

CITY OF SALINAS, CALIFORNIA

200 Lincoln Avenue, Salinas, CA 93901



PROPOSED OPERATING BUDGET

for fiscal year

July 1, 2011 – June 30, 2012

CITY COUNCIL

Dennis Donohue, Mayor
Sergio Sanchez, 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

Artie Fields

EXECUTIVE MANAGEMENT TEAM

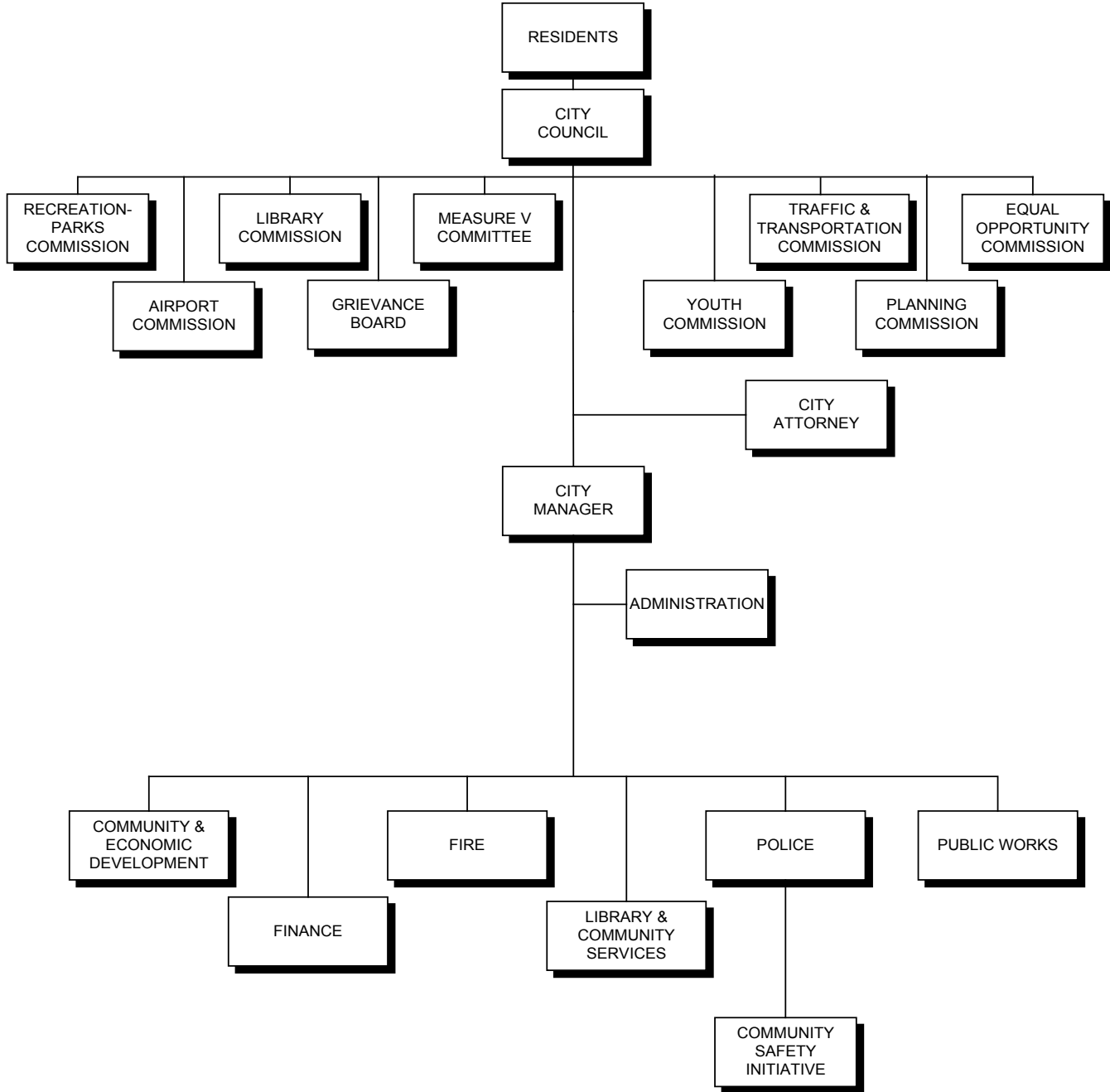
Vanessa Vallarta, City Attorney
Jim Pia, Deputy City Manager
Jeffrey Weir, Community and Economic Development Director
Matt Pressey, Finance Director
Jesse Pinon, Acting Fire Chief
Elizabeth Martinez, Library and Community Services Director
Louis Fetherolf, Police Chief
Gary Petersen, Public Works Director



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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 7, 2011

Honorable Mayor and City Council of the City of Salinas:

It is my honor to present the Proposed FY 2011-12 Operating and Capital Improvement Budgets. While Fiscal Years 08-09 and 09-10 proved to be two of the worse fiscal years in decades in the City of Salinas, FY 10-11 ushered in signs that the economy had hit rock bottom and the City was slowly moving out of its dire economic state of affairs. A major sign of this positive trend was the revenue reports that begin to show sales tax revenues increasing for the last 3 quarters. This was significant because the City had already experienced 11 quarters of sales tax reductions, starting in the second quarter of 2007. In addition, the Monterey County Assessor informed the City that property tax revenue had stabilized after a 23.2% reduction over the last three years. Unfortunately, these small improvements were not enough to stave off a third year of drastic cuts for the FY 11-12 Budget. The proposed budget recommends that 66 positions be eliminated to erase a \$7.1 million FY 2011-12 shortfall. This is significant because the City has already eliminated 137 positions since FY 08-09.

As one can imagine, eliminating 21% of the workforce in just over three years can paralyze any organization. While I can't say that it has been business as usual for any department, I can say that the employees have come together and taken on additional tasks to ensure that all critical functions of the City are carried out. I'm sure that the City Council and community share my respect and gratitude for all that the employees have done and continue to do in the best interest of the City. The economic climate that we are in has forced the City to become more streamlined and efficient. Our success in this area was due in part to an organizational analysis that was performed by the consulting services of Mr. Les White. Les White and his team at Avery and Associates created what is commonly known as the Avery Report. In the report, there are 53 recommendations that the City Council approved for implementation. Staff has been very expeditious in our effort to implement the recommendations and it is our goal to have 35 of the 53 recommendations completed by July 2011.

Although much has been done to streamline the organization and identify efficiencies, there is much more to be done to secure our future. The Five-Year Plan predicts a grim future for the City if we are not steadfast in our efforts to identify new revenue sources, reduce expenditures, and maintain existing resources, such as Measure V which expires in June, 2016. Measure V generates approximately \$9.4 million each year. The funds support 100% of the library, 9.4% of police services and 3.6% of fire services, and the remaining amount is for essential general services. It is not expected that other revenues will grow by \$9.4 million by the time Measure V expires. As such, it is imperative the City

begin to develop a back-up plan to determine what services will be eliminated in the unfortunate event Measure V does not pass.

Summary

Once again, the City finds itself in a situation wherein it must choose to further reduce services or negotiate employee concessions to balance the FY 11-12 General Operating Budget. As you will recall, employee concessions over the last two years totaled approximately \$12 million dollars. Currently, the City is in the middle of negotiations with all labor groups to bargain voluntary concessions. While all groups have been working diligently to come to an agreement, it is very possible that an agreement with all the groups will not be completed by the adoption of this budget. As a result, the FY 11-12 General Fund Budget is being developed on a worst case scenario, which would result in 66 employees being laid off. While there are small, albeit important, signs that the economy is recovering, the pace of this recovery will still require residents, visitors and business owners to continue to adjust to fewer services provided by the City. Be assured, however, that staff is prepared to make significant and rapid changes in order to respond to the changing environment in which we work. The City's Total Proposed FY 2011-12 General Fund/Measure V Operating Budget is \$78,764,200. This is a 2.6% increase and is due primarily to the rising cost of PERS, Health Insurance and Workers Compensation, net of the reduction in the workforce through layoffs. The balance of the budget includes Special Revenue Funds (\$2,635,500), Internal Services-Insurances (\$6,357,800), Enterprise Operations - proprietary type - (\$8,345,900), Assessment and Maintenance Districts (\$4,862,400), Block Grant and HOME Programs (\$3,167,000), Grants and Agencies (\$548,600), Debt Service (\$1,070,300), Redevelopment Agency (\$3,566,100) and Capital Improvement Budget (\$11,271,500). The total City Budget is \$120,589,300.

The City's Total Proposed FY 2011-12 General Fund/Measure V Estimated Revenue is \$78,802,100. The balance of Estimated Revenue includes Special Revenue Funds (\$3,177,800), Internal Services-Insurances (\$5,767,000), Enterprise Operations - proprietary type - (\$6,669,500), Assessment and Maintenance Districts (\$5,226,500), Block Grant and HOME Programs (\$4,474,800), Grants and Agencies (\$2,497,700), Debt Service (\$198,500), Redevelopment Agency (\$5,347,500) and Capital Improvement Budget (\$11,271,500), plus carry over amount of \$3,140,350. The total City Estimated Revenue and use of carry-over fund balance is \$120,573,200.

Budget Process

The FY 2011-12 budget process began five months ago, in February 2011 with the review of the projected revenue forecast and the compilation of the cost of service. On March 29, 2011, staff presented a budget update and a request for authorization to issue layoff notices as a measure to balance the FY 2011-12 budget. Over the past two years, with the adoption of the FY 2009-10 and FY 2010-11 budgets, City Council has 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. Over the past two budget cycles, 21% of the City's workforce has been eliminated (137 positions). Beginning July 1, 2009, employees agreed to concessions ranging from 7.5% to 18%. Without employee

concessions over the past two years, over 60 more positions would have been lost. City employee input was also solicited at employee briefings and union leadership meetings. City Council and City staff have implemented a wide range of employee cost savings and budget balancing ideas (please see attachment 1 to this budget message). Many of these suggestions require further study and the City is committed to reviewing and considering all of these suggestions in FY 11-12.

In FY 2011-12, the City faces a \$7.1 million budget shortfall. There are very few new, if any, strategic budget reductions remaining or left available. Therefore, the City Manager directed Department Heads to submit 10% across-the-board budget reduction recommendations. Budget reductions range from 10.3% (City Attorney & Permit Services) to 6.5% (Fire Department). The Fire Department cannot currently be reduced to the 10% level because the Firefighter labor agreement (MOU) presently restricts layoffs due to minimum staffing requirements. The SAFER grant awarded by FEMA and accepted by the City Council on April 19, 2011, will provides funding for 12 new firefighters over the next two year period. Twelve new firefighters will reduce the overtime budget by \$600,000 and the savings are included in the Fire Departments 6.5% budget reduction.

FY 2011-12 Salinas Redevelopment Agency Budget

The Governor's proposal made in March 2011 to eliminate redevelopment agencies as part of his FY 2011-12 budget balancing measures has not garnered sufficient votes for passage, but remains a part of on-going budget negotiations. The potential elimination of the redevelopment agency would have devastating consequences for the Salinas community. In FY 10-11, the Salinas Redevelopment Agency generated over \$5.7 million in tax increments. These funds were used to pay debt service on debt used for the purposes of the redevelopment agency such as affordable housing and other projects to eliminate blight in the project areas, such as streetscape improvements, undergrounding utilities, and façade and facility improvements. The Agency is currently in the process of extending the life and merging the existing two redevelopment areas, as well as expanding and creating new redevelopment areas. A key component of this process will include community involvement. The City Council has appointed a Redevelopment Area Committee which is shepherding the process through each step.

In May 2011, the Salinas Redevelopment Agency was required to write a check to the State of California totaling \$459,236 as a result of the State Bill ABX4-26 that resulted in a \$2.05 billion take-away from redevelopment agencies over a two year period that began in FY 2010-11. In FY 2010-11, the State "take" from the Salinas Redevelopment Agency was \$2,230,576 and resulted in a revised budget that has eliminated, delayed or depleted most of the Agency's programs and projects. Much of the Agency's remaining resources are focused on extensive processes to: extend the time and fiscal limits of the Agency's existing project areas; fiscally merge the Central City and Sunset Avenue/Buena Vista Project Areas; extend/reinstate eminent domain powers within the project areas; and add area to the existing project areas or create new project areas. The Agency has already commenced a work program that anticipates completion of all the aforementioned redevelopment changes being completed within 12 months. This initiative is needed to ensure success of several major redevelopment initiatives underway, including Chinatown revitalization and the Alisal Marketplace. Without the extensions, the Agency will cease

most of its activities and receipt of tax increment funding within 10 years. In addition, \$500,000 of Agency low-income housing funds are budgeted, in conjunction with CHISPA, for anticipated renovation improvements to Vista De La Terraza, a low-income multi-family project.

Measure V Committee

On May 26, 2011, the Measure V Committee approved the recommended FY 2011-12 Measure V Budget, totaling \$9.4 million, including an increase of approximately \$539,000. Measure V tax estimates are up \$550,000 (6%) from the prior year budget. Increases are primarily due to the increased employee costs, such as: health insurance, retirement, wages, and workers compensation, which total \$1.4 million or 17%. These costs are offset by the elimination of 3 police officer positions, 2 library positions, 2 park maintenance positions, and 25% of a recreation assistant position. These lay-offs will be avoided if the concessions are reached with employee bargaining groups. While the original Measure V budget included five lay-offs in the Library Department and a reduction of library days of operation from 7 days a week to 6 days a week, City staff recommended the Measure V Committee agree to use a portion of the Measure V unallocated projected revenue to fund the library back to 7 days.

The recommended \$9.4 million FY 2011-12 Measure V Budget is allocated as follows: 39.4% to Library and Community Services; 35.3% to Police; 8.2% to Park Maintenance; 6.6% to Fire, including the Paramedic program; 4.2% to Recreation; 3.5% to Code Enforcement; and 1% for insurance, and 0.8% provides contract web page, computer and legal support.

The Measure V Committee voiced concerns that Measure V Funds are scheduled to sunset in 2016. As a result, the Committee approved utilizing \$15,000 in Measure V funds to develop a community outreach program. The goal of the community outreach plan will be to educate the public regarding the significance of retaining the Measure V Tax by informing the public of how the funds have been spent and the programs that will be eliminated if Measure V does not pass.

State Budget Impacts

In May 2011, the Governor released revisions to his FY 2011-12 proposed budget. With budget cuts and fixes already adopted by the Legislature in April 2011 (\$13.4 billion), some improvement in projected revenues (\$6.6 billion), and a targeted reserve replenishment of \$1.2 billion, the budget shortfall for the FY 2011-12 budget year is \$10.8 billion, and the ongoing structural gap is about \$10 billion per year thereafter. The Governor's proposed revision reduces some of the tax extensions, uses some of the higher revenue to increase school funding to meet a higher Prop 98 minimum guarantee, makes fine-tuning revisions to the realignment proposal, and pays down some of the mounting debt from budgetary borrowing. The Governor is now calling for reform, rather than elimination, of Enterprise Zones, but continues to include in his proposed budget the elimination of Redevelopment and a shift of \$1.7 billion in tax increment to benefit the State budget in FY 2011-12.

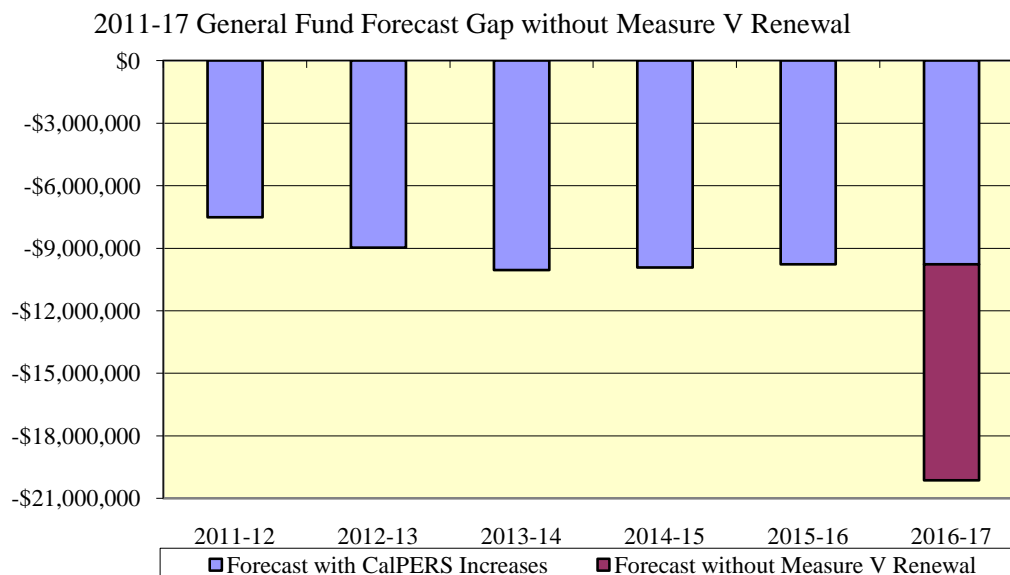
The State began shifting property tax from local governments in 1992 and these “takes” continue. The State “takes” about \$4.0 million annually from Salinas’ taxpayers that could be used for essential City services. Annually, the State directs the Monterey County Auditor’s Office to shift property tax revenue from the City for schools (Educational Relief Augmentation Fund) and reduce its spending on education by an equal amount.

FY 2012-13 Budget Outlook

An FY 2011-12 General Operating Budget shortfall of \$7.1 million was projected in March 2011. If not cured, the FY 2012-13 shortfall will be \$15.4 million. To avoid another round of significant layoffs, the City began informal negotiations with all the bargaining groups to discuss how to achieve additional, fairly distributed salary and benefit reductions. The budget reduction recommendations (ranging from 10.3% to 6.5%) were presented to the City Council as a “framework” and were the basis to begin the 90 day layoff process. City Council approved the FY 2011-12 List of Positions to Receive Layoff Notices (66 positions), and directed staff to begin the layoff process on March 29, 2011.

Five-Year Plan

The City hired a consultant to complete a Five-Year Fiscal Plan to assist the City in forecasting revenues and expenditures. The report revealed that if the City should correct its structural shortfall in FY 11-12, the City will be on the path of fiscal solvency. However, the report cautioned the City to begin to develop a back-up plan now, in the event that Measure V does not get extended. It also stated that the major causes of future expenditures were increasing: 1) healthcare cost, 2) Public Safety related pension costs, 3) Public Safety wages and 3) debt service in order to fund the City’s share of needed Public Safety radio system improvements. The report also pointed out the worker’s compensation and general liability insurance budget challenges. Although the historic trend of these two costs has been relatively stable, as a short-term balancing measure, the General Fund has not made its normal contribution to the fund. Restoring contributions to an appropriate level will cost \$2.5 million by 2012-13. The chart below provides a worst-case funding gap of the City’s General Fund over the next years:



Changes to FY 11-12 Budget Balancing Plan

The following table reflects the major changes that have occurred to the budget balancing plan approved on March 29, 2011:

\$7.1 Million Shortfall presented March 29, 2011	\$(7,065,900)
Proposed Budget Balancing Plan	6,947,500
Changes to the Budget Balancing Plan	
Increase in Estimated Sales Tax	732,400
Increase in Estimated Measure V Transaction Tax	100,000
Increase in Transfer from Gas Tax Fund	300,000
Remove Parking Garage - Professional Services reduction	(225,000)
Add back Fire Paramedic Premium Pay	(377,500)
Add back Other EMS costs for Paramedic services	(145,000)
Reduction in transfer to Workers Comp Internal Service Fund	120,000
Added back 3 Library position FTE's	(180,000)
All Other	<u>(151,300)</u>
Balanced Budget	<u>\$ 55,200</u>

Revenue Assumptions

The City's FY 2011-12 approved budget and FY 2012-13 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 2011-12: Increase of \$1,338,400 assumes 6.75% growth from this last budget largely based on current year trends.
 2. FY 2012-13: Increase of \$419,600 assumes 2.0% growth.
- Property Tax
 1. FY 2011-12: Increase of \$25,000 assumes no growth.
 2. FY 2012-13: Increase of \$165,000 assumes less than 1% growth.
- Utility Users Tax
 1. FY 2011-12: Assumes 1% increase to the current year actual level.
 2. FY 2012-13: Increase of \$50,000 assumes 1% growth.
- Franchise Fees
 1. FY 2011-12: Increase of \$261,000 assumes 2.3% growth.
 2. FY 2012-13: Increase of \$55,000 assumes 1% growth.

- Business License Tax
 1. FY 2011-12: No increase.
 2. FY 2012-13: Increase of \$50,000 assumes 1.2% growth.
- Building Fees
 1. FY 2011-12: Increase of \$38,000 based on projected activity.
 2. FY 2012-13: Increase of \$75,000 based on projected activity.

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 2011-12 General Fund and Measure V revenue estimates total \$79,634,500 and major revenue categories are classified and discussed below:

Property Tax	\$ 20,775,000	26.1%
Sales Tax	21,159,400	26.6%
Measure V Tax	9,365,000	11.8%
Utility Users Tax	8,750,000	11.0%
Franchise Fees	5,627,000	7.1%
Business License Tax	4,100,000	5.1%
Plan Check Fees and Building Permits	1,447,000	1.8%
Other Revenue	8,411,100	10.5%
Total	<u>\$ 79,634,500</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 – is not projected to grow

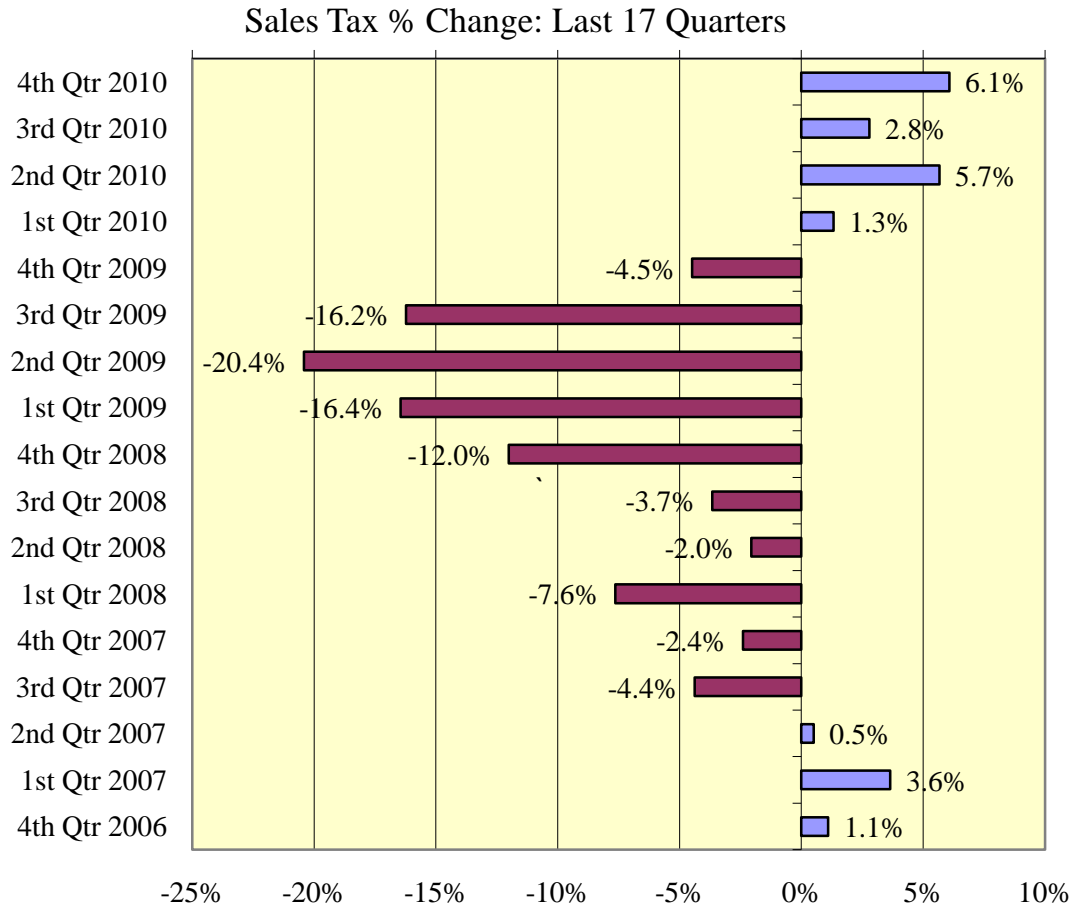
Overall, the City's annual property tax estimates for FY 2011-12 are reduced \$9.2 million (34.2%) from projections made in April 2007 (prior to the housing downturn).

Sales Tax/Measure V

The City receives 1.5% of the 7.75% sales and use tax collected on retail sales. One-percent (1%) of the sales tax is credited to the General Fund and the one half-percent (0.5%) use tax is credited to the Measure V Fund.

After eleven consecutive quarter declines that began in April 2007, sales tax is showing modest growth. Two major business groups showing improvement are Autos/Transportation (+7%) and Fuel/Service Stations (+23%). Declines continue in Building/Construction (-2%) and Business/Industry (-8%). Overall, the City’s annual sales tax and Measure V tax estimates for FY 2011-12 are reduced \$7.4 million (19.5%) from the projections back in April 2007 (prior to the recession).

Sales tax results for the past 17 quarters are as follows:

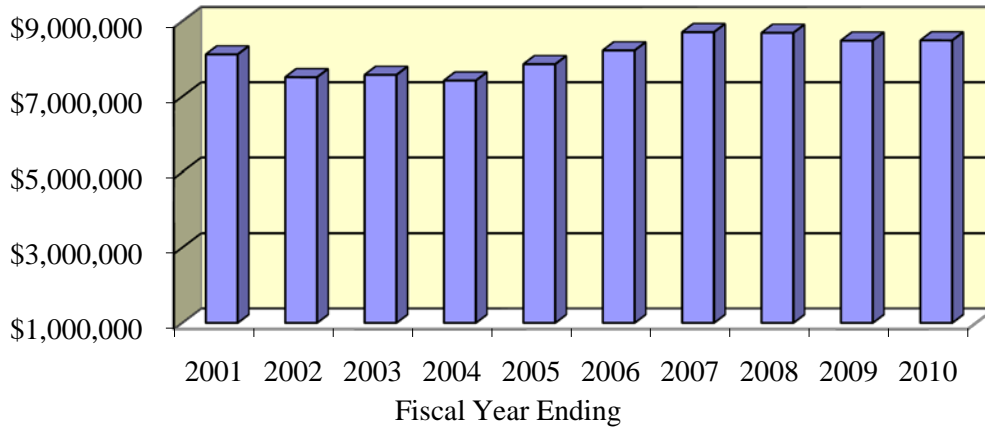


HdL, the City’s sales tax consultants/auditors, estimate improvement in the economy and that sales tax receipts for FY 2011-12 will increase 6.75%. This improvement is factored into the FY 2011-12 sales tax estimate of \$21,159,400 and Measure V tax estimate of \$9,350,000.

