

Community Development Department

Programs and Services

FUNCTION	DESCRIPTION
ADMINISTRATION	
Strategic Support	Provide administrative oversight to the department by supervising, monitoring, and controlling the Department's operating budget and activities; review and update department organizational support; integrate initiatives, goals, and objectives established by the City Council.
ADVANCED PLANNING AND PROJECT IMPLEMENTATION	
Long Range Planning & Sustainability	Prepare, update, implement, and maintain the General Plan and other long-range planning documents including community plans.
CODE ENFORCEMENT	
Community Code Compliance	Ensure compliance with local laws and regulations related to property maintenance, zoning, building codes, and public safety. Investigate complaints, issue citations for violations, and work to bring properties into compliance.
CURRENT PLANNING	
Planning Development Services	Process and review development applications to ensure compliance with the City's General Plan and Zoning Code and any other applicable plans, regulations, and standards. Coordinate environmental evaluations (CEQA) for all development projects.
HOUSING AND COMMUNITY DEVELOPMENT	
Housing and Community Development	Facilitate the production of housing to meet Regional Housing Needs Assessment numbers. Implement policies and incentives to preserve existing affordable housing, fund the development of new affordable housing, and administer fair housing/housing initiatives programs. Manage grants for community development, affordable housing, and homeless services programs projects and initiatives.
Homeless Services	Provide services and assistance to promote the health and safety of unhoused residents. Support unhoused residents through housing navigation, street outreach, emergency shelter, rapid rehousing, and stabilization support.
PERMIT SERVICES	
Permitting	Review applications and issue permits to construct, alter, or create new structures within the City limits. Conduct inspections to verify completed work adheres to plans and safety standards.

Community Development Department

Department Budget Summary

Expected FY 2026/27 Service Delivery

- Engage an outside consultant to support vendor selection process for a new permit record-keeping system to streamline permitting and entitlement processes and improve tracking of workflow timelines and reporting outcomes. *(Strategic Goal: Economic Development, Housing and City Services)*
- Simplify the department's website content by adding infographics, updated forms, and short videos about permitting and entitlement processes to promote easy and equitable access to services. *(Strategic Goal: City Services)*
- Accelerate project readiness and strengthen partnerships with developers to meet Regional Housing Needs Assessment (RHNA) targets. *(Strategic Goal: Housing)*
- Launch Pilot First-Time Homebuyer Program to promote homeownership through provision of downpayment assistance. *(Strategic Goal: Housing)*
- Focus on housing navigation, street outreach, emergency shelter coordination, rapid rehousing, and stabilization support. *(Strategic Goal: Housing)*
- Gradually expand Code Enforcement staff to effectively address citywide concerns related to blight, nuisance, parking, health and safety, and unpermitted vending, with increased focus on proactive enforcement. *(Strategic Goal: Public Safety)*
- Update procedures, templates, and workflows to improve processing times for tentative map applications in the Future Growth Area. *(Strategic Goal: City Services)*
- Adopt Vision Salinas 2040 General Plan Update, Climate Action Plan, Ferrasci Business Center Specific Plan and East Area Specific Plan. *(Strategic Goal: City Services)*
- Complete Phase 2 of the City's Zoning Code Update, creating a draft Zoning Code for public review. *(Strategic Goal: Housing)*
- Select developers for 34-40 and 45 Soledad Street and begin rehabilitation and renovation of the Republic Cafe at 37-39 Soledad Street. *(Strategic Goal: Economic Development)*

Expected FY 2027/28 Service Delivery

- Select new permitting and licensing software to streamline permitting and entitlement processes and improve tracking of workflow timelines and reporting outcomes. *(Strategic Goal: Housing)*
- Develop Virtual Inspection guidance and expand use to more inspection types to promote equitable access to permitting services. *(Strategic Goal: City Services)*
- Seek funding to sustain core homeless services. Without new reliable sources of funding, the City will face reductions in shelter capacity, street outreach, and housing placements at a time when demand for these services continues to grow. *(Strategic Goal: Housing)*
- Seek state and federal grant funding to increase the infill development project pipeline, close critical financing gaps, and advance the City's long-term goals for equitable, sustainable growth. *(Strategic Goal: Housing)*
- Continue to increase staffing to transition code enforcement of unpermitted vending, special events, and other after-hours activities from outside consultants to permanent staff. *(Strategic Goal: Public Safety)*

