200
21.	Contribution to Other Agencies	4,216	11,500	6,000	6,000
22.	Refunds & Reimb Damages	896	1,000	1,000	1,000
23.	Recognition-Award-Protocol		500	500	500
24.	Taxes	54,049	64,050	65,000	65,000
25.	Debt Service	14,192,619			
26.	Bond-Principal	1,251,631	1,498,000	1,301,000	1,320,000
27.	Bond-Interest	1,318,193	1,450,200	1,426,500	1,407,900
28.	Paying Agent Fees	23,494	64,500	62,500	62,500
29.	Capital Outlay	599	12,800	6,000	6,000
<b>TOTAL</b>		<b>22,199,935</b>	<b>9,088,307</b>	<b>9,501,100</b>	<b>9,583,500</b>

# ENTERPRISE OPERATIONS

## Summary

<b>Expenditures by Fund</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Municipal Airport Fund	1,120,130	1,175,507	1,305,200	1,326,800
Industrial Waste Fund	1,124,505	1,556,800	1,638,400	1,654,000
Fairways Golf Course	47,422	100,000	100,000	100,000
Twin Creeks Golf Course	570,894	571,100	571,100	571,100
Sewer Fund	2,235,268	2,333,200	2,516,800	2,536,700
Storm Sewer (NPDES) Fund	1,359,625	1,567,000	1,812,600	1,834,800
Water Utility Fund	9,920	20,000	20,000	20,000
Downtown Parking District	15,714,305	1,725,300	1,516,500	1,519,600
Preferential Parking	17,866	39,400	20,500	20,500
<b>TOTAL</b>	<b>22,199,935</b>	<b>9,088,307</b>	<b>9,501,100</b>	<b>9,583,500</b>

### Workforce by Program

5120	Airport Division	5.25	4.25	4.25	4.25
5160	Industrial Waste Division	2.50	7.50	7.50	7.50
5170	Sanitary Sewer Division	7.75	7.75	8.25	8.25
5180	NPDES Storm Drain Sewer Div	6.00	5.00	5.00	5.00
5185	NPDES Street Sweeping Division	7.00	5.00	5.00	5.00
5195	Downtown Parking Division	1.00	1.00	1.00	1.00
	<b>TOTAL</b>	<b>29.50</b>	<b>30.50</b>	<b>31.00</b>	<b>31.00</b>

# ENTERPRISE OPERATIONS

## Airport Division

5120

### Purpose

The Airport serves the City as an element of the national transportation system. It is also an economic development asset and serves as an employment center with over 20 businesses providing jobs. The Airport Division of Engineering and Transportation Department oversees the safe day-to-day operation of the facility and the long-term capital development.

### Division Operations

1. Focuses on quality customer service.
2. Provide staff support to the Airport Commission.
3. Ensures the continued economic viability of the Airport Enterprise Fund.
4. Support the California International Air show.
5. Acquires funding to complete plans and projects that provide for appropriate airport development.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Percentage of Work Order Requests received that are completed within 48 hours	84%	88%	90%	90%	90%
Percentage of runway/taxiway lighting repairs made within 24 hours	99%	100%	99%	100%	99%
Percentage of hangar rental and lease accounts paid in full within 30 days	95%	94%	95%	95%	95%

### Major Budget Changes

None



# ENTERPRISE OPERATIONS

## Airport Division

5120

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	445,185	529,700	631,600	653,200
2. Office Supplies & Materials	2,963	3,200	3,200	3,200
3. Bldg/Veh/Equip Maint/Supplies	27,843	37,600	40,600	40,600
4. Vehicle Fuels & Lubricants	6,852	7,500	6,500	6,500
5. Street Materials	5,623	20,000	20,000	20,000
6. Special Dept Supplies	1,492	2,200	4,000	4,000
7. Chemicals	32,626	33,000	18,000	18,000
8. Communications	6,925	9,300	9,300	9,300
9. Utilities	106,042	108,500	133,500	133,500
10. Rents & Leases	5,067			
11. Maintenance Services	99,188	116,707	70,000	70,000
12. Professional Services	96,111	57,000	10,000	10,000
13. Outside Services	23,846	25,000	145,000	145,000
14. Administration/Contingencies	171,733	110,000	110,000	110,000
15. Advertising	5,676	6,000	6,000	6,000
16. Training/Conferences/Meetings	7,510	9,000	9,000	9,000
17. Membership & Dues	740	5,000	5,000	5,000
18. Insurance and Bonds	25,750	20,000	20,000	20,000
19. Contribution to Other Agencies	4,216	11,500	6,000	6,000
20. Refunds & Reimb Damages	896	1,000	1,000	1,000
21. Recognition-Award-Protocol		500	500	500
22. Taxes	43,247	50,000	50,000	50,000
23. Capital Outlay	599	12,800	6,000	6,000
<b>TOTAL</b>	<b>1,120,130</b>	<b>1,175,507</b>	<b>1,305,200</b>	<b>1,326,800</b>

<b>Authorized Positions</b>	5.25	4.25	4.25	4.25
-----------------------------	------	------	------	------

### Funding Source

Municipal Airport Fund

# **ENTERPRISE OPERATIONS**

## **Twin Creeks Golf Course Division**

**5130**

### **Purpose**

The Golf Course Division of the Recreation Parks Department no longer provides golf course maintenance operations and professional golf services for the 9 hole facility and 30 station lighted practice range. Twin Creeks was transferred to the non-profit organization "First Tee" in November 2004.

### **Division Operations**

1. Work with "First Tee" to provide a well maintained, affordable golf course and practice facility for the community and youth players.

### **Major Budget Changes**

None

**ENTERPRISE OPERATIONS**  
**Twin Creeks Golf Course Division**

**5130**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Bond-Principal	335,000	345,000	345,000	345,000
2. Bond-Interest	231,445	219,600	219,600	219,600
3. Paying Agent Fees	4,449	6,500	6,500	6,500
TOTAL	570,894	571,100	571,100	571,100

**Authorized Positions**

**Funding Source**

Twin Creeks Golf Course

# **ENTERPRISE OPERATIONS**

## **Fairways Golf Course Division**

**5145**

### **Purpose**

The Golf Course Division of the Recreation Park Department no longer provides golf course maintenance operations and professional golf services for the 18-hole golf course and 13-station practice range. The Fairways Golf Course and its day-to-day operation was transferred to the corporation "Sierra Golf" as of August 1, 2008.

### **Division Operations**

1. Work with "Sierra Golf" to provide a well maintained, affordable golf course and practice facility for the community.

### **Major Budget Changes**

None

**ENTERPRISE OPERATIONS**  
**Fairways Golf Course Division**

**5145**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Bond-Principal	25,000	30,000	30,000	30,000
2. Bond-Interest	10,283	25,000	25,000	25,000
3. Paying Agent Fees	12,139	45,000	45,000	45,000
TOTAL	47,422	100,000	100,000	100,000

**Authorized Positions**

**Funding Source**

Fairways Golf Course

# ENTERPRISE OPERATIONS

## Industrial Waste Division

5160

### Purpose

Provide the Salinas food industry and other industrial water users with an economical and environmentally acceptable means of treatment and disposal of industrial wastewater.

### Division Operations

1. Maintain the Industrial Waste Treatment Facility and Industrial Waste Collection System in a manner consistent with the City's Waste Discharge Requirements (WDR) Permit issued by the Central Coast Regional Water Pollution Control Board, and State and Federal laws and regulations.
2. Operate the facility in a manner that protects the interests of the industrial users and the residents of Salinas.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Millions of Gallons of Industrial Process Water Receiving Treatment & Disposal	992	1051	1000	1500	1500

### Major Budget Changes

None

# ENTERPRISE OPERATIONS

## Industrial Waste Division

5160

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	268,484	686,300	767,900	783,500
2. Office Supplies & Materials	112	500	500	500
3. Bldg/Veh/Equip Maint/Supplies	11,075	11,000	11,000	11,000
4. Vehicle Fuels & Lubricants	13,163	13,000	13,000	13,000
5. Small Tools & Equipment	4,348	5,000	5,000	5,000
6. Clothing & Personal Equip	1,297	2,600	2,600	2,600
7. Special Dept Supplies	2,415	1,000		
8. Chemicals		2,000	2,000	2,000
9. Communications	104	500	500	500
10. Utilities	379,866	352,000	353,000	353,000
11. Rents & Leases	6,540	9,950	9,000	9,000
12. Maintenance Services	10,835	10,000	10,000	10,000
13. Professional Services	147,865	201,000	201,000	201,000
14. Administration/Contingencies	140,635	112,000	112,000	112,000
15. Training/Conferences/Meetings	7,794	18,500	18,500	18,500
16. Membership & Dues	170	300	300	300
17. Insurance and Bonds	18,500	18,500	18,500	18,500
18. Taxes	10,802	14,050	15,000	15,000
19. Bond-Principal	90,000	95,000	95,000	95,000
20. Bond-Interest	10,500	3,600	3,600	3,600
<b>TOTAL</b>	<b>1,124,505</b>	<b>1,556,800</b>	<b>1,638,400</b>	<b>1,654,000</b>

<b>Authorized Positions</b>	2.5	7.5	7.5	7.5
-----------------------------	-----	-----	-----	-----

### Funding Source

Industrial Waste Fund

# ENTERPRISE OPERATIONS

## Sanitary Sewer Division

5170

### Purpose

Maintain the sanitary sewer collection system in a safe, reliable, and sanitary condition to satisfy all regulatory and environmental requirements implementing best management practices outlined in the City's waste discharge requirements permit issued by the State Water Board.

### Division Operations

1. Maintain the Sanitary Sewer Collection System consistent with the Statewide General WDR (Waste Discharge Requirement) permit for Sanitary Sewer Systems, WQO No. 2006-0003, and the City's Sewer System Management Plan.
2. Clean and repair existing sanitary sewer mains for the health and safety of the residents of Salinas.
3. Minimize Sanitary Sewer overflows to protect the local and regional environment through preventive maintenance.
4. Effectively contain and clean up sewer spills.
5. Replace deteriorated sewer trunk mains.
6. Perform Preventive Maintenance and repairs for ten pump stations.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Miles of Pipeline Cleaned	269	260	250	250	250
Number of Sanitary Sewer Overflows	4	3	<5	4	5
Linear Feet of Pipeline Televised	36,960	15,000	10,000	26,400	15,000

### Major Budget Changes

None



# ENTERPRISE OPERATIONS

## Sanitary Sewer Division

5170

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	749,906	812,900	996,500	1,016,400
2. Bldg/Veh/Equip Maint/Supplies	40,893	50,500	50,500	50,500
3. Vehicle Fuels & Lubricants	35,238	50,000	50,000	50,000
4. Small Tools & Equipment	1,816	2,500	2,500	2,500
5. Clothing & Personal Equip	6,542	6,100	6,100	6,100
6. Street Materials	152	1,000	1,000	1,000
7. Special Dept Supplies	5,156	5,000	5,000	5,000
8. Chemicals		1,000	1,000	1,000
9. Communications	5,047	7,400	7,400	7,400
10. Utilities	159,971	164,200	164,200	164,200
11. Rents & Leases		1,000	1,000	1,000
12. Maintenance Services	6,879	9,500	9,500	9,500
13. Professional Services	6,079	12,000	12,000	12,000
14. Outside Services		10,000	10,000	10,000
15. Administration/Contingencies	143,265	122,600	122,600	122,600
16. Training/Conferences/Meetings	3,212	4,500	4,500	4,500
17. Membership & Dues		500	500	500
18. Insurance and Bonds	44,800	44,800	44,800	44,800
19. Bond-Principal	335,000	340,000	340,000	340,000
20. Bond-Interest	687,406	680,700	680,700	680,700
21. Paying Agent Fees	3,906	7,000	7,000	7,000
<b>TOTAL</b>	<b>2,235,268</b>	<b>2,333,200</b>	<b>2,516,800</b>	<b>2,536,700</b>

<b>Authorized Positions</b>	7.75	7.75	8.25	8.25
-----------------------------	------	------	------	------

### Funding Source

Sewer Fund

# ENTERPRISE OPERATIONS

## NPDES Storm Drain Sewer Division

5180

### Purpose

Maintain the storm drainage system in a safe and sanitary condition by providing regular inspections and periodic maintenance. Comply with local and regional goals through the federally mandated National Pollution Discharge Elimination System (NPDES) requirements and "Best Management Practices" (BMPs) to reduce or eliminate pollution from storm water runoff and illicit discharges from identified sources.

### Division Operations

1. Implement the goals and standards outlined in the City's new 5-year NPDES Permit, and the City's Storm Water Management Plan.
2. Inspect, clean and repair the existing storm drain system as required to assure that the City accomplishes water quality objectives as outlined in the City's NPDES Permit and to reduce the risk of localized flooding.
3. Maintain City-owned open drainage channels to provide for free flow of storm runoff throughout the City.
4. Continue to implement the NPDES Water Quality Monitoring Program and Maintenance Program consistent with NPDES requirements established by the Central Coast Regional Water Quality Control Board.
5. Continue the Storm Drain stenciling program consistent with NPDES BMPS.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Storm Drains Inspected and cleaned as needed	3,557	3,557	1,800	1,500	1,500
Number of Storm Drain Stencils Installed with "No Dumping Flows to Bay" Logo	439	450	600	1,000	1,500
Number of Commercial/Industrial Businesses Inspected.	499	422	400	250	250

### Major Budget Changes

None

**ENTERPRISE OPERATIONS**  
**NPDES Storm Drain Sewer Div**

**5180**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	381,230	505,000	563,000	574,000
2. Office Supplies & Materials	2,975	500	500	500
3. Bldg/Veh/Equip Maint/Supplies	328	17,600	3,000	3,000
4. Vehicle Fuels & Lubricants	1,922	2,400	2,400	2,400
5. Small Tools & Equipment	198	1,000	1,000	1,000
6. Clothing & Personal Equip	1,268	2,000	2,000	2,000
7. Street Materials	139	1,000	1,000	1,000
8. Special Dept Supplies	3,313	20,000	5,000	5,000
9. Chemicals		1,000	1,000	1,000
10. Communications	310	300	300	300
11. Utilities	48,285	37,000	37,000	37,000
12. Rents & Leases	1,739	4,000	4,000	4,000
13. Maintenance Services	3,411	24,100	24,100	24,100
14. Professional Services	46,491	25,000	55,000	55,000
15. Administration/Contingencies	87,889	96,100	96,100	96,100
16. Training/Conferences/Meetings	1,450	5,000	5,000	5,000
17. Membership & Dues		100	100	100
18. Insurance and Bonds	11,500	11,700	11,700	11,700
<b>TOTAL</b>	<b>592,448</b>	<b>753,800</b>	<b>812,200</b>	<b>823,200</b>
 <b>Authorized Positions</b>	 6	 5	 5	 5

**Funding Source**

Storm Sewer (NPDES) Fund

# ENTERPRISE OPERATIONS

## NPDES Street Sweeping Division

5185

### Purpose

Maintain a clean City in accordance with best management practices in the City's National Pollution Discharge Elimination System (NPDES) Permit to eliminate pollution from storm water runoff or illicit discharges from identified sources.

### Division Operations

1. Maintain clean streets maximizing street sweeping throughout the City consistent with the City's NPDES Stormwater Permit requirements.
2. Sweep all residential streets consistent with NPDES scheduling requirements.
3. Reduce the amount of refuse in the City's storm sewer effluent consistent with NPDES best management practices.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Curb Miles Swept Monthly (FY 12/13 Curb Miles Due to Minor Adjustment to Sweeping Schedules)	1,340	1,400	1,420	1,557	1,557
Cubic Yard of Debris Removed Annually	7,010	7,311	8,500	7,000	7,500

### Major Budget Changes

Line Item budget has been increased by \$120,000. \$60,000 has been added to the professional services account for contract services to use routing software to establish new street sweeping routes conducive to establishing parking controls on street sweeping days and for contract labor to install parking control signs on street sweeping days. \$60,000 has been added to the Rolling Stock-Supplies to account for increased costs for broom attachments for the street sweepers and for the first phase of purchasing signs, poles and hardware to install parking control signs on certain streets on street sweeping days.

**ENTERPRISE OPERATIONS**  
**NPDES Street Sweeping Division**

**5185**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	501,489	515,800	583,000	594,200
2. Bldg/Veh/Equip Maint/Supplies	78,901	91,000	151,000	151,000
3. Vehicle Fuels & Lubricants	47,871	47,800	47,800	47,800
4. Special Dept Supplies	61	1,500	1,500	1,500
5. Communications	245	300	300	300
6. Utilities	1,553	5,000	5,000	5,000
7. Maintenance Services	21,135	26,000	26,000	26,000
8. Professional Services		15,000	90,000	90,000
9. Outside Services		15,000		
10. Administration/Contingencies	101,722	81,600	81,600	81,600
11. Insurance and Bonds	14,200	14,200	14,200	14,200
<b>TOTAL</b>	<b>767,177</b>	<b>813,200</b>	<b>1,000,400</b>	<b>1,011,600</b>
 <b>Authorized Positions</b>	 7	 5	 5	 5

**Funding Source**

Storm Sewer (NPDES) Fund

# ENTERPRISE OPERATIONS

## Hitchcock Road Water Utility

5190

### Purpose

Provide a clean water source to business and operations located at the Hitchcock facility. These include the City's Animal Shelter, the Industrial Waste Administrative Building, the Monterey County Animal Shelter and the Monterey Regional Water Pollution Control Agency's sanitary sewer lift station.

### Division Operations

1. Maintain the fresh water well system in a manner consistent with guidelines established by State and Federal Laws and as determined by the Environmental Health Division of the Monterey County Health Department.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Percentage of Compliance with Health Department Water Quality Objectives	100%	100%	100%	100%	100%

### Major Budget Changes

None

**ENTERPRISE OPERATIONS**  
**Hitchcock Road Water Utility**

**5190**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Professional Services	8,635	18,000	18,000	18,000
2. Administration/Contingencies	1,285	2,000	2,000	2,000
TOTAL	9,920	20,000	20,000	20,000

**Authorized Positions**

**Funding Source**

Water Utility Fund

# ENTERPRISE OPERATIONS

## Downtown Parking Division

5195

### Purpose

The mission of Parking Operations is to provide, operate and maintain an efficient, effective and flexible downtown parking management system to meet the needs of our residents, visitors and the business community.

### Division Operations

1. To provide effective supervision and control of parking services and resources.
2. To provide overall budget, project and parking program management.
3. To provide centralized parking management to maximize economies of scale and efficiency.
4. To provide effective communication with the Oldtown Salinas Association.
5. To provide parking enforcement for special events.
6. To provide excellent customer service.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Downtown Parking Cash Collections	193,901	193,000	200,000	195,000	200,000
Mean Parking Lot Occupancy Rate	62%	66%	68%	65%	100%
Monterey Street Garage Occupancy Rate	40%	42%	50%	40%	100%

### Major Budget Changes

Oversight of the Parking Division will be relocated to the Department of Public Works Properties, Administration and Districts Division.



# ENTERPRISE OPERATIONS

## Downtown Parking Division

5195

Operating Expenditures	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
1. Employee Services	93,008	99,100	113,000	115,700
2. Special Dept Supplies	8,422	15,000	15,000	15,000
3. Communications	5,391	5,000	5,000	5,000
4. Utilities	27,955	36,300	36,300	36,300
5. Maintenance Services	24,912	23,000	23,000	23,000
6. Professional Services	425,972	254,000	274,000	274,000
7. Outside Services		20,200	200	200
8. Administration/Contingencies	86,456	57,100	57,100	57,100
9. Training/Conferences/Meetings	1,250			
10. Membership & Dues	130	300	300	300
11. Debt Service	14,192,619			
12. Bond-Principal	466,631	688,000	491,000	510,000
13. Bond-Interest	378,559	521,300	497,600	479,000
14. Paying Agent Fees	3,000	6,000	4,000	4,000
<b>TOTAL</b>	<b>15,714,305</b>	<b>1,725,300</b>	<b>1,516,500</b>	<b>1,519,600</b>

<b>Authorized Positions</b>	1	1	1	1
-----------------------------	---	---	---	---

### Funding Source

Downtown Parking District

# ENTERPRISE OPERATIONS

## Preferential Parking Program-City

5197

### Purpose

The mission of the Preferential Parking operations is to provide, operate and maintain an efficient and flexible preferential parking system for the area surrounding the Salinas Valley Memorial Hospital, to meet the need of the residents, visitors and businesses located within the boundaries of the Preferential Parking Program.

### Division Operations

1. To Provide effective control of parking services and resources in a residential parking district.
2. To provide parking management to maximize economies of scale and efficiency.
3. To provide effective communications with residents of the parking zone/areas in a parking district.
4. To provide parking enforcement in designated streets.
5. To provide excellent customer service.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Downtown Parking Cash Collections	193,901	193,000	200,000	195,000	200,000
Mean Parking Lot Occupancy Rate	62%	66%	68%	65%	100%
Monterey Street Garage Occupancy Rate	40%	42%	50%	40%	100%

### Major Budget Changes

None

**ENTERPRISE OPERATIONS**  
**Preferential Parking Program-City**

**5197**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	4,201	10,000	5,000	5,000
2. Clothing & Personal Equip		1,000		
3. Outside Services	11,494	14,300	12,500	12,500
4. Administration/Contingencies	2,171	14,100	3,000	3,000
<b>TOTAL</b>	<b>17,866</b>	<b>39,400</b>	<b>20,500</b>	<b>20,500</b>

**Authorized Positions**

**Funding Source**

Preferential Parking

# ENTERPRISE OPERATIONS

## Work Force

<b>Airport Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Airport Manager	1.00	1.00	1.00	1.00
Airport Assistant	1.00			
Administrative Secretary		1.00	1.00	1.00
Airport Operations Supv	1.00	1.00	1.00	1.00
Sr Airport Technician	1.00	1.00	1.00	1.00
Sr Airport Tech (Frozen)		-1.00	-1.00	-1.00
Facility Maint Worker	1.00	1.00	1.00	1.00
Director of Public Works	0.25	0.25	0.25	0.25
Total	5.25	4.25	4.25	4.25
 <b>Industrial Waste Division</b>				
Wastewater Manager	0.25	0.25	0.25	0.25
Wastewater Operator	1.00	2.00	2.00	2.00
Water Resources Planner	0.25	0.25	0.25	0.25
P.S. Maint Crew Supv		1.00	1.00	1.00
Public Svc Maint Wkr II	1.00	4.00	4.00	4.00
Total	2.50	7.50	7.50	7.50
 <b>Sanitary Sewer Division</b>				
Senior Civil Engineer			0.50	0.50
Pump Maint Mechanic	0.50	0.50	0.50	0.50
Wastewater Manager	0.50	0.50	0.50	0.50
Water Resources Planner	0.50	0.50	0.50	0.50
P.S. Maint Crew Supv	0.25	0.25	0.25	0.25
Public Svc Maint Wkr IV	0.50	0.50	0.50	0.50
Public Svc Maint Wkr II	3.75	3.75	3.75	3.75
Public Svc Maint Wkr III	1.75	1.75	1.75	1.75
Total	7.75	7.75	8.25	8.25
 <b>NPDES Storm Drain Sewer Div</b>				
Pump Maint Mechanic	0.50	0.50	0.50	0.50
Wastewater Manager	0.25	0.25	0.25	0.25
P.S. Maint Crew Supv	0.50	0.50	0.50	0.50
Public Svc Maint Wkr IV	0.25	0.25	0.25	0.25
Public Svc Maint Wkr II	4.25	4.25	4.25	4.25
Pub Maint Wkr II (Frozen)		-1.00	-1.00	-1.00
Public Svc Maint Wkr III	0.25	0.25	0.25	0.25
Total	6.00	5.00	5.00	5.00

# ENTERPRISE OPERATIONS

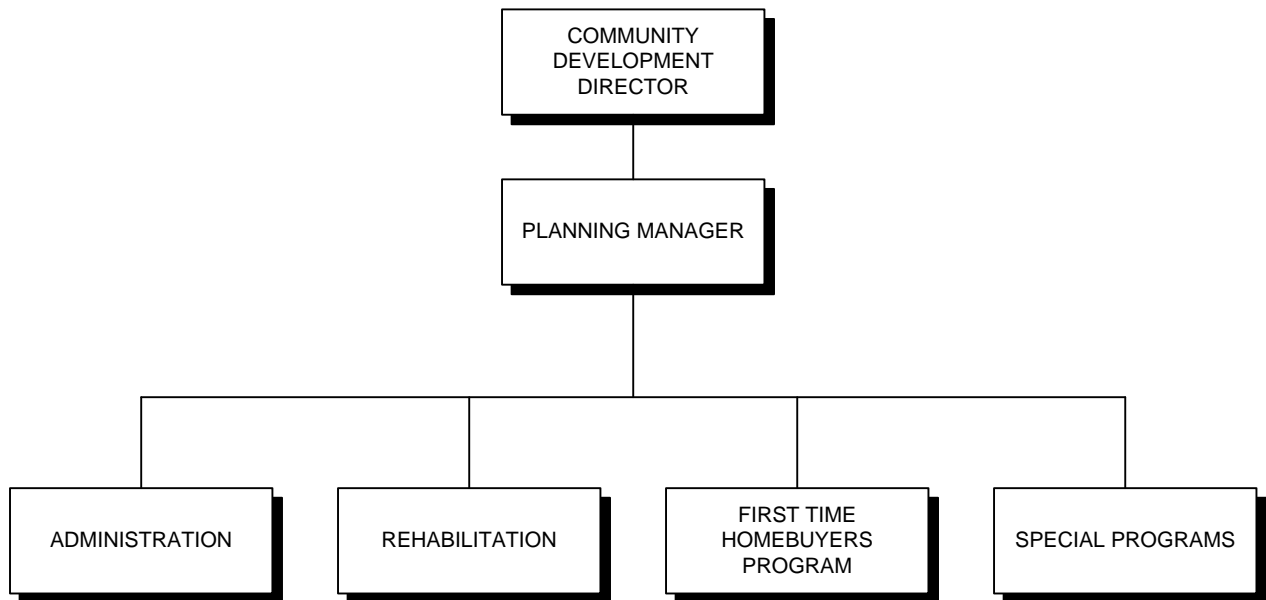
## Work Force

NPDES Street Sweeping Division	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
Equipment Mechanic I	1.00	1.00	1.00	1.00
Community Service Officer	0.50	0.50	0.50	0.50
P.S. Maint Crew Supv	1.25	1.25	1.25	1.25
P.S. Maint Sup (Frozen)		-1.00	-1.00	-1.00
Public Svc Maint Wkr IV	0.25	0.25	0.25	0.25
Motor Sweeper Operator	3.00	3.00	3.00	3.00
P.S. Maint Wkr II	1.00	1.00	1.00	1.00
P.S. Maint Wkr II(Frozen)		-1.00	-1.00	-1.00
Total	7.00	5.00	5.00	5.00
 <b>Downtown Parking Division</b>				
Parking Operations Offcr	1.00	1.00	1.00	1.00
 <b>Department Total</b>	 29.50	 30.50	 31.00	 31.00



(This page intentionally left blank)

# HOUSING



# HOUSING Summary

## Purpose

Strengthen residential neighborhoods by conserving existing housing through planning, funding and rehabilitation assistance for lower income households. Support the development of new affordable housing through regulatory methods such as inclusionary housing and density bonuses for residential development.