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 telephone, electric, gas, water and cable services. The tax is capped at \$2,000 per year 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 2010-11, collections have begun to rise and are projected to end the year at \$8,750,000. FY 2011-12 Utility Users Tax collections are expected to remain flat and therefore are conservatively projected at \$8,750,000. See illustration below:

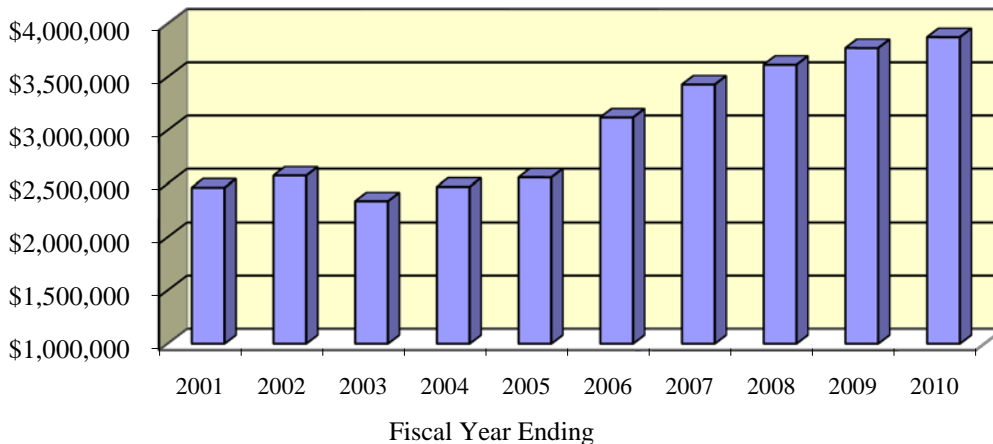
Utility User Tax Revenues: Last Ten Years



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 receipts for; Electric 2%; Gas 2%; Cable 5%; Garbage 20%; and actual cost for Towing Companies. The garbage franchise fee was increased from 18% to 20%, effective July 1, 2010, bringing the City garbage franchise fee in line with the surrounding cities of Soledad, Greenfield and Gonzales. The 2% increase in the City’s franchise represents an annual increase of \$300,000 annually and is included in the FY 2011-12 franchise fees estimate (from all sources) of \$7,445,000. See illustration below:

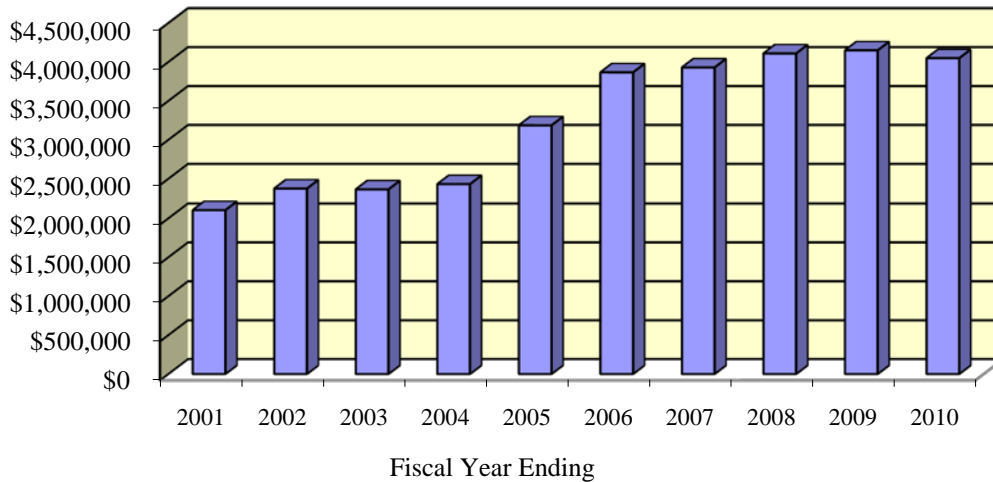
Franchise Fee Revenues: Last Ten Years



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 three-year business license tax compliance and enforcement program. To date, MAS has located over 1,500 unlicensed businesses and collected over \$400,000 in tax revenue. Business license tax estimates for FY 2011-12 of \$4,100,000 are projected to remain at FY 2010-11 levels. See illustration below:

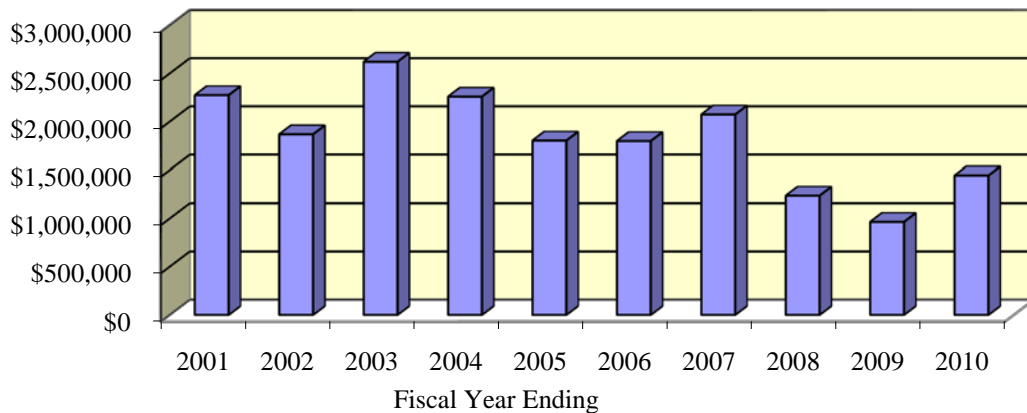
Business License Tax: Last Ten Years



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 fees collections have shown improvement in FY 2009-10 actual collections of \$1,445,488. FY 2010-11 building permit fees collections have dropped to \$1,050,000. However, funds have been budgeted at \$1,105,000 for FY 2011-12, which includes an approved cost of living fee increase. Please see illustration below:

Plan Check and Building Permit Fees: Last Ten Years



General Fund and Measure V Expenditures

The FY 2011-12 General Fund/Measure V recommended operating budget totals \$78,764,200. Public Safety expenditures represent 65.9% of the operating budget. The recommended FY 2011-12 General Fund/Measure V operating budget, by department/service activity is as follows:

Police	\$ 35,014,600	44.5%
Fire	16,858,500	21.4%
Public Works	7,472,000	9.5%
Non-Departmental	5,781,800	7.3%
Library and Community Services	5,224,000	6.6%
Finance	3,188,000	4.0%
Community and Economic Development	3,232,200	4.1%
Administration	1,081,300	1.4%
City Attorney	706,500	0.9%
City Council	205,300	0.3%
Total	\$ 78,764,200	100.0%

In addition to estimated revenue totaling \$79,634,500, the General Fund/Measure V budgets are balanced with net transfers in from other funds totaling \$571,000 (primarily gas tax and traffic safety funds).

Retirement Programs

Most California cities participate in the PERS retirement program. While PERS 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 PERS' investment losses in FY 2008-09, during June 2009, PERS announced a new smoothing policy of amortizing investment gains and losses over 15 years, which minimized rate increases. If the local economy and financial markets improve over the next few years, many experts expect the impact of PERS investment losses on retirement rates beyond FY 2011-12 to be moderate. Even with the improved PERS return on investments, it is projected that Public Safety retirement costs will increase by 16% or \$1,483,300 in fiscal year 2011-12.

In the PERS annual report for June 30, 2010, PERS reported a net return for the fiscal year of 13.3%. The upturn exceeded the long-term annualized benchmark target of 12.91%, which PERS has attained over the past 20 years.

City Public Safety employees pay nine (9%) percent of base salary into PERS; 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 PERS, 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. Most cities are struggling to pay for the costs associated with the standard Public Safety 3% @ 50 retirement formula and some are considering options that will reduce the financial impact on General Fund Budgets. The City budgets \$8 million to pay the cost for the Public Safety retirements and \$2.1 million for non-public safety retirements. The City is currently in the process of negotiating a two-tiered retirement benefit for Public Safety. This would result in new sworn Public Safety employees receiving a less costly retirement (3% @ 55) as opposed to the current retirement rate of 3% @ 50.

Capital Improvement Program

The recommended budget includes a minimal General Fund/Measure V Capital Improvement Program investment plan. The recommended General Fund items have been significantly scaled down to minimal levels.

The FY 2011-12 General Fund/Measure V CIP Budgets are:

	General Fund	Measure V
*Cesar Chavez Library Expansion (PY carry-over)	\$ -	\$ 1,000,000
Abbott St Safety Building (Lease)	208,500	-
Copier Rental Program	95,000	-
Public Safety Radio System	570,000	-
Fire Stations Repairs	25,000	-
Total	<u>\$ 898,500</u>	<u>\$ 1,000,000</u>

*There is also \$1.2 million in Developer Impact Fees budgeted for the Library expansion.

Although the Measure V tax collections are slightly above projections, funding is not available to support most of the capital project requests; however, \$1.0 million of Measure V funds will carry over to FY 2011-12 for the expansion of the Chavez Library. Additionally, \$1.2 million of library developer fees are available and budgeted to begin design and move forward with expansion.

The CIP is contained in a separate document and provides detailed information for each capital project included in the FY 2011-12 Capital Improvement Budget and Capital Improvement Program (FY 2011-12 through FY 2014-15).

Federal Economic Stimulus Funding

The City has applied for over \$100 million in Federal Economic Stimulus funding for program and capital projects, including housing, library expansion, police and fire equipment, police personnel, parks and playgrounds, energy efficiency improvements, industrial waste system improvements, storm and sanitary sewer system improvements, street system improvements and information systems technology. City Council will be

asked to amend the Operating and Capital Budgets as grant funding is approved. The City has received approximately \$16.8 million in economic stimulus funds.

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. The recommended FY 2011-12 Budget General Fund Budget is balanced without the use of reserves. The proposed budget is balanced with City Council's approval of the \$7.1 million budget balancing plan. General Fund/Measure V reserves are \$400,000. Reestablishing and growing a reserve at some level is prudent and should be considered.

Accomplishments

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

The City Council is committed to three basic initiatives, which guide the activities of each City department. Following is a list of accomplishments during FY 2010-11 for each of the four initiatives:

❖ Economic Development (Prosperity) Initiative

Community and Economic Development Department

- Plan submittals for a new 105 room Hampton Inn & Suites finalized.
- Plan submittals for a new Retail Shopping Center anchored by a Lowe's Home Improvement Facility finalized.
- Salinas Enterprise Zone job vouchers surpass 2,000 - more than doubling last year's activity. Value returned/retained by local businesses approaches \$8,000,000.
- New auto dealership sales facilities constructed.

- Renovation of original Wal-Mart and opening of second facility.
- Reduction of General Fund financial support of the Permit Center by approximately \$500,000, due to efficiency improvements and fee increases.
- Amendment of Boronda Crossing Specific Plan to allow major retail use in lieu of auto sales.
- Provided funding for acquisition and rehabilitation of a 40-unit, multi-family rental housing that will provide affordable housing units to extremely low, low, and moderate-income families.
- Supported two City street beautification projects in the East Market retail corridor in an effort to create jobs and stimulate the local economy.
- Executed agreement with Neighborhood Housing Services of Silicon Valley to operate the City's first-time homebuyer program, which will increase homeownership opportunities for moderate and low income households.
- Provide homeownership opportunities for households (up to 120% of Average Median Income) through the Neighborhood Stabilization Program, which will assist neighborhoods with high foreclosure rates.

❖ Youth/Gang Violence Prevention Initiative (Peace)

City Attorney

- Provided dedicated attorney position to assume Community Safety Director duties to lead efforts to address youth and gang violence issues. The new director has completed the Salinas Comprehensive Strategy for Community-wide Violence Reduction, directed dialogue with City residents, and collaborated with Public Safety partners at local, state and national levels.

Police Department

- Reduced gang-related homicide rate by 45% from previous year.
- Furthered our relationship with significant federal and state governmental agencies, securing assistance and assets to combat gangs and violent crime.

❖ Organizational Effectiveness Initiative

Administration

- Staff managed the 2010-11 Layoff process which included 43 employees. This involved ensuring that our agreements with the bargaining units were met, that state and federal law regulating the lay-off process and the administrations of benefits were observed, and that our employees had access to tools helpful in meeting the challenges

of being laid off. Staff is repeating this process again for 2011-12, which involves laying off 61 employees. The City implemented a new policy that requires all employees to wear name badges. It is expected that the new name badges will allow the public to better connect with City employees and recognize them as a City resource when they are away from their desks. The City has also commenced training workshops for employees to help them provide excellent customer service to the public.

Community and Economic Development Department

- Restructuring of new Community and Economic Development Department. This realignment brings together the entire development review and approval process together as a united team. The new divisions under the umbrella of Community and Economic Development include: Planning, Permit Center (Permit Administration, Building Division, Engineering Review, and Code Enforcement), Redevelopment Agency, CDBG/Housing, Salinas Valley Enterprise Zone and Economic Development.
- Process review improvements across the board, including reduced review times, across the counter “back checking” and fewer outsourced reviews have lowered time needed for all review categories. Processing times for initial to final reviews have decreased - as an example, a restaurant tenant improvement plan, from nine weeks to four weeks.

Finance Department

- Received the Meritorious Award in Operating Budgeting by the California Society of Municipal Finance Officers.
- Conducted a successful business license audit monitoring program, which generated \$150,000 of additional revenue.
- Implemented a number of information service technology initiatives, such as establishing the foundation for desktop and server virtualization and implementing Council iPads as part of the move toward paperless Council and Commission reports.
- Achieved significant purchasing cost savings on supplies and services, while working on the goal to at least maintain current pricing levels or obtain cost savings
- Coordinated the Cities Five-Year Financial Forecast to assess the City’s ability to continue current services in light of the worst recession since the Great Depression and to assess the General Fund’s long-term fiscal health

Fire Department

- The Fire Department received a \$2,891,267 Staffing for Adequate Fire and Emergency Response (SAFER) Grant. This grant will pay the salary and benefits for 12 firefighters for the period of two years.
- Mobile Command/Communications Vehicle (MCCV) - The Fire Department took delivery of a \$1.35 million dollar State Homeland Security funded MCCV. This vehicle is a regional asset that can stand alone as a mobile command center for large incidents and/or disasters, and serve as an emergency operations center and backup 911 communications center.

- Training – The Training Division successfully obtained \$94,000 in State Homeland Security funding for Hazardous Material training for the Fire Department. The funding covered overtime backfill, tuition, and per diem; previously, the City paid for Hazardous Material training.
- CSA 74 – Fire Department personnel worked with first responder agencies and County EMS staff on establishing an agreement that would provide one-time funding of \$553,493 and annual funding of \$104,143 for the City of Salinas. Previously, the City of Salinas received \$18,000 annually.
- Assistance to Firefighters Grant (AFG) – The Fire Department received a \$157,000 AFG Grant for a Live Training Fire System (Fire Flashover Simulators) and training for 12 instructors. This is an 80/20 matching grant.

Library and Community Services

- Literacy programs were attended by hundreds of learners who came to hear author Francisco Jimenez (500), and the Backpack Extravaganza (600), and 300 tutors & volunteers along with staff taught hundreds of residents how to apply for jobs online, create resumes and cover letters, pass the GED, and learn to read. Doctors at Natividad Hospital participated in Prescription for Reading and read to children.
- Nine new grants and the “Cultivating Knowledge: Life & Literature in Salinas,” grant totaled \$500,425 for programs such as (1) Digital Arts Station at Cesar Chavez Library, (2) Homework Center staff funding, (3) Council for the Humanities “Making a Difference in the Community,” (4) Digital Storytelling Station for local stories, and (5) installation of 12 Literary Landmarks in sidewalks and 9 Public Art Boulders with literacy quotes at libraries, parks and the National Steinbeck Center.
- New popular collections include (1) Asian Collection of language materials, (2) Toy Lending Collection, (3) Boys & Girls Club collection, (4) Foundation Grant Collection for nonprofits seeking grants – Salinas is the only site in Monterey County, (5) video histories of local residents sharing stories – Santa Rita Watershed and others, and (6) free e-Book resources.

Police Department

- Reorganized the structure of the PD to align resource allocation with mission and dwindling resources.
- Significantly reduced overtime expenditures amidst significant personnel reductions.
- Embarked on a community relations effort in the Alisal to encourage trust in and cooperation with police.

Public Works

- North Main Street Improvements (Bernal Drive to Alvin Drive). The project was funded with \$2.2 million Proposition 1-B and \$0.5 million Prop 42 State funds used to improve a 1.2 mile stretch of road pavement with median island landscaping, ADA compliant pedestrian access ramps, and energy efficient street lighting; and improving

an important retail and commercial corridor that supports business and tourism in our community.

- **School Traffic Safety Enhancements.** The Engineering and Transportation Department completed traffic safety enhancements for major school pedestrian crossings at Washington Junior High School, Loma Vista Elementary School, Los Padres Elementary School, Fremont Elementary School, and Natividad Elementary School. Enhancements include updating school safety signing at these locations and installation of new ladder-type crosswalk markings for better visibility of pedestrian crossing areas. Staff also implemented Streets Smarts traffic safety education at John Steinbeck and New Republic elementary schools.
- **Fleet Maintenance –** Fleet Maintenance is the internal service division responsible for the inspection, maintenance, and repair of the City’s Public Works fleet, including over 300 vehicles and hundreds of equipment pieces. Accomplishments include doubling the useful life of our street sweepers through a daily inspection and preventive maintenance program to insure that sewer flushing and inspection equipment is available on a 24-hour basis and all paving related equipment is online and ready for use at all times during the year. East Market Street Improvements Phase 2 (Sanborn Road to 200 feet west of Carr Avenue). The project was funded with \$1,816,606 (\$400,000 MVT; \$247,308 RSTP; \$850,000 CDBG; and \$300,000 Redevelopment). Work included road reconstruction, landscape bulb-out planters, ADA compliant pedestrian access ramps, and energy efficient street lighting. This work improves safety and an important retail and commercial corridor that support business.

Enterprise Operations

- Completed the Taxiway Bravo Project at the Salinas Municipal Airport. This project was built with \$2.1 Million in federal funds and brings the taxiway into compliance with FAA guidelines while improving access to the runway system for all airport businesses and tenants on the South Side of the airport.
- Successfully develop a street sweeping program that ensures that the City remain in compliance with NPDES regulations.
- Acquired \$3,000,000 in funding from the federal economic development agency to begin upgrades to the Industrial Waste Water treatment plant and conveyance line.

Assessment & Maintenance Districts

- Increased graffiti abatement services in City parks.
- Improved quality and quantity of landscaping and irrigation services.
- Continued replacement of energy efficient street lights in qualifying districts

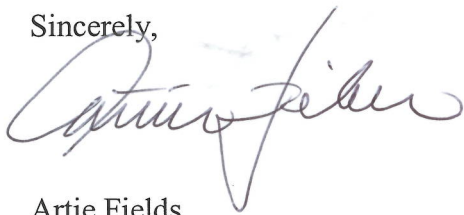
Conclusion

While the City faces many challenges ahead, the community has a strong history of perseverance and strength, which will provide the foundation to take advantage of many opportunities headed our way. I also believe that difficult times are conducive to

creativity. City employees will continue to reinvent the way we do business in order to develop a more efficient, effective, and responsive government. This will be my third and final budget document before I resign to become the new City Manager of Inglewood. Working for the City of Salinas has been the most professionally rewarding experience of my career. While so much has been accomplished over the last three years, there is still more to accomplish in the future. I believe that Salinas is well positioned to recover from the recession and has begun the process to rebuild and prosper. All that is needed is for the City to continue its focus on its four initiatives and to do so in a proactive and creative manner.

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.

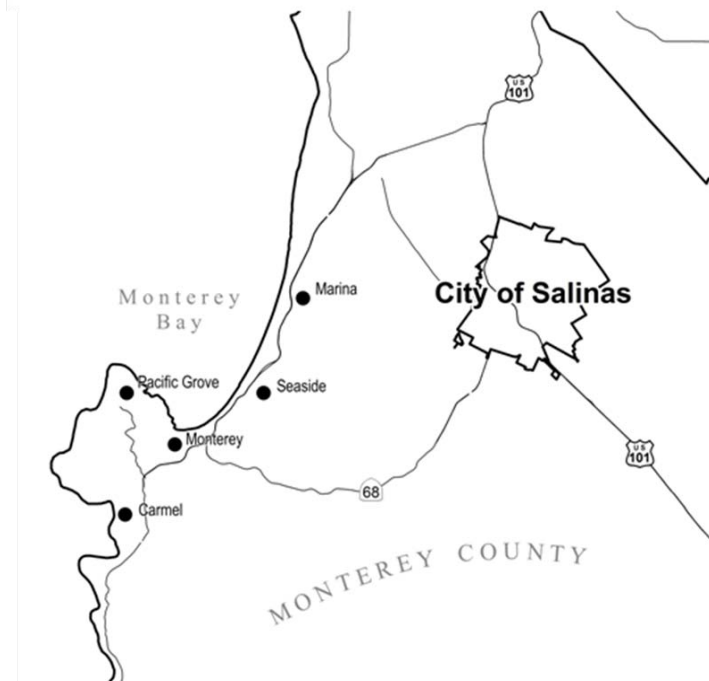
Sincerely,

A handwritten signature in cursive script, appearing to read "Artie Fields". The signature is written in black ink and is positioned above the printed name.

Artie Fields
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 156,516, as of January 1, 2009. The City employs about 543 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 3½% 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 and J.C. Penney. Best Buy opened during July 2006 at the Northridge Shopping Center. Harden Ranch Plaza includes a new 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, Save Mart 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 the newly open 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) 2010-11 and the budget plan for FY 2011-12. 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

BUDGET GUIDE

Estimated Revenue, Interfund Transfers and Appropriations for FY 2010-11; The Appropriation Limit calculation; Fund Balance projection by fund for FY 2010-11 and 2011-12; The Administrative Overhead Rates; A summary schedules of revenues by fund that includes actual revenues for FY 2008-09 and estimated for FY 2009-10 through FY 2011-12. 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 2010-11 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 2010-11, and a financial summary showing funding sources, actual expenditures from FY 2008-09 and projected expenditures for FY 2009-10 through FY 2011-12.

The operating budget for the Redevelopment Agency is included as one of the fourteen departments. 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

BUDGET GUIDE

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.

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 2009-10 final adopted budget, reducing it for any one-time capital outlay expenditures, downward adjustment for employee concessions in the range of two and one-half to ten percent agreed in April and May 2009, and cost increases for other contractual obligations (such as utilities increases, vendor service contract rate increases, etc.).

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

BUDGET GUIDE

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 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

BUDGET GUIDE

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 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

BUDGET GUIDE

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 26 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.

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.

BUDGET GUIDE

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 2008-09 actual, the 2009-10 budget and the proposed 2010-11 budget are funded. The budget plan for FY 2011-12 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.

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.

BUDGET GUIDE

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 2010-11 and FY 2011-12 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.

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 2010-11 and FY 2011-12 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 2011-12

RESOLUTION NO. _____ (N.C.S.)

RESOLUTION NO. _____ (S.R.A.)

RESOLUTION ADOPTING THE 2011-12 ANNUAL OPERATING BUDGET

BE IT RESOLVED that the Operating Budgets of the City of Salinas and the Salinas Redevelopment Agency, including interfund transfers as set forth herein for Fiscal Year 2011-12 commencing on July 1, 2011 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	70,269,500	606,000	69,932,600
11 Measure V Fund-Annual	9,365,000	(522,500)	8,831,600
24 Emergency Medical Services Fund	500,000	522,500	586,000
25 Asset Seizure Fund	22,200		25,000
28 Public Safety Fund	1,695,600		1,698,300
34 Traffic Safety Fund	665,000	(710,000)	
35 Vehicle Abatement Fund	110,000	50,000	176,200
36 Recreation Park Fund	30,000		
41 Public Education Fund	155,000		150,000
Total	82,812,300	(54,000)	81,399,700
<u>Internal Services</u>			
50 Internal Service Fund	5,767,000		6,357,800
<u>Enterprise Operations</u>			
21 Airport	1,140,500		1,113,400
22 Industrial Waste	1,355,000		1,000,600
23 Golf Courses	677,000	225,000	660,500
27 Sanitary Sewer	2,585,000		2,197,500
30 Storm Sewer	55,000	1,775,000	1,744,900
31 Crazy Horse Landfill	385,100	(385,100)	
51 Hitchcock Road Water System	20,000		20,000
52 Parking District	451,900	1,288,500	1,609,000
Total	6,669,500	2,903,400	8,345,900
<u>Assessment and Maintenance Districts</u>			
26 Maintenance Districts	1,595,000		1,499,800
39 Business Surcharge Districts	250,000		246,000
70 Assessments Districts	3,376,200		3,116,600
Total	5,221,200		4,862,400
<u>Block Grants and Home Program</u>			
29 Community Development Block Grant	3,135,800		1,785,500
29 Home Investment Program	1,230,700		1,220,700
29 Emergency Shelter Program	108,300		160,800
Total	4,474,800		3,167,000
<u>Grants, Trusts & Agencies</u>			
61 Economic Development	458,600		488,000
62 Grants, Trusts & Agencies	1,856,000		29,400
65 Deferred Comp Administration	40,000		31,200
	2,354,600		548,600
<u>Debt Service</u>			
40 Debt Service Fund	198,500	864,100	1,070,300

FINANCIAL SUMMARIES

Budget Resolution Fiscal Year 2011-12

<u>Fund Description</u>	<u>Estimated Revenue</u>	<u>Interfund Transfers</u>	<u>Appropriations</u>
<u>Redevelopment Agency</u>			
92 Central City Project, Debt Service & Housing	2,956,000	(1,088,500)	2,391,300
93 Sunset Ave Project, Debt Service & Housing	2,391,500		1,174,800
Total	<u>5,347,500</u>	<u>(1,088,500)</u>	<u>3,566,100</u>
<u>Capital Projects Funds</u>			
10 General Fund		(898,500)	
11 Measure V		(587,300)	
21 Airport Fund		(28,750)	
22 Industrial Waste		(300,000)	
24 Emergency Medical Services Fund		(500,000)	
26 Monte Bella Maintenance District		(553,000)	
27 Sanitary Sewer Fund		(370,000)	
29 Community Development Block Grant		(1,300,000)	
30 Storm Sewer Fund		(175,000)	
32 Development Fee Fund	949,000	(1,457,500)	
33 Gas Tax Fund-Capital	4,157,000	(2,085,700)	
33 Gas Tax Fund-Operating		(2,625,000)	
36 Recreation Parks Fund		(30,000)	
37 Special Aviation Fund	300,700	(260,750)	
38 Construction Assistance Fund	475,000	(376,500)	
61 Trust Deposits		(1,800,000)	
70 Assessment District Project Fund	5,300		
92 Central City Project Fund		(16,500)	
93 Sunset Av Project Fund		(1,119,300)	
80 Capital Projects Fund		11,858,800	11,858,800
Total	<u>5,887,000</u>	<u>(2,625,000)</u>	<u>11,858,800</u>
Total Budget	<u>118,732,400</u>	<u>0</u>	<u>121,176,600</u>

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 _____ day of June 2011, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

City Clerk

Mayor

FINANCIAL SUMMARIES

Appropriations Limit

RESOLUTION No. _____

A RESOLUTION SETTING THE APPROPRIATIONS LIMIT
FOR THE CITY OF SALINAS FOR
FISCAL YEAR 2011-12

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 Per Capita Personal Income.

BE IT FURTHER RESOLVED that the Appropriations Limit for the City of Salinas for Fiscal Year 2011-12 is hereby adopted at \$179,413,980 pursuant to Article XIII B as amended by Proposition 111.