Community Development Department

- Develop and launch a code enforcement activity dashboard on the department website to foster trust through transparency. (*Strategic Goal: City Services*)
- Continue to process tentative maps and other key development review applications in the Future Growth Area. (*Strategic Goal: Housing*)
- Streamline the entitlement and permitting of residential developments by implementing efficient workflows and ensuring timely reviews and approvals. (*Strategic Goal: City Services*)
- Complete the comprehensive Zoning Code Update. (*Strategic Goal: Housing*)
- Work with selected developers to secure financing and prepare construction documents for 34-40 and 45 Soledad Street, and complete rehabilitation and renovation of the Republic Cafe at 37-39 Soledad Street. (*Strategic Goal: Economic Development*)

FY 2025/26 Top Accomplishments

- Added five (5) positions to streamline residential permitting and development. All Plan Checkers and Inspectors obtained Residential Certifications to support faster plan review and inspection timelines for ADUs and Residential Housing. (*Strategic Goal: Housing*)
- Upgraded technology to provide automated solar permit issuance with SolarApp+ to streamline permitting processes and promote equitable access to permitting services. (*Strategic Goal: City Services*)
- Launched a Pilot Rental Assistance Program to prevent eviction and reduce inflow into homelessness by providing short-term financial support and housing stabilization services. (*Strategic Goal: Housing*)
- Committed over \$1 million to stand up a Pilot First-Time Homebuyer program to support access to home ownership by offering downpayment assistance to qualifying low to moderate-income households. (*Strategic Goal: Housing*)
- Committed over \$7 million in state and federal grant funds to four projects proposing 167 very low and low-income units. (*Strategic Goal: Housing*)
- Successfully filled all vacant Code Enforcement Officer positions to expand capacity and provide education, health and safety and blight removal city-wide. (*Strategic Goal: Public Safety*)
- Supplemented vendor enforcement and outreach during the peak season, off hours, weekends and special events using code enforcement contractors. (*Strategic Goal: Public Safety*)
- Collaborated with Civica Law to reinstate the receivership program including identification and advancement of four receivership cases. (*Strategic Goal: Public Safety*)
- Initiated a proactive Code Enforcement program to address blighted conditions equitably across all districts. (*Strategic Goal: Public Safety*)
- Deemed three tentative maps in the West and Central Areas complete. (*Strategic Goal: Housing*)
- Processed 7 land use entitlements at the Northridge Mall, including, but not limited to, backfilling the former Sears building and restaurant pad development. (*Strategic Goal: Economic Development*)

Community Development Department

- Released Draft General Plan/Vision Salinas 2040, Climate Action Plan, and East Area Specific Plan for public review. (*Strategic Goal: Housing*)
- Completed final design and submitted planning entitlements for mixed-use affordable housing developments at 34-40, 37-39, and 45 Soledad Street. (*Strategic Goal: Economic Development*)

FY 2026/27 Key Budget Actions

- Moves Business Navigator position from the Advanced Planning and Project Implementation Division of Community Development Department to the Economic Development Division of the Administration Department. (*Ongoing costs: \$0*)
- Adds funds to maintain coordination of the SHARE Center operations. (*One-time costs: \$1,895,000*)
- Adds 1.0 FTE Administrative Analyst I to increase capacity in Administration in support of City Council Priorities. (*Ongoing costs: \$144,370*)
- Adds 1.0 FTE Permit Center Clerk to increase capacity in Permit Services in support of City Council Priorities. (*Ongoing costs: \$130,390*)
- Adds 1.0 FTE Code Enforcement Officer I to increase capacity in Code Enforcement in support of City Council Priorities. (*Ongoing costs: \$142,040*)
- Adds 1.0 FTE Combination Building Inspector I to increase capacity in Permit Services in support of City Council Priorities. (*Ongoing costs: \$142,040*)

FY 2027/28 Key Budget Actions

- Adds 1.0 FTE Code Enforcement Officer II to increase capacity in Code Enforcement in support of City Council Priorities. (*Ongoing costs: \$155,170*)
- Adds 1.0 FTE Combo Building Inspector I to increase capacity in Permit Services in support of City Council Priorities. (*Ongoing costs: \$145,860*)

Community Development Department

Operating Funds Managed

- General Fund (1000)
- Measure G (1200)
- Affordable Housing (6950)
- CDBG – COVID 19 (2911)
- Community Development (2910)
- Encampment Resolution Fund (ERF) (2954)
- Family Homeless Challenge (2956)
- General Plan (2513)
- HOME American Rescue Plan (ARP) (2931)
- Home Investment Partnership (2930)
- HSA - Affordable Housing (2602)
- Local Housing Trust Fund (2603)
- National Opioid Settlement (2514)
- Permit Services (6900)
- Residential Rent Reg & Rent Stabilization (2530)
- SB2 (2951)

