



ADOPTED OPERATING BUDGET

**Fiscal Year
July 1, 2013 – June 30, 2014**

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.

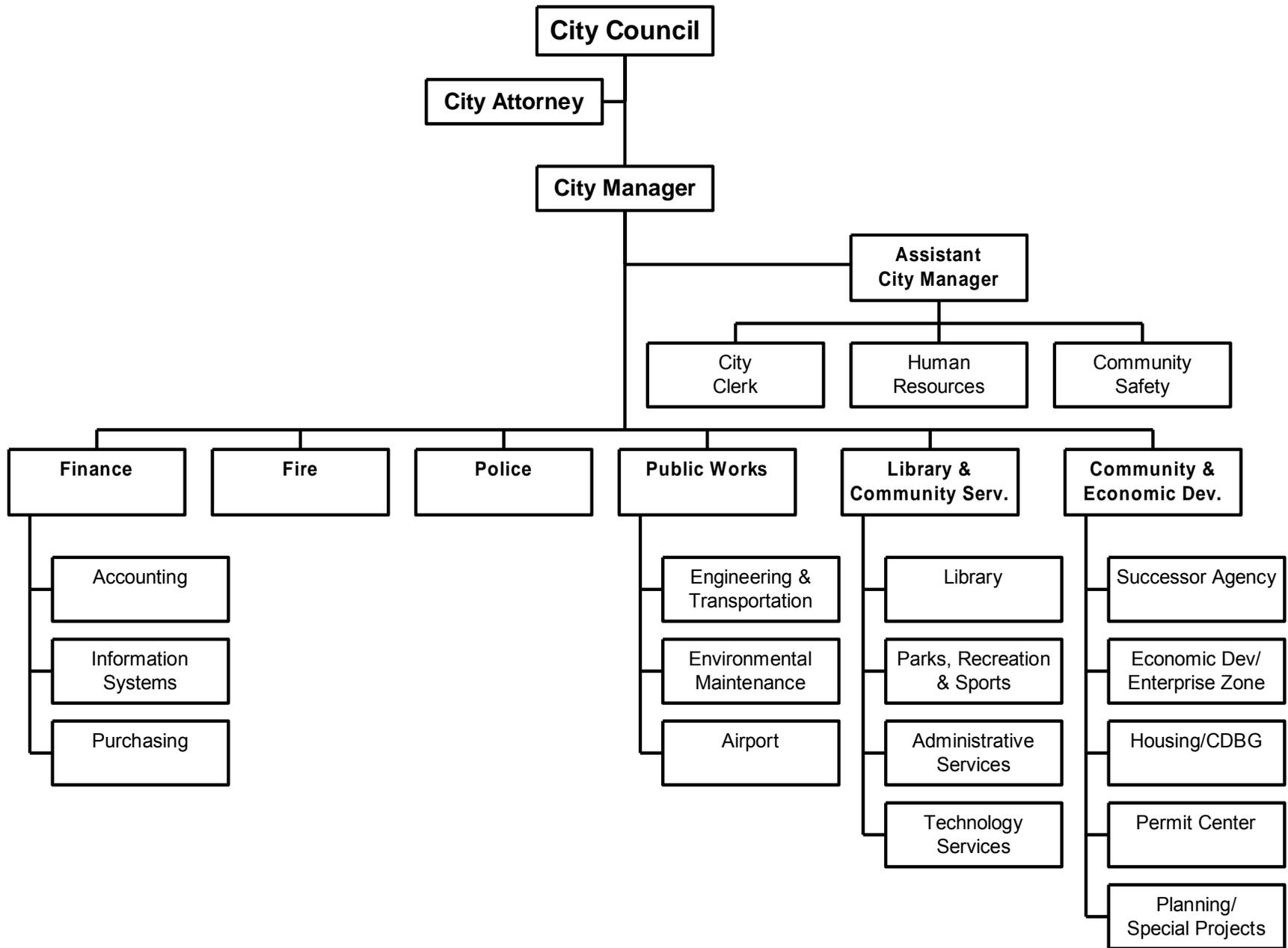
EXECUTIVE MANAGEMENT TEAM

Vanessa Vallarta, City Attorney
Jim Pia, Assistant City Manager
Jeffrey Weir, Community and Economic Development Director
Matt N. Pressey, CPA, Finance Director
Edmond A. Rodriguez, Fire Chief
Elizabeth Martinez, Interim Library and Community Services Director
Kelly J. McMillin, Police Chief
Gary Petersen, Public Works Director



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CITY OF SALINAS Organization Chart





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City of Salinas

City Manager's Office • 200 Lincoln Avenue • Salinas, California 93901 • (831) 758-7201

June 4, 2013

Honorable Mayor and City Council of the City of Salinas:

It is my honor to present the Proposed FY 2013-14 Operating Budget. From a revenue high of \$88.1 million in FY 2007-08 to a low of \$76.2 million in FY 2009-10 the City of Salinas lost \$11.9 million in two years. During the preparation and subsequent adoption of the FY 2009-10 and FY 2010-11 budgets, City Council implemented many strategic budget balancing solutions. These solutions included increasing fees, leasing out City facilities, using grant funding for police, and making budget reductions that minimized cuts to vital police, fire, and library services. These creative budget balancing efforts coupled with strategic workforce reductions helped manage the impact of the large and fast revenue reductions. Over the past three budget cycles, 20% of the City's workforce has been eliminated (135 positions). Staffing costs represent about 80% of the operating budget. In the FY 2011-12 budget cycle, nearly 60 positions received layoff notices. However, through the continued and significant employee concessions from all bargaining groups as part of a two year agreement and the elimination of twelve vacant positions, a balanced budget was achieved in FY 2012-13. With the expiration of the two year concessions beginning in FY 2013-14 and a full year's worth of the concession expiring in FY 2014-15, the deficit grew to \$4.8 and \$7.8 million, respectively.

On March 26, 2013, the City Council approved employment agreements that extended current concessions for nearly 230 employees, including those in AMPS, SMEA, Confidential, SEIU Crew Supervisors and Directors. Additionally, Council action on April 23, 2013 considered and approved the extended concession agreements from the City Council, City Manager, City Attorney and SEIU, Local 521 Blue Collar. Agreements with Fire and Police are still in process and a tentative agreement with the Salinas Police Officer's Association is planned to be approved by the City Council on June 11, 2013. A total of \$6.2 million in concessions in reduced salary and benefits have been contributed by the employees of the City of Salinas. Of the \$6.2 million, \$2.4 million expire in FY 2013-14.

Those concessions, however, were not sufficient to balance the FY 2013-14 budget. The General Fund was still left with a deficit of \$2.3 million, even after employee concessions. To address this structural deficit and avoid layoffs, the City has managed and shepherded its vacancies. Seeing that the revenue forecast of the City is not anticipated to fully recover any time soon and the costs have been rising faster than the revenue, the City has turned to freezing vacant positions in order to balance the FY 2013-14 budget. Freezing vacant positions is a short term solution. For FY 2014-15 and beyond, a more strategic approach is planned with a goal of eliminating the structural deficit and reaching a sustainable base that the City can then grow upon.

Summary

The City's Total Proposed FY 2013-14 General Fund/Measure V Operating Budget totals \$83,453,800. This is a 2.6% increase and is due primarily to the rising cost of CalPERS, Health Insurance and Workers Compensation, net of the reduction from employee concessions and frozen positions. The balance of the budget includes Special Revenue Funds (\$1,620,900), Internal Services-Insurances (\$6,751,200), Enterprise Operations - proprietary type - (\$8,782,700), Assessment and Maintenance Districts (\$5,016,800), Block Grant and HOME Programs (\$2,606,000), Grants and Agencies (\$4,534,200), Debt Service (\$1,069,300) and Capital Improvement Budget (\$24,984,000). The total City Budget is \$138,818,900.

The City's total FY 2013-14 General Fund/Measure V Estimated Revenue is \$85,182,200. The balance of Estimated Revenue includes Special Revenue Funds (\$1,972,300), Internal Services-Insurances (\$6,827,000), Enterprise Operations - proprietary type - (\$7,774,900), Assessment and Maintenance Districts (\$5,209,200), Block Grant and HOME Programs (\$4,288,600), Grants and Agencies (\$6,936,600), Debt Service (\$8,185,700) and Capital Improvement Budget (\$20,817,100). The total City Estimated Revenue is \$147,193,600.

Budget Process

The FY 2013-14 budget process began four months ago, in February 2013 with the review of the projected revenue forecast and the compilation of the cost of service. In March 2013, 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. The budget instructions characterized the new budget as a "hold-the-line" budget and any non-personnel increases should have a corresponding decrease to offset it. Individual departmental budget meetings were conducted with the Finance Director and City Manager during May and culminated with this budget document.

FY 2013-14 Successor Agency to the Former Redevelopment Agency Budget

The California State legislature enacted Assembly Bill x1 26 (the "Dissolution Act") to dissolve redevelopment agencies formed under the Community Redevelopment Law. The California Supreme Court in its decision in California Redevelopment Association v. Matosantos, issued December 29, 2011 (the "Supreme Court Decision"), declared the Dissolution Act to be constitutional. Under the Dissolution Act, all California redevelopment agencies were dissolved effective February 1, 2012, and various actions were required by successor agencies to unwind the affairs of all former redevelopment agencies.

An oversight board (the "Oversight Board"), consisting of members representing the County, the City, and various education and special districts, was formed on April 9, 2012 to approve and direct certain actions of the City as Successor Agency. The Board has adopted the ROPS for the six months ending December 2013 and will later approve the ROPS for the six month ending June 30, 2014. The Administrative budget of the Successor Agency totals \$250,000 and a budget for the pay down of Successor Agency

obligations has been included in this FY 2013-14 operating budget. The budget includes 1.38 FTE's.

Measure V Committee

On May 9, 2013, the Measure V Committee recommended that the City Council approve the FY 2013-14 Measure V Budget, totaling \$10.5 million (\$9.9 operating and \$.6 as a transfer for the paramedic program). The budget is an increase of approximately \$552,500, or 5%. Measure V tax estimates are up \$519,600 (5%) from the prior year budget.

The largest increase occurred in the Library division as a result of the increase in employee service costs including health insurance and retirement costs, an increase in security services by \$145,860, and an increase in other non-employee service operating costs. Such other non-employee service cost increases include increases in internet service, janitorial supplies, maintenance services, and storage. To offset these increases, the Library division is freezing two vacant positions: One Library Clerk and one Librarian I.

The second largest increase occurred in the Police Department's budget with increases in employee services costs including health insurance and retirement. To offset these increases, the Police Department is freezing three vacant non-sworn Community Service Officers and one vacant Police Clerk positions.

The remaining increases occur in Code Enforcement, Public Works, and Parks and Community Services and are also only from increases in employee service costs.

Measure V FY 2013-14 Operating Budget

	<u>FY 12/13</u>	% of <u>Total</u>	<u>FY 13/14</u>	% of <u>Total</u>	<u>Change</u>	% <u>Change</u>
Code Enforcement	333,700	3.4%	347,200	3.3%	\$ 13,500	4.0%
Finance	60,000	0.6%	60,000	0.6%	-	0.0%
Fire Marshall	95,000	1.0%	95,000	0.9%	-	0.0%
Insurance	191,300	1.9%	191,300	1.8%	-	0.0%
Paramedic Program	575,000	5.8%	575,000	5.5%	-	0.0%
Legal	15,000	0.2%	15,000	0.1%	-	0.0%
Library	4,017,300	40.4%	4,264,500	40.7%	247,200	6.2%
Public Works	858,400	8.6%	915,000	8.7%	56,600	6.6%
Parks & CS	588,400	5.9%	615,000	5.9%	26,600	4.5%
Police	3,214,400	32.2%	3,399,600	32.5%	185,200	5.8%
	<u>\$ 9,948,500</u>	<u>100.0%</u>	<u>\$ 10,477,600</u>	<u>100.0%</u>	<u>\$ 529,100</u>	<u>5.3%</u>

This transaction and use tax was recently extended on November 6, 2012 by the Salinas voters with the successful passage of Measure E, where the voters extended this tax with

no sunset. The success of this measure provides significant stability to the the City of Salinas and the services listed above.

State Budget Impacts

Governor Jerry Brown released his revised FY 2013-14 Budget on May 14, 2013 and indicated, “For first time in more than a decade we have a balanced budget and it’s solid.” Revenue projections in the May Revise for the remainder of FY 2012–13 are \$2.8 billion higher than the Governor’s January budget projection. That increase, however, is considered temporary. For FY 2013–14, state revenues are projected to decrease by \$1.3 billion compared to the Governor’s January projection. Contributing to the revenue decline is the end of the federal two-percent payroll tax holiday and sequestration.

The Revise also recognizes the future uncertainty and risk for California’s budget. The state must make higher contributions into the CalPERS system starting in FY 2015–16 to pay down the \$38 billion unfunded liability for state employees’ pensions. Additionally, the cost for retired state employees’ health care is projected to rise by 59 percent, totaling \$63.8 billion in unfunded liability for future obligations. At the same time, tens of billions of dollars of maintenance on critical infrastructure has been deferred.

As with the Governor’s January budget, the May Revise contains no proposed shifts of city funds.

FY 2014-15 Budget Outlook

As mentioned, the FY 14-15 has a projected deficit of \$7.8 million without the continuation of employee concessions that would contractually expire or any of the current frozen positions subtracted out. If all employee groups agree to extend the existing concessions that expire in FY 14-15, the deficit drops to \$4.7 million, but it is still a significant structural deficit.

To address the FY 2013-14 structural deficit and avoid layoffs, the City has managed and shepherded its vacancies. For FY 2014-15 and beyond, a more strategic approach is planned with a goal of eliminating the structural deficit and reaching a sustainable base that the City can then grow upon. The City departments and employee bargaining groups have already begun to work together to address the challenges that are ahead in order to minimize the impact on City services and layoffs. During the next seven months the City will embark upon several fronts including engaging the employee groups to collaboratively and creatively seek ideas for reducing costs and generate revenues. The City will also be implementing priority based budgeting, further expending and deploying economic development efforts, and implementing new technology to improve the workforce efficiency and effectiveness in administrative functions and service delivery. Each Department will be reviewing its operations and organizational structure. Studies including finalizing the Permit Center review, procuring a study of the Police and Fire department staffing and operations, and an information technology assessment study will occur during the year. These studies, performed by outside, independent consultants, will further build on what the Avery study accomplished and provide the City with a blueprint for a more specific sustainable service delivery model and structure. The studies will

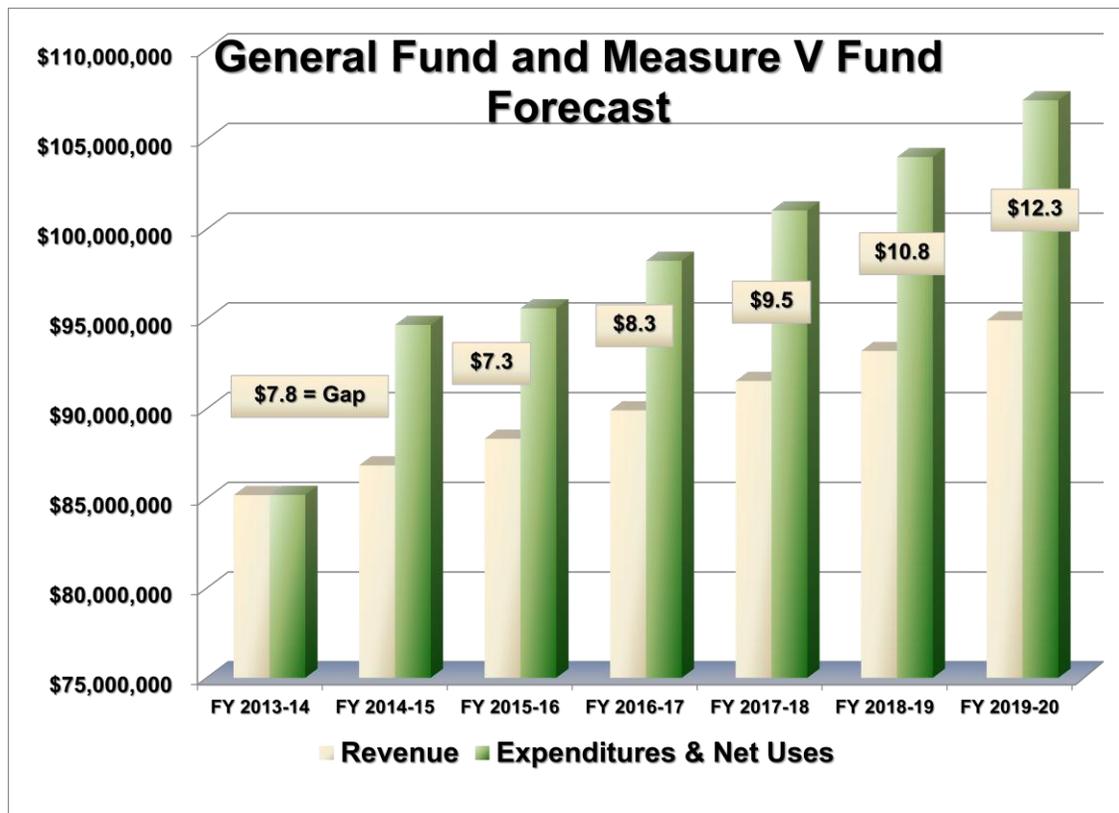
include a model and structure based on the current funding levels and on a future potential funding levels anticipated from a new successful revenue measure.

Five-Year Forecast

The City’s Five-Year Fiscal Forecast has been updated with revised forecasting of revenues and expenditures. The fiscal projections are consistent with last year’s projections other than the fiscal impact of CalPERS rate increases in fiscal year 2015-16 under new smoothing and amortization policies adopted by the CalPERS Board of Administration on April 17, 2013.

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 2013-14. In FY 2014-15 the gap grows to \$7.8 million, when the full expiration of concessions hit. In the last five-year plan, the structural deficit leveled off on the third year. The Chart now reflects the new CalPERS board approved assumption that will increase the rates by 50% over 5 years starting in FY 2015-16. It will cost the City an average of \$1.3 million more a year. The CalPERS change shifts our five-year picture and now shows a deficit that grows from \$7.8 million to \$11.9 over the next seven years. After the seventh year, in FY 20-21, the CalPERS rates will stabilize and reflect normal growth from that point forward.



Revenue Assumptions

The City's FY 2013-14 proposed budget and FY 2014-15 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 2013-14: Increase of \$1,026,000 assumes 4.5% growth from this last budget largely based on current year trends.
 2. FY 2014-15: Increase of \$753,400 assumes 2.2% growth.
- Property Tax
 1. FY 2013-14: Increase of \$783,100 assumes 3.8% growth from last year based on the reduced administrative fees and current year trends.
 2. FY 2014-15: Increase of \$395,900 assumes less than 1.9% growth.
- Utility Users Tax
 1. FY 2013-14: Increase of \$300,000 assumes 3.3% increase to the current year actual level plus \$100,000 growth.
 2. FY 2014-15: Increase of \$186,000 assumes 2.0% growth.
- Franchise Fees
 1. FY 2013-14: Increase of \$471,000 assumes 6.2% growth.
 2. FY 2014-15: Increase of \$158,800 assumes 2.0% growth.
- Business License Tax
 1. FY 2013-14: Increase of \$300,000 assumes 7.0% growth, largely due to the business license auditing effort finding businesses without licenses.
 2. FY 2014-15: Increase of \$92,000 assumes 2.0% growth.

Major Revenue Summary

Ninety percent of General Fund/Measure V 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 2013-14 General Fund and Measure V revenue estimates total \$85,182,200 and major revenue categories are classified and discussed below:

	FY 2012-13	FY 2013-14	%	Change	%	
	Budget	Budget			Change	%
Property Tax	\$ 20,540,600	\$ 21,323,700	25%	\$ 783,100	3.8%	0.9%
Sales Tax	23,033,000	24,059,000	28%	1,026,000	4.5%	1.2%
Measure V Tax	10,130,000	10,467,600	12%	337,600	3.3%	0.4%
Utility Users Tax	9,000,000	9,300,000	11%	300,000	3.3%	0.4%
Franchise Fees	7,595,000	8,066,000	10%	471,000	6.2%	0.6%
Business Lic Tax	4,300,000	4,600,000	5%	300,000	7.0%	0.4%
Other Taxes	1,810,000	1,835,000	2%	25,000	1.4%	0.0%
Plan Ck / Bldg Permits	1,255,000	1,160,000	1%	(95,000)	-7.6%	-0.1%
Other Rev/Transfers	4,704,400	4,370,900	5%	(333,500)	-7.1%	96.2%
Total	<u>\$ 82,368,000</u>	<u>\$ 85,182,200</u>	<u>100%</u>	<u>\$ 2,814,200</u>	<u>3.4%</u>	<u>100.0%</u>

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 – Projected to grow at least 2%

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 are poised for growth. Estimates for FY 2013-14 reflects a growth of \$783,100, or 3.8%, partially because of the reduction of the County's administrative charge and partially because the current year secured taxes are coming in higher than projected for FY 2012-13.

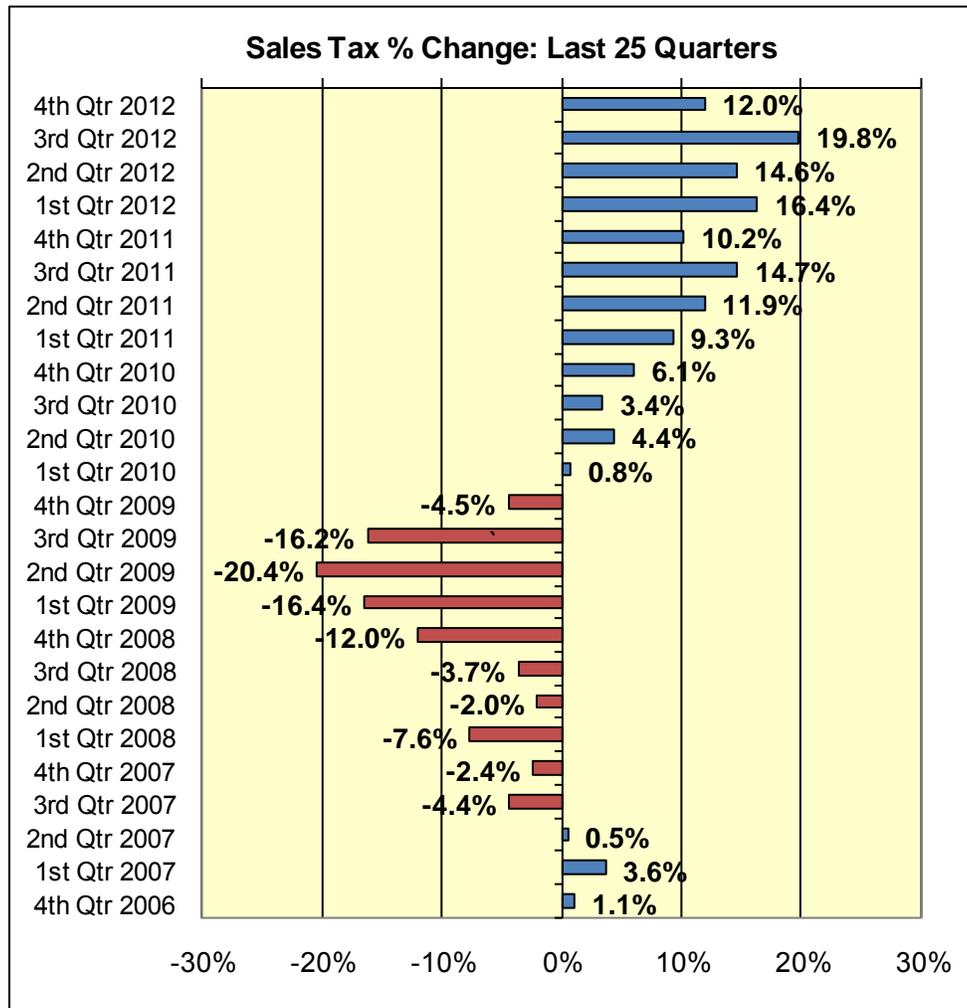
Sales Tax/Measure V

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 seven years ago and recently extended with no sunset on November 6, 2012, which is credited to the Measure V Fund.

After ten consecutive quarter declines that began in April 2007 and a loss of \$4.5 million by April 2009, sales tax has shown strong recovery should come very close to regaining the peak it hit in FY 2006-07. All major business categories have show improvement with General Consumer Goods, Autos/Transportation, and Fuel/Service Stations showing the most improvement. In certain quarters, declines have occurred in Food and Drugs and Building and Construction category.

Sales tax results for the past 25 quarters are as follows:

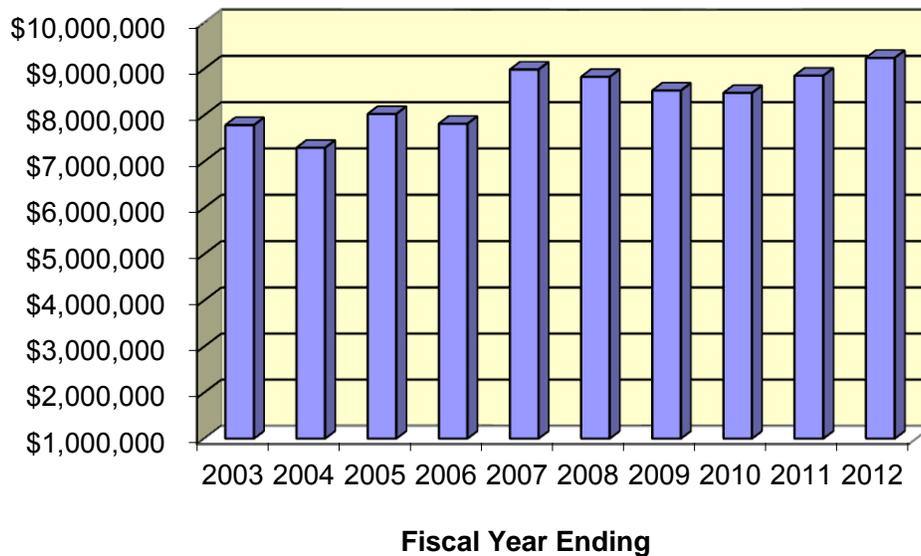


HdL, the City’s sales tax consultants/auditors, and their partnership with Beacon Economics, have evaluated trends in each sector and national and economic drivers. They are estimating an overall FY 2013-14 increase of 3.7 from the current year projections or 4.5% from the FY 2012-13 adjusted budget. FY 2013-14 sales tax is estimated at \$24,059,000 and Measure V tax estimate of \$10,467,600. FY 2014-15 is estimated at 2.2% 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 and is applied to land-line telephone, electric, gas, water and cable services. The tax is capped at \$2,000 per customer, per year, and per utility service. Utility Users Tax collections have declined 6.2% from FY 2006-07 actual collections of \$8,983,790 to a low during FY 2009-10 of \$8,479,035. During FY 2011-12, collections have fully recovered from the low point and are projected to end the year at \$9,200,000. FY 2013-14 Utility Users Tax collections are expected to increase slightly to \$9,300,000. See illustration below:

Utility User Tax Revenues: Last Ten Years



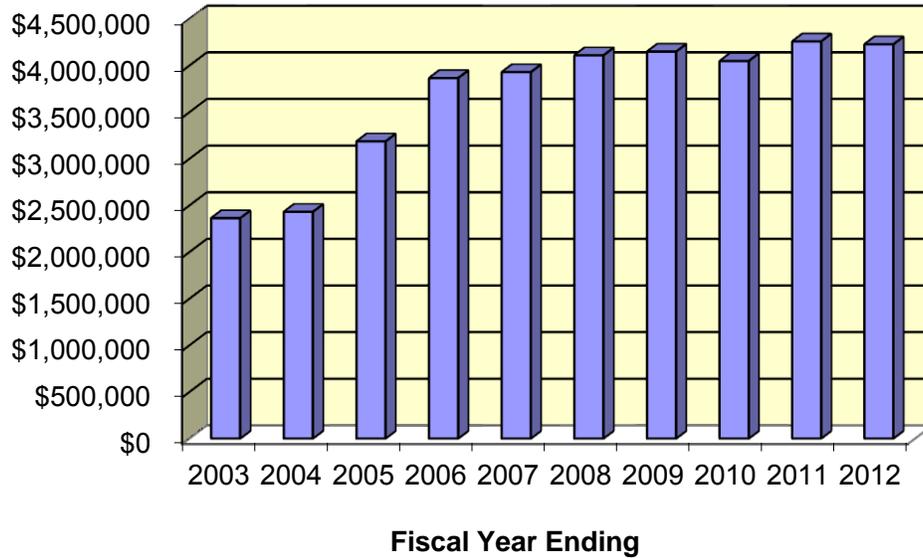
Franchise Fees

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 2011-12 was \$7,547,500 and is expected to end the FY 2012-13 at \$7,600,000. FY 2013-14 is projected at \$8,066,000.

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. To date, MAS has located over 3,090 unlicensed businesses and collected over \$1,415,300 in tax revenue. Business license tax is estimated at \$4,600,000 for FY 2013-14, a 7% increase from the current year projections. See illustration below:

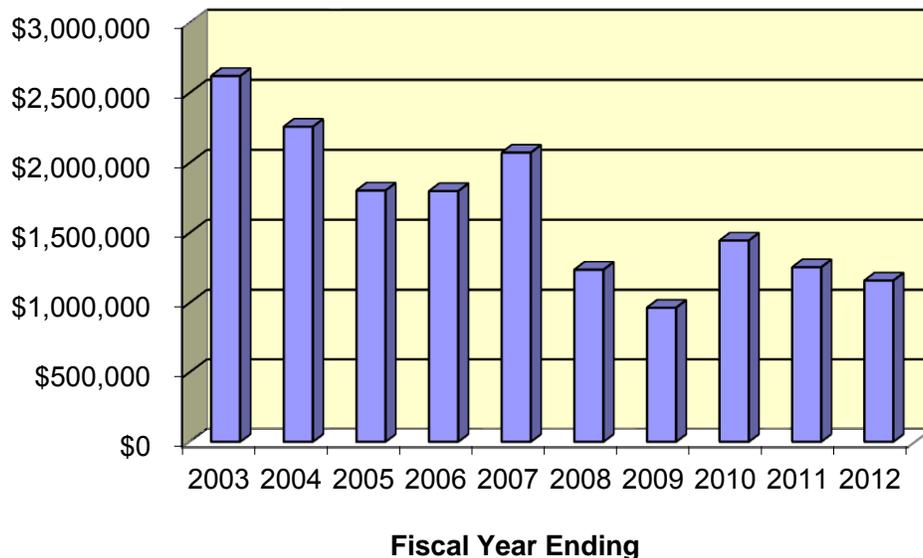
Business License Tax: Last Ten Years



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 of \$1,445,488. FY 2010-11 plan check and building permit fees collections have dropped to \$946,300. However, funds have been budgeted at \$1,160,000 for FY 2013-14, which includes an approved cost of living fee increase. Please see illustration below:

Plan Check Fees and Building Permits: Last Ten Years

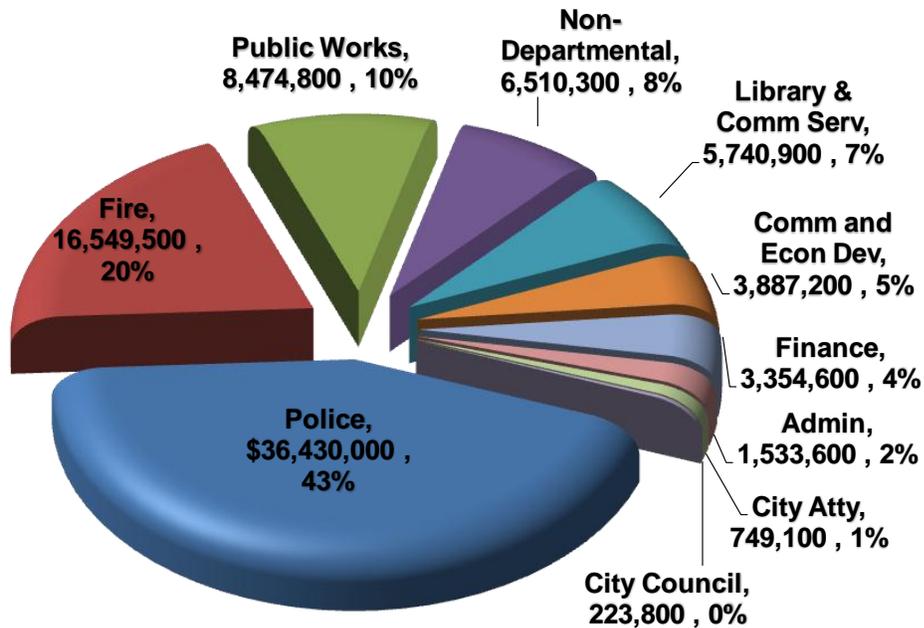


General Fund and Measure V Expenditures

The FY 2013-14 General Fund/Measure V recommended operating budget totals \$83,453,800. Public Safety expenditures represent 63.5% of the operating budget. The recommended FY 2013-14 General Fund/Measure V operating budget, by department/service activity is as follows:

Department	FY 2012-13	FY 2013-14	%	Change	% Change
	Amended Budget	Proposed Budget			
Police	\$ 34,833,500	\$ 36,430,000	43.7%	\$ 1,596,500	5%
Fire	16,012,200	16,549,500	19.8%	537,300	3%
Public Works	8,274,200	8,474,800	10.2%	200,600	2%
Non-Departmental	6,660,200	6,510,300	7.8%	(149,900)	-2%
Library and Community Serv.	5,472,100	5,740,900	6.9%	268,800	5%
Comm. and Economic Dev.	4,076,600	3,887,200	4.7%	(189,400)	-5%
Finance	3,316,600	3,354,600	4.0%	38,000	1%
Administration	1,756,800	1,533,600	1.8%	(223,200)	-13%
City Attorney	716,900	749,100	0.9%	32,200	4%
City Council	206,700	223,800	0.2%	17,100	8%
Total Exp. Budget	\$ 81,325,800	\$ 83,453,800	100.0%	\$ 2,128,000	3%

FY 2013-14 General Fund and Measure V Expenditures



Note: The Fire budget excludes \$575,000 transferred out of GF for Fire Department Paramedic Services.

In addition to estimated revenue totaling \$85,182,200, the General Fund/Measure V budgets are balanced with net transfers out from other funds totaling \$674,000 (primarily representing a transfer out from the Measure V Fund of \$575,000 to the Emergency Medical Services Fund for paramedic services).

Retirement Programs

Most California cities participate in the the California Public Employees' Retirement System (CalPERS) retirement program. While CalPERS has developed a method to "smooth out" increases in retirement costs over time, the cost of providing this benefit to employees remains a challenge to cities. In light of expected CalPERS' investment losses in FY 2008-09, during June 2009, CalPERS announced a new smoothing policy of amortizing investment gains and losses over 15 years, which minimized rate increases.

However, on March 14, 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 will result 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. CalPERS employers will see about half of the projected rate increase in the first year and the rest of the increase in the second year. Currently, the entire projected increase is included in the FY 2013-14 budget plan.

For fiscal year 2013-14, the CalPERS costs were estimated to increase by \$1,530,000 compared to the prior year. By renewing the concessions and freezing vacant positions, the retirement costs will only increase by \$600,000. Of the \$1,530,000 increase before backing out vacancies and concessions, the total increase in CalPERS for police is \$1,086,800, for fire is \$274,600 and for miscellaneous is \$168,600.

Projecting forward, on April 17, 2013, the CalPERS recently 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. With employee contributions currently fixed, employer contributions will need to be increased.

The newly adopted CalPERS policies include a five year 'ramp up' at the beginning, and 'ramp down' at the end of the 30 year amortization period. This means that the amount employers would have been required to start paying in Fiscal Year 2015-2016 will be phased in over a five year period. It is also expected that within the next year, the CalPERS Board will also be reducing the investment earnings assumption and increasing the

mortality assumptions, both of which will also increase contribution requirements. According to the CalPERS Chief Actuary, it is estimated that these changes will result in a 50% increase in the contribution rates, on average. As mentioned in the Five-Year Forecast section, this policy change will cost an average of \$1.3 million a year over five years beginning in FY 15-16.

With the Governor's new pension reform law, 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.

The City budgets \$10.3 million to pay the cost for the Public Safety retirements and \$1.6 million for non-public safety retirements in the General and Measure V Funds.

Capital Improvement Program

The Capital Improvement budget was approved by the City Council on May 21, 2013 and included a number of General Fund investments. The recommended General Fund items have been significantly scaled down to minimal levels and there are no Measure V funded capital project items proposed.

The FY 2013-14 General Fund CIP Budget projects are:

Inclusionary Housing Ordinance	\$ 120,000
Bridge Environmental remediation	3,000
LEOC Police Building	94,500
Geographic Information Systems	127,400
Downtown Traffic and Parking Study	25,000
Corp Yard Storm Drain	50,000
Storm Water Monitoring NPDES	240,000
Email Server Upgrade	34,000
ADA Transition Plans-Sidewalks	78,000
Abbott St Safety Building	215,000
Public Safety Radio System	173,600
Fire Stations Repairs	50,000
Copier Rental Program	105,000
Commercial Washer & Dryer	19,500
Total General Fund CIP Costs	<u>\$1,335,000</u>

The CIP is contained in a separate document and provides detailed information for each capital project included in the FY 2013-14 Capital Improvement Budget and Capital Improvement Program (FY 2014-15 through FY 2018-19).

General Fund/Measure V Operating Reserves

The City's Financial Policies provide that the City "strive" to maintain a five (5%) percent General Fund Operating Reserve. The five (5%) percent 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. The final amount that a local government sets aside as a reserve is fundamentally a policy question with very significant impacts.

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, inclusive of an anticipated \$1.9 million carryover (FY 2009-10 budget savings). 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 two 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 \$3.8 million. The FY 2013-14 reserve goal of 5% of operating expenditures is \$4,172,700. The reserve is currently at \$3,821,300, which leaves only \$351,400 remaining to achieve the 5% goal.

City Council Goals and Objectives

On May 7, 2013, the City Council approved the Goals and Objectives for the 2013-2015 time period. These goals and objectives were the result of a strategic planning session held on January 12, 2013 and a follow-up meeting on February 4, 2013. Each department has aligned the specific tasks they plan to accomplish in FY 2013-14 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. Steinbeck Regional Innovation Foundation/Cluster (SIC)
5. Enhanced Branding Image of the City

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

Effective, Sustainable Government

1. Employee Customer Service
2. Technology Upgrades

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

Quality of Life

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

Accomplishments

The City has accomplished a lot in the last four years as it navigated through significant change and the challenge of re-thinking how City business is done. Through the leadership of the City Council, and direction to staff, an amazing amount has been accomplished.

The City Council has been committed to three basic initiatives, which have guided the activities of each City department. The following is a list of accomplishments during FY 2012-13 for each of the three initiatives:

❖ Economic Development (Prosperity) Initiative

Community and Economic Development Department

Economic Development/Salinas Valley Enterprise Zone:

- Successful allocation and use of \$1,000,000 Capital One funding for Economic Development.
- Initiation of an Economic Development Marketing Strategy Plan; including new website, first ever site selector consultant's visits, and community rollout of Marketing Strategy.
- Provided needed support for creation of the Steinbeck Innovation Cluster.
- SVEZ job vouchers surpass 2,300, increasing activity compared to last year with an estimated economic impact value of \$10,000,000 returned/retained by local businesses.
- Initiated \$1,000,000 Grow Salinas Fund Revolving Loan Program.

Permit Center:

- Second year of full cost recovery of Permit Center services.
- Approval by the Regional Water Quality Control Board of a new NPDES storm water permit.
- Continued high performance in reviewing and approving site plans, building plans and necessary inspections (Green Gate Fresh, Taylor Farms Central Office Building, etc.).

Planning Community Development:

- Initiation of the creation of a new Economic Development Element for the General Plan.
- Approval of a Zoning Code Amendment to allow higher density housing.
- Approval of a new 105-room Hampton Inn and Suites.
- Approval of the 97,000 sq.ft. Taylor Farms Headquarters Office Building which is under construction.

Redevelopment Agency/Successor Agency:

- Implemented transfer of cash assets as required by dissolution of Redevelopment Agencies.
- Successful transfer of the Train Station properties into control by the City of Salinas.
- Successor Agency and Oversight Board have met dissolution act requirements.

Housing:

- Assisted with the development and financing of Low/Mod Hacienda Phase 2 apartment complex.

Public Works

- Reviewed, commented, and assisted with the processing of the Taylor Farms development. Coordinated community-wide conversations around parking impacts and accommodations.
- Initiated the Downtown Vibrancy Plan, led city-wide conversations regarding homeless, Chinatown and their inter-relationships,
- Secured Train Station properties from the former redevelopment agency and began the rehabilitation of the Train Station, First Mayor's House and Freight Building.
- Established a Salinas home for the Small Business Development Center.
- Completed Environmental cleanup of Market Street and began Phase 1 of construction.
- Designed the East Boronda Road widening project and supported the installation of "Smart Signals" that have enhanced traffic flow.
- Secured funding to complete the design and construction of the new pipeline for the Industrial Waste Conveyance Improvement project including working with regional partners to bring waste water into recycling and reuse.
- Worked with Caltrans to phase the design and construction of the U.S. 101/Sanborn Interchange Improvement and Elvee Drive extension (Reclamation Ditch to Work Street) to take into consideration the needs of property and business owners.
- Completed the City's Sanitary Sewer and Industrial Waste Master Plans.
- Submitted 10 applications for grant funding receiving four awards.

Assessment & Maintenance Districts

- Provide well groomed street scapes in all districts to promote pride in the neighborhood and minimize aesthetic degradation/blight potential.

Block Grant

- Launched the Grow Salinas Fund, a program that will provide debt financing to small businesses intending to expand/locate in the City limits; and prepared a Section 108 Loan Pool application to HUD, to allow City to leverage its FY12/13 annual CDBG allocation up to 5 five times and in turn provide funding to various economic development activities that will retain or create jobs in the City.

Housing

- Provided funding for construction of a 46-unit multi-family rental housing (Haciendas II) that will provide affordable housing units to extremely low, low, and moderate-income families.
- Continued to work with CHISPA toward project feasibility of 9 single family rental dwellings (Wesley Oaks) that has been stalled for a number years and is now in construction.
- Re-started the City's first-time homebuyer program which will assist eligible applicants with down payment assistance to help increase homeownership opportunities for low-income households (up to 80% of AMI).
- Continued funding for the City's Rehabilitation Loan program to maintain existing owner-occupied/rental housing stock.

❖ Youth/Gang Violence Prevention Initiative (Peace)

Police Department

- Operationalized the Law Enforcement Operations Center (LEOC) with staffing and funding from local, state and federal partners.
- LEOC personnel have worked with local, State and Federal partners to address gang violence at all levels.
- Increased the effectiveness of the CASP officers by integration with community leaders and service providers.

Assessment & Maintenance Districts

- Completed the construction of the Cesar Chavez Library expansion to accommodate the needs of our Alisal residents and area students.

- Completed the design and construction for the Laurel Heights Neighborhoods Park Improvement project.
- Worked with Rancho Cielo students to teach them skills related to sidewalk repair/construction, and the urban forestry.

Assessment & Maintenance Districts

- Address and eradicate graffiti vandalism within 24 hours by reporting to Republic Services.

Block Grant

- Supported various agencies focused on providing homeless and homeless prevention services.

❖ Organizational Effectiveness Initiative

Administration

- Work to achieve customer service training for City employees in all Departments.
- Continue discussions with employee bargaining groups and executive team regarding future budget structural gap.
- Update and modernize record-keeping, agenda management, and day to day function in the City Clerk's Office utilizing current technology.

City Attorney

- Successful preparation of tax measure legal documents (Resolution and Ordinance) permanently extending Measure V (Measure E), approved by voters in November 2012.
- Completion of the Alisal Marketplace Negotiating Rights Agreement (August 2012).
- Completion of multiple economic development related contracts, including Capital One Funding Expenditure Programs (e.g., Coder Dojo; Kauffman FasTrac, DCI; Grow Salinas Fund, Dicks Sporting Goods, Welcome Center and other business expansion efforts).
- Completion of agreements with DeepWater Desal to explore the purchase of water and wholesale power.

- Support the orderly wind-down activities of the Successor Agency to Salinas Redevelopment Agency following the dissolution of redevelopment agency. (ROPS; Train Station and Main St. transfers)
- Resolution and/or favorable court rulings up to the U.S. Supreme Court in several high-risk litigation matters (Vargas; Salinas Renaissance Partners; Callan cases).
- Completion of Municipal Stadium agreement with Homers Inc. regarding batting cages to allow stadium project for football/ soccer facility to proceed.
- Amendments to City code pertaining to card rooms, massage establishments, bingo game facilities, and liens and special assessment procedures.
- Completion of new policies regarding Visual Art Display Guidelines, Use of City Seal and Council Rules of Procedure and Guidelines for Public Decorum.

Finance Department

- Coordinated and provided leadership in getting tax measure on the November 2012 ballot
- Updated five year financial forecast and lead communication of the future outlook to the labor group leaders leading into the negotiation and provided significant support and leadership in navigating through labor negotiations
- Initiated, coordinated and lead City wide comprehensive fee study and new cost allocation plan
- Continued the significant challenge, time and complexity of dissolving the former Redevelopment Agency including multiple audits and successfully settling law suit with the State Department of Finance
- Successfully completed upgrading desktops for City wide and bid out help-desk services

Fire Department

- Fire Department Training/Hiring – All 12 SAFER Grant firefighters successfully passed a grueling 12 month probation period and have met the requirements to be certified as Firefighter I with the State Fire Training Board. The department also hired and trained 2 replacement SAFER Grant firefighters to replace two firefighters that retired. SAFER Grant guidelines require that all firefighter positions vacated during the grant performance period be filled.
- Fire Department Training - The Fire Department placed two live fire burn simulator trailers in service. All suppression firefighters have received live fire training to enhance firefighter safety and skill maintenance.

- New Department Rules & Regulations – The Fire Department Labor/Management Committee updated and implemented a new Rules & Regulations manual for the department.
- New EMS computer reporting system and virtual desktop purchase - The Fire Department purchased new virtual desktop computers for all fire stations, new EMS laptops for all fire engines which include licenses and software utilizing CSA-74 funds; this saved the General Fund approximately \$75,000.
- Hazardous Materials Team – The Fire Department’s Hazardous Materials Team was inspected and typed by CalEMA as a Type III Haz Mat Team. Typing is a new requirement to maintain grant eligibility and miscellaneous funding opportunities.

Library and Community Services

Library:

- Open seven days a week since 2008 or 6,235 hours in FY 12/13, and totally funded by Measure V, the John Steinbeck, Cesar Chavez and El Gabilan Libraries average a total of 1800 residents a day. The Cesar Chavez Library opened December 2, 2012 after being closed for six months.
- Numbers for ten months, July 2012 through April 2013:
 - 454,324 visitors;
 - 468,653 materials circulated;
 - 24,527 books and other materials added to the collection;
 - 92,313 reference questions from residents;
 - 101,249 internet uses at 148 public computers;
 - 535 children’s programs with 9,803 attendance;
 - 3,112 volunteer hours; 3,672 used Homework Centers;
 - 94,300 residents have library cards (8,836 added);
 - digitized 165 local history interviews and photographs; ten local history video graphics;
 - 8,000 + free lunches at Homework Centers;
 - 600+ public programs including soccer, Mexican regional music orchestra at Jesse Sanchez Elementary School, la cultura cura and youth leadership social justice, and established CoderDojo Salinas for the Steinbeck Innovation Cluster at Hartnell College East Campus.
- Sixteen grants received totaled \$1,332,500: Literary, Cesar Chavez Library, Children’s programs, and Technology. The Community Foundation of Monterey County funded a Homework Center at Los Padres Elementary School. Healthy snacks for children at the Homework Centers are funded by Green Mountain Coffee Company through a Friends of the Salinas Public Library request.

- Awards: Selected one of four public libraries in the country for the International City/County Managers Association/Bill & Melinda Gates National Benchmark Study for technology; Carissa Purnell selected a Packard Fellow, and Legislator Luis Alejo's 2012 Peace Award; CA State Library "\$10,000 Pitch a Project;"
- Opened Cesar Chavez Library to 3,000 residents waiting in line to enter, and raised \$1 million.
- Partnerships with 44 organizations, and nonprofit groups

Recreation-Park Sports Division:

- Through a reallocation of Measure V dollars, the Parks & Community Services Department was able to maintain some basic programming at Central and El Dorado Park recreation facilities. Youth continue to be a central focus for the programming at these sites. From tiny tots, ages 3-5 learning to identify their colors, to elementary aged youth who enjoy a variety of after school activities, to middle school teens crafting their music skills and/or staying fit through Karate; Central and El Dorado provide a positive outlet for engaging neighborhood youth.
- Recreation and Community Services programs continue to be in high demand by the residents of Salinas. Over 220,000 residents visited a neighborhood recreation center over the last year while over 4,000 youth participated in a variety of youth sports programs.
- The Division continues to provide nutritious meals for youth and seniors throughout the year. Last year 14,000 meals were served to seniors at the Firehouse Recreation Center and over 18,000 free lunches were served as part of the summer lunch program at the (5) neighborhood centers and the Cesar Chavez Library.
- Provide ongoing volunteer opportunities for youth and adults. Last year over 15,000 volunteer hours were provided in support of recreation programs (Youth Sports Coaches – 12,600 hours; Senior Program – 2,500 hours; Hebron Teens – 520 hours)
- Hebron Family Center served as a HUB for CASP's implementation of the Comprehensive Strategy for Community Wide Violence Reduction Plan. Various subcommittees including the Cross Functional Team and The Community Engagement meet bi-monthly at the Center. Other CASP agencies also use Hebron to provide services to the target area. The Division was awarded approximately \$100,000 over a two year period through CalGRIP VI to implement a Saturday evening teen program at the Breadbox and expand the hours of the existing Saturday evening teen program at the Hebron Family Center.

Events, Neighborhood Services, Volunteers:

- In addition to the District cleanups – Volunteer cleanups were organized for Make a Difference Day and Public Land’s Day.
- Volunteer Services hired a Community Services Assistant who worked for 6 months. During that time a Volunteer Facebook page was created and new volunteer monthly orientations were held.
- Volunteers continue to support City Services. Volunteers provided support for the City Clerk Office, Finance Department, Neighborhood Services, Library and Human Resources Department.
- Staff is currently working on establishing a Policy for Commercial Uses and Farmers Markets in City Parks.
- Special Events 135 Community Special Event Permits were issued.

Police Department

- Established a proactive return to work policy to decrease the number of officers removed from the workplace due to injuries.
- Controlled overtime expenses using creative personnel allocations to meet mandatory minimum staffing levels.

Public Works

- Reorganized departmental administrative functions to focus on revenue generation and increased customer services.
- Scheduled the fiscal year Capital Improvement Program (CIP) to ensure 80% of those approved in the budget are constructed within said fiscal year.
- Developed training program to increase managerial and supervisory capacity including the development of a departmental succession plan.
- Connected public work efforts more closely with public safety, public health and community development efforts.

Assessment & Maintenance Districts

- Contain maintenance costs at budgeted levels.
- Diversify maintenance activities to various contractors to obtain best price and service.

Block Grant

- Expanded use of online data management system to streamline the division's RFP (Request for Proposal) process, subrecipient payment and beneficiary data management, and compliance monitoring tasks.
- Supported street beautification project in the East Market retail corridor in an effort to create jobs and stimulate the local economy; and provided funding for the construction of the East Salinas Streetlights Phase 12.
- Supported City and community programs focused upon the recreational and educational needs of Salinas' youth.

Enterprise Operations

- Successfully maintained a street sweeping program that ensures that the City remains in compliance with NPDES regulations.
- Successfully increased fees in various funds to ensure that programs and services remain viable.
- Successfully increased Industrial Waste Water rates, which had not been done in 10 years.
- Continues to support transition of Fairways Golf Course to contract operator who continues to improve revenue generation.
- Hire outstanding Airport Manager.

Housing

- Implemented expanded use of online data management system to streamline the division's RFP (Request for Proposal) process, subrecipient payment and beneficiary data management, and compliance monitoring tasks.

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 continued 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.

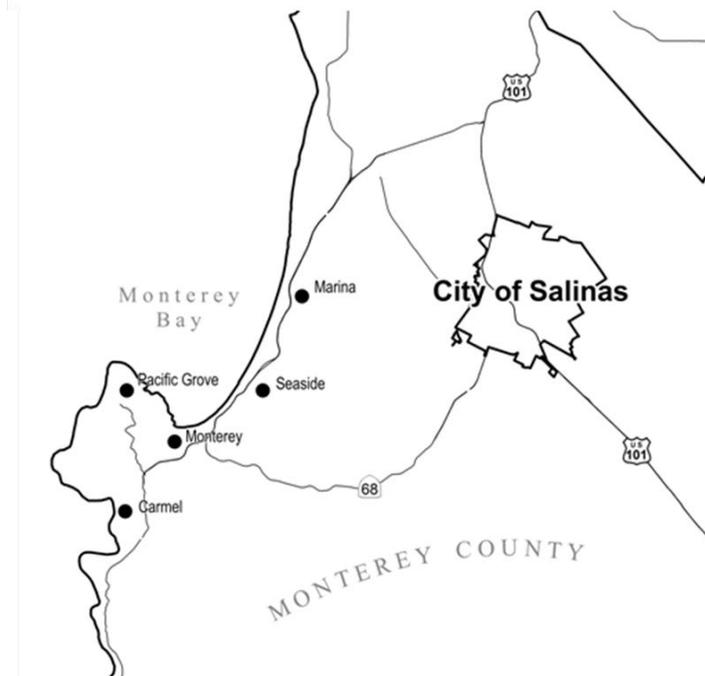
Sincerely,



Ray Corpuz
City Manager

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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 and Economic Development (permit services, planning, redevelopment and economic development), 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 153,215, as of January 1, 2013. The City employs about 545 persons on a full time basis.

CITY GOVERNMENT

The City of Salinas is operates 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 39,175 housing units of which 20,881 are detached single family residences, 2,863 are attached single family residences, 3,341 two to four unit multifamily complexes, 10,833 apartment units, and 1,257 mobile homes. The residential vacancy rate is approximately 4½% 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 has a lighted 6,000-foot runway. 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. 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 new 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

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



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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 1st and end on June 30th.

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) 2013-14 and the budget plan for FY 2014-15. 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 2013-14; The Appropriation Limit calculation; Fund Balance projection by fund for FY 2013-

BUDGET GUIDE

14 and 2014-15; The Administrative Overhead Rates; A summary schedules of revenues by fund that includes actual revenues for FY 2011-12 and estimated for FY 2012-13 through FY 2014-15. 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 2013-14 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 2013-14, and a financial summary showing funding sources, actual expenditures from FY 2011-12 and projected expenditures for FY 2012-13 through FY 2014-15

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.

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 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.

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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 2012-13 final adopted budget, reducing it for any one-time capital outlay expenditures, downward adjustment for 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.). Both Public Safety groups have not agreed to a renewal of their concessions as of the publishing date of this document.

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 5% 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 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

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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 1st, 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 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

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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.

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 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.

BUDGET GUIDE

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 \$3,000 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 2011-12 actual, the 2012-13 budget and the proposed 2013-14 budget are funded. The budget plan for FY 2014-15 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

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.

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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 2013-14 and FY 2014-15 the budget included a ten percent reduction in the hours worked by non-public safety personnel as a result of the furlough program implemented by the City starting July 1, 2009.

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 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 \$3,000 regardless of

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normal useful life, or have a unit value of more than \$3,000 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 SCHEDULES Complete revenue worksheet for 2011-12 actual & 2012-13, 2013-14 and 2014-15 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, 56 hours for Firefighters public safety employees) on a non temporary basis. For both FY 2013-14 and FY 2014-15 the budget included a ten percent reduction in the hours worked by non-public safety personnel as a result of the furlough program implemented by the City starting July 1, 2009.

FINANCIAL SUMMARIES

Budget Resolution Fiscal Year 2013-14

RESOLUTION NO. 20393 (N.C.S.)
RESOLUTION NO. 13 (S.A.)