PASSED AND ADOPTED this 7th day of June 2011, by the following vote:

AYES:

NOES:

ABSENT:

Dennis Donohue, Mayor

ATTEST:

Ann Camel, City Clerk



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FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2011-12

Fund	Estimated Balance 6/30/2011	Estimated Revenues FY 11-12	Budget FY 11-12	Interfund Transfers FY 11-12	Reserve Transfers FY 11-12	Estimated Balance 6/30/2012
General	522,000	70,269,500	(69,932,600)	606,000	(898,500)	566,400
General-Capital Improvement Reserve				(898,500)	898,500	0
General-Operating Reserve						0
Total	522,000	70,269,500	(69,932,600)	(292,500)		566,400
Measure V Fund						
Transactions & Use 1/2 cent Tax	802,300	9,365,000	(8,831,600)	(1,109,800)		225,900
Total	802,300	9,365,000	(8,831,600)	(1,109,800)		225,900
Emergency Medical Services Fund	206,500	500,000	(586,000)	22,500		143,000
Asset Seizure	7,400	22,200	(25,000)			4,600
Public Safety	36,100	1,695,600	(1,698,300)			33,400
Traffic Safety	45,300	665,000		(710,000)		300
Vehicle Abatement	107,400	110,000	(176,200)	50,000		91,200
Recreation Parks Fund	221,300	30,000		(30,000)		221,300
Public Education Fund	48,800	155,000	(150,000)			53,800
Internal Service						
Administration	17,700	350,000	(347,200)			20,500
General Insurances	(3,000)	976,000	(969,100)			3,900
Workers Compensation Insurance		3,530,000	(4,015,000)		485,000	
Liability Insurance		911,000	(1,026,500)		115,500	
Total	14,700	5,767,000	(6,357,800)		600,500	24,400
Enterprise Operations						
Airport	207,350	1,140,500	(1,113,400)	(28,750)		205,700
Industrial Waste	329,300	1,355,000	(1,000,600)	(300,000)		383,700
Golf Courses	329,300	677,000	(660,500)	225,000		570,800
Sanitary Sewer	1,264,400	2,585,000	(2,197,500)	(370,000)		1,281,900
Storm Sewer	392,400	55,000	(1,744,900)	1,600,000		302,500

FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2011-12

Fund	Estimated Revenues FY 11-12	Estimated Revenues FY 11-12	Budget FY 11-12	Interfund Transfers FY 11-12	Reserve Transfers FY 11-12	Estimated Balance 6/30/2012
Hitchcock Road Water System	42,600	20,000	(20,000)			42,600
Downtown Parking District	138,100	275,200	(1,452,800)	1,288,500		249,000
Preferential Parking	(18,900)	176,700	(156,200)			1,600
Crazy Horse Landfill		385,100		(385,100)		
Total	2,684,550	6,669,500	(8,345,900)	2,029,650		3,037,800
Assessment & Maintenance Districts						
Maintenance District Administration	129,800	64,500	(92,800)			101,500
Woodside Park	47,200	39,000	(56,800)			29,400
Downtown Mall	(26,800)		(2,400)			(29,200)
Airport Business Park	9,200	15,100	(17,100)			7,200
North East	197,500	583,300	(661,500)			119,300
Harden Ranch	270,000	146,300	(327,300)			89,000
Vista Nueva	102,300	30,400	(33,000)			99,700
Mira Monte	224,500	122,700	(143,500)			203,700
Monte Bella	2,371,700	593,700	(165,400)	(553,000)		2,247,000
Oldtown Business Surcharge District	5,200	110,000	(105,000)			10,200
SUBA Business Surcharge District	1,500	140,000	(141,000)			500
Assessment Administration	53,300	55,000	(67,300)			41,000
Assessment Districts Bonds	6,210,900	3,321,200	(3,049,300)			6,482,800
Total	9,596,300	5,221,200	(4,862,400)	(553,000)		9,402,100
Community Development Act of 1974						
	479,400	4,474,800	(3,167,000)	(1,300,000)		487,200
Grants, Trusts & Agencies						
Economic Development Corporation	53,800	458,600	(488,000)			24,400
Literacy Grants	9,200	56,000	(29,400)			35,800
Trust Deposit-Donations		1,800,000		(1,800,000)		
Total	63,000	2,314,600	(517,400)	(1,800,000)		60,200

FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2011-12

Fund	Estimated Balance 6/30/2011	Estimated Revenues FY 11-12	Budget FY 11-12	Interfund Transfers FY 11-12	Reserve Transfers FY 11-12	Estimated Balance 6/30/2012
Deferred Compensation & Retirement	3,900	40,000	(31,200)			12,700
Redevelopment Agency						
Central City Project	258,500	16,000		(16,500)		258,000
Central City Debt Service	525,200	2,915,000	(1,852,300)	(1,433,600)		154,300
Central City Low Income Housing	169,200	25,000	(539,000)	345,100		300
	952,900	2,956,000	(2,391,300)	(1,105,000)		412,600
						11
Sunset Avenue Project						
Sunset Avenue Debt Service	119,300	2,389,500	(705,500)	705,500		0
Sunset Low Income Housing	45,900	2,000	(264,700)	(2,179,800)		64,300
	165,200	2,391,500	(1,174,800)	(1,119,300)		198,300
	1,118,100	5,347,500	(3,566,100)	(2,224,300)		262,600
Total RDA						675,200
Gas Excise Tax	568,500	4,157,000		(4,710,700)		14,800
Development Fees						
Sewers	207,000	265,000		(300,000)		172,000
Parks	285,500	45,000		(157,500)		173,000
Library Fees	82,500	20,000				102,500
Trees	(1,200)	500				(700)
Annexation	44,800	7,500				52,300
Fire Fees	77,600	11,000				88,600
Arterial	1,285,300	600,000		(1,000,000)		885,300
Total	1,981,500	949,000		(1,457,500)		1,473,000
Special Aviation						
California Aid to Airports	19,500	10,000				29,500
CC&F Land Sale	1,857,800	30,000				1,887,800

FINANCIAL SUMMARIES

Fund Balances

Fiscal Year 2011-12

Fund	Estimated Balance 6/30/2011	Estimated Revenues FY 11-12	Budget FY 11-12	Interfund Transfers FY 11-12	Reserve Transfers FY 11-12	Estimated Balance 6/30/2012
Federal Aviation Grants	50	260,700		(260,750)		0
	<u>1,883,450</u>	<u>300,700</u>		<u>(260,750)</u>		<u>1,923,400</u>
Construction Assistance State & Federal		50,000				50,000
Federal Economic Stimulus Others	212,200	425,000		(376,500)		260,700
	<u>212,200</u>	<u>475,000</u>		<u>(376,500)</u>		<u>310,700</u>
Debt Service	31,200	198,500	(1,070,300)	864,100		23,500
Assessment District Project	385,500	5,300				390,800
Capital Projects Revolving Fund	2,000,000		(11,271,500)	11,858,800		2,587,300
	<u>23,019,400</u>	<u>118,732,400</u>	<u>(120,589,300)</u>	<u>0</u>	<u>600,500</u>	<u>21,763,000</u>
Total All Funds						

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2011-12

	Estimated FY 2010-11	Estimated FY 2011-12
1		
Beginning General Fund Balance	530,300	522,000
Estimated Revenue	68,583,000	70,269,500
Net Transfers		
(To) From Other Funds	761,000	606,000
Estimated Expenditures		
Operating	(68,944,900)	(69,932,600)
Capital Projects-On-going (Minimum Required)	<u>(407,400)</u>	<u>(898,500)</u>
Ending General Fund Unreserved Fund Balance	522,000	566,400
Reserves		
Operating Reserve		
Capital Projects Reserves		
FY 2011-12		
FY 2012-13		
Unreserved Fund Balance	<u>522,000</u>	<u>566,400</u>
2		
Beginning Measure V Fund Balance	<u>943,000</u>	<u>327,300</u>
Anticipated Carryover		475,000
Estimated Revenue	<u>9,150,000</u>	<u>9,365,000</u>
On-going Expenditures		
Operating Budget	(8,508,200)	(8,831,600)
Transfer to Paramedic Fund	(522,500)	(522,500)
Capital Projects		<u>(587,300)</u>
Total On-going Expenditures	<u>(9,030,700)</u>	<u>(9,941,400)</u>
Revenue Over (Under) Expenditures	119,300	(576,400)
One-time Expenses (Capital Projects)	<u>(335,000)</u>	
Reserves	<u>(400,000)</u>	
Operating Reserve		
Ending Measure V Unreserved Fund Balance	<u>327,300</u>	<u>225,900</u>
3		
Emergency Medical Services Fund (Paramedic Program)		
Beginning Balance	254,400	206,500
Estimated Revenue		
County CSA 74 Funds	18,000	
County Reserves (for Equipment)		500,000
Measure V Contribution	522,500	522,500
Estimated Expenditure		
Operations	(570,400)	(586,000)
EMS Equipment	<u>(18,000)</u>	<u>(500,000)</u>
Unreserved Fund Balance	<u>206,500</u>	<u>143,000</u>

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2011-12

	Estimated FY 2010-11	Estimated FY 2011-12
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 and to supplement the CalGRIP III Grant Gang reduction effort.		
5 Internal Service-Fund Balance	5,943,600	5,352,900
Reserves		
-Workers Compensation Insurance	(3,535,900)	(3,051,000)
-Liability Insurance	<u>(2,393,000)</u>	<u>(2,277,500)</u>
Unreserved Fund Balance	<u>14,700</u>	<u>24,400</u>
6 Golf Courses Fund Balance	1,237,500	570,800
Reserve-Debt Service	<u>(908,200)</u>	<u>(422,300)</u>
Unreserved Balance	<u>329,300</u>	<u>148,500</u>
7 Sanitary Sewer Fund Balance	2,520,900	2,538,354
Reserve-Debt Service	(1,031,500)	(1,031,500)
-Operating Reserve	<u>(225,000)</u>	<u>(225,000)</u>
Unreserved Balance	<u>1,264,400</u>	<u>1,281,854</u>
<p>All proceeds from the 1998 Sewer Revenue Bonds (\$14.2 million) have been spent on sewer improvement projects. Future sewer system improvement projects will require new funding.</p>		
8 Downtown Parking District		
Beginning Balance	248,600	138,100
Estimated Revenue	265,200	275,200
General Fund Advance	175,000	200,000
Redevelopment Agency	* 1,088,500	1,088,500
Estimated Expenditure		
Operations	(550,700)	(361,100)
Debt Service	(1,088,500)	(1,091,700)
Capital Projects & Equipment		
Unreserved Fund Balance	<u>138,100</u>	<u>249,000</u>
<p>* 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 Redevelopment Agency.</p>		
9 Mira Monte Maintenance District		
Capital Reserve		
(Streets, Curbs, Gutters & Sidewalks)	203,700	203,700
Operating Reserve		
Reserved Fund Balance	<u>203,700</u>	<u>203,700</u>

FINANCIAL SUMMARIES

Fund Balances - Notes Fiscal Year 2011-12

	Estimated FY 2010-11	Estimated FY 2011-12
10 Monte Bella Maintenance District		
Capital Reserve		
(Streets, Curbs, Gutters, Sidewalks & Street Trees)	2,158,300	2,013,600
Operating Reserve	<u>213,400</u>	<u>233,400</u>
Reserved Fund Balance	<u><u>2,371,700</u></u>	<u><u>2,247,000</u></u>
11 Redevelopment Agency		
Central City Fund Balance	952,900	412,500
Reserve for Debt Service-Monterey St. Parking Structure	<u>(775,000)</u>	<u>(400,000)</u>
Unreserved Fund Balance	<u><u>177,900</u></u>	<u><u>12,500</u></u>
12 Includes Gas Tax Transfers to fund the Federally mandated NPDES Storm Sewer program	<u><u>(733,000)</u></u>	<u><u>(825,000)</u></u>
13 Reserved for Future Development Fee projects.		
14 COP Debt Service Fund Balance	1,098,600	1,090,900
Reserve-Debt Service	<u>(1,067,400)</u>	<u>(1,067,400)</u>
Unreserved Fund Balance	<u><u>31,200</u></u>	<u><u>23,500</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 2011-12

	Transfers In (Out) \$	Net Transfers In (Out) \$
10 General Fund		
From Gas Tax		
From Gas Tax	1,500,000	
From Gas Tax Sec 7360 Additional Transfer	300,000	
From Traffic Safety	710,000	
Street Sweeping (NPDES) (26% Franchise)	(950,000)	
To Golf Courses	(225,000)	
To Parking District-52.00	(200,000)	
To Debt Service Fund		
40.12 65 West Alisal (Net of \$100,000)	(145,500)	
40.12 Crazy Horse	(249,500)	
40.14 Animal Shelter \$87,300	(84,000)	
To Vehicle Abatement Fund	(50,000)	606,000
11 Measure V Fund		
To EMS Paramedic Fund	(522,500)	(522,500)
24 Emergency Medical Services Fund		
From Measure V for Paramedics	522,500	522,500
23 Golf Courses		
From General Fund	225,000	225,000
34 Traffic Safety Fund		
To General Fund	(710,000)	(710,000)
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	825,000	1,775,000
31 Crazy Horse Landfill		
SVSWA Payment to Debt Service	(385,100)	(385,100)
52 Parking District Fund		
From General Fund	200,000	
From SRA-Central City Debt Service	1,088,500	1,288,500
40 Debt Service Fund		
From General Fund		
65 W Alisal	145,500	
Crazy Horse Proceeds	249,500	
Animal Shelter	84,000	
From Debt Service Fund		
SVSWA Bond Payment	385,100	864,100
92 SRA-Central City Debt Service		
To Debt Service Fund		
Monterey Street Parking Garage	(1,088,500)	(1,088,500)

FINANCIAL SUMMARIES

Fund Transfers

Fiscal Year 2011-12

	Transfers In (Out)	Net Transfers In (Out)
	\$	\$
33 Gas Tax Fund		
To General Fund for Street Maintenance	(1,500,000)	
Increase Transfer to General Fund	(300,000)	
To Storm Sewer Fund for NPDES	(825,000)	(2,625,000)
80 Capital Projects Fund		
From:		
General Fund	898,500	
Measure V	587,300	
Airport Fund	28,750	
Industrial Waste	300,000	
Emergency Medical Services Fund	500,000	
Monte Bella Maintenance District	553,000	
Sanitary Sewer Fund	370,000	
Community Development Block Grant	1,300,000	
Storm Sewer Fund	175,000	
Development Fee Fund	1,457,500	
Gas Tax Fund	2,085,700	
Recreation Parks Fund	30,000	
Special Aviation Fund	260,750	
Construction Assistance Fund	376,500	
Trust Deposits	1,800,000	
Central City Project Fund	16,500	
Sunset Avenue Project Fund	1,119,300	11,858,800
SRA Loans and Simultaneous Repayments		
To Central City Project Fund	436,459	
From General Fund	(436,459)	
To General Fund	436,459	
From Central City Debt Service	(436,459)	0
To Sunset Avenue Project Fund	1,480,454	
From General Fund	(1,480,454)	
To General Fund	1,480,454	
From Sunset Avenue Debt Service	(1,480,454)	0
SRA Low and Moderate Income Housing Transfers		
To Central City Low & Moderate Income Fund	584,500	
From Central City Debt Service Fund	(584,500)	
To Central City Debt Service Fund	239,400	
From Central City Low & Moderate Income Fund	(239,400)	
To Sunset Avenue Low & Moderate Income Fund	580,000	
From Sunset Avenue Debt Service Fund	(580,000)	0
Total Interfund Transfers	<u>11,858,800</u>	<u>11,858,800</u>

FINANCIAL SUMMARIES

Administration Overhead Rates

	D E P A R T M E N T S									
	TOTAL (1)	GENERAL GOVERNMENT (2)	POLICE (4)	FIRE (5)	DEVELOPMENT PERMIT SVCS (6)	DEVELOPMENT & ENGINEERING (7)	MAINTENANCE SERVICE (8)	RECREATION- PARKS (9)	LIBRARY (10)	
ACTUAL EXPENDITURES	\$157,530,376									
EXPENDITURE ADJUSTMENTS	(\$52,904,132)									
ADJUSTED ACTUAL EXPEND	\$104,626,244	\$28,044,988	\$34,838,845	\$16,899,452	\$3,700,286	\$3,340,104	\$10,708,436	\$4,021,168	\$3,444,970	
COSTING ADJUSTMENTS	\$3,378,754	\$722,587	\$436,100	\$39,441	\$185,958	\$169,052	\$243,335	\$915,051	\$667,230	
OVERHEAD BASE	\$108,377,003	\$28,767,575	\$35,274,945	\$16,938,893	\$3,886,244	\$3,509,156	\$10,951,770	\$4,936,219	\$4,112,200	
LESS: OVERHEAD										
GENERAL	\$10,390,814	\$10,390,814								
DEPARTMENTAL	\$3,505,780		\$687,808	\$454,201	\$300,945	\$523,323	\$424,454	\$561,866	\$553,183	
DIRECT COST OF TAX / FEE SUPPORTED SERVICES	\$94,480,409	\$18,376,761	\$34,587,138	\$16,484,691	\$3,585,299	\$2,985,833	\$10,527,316	\$4,374,353	\$3,559,017	
APPLIED OVERHEAD:										
COST		\$10,390,814	\$687,808	\$454,201	\$300,945	\$523,323	\$424,454	\$561,866	\$553,183	
RATE										
GENERAL		11%								
DEPARTMENTAL			2%	3%	8%	18%	4%	13%	16%	
COMPOSITE										15%

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate	
General Fund						
10.00	51101	Secured Taxes - Curr Year	11,022,716	10,250,000	10,350,000	10,450,000
		Monterey County Tax Collection Fee	(362,047)	(335,000)	(335,000)	(340,000)
10.00	51102	Unsecured Taxes - Curr Year	583,665	545,000	550,000	575,000
10.00	51104	Supplement Assessment Roll	195,110	200,000	200,000	200,000
10.00	51105	Property Taxes - Interest	(6,487)	15,000	15,000	15,000
10.00	51106	Secured Taxes - Prior Yr	753,792	525,000	350,000	300,000
10.00	51107	Unsecured Taxes - Prior Yr	6,506	5,000	5,000	5,000
10.00	51108	Homeowners Property Tax Relief	71,039	75,000	75,000	75,000
10.00	51112	Vehicle License Fee In-Lieu	10,150,136	9,470,000	9,565,000	9,660,000
		Total Property Taxes	<u>22,414,430</u>	<u>20,750,000</u>	<u>20,775,000</u>	<u>20,940,000</u>
10.00	51201	Sales Tax-75%	14,345,628	14,796,000	15,885,100	16,200,000
10.00	51114	Sales Tax In-Lieu-25%	4,886,246	5,025,000	5,274,300	5,379,000
		Sales Tax True-up Reimb of (Over Pay)	(624,483)			
10.00	51202	Utility Users Tax	8,479,035	8,700,000	8,750,000	8,800,000
10.00	51203	Hotel - Motel Tax	1,434,606	1,500,000	1,500,000	1,550,000
10.00	51204	Property Transfer Tax	320,911	350,000	350,000	350,000
10.00	51205	Business License Tax	4,047,751	4,050,000	4,100,000	4,150,000
10.00	51207	Franchise Fee - Electric	479,823	500,000	500,000	500,000
10.00	51208	Franchise Fee- Gas	226,396	300,000	325,000	325,000
10.00	51209	Franchise Fee- Garbage	2,143,478	4,275,000	4,425,000	4,450,000
10.00	51209	Franchise Fee- Graffiti Abatement		58,300	100,000	100,000
10.00	51209	Franchise Fee- Street Sweeping		481,300	825,000	840,000
10.00	51209	Franchise Fee- Code Enforcement		58,300	100,000	100,000
10.00	51253	BFI Management Fee	140,000			
10.00	51255	Franchise Fee - Code Enforcement		30,300		
10.00	51256	BFI Community Enhancement		350,000		
10.00	51257	BFI Recycling Revenue Share		175,000	190,000	200,000
10.00	51210	Franchise Fee - Cable TV	732,586	750,000	775,000	780,000
10.00	51211	Royalty - Crazy Horse Thermal	26,460			
10.00	51214	Franchise Fee - Towing	110,534	125,000	125,000	125,000
10.00	51216	Franchise Fee - AT&T	19,502	80,000	80,000	80,000
		Total Other Taxes	<u>36,768,473</u>	<u>41,604,200</u>	<u>43,304,400</u>	<u>43,929,000</u>
10.00	52001	Animal License	69,001	63,000	64,000	64,000
10.00	52002	Bicycle Licenses	3	500	500	500
10.00	52005	Mechanical Permits	5,209	5,700	5,800	5,800
10.00	52006	Building Permits	882,638	550,000	580,000	655,000
10.00	52007	Building Relocation Permits		500	500	500
10.00	52008	Plumbing Permits	24,049	26,000	27,000	27,000
10.00	52009	Electrical Permits	15,328	13,500	14,000	14,000
10.00	52010	Encroachment Permits	139,447	136,500	140,000	140,000
10.00	52011	Re-Roofing Permits	91,852	90,000	95,000	95,000
10.00	52012	Building Demolition Permits	378	2,500	2,500	2,500
10.00	52014	Regulatory Licenses	44,171	40,000	42,000	42,000
10.00	52016	Garage Sale Permits	7,083	12,000	12,000	12,000
10.00	52017	Fast Track Permit	35	5,000		
10.00	52050	Other Licenses & Permits	4,680			
10.00	52020	Transportation Permit	10,653	16,000	16,000	16,000
		Total Licenses & Permits	<u>1,294,527</u>	<u>961,200</u>	<u>999,300</u>	<u>1,074,300</u>

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate
10.00	53005				
10.00	53006				
10.00	53007	19,840	70,000	50,000	50,000
10.00	53008		500		
		43,881	50,000	45,500	50,500
		<u>63,721</u>	<u>120,500</u>	<u>95,500</u>	<u>100,500</u>
10.00	54001	167,045	125,000	100,000	100,000
10.00	54020	51,272	50,000	50,000	50,000
10.00	54023	30,202	30,200	30,200	30,200
		<u>248,519</u>	<u>205,200</u>	<u>180,200</u>	<u>180,200</u>
10.00	55102	38,113	40,000	40,000	40,000
10.00	55124	100,943	120,000	120,000	120,000
10.00	55135		10,000	10,000	10,000
10.00	55138	3,150	4,200	4,200	4,200
10.00	55202	462,266	500,000	500,000	525,000
10.00	55210	5,393	6,000	6,000	6,000
10.00	55211	48,007	10,000	10,000	10,000
10.00	55213	2,348	5,000	5,000	5,000
10.00	55214	54,048	54,000	55,000	55,000
10.00	55218	31,957	55,000	30,000	30,000
10.00	55222	225,347	75,000	10,000	10,000
10.00	55224	10,055	1,000	1,000	1,000
10.00	55258		5,000	5,000	5,000
10.00	55316	1,933			
10.00	55318	183,538			
10.00	55321	8,000	8,000	8,000	8,000
10.00	55331	2,721	10,000	10,000	10,000
10.00	55347			44,800	44,800
		<u>1,177,819</u>	<u>903,200</u>	<u>859,000</u>	<u>884,000</u>
10.00	56102	1,523,173	1,325,000	1,325,000	1,400,000
10.00	56103	9,225	10,000	10,000	10,000
10.00	56104	54,871	50,000	55,000	55,000
10.00	56105	33,360	10,000	10,000	10,000
10.00	56106	22	100	100	100
10.00	56107		100	100	100
10.00	56108	1,658	2,000	2,000	2,000
10.00	56110	5	100	100	100
10.00	56111	1,302	2,500	2,500	2,500
10.00	56114	3,638	2,500	2,500	2,500
10.00	56115		13,000	13,000	13,000
10.00	56116	334	700	700	700
10.00	56117	345	100	100	100
10.00	56118	150	1,200	1,000	1,000
10.00	56121	8,650	10,000	10,000	10,000
10.00	56122	9,933	9,000	10,000	10,000
10.00	56150		100	100	100
10.00	56201	3,435	5,000	5,000	5,000
10.00	56202		100		
10.00	56203	11,378	10,000	12,100	12,100

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate	
10.00	56205	General Plan Amendment Fees	8,507	10,000	10,000	10,000
10.00	56208	Rezoning Fees	2,991	5,000	5,000	5,000
10.00	56209	Zoning Appeal Fees		1,000	1,000	1,000
10.00	56210	Conditional Use Permit Fees	64,601	50,000	55,000	55,000
10.00	56212	Preliminary Project Review Fees		2,500	1,000	1,000
10.00	56213	Planned Unit Development Fees	8,724	15,000	15,000	15,000
10.00	56214	Freeway sign Plan Amend Fees		200		
10.00	56216	Environment Assessment Fees	716	2,500	2,500	2,500
10.00	56217	Environment Impact Report Fee		3,000	1,000	1,000
10.00	56218	Annexation Review Fee		1,000	1,000	1,000
10.00	56220	Temp Use of Land Review Fees	11,960	19,000	15,000	15,000
10.00	56221	Sign Review Fees	12,133	15,000	15,200	15,200
10.00	56223	Technical Assistance Fees		100	100	100
10.00	56224	Variance Fees		1,000	1,000	1,000
10.00	56226	Advance Planning Fees		100	100	100
10.00	56227	Site Plan Review	24,995	30,000	30,000	30,000
10.00	56228	Planning Inspection Fee	4,975	4,500	4,500	4,500
10.00	56229	EIR Review Fee		1,000	1,000	1,000
10.00	56230	Building Permit Review	12,555	15,000	15,000	15,000
10.00	56231	Time Extensions of Permits	594	400	400	400
10.00	56232	Precise & Specific Plan Review		1,000	1,000	1,000
10.00	56233	Home Occupation Permits	6,984	8,300	7,000	7,000
10.00	56250	Other Planning Fees	36,597	15,000	20,000	20,000
10.00	56301	Bingo Parlor Fees		100	100	100
10.00	56302	Special Police Service Fees	290,843	250,000	251,000	251,000
10.00	56303	Police Accident Report Fees	42,896	50,000	45,000	45,000
10.00	56304	Police False Alarm Fees	275,319	300,000	250,000	225,000
10.00	56306	Vehicle Inspection Fees	470	2,500	1,000	1,000
10.00	56307	Fingerprint Fees	1,454	1,500	1,500	1,500
10.00	56308	Clearance Letter Fees		1,000		
10.00	56309	Card Room Fees	457	5,500	1,000	1,000
10.00	56310	Police Photo Fees	287	200	200	200
10.00	56311	Animal Shelter Fees	76,194	75,000	75,000	75,000
10.00	56312	Noise Regulation Fees	1,870	3,200	2,500	2,500
10.00	56314	Police Record Review Fees	1,536	5,000	3,000	3,000
10.00	56315	D U I Arrest Fees		1,000		
10.00	56316	Vehicle Engine Cert Fees	600	500	500	500
10.00	56317	Abandon Vehicle Abatement Fee		100		
10.00	56318	Firearm Fees	1,352	2,000		
10.00	56319	Booking Fees	8,566	10,000	10,000	10,000
10.00	56320	Towing Release Fees	32,092	50,000	40,100	40,100
10.00	56322	Vehicle Impound Fee	45,207	60,000	50,000	50,000
10.00	56323	Animal Shelter Citation Fees	8,786	10,000	10,000	10,000
10.00	56401	Rural Fire Fees	173,687	185,000	185,000	185,000
10.00	56402	Emergency Medical Fees		500	500	500
10.00	56403	Fire Protection System Fees	70,457	75,000	75,000	75,000
10.00	56404	State Mandated Inspection Fees	68,435	150,000	100,000	100,000
10.00	56405	Fire Plan Check Fee	9,432	6,000	10,000	10,000
10.00	56406	Special Fire Permits	68,368	65,000	70,000	70,000
10.00	56407	Structural Fire Report Fees	8,214	1,500	5,000	5,000
10.00	56408	Fire Works Fees	6,160	1,300	7,500	7,500

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate
10.00	56409	37,031	40,000	40,000	40,000
10.00	56410	29,553	30,000	30,000	30,000
10.00	56411		1,500	1,000	1,000
10.00	56412	31,088	30,000	30,000	30,000
10.00	56413	1,044	1,000	1,000	1,000
10.00	56415		1,000		
10.00	56417	12,535	14,000	14,000	14,000
10.00	56420	3,104	1,000	2,000	2,000
10.00	56433		1,500	2,500	2,500
10.00	56434		500	500	500
10.00	56435		1,000	1,000	1,000
10.00	56436		1,000	1,000	1,000
10.00	56437		500	500	500
10.00	56438		1,000		
10.00	56439		1,000	2,000	2,000
10.00	56450	1,307	5,000	5,000	5,000
10.00	56501	562,850	500,000	525,000	600,000
10.00	56502	6,450	15,000	15,000	15,000
10.00	56503	1,330	3,000	3,000	3,000
10.00	56504	81,091	75,000	80,000	80,000
10.00	56505	18,036	20,000	20,000	20,000
10.00	56506	24,536	23,000	23,000	23,000
10.00	56550	19,653	25,000	25,000	25,000
10.00	56601	3,972	5,000	5,000	5,000
10.00	56602	2,097	10,000	5,000	5,000
10.00	56603	4,757	25,000	10,000	10,000
10.00	56612	4,453	5,500	5,500	5,500
10.00	56620	2,220	10,000	5,000	5,000
10.00	56621		1,000	1,000	1,000
10.00	56640		200	200	200
10.00	56650		1,500	1,000	1,000
10.00	56701	94,753			
10.00	56702	54,962			
10.00	56703	28,851			
10.00	56714	4,909	5,200	5,200	5,200
10.00	56720	61	2,500	2,500	2,500
10.00	56721	15,568	15,000	15,000	15,000
10.00	56722	5,004	5,000	5,000	5,000
10.00	56725	69,262			
10.00	56726	90,700	90,000	90,000	90,000
10.00	56727	89,491	50,000	50,000	50,000
10.00	56730	143,240			
10.00	56731	6,054			
10.00	56732	881	2,000	2,000	2,000
10.00	56733	11,834			
10.00	56740	362	5,000	1,000	1,000
10.00	56742		100	100	100
10.00	56801	6,143	2,000	2,000	2,000
10.00	56802	2,610	3,000	3,000	3,000
10.00	56807	16,699	15,000	15,000	15,000
10.00	56808	3,835	5,000	5,100	5,100