Community Development Department

Function	2024/25 Actuals	2025/26 Adopted	2025/26 Projected	2026/27 Adopted	2027/28 Adopted
Administration	656,178	823,520	823,482	920,285	960,585
Advanced Planning & Project Imp	1,209,516	1,410,042	1,410,042	1,277,592	1,309,602
Code Enforcement	1,436,181	1,820,071	1,895,071	1,862,980	1,951,200
Current Planning	1,553,976	2,111,694	2,111,694	2,130,114	2,216,574
Downtown Streets Team	518,899	663,260	663,260	663,260	663,260
East Area Specific Plan (EASP)	442,966	500,000	500,000	300,000	-
Economic Development	365,167	-	-	-	-
General Plan	499,941	1,203,870	1,203,870	402,100	85,050
Grants	11,852,655	2,833,310	24,819,339	3,159,144	3,194,980
Homelessness Service Coordinate	320,614	-	899,500	2,295,000	2,389,750
Housing & Community Development	668,676	1,041,731	2,706,274	1,454,751	1,482,171
LHTF Administration	6,238	6,000	181,212	6,770	6,910
Local Housing Trust Fund Program	6,623	-	3,601,290	-	-
Permit Services	5,535,943	7,109,105	7,638,892	7,231,510	7,055,770
Zoning Code Update	-	-	-	320,000	-
Total Expenditures	25,073,573	19,522,603	48,453,926	22,023,506	21,315,852

Expenditure Summary	2024/25 Actuals	2025/26 Adopted	2025/26 Projected	2026/27 Adopted	2027/28 Adopted
Salaries & Benefits	10,151,059	12,390,043	13,033,431	12,968,263	13,700,843
Overtime	2,198	60,000	60,000	60,000	60,000
Supplies & Services	13,268,527	6,598,855	24,545,155	8,599,063	7,198,829
Capital Outlay	1,485,088	290,005	10,643,240	167,000	127,000
Transfers Out	166,700	183,700	172,102	229,180	229,180
Total Expenditures	25,073,573	19,522,603	48,453,926	22,023,506	21,315,852

Community Development Department

Funding Source	2024/25 Actuals	2025/26 Adopted	2025/26 Projected	2026/27 Adopted	2027/28 Adopted
General Fund (1000)	4,525,277	5,227,607	5,614,569	7,452,392	7,712,242
Measure G (1200)	1,728,711	1,820,071	2,407,571	1,862,980	1,951,200
Affordable Housing Enterprise (6950)	15,193	90,000	90,000	90,000	90,000
CA Emerg Sol & Housing (2942)	209,598	-	-	-	-
CDBG - Covid 19 (2911)	214,983	68,060	3,215	2,000	-
Community Development (2910)	1,232,487	705,880	5,411,995	822,950	855,990
Dept of Conservation Prog (3188)	28,705	-	-	-	-
Emergency Solutions-COC (2941)	385,327	5,960	291,780	-	-
Emergency Solutions-HUD (2940)	320,413	60,410	205,071	-	-
Encampment Reso (ERF) (2954)	4,357,557	1,309,890	3,453,295	1,460,940	1,439,840
Family Homeless Challenge (2956)	260,629	45,410	3,105,726	48,190	50,060
General Plan (2513)	1,109,607	1,887,570	1,887,570	1,251,280	401,230
HOME American Rescue (2931)	74,423	169,520	2,733,614	218,310	226,990
Home Investment Partnership (2930)	215,368	332,050	4,573,373	305,880	317,880
Housing - Agency Match (2945)	-	-	239,667	-	-
HSA - Affordable Housing (2602)	219	12,530	12,530	13,330	13,860
Local Housing Trust Fund (2603)	25,785	12,000	5,282,502	13,540	13,830
National Opioid Settlement (2514)	-	-	1,098,303	92,034	-
Permit Services (6900)	5,535,943	7,109,105	7,638,892	7,231,510	7,055,770
ProHousing Incentive PIP (2958)	1,650,000	-	-	-	-
Project Room Key Motel (2947)	44,554	-	-	-	-
Regional Early Action (2953)	277,030	-	1,205,866	-	-
Res Rent Reg & Stabilization (2530)	286,231	530,410	1,997,970	949,330	969,740
SB2 (2951)	2,062,813	136,130	1,200,418	208,840	217,220
United Way (3186)	512,721	-	-	-	-
Total Expenditures	25,073,573	19,522,603	48,453,926	22,023,506	21,315,852