RESOLUTION ADOPTING THE 2013-2014 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 2013-14 commencing on July 1, 2013 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	74,704,600	(49,000)	73,551,200
11 Measure V Fund-Annual	10,477,600	(575,000)	9,902,600
24 Emergency Medical Services Fund	105,000	575,000	634,700
25 Asset Seizure Fund	22,200		25,000
28 Public Safety Fund	990,100		590,000
34 Traffic Safety Fund	530,000	(525,000)	
35 Vehicle Abatement Fund	110,000	50,000	168,200
36 Recreation Park Fund	30,000		53,000
41 Public Education Fund	185,000		150,000
Total	<u>87,154,500</u>	<u>(524,000)</u>	<u>85,074,700</u>
<u>Internal Services</u>			
50 Internal Service Fund	<u>6,827,000</u>		<u>6,751,200</u>
<u>Enterprise Operations</u>			
21 Airport	1,192,000		1,205,500
22 Industrial Waste	2,830,000		1,049,600
23 Golf Courses	225,700	450,000	668,000
27 Sanitary Sewer	2,656,000		2,319,800
30 Storm Sewer	246,000	1,700,000	1,839,900
31 Crazy Horse Landfill	385,100	(385,100)	
51 Hitchcock Road Water System	11,000		20,000
52 Parking District	229,100	1,263,300	1,679,900
Total	<u>7,774,900</u>	<u>3,028,200</u>	<u>8,782,700</u>
<u>Assessment and Maintenance Districts</u>			
26 Maintenance Districts	1,624,700		1,456,100
39 Business Surcharge Districts	250,000		246,000
70 Assessments Districts	3,334,500		3,314,700
Total	<u>5,209,200</u>		<u>5,016,800</u>
<u>Block Grants and Home Program</u>			
29 Community Development Block Grant	2,775,400		2,010,800
29 Home Investment Program	1,142,200		251,100
29 Emergency Shelter Program	182,900		187,900
29 Neighborhood Stabilization	188,100		156,200
Total	<u>4,288,600</u>		<u>2,606,000</u>
<u>Grants, Trusts & Agencies</u>			
61 Economic Development	513,200		587,300
62 Grants, Trusts & Agencies	1,900,100		1,873,200
63 Successor Agency	22,000	(1,088,300)	331,600
65 Deferred Comp Administration	40,000		31,200
91 Successor Agency Fund	4,461,300		1,710,900
Total	<u>6,936,600</u>	<u>(1,088,300)</u>	<u>4,534,200</u>

FINANCIAL SUMMARIES

Budget Resolution Fiscal Year 2013-14

<u>Fund Description</u>	<u>Estimated Revenue</u>	<u>Interfund Transfers</u>	<u>Appropriations</u>
<u>Debt Service</u>			
40 Debt Service Fund	8,185,700	884,100	1,069,300
<u>Capital Projects Funds</u>			
10 General Fund		(1,585,000)	
11 Measure V			
21 Airport Fund		(25,000)	
22 Industrial Waste		(1,445,000)	
24 Emergency Medical Services Fund		(105,000)	
26 Monte Bella Maintenance District		(502,600)	
26 N E Salinas Landscape Distric		(65,000)	
27 Sanitary Sewer Fund		(425,000)	
28 COPS More 2002		(400,000)	
29 Community Development Block Grant		(631,000)	
30 Storm Sewer Fund		(460,000)	
32 Development Fee Fund	603,500	(1,070,500)	
33 Gas Tax Fund-Capital	4,741,600	(2,143,700)	
33 Gas Tax Fund-Operating		(2,250,000)	
36 Recreation Parks Fund		(30,000)	
37 Special Aviation Fund	3,076,900	(3,919,300)	
38 Construction Assistance Fund	12,394,000	(50,000)	
40 Debt Service		(12,154,000)	
61 Trust Deposits			
70 Assessment District Project Fund	1,100		
63 Successor Agency		(22,900)	
80 Capital Projects Fund		24,984,000	24,984,000
Total	20,817,100	(2,300,000)	24,984,000
Total Budget	147,193,600	0	138,818,900

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 4th day of June 2013 by the following vote:

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

NOES: Councilmember: Catañeda

ABSENT: Councilmember: Craig

ATTEST:



Patricia Barajas, City Clerk



Joe Gunter, Mayor

FINANCIAL SUMMARIES

Appropriations Limit

RESOLUTION No. 20389 (N.C.S.)

A RESOLUTION SETTING THE APPROPRIATIONS LIMIT
FOR THE CITY OF SALINAS FOR
FISCAL YEAR 2013-14

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 2013-14 is hereby adopted at \$199,150,024 pursuant to Article XIII B as amended by Proposition 111.

PASSED AND ADOPTED this 4th day of June 2013, by the following vote:

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

NOES: None

ABSENT: None

ATTEST:



Joe Gunter, Mayor

Patricia Barajas, City Clerk



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FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2013-14

Fund	Estimated Balance 6/30/2013	Estimated Revenues FY 13-14	Budget FY 13-14	Interfund Transfers FY 13-14	Reserve Transfers FY 13-14	Estimated Balance 6/30/2014	
General	2,051,700	74,704,600	(73,551,200)	(99,000)	(2,967,300)	138,800	
General-Capital Improvement Reserve				(1,585,000)	1,585,000	0	
Future Capital Improvement Cancelled				(250,000)	250,000	0	
Chavez Library Expansion - Reserve	267,700				(267,700)	0	
General-Operating Reserve	1,600,000			250,000	1,400,000	3,250,000	
Total	3,919,400	74,704,600	(73,551,200)	(1,684,000)	0	3,388,800	1
Measure V Fund							
Transactions & Use 1/2 cent Tax	2,570,800	10,477,600	(9,902,600)	(575,000)		2,570,800	
Cesar Chavez Expansion Reserve	281,300				(281,300)	0	
Measure V - Operating Reserve	540,000				281,300	821,300	
Total	3,392,100	10,477,600	(9,902,600)	(575,000)		3,392,100	2
Emergency Medical Services Fund	135,600	105,000	(634,700)	470,000		75,900	3
Asset Seizure	17,200	22,200	(25,000)			14,400	
Public Safety	363,900	990,100	(590,000)	(400,000)		364,000	
Traffic Safety	28,400	530,000		(525,000)		33,400	
Vehicle Abatement	52,700	110,000	(168,200)	50,000		44,500	
Recreation Parks Fund	114,200	30,000	(53,000)	(30,000)		61,200	4
Public Education Fund	196,800	185,000	(150,000)			231,800	
Internal Service							
Administration	161,600	350,000	(299,600)			212,000	
General Insurances	1,008,200	951,000	(585,100)			1,374,100	
Workers Compensation Insurance		4,565,000	(4,640,000)		75,000		
Liability Insurance		961,000	(1,226,500)		265,500		
Total	1,169,800	6,827,000	(6,751,200)		340,500	1,586,100	5
Enterprise Operations							
Airport	145,000	1,192,000	(1,205,500)	(25,000)		106,500	
Industrial Waste	270,800	2,830,000	(1,049,600)	(1,445,000)		606,200	
Golf Courses	1,292,200	225,700	(668,000)	450,000		1,299,900	6
Sanitary Sewer	2,790,300	2,656,000	(2,319,800)	(425,000)		2,701,500	7

FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2013-14

Fund	Estimated Balance 6/30/2013	Estimated Revenues FY 13-14	Budget FY 13-14	Interfund Transfers FY 13-14	Reserve Transfers FY 13-14	Estimated Balance 6/30/2014
Storm Sewer	694,100	246,000	(1,839,900)	1,240,000		340,200
Hitchcock Road Water System	33,800	11,000	(20,000)			24,800
Downtown Parking District	15,100	211,100	(1,640,500)	1,263,800		(150,500) 8
Preferential Parking	8,100	18,000	(39,400)			(13,300)
Crazy Horse Landfill		385,100		(385,100)		
Total	2,392,100	7,774,900	(8,782,700)	673,700		2,227,450
Assessment & Maintenance Districts						
Maintenance District Administration	41,000	63,100	(163,400)			(59,300)
Woodside Park	21,700	38,500	(31,100)			29,100
Downtown Mall	(30,000)		(2,400)			(32,400)
Airport Business Park	4,600	15,100	(19,300)			400
North East	181,100	688,000	(686,000)	(65,000)		118,100
Harden Ranch	207,300	142,200	(233,600)			115,900
Vista Nueva	111,900	30,400	(38,400)			103,900
Mira Monte	159,400	122,700	(103,400)			178,700 9
Monte Bella	2,481,400	524,700	(178,500)	(502,600)		2,325,000 10
Oldtown Business Surcharge District	5,000	110,000	(105,000)			10,000
SUBA Business Surcharge District	4,000	140,000	(141,000)			3,000
Assessment Administration	2,700	35,000	(73,600)			(35,900)
Assessment Districts Bonds	6,766,900	3,299,500	(3,241,100)			6,825,300
Total	9,957,000	5,209,200	(5,016,800)	(567,600)		9,581,800
Community Development Act of 1974	889,600	4,288,600	(2,606,000)	(630,961)		1,941,239
Grants, Trusts & Agencies						
Economic Development Corporation	275,500	513,200	(587,300)			201,400
Successor Agency - SRA	1,338,100	4,483,300	(2,042,500)	(1,111,700)		2,667,200
Grants		1,900,100	(1,873,200)			26,900
Total	1,613,600	6,896,600	(4,503,000)	(1,111,700)		2,895,500
Deferred Compensation & Retirement	19,100	40,000	(31,200)			27,900

FINANCIAL SUMMARIES

Fund Balances Fiscal Year 2013-14

Fund	Estimated Balance 6/30/2013	Estimated Revenues FY 13-14	Budget FY 13-14	Interfund Transfers FY 13-14	Reserve Transfers FY 13-14	Estimated Balance 6/30/2014
Gas Excise Tax	292,300	4,741,600		(4,393,700) 12		640,200
Development Fees						
Sewers	(500)	160,000				159,500
Parks	118,200	30,000		(145,500)		2,700
Library Fees	81,000	10,000				91,000
Trees	(1,700)	500				(1,200)
Annexation	66,500	1,500				68,000
Fire Fees	(7,900)	1,500				(6,400)
Arterial	986,700	400,000		(925,000)		461,700
Total	1,242,300	603,500		(1,070,500)		775,300 13
Special Aviation						
California Aid to Airports	11,137	10,000				21,137
CC&F Land Sale	1,966,600	10,000		(862,400)		1,114,200
Federal Aviation Grants		3,056,900		(3,056,900)		
	1,977,737	3,076,900		(3,919,300)		1,135,337
Construction Assistance						
State & Federal		11,564,500		(11,564,500)		
Others		829,500		(589,500)		240,000
Construction Assistance		12,394,000		(12,154,000)		240,000
Debt Service	(117,600)	8,185,700	(1,069,300)	884,100		7,882,900 14
Assessment District Project	387,400	1,100				388,500
Capital Projects Revolving Fund	2,000,000		(24,983,961)	24,983,961		2,000,000 15
Total All Funds	30,043,637	147,193,600	(138,818,861)	0	340,500	38,928,326

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2013-14

	Estimated FY 12-13	Estimated FY 13-14
1		
Beginning General Fund Balance	3,721,600	3,919,400
Estimated Revenue	72,440,600	74,704,600
(To) From Other Funds	26,000	(99,000)
Estimated Expenditures		
Operating	(70,886,900)	(73,551,200)
Capital Projects-Mid Year	(160,000)	
Capital Projects-On-going (Minimum Required)	(1,221,900)	(1,585,000)
Ending General Fund Unreserved Fund Balance	3,919,400	3,388,800
Reserves		
Operating Reserve	(1,600,000)	(3,250,000)
Capital Projects Reserves		
FY 2012-13	(267,700)	
FY 2013-14 Land Purchase Contingency	(250,000)	
Unreserved Fund Balance	<u>1,801,700</u>	<u>138,800</u>
2		
Beginning Measure V Fund Balance	<u>3,339,200</u>	<u>3,392,100</u>
Estimated Revenue	<u>9,978,000</u>	<u>10,477,600</u>
On-going Expenditures		
Operating Budget	(9,350,100)	(9,902,600)
Transfer to Paramedic Fund	(575,000)	(575,000)
Total On-going Expenditures	<u>(9,925,100)</u>	<u>(10,477,600)</u>
Ending Measure V Unreserved Fund Balance	<u>3,392,100</u>	<u>3,392,100</u>
Operating Reserve	(540,000)	(821,300)
Chavez Library - Expansion Reserve	(281,300)	
Ending Measure V Unreserved Fund Balance	<u>2,570,800</u>	<u>2,570,800</u>
3		
Emergency Medical Services Fund (Paramedic Program)		
Beginning Balance	198,400	135,600
County CSA 74 Funds	105,000	105,000
Ambulance Contract		
Measure V Contribution	575,000	575,000
Estimated Expenditure		
Operations	(590,700)	(587,600)
EMS Equipment	(47,100)	(47,100)
Capital Project - EMS Safety Equipment	(105,000)	(105,000)
Unreserved Fund Balance	<u>135,600</u>	<u>75,900</u>

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2013-14

	Estimated FY 12-13	Estimated FY 13-14
4	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 purposes.	
5	7,518,500	7,594,300
	Reserves	
	-Workers Compensation Insurance (3,971,100)	(3,896,100)
	-Liability Insurance (2,377,600)	(2,112,100)
	<u>1,169,800</u>	<u>1,586,100</u>
	Unreserved Fund Balance	
	<u>1,169,800</u>	<u>1,586,100</u>
6	1,292,200	1,299,900
	Reserve-Debt Service (908,200)	(908,200)
	<u>384,000</u>	<u>391,700</u>
	Unreserved Balance	
	<u>384,000</u>	<u>391,700</u>
7	2,790,200	2,701,400
	Reserve-Debt Service (1,209,800)	(1,209,800)
	-Operating Reserve (225,000)	(225,000)
	<u>1,355,400</u>	<u>1,266,600</u>
	Unreserved Balance	
	<u>1,355,400</u>	<u>1,266,600</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.	
8	Downtown Parking District	
	Beginning Balance 83,400	15,100
	Estimated Revenue 270,100	211,100
	General Fund 175,000	175,000
	Successor Agency of RDA * 1,088,300	1,128,300
	Estimated Expenditure	
	Operations (513,400)	(512,200)
	Debt Service (1,088,300)	(1,128,300)
	Capital Projects & Equipment	
	<u>15,100</u>	<u>(111,000)</u>
	Unreserved Fund Balance	
	<u>15,100</u>	<u>(111,000)</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 Succesor Agency of the Redevelopment Agency.	
9	Mira Monte Maintenance District	
	Capital Reserve	
	(Streets, Curbs, Gutters & Sidewalks) 159,400	178,700
	Operating Reserve	
	<u>159,400</u>	<u>178,700</u>
	Reserved Fund Balance	
	<u>159,400</u>	<u>178,700</u>

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2013-14

	<u>Estimated FY 12-13</u>	<u>Estimated FY 13-14</u>
10 Monte Bella Maintenance District Capital Reserve (Streets, Curbs, Gutters, Sidewalks & Street Trees)	2,247,500	2,195,300
Operating Reserve	<u>233,900</u>	<u>129,700</u>
Reserved Fund Balance	<u><u>2,481,400</u></u>	<u><u>2,325,000</u></u>
12 Includes Gas Tax Transfers to fund the Federally mandated NPDES Storm Sewer program	<u><u>(2,250,000)</u></u>	<u><u>(2,250,000)</u></u>
13 Reserved for Future Development Fee projects.		
14 COP Debt Service Fund Balance	1,080,200	949,800
Reserve-Debt Service	<u>(1,067,400)</u>	<u>(949,800)</u>
Unreserved Fund Balance	<u><u>12,800</u></u>	<u><u>0</u></u>
15 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 2013-14

	Transfers In (Out) \$	Net Transfers In (Out) \$
10 General Fund		
From Gas Tax		
From Gas Tax	1,500,000	
From Traffic Safety	525,000	
From Construction Assistance (RSTP) Sidewalk	50,000	
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 65 West Alisal (Net of \$100,000)	(153,000)	
40.12 Crazy Horse	(262,000)	
40.14 Animal Shelter \$87,300	(84,000)	
To Vehicle Abatement Fund	(50,000)	(49,000)
11 Measure V Fund		
To EMS Paramedic Fund	(575,000)	(575,000)
24 Emergency Medical Services Fund		
From Measure V for Paramedics	575,000	575,000
23 Golf Courses		
From General Fund	450,000	450,000
34 Traffic Safety Fund		
To General Fund	(525,000)	(525,000)
35 Vehicle Abatement Fund		
From General Fund	50,000	50,000
30 Storm Sewer (NPDES) Fund		
General Fund	950,000	
From Gas Tax for NPDES	750,000	1,700,000
31 Crazy Horse Landfill		
SVSWA Payment to Debt Service	(385,100)	(385,100)
38 Special Construction Assistance (RSTP)		
To General Fund	(50,000)	(50,000)
52 Parking District Fund		
From General Fund	175,000	
From Successor Agency of the SRA	1,088,300	1,263,300

FINANCIAL SUMMARIES

Fund Transfers

Fiscal Year 2013-14

	Transfers In (Out) \$	Net Transfers In (Out) \$
40 Debt Service Fund		
From General Fund		
65 W Alisal	153,000	
Crazy Horse Proceeds	262,000	
Animal Shelter	84,000	
From Debt Service Fund		
SVSWA Bond Payment	385,100	884,100
63 Successor Agency of the SRA		
To Debt Service Fund		
Monterey Street Parking Garage	(1,088,300)	(1,088,300)
33 Gas Tax Fund		
To General Fund for Street Maintenance	(1,500,000)	
To Storm Sewer Fund for NPDES	(750,000)	(2,250,000)
80 Capital Projects Fund		
From:		
General Fund	1,585,000	
Airport Fund	25,000	
Industrial Waste	1,445,000	
Emergency Medical Services Fund	105,000	
N E Salinas Landscape District	65,000	
Monte Bella Maintenance District	502,600	
Sanitary Sewer Fund	425,000	
COPS More 2002	400,000	
Community Development Block Grant	631,000	
Storm Sewer Fund	460,000	
Development Fee Fund	1,070,500	
Gas Tax Fund	2,143,700	
Recreation Parks Fund	30,000	
Special Aviation Fund	3,919,300	
Construction Assistance Fund	12,154,000	
Successor Agency of the SRA	22,900	24,984,000
	<hr/>	<hr/>
Total Interfund Transfers	<u>24,984,000</u>	<u>24,984,000</u>

FINANCIAL SUMMARIES

Administration Overhead Rates

DEPARTMENTS

	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%								



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FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate	
General Fund						
10.00	51101	Secured Taxes - Curr Year	10,186,208	10,155,600	10,699,800	10,913,800
		Monterey County Tax Collection Fee		(327,600)	(167,900)	(171,300)
10.00	51102	Unsecured Taxes - Curr Year	576,126	604,800	610,800	623,000
10.00	51104	Supplement Assessment Roll	203,107	201,600	203,600	207,700
10.00	51105	Property Taxes - Interest	3,487	5,000	5,100	5,200
10.00	51106	Secured Taxes - Prior Yr	339,494	300,000	275,000	250,000
10.00	51107	Unsecured Taxes - Prior Yr	6,479	5,000	5,100	5,200
10.00	51108	Homeowners Property Tax Relief	72,887	75,600	76,400	77,900
10.00	51112	Vehicle License Fee In-Lieu	9,522,709	9,520,600	9,615,800	9,808,100
		Total Property Taxes	20,910,497	20,540,600	21,323,700	21,719,600
10.00	51201	Sales Tax-75%	16,703,862	17,162,200	18,044,000	18,531,000
10.00	51114	Sales Tax In-Lieu-25%	5,145,804	5,870,800	6,015,000	6,177,000
10.00	51202	Utility Users Tax	9,236,631	9,000,000	9,300,000	9,486,000
10.00	51203	Hotel - Motel Tax	1,593,317	1,550,000	1,575,000	1,575,000
10.00	51204	Property Transfer Tax	261,149	260,000	260,000	300,000
10.00	51205	Business License Tax	4,227,268	4,300,000	4,600,000	4,692,000
10.00	51207	Franchise Fee - Electric	475,064	500,000	500,000	510,000
10.00	51208	Franchise Fee- Gas	242,466	280,000	285,000	290,700
10.00	51209	Franchise Fee- Garbage	5,513,491	5,575,000	6,021,000	6,141,400
10.00	51216	Franchise Fee - AT&T	184,664	140,000	150,000	153,000
10.00	51257	BFI Recycling Revenue Share	251,005	235,000	240,000	244,800
10.00	51210	Franchise Fee - Cable TV	732,839	740,000	745,000	759,900
10.00	51214	Franchise Fee - Towing	147,938	125,000	125,000	125,000
		Total Other Taxes	44,715,498	45,738,000	47,860,000	48,985,800
10.00	52001	Animal License	75,123	70,000	75,000	76,500
10.00	52002	Bicycle Licenses		500	500	500
10.00	52005	Mechanical Permits	6,502	5,800	6,000	6,100
10.00	52006	Building Permits	570,334	655,000	660,000	673,200
10.00	52007	Building Relocation Permits		500		
10.00	52008	Plumbing Permits	20,603	27,000	30,000	30,600
10.00	52009	Electrical Permits	8,057	14,000	15,000	15,300
10.00	52010	Encroachment Permits	116,971	140,000	145,000	147,900
10.00	52011	Re-Roofing Permits	85,181	95,000	100,000	102,000
10.00	52012	Building Demolition Permits	580	2,500	2,500	2,600
10.00	52014	Regulatory Licenses	46,096	40,000	50,000	51,000
10.00	52016	Garage Sale Permits	10,149	8,000	10,000	10,200
10.00	52017	Fast Track Permit		500	500	500
10.00	52050	Other Licenses & Permits		500	500	500
10.00	52020	Transportation Permit	7,530	10,000	10,000	10,200
		Total Licenses & Permits	947,126	1,069,300	1,105,000	1,127,100
10.00	53006	General Code Fines	27,832	30,000	35,000	35,700
10.00	53008	Code Enforcement Violations	34,577	50,000	50,000	51,000
		Total Fines & Penalties	62,409	80,000	85,000	86,700
10.00	54001	Investment Earnings	47,907	60,000	65,000	66,300
10.00	54020	Rental Income	53,677	50,000	50,000	51,000

FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate
10.00	54023 Building Lease	34,800	35,000	35,000	35,700
	Total Investment Earnings	<u>136,384</u>	<u>145,000</u>	<u>150,000</u>	<u>153,000</u>
10.00	55102 County Housing - In-Lieu	39,009	40,000	40,000	40,800
10.00	55124 County HAZMAT	70,999	120,000	120,000	122,400
10.00	55135 Monterey County DNA Fund	4,368	5,000	5,000	5,100
10.00	55138 SVMH Maintenance Reimbursement		1,400	1,400	1,400
10.00	55202 Motor Vehicle In-Lieu-1/3rd	330,032			
10.00	55210 State Highway Maintenance	10,135	5,000	5,000	5,100
10.00	55211 State Mandated Costs	67,194	50,000	90,000	90,000
10.00	55213 CLSB Direct Loan Fund	239	1,000	1,000	1,000
10.00	55214 State Public Library Fund		15,000	15,000	15,300
10.00	55218 Post Training Reimbursement	59,181	30,000	30,000	30,600
10.00	55222 State Fire Reimbursement	44,869	10,000	10,000	10,200
10.00	55224 State Office of Emergency	20,769	1,000	1,000	1,000
10.00	55258 State ABC Grant		500	500	500
10.00	55321 Alisal-Steinbeck Park	8,000	8,000	8,000	8,200
10.00	55331 Dept of Justice BVP	7,503	10,000	10,000	10,200
10.00	55347 City of Marina (Animal Shelter)	12,302	44,800	44,800	45,700
	Total From Other Agencies	<u>674,600</u>	<u>341,700</u>	<u>381,700</u>	<u>387,500</u>
10.00	56102 Administrative Service Fees	1,598,179	1,650,000	1,215,000	1,215,000
10.00	56103 Sale of Printed Material	1,975	5,000	5,000	5,000
10.00	56104 Bus License App. Fees	37,195	50,000	55,000	55,000
10.00	56105 Bond Issuance Fees	299,344	10,000	10,000	10,000
10.00	56106 Minute/Agenda Sales Fees	612	500	500	500
10.00	56107 Candidate Filing Fees		100	100	100
10.00	56108 Return Check Fees	899	2,000	2,000	2,000
10.00	56110 Research Fees	252	100	100	100
10.00	56111 Copying Fees	1,259	1,500	1,500	1,500
10.00	56114 Holiday Parade of Lights	5,957	5,000	5,000	5,000
10.00	56115 Airshow Charges	18,053	15,000	15,000	15,000
10.00	56116 Parade Permit Fees	374	500	500	500
10.00	56117 Legal Services	12,379	12,000	12,000	12,000
10.00	56118 Map Sales	105	500	500	500
10.00	56121 Special Events Application Fee	6,404	10,000	10,000	10,000
10.00	56122 Credit Card Convenience Fee	10,030	10,000	10,000	10,000
10.00	56150 Other Fees-City Clerk		100	100	100
10.00	56201 Tentative Map Review Fees		5,000	5,000	5,000
10.00	56203 Minor Subdivision Review Fees	18,099	13,000	14,000	14,000
10.00	56204 Manufactured Housing Cert Fee	6,382	100	100	100
10.00	56205 General Plan Amendment Fees	6,032	10,000	10,000	10,000
10.00	56208 Rezoning Fees	3,818	5,000	5,000	5,000
10.00	56209 Zoning Appeal Fees	673	1,000	1,000	1,000
10.00	56210 Conditional Use Permit Fees	75,568	55,000	60,000	60,000
10.00	56212 Preliminary Project Review Fees		1,000	1,000	1,000
10.00	56213 Planned Unit Development Fees	8,203	10,000	15,000	15,000
10.00	56215 Architectural Review	510	500	500	500
10.00	56216 Environment Assessment Fees	4,570	2,500	2,500	2,500
10.00	56217 Environment Impact Report Fee		1,000	1,000	1,000

FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate
10.00	56218		1,000	1,000	1,000
10.00	56220	11,673	15,000	15,000	15,000
10.00	56221	16,439	15,200	15,000	15,000
10.00	56223		100	100	100
10.00	56224	365	500	500	500
10.00	56226		100	100	100
10.00	56227	27,181	30,000	30,000	30,000
10.00	56228	4,354	4,500	4,500	4,500
10.00	56229		1,000	1,000	1,000
10.00	56230	8,538	15,000	15,000	15,000
10.00	56231	588	500	500	500
10.00	56232		1,000	1,000	1,000
10.00	56233	6,850	7,000	7,000	7,000
10.00	56250	6,881	15,000	15,000	15,000
10.00	56301		100	100	100
10.00	56302	192,192	200,000	225,000	225,000
10.00	56303	26,515	30,000	35,000	35,000
10.00	56304	159,477	225,000	160,000	160,000
10.00	56306	112	1,000	1,000	1,000
10.00	56307	1,623	2,000	2,000	2,000
10.00	56309	6,684	7,500	7,500	7,500
10.00	56310	369	200	200	200
10.00	56311	58,418	75,000	75,000	75,000
10.00	56312	1,564	2,000	2,500	2,500
10.00	56314	1,881	2,500	2,500	2,500
10.00	56316	315	500	500	500
10.00	56317	2,088	1,000	1,000	1,000
10.00	56318	1,471	1,000	1,000	1,000
10.00	56319		5,000	5,000	5,000
10.00	56320	24,084	20,000	25,000	25,000
10.00	56322	33,535	30,000	35,000	35,000
10.00	56323	5,863	10,000	10,000	10,000
10.00	56401	89,292	185,000	191,000	191,000
10.00	56402		500	500	500
10.00	56403	77,446	110,000	110,000	110,000
10.00	56404	161,288	145,000	145,000	145,000
10.00	56405	24,636	15,000	20,000	20,000
10.00	56406	40,795	50,000	53,000	53,000
10.00	56407	6,331	6,000	6,000	6,000
10.00	56408	7,624	7,500	7,500	7,500
10.00	56409	46,157	45,000	45,000	45,000
10.00	56410	10,963			
10.00	56412	19,431	15,000	15,000	15,000
10.00	56417	556			
10.00	56420	100	1,000	1,000	1,000
10.00	56433		2,500	2,500	2,500
10.00	56434		500	500	500
10.00	56450	1,898	1,000	1,000	1,000
10.00	56501	674,748	600,000	500,000	500,000
10.00	56502	17,501	15,000	15,000	15,000

FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate
10.00	56503 Reinspection Service Fees	2,481	3,000	3,000	3,000
10.00	56504 Residential Report Fees	59,903	65,000	70,000	70,000
10.00	56505 Microfilm Fee	16,213	20,000	20,000	20,000
10.00	56506 Special Code Inspection	23,241	25,000	30,000	30,000
10.00	56550 Other Building Fees	23,418	25,000	25,000	25,000
10.00	56601 Subdivision Map Check Fees	2,000	5,000	5,000	5,000
10.00	56602 Subdivision Imp Plan Check Fees		1,000	1,000	1,000
10.00	56603 Subdivision Imp Inspection Fees		1,000	1,000	1,000
10.00	56612 Special Traffic Marking Fees	5,400	5,500	6,000	6,000
10.00	56620 Routing/Escorting Overload Fees	333	1,000	1,000	1,000
10.00	56621 Flood Zone Request		1,000	1,000	1,000
10.00	56640 Street Tree Pruning		200	200	200
10.00	56650 Special Public Works Fees		1,000	1,000	1,000
10.00	56714 Sherwood Tennis Fees	3,112	5,000	5,000	5,000
10.00	56720 Reserved Picnic Area Fees	188	2,500	2,500	2,500
10.00	56721 Stadium Fees	29,641	20,000	25,000	25,000
10.00	56722 Ball Field Fees	3,637	5,000	5,000	5,000
10.00	56726 Youth Sports League Fees	95,566	90,000	90,000	90,000
10.00	56727 Reimbursable Fee Activities	50,248	50,000	50,000	50,000
10.00	56730 Community Center Rental Fees	2,016	1,000	1,000	1,000
10.00	56732 Other Rec Bldg Rental Fees	95	2,000	2,000	2,000
10.00	56740 Neighborhood Center Rental Fees	5,104	1,000	1,000	1,000
10.00	56742 Recreational Facility Use Fees		100	100	100
10.00	56801 Other Library Fees	4,791	5,000	5,000	5,000
10.00	56802 Library Copying Fees	1,277	3,000	3,000	3,000
10.00	56807 Overdue Book Fees	16,101	15,000	15,000	15,000
10.00	56808 Lost/Damaged Material Fees	2,755	5,000	5,000	5,000
	Total Fees for Services	<u>4,242,218</u>	<u>4,152,400</u>	<u>3,638,200</u>	<u>3,638,200</u>
10.00	57001 Unclaimed Property	20,887	10,000	10,000	10,000
10.00	57002 Surplus Property Sales	6,213	10,000	10,000	10,000
10.00	57003 Land and Building Sale		1,000	1,000	1,000
10.00	57004 Loss/Damage Reimbursement		5,000	5,000	5,000
10.00	57005 Miscellaneous Receipts	165,423	130,000	135,000	135,000
	Total Other Revenue	<u>192,523</u>	<u>156,000</u>	<u>161,000</u>	<u>161,000</u>
	Total General Fund	<u>71,881,255</u>	<u>72,223,000</u>	<u>74,704,600</u>	<u>76,258,900</u>
Measure V Fund					
11.00	51215 Transactions and Use Tax	9,789,628	10,130,000	10,467,600	10,572,000
11.00	54001 Investment Earnings	14,633	15,000	10,000	10,000
11.00	58002 Miscellaneous Deposits	3,025			
	Total Measure V Fund	<u>9,807,286</u>	<u>10,145,000</u>	<u>10,477,600</u>	<u>10,582,000</u>
Airport Fund					
21.00	54001 Investment Earnings	679	2,000	1,500	1,500
21.00	54010 Hangar Rentals	586,562	575,000	590,000	590,000
21.00	54011 Aircraft Parking	1,944	2,500	2,000	2,000
21.00	54012 Building Rentals	179,544	190,000	190,000	190,000
21.00	54013 Ground Leases	235,138	225,000	245,000	245,000

FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate
21.00	54014 Fuel Fees	33,313	45,000	32,500	32,500
21.00	54015 Use Permits	848	1,000	1,000	1,000
21.00	54017 Flight Fees	1,475	3,500	2,000	2,000
21.00	56115 Airshow Fees	2,775	3,000	3,000	3,000
21.00	56120 Rental Income	13,578	75,000	100,000	100,000
21.00	57005 Miscellaneous Receipts	11,728	15,000	25,000	25,000
21.00	58121 Airport Cardlock Deposits	825			
	Total Airport Fund	1,068,409	1,137,000	1,192,000	1,192,000
Industrial Waste Fund					
22.00	54001 Investment Earnings	5,639	5,000	5,000	5,000
22.00	56606 Industrial Waste Fees	1,301,277	1,350,000	2,825,000	3,050,000
	Total Industrial Waste Fund	1,306,916	1,355,000	2,830,000	3,055,000
Golf Courses Fund					
23.20	54001 Investment Earnings	16	1,000	600	600
23.20	54025 Sierra Lease	108,333	100,000	100,000	100,000
23.30	54001 Investment Earnings	60	1,000	100	100
23.30	54024 First Tee Lease	575,000	125,000	125,000	125,000
	Total Golf Course Fund	683,409	227,000	225,700	225,700
Emergency Medical Services Fund					
24.00	54001 Investment Earnings	742			
24.00	55118 CSA 74 Funds-Safety Equipment	115,923	105,000	105,000	105,000
	Total EMS Fund	116,665	105,000	105,000	105,000
Asset Seizure Fund					
25.00	54001 Investment Earnings	67	100	100	100
25.00	55219 State Seizure Reimbursement	30,763	20,000	20,000	20,000
25.00	55309 Federal Seizure Reimbursement		1,000	1,000	1,000
25.00	57002 Surplus Property		1,000	1,000	1,000
25.00	57005 Miscellaneous Receipts		100	100	100
	Total Asset Seizure Fund	30,830	22,200	22,200	22,200
Maintenance Districts Fund					
26.05	56012 Administrative Fees	60,714	63,100	63,100	63,100
26.10	54001 Investment Earnings	112	500	500	500
26.10	57110 Woodside	32,308	38,000	38,000	38,000
26.12	54001 Investment Earnings	34	100	100	100
26.12	57112 Airport Business Park	14,078	14,100	14,100	14,100
26.12	58072 Airport Contribution	900	900	900	900
26.13	54001 Investment Earnings	1,104	2,000	2,000	2,000
26.13	57113 N/E Landscape	615,567	624,200	686,000	686,000
26.14	54001 Investment Earnings	1,261	2,000	2,000	2,000
26.14	57114 Harden Ranch	144,117	140,200	140,200	140,200
26.15	54001 Investment Earnings	534	1,000	1,000	1,000
26.15	57115 Vista Nueva	36,304	29,400	29,400	29,400
26.16	54001 Investment Earnings	920	2,000	2,000	2,000
26.16	57116 Mira Monte	120,915	120,700	120,700	120,700

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Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate
26.17	54001	9,401	10,000	10,000	10,000
26.17	57117	521,186	514,700	514,700	514,700
	Total Maintenance District Fund	1,559,455	1,562,900	1,624,700	1,624,700
Sanitary Sewer Fund					
27.00	54001	5,531	5,000	5,000	5,000
27.00	56607	3,332,848	2,650,000	2,650,000	2,650,000
27.00	56617		1,000	1,000	1,000
27.00	57020	17,995,000	5,917,000		
27.00	57034	191,290			
	Total Sewer Fund	21,524,669	8,573,000	2,656,000	2,656,000
Tax-Local Public Safety Fund					
28.10	51212	384,442	380,000	390,000	390,000
28.23	55243	147,809			
28.35	55117	14,049	5,000		
28.50	54001	96	100	100	100
28.50	55239	76,543	100,000	200,000	200,000
28.66	55327			400,000	400,000
28.70	55330	77,623			
28.85	55338	8,391			
28.89	55344	98,324			
28.91	55344	1,021,080	1,309,500		
	Total Sales Tax-Local Public Safety Fund	1,828,357	1,794,600	990,100	990,100
Block Grant Fund					
29.10	55306	2,008,449	1,878,600	1,784,700	1,784,700
	Block Grant Carryover Funds		551,900	948,000	948,000
29.10	57005	3,426	2,500	2,500	2,500
29.10	57008	120,280	40,000	40,000	40,000
29.15	55344	147,650			
29.20	54001	62	200	200	200
29.30	55323	1,722,518	515,500	494,900	494,900
	HOME Carryover Funds		436,300	617,300	617,300
29.30	57008	27,287	30,000	30,000	30,000
29.40	55324	112,802	192,500	182,900	182,900
29.45	55344	354,392			
29.55	55305	425,716	182,900	188,100	188,100
29.55	55344	104,786			
	Total Block Grant Fund	5,027,368	3,830,400	4,288,600	4,288,600
Storm Sewer (NPDES) Fund					
30.00	54001	1,793	5,000	5,000	5,000
30.00	56611			180,000	180,000
30.00	56618		25,000	25,000	25,000
30.00	56622	40,446	35,000	35,000	35,000
30.00	56660		1,000	1,000	1,000
30.00	57005	2,572			
	Total Storm Sewer (NPDES) Fund	44,811	66,000	246,000	246,000

FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate	
Crazy Horse Landfill Fund						
31.00	54007	Installment Sale	385,097	385,100	385,100	385,100
		Total Crazy Horse Landfill Fund	385,097	385,100	385,100	385,100
Development Fees Fund						
32.10	54001	Investment Earnings-Sewers	9,490	10,000	10,000	10,000
32.10	56652	Sanitary Sewer Impact Fees	58,835	75,000	75,000	75,000
32.10	56653	Storm Sewer Impact Fees	22,564	75,000	75,000	75,000
32.11	54001	Investment Earnings-Parks	5,324	5,000	5,000	5,000
32.11	56654	Park Fee	51,009	25,000	25,000	25,000
32.12	54001	Investment Earnings	3,297	5,000	5,000	5,000
32.12	56659	Library Fee		5,000	5,000	5,000
32.12	57005	Miscellaneous Receipts	1,509			
32.13	56651	Street Tree Fees		500	500	500
32.14	54001	Investment Earnings-Annex	564	1,000	1,000	1,000
32.14	56658	Annexation Impact Fees		500	500	500
32.15	54001	Investment Earnings-Traffic	44,331	50,000	50,000	50,000
32.15	56655	Traffic Impact Fees	542,140	350,000	350,000	350,000
32.16	54001	Investment Earnings	188	500	500	500
32.16	56664	Fire Protection Service Fee		1,000	1,000	1,000
		Total Development Fees	739,251	603,500	603,500	603,500
Special Gas Tax Impvts Fund						
33.10	54001	Investment Earnings	8,383	7,000	7,000	7,000
33.10	54020	Rental Income	148,932	200,000	200,000	200,000
33.10	55204	State Gas Tax - 2107	1,062,576	1,100,000	1,088,600	1,100,000
33.10	55206	State Gas Tax - 2107.5	10,000	10,000	10,000	10,000
33.20	55203	State Gas Tax - 2106	324,270	350,000	489,500	489,500
33.40	55226	State Gas Tax - 2105 (P-III)	719,567	750,000	731,200	731,200
33.50	55250	State Traffic Relief - Prop 42 (2103)	2,085,238	1,700,000	2,215,300	2,215,300
		Total Gas Tax Impvt Fund	4,358,966	4,117,000	4,741,600	4,753,000
Traffic Safety						
34.00	53001	Vehicle Code Fines	364,209	400,000	330,000	330,000
34.00	53002	Parking Fines	230,152	250,000	200,000	200,000
		Total Traffic Safety Fund	594,361	650,000	530,000	530,000
Vehicle Abatement Fund						
35.00	55234	Abandoned Vehicle Abatement	96,392	110,000	110,000	110,000
		Total Vehicle Abatement Fund	96,392	110,000	110,000	110,000
Recreation Parks Fund						
36.00	54020	Rental Income	35,913	30,000	30,000	30,000
		Total Recreation Parks Fund	35,913	30,000	30,000	30,000
Special Aviation Fund						
37.10	55209	California Aid to Airports	50,000	10,000	10,000	10,000
37.20	54001	Investment Earnings	7,816	10,000	10,000	10,000
37.20	55301	Federal Aid - Airport	912,768		3,056,900	3,056,900

FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate
37.20	57005	131			
	Total Special Aviation Fund	970,715	20,000	3,076,900	3,076,900
Special Construction Assist Fund					
38.20	55201			950,000	9,710,000
38.20	55220		2,136,000	9,832,000	5,226,500
38.20	55262				75,000
38.20	55310	244,546	7,358,700	207,500	1,694,500
38.20	55322	480,708	185,000	575,000	
38.20	55335		3,450,000		
38.25	55344	877,713			2,180,000
38.30	52019		50,000	50,000	50,000
38.30	55110				350,000
38.30	55111	194,835	50,000	224,000	91,000
38.30	55148	155,019			
38.30	55221	969			
38.30	56206	4,851	25,000	240,000	75,000
38.30	56423	322,358	265,500	265,500	1,695,500
38.30	57020				106,809,200
38.30	55136	113,094	75,000	50,000	798,000
	Total Construction Assist Fund	2,394,093	13,595,200	12,394,000	128,754,700
Business Surcharge Funds					
39.00	57031	89,760	95,000	95,000	95,000
39.00	58060	15,000	15,000	15,000	15,000
39.20	57031	85,347	90,000	90,000	90,000
39.20	58060	50,000	50,000	50,000	50,000
	Total Business Surcharge Fund	240,107	250,000	250,000	250,000
Debt Service Fund					
40.12	54001	84	100	100	100
40.14	54001	15	100	100	100
40.17	54001	19	500	500	500
40.17	54008	181,419	180,000	180,000	180,000
40.18	57020		540,000	8,005,000	8,005,000
	Total Debt Service Fund	181,537	720,700	8,185,700	8,185,700
Local Public, Ed. & Governmental Access Fund					
41.00	51210	184,897	190,000	185,000	185,000
	Total PEG Fund	184,897	190,000	185,000	185,000
Internal Service Fund					
50.05	56012	387,150	393,700	350,000	350,000
50.05	57005	1,655			
50.08	57005	30,239	1,000	1,000	1,000
50.08	57102	934,285	50,000	50,000	50,000
50.08	57102		900,000	900,000	900,000
50.11	54001	15,915	15,000	15,000	15,000
50.11	57026	3,413,754	3,738,900	3,900,000	4,000,000
50.11	57027	456,984	500,000	500,000	500,000

FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate	
50.11	57030	CalPERS Ind Disability Reimb	167,799	150,000	150,000	150,000
50.12	54001	Investment Earnings	9,879	10,000	10,000	10,000
50.12	57035	Liability Insurance	900,000	950,000	950,000	950,000
50.12	57102	Miscellaneous Insurances	435	1,000	1,000	1,000
Total Internal Service Fund			6,318,095	6,709,600	6,827,000	6,927,000
Hitchcock Road Water System						
51.00	55127	MRWPCA	1,958	3,000	3,000	3,000
51.00	55128	Monterey County Animal Shelter	3,300	4,000	4,000	4,000
51.00	55129	City of Salinas Industrial Waste System	549	1,000	1,000	1,000
51.00	55130	City of Salinas Animal Shelter	1,964	3,000	3,000	3,000
Total Hitchcock Road Water System			7,771	11,000	11,000	11,000
Parking District						
52.00	52003	Parking Lot Permits	40,540	45,000	36,000	36,000
52.00	52004	Salinas St. Garage	51,546	60,000	50,000	50,000
52.00	52018	Monterey St. Garage	97,798	95,000	115,000	115,000
52.00	52021	Parking Lot Hourly	69,912	70,000	10,000	10,000
52.00	54001	Investment Earnings	121	100	100	100
52.00	55215	ECAA Loan-Parking Garage Light	128,534			
52.00	55221	Rebates	73,547			
52.00	58126	Key Charge Fee	50			
52.01	52024	Preferential Permits	19,590	35,000	18,000	18,000
52.01	55138	SVMH Reimbursement	67,424			
Total Parking District			549,062	305,100	229,100	229,100
Economic Development Corporation						
61.12	58071	City of Salinas Contribution	130,000	130,000	130,000	130,000
61.12	58103	Private Memberships		1,000	1,000	1,000
61.12	58104	Private Program Support		1,000	1,000	1,000
61.13	57047	Micro Loan Program	2,500			
61.13	58071	City of Salinas Dues	150,900	151,200	151,200	151,200
61.13	58101	Public Agency Dues	81,141	80,000	80,000	80,000
61.13	58102	EZ Voucher Fees	145,535	150,000	150,000	150,000
Total Economic Development			510,076	513,200	513,200	513,200
Grant Fund						
61.31	58013	Community Center Deposits	51,554			
61.34	58062	MRWPCA Fees	139,500			
61.35	58016	Business License Fee	23,871			
61.37	58083	Inclusionary Housing	31,963			
61.39	56810	Donations - Tennis Court		29,000		
61.40	58028	Sales Tax	2,081			
61.41	58031	Payroll Tax	24,394,583			
61.41	58074	Icma/HL/Taxes W/H	1,393,873			
61.43	58092	KDF Tenant Services (Los Padres Apts.)	30,923			
61.45	56668	Regional Dev Impact Fee	150,050			
61.49	57011	Mo.Co. Tourism Hotel Impt Dist	130,247			
61.51	57041	TID-Welcome Center	25,615			

FINANCIAL SUMMARIES

Revenue

Account Number		11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate
61.92	58006 CA Beverage Container Recycling	81,180			
	Total Grant Fund	26,455,440	29,000	-	-
Grants					
62.02	55230 State CLLS Adult Literacy Grant		20,000	20,000	20,000
62.03	58067 CLSA Families for Literacy		20,000	20,000	20,000
62.05	56851 LSTA Grant	14,906			
62.08	59005 Library Contributions	36,494			
62.09	58054 California Endowment	109,170			
62.10	58006 Grants and Contributions	51,797			
62.44	55266 CalGrip 3 Grant	282,066			
62.45	55147 CalGrip 3 Grant Match	113,731			
62.46	55243 State Traffic Grant	120,121			
62.47	55330 Federal BJA	106,499			
62.48	55266 CalGrip 4 Grant	86,665	200,000		
62.49	55147 CalGrip 4 Grant Match	231,319			
62.50	55240 Next Gen Click It or Ticket	2,365			
62.52	55147 COPS Secure Our School-Agency Match	110,976			
62.52	55342 COPS Secure Our School	112,208			
62.53	55117 Monterey County RAN	68,476	85,000	85,000	85,000
62.54	55330 Federal BJA	31,368			
62.55	55342 COPS Grant Reimb		1,044,800	1,110,100	1,110,100
62.56	55243 State Traffic Grant	4,490			
62.61	58059 Firefighter Equipment AFG	31,400			
62.80	55315 Safer Grant	454,082	1,274,300	665,000	665,000
	Total Assessment District Fund	1,968,133	2,644,100	1,900,100	1,900,100
Housing Successor Agency Fund					
63.02	54001 Investment Earnings	375			
63.02	57008 Housing Revolving Loans	17,978		22,000	22,000
63.03	54001 Investment Earnings	547			
	Total Housing Successor Agency Fund	18,900	-	22,000	22,000
Deferred Compensation Fund					
65.05	57190 Trust Deed Management Fee	40,392	40,000	40,000	40,000
	Total Deferred Compensation Fund	40,392	40,000	40,000	40,000
Assessment Districts Fund					
70.10	54001 Investment Earnings	1,484	2,000	1,100	1,100
	Total Assessment District Fund	1,484	2,000	1,100	1,100
Assessment District Debt Service Fund					
70.05	56012 Administrative Fees	34,641	35,000	35,000	35,000
70.20	57023 Assessment District Bond Calls	34,315			
70.20	57024 Assessment Dist Taxes	3,372,459	3,310,600	3,292,000	3,292,000
70.30	54001 Investment Earnings	8,847	10,000	7,500	7,500
70.30	57022 Assessment Dist Bond Reserve	(2,394)			
	Total Assess Dist Debt Service	3,447,868	3,355,600	3,334,500	3,334,500

FINANCIAL SUMMARIES

Revenue

Account Number	11-12 Actual	12-13 Estimate	13-14 Estimate	14-15 Estimate
Successor Agency Fund				
91.04 51110 Tax Increments	1,788,911	3,997,800	4,439,000	4,466,000
91.04 54001 Investment Earnings	1,289	2,800	3,000	3,000
91.04 54020 Rental Income	12,490	-	12,400	12,400
91.04 57006 Small Business Revolving Loans	6,916	-	6,900	6,900
Total Successor Agency Fund	1,809,606	4,000,600	4,461,300	4,488,300
Central City Revitalization Fund				
92.10 54001 Investment Earnings	2,322			
92.10 57019 Seismic Loan Payments	28,138			
92.20 51110 Tax Increments	1,570,618			
92.40 54001 Investment Earnings	3,147			
92.40 57005 Miscellaneous Receipts	500			
92.40 57008 Housing Rehab Loans	9,820			
Total Central City Fund	1,614,545	-	-	-
Sunset Avenue Redevelopment Fund				
93.10 54020 Rental Income (Cell Tower)	14,200			
93.10 57006 Small Business Revolving Loans	6,865			
93.20 51110 Tax Increments	1,083,323			
93.20 54001 Investment Earnings	751			
93.40 54001 Investment Earnings	1,145			
Total Sunset Avenue Fund	1,106,284	-	-	-
GRAND TOTAL	168,908,410	139,322,800	147,193,600	265,576,400



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FINANCIAL SUMMARIES

Workforce

	<u>FY 04-05</u>	<u>FY 05-06</u>	<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>
GENERAL OPERATIONS											
Police (Sworn)	176.000	182.000	188.000	182.000	182.000	176.000	146.000	148.000	156.000	150.000	150.000
Police (Administrative)	56.000	56.000	69.000	69.000	69.000	63.000	57.500	57.500	57.500	47.500	47.500
Fire (Sworn)	89.000	89.000	90.000	90.000	90.000	86.000	78.000	92.000	92.000	90.000	78.000
Fire (Administrative)	6.000	6.000	6.000	6.000	6.000	6.000	6.000	5.000	5.000	4.000	4.000
Total Public Safety	<u>327.000</u>	<u>333.000</u>	<u>353.000</u>	<u>347.000</u>	<u>347.000</u>	<u>331.000</u>	<u>287.500</u>	<u>302.500</u>	<u>310.500</u>	<u>291.500</u>	<u>279.500</u>
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	13.000	8.000	12.000	10.000	10.500	10.000	7.000	10.000	11.000	9.000	9.000
Community Safety (Sworn)				1.000	1.000	1.000					
Finance	25.000	23.000	26.500	26.500	26.500	26.500	23.000	21.000	21.000	21.000	21.000
City Attorney	5.500	5.000	6.500	6.500	6.500	6.500	5.000	5.000	5.000	5.000	5.000
Development & Permit Services	29.500	28.500	31.500	31.500	32.500	27.000	23.000	21.875	21.900	17.900	17.900
Planning				9.000	9.000	10.750	6.750	6.875	7.025	6.090	6.090
Engineering & Transportation	35.500	33.500	35.500	26.500	26.500	24.500	20.500	21.000	20.625	20.125	20.125
Environmental & Maintenance Services	76.000	63.500	82.000	79.250	78.250	71.250	48.750	47.500	48.375	46.375	46.375
Parks and Community Services	19.500	15.500	19.500	22.000	23.000	22.000	6.500	5.000	6.000	6.000	6.000
Library	33.500	0.000	41.000	42.500	49.500	48.000	43.500	42.500	45.500	43.500	43.500
Rally Salinas!		16.000									
Total Non Public Safety	<u>244.500</u>	<u>200.000</u>	<u>261.500</u>	<u>261.750</u>	<u>270.250</u>	<u>254.500</u>	<u>191.000</u>	<u>187.750</u>	<u>193.425</u>	<u>181.990</u>	<u>181.990</u>
TOTAL GENERAL OPERATIONS	<u>571.500</u>	<u>533.000</u>	<u>614.500</u>	<u>608.750</u>	<u>617.250</u>	<u>585.500</u>	<u>478.500</u>	<u>490.250</u>	<u>503.925</u>	<u>473.490</u>	<u>461.490</u>
INTERNAL SERVICES	2.000	2.000	2.000	2.000	2.000	2.000	2.000	1.000	1.000	1.000	1.000
ENTERPRISE OPERATIONS	34.000	34.000	36.000	27.750	26.750	28.750	30.250	28.750	29.500	29.500	29.500
ASSESSMENT & MAINTENANCE DISTRICTS	1.500	1.000	1.000	1.000	1.000	1.000	1.000	2.000	2.000	1.500	1.500
BLOCK GRANT PROGRAMS	8.500	9.000	9.000	9.500	8.000	7.750	7.550	6.375	5.390	5.680	5.680
HOUSING	6.500	6.500	6.500	6.500	6.500	6.000	6.450	7.000	4.800	4.575	4.575
REDEVELOPMENT AGENCY	2.000	2.000	2.000	2.000	3.000	3.500	3.500	3.750			
SUCCESSOR AGENCY										1.380	1.380
COMMUNITY & ECONOMIC DEVELOPMENT				1.000	2.000	2.000	2.000	1.375	4.385	3.375	3.375
CITY-WIDE TOTAL	<u>626.000</u>	<u>587.500</u>	<u>671.000</u>	<u>658.500</u>	<u>666.500</u>	<u>636.500</u>	<u>531.250</u>	<u>540.500</u>	<u>551.000</u>	<u>520.500</u>	<u>508.500</u>

FUND BUDGET SUMMARY

FY 13-14

Fund	Description	10-11 Expenditures	11-12 Expenditures	Current Budget	13-14 Budget	14-15 Budget
1000	General Fund	66,815,604	67,673,711	71,723,101	73,551,200	77,803,000
1100	Measure V Fund	7,374,864	7,861,590	9,360,936	9,902,600	10,088,500
2100	Municipal Airport Fund	1,069,294	1,093,193	1,155,800	1,205,500	1,235,200
2200	Industrial Waste Fund	945,973	981,248	1,028,800	1,049,600	1,055,500
2320	Fairways Golf Course	65,047	67,834	85,000	95,000	100,000
2330	Twin Creeks Golf Course	572,640	579,910	569,500	573,000	571,100
2400	Emergency Medical Services Fund	527,861	565,182	637,800	634,700	644,500
2500	Asset Seizure Fund	12,000	19,965	25,000	25,000	25,000
2605	Maintenance Dist Administration	91,739	91,416	119,900	163,400	166,900
2610	Woodside Park Maint District	70,234	31,118	44,500	31,100	31,100
2611	Downtown Mall Maint District	1,562	1,678	2,400	2,400	2,400
2612	Airport Bus Park Maint District	17,582	17,100	17,100	19,300	19,300
2613	N E Salinas Landscape Dist	577,113	631,903	721,600	686,000	686,000
2614	Harden Ranch Landscape Dist	275,952	196,883	207,300	233,600	233,600
2615	Vista Nueva Maint District	14,005	23,336	32,500	38,400	38,400
2616	Mira Monte Maint District	104,773	110,747	125,000	103,400	103,400
2617	Monte Bella Maint District	140,862	102,061	146,900	178,500	178,500
2700	Sewer Fund	2,201,261	2,351,660	2,270,300	2,319,800	2,344,300
2810	Sales Tax-SB172	5,800	153,643	250,000	390,000	390,000
2823	Avoid the 18 DUI Campaign 2009-12	113,875	105,432	59,143		
2835	Cal-ID / RAN Grant	3,303				
2850	Supplemental Law Enforcement-AB3229	134,500	121,144	100,000	200,000	200,000
2870	Bureau of Justice Assistance	13,783	27,946	75,455		
2885	County BJA Grant Fund	110,187				
2891	COPS 2009 Recovery Grant	1,086,798	1,147,905	1,262,679		
2910	Community Development Act of 1974	1,205,155	1,185,946	3,250,455	1,980,100	2,001,000
2915	CDBG-Recovery	1,082	466			
2930	Home Investment Partnership Funds	117,919	1,254,729	2,005,115	251,100	258,200
2937	Inclusionary Housing				30,700	31,900
2940	H U D - Emergency Shelter Grant	98,343	130,532	240,560	187,900	188,500
2945	HPRP-Homelessness Prevention Prog	494,725	273,770	12,180		
2955	HUD Neighborhood Stabilization	82,714	961,893	190,990	156,200	159,900
2957	Inclusionary Housing			115,538		
3000	Storm Sewer (NPDES) Fund	1,323,176	1,396,515	1,751,000	1,839,900	1,876,700
3500	Vehicle Abatement Fund	185,337	159,085	178,600	168,200	172,500
3600	Recreation Parks Fund	15,311	24,596	63,901	53,000	53,000
3900	Business Imp District	103,632	104,578	105,000	105,000	105,000
3920	SUBA Business Imp District	51,559	136,478	141,000	141,000	141,000
4012	Debt Service-1997 COPs	794,791	785,052	797,500	792,800	792,600
4014	Debt Service-1999 COPs	87,376	90,027	88,300	88,800	91,500
4017	Steinbeck COP	187,670	188,308	185,600	187,700	184,500
4100	PEG (1%) Cable Franchise	120,000	120,000	150,000	150,000	150,000
5005	Internal Services Administration	346,083	284,048	290,900	299,600	303,300
5008	Internal Services Insurances	650,582	467,248	586,110	585,100	585,100
5011	Workers Compensation Self-Insurance	4,339,870	4,754,565	4,480,000	4,640,000	4,890,000
5012	General Liability Self-Insurance	1,383,147	1,203,690	1,026,500	1,226,500	1,226,500
5100	Water Utility Fund	7,771	8,229	20,000	20,000	20,000
5200	Downtown Parking District	1,599,259	1,602,239	1,643,333	1,640,500	1,641,900
5201	Preferential Parking	12,241	27,725	57,129	39,400	39,400
6112	Economic Development	224,947	104,695	110,000	111,800	112,300
6113	Salinas Valley Enterprise Zone	218,844	287,273	394,500	475,500	487,200
6202	CLLS-Adult Literacy Project	7,766		25,826	23,500	23,500
6203	CLSA Families for Literacy	3,805			3,900	3,900
6244	CalGRIP 3-Comm Wide Violence Reduct	137,529	197,906			

FUND BUDGET SUMMARY

FY 13-14

Fund	Description	10-11 Expenditures	11-12 Expenditures	Current Budget	13-14 Budget	14-15 Budget
6245	CalGRIP 3-In Kind	46,269	113,731			
6247	Local JAG Program	79,895	48,882	6,702		
6248	CalGRIP 4-Street Outreach Svcs		225,592	343,637		
6249	CalGRIP 4-Street Outreach Svcs		231,319	110,021		
6251	Sobriety Checkpoint Grant 12-13			57,300		
6252	COPS Secure Our Schools	50,632	171,317	174,548		
6253	Cal ID / RAN Grant		82,450	85,000	87,100	89,700
6254	Bureau of Justice Assist.-JAG 2011		49,277	70,077		
6255	COPS Hiring Program 2011		101,450	1,740,398	1,094,600	1,175,900
6256	Selective Traffic Enforcement 2011		58,100	62,917		
6257	CalGRIP 5-Early Intervention thru		20,990	229,011		
6258	CalGRIP 5-Early Intervention thru			250,000		
6263	Selective Traffic Enforcement 2012			90,000		
6264	Bureau of Justice Assist.-JAG 2012			101,326		
6265	DUI Avoid Campaign			240,000		
6280	SAFER Grant		862,753	3,302,814	664,100	
6302	HSA-Central City Affordable Housing		327,630	824,924	331,600	333,700
6505	Deferred Compensation Admin	30,796	31,200	31,200	31,200	31,200
7005	Assessment Dist Administration	63,216	67,498	39,500	73,600	75,000
7020	Assessment Districts-Debt Service	3,047,240	3,019,501	3,245,900	3,241,100	3,237,200
9104	RORF-RedevObligationRetirementFund		579,009	2,824,500	1,460,900	1,481,900
9105	Successor Agency-Administration		136,976	354,625	250,000	250,000
9340	Sunset Ave Low Income Housing	4,125				
		<u>99,469,419</u>	<u>105,833,873</u>	<u>122,115,151</u>	<u>113,834,900</u>	<u>118,130,700</u>



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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 five percent of the General Fund 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. Redevelopment 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

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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

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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

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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

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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.