## Top Accomplishments for FY 2014-15

### Economic Diversity and Prosperity

1. Provided HOME funding for rehabilitation of Vista de la Terraza of a 46-unit multi-family rental housing (Haciendas II) that will provide housing units to low and moderate-income families; project is now in construction.
2. Began the process of updating the City's Inclusionary Housing ordinance to respond to recent Court rulings on legality of inclusionary ordinances.
3. Continued to fund the City's rehabilitation program to maintain existing owner-occupied/rental housing stock.

### Safe, Livable Community

1. Continued collaboration with City Public Works and MidPen Housing Corporation for development of a 90-unit affordable housing project with ground floor commercial space in the Chinatown area.

### Effective, Sustainable Government

1. Updated 3 essential HUD plans: the 5-year Consolidated Plan; the Alisal Homeownership Neighborhood Revitalization Strategy Area, and the Analysis of Impediments to Fair Housing Choice. Conducted extensive outreach to engage residents to provide input on community development and housing needs, priorities, and potential strategies.
2. Continued to increase efficiency and effectiveness through the continued use of online data management system to streamline the division's Request for Proposal (RFP) process, sub recipient payment and beneficiary data management, and compliance monitoring task.

## City Council Goals, Strategies, and Objectives for FY 2015-16

### Economic Diversity and Prosperity

1. Continue to support Federally-subsidized affordable housing projects for low and moderate-income persons, seniors, disabled persons, and farm workers

### Safe, Livable Community

1. Continue to partner and collaborate with various agencies including the County Continuum of Care in addressing homelessness.

### Effective, Sustainable Government

1. Continue to manage division and Housing Successor Agency-funded housing projects' financial and beneficiary data using the online system.
2. Create strong collaborations with internal City staff, City Council members, sub recipients, and various subcommittee members to develop streamlined processes for administering HUD grants.
3. Develop a more effective performance measurement system to allow for easier data collection for periodic reports.
4. Maintain a high level of effectiveness, accountability and transparency through implementation of best practices and provision of available training to staff.



## **HOUSING Summary (Continued)**

### **Major Budget Changes**

HUD released the final CDBG, HOME and ESG allocations on February 10, 2015: CDBG \$1,979,589 (.8% decrease); HOME \$543,081 (8.2% decrease; and ESG \$177,842 (11.4% increase).

# HOUSING Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
3210	Administration Division	122,430	263,400	217,000	224,700
3220	Rehabilitation Division	233,671	779,102	676,500	680,200
3221	NSP Program Income	748,526	356,800	23,500	24,000
3225	First Time Home Buyers	14,563	88,000	162,500	163,300
3230	Inclusionary Housing	15,578	65,522	31,300	31,900
3240	Special Programs Division	819,466	1,777,788	907,900	910,500
<b>TOTAL</b>		<b>1,954,234</b>	<b>3,330,612</b>	<b>2,018,700</b>	<b>2,034,600</b>

## **Expenditures by Character**

1.	Employee Services	435,067	535,400	549,200	565,100
2.	Office Supplies & Materials	835	900	900	900
3.	Small Tools & Equipment		100	100	100
4.	Special Dept Supplies	816	1,000	1,000	1,000
5.	Communications	291	500	500	500
6.	Rents & Leases	11,400	11,400	11,400	11,400
7.	Maintenance Services		2,150	150	150
8.	Professional Services	177,507	13,350	350	350
9.	Outside Services	15,598	39,550		
10.	Financial Assistance	262,805	1,531,595	714,400	714,400
11.	Public Assistance	36,600	66,600	66,600	66,600
12.	Administration/Contingencies	28,817	89,422	74,900	74,900
13.	Training/Conferences/Meetings		4,900	4,900	4,900
14.	Contribution to Other Agencies	532,489	696,695	594,300	594,300
15.	Refunds & Reimb Damages	452,009	335,700		
16.	Taxes		450		
17.	Capital Outlay		900		
<b>TOTAL</b>		<b>1,954,234</b>	<b>3,330,612</b>	<b>2,018,700</b>	<b>2,034,600</b>

## **Expenditures by Fund**

Community Development Act of 1974	755,090	1,178,508	630,000	634,500
Home Investment Partnership Funds	378,557	1,620,182	1,267,300	1,275,600
HUD Neighborhood Stabilization	748,526	356,800	23,500	24,000
Inclusionary Housing	15,578	65,522	31,300	31,900
HSA-Affordable Housing	56,483	109,600	66,600	68,600
<b>TOTAL</b>	<b>1,954,234</b>	<b>3,330,612</b>	<b>2,018,700</b>	<b>2,034,600</b>

# HOUSING Summary

<b>Workforce by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
3210	Administration Division	1.30	1.63	1.63	1.63
3220	Rehabilitation Division	0.95	1.25	1.23	1.23
3221	NSP Program Income	0.70	0.11	0.11	0.11
3225	First Time Home Buyers	0.17	0.25	0.25	0.25
3230	Inclusionary Housing	0.14	0.18	0.18	0.18
3240	Special Programs Division	0.50	0.48	0.48	0.48
	<b>TOTAL</b>	<b>3.76</b>	<b>3.90</b>	<b>3.88</b>	<b>3.88</b>

# HOUSING Administration Division

3210

## Purpose

Strengthen residential neighborhoods by conserving existing housing through planning, funding and rehabilitation assistance for lower income households. Support the development of new affordable housing through regulatory methods such as inclusionary housing and density bonuses for residential development.

## Division Operations

1. Administer and promote housing rehabilitation loan programs using HOME and CDBG funds (and other funding as available).
2. Assist in the implementation of the Five Year Consolidated Plan, the Housing Element, and the Inclusionary Housing Ordinance by facilitating the provision of affordable housing for specified groups.
3. Support the use of mortgage revenue bonds and federal low-income housing tax credits to develop needed housing.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of grant applications processed (public services, CIP, and multi-family housing projects only) through annual RFP process	36	31	36	36	32
Number of HUD-mandated plans submitted	2	2	5	5	5
Number of HUD drawdowns processed	56	56	56	56	56
Number of SFD (FFHI) annual monitoring	50	8	50	0	12
Number of SFD annual monitoring	14	2	14	0	124

## Major Budget Changes

HOME administrative expenses are limited to 10%. Due to declining HOME funds, remaining prior year HOME administrative carryover is expected to be exhausted in FY15/16. Limited HOME administrative funds are not sufficient to administer the program. Measure G funds are requested to cover the deficit of \$41,163.00.

# HOUSING

## Administration Division

3210

	13-14 Actual	14-15 Budget	15-16 Adopted	16-17 Plan
<b>Operating Expenditures</b>				
1. Employee Services	103,899	232,500	216,100	223,800
2. Maintenance Services		2,000		
3. Professional Services		13,000		
4. Outside Services	15,194	14,550		
5. Administration/Contingencies	3,337		900	900
6. Taxes		450		
7. Capital Outlay		900		
TOTAL	122,430	263,400	217,000	224,700
 <b>Authorized Positions</b>	 1.30	 1.63	 1.63	 1.63

### Funding Source

HOME, Cent City Low Inc Hous, Sunset Ave Low Inc Hous

# HOUSING Rehabilitation Division

3220

## Purpose

Strengthen residential neighborhoods by conserving existing housing through funding rehabilitation assistance for lower income households. Promote the rehabilitation and use of vacant residential units such as those located above retail businesses in commercial areas.

## Division Operations

1. Provide technical assistance for housing rehabilitation, accessibility modifications, deed-restricted affordable units, and loan portfolio management.
2. Provide rehabilitation loans to conserve existing housing stock.
3. Provide grant funding for handicap accessibility improvements and abatement of lead paint hazards in assisted units.

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of applications received, reviewed and approved for rehab / HAA loans/grants (including inspections, loan/grant doc preparation, construction management, loan servicing) first number = new loans; second number = existing loan servicing (per unit)	8.....75	25...60	11.....91	30....70	30....70

## Major Budget Changes

The rehabilitation budget decreased to align project delivery costs more closely to actual costs.

# HOUSING Rehabilitation Division

3220

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	144,375	161,600	183,100	186,800
2. Office Supplies & Materials	835	900	900	900
3. Small Tools & Equipment		100	100	100
4. Special Dept Supplies	816	1,000	1,000	1,000
5. Communications	291	500	500	500
6. Rents & Leases	11,400	11,400	11,400	11,400
7. Maintenance Services		150	150	150
8. Professional Services	829	350	350	350
9. Administration/Contingencies	25,480	74,000	74,000	74,000
10. Contribution to Other Agencies	49,645	529,102	405,000	405,000
<b>TOTAL</b>	<b>233,671</b>	<b>779,102</b>	<b>676,500</b>	<b>680,200</b>
 <b>Authorized Positions</b>	 0.95	 1.25	 1.23	 1.23

## Funding Source

Community Development Act of 1974, Home Funds

# HOUSING NSP Program

3221

## Purpose

The Neighborhood Stabilization Program strengthens the City's residential neighborhoods most affected by the foreclosure crisis by acquiring and rehabilitating these foreclosed homes; when these properties are in a resalable condition the houses are resold to eligible homebuyers. The NSP program concluded as of July 31, 2013 with the remaining purchased units sold in FY 2013-14.

## Division Operations

1. Administer NSP and coordinate the initial acquisition of foreclosed houses;
2. Coordinate the rehabilitation of the acquired houses;
3. Coordinate the resale of the rehabbed houses;
4. Promotes housing rehabilitation activities and homebuyer counseling and loans programs using NSP funds;
5. Promotes Lead Base Paint and Asbestos remediation work on applicable projects

## Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of foreclosed houses purchased, rehabbed and resold to eligible households; continue process using Program Income when available	10	0	0	0	0

\* Includes 2 new purchases and resale of 6 rehabbed properties

Total YTD = 19 units purchased / another +2 units are projected to be purchased by 7-30-13 (PI received after this date reverts back to State HCD)

## Major Budget Changes

The program concluded on July 31, 2013. While HUD has released closeout procedures, the State of California has yet to issue instructions for project closeout. Funds are budgeted to cover staff time for administrative closeout reporting.



# HOUSING NSP Program Income

3221

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	119,839	21,100	23,500	24,000
2. Professional Services	176,678			
3. Refunds & Reimb Damages	452,009	335,700		
<b>TOTAL</b>	<b>748,526</b>	<b>356,800</b>	<b>23,500</b>	<b>24,000</b>
 <b>Authorized Positions</b>	 0.70	 0.11	 0.11	 0.11

## Funding Source

HUD Neighborhood Stabilization

# HOUSING

## First Time Home Buyers

3225

### Purpose

Stimulate homeownership and improvement of residential neighborhoods by assisting lower-income households to purchase their first home.

### Division Operations

1. Administer and promote the First Time Homebuyer (FTHB) down payment assistance program using HOME and CDBG funds. for low income households purchase their first home
2. Provide grant funding for abatement of lead paint hazards in assisted units.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of initial / closing application desk review; annual monitoring - loan servicing	54	4	75	2	2
Actual number of household to close escrow on their 1st home	1	1	6	1	1

### Major Budget Changes

The City's FTHB program was suspended in October 2014, due to increasing home prices. A limited amount is budgeted for project delivery cost to close one pending FTHB down payment assistance loan.

# HOUSING

## First Time Home Buyers

3225

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	14,563	33,100	37,600	38,400
2. Training/Conferences/Meetings		4,900	4,900	4,900
3. Contribution to Other Agencies		50,000	120,000	120,000
<b>TOTAL</b>	<b>14,563</b>	<b>88,000</b>	<b>162,500</b>	<b>163,300</b>
 <b>Authorized Positions</b>	 0.17	 0.25	 0.25	 0.25

### Funding Source

Community Development Act of 1974, Home Investment Partnership Funds

# INCLUSIONARY HOUSING

## Inclusionary Housing

3230

### Purpose

City's Inclusionary Program is ongoing and provides developer incentives for the creation of housing units available for the local workforce and farmworkers.

### Division Operations

1. Implement inclusionary housing program.
2. Review developer requests and execute affordable housing agreements.
3. Monitor affordability compliance for developments with existing inclusionary agreements on annual basis.
4. Update the inclusionary housing ordinance as needed.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of Program Attendees	NA	0	0	2	2

### Major Budget Changes

Funds are utilized for housing staff salaries for administration of the program.

**HOUSING**  
**Inclusionary Housing**

**3230**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	15,174	25,100	31,300	31,900
2. Outside Services	404	25,000		
3. Administration/Contingencies		15,422		
<b>TOTAL</b>	<b>15,578</b>	<b>65,522</b>	<b>31,300</b>	<b>31,900</b>
 <b>Authorized Positions</b>	 0.14	 0.18	 0.18	 0.18

**Funding Source**

Inclusionary Housing

# HOUSING

## Special Programs Division

3240

### Purpose

Support development and conservation of housing units affordable to lower income households, including units suited for people with special housing needs.

### Division Operations

1. Provide financial assistance for affordable housing projects.
2. Encourage the development of non-profit organizations with a mission of working to support or develop affordable housing in Salinas, particularly housing appropriate for those with special needs.
3. Provide funds to assist with clearance of blighted, vacant structures.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Number of affordable housing funding agreements processed (including post-closing documents such as subordination agreement, estoppels, amendments, etc.)	20	1	10	2	4
Number of desk reviews and on-site monitoring visits conducted	3	1	6	1	1
Number of unit-compliance reports processed	400	24	990	25	28
Number of SFD and Multi-family constructed; construction management; affordable housing agreements and other documents prepared; 15-55 yr monitoring of restricted units	0	52	1	46	70

### Major Budget Changes

HOME funds are recommended for HDC's Haciendas Senior project (\$350,000), and Haciendas III (\$375,000, \$170,180 of which will be reserved as CHDO funds).

# HOUSING

## Special Programs Division

3240

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	37,217	62,000	57,600	60,200
2. Financial Assistance	262,805	1,531,595	714,400	714,400
3. Public Assistance	36,600	66,600	66,600	66,600
4. Contribution to Other Agencies	482,844	117,593	69,300	69,300
<b>TOTAL</b>	<b>819,466</b>	<b>1,777,788</b>	<b>907,900</b>	<b>910,500</b>
<b>Authorized Positions</b>	0.50	0.48	0.48	0.48

### Funding Source

Sunset Ave Low Income Housing, HOME Investment Partnership Funds, CDBG

# HOUSING Work Force

	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
<b>Administration Division</b>				
Comm Dev Admin Supervisor	0.380	0.380	0.380	0.380
Housing Services Supv	0.100	0.200	0.200	0.200
Planning Manager	0.380	0.340	0.340	0.340
Community Dev Analyst	0.320	0.340	0.340	0.340
Comm Improve Asst	0.120	0.200	0.200	0.200
Revenue Officer		0.170	0.170	0.170
Total	1.300	1.630	1.630	1.630
<b>Rehabilitation Division</b>				
Housing Rehab Specialist	0.530	0.830	0.830	0.830
Housing Services Supv	0.130	0.400	0.400	0.400
Planning Manager	0.020			
Community Dev Analyst	0.010	0.020		
Comm Improve Asst	0.260			
Total	0.950	1.250	1.230	1.230
<b>NSP Program Income</b>				
Assistant Development Dir	0.080	0.080	0.080	0.080
Housing Rehab Specialist	0.340	0.020	0.020	0.020
Housing Services Supv	0.280	0.010	0.010	0.010
Total	0.700	0.110	0.110	0.110
<b>First Time Home Buyers</b>				
Housing Rehab Specialist	0.130	0.150	0.150	0.150
Housing Services Supv	0.030	0.090	0.090	0.090
Planning Manager	0.010	0.010	0.010	0.010
Total	0.170	0.250	0.250	0.250
<b>Inclusionary Housing</b>				
Housing Services Supv	0.140	0.140	0.140	0.140
Planning Manager		0.020	0.020	0.020
Community Dev Analyst		0.020	0.020	0.020
Total	0.140	0.180	0.180	0.180



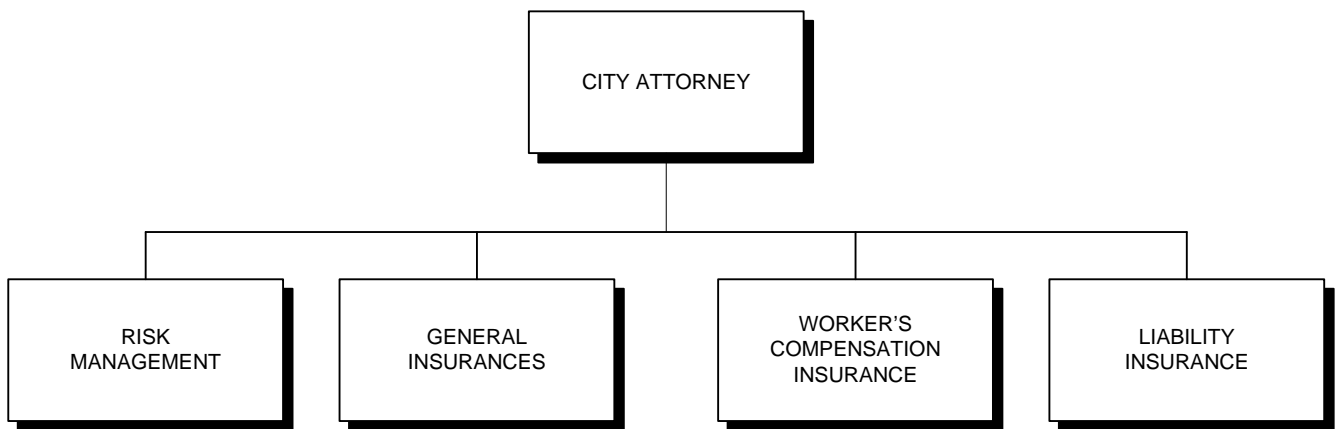
# HOUSING Work Force

<b>Special Programs Division</b>	<b>13-14 Authorized</b>	<b>14-15 Authorized</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
Comm Dev Admin Supervisor	0.140	0.220	0.220	0.220
Planning Manager	0.070	0.040	0.040	0.040
Community Dev Analyst	0.290	0.220	0.220	0.220
Total	0.500	0.480	0.480	0.480
<b>Department Total</b>	<b>3.760</b>	<b>3.900</b>	<b>3.880</b>	<b>3.880</b>



(This page intentionally left blank)

# INTERNAL SERVICES



# **INTERNAL SERVICES**

## **Summary**

### **Purpose**

Internal Services supports the provision of employee benefits to include health and welfare benefits, workers compensation, City-wide safety programs, and employee assistance programs. Comprehensive protection of the City's assets through a liability program of risk avoidance, risk reduction and risk transfer is also accomplished through Internal Services.

### **Top Accomplishments for FY 2014-2015**

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

1. Transitioned Workers Compensation program administration to new Third Party Administrator, CorVel.
2. Transitioned three excess workers compensation claims to excess carrier reducing cash outflow on excess claims.
3. Conducted public safety workers compensation training.
4. Updated Temporary Employee Policies and Procedure administrative memorandum to address Affordable Care Act liabilities and helped develop temporary employee hours tracking report for Affordable Care Act compliance Conducted open enrollment clinics presenting new health plan options for employees.
5. Coordinated successful Employee Health Fair after five year lapse.

### **City Council Goals, Strategies, and Objectives for FY 2015-16**

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

1. Shifted management and responsibility for risk, insurance, and Workers Compensation to the City Attorney's Office.
2. Reduce General Fund costs in management and administration of general liability and Workers Compensation programs.
3. Implement Quarterly Safety Meetings
4. Assist with coordination of early Return to Work for Industrial and Non-Industrial Injuries
5. Maintain financial stability of the state property/casualty insurance fund

### **Major Budget Changes**

Position Changes

# INTERNAL SERVICES Summary

<b>Expenditures by Program</b>		<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
3905	Risk Management Division	269,939	303,900	221,800	223,400
3908	General Insurances Division	440,792	530,100	530,100	530,100
3911	Workers'Compensation Insurance	5,528,864	4,953,000	5,039,900	5,041,600
3912	Liability Insurance Division	913,298	1,215,000	1,361,500	1,364,800
	<b>TOTAL</b>	<b>7,152,893</b>	<b>7,002,000</b>	<b>7,153,300</b>	<b>7,159,900</b>

## Expenditures by Character

1.	Employee Services	269,340	301,100	452,400	459,000
2.	Office Supplies & Materials	599	1,400	1,400	1,400
3.	Communications		800	800	800
4.	Maintenance Services		200	200	200
5.	Professional Services	15,000	15,000	15,000	15,000
6.	Outside Services	12,339	10,000	10,000	10,000
7.	Membership & Dues		400	400	400
8.	Insurance and Bonds	6,780,079	6,543,100	6,543,100	6,543,100
9.	Refunds & Reimb Damages	75,536	130,000	130,000	130,000
	<b>TOTAL</b>	<b>7,152,893</b>	<b>7,002,000</b>	<b>7,153,300</b>	<b>7,159,900</b>

## Expenditures by Fund

	Internal Services Administration	269,939	303,900	221,800	223,400
	Internal Services Insurances	440,792	530,100	530,100	530,100
	Workers Compensation Self-Insurance	5,528,864	4,953,000	5,039,900	5,041,600
	General Liability Self-Insurance	913,298	1,215,000	1,361,500	1,364,800
	<b>TOTAL</b>	<b>7,152,893</b>	<b>7,002,000</b>	<b>7,153,300</b>	<b>7,159,900</b>

## Workforce by Program

3905	Risk Management Division	1	1	1	1
3911	Workers'Compensation Insurance			1	1
3912	Liability Insurance Division			1	1
	<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>

# **INTERNAL SERVICES**

## **Risk Management Division**

**3905**

### **Purpose**

Protect the City's "people" and "economic" assets. Risk Management administers employee benefits and the Internal Service Funds for insurances, workers compensation, health and liability insurance programs.

### **Division Operations**

1. Maintain current benefit information for employees.
2. Coordinate services for occupational injuries and illnesses in order to contain costs.
3. Oversee City-wide Injury and Illness Prevention Program (IIPP).
4. Provide support to all departments to ensure compliance with OSHA regulations.
5. Provide support to all departments to ensure compliance with Federal and State employee leave rights.

### **Major Budget Changes**

None

**INTERNAL SERVICES**  
**Risk Management Division**

**3905**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services	269,340	301,100	219,000	220,600
2. Office Supplies & Materials	599	1,400	1,400	1,400
3. Communications		800	800	800
4. Maintenance Services		200	200	200
5. Membership & Dues		400	400	400
<b>TOTAL</b>	<b>269,939</b>	<b>303,900</b>	<b>221,800</b>	<b>223,400</b>

<b>Authorized Positions</b>	1	1	1	1
-----------------------------	---	---	---	---

**Funding Source**

Internal Service

# INTERNAL SERVICES

## General Insurances Division

3908

### Purpose

Provide funding for City-wide safety programs, employee assistance program, unemployment claims, biennial physical exams, insurance for property, fine arts, and reimbursable damages.

### Division Operations

1. Review/negotiate renewal of insurance and excess insurance contracts annually of property, fine arts, fidelity bonds, liability and tenant user liability insurance programs.
2. Oversee employee insurance programs.
3. Process employee and DMV physical exams.
4. Monitor unemployment claims.
5. Pre-employment process and physical exams.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Health Enrollments/Changes	87	60	147	121	200
FMLA	44	45	45	58	50
Unemployment Claims	30		35	28	25
Biennial Exams	54	11	50	58	50
Insurance Renewals	17	14	20	19	19

### Major Budget Changes

None



**INTERNAL SERVICES**  
**General Insurances Division**

**3908**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Outside Services	12,339	10,000	10,000	10,000
2. Insurance and Bonds	352,917	390,100	390,100	390,100
3. Refunds & Reimb Damages	75,536	130,000	130,000	130,000
TOTAL	440,792	530,100	530,100	530,100

**Authorized Positions**

**Funding Source**

Internal Services Insurances

# INTERNAL SERVICES

## Workers' Compensation Insurance

3911

### Purpose

Set workers' compensation rates at a level that will fund the workers' compensation reserve at the recommended levels. Maintain a Third Party Administrator that will provide excellent customer service to employees.

### Division Operations

1. Provide workers' compensation benefits to City employees consistent with requirements of State law while conserving the City's General Fund.
2. Provide a visible and accurate accounting of the self insured workers' compensation.
3. Set workers compensation rates at a level which will fund the workers' compensation reserve at the recommended level.
4. Establish quarterly file reviews to maintain control over the program with the City's Third-Party Administrator and Occupational/Medical Clinic.
5. Provide On-going training to departments and assist with coordination of early return to work.
6. Implement changes in the workers' compensation law.
7. Reduce General Fund costs in the administration and management of Workers Compensation claims.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Work Comp Claims Processing	128	85	85	85	85

### Major Budget Changes

None

**INTERNAL SERVICES**  
**Workers' Compensation Insurance**

**3911**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services			86,900	88,600
2. Professional Services	15,000	15,000	15,000	15,000
3. Insurance and Bonds	5,513,864	4,938,000	4,938,000	4,938,000
<b>TOTAL</b>	<b>5,528,864</b>	<b>4,953,000</b>	<b>5,039,900</b>	<b>5,041,600</b>

**Authorized Positions** 1 1

**Funding Source**

Workers Compensation Self Insurance

# INTERNAL SERVICES

## Liability Insurance Division

3912

### Purpose

Provide comprehensive protection of the City's assets through a liability program of risk avoidance, risk reduction, and risk transfer, while focusing on customer service for the residents of the community.

### Division Operations

1. Physically inspect major City facilities on an annual basis.
2. Reduce General Fund costs in the administration of claims.
3. Work with Departments to reduce the City's liability exposure.
4. Improve risk transfer to 3rd party contractors.