Revenue Summary	2024/25 Actuals	2025/26 Adopted	2025/26 Projected	2026/27 Adopted	2027/28 Adopted
Charges for Services	5,249,884	6,036,310	6,665,751	4,909,451	4,910,451
Fines & Forfeitures	104,924	155,000	155,000	165,000	165,000
Intergovernmental	16,027,500	3,087,900	14,818,810	3,917,110	3,957,980
Investment Earnings	121,349	112,310	-	-	-
Licenses & Permits	4,785,422	2,740,000	2,740,000	2,828,000	2,833,000
Other Revenue*	557,954	7,000	214,224	5,000	5,000
Total Revenues	26,847,032	12,138,520	24,593,785	11,824,561	11,871,431

* Schedule A - Other Revenue

Community Development Department

Schedule A – Other Revenue

	2024/25	2025/26	2025/26	2026/27	2027/28
Other Revenue	Actuals	Adopted	Projected	Adopted	Adopted
Housing Revolving Loans	401,193	-	170,000	-	-
Inclusionary Housing	156,760	-	-	-	-
Miscellaneous Deposits	-	2,000	2,000	-	-
Miscellaneous Receipts	-	-	37,224	-	-
Weed Abatement Fees	-	5,000	5,000	5,000	5,000
Total Other Revenue	557,954	7,000	214,224	5,000	5,000

Community Development Department

Performance Measures & Workload Highlights

Advanced Planning & Project Implementation					
Performance Measure / Goal	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Adopt General Plan update, EIR, and Climate Action Plan by Summer 2026	75%	100%	85%	100%	-
Begin Comprehensive Zoning Code Update and complete Phase 1 Code Amendments	10%	100%	100%	-	-
Complete Phase 2 and 3 of the Comprehensive Zoning Code Update	-	-	-	50%	50%
Complete REAP 2.0 Grant funded Affordable Housing project design and planning entitlements for city-owned properties in Chinatown	50%	100%	100%	-	-
Select developer, secure financing, and prepare for construction of new mixed use affordable housing developments at 34-40 and 45 Soledad Street in Chinatown, and complete rehabilitation of the Republic Cafe at 37-39 Soledad Street.	-	-	-	50%	50%
Reach 10,000 Salinas residents with communication about the General Plan Update and other Planning initiatives through a variety of channels (emails, social media, radio, TV, canvassing, etc.)	100%	100%	100%	100%	100%
Process the adoption of the East Area Specific Plan (EASP) following adoption of the General Plan Update and Climate Action Plan.	50%	100%	85%	100%	-
Complete current Alisal Vibrancy Plan implementation projects, including improvements to El Gabilan Park, installing artistic banners and trash enclosure wraps along East Alisal Street, and continued commercial corridor clean-ups.	50%	50%	50%	100%	-
Continue Alisal Vibrancy Plan Implementation with initiation of new projects, such as installation of gateway monuments, lighting improvements, and transportation infrastructure improvements.	-	-	-	25%	50%

Community Development Department

Code Enforcement					
Volume Data	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Number of cases opened	1715	1500	1700	1800	2000
Number of cases closed	1486	1300	1500	1650	1800
Number of active cases	308	700	300	250	200
Number of inspections completed	2943	3400	3800	4000	4500
Number of receivership actions initiated	0	2	4	4	4
Performance Measure / Goal	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Number of educational or outreach events held	4	4	9	10	11
Number of Proactive Enforcement cases on a rotational basis per district	106	300	250	500	500
Percentage of complaints processed within 48 hours	-	-	-	90%	90%
Current Planning					
Volume Data	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Number of counter customers served	1764	1500	1700	1600	1600
Number of discretionary and administrative permits processed	498	500	500	500	500
Number of building permit reviews conducted	2276	2200	2200	2000	2000
Performance Measure / Goal	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Percent of building permit reviews processed within prescribed timeframes	91%	90%	90%	90%	90%
Average # days to Approval from Completeness for Site Plan Reviews	17	14	15	12	10
Average # phone calls responded within 1 business day	-	-	-	90%	90%