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- 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 30th 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 30th 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

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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

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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

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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

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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

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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

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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; 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.



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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.

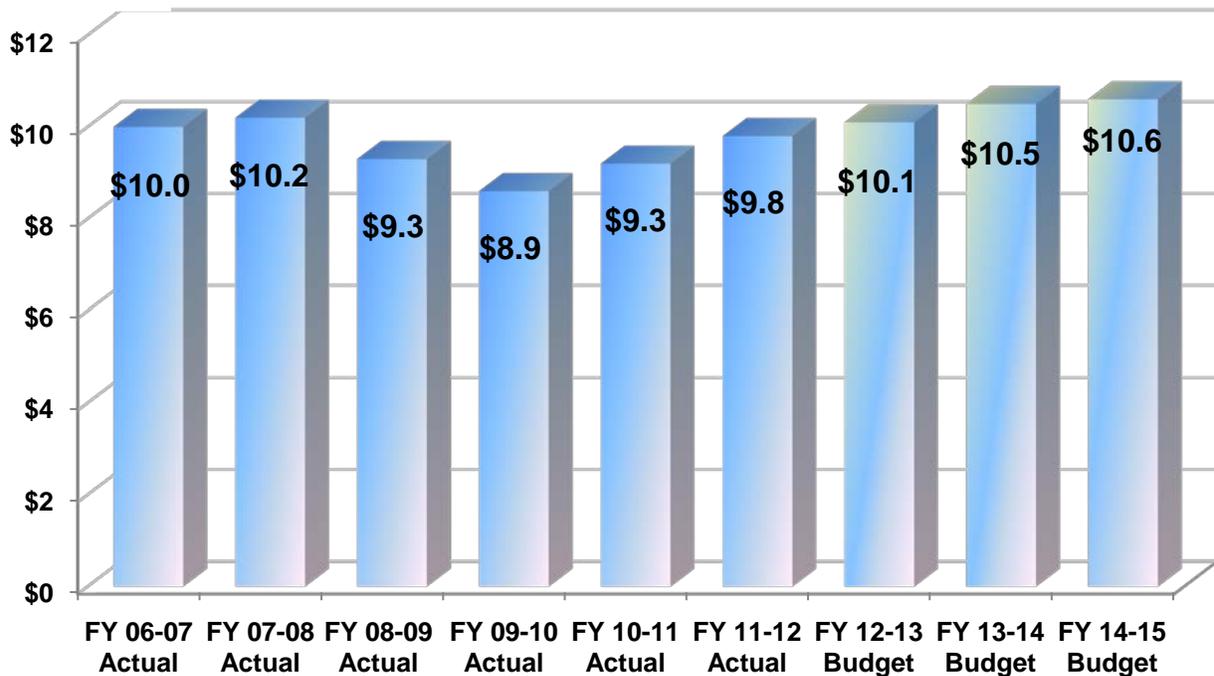
The Oversight Committee is a fundamental provision in the voter-approved ordinance. The ordinance states that:

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 following two years. The following chart exemplifies the trend:

Millions



Measure V tax collections are projected to increase \$337,600 or 3.4% in FY 2013-14 and \$104,400 or 1.0% in FY 2014-15. 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.

The Measure V Oversight Board recommended and the City Council approved during FY 2012-13, investments in the following Capital Projects using one-time FY 2011-12 carryover funds:

- 1) 50-50 Sidewalk Repair Project \$150,000
- 2) LEOC Operation Center \$157,500
- 3) Cesar Chavez Expansion shortfall \$247,985
- 4) Police Vehicle Replacement \$120,000
- 5) Police Department Parking Lot Fencing \$133,000
- 6) Computer Room Cooling System \$75,000
- 7) Various Facilities Repairs and Park Improvements \$170,500
- 8) Fire Turnouts (Safety Gear) \$80,000
- 9) Library Books, Equipment and Materials \$140,000
- 10) After School Equipment and Youth Trips \$31,500

MEASURE V

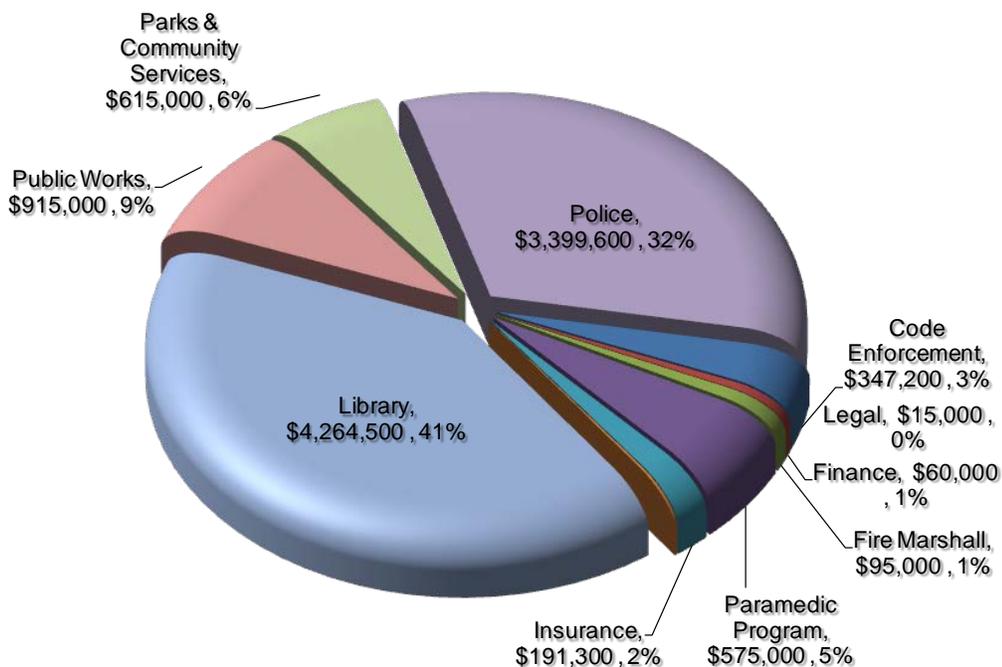
The residents of Salinas made a total investment with Measure V funds of \$1,770,985 in the remodeling and expansion of the Cesar Chavez Library.

Employee concessions are still included in FY 2013-14 budget and are being phased out in the FY 2014-15. The City plans to meet with all employees bargaining groups starting in January 2014 to explore the possibility of making the concessions permanent.

Due to the continued recession and decline in Measure V tax collections, the proposed FY 2013-14 CIP budget submitted May 21, 2013, did not include any necessary investment in Capital Improvement Projects.

The Measure V appropriations by department for FY 2013-14 are as follows:

Code Enforcement	\$ 347,200	3.3%
Finance	\$ 60,000	0.6%
Fire Marshall	\$ 95,000	0.9%
Paramedic Program	\$ 575,000	5.5%
Insurance	\$ 191,300	1.8%
Legal	\$ 15,000	0.1%
Library	\$ 4,264,500	40.7%
Public Works	\$ 915,000	8.7%
Parks & Community Services	\$ 615,000	5.9%
Police	\$ 3,399,600	32.4%
	<u>\$ 10,477,600</u>	100.0%



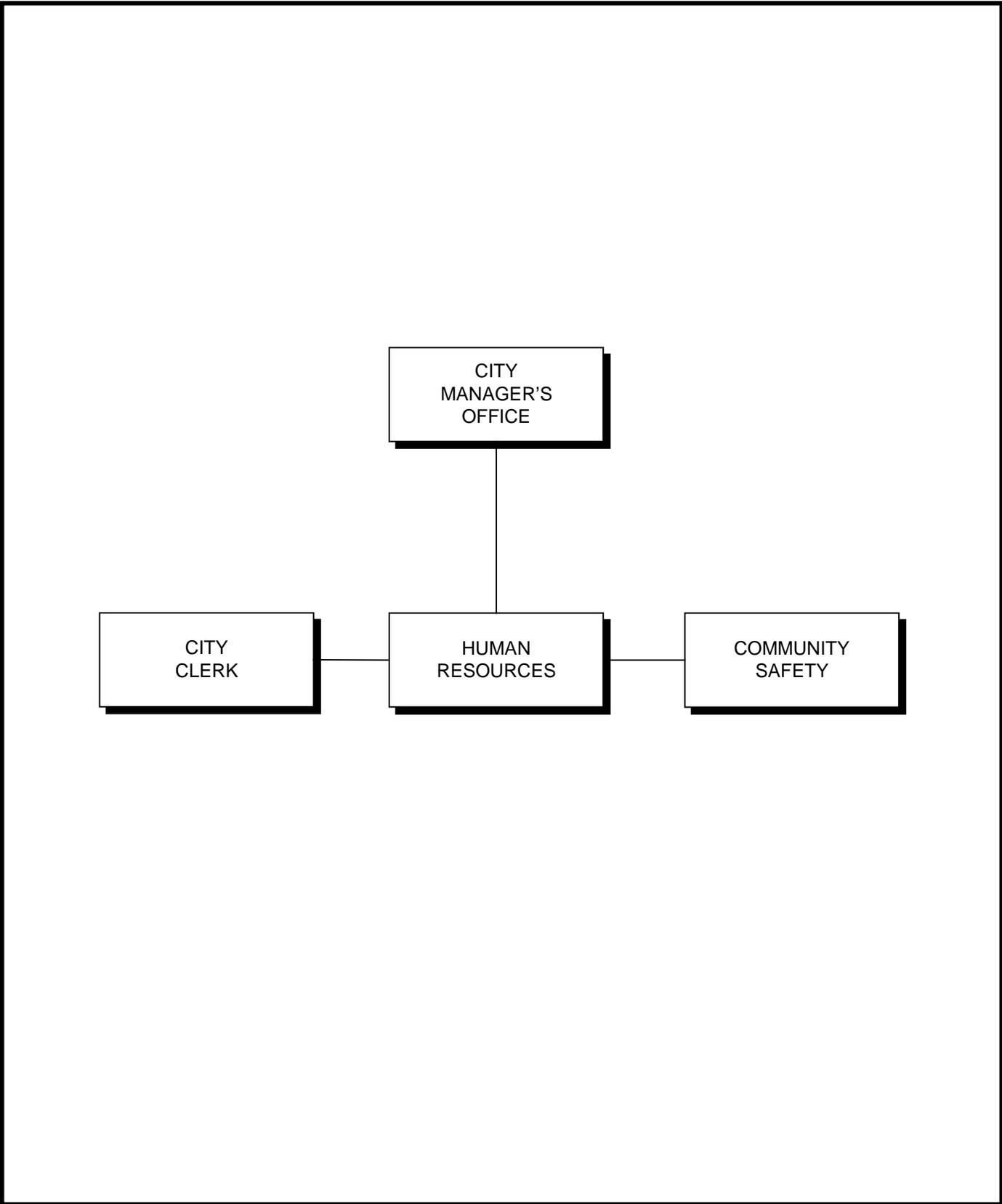
MEASURE V

The number of positions funded by Measure V during FY 2013-14 is summarized as follows:

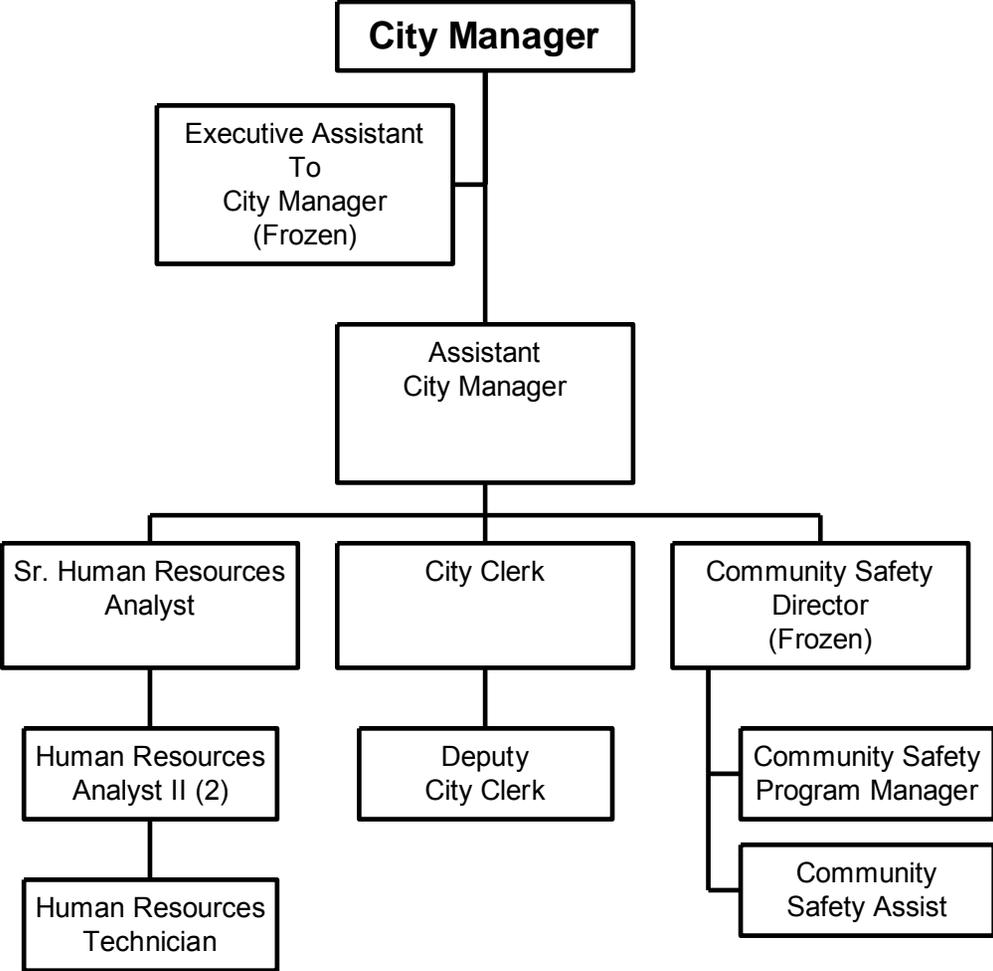
	<u>FY 12/13</u>
Police	25.5
Code Enforcement	3.0
Public Works	10.0
Parks & Community Services	2.9
Library	<u>45.5</u>
Total Positions	<u><u>86.9</u></u>

The number of full time authorized positions under Measure V is the same when compared to the previous fiscal year, however, there are a total of six currently vacant positions that are unfunded (frozen) during fiscal year 2013-14 and FY 2014-15 budgets. The unfunded positions are the following: One Community Service Officer in the Police Community Services Unit; One Community Service Officer in the Patrol Division; One Community Service Officer in the Police Support Services Unit; One Police Clerk in the Police Records Unit; One Library Clerk and one Librarian I assigned to the Steinbeck Library.

ADMINISTRATION DEPARTMENT



ADMINISTRATION DEPARTMENT 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 Five Accomplishments for FY 2012-13

Organizational Effectiveness Initiative

1. The City Clerk's Office processed over 250 Political Reform Act filings and over 150 Council actions; coordinated over 250 commendations and proclamations; responded to over 5,000 public inquiries and over 50 records requests.
2. Completed the hiring for the vacant CASP Manager and Deputy City Clerk positions.
3. Conducted a successful 2012 Municipal Election.
4. City Manager conducted 12 joint City/School Districts/Superintendent collaborative meetings.
5. City Manager attends and coordinates City Council Strategic Planning Session and City Council meetings throughout the year.
6. City Manager and Assistant City Manager participated in approximately 12 informational community meetings regarding City services fiscal management upon request by Councilmembers and community organizations.

City Council Goals, Strategies, and Objectives for FY 2013-14

Effective and Sustainable Government

1. Work to achieve customer service training for City employees in all Departments.
2. Continue discussions with employee bargaining groups and executive team regarding future budget structural gap.
3. Update and modernize record-keeping, agenda management, and day to day function in the City Clerk's Office utilizing current technology.

Major Budget Changes

None.

ADMINISTRATION DEPARTMENT

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1511	City Manager's Office Division	510,682	580,701	509,900	518,200
1513	Community Safety Division	115,821	884,775	219,300	231,000
1520	City Clerk Division	159,960	229,706	253,500	266,400
1540	Human Resources Division	437,697	540,645	550,900	574,400
TOTAL		1,224,160	2,235,827	1,533,600	1,590,000

Expenditures by Character

1.	Employee Services	1,142,620	1,678,721	1,412,300	1,468,700
2.	Office Supplies & Materials	9,743	25,462	12,800	12,800
3.	Special Dept Supplies	7,316	8,500	8,500	8,500
4.	Communications	1,774	12,100	9,200	9,200
5.	Contract Maintenance Services		1,900	1,900	1,900
6.	Professional Services	14,009	35,675	32,500	32,500
7.	Outside Services	22,717	428,129	10,000	10,000
8.	Administration/Contingencies	512	1,738		
9.	Advertising	13,826	17,500	17,500	17,500
10.	Training/Conferences/Meetings	10,918	24,477	27,600	27,600
11.	Membership & Dues	725	1,225	1,300	1,300
12.	Capital Outlay		400		
TOTAL		1,224,160	2,235,827	1,533,600	1,590,000

Expenditures by Fund

General Fund	1,203,170	1,756,816	1,533,600	1,590,000
CalGRIP 5-Early Intervention thru	20,990	229,011		
CalGRIP 5-Early Intervention thru		250,000		
TOTAL	1,224,160	2,235,827	1,533,600	1,590,000

Workforce by Program

1511	City Manager's Office Division	2.5	2.5	1.5	1.5
1513	Community Safety Division	2.0	3.0	2.0	2.0
1520	City Clerk Division	2.0	2.0	2.0	2.0
1540	Human Resources Division	3.5	3.5	3.5	3.5
TOTAL		10.0	11.0	9.0	9.0



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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

None

ADMINISTRATION DEPARTMENT
City Manager's Office Division

1511

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	503,591	572,501	496,200	504,500
2. Office Supplies & Materials	2,285	2,500	2,500	2,500
3. Special Dept Supplies	672	500	500	500
4. Communications	176	1,700	1,700	1,700
5. Training/Conferences/Meetings	3,958	3,500	9,000	9,000
TOTAL	510,682	580,701	509,900	518,200
 Authorized Positions	 2.5	 2.5	 1.5	 1.5

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Community Safety Division Director - Match position at 5%			0.05	0.05	0.05
Community Safety Division Assistant - Match position at 15%			0.15	0.15	0.15
Salinas Police Department Commander - Match position at 10%			0.10	0.10	0.10
Salinas Police Department Sergeant - Match position at 29%			0.29	0.29	0.29
Salinas Police Department Officer - Match Overtime position at .50%			0.50	0.50	0.50

Major Budget Changes

The Community Safety Program Manager was added in FY 2012-13.

ADMINISTRATION DEPARTMENT
Community Safety Division

1513

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	72,337	392,269	168,300	180,000
2. Office Supplies & Materials	1,974	15,462	4,000	4,000
3. Special Dept Supplies	5,547	5,000	5,000	5,000
4. Communications	20	7,400	5,000	5,000
5. Contract Maintenance Services		800	800	800
6. Professional Services	9,699	19,000	15,000	15,000
7. Outside Services	20,826	423,129	5,000	5,000
8. Administration/Contingencies	512	1,738		
9. Training/Conferences/Meetings	4,906	18,977	15,600	15,600
10. Membership & Dues		600	600	600
11. Capital Outlay		400		
TOTAL	115,821	884,775	219,300	231,000
 Authorized Positions	 2	 3	 2	 2

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Conduct Consolidated 2013 Election	0	0	1	1	1
Revenue Measure Ballot Initiatives	0	0	3	1	1
Claims Administration	90	77	85	78	85
Records Management/Indexing	292	414	302	350	350
Agenda Processing	37	24	25	25	25
Public Information and Referral			10,000	5,000	5,000
Capital Improvement Project Bid Agreement Processing	10	8	12	2	5
City of Champions Recognitions	74	48	50	49	49
Fair Political Practices Commission Mandated Filings	215	210	230	251	251

Major Budget Changes

None

ADMINISTRATION DEPARTMENT
City Clerk Division

1520

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	141,357	195,806	219,400	232,300
2. Office Supplies & Materials	2,824	3,500	2,300	2,300
3. Special Dept Supplies		2,000	2,000	2,000
4. Communications	473	1,000	500	500
5. Contract Maintenance Services		600	600	600
6. Professional Services	4,310	16,675	17,500	17,500
7. Advertising	8,217	7,500	7,500	7,500
8. Training/Conferences/Meetings	2,054	2,000	3,000	3,000
9. Membership & Dues	725	625	700	700
TOTAL	159,960	229,706	253,500	266,400

Authorized Positions	2	2	2	2
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Funding Source

General Fund

ADMINISTRATION DEPARTMENT

Human Resources Division

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Recruitments	38	34	35	27	10
Applications Processed/Screened	1,466	1,373	1,350	1,327	
New Hire Processing	60	76	80	45	30
Trainings	14	15	13	9	15
Job Description Development & Review	16	14	30	18	10
Grievances & Discipline	0	11	0	7	0

Major Budget Changes

None

ADMINISTRATION DEPARTMENT
Human Resources Division

1540

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	425,335	518,145	528,400	551,900
2. Office Supplies & Materials	2,660	4,000	4,000	4,000
3. Special Dept Supplies	1,097	1,000	1,000	1,000
4. Communications	1,105	2,000	2,000	2,000
5. Contract Maintenance Services		500	500	500
6. Outside Services	1,891	5,000	5,000	5,000
7. Advertising	5,609	10,000	10,000	10,000
TOTAL	437,697	540,645	550,900	574,400

Authorized Positions	3.5	3.5	3.5	3.5
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Funding Source

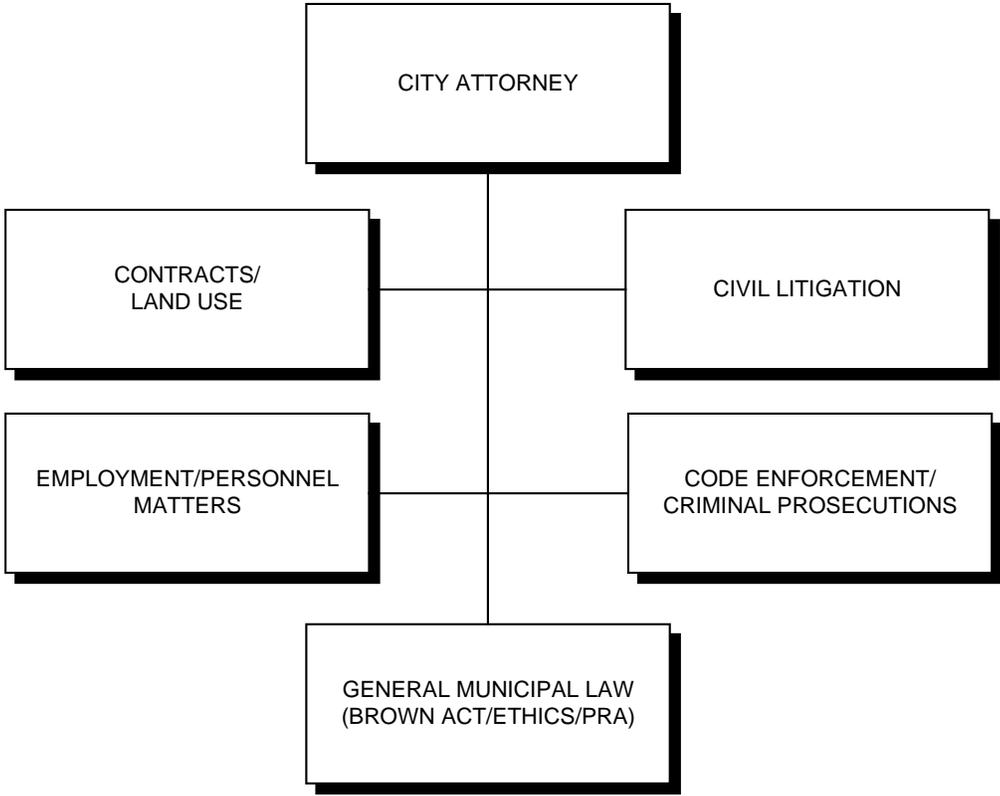
General Fund, Measure V Fund

ADMINISTRATION DEPARTMENT

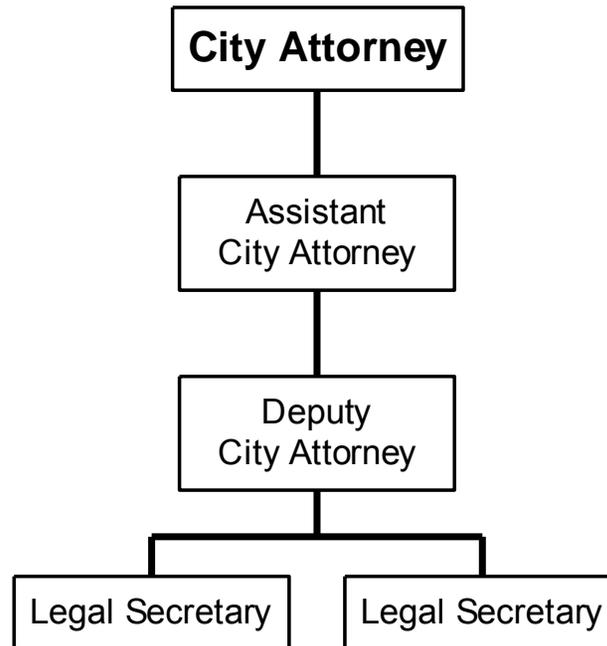
Work Force

City Manager's Office Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
City Manager	1.0	1.0	1.0	1.0
Assistant City Manager	0.5	0.5	0.5	0.5
Executive Assistant	1.0	1.0	1.0	1.0
Executive Asst (Frozen)			-1.0	-1.0
Total	2.5	2.5	1.5	1.5
 Community Safety Division				
Community Safety Prog Mgr		1.0	1.0	1.0
Dir of Comm Safety Div	1.0	1.0	1.0	1.0
Dir Comm Safety (Frozen)			-1.0	-1.0
Community Safety Assist	1.0	1.0	1.0	1.0
Total	2.0	3.0	2.0	2.0
 City Clerk Division				
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
 Human Resources Division				
Assistant City Manager	0.5	0.5	0.5	0.5
H R Analyst II	1.0	1.0	1.0	1.0
Sr Human Resources Analys	1.0	1.0	1.0	1.0
Human Resource Tech	1.0	1.0	1.0	1.0
Total	3.5	3.5	3.5	3.5
 Department Total				
	10.0	11.0	9.0	9.0

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.

Accomplishments for FY 2012-13

1. Successful preparation of tax measure legal documents (Resolution and Ordinance) permanently extending Measure V (Measure E), approved by voters in November 2012.
2. Completion of the Alisal Marketplace Negotiating Rights Agreement (August 2012).
3. Completion of multiple economic development related contracts, including Capital One Funding Expenditure Programs (e.g., Coder Dojo; Kauffman FasTrac, DCI; Grow Salinas Fund, Dicks Sporting Goods, Welcome Center and other business expansion efforts).
4. Completion of agreements with DeepWater Desal to explore the purchase of water and wholesale power.
5. Support the orderly wind-down activities of the Successor Agency to Salinas Redevelopment Agency following the dissolution of redevelopment agency. (ROPS; Train Station and Main St. transfers)
6. Resolution and/or favorable court rulings up to the U.S. Supreme Court in several high-risk litigation matters (Vargas; Salinas Renaissance Partners; Callan cases).
7. Completion of Municipal Stadium agreement with Homers Inc. regarding batting cages to allow stadium project for football/ soccer facility to proceed.
8. Amendments to City code pertaining to card rooms, massage establishments, bingo game facilities, and liens and special assessment procedures.
9. Completion of new policies regarding Visual Art Display Guidelines, Use of City Seal and Council Rules of Procedure and Guidelines for Public Decorum.

City Council Goals, Strategies, and Objectives for FY 2013-14

Economic Diversity and Prosperity

1. **Alisal Marketplace:** Support City efforts to move project forward (Negotiating Rights Agreement; acquisition of County or other property; coordination with SVSWA to move transfer station; draft other legal documents as requested and ensure compliance with legal requirements).
2. **Chinatown Revitalization:** Support acquisition and rehabilitation of properties on Soledad Street; support public safety and DPW cleanup initiatives and ensure legal compliance.
3. **Enhanced Permit Center Operations:** Provide legal support to fee study and consultant review.
4. **Steinbeck Regional Innovation Foundation/ Cluster:** Support CEDD with implementation plans and legal agreements or review.
5. **Enhanced Branding Image of City:** Provide legal support to CEDD with programs and agreements.

Safe, Livable Community

1. **Work with public to create consistent funding for public safety:** Provide legal support and information to Council and Finance re revenue measure options.
2. **Support neighborhoods and volunteers:** Provide legal support and advice as requested by DPW, LCSD.
3. **Address homelessness:** Support DPW, CEDD and Police to implement tasks consistent with legal requirements – allocation of funds and coordination with internal and external resources.
4. **Build new police station:** Provide legal support for design, financing or other development agreements.

CITY ATTORNEY'S DEPARTMENT

Summary

Effective, Sustainable Government

1. **Employee Customer Service:** Provide legal support for agreements as needed.
2. **Technology upgrades:** Provide legal support for any technology upgrades (e.g., Council agenda review and management); update social media policies.

Quality of Life

1. **Youth Soccer Fields at Constitution Park** – Finalize agreements with County re Master Lease and Sports Authority for Sublease; clarify and resolve litigation by adjacent property owner.

Major Budget Changes

None.

CITY ATTORNEY'S DEPARTMENT

Summary

Expenditures by Program	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
2500 City Attorney's Department	491,223	716,893	749,100	771,300

Expenditures by Character

1. Employee Services	386,932	620,593	649,300	671,500
2. Office Supplies & Materials	2,778	6,500	7,000	7,000
3. Books and Publications	15,721	15,000	17,500	17,500
4. Communications	378	1,000	1,000	1,000
5. Contract Maintenance Services	259	800	800	800
6. Professional Services	77,761	61,200	63,500	63,500
7. Outside Services	2,779	3,000	3,000	3,000
8. Training/Conferences/Meetings	3,064	4,000	4,500	4,500
9. Membership & Dues	1,551	2,500	2,500	2,500
10. Capital Outlay		2,300		
TOTAL	491,223	716,893	749,100	771,300

Expenditures by Fund

General Fund	476,223	701,893	734,100	756,300
Measure V Fund	15,000	15,000	15,000	15,000
TOTAL	491,223	716,893	749,100	771,300

Workforce by Program

2500 City Attorney's Department	5	5	5	5
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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. Youth Crime & Gang Violence Prevention Initiative
2. Prosperity Initiative
3. Organizational Effectiveness Initiative

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
# requests for legal services			400	1,510	1,250
# criminal cases reviewed or prosecuted			100	281	250
# Pitchess motions responded to and defended			10	11	10
# civil cases filed and defended			15	24	20
# Code enforcement cases and nuisance abatements			3	8	8
# Public Records Act requests responded to			20	65	50
# Economic development agreement and other contracts			50	125	100
# Workers Compensation cases presented to CM or CC			10	11	10
# Employee hearings, grievances, discipline cases			10	15	10
Acquisition or contract to acquire 312 E. Alisal			1	0	
Legal support of election and/or revenue measure initiative			1	2	
Legal support of wind down of the SRA			1	1	

Major Budget Changes

None.

CITY ATTORNEY'S DEPARTMENT
City Attorney's Department

2500

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	386,932	620,593	649,300	671,500
2. Office Supplies & Materials	2,778	6,500	7,000	7,000
3. Books and Publications	15,721	15,000	17,500	17,500
4. Communications	378	1,000	1,000	1,000
5. Contract Maintenance Services	259	800	800	800
6. Professional Services	77,761	61,200	63,500	63,500
7. Outside Services	2,779	3,000	3,000	3,000
8. Training/Conferences/Meetings	3,064	4,000	4,500	4,500
9. Membership & Dues	1,551	2,500	2,500	2,500
10. Capital Outlay		2,300		
TOTAL	491,223	716,893	749,100	771,300

Authorized Positions	5	5	5	5
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Funding Source

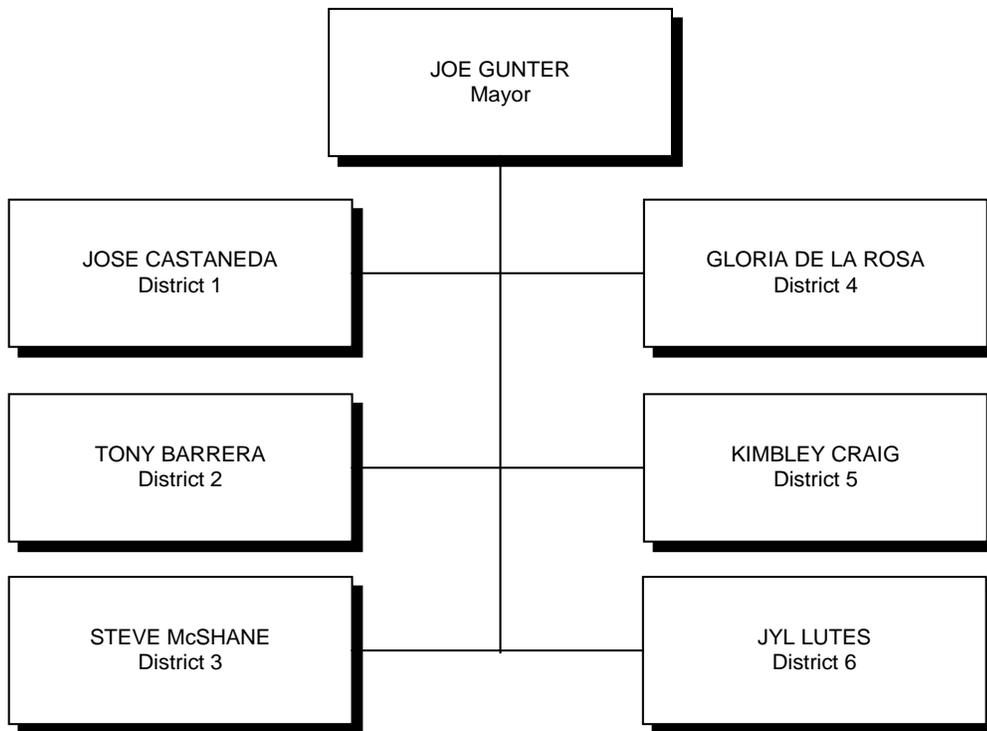
General Fund, Measure V Fund

CITY ATTORNEY'S DEPARTMENT

Work Force

City Attorney's Department	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 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
Department Total	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 Five Accomplishments for FY 2012-13

1. Approved a Negotiating Rights Agreement for the proposed development of the Alisal Market Place.
2. Approved the establishment of a community investment fund for small business financing known as the Grow Salinas Fund,
3. Launched an Economic Development Marketing Plan to attract new businesses.
4. Continues to improve the Organizational structure by increasing community participation.
5. Approved the FY 2013-15 City Council Goals and Objectives identifying priority initiatives.
6. Approved a Downtown Government Center Planning memorandum of understanding with the County of Monterey.

City Council Goals, Strategies, and Objectives for FY 2013-14

Economic Diversity and Prosperity

Safe, Livable Community

Effective, Sustainable Government

Excellent Infrastructure

Quality of Life

CITY COUNCIL Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1000	City Council	181,295	206,727	223,800	228,200
Expenditures by Character					
1.	Employee Services	176,062	193,227	214,300	218,700
2.	Office Supplies & Materials	84	1,200	1,200	1,200
3.	Special Dept Supplies	1,212	1,500	1,500	1,500
4.	Communications	55	500	500	500
5.	Training/Conferences/Meetings	3,882	10,300	6,300	6,300
	TOTAL	181,295	206,727	223,800	228,200
Expenditures by Fund					
	General Fund	181,295	206,727	223,800	228,200
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

None

CITY COUNCIL
City Council

1000

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	176,062	193,227	214,300	218,700
2. Office Supplies & Materials	84	1,200	1,200	1,200
3. Special Dept Supplies	1,212	1,500	1,500	1,500
4. Communications	55	500	500	500
5. Training/Conferences/Meetings	3,882	10,300	6,300	6,300
TOTAL	181,295	206,727	223,800	228,200

Authorized Positions	7	7	7	7
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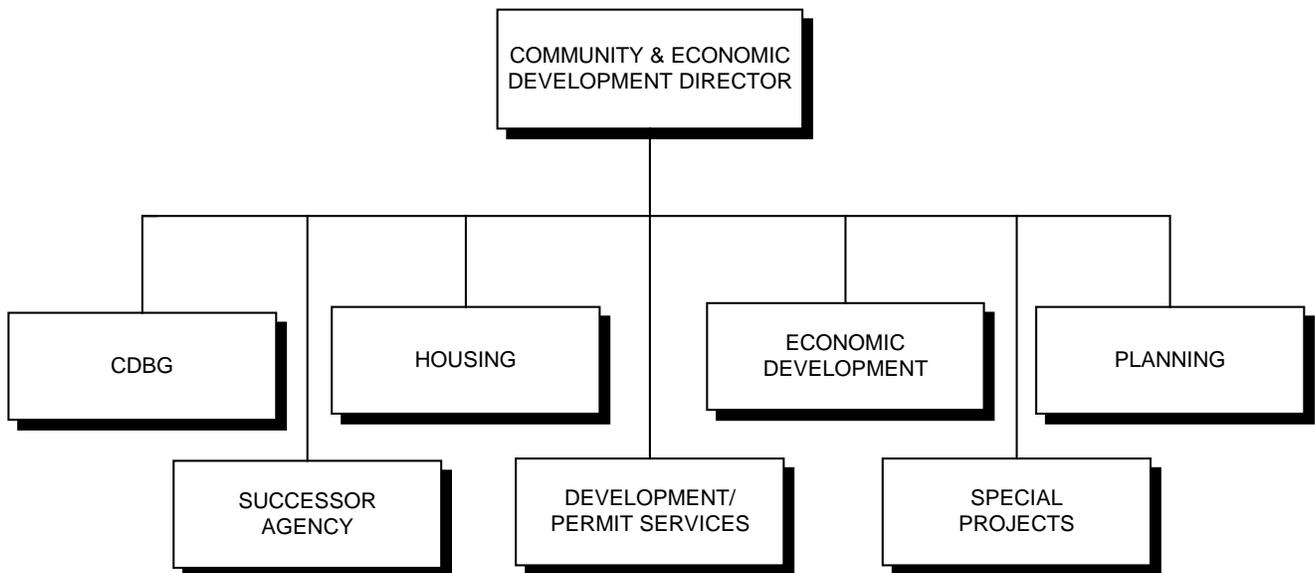
Funding Source

General Fund

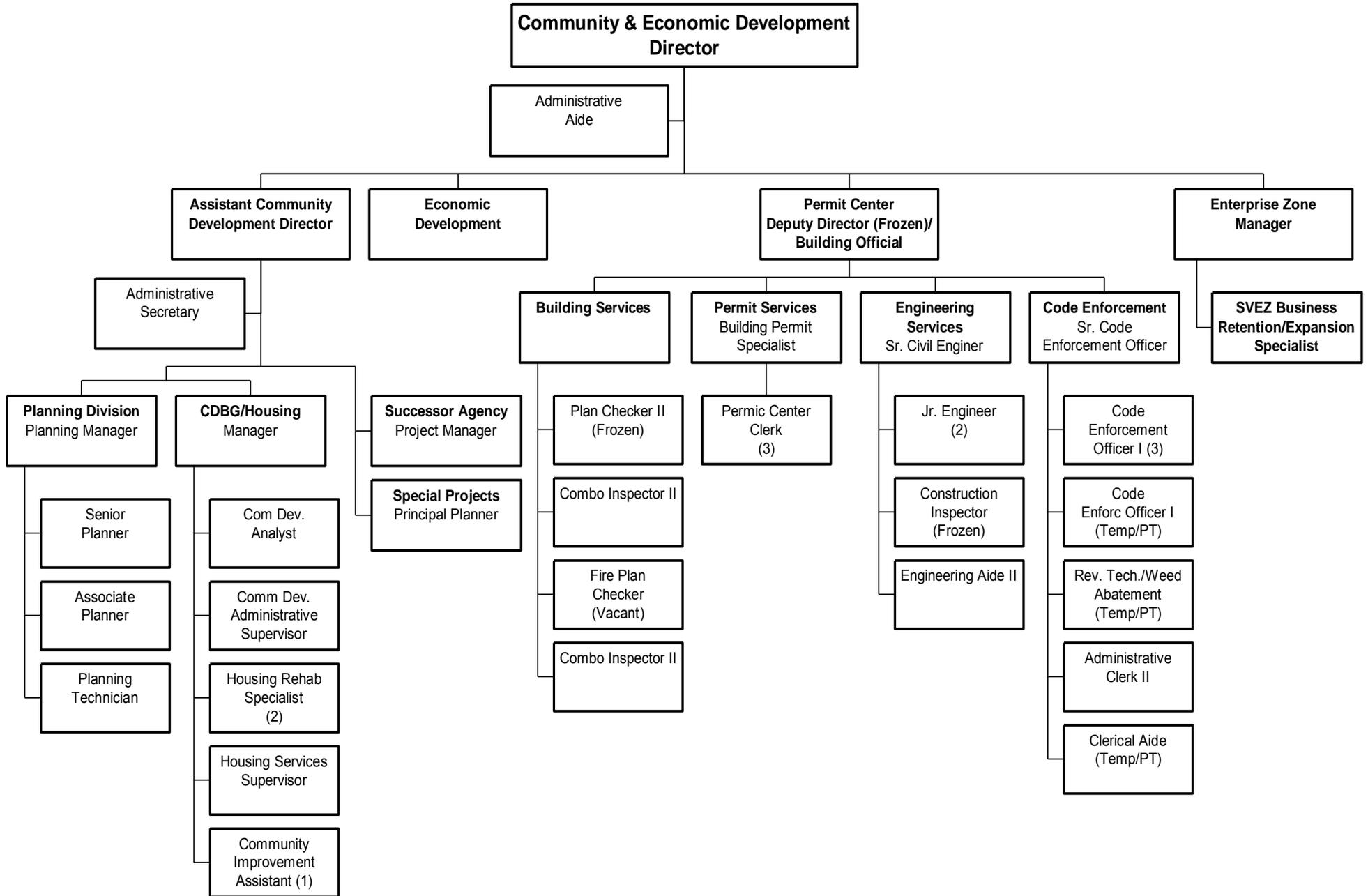
CITY COUNCIL Work Force

City Council	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Councilmembers	7	7	7	7
Department Total	7	7	7	7

COMMUNITY & ECONOMIC DEVELOPMENT



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT Organization Chart



COMMUNITY & ECONOMIC 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, Successor Agencies, Salinas Valley Enterprise Zone and Economic Development, will concentrate efforts in unison to attain the Department's goals.

Top Five Accomplishments for FY 2012-13

Economic Development Initiative (Economic Diversity and Prosperity)

1. Economic Development/Salinas Valley Enterprise Zone:
 - a. Successful allocation and use of \$1,000,000 Capital One funding for Economic Development.
 - b. Initiation of an Economic Development Marketing Strategy Plan; including new website, first ever site selector consultant's visits, and community rollout of Marketing Strategy.
 - c. Provided needed support for creation of the Steinbeck Innovation Cluster.
 - d. SVEZ job vouchers surpass 2,300, increasing activity compared to last year with an estimated economic impact value of \$10,000,000 returned/retained by local businesses.
 - e. Initiated \$1,000,000 Grow Salinas Fund Revolving Loan Program.
2. Permit Center:
 - a. Second year of full cost recovery of Permit Center services.
 - b. Approval by the Regional Water Quality Control Board of a new NPDES storm water permit.
 - c. Continued high performance in reviewing and approving site plans, building plans and necessary inspections (Green Gate Fresh, Taylor Farms Central Office Building, etc.).
3. Planning/Special Projects:
 - a. Initiation of the creation of a new Economic Development Element for the General Plan.
 - b. Approval of a Zoning Code Amendment to allow higher density housing.
 - c. Approval of a new 105-room Hampton Inn and Suites.
 - d. Approval of the 97,000 sq.ft. Taylor Farms Headquarters Office Building which is under construction.
4. Redevelopment Agency/Successor Agency:
 - a. Implemented transfer of cash assets as required by dissolution of Redevelopment Agencies.
 - b. Successful transfer of the Train Station properties into control by the City of Salinas.
 - c. Successor Agency and Oversight Board have met dissolution act requirements.
5. Housing:
 - a. Assisted with the development and financing of Low/Mod Hacienda Phase 2 apartment complex.

Organizational Effectiveness Initiative

1. Successful upgrading of TRAKIT Permitting System enhancing capabilities for improved operating efficiencies and data handling.
2. Establishment of a Successor Agency and Oversight Board to carry out State law which eliminated the Salinas Redevelopment Agency.
3. Initiated mobile TRAKIT to facilitate ease of capturing information for building inspections and code enforcement activities as well as expanding.
4. Upgrading of desktop (slim servers) computer systems provided uniform communication capabilities for all divisions within the Community & Economic Development Department.
5. Permit Center Assessment initiated with organizational improvement suggestion expected in the early part of FY 2013-2014.

COMMUNITY & ECONOMIC DEVELOPMENT DEPT.

Summary (Continued)

City Council Goals, Strategies, and Objectives for FY 2013-14.

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.

Economic Development Initiative (Prosperity)

1. Develop an Economic Development Marketing Strategy by end of the fiscal year.
Economic Development Marketing Strategy and Plan completed.
2. Expand Micro Loan Program to include funding for medium sized businesses.
\$1,000,000 Grow Salinas Fund Revolving Loan Fund established.
3. Initiate a citywide Business Retention and Expansion Program that results in assisting local businesses to continue in business or expand through various assistance efforts.
BR&E Synchronist Program initiated.
4. Start construction of the Taylor Fresh Foods new corporate facilities.
Facilities are under construction.
5. Continue to identify and recruit new retail businesses which contribute to overall revenue enhancement and convenient access for city residents.
New retailers and restaurants have located to Salinas.
6. Identify a job creation strategy with a major focus on supporting agriculture, technology opportunities and innovation/entrepreneurial development.
Steinbeck Innovation Cluster has been formed and implementation efforts are underway.

Organizational Effectiveness Initiative

1. Complete a fee study of all Permitting Services; including Planning, Engineering and Building, to consider and implement fee adjustments at mid-year.
Fee Study Consultant selected with anticipated completion date in mid-summer 2013.
2. Re-evaluate job descriptions and responsibilities of all positions and consider revisions in line with work force reductions.
Continuous efforts.
3. Work with Monterey County to implement and MOU for a downtown government center.
Monthly meetings have been held between Monterey County and City staff with an emphasis on Alisal Marketplace Community Safety Facility site transferred from the County to the City.
4. Create Succession Plan for the department.
Succession Plan discussion held with City Manager.

Major Budget Changes

None.

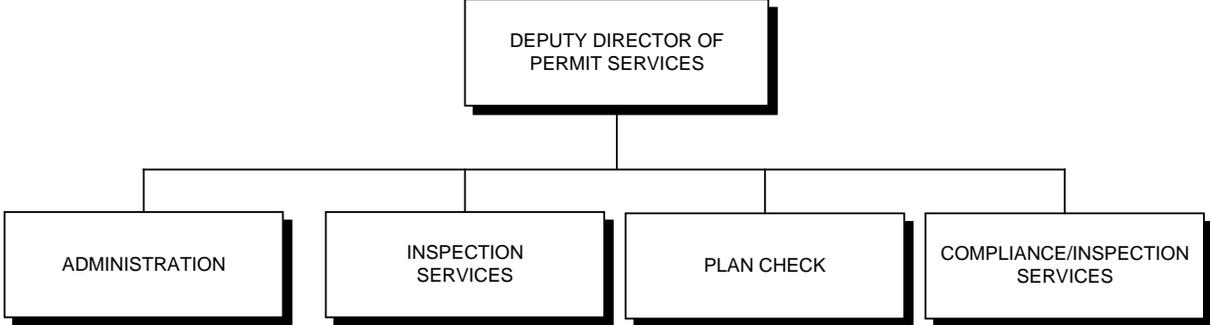
COMMUNITY & ECONOMIC DEVELOPMENT DEPT. Summary

	<u>11-12 Actual</u>	<u>12-13 Budget</u>	<u>13-14 Adopted</u>	<u>14-15 Plan</u>
Expenditures by Program				
Development/Permit Services	2,337,667	2,401,800	2,331,400	2,590,900
Planning	742,349	1,009,350	1,108,000	1,134,800
Successor Agency	2,997,702	2,771,434	2,382,100	2,395,700
Community & Economic Development	467,870	461,100	853,300	866,300
Total	<u>6,545,588</u>	<u>6,643,684</u>	<u>6,674,800</u>	<u>6,987,700</u>
Workforce by Program				
Development/Permit Services	23.000	21.875	21.900	21.900
Planning	6.750	6.875	7.025	7.025
Successor Agency	3.500	3.750	1.510	1.510
Community & Economic Development	2.000	1.375	2.875	3.375
Total	<u>35.250</u>	<u>33.875</u>	<u>33.310</u>	<u>33.810</u>



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DEVELOPMENT/PERMIT SERVICES





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DEVELOPMENT/PERMIT SERVICES

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
4805	Administration Division	356,003	607,805	694,200	719,300
4815	Developing Engineering Division	104,184	698,430	730,400	749,100
4825	Building Safety Division	648,323	503,099	378,800	401,600
4830	Compliance/Inspection Services	502,533	536,156	537,200	551,100
TOTAL		1,611,043	2,345,490	2,340,600	2,421,100

Expenditures by Character

1.	Employee Services	1,572,044	2,060,290	2,011,100	2,091,600
2.	Office Supplies & Materials	6,823	9,700	9,700	9,700
3.	Small Tools & Equipment	250	5,100	5,100	5,100
4.	Books and Publications	332	5,100	5,100	5,100
5.	Special Dept Supplies	5,853	11,500	11,500	11,500
6.	Communications	4,913	6,400	6,600	6,600
7.	Contract Maintenance Services		1,100	1,100	1,100
8.	Professional Services		181,400	175,700	175,700
9.	Outside Services	17,575	56,200	56,200	56,200
10.	Training/Conferences/Meetings	2,928	7,700	57,500	57,500
11.	Membership & Dues	325	1,000	1,000	1,000
TOTAL		1,611,043	2,345,490	2,340,600	2,421,100

Expenditures by Fund

General Fund	1,307,541	2,011,790	1,993,400	2,063,300
Measure V Fund	303,502	333,700	347,200	357,800
TOTAL	1,611,043	2,345,490	2,340,600	2,421,100

Workforce by Program

4805	Administration Division	1.875	5.650	6.650	6.650
4815	Developing Engineering Division		5.250	5.250	5.250
4825	Building Safety Division		6.000	2.000	2.000
4830	Compliance/Inspection Services	5.000	5.000	4.000	4.000
TOTAL		6.875	21.900	17.900	17.900

DEVELOPMENT/PERMIT SERVICES

Administration Division

4805

Purpose

Provide assistance to customers by telephone and over 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 respond to complaints and, where possible, work toward resolution.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Percentage cost recovery of fee supported programs (building permits and engineering)	85 percent		100%	100%	100%
Permit Center counter, average wait time by discipline	NA		TBD	N/A	N/A
Permit Center customer service satisfaction survey (to be developed)	NA		TBD	N/A	100%
Complete Permit Fee Study	NA	NA	90%	25%	100%
Develop "Dashboard" predicated on completion of Permit Center Assessment	NA	NA	N/A	N/A	100%

Major Budget Changes

Reassignment of an existing employee as a Customer Service Representative 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.).

The recent council action to provide recovery of outstanding/delinquent fines associated with code violations requires expanding a half time position into a full time position (full cost recovery).

Eliminate Deputy Director position and replace with Permit Center Manger/Building Official title retaining existing salary range and classification.

DEVELOPMENT/PERMIT SERVICES
Administration Division

4805

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	323,441	563,005	624,400	649,500
2. Office Supplies & Materials	5,582	8,200	8,200	8,200
3. Special Dept Supplies	4,492	3,300	3,300	3,300
4. Communications	4,913	6,400	6,600	6,600
5. Contract Maintenance Services		500	500	500
6. Outside Services	17,575	26,200	26,200	26,200
7. Training/Conferences/Meetings		200	25,000	25,000
TOTAL	356,003	607,805	694,200	719,300
 Authorized Positions	 1.875	 5.650	 6.650	 6.650

Funding Source

General Fund

DEVELOPMENT/PERMIT SERVICES

Development Engineering Division

4815

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Percentage of inspections within 24 hours of request	99 percent		95%	95%	95%
Engineering Services/Permit Center Compliance with NPDES Stormwater Permit	NA		TBD	90%	100%

Major Budget Changes:

None.

DEVELOPMENT/PERMIT SERVICES
Developing Engineering Division

4815

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	104,184	535,130	646,600	665,300
2. Small Tools & Equipment		1,500	1,500	1,500
3. Books and Publications		1,000	1,000	1,000
4. Special Dept Supplies		2,600	2,600	2,600
5. Professional Services		125,200	45,700	45,700
6. Outside Services		30,000	30,000	30,000
7. Training/Conferences/Meetings		2,500	2,500	2,500
8. Membership & Dues		500	500	500
TOTAL	104,184	698,430	730,400	749,100

Authorized Positions 5.25 5.25 5.25

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.
4. Contract with state mandated Certified Access Specialist assistance.
5. Provide technical support to code enforcement division.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Over the Counter plan review (disciplines requiring review)	113		500	495	500
Overall percentage of plan review disciplines meeting time goals for building permit plan review	79%		90%	84%	90%
Number of Building Inspections established via customer by appointment	60		150	13	20
Percentage of inspections within 24 hours of request	99%		95%	98%	98%
Electronic permit submittals					30
Inspectors utilizing electronic tablets					75%

Major Budget Changes

None.

DEVELOPMENT/PERMIT SERVICES
Building Safety Division

4825

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	648,323	441,599	243,500	266,300
2. Small Tools & Equipment		600	600	600
3. Books and Publications		2,500	2,500	2,500
4. Special Dept Supplies		600	600	600
5. Contract Maintenance Services		600	600	600
6. Professional Services		56,200	130,000	130,000
7. Training/Conferences/Meetings		1,000	1,000	1,000
TOTAL	648,323	503,099	378,800	401,600

Authorized Positions		6	2	2
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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. Seek grants and other cost recovery options to enhance the resources available to the Code Enforcement Division in order to strengthen the level of enforcement and reduce substandard and dangerous conditions.
4. Continue to seek ways to streamline and improve cost recovery of code enforcement operations.
5. Develop and strengthen the Weed Abatement Program that has been transferred to Code Enforcement.
6. Establish and maintain framework to prioritize and measure code enforcement activities.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of cases resolved	1,072	1,717	1,200	1,500	1,500
Average cycle time of cases by category (per month, framework and data base reports being developed)	NA	NA	NA	NA	TBD

Major Budget Changes

None.