### Performance Measures

Performance Measure / Goal	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Goal	FY 2014-15 Projected	FY 2015-16 Goal
Liability Claims Processing	86	61	65	70	70

### Major Budget Changes

None

**INTERNAL SERVICES**  
**Liability Insurance Division**

**3912**

<b>Operating Expenditures</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>15-16 Adopted</b>	<b>16-17 Plan</b>
1. Employee Services			146,500	149,800
2. Insurance and Bonds	913,298	1,215,000	1,215,000	1,215,000
<b>TOTAL</b>	<b>913,298</b>	<b>1,215,000</b>	<b>1,361,500</b>	<b>1,364,800</b>

**Authorized Positions** 1 1

**Funding Source**

General Liability SelfInsurance

# INTERNAL SERVICES

## Work Force

	13-14 Authorized	14-15 Authorized	15-16 Adopted	16-17 Plan
<b>Risk Management Division</b>				
Assistant City Atty (MG)			1	1
Human Resource Analyst II	1	1		
Total	1	1	1	1
<b>Workers' Compensation Insurance</b>				
Legal Secretary (MG)			1	1
<b>Liability Insurance Division</b>				
Sr Deputy City Atty (MG)			1	1
<b>Department Total</b>	1	1	3	3

# CHART OF ACCOUNTS FUNDS

wIntegrate		New World System	
Fund	Description	Fund	Description
1000	General Fund	1000	General Fund
1100	Measure V Fund	1100	Measure V Fund
1200	Measure G Fund	1200	Measure G Fund
<b>Lighting Landscape &amp; Maint Dist</b>		<b>Lighting Landscape &amp; Maint Dist</b>	
2605	Maintenance Dist Administration	2101	Maintenance Dist Administration
2610	Woodside Park Maint District	2102	Woodside Park Maint District
2611	Downtown Mall Maint District	2103	Downtown Mall Maint District
2612	Airport Bus Park Maint District	2104	Airport Bus Park Maint District
2613	N E Salinas Landscape District	2105	N E Salinas Landscape District
2614	Harden Ranch Landscape District	2106	Harden Ranch Landscape District
2615	Vista Nueva Maint District	2107	Vista Nueva Maint District
2616	Mira Monte Maint District	2108	Mira Monte Maint District
2617	Monte Bella Maint District	2109	Monte Bella Maint District
<b>Local Public Safety</b>		<b>Local Public Safety</b>	
2810	Sales Tax-SB172	2201	Sales Tax-SB172
2850	Supp Law Enforcement-AB3229	2202	Supp Law Enforcement-AB3229
<b>3200 Development Impact Fees</b>		<b>3200 Development Impact Fees</b>	
3210	Dev Fees Fund-Sewer & Storm Dr	2301	Dev Fees Fund-Sewer & Storm Dr
3211	Dev Fees Fund-Parks & Playgrd	2302	Dev Fees Fund-Parks & Playgrd
3212	Dev Fees Fund-Library	2303	Dev Fees Fund-Library
3213	Dev Fees Fund-Street Trees	2304	Dev Fees Fund-Street Trees
3214	Dev Fees Fund-Annexations	2305	Dev Fees Fund-Annexations
3215	Dev Fees Fund-Arterial	2306	Dev Fees Fund-Arterial
3216	Dev Fees Fund-Fire	2307	Dev Fees Fund-Fire
3217	Dev Fees Fund-Police	2308	Dev Fees Fund-Police
<b>3300 Gas Tax</b>		<b>3300 Gas Tax</b>	
3310	Spec Gas Tax Impvt Fund-2107	2401	Spec Gas Tax Impvt Fund-2107
3320	Spec Gas Tax Impvt Fund-2106	2402	Spec Gas Tax Impvt Fund-2106
3340	Spec Gas Tax Impvt Fund-2105	2403	Spec Gas Tax Impvt Fund-2105
3350	Motor Vehicle Fuel Tax-7360	2404	Motor Vehicle Fuel Tax-7360
<b>Other Special Revenue</b>		<b>Other Special Revenue</b>	
2400	Emergency Medical Services	2501	Emergency Medical Services
2500	Asset Seizure	2502	Asset Seizure
3400	Traffic Safety	2503	Traffic Safety
3500	Vehicle Abatement	2504	Vehicle Abatement
3600	Recreation Parks	2505	Recreation Parks
4100	PEG (1%) Cable Franchise	2506	PEG (1%) Cable Franchise
6301	SRA Public Improvements	2601	SRA Public Improvements
6302	HSA-Affordable Housing	2602	HSA-Affordable Housing
<b>2900 Housing &amp; Urban Development</b>		<b>2900 Housing &amp; Urban Development</b>	
2910	Community Development	2910	Community Development
2930	Home Invest Partnership	2930	Home Invest Partnership

# CHART OF ACCOUNTS FUNDS

wIntegrate		New World System	
Fund	Description	Fund	Description
2940	HESG - Homeless Emergency Solutions Grant	2940	HESG - Homeless Emergency Solutions Grant
2950	Begin State Home	2950	Begin State Home
2955	HUD Neighborhood Stabilization	2955	HUD Neighborhood Stabilization
2957	Inclusionary Housing	2957	Inclusionary Housing
<b>Grants</b>		<b>Grants</b>	
2868	COPS 2007 Radio	3116	COPS 2007 Radio
2889	JAG - Recovery	3105	JAG - Recovery
6192	CA Beverage Container Recycling	3251	CA Beverage Container Recycling
6202	CLLS-Adult Literacy Project	3252	CLLS-Adult Literacy Project
6204	Comm Foundation-D & L Packard	3453	Comm Foundation-D & L Packard
6208	Library Awards & Contributions	3454	Library Awards & Contributions
6209	The California Endowment Grant	3255	The California Endowment Grant
6210	First Five Monterey County	3256	First Five Monterey County
6211	Community Foundation Grant	3401	Community Foundation Grant
6248	Selective Traffic Enforcement 2014	3157	Selective Traffic Enforcement 2014
6249	DUI Avoid Campaign 2015	3158	DUI Avoid Campaign 2015
6253	Cal ID / RAN Grant	3302	Cal ID / RAN Grant
6254	Bureau of Justice Assist-JAG2011	3103	Bureau of Justice Assist-JAG2011
6255	COPS Hiring Program 2011	3104	COPS Hiring Program 2011
6257	CalGRIP 5-Early Intervention thru	3206	CalGRIP 5-Early Intervention thru
6259	CalGRIP 6 - FY 2013-2014	3205	CalGRIP 6 - FY 2013-2014
6261	Assistance to Firefighters	3115	Assistance to Firefighters
6262	Homeland Security Grant 2011	3106	Homeland Security Grant 2011
6264	Bureau of Justice Assist-JAG2012	3107	Bureau of Justice Assist-JAG2012
6267	Local JAG 2013 Program	3108	Local JAG 2013 Program
6268	Selective Traffic Enforcement 2015	3159	Selective Traffic Enforcement 2015
6269	DUI Avoid Campaign 2014	3160	DUI Avoid Campaign 2014
6270	Other Federal Reimbursements	3109	Other Federal Reimbursements
6271	Animal Shelter Grants	3310	Animal Shelter Grants
6272	Local Jag 2014	3161	Local Jag 2014
6273	Police Body Cameras	3462	Police Body Cameras
6279	SAFER Grant 2013	3111	SAFER Grant 2013
6280	SAFER Grant 2011	3117	SAFER Grant 2011
6282	Air District Grant	3216	Air District Grant
6290	Nat`l Forum on Youth Violence	3112	Nat`l Forum on Youth Violence
6291	Project Safe Neighborhoods	3113	Project Safe Neighborhoods
6292	Community Interlink Project	3114	Community Interlink Project
6293	CalGrip 821-14	3281	CalGrip 821-14
6299	Library - Other Contributions	3480	Library - Other Contributions
<b>Debt Service</b>		<b>Debt Service</b>	
4012	Debt Service-1997 COPs	4101	Debt Service-1997 COPs
4014	Debt Service-1999 COPs	4102	Debt Service-1999 COPs
4017	Steinbeck COP	4103	Steinbeck COP
4019	2014 COP Consolidation	4104	2014 COP Consolidation
4020	Long Term Debt	4105	Long Term Debt



# CHART OF ACCOUNTS FUNDS

wIntegrate		New World System	
Fund	Description	Fund	Description
<b>Special Assessments</b>		<b>Special Assessments</b>	
7005	Assessment Districts-Administration	4201	Assessment Districts-Administration
7010	Assessment Districts-Projects	5300	Assessment Districts-Projects
7020	Assessment Districts-Debt Service	4202	Assessment Districts-Debt Service
7030	Assessment Districts-Reserve	4203	Assessment Districts-Reserve
<b>Special Aviation</b>		<b>Special Aviation</b>	
3710	Special Aviation-State	5101	Special Aviation-State
3720	Special Aviation-Federal	5102	Special Aviation-Federal
<b>Special Construction Assistance</b>		<b>Special Construction Assistance</b>	
3820	Spec Const Asst-Federal	5201	Spec Const Asst-Federal
New	Spec Const Asst-State	5202	Spec Const Asst-State
3830	Spec Const Asst-Others	5203	Spec Const Asst-Others
3850	Spec Const Asst-TDA	5204	Spec Const Asst-TDA
<b>Capital Projects</b>		<b>Capital Projects</b>	
8000	Capital Projects	5800	Capital Projects
<b>Enterprise Funds</b>		<b>Enterprise Funds</b>	
2100	Municipal Airport	6100	Municipal Airport
2200	Industrial Waste	6200	Industrial Waste
2320	Fairways Golf Course	6301	Fairways Golf Course
2330	Twin Creeks Golf Course	6302	Twin Creeks Golf Course
2700	Sewer	6400	Sewer
3000	Storm Sewer (NPDES)	6500	Storm Sewer (NPDES)
3100	Crazy Horse Landfill	6600	Crazy Horse Landfill
5100	Water Utility	6700	Water Utility
5200	Downtown Parking District	6801	Downtown Parking District
5201	Preferential Parking	6802	Preferential Parking
<b>Internal Service</b>		<b>Internal Service</b>	
5005	Internal Services-Administration	7101	Internal Services-Administration
5008	Internal Services-Insurances	7102	Internal Services-Insurances
5011	Workers Comp Self-Insurance	7103	Workers Comp Self-Insurance
5012	General Liability Self-Insurance	7104	General Liability Self-Insurance
<b>Agency Funds</b>		<b>Agency Funds</b>	
3900	Business Imp District	8101	Business Imp District
3920	SUBA Business Imp District	8102	SUBA Business Imp District
6110	Sunrise House	8103	Sunrise House
6112	Economic Development	8104	Economic Development
6113	Salinas Valley Enterprise Zone	8105	Salinas Valley Enterprise Zone
6600	Flexible Spending	8106	Flexible Spending
6700	Cafeteria Benefit	8107	Cafeteria Benefit
<b>Pension Trust Funds</b>		<b>Pension Trust Funds</b>	
6500	Deferred Compensation	8701	Deferred Compensation

# CHART OF ACCOUNTS FUNDS

wIntegrate		New World System	
Fund	Description	Fund	Description
6501	Deferred Compensation-Separations	8702	Deferred Compensation-Separations
6505	Deferred Compensation-Admin	8703	Deferred Compensation-Admin
<b>Trust Funds</b>		<b>Trust Funds</b>	
6130	Trust Deposits-Misc	8801	Trust Deposits-Misc
6131	Community Center Deposits	8802	Community Center Deposits
6132	Sherwood Hall Deposits	8803	Sherwood Hall Deposits
6134	Other Agency Fees	8804	Other Agency Fees
6135	MAS Municipal Auditing Services	8805	MAS Municipal Auditing Services
6140	Sales Tax	8806	Sales Tax
6141	Payroll Deposits	8807	Payroll Deposits
6143	KDF Los Padres	8808	KDF Los Padres
6145	Regional Dev Traffic Impact Fee	8809	Regional Dev Traffic Impact Fee
6146	Evidence Room Safe Trust	8810	Evidence Room Safe Trust
6147	ADA State Fee Business License	8811	ADA State Fee Business License
6149	MO. CO. Tourism Impvt District	8812	MO. CO. Tourism Impvt District
6151	TID - Welcoming Center	8813	TID - Welcoming Center
<b>RORF-RedevObligationRetirement</b>		<b>RORF-RedevObligationRetirement</b>	
9104	RORF-RedevObligationRetirement	8914	RORF-RedevObligationRetirement
9105	Successor Agency-Administration	8915	Successor Agency-Administration
		<b>Transaction Funds</b>	
		9998	Pooled Cash With Fiscal Agent
		9999	Pooled Cash & Investments
		0000	Transfers

# CHART OF ACCOUNTS DEPARTMENTS

<b>wIntegrate</b>		<b>New World System</b>	
<b>Department</b>	<b>Description</b>	<b>Department</b>	<b>Description</b>
10	City Council	10	City Council
15	Administration	12	Administration
15	City Attorney	14	City Attorney
20	Finance	20	Finance
30	Community Development	30	Community Development
40	Police	40	Police
45	Fire	45	Fire
50	Public Works	50	Public Works
55	Community Services-Rec Park	55	Community Services-Rec Park
60	Community Services-Library	60	Community Services-Library
80	Non Departmental	80	Non Departmental

# CHART OF ACCOUNTS DIVISIONS

wIntegrate		New World System	
Program	Description	Division	Description
1000	City Council	1000	City Council
1511	City Manager`s Office	1111	City Manager`s Office
1513	Community Safety	1113	Community Safety
1520	City Clerk	1120	City Clerk
1540	Human Resources	1140	Human Resources
2030	Finance Administration	2030	Finance Administration
2031	Accounting	2031	Accounting
2032	Purchasing	2032	Purchasing
2033	Information Technology	2033	Information Technology
2034	Revenue & Licensing	2034	Revenue & Licensing
2500	City Attorney's Office	1400	City Attorney's Office
3105	CEED Adminsitration	3111	CEED Adminsitration
3150	Public Services	3112	Public Services
3151	Breadbox Rec Center	6244	Breadbox Rec Center
3160	Relocation and Contingencies	3113	Relocation and Contingencies
3162	Firehouse After School	6245	Firehouse After School
3164	Hebbron Family Center	6246	Hebbron Family Center
3210	Housing Administration	3220	Housing Administration
3220	Rehabilitation	3221	Rehabilitation
3221	NSP	3222	NSP
3225	First Time Home Buyers	3225	First Time Home Buyers
3230	Inclusionary Housing	3230	Inclusionary Housing
3240	Special Programs	3240	Special Programs
3520	Community Programs	8001	Community Programs
3530	Elections	8002	Elections
3550	65 West Alisal	8003	65 West Alisal
3565	Debt Service	8004	Debt Service
3590	Other Services	8005	Other Services
3905	Risk Management	1245	Risk Management
3908	General Insurances	1246	General Insurances
3911	Workers` Compensation Insurance	1247	Workers` Compensation Insurance
3912	Liability Insurance	1248	Liability Insurance
4010	Police Administration	4110	Police Administration
4011	Community Relations	4111	Community Relations
4012	Personnel & Training	4112	Personnel & Training
4016	Special Operations	4116	Special Operations
4020	Field Operations	4220	Field Operations
4021	Traffic	4221	Traffic
4030	Support Services	4130	Support Services
4031	Technical Services	4131	Technical Services
4032	Word Processing	4132	Word Processing
4033	Evidence & Property	4133	Evidence & Property
4034	Records	4134	Records
4037	Maintenance Services	4137	Maintenance Services
4040	Investigations	4340	Investigations
4041	Narcotics	4341	Narcotics
4043	Violence Suppression	4343	Violence Suppression
4050	Reserves	4250	Reserves

# CHART OF ACCOUNTS DIVISIONS

wIntegrate		New World System	
Program	Description	Division	Description
4070	Animal Control Services	4170	Animal Control Services
4071	Animal Control Svc -Agencies	4171	Animal Control Svc -Agencies
4080	Asset Seizure	4380	Asset Seizure
4090	Joint Gang Task Force	4390	Joint Gang Task Force
4505	Fire Administration	4505	Fire Administration
4510	Suppression	4510	Suppression
4520	Emergency Medical Services	4520	Emergency Medical Services
4530	Prevention	4530	Prevention
4540	Training	4540	Training
4560	Vehicle Maintenance	4560	Vehicle Maintenance
4570	Hazardous Material Control	4570	Hazardous Material Control
4571	Hazardous Material-County	4571	Hazardous Material-County
4805	Permit Center Administration	3350	Permit Center Administration
4815	Development and Engineering	3351	Development and Engineering
4825	Building Safety	3352	Building Safety
4830	Compliance and Inspection	3353	Compliance and Inspection
4910	Planning Amistration	3460	Planning Amistration
4914	Special Project	3461	Special Project
4915	Planning	3462	Planning
5010	Engineering Administration	5110	Engineering Administration
5020	Engineering Services	5120	Engineering Services
5022	Dev, Traffic & Transportation	5122	Dev, Traffic & Transportation
5120	Airport	5340	Airport
5130	Twin Creeks Golf Course	8006	Twin Creeks Golf Course
5145	Fairways Golf Course	8007	Fairways Golf Course
5160	Industrial Waste	5441	Industrial Waste
5170	Sanitary Sewer	5442	Sanitary Sewer
5180	NPDES Storm Drain Sewer	5443	NPDES Storm Drain Sewer
5185	NPDES Street Sweeping	5444	NPDES Street Sweeping
5190	Hitchcock Road Water	5445	Hitchcock Road Water
5195	Downtown Parking	5446	Downtown Parking
5197	Preferential Parking	5447	Preferential Parking
5310	Maintenance Administration	5230	Maintenance Administration
5313	Graffiti Abatement	5231	Graffiti Abatement
5330	Facilities Maintenance	5232	Facilities Maintenance
5340	Vehicle/Equipment Maintenance	5233	Vehicle/Equipment Maintenance
5350	Street Maintenance	5234	Street Maintenance
5351	Street Lights	5235	Street Lights
5353	Traffic Signals	5236	Traffic Signals
5355	Environmental Compliance	5237	Environmental Compliance
5380	Parks and Community Services	5238	Parks and Community Services
5385	Urban Forestry	5239	Urban Forestry
5510	Recreation & Parks Admin	6231	Recreation & Parks Admin
5515	Neighborhood Services	6232	Neighborhood Services
5527	Closter Park	6233	Closter Park
5528	El Dorado Park	6234	El Dorado Park
5529	Central Park	6235	Central Park
5531	Facility Services	6236	Facility Services

# CHART OF ACCOUNTS DIVISIONS

wIntegrate		New World System	
Program	Description	Division	Description
5532	Reimbursable Rec Activities	6237	Reimbursable Rec Activities
5533	Youth Sports	6238	Youth Sports
5536	Recreation Center	6239	Recreation Center
5537	Firehouse Rec Center	6240	Firehouse Rec Center
5538	Hebbron Heights Rec Center	6241	Hebbron Heights Rec Center
5541	Afterschool Programs	6242	Afterschool Programs
5550	Community Center	6243	Community Center
6005	Library Administration	6005	Library Administration
6009	Technology Services	6009	Technology Services
6010	Support Services	6010	Support Services
6011	Steinbeck Library	6011	Steinbeck Library
6012	Cesar Chavez Library	6012	Cesar Chavez Library
6013	El Gabilan Library	6013	El Gabilan Library
6063	Literacy	6015	Literacy
6204	Learning Center	7330	Learning Center
6205	Summer Reading Program	7331	Summer Reading Program
6210	Tanimura Family Foundation	7332	Tanimura Family Foundation
6214	Raising A Reader Program	7333	Raising A Reader Program
6218	Innovation & Tech -CoderDojo	7334	Innovation & Tech -CoderDojo
6219	CA Endowment-Youth Leadership	7335	CA Endowment-Youth Leadership
6220	F5MC-Packard Playgroup Expansion	7336	F5MC-Packard Playgroup Expansion
6222	Nat'l Center For Family Literacy	7337	Nat'l Center For Family Literacy
6223	One Satellite Homework Center	7338	One Satellite Homework Center
6226	Women`s Fund of Monterey County	7339	Women`s Fund of Monterey County
6228	Library Literacy	7340	Library Literacy
6229	Cesar Chavez Park: Planning	7341	Cesar Chavez Park: Planning
6230	Pacific Library Partnership	7342	Pacific Library Partnership
6237	Police Grant	7101	Police Grant
6250	Community Safety	7102	Community Safety
6251	Electric Vehicle Rplacment	7401	Electric Vehicle Rplacment
6262	2011 Homeland Security-Planning	7221	2011 Homeland Security-Planning
6263	2011 Homeland Security-Equipment	7222	2011 Homeland Security-Equipment
6291	Project Safe Neighborhoods	7103	Project Safe Neighborhoods
6292	OCDETF Reimbursements	7104	OCDETF Reimbursements
6293	ASPCA-Community Cat	7105	ASPCA-Community Cat
6298	Library Donations	7343	Library Donations
6299	Library Literacy- Contributions	7344	Library Literacy- Contributions
6605	Assessment Dist Administration	2140	Assessment Dist Administration
6610	Woodside Park	5560	Woodside Park
6611	Downtown Mall	5561	Downtown Mall
6612	Airport Business Park	5562	Airport Business Park
6613	North East	5563	North East
6614	Harden Ranch	5564	Harden Ranch
6615	Vista Nueva	5565	Vista Nueva
6616	Mira Monte	5566	Mira Monte
6617	Monte Bella	5567	Monte Bella
6620	F5MC-Read, Grow, Play Program	7345	F5MC-Read, Grow, Play Program
6680	Oldtown Salinas Association	8008	Oldtown Salinas Association

# CHART OF ACCOUNTS DIVISIONS

wIntegrate		New World System	
Program	Description	Division	Description
6685	Salinas United Business Assoc	8009	Salinas United Business Assoc
6690	Assessment District Debt Service	2141	Assessment District Debt Service
7102	Central City-RORF	2502	Central City-RORF
7103	Central City-RORF (Jan-June)	2503	Central City-RORF (Jan-June)
7104	Sunset Ave-RORF	2504	Sunset Ave-RORF
7105	Succesor Agency Admin	2505	Succesor Agency Admin
7301	Economic Development	1355	Economic Development
7302	Salinas Valley Enterprise Zone	1356	Salinas Valley Enterprise Zone
7401	Sunrise House-Administration	8101	Sunrise House-Administration
7402	Counseling	8102	Counseling
7403	Crisis Intervent	8103	Crisis Intervent
7404	Prevention	8104	Prevention
7405	SUHSD Grant	8105	SUHSD Grant
7406	CDBG	8106	CDBG
7407	Harden Grant	8107	Harden Grant
7408	MPF Grant	8108	MPF Grant
7409	Monterey Co Friday Night Live	8109	Monterey Co Friday Night Live
7410	MCOE Youth Center	8110	MCOE Youth Center
7411	Behavioral Health - Prevention	8111	Behavioral Health - Prevention
7412	Community Foundation	8112	Community Foundation
7413	Nancy Buck Ransom	8113	Nancy Buck Ransom
7601	Payroll Tax	8127	Payroll Tax
7602	Icma/HL/Taxes W/H	8128	Icma/HL/Taxes W/H
7603	Animal Shelter Donations	8149	Animal Shelter Donations
7604	Building-Seismic Fees	8120	Building-Seismic Fees
7605	Building Standards Admin Fund	8121	Building Standards Admin Fund
7606	Community Center Deposits	8142	Community Center Deposits
7607	Spay/Neuter Voucher Program	8150	Spay/Neuter Voucher Program
7608	COBRA-Health Insurance Premium	8129	COBRA-Health Insurance Premium
7609	EDD Childcare Building Maint	8130	EDD Childcare Building Maint
7610	Love`s Stores Planning	8122	Love`s Stores Planning
7613	Misc Trust Deposits	8131	Misc Trust Deposits
7614	PD-Fingerprint Fees	8151	PD-Fingerprint Fees
7615	Spayed/Neutered Fees	8152	Spayed/Neutered Fees
7617	Sales Tax	8132	Sales Tax
7624	SPD-Asset Forfeiture	8153	SPD-Asset Forfeiture
7626	Day Care Center - MAOF	8155	Day Care Center - MAOF
7627	Friends of the Library	8143	Friends of the Library
7631	Beverage Container Recycling	8133	Beverage Container Recycling
7632	Sherwood Hall Deposits	8144	Sherwood Hall Deposits
7634	Mobilehome Rent Mediation	8159	Mobilehome Rent Mediation
7635	MAS Municipal Auditing Services	8134	MAS Municipal Auditing Services
7638	Weed Abatement	8123	Weed Abatement
7639	Graffiti Removal Reimbursement	8156	Graffiti Removal Reimbursement
7640	Evidence Room Safe Trust	8154	Evidence Room Safe Trust
7642	TAMC Regional Dev Impact Fee	8157	TAMC Regional Dev Impact Fee
7643	KDF Pointe Apartments	8135	KDF Pointe Apartments

# CHART OF ACCOUNTS DIVISIONS

wIntegrate		New World System	
<u>Program</u>	<u>Description</u>	<u>Division</u>	<u>Description</u>
7650	Deferred Compensation	8136	Deferred Compensation
7651	MRWPCA Fees	8158	MRWPCA Fees
7652	AFLAC Section 125	8137	AFLAC Section 125
7653	Cafeteria Benefit Insurances	8138	Cafeteria Benefit Insurances
7655	Prepaid Building Fees	8124	Prepaid Building Fees
7747	ADA State Fee Business License	8139	ADA State Fee Business License
7749	MO. CO. Tourism Impvt Dist	8140	MO. CO. Tourism Impvt Dist
7750	TID - Welcome Center	8141	TID - Welcome Center
7764	Fire Training	8148	Fire Training
7777	Adult Literacy Donations	8145	Adult Literacy Donations
7785	Library Donations	8146	Library Donations
7786	Library Misc Oper	8147	Library Misc Oper
7802	Deposits-Permit Center	8125	Deposits-Permit Center
7803	Deposits-Planning	8126	Deposits-Planning



# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
61100	Regular Payroll Costs	61.1100	Salaries & Benefits Regular Pay
61105	Regular Pay (NPDES)	61.1100	Salaries & Benefits Regular Pay
61106	Regular Pay-FGA West	61.1100	Salaries & Benefits Regular Pay
61107	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61108	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61109	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61110	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61111	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61112	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61113	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61114	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61115	Regular Pay	61.1100	Salaries & Benefits Regular Pay
61116	Regular Pay-Training PW	61.1100	Salaries & Benefits Regular Pay
61117	Regular Pay (Grant Writing)	61.1100	Salaries & Benefits Regular Pay
61118	Regular Pay-La Paz Park Stage	61.1100	Salaries & Benefits Regular Pay
61120	Annual Leave	61.1200	Salaries & Benefits Annual Leave
61121	Annual Leave Accrued	61.1210	Salaries & Benefits Annual Leave Accrued
61123	Annual Leave Buy Back	61.1220	Salaries & Benefits Annual Leave Buy Back
61130	Regular Pay - Sick	61.1300	Salaries & Benefits Regular Pay - Sick
61140	Regular Pay - Other	61.1400	Salaries & Benefits Regular Pay - Other
61190	Regular Pay-Design	61.1100	Salaries & Benefits Regular Pay-Design
61191	Regular Pay-Inspection	61.1100	Salaries & Benefits Regular Pay-Inspection
61200	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61201	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61202	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61203	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61204	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61205	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61206	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61207	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61208	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61209	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61210	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61211	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61212	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61213	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61218	Temporay Payroll	61.2000	Salaries & Benefits Temporay Payroll
61223	Temporary Payroll	61.2000	Salaries & Benefits Temporary Payroll
61300	Overtime - Regular	61.3000	Salaries & Benefits Overtime - Regular
61301	Overtime - Court	61.3010	Salaries & Benefits Overtime - Court
61302	Overtime -Call Back	61.3020	Salaries & Benefits Overtime -Call Back
61303	Overtime Payroll-Temp	61.3030	Salaries & Benefits Overtime Payroll-Temp
61304	Overtime - Holiday	61.3040	Salaries & Benefits Overtime - Holiday
61305	Overtime - Mtg/Trng	61.3050	Salaries & Benefits Overtime - Mtg/Trng
61306	Overtime - Explorers	61.3060	Salaries & Benefits Overtime - Explorers
61307	Overtime-FLSA	61.3070	Salaries & Benefits Overtime-FLSA
61308	Overtime Payroll	61.3080	Salaries & Benefits Overtime Payroll
61309	Overtime Payroll	61.3090	Salaries & Benefits Overtime Payroll
61310	Overtime Payroll	61.3100	Salaries & Benefits Overtime Payroll
61311	Overtime Payroll	61.3110	Salaries & Benefits Overtime Payroll
61312	OT Spec Events - Other	61.3120	Salaries & Benefits OT Spec Events - Other

