

Community Development Department

Lisa Brinton, Community Development Director

City Service Area ***Community Development***

Programs and Services

FUNCTION	DESCRIPTION
<i>ADMINISTRATION</i>	
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.
<i>ADVANCED PLANNING AND PROJECT IMPLEMENTATION</i>	
Long Range Planning & Sustainability	Prepare, update, implement, and maintain the General Plan and other long-range planning documents including community plans. Provide small business support.
<i>CODE ENFORCEMENT</i>	
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.
<i>CURRENT PLANNING</i>	
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.
<i>HOUSING AND COMMUNITY DEVELOPMENT</i>	
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.

Community Development Department

FUNCTION	DESCRIPTION
<i>PERMIT SERVICES</i>	
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 2025-26 Service Delivery

- Issue \$250,000 in microgrants and forgivable loans to 20-30 businesses to support outdoor dining, façade improvements, and technology and marketing. *(Strategic Goal: Economic Development)*
- Design and install a mural and monument at Closter Park. *(Strategic Goal: Economic Development)*
- Complete final design and obtain planning entitlements for mixed-use affordable housing developments at 34-40, 37-39, and 45 Soledad Street. *(Strategic Goal: Economic Development & Housing)*
- Develop workflows and increase staffing capacity to process West and Central Future Growth Area entitlements, housing plans, and permits efficiently and effectively. *(Strategic Goal: Housing)*
- Evaluate the city's role in homeless services and develop a strategic plan to leverage city and county real estate assets and services to maximize impact. Work collaboratively with city and regional partners to develop strategies to implement the Lead Me Home Plan, focusing on housing navigation and placement. *(Strategic Goal: Housing)*
- Establish two code enforcement teams to expand capacity to provide education, health and safety and blight removal city wide. Establish a rotation to cover weekdays, after hours, and weekend enforcement. *(Strategic Goal: Public Safety)*
- Present General Plan/Vision Salinas 2040, Climate Action Plan, and East Area Specific Plan and their associated environmental documents to Planning Commission and City Council for consideration of adoption and certification. *(Strategic Goal: City Services)*
- Develop Comprehensive Zoning Code Update community engagement strategy including formation of key stakeholder oversight committee. Prepare and adopt Phase 1 Zoning Code amendments to streamline permitting and comply with updated state laws. *(Strategic Goal: City Services)*
- Upgrade technology for online permitting, record keeping, building and code inspections, and grant management. *(Strategic Goal: City Services)*
- Develop performance dashboards to communicate department mission, performance, and impact. *(Strategic Goal: City Services)*

2024-25 Top Accomplishments

- Adopted District Identity Master Plan and installed vegetation, public amenities, receptacles, and public art along E. Alisal Street and at the Breadbox Recreation Center. *(Prior year goal)*
- Supported 402 new and existing businesses with permitting assistance through in-person appointments, phone calls, and email support, provided 13 microgrants totaling \$28,105

Community Development Department

to support businesses with marketing and technology needs, and offered loan application assistance to 5 businesses. *(Prior year goal)*

- Issued entitlements and building permits for the construction of a 3,258,084 square-foot Amazon Distribution Center.
- Approved Central Area Specific Plan (CASP) planning entitlements and housing plans to provide 1,778 housing units, including 67 very low income, 134 low income, 67 moderate income, and 67 workforce income housing units. *(Prior year goal)*
- Committed \$6,356,000 in grant funds to support the production of affordable housing. *(Prior year goal)*
- Provided homeless services including street outreach, case management, emergency shelter, housing navigation, and rental assistance. *(Prior year goal)*
 - Served 726 households through street outreach, emergency shelter, and housing navigation.
 - Placed 178 households in permanent housing and provided rental assistance to 295 households.
 - Committed \$2.5 million dollars of state grant funds to support the acquisition of the Fairview Homekey project by the Housing Authority of Monterey.
 - Supported the relocation of 42 clients from the Good Nite Inn/Work Street Homekey to transitional, permanent supportive, and permanent housing placements.
- Engaged contractor to support weekend education and enforcement of Vendor Program to ensure public health and safety while supporting entrepreneurship. Contacted over 1,300 vendors, issued over 130 citations, and confiscated product from over 70 vendors. *(Prior year goal)*
- Contracted with five plan review and inspection consultants to maintain quick permit turn-around times and compliance.