DEVELOPMENT/PERMIT SERVICES
Compliance/Inspection Services

4830

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	496,096	520,556	496,600	510,500
2. Office Supplies & Materials	1,241	1,500	1,500	1,500
3. Small Tools & Equipment	250	3,000	3,000	3,000
4. Books and Publications	332	1,600	1,600	1,600
5. Special Dept Supplies	1,361	5,000	5,000	5,000
6. Training/Conferences/Meetings	2,928	4,000	29,000	29,000
7. Membership & Dues	325	500	500	500
TOTAL	502,533	536,156	537,200	551,100

Authorized Positions	5	5	4	4
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Funding Source

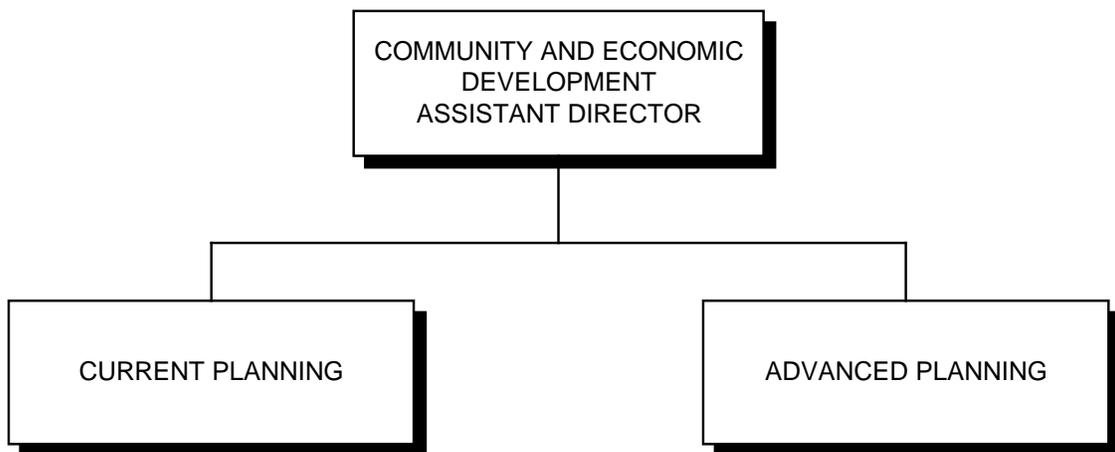
General Fund, Measure V Fund

DEVELOPMENT/PERMIT SERVICES

Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Deputy Dir PS (Frozen)			-1.000	-1.000
Deputy Dir Permit Svcs	1.000	1.000	1.000	1.000
Comm/Economic Dev Dir	0.125	0.150	0.150	0.150
Deputy Dir of Pub Works	0.250			
Permit Center Bldg Ofcl			1.000	1.000
Administrative Secretary	0.500	0.500	0.500	0.500
Administrative Clerk II			1.000	1.000
Bldg Permit Spec		1.000	1.000	1.000
Permit Center Clerk		3.000	3.000	3.000
Total	1.875	5.650	6.650	6.650
 Developing Engineering Division				
Deputy PW Dir/City Engr		0.250	0.250	0.250
Senior Civil Engineer		1.000	1.000	1.000
Junior Engineer		2.000	2.000	2.000
Construction Inspector		1.000	1.000	1.000
Engineering Aide II		1.000	1.000	1.000
Total		5.250	5.250	5.250
 Building Safety Division				
Construction Inspector		1.000	1.000	1.000
Const Inspector (Frozen)			-1.000	-1.000
Comb Bldg InspII (frozen)			-2.000	-2.000
Comb Bldg Inspector II		3.000	3.000	3.000
Plan Checker II		1.000	1.000	1.000
Fire Plan Checker(Frozen)		1.000		
Total		6.000	2.000	2.000
 Compliance/Inspection Services				
Administrative Clerk II	1.000	1.000		
Code Enf Officer I (2MV)	3.000	3.000	3.000	3.000
Sr Code Enf Officer (MV)	1.000	1.000	1.000	1.000
Total	5.000	5.000	4.000	4.000
 Department Total	 6.875	 21.900	 17.900	 17.900

PLANNING





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PLANNING Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
4910	Administration	122,948	152,744	170,500	173,200
4914	Special Project	144,822	314,463	291,800	296,600
4915	Planning	570,986	667,206	567,900	586,400
	TOTAL	838,756	1,134,413	1,030,200	1,056,200

Expenditures by Character

1.	Employee Services	806,579	981,211	888,200	914,200
2.	Office Supplies & Materials	4,259	4,000	4,000	4,000
3.	Books and Publications	598	600	600	600
4.	Special Dept Supplies	1,110	2,500	1,500	1,500
5.	Communications	2,696	4,500	4,500	4,500
6.	Contract Maintenance Services		500	500	500
7.	Professional Services	12,111	108,602	89,400	89,400
8.	Outside Services	7,343	22,200	21,200	21,200
9.	Advertising	2,324	4,700	4,700	4,700
10.	Training/Conferences/Meetings	221	2,000	12,000	12,000
11.	Membership & Dues	1,515	3,600	3,600	3,600
	TOTAL	838,756	1,134,413	1,030,200	1,056,200

Expenditures by Fund

General Fund	838,756	1,134,413	1,030,200	1,056,200
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Workforce by Program

4910	Administration	0.875	1.025	1.090	1.090
4914	Special Project	1.000	1.000	1.000	1.000
4915	Planning	5.000	5.000	4.000	4.000
	TOTAL	6.875	7.025	6.090	6.090

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 approved authorized amounts.
3. Provide administrative and technical support to the divisions in the performance of their duties.
4. Develop a Department Policy Manual.
5. 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 Permit Center and State Planning Laws.

Performance Measures

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

Major Budget Changes

None.

PLANNING
Administration

4910

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	122,807	152,644	170,400	173,100
2. Office Supplies & Materials	141	100	100	100
TOTAL	122,948	152,744	170,500	173,200
 Authorized Positions	 0.875	 1.025	 1.090	 1.090

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 will support and coordinate departmental initiatives to implement the General Plan and to foster economic development. This Division is responsible for coordinating and overseeing projects located in the Future Growth Area of the City. The Division is also responsible for coordinating and overseeing City-Center projects such as the Alisal Marketplace project and other projects provided for in the City/County Government Center MOU. 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 on long-term and regional planning issues.

Division Operations

1. Continue with the implementation of the General Plan and Zoning Code including the implementation of the Housing Element Update adopted in 2011 (including the preparation of the Annual Housing Element Review).
2. Oversee and assist with the preparation of an Economic Development General Plan Element in coordination and partnership with the Salinas Planning and Research Corporation (SPARC)
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. Develop and facilitate the processing of City-Center and other infill projects such as the Alisal Marketplace project, community safety center, the relocation of the SVSWA transfer station and other projects as provided for in the City/County Government Center MOU.
8. Coordinate with Association of Monterey Bay Area Governments (AMBAG), the County All Policies and Leadership Team, school districts, and other public agencies in regard to regional and community planning issues.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 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.	100%	100%	100%	100%	100%
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).	100%	90%	90%	90%	90%
Continue to engage and facilitate planning relationships and efforts with community and regional organizations.	N/A	N/A	N/A	N/A	N/A

Major Budget Changes

None.

**PLANNING
Special Project**

4914

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	129,596	198,861	187,400	192,200
2. Office Supplies & Materials	740	400	400	400
3. Books and Publications	99	100	100	100
4. Special Dept Supplies	1,110	2,000	1,000	1,000
5. Communications	945	1,500	1,500	1,500
6. Professional Services	12,111	108,602	89,400	89,400
7. Outside Services		1,000		
8. Training/Conferences/Meetings	221	2,000	12,000	12,000
TOTAL	144,822	314,463	291,800	296,600

Authorized Positions	1	1	1	1
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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 other agencies.
6. Complete processing of Salinas Valley Memorial Hospital Master Plan.
7. Develop performance standards.
8. Review building permit plans within established timeframes.
9. Complete processing of the Soccer Complex Project.
10. Provide staff assistance to the Historic Resources Board
11. Provide staff assistance to the Design Review Board, as applicable.
12. Work in collaboration with the Business Development Task Force to improve the development review process.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Conditional Use Permits Processed	16	22	6	15	15
Number of Site Plan Reviews Processed	5	13	15	15	15
Number of Home Occupation Permits Processed	244	224	208	225	225
Number of Sign Permits Processed	63	68	61	64	64
Number of Temporary Use of Land Permits Processed	105	161	182	180	180
Number of Counter Customers Served	2083	2146	2300	2310	2310
Number of Building Permit Reviews	325	364	340	350	350
Percent building permit reviews processed within prescribed timeframes	N/A	92%	90%	90%	90%

Major Budget Changes

Vacant Associate Planner Position is frozen.

PLANNING

Planning

4915

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	554,176	629,706	530,400	548,900
2. Office Supplies & Materials	3,378	3,500	3,500	3,500
3. Books and Publications	499	500	500	500
4. Special Dept Supplies		500	500	500
5. Communications	1,751	3,000	3,000	3,000
6. Contract Maintenance Services		500	500	500
7. Outside Services	7,343	21,200	21,200	21,200
8. Advertising	2,324	4,700	4,700	4,700
9. Membership & Dues	1,515	3,600	3,600	3,600
TOTAL	570,986	667,206	567,900	586,400

Authorized Positions	5	5	4	4
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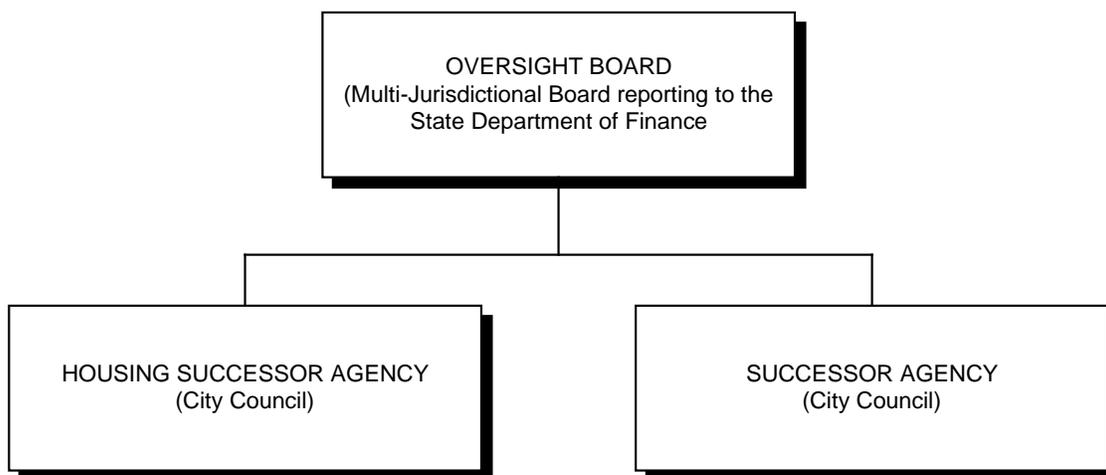
Funding Source

General Fund

PLANNING Work Force

	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Administration				
Comm/Economic Dev Dir	0.125	0.150	0.150	0.150
Administrative Secretary	0.500	0.500	0.500	0.500
Asst Comm/Econ Dev Dir	0.250	0.375	0.440	0.440
Total	0.875	1.025	1.090	1.090
Special Project				
Principal Planner	1.000	1.000	1.000	1.000
Planning				
Senior Planner	1.000	1.000	1.000	1.000
Associate Planner	2.000	2.000	2.000	2.000
Associate Planner(Frozen)			-1.000	-1.000
Planning Manager	1.000	1.000	1.000	1.000
Planning Technician	1.000	1.000	1.000	1.000
Total	5.000	5.000	4.000	4.000
Department Total	6.875	7.025	6.090	6.090

SUCCESSOR AGENCY
(TO THE FORMER REDEVELOPMENT AGENCY)



SUCCESSOR AGENCY OF SRA

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
7102	Central City-RORF (July-Dec)	79,820	2,318,000	1,357,200	1,393,000
7103	Central City-RORF (Jan-June)			103,200	88,400
7104	Sunset Ave-RORF (July-Dec)	499,189	506,500	500	500
7105	Succesor Agency Admin (July-Dec)	261,060	354,625	250,000	250,000
TOTAL		840,069	3,179,125	1,710,900	1,731,900

Expenditures by Character

1.	Employee Services	216,615	187,600	176,800	180,400
2.	Office Supplies & Materials	751	2,600	1,200	1,200
3.	Small Tools & Equipment		950	1,000	1,000
4.	Communications	2	1,980	500	500
5.	Utilities		4,340	3,300	3,300
6.	Contract Maintenance Services	2,816	11,980	7,600	7,600
7.	Professional Services	25,844	498,546	31,500	31,500
8.	Outside Services	12,634	27,100	24,800	24,800
9.	Administration/Contingencies		51,479	15,550	11,950
10.	Advertising		2,000	2,000	2,000
11.	Training/Conferences/Meetings	2,398	5,000	5,000	5,000
12.	Insurance and Bonds		8,300	8,300	8,300
13.	Contribution to Other Agencies	499,189	940,000		
14.	Refunds & Reimb Damages		3,750	3,750	3,750
15.	Taxes		11,400	2,500	2,500
16.	Bond-Principal		847,000	878,400	366,600
17.	Bond-Interest	77,137	566,300	534,500	1,067,300
18.	Paying Agent Fees	2,683	8,800	14,200	14,200
TOTAL		840,069	3,179,125	1,710,900	1,731,900

Expenditures by Fund

General Fund	124,084			
RORF-RedevObligationRetirementFund	579,009	2,824,500	1,460,900	1,481,900
Successor Agency-Administration	136,976	354,625	250,000	250,000
TOTAL	840,069	3,179,125	1,710,900	1,731,900

SUCCESSOR AGENCY OF SRA Summary

Workforce by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
7105	Successor Agency Admin (July-Dec)		1.51	1.38	1.38

**SUCCESSOR AGENCY OF SRA
Central City-RORF (July-Dec)**

7102

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Professional Services		429,400	1,800	1,800
2. Outside Services		10,800		12,400
3. Contribution to Other Agencies		450,000		
4. Taxes		5,700	2,000	2,000
5. Bond-Principal		847,000	878,400	366,600
6. Bond-Interest	77,137	566,300	469,600	1,004,800
7. Paying Agent Fees	2,683	8,800	5,400	5,400
TOTAL	79,820	2,318,000	1,357,200	1,393,000

Authorized Positions

Funding Source

Central City-Debt Service

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

7103

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Professional Services			4,700	4,700
2. Outside Services			24,800	12,400
3. Bond-Interest			64,900	62,500
4. Paying Agent Fees			8,800	8,800
TOTAL			103,200	88,400

Authorized Positions

Funding Source

**SUCCESSOR AGENCY OF SRA
Sunset Ave-RORF (July-Dec)**

7104

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Outside Services		10,800		
2. Contribution to Other Agencies	499,189	490,000		
3. Taxes		5,700	500	500
TOTAL	499,189	506,500	500	500

Authorized Positions

Funding Source

Sunset Ave Debt Service



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COMMUNITY & ECONOMIC 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 districts, the staff of the SA Agency will have a strong role in initiating and implementing actions in a way that achieves not only the requirements of the State's Dissolution Act and AB1484 but also is sensitive to the long-term development needs of the City and local community. The three remaining tasks of the Successor Agency include the preparation of a 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Complete the Long Range Property Management Plan	N/A	N/A	14	0	14 properties
Complete Audit and close books of former Redevelopment Agency	N/A	N/A	N/A	Done- 4 audits	1
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)	N/A	N/A	10	Properties transferred back to City = 17 hsg and 5 other	consolidated with 1st Goal
Reduce the need for Oversight Board Meetings from 2 per month, to one per quarter (meetings began April 11, 2012)	N/A	N/A	6	16	6

Major Budget Changes

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

**SUCCESSOR AGENCY OF SRA
 Succesor Agency Admin (July-Dec)**

7105

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	216,615	187,600	176,800	180,400
2. Office Supplies & Materials	751	2,600	1,200	1,200
3. Small Tools & Equipment		950	1,000	1,000
4. Communications	2	1,980	500	500
5. Utilities		4,340	3,300	3,300
6. Contract Maintenance Services	2,816	11,980	7,600	7,600
7. Professional Services	25,844	69,146	25,000	25,000
8. Outside Services	12,634	5,500		
9. Administration/Contingencies		51,479	15,550	11,950
10. Advertising		2,000	2,000	2,000
11. Training/Conferences/Meetings	2,398	5,000	5,000	5,000
12. Insurance and Bonds		8,300	8,300	8,300
13. Refunds & Reimb Damages		3,750	3,750	3,750
TOTAL	261,060	354,625	250,000	250,000

Authorized Positions 1.51 1.38 1.38

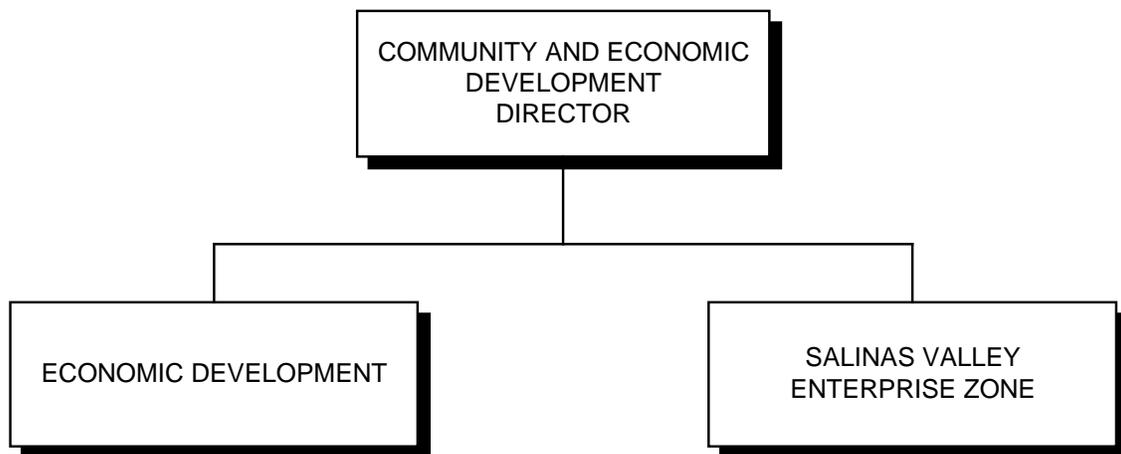
Funding Source

Successor Agency Administration

SUCCESSOR AGENCY OF SRA Work Force

Successor Agency Admin (July-Dec)	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Comm & Economic Dev Dir		0.13	0.13	0.13
Assistant Development Dir		0.13		
Redev Project Manager		0.50	0.50	0.50
Administrative Aide		0.50	0.50	0.50
Neighborhood Svcs Worker		0.25	0.25	0.25
Total		1.51	1.38	1.38
Department Total		1.51	1.38	1.38

ECONOMIC DEVELOPMENT





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COMMUNITY AND ECONOMIC DEVELOPMENT

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
7301	Economic Development Division	104,695	468,528	377,500	386,100
7302	Salinas Valley Enterprise Zone	287,273	394,500	475,500	487,200
TOTAL		391,968	863,028	853,000	873,300

Expenditures by Character

1.	Employee Services	242,751	486,828	452,400	472,700
2.	Office Supplies & Materials	2,118	3,500	3,500	3,500
3.	Special Dept Supplies	2,836	2,300		
4.	Communications	1,319	5,200	3,700	3,700
5.	Rents & Leases	12,400	12,400	12,400	12,400
6.	Professional Services	60,470	82,250	149,700	149,700
7.	Outside Services		64,000	40,000	40,000
8.	Advertising	17,020	15,450	15,300	15,300
9.	Training/Conferences/Meetings	15,024	21,700	9,700	9,700
10.	Membership & Dues	4,445	15,400	15,300	15,300
11.	Contribution to Other Agencies		114,000	114,000	114,000
12.	Refunds & Reimb Damages	33,585	40,000	37,000	37,000
TOTAL		391,968	863,028	853,000	873,300

Expenditures by Fund

General Fund			358,528	265,700	273,800
Economic Development	104,695		110,000	111,800	112,300
Salinas Valley Enterprise Zone	287,273		394,500	475,500	487,200
TOTAL		391,968	863,028	853,000	873,300

Workforce by Program

7301	Economic Development Division	0.275	1.775	1.275	1.275
7302	Salinas Valley Enterprise Zone	1.100	2.100	2.100	2.100
TOTAL		1.375	3.875	3.375	3.375

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. Implement the Economic Development Marketing Strategy and Action Plan.
2. Assist in the creation of an Economic Development Element for the General Plan.
3. Promote the advantages offered through the Salinas Valley Enterprise Zone to new and existing area businesses.
4. Continue regional cooperation efforts resulting in measurable regional success.
5. Provide support for the Steinbeck Innovation Cluster effort.
6. Assist other departments in achieving increased efficiencies and accomplishment of common goals.

ECONOMIC DEVELOPMENT

Economic Development Division

7301

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Monitor Micro-Loan Program applications and repayment for SUBA and OSA small businesses assuring prompt repayment.			100%	100%	100%
Determine viability of establishing enhanced Micro/Macro Loan Program through partnering with other organizations by end of March 2013.					100%
Assist DCI with Economic Development Marketing Strategy identification of local contacts and content development on a timely basis maximizing DCI/local contacts effectiveness.					100%
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.			N/A	N/A	75%
Initiate six business attraction contacts based on focused industry study.			N/A	N/A	100%
By January 1, 2013, Contact known Brokers and Realtors on a monthly basis to keep GIS-based property tool up-to-date					75%
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.					100%
Assist with tourism development/enrichment activities as partners with the NSC, MCCVB and CWC.					TBD

Major Budget Changes

Economic Development Manager Position is frozen.

COMMUNITY AND ECONOMIC DEVELOPMENT
Economic Development Division

7301

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	56,138	236,428	170,400	179,000
2. Office Supplies & Materials	1,045	1,000	1,000	1,000
3. Special Dept Supplies		300		
4. Communications	310	3,200	1,700	1,700
5. Rents & Leases	7,500	7,500	7,500	7,500
6. Professional Services	16,500	22,200	28,000	28,000
7. Outside Services		64,000	40,000	40,000
8. Advertising	7,474	7,500	7,500	7,500
9. Training/Conferences/Meetings	11,283	8,700	3,700	3,700
10. Membership & Dues	4,445	3,700	3,700	3,700
11. Contribution to Other Agencies		114,000	114,000	114,000
TOTAL	104,695	468,528	377,500	386,100
 Authorized Positions	 0.275	 1.775	 1.275	 1.275

Funding Source

Economic Development, General Fund



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ECONOMIC DEVELOPMENT

Salinas Valley Enterprise Zone

7302

Purpose

At the direction of the Salinas Valley Enterprise Zone Advisory Board, develop and implement strategies that reflect the priorities of the Cities of the Salinas Valley and the County of Monterey and which result in the enhanced economic well being of the Salinas Valley's residents by providing businesses incentives to expand and locate in the Salinas Valley.

Division Operations

1. Market Salinas Valley Enterprise Zone to area businesses.
2. Process and provide vouchers to local businesses to allow them to claim Hiring Credits.
3. Continue to remain informed of current legislative and regulatory actions which may affect the SVEZ.
4. Maintain appropriate record keeping system in conformance with HCD audit guidelines.
5. Prepare, analyze and prepare needed application materials directed to EZ boundary modifications.
6. Update Targeted Employment Area on an annual basis.
7. Coordinate Business Retention and Expansion activities throughout the Salinas Valley.
8. Work with real estate brokers to populate an inventory of available commercial and industrial real estate.
9. Provide economic development assistance to all of the participating jurisdictions.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Process 80% of vouchers within 14 calendar days of receipt.	2358 Vouchers/ 47%	2239 Vouchers/ 67%	80%	2300 Vouchers/ 90%	80%
Create System for tracking all BRE activities from all SVEZ participating jurisdictions					1
Conduct a minimum of four site visits per week for Synchronist Survey					
Process all Expansion and TEA modification requests within the required timeframes.					100%
Contact known brokers and realtors on a monthly basis to keep GIS-based property up-to-date					
Attend CAEZ Annual Conference					
Provide Advisory Board with monthly reports detailing significant legislative or regulatory developments					

Major Budget Changes

None

COMMUNITY AND ECONOMIC DEVELOPMENT
Salinas Valley Enterprise Zone

7302

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	186,613	250,400	282,000	293,700
2. Office Supplies & Materials	1,073	2,500	2,500	2,500
3. Special Dept Supplies	2,836	2,000		
4. Communications	1,009	2,000	2,000	2,000
5. Rents & Leases	4,900	4,900	4,900	4,900
6. Professional Services	43,970	60,050	121,700	121,700
7. Advertising	9,546	7,950	7,800	7,800
8. Training/Conferences/Meetings	3,741	13,000	6,000	6,000
9. Membership & Dues		11,700	11,600	11,600
10. Refunds & Reimb Damages	33,585	40,000	37,000	37,000
TOTAL	287,273	394,500	475,500	487,200
 Authorized Positions	 1.1	 2.1	 2.1	 2.1

Funding Source

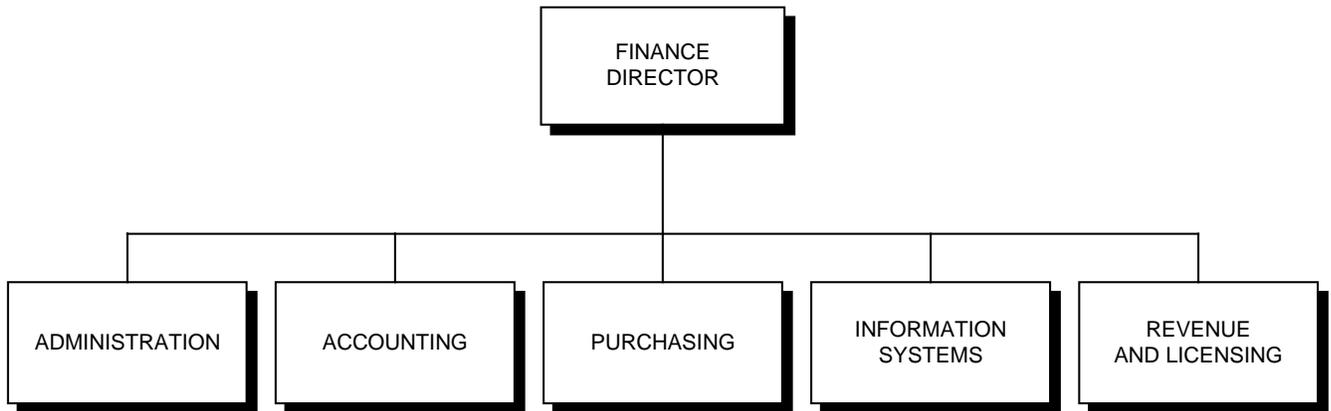
Economic Development

COMMUNITY AND ECONOMIC DEVELOPMENT

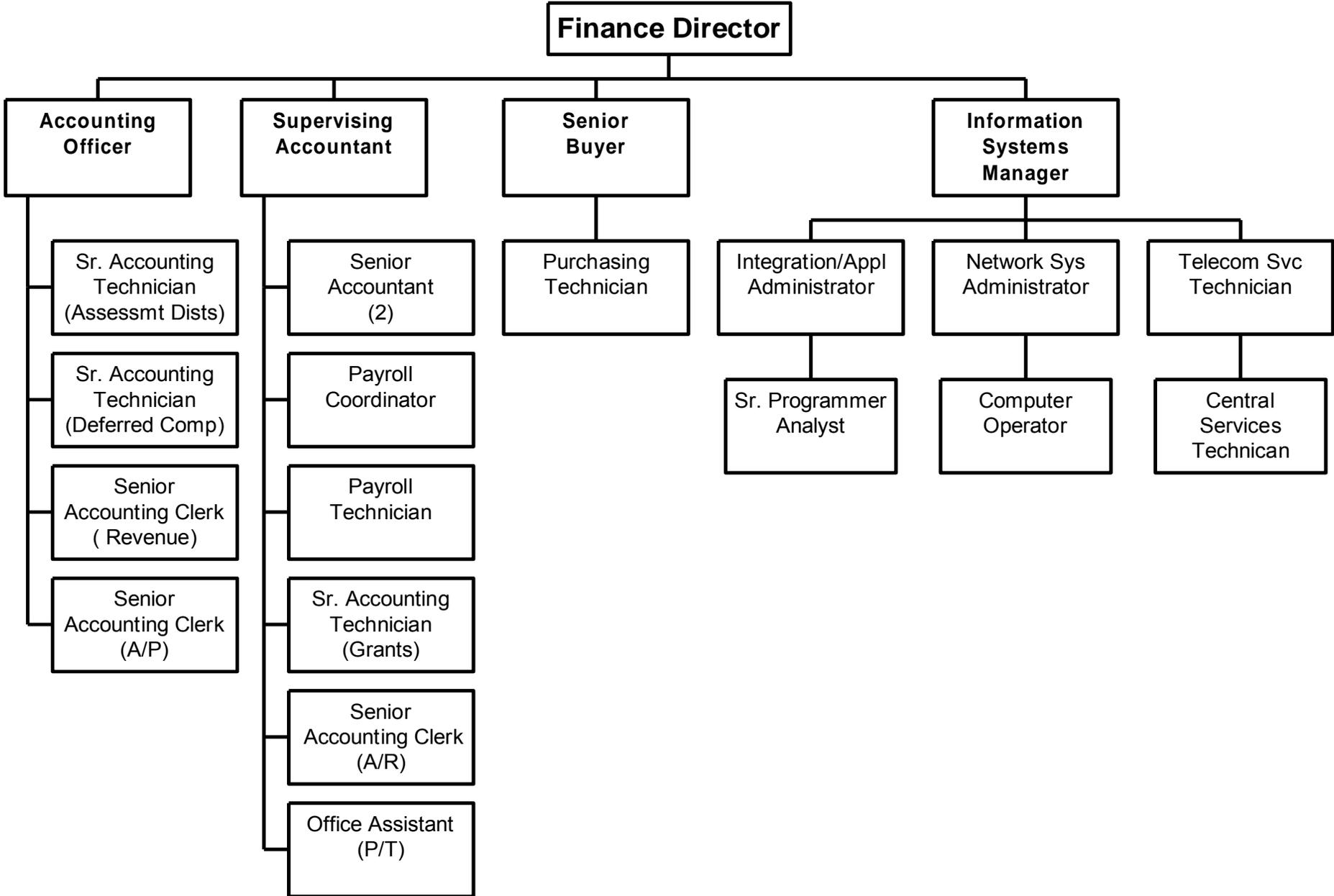
Work Force

Economic Development Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Comm/Economic Dev Dir	0.275	0.275	0.275	0.275
Business Retention Spec		1.000	1.000	1.000
Econ Dev Mgr		0.500	1.000	1.000
Econ Dev Mgr (Frozen)			-1.000	-1.000
Total	0.275	1.775	1.275	1.275
 Salinas Valley Enterprise Zone				
Economic Development Dir	0.100	0.100	0.100	0.100
Enterprise Zone Manager	1.000	1.000	1.000	1.000
SVEZ BRE Specialist		1.000	1.000	1.000
Total	1.100	2.100	2.100	2.100
 Department Total	 1.375	 3.875	 3.375	 3.375

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 2012-13

Organizational Effectiveness Initiative

1. Coordinated and provided leadership in getting tax measure on the November 2012 ballot
2. Updated five year financial forecast and lead communication of the future outlook to the labor group leaders leading into the negotiation and provided significant support and leadership in navigating through labor negotiations
3. Initiated, coordinated and lead City wide comprehensive fee study and new cost allocation plan
4. Continued the significant challenge, time and complexity of dissolving the former Redevelopment Agency including multiple audits and successfully settling law suit with the State Department of Finance
5. Successfully completed upgrading desktops for City wide and bid out help-desk services

City Council Goals, Strategies, and Objectives for FY 2013-14

Economic Diversity and Prosperity

1. **Alisal Market Place:** Support Developer in creative financing and feasibility study and facilitate trade of property.
2. **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:** Work with police and fire to prepare a needs assessment and cost proposal for different funding levels. Provide leadership and help coordinate a November 2013 revenue measure.
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.
2. **Technology Upgrades:** Automate and upgrade business processes of the organization for both internal and external customers by implementing ERP system. Support other departments in the use of technology to improve efficiency and effectiveness of service delivery. Provide leadership and support for for CAD upgrades, records management and document retention, improving GIS system, agenda management, and fiber optic installation citywide.
3. Strategically collaboratively balance the FY 2014-15 year budget.

FINANCE DEPARTMENT

Summary (Continued)

Excellent Infrastructure

1. **Seek Community Input:** Help coordinate.
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.

Quality of Life

1. **Youth Soccer Fields at Constitution Park:** Help create and promote creative solutions for funding and/or financing.

Major Budget Changes

None

FINANCE DEPARTMENT

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
2030	Administration Division	460,190	453,161	464,000	469,100
2031	Accounting Division	1,045,720	1,089,680	1,123,100	1,158,400
2032	Purchasing Division	232,253	250,621	253,600	259,200
2033	Information Systems Division	1,382,178	1,518,702	1,512,400	1,539,900
2034	Revenue & Licensing Division	14,396	32,700	32,700	32,700
TOTAL		3,134,737	3,344,864	3,385,800	3,459,300

Expenditures by Character

1.	Employee Services	2,487,766	2,625,464	2,703,400	2,776,900
2.	Office Supplies & Materials	24,617	30,200	30,200	30,200
3.	Special Dept Supplies	38,254	19,600	19,600	19,600
4.	Communications	15,474	21,200	21,200	21,200
5.	Contract Maintenance Services	466,374	528,040	501,200	501,200
6.	Professional Services	74,618	93,200	83,200	83,200
7.	Outside Services	1,016	700	700	700
8.	Training/Conferences/Meetings	98			
9.	Membership & Dues	959	1,460	1,300	1,300
10.	Capital Outlay	21,955	25,000	25,000	25,000
11.	Stores Sales	-91,279	-100,000	-100,000	-100,000
12.	Stores Purchases	94,885	100,000	100,000	100,000
TOTAL		3,134,737	3,344,864	3,385,800	3,459,300

Expenditures by Fund

General Fund	3,051,999	3,253,664	3,294,600	3,368,100
Measure V Fund	51,538	60,000	60,000	60,000
Deferred Compensation Admin	31,200	31,200	31,200	31,200
TOTAL	3,134,737	3,344,864	3,385,800	3,459,300

Workforce by Program

2030	Administration Division	2	2	2	2
2031	Accounting Division	10	10	10	10
2032	Purchasing Division	2	2	2	2
2033	Information Systems Division	7	7	7	7
TOTAL		21	21	21	21

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 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
Present mid-year budget review to City Council in Feb	1	1	1	1	1
Number of favorable sales tax audit misallocation findings	3	6	All	All	All
Value of favorable sales tax audit misallocation findings	21,458	13,993	All	All	All
Refinance 1996 bond issue by year end	-	-	1	0	1
Revenue measures - Hire public outreach firm	-	-	-	1	1
Revenue measures - Hire polling firm	-	-	-	1	1
Revenue measures - Hold public meetings in each district	-	-	6	6	6
Cost of Finance Department total per capita	\$ 22.16	\$ 20.88	\$ 21.88	\$ 21.88	\$ 22.42

Major Budget Changes

None

**FINANCE DEPARTMENT
Administration Division**

2030

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	458,751	452,061	462,900	468,000
2. Office Supplies & Materials	135	500	500	500
3. Special Dept Supplies	1,199	500	500	500
4. Communications	7	100	100	100
5. Training/Conferences/Meetings	98			
TOTAL	460,190	453,161	464,000	469,100

Authorized Positions	2	2	2	2
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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 and administration of the employee payroll. 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.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of claims/invoices processed	8,249	9,058	8,800	9,750	9,500
Number of journal entries processed	2,953	3,164	2,700	2,800	2,800
Complete annual audit by December	1	-	1	1	1
Number of paychecks processed	7,327	5,074	7,400	6,300	6,000
Number of Deferred Comp paychecks processed	388	260	423	260	250
Number of deferred compensation changes processed	510	544	575	545	550
Number of accounts receivable invoices billed	18,823	7,468	19,000	4,655	4,700
Number of accounts receivable sent to collections	438	421	130	497	500
Publish monthly financial reports to Council within 60 days	100%	100%	100%	100%	100%

Major Budget Changes

None

FINANCE DEPARTMENT
Accounting Division

2031

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	953,993	999,780	1,033,200	1,068,500
2. Office Supplies & Materials	10,029	11,500	11,500	11,500
3. Special Dept Supplies	7,636	8,000	8,000	8,000
4. Communications	10,988	11,500	11,500	11,500
5. Contract Maintenance Services	234	200	200	200
6. Professional Services	62,600	58,200	58,200	58,200
7. Training/Conferences/Meetings				
8. Membership & Dues	240	500	500	500
TOTAL	1,045,720	1,089,680	1,123,100	1,158,400

Authorized Positions	10	10	10	10
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of purchase orders issued	-		10,000	10,000	10,000
New purchasing card holder training (# of trainees)	-		20	3	15
Number of purchases facilitated	-		4,160	4,160	4,160
Number of bids facilitated	-		5	4	5
Number buy local purchases	-		10	5	5
Number of receipt and inspection of goods delivered	-		2,080	2,080	2,080
Number of online auctions of surplus properties	-		6	5	6

Major Budget Changes

None

FINANCE DEPARTMENT
Purchasing Division

2032

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	223,664	243,621	246,600	252,200
2. Office Supplies & Materials	3,163	4,700	4,700	4,700
3. Communications	345	900	900	900
4. Outside Services	1,016	700	700	700
5. Membership & Dues	459	700	700	700
6. Stores Sales	-91,279	-100,000	-100,000	-100,000
7. Stores Purchases	94,885	100,000	100,000	100,000
TOTAL	232,253	250,621	253,600	259,200

Authorized Positions	2	2	2	2
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Cost of Information Systems per capita	\$ 10.12	\$ 9.30	\$ 9.94	\$ 9.94	\$ 10.13
Number of help desk tickets handled	2,181	2,335	2,400	2,500	2,700
Number of special projects started	47	59	44	47	45
Number of special projects completed	40	53	38	40	40

Major Budget Changes

None

FINANCE DEPARTMENT
Information Systems Division

2033

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	851,358	930,002	960,700	988,200
2. Office Supplies & Materials	9,916	11,000	11,000	11,000
3. Special Dept Supplies	27,433	7,500	7,500	7,500
4. Communications	216	2,200	2,200	2,200
5. Contract Maintenance Services	466,140	527,840	501,000	501,000
6. Professional Services	5,000	15,000	5,000	5,000
7. Membership & Dues	160	160		
8. Capital Outlay	21,955	25,000	25,000	25,000
TOTAL	1,382,178	1,518,702	1,512,400	1,539,900

Authorized Positions	7	7	7	7
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of receipts receipted	30,680	27,909	28,000	28,000	29,000
Annual update of City-wide fee schedule	1	1	1	1	1
Number of hotel/motel TOT audits	-	0	5	0	0
Number of business license audits	2,994	96	3,000	0	350
Number of new business licenses recovered from audit	1,384	54	500	0	40
Value of business license audit findings	\$ 534,432	\$ 13,993	\$ 407,000	\$ -	\$ 10,000

Major Budget Changes

None

FINANCE DEPARTMENT
Revenue & Licensing Division

2034

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Office Supplies & Materials	1,374	2,500	2,500	2,500
2. Special Dept Supplies	1,986	3,600	3,600	3,600
3. Communications	3,918	6,500	6,500	6,500
4. Professional Services	7,018	20,000	20,000	20,000
5. Membership & Dues	100	100	100	100
TOTAL	14,396	32,700	32,700	32,700

Authorized Positions

Funding Source

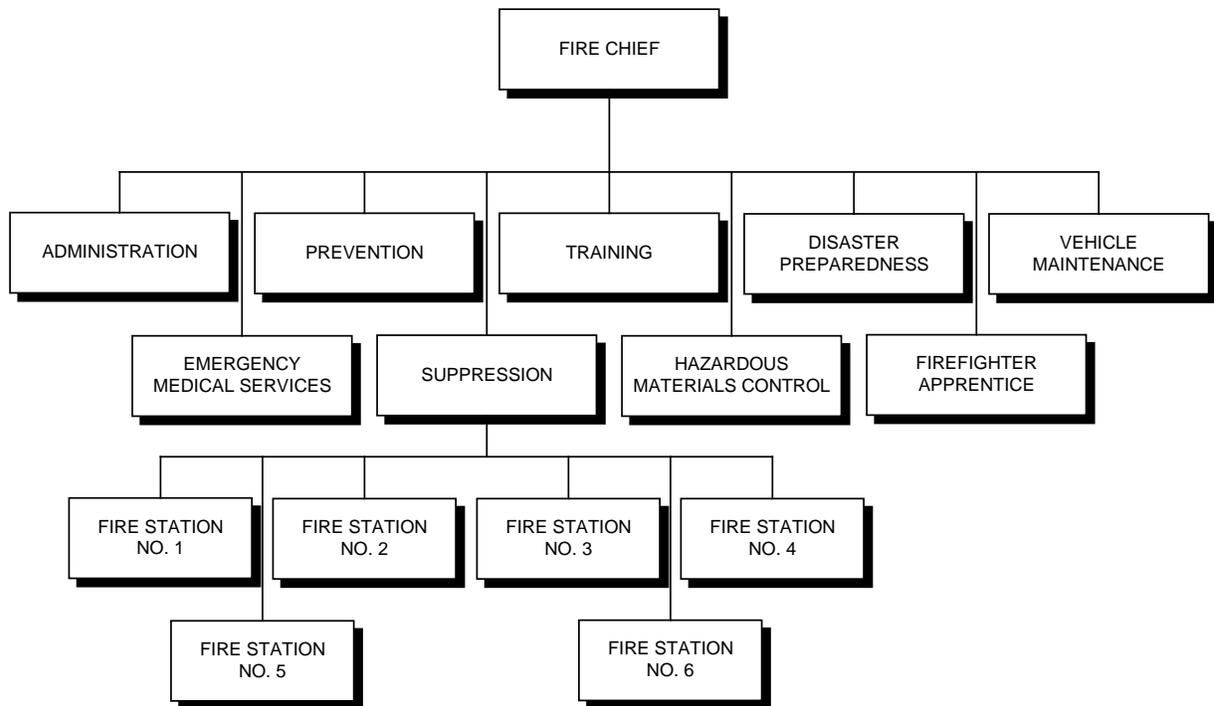
General Fund

FINANCE DEPARTMENT

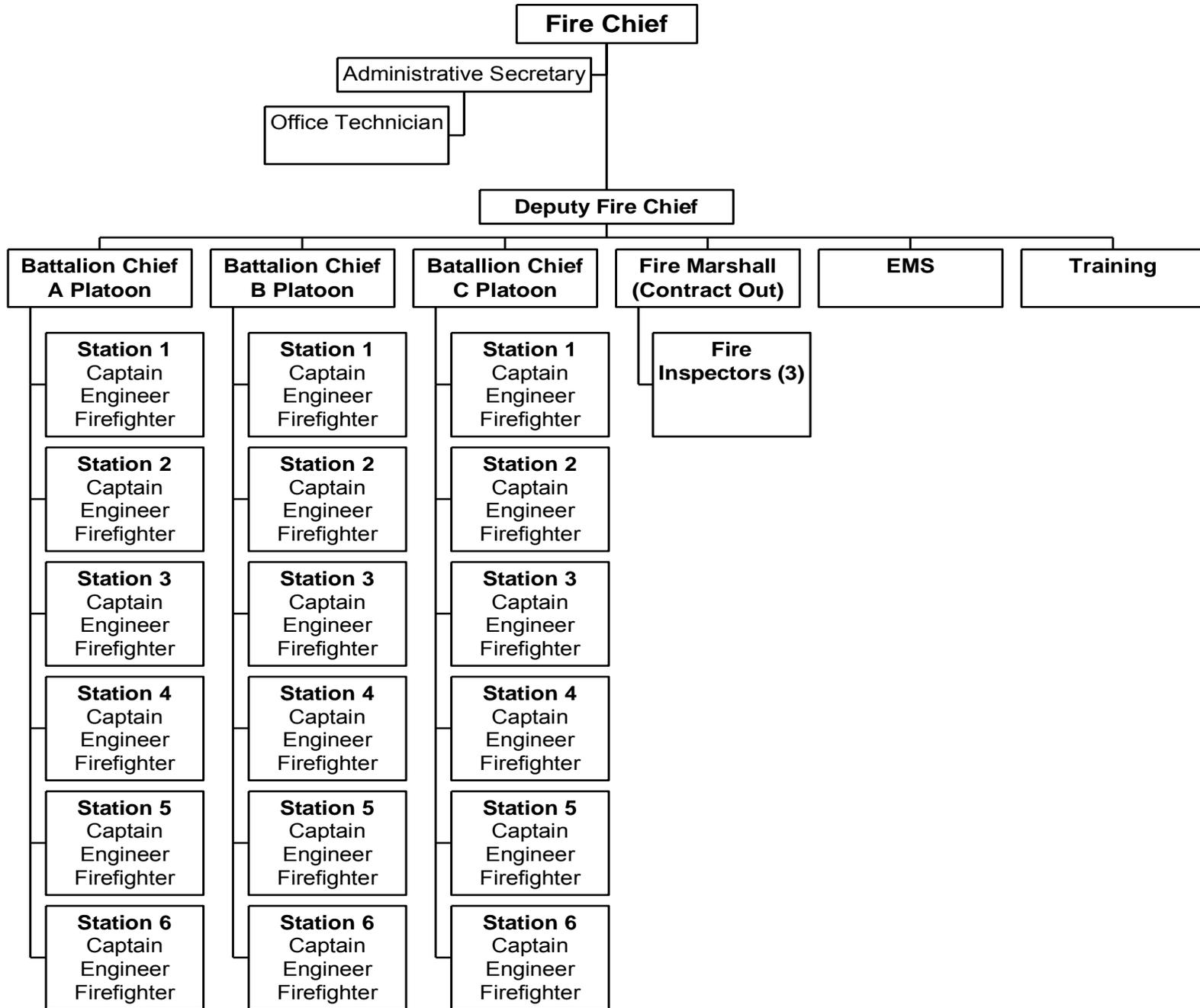
Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Finance Director	1	1	1	1
Accounting Officer	1	1	1	1
Total	2	2	2	2
 Accounting Division				
Sr Accounting Technician	2	2	2	2
Senior Accountant	2	2	2	2
Supervising Accountant	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	10	10
 Purchasing Division				
Purchasing Technician	1	1	1	1
Senior Buyer	1	1	1	1
Total	2	2	2	2
 Information Systems Division				
Information Systems Mgr	1	1	1	1
Sr Programmer/Analyst	1	1	1	1
Central Services Tech	1	1	1	1
Network/Sys Administrator	1	1	1	1
Integration/App'l Admin	1	1	1	1
Telecom Svc Tech	1	1	1	1
Computer Operator	1	1	1	1
Total	7	7	7	7
 Department Total	 21	 21	 21	 21

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 agreements compliance. The Administration Division is also responsible for continuous self-assessment of Fire Department efficiency and the implementation of community life safety programs.

Top Five Accomplishments for FY 2012-13

1. **Fire Department Training/Hiring** – All 12 SAFER Grant firefighters successfully passed a grueling 12 month probation period and have met the requirements to be certified as Firefighter I with the State Fire Training Board. The department also hired and trained 2 replacement SAFER Grant firefighters to replace two firefighters that retired. SAFER Grant guidelines require that all firefighter positions vacated during the grant performance period be filled.
2. **Fire Department Training** - The Fire Department placed two live fire burn simulator trailers in service. All suppression firefighters have received live fire training to enhance firefighter safety and skill maintenance.
3. **New Department Rules & Regulations** – The Fire Department Labor/Management Committee updated and implemented a new Rules & Regulations manual for the department.
4. **New EMS computer reporting system and virtual desktop purchase** - The Fire Department purchased new virtual desktop computers for all fire stations, new EMS laptops for all fire engines which include licenses and software utilizing CSA-74 funds; this saved the General Fund approximately \$75,000.
5. **Hazardous Materials Team** – The Fire Department's Hazardous Materials Team was inspected and typed by CalEMA as a Type III Haz Mat Team. Typing is a new requirement to maintain grant eligibility and miscellaneous funding opportunities.

City Council Goals, Strategies, and Objectives for FY 2013-14

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. **Steinbeck Regional Innovation Foundation/Cluster (SIC):**
 - a. Support new building and existing company expansion(s) through the permit and inspection process.
5. **Enhanced Branding Image of the City:**
 - a. The Fire Department will partner 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. Will provide fire service expertise in Fire Department best practices and will continually seek new funding opportunities.

FIRE DEPARTMENT Summary (Continued)

2. **Support neighborhoods and volunteers:**
 - a. Work with City Council, Community Groups and all 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. Will 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 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 and training and retention SAFER Grant.
4. **Safety & Training:**
 - a. Ensure fire personnel are trained to the latest techniques.
 - 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, 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.

Excellent Infrastructure

1. **Seek Community Input:**
 - a. Infrastructure needs have been identified through a Needs Assessment and will be presented to Council and the community.
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. Timeline will be identified once funding has been identified and secured.

FIRE DEPARTMENT Summary (Continued)

Quality of Life

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

Major Budget Changes

None

FIRE DEPARTMENT Summary

Expenditures by Program	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
4505 Administration Division	319,821	458,264	368,600	376,300
4510 Suppression Division	15,192,377	17,861,632	15,777,400	15,963,800
4520 Emergency Medical Svcs Division	565,182	637,800	634,700	644,500
4530 Prevention Division	370,079	480,049	494,200	505,400
4540 Training Division	66,516	73,787	87,600	85,900
4560 Vehicle Maintenance Division	249,833	271,466	301,400	292,800
4570 Hazardous Material Control Division	156,256	169,770	184,400	173,300
4571 Hazardous Mat-County Division	2			
TOTAL	16,920,066	19,952,768	17,848,300	18,042,000

Expenditures by Character

1. Employee Services	16,128,979	18,880,783	16,740,100	16,933,800
2. Office Supplies & Materials	8,123	10,700	10,700	10,700
3. Bldg/Veh/Equip Maint/Supplies	141,157	139,000	144,200	144,200
4. Vehicle Fuels & Lubricants	100,422	102,200	112,200	112,200
5. Small Tools & Equipment	14,974	17,900	17,900	17,900
6. Clothing & Personal Equip	29,498	52,100	52,100	52,100
7. Books and Publications	3,879	2,700	2,700	2,700
8. Special Dept Supplies	17,833	25,800	25,800	25,800
9. Communications	246,846	425,600	449,300	449,300
10. Utilities	45,507	58,000	58,000	58,000
11. Contract Maintenance Services	129,344	142,785	147,800	147,800
12. Professional Services	10,333	19,300	23,300	23,300
13. Outside Services	12,850	13,900	12,400	12,400
14. Training/Conferences/Meetings	29,424	45,900	45,900	45,900
15. Membership & Dues	897	1,100	900	900
16. Buildings		10,000		
17. Capital Outlay		5,000	5,000	5,000
TOTAL	16,920,066	19,952,768	17,848,300	18,042,000

Expenditures by Fund

General Fund	15,429,664	15,917,154	16,454,500	17,302,500
Measure V Fund	62,467	95,000	95,000	95,000
Emergency Medical Services Fund	565,182	637,800	634,700	644,500
SAFER Grant	862,753	3,302,814	664,100	
TOTAL	16,920,066	19,952,768	17,848,300	18,042,000

FIRE DEPARTMENT Summary

Workforce by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
4505	Administration Division	3	3	2	2
4510	Suppression Division	91	91	89	77
4530	Prevention Division	3	3	3	3
	TOTAL	97	97	94	82

FIRE DEPARTMENT

Administration Division

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Firefighters Per Capita	0.52	0.6	0.6	0.6	0.6
Authorized Staffing	84	97	97	94	97
Overtime Costs	\$ 1,741,226	\$ 849,508	\$ 350,000	\$ 840,000	\$ 500,000
Dollar Value of Grant Applications	\$ 3,048,267	\$ 920,000	\$ 650,000	\$ 650,000	\$ 628,000
Dollar Value of Grants Awarded	\$ 3,048,267	\$ -	\$ -	\$ -	TBD
Lost Days due to Injuries	1056	1492	500	TBD	500

Major Budget Changes

In Fiscal Year 2011-12, the Fire Department received a two-year \$2.9 million SAFER grant to hire 12 firefighters. The additional staff will reduce the Fire Department's overtime cost by approximately \$500,000-\$700,000 per year during the two-year SAFER Grant period. The SAFER Grant is set to expire December of 2013.

FIRE DEPARTMENT
Administration Division

4505

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	314,542	441,964	354,000	361,700
2. Office Supplies & Materials	2,670	3,000	3,000	3,000
3. Special Dept Supplies	255	1,400	1,400	1,400
4. Communications	1,193	2,500	2,500	2,500
5. Contract Maintenance Services	663	1,300	1,300	1,300
6. Outside Services		7,500	6,000	6,000
7. Membership & Dues	498	600	400	400
TOTAL	319,821	458,264	368,600	376,300

Authorized Positions	3	3	2	2
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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 11,500 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
4 Minute Response - NFPA Standard	59.70%	60.20%	90%	60%	90%
4-6 Minute Response - General Plan Service Standard	90.30%	90.40%	90%	90%	90%
17 Firefighters at structure fires within 8 minutes - NFPA Standard	74.70%	81.70%	90%	78%	90%
Number of structure fires contained by 1st alarm assignment	N/A	N/A	100%	90%	100%
Total Structure Fires	122	95	0	109	0
Total Other Type Fires	249	263	0	256	0

Major Budget Changes

None

FIRE DEPARTMENT

Suppression Division

4510

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	14,638,139	17,061,747	14,954,600	15,141,000
2. Office Supplies & Materials	1,058	3,200	3,200	3,200
3. Bldg/Veh/Equip Maint/Supplies	19,573	25,800	26,000	26,000
4. Vehicle Fuels & Lubricants	93,922	95,000	105,000	105,000
5. Small Tools & Equipment	13,578	14,000	14,000	14,000
6. Clothing & Personal Equip	27,783	49,000	49,000	49,000
7. Books and Publications		700	700	700
8. Special Dept Supplies	15,803	21,000	21,000	21,000
9. Communications	237,267	410,300	434,000	434,000
10. Utilities	45,507	58,000	58,000	58,000
11. Contract Maintenance Services	81,969	89,485	84,500	84,500
12. Professional Services	4,928	12,000	16,000	16,000
13. Outside Services	12,850	6,400	6,400	6,400
14. Buildings		10,000		
15. Capital Outlay		5,000	5,000	5,000
TOTAL	15,192,377	17,861,632	15,777,400	15,963,800

Authorized Positions	91	91	89	77
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Funding Source

General Fund

FIRE DEPARTMENT

Emergency Medical Services Division

4520

Purpose

The EMS Division provides 24-hour advanced life support medical intervention at the paramedic 1st 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.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Paramedics	27	27	27	27	27
Number of EMT's	63	63	63	61	63
EMS Training Hours	1,416	1,487	1,500	1,450	1,500
Total EMS Responses	7,792	7,520	7,500	7,600	7,600

Major Budget Changes

None

FIRE DEPARTMENT
Emergency Medical Svcs Division

4520

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	536,686	590,700	587,600	597,400
2. Office Supplies & Materials		800	800	800
3. Bldg/Veh/Equip Maint/Supplies	13,798	16,000	16,000	16,000
4. Communications	581	1,500	1,500	1,500
5. Contract Maintenance Services	6,676	14,500	14,500	14,500
6. Professional Services		1,300	1,300	1,300
7. Training/Conferences/Meetings	7,441	12,900	12,900	12,900
8. Membership & Dues		100	100	100
TOTAL	565,182	637,800	634,700	644,500

Authorized Positions

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Fire & Life Safety Education	38	6	20	18	20
Public Safety Demonstrations	65	56	20	32	20
Total Number of Multi-Family Inspections	1,088	1,131	1,300	1,303	1,300
Total Number of Commercial/Fire Permit Inspections	471	941	500	1,000	500
Fire Code Complaint Inspections	958	539	500	625	500
Number of Fire Plan Checks	450	512	600	593	600
Number of Development Reviews (DRC)	34	88	75	102	75

Major Budget Changes

1. Fill three Shift Inspectors positions to assist with Life and Fire Safety Inspections.

FIRE DEPARTMENT

Prevention Division

4530

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	362,466	466,649	480,800	492,000
2. Office Supplies & Materials	2,256	1,700	1,700	1,700
3. Bldg/Veh/Equip Maint/Supplies		100	100	100
4. Vehicle Fuels & Lubricants		700	700	700
5. Small Tools & Equipment		400	400	400
6. Clothing & Personal Equip	937	1,600	1,600	1,600
7. Books and Publications	1,765	1,000	1,000	1,000
8. Special Dept Supplies	236	2,300	2,300	2,300
9. Communications	2,020	3,200	3,200	3,200
10. Training/Conferences/Meetings		2,000	2,000	2,000
11. Membership & Dues	399	400	400	400
TOTAL	370,079	480,049	494,200	505,400
 Authorized Positions	 3	 3	 3	 3

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 (two Phase 1 and two Phase 2) Draeger Class 'A' burn simulations per year to all fire suppression personnel.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Total Number of Training Hours (Department)	17,049	33,035	18,000	8,500	18,000
Mandated Training Compliance (Department) - %	57%	85%	100%	65%	100%
Number of Firefighters Trained - Class A Burn Trailers	N/A	N/A	87	87	87

Major Budget Changes

None

FIRE DEPARTMENT
Training Division

4540

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	33,231	35,187	49,000	47,300
2. Office Supplies & Materials	2,139	2,000	2,000	2,000
3. Small Tools & Equipment				
4. Books and Publications	2,114	1,000	1,000	1,000
5. Special Dept Supplies	1,539	1,100	1,100	1,100
6. Communications	5,783	8,000	8,000	8,000
7. Contract Maintenance Services	452	500	500	500
8. Professional Services	5,405	6,000	6,000	6,000
9. Training/Conferences/Meetings	15,853	20,000	20,000	20,000
TOTAL	66,516	73,787	87,600	85,900

Authorized Positions

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:

Maintain and support an efficient and safe fleet of emergency response vehicles minimizing on-duty crew down time.

Maintain safe and functional auxiliary fire equipment.

Maintain fully functional reserve fire apparatus for use as frontline apparatus.

Track In-Service time of reserve and front-line apparatus.