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
61313	OT - Violence/Crime Response	61.3130	Salaries & Benefits OT - Violence/Crime Response
61314	OT - Spec Events	61.3140	Salaries & Benefits OT - Spec Events
61315	Background Investigations	61.3150	Salaries & Benefits Background Investigations
61316	Rangemaster	61.3160	Salaries & Benefits Rangemaster
61318	Overtime Payroll	61.3000	Salaries & Benefits Overtime Payroll
61319	Overtime Call Back CSI	61.3190	Salaries & Benefits Overtime Call Back CSI
61320	Overtime Call Back Lab	61.3200	Salaries & Benefits Overtime Call Back Lab
61322	Overtime-Hold Over	61.3220	Salaries & Benefits Overtime-Hold Over
61323	Overtime - Traffic Enforcement	61.3230	Salaries & Benefits Overtime - Traffic Enforcement
61324	Overtime - Distracted Driving	61.3240	Salaries & Benefits Overtime - Distracted Driving
61328	Overtime - Fireworks	61.3240	Salaries & Benefits Overtime - Fireworks
61329	Fire Incident Ext Past 0800	61.3000	Salaries & Benefits Fire Incident Ext Past 0800
61330	OES Training	61.3000	Salaries & Benefits OES Training
61332	OT - Out of County	61.3000	Salaries & Benefits OT - Out of County
61333	OT - Minimum Staffing	61.3000	Salaries & Benefits OT - Minimum Staffing
61335	OT - Emergency Callback	61.3000	Salaries & Benefits OT - Emergency Callback
61336	OT - Haz Mat	61.3000	Salaries & Benefits OT - Haz Mat
61337	OT - Fire Prevention	61.3000	Salaries & Benefits OT - Fire Prevention
61338	OT - Other	61.3250	Salaries & Benefits OT - Other
61339	Overtime Tac/Med	61.3260	Salaries & Benefits Overtime Tac/Med
61340	Overtime Tac/Med Training	61.3270	Salaries & Benefits Overtime Tac/Med Training
61383	Overtime Payroll	61.3000	Salaries & Benefits Overtime Payroll
61410	Health Club/Fitness Reimb.	61.4010	Salaries & Benefits Health Club/Fitness Reimb.
61530	Termination-Other	61.4050	Salaries & Benefits Termination-Other
61600	Other Payroll Costs	61.4060	Salaries & Benefits Other Payroll Costs
61700	Flexible Leave	61.7000	Salaries & Benefits Flexible Leave
61703	Cafeteria Plan	61.7020	Salaries & Benefits Cafeteria Plan
61705	Management Leave	61.7030	Salaries & Benefits Management Leave
61706	Deferred Comp - Directors	61.7040	Salaries & Benefits Deferred Comp - Directors
61708	Residential/Conf Stipends	61.7050	Salaries & Benefits Residential/Conf Stipends
61711	Health Savings Account ER-Cont	61.7070	Salaries & Benefits Health Savings Account ER-Cont
61810	Uniform Allowance	61.8010	Salaries & Benefits Uniform Allowance
61815	Auto Allowance	61.8020	Salaries & Benefits Auto Allowance
61821	OASDI	61.8210	Salaries & Benefits OASDI
61822	PERS	61.8220	Salaries & Benefits PERS
61823	New York Life	61.8230	Salaries & Benefits New York Life
61824	ICMA	61.8240	Salaries & Benefits ICMA
61825	Medicare	61.8250	Salaries & Benefits Medicare
61831	Health Ins-City	61.8300	Salaries & Benefits Health Ins-City
61833	Long-Term Disability	61.8600	Salaries & Benefits Long-Term Disability
61834	Unemployment	61.8710	Salaries & Benefits Unemployment
61835	Life Insurance-Firefighters	61.8510	Salaries & Benefits Life Insurance-Firefighters
61836	Life Insurance	61.8500	Salaries & Benefits Life Insurance
61837	Workers Compensation	61.8630	Salaries & Benefits Workers Compensation
61838	Health Ins - Firefighters	61.8310	Salaries & Benefits Health Ins - Firefighters
61839	Ltd - Firefighters	61.8610	Salaries & Benefits Ltd - Firefighters
61840	Health Ins Retirees	61.8320	Salaries & Benefits Health Ins Retirees
61841	LTD - Salinas Police Officers	61.8620	Salaries & Benefits LTD - Salinas Police Officers
61842	Dental Insurance	61.8350	Salaries & Benefits Dental Insurance
61843	Vision Insurance	61.8360	Salaries & Benefits Vision Insurance
61844	PERS - Health Insurance	61.8330	Salaries & Benefits PERS - Health Insurance

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
61845	PERS-Retiree Health Insurance	61.8430	Salaries & Benefits PERS-Retiree Health Insurance
61846	PERS Health Ins - Admin Fee	61.8400	Salaries & Benefits PERS Health Ins - Admin Fee
61848	Retiree Health Ins Pre-funding	61.8420	Salaries & Benefits Retiree Health Ins Pre-funding
61849	Health Ins - Severance Benefit	61.8410	Salaries & Benefits Health Ins - Severance Benefit
61910	Deferred Comp Withdrawals	61.8800	Salaries & Benefits Deferred Comp Withdrawals
61922	IAFF Health Ins Concession	61.8440	Salaries & Benefits IAFF Health Ins Concession
61925	Def Comp Losses On Investments	68.1010	Deferred Comp Def Comp Losses On Investments
61926	Def Comp - Trust Deed Mgmt Fee	68.1020	Deferred Comp Def Comp - Trust Deed Mgmt Fee
61930	Deferred Comp Life Insurance	61.8500	Salaries & Benefits Deferred Comp Life Insurance
61940	Deferred Comp Refunds	68.1030	Deferred Comp Deferred Comp Refunds
61945	Def Comp Interagency Transfer	68.1040	Deferred Comp Def Comp Interagency Transfer
61946	T/D Separation	68.1050	Deferred Comp T/D Separation
61950	Overtime Meals	61.8700	Salaries & Benefits Overtime Meals
61983	Frozen - Vacant	61.9970	Salaries & Benefits Frozen - Vacant
61992	Health Insurance Concession	61.8300	Salaries & Benefits Health Insurance Concession
61998	Furlough Pay	61.9980	Salaries & Benefits Furlough Pay
61999	CIP/Program Reg Salary Deduct	61.9990	Salaries & Benefits CIP/Program Reg Salary Deduct
62000	Supplies And Materials	62.1000	Supplies & Materials Supplies And Materials
62100	Office Supplies & Materials	62.1000	Supplies & Materials Office Supplies & Materials
62101	Office Supplies	62.1010	Supplies & Materials Office Supplies
62102	Office Supplies	62.1000	Supplies & Materials Office Supplies
62111	Stationary, Paper, Misc.	62.1000	Supplies & Materials Stationary, Paper, Misc.
62120	Reproduction Costs	62.1200	Supplies & Materials Reproduction Costs
62200	Bldg/Veh/Equip Maint/Supplies	62.2400	Supplies & Materials Bldg/Veh/Equip Maint/Supplies
62210	Janitorial-Supplies	62.2100	Supplies & Materials Janitorial-Supplies
62220	Lights-Supplies	62.2200	Supplies & Materials Lights-Supplies
62230	Rolling Stock-Supplies	62.2300	Supplies & Materials Rolling Stock-Supplies
62231	Rolling Stock-Supplies	62.2310	Supplies & Materials Rolling Stock-Supplies
62232	Rolling Stock-Supplies	62.2320	Supplies & Materials Rolling Stock-Supplies
62240	Building-Supplies	62.2000	Supplies & Materials Building-Supplies
62250	Fixed Equipment-Supplies	62.2400	Supplies & Materials Fixed Equipment-Supplies
62259	Fixed Equipment-Supplies	62.2400	Supplies & Materials Fixed Equipment-Supplies
62290	Other R & M Supplies	62.2500	Supplies & Materials Other R & M Supplies
62291	Other R & M Supplies	62.2500	Supplies & Materials Other R & M Supplies
62320	Diesel 2	62.3100	Supplies & Materials Diesel 2
62330	Unleaded Gasoline	62.3200	Supplies & Materials Unleaded Gasoline
62340	Unleaded Plus	62.3300	Supplies & Materials Unleaded Plus
62350	Oils And Lubricants	62.3400	Supplies & Materials Oils And Lubricants
62400	Small Tools & Equipment	62.4000	Supplies & Materials Small Tools & Equipment
62410	Power Equip	62.4100	Supplies & Materials Power Equip
62420	Hand Tools	62.4200	Supplies & Materials Hand Tools
62490	Other Tools & Equip	62.4300	Supplies & Materials Other Tools & Equip
62510	Safety Clothing	62.5100	Supplies & Materials Safety Clothing
62520	Safety Equipment	62.5200	Supplies & Materials Safety Equipment
62521	Fire Hose & Nozzle Replacement	62.5210	Supplies & Materials Fire Hose & Nozzle Replacement
62570	Clothing Allowance	62.5110	Supplies & Materials Clothing Allowance
62590	Other clothing & Equip	62.5120	Supplies & Materials Other clothing & Equip
62600	Street Materials	62.6000	Supplies & Materials Street Materials
62610	Asphalt & Paving	62.6100	Supplies & Materials Asphalt & Paving
62630	Sand & Gravel	62.6300	Supplies & Materials Sand & Gravel

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
62640	Traffic & Safety Supplies	62.6400	Supplies & Materials Traffic & Safety Supplies
62690	Other Street Materials	62.6500	Supplies & Materials Other Street Materials
62700	Books and Publications	62.7000	Supplies & Materials Books and Publications
62710	Books	62.7100	Supplies & Materials Books
62712	Spanish Books	62.7120	Supplies & Materials Spanish Books
62713	Leased Books	62.7130	Supplies & Materials Leased Books
62719	Friends of the Library-Misc	62.7190	Supplies & Materials Friends of the Library-Misc
62720	Periodicals	62.7200	Supplies & Materials Periodicals
62730	A - V Materials	62.7220	Supplies & Materials A - V Materials
62734	Online Subscription fee	62.7230	Supplies & Materials Online Subscription fee
62800	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62801	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62802	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62803	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62804	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62805	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62806	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62807	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62808	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62809	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62809	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62810	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62811	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62812	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62813	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62815	Special Dept Supplies	62.8000	Supplies & Materials Special Dept Supplies
62835	Crime Lab Spec Dept Supplies	62.8350	Supplies & Materials Crime Lab Spec Dept Supplies
62850	Computer Software	66.5800	Capital Outlays Computer Software
62851	IT Communications Hardware	62.8510	Supplies & Materials IT Communications Hardware
62852	Computer Supplies & Hardware	62.8520	Supplies & Materials Computer Supplies & Hardware
62853	Computer Aided Design	62.8530	Supplies & Materials Computer Aided Design
62854	Mobile Data	62.8540	Supplies & Materials Mobile Data
62899	Special Dept Supplies-Deduct	62.8990	Supplies & Materials Special Dept Supplies-Deduct
62920	Pesticides	62.6600	Supplies & Materials Pesticides
62990	Other Chemicals	62.6700	Supplies & Materials Other Chemicals
62991	Other Chemicals	62.8000	Supplies & Materials Other Chemicals
63100	Communications	63.1000	Outside Services Communications
63102	NGEN Operation & Maintenance	63.1020	Outside Services NGEN Operation & Maintenance
63103	911 System	63.1030	Outside Services 911 System
63104	ACJIS	63.1040	Outside Services ACJIS
63105	A T & T / Comcast	63.1050	Outside Services A T & T / Comcast
63106	False Alarm Outsource Charges	63.1060	Outside Services False Alarm Outsource Charges
63107	Tel/Siemens ABN-AMRO	63.1070	Outside Services Tel/Siemens ABN-AMRO
63108	911/MDT Maintenance & Support	63.1080	Outside Services 911/MDT Maintenance & Support
63110	Telephone-Basic Rental	63.1100	Outside Services Telephone-Basic Rental
63111	City Wide Technology Maint	63.1110	Outside Services City Wide Technology Maint
63115	Leased Lines	63.1150	Outside Services Leased Lines
63116	Cell Phones	63.1160	Outside Services Cell Phones
63118	Pagers	63.1180	Outside Services Pagers
63120	Telephone	63.1200	Outside Services Telephone
63121	Wireless Connections	63.1210	Outside Services Wireless Connections

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
63130	Telegram-Telex-Teletype	63.1300	Outside Services Telegram-Telex-Teletype
63140	Postage	63.1400	Outside Services Postage
63141	Postage	63.1400	Outside Services Postage
63200	Utilities	63.2200	Outside Services Utilities
63210	Water	63.2010	Outside Services Water
63219	Water	63.2010	Outside Services Water
63220	Gas	63.2020	Outside Services Gas
63227	Gas	63.2020	Outside Services Gas
63230	Electricity	63.2030	Outside Services Electricity
63239	Electricity	63.2030	Outside Services Electricity
63240	Sewerage	63.2100	Outside Services Sewerage
63250	Refuse	63.2110	Outside Services Refuse
63260	Street Lights	63.2060	Outside Services Street Lights
63270	Traffic Signal Electric	63.2070	Outside Services Traffic Signal Electric
63290	Other Utilities	63.2200	Outside Services Other Utilities
63300	Rents & Leases	63.3010	Outside Services Rents & Leases
63301	Rents & Leases	63.3010	Outside Services Rents & Leases
63304	Capital Leases	63.3040	Outside Services Capital Leases
63305	Rents & Leases	63.3050	Outside Services Rents & Leases
63310	Land Rent	63.3100	Outside Services Land Rent
63320	Building Rent	63.3200	Outside Services Building Rent
63322	Rent-Expo Site	63.3220	Outside Services Rent-Expo Site
63330	Equipment Rent	63.3300	Outside Services Equipment Rent
63331	Equipment Rent	63.3310	Outside Services Equipment Rent
63401	Maint & Repairs Aquatic Ctr	63.4010	Outside Services Maint & Repairs Aquatic Ctr
63410	Building Maintenance	63.4100	Outside Services Building Maintenance
63420	Furniture & Fixtures Maint	63.4200	Outside Services Furniture & Fixtures Maint
63430	Equipment Maintenance	63.4300	Outside Services Equipment Maintenance
63431	Equipment Maintenance	63.4300	Outside Services Equipment Maintenance
63432	Equipment Maintenance	63.4300	Outside Services Equipment Maintenance
63439	Equipment Maintenance	63.4300	Outside Services Equipment Maintenance
63440	Auto & Truck Maintenance	63.4400	Outside Services Auto & Truck Maintenance
63450	Janitorial Maintenance	63.4500	Outside Services Janitorial Maintenance
63460	Radios Maintenance	63.4600	Outside Services Radios Maintenance
63461	IT Communications	63.1120	Outside Services IT Communications
63470	Traffic Signal Maintenance	63.4700	Outside Services Traffic Signal Maintenance
63490	Other Maintenance Service	63.4900	Outside Services Other Maintenance Service
63491	Other Maintenance Service	63.4900	Outside Services Other Maintenance Service
63492	Other Maintenance Service	63.4900	Outside Services Other Maintenance Service
63497	Other Maintenance Service	63.4900	Outside Services Other Maintenance Service
63498	Software Maintenance	63.4980	Outside Services Software Maintenance
63499	Other Maintenance Service	63.4900	Outside Services Other Maintenance Service
63500	Professional Services	63.5010	Outside Services Professional Services
63501	Professional Services	63.5010	Outside Services Professional Services
63503	Grant Writing/Service Fees	63.5030	Outside Services Grant Writing/Service Fees
63504	Events	63.5040	Outside Services Events
63505	PD/Q Prog-Business Attraction	63.5050	Outside Services PD/Q Prog-Business Attraction
63506	Custodian Fees on Investments	63.5060	Outside Services Custodian Fees on Investments
63510	Legal Services	63.5100	Outside Services Legal Services
63511	Legal Services	63.5100	Outside Services Legal Services
63520	Audit Services	63.5200	Outside Services Audit Services

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
63521	Audit Services	63.5200	Outside Services Audit Services
63525	Steinbeck Cluster	69.1560	Financial Assistance Steinbeck Cluster
63526	DCI	63.5260	Outside Services DCI
63527	Contract Out Senior Planner	63.5270	Outside Services Contract Out Senior Planner
63528	P-Bid Study and Formation	63.5280	Outside Services P-Bid Study and Formation
63530	Architectural Services	63.5300	Outside Services Architectural Services
63538	Interpreting Services	63.5380	Outside Services Interpreting Services
63539	Labor Relations	63.5390	Outside Services Labor Relations
63540	Engineering Services	63.5400	Outside Services Engineering Services
63541	Engineering Services	63.5400	Outside Services Engineering Services
63546	Inspection Services	63.5460	Outside Services Inspection Services
63550	Appraisal Services	63.5500	Outside Services Appraisal Services
63560	Medical Exams	63.5600	Outside Services Medical Exams
63565	Recruitment	63.5650	Outside Services Recruitment
63570	Plan Checks	63.5700	Outside Services Plan Checks
63571	Contract Inspection	63.5710	Outside Services Contract Inspection
63572	Rehab Loan Initial Charges	63.5720	Outside Services Rehab Loan Initial Charges
63580	Real Estate/Title/Escrow Servs	63.5730	Outside Services Real Estate/Title/Escrow Servs
63581	Community Center Programs	63.5810	Outside Services Community Center Programs
63582	Rec Centers & Playgrounds	63.5820	Outside Services Rec Centers & Playgrounds
63583	Sports & Aquatics Programs	63.5830	Outside Services Sports & Aquatics Programs
63584	Prevention Programs	63.5840	Outside Services Prevention Programs
63589	Cost of Bond Issuance	65.3010	Debt Service Cost of Bond Issuance
63590	Other Professional Services	63.5900	Outside Services Other Professional Services
63591	Other Professional Services	63.5900	Outside Services Other Professional Services
63592	Other Professional Services	63.5900	Outside Services Other Professional Services
63593	Other Professional Services	63.5900	Outside Services Other Professional Services
63594	Other Professional Services	63.5900	Outside Services Other Professional Services
63595	Other Professional Services	63.5900	Outside Services Other Professional Services
63596	Other Professional Services	63.5900	Outside Services Other Professional Services
63597	Other Professional Services	63.5900	Outside Services Other Professional Services
63598	Other Professional Services	63.5900	Outside Services Other Professional Services
63599	Other Professional Services	63.5900	Outside Services Other Professional Services
63600	Outside Services	63.6010	Outside Services Outside Services
63601	Other Outside Serv	63.6010	Outside Services Other Outside Serv
63602	Other Outside Serv	63.6010	Outside Services Other Outside Serv
63603	Other Outside Services	63.6010	Outside Services Other Outside Services
63604	Other Outside Services	63.6010	Outside Services Other Outside Services
63606	Polygraph Services	63.6060	Outside Services Polygraph Services
63607	Community Planning	63.6070	Outside Services Community Planning
63608	Bank Charges	63.6080	Outside Services Bank Charges
63610	Outside Printing	63.6100	Outside Services Outside Printing
63617	ConPlan (Housing)	63.5900	Outside Services ConPlan (Housing)
63622	Acosta Plaza Basketball Court	64.5370	Other Charges Acosta Plaza Basketball Court
63624	Ciclovia	64.7210	Other Charges Ciclovia
63625	Sun Street Center	64.7220	Other Charges Sun Street Center
63633	City Grant Cost Share	69.1130	Financial Assistance City Grant Cost Share
63634	Monterey County	69.1440	Financial Assistance Monterey County
63637	Fundraising Events	63.6200	Outside Services Fundraising Events
63660	Second Chance	69.1540	Financial Assistance Second Chance
63690	Other Outside Services	63.6010	Outside Services Other Outside Services

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
63691	Other Outside Services	63.6010	Outside Services Other Outside Services
63692	Other Outside Services	63.6010	Outside Services Other Outside Services
63695	Other Services	63.6010	Outside Services Other Services
63710	Vista De La Terraza	69.1600	Financial Assistance Vista De La Terraza
63771	Lagunas Haciendas	69.1400	Financial Assistance Lagunas Haciendas
63778	Wesley Oaks Subdivision	69.1620	Financial Assistance Wesley Oaks Subdivision
63796	Gateway Apts	69.1320	Financial Assistance Gateway Apts
63802	Green Vehicles	69.1340	Financial Assistance Green Vehicles
63803	Vista de la Terraza (Carr Ave)	69.1610	Financial Assistance Vista de la Terraza (Carr Ave)
63804	Grid Alternatives	69.1350	Financial Assistance Grid Alternatives
63806	Rebuilding Together	69.1520	Financial Assistance Rebuilding Together
63807	First Mayor`s House	69.1290	Financial Assistance First Mayor`s House
63950	Administrative Overhead	64.1000	Other Charges Administrative Overhead
63960	Contingencies	64.5820	Other Charges Contingencies
63961	Contingencies	64.5820	Other Charges Contingencies
63963	Contingencies	64.5820	Other Charges Contingencies
63970	Cost Recovery	64.5830	Other Charges Cost Recovery
64000	Other Charges	64.1000	Other Charges Other Charges
64100	Advertising	64.1010	Other Charges Advertising
64102	Marketing	64.1020	Other Charges Marketing
64110	Legal Publications	64.1100	Other Charges Legal Publications
64120	Recruitment Advertising	64.1200	Other Charges Recruitment Advertising
64190	Other Advertising	64.1900	Other Charges Other Advertising
64194	Advertising-Marketing	64.1010	Other Charges Advertising-Marketing
64200	Training/Conferences/Meetings	64.2000	Other Charges Travel, Conferences, Meetings
64201	Travel,Conf,Meetings	64.2010	Other Charges Travel,Conf,Meetings
64212	Travel/Conf-Lutes	64.2160	Other Charges Travel-Council District 6
64214	Travel/Conf-Gunter	64.2100	Other Charges Travel-Mayor
64215	Travel/Conf-Barrera	64.2120	Other Charges Travel-Council District 2
64217	Travel/Conf-De La Rosa	64.2140	Other Charges TravelCouncil District 4
64218	Travel/Conf-Castaneda	64.2110	Other Charges Travel-Council District 1
64220	Field Trips/Other Activities	64.5560	Other Charges Field Trips/Other Activities
64222	Travel/Conf-McShane	64.2130	Other Charges Travel-Council District 3
64223	Travel/Conf-Craig	64.2150	Other Charges Travel-Council District 5
64230	Waste Discharge Fee	64.5510	Other Charges Waste Discharge Fee
64250	Training	64.2500	Other Charges Training
64251	Training	64.2500	Other Charges Training
64255	Tuition Reimbursement	64.2550	Other Charges Tuition Reimbursement
64256	Kauffman Training Assistance	64.2560	Other Charges Kauffman Training Assistance
64260	Rounding	64.5800	Other Charges Rounding
64300	Membership & Dues	64.5500	Other Charges Membership & Dues
64302	Permit Fees	64.5520	Other Charges Permit Fees
64307	Economic Development Corp.	64.7050	Other Charges Economic Development Corp.
64308	FORA	64.7000	Other Charges FORA
64309	National League of Cities	64.7010	Other Charges National League of Cities
64310	Association Memberships	64.7020	Other Charges Association Memberships
64311	League Of Calif Cities	64.7030	Other Charges League Of Calif Cities
64312	Chamber of Commerce	64.7040	Other Charges Chamber of Commerce
64314	Legislative Advocacy	64.7060	Other Charges Legislative Advocacy
64315	AMBAG	64.7070	Other Charges AMBAG
64316	LAFCO	64.7080	Other Charges LAFCO

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
64317	PERS Coalition	64.7090	Other Charges PERS Coalition
64318	Air District	64.7100	Other Charges Air District
64319	Cable TV Taping	64.7110	Other Charges Cable TV Taping
64320	Publications & Trade Journals	62.7210	Supplies & Materials Publications & Trade Journals
64322	Convention & Visitors Bureau	64.7120	Other Charges Convention & Visitors Bureau
64330	Special Licenses	64.5530	Other Charges Special Licenses
64332	California Welcome Center	64.7130	Other Charges California Welcome Center
64335	Mo. Co. Cities Association	64.7150	Other Charges Mo. Co. Cities Association
64405	Insurances	64.4050	Other Charges Insurances
64410	Insurance	64.4050	Other Charges Insurance
64420	Liability Claims/Legal Defense	64.4200	Other Charges Liability Claims/Legal Defense
64421	Liability Claims Admin	64.4210	Other Charges Liability Claims Admin
64422	Excess Liability Insurance	64.4220	Other Charges Excess Liability Insurance
64440	Unemployment Claims	64.4400	Other Charges Unemployment Claims
64100	Advertising	64.1010	Other Charges Advertising
64453	Biennial Physicals	64.4530	Other Charges Biennial Physicals
64454	COBRA Administration	64.4540	Other Charges COBRA Administration
64455	Employee Physicals	64.4550	Other Charges Employee Physicals
64456	DMV & Immunizations	64.4560	Other Charges DMV & Immunizations
64457	DOT Testing	64.4570	Other Charges DOT Testing
64458	Employee Assistance Program	64.4580	Other Charges Employee Assistance Program
64460	Workers Comp Claims	64.4600	Other Charges Workers Comp Claims
64461	Workers Comp Admin	64.4610	Other Charges Workers Comp Admin
64462	Excess Workers Comp Insurance	64.4620	Other Charges Excess Workers Comp Insurance
64463	Relocation-Moving Expenses	64.4630	Other Charges Relocation-Moving Expenses
64464	CalPERS Ind Disability Advance	64.4640	Other Charges CalPERS Ind Disability Advance
64465	Health Insurance Excess	64.4650	Other Charges Health Insurance Excess
64470	Unreimbursed Medical Expenses	64.4700	Other Charges Unreimbursed Medical Expenses
64471	Dependent Care Expenses	64.4710	Other Charges Dependent Care Expenses
64490	Other Insurance	64.4490	Other Charges Other Insurance
64500	Contribution to Other Agencies	69.1110	Financial Assistance Contribution to Other Agencies
64501	Rancho Cielo	63.4100	Outside Services Rancho Cielo
64502	Food & Wine Festival	64.7160	Other Charges Food & Wine Festival
64503	Neighborhoods	64.7170	Other Charges Neighborhoods
64506	El Grito Festival	64.6000	Other Charges El Grito Festival
64507	Comm Human Services Project	69.1270	Financial Assistance Comm Human Services Project
64508	Rodeo	64.6010	Other Charges Rodeo
64509	Carnival	64.6020	Other Charges Carnival
64510	Kiddie Kapers	64.6030	Other Charges Kiddie Kapers
64511	California Air Show	64.6040	Other Charges California Air Show
64516	Girl Scouts of Monterey Bay	69.1330	Financial Assistance Girl Scouts of Monterey Bay
64517	Monterey County Probation Dept	69.1460	Financial Assistance Monterey County Probation Dept
64518	Parade of Lights	64.6060	Other Charges Parade of Lights
64519	Suicide Prev. & Crisis Center	69.1570	Financial Assistance Suicide Prev. & Crisis Center
64522	Alliance on Aging	69.1200	Financial Assistance Alliance on Aging
64524	Peacock Acres Inc.	69.1500	Financial Assistance Peacock Acres Inc.
64525	Project Sentinel	69.1510	Financial Assistance Project Sentinel
64527	Meals on Wheels	69.1420	Financial Assistance Meals on Wheels
64529	Interim-Mental Health Wellness	69.1390	Financial Assistance Interim-Mental Health Wellness
64532	CSUMB Small Business DevCenter	69.1280	Financial Assistance CSUMB Small Business DevCenter
64535	Sales Tax Incentive Program	64.5360	Other Charges Sales Tax Incentive Program



# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
64536	TOT Tax Sharing	64.5330	Other Charges TOT Tax Sharing
64538	Contribution to SUBA	64.5300	Other Charges Contribution to SUBA
64539	Contribution to Oldtown	64.5310	Other Charges Contribution to Oldtown
64540	Relocation & Contingency	64.5810	Other Charges Relocation & Contingency
64541	Central Coast Ctr. Independent	69.1250	Financial Assistance Central Coast Ctr. Independent
64542	Food Bank	69.1300	Financial Assistance Food Bank
64544	Legal Services for Seniors	69.1120	Financial Assistance Legal Services for Seniors
64545	Housing Rehab-Direct Loans	69.1010	Financial Assistance Housing Rehab-Direct Loans
64546	Housing Rehab-Deferred Loans	69.1020	Financial Assistance Housing Rehab-Deferred Loans
64547	Housing Rehab-Grants	69.1030	Financial Assistance Housing Rehab-Grants
64548	First Time Home Buyer Assist.	69.1040	Financial Assistance First Time Home Buyer Assist.
64549	Lead Base Paint Grant	69.1100	Financial Assistance Lead Base Paint Grant
64554	Storm Water Monitoring Group	63.5540	Outside Services Storm Water Monitoring Group
64557	Housing Resource Center	69.1370	Financial Assistance Housing Resource Center
64559	Ombudsman (Alliance on Aging)	69.1480	Financial Assistance Ombudsman (Alliance on Aging)
64561	Sunrise House JPA	69.1580	Financial Assistance Sunrise House JPA
64562	Second Chance Youth Program	69.1540	Financial Assistance Second Chance Youth Program
64566	Boys and Girls Clubs	69.1220	Financial Assistance Boys and Girls Clubs
64572	Salinas Police Activity League	69.1530	Financial Assistance Salinas Police Activity League
64575	Franciscan Workers	69.1310	Financial Assistance Franciscan Workers
64579	Shelter Outreach-Plus (ESG)	69.1550	Financial Assistance Shelter Outreach Plus (ESG)
64586	Central Coast HIV/(John XXIII)	69.1260	Financial Assistance Central Coast HIV/(John XXIII)
64588	Partners for Peace	69.1490	Financial Assistance Partners for Peace
64590	Other Contributions	64.5320	Other Charges Other Contributions
64700	Refunds & Reimb Damages	64.5400	Other Charges Refunds & Reimb Damages
64703	Agency Reimbursement	64.5410	Other Charges Agency Reimbursement
64708	CA Partnership for Safe Comm	69.1230	Financial Assistance CA Partnership for Safe Comm
64709	NCCD	69.1470	Financial Assistance NCCD
64710	AmeriCorps Vista	69.1210	Financial Assistance AmeriCorps Vista
64711	CASP	69.1240	Financial Assistance CASP
64712	Monterey County Dist Atty	69.1450	Financial Assistance Monterey County Dist Atty
64713	Monterey College of Law	69.1640	Financial Assistance Monterey College of Law
64714	United Farm Workers Foundation	69.1590	Financial Assistance United Farm Workers Foundation
64715	YWCA of Monterey County	69.1630	Financial Assistance YWCA of Monterey County
64716	Monterey Co-Sheriff's Office	69.1430	Financial Assistance Monterey Co-Sheriff's Office
64820	Council/Commission Recognition	64.7180	Other Charges Council/Commission Recognition
64821	Youth Commision	64.7190	Other Charges Youth Commision
64822	Mayor's Recognitions	64.7200	Other Charges Mayor's Recognitions
64900	Taxes	64.5540	Other Charges Taxes
64902	Sales Tax	64.5550	Other Charges Sales Tax
65003	Refunding Escrow	65.3030	Debt Service Refunding Escrow
65100	Bond-Principal	65.1000	Debt Service Bond-Principal
65101	Bond-Principal	65.1000	Debt Service Bond-Principal
65103	Principal on Loans/Leases	65.1030	Debt Service Principal on Loans/Leases
65104	Principal on Loans	65.1030	Debt Service Principal on Loans
65200	Bond-Interest	65.2000	Debt Service Bond-Interest
65201	Bond-Interest	65.2000	Debt Service Bond-Interest
65203	Interest on Loans/Leases	65.2030	Debt Service Interest on Loans/Leases
65300	Paying Agent Fees	65.3000	Debt Service Paying Agent Fees
65301	Paying Agent Fees	65.3000	Debt Service Paying Agent Fees
66100	Land	66.1000	Capital Outlays Land

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
Object	Description	Object	Description
66101	Land	66.1000	Capital Outlays Land
66309	Building Improvements	66.3000	Capital Outlays Building Improvements
66320	Remodeling & Alteration	66.3010	Capital Outlays Remodeling & Alteration
66321	Remodeling & Alteration	66.3010	Capital Outlays Remodeling & Alteration
66322	Remodeling & Alteration	66.3010	Capital Outlays Remodeling & Alteration
66350	Acquisition/Predevelopment	66.3500	Capital Outlays Acquisition/Predevelopment
66400	Improvements	66.4000	Capital Outlays Improvements
66401	Improvements	66.4000	Capital Outlays Improvements
66402	Improvements	66.4000	Capital Outlays Improvements
66403	Improvements	66.4000	Capital Outlays Improvements
66411	Library Improvements	66.4000	Capital Outlays Library Improvements
66500	Capital Outlay	66.5000	Capital Outlays Capital Outlay
66501	Mach, Furniture & Equip	66.5010	Capital Outlays Mach, Furniture & Equip
66510	Machinery	66.5100	Capital Outlays Machinery
66511	Machinery	66.5100	Capital Outlays Machinery
66512	Machinery	66.5100	Capital Outlays Machinery
66520	Furniture	66.5200	Capital Outlays Furniture
66530	Office Equipment	66.5300	Capital Outlays Office Equipment
66540	Equipment	66.5400	Capital Outlays Equipment
66543	Telephone Equipment	66.5430	Capital Outlays Telephone Equipment
66544	Audio/Digital/Video Equipment	66.5410	Capital Outlays Audio/Digital/Video Equipment
66547	PASS Devices	66.5400	Capital Outlays PASS Devices
66548	Compressor	66.5400	Capital Outlays Compressor
66549	SCBA's	66.5570	Capital Outlays SCBA's
66550	Rolling Equipment	66.5500	Capital Outlays Rolling Equipment
66551	Rolling Equipment	66.5500	Capital Outlays Rolling Equipment
66552	Rolling Equipment	66.5500	Capital Outlays Rolling Equipment
66554	Police Vehicles	66.5540	Capital Outlays Police Vehicles
66555	Police Equipment	66.5550	Capital Outlays Police Equipment
66556	Police Equipment	66.5550	Capital Outlays Police Equipment
66557	Police Equipment	66.5550	Capital Outlays Police Equipment
66559	Police Vehicles	66.5540	Capital Outlays Police Vehicles
66560	Computer Equipment	66.5810	Capital Outlays Computer Equipment
66561	Computer Equipment	66.5810	Capital Outlays Computer Equipment
66562	Computer Equipment	66.5810	Capital Outlays Computer Equipment
66563	Computer Equipment	66.5810	Capital Outlays Computer Equipment
66563	Computer Equipment	66.5810	Capital Outlays Computer Equipment
66564	Computer Equipment	66.5810	Capital Outlays Computer Equipment
66565	Computer Equipment	66.5810	Capital Outlays Computer Equipment
66566	Computer Software	66.5800	Capital Outlays Computer Software
66567	Computer Software	66.5810	Capital Outlays Computer Software
66569	Radio Equipment-Other Agencies	66.5600	Capital Outlays Radio Equipment-Other Agencies
66570	Radio Equipment-City	66.5610	Capital Outlays Radio Equipment-City
66572	Infrastructure-City	66.5720	Capital Outlays Infrastructure-City
66573	Infrastructure-County	66.5730	Capital Outlays Infrastructure-County
66574	Digital Equipment	66.5420	Capital Outlays Digital Equipment
66590	Other Mach, Furn, & Equip	66.5000	Capital Outlays Other Mach, Furn, & Equip
66591	Other Mach, Furn, & Equip	66.5000	Capital Outlays Other Mach, Furn, & Equip
66592	Other Mach, Furn & Equip	66.5000	Capital Outlays Other Mach, Furn & Equip
66596	Body Worn Cameras	66.5560	Capital Outlays Body Worn Cameras
66803	EMS PPE	66.5580	Capital Outlays EMS PPE

# CHART OF ACCOUNTS EXPENDITURES BY OBJECT

wIntegrate		New World System	
<u>Object</u>	<u>Description</u>	<u>Object</u>	<u>Description</u>
67000	Stores Sales	67.0000	Store Inventory Stores Sales
67100	Stores Purchases	67.1000	Store Inventory Stores Purchases

# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
Fund	Object	Description	Fund	Dept	Division	Object	Description
1000	51101	General Fund > Secured Taxes - Curr Yr >	1000	00	0000	50.1010	Property Taxes Secured Taxes - Current Yr
1000	51102	General Fund > Unsecured Taxes - Curr Yr >	1000	00	0000	50.1020	Property Taxes Unsecured Taxes - Current Yr
1000	51104	General Fund > Supplemental Assessment Roll >	1000	00	0000	50.1030	Property Taxes Supplemental Assessment Roll
1000	51105	General Fund > Property Taxes - Interest >	1000	00	0000	50.1040	Property Taxes Property Taxes - Interest
1000	51106	General Fund > Secured Taxes - Prior Yr >	1000	00	0000	50.1050	Property Taxes Secured Taxes - Prior Yr
1000	51107	General Fund > Unsecured Taxes - Pr Yr >	1000	00	0000	50.1060	Property Taxes Unsecured Taxes - Pr Yr
1000	51108	General Fund > Homeowners Property Tax Relief >	1000	00	0000	50.1070	Property Taxes Homeowners Property Tax Relief
1000	51112	General Fund > Vehicle License Fee In-Lieu >	1000	00	0000	50.1120	Property Taxes Vehicle License Fee In-Lieu
1000	51114	General Fund > Sales Tax In-Lieu >	1000	00	0000	50.2020	Other Taxes Sales Tax In-Lieu
1000	51117	General Fund > ROPS Residual Distribution >	1000	00	0000	50.1130	Property Taxes ROPS Residual Distribution
1000	51201	General Fund > Sales Tax >	1000	00	0000	50.2010	Other Taxes Sales Tax
1000	51202	General Fund > Utility Users Tax >	1000	00	0000	50.2060	Other Taxes Utility Users Tax
1000	51203	General Fund > Transient Occupancy Tax >	1000	00	0000	50.2070	Other Taxes Transient Occupancy Tax
1000	51204	General Fund > Property Transfer Tax >	1000	00	0000	50.1080	Property Taxes Property Transfer Tax
1000	51205	General Fund > Business License Tax >	1000	00	0000	50.2080	Other Taxes Business License Tax
1000	51207	General Fund > Franchise Fee - Electric >	1000	00	0000	51.2180	Franchise Fees Franchise Fee - Electric
1000	51208	General Fund > Franchise Fee - Gas >	1000	00	0000	51.2200	Franchise Fees Franchise Fee - Gas
1000	51209	General Fund > Franchise Fee - Garbage >	1000	00	0000	51.2190	Franchise Fees Franchise Fee - Garbage
1000	51210	General Fund > Franchise Fee - Cable TV >	1000	00	0000	51.2170	Franchise Fees Franchise Fee - Cable TV
1000	51214	General Fund > Franchise Fee-Towing >	1000	00	0000	51.2220	Franchise Fees Franchise Fee-Towing
1000	51216	General Fund > Franchise Fee - AT&T >	1000	00	0000	51.2160	Franchise Fees Franchise Fee - AT&T
1000	51257	General Fund > Recycling Shares >	1000	00	0000	51.2210	Franchise Fees Franchise Fee - Recycling Shares
1000	52001	General Fund > Animal Licenses >	1000	40	4170	52.4010	Licenses & Permits Animal Licenses
1000	52002	General Fund > Bicycle Licenses >	1000	40	4116	52.4020	Licenses & Permits Bicycle Licenses
1000	52005	General Fund > Mechanical Permits >	1000	30	4825	52.3010	Licenses & Permits Mechanical Permits
1000	52006	General Fund > Building Permits >	1000	30	4825	52.3020	Licenses & Permits Building Permits
1000	52008	General Fund > Plumbing Permits >	1000	30	4825	52.3030	Licenses & Permits Plumbing Permits
1000	52009	General Fund > Electrical Permits >	1000	30	4825	52.3040	Licenses & Permits Electrical Permits
1000	52010	General Fund > Encroachment Permits >	1000	30	4825	52.3050	Licenses & Permits Encroachment Permits
1000	52011	General Fund > Re-Roofing Permits >	1000	30	4825	52.3060	Licenses & Permits Re-Roofing Permits
1000	52012	General Fund > Building Demolition Permit >	1000	30	4825	52.3070	Licenses & Permits Building Demolition Permit
1000	52014	General Fund > Regulatory Licenses >	1000	40	4116	52.4030	Licenses & Permits Regulatory Licenses
1000	52016	General Fund > Garage Sale Permits >	1000	20	2030	52.5030	Licenses & Permits Garage Sale Permits
1000	52020	General Fund > Transportation Permits >	1000	50	5120	52.5050	Licenses & Permits Transportation Permits
1000	52050	General Fund > Other Licenses & Permits >	1000	50	5120	52.8010	Licenses & Permits Other Licenses & Permits
1000	53006	General Fund > General Code Fines >	1000	30	3353	53.8010	Fines and Forfeits General Code Fines
1000	53008	General Fund > Code Enforcement Violations >	1000	30	3353	53.3010	Fines and Forfeits Code Enforcement Violations
1000	54001	General Fund > Investment Earnings >	1000	00	0000	54.8010	Interest Investment Earnings
1000	54018	General Fund > Possessory Interest >	1000	00	0000	54.8030	Interest Possessory Interest
1000	54020	General Fund > Rental Income >	1000	00	0000	54.8050	Rental Income Rental Income
1000	54023	General Fund > Building Lease >	1000	00	0000	54.8060	Rental Income Building Lease

# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
Fund	Object	Description	Fund	Dept	Division	Object	Description
1000	55102	General Fund > County Housing In-Lieu >	1000	00	0000	55.8013	Intergov-Local County Housing In-Lieu
1000	55124	General Fund > HAZMAT Reimbursement >	1000	45	4570	55.4023	Intergov-Local HAZMAT Reimbursement
1000	55202	General Fund > Motor Vehicle In-Lieu >	1000	00	0000	55.8202	Intergov-Local Motor Vehicle In-Lieu
1000	55210	General Fund > State Highway Maintenance >	1000	50	5234	55.5282	Intergov-Local State Highway Maintenance
1000	55211	General Fund > State Mandated Costs >	1000	00	0000	55.8212	Intergov-Local State Mandated Costs
1000	55213	General Fund > CLSB Direct Loan Fund >	1000	60	6005	55.6202	Intergov-Local CLSB Direct Loan Fund
1000	55214	General Fund > Public Library Fund >	1000	60	6005	55.6212	Intergov-Local Public Library Fund
1000	55218	General Fund > Post Training Reimbursement >	1000	40	4110	55.4222	Intergov-Local Post Training Reimbursement
1000	55222	General Fund > State Fire Reimbursement >	1000	45	4510	55.4202	Intergov-Local State Fire Reimbursement
1000	55224	General Fund > State Office of Emergency Svs >	1000	45	4510	55.4212	Intergov-Local State Office of Emergency Svs
1000	55321	General Fund > Alisal Steinbeck Park Maint. >	1000	50	5238	55.5043	Intergov-Local Alisal Steinbeck Park Maint.
1000	55347	General Fund > City of Marina(Animal Shelter) >	1000	40	4170	55.4063	Intergov-Local City of Marina(Animal Shelter)
1000	56102	General Fund > Administrative Service Revenue >	1000	00	0000	56.8020	Charges for Services Administrative Service Revenue
1000	56103	General Fund > Sale of Printed Material >	1000	12	1120	56.8030	Charges for Services Sale of Printed Material
1000	56104	General Fund > Bus License Applic Review Fees >	1000	20	2034	56.2010	Charges for Services Bus License Applic Review Fees
1000	56105	General Fund > Bond Issuance/Monitoring Fees >	1000	20	2030	56.8040	Charges for Services Bond Issuance/Monitoring Fees
1000	56106	General Fund > Minute/Agenda Sales Fee >	1000	12	1120	56.1010	Charges for Services Minute/Agenda Sales Fee
1000	56107	General Fund > Candidate Filing Fees >	1000	12	1120	56.1020	Charges for Services Candidate Filing Fees
1000	56108	General Fund > Returned Check Charges >	1000	20	2031	56.2020	Charges for Services Returned Check Charges
1000	56110	General Fund > Research Fees >	1000	00	0000	56.8050	Charges for Services Research Fees
1000	56111	General Fund > Copying Fees >	1000	00	0000	56.8060	Charges for Services Copying Fees
1000	56114	General Fund > Holiday Parade of Lights >	1000	00	0000	56.8070	Charges for Services Holiday Parade of Lights
1000	56115	General Fund > Airshow Charges >	1000	00	0000	56.8080	Charges for Services Airshow Charges
1000	56116	General Fund > Parade Permit Fees >	1000	00	0000	56.8090	Charges for Services Parade Permit Fees
1000	56117	General Fund > Legal Services >	1000	14	1400	56.1140	Charges for Services Legal Services
1000	56118	General Fund > Map Sales >	1000	30	3351	56.8100	Charges for Services Map Sales
1000	56121	General Fund > Special Events Fee >	1000	00	0000	56.8120	Charges for Services Special Events Fee
1000	56122	General Fund > Credit Card Convenience Fee >	1000	20	2034	56.2030	Charges for Services Credit Card Convenience Fee
1000	56150	General Fund > Other General Government Fees >	1000	00	0000	56.8130	Charges for Services Other General Government Fees
1000	56201	General Fund > Tentative Map Review Fees >	1000	30	3462	56.3010	Charges for Services Tentative Map Review Fees
1000	56203	General Fund > Minor Subdivision Review Fees >	1000	30	3462	56.3020	Charges for Services Minor Subdivision Review Fees
1000	56204	General Fund > Manufactured Housing Cert Fee >	1000	30	3462	56.3030	Charges for Services Manufactured Housing Cert Fee
1000	56205	General Fund > General Plan Amendment Fees >	1000	30	3462	56.3040	Charges for Services General Plan Amendment Fees
1000	56208	General Fund > Rezoning/Prezoning Fees >	1000	30	3462	56.3060	Charges for Services Rezoning/Prezoning Fees
1000	56209	General Fund > Planning Decision Appeal >	1000	30	3462	56.3070	Charges for Services Planning Decision Appeal
1000	56210	General Fund > Conditional Use Permit Fee >	1000	30	3462	56.3080	Charges for Services Conditional Use Permit Fee
1000	56212	General Fund > Prelim Project Review Fee >	1000	30	3462	56.3090	Charges for Services Prelim Project Review Fee
1000	56213	General Fund > Planned Unit Development Fee >	1000	30	3462	56.3100	Charges for Services Planned Unit Development Fee
1000	56215	General Fund > Architectural Review Charges >	1000	30	3462	56.3120	Charges for Services Architectural Review Charges
1000	56216	General Fund > Environment Assessment Fee >	1000	30	3462	56.3130	Charges for Services Environment Assessment Fee
1000	56217	General Fund > Environment Impact Report Fee >	1000	30	3462	56.3140	Charges for Services Environment Impact Report Fee

# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
Fund	Object	Description	Fund	Dept	Division	Object	Description
1000	56218	General Fund > Annexation Review Fee >	1000	30	3462	56.3150	Charges for Services Annexation Review Fee
1000	56220	General Fund > Temporary Use of Land Review >	1000	30	3462	56.3160	Charges for Services Temporary Use of Land Review
1000	56221	General Fund > Sign Review & Permits >	1000	30	3462	56.3170	Charges for Services Sign Review & Permits
1000	56223	General Fund > Technical Assistance Fees >	1000	30	3462	56.3180	Charges for Services Technical Assistance Fees
1000	56224	General Fund > Variance Fees >	1000	30	3462	56.3190	Charges for Services Variance Fees
1000	56226	General Fund > Advance Planning Fees >	1000	30	3462	56.3200	Charges for Services Advance Planning Fees
1000	56227	General Fund > Site Plan Review >	1000	30	3462	56.3210	Charges for Services Site Plan Review
1000	56228	General Fund > Planning Inspection Fee >	1000	30	3462	56.3220	Charges for Services Planning Inspection Fee
1000	56229	General Fund > EIR Review Fee >	1000	30	3462	56.3230	Charges for Services EIR Review Fee
1000	56230	General Fund > Building Permit Review >	1000	30	3462	56.3240	Charges for Services Building Permit Review
1000	56231	General Fund > Time Extension of Permits >	1000	30	3462	56.3250	Charges for Services Time Extension of Permits
1000	56232	General Fund > Precise & Specific Plan Review >	1000	30	3462	56.3260	Charges for Services Precise & Specific Plan Review
1000	56233	General Fund > Home Occupation Permits >	1000	30	3462	56.3270	Charges for Services Home Occupation Permits
1000	56235	General Fund > Fire Plan Check Fee-Permit Ctr >	1000	30	3462	56.3280	Charges for Services Fire Plan Check Fee-Permit Ctr
1000	56250	General Fund > Other Planning Fees >	1000	30	3462	56.3290	Charges for Services Other Planning Fees
1000	56301	General Fund > Bingo License Application Fee >	1000	40	4116	56.4010	Charges for Services Bingo License Application Fee
1000	56302	General Fund > Special Police Service Fees >	1000	40	4220	56.4020	Charges for Services Special Police Service Fees
1000	56303	General Fund > Police Report Fees >	1000	40	4130	56.4030	Charges for Services Police Report Fees
1000	56304	General Fund > Police False Alarm Fees >	1000	40	4130	56.4040	Charges for Services Police False Alarm Fees
1000	56306	General Fund > Vehicle Fix-it-ticket Sign Off >	1000	40	4116	56.4050	Charges for Services Vehicle Fix-it-ticket Sign Off
1000	56307	General Fund > Fingerprint Fees >	1000	40	4130	56.4060	Charges for Services Fingerprint Fees
1000	56309	General Fund > Card Room Establishment Fees >	1000	40	4130	56.4070	Charges for Services Card Room Establishment Fees
1000	56310	General Fund > Police Photo Charges >	1000	40	4130	56.4080	Charges for Services Police Photo Charges
1000	56311	General Fund > Animal Shelter Fees >	1000	40	4170	56.4090	Charges for Services Animal Shelter Fees
1000	56312	General Fund > Noise Regulation Fees >	1000	40	4130	56.4100	Charges for Services Noise Regulation Fees
1000	56314	General Fund > Police Record Review Charges >	1000	40	4134	56.4120	Charges for Services Police Record Review Charges
1000	56316	General Fund > Vehicle ID Number Check >	1000	40	4116	56.4130	Charges for Services Vehicle ID Number Check
1000	56317	General Fund > Abandon Vehicle Abatement Fee >	1000	40	4116	56.4140	Charges for Services Abandon Vehicle Abatement Fee
1000	56318	General Fund > Firearm Fees >	1000	40	4116	56.4150	Charges for Services Firearm Fees
1000	56319	General Fund > Booking Fees Charges >	1000	40	4130	56.4160	Charges for Services Booking Fees Charges
1000	56320	General Fund > Vehicle Release Fees (Towing) >	1000	40	4116	56.4170	Charges for Services Vehicle Release Fees (Towing)
1000	56322	General Fund > Vehicle Impound Fee (Towing) >	1000	40	4116	56.4180	Charges for Services Vehicle Impound Fee (Towing)
1000	56323	General Fund > Animal Shelter Citation Fees >	1000	40	4170	56.4190	Charges for Services Animal Shelter Citation Fees
1000	56401	General Fund > Rural Fire Service >	1000	45	4510	56.4410	Charges for Services Rural Fire Service
1000	56402	General Fund > Emergency Medical Service >	1000	45	4520	56.4420	Charges for Services Emergency Medical Service
1000	56403	General Fund > Fire Code Mandated Insp Fee >	1000	45	4530	56.4430	Charges for Services Fire Code Mandated Insp Fee
1000	56404	General Fund > State Mandated Inspection Fees >	1000	45	4530	56.4440	Charges for Services State Mandated Inspection Fees
1000	56405	General Fund > Fire Plan Check Fee-Fire Dept >	1000	45	4530	56.4450	Charges for Services Fire Plan Check Fee-Fire Dept
1000	56406	General Fund > Special Fire Permits >	1000	45	4530	56.4460	Charges for Services Special Fire Permits
1000	56407	General Fund > Structural Fire Report Fees >	1000	45	4530	56.4470	Charges for Services Structural Fire Report Fees
1000	56408	General Fund > Fireworks Fees >	1000	45	4530	56.4480	Charges for Services Fireworks Fees

# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
Fund	Object	Description	Fund	Dept	Division	Object	Description
1000	56409	General Fund > Fireworks Surcharge >	1000	45	4530	56.4490	Charges for Services Fireworks Surcharge
1000	56410	General Fund > Fire Hazard Inspection Fees >	1000	45	4570	56.4500	Charges for Services Fire Hazard Inspection Fees
1000	56412	General Fund > Fire False Alarm Fees >	1000	45	4530	56.4510	Charges for Services Fire False Alarm Fees
1000	56417	General Fund > Special Event - Fire >	1000	45	4520	56.4520	Charges for Services Special Event - Fire
1000	56420	General Fund > Admin Fire Citations >	1000	45	4530	56.4530	Charges for Services Admin Fire Citations
1000	56433	General Fund > Fire Dept Service Charge >	1000	45	4520	56.4540	Charges for Services Fire Dept Service Charge
1000	56434	General Fund > Outside Fire Plan Review >	1000	45	4530	56.4550	Charges for Services Outside Fire Plan Review
1000	56437	General Fund > Fire Apparatus Fee >	1000	45	4510	56.4560	Charges for Services Fire Apparatus Fee
1000	56450	General Fund > Other Fire Fees & Training >	1000	45	4540	56.4570	Charges for Services Other Fire Fees & Training
1000	56501	General Fund > Building Plan Check Fees >	1000	30	3352	56.3400	Charges for Services Building Plan Check Fees
1000	56502	General Fund > Special Building Inspection >	1000	30	3353	56.3410	Charges for Services Special Building Inspection
1000	56503	General Fund > Reinspection Service >	1000	30	3353	56.3420	Charges for Services Reinspection Service
1000	56504	General Fund > Residential Report >	1000	30	3353	56.3430	Charges for Services Residential Report
1000	56505	General Fund > Microfilm Fee >	1000	30	3352	56.3440	Charges for Services Microfilm Fee
1000	56506	General Fund > Special Code Inspection >	1000	30	3353	56.3450	Charges for Services Special Code Inspection
1000	56550	General Fund > Other Building Fees >	1000	30	3352	56.3460	Charges for Services Other Building Fees
1000	56601	General Fund > Subdivision Map Check Fees >	1000	50	5120	56.5010	Charges for Services Subdivision Map Check Fees
1000	56602	General Fund > Subdivision Imp Plan Check Fee >	1000	50	5120	56.5020	Charges for Services Subdivision Imp Plan Check Fee
1000	56603	General Fund > Subdivision Imp Inspection Fee >	1000	50	5120	56.5030	Charges for Services Subdivision Imp Inspection Fee
1000	56612	General Fund > Special Traffic Marking Reques >	1000	50	5120	56.5060	Charges for Services Special Traffic Marking Reques
1000	56620	General Fund > Routing/Escorting/Overload >	1000	50	5120	56.5070	Charges for Services Routing/Escorting/Overload
1000	56640	General Fund > Street Tree Pruning >	1000	50	5239	56.5090	Charges for Services Street Tree Pruning
1000	56650	General Fund > Special Public Works Fees >	1000	50	5120	56.5100	Charges for Services Special Public Works Fees
1000	56711	General Fund > Concessions >	1000	00	0000	56.6010	Charges for Services Concessions
1000	56714	General Fund > Sherwood Tennis Use Fees >	1000	55	6239	56.6020	Charges for Services Sherwood Tennis Use Fees
1000	56720	General Fund > Reserved Picnic Area Use Fee >	1000	55	6239	56.6030	Charges for Services Reserved Picnic Area Use Fee
1000	56722	General Fund > Ball Field Use Fee >	1000	55	6239	56.6040	Charges for Services Ball Field Use Fee
1000	56726	General Fund > Youth Sports League Fees >	1000	55	6239	56.6050	Charges for Services Youth Sports League Fees
1000	56727	General Fund > Reimbursable Fee Activities >	1000	55	6237	56.6060	Charges for Services Reimbursable Fee Activities
1000	56730	General Fund > Community Center Rental Fees >	1000	55	6243	56.6070	Charges for Services Community Center Rental Fees
1000	56732	General Fund > Other Rec Bldg Rental Fee >	1000	55	6239	56.6080	Charges for Services Other Rec Bldg Rental Fee
1000	56740	General Fund > Neighborhood Center Rental Fee >	1000	55	6232	56.6090	Charges for Services Neighborhood Center Rental Fee
1000	56742	General Fund > Recreation Facility Use Fees >	1000	55	6239	56.6100	Charges for Services Recreation Facility Use Fees
1000	56801	General Fund > Other Library Fees >	1000	60	6005	56.6300	Charges for Services Other Library Fees
1000	56802	General Fund > Library Copying Fees >	1000	60	6005	56.6310	Charges for Services Library Copying Fees
1000	56807	General Fund > Overdue Library Fines >	1000	60	6005	56.6320	Charges for Services Overdue Library Fines
1000	56808	General Fund > Lost/Damaged Material Fees >	1000	60	6005	56.6330	Charges for Services Lost/Damaged Material Fees
1000	57001	General Fund > Unclaimed Property Sales >	1000	00	0000	57.8010	Other Revenue Unclaimed Property Sales
1000	57002	General Fund > Surplus Property >	1000	00	0000	57.8020	Other Revenue Surplus Property
1000	57003	General Fund > Land & Building Sale >	1000	00	0000	57.8030	Other Revenue Land & Building Sale
1000	57004	General Fund > Loss/Damage Reimb >	1000	00	0000	57.8040	Other Revenue Loss/Damage Reimb

# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
Fund	Object	Description	Fund	Dept	Division	Object	Description
1000	57005	General Fund > Miscellaneous Receipts >	1000	00	0000	57.8050	Other Revenue Miscellaneous Receipts
1000	58011	General Fund > Subpoena-Civil >	1000	00	0000	57.8140	Other Revenue Subpoena-Civil
1000	58013	General Fund > Community Center Deposits >	1000	60	6243	57.8150	Other Revenue Community Center Deposits
1100	51215	Measure V Fund > Transactions and Use Tax >	1100	00	0000	50.2030	Other Taxes Transactions and Use Tax-MV
1100	54001	Measure V Fund > Investment Earnings >	1100	00	0000	54.8010	Interest Investment Earnings
1100	58002	Measure V Fund > Miscellaneous Deposits >	1100	00	0000	57.8080	Other Revenue Miscellaneous Deposits
2100	54001	Municipal Airport Fund > Investment Earnings >	6100	50	5340	54.8010	Interest Investment Earnings
2100	54010	Municipal Airport Fund > Hangar Rent >	6100	50	5340	54.5010	Rental Income Hangar Rent
2100	54011	Municipal Airport Fund > Aircraft Parking >	6100	50	5340	54.5020	Rental Income Aircraft Parking
2100	54012	Municipal Airport Fund > Building Rental >	6100	50	5340	54.5030	Rental Income Building Rental
2100	54013	Municipal Airport Fund > Ground Leases >	6100	50	5340	54.5040	Rental Income Ground Leases
2100	54014	Municipal Airport Fund > Fuel Fees >	6100	50	5340	54.5050	Rental Income Fuel Fees
2100	54015	Municipal Airport Fund > Use Permits >	6100	50	5340	54.5060	Rental Income Use Permits
2100	54017	Municipal Airport Fund > Flight Fees >	6100	50	5340	54.5070	Rental Income Flight Fees
2100	56115	Municipal Airport Fund > Airshow Charges >	6100	50	5340	56.8080	Charges for Services Airshow Charges
2100	56120	Municipal Airport Fund > Rental Income >	6100	50	5340	56.8110	Charges for Services Rental Income
2100	57005	Municipal Airport Fund > Miscellaneous Receipts >	6100	50	5340	57.8050	Other Revenue Miscellaneous Receipts
2100	58121	Municipal Airport Fund > Airport Cardlock Deposits >	6100	50	5340	57.8560	Other Revenue Airport Cardlock Deposits
2200	54001	Industrial Waste Fund > Investment Earnings >	6200	50	5441	54.8010	Interest Investment Earnings
2200	56606	Industrial Waste Fund > Industrial Waste Fees >	6200	50	5441	56.5040	Charges for Services Industrial Waste Fees
2320	54001	Fairways Golf Course > Investment Earnings >	6301	00	0000	54.8010	Interest Investment Earnings
2320	54025	Fairways Golf Course > Sierra Lease >	6301	00	0000	54.8080	Rental Income Sierra Lease
2330	54001	Twin Creeks Golf Course > Investment Earnings >	6302	00	0000	54.8010	Interest Investment Earnings
2330	54024	Twin Creeks Golf Course > First Tee Lease >	6302	00	0000	54.8070	Rental Income First Tee Lease
2400	54001	Emergency Medical Svcs Fund > Investment Earnings >	2501	45	4520	54.8010	Interest Investment Earnings
2400	55118	Emergency Medical Svcs Fund > County CSA 74-Safety E.>	2501	45	4520	55.4013	Intergov-Local County CSA 74-Safety Equipment
2500	54001	Asset Seizure Fund > Investment Earnings >	2502	40	4380	54.8010	Interest Investment Earnings
2500	55219	Asset Seizure Fund > State Seizure Reimbursement >	2502	40	4380	55.4232	Intergov-Local State Seizure Reimbursement
2500	55309	Asset Seizure Fund > Federal Reimbursements >	2502	40	4380	55.4501	Intergov-Federal Federal Reimbursements
2500	57002	Asset Seizure Fund > Surplus Property >	2502	40	4380	57.8020	Other Revenue Surplus Property
2500	57005	Asset Seizure Fund > Miscellaneous Receipts >	2502	40	4380	57.8050	Other Revenue Miscellaneous Receipts
2605	56012	Maintenance Dist Administration > Administrative Fees >	2101	20	2140	56.8010	Charges for Services Administrative Fees
2610	51110	Woodside Park Maint D > Tax Increments >	2102	50	5560	50.1090	Property Taxes Tax Increments
2610	54001	Woodside Park Maint D > Investment Earnings >	2102	50	5560	54.8010	Interest Investment Earnings
2610	57110	Woodside Park Maint D > Woodside Park Maint Assess>	2102	50	5560	57.5010	Other Revenue Woodside Park Maint Assessment
2612	54001	Airport Bus Park Maint D > Investment Earnings >	2104	50	5562	54.8010	Interest Investment Earnings
2612	57112	Airport Bus Park Maint D > Airport Bus Park Maint Assess >	2104	50	5562	57.5030	Other Revenue Airport Bus Park Maint Assess
2612	58072	Airport Bus Park Maint D > Airport Contribution >	2104	50	5562	57.8420	Other Revenue Airport Contribution
2613	54001	N E Salinas Landscape D > Investment Earnings >	2105	50	5563	54.8010	Interest Investment Earnings
2613	57113	N E Salinas Landscape D > N/E Landscape Maint Assess>	2105	50	5563	57.5040	Other Revenue N/E Landscape Maint Assessment
2614	54001	Harden Ranch Landscape Dist > Investment Earnings >	2106	50	5564	54.8010	Interest Investment Earnings



# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
Fund	Object	Description	Fund	Dept	Division	Object	Description
2614	57114	Harden Ranch Landscape Dist > Harden Ranch Maint A. >	2106	50	5564	57.5050	Other Revenue Harden Ranch Maint Assessment
2615	54001	Vista Nueva Maint District > Investment Earnings >	2107	50	5565	54.8010	Interest Investment Earnings
2615	57115	Vista Nueva Maint District > Vista Nueva >	2107	50	5565	57.5060	Other Revenue Vista Nueva
2616	54001	Mira Monte Maint District > Investment Earnings >	2108	50	5566	54.8010	Interest Investment Earnings
2616	57116	Mira Monte Maint District > Mira Monte >	2108	50	5566	57.5070	Other Revenue Mira Monte
2617	54001	Monte Bella Maint District > Investment Earnings >	2109	50	5567	54.8010	Interest Investment Earnings
2617	57117	Monte Bella Maint District > Monte Bella >	2109	50	5567	57.5080	Other Revenue Monte Bella
2700	54001	Sewer Fund > Investment Earnings >	6400	50	5442	54.8010	Interest Investment Earnings
2700	56607	Sewer Fund > Sanitary Sewer Surcharge Fees >	6400	50	5442	56.5050	Charges for Services Sanitary Sewer Surcharge Fees
2810	51212	Sales Tax-SB172 > City of Salinas-SB 172 >	2201	40	4220	50.2050	Other Taxes City of Salinas-SB 172
2850	54001	Supplemental Law Enforcement-AB3229 > Invest Earnings >	2202	40	4220	54.8010	Interest Investment Earnings
2850	55239	Supplemental Law Enforcement-AB3229 >	2202	40	4220	55.4252	Intergov-Local Supp Law Enforcement (AB 3229)
2910	55306	Community Development Act of 1974 > Block Grant >	2910	30	3111	55.7501	Intergov-Federal Block Grant
2910	57005	Community Development Act of 1974 > Misc Receipts >	2910	30	3111	57.8050	Other Revenue Miscellaneous Receipts
2910	57008	Community Development Act of 1974 > Housing Revolving Loans >	2910	30	3221	57.3020	Other Revenue Housing Revolving Loans
2930	55323	Home Investment Partnership Funds > (HUD) >	2930	30	3225	55.7521	Intergov-Federal HOME Inv Partnership (HUD)
2930	57008	Home Investment Partnership Funds > Housing Revolving Loans >	2930	30	3221	57.3020	Other Revenue Housing Revolving Loans
2940	55324	H U D - Emergency Shelter Grant > HUD-Emergency Shelter Grant >	2940	30	3111	55.7531	Intergov-Federal HUD-Emergency Shelter Grant
2955	57005	HUD Neighborhood Stabilization > Miscellaneous Receipts >	2955	30	3111	57.8050	Other Revenue Miscellaneous Receipts
2957	58083	Inclusionary Housing > Inclusionary Housing >	2957	30	3230	57.8460	Other Revenue Inclusionary Housing
3000	54001	Storm Sewer (NPDES) Fund > Investment Earnings >	6500	50	5443	54.8010	Interest Investment Earnings
3000	56622	Storm Sewer (NPDES) Fund > Environmental Compliance Insp >	6500	50	5443	56.5080	Charges for Services Environmental Compliance Insp
3000	57005	Storm Sewer (NPDES) Fund > Miscellaneous Receipts >	6500	50	5443	57.8050	Other Revenue Miscellaneous Receipts
3100	54001	Crazy Horse Landfill > Investment Earnings >	6600	20	2030	54.8010	Interest Investment Earnings
3210	54001	Dev Fees Fund-Sewer & Storm Dr > Investment Earnings >	2301	00	0000	54.8010	Interest Investment Earnings
3210	56652	Dev Fees Fund-Sewer & Storm Dr > Sanitary Sewer Impact Fee >	2301	00	0000	56.5120	Charges for Services Sanitary Sewer Impact Fee
3210	56653	Dev Fees Fund-Sewer & Storm Dr > Storm Sewer Impact Fee >	2301	00	0000	56.5130	Charges for Services Storm Sewer Impact Fee
3211	54001	Dev Fees Fund-Parks & Playgrd > Investment Earnings >	2302	00	0000	54.8010	Interest Investment Earnings
3211	56654	Dev Fees Fund-Parks & Playgrd > Neighborhood Park Impact Fee >	2302	00	0000	56.5140	Charges for Services Neighborhood Park Impact Fee
3211	56656	Dev Fees Fund-Parks & Playgrd > Facilities Impact Fees >	2302	00	0000	56.5160	Charges for Services Facilities Impact Fees
3212	54001	Dev Fees Fund-Library > Investment Earnings >	2303	00	0000	54.8010	Interest Investment Earnings
3212	56656	Dev Fees Fund-Library > Facilities Impact Fees >	2303	00	0000	56.5160	Charges for Services Facilities Impact Fees
3212	56659	Dev Fees Fund-Library > Library Impact Fee >	2303	00	0000	56.5180	Charges for Services Library Impact Fee
3212	57005	Dev Fees Fund-Library > Miscellaneous Receipts >	2303	00	0000	57.8050	Other Revenue Miscellaneous Receipts
3213	56651	Dev Fees Fund-Street Trees > Street Tree Fee >	2304	00	0000	56.5110	Charges for Services Street Tree Fee
3214	54001	Dev Fees Fund-Annexations > Investment Earnings >	2305	00	0000	54.8010	Interest Investment Earnings
3214	56658	Dev Fees Fund-Annexations > Annexation Impact Fees >	2305	00	0000	56.5170	Charges for Services Annexation Impact Fees
3215	54001	Dev Fees Fund-Arterial > Investment Earnings >	2306	00	0000	54.8010	Interest Investment Earnings
3215	56655	Dev Fees Fund-Arterial > Street/Traffic Impact Fees >	2306	00	0000	56.5150	Charges for Services Street/Traffic Impact Fees
3216	54001	Dev Fees Fund-Fire > Investment Earnings >	2307	00	0000	54.8010	Interest Investment Earnings
3216	56656	Dev Fees Fund-Fire > Facilities Impact Fees >	2307	00	0000	56.5160	Charges for Services Facilities Impact Fees

# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
Fund	Object	Description	Fund	Dept	Division	Object	Description
3216	56664	Dev Fees Fund-Fire > Fire Protection Service Fee >	2307	00	0000	56.5190	Charges for Services Fire Protection Service Fee
3310	54001	Spec Gas Tax Impvt Fund-2107 > Investment Earnings >	2401	00	0000	54.8010	Interest Investment Earnings
3310	54020	Spec Gas Tax Impvt Fund-2107 > Rental Income >	2401	00	0000	54.8050	Rental Income Rental Income
3310	55204	Spec Gas Tax Impvt Fund-2107 > State Gas Tax - 2107 >	2401	00	0000	55.5212	Intergov-Local State Gas Tax - 2107
3310	55206	Spec Gas Tax Impvt Fund-2107 > State Gas Tax - 2107.5 >	2401	00	0000	55.5222	Intergov-Local State Gas Tax - 2107.5
3320	55203	Spec Gas Tax Impvt Fund-2106 > State Gas Tax - 2106 >	2402	00	0000	55.5202	Intergov-Local State Gas Tax - 2106
3340	55226	Spec Gas Tax Impvt Fund-2105 > State Gas Tax - 2105 (P-111) >	2403	00	0000	55.5252	Intergov-Local State Gas Tax - 2105 (P-111)
3350	55250	Motor Vehicle Fuel Tax - 7360 > State Gas Tax - 2103 (TCR) >	2404	00	0000	55.5262	Intergov-Local State Gas Tax - 2103 (TCR)
3400	53001	Traffic Safety Fund > Vehicle Code Fines >	2503	00	0000	53.4010	Fines and Forfeits Vehicle Code Fines
3400	53002	Traffic Safety Fund > Parking Fines >	2503	00	0000	53.4020	Fines and Forfeits Parking Fines
3500	55234	Vehicle Abatement Fund > Abandoned Vehicle Abatement >	2504	40	4116	55.4242	Intergov-Local Abandoned Vehicle Abatement
3600	54020	Recreation Parks Fund > Rental Income >	2505	60	6239	54.8050	Rental Income Rental Income
3710	55209	Special Aviation Fund-State > State Aid - Airport >	5101	50	5340	55.7202	Intergov-Local State Aid - Airport
3720	54001	Special Aviation Fund-Federal > Investment Earnings >	5102	50	5340	54.8010	Interest Investment Earnings
3720	55301	Special Aviation Fund-Federal > Federal Aid - Airport >	5102	50	5340	55.5501	Intergov-Federal Federal Aid - Airport
3720	57005	Special Aviation Fund-Federal > Miscellaneous Receipts >	5102	50	5340	57.8050	Other Revenue Miscellaneous Receipts
3820	55126	Spec Const Asst Fund-ST & Fed > Air District >	5201	00	0000	55.5013	Intergov-Local Air District
3820	55220	Spec Const Asst Fund-ST & Fed > Other State Aid >	5201	00	0000	55.5232	Intergov-Local Other State Aid
3820	55310	Spec Const Asst Fund-ST & Fed > Other Federal Aid >	5201	00	0000	55.5511	Intergov-Federal Other Federal Aid
3820	55322	Spec Const Asst Fund-ST & Fed > RST>	5201	00	0000	55.5272	Intergov-Local Regional Surface Transp Program
3820	55333	Spec Const Asst Fund-ST & Fed > Federal TEA >	5201	00	0000	55.5521	Intergov-Federal Federal TEA
3820	55335	Spec Const Asst Fund-ST & Fed > Eco Dev Grant >	5201	00	0000	55.7551	Intergov-Federal Economic Development Grant
3830	52019	Spec Const Asst Fund-Others > Building Permit Surcharge >	5203	00	0000	52.3080	Licenses & Permits Building Permit Surcharge
3830	55111	Spec Const Asst Fund-Others > Construction Assistance Others >	5203	00	0000	55.5063	Intergov-Local Construction Assistance Others
3830	55134	Spec Const Asst Fund-Others > Monterey County >	5203	00	0000	55.5073	Intergov-Local Monterey County
3830	55136	Spec Const Asst Fund-Others > TRAKIT-Permit System Charges >	5203	00	0000	55.3013	Intergov-Local TRAKIT-Permit System Charges
3830	55142	Spec Const Asst Fund-Others > Developers-FGA West >	5203	00	0000	55.5083	Intergov-Local Developers-FGA West
3830	55143	Spec Const Asst Fund-Others > Developers-FGA Central >	5203	00	0000	55.5093	Intergov-Local Developers-FGA Central
3830	55221	Spec Const Asst Fund-Others > Rebates/Refunds & Reimb >	5203	00	0000	55.5242	Intergov-Local Rebates/Refunds & Reimb
3830	56206	Spec Const Asst Fund-Others > General Plan/Zoning Fees >	5203	00	0000	56.3050	Charges for Services General Plan/Zoning Fees
3900	57031	Business Imp District > Business Impvt Dist Assess >	8101	00	8008	57.8060	Other Revenue Business Impvt Dist Assess
3900	58060	Business Imp District > SRA Contribution >	8101	00	8008	57.8350	Other Revenue SRA Contribution
3900	58071	Business Imp District > City Contribution >	8101	00	8008	57.8410	Other Revenue City Contribution
3920	57031	SUBA Business Imp District > Business Impvt Dist Assess >	8102	00	8009	57.8060	Other Revenue Business Impvt Dist Assess
3920	58060	SUBA Business Imp District > SRA Contribution >	8102	00	8009	57.8350	Other Revenue SRA Contribution
3920	58071	SUBA Business Imp District > City Contribution >	8102	00	8009	57.8410	Other Revenue City Contribution
4012	54001	Debt Service-1997 COPs > Investment Earnings >	4101	00	8004	54.8010	Interest Investment Earnings
4014	54001	Debt Service-1999 COPs > Investment Earnings >	4102	00	8004	54.8010	Interest Investment Earnings
4017	54001	Steinbeck COP > Investment Earnings >	4103	00	8004	54.8010	Interest Investment Earnings
4019	54001	2014 COP Consolidation > Investment Earnings >	4104	00	8004	54.8010	Interest Investment Earnings
4019	57018	2014 COP Consolidation > Lease/Purchase Proceeds >	4104	00	8004	58.8010	Other Financing Sources Lease/Purchase Proceeds

# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
Fund	Object	Description	Fund	Dept	Division	Object	Description
4100	51210	PEG (1%) Cable Franchise > Franchise Fee - Cable TV >	2506	00	8005	51.2170	Franchise Fees Franchise Fee - Cable TV
5005	56012	Internal Services Administration > Administrative Fees >	7101	12	1245	56.8010	Charges for Services Administrative Fees
5005	57005	Internal Services Administration > Miscellaneous Receipts >	7101	12	1245	57.8050	Other Revenue Miscellaneous Receipts
5008	57005	Internal Services Insurances > Miscellaneous Receipts >	7102	12	1246	57.8050	Other Revenue Miscellaneous Receipts
5008	57102	Internal Services Insurances > Miscellaneous Insurances >	7102	12	1246	57.1060	Other Revenue Miscellaneous Insurances
5011	54001	Workers Comp Self-Insurance > Investment Earnings >	7103	12	1247	54.8010	Interest Investment Earnings
5011	57026	Workers Comp Self-Insurance > Workers Comp Premiums >	7103	12	1247	57.1010	Other Revenue Workers Comp Premiums
5011	57027	Workers Comp Self-Insurance > Workers Comp Reimb >	7103	12	1247	57.1020	Other Revenue Workers Comp Reimb
5011	57030	Workers Comp Self-Insurance > CalPERS Ind Disability Reimb >	7103	12	1247	57.1030	Other Revenue CalPERS Ind Disability Reimb
5012	54001	General Liability Self-Insurance > Investment Earnings >	7104	12	1248	54.8010	Interest Investment Earnings
5012	57035	General Liability Self-Insurance > Liability Insurance >	7104	12	1248	57.1040	Other Revenue Liability Insurance
5012	57102	General Liability Self-Insurance > Miscellaneous Insurances >	7104	12	1248	57.1060	Other Revenue Miscellaneous Insurances
5100	55127	Water Utility Fund > MRWPCA >	6700	50	5545	55.5023	Intergov-Local MRWPCA
5100	55128	Water Utility Fund > Monterey Co. Animal Shelter >	6700	50	5545	55.4043	Intergov-Local Monterey Co. Animal Shelter
5100	55129	Water Utility Fund > City Industrial Waste Facility >	6700	50	5545	55.5033	Intergov-Local City Industrial Waste Facility
5100	55130	Water Utility Fund > City Animal Shelter >	6700	50	5545	55.4053	Intergov-Local City Animal Shelter
5200	52003	Downtown Parking District > Parking Lot Permits >	6801	50	5446	52.5010	Licenses & Permits Parking Lot Permits
5200	52004	Downtown Parking District > Salinas St Garage Permits >	6801	50	5446	52.5020	Licenses & Permits Salinas St Garage Permits
5200	52018	Downtown Parking District > Monterey St Garage Permits >	6801	50	5446	52.5040	Licenses & Permits Monterey St Garage Permits
5200	54001	Downtown Parking District > Investment Earnings >	6801	50	5446	54.8010	Interest Investment Earnings
5200	55221	Downtown Parking District > Rebates/Refunds & Reimb >	6801	50	5446	55.5242	Intergov-Local Rebates/Refunds & Reimb
5200	57005	Downtown Parking District > Miscellaneous Receipts >	6801	50	5446	57.8050	Other Revenue Miscellaneous Receipts
5200	57018	Downtown Parking District > Lease/Purchase Proceeds >	6801	50	5446	58.8010	Other Financing Sources Lease/Purchase Proceeds
5201	52024	Preferential Parking > Preferential Permits >	6802	50	5447	52.5060	Licenses & Permits Preferential Permits
5201	57005	Preferential Parking > Miscellaneous Receipts >	6802	50	5447	57.8050	Other Revenue Miscellaneous Receipts
6110	54001	Sunrise House > Investment Earnings >	8103	81	8101	54.8010	Interest Investment Earnings
6110	55306	Sunrise House > Block Grant >	8103	81	8106	55.7501	Intergov-Federal Block Grant
6110	58002	Sunrise House > Miscellaneous Deposits >	8103	81	8101	57.8080	Other Revenue Miscellaneous Deposits
6110	58006	Sunrise House > Grants & Contributions >	8103	81	8102	57.8070	Other Revenue Grants & Contributions
6110	58021	Sunrise House > JPA - Grants & Contributions >	8103	81	8102	57.8200	Other Revenue JPA - Grants & Contributions
6110	58022	Sunrise House > County Probation Grant >	8103	81	8104	57.8210	Other Revenue County Probation Grant
6110	58023	Sunrise House > County Drug Grant >	8103	81	8103	57.8660	Other Revenue County Drug Grant
6110	58025	Sunrise House > SUHSD Grant >	8103	81	8105	57.8220	Other Revenue SUHSD Grant
6110	58058	Sunrise House > Youth Alternative to Violence >	8103	81	8110	57.8330	Other Revenue Youth Alternative to Violence
6110	58066	Sunrise House > Monterey County Friday Night >	8103	81	8109	57.8380	Other Revenue Monterey County Friday Night
6110	58069	Sunrise House > Mo Co Behavioral Health - Prev >	8103	81	8111	57.8400	Other Revenue Mo Co Behavioral Health - Prev
6112	57047	Economic Development > Micro Loan Program >	8104	12	1355	57.3030	Other Revenue Micro Loan Program
6112	58071	Economic Development > City Contribution >	8104	12	1355	57.8410	Other Revenue City Contribution
6112	58102	Economic Development > EZ Voucher Fees >	8104	12	1355	57.8550	Other Revenue EZ Voucher Fees
6113	57047	Salinas Valley Enterprise Zone > Micro Loan Program >	8105	12	1356	57.3030	Other Revenue Micro Loan Program
6113	58002	Salinas Valley Enterprise Zone > Miscellaneous Deposits >	8105	12	1356	57.8080	Other Revenue Miscellaneous Deposits