2025-26 Key Budget Actions

- Freezes 1.0 Economic Development Analyst position and adds 1.0 Business Navigator position within the APPI Division to assist small businesses and entrepreneurs' navigation of regulatory processes and connection to technical and financial assistance, manage city microgrant and loan programs, and facilitate partnerships and services to support the cleanliness and appearance of commercial blighted areas. *(Ongoing costs: \$157,570)*
- Moves the Economic Development Division from Community Development to Administration. This realignment is offset by reducing \$561,290 in operating costs in Community Development and adding it to Administration. *(Ongoing costs: \$0)*
- Adds \$73,260 to provide rapid re-housing services through the Downtown Streets Team. *(One-time costs: \$73,260)*

Community Development Department

- Adds 0.5 FTE Senior Planner to increase capacity in Current Planning in support of City Council Priorities. The department's workforce currently includes 0.5 FTE. This position supports City Council priorities and therefore will be included in the City's workforce plan as 1.0 FTE. The cost for the 0.5 FTE in this year's budget is \$73,130. (*Ongoing costs: \$185,860*)
- Adds \$50,000 to Code Enforcement contract to maintain capacity at prior year levels. (*One-time costs: \$50,000*)
- Adds \$35,000 to Code Enforcement contract to increase weekend and evening capacity. (*One-time costs: \$35,000*)
- Adds 1.0 FTE Plan Checker I to increase capacity in Permit Services in support of City Council Priorities. (*Ongoing costs: \$145,940*)
- Adds 1.0 FTE Permit Services Technician to increase capacity in Permit Services in support of City Council Priorities. (*Ongoing costs: \$129,680*)
- Adds 1.0 FTE Permit Center Clerk to increase capacity in Permit Services in support of City Council Priorities. (*Ongoing costs: \$121,310*)
- Adds 1.0 FTE Associate Planner to increase capacity in Current Planning in support of City Council Priorities. Split 50% / 50% between General Fund and Permit Services. (*Ongoing costs: \$163,440*)

Operating Funds Managed

- General Fund (1000)
- Measure G (1200)
- Affordable Housing (6950)
- CDBG – COVID 19 (2911)
- Community Development (2910)
- Emergency Solutions Grant-COC (2941)
- Emergency Solutions Grant-HUD (2940)
- Encampment Resolution Fund (ERF) (2954)
- Family Homeless Challenge (2956)
- General Plan (2513)
- HOME American Rescue Plan (ARP) (2931)

Community Development Department

- Home Investment Partnership (2930)
- HSA - Affordable Housing (2602)
- Local Housing Trust Fund (2603)
- Permit Services (6900)
- Residential Rent Reg & Rent Stabilization (2530)
- SB2 (2951)

Community Development Department

Function	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
Community Development Administration	613,563	684,466	654,120	823,520
Advanced Planning & Project Imp	989,611	1,447,623	2,452,228	3,113,912
Code Enforcement	1,167,205	1,308,903	1,676,700	1,820,071
Current Planning	1,265,390	1,298,198	1,758,223	2,111,694
Economic Development	549,146	586,020	752,150	-
Grants	10,555,607	10,591,408	3,468,670	2,833,310
Housing	1,125,731	1,254,125	1,296,920	1,710,991
Permit Services	3,318,472	3,666,378	5,520,580	7,109,105
Total Expenditures	19,584,724	20,837,121	17,579,591	19,522,603

Expenditure Summary	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
Salaries & Benefits	8,538,406	9,612,551	11,848,203	12,390,043
Overtime	17,669	7,457	50,000	60,000
Supplies & Services	11,000,208	9,977,738	5,352,888	6,598,855
Capital Outlay	28,441	1,086,174	161,800	290,005
Transfers Out	-	153,200	166,700	183,700
Total Expenditures	19,584,724	20,837,121	17,579,591	19,522,603