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate
10.00	56811		100		
	Lost Books Processing				
	Total Fees for Services	4,542,819	4,013,100	3,905,100	4,030,100
10.00	57001	11,354	10,000	10,000	10,000
10.00	57002	6,726	10,000	10,000	10,000
10.00	57003		1,000	1,000	1,000
10.00	57004		5,000	5,000	5,000
10.00	57005	129,386	125,000	125,000	125,000
	Total Other Revenue	147,466	151,000	151,000	151,000
	Total General Fund	66,657,774	68,708,400	70,269,500	71,289,100
Measure V Fund					
11.00	51215	8,594,615	8,900,000	9,350,000	9,550,000
11.00	54001	57,934	25,000	15,000	15,000
11.00	58002	628			
	Total Measure V Fund	8,653,177	8,925,000	9,365,000	9,565,000
Airport Fund					
21.00	54001	6,871	6,500	2,000	2,000
21.00	54010	593,903	587,000	588,000	590,000
21.00	54011	8,291	8,000	8,000	8,000
21.00	54012	165,726	175,000	180,000	190,000
21.00	54013	206,705	210,000	220,000	225,000
21.00	54014	40,008	45,000	45,000	45,000
21.00	54015	747	1,000	1,000	1,000
21.00	54017	3,418	3,500	3,500	3,500
21.00	56115	2,956	3,000	3,000	3,000
21.00	56120	73,903	75,000	75,000	75,000
21.00	57005	14,898	15,000	15,000	15,000
	Total Airport Fund	1,117,426	1,129,000	1,140,500	1,157,500
Industrial Waste Fund					
22.00	54001	15,176	5,000	5,000	5,000
22.00	56606	1,250,386	1,325,000	1,350,000	1,350,000
	Total Industrial Waste Fund	1,265,562	1,330,000	1,355,000	1,355,000
Golf Courses Fund					
23.20	54001	4,021	1,000	1,000	1,000
23.20	54025	91,667	100,000	100,000	100,000
23.30	54001	198	1,000	1,000	1,000
23.30	54024	622,917	575,000	575,000	575,000
	Total Golf Course Fund	718,803	677,000	677,000	677,000
Emergency Medical Services Fund					
24.00	55118	18,000	18,000	500,000	125,000
	Total EMS Fund	18,000	18,000	500,000	125,000
Asset Seizure Fund					
25.00	54001	49	100	100	100
25.00	55219	25,261	20,000	20,000	20,000

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate
25.00	55309		1,000	1,000	1,000
25.00	57002		1,000	1,000	1,000
25.00	57005		100	100	100
Total Asset Seizure Fund		25,310	22,200	22,200	22,200
Maintenance Districts Fund					
26.05	56012	64,300	64,500	64,500	64,500
26.10	54001	1,000	1,000	1,000	1,000
26.10	57110	38,000	38,000	38,000	38,000
26.12	54001	100	100	100	100
26.12	57112	14,100	14,100	14,100	14,100
26.12	58072	900	900	900	900
26.13	54001	2,000	2,000	2,000	2,000
26.13	57113	615,000	581,300	581,300	581,300
26.14	54001	7,500	2,000	2,000	2,000
26.14	57114	144,300	144,300	144,300	144,300
26.15	54001	1,000	1,000	1,000	1,000
26.15	57115	29,000	29,400	29,400	29,400
26.16	54001	2,000	2,000	2,000	2,000
26.16	57116	130,000	120,700	120,700	120,700
26.17	54001	20,000	20,000	20,000	20,000
26.17	57117	615,000	573,700	573,700	573,700
Total Maintenance District Fund		1,684,200	1,595,000	1,595,000	1,595,000
Sanitary Sewer Fund					
27.00	54001	14,297	5,000	5,000	5,000
27.00	56607	2,917,052	2,550,000	2,575,000	2,575,000
27.00	56617		5,000	5,000	5,000
Total Sewer Fund		2,931,349	2,560,000	2,585,000	2,585,000
Tax-Local Public Safety Fund					
28.10	51212	333,978	360,000	380,000	390,000
28.14	55240	24,267			
28.18	55243	26,014	29,200	29,200	29,200
28.19	55224	34,222			
28.21	55243	213,174			
28.23	55243	63,886			
28.35	55117	68,177	82,800	86,300	92,100
28.50	54001	25	100	100	
28.50	55239	57,264	185,700		
28.68	55342	68,055			
28.70	55330	22,657			
28.85	55338	366,869			
28.87	55266	171,631			
28.88	55147	18,500			
28.89	55344	80,956			
28.91	55344	138,515	1,230,000	1,200,000	
Total Sales Tax-Local Public Safety Fund		1,688,190	1,887,800	1,695,600	511,300
Block Grant Fund					
29.10	55306	2,464,800	2,664,400	2,222,800	2,665,000

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate
	Block Grant Carryover Funds	780,000	460,000	879,700	460,000
29.10	57005 Miscellaneous Receipts	2,500	2,500	2,500	2,500
29.10	57008 Housing Rehab Revolving Loans	25,000	30,000	30,000	30,000
29.15	55343 CDBG-Recovery	635,000			
29.20	54001 Investment Earnings	700	800	800	800
29.30	55323 HOME Inv Partnership (HUD)	999,800	997,400	880,200	997,400
	HOME Carryover Funds	348,000	300,000	310,500	
29.30	57008 Housing Rehab Revolving Loans	42,000	40,000	40,000	40,000
29.40	55324 HUD-Emergency Shelter Grant	108,700	108,300	108,300	108,300
29.45	55344 HPRP Economic Stimulus	1,013,900			
29.55	55344 HUD Neighborhood Stabilization	2,621,100			
	Total Block Grant Fund	9,041,500	4,603,400	4,474,800	4,304,000
Storm Sewer (NPDES) Fund					
30.00	54001 Investment Earnings	11,203	5,000	5,000	5,000
30.00	56611 Street Sweeping Fees	540,895	309,700		
30.00	56618 Clean Water Inspection		5,000	50,000	50,000
30.00	56660 Storm Sewer Utility Fee	43			
	Total Storm Sewer (NPDES) Fund	552,141	319,700	55,000	55,000
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	40,000	40,000	40,000	40,000
32.10	56652 Sanitary Sewer Impact Fees	75,000	100,000	100,000	100,000
32.10	56653 Storm Sewer Impact Fees	100,000	125,000	125,000	125,000
32.11	54001 Investment Earnings-Parks	20,000	20,000	20,000	20,000
32.11	56654 Park Fee	25,000	25,000	25,000	25,000
32.12	54001 Investment Earnings	15,000	15,000	15,000	15,000
32.12	56659 Library Fee	50,000	5,000	5,000	5,000
32.13	56651 Street Tree Fees	500	500	500	500
32.14	54001 Investment Earnings-Annex	7,000	7,000	7,000	7,000
32.14	56658 Annexation Impact Fees	500	500	500	500
32.15	54001 Investment Earnings-Traffic	150,000	125,000	100,000	100,000
32.15	56655 Traffic Impact Fees	850,000	500,000	500,000	500,000
32.16	54001 Investment Earnings	1,000	1,000	1,000	1,000
32.16	56664 Fire Protection Service Fee	20,000	10,000	10,000	10,000
	Total Development Fees	1,354,000	974,000	949,000	949,000
Special Gas Tax Impvts Fund					
33.10	54001 Investment Earnings	35,493	7,000	7,000	7,000
33.10	54020 Rental Income	159,300	160,000	165,000	170,000
33.10	55204 State Gas Tax - 2107	1,121,629	1,100,000	1,100,000	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	361,017	350,000	350,000	350,000
33.40	55226 State Gas Tax - 2105 (P-111) Delayed Paymts	842,830	850,000	825,000	825,000
33.50	55250 State Traffic Relief - Prop 42 (2103)		1,550,000	1,700,000	1,700,000
	Total Gas Tax Impvt Fund	2,530,269	4,027,000	4,157,000	4,162,000

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate	
Traffic Safety						
34.00	53001	Vehicle Code Fines	375,432	375,000	375,000	400,000
34.00	53002	Parking Fines	344,421	275,000	290,000	300,000
		Total Traffic Safety Fund	719,853	650,000	665,000	700,000
Vehicle Abatement Fund						
35.00	55234	Abandoned Vehicle Abatement	111,220	110,000	110,000	110,000
		Total Vehicle Abatement Fund	111,220	110,000	110,000	110,000
Recreation Parks Fund						
36.00	54020	Rental Income	33,881	35,000	30,000	30,000
			33,881	35,000	30,000	30,000
Special Aviation Fund						
37.10	55209	California Aid to Airports		10,000	10,000	10,000
37.20	54001	Investment Earnings	25,000	25,000	30,000	30,000
37.20	55301	Federal Aid - Airport	888,300	1,780,800	260,700	855,000
37.20	55344	Economic Stimulus	2,565,000			
		Total Special Aviation Fund	3,478,300	1,805,800	300,700	895,000
Special Construction Assist Fund						
38.20	55220	IW Conveyance System Imp (9941)				2,000,000
38.20	55220	Fire EMS & Safety Equipment (9377)			50,000	
38.20	55250	Traffic Congestion Relief (Prop 42)	1,400,000			
38.20	55263	State Prop 1B Bond Funds	2,250,000			
38.20	55310	Other Federal Aid (9893)				3,675,000
38.20	55322	RSTP-Transit Development (9922)	200,000			
38.20	55333	Federal TEA-Freight Terminal Bldg (9399)		275,000		
38.20	55335	Economic Development Grant (9941)				3,750,000
38.25	55344	Fed Econ Stimulus-Streets (9505)	2,956,600			
38.25	55344	Fed Econ Stimulus-Streets (9282)				
38.26	55345	Fed Econ Stimulus-Airport (9945)	2,700,000			
38.27	55344	Fed Econ Stimulus-Maint (9950)	720,000			
38.30	52019	Building Permit Surcharge (9357)		50,000	50,000	
38.30	55145	Developer-Downtown (9094)	150,000			
38.30	55146	Developer-Alisal Market Place (9095)	150,000			
38.30	56206	General Plan Fee (9701)		72,700	75,000	
38.30	56423	Fire Mitigation Fee (Equipment)		255,000	300,000	
38.30	55136	Trakit Permit System Charges	50,000			
		Total Construction Assist Fund	10,576,600	652,700	475,000	9,425,000
Business Surcharge Funds						
39.00	57031	Old town Business Imp Dist Taxes	95,000	95,000	95,000	95,000
39.00	58060	SRA Contribution-Oldtown	15,000	15,000	15,000	15,000
39.20	57031	SUBA Business Improvement District	85,000	90,000	90,000	90,000
39.20	58060	SRA Contribution-SUBA	50,000	50,000	50,000	50,000
		Total Business Surcharge Fund	245,000	250,000	250,000	250,000
Debt Service Fund						
40.12	54001	Investment Earnings	7,500	7,500	7,500	7,500
40.14	54001	Investment Earnings	1,300	1,000	1,000	1,000

FINANCIAL SUMMARIES

Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate
40.17	54001	Investment Earnings	10,000	10,000	10,000
40.17	54008	Steinbeck Lease		180,000	180,000
		Total Debt Service Fund	18,800	18,500	198,500
Local Public, Ed. & Governmental Access Fund					
41.00	51210	PEG Cable Franchise (1%)	171,689	150,000	155,000
		Total PEG Fund	171,689	150,000	155,000
Internal Service Fund					
50.05	56012	Administrative Fees	275,000	275,000	350,000
50.08	57005	Miscellaneous Receipts	12,188	1,000	1,000
50.08	57102	Miscellaneous Receipts		50,000	50,000
50.08	57102	Miscellaneous Insurances	512,944	400,000	925,000
50.11	54001	Investment Earnings	88,383	30,000	30,000
50.11	57026	Workers Comp - Premium	2,399,946	1,500,000	3,250,000
50.11	57027	Workers Comp - Reimbursement	186,004	425,000	250,000
50.12	54001	Investment Earnings	29,761	10,000	10,000
50.12	57005	Miscellaneous Receipts	69,640		
50.12	57035	Liability Insurance	1,250,000	700,000	900,000
50.12	57102	Miscellaneous Insurances		100,000	1,000
		Total Internal Service Fund	4,823,866	3,491,000	5,767,000
Hitchcock Road Water System					
51.00	55127	MRWPCA	5,000	5,000	5,000
51.00	55128	Monterey County Animal Shelter	8,500	8,500	8,500
51.00	55129	City of Salinas Industrial Waste System	1,400	1,400	1,400
51.00	55130	City of Salinas Animal Shelter	5,100	5,100	5,100
		Total Hitchcock Road Water System	20,000	20,000	20,000
Parking District					
52.00	52003	Parking Lot Permits	43,080	40,000	43,000
52.00	52004	Salinas St. Garage	63,200	55,000	60,000
52.00	52018	Monterey St. Garage	105,734	100,000	105,000
52.00	52021	Parking Lot Hourly	68,103	70,000	70,000
52.00	52023	Bicycle Protection Program	50		
52.00	54001	Investment Earnings	791	100	100
52.00	57005	Miscellaneous Receipts	105	100	100
52.01	55138	SVMH Reimbursement	13,425	160,500	110,000
52.01	52024	Preferential Permits		38,000	48,400
52.01	57005	Miscellaneous Receipts			18,300
		Total Parking District	294,488	463,700	451,900
Economic Development Corporation					
61.12	58071	City of Salinas Contribution	130,000	130,000	130,000
61.12	58103	Private Memberships		5,000	5,000
61.12	58104	Private Program Support		1,000	1,000
61.12	58002	Miscellaneous Receipts	404		
61.13	58071	City of Salinas Dues	150,500	150,900	150,900
61.13	58101	Public Agency Dues	98,905	96,700	96,700
61.13	58102	EZ Voucher Fees	57,720	100,000	75,000
		Total Economic Development	437,529	483,600	458,600

FINANCIAL SUMMARIES

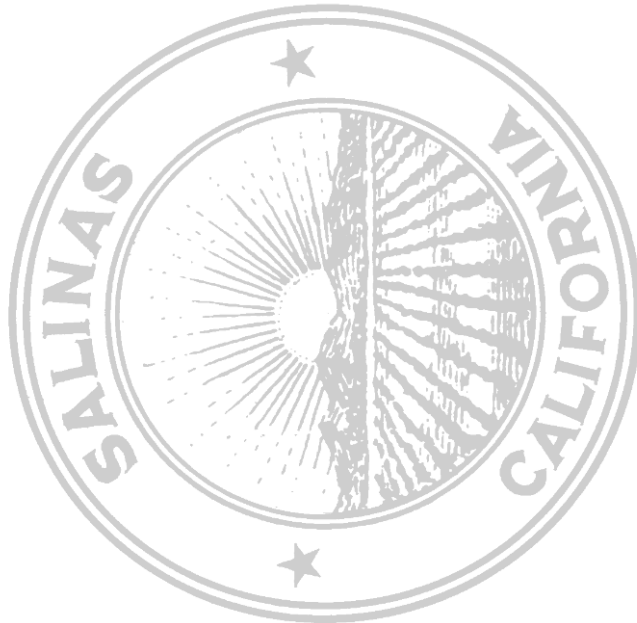
Revenue

Account Number		09-10 Actual	10-11 Estimate	11-12 Estimate	12-13 Estimate
Grant Fund					
61.30	58002			1,800,000	
61.60	55230	20,000			
61.76	58067	51,500			
61.88	58076	141,900			
62.02	55230	19,000	20,000	20,000	20,000
62.03	58067	36,000	36,000	36,000	36,000
62.32	58076	142,000	145,400		
	Total Grant Fund	410,400	201,400	1,856,000	56,000
Deferred Compensation Fund					
65.05	57190	68,310	50,000	40,000	40,000
	Total Deferred Compensation Fund	68,310	50,000	40,000	40,000
Assessment Districts Fund					
70.10	54001	5,559	5,300	5,300	5,300
	Total Assessment District Fund	5,559	5,300	5,300	5,300
Assessment District Debt Service Fund					
70.05	56012	55,375	55,500	55,000	55,000
70.20	57023	7,979			
70.20	57024	3,300,787	3,107,200	3,311,200	3,310,600
70.30	54001	33,283	10,000	10,000	10,000
70.30	57022	(792)			
	Total Assess Dist Debt Service	3,396,632	3,172,700	3,376,200	3,375,600
Central City Revitalization Fund					
92.10	54001	24,848	5,000	5,000	5,000
92.10	55257		268,300		
92.10	57005		1,000	1,000	1,000
92.10	57019	75,506	10,000	10,000	10,000
92.20	51110	3,313,015	2,800,000	2,850,000	2,900,000
92.20	54001		65,000	65,000	65,000
92.40	54001	27,153	5,000	5,000	5,000
92.40	57008	41,304	20,000	20,000	20,000
	Total Central City Fund	3,481,826	3,174,300	2,956,000	3,006,000
Sunset Avenue Redevelopment Fund					
93.10	54001				
93.10	54020	30,956	24,000	24,000	24,000
93.10	57005		500	500	500
93.10	57006	13,311	10,000	10,000	10,000
93.20	51110	2,451,978	2,300,000	2,350,000	2,400,000
93.20	54001	20,119	5,000	5,000	5,000
93.40	54001	10,825	1,000	1,000	1,000
93.40	54020	24,500			
93.40	57008		1,000	1,000	1,000
	Total Sunset Avenue Fund	2,551,689	2,341,500	2,391,500	2,441,500
GRAND TOTAL		129,468,440	114,237,100	118,732,400	126,908,400

FINANCIAL SUMMARIES

Workforce

	FY 02-03	FY 03-04	FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
GENERAL OPERATIONS											
Police (Sworn)	166,000	164,000	176,000	182,000	188,000	182,000	182,000	176,000	157,000	135,000	126,000
Police (Administrative)	58,000	58,000	56,000	56,000	69,000	69,000	69,000	63,000	57,500	49,500	49,500
Fire (Sworn)	92,000	91,000	89,000	89,000	90,000	90,000	90,000	86,000	82,000	81,000	81,000
Fire (Administrative)	4,000	4,000	6,000	6,000	6,000	6,000	6,000	6,000	2,000	1,000	1,000
Total Public Safety	320,000	317,000	327,000	333,000	353,000	347,000	347,000	331,000	298,500	266,500	257,500
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	15,000	15,000	13,000	8,000	12,000	10,000	10,500	10,000	7,000	7,000	7,000
Community Safety (Sworn)						1,000	1,000	1,000			
Finance	29,000	29,000	25,000	23,000	26,500	26,500	26,500	26,500	23,000	20,000	20,000
City Attorney	6,000	6,000	5,500	5,000	6,500	6,500	6,500	6,500	5,000	5,000	5,000
Development & Permit Services	25,000	25,500	29,500	28,500	31,500	31,500	32,500	27,000	23,000	19,875	19,875
Public Works								24,500	20,500	20,000	20,000
Community Development											
Planning						9,000	9,000	10,750	6,750	5,875	5,875
Engineering & Transportation	41,000	40,500	35,500	33,500	35,500	26,500	26,500				
Environmental & Maintenance Services	93,000	80,000	76,000	63,500	82,000	79,250	78,250	71,250	48,750	43,250	43,250
Parks and Community Services	25,500	23,750	19,500	15,500	19,500	22,000	23,000	22,000	6,750	5,000	5,000
Library	43,000	39,000	33,500	0,000	41,000	42,500	49,500	48,000	43,500	40,000	40,000
Rally Salinas!				16,000							
Total Non Public Safety	284,500	265,750	244,500	200,000	261,500	261,750	270,250	254,500	191,250	173,000	173,000
TOTAL GENERAL OPERATIONS	604,500	582,750	571,500	533,000	614,500	608,750	617,250	585,500	489,750	439,500	430,500
INTERNAL SERVICES	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
ENTERPRISE OPERATIONS	38,000	39,000	34,000	34,000	36,000	27,750	26,750	28,750	30,250	29,000	29,000
ASSESSMENT & MAINTENANCE DISTRICTS	1,500	1,500	1,500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
BLOCK GRANT PROGRAMS	12,500	10,250	8,500	9,000	9,000	9,500	8,000	7,750	7,550	6,375	6,375
HOUSING	6,000	6,500	6,500	6,500	6,500	6,500	6,500	6,000	6,450	6,000	6,000
REDEVELOPMENT AGENCY	2,500	1,750	2,000	2,000	2,000	2,000	3,000	3,500	3,500	3,750	3,750
ECONOMIC DEVELOPMENT						1,000	2,000	2,000	2,000	1,375	1,375
CITY-WIDE TOTAL	667,000	643,750	626,000	587,500	671,000	658,500	666,500	636,500	542,500	489,000	480,000



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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.

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- 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.

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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

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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.

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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.

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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. Capital projects will be capitalized as "construction in progress" until completed.
8. 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 fund.

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

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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 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

FINANCIAL POLICIES

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 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

FINANCIAL POLICIES

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

FINANCIAL POLICIES

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 is therefore scheduled to sunset April 1, 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.

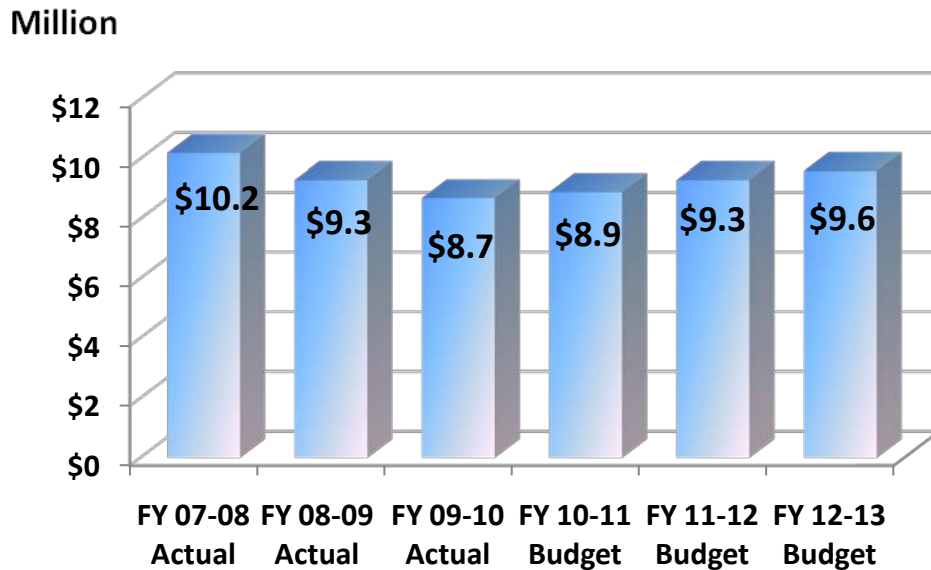
In order to assure full compliance with the intent of the ordinance, the tax proceeds from this ordinance are separately received and accounted for in the City's financial reporting system (Fund 11.00). The Finance Director reports at least quarterly to the Oversight Committee the use of tax proceeds.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



Measure V tax collections are projected to increase \$340,000 or 3.8% in FY 2011-12 and \$300,000 or 3.2% in FY 2012-13. 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.

During March 2011 the City Council approved a budget balancing plan for FY 2011-12 that included:

- 1) Budget reductions
- 2) Employee Concessions
- 3) Layoff if required

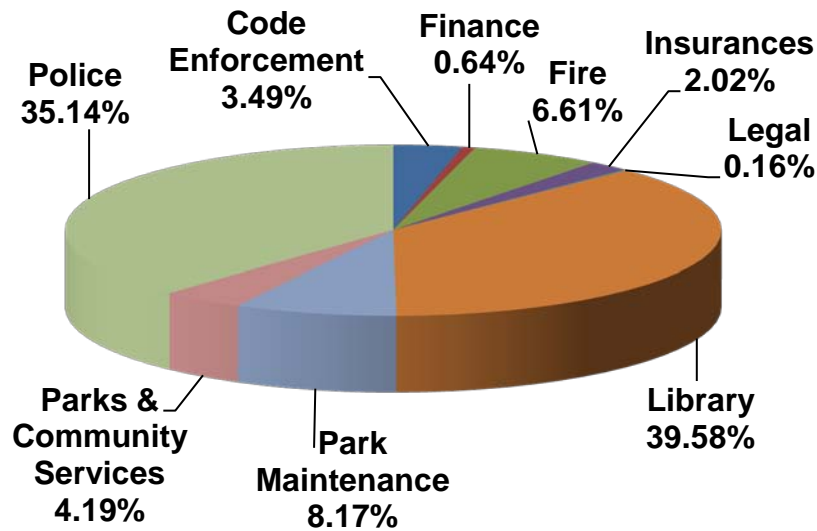
Budget reductions were implemented and are part of this budget document. Employee concessions are still underway at the time of printing this budget and therefore the conclusion of its impact on the budget is still undetermined.

Due to the continued recession and decline in Measure V tax collections, the proposed CIP budget submitted June 7, 2011, does include the minimum but necessary investment in the following Capital Improvement Projects funded by Measure V funds: Law Enforcement Operation Center Lease (\$349,300), Fees for Cesar Chavez Library Expansion (\$223,000) and funding for a Community Outreach program (\$15,000) to inform Salinas' residents of the accomplishments during the first five years of the Transaction and Use Tax.

MEASURE V

The Measure V appropriations by department for FY 2011-12 are as follows:

	<u>Amount</u>	<u>Percent</u>
Code Enforcement	326,400	3.49%
Finance	60,000	0.64%
Fire Marshall	95,000	1.02%
Paramedic Program	522,500	5.59%
Insurances	188,700	2.02%
Legal	15,000	0.16%
Library	3,702,400	39.58%
Park Maintenance	763,800	8.17%
Parks & Community Services	392,300	4.19%
Police	3,288,000	35.14%
Total 2011-12 Measure V	<u>\$ 9,354,100</u>	<u>100.00%</u>



Employee groups agreed to a salary concession that began July 1, 2009 in the form of furlough program with no sunset date. The concession represents a permanent reduction in Measure V employee services of \$650,000 per each of the two fiscal years 2011-12 and 2012-13.

Carryover savings in the amount of \$940,000 were identified during FY 2010-11. It was recommended to designate the balance of these funds to fund the following: Insurance Claims (\$200,000); to Operating Reserve (\$400,000); to Economic Development (\$250,000); for Volunteer Services and Code Enforcement (\$60,000) and to Information Systems Planning and Training (\$30,000). The projected FY 2011-12 Measure V Operating Budget. Carryover (\$1,200,000) is the result of savings accumulated from hiring lags and vacancies carried through the year. Receipt of a Federal Gang Task Force Grant reduced the Measure V funded gang task force operating budget during FY 2010-11 in the amount of \$330,000.