Ensure all aerial and ground ladders are tested annually per manufacturer's specifications and NFPA standards.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Scheduled Maintenance Compliance - %	100%	100%	100%	100%	100%
Aerial & Ground Ladder Testing Compliance - %	100%	100%	100%	100%	100%

Major Budget Changes

None

FIRE DEPARTMENT
Vehicle Maintenance Division

4560

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	88,900	119,966	134,900	126,300
2. Bldg/Veh/Equip Maint/Supplies	107,786	95,000	100,000	100,000
3. Vehicle Fuels & Lubricants	6,500	6,500	6,500	6,500
4. Small Tools & Equipment	933	3,000	3,000	3,000
5. Contract Maintenance Services	39,584	37,000	47,000	47,000
6. Training/Conferences/Meetings	6,130	10,000	10,000	10,000
TOTAL	249,833	271,466	301,400	292,800

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Total Training Hours	849	476	1,335	438	1,335
Annual CUPA Reimbursement	\$ 98,257	\$ 97,102	\$ 100,000	\$ 124,661	\$ 125,000

Major Budget Changes

None

FIRE DEPARTMENT
Hazardous Material Control Division

4570

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	155,015	164,570	179,200	168,100
2. Bldg/Veh/Equip Maint/Supplies		2,100	2,100	2,100
3. Small Tools & Equipment	463	500	500	500
4. Clothing & Personal Equip	778	1,500	1,500	1,500
5. Communications		100	100	100
6. Training/Conferences/Meetings		1,000	1,000	1,000
TOTAL	156,256	169,770	184,400	173,300

Authorized Positions

Funding Source

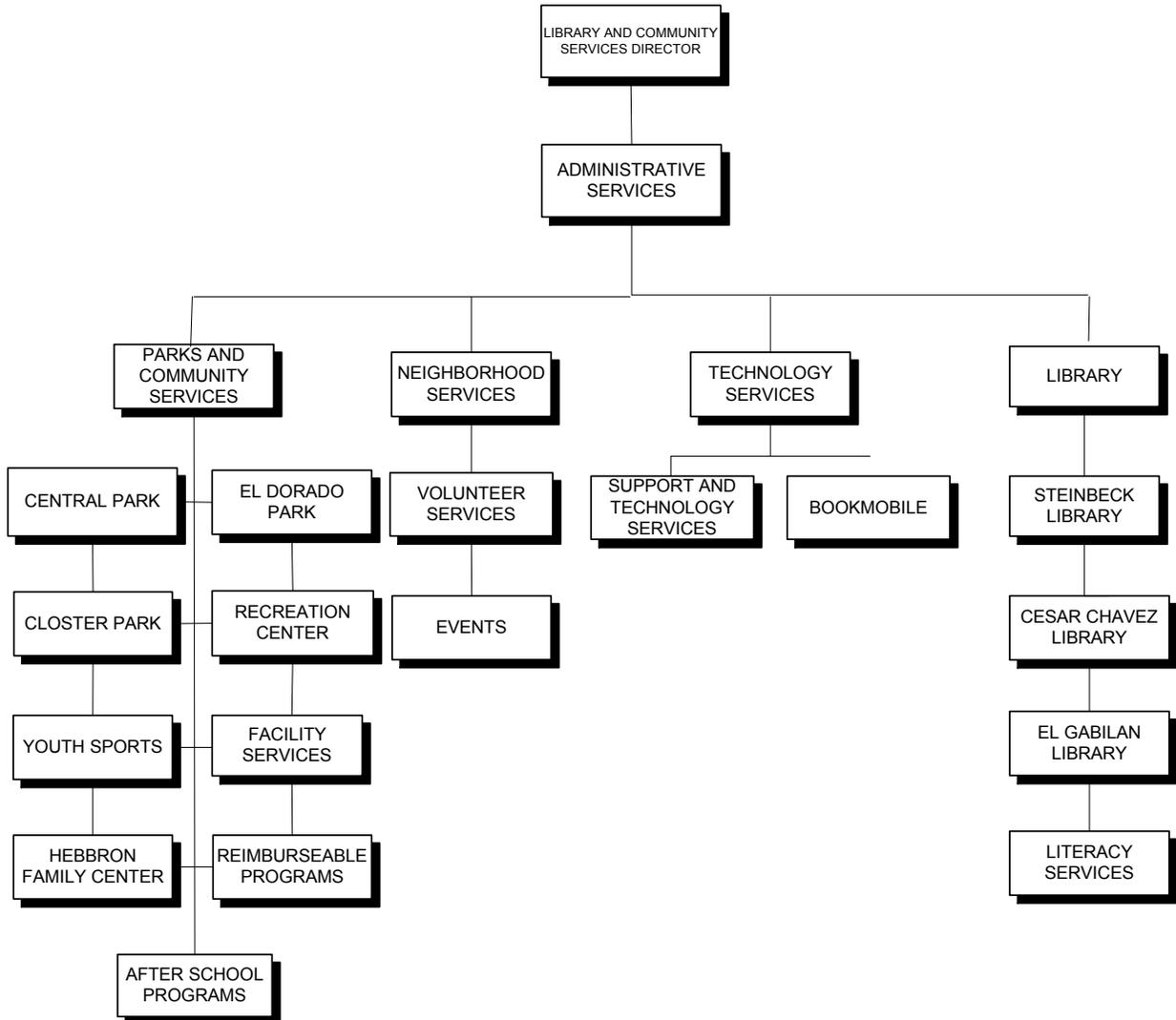
General Fund

FIRE DEPARTMENT

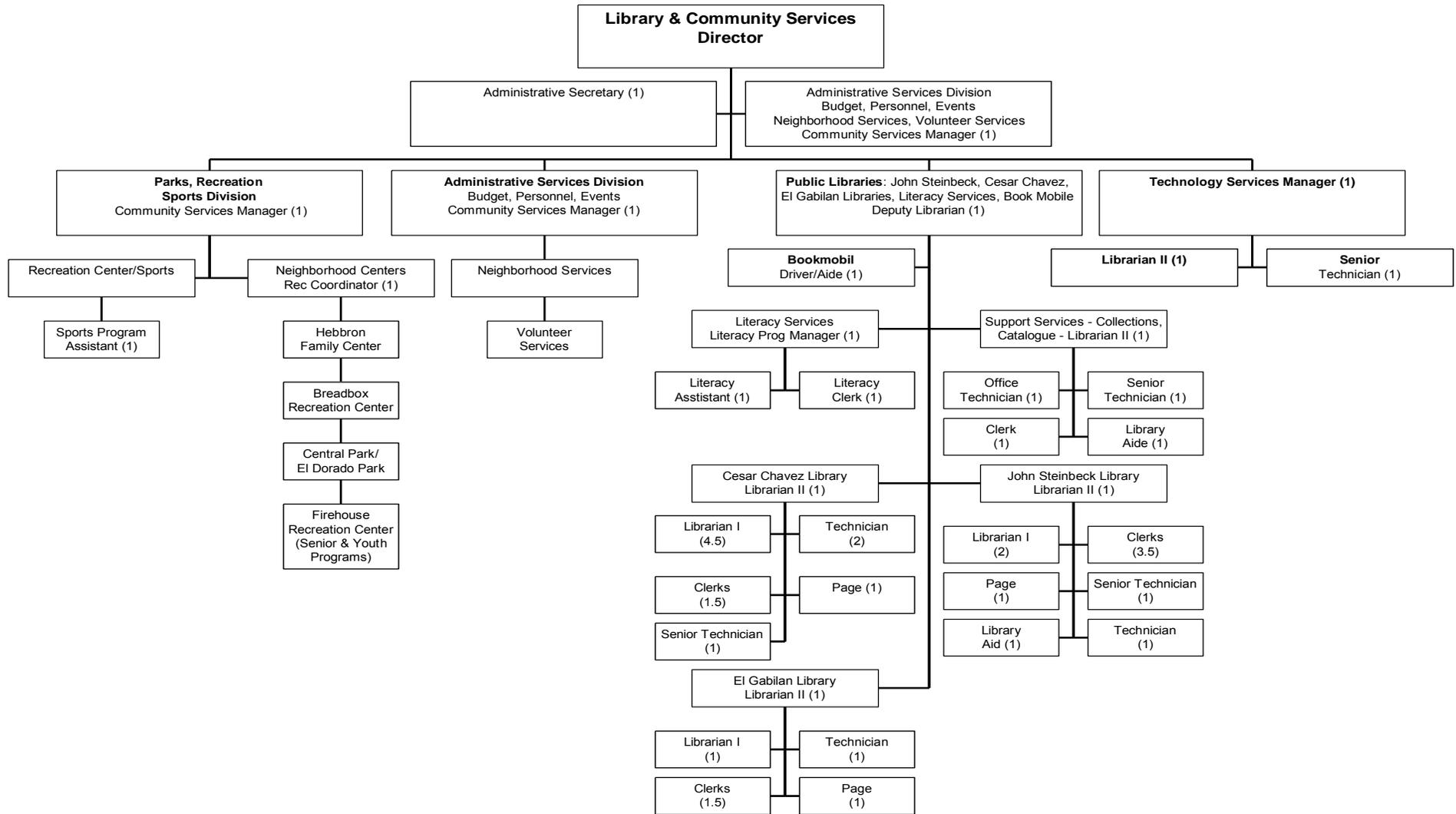
Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Fire Chief	1	1	1	1
Administrative Secretary	1	1	1	1
Office Technician	1	1	1	1
Office Technician(Frozen)			-1	-1
Total	3	3	2	2
 Suppression Division				
Deputy Fire Chief	1	1	1	1
Fire Captain	24	24	24	24
Battalion Chief	3	3	3	3
Firefighter (SAFER Grant)	12	12	12	
Firefighter	28	27	27	27
Firefighter (Frozen)			-2	-2
Fire Engineer	23	24	24	24
Total	91	91	89	77
 Prevention Division				
Fire Inspector	3	3	3	3
 Department Total	 97	 97	 94	 82

LIBRARY AND COMMUNITY SERVICES



LIBRARY AND COMMUNITY SERVICES DEPARTMENT Organization Chart



LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Summary

Purpose

The Library and Community Services Department consist of Library, Recreation and Community Services and City Arts. To function as a public commons for a diverse community, create a City of Peace and Culture of Literacy through our programs and services. Promote intellectual curiosity, family literacy, social networking, environmental awareness and an active and healthy lifestyle and to be a model of innovation within the community providing a variety of programs to serve all ages. Program services include Libraries, recreation centers, playgrounds, CDBG after school programs, youth sports, leased facilities to include two golf courses, the Salinas Aquatic Center, Community Center/Sherwood Hall, Firehouse Recreation Center, Closter Park and Bread Box Recreation Center. Partnerships and creative colorations are developed with multi-government agencies, schools, community series groups and organizations.

Top Five Accomplishments for FY 2012-13

Organizational Effectiveness Initiative

Library

1. Numbers: 561,704 visitors; 121,730 internet uses at 148 public computers; 1,138 children and youth programs; 14,948 residents attended programs; 3,171 volunteer hours; 3,672 used Homework Centers; 78% residents have library cards; digitized 165 local history interviews and photographs; ten local history video graphics; 8,000 + free lunches at Homework Centers and over 600 public programs including soccer, Mexican regional music orchestra, la cultura cura and youth leadership social justice.
2. Sixteen grants totaled \$1,332,500: Literary, Cesar Chavez Library, and Technology.
3. AWARDS: Monterey County Historical Society Award 2011; Selected for ICMA/Gates National Benchmark Study for technology; Packard Fellow; CA State Library "Pitch a Project;"
4. Opened Cesar Chavez Library and raised \$1 million.
5. Partnerships with 44 organizations, groups.

Recreation-Park Sports Division

1. Through a reallocation of Measure V dollars, the Parks & Community Services Department was able to maintain some basic programming at Central and El Dorado Park recreation facilities. Youth continue to be a central focus for the programming at these sites. From tiny tots, ages 3-5 learning to identify their colors, to elementary aged youth who enjoy a variety of after school activities, to middle school teens crafting their music skills and/or staying fit through Karate; Central and El Dorado provide a positive outlet for engaging neighborhood youth.
2. Recreation and Community Services programs continue to be in high demand by the residents of Salinas. Over 220,000 residents visited a neighborhood recreation center over the last year while over 4,000 youth participated in a variety of youth sports programs.
3. The Division continues to provide nutritious meals for youth and seniors throughout the year. Last year 14,000 meals were served to seniors at the Firehouse Recreation Center and over 18,000 free lunches were served as part of the summer lunch program at the (5) neighborhood centers and the Cesar Chavez Library.
4. Provide ongoing volunteer opportunities for youth and adults. Last year over 15,000 volunteer hours were provided in support of recreation programs (Youth Sports Coaches – 12,600 hours; Senior Program – 2,500 hours; Hebron Teens – 520 hours)
5. Hebron Family Center served as a HUB for CASP's implementation of the Comprehensive Strategy for Community Wide Violence Reduction Plan. Various subcommittees including the Cross Functional Team and The Community Engagement meet bi-monthly at the Center. Other CASP agencies also use Hebron to provide services to the target area. The Division was awarded approximately \$100,000 over a two year period through CalGRIP VI to implement a Saturday evening teen program at the Breadbox and expand the hours of the existing Saturday evening teen program at the Hebron Family Center.

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Summary (Continued)

Events, Neighborhood Services, Volunteers

1. In addition to the District cleanups – Volunteer cleanups were organized for Make a Difference Day and Public Land's Day.
2. Volunteer Services hired a Community Services Assistant who worked for 6 months. During that time a Volunteer Facebook page was created and new volunteer monthly orientations were held.
3. Volunteers continue to support City Services. Volunteers provided support for the City Clerk Office, Finance Department, Neighborhood Services, Library and Human Resources Department.
4. Staff is currently working on establishing a Policy for Commercial Uses and Farmers Markets in City Parks.
5. Special Events 135 Community Special Event Permits were issued.

City Council Goals, Strategies, and Objectives for FY 2013-14

Economic Diversity and Prosperity

1. **Alisal Market Place:**
2. **Chinatown Revitalization:**
3. **Enhanced Permit Center Operations:**
4. **Steinbeck Regional Innovation Foundation/Cluster (SIC):**
5. **Enhanced Branding Image of the City:**

Safe, Livable Community

1. **Work with citizen to create consistent funding public safety:**
2. **Support neighborhoods and volunteers:** Empower and support neighborhoods and volunteers as collaborative partners in creating a safe community. Promote neighborhood involvement between the city council and residents. Work with City Council to schedule cleanups and community meetings in neighborhoods. Remain as active and working Council members of CASP and the BHC committed to integrating and promoting their programs
3. **Address homelessness:**
4. **Build a new police station:**

Effective, Sustainable Government

1. **Employee Customer Service:** Continue to practice sound customer services techniques. Promote customer service with staff
2. **Technology Upgrade:** Improve website and utilize social media for communications with residents. Enable residents to pay on line with credit cards for programs registration and fees. Continue to upgrade technology in the libraries to provide services to library patrons. Upgrade technology at recreation centers for homework.

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:**

Quality of Life

1. **Youth Soccer Fields at Constitution Park:** Continue to work with all soccer organization to provide maximum playing time on fields and initiate facility Improvements when possible.
2. **Continued support for recreational activities, the arts, libraries and sports:** Continue to promote a variety of quality classes, programs and special events at the recreation and neighborhood centers and libraries for all ages. Prepare brochure of programs for community services, recreation and library programs.

Major Budget Changes

None

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

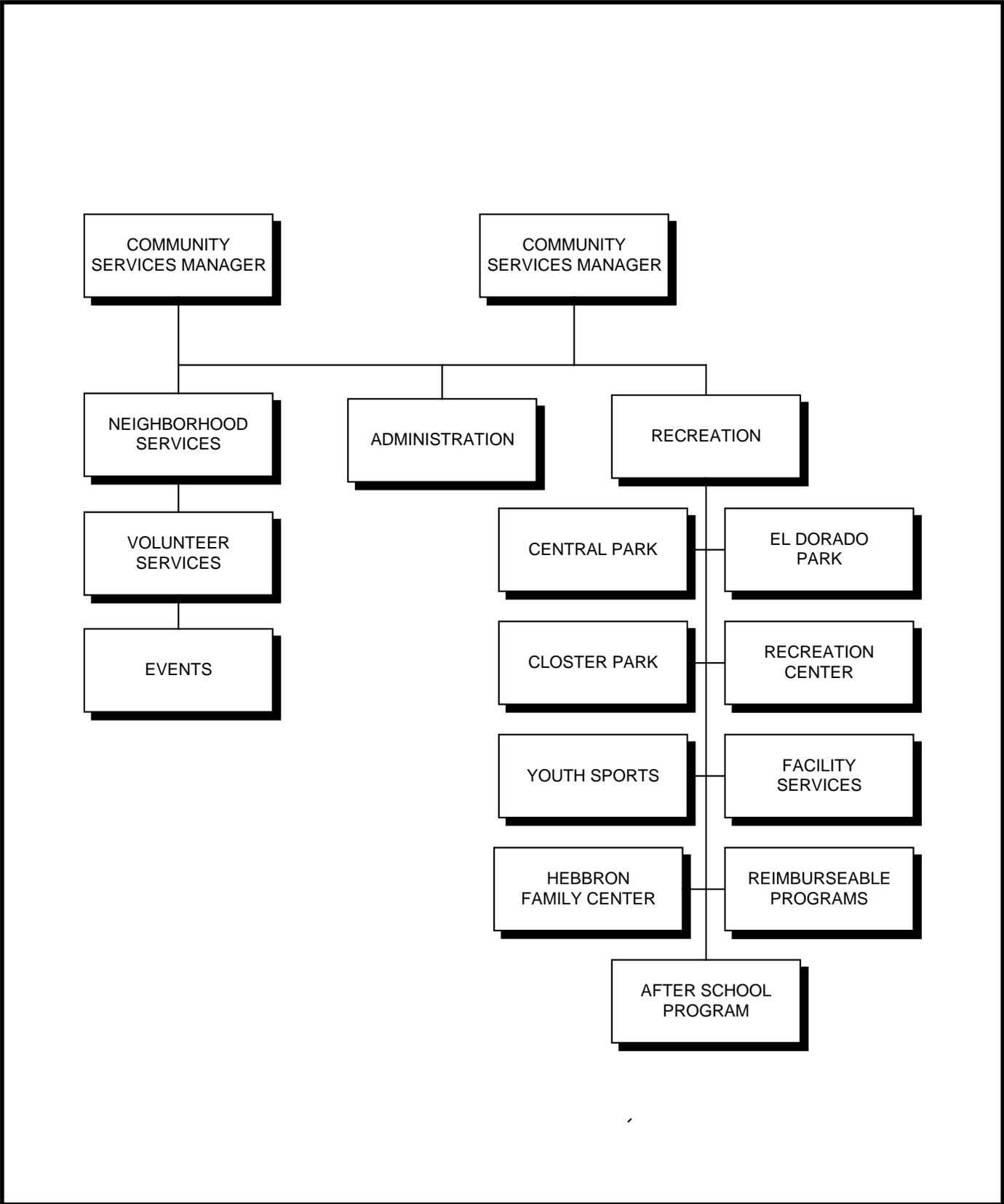
Summary

	<u>11-12 Actual</u>	<u>12-13 Budget</u>	<u>13-14 Adopted</u>	<u>14-15 Plan</u>
Expenditures by Program				
Library	3,378,992	4,030,528	4,291,900	4,331,500
Parks and Community Services	1,104,147	1,415,992	1,404,400	1,422,600
Total	<u>4,483,139</u>	<u>5,446,520</u>	<u>5,696,300</u>	<u>5,754,100</u>
Workforce by Program				
Library	42.50	45.50	43.50	43.50
Parks and Community Services	5.00	6.00	6.00	6.00
Total	<u>47.50</u>	<u>51.50</u>	<u>49.50</u>	<u>49.50</u>



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PARKS AND COMMUNITY SERVICES





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PARKS AND COMMUNITY SERVICES

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
5510	Administration Division	375,558	420,885	419,800	428,100
5515	Neighborhood Services Division		12,200	12,200	12,200
5527	Closter Park Division	17,100	7,500	7,500	7,500
5528	El Dorado Park Division	10,543	14,700	29,900	29,900
5529	Central Park Division	17,103	19,300	19,600	19,600
5531	Facility Services Division	7,868	8,500	8,500	8,500
5532	Reimbursable Rec Activities	81,493	160,700	160,700	160,700
5533	Youth Sports Division	153,746	161,961	167,500	170,200
5534	Adult Sports Division				
5536	Recreation Center Division	39,299	47,100	49,100	49,100
5537	Firehouse Rec Center Division	4,736	16,900	32,900	32,900
5538	Hebbron Heights Rec Center Division	39,044	39,000	59,000	59,000
5541	Afterschool Programs Division	279,813	366,746	307,200	314,400
5550	Community Center Division	77,844	140,500	130,500	130,500
	TOTAL	1,104,147	1,415,992	1,404,400	1,422,600

Expenditures by Character

1.	Employee Services	799,149	888,846	880,300	898,500
2.	Office Supplies & Materials	5,120	8,000	8,000	8,000
3.	Bldg/Veh/Equip Maint/Supplies	6,673	14,700	18,000	18,000
4.	Vehicle Fuels & Lubricants	1,102	1,000	1,000	1,000
5.	Small Tools & Equipment	356	400	400	400
6.	Clothing & Personal Equip	748	1,000	1,000	1,000
7.	Special Dept Supplies	55,511	74,800	74,800	74,800
8.	Communications	8,903	11,900	11,900	11,900
9.	Utilities	61,526	125,200	126,400	126,400
10.	Contract Maintenance Services	58,019	60,500	74,300	74,300
11.	Professional Services	57,030	123,300	126,200	126,200
12.	Outside Services	44,840	54,446	50,000	50,000
13.	Advertising	4,550	17,000	17,000	17,000
14.	Training/Conferences/Meetings	61	900	900	900
15.	Membership & Dues		800	800	800
16.	Refunds & Reimb Damages	559	3,400	3,400	3,400
17.	Recognition-Award-Protocol		10,000	10,000	10,000
18.	Impvt Other Than Buildings		19,800		
	TOTAL	1,104,147	1,415,992	1,404,400	1,422,600

PARKS AND COMMUNITY SERVICES

Summary

Expenditures by Fund	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
General Fund	728,192	917,846	919,500	930,500
Measure V Fund	375,955	498,146	484,900	492,100
TOTAL	1,104,147	1,415,992	1,404,400	1,422,600

Workforce by Program

5510	Administration Division	3	3	3	3
5533	Youth Sports Division	1	1	1	1
5541	Afterschool Programs Division	1	2	2	2
	TOTAL	5	6	6	6



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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Employees (including temporary)		68	75	77	77
Number of Attendees at Recreation Centers	204,440	252,192	220,000	290,000	280,000
Number of Youth Commission Events/Activities	5		7	7	8
Number of Participants Attending Youth Commission Events	1,250	1,200	1,350	1,000	1,200
Number of Special Event Permits Issued	151	134	130	135	135
Number of Annual Hours Spent in Support of CASP	75	85	120	160	125
Number of Annual Hours Spent Attending Community Meetings/Events	175	115	275	270	275

Major Budget Changes

None.

PARKS AND COMMUNITY SERVICES
Administration Division

5510

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	350,370	367,385	366,300	374,600
2. Office Supplies & Materials	1,437	1,400	1,400	1,400
3. Bldg/Veh/Equip Maint/Supplies	139	1,500	1,500	1,500
4. Vehicle Fuels & Lubricants	265	400	400	400
5. Small Tools & Equipment	356	400	400	400
6. Clothing & Personal Equip	748	1,000	1,000	1,000
7. Special Dept Supplies	871	800	800	800
8. Communications	3,900	5,200	5,200	5,200
9. Professional Services	9,579	10,000	10,000	10,000
10. Outside Services	3,343	5,000	5,000	5,000
11. Advertising	4,550	17,000	17,000	17,000
12. Membership & Dues		800	800	800
13. Recognition-Award-Protocol		10,000	10,000	10,000
TOTAL	375,558	420,885	419,800	428,100

Authorized Positions	3	3	3	3
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 YTD	FY 2012-13 Projected	FY 2013-14 Goal
Council District Cleanups	5	6	3.00	6.00	6.00
Community Meetings	11	6	3.00	3.00	6.00
City-wide Volunteer Hours Performed	NA	20,756	7,177.73	5,435.00	7,177.00

Major Budget Changes

None.

PARKS AND COMMUNITY SERVICES
Neighborhood Services Division

5515

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Office Supplies & Materials		2,600	2,600	2,600
2. Special Dept Supplies		8,200	8,200	8,200
3. Communications		1,400	1,400	1,400
TOTAL		12,200	12,200	12,200

Authorized Positions

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
*Unavailable. Facility leased to Salinas Boxing Club	NA	NA	NA	NA	NA

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
Closter Park Division

5527

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	9,708			
2. Bldg/Veh/Equip Maint/Supplies		800	800	800
3. Communications	315	300	300	300
4. Utilities	4,461	4,900	4,900	4,900
5. Contract Maintenance Services	1,223	1,500	1,500	1,500
6. Professional Services	1,393			
TOTAL	17,100	7,500	7,500	7,500

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Program Attendees	50,868	55,020	51,000	53,000	51,000

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
El Dorado Park Division

5528

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services			15,000	15,000
2. Bldg/Veh/Equip Maint/Supplies	1,319	2,500	2,800	2,800
3. Communications	706	500	500	500
4. Utilities	6,754	8,500	8,500	8,500
5. Contract Maintenance Services	729	1,900	1,800	1,800
6. Professional Services	1,035	1,300	1,300	1,300
TOTAL	10,543	14,700	29,900	29,900

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Program Attendees	32,902	33,489	34,000.00	48,000	40,000.00

Major Budget Changes

In order to meet the Division's 6% reduction toward the City's overall structural deficit in FY 13-14, the Central Park Recreation Center will close. The after school recreation program and free summer lunch program will be eliminated.

PARKS AND COMMUNITY SERVICES
Central Park Division

5529

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	9,754	9,500	9,500	9,500
2. Office Supplies & Materials	820	1,000	1,000	1,000
3. Bldg/Veh/Equip Maint/Supplies	734	1,900	2,200	2,200
4. Special Dept Supplies	1,686	1,700	1,700	1,700
5. Communications	361	300	300	300
6. Utilities	2,014	2,400	2,400	2,400
7. Contract Maintenance Services	803	1,200	1,200	1,200
8. Professional Services	931	1,300	1,300	1,300
TOTAL	17,103	19,300	19,600	19,600

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 2010-11 Actual	FY 2011-12 Actual	FY 2011-12 Projected	FY 2012-13 Projected	FY 2013-14 Goal
Revenue Collected	\$ 18,968	\$ 33,373	\$ 34,588	\$ 28,000	\$ 10,000
Bounce House Permits Issued	NA	50	55	55	60

Major Budget Changes

None.

PARKS AND COMMUNITY SERVICES
Facility Services Division

5531

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	7,661	6,800	6,800	6,800
2. Special Dept Supplies	207	500	500	500
3. Refunds & Reimb Damages		1,200	1,200	1,200
TOTAL	7,868	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

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Revenue Collected	\$ 39,934	\$ 50,248	\$ 50,000	\$ 48,000	\$ 50,000

Major Budget Changes

None.

PARKS AND COMMUNITY SERVICES
Reimbursable Rec Activities

5532

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	29,422	32,400	32,400	32,400
2. Special Dept Supplies	7,964	17,900	17,900	17,900
3. Professional Services	44,047	109,600	109,600	109,600
4. Refunds & Reimb Damages	60	800	800	800
TOTAL	81,493	160,700	160,700	160,700

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Registered Participants	3,936	4,004	4,000	4,000	3,950
Volunteer Coaches Hours Performed	12,605	12,882	12,500	12,000	12,000
Revenue Collected	\$87,837	95,566	\$90,000	\$92,000	\$85,000

Major Budget Changes

A decrease in revenue and participation is anticipated due to the Alisal Union School District's decision to opt out of the City run youth sports leagues and initiate their own district sports program.

The Administrative Secretary position assigned to the Recreation Center was moved to City Hall in January of 2012 when a Library and Community Services office area and art gallery was established. The Recreation Center Office is now being staffed by temporary employees with no additional resources; this will result in a reduction of staffing for after school enrichment programs at the neighborhood centers.

PARKS AND COMMUNITY SERVICES
Youth Sports Division

5533

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	120,370	125,461	128,100	130,800
2. Special Dept Supplies	32,765	33,200	33,200	33,200
3. Communications	67	800	800	800
4. Professional Services	45	1,100	4,000	4,000
5. Refunds & Reimb Damages	499	1,400	1,400	1,400
TOTAL	153,746	161,961	167,500	170,200

Authorized Positions	1	1	1	1
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Funding Source

General Fund

PARKS AND COMMUNITY SERVICES

Adult Sports Division - Eliminated

5534

Purpose

Provide adult sports programs to the community that will offset costs for officials, equipment and supplies through fees paid by the participants.

Division Operations

1. Expand adult sports programs where costs allow and where staff workload allows, with "cost recovery" incorporated in the development.
2. Further expand our usage agreement with the High School District.
3. Continue to practice excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Programs not offered due to budget reductions	N/A	NA	N/A	NA	NA

Major Budget Changes

None.

PARKS AND COMMUNITY SERVICES
Adult Sports Division

5534

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
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1. Employee Services

TOTAL

Authorized Positions

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Registrations Taken	3,936	4,004	4,000	3,980	3,950

Major Budget Changes

A decrease in participation is anticipated due to the Alisal Union School District's decision to opt out of the City run youth sports leagues and initiate their own district sports program.

The Administrative Secretary position assigned to the Recreation Center was moved to City Hall in January of 2012 when a Library and Community Services office area and art gallery was established. The Recreation Center Office is now being staffed by temporary employees with no additional resources; this will result in a reduction of staffing for after school enrichment programs at the neighborhood centers.

PARKS AND COMMUNITY SERVICES
Recreation Center Division

5536

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	21,477	22,000	22,000	22,000
2. Office Supplies & Materials	1,665	2,000	2,000	2,000
3. Bldg/Veh/Equip Maint/Supplies	1,425	3,100	3,900	3,900
4. Vehicle Fuels & Lubricants	837	600	600	600
5. Special Dept Supplies	2,073	2,500	2,500	2,500
6. Communications	452	500	500	500
7. Utilities	9,543	13,300	13,300	13,300
8. Contract Maintenance Services	1,766	2,200	3,400	3,400
9. Training/Conferences/Meetings	61	900	900	900
TOTAL	39,299	47,100	49,100	49,100

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Program Attendees	16,556	14,693	16,000	15,400	16,000
Senior Volunteer Hours Performed	2,500	2,400	2,500	2,000	2,500
Number of Senior Meals Served	14,000	6,000	6,000	6,000	6,000

Major Budget Changes

None.

PARKS AND COMMUNITY SERVICES
Firehouse Rec Center Division

5537

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services			10,000	10,000
2. Bldg/Veh/Equip Maint/Supplies		1,800	3,300	3,300
3. Communications	739	700	700	700
4. Utilities	724	3,800	5,000	5,000
5. Contract Maintenance Services	3,273	10,600	13,900	13,900
TOTAL	4,736	16,900	32,900	32,900

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Program Attendees	63,116	70,004	70,000	69,000	70,000
Number of Programs		1,849	2,000	1,800	2,000
Teen Volunteer Hours Performed	717	566	650	300	350

Major Budget Changes

The CDBG allocations for FY 2013-14 may be reduced by \$3,600.

PARKS AND COMMUNITY SERVICES
Hebbron Heights Rec Center Division

5538

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	22,016	18,000	38,000	38,000
2. Office Supplies & Materials	1,198	1,000	1,000	1,000
3. Bldg/Veh/Equip Maint/Supplies	3,056	3,100	3,500	3,500
4. Communications	666	700	700	700
5. Utilities	9,616	13,300	13,300	13,300
6. Contract Maintenance Services	2,492	2,900	2,500	2,500
TOTAL	39,044	39,000	59,000	59,000

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

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Free Lunches Served (Summer)	5,700	15,868	15,500	20,608	18,600
Number of Youth Field Trip Participants	180	280	200	181	200
Number of Summer Camp Participants	412	315	500	477	500

Major Budget Changes

In order to meet the Division's 6% reduction toward the City's overall structural deficit in FY 13-14, the After School budget will be reduced by \$55,000, resulting in the elimination of enrichment programs including trips, specialty classes and sports camps for youth.

PARKS AND COMMUNITY SERVICES
Afterschool Programs Division

5541

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	228,371	307,300	252,200	259,400
2. Special Dept Supplies	9,945	10,000	10,000	10,000
3. Outside Services	41,497	49,446	45,000	45,000
TOTAL	279,813	366,746	307,200	314,400
 Authorized Positions	 1	 2	 2	 2

Funding Source

Measure V Fund, General Fund

PARKS AND COMMUNITY SERVICES

Community Center

5550

Purpose

Manage lease of the Community Center complex.

Division Operations

1. Monitor the lease arrangements with the National Steinbeck Center.
2. Continue to practice excellent customer service.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Unavailable Facility of leased to the Steinbeck Center	N/A		N/A		

Major Budget Changes

None.

PARKS AND COMMUNITY SERVICES
Community Center Division

5550

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Communications	1,697	1,500	1,500	1,500
2. Utilities	28,414	79,000	79,000	79,000
3. Contract Maintenance Services	47,733	40,200	50,000	50,000
4. Impvt Other Than Buildings		19,800		
TOTAL	77,844	140,500	130,500	130,500

Authorized Positions

Funding Source

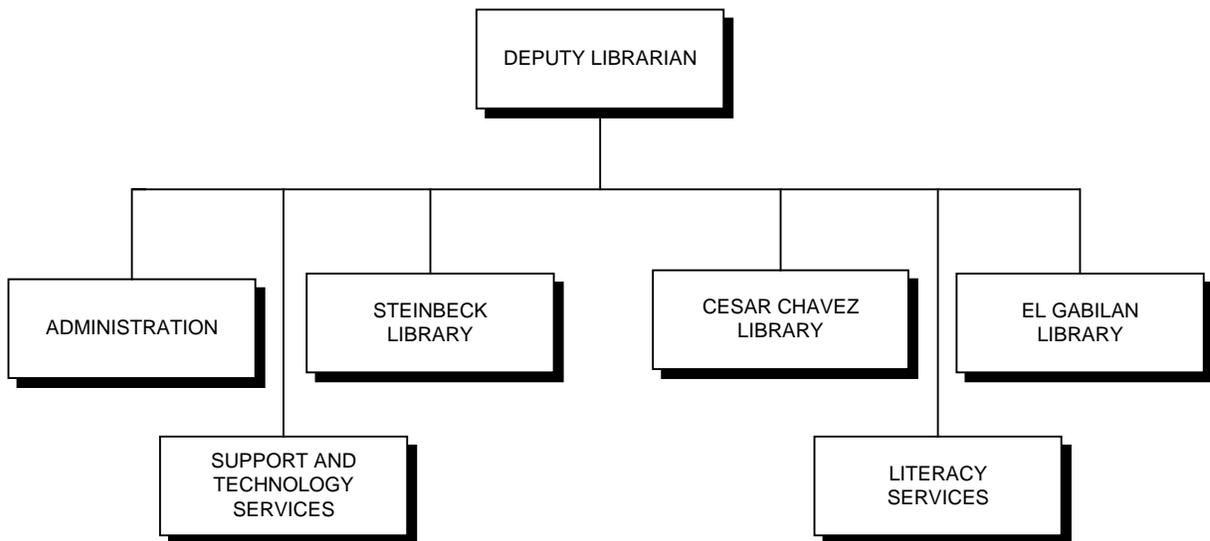
General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Work Force

	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Administration Division				
Administrative Secretary	1	1	1	1
Comm Service Manager	2	2	2	2
Total	3	3	3	3
Youth Sports Division				
Sports Program Asst	1	1	1	1
Afterschool Programs Division				
Recreation Coord (MV)	1	2	2	2
Department Total	5	6	6	6

LIBRARY



LIBRARY Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
6005	Administration Division	425,612	423,500	452,800	461,800
6009	Technology Services Division		247,200	322,700	338,600
6010	Support Services Division	763,700	572,775	678,100	689,900
6011	Steinbeck Library Division	859,644	1,133,069	998,300	990,600
6012	Cesar Chavez Library Division	725,815	937,849	1,052,600	1,088,900
6013	El Gabilan Library Division	361,768	447,855	491,000	457,700
6063	Literacy Division	242,453	268,280	296,400	304,000
	TOTAL	3,378,992	4,030,528	4,291,900	4,331,500

Expenditures by Character

1.	Employee Services	2,859,030	3,388,490	3,443,600	3,573,400
2.	Office Supplies & Materials	23,164	18,897	20,850	20,850
3.	Bldg/Veh/Equip Maint/Supplies	7,220	10,300	12,100	12,100
4.	Books and Publications	203,079	203,783	220,550	220,550
5.	Special Dept Supplies	35,797	39,975	40,800	40,800
6.	Communications	14,403	13,200	13,200	13,200
7.	Utilities	76,191	92,400	92,400	92,400
8.	Rents & Leases	2,580	2,500	2,500	2,500
9.	Contract Maintenance Services	92,317	121,683	131,100	131,100
10.	Professional Services	51,981	123,800	298,400	208,200
11.	Training/Conferences/Meetings	2,957	3,000	3,900	3,900
12.	Membership & Dues	6,118	7,500	7,500	7,500
13.	Taxes	4,155	5,000	5,000	5,000
	TOTAL	3,378,992	4,030,528	4,291,900	4,331,500

Expenditures by Fund

Measure V Fund	3,378,992	4,004,702	4,264,500	4,304,100
CLLS-Adult Literacy Project		25,826	23,500	23,500
CLSA Families for Literacy			3,900	3,900
TOTAL	3,378,992	4,030,528	4,291,900	4,331,500

LIBRARY Summary

Workforce by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
6005	Administration Division	3.0	3.0	3.0	3.0
6009	Technology Services Division		3.0	3.0	3.0
6010	Support Services Division	11.0	5.0	5.0	5.0
6011	Steinbeck Library Division	10.5	13.5	11.5	11.5
6012	Cesar Chavez Library Division	9.5	12.5	12.5	12.5
6013	El Gabilan Library Division	5.5	5.5	5.5	5.5
6063	Literacy Division	3.0	3.0	3.0	3.0
	TOTAL	42.5	45.5	43.5	43.5

LIBRARY Administration Division

6005

Purpose

Provide leadership. Focus on organizational effectiveness. Manage resources effectively and efficiently to optimize services to the public. Form new partnerships and opportunities in the community 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 that is effective with cultural and bilingual populations, technology savvy, and dynamic library providers. Re-align staff duties as needed to maximize effectiveness.
4. Open the Cesar Chavez Library.
5. Implement The California Endowment Building Healthy Communities 3-year grant.
6. Work with the Friends of the Salinas Public Library on membership development.
7. Increase funding support and advocacy for the Library.
8. Practice excellent customer service.
9. Provide overall budget, project and program management.
10. Provide support and oversight to the advance and current Planning Division.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Employees (including temporary)			72		
Number of Visitors at Libraries	588,376	481,114	652,906	530,727	601,340
Number of Hours Attending Community Meetings/Events (Annually)	125		147	147	150
Number of News Releases Issued	68	45	77	77	80
Number of Partnerships & Collaborations with Community Agencies	30		37	37	40
Awards & Recognition	9		12	15	15
Number of Volunteer Hours Performed by FOSPL	NA		1,000	21,176	21,200
Number of Volunteer Hours Performed	3,872	2,472	3,900	3,500	3,900

Major Budget Changes

None.

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Technology Services Division

6009

Purpose

To provide innovative technologies for the public, and manage the website.

Division Operations

1. Provide new programs for youth that incorporate new technologies
2. Update the website, public computer network, Digital Arts Lab.
3. Utilize social media for communications with public
4. Produce videos, films and visual communication for public.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Website hits	315,323	195,472	185,403	185,403	185 650
Internet Users	113,093	116,710	127,024	127,024	127 340
Number of Public Programs	60		68	68	70

Major Budget Changes

None.

LIBRARY
Technology Services Division

6009

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services		247,200	268,000	283,900
2. Special Dept Supplies			6,000	6,000
3. Communications			7,000	7,000
4. Contract Maintenance Services			41,700	41,700
TOTAL		247,200	322,700	338,600

Authorized Positions 3 3 3

Funding Source

Measure V Fund

LIBRARY

Support Services Division

6010

Purpose

To provide excellent customer service to our patrons and internal customers through efficient and innovative operations of our Support Services Division.

Division Operations

1. Select, acquire and process materials in a variety of formats for new and existing collections at all three libraries, and 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.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Titles Added to Collection	8,712		9,845	9,845	9,845
Number of Materials in Collection	228,913		217,116	217,116	217,350

Major Budget Changes

None.

LIBRARY
Support Services Division

6010

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	651,068	458,200	402,100	413,900
2. Office Supplies & Materials	21,457	17,000	17,000	17,000
3. Books and Publications			194,800	194,800
4. Special Dept Supplies	33,131	36,675	29,600	29,600
5. Communications	10,238	10,000	3,000	3,000
6. Rents & Leases	2,580	2,500	2,500	2,500
7. Contract Maintenance Services	22,400	22,400		
8. Professional Services	18,671	21,000	24,100	24,100
9. Taxes	4,155	5,000	5,000	5,000
TOTAL	763,700	572,775	678,100	689,900

Authorized Positions	11	5	5	5
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Funding Source

Measure V Fund

LIBRARY

Steinbeck Library Division

6011

Purpose

Open seven days a week, providing leadership to the community through innovative cultural, educational and literary programming that promotes reading and education, and function as a resource for the other two libraries, informing the community about new technologies, library services, new books and other library materials.

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 the set up of new exhibits in the public area.
7. Maintain video messages for the public.
8. Expand awareness of toy collection.
9. Provide Bookmobile Services

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Information Items	148,734	36,901	167,552	167,552	167,900
Number of Titles Circulated	229,672	310,654	257,950	257,950	258,000
Summer Reading Enrollment	770		865	1,047	1,100
Number of Programs	228	286	255	266	270
Number of Visitors	249,379	274,226	281,554	281,554	281,640

Major Budget Changes

Library Clerk position and Librarian I positions eliminated.

LIBRARY
Steinbeck Library Division

6011

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	614,453	881,000	812,800	850,200
2. Office Supplies & Materials	719	700	700	700
3. Bldg/Veh/Equip Maint/Supplies	3,986	5,400	6,000	6,000
4. Books and Publications	112,528	98,069		
5. Special Dept Supplies	2,013	2,000	2,000	2,000
6. Communications	1,946	2,000	2,000	2,000
7. Utilities	55,522	60,200	60,200	60,200
8. Contract Maintenance Services	36,542	50,500	36,300	36,300
9. Professional Services	31,935	33,200	78,300	33,200
TOTAL	859,644	1,133,069	998,300	990,600
 Authorized Positions	 10.5	 13.5	 11.5	 11.5

Funding Source

Measure V Fund

LIBRARY

Cesar Chavez Library Division

6012

Purpose

Open seven days a week as “the busy family library” that the surrounding community expects, being the only free Internet service for the community, and continuing the expansion of programs and services in the areas of family, computer and digital arts literacy, young adults and book collections and other library materials.

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Information Items	45,140	35,593	51,921	51,989	52,000
Number of Titles Circulated	111,481	52,306	127,024	127,024	127,250
Summer Reading Enrollment	1,325		1,473	1,473	1,525
Number of Programs	167	107	187	201	225
Number of Visitors	249,881	112,517	280,198	133,021	280-250

Major Budget Changes

None.

LIBRARY
Cesar Chavez Library Division

6012

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	636,611	786,900	880,600	916,900
2. Office Supplies & Materials	200	200	200	200
3. Bldg/Veh/Equip Maint/Supplies	2,234	3,300	3,900	3,900
4. Books and Publications	56,065	62,149		
5. Special Dept Supplies	641	700	700	700
6. Utilities	11,876	23,700	23,700	23,700
7. Contract Maintenance Services	18,188	28,100	29,400	29,400
8. Professional Services		32,800	114,100	114,100
TOTAL	725,815	937,849	1,052,600	1,088,900
 Authorized Positions	 9.5	 12.5	 12.5	 12.5

Funding Source

Measure V Fund

LIBRARY

El Gabilan Library Division

6013

Purpose

Open seven days a week providing innovative programs and services to meet the unique needs of the surrounding community.

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.
3. Develop 0-5 year old space per grant.
4. Maintain and expand collaboration with school districts, Hartnell College and local businesses.
5. Initiate Literary Garden programs.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Information Items	30,445	18,279	33,871	18,450	18,500
Number of Titles Circulated	78,879	68,822	87,887	87,887	87,895
Summer Reading Enrollment	898		990	1,407	1,450
Number of Programs	91	86	101	129	135
Number of Visitors	85,482	91,991	97,870	97,870	98,010

Major Budget Changes

None.

LIBRARY
El Gabilan Library Division

6013

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	305,418	344,400	379,700	391,500
2. Office Supplies & Materials	268	100	100	100
3. Bldg/Veh/Equip Maint/Supplies	1,000	1,600	2,200	2,200
4. Books and Publications	32,757	40,655		
5. Special Dept Supplies	12	600	600	600
6. Utilities	8,793	8,500	8,500	8,500
7. Contract Maintenance Services	13,520	19,200	22,000	22,000
8. Professional Services		32,800	77,900	32,800
TOTAL	361,768	447,855	491,000	457,700

Authorized Positions	5.5	5.5	5.5	5.5
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Funding Source

Measure V Fund

Purpose

Provide leadership, the programs and services that will broadly impact the literacy skills of those residents who most need help, and contribute to the social and economic vitality of the community by helping bring about a culture of literacy where every Salinas resident is literate.

Division Operations

1. Recruit adult learners, and increase the number of tutors, volunteers, and learners served.
2. Provide classes and services to adults seeking employment through innovative programs and workshops, offering job related workshops, and computer literacy training.
3. Maintain First 5 state-funded grant to provide playgroups in our three library branches, and in one community center, which will increase family literacy programs and learners.
4. Enlarge GED program by offering new diagnostic software and workbooks, increasing outreach, and continuing partnerships with Hartnell College.
5. Seek new grant funding for Homework Center.
6. Expand Literacy services at Cesar Chavez Library in conjunction with the new Cesar Chavez Library.
7. Maintain partnerships with Homework Centers at Los Padres and Sherwood elementary schools.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Tutors & Learners	NA	317	275	275	280
Number of Homework Center Students	9,772	4000	10,658	6,000	6,000
Number of Literacy Center Users	NA	6000	1,082	1,082	1,200
Number of Grants	5	5	6	6	6
Number of Free Lunches Served	3,768	1339	4,070	1,339	1,339
Number of Information Items	4,594	n/a	5,160	Na	NA
Number of Titles Circulated	4,881	n/a	5,480	Na	NA
Number of Events Attended	NA	10	11	11	12
Number of Visitors	3,634	3600	4,061	3,620	3,400

Major Budget Changes

None.

LIBRARY
Literacy Division

6063

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	240,043	264,690	265,000	272,600
2. Office Supplies & Materials	199	397	2,350	2,350
3. Books and Publications	1,729	2,910	25,750	25,750
4. Special Dept Supplies			1,900	1,900
5. Contract Maintenance Services	482	283	500	500
6. Training/Conferences/Meetings			900	900
TOTAL	242,453	268,280	296,400	304,000

Authorized Positions	3	3	3	3
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Funding Source

Measure V Fund, CLSA Families for Literacy, School Readiness Grant, CLLS-Adult Literacy Project

LIBRARY

Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
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
Technology Services Division				
Librarian II (MV)		1.0	1.0	1.0
Sr Library Tech (MV)		1.0	1.0	1.0
Technology Serv Mgr (MV)		1.0	1.0	1.0
Total		3.0	3.0	3.0
Support Services Division				
Office Technician		1.0	1.0	1.0
Bookmobile Driver (MV)	1.0			
Purchasing Technician(MV)	1.0			
Librarian II (MV)	2.0	1.0	1.0	1.0
Sr Library Technician(MV)	3.0	2.0	2.0	2.0
Library Technician (MV)	1.0			
Library Clerk (MV)	1.0	1.0	1.0	1.0
Library Aide (MV)	1.0			
Technical Svcs Mgr (MV)	1.0			
Total	11.0	5.0	5.0	5.0
Steinbeck Library Division				
Librarian II (MV)	1.0	1.0	1.0	1.0
Library Page (MV)	1.0	1.0	1.0	1.0
Sr Library Technician(MV)	1.0	1.0	1.0	1.0
Library Technician (MV)		1.0	1.0	1.0
Library Clerk (MV)	4.5	4.5	4.5	4.5
Library Aide (MV)		2.0	2.0	2.0
Library Clerk (MV) Frozen			-1.0	-1.0
Librarian I (MV)	3.0	3.0	3.0	3.0
Librarian I (MV) Frozen			-1.0	-1.0
Total	10.5	13.5	11.5	11.5

LIBRARY

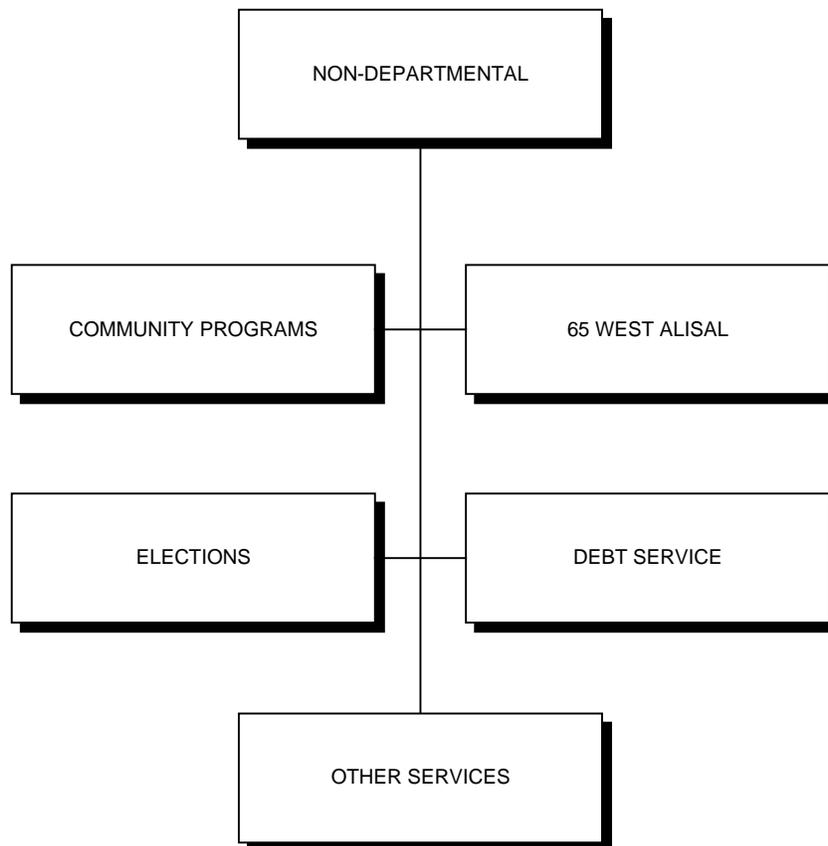
Work Force

	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Cesar Chavez Library Division				
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)	4.0	6.0	6.0	6.0
Library Technician (MV)	2.0	2.0	2.0	2.0
Library Clerk (MV)	1.5	2.5	2.5	2.5
Total	9.5	12.5	12.5	12.5
El Gabilan Library Division				
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
Literacy Division				
Literacy Asst (MV)	1.0	1.0	1.0	1.0
Library 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
Department Total	42.5	45.5	43.5	43.5



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NON-DEPARTMENTAL



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 2012-13

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 2013-14

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

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
3520	Community Programs Division	160,901	150,000	160,000	150,000
3530	Elections Division		197,000		260,000
3550	65 West Alisal Division	64,878	82,500	82,500	82,500
3565	Debt Service Division	1,063,387	1,071,400	1,069,300	1,068,600
3590	Other Services Division	5,851,112	6,167,561	6,417,800	6,085,500
	TOTAL	7,140,278	7,668,461	7,729,600	7,646,600

Expenditures by Character

1.	Employee Services	2,514,521	2,262,000	2,246,500	2,217,000
2.	Communications	252,614	305,500	344,500	368,000
3.	Utilities	49,920	67,500	67,500	67,500
4.	Rents & Leases	3,000	3,000	3,000	3,000
5.	Contract Maintenance Services	15,190	15,000	66,000	74,500
6.	Professional Services	117,184	249,424	456,000	131,000
7.	Outside Services	15,457	229,000	32,000	292,000
8.	Public Assistance	4,362	15,638	10,000	10,000
9.	Administration/Contingencies	20,041	127,499	175,000	175,000
10.	Training/Conferences/Meetings	52,522	58,500	92,000	92,000
11.	Membership & Dues	776,202	880,500	754,900	754,900
12.	Insurance and Bonds	2,093,000	2,072,600	2,072,600	2,072,600
13.	Contribution to Other Agencies	184	150,000	171,000	150,000
14.	Refunds & Reimb Damages	91,198	50,000	50,000	50,000
15.	Recognition-Award-Protocol	5,848	5,000	1,000	1,000
16.	Taxes	65,648	61,500	63,300	64,500
17.	Bond-Principal	510,000	530,000	545,000	565,000
18.	Bond-Interest	544,705	525,900	506,300	485,600
19.	Paying Agent Fees	8,682	15,500	18,000	18,000
20.	Impvt Other Than Buildings		25,000	25,000	25,000
21.	Capital Outlay		19,400	30,000	30,000
	TOTAL	7,140,278	7,668,461	7,729,600	7,646,600

Expenditures by Fund

General Fund	5,768,191	6,255,761	6,319,000	6,236,700
Measure V Fund	188,700	191,300	191,300	191,300
Debt Service-1997 COPs	785,052	797,500	792,800	792,600
Debt Service-1999 COPs	90,027	88,300	88,800	91,500
Steinbeck COP	188,308	185,600	187,700	184,500
PEG (1%) Cable Franchise	120,000	150,000	150,000	150,000
TOTAL	7,140,278	7,668,461	7,729,600	7,646,600

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	160,717			
2. Contribution to Other Agencies	184	150,000	160,000	150,000
TOTAL	160,901	150,000	160,000	150,000

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Outside Services		197,000		260,000
TOTAL		197,000		260,000

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Communications	169	500	500	500
2. Utilities	49,519	67,000	67,000	67,000
3. Contract Maintenance Services	15,190	15,000	15,000	15,000
TOTAL	64,878	82,500	82,500	82,500

Authorized Positions

Funding Source

General Fund

**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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Bond-Principal	510,000	530,000	545,000	565,000
2. Bond-Interest	544,705	525,900	506,300	485,600
3. Paying Agent Fees	8,682	15,500	18,000	18,000
TOTAL	1,063,387	1,071,400	1,069,300	1,068,600

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	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	2,353,804	2,262,000	2,246,500	2,217,000
2. Communications	252,445	305,000	344,000	367,500
3. Utilities	401	500	500	500
4. Rents & Leases	3,000	3,000	3,000	3,000
5. Contract Maintenance Services			51,000	59,500
6. Professional Services	117,184	249,424	456,000	131,000
7. Outside Services	15,457	32,000	32,000	32,000
8. Public Assistance	4,362	15,638	10,000	10,000
9. Administration/Contingencies	20,041	127,499	175,000	175,000
10. Training/Conferences/Meetings	52,522	58,500	92,000	92,000
11. Membership & Dues	776,202	880,500	754,900	754,900
12. Insurance and Bonds	2,093,000	2,072,600	2,072,600	2,072,600
13. Contribution to Other Agencies			11,000	
14. Refunds & Reimb Damages	91,198	50,000	50,000	50,000
15. Recognition-Award-Protocol	5,848	5,000	1,000	1,000
16. Taxes	65,648	61,500	63,300	64,500
17. Impvt Other Than Buildings		25,000	25,000	25,000
18. Capital Outlay		19,400	30,000	30,000
TOTAL	5,851,112	6,167,561	6,417,800	6,085,500

Authorized Positions

Funding Source

General Fund

NON-DEPARTMENTAL Other Services Division

3590

The following expenses cannot be charged to a specific departmental operating program.