# CHART OF ACCOUNTS REVENUE

wIntegrate				New World System			
Fund	Object	Description	Fund	Dept	Division	Object	Description
6113	58071	Salinas Valley Enterprise Zone > City Contribution >	8105	12	1356	57.8410	Other Revenue City Contribution
6113	58101	Salinas Valley Enterprise Zone > Public Agency Dues >	8105	12	1356	57.8540	Other Revenue Public Agency Dues
6113	58102	Salinas Valley Enterprise Zone > EZ Voucher Fees >	8105	12	1356	57.8550	Other Revenue EZ Voucher Fees
6130	55114	Trust Deposits-Misc > Mo Co Superintendent of School >	8801	81	8131	55.8033	Intergov-Local Mo Co Superintendent of School
6130	56415	Trust Deposits-Misc > Weed Cleaning Fees >	8801	81	8123	57.8110	Other Revenue Weed Cleaning Fees
6130	58002	Trust Deposits-Misc > Miscellaneous Deposits >	8801	81	8131	57.8080	Other Revenue Miscellaneous Deposits
6130	58003	Trust Deposits-Misc > Spayed/Neutered Fees >	8801	81	8150	57.8090	Other Revenue Spayed/Neutered Fees
6130	58004	Trust Deposits-Misc > COBRA-Health Insurance Reimb >	8801	81	8129	57.8100	Other Revenue COBRA-Health Insurance Reimb
6130	58009	Trust Deposits-Misc > Seismic Safety Fees >	8801	81	8120	57.8120	Other Revenue Seismic Safety Fees
6130	58010	Trust Deposits-Misc > Fingerprint Fees >	8801	81	8151	57.8130	Other Revenue Fingerprint Fees
6130	58011	Trust Deposits-Misc > Subpoena-Civil >	8801	81	8131	57.8140	Other Revenue Subpoena-Civil
6130	58014	Trust Deposits-Misc > Day Care Reimbursements >	8801	81	8155	57.8160	Other Revenue Day Care Reimbursements
6130	58018	Trust Deposits-Misc > Friends of the Library >	8801	81	8143	57.8180	Other Revenue Friends of the Library
6130	58030	Trust Deposits-Misc > SPD Asset Forfeitures >	8801	81	8153	57.8240	Other Revenue SPD Asset Forfeitures
6130	58036	Trust Deposits-Misc > Mobilehome Registration Fees >	8801	81	8159	57.8260	Other Revenue Mobilehome Registration Fees
6130	58045	Trust Deposits-Misc > Library Donations >	8801	81	8146	57.8290	Other Revenue Library Donations
6130	58051	Trust Deposits-Misc > Literacy Donations >	8801	81	8145	57.8300	Other Revenue Literacy Donations
6130	58053	Trust Deposits-Misc > Library Misc Oper >	8801	81	8147	57.8310	Other Revenue Library Misc Oper
6130	58065	Trust Deposits-Misc > Prepaid Buidling Fees >	8801	81	8124	57.8370	Other Revenue Prepaid Buidling Fees
6130	58081	Trust Deposits-Misc > Other Contributions >	8801	81	8131	57.8450	Other Revenue NGEN Receipts
6130	58085	Trust Deposits-Misc > Building Standards Admin Fees >	8801	81	8121	57.8470	Other Revenue Building Standards Admin Fees
6130	58089	Trust Deposits-Misc > Animal Shelter Donations >	8801	81	8149	57.8490	Other Revenue Animal Shelter Donations
6130	58090	Trust Deposits-Misc > Spay/Neuter Voucher Prog >	8801	81	8150	57.8500	Other Revenue Spay/Neuter Voucher Prog
6130	58096	Trust Deposits-Misc > Fire Training >	8801	81	8148	57.8520	Other Revenue Fire Training
6130	58122	Trust Deposits-Misc > Deposits-Permit Center >	8801	81	8125	57.8570	Other Revenue Deposits-Permit Center
6130	58123	Trust Deposits-Misc > Deposits-Planning >	8801	81	8126	57.8580	Other Revenue Deposits-Planning
6131	58013	Community Center Deposits Fund > Comm Center Deposits >	8802	81	8142	57.8150	Other Revenue Community Center Deposits
6132	58044	Sherwood Hall Deposits Fund > Sherwood Hall Deposits >	8803	81	8144	57.8280	Other Revenue Sherwood Hall Deposits
6134	58062	Other Agency Fees > MRWPCA Fees >	8804	81	8158	57.8360	Other Revenue MRWPCA Fees
6135	58016	MAS Municipal Auditing Services > MAS - Business License Fee >	8805	81	8134	57.8170	Other Revenue MAS - Business License Fee
6140	58028	Sales Tax Fund > Sales Tax >	8806	81	8132	57.8230	Other Revenue Sales Tax
6141	58031	Payroll Deposits Fund > Payroll Tax >	8807	81	8127	57.8250	Other Revenue Payroll Tax
6141	58074	Payroll Deposits Fund > Icma/HL/Taxes W/H >	8807	81	8128	57.8440	Other Revenue Icma/HL/Taxes W/H
6143	58092	KDF Los Padres > KDF Tenant Services >	8808	81	8135	57.8510	Other Revenue KDF Tenant Services
6145	56668	Regional Dev Traffic Impact Fee > Regional Dev Impact Fee >	8809	81	8157	57.8640	Other Revenue Regional Dev Impact Fee
6146	58040	Evidence Room Safe Trust > Police Evidence Room Safe >	8810	81	8154	57.8270	Other Revenue Police Evidence Room Safe
6147	51205	ADA State Fee Business License > Business License Tax >	8811	81	8139	50.2080	Other Taxes Business License Tax
6149	57011	MO. CO. Tourism Impvt District > Mo.Co.Tourism Hotel Impvt Dist >	8812	81	8140	57.8650	Other Revenue Mo.Co.Tourism Hotel Impvt Dist
6151	57041	TID - Welcoming Center > TID - Welcome Center >	8813	81	8141	57.8630	Other Revenue TID - Welcome Center
6192	58006	CA Beverage Container Recycling > Grants & Contributions >	3251	81	8133	57.8070	Other Revenue Grants & Contributions
6202	55230	CLLS-Adult Literacy Project > State CLSA Literacy Grant >	3252	70	7221	55.6222	Intergov-Local State CLSA Literacy Grant

# CHART OF ACCOUNTS REVENUE

wIntegrate				New World System			
Fund	Object	Description	Fund	Dept	Division	Object	Description
6204	55141	Community Foundation-D & L Packard > Packard Foundation >	3453	70	7330	55.7013	Intergov-Local Packard Foundation
6208	59005	Library Awards & Contributions > Library Contributions >	3454	70	7332	55.8023	Intergov-Local Library Contributions
6209	58054	The California Endowment Grant > California Endowment >	3255	70	7335	57.8320	Other Revenue California Endowment
6210	58006	First Five Monterey County > Grants & Contributions >	3256	70	7332	57.8070	Other Revenue Grants & Contributions
6253	55117	Cal ID / RAN Grant > Monterey County RAN >	3302	70	7101	55.4033	Intergov-Local Monterey County RAN
6254	55330	Bureau of Justice Assist.-JAG 2011 > Federal BJA >	3103	70	7101	55.7541	Intergov-Federal Federal BJA
6255	55342	COPS Hiring Program 2011 > COPS Grant Reimbursement >	3104	70	7101	55.7561	Intergov-Federal COPS Grant Reimbursement
6259	55266	CalGRIP 6 - FY 2013-2014 > CalGRIP Grant >	3205	70	7101	55.7222	Intergov-Local CalGRIP Grant
6264	55330	Bureau of Justice Assist.-JAG 2012 > Federal BJA >	3107	70	7101	55.7541	Intergov-Federal Federal BJA
6267	55330	Local JAG 2013 Program > Federal BJA >	3108	70	7101	55.7541	Intergov-Federal Federal BJA
6270	55309	Federal Reimbursements > Federal Reimbursements >	3109	70	7101	55.4501	Intergov-Federal Federal Reimbursements
6279	55315	SAFER Grant 2013 > SAFER-FEMA Grant Reimb >	3111	70	7102	55.7511	Intergov-Federal SAFER-FEMA Grant Reimb
6290	55330	BJA-Nat'l Forum on Youth Violence > Federal BJA >	3112	70	7101	55.7541	Intergov-Federal Federal BJA
6291	55266	Project Safe Neighborhoods > CalGRIP Grant >	3113	70	7101	55.7222	Intergov-Local CalGRIP Grant
6291	55267	Project Safe Neighborhoods > Cal EMA >	3113	70	7101	55.7232	Intergov-Local Cal EMA
6292	55330	Community Interlink Project (OVW) > Federal BJA >	3114	70	7101	55.7541	Intergov-Federal Federal BJA
6299	56810	Library - Other Contributions > Library - Donations >	3480	70	7344	56.6340	Charges for Services Library - Donations
6299	57017	Library - Other Contributions > Literacy Other Contributions >	3480	70	7344	57.6010	Other Revenue Literacy Other Contributions
6301	54001	SRA Public Improvements > Investment Earnings >	2601	20	2505	54.8010	Interest Investment Earnings
6302	51110	HSA-Affordable Housing > Tax Increments >	2602	20	2505	50.1090	Property Taxes Tax Increments
6302	54001	HSA-Affordable Housing > Investment Earnings >	2602	20	2505	54.8010	Interest Investment Earnings
6302	57005	HSA-Affordable Housing > Miscellaneous Receipts >	2602	20	2505	57.8050	Other Revenue Miscellaneous Receipts
6302	57008	HSA-Affordable Housing > Housing Revolving Loans >	2602	20	2502	57.3020	Other Revenue Housing Revolving Loans
6500	54001	Deferred Compensation Fund > Investment Earnings >	8701	81	8136	54.8010	Interest Investment Earnings
6500	54002	Deferred Compensation Fund > Gain on Sale of Invest >	8701	81	8136	54.8020	Interest Gain on Sale of Invest
6500	55122	Deferred Compensation Fund > Inter Agency Transfers >	8701	81	8136	55.2013	Intergov-Local Inter Agency Transfers
6500	57005	Deferred Compensation Fund > Miscellaneous Receipts >	8701	81	8136	57.8050	Other Revenue Miscellaneous Receipts
6500	57015	Deferred Compensation Fund > Deferred Compensation >	8701	81	8136	57.2010	Other Revenue Deferred Compensation
6501	54001	Deferred Comp - Separations > Investment Earnings >	8702	81	8136	54.8010	Interest Investment Earnings
6501	57046	Deferred Comp - Separations > Separations - Trust Deeds >	8702	81	8136	57.2020	Other Revenue Separations - Trust Deeds
6505	57190	Deferred Compensation Admin > Trust Deed Fee >	8703	81	8136	57.2030	Other Revenue Trust Deed Fee
6600	57036	Flexible Spending Fund > Unreimbursed Medical Contrib >	8106	81	8137	57.1050	Other Revenue Unreimbursed Medical Contrib
6600	57037	Flexible Spending Fund > Dependent Care Contributions >	8106	81	8137	57.8590	Other Revenue Dependent Care Contributions
6700	57038	Cafeteria Benefit Fund > Health Ins >	8107	81	8138	57.8600	Other Revenue Health Ins
6700	57039	Cafeteria Benefit Fund > Dental Ins >	8107	81	8138	57.8610	Other Revenue Dental Ins
6700	57040	Cafeteria Benefit Fund > Vision Ins >	8107	81	8138	57.8620	Other Revenue Vision Ins
7005	56012	Assessment Dist Administration > Administrative Fees >	4201	20	2140	56.8010	Charges for Services Administrative Fees
7010	54001	Assessment Districts-Projects > Investment Earnings >	5300	50	5020	54.8010	Interest Investment Earnings
7020	54001	Assessment Districts-Debt Service > Investment Earnings >	4202	20	2141	54.8010	Interest Investment Earnings
7020	57024	Assessment Districts-Debt Service > Assessment Dist Taxes >	4202	20	2141	50.1140	Property Taxes Assessment Dist Taxes
7030	54001	Assessment Districts-Reserve > Investment Earnings >	4203	20	2141	54.8010	Interest Investment Earnings

# CHART OF ACCOUNTS REVENUE

wIntegrate			New World System				
<u>Fund</u>	<u>Object</u>	<u>Description</u>	<u>Fund</u>	<u>Dept</u>	<u>Division</u>	<u>Object</u>	<u>Description</u>
9104	51110	RORF-RedevObligationRetirementFund > Tax Increments >	8914	20	2502	50.1090	Property Taxes Tax Increments
9104	54001	RORF-RedevObligationRetirementFund > Investment Earnings >	8914	20	2502	54.8010	Interest Investment Earnings
9104	54020	RORF-RedevObligationRetirementFund > Rental Income >	8914	20	2502	54.8050	Rental Income Rental Income
9104	57005	RORF-RedevObligationRetirementFund > Miscellaneous Receipts >	8914	20	2504	57.8050	Other Revenue Miscellaneous Receipts
9104	57006	RORF-RedevObligationRetirementFund > Small Business Rev Loans >	8914	20	2504	57.3010	Other Revenue Small Business Revolving Loans
9104	57008	RORF-RedevObligationRetirementFund > Housing Revolving Loans >	8914	20	2504	57.3020	Other Revenue Housing Revolving Loans
9105	51110	Successor Agency-Administration > Tax Increments >	8915	20	2505	50.1090	Property Taxes Tax Increments
9105	54001	Successor Agency-Administration > Investment Earnings >	8915	20	2505	54.8010	Interest Investment Earnings
9105	57005	Successor Agency-Administration > Miscellaneous Receipts >	8915	20	2505	57.8050	Other Revenue Miscellaneous Receipts

# SALARY SCHEDULE

City of Salinas  
Classification - Salary Schedule  
As of July 1, 2015

Council Appointees					Salary							
A01	City Manager	8810		M					17,916			
A02	City Attorney	8810		H					15,067			
Executive Group					Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5
B02	Chief of Police	7720	63.0	G				13,473	14,147	14,854	15,597	16,377
B03	Fire Chief	7706	62.3	G				13,023	13,675	14,359	15,077	15,831
B08	Assistant City Manager	8810	62.0	X				12,831	13,473	14,147	14,854	15,597
B05	Community Development Dir	8838	58.6	G				10,873	11,417	11,987	12,587	13,216
B01	Public Works Director	8810	58.6	G				10,873	11,417	11,987	12,587	13,216
B04	Finance Director	8810	58.2	G				10,662	11,195	11,754	12,342	12,959
B41	Lib/Community Svc Dir	8838	57.8	G				10,455	10,978	11,527	12,104	12,709
B11	Deputy PW Dir/City Engr	8810	56.5	G				9,813	10,304	10,820	11,361	11,929
B06	Assistant Development Director	8810	55.3	G				9,255	9,718	10,204	10,714	11,250

Bargaining Units

- |                          |                        |
|--------------------------|------------------------|
| A = SMEA                 | L = Fire Supervisory   |
| B = SEIU                 | M = City Manager       |
| C = AMPS                 | R = Fire Chief         |
| D = Police Management    | Q = AMPS (Part time)   |
| E = SPOA                 | S = SPOA-Recruit       |
| F = IAFF                 | X = Confidential Mgmt  |
| G = Department Directors | Z = No Bargaining Unit |
| H = City Attorney        |                        |
| I = City Council         |                        |
| J = Crew Supervisors     |                        |
| K = Crew Supervisors 2   |                        |

# SALARY SCHEDULE

City of Salinas  
Classification - Salary Schedule  
As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Administrative Group											
C02		Assistant City Attorney	8810	55.2	X	9,209	9,670	10,154	10,662	11,195	11,754
C11		Human Resources Officer	8810	53.3	X	8,394	8,814	9,255	9,718	10,204	10,714
C21		Police Services Admin	8810	52.2	C	7,955	8,353	8,771	9,209	9,670	10,154
C24		Sr Deputy City Attorney	8810	50.8	X	7,430	7,801	8,191	8,601	9,031	9,483
C03		Airport Manager	8810	49.6	C	7,008	7,358	7,726	8,112	8,518	8,945
C04		City Clerk	8810	48.4	X	6,610	6,940	7,287	7,651	8,034	8,435
C26		Pub Works Admin Mgr	8810	48.1	C	6,512	6,838	7,180	7,539	7,915	8,311
C06		Deputy City Attorney II	8810	47.8	X	6,418	6,739	7,076	7,430	7,801	8,191
C05		Community Safety Admin	8810	46.4	C	5,995	6,294	6,610	6,940	7,287	7,651
C18		Pub Works Admin Supv	8810	45.9	C	5,849	6,141	6,449	6,772	7,110	7,465
C13		Technical Serv Coord	8810	45.7	C	5,793	6,083	6,387	6,707	7,042	7,394
C15		Human Resource Analyst II	8810	45.2	X	5,653	5,936	6,233	6,545	6,872	7,215
C42		Human Resources Analyst I	8810	44.2	X	5,383	5,653	5,936	6,233	6,545	6,872
C19		Police Records Coord	8810	43.9	C	5,304	5,570	5,849	6,141	6,449	6,772
C08		Executive Assistant	8810	39.5	U	4,280	4,495	4,719	4,955	5,203	5,463
C27		Deputy City Clerk	8810	38.1	U	3,997	4,197	4,407	4,627	4,858	5,101
C14		Public Works Assistant	8810	37.7	A	3,921	4,116	4,322	4,538	4,765	5,003
C12		Airport Assistant	8810	37.1	A	3,807	3,997	4,197	4,407	4,627	4,858
Community Development Group											
D23		Planning Manager	8810	50.9	C	7,465	7,839	8,230	8,642	9,075	9,528
D13		Principal Planner	8810	49.9	C	7,110	7,465	7,839	8,230	8,642	9,075
D16		Economic Development Mgr	8810	48.8	C	6,739	7,076	7,430	7,801	8,191	8,601
D20		Redev Project Manager	8810	48.8	C	6,739	7,076	7,430	7,801	8,191	8,601
D11		Senior Planner	8810	47.9	C	6,449	6,772	7,110	7,465	7,839	8,230
D19		Comm Dev Admin Supervisor	8810	45.9	C	5,849	6,141	6,449	6,772	7,110	7,465
D15		Associate Planner	8810	45.0	C	5,597	5,877	6,171	6,480	6,804	7,144
D21		Housing Services Supv	8810	45.0	C	5,597	5,877	6,171	6,480	6,804	7,144
D27		Community Dev Analyst	8810	44.3	C	5,410	5,681	5,965	6,264	6,577	6,906
D10		Asst Redev Project Mgr	8810	44.1	A	5,357	5,625	5,906	6,202	6,512	6,838
D22		Assistant Planner	8810	42.7	A	5,003	5,254	5,517	5,793	6,083	6,387
D14		Housing Rehab Specialist	9410	41.3	A	4,673	4,907	5,152	5,410	5,681	5,965
D28		Comm Improve Asst	8810	37.7	A	3,921	4,116	4,322	4,538	4,765	5,003
D29		Planning Technician	8810	37.7	A	3,921	4,116	4,322	4,538	4,765	5,003
Clerical Group											
E04		Administrative Analyst I	8810	40.9	A	4,582	4,811	5,052	5,304	5,570	5,849
E02		Community Safety Assist	8810	38.1	U	3,997	4,197	4,407	4,627	4,858	5,101
E01		Legal Secretary	8810	38.1	U	3,997	4,197	4,407	4,627	4,858	5,101
E24		Administrative Aide	8810	37.1	A	3,807	3,997	4,197	4,407	4,627	4,858
E03		Administrative Secretary	8810	37.1	A	3,807	3,997	4,197	4,407	4,627	4,858
E14		Supvsg Police Serv Tech	8810	37.1	A	3,807	3,997	4,197	4,407	4,627	4,858



# SALARY SCHEDULE

City of Salinas  
Classification - Salary Schedule  
As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
E11									
Supvsg Wrđ Proc Operator	8810	37.1	A	3,807	3,997	4,197	4,407	4,627	4,858
E16									
Human Resource Technician	8810	35.9	U	3,591	3,770	3,958	4,156	4,364	4,582
E19									
Office Technician	8810	35.3	A	3,488	3,662	3,845	4,037	4,239	4,451
E06									
Sr Police Services Tech	8810	35.3	A	3,488	3,662	3,845	4,037	4,239	4,451
E20									
Office Assistant	8810	31.8	A	2,940	3,087	3,241	3,403	3,573	3,752
E10									
Police Services Tech	8810	31.8	A	2,940	3,087	3,241	3,403	3,573	3,752
E07									
Secretary	8810	31.8	A	2,940	3,087	3,241	3,403	3,573	3,752
E09									
Word Processing Operator	8810	31.8	A	2,940	3,087	3,241	3,403	3,573	3,752
E12									
Administrative Clerk II	8810	28.5	A	2,503	2,628	2,759	2,898	3,042	3,194
E22									
Administrative Clerk I	8810	27.5	A	2,384	2,503	2,628	2,759	2,898	3,042
Engineering Group-Prof									
F06									
Senior Civil Engineer	9410	50.8	C	7,430	7,801	8,191	8,601	9,031	9,483
F12									
Transportation Planner	9410	47.9	C	6,449	6,772	7,110	7,465	7,839	8,230
F09									
Associate Engineer	9410	47.8	C	6,418	6,739	7,076	7,430	7,801	8,191
F07									
Assistant Engineer	9410	44.1	A	5,357	5,625	5,906	6,202	6,512	6,838
F08									
Junior Engineer	9410	42.1	A	4,858	5,101	5,357	5,625	5,906	6,202
Engineering Group - Non Prof									
G02									
Const Inspector Supv	9410	45.2	C	5,653	5,936	6,233	6,545	6,872	7,215
G01									
Sr Construction Inspector	9410	41.8	A	4,788	5,027	5,279	5,543	5,821	6,112
G05									
Construction Inspector	9410	40.4	A	4,473	4,696	4,931	5,178	5,437	5,709
G04									
PW Compliance Officer II	9410	40.4	A	4,473	4,696	4,931	5,178	5,437	5,709
G07									
Engineering Tech	9410	39.2	A	4,218	4,429	4,650	4,882	5,127	5,383
G03									
PW Compliance Officer I	9410	37.9	A	3,958	4,156	4,364	4,582	4,811	5,052
G09									
Engineering Aide II	9410	37.2	A	3,826	4,017	4,218	4,429	4,650	4,882
G10									
Engineering Aide I	9410	35.2	A	3,470	3,644	3,826	4,017	4,218	4,429
Fiscal Group									
H14									
Assistant Finance Director	8810	50.4	X	7,287	7,651	8,034	8,435	8,858	9,300
H20									
Accounting Manager	8810	47.4	X	6,294	6,610	6,940	7,287	7,651	8,034
H11									
Revenue Officer	8810	43.6	C	5,228	5,490	5,765	6,053	6,356	6,674
H12									
Senior Accountant	8810	43.6	C	5,228	5,490	5,765	6,053	6,356	6,674
H25									
Payroll Administrator	8810	42.1	U	4,858	5,101	5,357	5,625	5,906	6,202
H23									
Payroll Technician	8810	39.0	U	4,176	4,385	4,604	4,834	5,076	5,330
H05									
Sr Accounting Technician	8810	38.2	A	4,017	4,218	4,429	4,650	4,882	5,127
H22									
Sr Accounting Clerk	8810	34.4	A	3,337	3,505	3,680	3,864	4,057	4,260
Fiscal Group - Info Systems									
H01									
Information Systems Mgr	8810	51.2	C	7,576	7,955	8,353	8,771	9,209	9,670
H36									
Integration/App'l Admin	8810	50.7	C	7,394	7,764	8,152	8,559	8,988	9,437
H30									
Network/Sys Administrator	8810	50.7	C	7,394	7,764	8,152	8,559	8,988	9,437