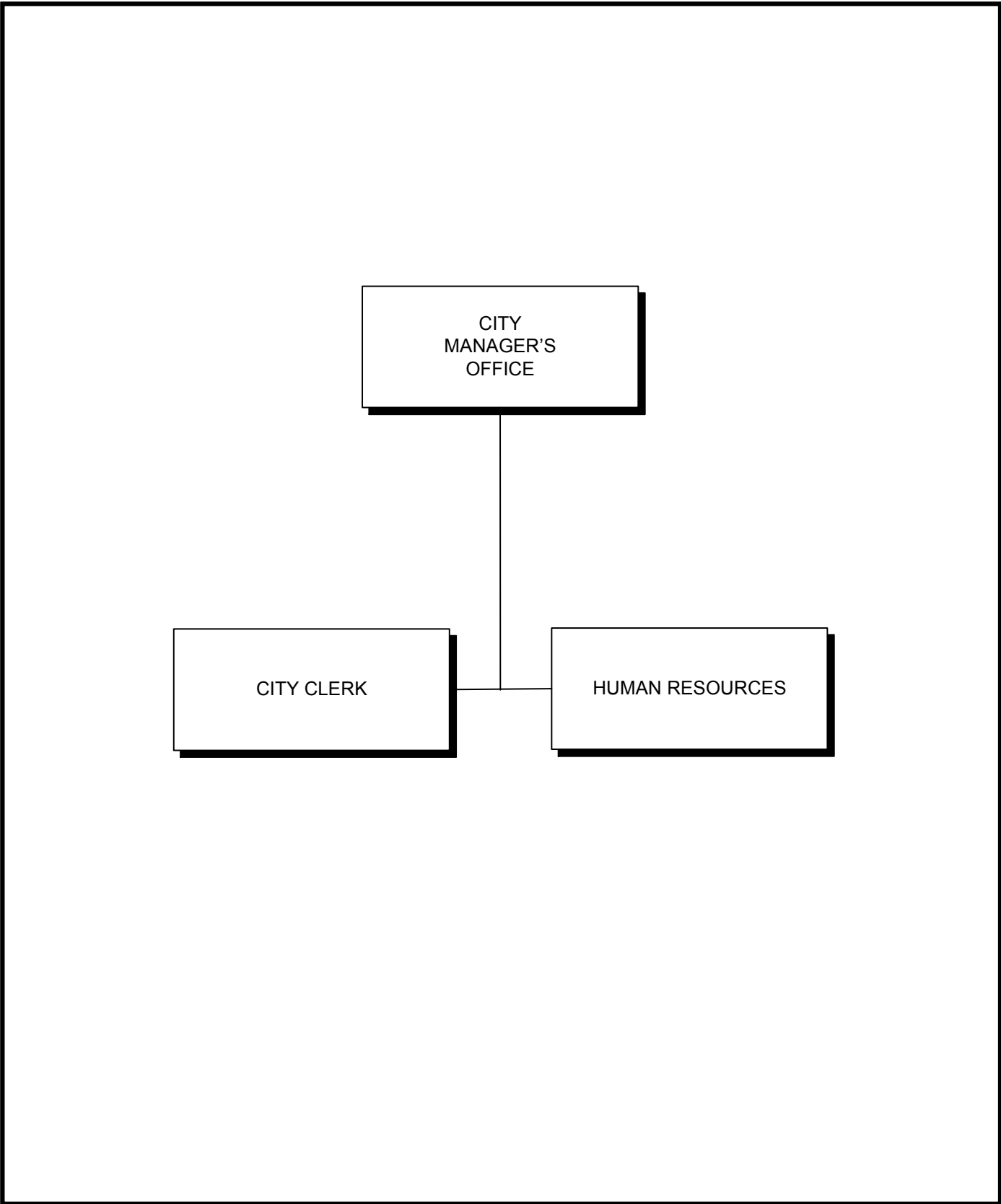
MEASURE V

A Measure V commitment made by the Oversight Committee during the first year and approved by the City Council was a \$1,000,000 capital outlay / capital improvement allocation for library operations. It was anticipated that funds would be used over a four-year period for library improvements. The sources of funds were Measure V savings that accrue from hiring lags and vacancies. With the severe economic downturn, this investment was suspended in FY 2009-10.

The number of positions funded by Measure V during FY 2011-12 is summarized as follows:

Police	20.5
Code Enforcement	3.0
Public Works	9.0
Parks & Community Services	1.0
Library	<u>40.0</u>
Total	<u><u>73.5</u></u>

ADMINISTRATION DEPARTMENT





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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, archiving of the City's official records by the City Clerk's office, human resource services and risk management.

Top Five Accomplishments for FY 2010-11

Organizational Effectiveness Initiative

1. Staff managed the 2010-11 Layoff process which included 43 employees. This involved ensuring that our agreements with the bargaining units were met, that State and Federal law regulating the lay off process and the administrations of benefits were observed and that our employees had access to tools helpful in meeting the demands of being laid off. Staff is repeating this process again for 2011-12 which involves 61 employees. Additionally, staff is participating in the City's negotiations with our bargaining units which are focused on meeting the fiscal challenges the City is facing.
2. Staff has commenced the training of employees to help provide the tools necessary to meet the needs of their duties (especially in light of the shrinking workforce of the City.) Our first on-site effort is in the field of customer services delivered in partnership with CSUMB extension services. It is our hope to institute a more robust this coming year which would look at elements of succession planning and staff development.
3. Staff implemented an employee ID badge program.
4. Issued Request for Proposal and coordinated interviews for the selection of new liability Third Party Administrator
5. Initiatives currently underway include facilitating meetings of the Redistricting Committee and Charter Review Committee. The City Clerk's Office processed over 250 Political Reform Act documents and over 220 Council actions; coordinated over 200 commendations and proclamations; responded to 30,000 public inquiries and over 500 records requests.

City Council Goals, Strategies, and Objectives for FY 2011-12

Youth/Gang Violence Prevention Initiative (Peace)

1. Coordinate City of Champions' recognitions.

Organizational Effectiveness Initiative

1. Process and maintain records of City Council actions.

Major Budget Changes

On February 26, 2011, a reorganization plan was presented to City Council. The reorganization addressed many of the recommendations included in the Avery & Associates report. The functions of the eliminated Human Resources Officer will be fulfilled by the newly created Deputy City Manager. Departments were combined and two Department Director positions were reclassified to lower level manager positions. The result of the reorganization is an overall reduction in managerial positions, without the loss of supervisory responsibilities, and a net savings City-wide of about \$100,000.

ADMINISTRATION DEPARTMENT

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1511	City Manager's Office Division	399,224	334,500	447,700	462,100
1513	Community Safety Division	55,870			
1515	CalGRIP Grant Gang Reduction	227,451	135,875		
1520	City Clerk Division	256,174	243,400	251,600	265,100
1540	Human Resources Division	542,709	436,300	382,000	393,700
1550	Neighborhood Services Division				
TOTAL		1,481,428	1,150,075	1,081,300	1,120,900

Expenditures by Character

1.	Employee Services	1,211,812	980,354	1,020,200	1,059,800
2.	Office Supplies & Materials	9,578	13,009	8,500	8,500
3.	Clothing & Personal Equip	961			
4.	Special Dept Supplies	2,206	14,800	3,500	3,500
5.	Communications	4,602	10,115	4,700	4,700
6.	Contract Maintenance Services	2,249	3,189	1,100	1,100
7.	Professional Services	21,274	22,240	20,000	20,000
8.	Outside Services	197,656	57,212	5,000	5,000
9.	Administration/Contingencies	1,474	11,826		
10.	Advertising	17,987	19,000	17,500	17,500
11.	Training/Conferences/Meetings	5,388	16,937	300	300
12.	Membership & Dues	365	500	500	500
13.	Capital Outlay	5,876	893		
TOTAL		1,481,428	1,150,075	1,081,300	1,120,900

Expenditures by Fund

General Fund	1,150,192	1,046,911	1,081,300	1,120,900
Measure V Fund	125,445	14,743		
CalGRIP Grant Fund	187,291	72,030		
CalGRIP In-kind Fund	18,500	16,391		
TOTAL	1,481,428	1,150,075	1,081,300	1,120,900

ADMINISTRATION DEPARTMENT Summary

Workforce by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1511	City Manager's Office Division	4.0	2.0	2.5	2.5
1513	Community Safety Division	1.0			
1520	City Clerk Division	2.0	2.0	2.0	2.0
1540	Human Resources Division	4.0	3.0	2.5	2.5
	TOTAL	11.0	7.0	7.0	7.0

Purpose

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

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 Redevelopment Agency budgets and financial policies.
4. Continue to implement team building and customer service initiatives among City Council, Department Directors, other senior management staff, and all City personnel.
5. Coordinate efforts to achieve cooperative intergovernmental initiatives and private/public partnerships.
6. Implement and monitor City Council Goals and Objectives.

Major Budget Changes

None

ADMINISTRATION DEPARTMENT
City Manager's Office Division

1511

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	391,237	329,800	443,000	457,400
2. Office Supplies & Materials	2,549	2,500	2,500	2,500
3. Special Dept Supplies	193	500	500	500
4. Communications	772	1,700	1,700	1,700
5. Training/Conferences/Meetings	4,473			
TOTAL	399,224	334,500	447,700	462,100
 Authorized Positions	 4.0	 2.0	 2.5	 2.5

Funding Source

General Fund, Measure V Fund

Purpose

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

Division Operations

1. Development of Draft Action Plan for the Community Safety Initiative.

Major Budget Changes

None

ADMINISTRATION DEPARTMENT
Community Safety Division

1513

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	49,214			
2. Office Supplies & Materials	317			
3. Special Dept Supplies	338			
4. Professional Services	5,000			
5. Outside Services	1,001			
TOTAL	55,870			

Authorized Positions 1

Funding Source

General Fund

ADMINISTRATION DEPARTMENT

CalGRIP Grant Gang Reduction

1515

Purpose

To provide prevention and intervention services in the City. These services will greatly enhance the City's collaborative efforts to prevent gang involvement among youth.

Division Operations

1. Help reduce gang violence.
2. Coordinate and enhance existing service for at-risk and gang involved youth.
3. Provide a continuum of services to address the problem of gang activity.

Major Budget Changes

None

**ADMINISTRATION DEPARTMENT
CalGRIP Grant Gang Reduction**

1515

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	21,660	47,454		
2. Office Supplies & Materials	538	2,809		
3. Clothing & Personal Equip	961			
4. Special Dept Supplies		8,300		
5. Communications	2,139	5,115		
6. Contract Maintenance Services	1,370	2,089		
7. Professional Services	2,400	2,940		
8. Outside Services	192,712	53,202		
9. Administration/Contingencies	1,474	11,826		
10. Training/Conferences/Meetings	915	1,247		
11. Capital Outlay	3,282	893		
TOTAL	227,451	135,875		

Authorized Positions

Funding Source

General Fund

ADMINISTRATION DEPARTMENT
City Clerk Division

1520

Purpose

The City Clerk's Office is the record keeper of the City's legislative acts, which includes indexing and retrieving reports, resolutions, ordinances, and minutes of the City Council and the Salinas Redevelopment Agency. The office is responsible for processing legislative actions, including recordation and codification. The Clerk's Office prepares and posts the City Council agendas, notices public meetings, and distributes Council material in accordance with State law; and is responsible for lobbying campaign, economic interest filings in accordance with the Political Reform Act and ethics training filings. The office fills Commission vacancies and recognizes Commissioners; conducts City elections; responds to records research requests; and serves as City Hall's point of contact for public information. Provide support for Measure V Committee.

Division Operations

1. Image and index historical City Clerk's records.

Major Budget Changes

None

ADMINISTRATION DEPARTMENT
City Clerk Division

1520

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	225,331	206,300	217,700	231,200
2. Office Supplies & Materials	3,472	3,700	2,000	2,000
3. Special Dept Supplies	534	2,000	2,000	2,000
4. Communications	919	1,300	1,000	1,000
5. Contract Maintenance Services	578	600	600	600
6. Professional Services	13,874	19,300	20,000	20,000
7. Advertising	8,507	9,000	7,500	7,500
8. Training/Conferences/Meetings		700	300	300
9. Membership & Dues	365	500	500	500
10. Capital Outlay	2,594			
TOTAL	256,174	243,400	251,600	265,100

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.

Major Budget Changes

Eliminated Position: Human Resource Officer

ADMINISTRATION DEPARTMENT
Human Resources Division

1540

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	524,370	396,800	359,500	371,200
2. Office Supplies & Materials	2,702	4,000	4,000	4,000
3. Special Dept Supplies	1,141	4,000	1,000	1,000
4. Communications	772	2,000	2,000	2,000
5. Contract Maintenance Services	301	500	500	500
6. Outside Services	3,943	4,010	5,000	5,000
7. Advertising	9,480	10,000	10,000	10,000
8. Training/Conferences/Meetings		14,990		
TOTAL	542,709	436,300	382,000	393,700

Authorized Positions	4.0	3.0	2.5	2.5
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Funding Source

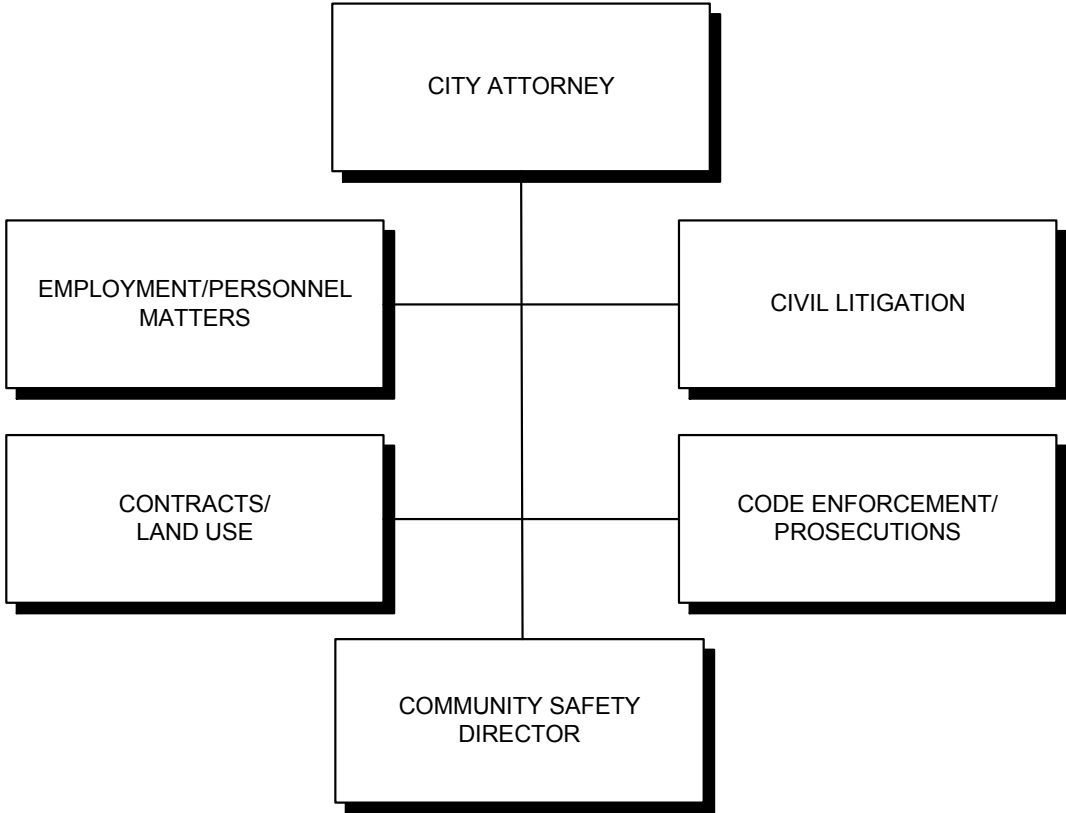
General Fund, Measure V Fund

ADMINISTRATION DEPARTMENT

Work Force

City Manager's Office Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
City Manager	1.0	1.0	1.0	1.0
Executive Assistant	1.0	1.0	1.0	1.0
Assistant to City Manager	1.0			
Conf Admin Sec (1/2 MV)	1.0			
Deputy City Manager			0.5	0.5
Total	4.0	2.0	2.5	2.5
 Community Safety Division				
Police Commander	1.0			
 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				
Human Resources Officer	1.0	1.0		
H R Analyst II	2.0	1.0	1.0	1.0
Human Resource Tech	1.0	1.0	1.0	1.0
Deputy City Manager			0.5	0.5
Total	4.0	3.0	2.5	2.5
 Department Total				
	11.0	7.0	7.0	7.0

CITY ATTORNEY'S DEPARTMENT





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CITY ATTORNEY'S DEPARTMENT

Summary

Purpose

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

Top Five Accomplishments for FY 2010-11

Youth/Gang Violence Prevention Initiative (Peace)

1. Provided dedicated attorney position to assume community safety director duties to lead efforts to address youth and gang violence issues, resulting in completion of Salinas Comprehensive Strategy for Community-wide Violence Reduction, direct dialogue with City residents, and close collaboration with public safety partners at local, state and national levels.

Economic Development Initiative (Prosperity)

2. Legal support of the completion of Salinas Ag-Industrial Center (Unikool Partners) project approvals (Jan 2010) and annexation (March 2010) allowing the development of a 257 acre agricultural industrial center.
3. Legal support of Soccer Complex MOU agreements with County of Monterey and Salinas Regional Sports Authority; completion of Armory Legislation (AB 815) allowing for broader re-use of this public asset; drafting and review of numerous other contracts and agreements for city departments.
4. Completion of negotiations with Walmart resulting in reuse and remodeling of two stores and significant contributions toward City transportation programs; legal analysis and amendments to Chapter 14 garbage ordinance.

Organizational Effectiveness Initiative

5. Legal research and support of Council and administration initiatives to reorganize departments and streamline operations.

City Council Goals, Strategies, and Objectives for FY 2011-12

Youth/Gang Violence Prevention Initiative (Peace)

1. Advance the SWP and implement the Action Plan in Hebron Heights neighborhood.
2. Develop structured governance approach for CASP and provide bi-annual briefings for City Council.
3. Support and enhance graffiti abatement program and revise ordinance.
4. Support code enforcement – abate one major nuisance property.
5. Support neighborhood programs and volunteer efforts.

Economic Development Initiative (Prosperity)

1. Complete disposition and prepare conditions for development of 100 Block property on Main Street.
2. Advance Cloverfield (Lowe's) Commercial Development project at Boronda and San Juan Grade Road.
3. Provide legal support and advice concerning feasibility of extending the current time and fiscal limits of Central City and Sunset Redevelopment Areas and consider expansion of Redevelopment Project Areas.

Organizational Effectiveness Initiative

1. Support Council/ City Manager reorganization initiatives to consolidate departments and adopt more effective governance policies.
2. Support labor negotiation and concession bargaining efforts to help balance the budget and position City for long-term financial stability.
3. Support work of City-wide Redistricting Committee to review Census 2010.

CITY ATTORNEY'S DEPARTMENT

Summary

Major Budget Changes

The 2010-11 Budget eliminated one full time attorney position in the City Attorney's department; in addition the department has dedicated the resources of one-half of a full-time attorney and completely assumed the duties of Community Safety Director, a key Council initiative (Youth Crime and Gang Violence Prevention Initiative) with no additional funding. The department's operating budget was reduced \$60,000 commencing with the FY 2011-12 budget.

CITY ATTORNEY'S DEPARTMENT

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
2500	City Attorney's Department	778,929	635,425	706,500	750,300

Expenditures by Character

1.	Employee Services	697,193	486,425	611,250	655,050
2.	Office Supplies & Materials	6,485	7,500	6,500	6,500
3.	Books and Publications	13,027	15,000	15,000	15,000
4.	Special Dept Supplies	94			
5.	Communications	458	1,700	950	950
6.	Contract Maintenance Services	259	800	800	800
7.	Professional Services	53,598	112,500	63,500	63,500
8.	Outside Services	2,370	5,000	3,000	3,000
9.	Training/Conferences/Meetings	2,946	3,500	3,500	3,500
10.	Membership & Dues	2,010	3,000	2,000	2,000
11.	Capital Outlay	489			
	TOTAL	778,929	635,425	706,500	750,300

Expenditures by Fund

	General Fund	609,049	570,425	691,500	735,300
	Measure V Fund	169,880	65,000	15,000	15,000
	TOTAL	778,929	635,425	706,500	750,300

Workforce by Program

2500	City Attorney's Department	6.5	5.0	5.0	5.0
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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

Major Budget Changes

Significant reductions in line items for professional outside legal services.

CITY ATTORNEY'S DEPARTMENT
City Attorney's Department

2500

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	697,193	486,425	611,250	655,050
2. Office Supplies & Materials	6,485	7,500	6,500	6,500
3. Books and Publications	13,027	15,000	15,000	15,000
4. Special Dept Supplies	94			
5. Communications	458	1,700	950	950
6. Contract Maintenance Services	259	800	800	800
7. Professional Services	53,598	112,500	63,500	63,500
8. Outside Services	2,370	5,000	3,000	3,000
9. Training/Conferences/Meetings	2,946	3,500	3,500	3,500
10. Membership & Dues	2,010	3,000	2,000	2,000
11. Capital Outlay	489			
TOTAL	778,929	635,425	706,500	750,300
 Authorized Positions	 6.5	 5.0	 5.0	 5.0

Funding Source

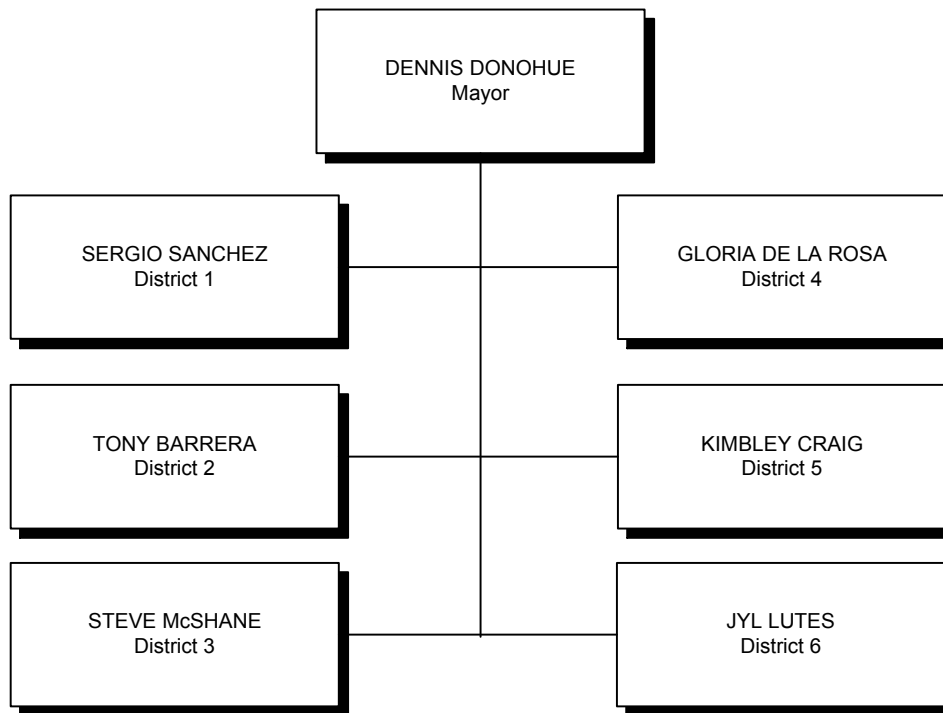
General Fund, Measure V Fund

CITY ATTORNEY'S DEPARTMENT

Work Force

City Attorney's Department	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
City Attorney	1.0	1.0	1.0	1.0
Assistant City Atty	1.0	1.0	1.0	1.0
Deputy City Attorney II	1.0			
Sr Deputy City Attorney	1.0	1.0	1.0	1.0
Legal Secretary	2.0	2.0	2.0	2.0
Receptionist (MV)	0.5			
Total	6.5	5.0	5.0	5.0
Department Total	6.5	5.0	5.0	5.0

CITY COUNCIL



CITY COUNCIL DEPARTMENT Summary

Purpose

The City Council, consisting of a Mayor, elected at-large, and six Council members, elected by District, serve as the policy-making and legislative body of the City of Salinas. The City Council also serves as the legislative body of the Salinas Redevelopment Agency and the Salinas Public Finance Authority.

Top Five Accomplishments for FY 2010-11

Youth/Gang Violence Prevention Initiative (Peace)

1. Approved Comprehensive Strategy for Community-Wide Reduction
2. Approved a lease for use of the Armory for the Police Activities League (PAL)
3. Indorsed Police Department collaborations with outside public agencies, such as the FBI, Highway Patrol, Bureau of Alcohol, Tobacco, Firearm, and Explosives (ATF), and the County

Economic Development Initiative (Prosperity)

1. Approved Economic Development Incentive Program
2. Approved the Salinas Valley Enterprise Zone
3. Approved the California Welcome Center

Organizational Effectiveness Initiative

1. Approved City Wide Department Redesign
2. Approved new fees to better cover cost of services
3. Approved a \$2.8 million SAFR grant to hire 12 new Firefighters

City Council Goals, Strategies, and Objectives for FY 2011-12

1. Youth/Gang Violence Prevention (Peace)
2. Economic Development (Prosperity)
3. Organizational Effectiveness

Major Budget Changes

Council agreed to take a 13% reduction in their pay to match the concessions requested from all other employees.

CITY COUNCIL Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1000	City Council	207,295	203,600	205,300	209,100
Expenditures by Character					
1.	Employee Services	192,812	193,300	195,800	199,600
2.	Office Supplies & Materials	692	1,200	1,200	1,200
3.	Special Dept Supplies	1,430	1,500	1,500	1,500
4.	Communications	65	500	500	500
5.	Training/Conferences/Meetings	12,296	7,100	6,300	6,300
	TOTAL	207,295	203,600	205,300	209,100
Expenditures by Fund					
	General Fund	207,295	203,600	205,300	209,100
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

Council agreed to take a 13% reduction in their pay to match the concessions requested from all other employees.

CITY COUNCIL
City Council

1000

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	192,812	193,300	195,800	199,600
2. Office Supplies & Materials	692	1,200	1,200	1,200
3. Special Dept Supplies	1,430	1,500	1,500	1,500
4. Communications	65	500	500	500
5. Training/Conferences/Meetings	12,296	7,100	6,300	6,300
TOTAL	207,295	203,600	205,300	209,100

Authorized Positions	7	7	7	7
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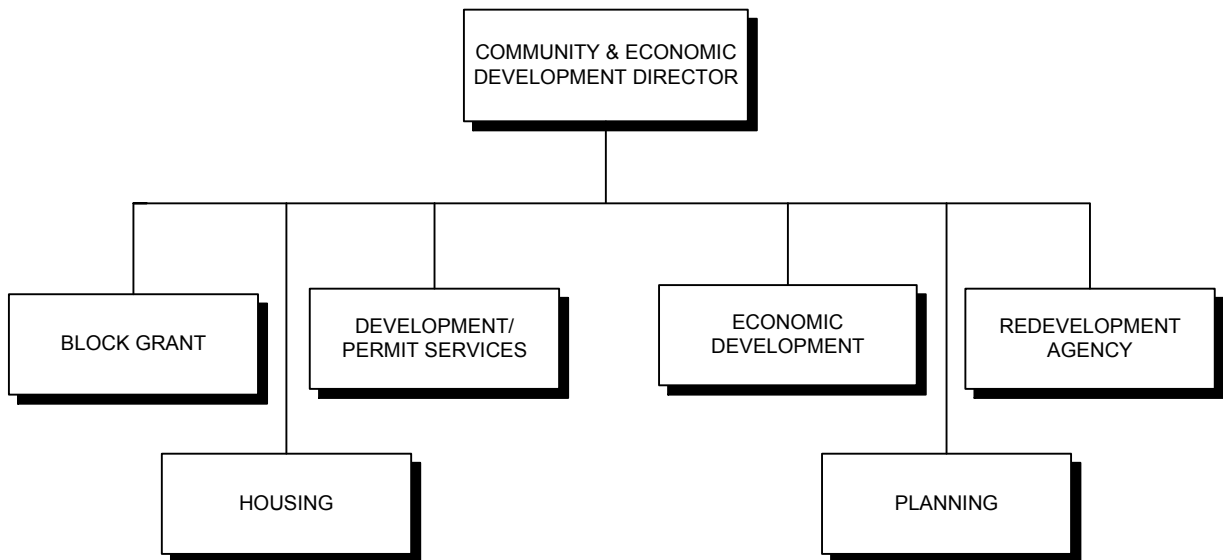
Funding Source

General Fund

CITY COUNCIL Work Force

City Council	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Councilmembers	7	7	7	7
Department Total	7	7	7	7

COMMUNITY & ECONOMIC DEVELOPMENT





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COMMUNITY & ECONOMIC DEVELOPMENT DEPT.