Community Development Department

Housing					
Volume Data	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Number of program applications processed through annual RFP and process	19	15	18	12	12
Number of affordable housing funding agreements and affordable housing plans processed to advance affordable housing	5	5	10	10	10
Number of Public Facility projects completed	1	3	3	4	3
Number of households assisted with short term rental stabilization, preventing them from becoming homeless, sheltering and providing street outreach services	564	650	600	350	350
Number of units registered through the Rental Registration and Rental Stabilization Ordinances	11,620	12,938	12,938	13,584	14,231
Performance Measure / Goal	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Amount of funds disbursed to subrecipients, developers, and program recipients to address homelessness, and advance housing and community development programs	\$11,810,641	\$9,000,000	\$9,378,600	\$6,000,000	\$6,000,000
Number of new affordable housing units developed, rehabilitated and preserved with City funding & programs	6	85	88	21	12

Community Development Department

Permit Services					
Volume Data	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Total City Reports Completed	509	500	814	550	570
Phone Calls Received	26,011	27,000	24,753	27000	27000
Individuals Served at the Counter	2605	2,500	1696	2100	2200
Total Building Permit Reviews Completed	3,665	3,400	3,605	3,700	3,800
Total Building Inspections Completed	19,840	16,000	19038	19000	20000
Virtual Inspections	1053	1000	1212	1300	1400
Simple Permits Approved	1109	900	965	1100	1150
Building Permits Approved	1900	2,100	1956	1900	2000
Accessory Dwelling Unit (ADU) Approved Permits	237	200	196	210	220
Performance Measure / Goal	FY 2024/25 Actual	FY 2025/26 Goal	FY 2025/26 Projected	FY 2026/27 Goal	FY 2027/28 Goal
Percent of On-Time Building Permit Reviews**	75%	60%	77%	75%	78%
Average Working Days from Application to 1st Building Permit Review**	9	15	7	9	8
Simple Permits - Working Days from Application to Approved	3	3	3	3	2
Building Permits - Working Days from Application to Approved**	46	50	47	49	48
Percent of Building Permit Inspections scheduled within one business day of request	-	-	-	90%	90%
Inspections - Working days from notification of accident-related building damage or unpermitted work to site visit	-	-	-	1	1

Community Development Department

Department Position Detail

Position	FY 2025/26 Adopted	FY 2026/27 Adopted	Change	FY 2027/28 Adopted	Change
Administrative Aide	3.00	3.00	-	3.00	-
Administrative Aide - LT	1.00	1.00	-	1.00	-
Administrative Analyst I	2.00	3.00	1.00	3.00	-
Administrative Analyst I - LT	5.00	4.00	(1.00)	4.00	-
Administrative Clerk I	1.00	1.00	-	1.00	-
Assistant Planner	4.00	4.00	-	4.00	-
Associate Planner	3.00	2.00	(1.00)	2.00	-
Asst Community Develop Director	2.00	1.00	(1.00)	1.00	-
Building Permit Specialist	1.00	0.00	(1.00)	0.00	-
Business Navigator	1.00	0.00	(1.00)	0.00	-
Chief Building Official	1.00	1.00	-	1.00	-
Chief of Planning	0.00	1.00	1.00	1.00	-
Code Enforcement Manager	1.00	1.00	-	1.00	-
Code Enforcement Officer I / II	5.00	6.00	1.00	7.00	1.00
Combination Building Inspector I	3.00	4.00	1.00	5.00	1.00
Combination Building Inspector II	1.00	1.00	-	1.00	-
Community Development Analyst	4.00	5.00	1.00	5.00	-
Community Dev Analyst - LT	2.00	2.00	-	2.00	-
Community Development Director	1.00	1.00	-	1.00	-
Community Outreach Asst - LT	9.00	9.00	-	9.00	-
Homeless Services Manager	1.00	1.00	-	1.00	-
Inspection Services Manager	1.00	1.00	-	1.00	-
Management Analyst	3.00	4.00	1.00	4.00	-
Office Technician	1.00	1.00	-	1.00	-
Permit Analyst	1.00	1.00	-	1.00	-
Permit Center Clerk	3.00	4.00	1.00	4.00	-
Permit Center Coordinator	1.00	1.00	-	1.00	-
Permit Services Technician	4.00	4.00	-	4.00	-
Plan Checker I	2.00	4.00	2.00	4.00	-
Plan Checker II	1.00	0.00	(1.00)	0.00	-
Planning Manager	3.00	3.00	-	3.00	-
Senior Code Enforcement Officer	1.00	1.00	-	1.00	-
Senior Planner	5.00	4.00	(1.00)	4.00	-
Sr Accounting Technician	1.00	1.00	-	1.00	-
Sr Community Development Analyst	1.00	1.00	-	1.00	-