Community Development Department

Funding Source	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
General Fund (1000)	3,905,825	4,493,262	5,589,223	5,227,607
Measure E (1100)	9,410	(28)	-	-
Measure G (1200)	1,259,908	1,506,884	1,676,700	1,820,071
Affordable Housing Enterprise (6950)	-	4,560	-	90,000
CA Emergency Solutions & Housing (2942)	392,425	235,651	59,290	-
CDBG - Covid 19 (2911)	308,241	258,392	405,890	68,060
Community Challenge Grant (3187)	752	-	-	-
Community Development (2910)	1,063,291	2,837,329	726,020	705,880
Dept of Conservation (SALC) Prog (3188)	143,979	33,054	-	-
Emergency Solutions Grant-COC (2941)	225,835	95,716	65,990	5,960
Emergency Solutions Grant-HUD (2940)	251,832	72,178	55,810	60,410
Encampment Resolution Fund (ERF) (2954)	906,150	3,068,018	1,172,030	1,309,890
ESG-CV HCD (2944)	419,004	-	-	-
ESG-CV HUD (2943)	634,430	65,725	-	-
Family Homeless Challenge (2956)	689,167	1,451,072	158,460	45,410
General Plan (2513)	30,005	508,709	1,243,418	1,887,570
HOME American Rescue Plan (ARP) (2931)	80,337	26,994	220,120	169,520
Home Investment Partnership (2930)	167,580	163,352	434,120	332,050
Housing - Other Agency Match (2945)	415,291	307,014	-	-
HSA - Affordable Housing (2602)	505,497	319	1,000	12,530
Local Housing Trust Fund (2603)	-	-	-	12,000
Local Early Action Planning (2952)	365,934	-	-	-
Permit Services (6900)	3,318,472	3,666,378	5,520,580	7,109,105
Project Room Key Motel Program (2947)	2,017,366	543,664	-	-
Regional Early Action Planning (2953)	72,091	454,712	-	-
Residential Rent Reg & Stabilization (2530)	-	65,629	80,000	530,410
SB2 (2951)	97,833	402,662	111,650	136,130
United Way (3186)	2,304,069	575,875	59,290	-
Total Expenditures	19,584,724	20,837,121	17,579,591	19,522,603

Revenue Summary	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
Charges for Services	2,048,301	5,721,225	3,373,050	6,036,310
Fines & Forfeitures	151,752	136,328	145,000	155,000
Intergovernmental	14,805,467	11,582,876	3,725,170	3,087,900
Investment Earnings	121,702	237,383	64,300	112,310
Licenses & Permits	1,377,174	1,649,005	2,832,200	2,740,000
Other Revenue*	822,917	290,938	11,500	7,000
Transfers In	1,675,334	2,698,430	-	-
Total Revenues	21,002,647	22,316,184	10,151,220	12,138,520

* Schedule A - Other Revenue

Community Development Department

Schedule A – Other Revenue

Other Revenue	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Adopted
Housing Revolving Loans	271,629	41,139	-	-
Inclusionary Housing	-	1,472	-	-
Loans	500,000	-	-	-
Miscellaneous Deposits	1,563	-	6,500	2,000
Miscellaneous Receipts	49,725	248,326	-	-
Weed Abatement Fees	-	-	5,000	5,000
Total Other Revenue	822,917	290,938	11,500	7,000

Community Development Department

Performance Measures

Advanced Planning & Project Implementation				
Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Adopt General Plan update, EIR, and Climate Action Plan by Spring 2026		100%	75%	100%
Begin Comprehensive Zoning Code Update and complete Phase 1 Code Amendments			.	100%
Complete REAP 2.0 Grant funded Affordable Housing project design and planning entitlements for city-owned properties in Chinatown		70%	40%	100%
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%
Prepare for adoption the East Area Specific Plan (EASP) following adoption of the General Plan Update and Climate Action Plan.		70%	50%	100%
Collaborate with training resource network to develop and provide 3 training workshops to support local entrepreneurs and businesses to be competitive in government bidding and acquiring City permits.		100%	100%	100%
Collaborate with SUBA to establish and coordinate the Alisal Ambassador Program for the East Alisal Commercial Corridor. Conduct 8 volunteer based clean ups.		100%	75%	100%
Issue \$250,000 to small businesses in microgrants/loans to support outdoor dining, facade improvements, and technology and marketing.		100%	12%	100%