	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Annual Leave	1,538,562	1,550,000	1,800,000	1,800,000
2. Life Insurance				
3. Health Ins Retirees	62,913	75,000	75,000	75,000
4. PERS-Retiree Health Insurance	64,148	85,000	90,000	95,000
5. PERS Health Insurance - Admin Fee	24,250	25,000	20,000	22,000
6. Health Insurance Severance Benefit	270,955	15,000		
7. Pre-fund Retiree Health Insurance	150,000	175,000	200,000	225,000
8. Health Insurance - Severance Benefit				
9. Pac Bell	164,786	200,000	180,000	180,000
10. Tel/Siemens ABN-AMRO	68,277	85,000	85,000	85,000
11. Cell Phones	19,382	20,000	20,000	20,000
12. Refuse	401	500	500	500
13. Building Rent				
14. Rent - MPS				
15. Rent - Expo Site	3,000	3,000	3,000	3,000
16. Legal Services				
17. Legal Services				
18. Audit Services	45,891	65,000	65,000	65,000
19. Interpreting Services	1,778	5,000	3,000	3,000
20. Labor Relations	4,816	5,000	45,000	5,000
21. Other Professional Services	4,737	10,168	10,000	10,000
22. Other Professional Services				
23. Other Professional Services	1,368	4,832	5,000	5,000
24. Other Professional Services				
25. Organizational Analysis	3,500	3,500		
26. Other Outside Services	557	2,000	2,000	2,000
27. Other Outside Serices	14,900	15,000	15,000	15,000
28. City Newsletter				
29. PG&E Climate Smart				
30. Other Svc - Economic Dev				
31. Contingencies	20,041	127,499	175,000	175,000
32. Training	21,388	28,500	28,500	28,500
33. Tuition Reimbursement	31,134	30,000	30,000	30,000
34. Economic Development Corporation	280,900	280,900	280,900	280,900
35. FORGE	14,000	14,000	14,000	14,000
36. National League of Cities	11,809	15,000	11,000	11,000
37. League Of Calif Cities	40,561	40,000	35,000	35,000
38. Chamber of Commerce	3,000	3,000	3,000	3,000
39. Sister City Association		1,200	1,200	1,200
40. Legislative Advocacy	123,900	131,000	63,000	63,000
41. AMBAG	24,767	26,100	26,100	26,100
42. LAFCO	77,064	80,000	80,000	80,000
43. PERS Coalition	1,000	1,000	1,000	1,000
44. Air District	34,780	35,000	36,000	36,000
45. Cable TV Taping				
46. Convention & Visitors Bureau	43,013	45,200	45,200	45,200

**NON-DEPARTMENTAL
Other Services Division****3590**

	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
47. Cable TV Negotiations				
48. International Hispanic Network				
49. Mo. Co. Cities Association	1,408	2,500	2,500	2,500
50. Insurances	1,904,300	1,881,300	1,881,300	1,881,300
51. Refunds & Reimb Damages	91,198	50,000	50,000	50,000
52. Recognition-Award-Protocol				
53. Employee Recognition				
54. Council/Commission Recognition				
55. Youth Commision				
56. Mayro's Recognitions	5,848	5,000	1,000	1,000
57. Taxes	65,648	61,500	63,300	64,500
58. Impvt Other Than Buildings		25,000	25,000	25,000
59. Capital Outlay				
60. Cable TV Taping	120,000	130,600	120,000	120,000
TOTAL	5,359,980	5,358,299	5,591,500	5,584,700

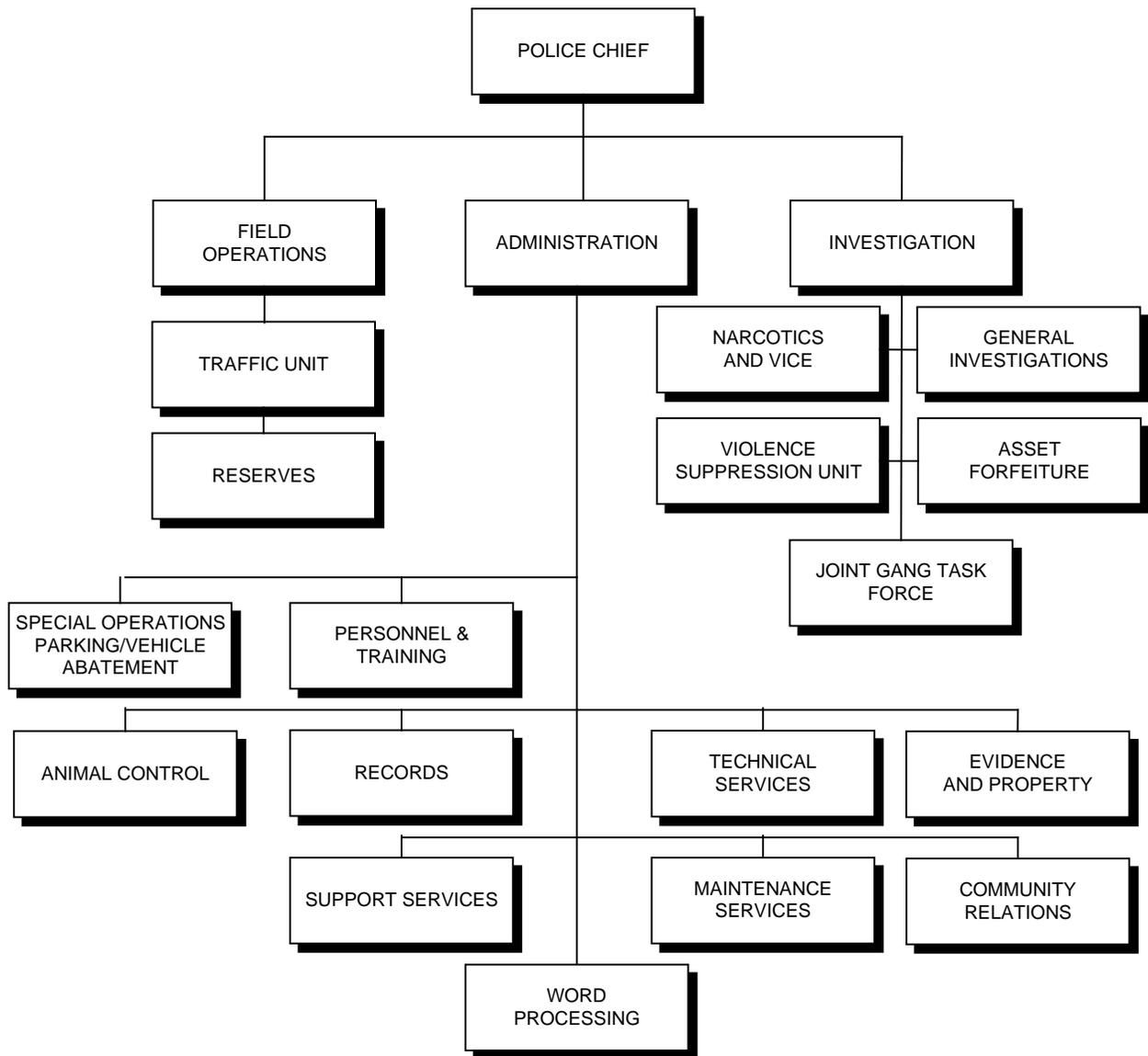
NON-DEPARTMENTAL Other Services Division

3590

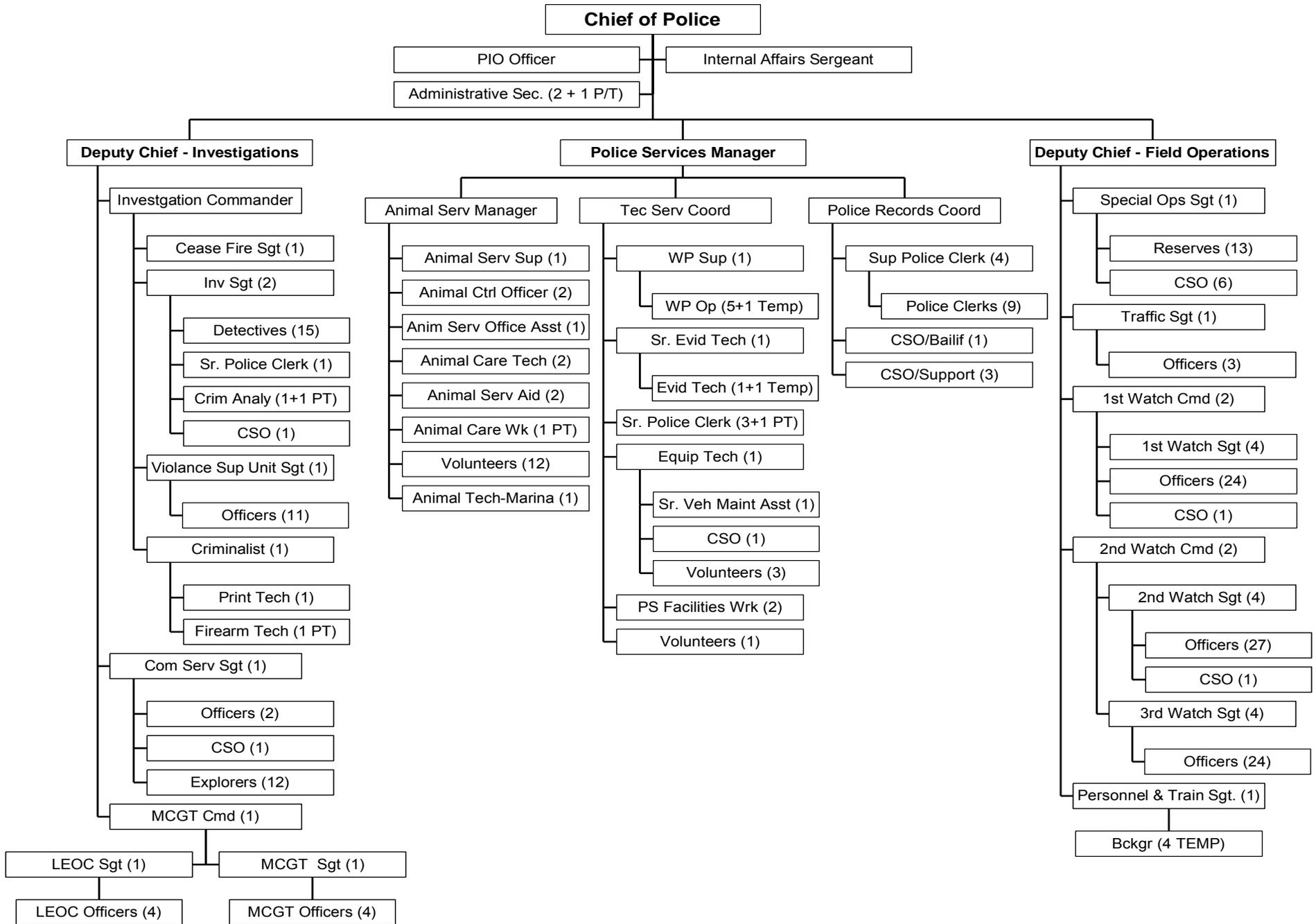
Summarized below are all costs for all funds, allocated to Departmental Operating Budgets.

	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
Regular Payroll Costs	39,066,100	47,515,923	47,105,632	47,442,224
Temporary Pay	1,559,069	1,161,815	1,318,700	1,318,700
Overtime - Regular	4,326,168	3,825,457	4,007,800	4,007,800
Reimb Payroll Costs	213,495	243,991	246,736	246,724
Other Payroll Costs	8,721	814,609		
Flexible Leave	1,241,870	1,375,679	1,399,866	1,431,576
Employee Benefits	23,379,110	28,116,860	30,063,550	31,117,327
CIP/Program Reg Salary Deduct	571,599	-4,979,948	-8,134,384	-5,379,551
Employee Services Subtotal	70,366,132	78,074,386	76,007,900	80,184,800
Office Supplies & Materials	137,214	223,633	223,500	223,500
Bldg/Veh/Equip Maint/Supplies	753,304	786,976	815,925	815,925
Vehicle Fuels & Lubricants	787,542	747,500	757,500	757,500
Small Tools & Equipment	40,815	79,162	79,400	79,400
Clothing & Personal Equip	138,541	178,889	178,700	178,700
Street Materials	119,102	144,000	149,000	149,000
Books and Publications	225,080	229,433	248,700	248,700
Special Dept Supplies	451,986	517,307	523,700	523,700
Chemicals	36,257	42,000	48,000	48,000
Communications	2,781,940	3,598,630	3,552,500	3,576,000
Utilities	2,597,982	2,670,815	2,753,725	2,753,725
Rents & Leases	111,742	158,120	155,800	155,800
Contract Maintenance Services	2,415,090	2,740,640	2,508,050	2,516,550
Professional Services	2,457,349	2,899,548	2,890,050	2,474,850
Outside Services	1,277,387	2,014,879	700,000	960,000
Financial Assistance	1,325,125	1,717,687	276,300	276,000
Public Assistance	24,097	50,903	43,250	43,250
Administration/Contingencies	1,090,317	3,611,534	1,877,350	1,874,250
Advertising	45,419	65,250	65,100	65,100
Training/Conferences/Meetings	279,221	409,532	434,604	435,504
Membership & Dues	804,749	932,485	806,800	806,800
Insurance and Bonds	8,527,197	8,126,700	8,486,700	8,736,700
Contribution to Other Agencies	1,364,204	2,485,659	1,103,096	1,082,096
Refunds & Reimb Damages	396,346	401,018	225,150	225,150
Recognition-Award-Protocol	5,848	15,500	11,500	11,500
Taxes	127,504	147,900	140,800	142,000
Bond-Principal	3,775,107	5,146,402	5,255,300	4,944,600
Bond-Interest	3,140,038	3,363,063	3,261,800	3,586,900
Paying Agent Fees	118,109	136,800	144,700	144,700
Buildings		10,000		
Impvt Other Than Buildings		44,800	25,000	25,000
Capital Outlay	109,523	344,000	85,000	85,000
Stores Sales	-91,279	-100,000	-100,000	-100,000
Stores Purchases	94,885	100,000	100,000	100,000
Other Expenses Subtotal	35,467,741	44,040,765	37,827,000	37,945,900
TOTAL	105,833,873	122,115,151	113,834,900	118,130,700

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 Five Accomplishments for FY 2012-13

Youth/Gang Violence Prevention Initiative (Peace)

1. Operationalized the Law Enforcement Operations Center (LEOC) with staffing and funding from local, state and federal partners.
2. LEOC personnel have worked with local, State and Federal partners to address gang violence at all levels.
3. Increased the effectiveness of the CASP officers by integration with community leaders and service providers.

Organizational Effectiveness Initiative

1. Established a proactive return to work policy to decrease the number of officers removed from the workplace due to injuries.
2. Controlled overtime expenses using creative personnel allocations to meet mandatory minimum staffing levels.

City Council Goals, Strategies, and Objectives for FY 2013-14

Economic Diversity and Prosperity

1. Continue to work in partnership with the Oldtown Association to maintain a safe environment.
2. Work in partnership with SUBA to eliminate blight and reduce crime and nuisance issues.
3. Work in partnership with Northridge Mall to maintain a safe and family friendly environment.

Safe, Livable Community

1. Continue to work with Federal and State partners to establish violence reduction strategies.
2. Actively work with CASP partners in violence prevention and intervention strategies
3. Continue commitment to establish, fund and staff the Law Enforcement Operation Center.
4. Actively seek grant funding to initiate and sustain violence prevention strategies.

Effective, Sustainable Government

1. Establish active volunteer program.
2. Prioritize unit, program and service elimination planning in anticipation of budget reductions.
3. Complete relocation of Evidence storage and personnel to offsite location.

POLICE DEPARTMENT

Summary

Major Budget Changes

- FY 2013-14 shows the addition of seven Police Officer positions that were frozen as a result of the Police Union concessions ending October 1, 2013.

POLICE DEPARTMENT

Summary

Expenditures by Program	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
4010 Administration Division	617,190	432,589	1,062,400	1,087,800
4011 Community Services Unit	711,427	1,355,213	658,300	1,153,100
4012 Personnel & Training Unit	506,318	505,802	481,200	488,100
4015 CalGRIP III Grant Gang Reduction	330,219	53,000	53,000	53,000
4016 Special Operations Unit	573,303	626,702	644,100	662,200
4017 CalGRIP IV Grant Gang Reduction	462,925	464,559		
4020 Patrol Division	17,884,660	18,828,997	19,550,800	20,562,300
4021 Traffic Unit	822,759	1,232,120	439,000	1,070,100
4022 Parking Control Division				
4024 Vehicle Abatement Division				
4030 Support Services Unit	3,695,562	4,311,064	3,873,500	3,901,600
4031 Technical Services Division	285,630	356,549	351,200	363,900
4032 Word Processing Unit	448,269	362,108	455,100	470,400
4033 Evidence & Property Unit	164,786	199,939	204,400	210,000
4034 Records Unit	890,014	982,204	987,300	1,024,300
4037 Maintenance Services Unit	874,619	992,658	760,100	771,200
4040 Investigations Division	3,363,449	3,705,457	3,753,000	3,873,100
4041 Narcotics Unit	989,635	1,028,259	1,126,300	1,154,900
4043 Violence Suppression Unit	2,237,010	2,188,448	1,471,200	2,163,800
4050 Reserves Division	50,817	52,000	52,000	52,000
4070 Animal Control Svcs Unit	773,117	853,434	864,400	884,000
4071 Animal Control Svc - Other Agencies	33,014	67,528	72,200	77,400
4080 Asset Seizure Division	19,965	25,000	25,000	25,000
4090 Joint Gang Task Force	1,179,067	1,306,588	1,563,400	1,603,400
TOTAL	36,913,755	39,930,218	38,447,900	41,651,600

POLICE DEPARTMENT

Summary

Expenditures by Character	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	31,683,549	34,007,766	33,727,300	36,931,000
2. Office Supplies & Materials	34,724	78,624	90,300	90,300
3. Bldg/Veh/Equip Maint/Supplies	250,519	212,676	228,500	228,500
4. Vehicle Fuels & Lubricants	414,074	375,000	375,000	375,000
5. Small Tools & Equipment	1,359	12,912	13,600	13,600
6. Clothing & Personal Equip	87,100	84,189	84,000	84,000
7. Books and Publications		800	800	800
8. Special Dept Supplies	237,642	243,532	204,700	204,700
9. Communications	2,186,043	2,732,225	2,629,400	2,629,400
10. Utilities	78,829	108,700	108,700	108,700
11. Rents & Leases	58,532	92,520	90,200	90,200
12. Contract Maintenance Services	350,488	357,718	354,400	354,400
13. Professional Services	57,437	79,276	45,000	45,000
14. Outside Services	1,080,149	902,737	352,600	352,600
15. Administration/Contingencies	6,926	20,131		
16. Training/Conferences/Meetings	123,974	175,955	119,600	119,600
17. Membership & Dues	3,525	3,800	3,800	3,800
18. Refunds & Reimb Damages	171,317	171,858		
19. Capital Outlay	87,568	269,799	20,000	20,000
TOTAL	36,913,755	39,930,218	38,447,900	41,651,600

POLICE DEPARTMENT

Summary

Expenditures by Fund	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
General Fund	31,228,261	31,619,126	33,030,400	36,047,000
Measure V Fund	2,645,754	3,214,388	3,399,600	3,498,500
Asset Seizure Fund	19,965	25,000	25,000	25,000
Sales Tax-SB172	153,643	250,000	390,000	390,000
Avoid the 18 DUI Campaign 2009-12	105,432	59,143		
Cal-ID / RAN Grant				
Supplemental Law Enforcement-AB3229	121,144	100,000	200,000	200,000
Bureau of Justice Assistance	27,946	75,455		
County BJA Grant Fund				
COPS 2009 Recovery Grant	1,147,905	1,262,679		
Vehicle Abatement Fund	159,085	178,600	168,200	172,500
Recreation Parks Fund	24,596	63,901	53,000	53,000
CalGRIP 3-Comm Wide Violence Reduct	197,906			
CalGRIP 3-In Kind	113,731			
Local JAG Program	48,882	6,702		
CalGRIP 4-Street Outreach Svcs	225,592	343,637		
CalGRIP 4-Street Outreach Svcs	231,319	110,021		
Sobriety Checkpoint Grant 12-13		57,300		
COPS Secure Our Schools	171,317	174,548		
Cal ID / RAN Grant	82,450	85,000	87,100	89,700
Bureau of Justice Assist.-JAG 2011	49,277	70,077		
COPS Hiring Program 2011	101,450	1,740,398	1,094,600	1,175,900
Selective Traffic Enforcement 2011	58,100	62,917		
Selective Traffic Enforcement 2012		90,000		
Bureau of Justice Assist.-JAG 2012		101,326		
DUI Avoid Campaign		240,000		
TOTAL	36,913,755	39,930,218	38,447,900	41,651,600

POLICE DEPARTMENT

Summary

Workforce by Program	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
4010 Administration Division	4.0	5.0	3.0	3.0
4011 Community Services Unit	4.0	8.0	7.0	7.0
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	97.0	100.0	94.0	94.0
4021 Traffic Unit	4.0	5.0	4.0	4.0
4030 Support Services Unit	9.0	8.0	6.0	6.0
4031 Technical Services Division	3.0	3.0	3.0	3.0
4032 Word Processing Unit	6.0	6.0	5.0	5.0
4033 Evidence & Property Unit	2.0	2.0	2.0	2.0
4034 Records Unit	14.0	10.0	11.0	11.0
4037 Maintenance Services Unit	4.0	4.0	4.0	4.0
4040 Investigations Division	21.0	20.0	21.0	21.0
4041 Narcotics Unit	5.0	5.0	5.0	5.0
4043 Violence Suppression Unit	12.0	12.0	12.0	12.0
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	6.0	6.0	6.0
TOTAL	205.5	208.5	197.5	197.5



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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Customer Referrals			220	250	275
Billings/Purchase Order Completions			540	560	550
Travel Authorizations			n/a	n/a	n/a

Major Budget Changes

Positions eliminated:

- 1 – Police Service Manager
- 1 – Administrative Secretary

POLICE DEPARTMENT
Administration Division

4010

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	599,251	411,973	1,044,100	1,069,500
2. Office Supplies & Materials	2,071	2,000	2,000	2,000
3. Small Tools & Equipment	22	100	100	100
4. Books and Publications		300	300	300
5. Special Dept Supplies	2,994	3,000	3,000	3,000
6. Training/Conferences/Meetings	9,567	10,000	10,000	10,000
7. Membership & Dues	3,285	2,900	2,900	2,900
8. Capital Outlay		2,316		
TOTAL	617,190	432,589	1,062,400	1,087,800

Authorized Positions 4 5 3 3

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 the 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

<u>Performance Measure / Goal</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Goal</u>	<u>FY 2012-13</u> <u>Projected</u>	<u>FY 2013-14</u> <u>Goal</u>
Neighborhood Watch Presentations			30	25	30
Community Presentations			30	35	35

Major Budget Changes

Community Service Officer position eliminated.

POLICE DEPARTMENT
Community Services Unit

4011

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	537,909	1,180,755	655,700	1,150,500
2. Office Supplies & Materials	386	600	600	600
3. Special Dept Supplies	1,815	2,000	2,000	2,000
4. Refunds & Reimb Damages	171,317	171,858		
TOTAL	711,427	1,355,213	658,300	1,153,100

Authorized Positions	4	8	7	7
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
POST Mandated CPT (hours per officer)			24	24	24
POST Mandated Perishable Skills Training (hours per officer)			24	24	24

Major Budget Changes

None.

**POLICE DEPARTMENT
Personnel & Training Unit**

4012

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	354,655	288,302	313,700	320,600
2. Office Supplies & Materials	749	1,000	1,000	1,000
3. Books and Publications		500	500	500
4. Special Dept Supplies	49,454	50,000	50,000	50,000
5. Outside Services	7,460	16,000	16,000	16,000
6. Training/Conferences/Meetings	94,000	150,000	100,000	100,000
TOTAL	506,318	505,802	481,200	488,100

Authorized Positions	1	1	1	1
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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, 2nd Chance Family and Youth Services, Sun Street Centers
 - a. Partners for Peace: Help reduce youth and gang violence through evidence based programs.
 - b. 2nd 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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	83,283	20,400	20,400	20,400
2. Office Supplies & Materials	536	1,100	1,100	1,100
3. Special Dept Supplies	12,977	1,200	1,200	1,200
4. Communications	515	700	700	700
5. Professional Services	11,323	20,000	20,000	20,000
6. Outside Services	201,178			
7. Training/Conferences/Meetings	20,407	9,600	9,600	9,600
TOTAL	330,219	53,000	53,000	53,000

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 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actual	Actual	Goal	Projected	Goal
Special Events Planned and Managed			40	40	42
Special Events Staffed and Supervised with Police Officers			20	23	25
Alcohol Permit Review			100	70	80

Major Budget Changes

None

POLICE DEPARTMENT
Special Operations Unit

4016

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	564,948	596,502	613,900	632,000
2. Office Supplies & Materials	1,132	13,200	13,200	13,200
3. Clothing & Personal Equip	3,000	3,000	3,000	3,000
4. Special Dept Supplies	4,000	4,000	4,000	4,000
5. Outside Services	223	10,000	10,000	10,000
TOTAL	573,303	626,702	644,100	662,200
 Authorized Positions	 5.5	 5.5	 5.5	 5.5

Funding Source

Measure V Fund

POLICE DEPARTMENT

CalGrip IV Gang Reduction

4017

Purpose

The Community Safety Division will provide fiduciary and administrative oversight of the program and will ensure compliance with the grant requirements. Year one will be under the charge of Georgina Mendoza, the Community Safety Director. Year 2 will be under the charge of the CASP Program Manager, Antonia Herrera. Both positions will be responsible for updating the project meeting schedule, working documents, contact information for CASP Advisory Council members, managing survey forms and other evaluation instruments and preparing grant progress reports. The CASP Project Manager will ensure proper record keeping related to all grant activities, including but not limited to providing logistical support for those meetings, issuance of notices and minutes.

Division Operations

1. Grant partner, 2nd Chance Family and Youth Services:
 - a. Year One will fund 4 full time street outreach workers to assist in intervention services (grant funded). As a match, 2nd Chance will provide two full time violence interrupters who will design and implement programs that reach individuals with needs that might otherwise not be met. The violence interrupters are former gang members who escaped the cycle of violence.
 - b. Year Two will fund 3.90 full time street outreach workers to assist in intervention services (grant funded). As a match, 2nd Chance will provide two full time violence interrupters who will design and implement programs that reach individuals with needs that might otherwise not be met. The violence interrupters are former gang members who escaped the cycle of violence.
2. Assist the community partner to provide continuum of services to address the problem of youth and gang violence.

Performance Measures

Grant Period: January 1, 2011 through December 31, 2012

Project Director Yr 1 – Georgina Mendoza, 20% grant funded (January 1, 2011 through December 31, 2011)

Project Director Yr 2 – Antonia Herrera, 50% grant funded (January 1, 2012 through December 31, 2012)

Major Budget Changes

None

POLICE DEPARTMENT
CalGRIP IV Grant Gang Reduction

4017

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	36,404	36,779		
2. Outside Services	426,521	427,780		
TOTAL	462,925	464,559		

Authorized Positions

Funding Source

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Community Oriented Policing Activities (per patrol officer per year)			100	100	100

Major Budget Changes

Eliminated Positions:

- 3 – Police Officers
- 1 – Community Service Officer

POLICE DEPARTMENT
Patrol Division

4020

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	17,370,744	18,335,594	19,063,800	20,075,300
2. Office Supplies & Materials	1,724	4,100	4,100	4,100
3. Vehicle Fuels & Lubricants	414,074	375,000	375,000	375,000
4. Clothing & Personal Equip	75,678	70,248	70,000	70,000
5. Special Dept Supplies	8,821	26,155	20,000	20,000
6. Outside Services	13,469	17,500	17,500	17,500
7. Membership & Dues	150	400	400	400
TOTAL	17,884,660	18,828,997	19,550,800	20,562,300
 Authorized Positions	 97	 100	 94	 94

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Percent reduction in collisions at five most accident-prone locations			5%	5%	5%
Percent Reduction in Fatal Accidents			5%	5%	5%

Major Budget Changes

None

POLICE DEPARTMENT
Traffic Unit

4021

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	705,196	1,045,454	431,900	1,063,000
2. Office Supplies & Materials	262	773	600	600
3. Clothing & Personal Equip		2,500	2,500	2,500
4. Special Dept Supplies	3,992	4,000	4,000	4,000
5. Professional Services	8,666	17,195		
6. Outside Services	76,766	136,710		
7. Training/Conferences/Meetings		6,355		
8. Capital Outlay	27,877	19,133		
TOTAL	822,759	1,232,120	439,000	1,070,100

Authorized Positions 4 5 4 4

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Investigate/reconstruct major crime scenes	28	30	20	25	20
Latent Print Investigations	442	492	900	1,200	1,300
Firearms Processed	225	250	140	170	200
Internal Investigations Completed	21	19	25	20	20

Major Budget Changes

Eliminated Positions:

- 1 – Crime Analyst
- 1 – Community Service Officer

POLICE DEPARTMENT
Support Services Unit

4030

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	1,086,797	1,186,517	846,900	875,000
2. Office Supplies & Materials	5,651	7,500	7,500	7,500
3. Bldg/Veh/Equip Maint/Supplies	57,784	28,257	25,000	25,000
4. Clothing & Personal Equip	987	1,000	1,000	1,000
5. Special Dept Supplies	41,146	67,922	38,000	38,000
6. Communications	2,157,051	2,695,125	2,592,100	2,592,100
7. Utilities	21,363	54,500	54,500	54,500
8. Rents & Leases	5,443	7,520	5,200	5,200
9. Contract Maintenance Services	105,747	101,903	113,200	113,200
10. Professional Services	37,148	27,000	25,000	25,000
11. Outside Services	176,445	133,720	165,000	165,000
12. Membership & Dues		100	100	100
TOTAL	3,695,562	4,311,064	3,873,500	3,901,600

Authorized Positions	9	8	6	6
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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

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
Performance Measure / Goal	Actual	Actual	Goal	Projected	Goal
Complete Uniform Crime Reports	12	12	12	12	12
Process Citations for Court		5,048	3,200	7,000	7,000

Major Budget Changes

None

POLICE DEPARTMENT
Technical Services Division

4031

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	263,059	311,849	328,800	341,500
2. Office Supplies & Materials	53	700	700	700
3. Special Dept Supplies	9,745	9,599	11,500	11,500
4. Communications		800	800	800
5. Contract Maintenance Services		18,200	3,200	3,200
6. Outside Services	9,545	6,200	6,200	6,200
7. Capital Outlay	3,228	9,201		
TOTAL	285,630	356,549	351,200	363,900

Authorized Positions	3	3	3	3
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Police Reports completed			17,500	18,000	18,000

Major Budget Changes

Eliminated Position:

- 1 – Word Processing Operator

POLICE DEPARTMENT
Word Processing Unit

4032

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	391,790	276,608	373,600	388,900
2. Special Dept Supplies	2,249	1,500	1,500	1,500
3. Outside Services	54,230	84,000	80,000	80,000
TOTAL	448,269	362,108	455,100	470,400

Authorized Positions	6	6	5	5
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Process evidence into storage	10,515	9,797	10,200	10,824	10,000
Purge evidence	6,922	7,858	8,000	7,982	8,000

Major Budget Changes

None

**POLICE DEPARTMENT
Evidence & Property Unit**

4033

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	158,409	173,839	178,300	183,900
2. Office Supplies & Materials	2,777	2,500	2,500	2,500
3. Special Dept Supplies	3,510	3,500	3,500	3,500
4. Membership & Dues	90	100	100	100
5. Capital Outlay		20,000	20,000	20,000
TOTAL	164,786	199,939	204,400	210,000
 Authorized Positions	 2	 2	 2	 2

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Arrest Packets Completed for Court	2,745	2,857	3,600	3,000	3,200
Reports Processed	16,701	16,559	16,000	17,500	18,000

Major Budget Changes

None

POLICE DEPARTMENT
Records Unit

4034

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	880,266	968,904	974,000	1,011,000
2. Office Supplies & Materials	3,114	5,500	5,500	5,500
3. Small Tools & Equipment	163	500	500	500
4. Clothing & Personal Equip	1,833	2,500	2,500	2,500
5. Special Dept Supplies	4,638	4,500	4,500	4,500
6. Membership & Dues		300	300	300
TOTAL	890,014	982,204	987,300	1,024,300
 Authorized Positions	 14	 10	 11	 11

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Building Deficiencies Rectified			30	37	30

Major Budget Changes

None

POLICE DEPARTMENT
Maintenance Services Unit

4037

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	328,191	328,364	338,400	349,500
2. Office Supplies & Materials	170	316	200	200
3. Bldg/Veh/Equip Maint/Supplies	188,757	180,919	200,000	200,000
4. Clothing & Personal Equip	2,250	500	500	500
5. Special Dept Supplies	22,726	2,274		
6. Contract Maintenance Services	229,146	220,615	221,000	221,000
7. Professional Services	300	15,081		
8. Outside Services	39,690	16,107		
9. Administration/Contingencies	6,926	20,131		
10. Capital Outlay	56,463	208,351		
TOTAL	874,619	992,658	760,100	771,200

Authorized Positions	4	4	4	4
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Investigations Completed	678	503	550	600	625
Average Clearance Rate/All Cases	84.2 percent	78.9 percent	65 percent	68 percent	75 percent

Major Budget Changes

None

POLICE DEPARTMENT
Investigations Division

4040

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	3,357,655	3,699,957	3,748,500	3,868,600
2. Office Supplies & Materials	5,354	5,000	4,000	4,000
3. Clothing & Personal Equip	440	500	500	500
TOTAL	3,363,449	3,705,457	3,753,000	3,873,100

Authorized Positions	21	20	21	21
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Investigations Completed	470	450	550	120	120

Major Budget Changes

None.

**POLICE DEPARTMENT
Narcotics Unit**

4041

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	930,914	977,759	1,075,800	1,104,400
2. Office Supplies & Materials	515	500	500	500
3. Special Dept Supplies	37,396	20,000	20,000	20,000
4. Rents & Leases	20,810	30,000	30,000	30,000
TOTAL	989,635	1,028,259	1,126,300	1,154,900

Authorized Positions	5	5	5	5
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Funding Source

General Fund

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

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
Performance Measure / Goal	Actual	Actual	Goal	Projected	Goal
Gang Certifications	85	55	30	100	100
Court Presentations/Expert Testimony	65	127	40	100	100
Weapons Seized	40	45	40	40	45

Major Budget Changes

Eliminated Position:
1 – Police Officer

POLICE DEPARTMENT
Violence Suppression Unit

4043

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	2,212,896	2,147,448	1,430,200	2,122,800
2. Special Dept Supplies		9,202	10,000	10,000
3. Rents & Leases	22,916	30,000	30,000	30,000
4. Contract Maintenance Services	1,148	500	500	500
5. Outside Services	50	500	500	500
6. Capital Outlay		798		
TOTAL	2,237,010	2,188,448	1,471,200	2,163,800
 Authorized Positions	 12	 12	 12	 12

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Patrol hours per Reserve Officer per Year			20	20	20
Special Event hours per Reserve Officer per Year			40	30	30
Truancy Abatement hours worked			5	120	120
City Council Security Hours per Year			108	220	160

Major Budget Changes

None.

POLICE DEPARTMENT
Reserves Division

4050

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	48,882	50,000	50,000	50,000
2. Clothing & Personal Equip	1,935	2,000	2,000	2,000
TOTAL	50,817	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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Animals Licensed	4,690	4,754	6,000	5,700	6,000
Animals Returned to Owner	470(10.4%)	465(9.7%)	600	410	450

Major Budget Changes

None

**POLICE DEPARTMENT
Animal Control Svcs Unit**

4070

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	585,290	672,734	693,700	713,300
2. Office Supplies & Materials	2,303	1,859	1,800	1,800
3. Bldg/Veh/Equip Maint/Supplies	3,978	3,500	3,500	3,500
4. Small Tools & Equipment	576	1,000	1,000	1,000
5. Clothing & Personal Equip	977	1,941	2,000	2,000
6. Special Dept Supplies	32,179	34,680	31,500	31,500
7. Communications	1,329	2,800	2,800	2,800
8. Utilities	57,466	54,200	54,200	54,200
9. Contract Maintenance Services	14,447	16,500	16,500	16,500
10. Outside Services	74,572	54,220	57,400	57,400
11. Capital Outlay		10,000		
TOTAL	773,117	853,434	864,400	884,000
 Authorized Positions	 7	 7	 7	 7

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Animals Received	n/a	191	300	250	300

Major Budget Changes

None.

POLICE DEPARTMENT
Animal Control Svc - Other Agencies

4071

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	33,014	67,528	72,200	77,400
TOTAL	33,014	67,528	72,200	77,400

Authorized Positions	1	1	1	1
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Cases adjudicated		14	25	16	20

Major Budget Changes

None

POLICE DEPARTMENT
Asset Seizure Division

4080

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Communications	19,965	25,000	25,000	25,000
TOTAL	19,965	25,000	25,000	25,000

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Gang related investigations		15	15	240	240
Gang related arrests		215	120	200	200
Weapons seized		37	40	40	50

Major Budget Changes

None

**POLICE DEPARTMENT
Joint Gang Task Force**

4090

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	1,153,996	1,230,500	1,473,400	1,513,400
2. Office Supplies & Materials	7,927	31,976	45,000	45,000
3. Small Tools & Equipment	598	11,312	12,000	12,000
4. Communications	7,183	7,800	8,000	8,000
5. Rents & Leases	9,363	25,000	25,000	25,000
TOTAL	1,179,067	1,306,588	1,563,400	1,603,400
 Authorized Positions	 6	 6	 6	 6

Funding Source

Measure V Fund, BJA Grant Fund

POLICE DEPARTMENT

Work Force

	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Administration Division				
Chief of Police	1.0	1.0	1.0	1.0
Police Serv Mgr (Frozen)	1.0	1.0		
Admin Secretary (Frozen)		-1.0	-1.0	-1.0
Administrative Secretary	2.0	2.0	2.0	2.0
Deputy Chief of Police		1.0		
Police Commander		1.0	1.0	1.0
Total	4.0	5.0	3.0	3.0
Community Services Unit				
Police Sergeant	1.0	1.0	1.0	1.0
Police Officer	2.0	6.0	6.0	6.0
Comm Serv Off (MV)	1.0	1.0	1.0	1.0
Comm Serv Off (MV) Frozen			-1.0	-1.0
Total	4.0	8.0	7.0	7.0
Personnel & Training Unit				
Police Sergeant	1.0	1.0	1.0	1.0
Special Operations Unit				
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
Patrol Division				
Deputy Chief	1.0	1.0	1.0	1.0
Police Commander	4.0	4.0	4.0	4.0
Police Sergeant	12.0	11.0	12.0	12.0
Police Officer (6 MV)	74.0	70.0	72.0	72.0
Police Officer(Fed Grant)	9.0	9.0		
Police Officer (Unfunded)	-7.0	-7.0		
Police Officer(Fed Grant)		8.0	8.0	8.0
Police Officer (Frozen)			-6.0	-6.0
Comm Service Offcr (4 MV)	4.0	4.0	4.0	4.0
Comm Serv Off (MV) Frozen			-1.0	-1.0
Total	97.0	100.0	94.0	94.0

POLICE DEPARTMENT

Work Force

	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Traffic Unit				
Police Sergeant	1.0	2.0	1.0	1.0
Police Officer	3.0	3.0	3.0	3.0
Total	4.0	5.0	4.0	4.0
Support Services Unit				
Crime Analyst	1.0	1.0	1.0	1.0
Crime Analyst (Frozen)			-1.0	-1.0
Senior Police Clerk	1.0	1.0	1.0	1.0
Criminalist	1.0	1.0	1.0	1.0
Police Sergeant	2.0	1.0	1.0	1.0
Comm Serv Officer (MV)	3.0	3.0	3.0	3.0
Comm Serv Off (MV) Frozen			-1.0	-1.0
Latent Fingerprint Tech	1.0	1.0	1.0	1.0
Total	9.0	8.0	6.0	6.0
Technical Services Division				
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
Word Processing Unit				
Word Proc Op (Frozen)		1.0		
Word Processing Operator	5.0	4.0	4.0	4.0
Supvsg Wrđ Proc Operator	1.0	1.0	1.0	1.0
Total	6.0	6.0	5.0	5.0
Evidence & Property Unit				
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

POLICE DEPARTMENT

Work Force

Records Unit	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Police Records Coord	1.0	1.0	1.0	1.0
Police Clerk (Frozen)		-1.0		
Police Clerk	9.0	9.0	9.0	9.0
Police Clerk (MV) Frozen		-1.0	-2.0	-2.0
Supervising Police Clerk	4.0	3.0	3.0	3.0
Sup Police Clerk (Frozen)		-1.0		
Total	14.0	10.0	11.0	11.0
 Maintenance Services Unit				
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
 Investigations Division				
Senior Police Clerk	1.0	1.0	1.0	1.0
Deputy Chief of Police	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	20.0	21.0	21.0
 Narcotics Unit				
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
 Violence Suppression Unit				
Police Sergeant	1.0	1.0	1.0	1.0
Police Officer	11.0	11.0	11.0	11.0
Police Officer (Frozen)				
Total	12.0	12.0	12.0	12.0

POLICE DEPARTMENT

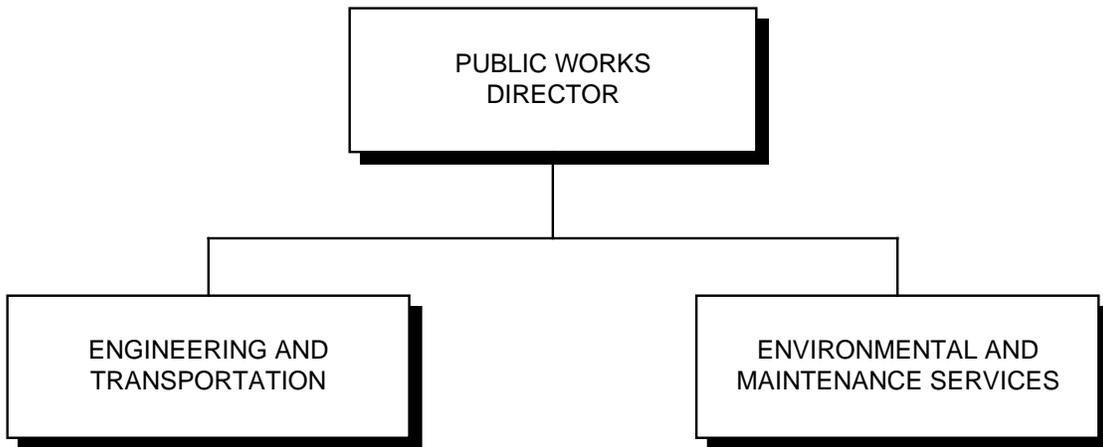
Work Force

Animal Control Svcs Unit	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
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
 Animal Control Svc - Other Agencies				
Animal Care Tech	1.0	1.0	1.0	1.0
 Joint Gang Task Force				
Police Commander (MV)	1.0	1.0	1.0	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	6.0	6.0	6.0
 Department Total	 205.5	 208.5	 197.5	 197.5

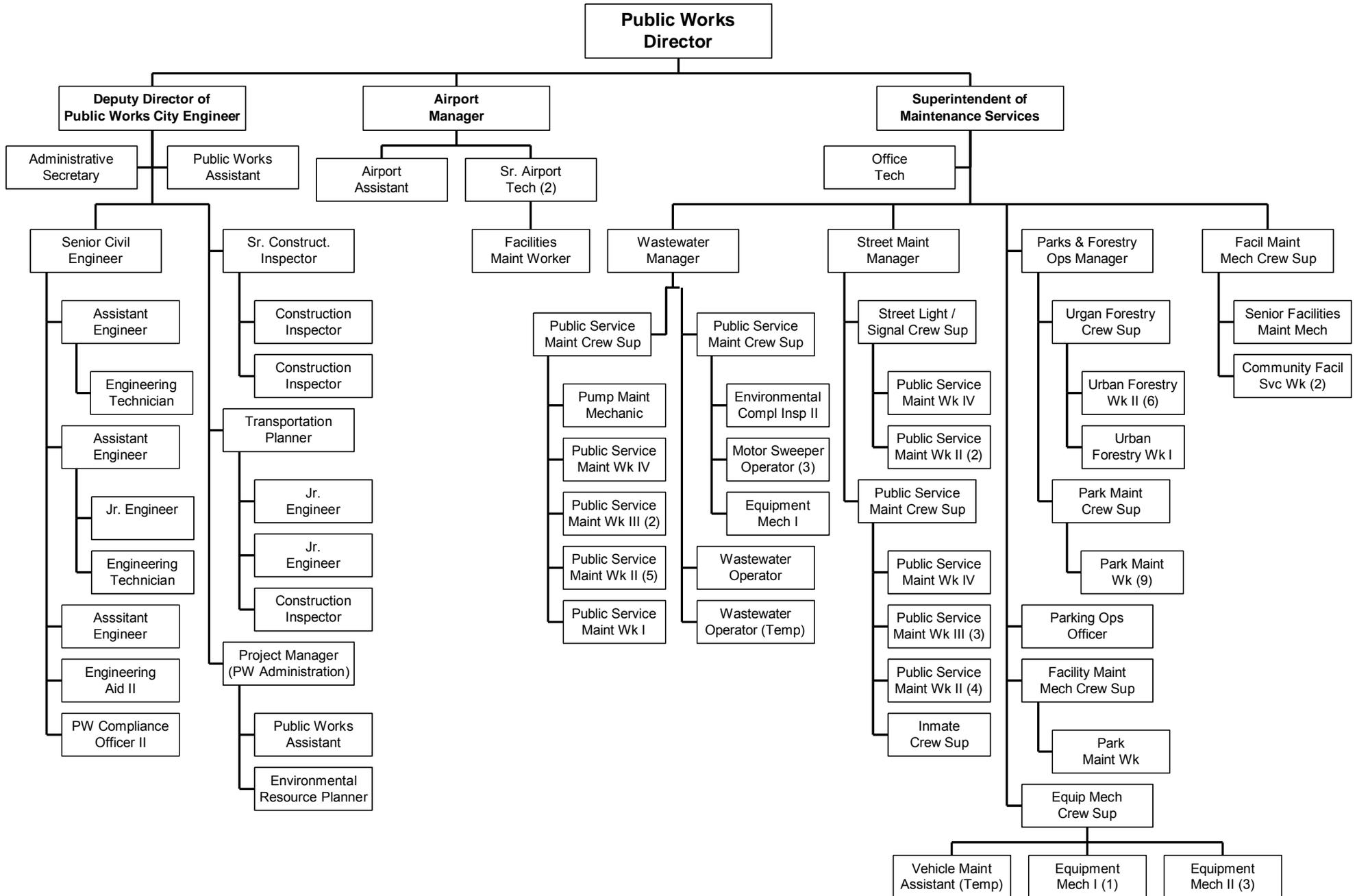


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PUBLIC WORKS



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 and properties; 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 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 2012-13

Organizational Effectiveness Initiative

1. Reorganized departmental administrative functions to focus on revenue generation and increased customer services.
2. Scheduled the fiscal year Capital Improvement Program (CIP) to ensure 80% of those approved in the budget are constructed within said fiscal year.
3. Developed training program to increase managerial and supervisory capacity including the development of a departmental succession plan.
4. Connected public work efforts more closely with public safety, public health and community development efforts.

Economic Development Initiative (Prosperity)

1. Reviewed, commented, and assisted with the processing of the Taylor Farms development. Coordinated community-wide conversations around parking impacts and accommodations.
2. Initiated the Downtown Vibrancy Plan, led city-wide conversations regarding homeless, Chinatown and their inter-relationships,
3. Secured Train Station properties from the former redevelopment agency and began the rehabilitation of the Train Station, First Mayor's House and Freight Building.
4. Established a Salinas home for the Small Business Development Center.
5. Completed Environmental cleanup of Market Street and began Phase 1 of construction.
6. Designed the East Boronda Road widening project and supported the installation of "Smart Signals" that have enhanced traffic flow.
7. Secured funding to complete the design and construction of the new pipeline for the Industrial Waste Conveyance Improvement project including working with regional partners to bring waste water into recycling and reuse.
8. Worked with Caltrans to phase the design and construction of the U.S. 101/Sanborn Interchange Improvement and Elvee Drive extension (Reclamation Ditch to Work Street) to take into consideration the needs of property and business owners.
9. Completed the City's Sanitary Sewer and Industrial Waste Master Plans.
10. Submitted 10 applications for grant funding receiving four awards.

Youth/Gang Violence Prevention Initiative (Peace)

1. Completed the construction of the Cesar Chavez Library expansion to accommodate the needs of our Alisal residents and area students.
2. Completed the design and construction for the Laurel Heights Neighborhoods Park Improvement project.
3. Worked with Rancho Cielo students to teach them skills related to sidewalk repair/construction, and the urban forestry.

PUBLIC WORKS DEPARTMENT

Summary (Continued)

City Council Goals, Strategies, and Objectives for FY 2013-14

Economic Diversity and Prosperity

1. Provide Civil, Traffic and Parking engineering review for the Taylor Farms development.
2. Complete final phase of construction of Market Street.
3. Design the East Boronda Road widening.
4. Secure funding to complete the design for the Industrial Waste Conveyance Improvement project including work with regional partners to bring wastewater into recycling and reuse. .
5. Work with Caltrans to phase the design and construction of the U.S. 101/Sanborn Interchange Improvement and Elvee Drive extension (Reclamation Ditch to Work Street) to take into consideration the needs of property and business owners.
6. Actively engaged in the implementation of the 2010 Chinatown Rebound Plan and related affordable housing and homeless services delivery
7. Submit 10 applications for grant funding.

Safe, Livable Community

1. Provide preventative maintenance to City infrastructure including sidewalk and street repair programs and sanitary sewer and storm drain systems.
2. Provide maintenance to open space and parks including graffiti removal and urban forestry functions. Enhance safe Routes to Schools in collaboration with school districts.
3. Support safe use of public rights-of-way for community events to include street festivals, running and bicycle races, and cycloviva
4. Eliminate environmentally hazardous soil conditions on City owned properties.

Effective, Sustainable Government

1. Identify, evaluate and implement technology applications to enhance productivity, including updating the Geographic Information System, record retention and retrieval, and increasing internet connectivity at the Maintenance Yard and Airport.
2. Develop specifications to include additional capacity for fiber optics whenever streets are excavated.
3. Continue to collaborate and partner with other City, County Departments, regional agencies and other outside agencies.

Excellent Infrastructure

1. Design Complete Streets infrastructure upgrades for pedestrians and vehicles including the Downtown Vibrancy Plan , the Alisal Roundabout, Parking program, increasing bike path miles and encouraging intermodal and alternative modes of transportation.
2. Expand the Industrial Waste Water operation, to find alternative uses for wastewater,
3. Re-Connect to neighborhoods through collaborative partnerships

Quality of Life

1. Put the Public back in Public Works through enhanced communication and engagement with our community.
2. Re-Connect to neighborhoods through collaborative partnerships

Major Budget Changes

Position Changes

- Add Half time extra help Engineer to support utility development.

PUBLIC WORKS

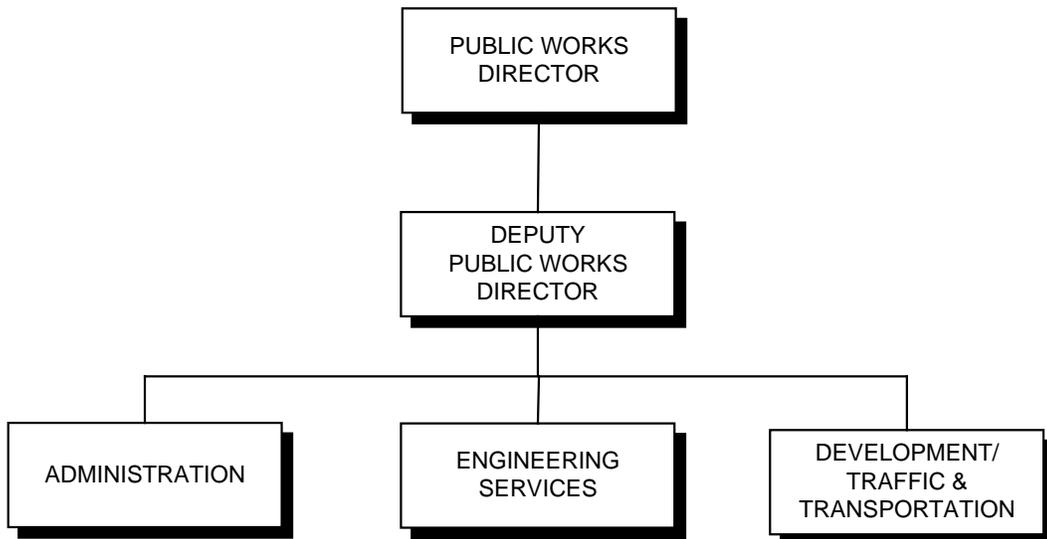
Summary

	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
Expenditures by Program				
Engineering & Transportation	1,663,037	1,423,040	1,530,700	1,596,700
Environmental & Maint Services	6,490,555	6,851,153	6,944,100	7,100,100
Total	8,153,592	8,274,193	8,474,800	8,696,800
Workforce by Program				
Engineering & Transportation	21.000	20.625	20.125	20.125
Environmental & Maint Services	47.500	49.375	46.375	46.375
Total	68.500	70.000	66.500	66.500



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ENGINEERING AND TRANSPORTATION





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ENGINEERING AND TRANSPORTATION

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
5010	Administration Division	424,903	536,709	519,700	534,300
5020	Engineering Services Division	949,059	516,336	616,200	657,100
5022	Development/Traffic & Transp.	289,075	369,995	394,800	405,300
TOTAL		1,663,037	1,423,040	1,530,700	1,596,700

Expenditures by Character

1.	Employee Services	1,596,696	1,293,989	1,400,200	1,466,200
2.	Office Supplies & Materials	6,767	9,700	11,000	11,000
3.	Small Tools & Equipment	731	1,400	1,400	1,400
4.	Books and Publications	1,343	1,100	1,100	1,100
5.	Special Dept Supplies	8,855	7,900	15,900	15,900
6.	Communications	10,058	9,825	10,000	10,000
7.	Utilities	966	475		
8.	Contract Maintenance Services	331	6,017	4,000	4,000
9.	Professional Services	30,156	44,133	53,500	53,500
10.	Outside Services	2,352	27,900	27,600	27,600
11.	Training/Conferences/Meetings	2,532	3,000	3,000	3,000
12.	Membership & Dues	2,250	3,000	3,000	3,000
13.	Capital Outlay		14,601		
TOTAL		1,663,037	1,423,040	1,530,700	1,596,700

Expenditures by Fund

General Fund	1,663,037	1,423,040	1,530,700	1,596,700
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Workforce by Program

5010	Administration Division	4.500	5.125	4.625	4.625
5020	Engineering Services Division	14.500	12.500	12.500	12.500
5022	Development/Traffic & Transp.	2.000	3.000	3.000	3.000
TOTAL		21.000	20.625	20.125	20.125

DEPARTMENT OF PUBLIC WORKS

Administration and District 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Percentage of lease payments received on time	95%	95%	100%	98%	100%
Percentage of maintenance district resident service complaints satisfactorily resolved within 24 hours	95%	95%	100%	97%	100%
Percentage of resident and others (realtors, title companies) assessment/maintenance district inquiries responded to satisfactorily within 24 hours	95%	95%	100%	98%	100%
Council Reports Processed (annually)	64	72	75	80	80
Personnel Actions processed (annually)	25	37	35	50	50
Purchase Orders Processed (annually)	100	100	100	100	100
Assist with DRC Applications (annually)	5	8	15	8	6
Review Traffic Studies and/or CEQA documents (annually)	6	7	12	6	4

Major Budget Changes

None

**ENGINEERING AND TRANSPORTATION
Administration Division****5010**

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	403,362	495,408	485,500	500,100
2. Office Supplies & Materials	6,767	9,700	11,000	11,000
3. Small Tools & Equipment		400	400	400
4. Books and Publications	608	300	300	300
5. Communications	10,058	9,825	10,000	10,000
6. Utilities	966	475		
7. Professional Services	892	3,000	9,500	9,500
8. Membership & Dues	2,250	3,000	3,000	3,000
9. Capital Outlay		14,601		
TOTAL	424,903	536,709	519,700	534,300
 Authorized Positions	 4.500	 5.125	 4.625	 4.625

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. Administer to develop funding and to implement the requirements of the 2013 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Grant applications submitted. Dollars secured vs. dollars applied for	5	4 @ \$3.5M/\$7.0M	15	4 @ \$.696 Million	4 @ \$3 million
City C.I.P. projects designed. (annually)	8	12	15	5	10
City projects constructed on time and within budget (annually)	20	12	20	14	20
Number of projects inspected	10	12	14	14	20

Major Budget Changes

None

ENGINEERING AND TRANSPORTATION
Engineering Services Division

5020

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	914,185	441,803	539,100	580,000
2. Small Tools & Equipment	294	500	500	500
3. Books and Publications	500	500	500	500
4. Special Dept Supplies	3,484	3,500	3,500	3,500
5. Contract Maintenance Services		2,000	2,000	2,000
6. Professional Services	28,064	39,733	42,000	42,000
7. Outside Services		25,300	25,600	25,600
8. Training/Conferences/Meetings	2,532	3,000	3,000	3,000
TOTAL	949,059	516,336	616,200	657,100

Authorized Positions	14.5	12.5	12.5	12.5
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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 Street 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Traffic Permits issued (annually)	238	153	200	140	170
Grant applications submitted. Dollars secured vs. dollars applied for (in million dollars)	3 \$1.12/\$42.1	4 \$1.8/\$2.25	3 \$1.0	2 \$0.75	3 \$0.50
Traffic Requests addressed (annually)	NA	69	75	75	75

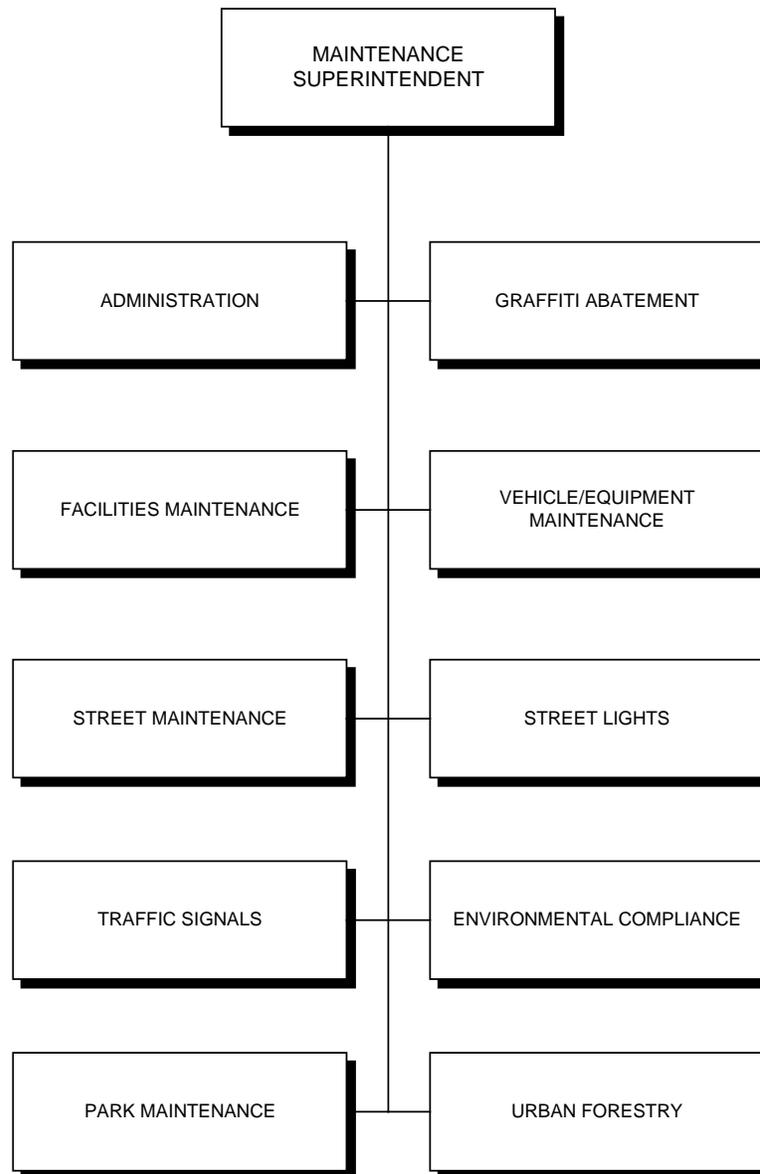
Major Budget Changes

None.