Summary

Purpose

Develop and implement strategies that reflect City Council priorities 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, Redevelopment and Economic Development, will concentrate efforts in unison to attain the Department's goals.

Top Five Accomplishments for FY 2010-11

Economic Development Initiative (Prosperity)

1. Economic Development/Salinas Valley Enterprise Zone:
 - a. Plan submittals for a new 105-room Hampton Inn & Suites.
 - b. Plan submittals for a new Retail Shopping Center anchored by a Lowe's Home Improvement Facility.
 - c. SVEZ job vouchers surpass 2,000, more than doubling last year's activity. Value returned/retained by local businesses approaches \$8,000,000.
 - d. New auto dealership sales facilities constructed.
 - e. Renovation of original Wal-Mart and opening of second facility.
2. Permit Center.
 - a. Reduction of General Fund financial support of almost \$500,000 due to efficiency improvements and fee increases.
3. Community Development/RDA.
 - a. RDA area expansion, both in time extensions and area boundary increase, initiated.
 - b. Amendment of Boronda Crossings Specific Plan to allow major retail use in lieu of auto sales.
 - c. Completion of streetscape enhancements for East Market Street.
 - d. Initiation of negotiations with Taylor Fresh Foods for development of the 100 Block of Main Street.
 - e. Completed construction of two affordable housing projects – La Gloria Seniors Apartments and Tresor Apartments

Organizational Effectiveness Initiative

1. Restructuring of new Community and Economic Development Department. This realignment brings together the entire development review and approval process together as a united team. The new divisions under the umbrella of Community and Economic Development include: Planning, Permit Center (Permit Administration, Building Division, Engineering Review, and Code Enforcement), Redevelopment Agency, CDBG/Housing, Salinas Valley Enterprise Zone and Economic Development.
2. Improvements in communication, process priorities, and technology enhancements are at the forefront for departmental goals and an emphasis on improving customer satisfaction particularly the development community will accompany all other efforts.
3. Process review improvements across the board, including reduced review times, across the counter "back checking" and fewer outsourced reviews have lowered time needed for all review categories. Processing times for initial to final reviews have decreased, as an example a restaurant tenant improvement plan, from nine weeks to four weeks.

COMMUNITY & ECONOMIC DEVELOPMENT DEPT.

Summary

City Council Goals, Strategies, and Objectives for FY 2011-12 and FY 2012-13

Youth/Gang Violence Prevention Initiative (Peace)

1. Assist in all areas to accomplish the stated Council goals.

Economic Development Initiative (Prosperity)

2. Complete streetscape improvements to East Market Street and assist East Market businesses in recovering from construction disruptions.
3. Complete negotiations for the 100 Block property and assist in commencement of development.
4. Secure development approvals for a Lowe's shopping center.

Organizational Effectiveness Initiative

1. Complete a fee study of all Permitting Services, including Planning and Building, to consider fee adjustments at mid-year.
2. Re-evaluate job descriptions and responsibilities of all positions and consider revisions in line with work force reductions.

Major Budget Changes

The following positions have been eliminated in the budget through the layoff process:

Development/Permit Services Division:

Inspection Services Manager
Engineering Aide II
Administrative Clerk II

Planning Division:

Planning Technician

Elimination of the Inspection Services Manager position will decrease staff available to provide enhanced over the counter permit services and supervision of field inspection staff. Additional cost will be incurred for backup and supervision of staff when this position is eliminated.

Elimination of the Engineering Aide position will result in a decrease in responsiveness to encroachment permit requests. This task will need to be absorbed by other Permit Center staffed positions causing delays in service.

Elimination of the Administrative Clerk position will result in a decrease in Code Enforcement phone response to inquiries and complaint initiation. This task will need to be absorbed by other Permit Center staffed positions causing delays in service.

Current Planning: Reduces customer service response, especially at the public service counter, reduced capability and timeliness for planning review/approvals, including building permits, administrative permits, and discretionary permits. Advanced Planning: Reduces contract service resources available to meet the demands of development proposals, planning initiatives, and other departmental functions.

Central City and Sunset Avenue: Potential "worst case" scenario for Redevelopment - elimination based on current proposed State legislation. All redevelopment activities, including housing activities, would cease.

The City's membership dues in the Monterey County Convention and Visitors Bureau are determined at 3% of the City's hotel tax. The Bureau's goal is to promote Monterey County, including Salinas, as a convention and visitors destination. Salinas will continue to provide funding to the Bureau at about \$115,000 annually that is collected by Salinas' hotels (\$0.50 per room per night). On February 1, 2010, during the mid-year budget review, City Council appropriated \$50,000 for seed funding to create a Salinas Valley Tourism & Visitors Bureau.

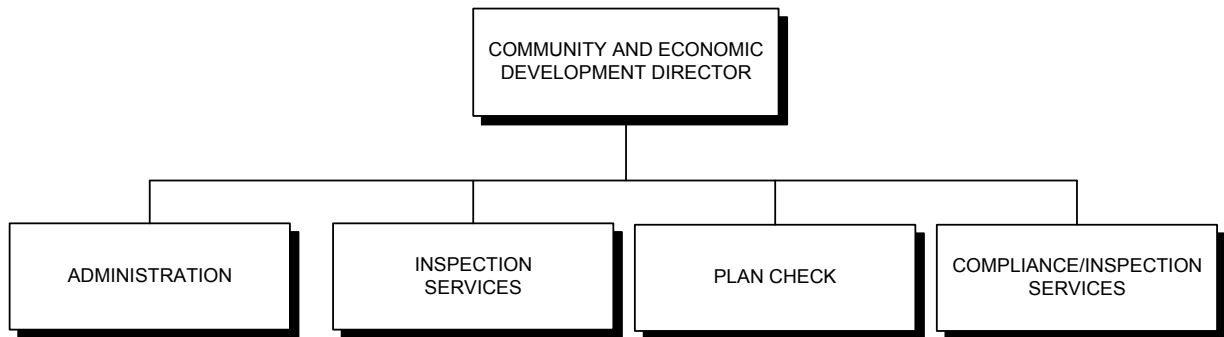
COMMUNITY & ECONOMIC DEVELOPMENT DEPT. Summary

	<u>09-10 Actual</u>	<u>10-11 Budget</u>	<u>11-12 Adopted</u>	<u>12-13 Plan</u>
Expenditures by Program				
Development/Permit Services	2,665,092	2,428,784	2,322,600	2,456,300
Economic Development	378,352	466,500	488,000	501,400
Planning	951,134	904,510	939,600	975,500
Redevelopment Agency	4,636,145	3,105,900	2,724,000	2,771,600
Total	<u>8,630,723</u>	<u>6,905,694</u>	<u>6,474,200</u>	<u>6,704,800</u>
Workforce by Program				
Development/Permit Services	27.000	23.000	19.875	19.875
Economic Development	2.000	2.000	1.375	1.375
Planning	10.750	6.750	5.875	5.875
Redevelopment Agency	3.500	3.500	3.750	3.750
Total	<u>43.250</u>	<u>35.250</u>	<u>30.875</u>	<u>30.875</u>



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DEVELOPMENT/PERMIT SERVICES





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DEVELOPMENT/PERMIT SERVICES

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
4805	Administration Division	286,515	356,384	339,600	352,600
4810	Inspection Services Division	665,056	719,700	575,000	608,300
4820	Plan Check Services Division	1,112,085	847,500	952,600	1,013,700
4830	Compliance/Inspection Services	601,436	505,200	455,400	481,700
TOTAL		2,665,092	2,428,784	2,322,600	2,456,300

Expenditures by Character

1.	Employee Services	2,206,153	2,238,800	2,133,100	2,266,800
2.	Office Supplies & Materials	9,183	10,184	9,700	9,700
3.	Small Tools & Equipment	2,090	5,100	5,100	5,100
4.	Books and Publications	4,736	7,600	5,100	5,100
5.	Special Dept Supplies	9,113	12,800	11,500	11,500
6.	Communications	4,327	6,600	6,600	6,600
7.	Contract Maintenance Services	675	1,100	1,100	1,100
8.	Professional Services	375,794	81,400	85,700	85,700
9.	Outside Services	44,970	56,200	56,200	56,200
10.	Training/Conferences/Meetings	7,289	7,500	7,500	7,500
11.	Membership & Dues	762	1,500	1,000	1,000
TOTAL		2,665,092	2,428,784	2,322,600	2,456,300

Expenditures by Fund

General Fund	2,363,627	2,116,384	1,996,200	2,112,700
Measure V Fund	301,465	312,400	326,400	343,600
TOTAL	2,665,092	2,428,784	2,322,600	2,456,300

Workforce by Program

4805	Administration Division	2.000	2.000	1.875	1.875
4810	Inspection Services Division	7.000	6.000	5.000	5.000
4820	Plan Check Services Division	11.000	10.000	9.000	9.000
4830	Compliance/Inspection Services	7.000	5.000	4.000	4.000
TOTAL		27.000	23.000	19.875	19.875

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 receipting fees and handling other general administrative duties, including payroll, purchase orders, and generation of 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 including all current Planning administrative and clerical support.
3. Properly process all permits, inspection requests, complaints and related fees.
4. Continue implementation of new permit tracking software.

Major Budget Changes

A portion of The Community and Economic Development Director cost is allocated to Planning Administration (4910).

DEVELOPMENT/PERMIT SERVICES
Administration Division

4805

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	256,114	311,100	294,800	307,800
2. Office Supplies & Materials	7,903	8,684	8,200	8,200
3. Small Tools & Equipment	14			
4. Special Dept Supplies	3,151	3,300	3,300	3,300
5. Communications	4,327	6,600	6,600	6,600
6. Contract Maintenance Services		500	500	500
7. Outside Services	14,940	26,200	26,200	26,200
8. Training/Conferences/Meetings	66			
9. Membership & Dues				
TOTAL	286,515	356,384	339,600	352,600
 Authorized Positions	 2.000	 2.000	 1.875	 1.875

Funding Source

General Fund

DEVELOPMENT/PERMIT SERVICES

Inspection Services

4810

Purpose

Perform inspections to verify that structures are built in compliance with applicable codes and laws; rendering them safe for occupancy and accessible per CBC Title 24 requirements upon completion of construction. This endeavor includes coordination with other City Departments/Sections and governmental agencies. Verify that public improvements are built in compliance with City standards and are safe to use upon completion of construction.

Division Operations

1. Investigate methods to disseminate information to the development community and the general public regarding code requirements, inspection procedures and other departmental activities.
2. Enhance the inspection process to address NPDES requirements.
3. Continue to develop and implement in-house training to promote combination inspections.
4. Implement use of laptops and/or other computer hardware to work with the computer software tracking program.

Major Budget Changes

Eliminated Position: Inspection Service Manager

DEVELOPMENT/PERMIT SERVICES
Inspection Services Division

4810

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	612,823	630,300	491,200	524,500
2. Small Tools & Equipment	1,293	1,500	1,500	1,500
3. Books and Publications	479	7,600	1,000	1,000
4. Special Dept Supplies	2,758	2,600	2,600	2,600
5. Professional Services	15,000	44,700	45,700	45,700
6. Outside Services	30,000	30,000	30,000	30,000
7. Training/Conferences/Meetings	2,241	2,500	2,500	2,500
8. Membership & Dues	462	500	500	500
TOTAL	665,056	719,700	575,000	608,300

Authorized Positions	7	6	5	5
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Funding Source

General Fund

DEVELOPMENT/PERMIT SERVICES

Plan Check Services Division

4820

Purpose

Review construction plans 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. Ensure CBC Title 24 accessibility and NPDES requirements are appropriately addressed in new development.

Division Operations

1. Establish specific efforts to streamline the plan review and permit issuance process.
2. Update educational and informational handout material for public use regarding building codes, City ordinances, and State laws.
3. Continue implementation of the new software tracking system to improve efficiency.
4. Fill vacant in-house plan check positions.
5. Develop performance standards for this Section.

Major Budget Changes

Eliminated Position: Engineering Aide II

DEVELOPMENT/PERMIT SERVICES
Plan Check Services Division

4820

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	745,735	806,200	907,300	968,400
2. Small Tools & Equipment	177	600	600	600
3. Books and Publications	3,594		2,500	2,500
4. Special Dept Supplies	580	1,900	600	600
5. Communications				
6. Contract Maintenance Services	675	600	600	600
7. Professional Services	360,794	36,700	40,000	40,000
8. Training/Conferences/Meetings	530	1,000	1,000	1,000
9. Membership & Dues		500		
TOTAL	1,112,085	847,500	952,600	1,013,700

Authorized Positions	11	10	9	9
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Funding Source

General Fund

DEVELOPMENT/PERMIT SERVICES

Compliance/Inspection Services

4830

Purpose

Eliminate substandard housing, dangerous buildings and 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.

Division Operations

1. Increase public awareness of the hazards of substandard housing and dangerous buildings.
2. Provide "ride-along" opportunities for City Council members to obtain a firsthand view of the extent of substandard housing and dangerous buildings in their districts.
3. Seek grants, CDBG funds and cost recovery options to enhance the resources available to the Code Enforcement Section in order to strengthen the level of enforcement and reduce substandard and dangerous conditions.
4. Continue using the Administrative Remedies Ordinance to resolve code enforcement issues.
5. Implement a revised proactive program to address issues of visual blight in residential neighborhoods.
6. Develop and strengthen the Weed Abatement Program that has been transferred to Code Enforcement.
7. Develop a more effective way to monitor/record outstanding fines due from property liens.

Major Budget Changes

Eliminated Position: Administrative Clerk II

DEVELOPMENT/PERMIT SERVICES

Compliance/Inspection Services

4830

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	591,481	491,200	439,800	466,100
2. Office Supplies & Materials	1,280	1,500	1,500	1,500
3. Small Tools & Equipment	606	3,000	3,000	3,000
4. Books and Publications	663		1,600	1,600
5. Special Dept Supplies	2,624	5,000	5,000	5,000
6. Outside Services	30			
7. Training/Conferences/Meetings	4,452	4,000	4,000	4,000
8. Membership & Dues	300	500	500	500
TOTAL	601,436	505,200	455,400	481,700

Authorized Positions	7	5	4	4
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Funding Source

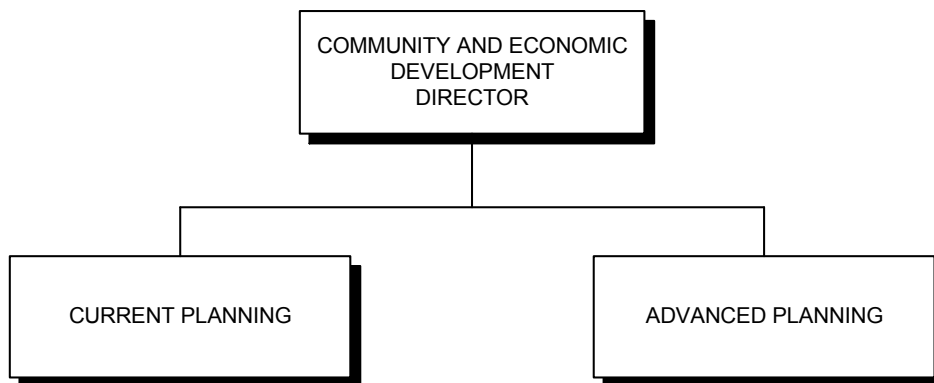
General Fund, Measure V Fund

DEVELOPMENT/PERMIT SERVICES

Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Deputy Dir Permit Svs	1.000	1.000	1.000	1.000
Comm/Economic Dev Dir			0.125	0.125
Engineer/Transp Director	0.500	0.500		
Deputy Dir of Pub Works			0.250	0.250
Administrative Secretary	0.500	0.500	0.500	0.500
Total	2.000	2.000	1.875	1.875
 Inspection Services Division				
Construction Inspector	2.000	2.000	2.000	2.000
Electrical Inspector II	1.000			
Comb Bldg Inspector II	3.000	3.000	3.000	3.000
Inspection Svc Mgr	1.000	1.000		
Total	7.000	6.000	5.000	5.000
 Plan Check Services Division				
Sr Plan Check Engineer	1.000			
Senior Civil Engineer	1.000	1.000	1.000	1.000
Junior Engineer	2.000	2.000	2.000	2.000
Engineering Aide II	1.000	1.000		
Plan Checker II			1.000	1.000
Bldg Permit Spec	1.000	1.000	1.000	1.000
Plan Checker I	1.000	1.000		
Permit Center Clerk	3.000	3.000	3.000	3.000
Fire Plan Checker	1.000	1.000	1.000	1.000
Total	11.000	10.000	9.000	9.000
 Compliance/Inspection Services				
Administrative Clerk II	1.000	1.000		
Code Enf Officer I (2MV)	3.000	3.000	3.000	3.000
Code Enforcmnt Officer II	2.000			
Sr Code Enf Officer (MV)	1.000	1.000	1.000	1.000
Total	7.000	5.000	4.000	4.000
 Department Total				
	27.000	23.000	19.875	19.875

PLANNING





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PLANNING Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
4910	Administration	71,077	88,200	123,700	127,000
4914	Planning	287,684	186,210	228,500	235,400
4915	Special Planning Projects	592,373	630,100	557,400	583,100
	TOTAL	951,134	904,510	909,600	945,500

Expenditures by Character

1.	Employee Services	937,044	736,500	779,600	815,500
2.	Office Supplies & Materials	4,255	4,000	4,000	4,000
3.	Books and Publications	367	600	600	600
4.	Special Dept Supplies	4,015	1,100	1,500	1,500
5.	Communications	1,379	2,500	2,500	2,500
6.	Contract Maintenance Services	439	500	500	500
7.	Professional Services		127,110	89,400	89,400
8.	Outside Services	66	26,000	21,200	21,200
9.	Advertising	3,079	5,200	4,700	4,700
10.	Training/Conferences/Meetings			2,000	2,000
11.	Membership & Dues	490	1,000	3,600	3,600
	TOTAL	951,134	904,510	909,600	945,500

Expenditures by Fund

General Fund	951,134	904,510	909,600	945,500
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Workforce by Program

4910	Administration	0.750	0.750	0.875	0.875
4914	Planning	3.000	1.000	1.000	1.000
4915	Special Planning Projects	7.000	5.000	4.000	4.000
	TOTAL	10.750	6.750	5.875	5.875

Purpose

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

Division Operations

1. Supervise and manage the Advanced 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.
7. Provide efficient timely customer service under parameters established for Permit Center and State Planning Laws.

Major Budget Changes

None

PLANNING
Administration

4910

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	71,077	88,100	123,600	126,900
2. Office Supplies & Materials		100	100	100
TOTAL	71,077	88,200	123,700	127,000
 Authorized Positions	 0.750	 0.750	 0.875	 0.875

Funding Source

General Fund

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 Advance Planning Division will support and coordinate departmental initiatives to implement the General Plan. Costs associated with planning future growth areas (North of Boronda), including a Planning Manager, are budgeted in the City's Future Growth Area Capital Improvement Program (CIP #9401). This cost is paid by developers. This team will also work on Regional Planning issues, and process complex development and redevelopment projects and related environmental documents, and coordinate with Monterey County, and other agencies on long-term planning issues.

Division Operations

1. Continue with the implementation of the General Plan and Zoning Code.
2. Develop and facilitate the processing of Specific Plans and Environmental Impact Reports for the Future Growth Area located north of Boronda Road.
3. Assist with developing, coordinating, and processing the Boronda Neighborhood Area Plan with Monterey County.
4. Process the Fresh Express project Annexation and Sphere of Influence Amendment, Pre-zone, Rezone, Specific Plan, and Environmental Impact Report.
5. Update the City's Subdivision Ordinance.
6. Assist with the development of Park and Sports-Facility Standards.
7. Assist with the redevelopment efforts in the City-Center and other Redevelopment Project Areas including the Alisal Marketplace project and the relocation of the SVSWA transfer station.
8. Complete General Plan Housing Element Update.
9. Continue to coordinate with Associate of Monterey Bay Area Governments (AMBAG) and other public agencies in regard to regional planning issues.

Major Budget Changes

None

PLANNING

Planning

4914

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	286,123	84,800	135,100	142,000
2. Office Supplies & Materials	103	400	400	400
3. Books and Publications		100	100	100
4. Special Dept Supplies	1,408	600	1,000	1,000
5. Communications	50	500	500	500
6. Professional Services		98,910	89,400	89,400
7. Advertising		500		
8. Training/Conferences/Meetings			2,000	2,000
9. Membership & Dues		400		
TOTAL	287,684	186,210	228,500	235,400

Authorized Positions	3	1	1	1
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Funding Source

General Fund

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. Work in collaboration with the business development task force to improve the development review process.

Major Budget Changes

Eliminated Position: Planning Technician

PLANNING
Special Planning Projects

4915

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	579,844	563,600	520,900	546,600
2. Office Supplies & Materials	4,152	3,500	3,500	3,500
3. Books and Publications	367	500	500	500
4. Special Dept Supplies	2,607	500	500	500
5. Communications	1,329	2,000	2,000	2,000
6. Contract Maintenance Services	439	500	500	500
7. Professional Services		28,200		
8. Outside Services	66	26,000	21,200	21,200
9. Advertising	3,079	4,700	4,700	4,700
10. Membership & Dues	490	600	3,600	3,600
TOTAL	592,373	630,100	557,400	583,100
 Authorized Positions	 7	 5	 4	 4

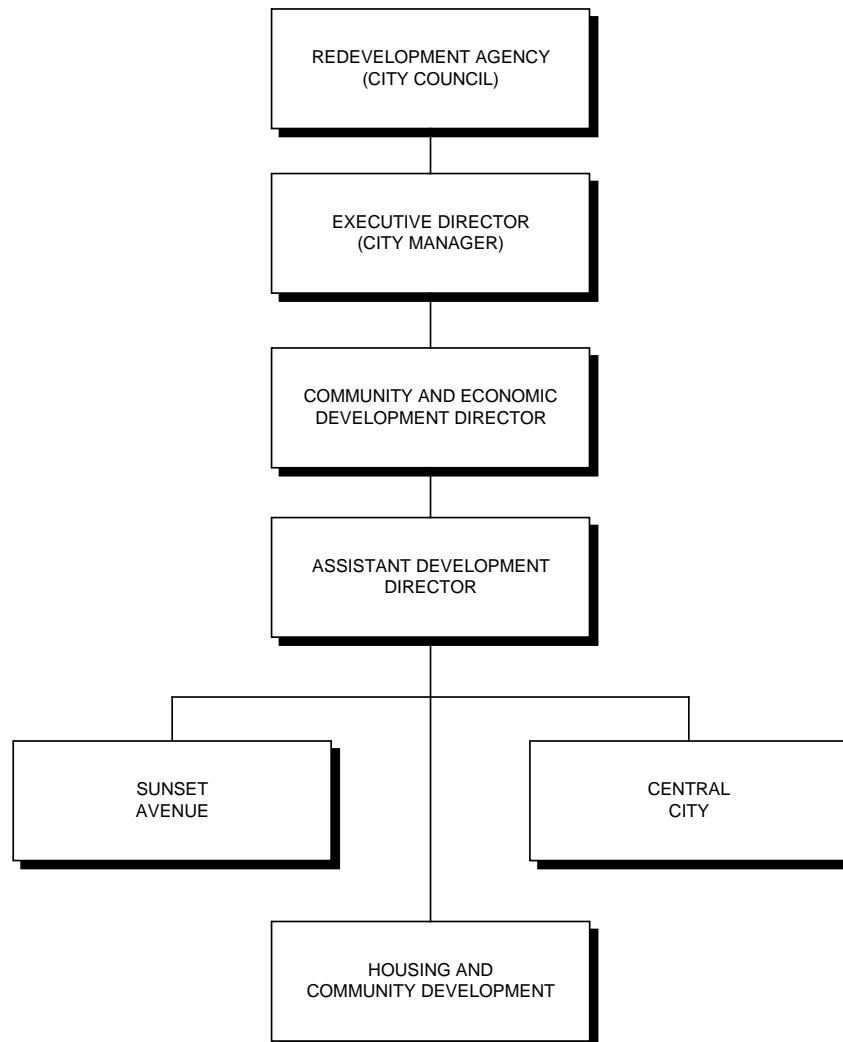
Funding Source

General Fund

PLANNING Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Administration				
Comm/Economic Dev Dir			0.125	0.125
Community Development Dir	0.250	0.250		
Administrative Secretary	0.500	0.500	0.500	0.500
Asst Comm/Econ Dev Dir			0.250	0.250
Total	0.750	0.750	0.875	0.875
Planning				
Senior Planner	1.000	1.000	1.000	1.000
Planning Manager	1.000			
Planning Technician	1.000			
Total	3.000	1.000	1.000	1.000
Special Planning Projects				
Senior Planner	2.000	1.000	1.000	1.000
Associate Planner	2.000	2.000	2.000	2.000
Assistant Planner	1.000			
Planning Manager	1.000	1.000	1.000	1.000
Planning Technician	1.000	1.000		
Total	7.000	5.000	4.000	4.000
Department Total	10.750	6.750	5.875	5.875

REDEVELOPMENT



REDEVELOPMENT AGENCY

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
7101	Central City Project Division	341,244	401,300	420,200	442,800
7102	Central City Debt Svc Division	2,261,704	1,433,900	1,432,100	1,428,400
7104	Sunset Ave Debt Svc Division	1,577,652	749,300	264,700	278,500
7107	Sunset Avenue Project Division	455,545	521,400	607,000	621,900
TOTAL		4,636,145	3,105,900	2,724,000	2,771,600

Expenditures by Character

1.	Employee Services	469,165	485,900	584,000	621,300
2.	Office Supplies & Materials	3,321	4,200	3,800	3,800
3.	Communications	1,267	2,200	2,200	2,200
4.	Utilities	2,016	3,000	3,000	3,000
5.	Rents & Leases	38,502	39,980	38,200	38,200
6.	Contract Maintenance Services	19,962	37,000	30,000	30,000
7.	Professional Services	39,046	94,000	96,000	96,000
8.	Outside Services	5,466	14,394	17,000	17,000
9.	Administration/Contingencies	129,935	157,600	162,600	162,600
10.	Advertising	4,825	5,000	5,100	5,100
11.	Training/Conferences/Meetings	1,321			
12.	Membership & Dues	477	1,300	1,200	1,200
13.	Insurance and Bonds	11,800	10,200	16,600	16,800
14.	Contribution to Other Agencies	303,076	316,300	329,700	343,500
15.	Refunds & Reimb Damages	2,232,628	500,500	2,500	2,500
16.	Taxes		426		
17.	Bond-Principal	771,796	796,200	821,300	847,000
18.	Bond-Interest	590,129	622,700	595,800	566,400
19.	Paying Agent Fees	8,779	15,000	15,000	15,000
20.	Capital Outlay	2,634			
TOTAL		4,636,145	3,105,900	2,724,000	2,771,600

Expenditures by Fund

Central City-Project	341,244	401,300	420,200	442,800
Central City-Debt Service	2,261,704	1,433,900	1,432,100	1,428,400
Sunset Ave-Project	455,545	521,400	607,000	621,900
Sunset Ave-Debt Service	1,577,652	749,300	264,700	278,500
TOTAL	4,636,145	3,105,900	2,724,000	2,771,600

REDEVELOPMENT AGENCY

Summary

Workforce by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
7101	Central City Project Division	1.125	1.125	1.250	1.250
7107	Sunset Avenue Project Division	2.375	2.375	2.500	2.500
	TOTAL	3.500	3.500	3.750	3.750

Purpose

Eliminate blighted conditions in the downtown area utilizing public and private investment in accordance with provisions of California Redevelopment Law.