Community Development Department

Code Enforcement				
Volume Data	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Number of cases opened	1476	1750	1616	1500
Number of cases closed	1251	1600	1447	1300
Number of active cases	225	250	500	700
Number of inspections completed	3,447	3,500	3,489	3,400
Number of receivership actions initiated	0	6	0	2
Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Average time to resolve a code enforcement case	3 months	2 months	1 Month	4 Months
Number of educational or outreach events held	2	6	1	4

Community Development Department

Current Planning

Volume Data	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Number of counter customers served	1,691	1,500	1,518	1,500
Number of discretionary and administrative permits processed	511	400	530	500
Number of building permit reviews conducted	2,381	1,800	2,303	2,200
Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Percent of building permit reviews processed within prescribed timeframes	92%	90%	92%	90%
Average # days to Approval from Completeness for Site Plan Reviews	22	14	18	14

Housing

Volume Data	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Number of grant applications processed through annual RFP process	25	15	17	15
Number of payments and reports processed for grantees and sub-recipients	234	180	140	180
Number of affordable housing funding agreements and affordable housing plans processed	1	2	6	5
Number of Public Facility projects completed	0	3	2	3
Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Percentage of grant funds expended on time				100%
Number of new affordable housing units developed with City funding & programs	11	25	48	85

Community Development Department

Permit Services				
Volume Data	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Total City Reports Completed	469	450	490	500
Phone Calls Received	26,042	27000	26,100	27,000
Individuals Served at the Counter	2,304	2200	2,500	2,500
Total Building Permit Reviews Completed	3,204	4000	3,450	3,400
Total Building Inspections Completed	14,470	17000	15,600	16,000
Virtual Inspections	875	800	1050	1,000
Simple Permits Approved	927	800	880	900
Building Permits Approved	1,508	2000	2,170	2,100
Accessory Dwelling Unit (ADU) Approved Permits	195	200	210	200
Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Projected	FY 2024-25 Estimated	FY 2025-26 Projected
Percent of On-Time Building Permit Reviews**	59%	55%	60%	60%
Average Working Days from Application to 1st Building Permit Review**	15	14	16	15
Simple Permits - Working Days from Application to Approved	4	4	3	3
Building Permits - Working Days from Application to Approved**	51	48	50	50