ENGINEERING AND TRANSPORTATION Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Deputy Dir of Pub Works	0.250	0.250	0.250	0.250
Public Works Assistant	1.000	2.000	1.750	1.750
Pub Works Admin Mgr	1.000			
Administrative Secretary	1.000	1.000	1.000	1.000
Public Works Manager		0.500	0.250	0.250
Compliance Officer II	1.000	1.000	1.000	1.000
Director of Public Works	0.250	0.375	0.375	0.375
Total	4.500	5.125	4.625	4.625
 Engineering Services Division				
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	3.000	3.000	3.000	3.000
Junior Engineer	2.000	2.000	2.000	2.000
Sr Construction Inspector	1.000	1.000	1.000	1.000
Const Inspector Supv	1.000	1.000	1.000	1.000
Construction Inspector	3.000	1.000	1.000	1.000
Engineering Tech	2.000	2.000	2.000	2.000
Engineering Aide II	1.000	1.000	1.000	1.000
Total	14.500	12.500	12.500	12.500
 Development/Traffic & Transp.				
Junior Engineer	1.000	1.000	1.000	1.000
Transportation Planner	1.000	1.000	1.000	1.000
Construction Inspector		1.000	1.000	1.000
Total	2.000	3.000	3.000	3.000
 Department Total				
	21.000	20.625	20.125	20.125

ENVIRONMENTAL AND MAINTENANCE SERVICES





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ENVIRONMENTAL & MAINT SERVICES

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
5310	Administration Division	203,895	416,423	425,300	432,600
5313	Graffiti Abatement Division	135,723	189,828	139,400	141,500
5330	Facilities Maintenance Division	781,387	923,624	949,000	964,600
5340	Vehicle/Equipment Maintenance	631,826	741,796	756,900	773,100
5350	Street Maintenance Division	1,182,421	1,170,181	1,005,000	1,047,800
5351	Street Lights Division	744,000	773,800	775,500	778,300
5353	Traffic Signals Division	313,173	223,767	220,400	220,400
5355	Environmental Compliance Division	112,681	142,977	146,600	151,200
5380	Parks and Community Services	1,835,058	1,765,278	1,984,500	2,013,500
5385	Urban Forestry Division	550,391	503,479	541,500	577,100
TOTAL		6,490,555	6,851,153	6,944,100	7,100,100

Expenditures by Character

1.	Employee Services	3,646,119	3,853,086	3,986,900	4,142,900
2.	Office Supplies & Materials	1,575	6,100	4,600	4,600
3.	Bldg/Veh/Equip Maint/Supplies	184,003	227,400	228,500	228,500
4.	Vehicle Fuels & Lubricants	152,283	153,600	153,600	153,600
5.	Small Tools & Equipment	19,183	31,800	31,300	31,300
6.	Clothing & Personal Equip	14,461	29,900	29,900	29,900
7.	Street Materials	118,233	127,000	127,000	127,000
8.	Books and Publications	128	200	200	200
9.	Special Dept Supplies	1,523	8,300	8,300	8,300
10.	Chemicals	3,990	11,000	11,000	11,000
11.	Communications	18,638	21,900	22,900	22,900
12.	Utilities	1,372,352	1,408,900	1,408,900	1,408,900
13.	Rents & Leases	1,231	6,300	6,300	6,300
14.	Contract Maintenance Services	528,835	531,267	455,400	455,400
15.	Professional Services	425,082	427,300	462,300	462,300
16.	Training/Conferences/Meetings	1,849	5,600	5,500	5,500
17.	Membership & Dues	1,070	1,500	1,500	1,500
TOTAL		6,490,555	6,851,153	6,944,100	7,100,100

Expenditures by Fund

General Fund	5,663,873	5,992,753	6,029,100	6,158,300
Measure V Fund	826,682	858,400	915,000	941,800
TOTAL	6,490,555	6,851,153	6,944,100	7,100,100

ENVIRONMENTAL & MAINT SERVICES

Summary

Workforce by Program	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
5310 Administration Division	2.250	2.375	2.375	2.375
5313 Graffiti Abatement Division		0.750	0.750	0.750
5330 Facilities Maintenance Division	5.000	6.000	6.000	6.000
5340 Vehicle/Equipment Maintenance	5.000	5.000	5.000	5.000
5350 Street Maintenance Division	15.000	15.000	11.000	11.000
5351 Street Lights Division	0.750	1.000	1.000	1.000
5353 Traffic Signals Division	0.250			
5355 Environmental Compliance Division	1.250	1.250	1.250	1.250
5380 Parks and Community Services	10.000	10.000	11.000	11.000
5385 Urban Forestry Division	8.000	8.000	8.000	8.000
TOTAL	47.500	49.375	46.375	46.375



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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of purchase orders issued	3,648	3,200	4,000	3,800	4,000
Process Biweekly Payroll Personnel Actions	71	72	71	72	72

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES

Administration Division

5310

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	187,368	324,623	334,500	341,800
2. Office Supplies & Materials	1,529	4,800	3,300	3,300
3. Small Tools & Equipment		200	200	200
4. Clothing & Personal Equip	138	200	200	200
5. Special Dept Supplies	1,099	1,000	1,000	1,000
6. Communications	5,476	9,200	10,200	10,200
7. Utilities	8,026	4,900	4,900	4,900
8. Contract Maintenance Services	259	500	500	500
9. Professional Services		70,000	70,000	70,000
10. Training/Conferences/Meetings		1,000	500	500
TOTAL	203,895	416,423	425,300	432,600
 Authorized Positions	 2.250	 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Square Feet of Graffiti Removed Annually	125,000	308,424	250,000	234,000	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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services		59,828	81,900	84,000
2. Contract Maintenance Services	135,723	130,000	57,500	57,500
TOTAL	135,723	189,828	139,400	141,500

Authorized Positions 0.75 0.75 0.75

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Square feet of buildings to maintain per employee	350,000	333,559	350,000	350,000	350,000
Electrical and Plumbing Repairs Performed Annually	140	665	140	780	860
Painting and Carpentry Maintenance Requests	400	998	400	1,560	1,711

Major Budget Changes

None

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of vehicles to maintain per employee	150	107	107	107	107
Preventive Maintenance Inspections on Police Vehicles		263	450	278	450
Preventive Maintenance Inspections on Fleet Vehicles		1,024	1,500	1,288	1,500

Major Budget Changes

None

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Tons of Asphalt Applied Annually	5,344	1,484	2,000	300	1,200
Yards of Concrete Poured	183	307	75	290	200
Street Sign Installation/Repair/Replacement	1,389	1,270	800	936	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	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	982,537	966,381	856,800	899,600
2. Bldg/Veh/Equip Maint/Supplies	7,704	8,500	9,000	9,000
3. Small Tools & Equipment	3,179	3,600	3,600	3,600
4. Clothing & Personal Equip	1,721	3,100	3,100	3,100
5. Street Materials	118,233	119,000	119,000	119,000
6. Chemicals	3,990	4,000	4,000	4,000
7. Rents & Leases		600	600	600
8. Contract Maintenance Services	37	700	700	700
9. Professional Services	64,460	62,200	7,200	7,200
10. Training/Conferences/Meetings	560	2,100	1,000	1,000
TOTAL	1,182,421	1,170,181	1,005,000	1,047,800
 Authorized Positions	 15	 15	 11	 11

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Street Lights Repaired/Replaced	760	811	700	914	750

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES
Street Lights Division

5351

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	87,044	111,400	112,500	115,300
2. Bldg/Veh/Equip Maint/Supplies	32,356	35,400	36,000	36,000
3. Utilities	578,630	577,000	577,000	577,000
4. Contract Maintenance Services	45,970	50,000	50,000	50,000
TOTAL	744,000	773,800	775,500	778,300
 Authorized Positions	 0.75	 1.00	 1.00	 1.00

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	27,844			
2. Communications	11,193	10,400	10,400	10,400
3. Utilities	85,561	75,000	75,000	75,000
4. Contract Maintenance Services	188,575	138,367	135,000	135,000
TOTAL	313,173	223,767	220,400	220,400

Authorized Positions 0.25

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 2011-12 Goal	FY 2011-12 Projected	FY 2012-13 Projected	FY 2012-13 Projected	FY 2013-14 Goal
Number of businesses inspected per employee	148	164	125	170	170

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES
Environmental Compliance Division

5355

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	112,681	142,977	146,600	151,200
TOTAL	112,681	142,977	146,600	151,200
 Authorized Positions	 1.25	 1.25	 1.25	 1.25

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Cost per Salinas resident to support parks	\$ 12.21	\$ 12.03	\$ 12.20	\$ 11.77	\$ 12.20
Number of Park Acres Maintained per FTE Daily Average	94	94	83	91	60
Percentage Above Municipal Benchmark (11 Acres/FTE)	855%	855%	755%	918%	545%
Acres of Parks Maintained	470	470	463	457	457
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)	5.00	5.00	8.00	5.00	8.00

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	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	1,007,776	920,478	1,049,700	1,078,700
2. Office Supplies & Materials		500	500	500
3. Bldg/Veh/Equip Maint/Supplies	56,463	79,000	79,000	79,000
4. Vehicle Fuels & Lubricants	42,121	35,600	35,600	35,600
5. Small Tools & Equipment	1,593	10,000	10,000	10,000
6. Clothing & Personal Equip	1,611	8,000	8,000	8,000
7. Street Materials		8,000	8,000	8,000
8. Special Dept Supplies	197	5,600	5,600	5,600
9. Chemicals		7,000	7,000	7,000
10. Communications	1,059	1,000	1,000	1,000
11. Utilities	468,290	488,800	488,800	488,800
12. Rents & Leases	1,231	4,200	4,200	4,200
13. Professional Services	253,387	195,100	285,100	285,100
14. Training/Conferences/Meetings	670	1,000	1,000	1,000
15. Membership & Dues	660	1,000	1,000	1,000
TOTAL	1,835,058	1,765,278	1,984,500	2,013,500
Authorized Positions	10	10	11	11

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Cost Per Salinas Resident To Maintain Street Trees	\$ 3.17	\$ 3.61	\$ 3.68	\$ 3.36	\$ 3.35
Number of Tree Service Requests	1,556	1,573	1,600	1,650	1,700
Number of Storm and Emergency Call-Outs	401.00	320.00	350.00	300.00	350.00
Number of street trees to maintain per employee	7,500	7,500	5,000	6,500	6,500

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES

Urban Forestry Division

5385

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	408,426	358,179	396,200	431,800
2. Office Supplies & Materials	46	800	800	800
3. Bldg/Veh/Equip Maint/Supplies	4,211	4,000	4,000	4,000
4. Vehicle Fuels & Lubricants	18,993	20,000	20,000	20,000
5. Small Tools & Equipment	7,445	10,000	10,000	10,000
6. Clothing & Personal Equip	2,959	6,500	6,500	6,500
7. Special Dept Supplies	47	500	500	500
8. Rents & Leases		1,500	1,500	1,500
9. Professional Services	107,235	100,000	100,000	100,000
10. Training/Conferences/Meetings	619	1,500	1,500	1,500
11. Membership & Dues	410	500	500	500
TOTAL	550,391	503,479	541,500	577,100
 Authorized Positions	 8	 8	 8	 8

Funding Source

General Fund, Measure V Fund

ENVIRONMENTAL & MAINT SERVICES

Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
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	0.250	0.375	0.375	0.375
Total	2.250	2.375	2.375	2.375
 Graffiti Abatement Division				
Neighborhood Svcs Worker		0.750	0.750	0.750
 Facilities Maintenance Division				
Facil Maint Mech Crew Sup	2.000	2.000	2.000	2.000
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
Facility Maint Worker	1.000	1.000	1.000	1.000
Total	5.000	6.000	6.000	6.000
 Vehicle/Equipment Maintenance				
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
 Street Maintenance Division				
PSMW II (Frozen)		2.000		
Inmate Crew Coord(Frozen)			-1.000	-1.000
Inmate Crew Coordinator	1.000	1.000	1.000	1.000
P.S. Maint Crew Supv	1.000	1.000	1.000	1.000
Public Svc Maint Wkr IV	2.000	2.000	2.000	2.000
Pub Svc Maint Wkr II	7.000	5.000	5.000	5.000
Street Maintenance Mgr	1.000	1.000	1.000	1.000
Pub Svc Maint Wkr III	3.000	3.000	3.000	3.000
PS Maint Wkr III (Frozen)			-1.000	-1.000
Total	15.000	15.000	11.000	11.000

ENVIRONMENTAL & MAINT SERVICES

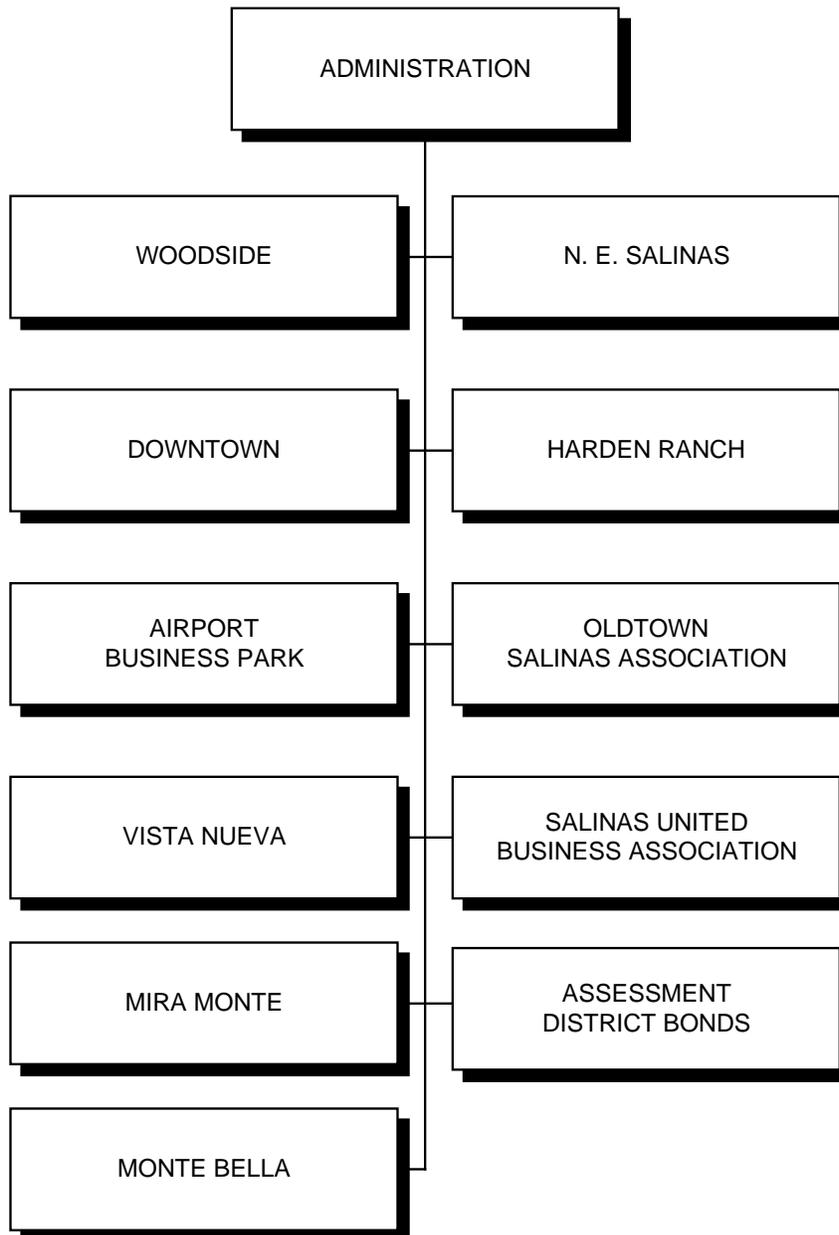
Work Force

	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Street Lights Division				
SL/Traffic Sig Crew Sup	0.750	1.000	1.000	1.000
Traffic Signals Division				
SL/Traffic Sig Crew Sup	0.250			
Environmental Compliance Division				
Environmental Res Planner	0.250	0.250	0.250	0.250
Env Compliance Insp II	1.000	1.000	1.000	1.000
Total	1.250	1.250	1.250	1.250
Parks and Community Services				
Park Maint Crew Sup (MV)	1.000	1.000	1.000	1.000
Park Maint Worker (6 MV)	8.000	8.000	9.000	9.000
Park Grnds Frstry Ops Mgr	1.000	1.000	1.000	1.000
Total	10.000	10.000	11.000	11.000
Urban Forestry Division				
Urban Forestry Crew Supv		1.000	1.000	1.000
Sr Urban Forestry Worker	1.000			
Urban Forestry WkrII(3MV)	7.000	7.000	7.000	7.000
Total	8.000	8.000	8.000	8.000
Department Total	47.500	49.375	46.375	46.375



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ASSESSMENT AND MAINTENANCE DISTRICTS





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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 Five Accomplishments for FY 2012-13

Youth/Gang Violence Prevention Initiative (Peace)

1. Address and eradicate graffiti vandalism within 24 hours by reporting to Republic Services.

Economic Development Initiative (Prosperity)

1. Provide well groomed street scapes in all districts to promote pride in the neighborhood and minimize aesthetic degradation/blight potential.

Organizational Effectiveness Initiative

1. Contain maintenance costs at budgeted levels.
2. Diversify maintenance activities to various contractors to obtain best price and service.

City Council Goals, Strategies, and Objectives for FY 2013-14

1. Address and eradicate graffiti vandalism within 24 hours.
2. Provide well lighted streets in 3 Maintenance Districts that include streetlights (Monte Bella, Cottages of Mira Monte, and Vista Nueva.)

Economic Diversity and Prosperity

1. Provide well-groomed street side landscaping in all districts to promote pride in the neighborhood and aesthetic degradation potential.
2. Provide well-maintained street pavement in the 3 Maintenance Districts that include pavement maintenance (Monte Bella, Cottages of Mira Monte, and Vista Nueva.)

Effective, Sustainable Government

1. Contain maintenance costs at budgeted levels.
2. Invest in energy efficient and water conservation technology
3. Diversify maintenance activities to various contractors to obtain best price and service.

Major Budget Changes

Public Works Administrative Services Manager is paid 25% from this budget.

ASSESSMENT & MAINTENANCE DISTRICTS

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
6605	Administration Division	158,914	159,400	237,000	241,900
6610	Woodside Park Division	31,118	44,500	31,100	31,100
6611	Downtown Mall Division	1,678	2,400	2,400	2,400
6612	Airport Business Park Division	17,100	17,100	19,300	19,300
6613	North East Division	631,903	721,600	686,000	686,000
6614	Harden Ranch Division	196,883	207,300	233,600	233,600
6615	Vista Nueva Division	23,336	32,500	38,400	38,400
6616	Mira Monte Division	110,747	125,000	103,400	103,400
6617	Monte Bella Division	102,061	146,900	178,500	178,500
6680	Oldtown Salinas Assn Division	104,578	105,000	105,000	105,000
6685	Salinas United Business Assn Division	136,478	141,000	141,000	141,000
6690	Assessment District Bonds Division	3,019,501	3,245,900	3,241,100	3,237,200
	TOTAL	4,534,297	4,948,600	5,016,800	5,017,800

Expenditures by Character

1.	Employee Services	176,868	234,600	385,000	389,900
2.	Special Dept Supplies	45	22,000	63,000	63,000
3.	Communications	188	200	200	200
4.	Utilities	279,709	230,100	279,600	279,600
5.	Rents & Leases	7,280	5,000	5,000	5,000
6.	Contract Maintenance Services	615,516	752,700	535,300	535,300
7.	Professional Services	31,440	85,500	123,500	123,500
8.	Administration/Contingencies	164,350	130,000	141,500	141,500
9.	Advertising		600	600	600
10.	Training/Conferences/Meetings		2,000	2,000	2,000
11.	Contribution to Other Agencies	239,400	240,000	240,000	240,000
12.	Bond-Principal	2,110,107	2,450,000	2,580,000	2,720,000
13.	Bond-Interest	883,867	745,900	611,100	467,200
14.	Paying Agent Fees	25,527	50,000	50,000	50,000
	TOTAL	4,534,297	4,948,600	5,016,800	5,017,800

ASSESSMENT & MAINTENANCE DISTRICTS

Summary

Expenditures by Fund	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
Maintenance Dist Administration	91,416	119,900	163,400	166,900
Woodside Park Maint District	31,118	44,500	31,100	31,100
Downtown Mall Maint District	1,678	2,400	2,400	2,400
Airport Bus Park Maint District	17,100	17,100	19,300	19,300
N E Salinas Landscape Dist	631,903	721,600	686,000	686,000
Harden Ranch Landscape Dist	196,883	207,300	233,600	233,600
Vista Nueva Maint District	23,336	32,500	38,400	38,400
Mira Monte Maint District	110,747	125,000	103,400	103,400
Monte Bella Maint District	102,061	146,900	178,500	178,500
Business Imp District	104,578	105,000	105,000	105,000
SUBA Business Imp District	136,478	141,000	141,000	141,000
Assessment Dist Administration	67,498	39,500	73,600	75,000
Assessment Districts-Debt Service	3,019,501	3,245,900	3,241,100	3,237,200
TOTAL	4,534,297	4,948,600	5,016,800	5,017,800

Workforce by Program

6605	Administration Division	1.0	1.0	1.5	1.5
6613	North East Division	1.0	1.0		
	TOTAL	2.0	2.0	1.5	1.5

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

None

ASSESSMENT & MAINTENANCE DISTRICTS

Administration Division

6605

	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
Operating Expenditures				
1. Employee Services	145,753	139,900	217,500	222,400
2. Special Dept Supplies	45	5,000	5,000	5,000
3. Professional Services		2,000	2,000	2,000
4. Administration/Contingencies	13,116	9,900	9,900	9,900
5. Advertising		600	600	600
6. Training/Conferences/Meetings		2,000	2,000	2,000
TOTAL	158,914	159,400	237,000	241,900
Authorized Positions	1.0	1.0	1.5	1.5

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

None

ASSESSMENT & MAINTENANCE DISTRICTS
Woodside Park Division

6610

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	8,841		13,000	13,000
2. Contract Maintenance Services	18,240	25,000	8,600	8,600
3. Professional Services		15,000	3,000	3,000
4. Administration/Contingencies	4,037	4,500	6,500	6,500
TOTAL	31,118	44,500	31,100	31,100

Authorized Positions

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

None

ASSESSMENT & MAINTENANCE DISTRICTS
Downtown Mall Division

6611

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Utilities	1,460	2,200	2,200	2,200
2. Administration/Contingencies	218	200	200	200
TOTAL	1,678	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

None

ASSESSMENT & MAINTENANCE DISTRICTS
Airport Business Park Division

6612

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services			1,000	1,000
2. Utilities	7,402	6,700	9,200	9,200
3. Contract Maintenance Services	7,800	9,300	7,300	7,300
4. Administration/Contingencies	1,898	1,100	1,800	1,800
TOTAL	17,100	17,100	19,300	19,300

Authorized Positions

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

None

ASSESSMENT & MAINTENANCE DISTRICTS

North East Division

6613

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	3,497	78,600	43,000	43,000
2. Special Dept Supplies		5,000	5,000	5,000
3. Utilities	179,346	133,000	133,000	133,000
4. Contract Maintenance Services	356,799	425,000	425,000	425,000
5. Professional Services	10,419	25,000	25,000	25,000
6. Administration/Contingencies	81,842	55,000	55,000	55,000
TOTAL	631,903	721,600	686,000	686,000

Authorized Positions	1	1		
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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

None

ASSESSMENT & MAINTENANCE DISTRICTS

Harden Ranch Division

6614

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services		8,500	22,000	22,000
2. Special Dept Supplies		5,000	15,000	15,000
3. Utilities	33,846	38,800	42,600	42,600
4. Contract Maintenance Services	130,671	115,000	49,000	49,000
5. Professional Services	5,300	10,000	75,000	75,000
6. Administration/Contingencies	27,066	30,000	30,000	30,000
TOTAL	196,883	207,300	233,600	233,600

Authorized Positions

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	7,683	5,600	11,500	11,500
2. Communications	188	200	200	200
3. Utilities	1,349	3,000	3,000	3,000
4. Rents & Leases	7,280	5,000	5,000	5,000
5. Contract Maintenance Services		16,000	16,000	16,000
6. Administration/Contingencies	6,836	2,700	2,700	2,700
TOTAL	23,336	32,500	38,400	38,400

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	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services		2,000	19,000	19,000
2. Special Dept Supplies		2,000	18,000	18,000
3. Utilities	36,434	31,400	38,600	38,600
4. Contract Maintenance Services	59,707	70,000	9,400	9,400
5. Professional Services		8,000		
6. Administration/Contingencies	14,606	11,600	18,400	18,400
TOTAL	110,747	125,000	103,400	103,400

Authorized Positions

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

None

ASSESSMENT & MAINTENANCE DISTRICTS

Monte Bella Division

6617

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	11,094		58,000	58,000
2. Special Dept Supplies		5,000	20,000	20,000
3. Utilities	19,872	15,000	51,000	51,000
4. Contract Maintenance Services	42,299	92,400	20,000	20,000
5. Professional Services	14,065	19,500	12,500	12,500
6. Administration/Contingencies	14,731	15,000	17,000	17,000
TOTAL	102,061	146,900	178,500	178,500

Authorized Positions

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Professional Services	578	5,000	5,000	5,000
2. Contribution to Other Agencies	104,000	100,000	100,000	100,000
TOTAL	104,578	105,000	105,000	105,000

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Professional Services	1,078	1,000	1,000	1,000
2. Contribution to Other Agencies	135,400	140,000	140,000	140,000
TOTAL	136,478	141,000	141,000	141,000

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Bond-Principal	2,110,107	2,450,000	2,580,000	2,720,000
2. Bond-Interest	883,867	745,900	611,100	467,200
3. Paying Agent Fees	25,527	50,000	50,000	50,000
TOTAL	3,019,501	3,245,900	3,241,100	3,237,200

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 & Interest Expended 12-13</u>	<u>Principal Balance 06/30/13</u>	<u>Adopted 13-14 Principal</u>	<u>Plan 13-14 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

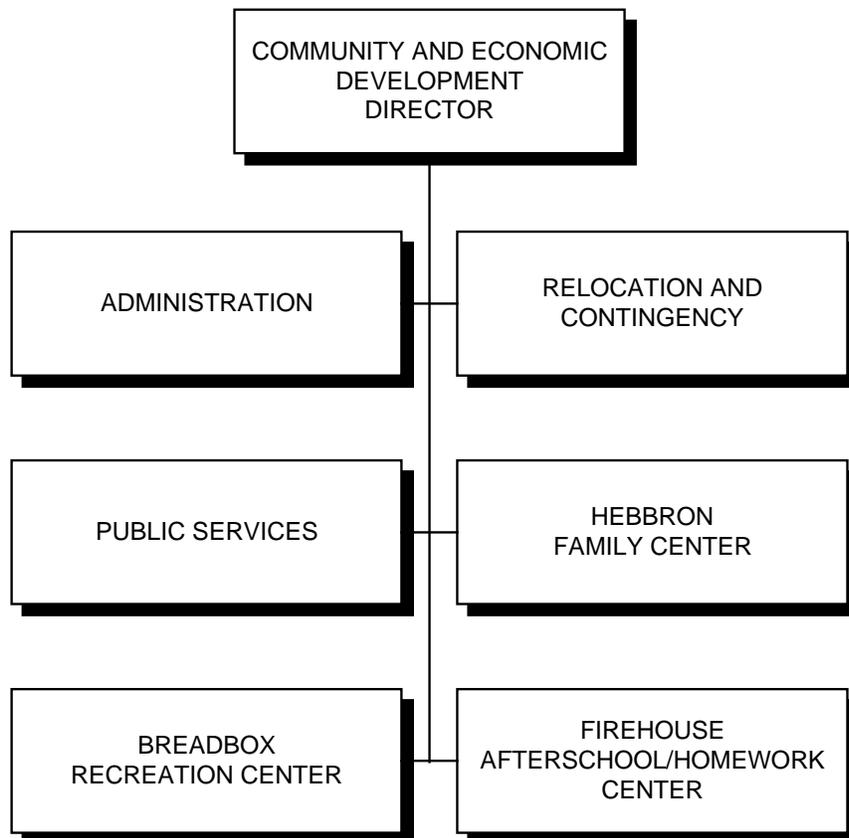
Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Public Works Assistant			0.25	0.25
Public Works Manager			0.25	0.25
Sr Accounting Technician	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.50	1.50
 North East Division				
Park Maint Worker	1.00	1.00		
 Department Total	 2.00	 2.00	 1.50	 1.50



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BLOCK GRANT





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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 subrecipients with regard to proper and timely use of HUD funds.

Top Five Accomplishments for FY 2012-2013

Economic Diversity and Prosperity

1. Launched the Grow Salinas Fund, a program that will provide debt financing to small businesses intending to expand/locate in the City limits; and prepared a Section 108 Loan Pool application to HUD, to allow City to leverage its FY12/13 annual CDBG allocation up to 5 five times and in turn provide funding to various economic development activities that will retain or create jobs in the City.

Safe, Livable Community

2. Supported various agencies focused on providing homeless and homeless prevention services.

Effective, Sustainable Government

3. Expanded use of online data management system to streamline the division's RFP (Request for Proposal) process, subrecipient payment and beneficiary data management, and compliance monitoring tasks.

Excellent Infrastructure

4. Supported street beautification project in the East Market retail corridor in an effort to create jobs and stimulate the local economy; and provided funding for the construction of the East Salinas Streetlights Phase 12.

Quality of Life

5. Supported City and community programs focused upon the recreational and educational needs of Salinas' youth.

City Council Goals, Strategies, and Objectives for FY 2013-14

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. Support programs focused upon the prevention of homelessness for single men and women, families with children, and provision of transitional housing.

Safe, Livable Community

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.

BLOCK GRANT Summary

Effective, Sustainable Government

1. Continue to manage division and Housing Successor Agency-funded housing projects'-housing financial and beneficiary data using the online system.
2. Create strong collaborations with internal City staff, City Council members, subrecipients, and various subcommittee members to develop streamlined processes for administering HUD grants.
3. Maintain a high level of effectiveness, accountability, and transparency.

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

As of May 13, 2013, HUD has not released the final CDBG, HOME and ESG allocations. Estimated budget numbers reflect the 2013-14 ACTION PLAN approved by City Council on May 7, 2013: CDBG \$1,784,657 (5% decrease); HOME \$494,906 (4% decrease); and ESG \$182,865 (5% decrease).

BLOCK GRANT Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
3105	Administration Division	418,038	1,731,518	631,000	646,900
3150	Public Services Division	507,383	403,403	323,600	323,600
3151	Breadbox Rec Center Division	73,350	73,900	105,300	106,300
3160	Relocation and Contingencies		160,600	778,000	778,000
3162	Firehouse After School Division	14,999	20,000	19,000	19,000
3164	Hebbron Family Center Division	123,408	133,400	138,900	143,300
	TOTAL	1,137,178	2,522,821	1,995,800	2,017,100

Expenditures by Character

1.	Employee Services	503,261	641,027	744,400	765,700
2.	Office Supplies & Materials	1,306	1,950	1,950	1,950
3.	Bldg/Veh/Equip Maint/Supplies	1,218	1,500	1,525	1,525
4.	Small Tools & Equipment		100	100	100
5.	Books and Publications		150	150	150
6.	Special Dept Supplies	19,163	17,600	16,300	16,300
7.	Communications	667	800	800	800
8.	Utilities	11,112	10,300	8,925	8,925
9.	Rents & Leases	11,000	11,000	11,000	11,000
10.	Contract Maintenance Services	2,149	2,200	1,700	1,700
11.	Professional Services	10,828	12,000	14,000	14,000
12.	Outside Services	8,968	10,000	10,000	10,000
13.	Administration/Contingencies	48,200	1,401,991	852,500	852,500
14.	Advertising	2,819	3,000	3,000	3,000
15.	Training/Conferences/Meetings	6,907	3,000	3,154	3,154
16.	Membership & Dues	2,197	2,800	2,800	2,800
17.	Contribution to Other Agencies	507,383	403,403	323,496	323,496
	TOTAL	1,137,178	2,522,821	1,995,800	2,017,100

Expenditures by Fund

General Fund	9,425	173,590	192,600	195,400
Measure V Fund	13,000	90,300	130,100	132,900
Community Development Act of 1974	709,985	2,006,191	1,485,200	1,500,300
CDBG-Recovery	466			
H U D - Emergency Shelter Grant	130,532	240,560	187,900	188,500
HPRP-Homelessness Prevention Prog	273,770	12,180		
TOTAL	1,137,178	2,522,821	1,995,800	2,017,100

BLOCK GRANT Summary

Workforce by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
3105	Administration Division	3.375	3.390	3.680	3.680
3151	Breadbox Rec Center Division	0.500	0.500	0.500	0.500
3164	Hebbron Family Center Division	1.500	1.500	1.500	1.500
	TOTAL	5.375	5.390	5.680	5.680



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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 subrecipients 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 subrecipients.

Major Budget Changes

CDBG administrative (admin) expenses are limited to 20% of the annual allocation; HOME expenses to 10%, and ESG to 7.5%. Total available funds for administration reflect a 5% CDBG reduction, 4% HOME reduction, and 5% ESG reduction.

**BLOCK GRANT
Administration Division**

3105

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	324,402	445,527	511,900	527,800
2. Office Supplies & Materials	1,161	1,650	1,650	1,650
3. Small Tools & Equipment		100	100	100
4. Books and Publications		150	150	150
5. Special Dept Supplies	3,517	4,400	4,400	4,400
6. Communications	167	300	300	300
7. Rents & Leases	11,000	11,000	11,000	11,000
8. Contract Maintenance Services	150	200	200	200
9. Professional Services	8,550	8,000	8,000	8,000
10. Outside Services	8,968	10,000	10,000	10,000
11. Administration/Contingencies	48,200	1,241,391	74,500	74,500
12. Advertising	2,819	3,000	3,000	3,000
13. Training/Conferences/Meetings	6,907	3,000	3,000	3,000
14. Membership & Dues	2,197	2,800	2,800	2,800
TOTAL	418,038	1,731,518	631,000	646,900
 Authorized Positions	 3.375	 3.390	 3.680	 3.680

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 subrecipient's activity.

Major Budget Changes

Public services funds are limited to 15% of the annual CDBG allocation. This fiscal year, the total available amount for public services activities is \$275,000, down from \$289,000 the prior year.

BLOCK GRANT
Public Services Division

3150

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Training/Conferences/Meetings			104	104
2. Contribution to Other Agencies	507,383	403,403	323,496	323,496
TOTAL	507,383	403,403	323,600	323,600

Authorized Positions

Funding Source

Community Development Act of 1974, HUD Emergency Shelter Grant

BLOCK GRANT

Public Services Division

3150

ORGANIZATION

	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Community Human Services	8,500	10,000	10,000	10,000
2. ACTION Council of Monterey Co.	8,500	10,000	10,000	10,000
3. Girl Scouts of Monterey Bay	8,500	8,500	10,000	10,000
4. Family Services Agency	8,500	10,000	10,000	10,000
5. Conflict Resolution/Mediation	8,500	8,500		
6. Alliance on Aging	8,500	8,500	10,000	10,000
7. Women's Crisis Center				
8. Meals on Wheels	14,200	11,900	11,300	11,300
9. Citizenship Project				
10. Door to Hope				
11. Central Coast Ctr. Independent	8,500	8,500	8,500	8,500
12. Food Bank	8,500	11,900	11,300	11,300
13. Big Brothers Big Sisters				
14. Alisal Center For Fine Arts				
15. Alliance on Aging: Ombudsman	8,500	8,500	10,000	10,000
16. Volunteer Center				
17. Sunrise House JPA	8,500	13,500	12,900	12,900
18. Second Chance Youth Program	8,500	14,300	13,600	13,600
19. Legal Services for Seniors				
20. Sun Street Centers				
21. Salinas Police Activity League			15,200	15,200
22. Franciscan Workers				
23. Partners for Peace, Inc.				
24. VNA Adult Day Center				
25. Y.M.C.A.				
26. Interim (MCHOME) (ESG)	34,948	120,981	75,000	75,000
27. Housing Resource Center (ESG)	14,000	29,835	25,390	25,390
28. Franciscan Workers (ESG)	11,000	20,000	16,216	16,216
29. Shelter Outreach Plus (ESG)	30,259	26,000	24,700	24,700
30. John XXIII AIDS Ministry (ESG)	27,675	29,307	27,840	27,840
TOTAL	225,582	350,223	301,946	301,946



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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Program Attendees	40,998	56,240	42,000	49,000	45,000

Major Budget Changes

The CDBG allocations may be decreased in FY 2013-14 by \$2,500 resulting in a reduction of program supplies for youth enrichment activities, i.e. craft supplies, sports equipment, computer supplies, skate equipment, etc.

BLOCK GRANT
Breadbox Rec Center Division

3151

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	47,564	46,800	79,000	80,000
2. Office Supplies & Materials	145	300	300	300
3. Bldg/Veh/Equip Maint/Supplies	1,218	1,500	1,525	1,525
4. Special Dept Supplies	8,534	8,500	7,500	7,500
5. Communications	500	500	500	500
6. Utilities	11,112	10,300	8,925	8,925
7. Contract Maintenance Services	1,999	2,000	1,500	1,500
8. Professional Services	2,278	4,000	6,000	6,000
9. Training/Conferences/Meetings			50	50
TOTAL	73,350	73,900	105,300	106,300
 Authorized Positions	 0.5	 0.5	 0.5	 0.5

Funding Source

General Fund, Community Development Act of 1974, Measure V Fund

BLOCK GRANT Community Programs Division

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 2013-14 Action Plan.

BLOCK GRANT
Relocation and Contingencies

3160

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Administration/Contingencies		160,600	778,000	778,000
TOTAL		160,600	778,000	778,000

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.

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	12,984	18,000	17,000	17,000
2. Special Dept Supplies	2,015	2,000	2,000	2,000
TOTAL	14,999	20,000	19,000	19,000

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.

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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	118,311	130,700	136,500	140,900
2. Special Dept Supplies	5,097	2,700	2,400	2,400
TOTAL	123,408	133,400	138,900	143,300
 Authorized Positions	 1.5	 1.5	 1.5	 1.5

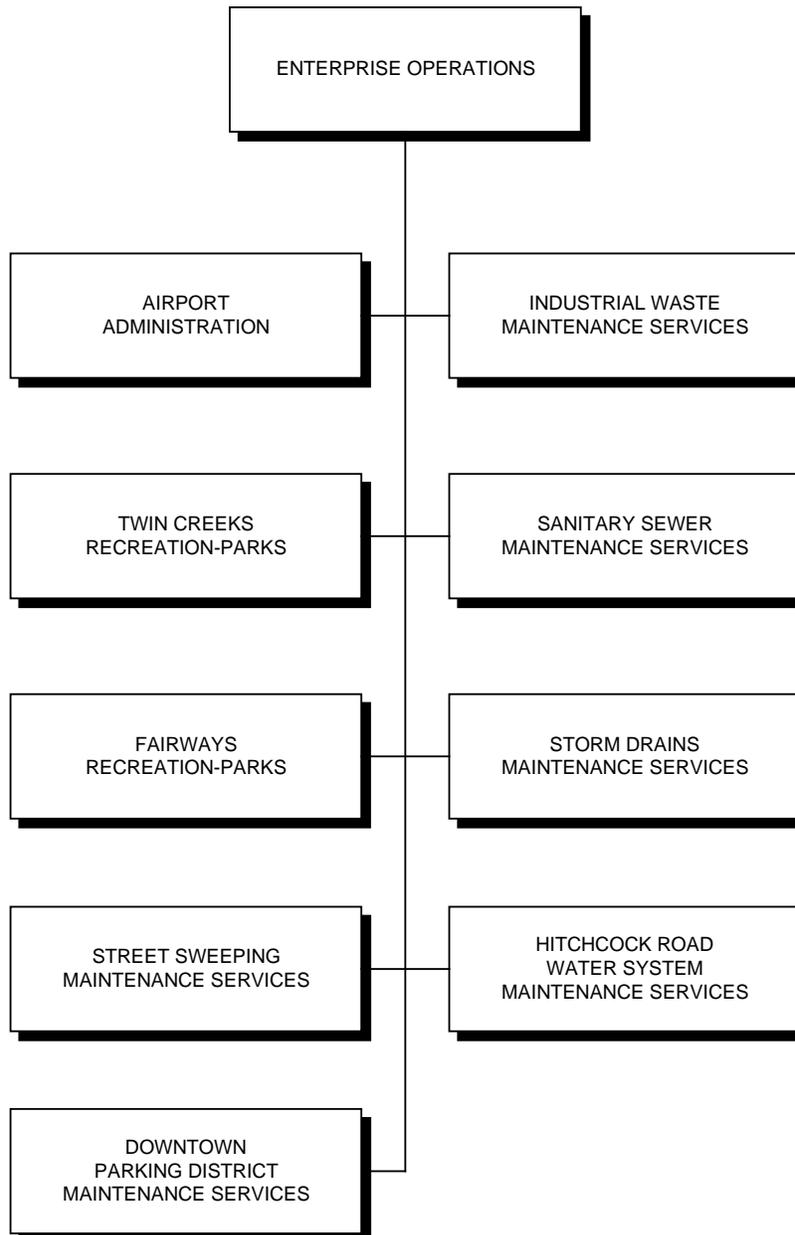
Funding Source

Community Development Act of 1974, General Fund

BLOCK GRANT Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Comm/Economic Dev Dir	0.125	0.195	0.195	0.195
Comm Dev Admin Supervisor	0.750	0.750	0.650	0.650
Housing Services Supv	0.150	0.050	0.050	0.050
Planning Manager	0.250	0.600	0.510	0.510
Community Dev Analyst	0.350	0.460	0.560	0.560
Comm Improve Asst	0.500	0.420	0.760	0.760
Office Technician	1.000			
Administrative Aide		0.500	0.500	0.500
Asst Comm/Econ Dev Dir	0.250	0.415	0.455	0.455
Total	3.375	3.390	3.680	3.680
Breadbox Rec Center Division				
Recreation Asst (MV)		0.250	0.250	0.250
Recreation Asst	0.500	0.250	0.250	0.250
Total	0.500	0.500	0.500	0.500
Hebbron Family Center Division				
Rec Coordinator	1.000	0.380	0.310	0.310
Recreation Asst	0.500	0.500	0.500	0.500
Rec Coordinator (MV)		0.620	0.690	0.690
Total	1.500	1.500	1.500	1.500
Department Total	5.375	5.390	5.680	5.680

ENTERPRISE OPERATIONS





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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 Five Accomplishments for FY 2012-13

Organizational Effectiveness Initiative

1. Successfully maintained a street sweeping program that ensures that the City remains in compliance with NPDES regulations.
2. Successfully increased fees in various funds to ensure that programs and services remain viable.
3. Successfully increased Industrial Waste Water rates, which had not been done in 10 years.
4. Continues to support transition of Fairways Golf Course to contract operator who continues to improve revenue generation.
5. Hire outstanding Airport Manager.

City Council Goals, Strategies, and Objectives for FY 2013-14

Economic Diversity and Prosperity

1. Continue to ensure the viability of the Airport Enterprise Fund and ensure the future orderly development of the airport by completing environmental studies associated with the Airport Master Plan.
2. Implement NPDES Permit in a manner that minimizes impacts on Businesses and Development Projects.
1. Evaluate city wide parking program to determine the potential for increased revenues.

Safe, Livable Community

1. Successfully support contract golf course operators to support positive community activities.
2. Staff, clean and maintain downtown parking facilities to prevent crime and vandalism.
1. Provide clean and safe streets by providing sweeping and trash removal.

Effective, Sustainable Government

2. Realign the employees of the associated Enterprise Funds for effectiveness.
3. Evaluate the effectiveness of services provided by the Enterprise Funds to ensure that the best use is being made of organizational assets.
3. Evaluate staffing of Enterprise Fund functions to make sure that the best use of employee skills and talents are being deployed appropriately.

Major Budget Changes

Airport Division: An Airport Manager position was added to the budget on FY 2012-13. Funding of the Director of Public Works from the Airport Fund was reduced from 0.5% to 0.25% starting on the same fiscal year.

ENTERPRISE OPERATIONS

Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
5120	Airport Division	1,093,193	1,155,800	1,205,500	1,235,200
5130	Twin Creeks Golf Course Division	579,910	569,500	573,000	571,100
5145	Fairways Golf Course Division	67,834	85,000	95,000	100,000
5160	Industrial Waste Division	981,248	1,028,800	1,049,600	1,055,500
5170	Sanitary Sewer Division	2,351,660	2,270,300	2,319,800	2,344,300
5180	NPDES Storm Drain Sewer Div	608,956	756,800	818,100	835,600
5185	NPDES Street Sweeping Division	787,559	994,200	1,021,800	1,041,100
5190	Hitchcock Road Water Utility	8,229	20,000	20,000	20,000
5195	Downtown Parking Division	1,602,239	1,643,333	1,640,500	1,641,900
5196	Preferential Parking Program-SVMH				
5197	Preferential Parking Program-City	27,725	57,129	39,400	39,400
	TOTAL	8,108,553	8,580,862	8,782,700	8,884,100

Expenditures by Character

1.	Employee Services	2,507,499	2,921,000	3,055,900	3,159,300
2.	Office Supplies & Materials	2,978	4,200	4,200	4,200
3.	Bldg/Veh/Equip Maint/Supplies	162,514	181,400	183,100	183,100
4.	Vehicle Fuels & Lubricants	119,661	115,700	115,700	115,700
5.	Small Tools & Equipment	3,962	8,500	8,500	8,500
6.	Clothing & Personal Equip	6,734	11,700	11,700	11,700
7.	Street Materials	869	17,000	22,000	22,000
8.	Special Dept Supplies	18,531	30,500	30,500	30,500
9.	Chemicals	32,267	31,000	37,000	37,000
10.	Communications	16,773	23,300	21,800	21,800
11.	Utilities	621,870	564,900	600,000	600,000
12.	Rents & Leases	4,319	14,000	14,000	14,000
13.	Contract Maintenance Services	153,302	206,100	224,600	224,600
14.	Professional Services	525,975	633,268	647,000	647,000
15.	Outside Services	48,002	77,229	49,500	49,500
16.	Administration/Contingencies	813,088	595,500	595,500	595,500
17.	Advertising	4,880	5,000	5,000	5,000
18.	Training/Conferences/Meetings	20,462	36,500	37,000	37,000
19.	Membership & Dues	2,739	5,900	6,200	6,200
20.	Insurance and Bonds	108,800	109,200	109,200	109,200
21.	Contribution to Other Agencies	4,795	3,100	3,500	3,500
22.	Refunds & Reimb Damages	286	1,000	1,000	1,000
23.	Recognition-Award-Protocol		500	500	500
24.	Taxes	57,701	70,000	70,000	70,000
25.	Bond-Principal	1,155,000	1,319,402	1,251,900	1,293,000
26.	Bond-Interest	1,634,329	1,524,963	1,609,900	1,566,800
27.	Paying Agent Fees	81,217	62,500	62,500	62,500
28.	Capital Outlay		7,500	5,000	5,000
	TOTAL	8,108,553	8,580,862	8,782,700	8,884,100

ENTERPRISE OPERATIONS

Summary

Expenditures by Fund	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
Municipal Airport Fund	1,093,193	1,155,800	1,205,500	1,235,200
Industrial Waste Fund	981,248	1,028,800	1,049,600	1,055,500
Fairways Golf Course	67,834	85,000	95,000	100,000
Twin Creeks Golf Course	579,910	569,500	573,000	571,100
Sewer Fund	2,351,660	2,270,300	2,319,800	2,344,300
Storm Sewer (NPDES) Fund	1,396,515	1,751,000	1,839,900	1,876,700
Water Utility Fund	8,229	20,000	20,000	20,000
Downtown Parking District	1,602,239	1,643,333	1,640,500	1,641,900
Preferential Parking	27,725	57,129	39,400	39,400
TOTAL	8,108,553	8,580,862	8,782,700	8,884,100

Workforce by Program

5120	Airport Division	4.50	5.25	5.25	5.25
5160	Industrial Waste Division	2.50	2.50	2.50	2.50
5170	Sanitary Sewer Division	7.75	7.75	7.75	7.75
5180	NPDES Storm Drain Sewer Div	6.00	6.00	6.00	6.00
5185	NPDES Street Sweeping Division	7.00	7.00	7.00	7.00
5195	Downtown Parking Division	1.00	1.00	1.00	1.00
	TOTAL	28.75	29.50	29.50	29.50

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Percentage of work order requests received that are completed within 48 hours	63%	71%	75%	97%	80%
Percentage of runway/taxiway lighting repairs made within 24 hours	97%	97%	99%	99%	99%
Percentage of hangar rental and lease accounts paid in full within 30 days	87%	91%	99%	95%	95%

Major Budget Changes

The Airport Manager position which was eliminated with the FY 2011-12 budget will be restored in the 2012-13 budget year. Oversight of Airport Management will be continued by the Director of Public Works (25% of its time.).

ENTERPRISE OPERATIONS

Airport Division

5120

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	482,840	567,100	574,400	604,100
2. Office Supplies & Materials	2,808	3,200	3,200	3,200
3. Bldg/Veh/Equip Maint/Supplies	25,256	25,900	27,600	27,600
4. Vehicle Fuels & Lubricants	7,701	7,500	7,500	7,500
5. Street Materials	451	15,000	20,000	20,000
6. Special Dept Supplies	812	4,000	4,000	4,000
7. Chemicals	32,267	27,000	33,000	33,000
8. Communications	7,148	10,800	8,300	8,300
9. Utilities	96,206	101,200	104,500	104,500
10. Contract Maintenance Services	98,292	113,500	132,000	132,000
11. Professional Services	53,162	45,000	57,000	57,000
12. Outside Services	25,634	25,000	25,000	25,000
13. Administration/Contingencies	169,653	110,000	110,000	110,000
14. Advertising	4,880	5,000	5,000	5,000
15. Training/Conferences/Meetings	11,424	8,500	9,000	9,000
16. Membership & Dues	2,314	5,000	5,000	5,000
17. Insurance and Bonds	20,000	20,000	20,000	20,000
18. Contribution to Other Agencies	4,795	3,100	3,500	3,500
19. Refunds & Reimb Damages	286	1,000	1,000	1,000
20. Recognition-Award-Protocol		500	500	500
21. Taxes	47,264	50,000	50,000	50,000
22. Capital Outlay		7,500	5,000	5,000
TOTAL	1,093,193	1,155,800	1,205,500	1,235,200

Authorized Positions	4.50	5.25	5.25	5.25
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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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Bond-Principal	310,000	320,000	335,000	345,000
2. Bond-Interest	253,933	243,000	231,500	219,600
3. Paying Agent Fees	15,977	6,500	6,500	6,500
TOTAL	579,910	569,500	573,000	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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Bond-Principal	10,000	15,000	25,000	30,000
2. Bond-Interest	13,103	25,000	25,000	25,000
3. Paying Agent Fees	44,731	45,000	45,000	45,000
TOTAL	67,834	85,000	95,000	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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Millions of Gallons of Industrial Process Water Receiving Treatment & Disposal	752	9.3	875	992	990

Major Budget Changes

None

ENTERPRISE OPERATIONS

Industrial Waste Division

5160

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	226,392	254,800	277,200	285,000
2. Office Supplies & Materials	170	500	500	500
3. Bldg/Veh/Equip Maint/Supplies	6,281	11,000	11,000	11,000
4. Vehicle Fuels & Lubricants	9,357	8,000	8,000	8,000
5. Small Tools & Equipment	386	5,000	5,000	5,000
6. Clothing & Personal Equip		2,600	2,600	2,600
7. Chemicals		2,000	2,000	2,000
8. Communications	173	500	500	500
9. Utilities	312,778	253,000	253,000	253,000
10. Rents & Leases	2,093	9,000	9,000	9,000
11. Contract Maintenance Services	2,978	10,000	10,000	10,000
12. Professional Services	160,859	201,000	201,000	201,000
13. Administration/Contingencies	127,038	112,000	112,000	112,000
14. Training/Conferences/Meetings	5,648	18,500	18,500	18,500
15. Membership & Dues	95	300	300	300
16. Insurance and Bonds	18,500	18,500	18,500	18,500
17. Taxes	10,437	20,000	20,000	20,000
18. Bond-Principal		85,000	90,000	95,000
19. Bond-Interest	98,063	17,100	10,500	3,600
TOTAL	981,248	1,028,800	1,049,600	1,055,500

Authorized Positions	2.5	2.5	2.5	2.5
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Miles of Pipeline Cleaned	230	264	230	240	240
Number of Sanitary Sewer Overflows	3	2	<5	4	<5
Linear Feet of Pipeline Televised	21,200	8,586	20,000	10,000	15,000

Major Budget Changes

None

ENTERPRISE OPERATIONS

Sanitary Sewer Division

5170

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	705,745	755,100	799,700	826,000
2. Bldg/Veh/Equip Maint/Supplies	50,500	50,500	50,500	50,500
3. Vehicle Fuels & Lubricants	63,885	50,000	50,000	50,000
4. Small Tools & Equipment	2,500	2,500	2,500	2,500
5. Clothing & Personal Equip	6,129	6,100	6,100	6,100
6. Street Materials	388	1,000	1,000	1,000
7. Special Dept Supplies	5,399	5,000	5,000	5,000
8. Chemicals		1,000	1,000	1,000
9. Communications	5,110	7,400	7,400	7,400
10. Utilities	161,753	164,200	164,200	164,200
11. Rents & Leases		1,000	1,000	1,000
12. Contract Maintenance Services	3,963	9,500	9,500	9,500
13. Professional Services	8,863	12,000	12,000	12,000
14. Outside Services	13,249	10,000	10,000	10,000
15. Administration/Contingencies	241,683	122,600	122,600	122,600
16. Training/Conferences/Meetings	1,150	4,500	4,500	4,500
17. Membership & Dues	330	500	500	500
18. Insurance and Bonds	44,800	44,800	44,800	44,800
19. Bond-Principal	430,000	450,000	335,000	340,000
20. Bond-Interest	588,608	567,600	687,500	680,700
21. Paying Agent Fees	17,605	5,000	5,000	5,000
TOTAL	2,351,660	2,270,300	2,319,800	2,344,300

Authorized Positions	7.75	7.75	7.75	7.75
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Storm Drains Inspected & Cleaned as Needed	3,557	3,557	3,557	3,557	3,557
Number of Storm Drain Stencils Installed with "No Dumping Flows to Bay" Logo	128	250	300	457	400
Number of Commercial/Industrial Businesses Inspected.	242	338	250	250	250

Major Budget Changes

None

ENTERPRISE OPERATIONS
NPDES Storm Drain Sewer Div

5180

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	452,744	544,600	568,900	586,400
2. Office Supplies & Materials		500	500	500
3. Bldg/Veh/Equip Maint/Supplies	2,010	3,000	3,000	3,000
4. Vehicle Fuels & Lubricants	1,881	2,400	2,400	2,400
5. Small Tools & Equipment	1,076	1,000	1,000	1,000
6. Clothing & Personal Equip		2,000	2,000	2,000
7. Street Materials	30	1,000	1,000	1,000
8. Special Dept Supplies	5,349	5,000	5,000	5,000
9. Chemicals		1,000	1,000	1,000
10. Communications	265	300	300	300
11. Utilities			37,000	37,000
12. Rents & Leases	2,226	4,000	4,000	4,000
13. Contract Maintenance Services	8,946	24,100	24,100	24,100
14. Professional Services	24,207	55,000	55,000	55,000
15. Administration/Contingencies	96,482	96,100	96,100	96,100
16. Training/Conferences/Meetings	2,240	5,000	5,000	5,000
17. Membership & Dues		100	100	100
18. Insurance and Bonds	11,500	11,700	11,700	11,700
TOTAL	608,956	756,800	818,100	835,600
Authorized Positions	6	6	6	6

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of Curb Miles Swept Monthly (FY 12/13 Curb Miles Due to Minor Adjustment to Sweeping Schedules)	1,255	1,670	1,094	1,520	1,520
Cubic Yard of Debris Removed Annually	9,985	8,832	10,000	9,000	10,000

Major Budget Changes

None

ENTERPRISE OPERATIONS
NPDES Street Sweeping Division

5185

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	529,504	696,800	724,400	743,700
2. Bldg/Veh/Equip Maint/Supplies	78,467	91,000	91,000	91,000
3. Vehicle Fuels & Lubricants	36,837	47,800	47,800	47,800
4. Special Dept Supplies	609	1,500	1,500	1,500
5. Communications		300	300	300
6. Utilities	3,447	5,000	5,000	5,000
7. Contract Maintenance Services	18,722	26,000	26,000	26,000
8. Professional Services	70	30,000	30,000	30,000
9. Administration/Contingencies	105,903	81,600	81,600	81,600
10. Insurance and Bonds	14,000	14,200	14,200	14,200
TOTAL	787,559	994,200	1,021,800	1,041,100

Authorized Positions	7	7	7	7
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 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

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Professional Services	7,220	18,000	18,000	18,000
2. Administration/Contingencies	1,009	2,000	2,000	2,000
TOTAL	8,229	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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Downtown Parking Cash Collections	59,990	57,460	50,000	5000*	***
Mean Parking Lot Occupancy Rate	58 percent	64	60 percent	60 percent	60 percent
Monterey Street Garage Occupancy Rate	35 percent	3,796	60 percent	35 percent	60%**

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	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	94,600	102,600	101,300	104,100
2. Special Dept Supplies	6,362	15,000	15,000	15,000
3. Communications	4,077	4,000	5,000	5,000
4. Utilities	47,686	41,500	36,300	36,300
5. Contract Maintenance Services	20,401	23,000	23,000	23,000
6. Professional Services	271,594	272,268	274,000	274,000
7. Outside Services	2,379	200	200	200
8. Administration/Contingencies	66,614	57,100	57,100	57,100
9. Membership & Dues			300	300
10. Bond-Principal	405,000	449,402	466,900	483,000
11. Bond-Interest	680,622	672,263	655,400	637,900
12. Paying Agent Fees	2,904	6,000	6,000	6,000
TOTAL	1,602,239	1,643,333	1,640,500	1,641,900

Authorized Positions	1	1	1	1
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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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Permit Sales	\$ -	\$ 19,590	\$ 20,000	\$ 19,000	\$ 15,000
Cost Per Home			\$ 29	\$ 29	\$ 29
District 3A Citations Issued (Monitoring)	3,333	2,159	3,000	1,800	3,000

Major Budget Changes

None.