Division Operations

1. Expand and extend the life of the Central City Project Area
2. Develop the 100 Block of Main Street
3. Complete the Master Plan and Design Standards in Chinatown and continue to foster partnerships and collaborations working with the Salinas Downtown Community Board
4. Assure the highest design standards consistent with the renovation of existing downtown buildings and new construction through appropriate review by the Design Review Board.
5. Complete planning for Interposal Transportation Center improvements and facilities in anticipation of commuter rail service.
6. Continue to support business attraction and retention in the downtown through support of the Oldtown Salinas Association.
7. Develop and implement incentives to revitalize and reuse vacant buildings, encourage infill, mixed use and sustainable development on underutilized properties.

Major Budget Changes

The Central City budget will be repaying debt with 85% of its revenues this year, and any funds beyond this debt will have to pay for the cost of expanding and extending its revenue base. In future fiscal years, the cost of debt may grow to 90% of the total revenues if new resources are not identified.

REDEVELOPMENT AGENCY
Central City Project Division

7101

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	213,138	216,300	232,300	254,800
2. Office Supplies & Materials	1,803	2,100	1,700	1,700
3. Communications	811	900	900	900
4. Utilities	2,016	3,000	3,000	3,000
5. Rents & Leases	19,251	19,890	19,000	19,000
6. Contract Maintenance Services	17,628	28,500	26,500	26,500
7. Professional Services	12,149	41,000	43,000	43,000
8. Outside Services	4,827	9,440	11,000	11,000
9. Administration/Contingencies	42,288	55,600	55,600	55,600
10. Advertising	2,178	1,900	1,900	1,900
11. Training/Conferences/Meetings	1,060			
12. Membership & Dues	26	700	700	700
13. Insurance and Bonds	5,700	4,200	7,100	7,200
14. Contribution to Other Agencies	15,000	15,000	15,000	15,000
15. Refunds & Reimb Damages	2,052	2,500	2,500	2,500
16. Taxes		270		
17. Capital Outlay	1,317			
TOTAL	341,244	401,300	420,200	442,800
Authorized Positions	1.125	1.125	1.250	1.250

Funding Source

Central City Tax Increments

REDEVELOPMENT DEVELOPMENT
Central City Debt Service Division

7102

Purpose

Pay principal and interest on the 1992 Tax Refunding Bonds.

Division Operations

1. Provide timely payment to bond holders.

Major Budget Changes

None

REDEVELOPMENT AGENCY
Central City Debt Svc Division

7102

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Refunds & Reimb Damages	891,000			
2. Bond-Principal	771,796	796,200	821,300	847,000
3. Bond-Interest	590,129	622,700	595,800	566,400
4. Paying Agent Fees	8,779	15,000	15,000	15,000
TOTAL	2,261,704	1,433,900	1,432,100	1,428,400

Authorized Positions

Funding Source

Central City-Debt Service

**REDEVELOPMENT DEVELOPMENT
Sunset Ave Debt Service Division**

7104

Purpose

Pay principal and interest on the long term loan from the City.

Division Operations

1. Provide timely payment to the City.
2. Provide timely payment of pass-through tax to school districts.

Major Budget Changes

None

REDEVELOPMENT AGENCY
Sunset Ave Debt Svc Division

7104

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Contribution to Other Agencies	238,076	251,300	264,700	278,500
2. Refunds & Reimb Damages	1,339,576	498,000		
TOTAL	1,577,652	749,300	264,700	278,500

Authorized Positions

Funding Source

Sunset Ave Debt Service

REDEVELOPMENT DEVELOPMENT

Sunset Ave Project Division

7107

Purpose

Eliminate blighted conditions in the East Salinas area utilizing public and private investment in accordance with provisions of California Redevelopment Law.

Division Operations

1. Expand and extend the life of the Sunset Avenue Redevelopment Project Area (scheduled to end July 1, 2017).
2. Complete the planned street improvements along East Market Street, in conjunction with PG&E Underground District between Carr Avenue and Merced Street.
3. Expand and increase the Jazz-Up (paint-up/fix-up) program as a business retention tool to help business owners meet current code requirements.
4. Restore the Facade Improvement programs.
5. Develop a micro-loan program to help with the Jazz-Up program and façade grants.
6. Pay off the Breadbox Recreation Center loan as scheduled.
7. Continue efforts to support the Salinas United Business Association and to address its priorities.
8. Develop 331 North Sanborn Road as a community center
9. Initiate the development of a new Police Station in the Alisal
10. Assure the highest design standards for renovation and new construction consistent with the General Plan and Zoning, through support of the Design Review Board.

Major Budget Changes

The Safety Initiative began in 2004 and ends with this budget. The funding of \$320,000 has been shifted to capital improvements on East Market Street.

REDEVELOPMENT AGENCY
Sunset Avenue Project Division

7107

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	256,027	269,600	351,700	366,500
2. Office Supplies & Materials	1,518	2,100	2,100	2,100
3. Communications	456	1,300	1,300	1,300
4. Rents & Leases	19,251	20,090	19,200	19,200
5. Contract Maintenance Services	2,334	8,500	3,500	3,500
6. Professional Services	26,897	53,000	53,000	53,000
7. Outside Services	639	4,954	6,000	6,000
8. Administration/Contingencies	87,647	102,000	107,000	107,000
9. Advertising	2,647	3,100	3,200	3,200
10. Training/Conferences/Meetings	261			
11. Membership & Dues	451	600	500	500
12. Insurance and Bonds	6,100	6,000	9,500	9,600
13. Contribution to Other Agencies	50,000	50,000	50,000	50,000
14. Taxes		156		
15. Capital Outlay	1,317			
TOTAL	455,545	521,400	607,000	621,900
 Authorized Positions	 2.375	 2.375	 2.500	 2.500

Funding Source

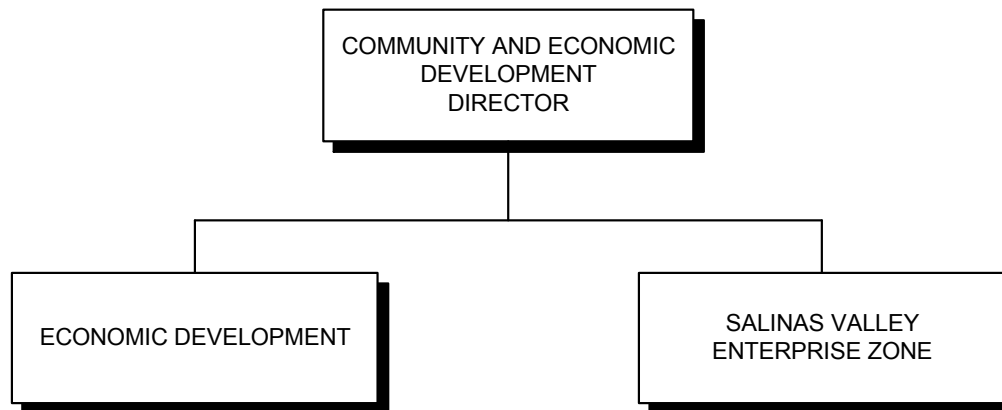
Sunset Ave Tax Increment

REDEVELOPMENT AGENCY

Work Force

Central City Project Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Comm/Economic Dev Dir			0.125	0.125
Community Development Dir	0.125	0.125		
Redev Project Manager	1.000	1.000	1.000	1.000
Asst Comm/Econ Dev Dir			0.125	0.125
Total	1.125	1.125	1.250	1.250
 Sunset Avenue Project Division				
Comm/Economic Dev Dir			0.125	0.125
Community Development Dir	0.125	0.125		
Asst Redev Project Mgr	1.000	1.000	1.000	1.000
Redev Project Manager	1.000	1.000	1.000	1.000
Administrative Aide	0.250	0.250	0.250	0.250
Asst Comm/Econ Dev Dir			0.125	0.125
Total	2.375	2.375	2.500	2.500
 Department Total	 3.500	 3.500	 3.750	 3.750

ECONOMIC DEVELOPMENT





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ECONOMIC DEVELOPMENT

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
7301	Economic Development Corp	231,407	181,900	106,700	107,600
7302	Salinas Valley Enterprise Zone	146,945	284,600	381,300	393,800
	TOTAL	378,352	466,500	488,000	501,400

Expenditures by Character

1.	Employee Services	296,259	322,300	229,500	242,900
2.	Office Supplies & Materials	3,005	3,000	3,000	3,000
3.	Communications	2,034	3,400	3,200	3,200
4.	Rents & Leases	11,200	12,400	12,400	12,400
5.	Professional Services	25,534	70,600	149,200	149,200
6.	Advertising	10,307	22,100	39,200	39,200
7.	Training/Conferences/Meetings	16,298	7,800	7,400	7,400
8.	Membership & Dues	4,095	7,400	4,100	4,100
9.	Refunds & Reimb Damages	9,620	17,500	40,000	40,000
	TOTAL	378,352	466,500	488,000	501,400

Expenditures by Fund

Economic Development	378,352	182,900	106,700	107,600
Salinas Valley Enterprise Zone		283,600	381,300	393,800
TOTAL	378,352	466,500	488,000	501,400

Workforce by Program

7301	Economic Development Corp	1.000	0.750	0.275	0.275
7302	Salinas Valley Enterprise Zone	1.000	1.250	1.100	1.100
	TOTAL	2.000	2.000	1.375	1.375

Purpose

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

Division Operations

1. Revise and implement the Economic Development Strategic Vision and Action Plan.
2. Assist in all efforts for formation of a Regional Economic Development strategy and strategic plan.
3. Promote the advantages offered through the Salinas Valley Enterprise Zone to new and existing area businesses.
4. Continue regional cooperation efforts through memberships, participation and contributions toward regional success.
5. Assist other departments in achieving increased efficiencies, improved public relations and accomplishment of common goals.

Major Budget Changes

A portion of the Community and Economic Development Director cost is allocated to other Departments under his supervision.

ECONOMIC DEVELOPMENT
Economic Development Corp

7301

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	186,326	146,200	53,600	54,500
2. Office Supplies & Materials	1,063	1,000	1,000	1,000
3. Communications	983	1,700	1,700	1,700
4. Rents & Leases	6,300	7,500	7,500	7,500
5. Professional Services	13,634	11,600	28,000	28,000
6. Advertising	5,619	5,500	7,500	7,500
7. Training/Conferences/Meetings	13,737	3,700	3,700	3,700
8. Membership & Dues	3,745	4,700	3,700	3,700
TOTAL	231,407	181,900	106,700	107,600

Authorized Positions	1.000	0.750	0.275	0.275
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Funding Source

Economic Development

ECONOMIC DEVELOPMENT

Salinas Valley Enterprise Zone

7302

Purpose

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

Division Operations

1. Implement approved Economic Development Strategic Vision and Action Plan.
2. Market recently approved Salinas Valley Enterprise Zone to area businesses.
3. Continue to remain informed of current legislative 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.

Major Budget Changes

None

ECONOMIC DEVELOPMENT
Salinas Valley Enterprise Zone

7302

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	109,933	176,100	175,900	188,400
2. Office Supplies & Materials	1,942	2,000	2,000	2,000
3. Communications	1,051	1,700	1,500	1,500
4. Rents & Leases	4,900	4,900	4,900	4,900
5. Professional Services	11,900	59,000	121,200	121,200
6. Advertising	4,688	16,600	31,700	31,700
7. Training/Conferences/Meetings	2,561	4,100	3,700	3,700
8. Membership & Dues	350	2,700	400	400
9. Refunds & Reimb Damages	9,620	17,500	40,000	40,000
TOTAL	146,945	284,600	381,300	393,800
 Authorized Positions	 1.00	 1.25	 1.10	 1.10

Funding Source

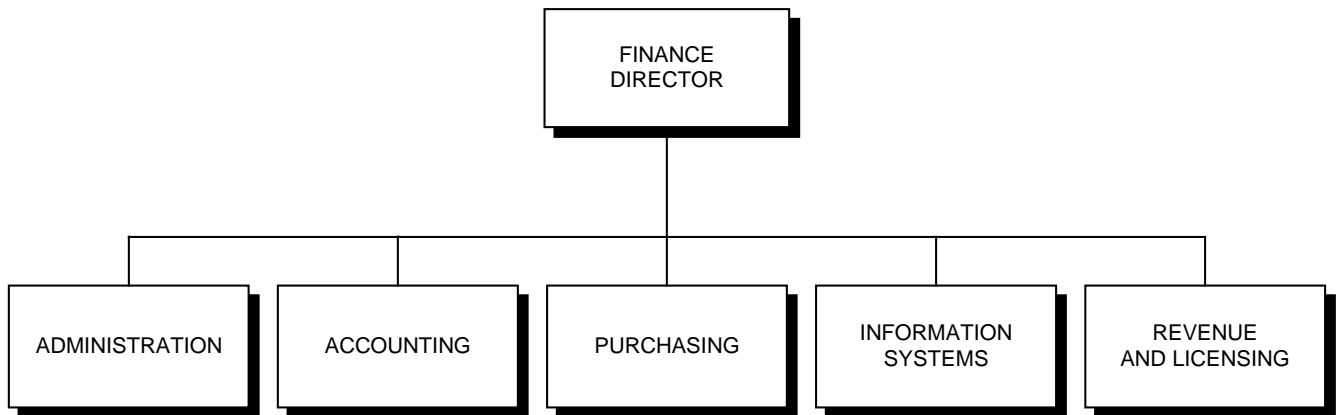
Economic Development

ECONOMIC DEVELOPMENT

Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Economic Development Corp				
Comm/Economic Dev Dir			0.275	0.275
Economic Development Dir	1.000	0.750		
Total	1.000	0.750	0.275	0.275
Salinas Valley Enterprise Zone				
Economic Development Dir		0.250	0.100	0.100
Enterprise Zone Manager	1.000	1.000	1.000	1.000
Total	1.000	1.250	1.100	1.100
Department Total	2.000	2.000	1.375	1.375

FINANCE





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FINANCE DEPARTMENT

Summary

Purpose

The Finance Department provides the management, control, and administration of all fiscal operations of the City. This includes providing a framework for financial planning and analysis 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, redevelopment financing and assessment district administration.

Top Five Accomplishments for FY 2010-11

Organizational Effectiveness Initiative

1. Received the Meritorious Award in Operating Budgeting by the California Society of Municipal Finance Officers
2. Conducted a successful business license audit monitoring program, which generated \$150,000 of additional revenue
3. Implemented a number of information service technology initiatives such as establishing the foundation for desktop and server virtualization and implementing Council iPads as part of the move toward paperless Council and Commission reports
4. Achieved significant purchasing cost savings on supplies and services, while working on the goal to at least maintain current pricing levels or obtain cost savings
5. Coordinated the Cities five year financial forecast to assess the City's ability to continue current services in light of the worst recession since the Great Depression and to assess the General Fund's long-term fiscal health

City Council Goals, Strategies, and Objectives for FY 2011-12

Organizational Effectiveness Initiative

1. Apply and receive the Meritorious Award in Operating Budgeting by the California Society of Municipal Finance Officers
2. Complete an organization wide technology assessment review to strategically be ready to move forward with implementation as funding becomes available
3. Update the five year financial forecast

Major Budget Changes

The following positions have been eliminated in the budget through the layoff process: Senior Buyer, Accounting Technician and Computer Operator.

Service reductions will result in:

- Finance Administration: Elimination of Accounting Technician position will require distribution of duties to existing management/accounting personnel including banking, investments, payroll, financial reporting and other office responsibilities. Reduced time available for financial analysis and support provided to City Council, City Manager and Department Heads.

FINANCE DEPARTMENT

Summary

- Professional Services: Eliminates ability to hire consulting services including bond and tax counsel, appraisers, actuaries, computer programmers, and other municipal financial advisors. Delayed responses to follow-up questions related to bond financings, revenue enhancements, payroll and retirement issues, and other specialized municipal finance issues.
- Property Tax Audits: Elimination of contract with HdL will reduced information available related to the City's property tax base and may result in lost property tax revenue.
- Information Systems: Elimination of Computer Operator position will delay resolving PC and printer equipment issues resulting in greater computer downtime, delay User ID modifications and delay deployment of new printers and other computer equipment.
- Purchasing: Elimination of the Senior Buyer Position will require complete decentralization of purchasing duties, requiring City departments to manage purchase requisitions, including formal and informal bids, the buy local ordinance, and timely delivery of supplies and materials. Internal stores purchases will be limited or eliminated.



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FINANCE DEPARTMENT

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
2030	Administration Division	493,243	503,800	440,100	453,700
2031	Accounting Division	967,337	1,094,600	1,091,500	1,143,500
2032	Purchasing Division	271,983	234,300	110,300	116,900
2033	Information Systems Division	1,523,001	1,584,392	1,544,600	1,590,000
2034	Revenue & Licensing Division	109,191	52,200	32,700	32,700
TOTAL		3,364,755	3,469,292	3,219,200	3,336,800

Expenditures by Character

1.	Employee Services	2,691,281	2,690,100	2,489,800	2,607,400
2.	Office Supplies & Materials	27,166	30,000	30,200	30,200
3.	Special Dept Supplies	25,243	19,600	19,600	19,600
4.	Communications	17,024	21,600	21,200	21,200
5.	Contract Maintenance Services	500,269	568,592	548,200	548,200
6.	Professional Services	99,169	137,600	83,200	83,200
7.	Outside Services	616	500	700	700
8.	Advertising				
9.	Training/Conferences/Meetings	559			
10.	Membership & Dues	993	1,300	1,300	1,300
11.	Capital Outlay			25,000	25,000
12.	Stores Sales	-106,104	-100,000	-100,000	-100,000
13.	Stores Purchases	108,539	100,000	100,000	100,000
TOTAL		3,364,755	3,469,292	3,219,200	3,336,800

Expenditures by Fund

General Fund	3,090,850	3,355,692	3,128,000	3,245,600
Measure V Fund	183,046	60,000	60,000	60,000
Deferred Compensation Admin	90,859	53,600	31,200	31,200
TOTAL	3,364,755	3,469,292	3,219,200	3,336,800

FINANCE DEPARTMENT

Summary

Workforce by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
2030	Administration Division	3.0	3.0	2.0	2.0
2031	Accounting Division	10.0	10.0	10.0	10.0
2032	Purchasing Division	3.0	2.0	1.0	1.0
2033	Information Systems Division	9.5	8.0	7.0	7.0
2034	Revenue & Licensing Division	1.0			
	TOTAL	26.5	23.0	20.0	20.0

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 and Redevelopment Agency.
5. Coordinate all bond financings.

Major Budget Changes

Eliminated Position: Accounting Technician

FINANCE DEPARTMENT
Administration Division

2030

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	492,474	502,700	439,000	452,600
2. Office Supplies & Materials	173	500	500	500
3. Special Dept Supplies	500	500	500	500
4. Communications	96	100	100	100
TOTAL	493,243	503,800	440,100	453,700

Authorized Positions	3	3	2	2
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Funding Source

General Fund

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 and Redevelopment Agency financial activities.

Major Budget Changes

None

FINANCE DEPARTMENT
Accounting Division

2031

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	873,484	969,800	1,001,600	1,053,600
2. Office Supplies & Materials	11,759	11,500	11,500	11,500
3. Special Dept Supplies	7,262	8,000	8,000	8,000
4. Communications	11,639	11,500	11,500	11,500
5. Contract Maintenance Services	140	200	200	200
6. Professional Services	62,244	93,100	58,200	58,200
7. Advertising				
8. Training/Conferences/Meetings	559			
9. Membership & Dues	250	500	500	500
TOTAL	967,337	1,094,600	1,091,500	1,143,500
 Authorized Positions	 10	 10	 10	 10

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.

Major Budget Changes

Eliminated Position: Senior Buyer

FINANCE DEPARTMENT
Purchasing Division

2032

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	262,387	227,300	103,300	109,900
2. Office Supplies & Materials	5,362	4,500	4,700	4,700
3. Communications	540	1,300	900	900
4. Outside Services	616	500	700	700
5. Membership & Dues	643	700	700	700
6. Stores Sales	-106,104	-100,000	-100,000	-100,000
7. Stores Purchases	108,539	100,000	100,000	100,000
TOTAL	271,983	234,300	110,300	116,900

Authorized Positions	3	2	1	1
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Funding Source

General Fund

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 Vista.
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. Add Library computer system to the City's network and update all Library PCs.
7. Redesign and maintain City web page.

Major Budget Changes

Eliminated Position: Computer Operator

FINANCE DEPARTMENT
Information Systems Division

2033

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	999,091	990,300	945,900	991,300
2. Office Supplies & Materials	8,177	11,000	11,000	11,000
3. Special Dept Supplies	14,298	7,500	7,500	7,500
4. Communications	1,306	2,200	2,200	2,200
5. Contract Maintenance Services	500,129	568,392	548,000	548,000
6. Professional Services		5,000	5,000	5,000
7. Membership & Dues				
8. Capital Outlay			25,000	25,000
TOTAL	1,523,001	1,584,392	1,544,600	1,590,000

Authorized Positions	9.5	8.0	7.0	7.0
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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 property tax audit program.
5. Continue business license audit program (MAS).

Major Budget Changes

None

FINANCE DEPARTMENT
Revenue & Licensing Division

2034

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	63,845			
2. Office Supplies & Materials	1,695	2,500	2,500	2,500
3. Special Dept Supplies	3,183	3,600	3,600	3,600
4. Communications	3,443	6,500	6,500	6,500
5. Professional Services	36,925	39,500	20,000	20,000
6. Membership & Dues	100	100	100	100
TOTAL	109,191	52,200	32,700	32,700

Authorized Positions 1

Funding Source

General Fund

FINANCE DEPARTMENT

Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Finance Director	1.0	1.0	1.0	1.0
Accounting Technician	1.0	1.0		
Accounting Officer	1.0	1.0	1.0	1.0
Total	3.0	3.0	2.0	2.0
 Accounting Division				
Sr Accounting Technician	2.0	2.0	2.0	2.0
Senior Accountant	2.0	2.0	2.0	2.0
Supervising Accountant	1.0	1.0	1.0	1.0
Sr Accounting Clerk	3.0	3.0	3.0	3.0
Payroll Technician	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0
Total	10.0	10.0	10.0	10.0
 Purchasing Division				
Purchasing Technician	2.0	1.0	1.0	1.0
Senior Buyer	1.0	1.0		
Total	3.0	2.0	1.0	1.0
 Information Systems Division				
Information Systems Mgr	1.0	1.0	1.0	1.0
Sr Programmer/Analyst	1.0	1.0	1.0	1.0
Central Services Tech	1.0	1.0	1.0	1.0
Network/Sys Administrator	1.0	1.0	1.0	1.0
PC Services Coord	1.0			
Integration/Appl Admin	1.0	1.0	1.0	1.0
GIS Administrator	1.0	1.0	1.0	1.0
Telecom Svc Tech	1.0	1.0	1.0	1.0
Webmaster (MV)	0.5			
Computer Operator	1.0	1.0		
Total	9.5	8.0	7.0	7.0
 Revenue & Licensing Division				
Revenue Technician	1.0			

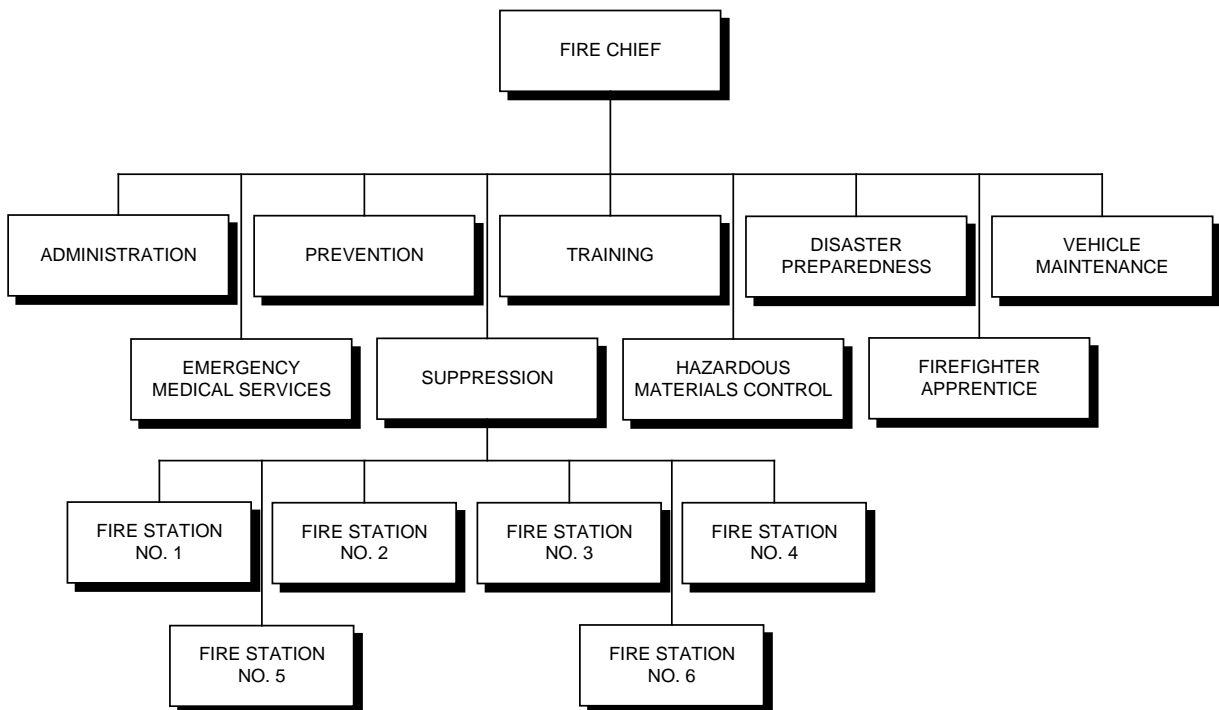
FINANCE DEPARTMENT
Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Department Total	26.5	23.0	20.0	20.0



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FIRE





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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 2010-11

Organizational Effectiveness Initiative

1. The Fire Department received a \$2,891,267 Staffing for Adequate Fire and Emergency Response (SAFER) Grant. This grant will pay the salary and benefits for 12 firefighters for the period of two years.
2. Mobile Command/Communications Vehicle (MCCV) - The Fire Department took delivery of a \$1.35 million dollar State Homeland Security funded MCCV. This vehicle is a regional asset that can stand alone as a mobile command center for large incidents and/or disasters, serve as emergency operations center and backup 911 communications center.
3. Training – The Training Division successfully obtained \$94,000 in State Homeland Security funding for Hazardous Material training for the Fire Department. The funding covered overtime backfill, tuition, and per diem; previously, the City paid for Hazardous Material training.
4. CSA 74 – Fire Department personnel worked with first responder agencies and County EMS staff on establishing an agreement that would provide one-time funding of \$553,493 and annual funding of \$104,143 for the City of Salinas. Previously, the City of Salinas received \$18,000 annually.
5. Assistance to Firefighters Grant (AFG) – The Fire Department received a \$157,000 AFG Grant for a Live Training Fire System (Fire Flashover Simulators) and training for 12 instructors. This is an 80/20 matching grant.

City Council Goals, Strategies, and Objectives for FY 2011-12

Organizational Effectiveness Initiative

1. 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. Place in service two new fire pumpers.
 - e. Pursue Assistance to Firefighter Grants (AFG) for equipment and training.
2. Safety & Training
 - a. Ensure fire personnel are trained to the latest techniques.
 - b. State training mandate compliance.
 - c. Establish and implement promotional career tracks.
 - d. Train 12 SAFER grant funded firefighters.
 - e. Provide fire personnel the appropriate level of safety gear, equipment and apparatus necessary to perform their duties in a safe and effective manner.
 - f. Enhance the health and safety of Salinas Fire Department personnel through training and established Health/Wellness Program.
3. Maximize Fire Prevention/Community Outreach

FIRE DEPARTMENT

Summary

- a. Establish a company inspection program.
 - b. Train fire suppression in company inspections.
 - c. Improve fire prevention and public safety awareness through Fire Safety PSA's.
 - d. Continue Career Day partnerships with local junior high schools, high schools and colleges.
4. Enhance Emergency Medical Services
- a. Utilize CSA 74 funding to minimize fiscal impacts to the general fund.
 - b. Establish a first responder-training program for public safety agencies to generate revenue.