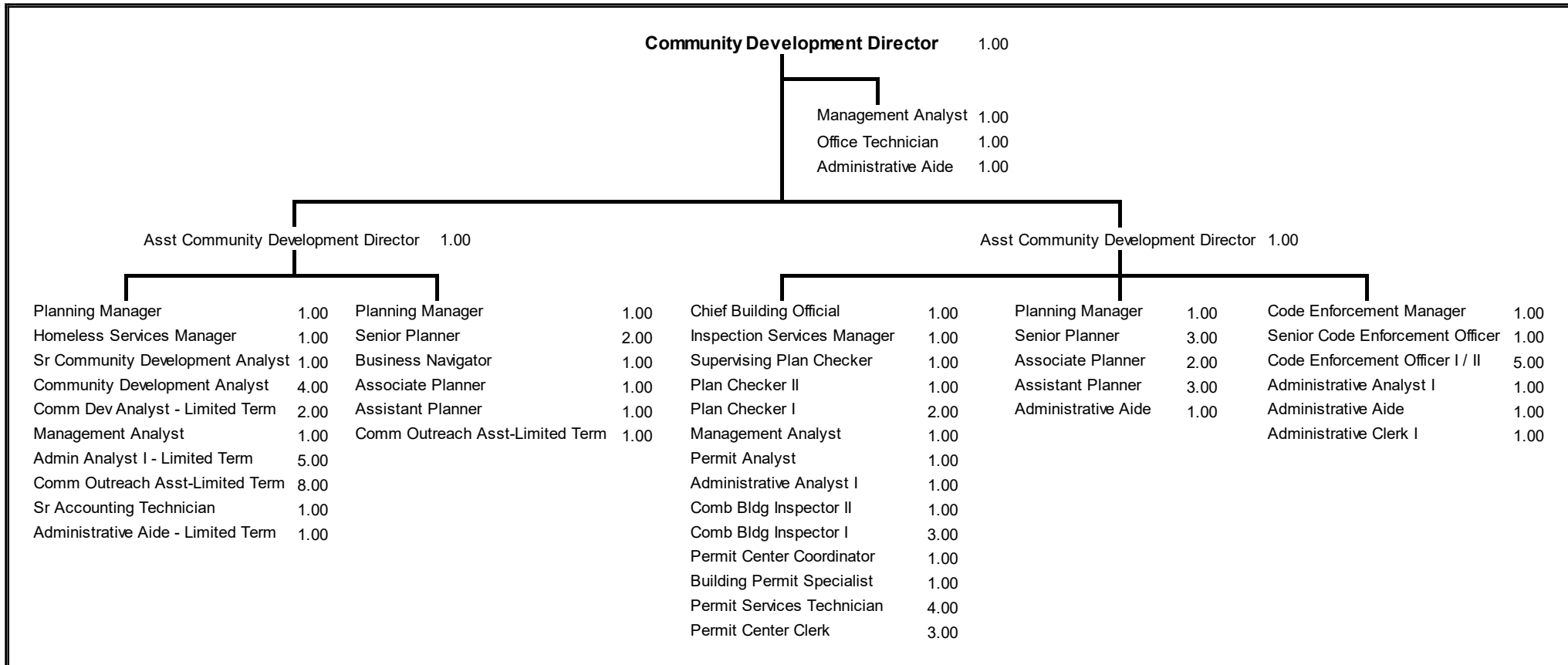
Community Development Department

Department Position Detail

Position	FY 2024-25 Adopted	FY 2025-26 Adopted	Change
Administrative Aide	3.00	3.00	-
Administrative Aide - Limited Term	0.00	1.00	1.00
Administrative Analyst I	3.00	2.00	(1.00)
Administrative Analyst I - Limited Term	3.00	5.00	2.00
Administrative Clerk I	1.00	1.00	-
Assistant Planner	3.00	4.00	1.00
Associate Planner	3.00	3.00	-
Asst Community Development Director	2.00	2.00	-
Building Permit Specialist	1.00	1.00	-
Business Navigator	0.00	1.00	1.00
Chief Building Official	1.00	1.00	-
Code Enforcement Manager	1.00	1.00	-
Code Enforcement Officer I / II	5.00	5.00	-
Combination Building Inspector I	3.00	3.00	-
Combination Building Inspector II	1.00	1.00	-
Community Development Analyst	4.00	4.00	-
Community Development Analyst - Limited Term	4.00	2.00	(2.00)
Community Development Director	1.00	1.00	-
Community Outreach Asst - Limited Term	9.00	9.00	-
Economic Development Analyst (Frozen)	1.00	0.00	(1.00)
Homeless Services Manager	1.00	1.00	-
Homeless Services Manager - Limited Term	1.00	0.00	(1.00)
Inspection Services Manager	1.00	1.00	-
Management Analyst	3.00	3.00	-
Office Technician	1.00	1.00	-
Permit Analyst	1.00	1.00	-
Permit Center Clerk	2.00	3.00	1.00
Permit Center Coordinator	1.00	1.00	-
Permit Services Technician	3.00	4.00	1.00
Plan Check Engineer	1.00	0.00	(1.00)
Plan Checker I	0.00	2.00	2.00
Plan Checker II	1.00	1.00	-
Planning Manager	3.00	3.00	-
Senior Code Enforcement Officer	1.00	1.00	-
Senior Plan Check Engineer	1.00	0.00	(1.00)
Senior Planner	3.00	5.00	2.00
Sr Accounting Technician	1.00	1.00	-
Sr Community Development Analyst	1.00	1.00	-
Sr Economic Development Manager	1.00	0.00	(1.00)
Supervising Plan Checker	0.00	1.00	1.00
Total Positions	76.00	80.00	4.00

Community Development Department

Organizational Chart



Regular Full -Time Equivalents (FTE): 80.00



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