ENTERPRISE OPERATIONS
Preferential Parking Program-City

5197

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	15,674		10,000	10,000
2. Clothing & Personal Equip	605	1,000	1,000	1,000
3. Outside Services	6,740	42,029	14,300	14,300
4. Administration/Contingencies	4,706	14,100	14,100	14,100
TOTAL	27,725	57,129	39,400	39,400

Authorized Positions

Funding Source

Preferential Parking

ENTERPRISE OPERATIONS

Work Force

Airport Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Airport Manager		1.00	1.00	1.00
Airport Assistant	1.00	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
Facility Maint Worker	1.00	1.00	1.00	1.00
Director of Public Works	0.50	0.25	0.25	0.25
Total	4.50	5.25	5.25	5.25
 Industrial Waste Division				
Wastewater Manager	0.25	0.25	0.25	0.25
Wastewater Operator	1.00	1.00	1.00	1.00
Water Resources Planner	0.25	0.25	0.25	0.25
Public Svc Maint Wkr II	1.00	1.00	1.00	1.00
Total	2.50	2.50	2.50	2.50
 Sanitary Sewer Division				
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	7.75	7.75
 NPDES Storm Drain Sewer Div				
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
Public Svc Maint Wkr III	0.25	0.25	0.25	0.25
Total	6.00	6.00	6.00	6.00

ENTERPRISE OPERATIONS

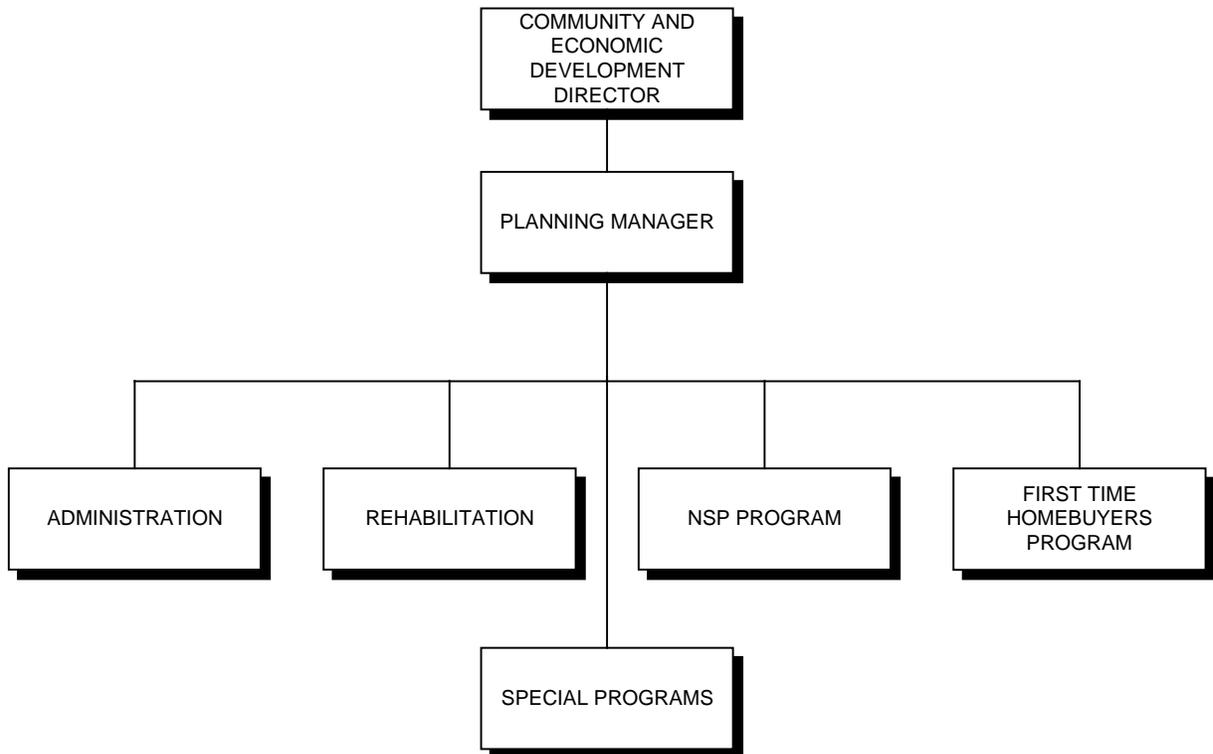
Work Force

NPDES Street Sweeping Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 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
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
Total	7.00	7.00	7.00	7.00
 Downtown Parking Division				
Parking Operations Offcr	1.00	1.00	1.00	1.00
 Department Total	 28.75	 29.50	 29.50	 29.50



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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 Five Accomplishments for FY 2012-13

Economic Diversity and Prosperity

1. Provided funding for construction of a 46-unit multi-family rental housing (Haciendas II) that will provide affordable housing units to extremely low, low, and moderate-income families.
2. Continued to work with CHISPA toward project feasibility of 9 single family rental dwellings (Wesley Oaks) that has been stalled for a number years and is now in construction.
3. Re-started the City's first-time homebuyer program which will assist eligible applicants with down payment assistance to help increase homeownership opportunities for low-income households (up to 80% of AMI).
4. Continued funding for the City's Rehabilitation Loan program to maintain existing owner-occupied/rental housing stock.

Effective, Sustainable Government

5. Implemented expanded use of online data management system to streamline the division's RFP (Request for Proposal) process, subrecipient payment and beneficiary data management, and compliance monitoring tasks.

City Council Goals, Strategies, and Objectives for FY 2013-14

Economic Diversity and Prosperity

1. Continue to support Federally-subsidized affordable housing projects for low and moderate-income persons, seniors, disabled persons, and farmworkers.
2. Support programs focused upon the prevention of homelessness for single men and women, families with children, and provision of transitional housing.
3. Continue to stabilize neighborhoods by purchasing and reselling foreclosed homes through the Neighborhood Stabilization Program.
4. Subcontract loan and construction management services to other local jurisdictions.

Effective, Sustainable Government

1. Continue to manage division and Successor Housing Agency-housing financial and beneficiary data using the online system.
2. Create strong collaborations with internal City staff, City Council members, subrecipients, and various subcommittee members to develop streamlined processes for administering HUD grants.
3. Maintain a high level of effectiveness, accountability, and transparency.

Major Budget Changes

As of May 13, 2013, HUD has not released the final CDBG, HOME and ESG allocations. Estimated budget numbers reflect the 2013-14 ACTION PLAN approved by City Council on May 7, 2013: CDBG \$1,784,657 (5% decrease); HOME \$494,906 (4% decrease); and ESG \$182,865 (5% decrease).

The Neighborhood Stabilization Program (NSP), administered by the State and implemented locally, is scheduled to cease as of July 30, 2013. This will preclude further purchases and rehabilitation of foreclosed homes by the City. However, staff will continue the process of rehabilitation and sale of NSP homes to low income families for those homes purchased by the City before July 30, 2013.

HOUSING Summary

Workforce by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
3210	Administration Division	3.350	0.620	0.980	0.980
3220	Rehabilitation Division	3.650	2.020	1.660	1.660
3221	NSP Program Income		1.530	1.295	1.295
3225	First Time Home Buyers		0.180	0.180	0.180
3240	Special Programs Division		0.450	0.460	0.460
	TOTAL	7.000	4.800	4.575	4.575

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of grant applications processed (public services, CIP, and multi-family housing projects only) through annual RFP process	33	29	32	36	36
Number of HUD-mandated plans submitted	3	3	2	2	2
Number of HUD drawdowns processed	56	56	56	56	56
Number of SFD (FFHI) annual monitoring	50	50	50	50	50

Major Budget Changes

CDBG administrative (admin) expenses are limited to 20% of the annual allocation; HOME expenses to 10%, and ESG to 7.5%. Total available funds for administration reflect a 5% CDBG reduction, 4% HOME reduction, and 5% ESG reduction. HOME admin funds include \$98,000 from prior year carryover.

**HOUSING
Administration Division**

3210

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	227,547	68,700	132,200	137,500
2. Professional Services	16,100	6,415		
3. Administration/Contingencies		1,207,996	6,100	6,200
4. Contribution to Other Agencies				
TOTAL	243,647	1,283,111	138,300	143,700
 Authorized Positions	 3.35	 0.62	 0.98	 0.98

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 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	4.....50	6.....62	10.....50	9*.....75	10.....80

Major Budget Changes

Total available funds for the rehabilitation program reflect a 5% CDBG reduction and a 4% HOME reduction. Accordingly, the rehabilitation budget is reduced to \$66,550 (CDBG) and \$100,000 (HOME).

HOUSING Rehabilitation Division

3220

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	298,754	216,400	215,300	221,200
2. Office Supplies & Materials	452	900	900	900
3. Small Tools & Equipment		100	100	100
4. Special Dept Supplies	505	1,000	1,000	1,000
5. Communications	196	500	500	500
6. Rents & Leases	11,400	11,400	11,400	11,400
7. Contract Maintenance Services	150	150	150	150
8. Professional Services	-2,174	11,869	350	350
9. Administration/Contingencies	37,200	74,300	91,200	91,600
10. Contribution to Other Agencies	113,253	313,656	251,100	251,100
TOTAL	459,736	630,275	572,000	578,300
Authorized Positions	3.65	2.02	1.66	1.66

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.

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of foreclosed houses purchased, rehabbed and resold to eligible households; continue process using Program Income when available	10	5	10	10	6*

* 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

NSP general administrative (GA) expenses are limited to 5% of the grant; 5% of program income can also be used for GA. GA will be used to assist in funding the following positions: 30% of the Housing Services Supervisor and 25% for one Housing Rehabilitation Specialist. The 2nd Housing Rehabilitation Specialist positions will continue to charge work time to NSP program delivery budget categorized by acquisition, rehabilitation and disposition.

Projections include the sale of six (6) homes before July 30, 2013; after this date, any program income funds must be returned to the State HCD. With the sale of the projected number of homes, general admin funds and program delivery is available for use through June 30, 2014.

HOUSING NSP Program Income

3221

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	100,729	182,900	156,200	159,900
2. Professional Services	861,164	8,090		
TOTAL	961,893	190,990	156,200	159,900
Authorized Positions		1.530	1.295	1.295

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of initial / closing application desk review; annual monitoring - loan servicing	50	53	76	60	55
Actual number of household to close escrow on their 1st home	0	0	1	1	8

Major Budget Changes

The City's FTHB program continues to be operated by the Housing Division. Funding for down-payment assistance to low-income households will come from prior year available HOME monies in the amount of \$200,000. The Housing Resource Center (HRC) continues to assist the City with application processing.

HOUSING
First Time Home Buyers

3225

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	10,077	33,265	22,000	22,800
2. Administration/Contingencies		900		
3. Training/Conferences/Meetings			-1,000	
4. Contribution to Other Agencies		321,500		
TOTAL	10,077	355,665	21,000	22,800
 Authorized Positions		0.18	0.18	0.18

Funding Source

Community Development Act of 1974, Home Investment Partnership Funds

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Number of affordable housing funding agreements processed (including post-closing documents such as subordination agreement, estoppels, amendments, etc.)	NA	NA	16	20	16
Number of desk reviews and on-site monitoring visits conducted	2	1	3	3	6
Number of unit-compliance reports processed	370	80	400	400	400
Number of SFD and Multi-family constructed; construction management; affordable housing agreements and other documents prepared; 15-55 yr monitoring of restricted units	2	1	2	1	3

Major Budget Changes

Funding was approved for the Haciendas Redevelopment Project Phase 2 (MCHADC) in the amount of \$410,000 (HOME).

HOUSING

Special Programs Division

3240

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services		52,300	67,400	70,500
2. Financial Assistance	1,325,125	1,717,687	276,300	276,000
3. Public Assistance	19,735	35,265	33,250	33,250
4. Training/Conferences/Meetings			50	-50
TOTAL	1,344,860	1,805,252	377,000	379,700
 Authorized Positions		0.45	0.46	0.46

Funding Source

Sunset Ave Low Income Housing, HOME Investment Partnership Funds, CDBG

HOUSING Work Force

Administration Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Housing Rehab Specialist	0.100			
Comm Dev Admin Supervisor	0.250	0.150	0.250	0.250
Housing Services Supv	0.100	0.030	0.150	0.150
Planning Manager	0.750	0.200	0.250	0.250
Community Dev Analyst	0.650	0.240	0.200	0.200
Comm Improve Asst	0.500		0.100	0.100
Administrative Aide	0.750			
Asst Comm/Econ Dev Dir	0.250		0.030	0.030
Total	3.350	0.620	0.980	0.980
Rehabilitation Division				
Housing Rehab Specialist	1.900	0.880	0.900	0.900
Housing Services Supv	0.750	0.600	0.540	0.540
Planning Manager		0.080	0.050	0.050
Community Dev Analyst		0.050	0.050	0.050
Comm Improve Asst	1.000	0.410	0.120	0.120
Total	3.650	2.020	1.660	1.660
NSP Program Income				
Assistant Development Dir		0.080	0.075	0.075
Housing Rehab Specialist		1.000	0.980	0.980
Housing Services Supv		0.300	0.240	0.240
Comm Improve Asst		0.150		
Total		1.530	1.295	1.295
First Time Home Buyers				
Housing Rehab Specialist		0.120	0.120	0.120
Housing Services Supv		0.020	0.020	0.020
Planning Manager		0.020	0.020	0.020
Comm Improve Asst		0.020	0.020	0.020
Total		0.180	0.180	0.180

HOUSING

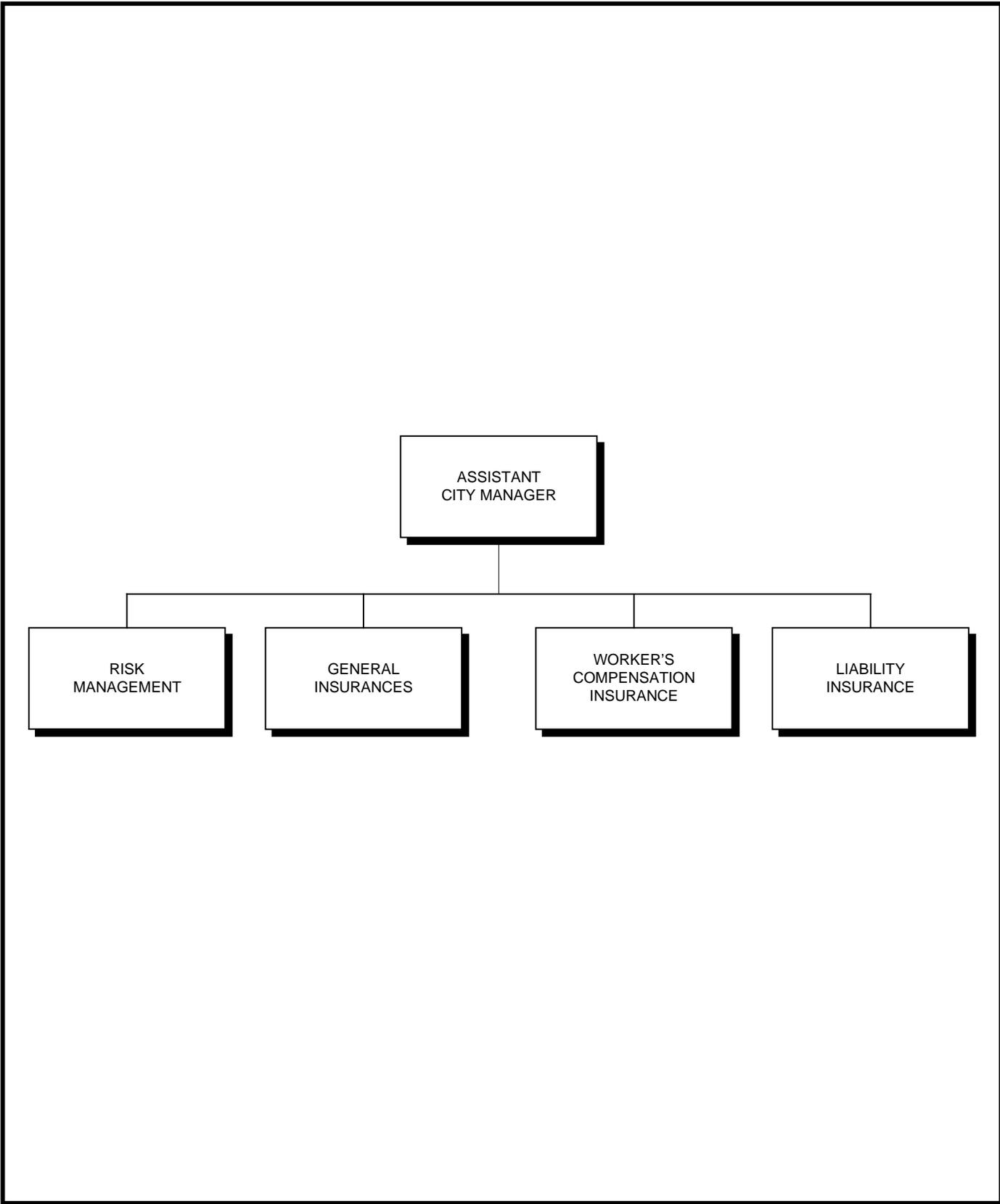
Work Force

Special Programs Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Comm Dev Admin Supervisor		0.100	0.100	0.100
Planning Manager		0.100	0.170	0.170
Community Dev Analyst		0.250	0.190	0.190
Total		0.450	0.460	0.460
Department Total	7.000	4.800	4.575	4.575



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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 Five Accomplishments for FY 2012-2013

Organizational Effectiveness Initiative

1. Conducted safety training
2. Coordinated Ergonomic Evaluations for preventative measures

City Council Goals, Strategies, and Objectives for FY 2013-2014

Effective, Sustainable Government

1. Maintain financial stability of the state property/casualty insurance fund.
2. Conduct quarterly safety meetings
3. Analyze risk claims and provided targeted training
4. Assist with coordination of early Return to Work for Industrial and Non-Industrial injuries

Major Budget Changes

None

INTERNAL SERVICES Summary

Expenditures by Program		11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
3905	Risk Management Division	284,048	290,900	299,600	303,300
3908	General Insurances Division	467,248	586,110	585,100	585,100
3911	Workers'Compensation Insurance	4,754,565	4,480,000	4,640,000	4,890,000
3912	Liability Insurance Division	1,203,690	1,026,500	1,226,500	1,226,500
	TOTAL	6,709,551	6,383,510	6,751,200	7,004,900

Expenditures by Character

1.	Employee Services	281,985	288,100	296,800	300,500
2.	Office Supplies & Materials	1,832	1,400	1,400	1,400
3.	Communications		800	800	800
4.	Contract Maintenance Services		200	200	200
5.	Professional Services		15,000	15,000	15,000
6.	Outside Services	705	10,000	10,000	10,000
7.	Membership & Dues	231	400	400	400
8.	Insurance and Bonds	6,325,397	5,936,600	6,296,600	6,546,600
9.	Refunds & Reimb Damages	99,401	131,010	130,000	130,000
	TOTAL	6,709,551	6,383,510	6,751,200	7,004,900

Expenditures by Fund

	Internal Services Administration	284,048	290,900	299,600	303,300
	Internal Services Insurances	467,248	586,110	585,100	585,100
	Workers Compensation Self-Insurance	4,754,565	4,480,000	4,640,000	4,890,000
	General Liability Self-Insurance	1,203,690	1,026,500	1,226,500	1,226,500
	TOTAL	6,709,551	6,383,510	6,751,200	7,004,900

Workforce by Program

3905	Risk Management Division	1	1	1	1
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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

Purpose

INTERNAL SERVICES
Risk Management Division

3905

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Employee Services	281,985	288,100	296,800	300,500
2. Office Supplies & Materials	1,832	1,400	1,400	1,400
3. Communications		800	800	800
4. Contract Maintenance Services		200	200	200
5. Membership & Dues	231	400	400	400
TOTAL	284,048	290,900	299,600	303,300

Authorized Positions	1	1	1	1
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Funding Source

Internal Service

INTERNAL SERVICES

General Insurances Division

3908

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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Health Enrollments/Changes	0	208	0	83	0
FMLA	43	47	46	40	46
Unemployment Claims	104	41	29	26	29
Biennial Exams	46	5	30	37	30
Insurance Renewals	24	24	24	15	24

Major Budget Changes

None

INTERNAL SERVICES
General Insurances Division

3908

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Outside Services	705	10,000	10,000	10,000
2. Insurance and Bonds	367,142	445,100	445,100	445,100
3. Refunds & Reimb Damages	99,401	131,010	130,000	130,000
TOTAL	467,248	586,110	585,100	585,100

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.

Performance Measures

Performance Measure / Goal	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Work Comp Claims Processing	105	118	118	120	118

Major Budget Changes

None

INTERNAL SERVICES
Workers' Compensation Insurance

3911

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Professional Services		15,000	15,000	15,000
2. Insurance and Bonds	4,754,565	4,465,000	4,625,000	4,875,000
TOTAL	4,754,565	4,480,000	4,640,000	4,890,000

Authorized Positions

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. Work with the City's legal office to better coordinate and 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 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Goal	FY 2012-13 Projected	FY 2013-14 Goal
Liability Claims Processing	71	49	68	58	68

Major Budget Changes

None

INTERNAL SERVICES
Liability Insurance Division

3912

Operating Expenditures	11-12 Actual	12-13 Budget	13-14 Adopted	14-15 Plan
1. Insurance and Bonds	1,203,690	1,026,500	1,226,500	1,226,500
TOTAL	1,203,690	1,026,500	1,226,500	1,226,500

Authorized Positions

Funding Source

General Liability SelfInsurance

INTERNAL SERVICES

Work Force

Risk Management Division	11-12 Authorized	12-13 Authorized	13-14 Adopted	14-15 Plan
Human Resource Analyst II	1	1	1	1
Department Total	1	1	1	1

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
61100	Regular Payroll Costs
61200	Temporary Payroll Costs
61300	Overtime Payroll Costs
61400	Reimbursable Payroll Costs
61500	Termination Payroll Costs
61600	Other Payroll Costs
61700	Cafeteria Benefits
61701	Administrative Leave
61702	Flexible Leave
61703	Cafeteria Plan
61705	Management Leave
61706	Deferred Compensation
61708	Residential Stipend
61800	Employee Benefits
61810	Uniform Allowance
61815	Automobile Allowance
61821	OASDI
61822	PERS
61823	New York Life
61824	ICMA
61825	Medicare
61831	Health Insurance - City
61833	Long Term Disability
61834	Unemployment
61835	Life Insurance - Firefighters
61836	Life Insurance
61837	Worker's Compensation
61838	Health Insurance - Firefighters
61839	Long Term Disability - Firefighters
61840	Health Insurance - Retirees
61841	Long Term Disability - Police Officers
61842	Dental Insurance
61843	Vision Insurance
61844	PERS - Health Insurance
61900	Deferred Compensation
62100	Office Supplies & Materials
62110	Stationary, Paper, Misc
62120	Reproduction Costs

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
62130	Drafting Supplies
62140	Film
62150	Other Office Supplies
62200	Bldg/Veh/Equip Maintenance Supplies
62210	Janitorial
62220	Lights
62230	Rolling Stock
62240	Building
62250	Fixed Equipment
62290	Other
62300	Vehicle Fuels & Lubricants
62310	Diesel
62330	Gasoline
62350	Oils & Lubricants
62400	Small Tools & Equipment
62410	Power
62420	Hand
62490	Other
62500	Clothing & Personal Equipment
62510	Safety
62520	Equipment
62570	Allowance
62590	Other
62600	Street Materials
62610	Asphalt
62620	Concrete
62630	Sand & Gravel
62640	Traffic & Safety Supplies
62690	Other
62700	Books and Publications
62710	Books
62720	Periodicals
62730	Audio Visual Materials
62750	Library-Standing Orders
62780	Trade Journals
62800	Special Departmental Supplies
62850	Computer Software
62852	Computer Supplies & Hardware
62853	Computer Aided Design

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
62900	Chemicals
62910	Fertilizer
62920	Pesticides
62990	Other
63100	Communications
63103	911 System
63104	Automated Crimminal Justice System
63105	A T & T / Comcast
63106	False Alarm Outsource Charges
63107	Telephone System Lease Purchase
63108	911 / MDT Service
63110	Telephone
63115	Leased Lines
63116	Cell Phones
63117	Fax
63118	Pagers
63140	Postage
63150	Pager Services
63200	Utilities
63210	Water
63220	Gas
63230	Electricity
63240	Sewerage
63250	Refuse
63260	Street Lights
63270	Traffic Signals
63290	Other
63300	Rents & Leases
63310	Land
63320	Buildings
63330	Equipment
63390	Other
63400	Contract Maintenance Services
63410	Buildings
63416	Alarm Systems
63420	Furniture & Fixtures
63430	Equipment
63440	Vehicle
63450	Janitorial

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
63460	Radios
63461	IT Communications
63470	Traffic Signals
63480	Website Maintenance
63490	Other
63498	Software Maintenance
63500	Professional Services
63510	Legal
63520	Audit
63530	Architectural
63540	Engineering
63550	Appraisal
63560	Medical
63570	Plan Checks
63580	Real Estate/Title/Escrow
63590	Other
63600	Outside Services
63605	Booking Fees
63606	Polygraph
63607	Community Planning
63608	Bank
63610	Printing
63660	Personnel
63690	Other
63700	Financial Assistance
63705	Housing
63710	Vista De La Terraza
63770	Grow Salinas
63780	Gateway Apartments
63800	Public Assistance
63900	Administration & Contingencies
63950	Administrative Overhead
63960	Contingencies
63970	Cost Recovery
64100	Advertising
64110	Legal
64120	Recruitment
64190	Other
64200	Travel, Conferences, Meetings

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
64220	Field Trips
64230	Waste Discharge Fee
64250	Training
64300	Memberships & Dues
64310	Association Memberships
64320	Publications & Trade Journals
64330	Special Licenses
64400	Insurance & Bonds
64410	Insurance
64420	Liability
64440	Unemployment
64450	Medical
64460	Worker's Compensation
64470	Unreimbursed Medical
64490	Other
64500	Contributions To Other Agencies
64600	Professional & Academic Training
64700	Refunds & Reimbursable Damages
64800	Recognition/Awards/Protocol
64810	Employee
64820	Commissions
64900	Taxes
64901	Sales Tax
64902	Fees & Permits
65100	Bonds - Principal
65200	Bonds - Interest
65300	Paying Agent Fees
66100	Land
66200	Relocation Payments
66300	Buildings
66310	New
66320	Remodeling & Alteration
66330	Clearance & Demolitions
66350	Acquisition
66400	Improvements Other Than Buildings
66410	Relocation
66470	Disaster Survey Reports

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
66500	Capital Outlays
66510	Machinery
66520	Furniture
66530	Office Equipment
66540	Fixed Equipment
66550	Vehicles
66560	Computer
66570	Radio Equipment
66590	Other
67000	Stores Sales
67100	Stores Purchases

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of July 1, 2013

Council Appointees

Salary

A01	City Manager	8810	M	17,917
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	13473	14147	14854	15597	16377
B03	Fire Chief	7706	62.3	G	13023	13675	14359	15077	15831
B08	Assistant City Manager	8810	61.2	X	12342	12959	13608	14288	15003
B05	Comm & Economic Dev Dir	8810	58.6	G	10873	11417	11987	12587	13216
B01	Public Works Director	8810	58.6	G	10873	11417	11987	12587	13216
B04	Finance Director	8810	58.2	G	10662	11195	11754	12342	12959
B41	Lib & Community Svc Dir	8838	57.8	G	10455	10978	11527	12104	12709
B11	Deputy PW Dir/City Engr	8810	56.5	G	9813	10304	10820	11361	11929
B06	Assistant Development Dir	8810	55.3	G	9255	9718	10204	10714	11250

Bargaining Units

- | | |
|--------------------------|------------------------|
| A = SMEA | B = SEIU |
| B = SEIU | D = Police Management |
| C = AMPS | F = IAFF |
| D = Police Management | H = City Attorney |
| E = SPOA | J = Crew Supervisors |
| F = IAFF | L = Fire Supervisory |
| G = Department Directors | O = Sunrise House |
| H = City Attorney | Q = AMPS (Part-time) |
| I = City Council | S = SPOA-Recruit |
| J = Crew Supervisors | X = Confidential-Mgmt |
| K = Crew Supervisors 2 | Z = No Bargaining Unit |

SALARY SCHEDULE

City of Salinas
 Classification - Salary Schedule
 As of July 1, 2013

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 54.4	X	8858	9300	9765	10254	10767	11306
C28		Dir of Comm Safety Div	8810 51.5	X	7689	8073	8477	8901	9346	9813
C16		Sr Human Resources Analys	8810 50.4	X	7287	7651	8034	8435	8858	9300
C24		Sr Deputy City Attorney	8810 50.0	X	7144	7501	7876	8270	8684	9118
C03		Airport Manager	8810 48.8	C	6739	7076	7430	7801	8191	8601
C04		City Clerk	8810 47.6	X	6356	6674	7008	7358	7726	8112
C26		Pub Works Admin Mgr	8810 47.3	C	6264	6577	6906	7251	7614	7994
C06		Deputy City Attorney II	8810 47.0	X	6171	6480	6804	7144	7501	7876
C29		CASP Program Manager	8810 45.1	C	5625	5906	6202	6512	6838	7180
C18		Pub Works Admin Supv	8810 45.1	C	5625	5906	6202	6512	6838	7180
C20		Crime Analyst	8810 44.9	C	5570	5849	6141	6449	6772	7110
C13		Technical Serv Coord	8810 44.9	C	5570	5849	6141	6449	6772	7110
C15		Human Resource Analyst II	8810 44.4	X	5437	5709	5995	6294	6610	6940
C42		Human Resources Analyst I	8810 43.4	X	5178	5437	5709	5995	6294	6610
C19		Police Records Coord	8810 43.1	C	5101	5357	5625	5906	6202	6512
C08		Executive Assistant	8810 38.7	U	4116	4322	4538	4765	5003	5254
C27		Deputy City Clerk	8810 37.3	U	3845	4037	4239	4451	4673	4907
C14		Public Works Assistant	8810 36.9	A	3770	3958	4156	4364	4582	4811
C12		Airport Assistant	8810 36.3	A	3662	3845	4037	4239	4451	4673
Community Development Group										
D23		Planning Manager	8810 50.1	C	7180	7539	7915	8311	8727	9164
D13		Principal Planner	8810 49.1	C	6838	7180	7539	7915	8311	8727
D16		Economic Development Mgr	8810 48.0	C	6480	6804	7144	7501	7876	8270
D12		Enterprise Zone Manager	8810 48.0	C	6480	6804	7144	7501	7876	8270
D20		Redev Project Manager	8810 48.0	C	6480	6804	7144	7501	7876	8270
D11		Senior Planner	8810 47.1	C	6202	6512	6838	7180	7539	7915
D19		Comm Dev Admin Supervisor	8810 45.1	C	5625	5906	6202	6512	6838	7180
D15		Associate Planner	8810 44.2	C	5383	5653	5936	6233	6545	6872
D21		Housing Services Supv	8810 44.2	C	5383	5653	5936	6233	6545	6872
D27		Community Dev Analyst	8810 43.5	C	5203	5463	5737	6024	6325	6642
D10		Asst Redev Project Mgr	8810 43.3	A	5152	5410	5681	5965	6264	6577
D22		Assistant Planner	8810 41.9	A	4811	5052	5304	5570	5849	6141
D14		Housing Rehab Specialist	9410 40.5	A	4495	4719	4955	5203	5463	5737
D26		SVEZ BRE Specialist	8810 39.1	A	4197	4407	4627	4858	5101	5357
D28		Comm Improve Asst	8810 36.9	A	3770	3958	4156	4364	4582	4811
D29		Planning Technician	8810 36.9	A	3770	3958	4156	4364	4582	4811
Clerical Group										
E04		Administrative Analyst I	8810 40.1	A	4407	4627	4858	5101	5357	5625
E02		Community Safety Assist	8810 37.3	U	3845	4037	4239	4451	4673	4907
E01		Legal Secretary	8810 37.3	U	3845	4037	4239	4451	4673	4907

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of July 1, 2013

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
E24	Administrative Aide	8810	36.3	A	3662	3845	4037	4239	4451	4673
E03	Administrative Secretary	8810	36.3	A	3662	3845	4037	4239	4451	4673
E14	Supervising Police Clerk	8810	36.3	A	3662	3845	4037	4239	4451	4673
E11	Supvsg Wrđ Proc Operator	8810	36.3	A	3662	3845	4037	4239	4451	4673
E16	Human Resource Technician	8810	35.1	U	3453	3626	3807	3997	4197	4407
E19	Office Technician	8810	34.5	A	3354	3522	3698	3883	4076	4280
E06	Senior Police Clerk	8810	34.5	A	3354	3522	3698	3883	4076	4280
E20	Office Assistant	8810	31.0	A	2827	2968	3116	3272	3436	3608
E10	Police Clerk	8810	31.0	A	2827	2968	3116	3272	3436	3608
E07	Secretary	8810	31.0	A	2827	2968	3116	3272	3436	3608
E09	Word Processing Operator	8810	31.0	A	2827	2968	3116	3272	3436	3608
E12	Administrative Clerk II	8810	27.7	A	2407	2527	2654	2786	2926	3072
E22	Administrative Clerk I	8810	26.7	A	2293	2407	2527	2654	2786	2926
Engineering Group-Prof										
F06	Senior Civil Engineer	9410	50.0	C	7144	7501	7876	8270	8684	9118
F12	Transportation Planner	9410	47.1	C	6202	6512	6838	7180	7539	7915
F07	Assistant Engineer	9410	43.3	A	5152	5410	5681	5965	6264	6577
F08	Junior Engineer	9410	41.3	A	4673	4907	5152	5410	5681	5965
Engineering Group - Non Prof										
G02	Const Inspector Supv	9410	44.4	C	5437	5709	5995	6294	6610	6940
G01	Sr Construction Inspector	9410	41.0	A	4604	4834	5076	5330	5597	5877
G05	Construction Inspector	9410	39.6	A	4301	4517	4742	4979	5228	5490
G04	PW Compliance Officer II	9410	39.6	A	4301	4517	4742	4979	5228	5490
G07	Engineering Tech	9410	38.4	A	4057	4260	4473	4696	4931	5178
G03	PW Compliance Officer I	9410	37.1	A	3807	3997	4197	4407	4627	4858
G09	Engineering Aide II	9410	36.4	A	3680	3864	4057	4260	4473	4696
G10	Engineering Aide I	9410	34.4	A	3337	3505	3680	3864	4057	4260
Fiscal Group										
H14	Accounting Officer	8810	49.6	X	7008	7358	7726	8112	8518	8945
H20	Supervising Accountant	8810	46.6	X	6053	6356	6674	7008	7358	7726
H12	Senior Accountant	8810	42.8	C	5027	5279	5543	5821	6112	6418
H25	Payroll Coordinator	8810	41.3	U	4673	4907	5152	5410	5681	5965
H23	Payroll Technician	8810	38.2	U	4017	4218	4429	4650	4882	5127
H05	Sr Accounting Technician	8810	37.4	A	3864	4057	4260	4473	4696	4931
H22	Sr Accounting Clerk	8810	33.6	A	3209	3370	3539	3716	3902	4096
Fiscal Group - Info Systems										
H01	Information Systems Mgr	8810	50.4	C	7287	7651	8034	8435	8858	9300

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of July 1, 2013

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
H36	Integration/Appl Admin	8810	49.9	C	7110	7465	7839	8230	8642	9075
H30	Network/Sys Administrator	8810	49.9	C	7110	7465	7839	8230	8642	9075
H02	Sr Programmer/Analyst	8810	47.5	C	6325	6642	6974	7323	7689	8073
H40	GIS Administrator	8810	47.1	C	6202	6512	6838	7180	7539	7915
H43	Telecom Svc Tech	8810	41.5	A	4719	4955	5203	5463	5737	6024
H15	Computer Operator	8810	39.1	A	4197	4407	4627	4858	5101	5357
H04	Central Services Tech	8810	34.4	A	3337	3505	3680	3864	4057	4260
Fiscal Group - Purchasing										
H24	Senior Buyer	9410	42.8	C	5027	5279	5543	5821	6112	6418
H21	Sr Purchasing Technician	9410	37.4	A	3864	4057	4260	4473	4696	4931
H18	Purchasing Technician	9410	34.5	A	3354	3522	3698	3883	4076	4280
Library Group										
I16	Deputy Librarian	8838	45.6	C	5765	6053	6356	6674	7008	7358
I28	Technical Services Mgr	8838	43.7	C	5254	5517	5793	6083	6387	6707
I14	Literacy Program Mgr	8838	43.6	C	5228	5490	5765	6053	6356	6674
I02	Senior Librarian	8838	43.6	C	5228	5490	5765	6053	6356	6674
I06	Princ Library Technician	8838	39.1	C	4197	4407	4627	4858	5101	5357
I03	Librarian II	8838	37.5	A	3883	4076	4280	4495	4719	4955
I05	Librarian I	8838	36.0	A	3608	3788	3977	4176	4385	4604
I07	Sr Library Technician	8838	33.3	A	3163	3321	3488	3662	3845	4037
I09	Library Technician	8838	31.3	A	2869	3013	3163	3321	3488	3662
I08	Literacy Asst	8838	31.3	A	2869	3013	3163	3321	3488	3662
I10	Library Clerk	8838	28.7	A	2527	2654	2786	2926	3072	3225
I12	Library Aide	8838	22.3	A	1850	1943	2040	2142	2248	2361
I04	Library Page	8838	19.0	A	1574	1653	1736	1823	1914	2010
Park Maintenance Group										
J14	Park Grnds Frstry Ops Mgr	9410	47.3	C	6264	6577	6906	7251	7614	7994
J06	Park Maint Crew Supvsr	9420	42.7	J	5003	5254	5517	5793	6083	6387
J05	Urban Forestry Crew Supv	9420	42.7	J	5003	5254	5517	5793	6083	6387
J09	Sr Urban Forestry Worker	9420	36.7	B	3734	3921	4116	4322	4538	4765
J12	Urban Forestry Worker II	9420	34.7	B	3387	3556	3734	3921	4116	4322
J30	Urban Forestry Worker I	9420	33.5	B	3194	3354	3522	3698	3883	4076
J11	Park Maint Worker	9420	32.8	B	3087	3241	3403	3573	3752	3940
Mechanical Group										
K05	Fleet Maintenance Manager	9420	47.3	C	6264	6577	6906	7251	7614	7994
K11	Equipment Mech Crew Sup	9420	42.7	J	5003	5254	5517	5793	6083	6387
K02	Parking Operation Officer	9410	39.6	A	4301	4517	4742	4979	5228	5490

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of July 1, 2013

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
K03	Equipment Mechanic II	9420	36.5	B	3698	3883	4076	4280	4495	4719
K04	Pump Maint Mechanic	9420	36.5	B	3698	3883	4076	4280	4495	4719
K09	Equipment Inventory Tech	9420	35.7	B	3556	3734	3921	4116	4322	4538
K06	Equipment Mechanic I	9420	34.5	B	3354	3522	3698	3883	4076	4280
K08	Vehicle Maint Assistant	9420	29.9	B	2679	2813	2954	3102	3256	3419
Building Maintenance Group										
L05	Airport Operations Supv	9420	42.7	B	5003	5254	5517	5793	6083	6387
L01	Facil Maint Mech Crew Sup	9420	42.7	J	5003	5254	5517	5793	6083	6387
L02	Senior Airport Technician	9420	36.5	B	3698	3883	4076	4280	4495	4719
L04	Sr Facility Maint Mech	9420	36.5	B	3698	3883	4076	4280	4495	4719
L03	Facility Maint Mechanic	9420	34.1	B	3288	3453	3626	3807	3997	4197
L14	Facility Maint Worker	9420	32.8	B	3087	3241	3403	3573	3752	3940
L09	Sr Comm Facilities Svc Wkr	9420	32.5	B	3042	3194	3354	3522	3698	3883
L08	Comm Facilities Svc Wkr	9420	31.1	B	2841	2983	3132	3288	3453	3626
Permit Services Group										
M17	Deputy Dir of Permit Svcs	9410	51.4	C	7651	8034	8435	8858	9300	9765
M12	Sr Code Enforcmnt Officer	9410	44.4	C	5437	5709	5995	6294	6610	6940
M09	Sr Comb Bldg Insp	9410	44.4	C	5437	5709	5995	6294	6610	6940
M07	Plan Checker II	9410	43.7	A	5254	5517	5793	6083	6387	6707
M10	Bldg Permit Spec	9410	41.6	A	4742	4979	5228	5490	5765	6053
M06	Comb Bldg Inspector II	9410	41.5	A	4719	4955	5203	5463	5737	6024
M05	Plumbing Inspector II	9410	41.5	A	4719	4955	5203	5463	5737	6024
M04	Code Enforcemnt Officer I	9410	39.6	A	4301	4517	4742	4979	5228	5490
M11	Comb Bldg Inspector I	9410	39.6	A	4301	4517	4742	4979	5228	5490
M13	Plumbing Inspector I	9410	39.6	A	4301	4517	4742	4979	5228	5490
M20	Permit Center Clerk	8810	32.1	A	2983	3132	3288	3453	3626	3807
Waste Water Facility Group										
N04	Wastewater Manager	9420	47.3	C	6264	6577	6906	7251	7614	7994
N06	Environ Resource Planner	9410	47.1	C	6202	6512	6838	7180	7539	7915
N07	Env Compliance Insp II	9420	41.5	A	4719	4955	5203	5463	5737	6024
N08	Env Compliance Insp I	9420	39.6	A	4301	4517	4742	4979	5228	5490
N05	Wastewater Operator	9410	36.0	B	3608	3788	3977	4176	4385	4604
Public Safety - Police Supv										
O03	Deputy Chief of Police	7720	60.3	D	11813	12403	13023	13675	14359	15077
O05	Police Commander	7720	57.3	D	10204	10714	11250	11813	12403	13023
O07	Police Sergeant	7720	53.9	D	8642	9075	9528	10005	10505	11031
Public Safety - Police-Other										

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O02	Criminalist	7720	49.9	E	7110	7465	7839	8230	8642	9075
O08	Police Corporal	7720	49.0	E	6804	7144	7501	7876	8270	8684
O11	Police Officer	7720	47.0	E	6171	6480	6804	7144	7501	7876
O01	Police Officer-New Hire	7720	46.0	E	5877	6171	6480	6804	7144	7501
O18	Police Recruit	7720	41.0	S	4604	4834	5076	5330	5597	5877
O30	Latent Fingerprint Tech	8810	39.5	A	4280	4495	4719	4955	5203	5463
O17	Sr Evidence Technician	9410	36.3	A	3662	3845	4037	4239	4451	4673
O20	Community Service Officer	9410	34.5	A	3354	3522	3698	3883	4076	4280
O15	Evidence Technician	9410	34.5	A	3354	3522	3698	3883	4076	4280
O19	Sr Vehicle Maint Asst	9420	32.7	B	3072	3225	3387	3556	3734	3921
O26	Pub Safety Facilities Wkr	9420	31.1	B	2841	2983	3132	3288	3453	3626
Public Safety - Animal Servs										
O16	Animal Services Mgr	8810	44.1	C	5357	5625	5906	6202	6512	6838
O13	Animal Services Supv	9410	37.5	A	3883	4076	4280	4495	4719	4955
O06	Animal Control Officer	9410	34.5	A	3354	3522	3698	3883	4076	4280
O29	Animal Care Tech	9410	33.3	A	3163	3321	3488	3662	3845	4037
O28	Animal Servs Office Asst	8810	31.0	A	2827	2968	3116	3272	3436	3608
Public Safety - Fire Supv										
O04	Deputy Fire Chief	7706	56.9	L	10005	10505	11031	11583	12162	12770
O10	Battalion Chief	7706	54.4	L	8858	9300	9765	10254	10767	11306
O33	Battalion Chief EMS/Trng	7706	54.4	L	8858	9300	9765	10254	10767	11306
Public Safety - Firefighters										
O09	Fire Captain	7706	49.3	F	6906	7251	7614	7994	8394	8814
O14	Fire Engineer	7706	46.7	F	6083	6387	6707	7042	7394	7764
O12	Firefighter	7706	44.7	F	5517	5793	6083	6387	6707	7042
O22	Firefighter/Paramedic	7706	44.7	F	5517	5793	6083	6387	6707	7042
O32	Firefighter Recruit	7706	42.8	F	5027	5279	5543	5821	6112	6418
Public Safety - Fire-Other										
O27	Fire Inspector	9410	40.5	A	4495	4719	4955	5203	5463	5737
Public Service Group										
P01	Deputy Dir of Envir/Maint	9410	51.4	C	7651	8034	8435	8858	9300	9765
P13	Supt of Maintenance Serv	9420	49.2	C	6872	7215	7576	7955	8353	8771
P10	Street Maintenance Mgr	9420	47.3	C	6264	6577	6906	7251	7614	7994
P03	P.S. Maint Crew Supv	9420	42.7	J	5003	5254	5517	5793	6083	6387
P06	SL/Traffic Sig Crew Sup	9420	42.7	J	5003	5254	5517	5793	6083	6387
P02	Inmate Crew Coordinator	9420	37.4	B	3864	4057	4260	4473	4696	4931

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P05	Public Svc Maint Wkr IV	9420	37.4	B	3864	4057	4260	4473	4696	4931
P07	Motor Sweeper Operator	9420	35.4	B	3505	3680	3864	4057	4260	4473
P12	Public Svc Maint Wkr III	9420	35.4	B	3505	3680	3864	4057	4260	4473
P04	SL/Traffic Signal Tech	9420	35.4	B	3505	3680	3864	4057	4260	4473
P08	Public Svc Maint Wkr II	9420	33.2	B	3147	3305	3470	3644	3826	4017
P11	Neighborhood Svcs Worker	9420	31.2	B	2855	2998	3147	3305	3470	3644
P09	Public Svc Maint Wkr I	9420	31.2	B	2855	2998	3147	3305	3470	3644
Recreation Group										
Q15	Community Services Manage	9410	44.5	C	5463	5737	6024	6325	6642	6974
Q06	Recreation Coordinator	9410	40.1	A	4407	4627	4858	5101	5357	5625
Q10	Sports Program Asst	9410	31.0	A	2827	2968	3116	3272	3436	3608
Q08	Recreation Asst	9410	28.7	A	2527	2654	2786	2926	3072	3225
Temporary-Classified Position										
R45	Accounting Officer	8810	50.6	Z	7358	7726	8112	8518	8945	
R24	Administrative Aide	8810	36.3	Z	3662	3845	4037	4239	4451	
R39	Administrative Clerk I	8810	26.7	Z	2293	2407	2527	2654	2786	
R32	Administrative Secretary	8810	36.4	Z	3680	3864	4057	4260	4473	
R35	Animal Control Officer	9410	34.5	Z	3354	3522	3698	3883	4076	
R43	City Clerk	8810	47.6	Z	6356	6674	7008	7358	7726	
R04	Code Enforcemnt Officer I	9410	39.6	Z	4301	4517	4742	4979	5228	
R42	Combination Bldg Insp II	9410	41.5	Z	4719	4955	5203	5463	5737	
R63	Comm Improve Asst	8810	36.9	Z	3770	3958	4156	4364	4582	
R16	Community Service Officer	9410	34.5	Z	3354	3522	3698	3883	4076	
R50	Community Services Asst	8838	33.2	Z	3147	3305	3470	3644	3826	
R21	Confidential Secretary	8810	32.0	Z	2968	3116	3272	3436	3608	
R17	Deputy City Engineer	9410	51.4	Z	7651	8034	8435	8858	9300	
R41	Deputy Dir of Permit Svcs	9410	51.4	Z	7651	8034	8435	8858	9300	
R58	Deputy Fire Chief	7706	57.9	Z	10505	11031	11583	12162	12770	
R10	Engineering Aide I	9410	34.4	Z	3337	3505	3680	3864	4057	
R30	Engineering Aide II	9410	36.4	Z	3680	3864	4057	4260	4473	
R64	Executive Assistant	8810	39.7	Z	4322	4538	4765	5003	5254	
R31	Facility Maintenance Wkr	9420	32.8	Z	3087	3241	3403	3573	3752	
R28	Finance Director	8810	58.2	Z	10662	11195	11754	12342	12959	
R54	Fire Inspector	9410	40.5	Z	4495	4719	4955	5203	5463	
R52	Fire Plan Checker	9410	41.9	Z	4811	5052	5304	5570	5849	
R44	GIS Administrator	8810	47.1	Z	6202	6512	6838	7180	7539	
R36	Human Resource Analyst II	8810	44.4	Z	5437	5709	5995	6294	6610	
R26	Human Resources Analyst I	8810	59.4	Z	11306	11871	12464	13088	13742	
R40	Human Resources Technicia	8810	35.1	Z	3453	3626	3807	3997	4197	
R47	Interim Fire Marshal	7706	54.4	Z	8858	9300	9765	10254	10767	
R23	Interim Human Resource Di	8810	71.9	Z	20803	21843	22935	24081	25285	
R59	Interim Library Director	8838	57.8	Z	10455	10978	11527	12104	12709	

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R08	Junior Engineer	9410	41.3	Z	4673	4907	5152	5410	5681
R01	Legal Secretary	8810	37.3	Z	3845	4037	4239	4451	4673
R05	Librarian I	8838	36.0	Z	3608	3788	3977	4176	4385
R49	Librarian II	8838	37.5	Z	3883	4076	4280	4495	4719
R09	Library Clerk	8838	28.7	Z	2527	2654	2786	2926	3072
R03	Library Page	8838	19.0	Z	1574	1653	1736	1823	1914
R56	Literacy Assistant	8838	31.3	Z	2869	3013	3163	3321	3488
R46	Network/Sys Administrator	8810	49.9	Z	7110	7465	7839	8230	8642
R37	Office Assistant	8810	31.0	Z	2827	2968	3116	3272	3436
R22	Office Technician	8810	34.5	Z	3354	3522	3698	3883	4076
R07	Plan Checker II	9410	43.7	Z	5254	5517	5793	6083	6387
R29	Planning Manager	8810	50.1	Z	7180	7539	7915	8311	8727
R18	Police Clerk	8810	31.0	Z	2827	2968	3116	3272	3436
R48	Police Commander	7720	59.0	Z	11084	11638	12220	12831	13473
R57	Police Commander	7720	57.3	Z	10204	10714	11250	11813	12403
R11	Police Officer	7720	47.0	Z	6171	6480	6804	7144	7501
R12	Police Sergeant	7720	53.9	Z	8642	9075	9528	10005	10505
R19	Public Ser Maint Wkr II	9420	33.2	Z	3147	3305	3470	3644	3826
R34	Public Svc Maint Wkr I	9420	31.2	Z	2855	2998	3147	3305	3470
R61	Recreation Asst	9410	28.7	Z	2527	2654	2786	2926	3072
R51	Recreation Coordinator	9410	40.1	Z	4407	4627	4858	5101	5357
R20	Redev Project Manager	8810	48.0	Z	6480	6804	7144	7501	7876
R27	Revenue Technician	8810	35.6	Z	3539	3716	3902	4096	4301
R02	Senior Librarian	8838	43.6	Z	5228	5490	5765	6053	6356
R53	Senior Planner	8810	47.1	Z	6202	6512	6838	7180	7539
R06	Senior Police Clerk	8810	34.5	Z	3354	3522	3698	3883	4076
R60	Sports Program Asst	9410	31.0	Z	2827	2968	3116	3272	3436
R55	Sr Human Resources Analys	8810	51.4	Z	7651	8034	8435	8858	9300
R14	Sr Library Technician	8838	33.3	Z	3163	3321	3488	3662	3845
R62	Sr Recreation Asst	9410	31.0	Z	2827	2968	3116	3272	3436
R13	Technical Serv Coord	8810	44.9	Z	5570	5849	6141	6449	6772
R15	Vehicle Maint Assistant	9420	29.9	Z	2679	2813	2954	3102	3256
R25	Wastewater Operator	9410	36.0	Z	3608	3788	3977	4176	4385
R33	Webmaster/Sys Analyst	8810	44.4	Z	5437	5709	5995	6294	6610

Part Time - Temporary

S16	Administrative Intern	8810	16.5	Z	1394	1464	1536	1613	1694
S61	Animal Care Worker	9420	19.8	Z	1637	1719	1805	1896	1991
S60	Animal Serv. Aide	8810	19.8	Z	1637	1719	1805	1896	1991
S26	Box Office Aide	8810	17.1	Z	1435	1506	1582	1661	1745
S06	Cashier	9410	16.5	Z	1394	1464	1536	1613	1694
S12	Clerical Aide	8810	19.8	Z	1637	1719	1805	1896	1991
S23	Comm. Ctr. Svc. Aide	9420	19.9	Z	1645	1727	1814	1905	2000
S07	Community Services Aide	8810	19.5	Z	1613	1694	1779	1869	1962
S62	Firearms Examiner	9410	43.4	Z	5178	5437	5709	5995	6294

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S55	Golf Cart Attendant	9420	16.5	Z	1394	1464	1536	1613	1694
S41	Golf Operations Sup	9420	35.2	Z	3470	3644	3826	4017	4218
S70	Homework Center Assistant	8838	25.5	Z	2163	2270	2384	2503	2628
S19	Latent Fingerprint Tech	8810	29.3	Z	2602	2732	2869	3013	3163
S02	Lifeguard	9410	20.1	Z	1661	1745	1832	1924	2020
S64	PD Personnel/Trng Spec	9410	39.5	Z	4280	4495	4719	4955	5203
S25	Park Maintenance Aide	9420	19.9	Z	1645	1727	1814	1905	2000
S22	Police Cadet	9420	25.5	Z	2163	2270	2384	2503	2628
S14	Police Reserve	7722	41.2	Z	4650	4882	5127	5383	5653
S51	Range Assistant	9420	16.5	Z	1394	1464	1536	1613	1694
S08	Recreation Aide	9410	16.5	Z	1394	1464	1536	1613	1694
S03	Recreation Leader I	9410	17.1	Z	1435	1506	1582	1661	1745
S13	Recreation Leader II	9410	19.7	Z	1629	1711	1797	1887	1981
S11	Recreation Program Spec	9410	19.9	Z	1645	1727	1814	1905	2000
S21	Reserve Firefighter	9420	16.4	Z	1387	1457	1529	1605	1686
S67	School Crossing Guard	9410	21.0	Z	1736	1823	1914	2010	2110
S34	Scorekeeper-Adult Basketb	9410	18.5	Z	1536	1613	1694	1779	1869
S37	Scorekeeper-Adult Softbal	9410	24.8	Z	2090	2194	2304	2419	2540
S38	Scorekeeper-Adult Softbal	9410	18.5	Z	1536	1613	1694	1779	1869
S36	Scorekeeper-Youth Basketb	9410	17.1	Z	1435	1506	1582	1661	1745
S01	Senior Lifeguard	9410	21.1	Z	1745	1832	1924	2020	2121
S43	Shop Assistant	9420	23.9	Z	2000	2100	2205	2315	2431
S47	Sp Official-Adult Basketb	9410	31.9	Z	2954	3102	3256	3419	3591
S48	Sp Official-Adult Basketb	9410	30.7	Z	2786	2926	3072	3225	3387
S49	Sp Official-Adult Basketb	9410	27.9	Z	2431	2552	2679	2813	2954
S50	Sp Official-Adult Basketb	9410	24.8	Z	2090	2194	2304	2419	2540
S52	Sp Official-Adult Footbal	9410	27.9	Z	2431	2552	2679	2813	2954
S54	Sp Official-Adult Footbal	9410	24.8	Z	2090	2194	2304	2419	2540
S46	Sp Official-Adult Soccer	9410	31.1	Z	2841	2983	3132	3288	3453
S40	Sp Official-Adult Softbal	9410	21.0	Z	1736	1823	1914	2010	2110
S42	Sp Official-Adult Softbal	9410	24.8	Z	2090	2194	2304	2419	2540
S45	Sp Official-Adult Softbal	9410	31.9	Z	2954	3102	3256	3419	3591
S53	Sp Official-Adult Softbal	9410	26.5	Z	2270	2384	2503	2628	2759
S44	Sp Official-CoEd Softball	9410	30.7	Z	2786	2926	3072	3225	3387
S30	Sp Official-Youth Basketb	9410	17.1	Z	1435	1506	1582	1661	1745
S32	Sp Official-Youth Soccer	9410	17.1	Z	1435	1506	1582	1661	1745
S33	Sp Official-Youth Volleyb	9410	17.1	Z	1435	1506	1582	1661	1745
S31	Sp Official-Yth Flg Footb	9410	17.1	Z	1435	1506	1582	1661	1745
S56	Stagehand I	9420	16.5	Z	1394	1464	1536	1613	1694
S57	Stagehand II	9420	17.6	Z	1471	1544	1621	1703	1788
S58	Stagehand III	9420	19.9	Z	1645	1727	1814	1905	2000
S05	Student Intern	8810	17.1	Z	1435	1506	1582	1661	1745
S10	Student Worker	9410	16.5	Z	1394	1464	1536	1613	1694
S04	Swim Instructor	9410	20.1	Z	1661	1745	1832	1924	2020
S20	Vouchering Technician	8810	35.2	Z	3470	3644	3826	4017	4218

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S17	Worksite Supervisor I	9420	19.9	Z	1645	1727	1814	1905	2000
S18	Worksite Supervisor II	9420	16.5	Z	1394	1464	1536	1613	1694
S66	Youth Program Assistant	8838	22.3	Z	1850	1943	2040	2142	2248
S65	Youth Program Leader	8838	28.7	Z	2527	2654	2786	2926	3072