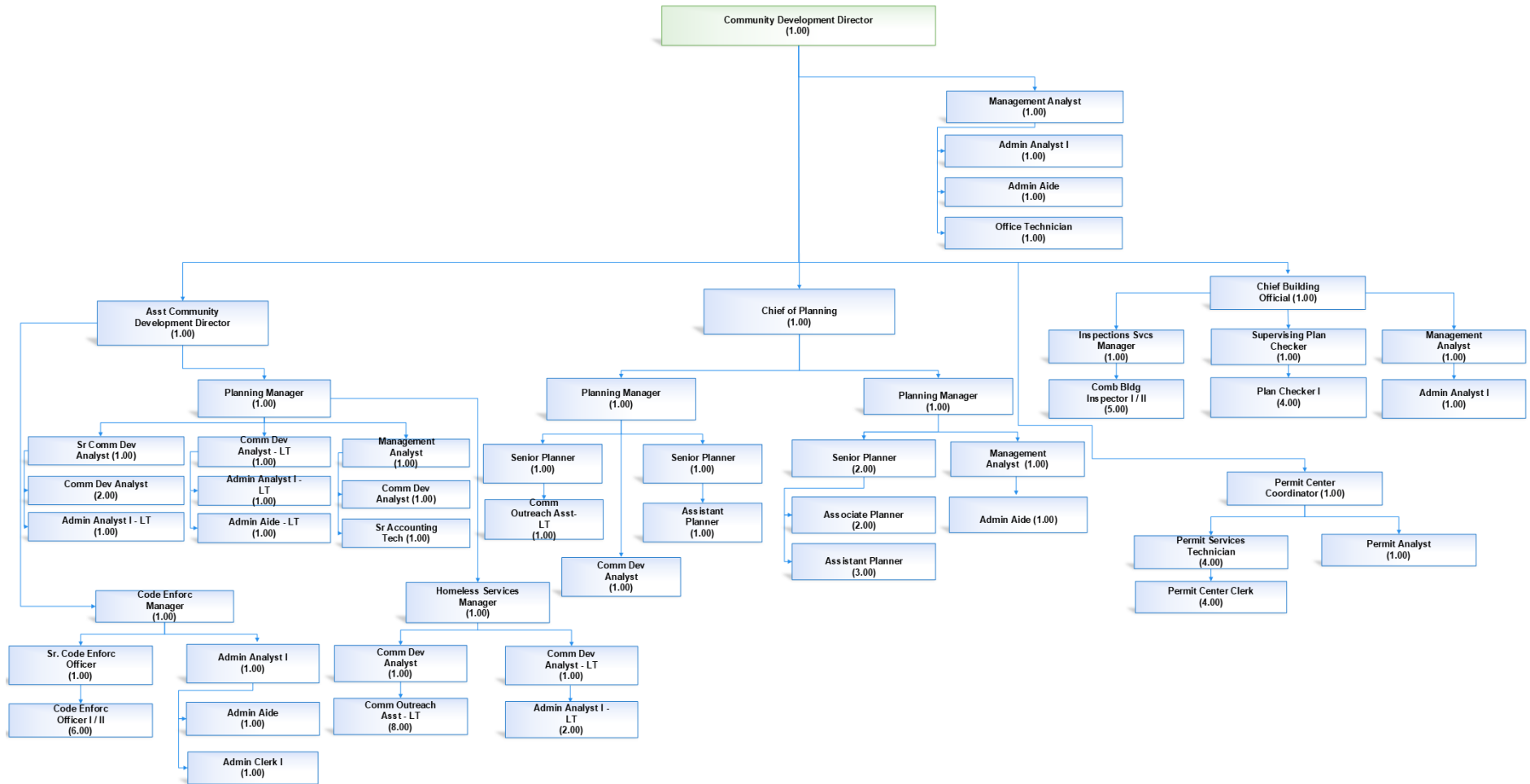
Community Development Department

Department Position Detail

Position	FY 2025/26 Adopted	FY 2026/27 Adopted	Change	FY 2027/28 Adopted	Change
Supervising Plan Checker	1.00	1.00	-	1.00	-
Total Positions	80.00	82.00	2.00	84.00	2.00

Community Development Department

Organizational Chart



Regular Full-Time Equivalents (FTE): 82.00

*FY 2027 - 28 FTE count is 84.00 due to addition of 1.00 Code Enforcement Officer I and 1.00 Combo Building Inspector II.