# SALARY SCHEDULE

City of Salinas  
Classification - Salary Schedule  
As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
H02 Sr Programmer/Analyst	8810	48.3	C	6,577	6,906	7,251	7,614	7,994	8,394
H40 GIS Administrator	8810	47.9	C	6,449	6,772	7,110	7,465	7,839	8,230
H43 Telecom Svc Tech	8810	42.3	A	4,907	5,152	5,410	5,681	5,965	6,264
H15 Computer Operator	8810	39.9	A	4,364	4,582	4,811	5,052	5,304	5,570
H04 Central Services Tech	8810	35.2	A	3,470	3,644	3,826	4,017	4,218	4,429
Fiscal Group - Purchasing									
H24 Senior Buyer	9410	43.6	C	5,228	5,490	5,765	6,053	6,356	6,674
H21 Sr Purchasing Technician	9410	38.2	A	4,017	4,218	4,429	4,650	4,882	5,127
H18 Purchasing Technician	9410	35.3	A	3,488	3,662	3,845	4,037	4,239	4,451
Library Group									
I16 Deputy Librarian	8838	46.4	C	5,995	6,294	6,610	6,940	7,287	7,651
I28 Technical Services Mgr	8838	44.5	C	5,463	5,737	6,024	6,325	6,642	6,974
I14 Literacy Program Mgr	8838	44.4	C	5,437	5,709	5,995	6,294	6,610	6,940
I02 Senior Librarian	8838	44.4	C	5,437	5,709	5,995	6,294	6,610	6,940
I06 Princ Library Technician	8838	39.9	C	4,364	4,582	4,811	5,052	5,304	5,570
I03 Librarian II	8838	38.3	A	4,037	4,239	4,451	4,673	4,907	5,152
I05 Librarian I	8838	36.8	A	3,752	3,940	4,136	4,343	4,560	4,788
I13 Literacy Specialist	8838	34.1	A	3,288	3,453	3,626	3,807	3,997	4,197
I07 Sr Library Technician	8838	34.1	A	3,288	3,453	3,626	3,807	3,997	4,197
I09 Library Technician	8838	32.1	A	2,983	3,132	3,288	3,453	3,626	3,807
I08 Literacy Asst	8838	32.1	A	2,983	3,132	3,288	3,453	3,626	3,807
I10 Library Clerk	8838	29.5	A	2,628	2,759	2,898	3,042	3,194	3,354
I11 Literacy Clerk	8838	29.5	A	2,628	2,759	2,898	3,042	3,194	3,354
I12 Library Aide	8838	23.1	A	1,924	2,020	2,121	2,226	2,338	2,454
I04 Library Page	8838	19.8	A	1,637	1,719	1,805	1,896	1,991	2,090
Park Maintenance Group									
J14 Park Grnds Frstry Ops Mgr	9410	48.1	C	6,512	6,838	7,180	7,539	7,915	8,311
J06 Park Maint Crew Supvsr	9420	43.5	J	5,203	5,463	5,737	6,024	6,325	6,642
J05 Urban Forestry Crew Supv	9420	43.5	J	5,203	5,463	5,737	6,024	6,325	6,642
J09 Sr Urban Forestry Worker	9420	37.5	B	3,883	4,076	4,280	4,495	4,719	4,955
J12 Urban Forestry Worker II	9420	35.5	B	3,522	3,698	3,883	4,076	4,280	4,495
J30 Urban Forestry Worker I	9420	34.3	B	3,321	3,488	3,662	3,845	4,037	4,239
J11 Park Maint Worker	9420	33.6	B	3,209	3,370	3,539	3,716	3,902	4,096
Mechanical Group									
K05 Fleet Maintenance Manager	9420	48.1	C	6,512	6,838	7,180	7,539	7,915	8,311
K11 Equipment Mech Crew Sup	9420	43.5	J	5,203	5,463	5,737	6,024	6,325	6,642
K02 Parking Operation Officer	9410	40.4	A	4,473	4,696	4,931	5,178	5,437	5,709
K03 Equipment Mechanic II	9420	37.3	B	3,845	4,037	4,239	4,451	4,673	4,907

# SALARY SCHEDULE

City of Salinas  
Classification - Salary Schedule  
As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
K04 Pump Maint Mechanic	9420	37.3	B	3,845	4,037	4,239	4,451	4,673	4,907
K09 Equipment Inventory Tech	9420	36.5	B	3,698	3,883	4,076	4,280	4,495	4,719
K06 Equipment Mechanic I	9420	35.3	B	3,488	3,662	3,845	4,037	4,239	4,451
K08 Vehicle Maint Assistant	9420	30.7	B	2,786	2,926	3,072	3,225	3,387	3,556
<b>Building Maintenance Group</b>									
L05 Airport Operations Supv	9420	43.5	B	5,203	5,463	5,737	6,024	6,325	6,642
L01 Facil Maint Mech Crew Sup	9420	43.5	J	5,203	5,463	5,737	6,024	6,325	6,642
L02 Senior Airport Technician	9420	37.3	B	3,845	4,037	4,239	4,451	4,673	4,907
L04 Sr Facility Maint Mech	9420	37.3	B	3,845	4,037	4,239	4,451	4,673	4,907
L03 Facility Maint Mechanic	9420	34.9	B	3,419	3,591	3,770	3,958	4,156	4,364
L14 Facility Maint Worker	9420	33.6	B	3,209	3,370	3,539	3,716	3,902	4,096
L09 Sr Comm Facilities Svc Wk	9420	33.3	B	3,163	3,321	3,488	3,662	3,845	4,037
L08 Comm Facilities Svc Wkr	9420	31.9	B	2,954	3,102	3,256	3,419	3,591	3,770
<b>Permit Services Group</b>									
M01 Permit Ctr Mgr/Bldg Off	9410	52.2	C	7,955	8,353	8,771	9,209	9,670	10,154
M09 Sr Combination Building Inspector	9410	45.2	C	5,653	5,936	6,233	6,545	6,872	7,215
M12 Sr Code Enforcmnt Officer	9410	45.2	C	5,653	5,936	6,233	6,545	6,872	7,215
M07 Plan Checker II	9410	44.5	A	5,463	5,737	6,024	6,325	6,642	6,974
M14 Plan Checker I	9410	43.1	A	5,101	5,357	5,625	5,906	6,202	6,512
M10 Bldg Permit Spec	9410	42.4	A	4,931	5,178	5,437	5,709	5,995	6,294
M06 Comb Bldg Inspector II	9410	42.3	A	4,907	5,152	5,410	5,681	5,965	6,264
M04 Code Enforcemnt Officer I	9410	40.4	A	4,473	4,696	4,931	5,178	5,437	5,709
M11 Combo Bldg Insp I	9410	40.4	A	4,473	4,696	4,931	5,178	5,437	5,709
M13 Plumbing Inspector I	9410	40.4	A	4,473	4,696	4,931	5,178	5,437	5,709
M20 Permit Center Clerk	8810	32.9	A	3,102	3,256	3,419	3,591	3,770	3,958
<b>Waste Water Facility Group</b>									
N04 Wastewater Manager	9420	48.1	C	6,512	6,838	7,180	7,539	7,915	8,311
N06 Environ Resource Planner	9410	47.9	C	6,449	6,772	7,110	7,465	7,839	8,230
N07 Env Compliance Insp II	9420	42.3	A	4,907	5,152	5,410	5,681	5,965	6,264
N08 Env Compliance Insp I	9420	40.4	A	4,473	4,696	4,931	5,178	5,437	5,709
N05 Wastewater Operator	9410	36.8	B	3,752	3,940	4,136	4,343	4,560	4,788
<b>Public Safety - Police Supv</b>									
O03 Deputy Chief of Police	7720	60.3	D	11,813	12,403	13,023	13,675	14,359	15,077
O05 Police Commander	7720	57.3	D	10,204	10,714	11,250	11,813	12,403	13,023
O07 Police Sergeant	7720	53.9	D	8,642	9,075	9,528	10,005	10,505	11,031
<b>Public Safety - Police-Other</b>									
O02 Criminalist	7720	49.9	E	7,110	7,465	7,839	8,230	8,642	9,075
O08 Police Corporal	7720	49.0	E	6,804	7,144	7,501	7,876	8,270	8,684

# SALARY SCHEDULE

City of Salinas  
Classification - Salary Schedule  
As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
O11 Police Officer	7720	47.0	E	6,171	6,480	6,804	7,144	7,501	7,876
O01 Police Officer-New Hire	7720	46.0	E	5,877	6,171	6,480	6,804	7,144	7,501
O18 Police Recruit	7720	41.0	S	4,604	4,834	5,076	5,330	5,597	5,877
O30 Latent Fingerprint Tech	8810	40.3	A	4,451	4,673	4,907	5,152	5,410	5,681
O17 Sr Evidence Technician	9410	37.1	A	3,807	3,997	4,197	4,407	4,627	4,858
O20 Community Service Officer	9410	35.3	A	3,488	3,662	3,845	4,037	4,239	4,451
O15 Evidence Technician	9410	35.3	A	3,488	3,662	3,845	4,037	4,239	4,451
O19 Sr Vehicle Maint Asst	9420	33.5	B	3,194	3,354	3,522	3,698	3,883	4,076
O26 Pub Safety Facilities Wkr	9420	31.9	B	2,954	3,102	3,256	3,419	3,591	3,770
Public Safety - Animal Servs									
O16 Animal Services Mgr	8810	44.9	C	5,570	5,849	6,141	6,449	6,772	7,110
O13 Animal Services Supv	9410	38.3	A	4,037	4,239	4,451	4,673	4,907	5,152
O06 Animal Control Officer	9410	35.3	A	3,488	3,662	3,845	4,037	4,239	4,451
O29 Animal Care Tech	9410	34.1	A	3,288	3,453	3,626	3,807	3,997	4,197
O28 Animal Servs Office Asst	8810	31.8	A	2,940	3,087	3,241	3,403	3,573	3,752
Public Safety - Fire Supv									
O04 Deputy Fire Chief	7706	56.9	L	10,005	10,505	11,031	11,583	12,162	12,770
O36 Division Chief	7706	55.7	L	9,437	9,909	10,405	10,925	11,472	12,045
O31 BC/Fire Marshal	7706	54.4	L	8,858	9,300	9,765	10,254	10,767	11,306
O10 Battalion Chief	7706	54.4	L	8,858	9,300	9,765	10,254	10,767	11,306
O33 Battalion Chief EMS/Trng	7706	54.4	L	8,858	9,300	9,765	10,254	10,767	11,306
O52 Emergency Med Svcs Offcr	7706	51.1	L	7,539	7,915	8,311	8,727	9,164	9,622
Public Safety - Firefighters									
O09 Fire Captain	7706	49.3	F	6,906	7,251	7,614	7,994	8,394	8,814
O14 Fire Engineer	7706	46.7	F	6,083	6,387	6,707	7,042	7,394	7,764
O12 FF-Hired Pre 9/2013	7706	44.7	F	5,517	5,793	6,083	6,387	6,707	7,042
O22 FF/Prmdc Hired Pre 9/2013	7706	44.7	F	5,517	5,793	6,083	6,387	6,707	7,042
O21 FF-Hired Post 9/2013	7706	43.7	F	5,254	5,517	5,793	6,083	6,387	6,707
O23 FF/Prmdc Hired Post9/2013	7706	43.7	F	5,254	5,517	5,793	6,083	6,387	6,707
O32 Firefighter Recruit	7706	42.8	F	5,027	5,279	5,543	5,821	6,112	6,418
Public Safety - Fire-Other									
O27 Fire Inspector	9410	41.3	A	4,673	4,907	5,152	5,410	5,681	5,965
Public Service Group									
P01 Deputy Dir of Envir/Maint	9410	52.2	C	7,955	8,353	8,771	9,209	9,670	10,154
P13 Supt of Maintenance Serv	9420	50.0	C	7,144	7,501	7,876	8,270	8,684	9,118
P10 Street Maintenance Mgr	9420	48.1	C	6,512	6,838	7,180	7,539	7,915	8,311

# SALARY SCHEDULE

City of Salinas  
Classification - Salary Schedule  
As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
P03 P.S. Maint Crew Supv	9420	43.5	J	5,203	5,463	5,737	6,024	6,325	6,642
P06 SL/Traffic Sig Crew Sup	9420	43.5	J	5,203	5,463	5,737	6,024	6,325	6,642
P02 Inmate Crew Coordinator	9420	38.2	B	4,017	4,218	4,429	4,650	4,882	5,127
P05 Public Svc Maint Wkr IV	9420	38.2	B	4,017	4,218	4,429	4,650	4,882	5,127
P07 Motor Sweeper Operator	9420	36.2	B	3,644	3,826	4,017	4,218	4,429	4,650
P12 Public Svc Maint Wkr III	9420	36.2	B	3,644	3,826	4,017	4,218	4,429	4,650
P04 SL/Traffic Signal Tech	9420	36.2	B	3,644	3,826	4,017	4,218	4,429	4,650
P08 Public Svc Maint Wkr II	9420	34.0	B	3,272	3,436	3,608	3,788	3,977	4,176
P11 Neighborhood Svcs Worker	9420	32.0	B	2,968	3,116	3,272	3,436	3,608	3,788
P09 Public Svc Maint Wkr I	9420	32.0	B	2,968	3,116	3,272	3,436	3,608	3,788
Recreation Group									
Q15 Community Services Manager	9410	45.3	C	5,681	5,965	6,264	6,577	6,906	7,251
Q06 Recreation Coordinator	9410	40.9	A	4,582	4,811	5,052	5,304	5,570	5,849
Q10 Sports Program Asst	9410	31.8	A	2,940	3,087	3,241	3,403	3,573	3,752
Q08 Recreation Asst	9410	29.5	A	2,628	2,759	2,898	3,042	3,194	3,354
Temporary-Classified Position									
R45 Accounting Officer	8810	50.6	Z	7,358	7,726	8,112	8,518	8,945	
R24 Administrative Aide	8810	36.3	Z	3,662	3,845	4,037	4,239	4,451	
R39 Administrative Clerk I	8810	26.7	Z	2,293	2,407	2,527	2,654	2,786	
R32 Administrative Secretary	8810	36.3	Z	3,662	3,845	4,037	4,239	4,451	
R35 Animal Control Officer	9410	34.5	Z	3,354	3,522	3,698	3,883	4,076	
R72 Associate Planner	8810	44.2	Z	5,383	5,653	5,936	6,233	6,545	
R43 City Clerk	8810	47.6	Z	6,356	6,674	7,008	7,358	7,726	
R04 Code Enforcemnt Officer I	9410	39.6	Z	4,301	4,517	4,742	4,979	5,228	
R63 Comm Improve Asst	8810	36.9	Z	3,770	3,958	4,156	4,364	4,582	
R16 Community Service Officer	9410	34.5	Z	3,354	3,522	3,698	3,883	4,076	
R50 Community Services Asst	8838	33.2	Z	3,147	3,305	3,470	3,644	3,826	
R65 Community Services Mgr	9410	44.5	Z	5,463	5,737	6,024	6,325	6,642	
R76 Computer Operator	8810	39.1	Z	4,197	4,407	4,627	4,858	5,101	
R21 Confidential Secretary	8810	32.0	Z	2,968	3,116	3,272	3,436	3,608	
R67 Crime Analyst	8810	44.9	Z	5,570	5,849	6,141	6,449	6,772	
R17 Deputy City Engineer	9410	51.4	Z	7,651	8,034	8,435	8,858	9,300	
R41 Deputy Dir of Permit Svcs	9410	51.4	Z	7,651	8,034	8,435	8,858	9,300	
R58 Deputy Fire Chief	7706	57.9	Z	10,505	11,031	11,583	12,162	12,770	
R74 Deputy Fire Marshall	7706	51.1	Z	7,539	7,915	8,311	8,727	9,164	
R79 Deputy PW Dir/City Eng	8810		Z	13,810					
R10 Engineering Aide I	9410	34.4	Z	3,337	3,505	3,680	3,864	4,057	
R30 Engineering Aide II	9410	36.4	Z	3,680	3,864	4,057	4,260	4,473	
R77 Engineering Tech	9410	38.4	Z	4,057	4,260	4,473	4,696	4,931	
R64 Executive Assistant	8810	38.7	Z	4,116	4,322	4,538	4,765	5,003	
R31 Facility Maintenance Wkr	9420	32.8	Z	3,087	3,241	3,403	3,573	3,752	
R28 Finance Director	8810	58.2	Z	10,662	11,195	11,754	12,342	12,959	

# SALARY SCHEDULE

City of Salinas  
 Classification - Salary Schedule  
 As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5
R54 Fire Inspector	9410	40.5	Z	4,495	4,719	4,955	5,203	5,463
R52 Fire Plan Checker	9410	41.9	Z	4,811	5,052	5,304	5,570	5,849
R44 GIS Administrator	8810	47.1	Z	6,202	6,512	6,838	7,180	7,539
R68 GIS Technician	8810	36.4	Z	3,680	3,864	4,057	4,260	4,473
R36 Human Resource Analyst II	8810	44.4	Z	5,437	5,709	5,995	6,294	6,610
R26 Human Resources Analyst I	8810	59.4	Z	11,306	11,871	12,464	13,088	13,742
R40 Human Resources Tech	8810	35.1	Z	3,453	3,626	3,807	3,997	4,197
R75 Industrial Waste Crew Sup	9420	38.7	Z	4,116	4,322	4,538	4,765	5,003
R47 Interim Fire Marshal	7706	54.4	Z	8,858	9,300	9,765	10,254	10,767
R23 Interim Human Resource Director	8810	71.9	Z	20,803	21,843	22,935	24,081	25,285
R59 Interim Library Director	8838	57.8	Z	10,455	10,978	11,527	12,104	12,709
R08 Junior Engineer	9410	41.3	Z	4,673	4,907	5,152	5,410	5,681
R01 Legal Secretary	8810	37.3	Z	3,845	4,037	4,239	4,451	4,673
R05 Librarian I	8838	36.0	Z	3,608	3,788	3,977	4,176	4,385
R49 Librarian II	8838	37.5	Z	3,883	4,076	4,280	4,495	4,719
R09 Library Clerk	8838	28.7	Z	2,527	2,654	2,786	2,926	3,072
R03 Library Page	8838	19.0	Z	1,574	1,653	1,736	1,823	1,914
R80 Library Technician	8838	31.3	Z	2,869	3,013	3,163	3,321	3,488
R56 Literacy Assistant	8838	31.3	Z	2,869	3,013	3,163	3,321	3,488
R73 Literacy Clerk	8838	28.7	Z	2,527	2,654	2,786	2,926	3,072
R70 Literacy Specialist	8838	33.3	Z	3,163	3,321	3,488	3,662	3,845
R69 Neighborhood Svcs Worker	9420	31.2	Z	2,855	2,998	3,147	3,305	3,470
R46 Network/Sys Administrator	8810	49.9	Z	7,110	7,465	7,839	8,230	8,642
R37 Office Assistant	8810	31.0	Z	2,827	2,968	3,116	3,272	3,436
R22 Office Technician	8810	34.5	Z	3,354	3,522	3,698	3,883	4,076
R66 Operations & Devel Mgr	8810	50.3	Z	7,251	7,614	7,994	8,394	8,814
R71 PC Services Coord	8810	43.7	Z	5,254	5,517	5,793	6,083	6,387
R29 Planning Manager	8810	50.1	Z	7,180	7,539	7,915	8,311	8,727
R18 Police Clerk	8810	31.0	Z	2,827	2,968	3,116	3,272	3,436
R48 Police Commander	7720	59.0	Z	11,084	11,638	12,220	12,831	13,473
R57 Police Commander	7720	57.3	Z	10,204	10,714	11,250	11,813	12,403
R11 Police Officer	7720	47.0	Z	6,171	6,480	6,804	7,144	7,501
R12 Police Sergeant	7720	53.9	Z	8,642	9,075	9,528	10,005	10,505
R19 Public Ser Maint Wkr II	9420	33.2	Z	3,147	3,305	3,470	3,644	3,826
R34 Public Svc Maint Wkr I	9420	31.2	Z	2,855	2,998	3,147	3,305	3,470
R61 Recreation Asst	9410	28.7	Z	2,527	2,654	2,786	2,926	3,072
R51 Recreation Coordinator	9410	40.1	Z	4,407	4,627	4,858	5,101	5,357
R20 Redev Project Manager	8810	48.0	Z	6,480	6,804	7,144	7,501	7,876
R27 Revenue Technician	8810	35.6	Z	3,539	3,716	3,902	4,096	4,301
R02 Senior Librarian	8838	43.6	Z	5,228	5,490	5,765	6,053	6,356
R53 Senior Planner	8810	47.1	Z	6,202	6,512	6,838	7,180	7,539
R06 Senior Police Clerk	8810	34.5	Z	3,354	3,522	3,698	3,883	4,076
R60 Sports Program Asst	9410	31.0	Z	2,827	2,968	3,116	3,272	3,436
R81 Sr Accounting Clerk	8810	34.4	Z	3,337	3,505	3,680	3,864	4,057
R78 Sr Accounting Technician	8810	37.4	Z	3,864	4,057	4,260	4,473	4,696
R55 Sr Human Resources Analyst	8810	51.4	Z	7,651	8,034	8,435	8,858	9,300

# SALARY SCHEDULE

City of Salinas  
 Classification - Salary Schedule  
 As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5
R14 Sr Library Technician	8838	33.3	Z	3,163	3,321	3,488	3,662	3,845
R62 Sr Recreation Asst	9410	31.0	Z	2,827	2,968	3,116	3,272	3,436
R13 Technical Serv Coord	8810	44.9	Z	5,570	5,849	6,141	6,449	6,772
R15 Vehicle Maint Assistant	9420	29.9	Z	2,679	2,813	2,954	3,102	3,256
R25 Wastewater Operator	9410	36.0	Z	3,608	3,788	3,977	4,176	4,385
R33 Webmaster/Sys Analyst	8810	44.4	Z	5,437	5,709	5,995	6,294	6,610
Part Time - Temporary								
S16 Administrative Intern	8810	19.0	Z	1,574	1,653	1,736	1,823	1,914
S61 Animal Care Worker	9420	19.8	Z	1,637	1,719	1,805	1,896	1,991
S60 Animal Serv. Aide	8810	19.8	Z	1,637	1,719	1,805	1,896	1,991
S26 Box Office Aide	8810	19.6	Z	1,621	1,703	1,788	1,878	1,971
S06 Cashier	9410	19.0	Z	1,574	1,653	1,736	1,823	1,914
S12 Clerical Aide	8810	19.8	Z	1,637	1,719	1,805	1,896	1,991
S23 Comm. Ctr. Svc. Aide	9420	19.9	Z	1,645	1,727	1,814	1,905	2,000
S07 Community Services Aide	8810	19.5	Z	1,613	1,694	1,779	1,869	1,962
S62 Firearms Examiner	9410	43.4	Z	5,178	5,437	5,709	5,995	6,294
S55 Golf Cart Attendant	9420	19.0	Z	1,574	1,653	1,736	1,823	1,914
S41 Golf Operations Sup	9420	35.2	Z	3,470	3,644	3,826	4,017	4,218
S70 Homework Center Assistant	8838	25.5	Z	2,163	2,270	2,384	2,503	2,628
S19 Latent Fingerprint Tech	8810	29.3	Z	2,602	2,732	2,869	3,013	3,163
S02 Lifeguard	9410	20.1	Z	1,661	1,745	1,832	1,924	2,020
S64 PD Personnel/Trng Spec	9410	39.5	Z	4,280	4,495	4,719	4,955	5,203
S25 Park Maintenance Aide	9420	19.9	Z	1,645	1,727	1,814	1,905	2,000
S22 Police Cadet	9420	25.5	Z	2,163	2,270	2,384	2,503	2,628
S14 Police Reserve	7722	41.2	Z	4,650	4,882	5,127	5,383	5,653
S51 Range Assistant	9420	19.0	Z	1,574	1,653	1,736	1,823	1,914
S08 Recreation Aide	9410	19.0	Z	1,574	1,653	1,736	1,823	1,914
S03 Recreation Leader I	9410	19.6	Z	1,621	1,703	1,788	1,878	1,971
S13 Recreation Leader II	9410	19.7	Z	1,629	1,711	1,797	1,887	1,981
S11 Recreation Program Spec	9410	19.9	Z	1,645	1,727	1,814	1,905	2,000
S21 Reserve Firefighter	9420	18.9	Z	1,566	1,645	1,727	1,814	1,905
S67 School Crossing Guard	9410	21.0	Z	1,736	1,823	1,914	2,010	2,110
S34 Scorekeeper-Adult Basketball	9410	20.7	Z	1,711	1,797	1,887	1,981	2,080
S37 Scorekeeper-Adult Softball	9410	24.8	Z	2,090	2,194	2,304	2,419	2,540
S38 Scorekeeper-Adult Softball	9410	20.7	Z	1,711	1,797	1,887	1,981	2,080
S36 Scorekeeper-Youth Basketball	9410	19.6	Z	1,621	1,703	1,788	1,878	1,971
S01 Senior Lifeguard	9410	21.1	Z	1,745	1,832	1,924	2,020	2,121
S43 Shop Assistant	9420	23.9	Z	2,000	2,100	2,205	2,315	2,431
S47 Sp Official-Adult Basketball	9410	31.9	Z	2,954	3,102	3,256	3,419	3,591
S48 Sp Official-Adult Basketball	9410	30.7	Z	2,786	2,926	3,072	3,225	3,387
S49 Sp Official-Adult Basketball	9410	27.9	Z	2,431	2,552	2,679	2,813	2,954
S50 Sp Official-Adult Basketball	9410	24.8	Z	2,090	2,194	2,304	2,419	2,540
S52 Sp Official-Adult Football	9410	27.9	Z	2,431	2,552	2,679	2,813	2,954
S54 Sp Official-Adult Football	9410	24.8	Z	2,090	2,194	2,304	2,419	2,540

# SALARY SCHEDULE

City of Salinas  
Classification - Salary Schedule  
As of July 1, 2015

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5
S46 Sp Official-Adult Soccer	9410	31.1	Z	2,841	2,983	3,132	3,288	3,453
S40 Sp Official-Adult Softball	9410	21.0	Z	1,736	1,823	1,914	2,010	2,110
S42 Sp Official-Adult Softball	9410	24.8	Z	2,090	2,194	2,304	2,419	2,540
S45 Sp Official-Adult Softball	9410	31.9	Z	2,954	3,102	3,256	3,419	3,591
S53 Sp Official-Adult Softball	9410	26.5	Z	2,270	2,384	2,503	2,628	2,759
S44 Sp Official-CoEd Softball	9410	30.7	Z	2,786	2,926	3,072	3,225	3,387
S30 Sp Official-Youth Basketball	9410	19.6	Z	1,621	1,703	1,788	1,878	1,971
S32 Sp Official-Youth Soccer	9410	19.6	Z	1,621	1,703	1,788	1,878	1,971
S33 Sp Official-Youth Volleyball	9410	19.6	Z	1,621	1,703	1,788	1,878	1,971
S31 Sp Official-Yth Flg Football	9410	19.6	Z	1,621	1,703	1,788	1,878	1,971
S56 Stagehand I	9420	19.0	Z	1,574	1,653	1,736	1,823	1,914
S57 Stagehand II	9420	20.2	Z	1,670	1,753	1,841	1,933	2,030
S58 Stagehand III	9420	19.9	Z	1,645	1,727	1,814	1,905	2,000
S05 Student Intern	8810	19.6	Z	1,621	1,703	1,788	1,878	1,971
S10 Student Worker	9410	19.0	Z	1,574	1,653	1,736	1,823	1,914
S04 Swim Instructor	9410	20.1	Z	1,661	1,745	1,832	1,924	2,020
S20 Vouchering Technician	8810	35.2	Z	3,470	3,644	3,826	4,017	4,218
S17 Worksite Supervisor I	9420	19.9	Z	1,645	1,727	1,814	1,905	2,000
S18 Worksite Supervisor II	9420	19.0	Z	1,574	1,653	1,736	1,823	1,914
S66 Youth Program Assistant	8838	22.3	Z	1,850	1,943	2,040	2,142	2,248
S65 Youth Program Leader	8838	28.7	Z	2,527	2,654	2,786	2,926	3,072