Major Budget Changes

The following program/service have been eliminated in the budget:

- Suppression - Reduce Firefighter Call Back Overtime
- Fire Prevention - Three Fire Inspector Positions
- Less: 50% Fire Inspection Fee Revenue
- Administration - Office Technician Position

Service Reductions will result in:

- Suppression: The Fire Department was awarded a two-year Safer Grant (\$2.9 million) to hire 12 firefighters. Overtime costs will be reduced significantly with the addition of 12 firefighter positions. Overtime costs are expected to be reduced \$375,000 in FY 2011-12 and \$700,000 in FY 2012-13.
- Fire Prevention - Laying off three fire inspectors would reduce the Fire Department's ability to conduct State mandated fire inspections (schools, day-care facilities, apartments and businesses) and fire prevention education programs. In addition, revenues generated would be lost and suppression personnel would have to assume fire inspection responsibilities; this would require a reset of Fire Department priorities.
- Administration: Eliminating one of the two clerical staff will delay processing emergency incident reports, external billings and public information requests.
- Fire Inspection Revenue: With the elimination of the Paramedic Program, EMS calls could be prioritized and reduced, providing time to increase State mandated fire inspections and revenue.
- CSA 74 Funding – Salinas is scheduled to receive a one-time reimbursement of \$553,493 and an annual distribution of \$104,143. Previously, Salinas only received \$18,000 from CSA 74. NOTE: the annual disbursement is subject to change based on MOU language.
- \$10,000 is required the Target Safety Training/Records program subscription.
- \$30,000 grant matching funding is required. The Training division has been awarded Assistance to Firefighters Grants (AFG) two years in a row; each grant required \$25,000-\$30,000 to cover the 20% City match (AFG formula – 80% Federal, 20% City).
- \$7,000 has been included to fund annual the annual Fire Mechanics Academy, this was eliminated in FY 2010/2011.

FIRE DEPARTMENT Summary

Expenditures by Program	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
4505 Administration Division	438,478	414,800	367,400	387,700
4510 Suppression Division	14,671,936	13,399,275	15,551,000	15,891,200
4520 Emergency Medical Svcs Division	423,994	570,854	586,000	597,200
4530 Prevention Division	466,644	426,000	439,100	455,900
4535 Disaster Preparedness Division	54,023			
4540 Training Division	138,847	71,300	73,700	74,300
4560 Vehicle Maintenance Division	220,806	257,700	265,400	267,800
4570 Hazardous Material Control Division	119,512	147,800	161,900	165,100
4571 Hazardous Mat-County Division	3,811			
4580 Firefighter Apprentice Program				
TOTAL	16,538,051	15,287,729	17,444,500	17,839,200

Expenditures by Character

1. Employee Services	15,727,223	14,377,200	16,501,650	16,866,650
2. Office Supplies & Materials	9,656	11,300	10,700	10,700
3. Bldg/Veh/Equip Maint/Supplies	137,739	141,454	134,150	134,150
4. Vehicle Fuels & Lubricants	74,585	82,200	87,200	87,200
5. Small Tools & Equipment	19,170	17,900	17,900	17,900
6. Clothing & Personal Equip	31,128	34,225	37,100	37,100
7. Books and Publications	4,859	2,700	2,700	2,700
8. Special Dept Supplies	6,391	5,750	25,000	25,000
9. Communications	192,739	263,500	266,000	278,500
10. Utilities	40,475	55,000	58,000	58,000
11. Contract Maintenance Services	148,138	135,300	145,600	162,800
12. Professional Services	104,080	110,375	104,300	104,300
13. Outside Services	12,048	11,900	3,400	3,400
14. Training/Conferences/Meetings	24,903	38,025	39,900	39,900
15. Membership & Dues	803	900	900	900
16. Impvt Other Than Buildings			5,000	5,000
17. Capital Outlay	4,114		5,000	5,000
TOTAL	16,538,051	15,287,729	17,444,500	17,839,200

Expenditures by Fund

General Fund	15,953,263	14,621,875	16,763,500	17,147,000
Measure V Fund	160,794	95,000	95,000	95,000
Emergency Medical Services Fund	423,994	570,854	586,000	597,200
TOTAL	16,538,051	15,287,729	17,444,500	17,839,200

FIRE DEPARTMENT Summary

Workforce by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
4505	Administration Division	3.00	3.00	2.00	2.00
4510	Suppression Division	84.00	78.00	80.00	80.00
4530	Prevention Division	4.75	3.00		
4535	Disaster Preparedness Division	0.25			
	TOTAL	92.00	84.00	82.00	82.00



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Purpose

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

Division Operations

1. Utilize incident reporting Firehouse program in a more efficient manner to provide data that will assist in administrative and operational changes as needed.
2. Pursue grant funding to minimize fiscal impacts to the General Fund.
3. Investigate funding alternatives for fire and emergency services to minimize fiscal impacts to the General Fund.
4. Develop a Fire Department Strategic Plan.

Major Budget Changes

Eliminated Position: Office Technician

**FIRE DEPARTMENT
Administration Division****4505**

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	431,773	405,900	358,800	379,100
2. Office Supplies & Materials	2,886	3,300	3,000	3,000
3. Books and Publications				
4. Special Dept Supplies	1,206	1,400	1,400	1,400
5. Communications	1,697	2,500	2,500	2,500
6. Contract Maintenance Services	598	1,300	1,300	1,300
7. Membership & Dues	318	400	400	400
TOTAL	438,478	414,800	367,400	387,700

Authorized Positions	3	3	2	2
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Funding Source

General Fund

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 service. This service is provided 24-hours a day through Battalion Chiefs who command three platoons of Captains, Engineers and Firefighters, and are the initial responders to calls for emergency service. These teams respond to over 11,000 calls per year with a minimum of twenty-three personnel assigned to six fire engines, one ladder truck, and a hazardous materials incident response unit.

Division Operations

1. Finalize Standard Operation Procedure/Guideline (SOP's/SOG's) Manuals.
2. Continue to update SOP's and SOG's as new firefighting techniques and technologies become available and funding allows.
3. Enhance firefighting operations and safety through a collaborative effort with all levels of fire department and established committees.
4. Develop fire department personnel through career track development and training.

Major Budget Changes

Two firefighter positions shown as unfunded in FY 2010-11 and been fully funded in both FY 2011-12 and 2012-13.

FIRE DEPARTMENT

Suppression Division

4510

	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
Operating Expenditures				
1. Employee Services	14,168,489	12,846,100	14,959,750	15,270,250
2. Office Supplies & Materials	3,016	3,500	3,200	3,200
3. Bldg/Veh/Equip Maint/Supplies	24,300	27,800	25,950	25,950
4. Vehicle Fuels & Lubricants	71,122	75,000	80,000	80,000
5. Small Tools & Equipment	15,862	14,000	14,000	14,000
6. Clothing & Personal Equip	31,059	32,000	34,000	34,000
7. Books and Publications	2,529	700	700	700
8. Special Dept Supplies	993	1,000	21,000	21,000
9. Communications	179,589	249,200	251,700	264,200
10. Utilities	40,475	55,000	58,000	58,000
11. Contract Maintenance Services	101,913	72,000	87,300	104,500
12. Professional Services	21,996	8,075	2,000	2,000
13. Outside Services	4,685	11,900	3,400	3,400
14. Training/Conferences/Meetings	3,031	3,000		
15. Impvt Other Than Buildings			5,000	5,000
16. Capital Outlay	2,877		5,000	5,000
TOTAL	14,671,936	13,399,275	15,551,000	15,891,200

Authorized Positions	84	78	80	80
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Funding Source

General Fund

FIRE DEPARTMENT

Emergency Medical Svcs Division

4520

Purpose

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

Division Operations

1. Provide paramedic internships for Salinas Fire Department personnel, other fire agencies and accredited paramedic schools.
2. Maintain a preparedness plan for ambulance transport system in the City of Salinas.
3. Provide EMS training for the City of Salinas and County Agencies (AED, CPR, and Infection Control).
4. Update and/or replace EMS equipment, training aids and EMS manuals as required.
5. Continue Peer Review program for Salinas Fire Department paramedic.
6. Continue to be involved with Monterey County EMSA and paramedic fire agencies to improve patient care reporting and EMS protocols.

Major Budget Changes

None

**FIRE DEPARTMENT
Emergency Medical Svcs Division**

4520

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	390,995	523,300	538,900	550,100
2. Office Supplies & Materials	175	800	800	800
3. Bldg/Veh/Equip Maint/Supplies	14,373	16,454	16,000	16,000
4. Books and Publications				
5. Communications	1,851	1,500	1,500	1,500
6. Contract Maintenance Services	6,372	14,500	14,500	14,500
7. Professional Services	445	1,300	1,300	1,300
8. Training/Conferences/Meetings	9,683	12,900	12,900	12,900
9. Membership & Dues	100	100	100	100
TOTAL	423,994	570,854	586,000	597,200

Authorized Positions

Funding Source

Emergency Medical Services Fund

Purpose

The Fire Prevention Bureau is charged with enforcing the laws and ordinances established to provide a degree of safety to life and protection of property from the effects fire. The Bureau is authorized by California Code of Regulations, Title 24, to enforce all ordinances of the jurisdiction pertaining to the prevention of fires; the suppression, extinguishment, storage, use and handling of hazardous materials; the maintenance and regulation of means of egress, automatic, manual and other private fire alarm systems and fire extinguishing equipment; the elimination of fire hazards on land and in buildings, structures and other property, including those under construction; the investigation as to the cause, origin and circumstances of fire and unauthorized releases of hazardous materials.

Division Operations

1. Conduct annual mandatory inspections and fire code reviews as needed.
2. Provide engine company inspections training to the suppression division.
3. Prepare for formal adoption code adoption with the State of California.
4. Conduct fire investigations and fire investigations support to the suppression Division.

Major Budget Changes

Eliminated Positions: Three Fire Inspectors

FIRE DEPARTMENT

Prevention Division

4530

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	368,343	320,400	334,500	351,300
2. Office Supplies & Materials	2,395	1,700	1,700	1,700
3. Bldg/Veh/Equip Maint/Supplies	77	100	100	100
4. Vehicle Fuels & Lubricants		700	700	700
5. Small Tools & Equipment	650	400	400	400
6. Clothing & Personal Equip	69	725	1,600	1,600
7. Books and Publications	1,216	1,000	1,000	1,000
8. Special Dept Supplies	3,505	1,557	1,500	1,500
9. Communications	2,602	2,200	2,200	2,200
10. Contract Maintenance Services				
11. Professional Services	75,639	95,000	95,000	95,000
12. Outside Services	7,363			
13. Training/Conferences/Meetings	3,163	1,818		
14. Membership & Dues	385	400	400	400
15. Capital Outlay	1,237			
TOTAL	466,644	426,000	439,100	455,900

Authorized Positions	4.75	3.00
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Funding Source

General Fund, Measure V Fund

FIRE DEPARTMENT

Disaster Preparedness Division

4535

Purpose

The Disaster Preparedness Division administers the City of Salinas Multi-Hazard Functional Plan. The division is responsible for the training of City personnel on the plan functions. The division is responsible for ensuring that disaster communications equipment is functional and sufficient to support Emergency Operations Center (EOC) operations in the event of activation. Mitigation plans are developed by division staff to prevent or lessen the impact of various disasters should they occur.

Division Operations

1. Provide training for City of Salinas personnel on Emergency Operations Center functions.
2. Conduct one full-scale functional EOC exercise.
3. Train selected EOC staff on the IMICS Satellite Communications Unit and the Mobile Command/Communication Vehicle (MCCV).
4. Test IMICS system and MCCV quarterly.
5. Develop mitigation plans for earthquake and railway incident Provide training for City of Salinas personnel on Emergency Operations Center.
6. Pursue grant funding opportunities for disaster preparedness and mitigation.

Major Budget Changes

None

FIRE DEPARTMENT
Disaster Preparedness Division

4535

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	54,023			
TOTAL	54,023			
Authorized Positions	0.25			

Funding Source

General Fund, Measure V Fund

FIRE DEPARTMENT

Training Division

4540

Purpose

Provide fire department personnel sufficient job knowledge and information to meet the level of performance and safety required in their assigned area of responsibility. Provide organizational planning, development, and promotion of safe practices. Provide training and promotional opportunities for fire department through succession planning.

Division Operations

1. Maintain and increase the utilization of Target Safety program.
2. Utilize the newly established Training Advisory Committee to establish a Training Strategic Plan.
3. Develop task books for the position of Fire Engineer, Fire Captain and Chief Officer.
4. Conduct a Training Needs Assessment for the fire department.
5. Ensure Fire Department personnel meet State and Federal training mandates and incorporate mandates into a two-year master training calendar.
6. Host revenue generating regional training classes and public events supporting public safety disciplines.

Major Budget Changes

None

FIRE DEPARTMENT
Training Division

4540

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	113,622	32,700	35,100	35,700
2. Office Supplies & Materials	1,184	2,000	2,000	2,000
3. Books and Publications	1,114	1,000	1,000	1,000
4. Special Dept Supplies	687	1,793	1,100	1,100
5. Communications	6,999	8,000	8,000	8,000
6. Contract Maintenance Services	429	500	500	500
7. Professional Services	6,000	6,000	6,000	6,000
8. Training/Conferences/Meetings	8,812	19,307	20,000	20,000
TOTAL	138,847	71,300	73,700	74,300

Authorized Positions

Funding Source

General Fund

FIRE DEPARTMENT

Vehicle Maintenance Division

4560

Purpose

The Vehicle Maintenance Division repairs and maintains all fire department vehicles 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 local repair facilities.

Division Operations

1. Maintain and service apparatus as scheduled.
2. Repair apparatus as needed.
3. Maintain servicing and repair recording keeping.
4. Maintain appropriate levels of training and certifications through annual attendance of the Fire Mechanics Academy and manufacturer recognized training.

Major Budget Changes

None

FIRE DEPARTMENT
Vehicle Maintenance Division

4560

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	77,120	106,200	117,900	120,300
2. Bldg/Veh/Equip Maint/Supplies	98,525	95,000	90,000	90,000
3. Vehicle Fuels & Lubricants	3,463	6,500	6,500	6,500
4. Small Tools & Equipment	2,658	3,000	3,000	3,000
5. Contract Maintenance Services	38,826	47,000	42,000	42,000
6. Training/Conferences/Meetings	214		6,000	6,000
TOTAL	220,806	257,700	265,400	267,800

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 mitigation of hazardous material emergencies in order to protect life, the environment and property. Eighteen (18) fire suppression personnel are cross-trained 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 a Tri-County Hazardous Materials Response Plan, the City's Haz-Mat Team members provides emergency responses to the Salinas community and the counties of Monterey, Santa Cruz and San Benito.

Division Operations

1. Utilize Haz-Mat personnel in drills and public teaching to private industry and other public agencies (fire, law enforcement, EMS, Public Works, Health Department and Educational Institutions).
2. Continued joint training and response with Seaside Fire Haz-Mat and Monterey County Environmental Health Department staff as part of the Monterey County Haz-Mat Response Team.
3. Upgrade/replace aging hazardous material team member personal protective gear and equipment using CUPA and grant funding.
4. Research and pursue grant opportunities to enhance Hazardous Materials Team capabilities.

Major Budget Changes

None

**FIRE DEPARTMENT
Hazardous Material Control Division**

4570

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	119,048	142,600	156,700	159,900
2. Bldg/Veh/Equip Maint/Supplies	464	2,100	2,100	2,100
3. Small Tools & Equipment		500	500	500
4. Clothing & Personal Equip		1,500	1,500	1,500
5. Communications		100	100	100
6. Training/Conferences/Meetings		1,000	1,000	1,000
TOTAL	119,512	147,800	161,900	165,100

Authorized Positions

Funding Source

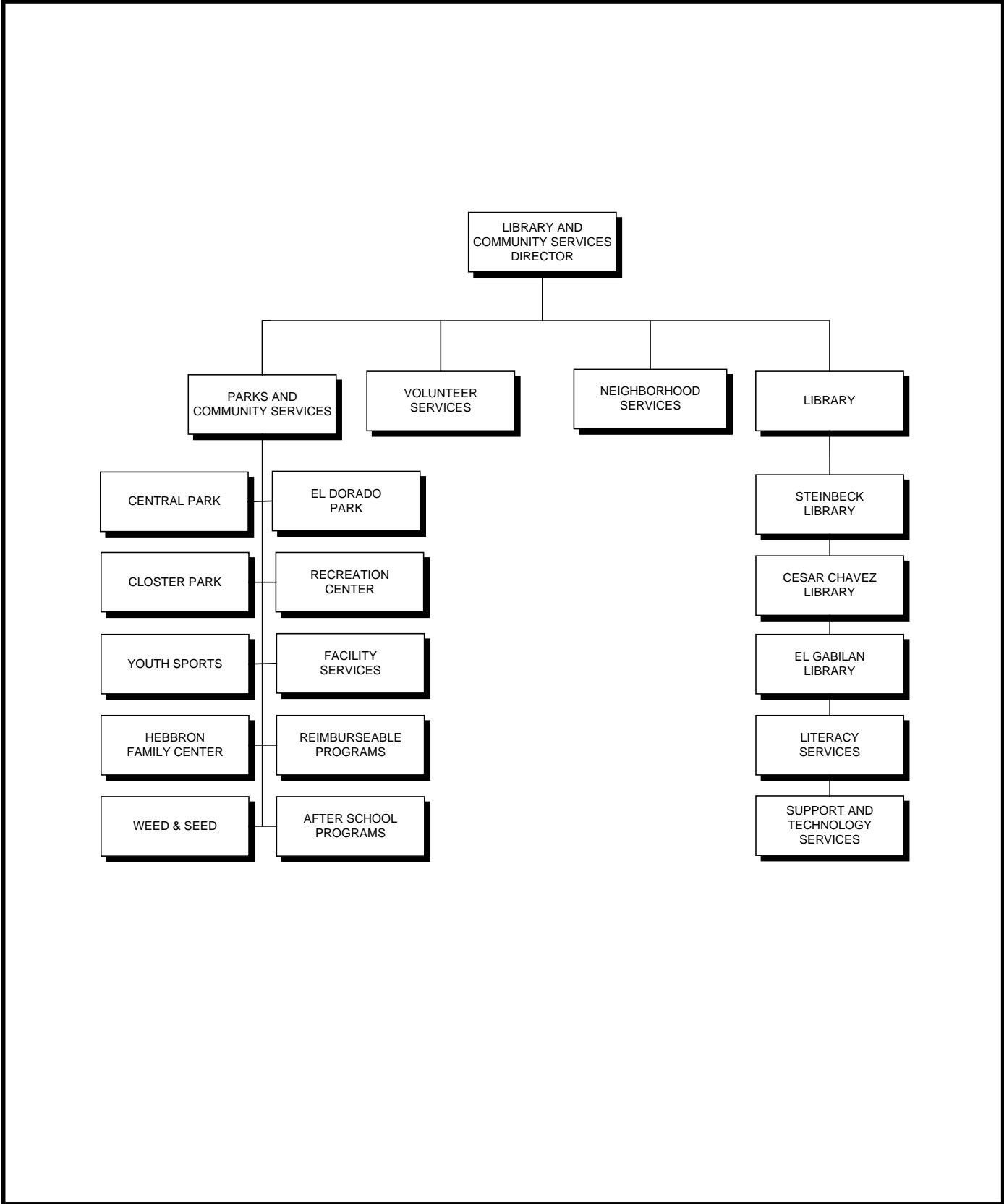
General Fund

FIRE DEPARTMENT

Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Administration Division				
Fire Chief	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Office Technician	1.00	1.00		
Total	3.00	3.00	2.00	2.00
Suppression Division				
Deputy Fire Chief	1.00	1.00	1.00	1.00
Fire Captain	24.00	24.00	24.00	24.00
Battalion Chief	3.00	3.00	3.00	3.00
Firefighter	33.00	29.00	28.00	28.00
Firefighter (Unfunded)	-1.00	-3.00		
Fire Engineer	24.00	24.00	24.00	24.00
Total	84.00	78.00	80.00	80.00
Prevention Division				
BC/Fire Marshall (MV)	0.75			
Fire Inspector	3.00	3.00		
Fire Inspector Supervisor	1.00			
Total	4.75	3.00		
Disaster Preparedness Division				
BC/Fire Marshal (MV)	0.25			
Department Total	92.00	84.00	82.00	82.00

LIBRARY AND COMMUNITY SERVICES





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LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Summary

Purpose

The Library and Community Services Department consist of Library and Parks and Community Services. 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, and to be a model of innovation within the community.

Top Five Accomplishments for FY 2010-11

Organizational Effectiveness Initiative

1. Literacy programs were attended by hundreds of learners who came to hear author Francisco Jimenez (500), and the Backpack Extravaganza (600), and 300 tutors & volunteers along with staff taught hundreds of residents how to apply for jobs online, create resumes and cover letters, pass the GED, and learn to read. Doctors at Natividad Hospital participated in Prescription for Reading and read to children.
2. Ten grants - nine new and the second year of the IMLS "Cultivating Knowledge: Life & Literature in Salinas," totaled \$500,425 for programs such as (1) Digital Arts Station at Cesar Chavez Library, (2) Homework Center staff funding, (3) Council for the Humanities "Making a Difference in the Community," (4) Digital Storytelling Station for local stories, and (5) installation of 12 Literary Landmarks in sidewalks and 9 Public Art Boulders with literacy quotes at libraries, parks and the National Steinbeck Center.
3. New popular collections include (1) Asian Collection of language materials, (2) Toy Lending Collection, (3) Boys & Girls Club collection, (4) Foundation Grant Collection for nonprofits seeking grants – Salinas is the only site in Monterey County, (5) video histories of local residents sharing stories – Santa Rita Watershed and others, and (6) free e-Book resources.
4. Construction plans for the Expansion of the Cesar Chavez Library completed, and expect to go to bid in June 2011, and groundbreaking is anticipated in late 2011.
5. Technology innovation projects included an e-blast of monthly newsletter; websites created for Literary Landmarks & Public Art Boulders, video Local Histories, and Digital Storytelling; popular classes on PhotoShop & Final Cut Pro software; lead on the GOOGLE application for Broadband; filming of video histories available on the website; and production of public communication via creative videos.

City Council Goals, Strategies, and Objectives for FY 2011-12

Youth/Gang Violence Prevention Initiative (Peace)

1. Partnerships/Collaborations with existing and new community groups and organizations.
2. Literacy initiatives including the GED program, Homework Center, job and computer skills training.
3. Programs including digital arts, emerging technologies, and computer applications

Economic Development Initiative (Prosperity)

1. Implementation of The California Endowment *Building Healthy Communities* grant.
2. Increase of funding support and advocacy for the Library.
3. Applying for additional grant funding.

Organizational Effectiveness Initiative

1. Expansion of the Cesar Chavez Library
2. Merger of the Library and Community Services/Recreation departments.
3. Continue traditional and innovative services and resources (e.g., e-books, Smartphone apps, etc.)

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

Summary

Major Budget Changes

The following positions have been eliminated in the budget through the layoff process:

Library Division:

- Deputy Librarian
- Library Page
- Library Clerk (1.5)

Parks & Community Services:

- Recreation Coordinator
- Recreation Service Manager (25%)

Library Administration: Elimination of a Deputy Librarian position will require distribution of duties to existing personnel for budgeting, personnel actions, facilities maintenance, grant reporting, and other administrative responsibilities. Reduced time of financial reporting, grants, personnel actions, and facilities maintenance.

Program/Service: Elimination of 1.5 Library Clerk positions will eliminate supervision of clerks and distribution of responsibilities to existing librarian positions and others.

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

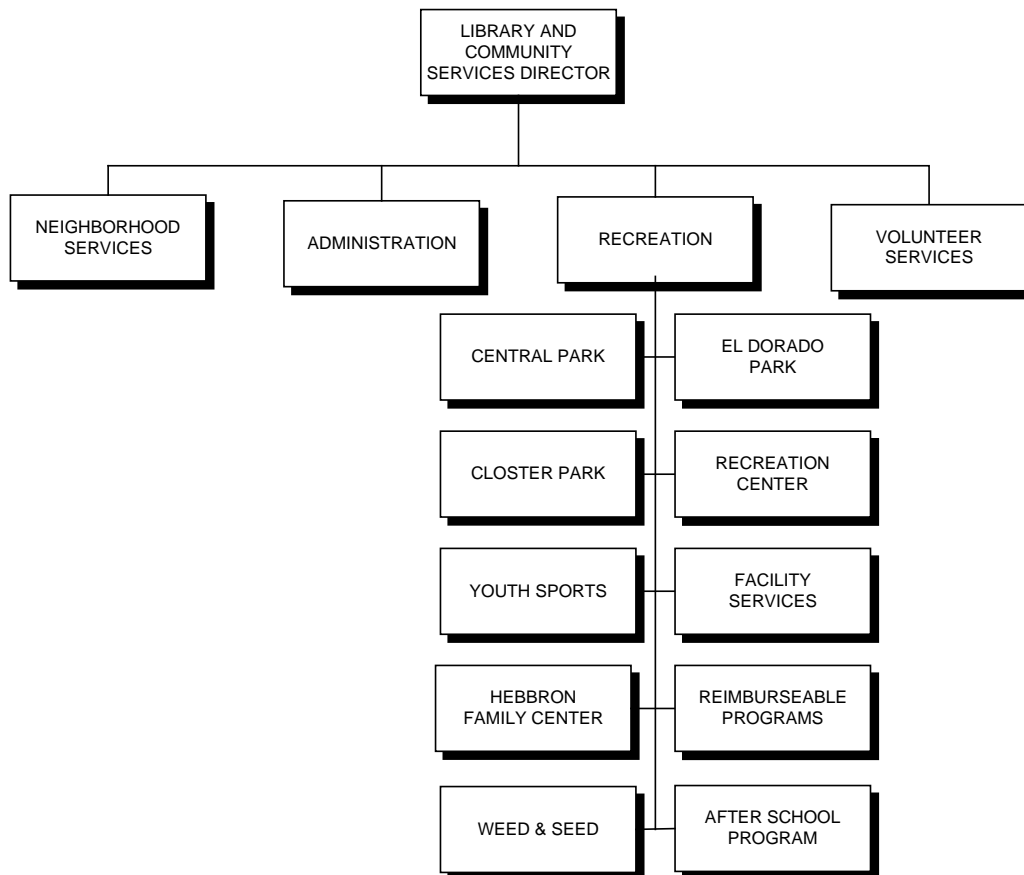
Summary

	<u>09-10 Actual</u>	<u>10-11 Budget</u>	<u>11-12 Adopted</u>	<u>12-13 Plan</u>
Expenditures by Program				
Library	3,587,431	3,788,695	3,651,000	3,828,300
Parks and Community Services	3,302,147	1,571,796	1,645,800	1,902,000
Total	<u>6,889,578</u>	<u>5,360,491</u>	<u>5,296,800</u>	<u>5,730,300</u>
Workforce by Program				
Library	48.00	43.50	40.00	40.00
Parks and Community Services	22.00	6.75	5.25	5.25
Total	<u>70.00</u>	<u>50.25</u>	<u>45.25</u>	<u>45.25</u>



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PARKS AND COMMUNITY SERVICES





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PARKS AND COMMUNITY SERVICES

Summary

Expenditures by Program	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
5510 Administration Division	551,363	435,400	399,800	420,700
5515 Neighborhood Services Division	75,642			
5527 Closter Park Division	5,852	23,800	23,800	23,800
5528 El Dorado Park Division	77,010	14,500	14,500	14,500
5529 Central Park Division	75,579	19,100	19,100	19,100
5531 Facility Services Division	8,497	8,500	8,500	8,500
5532 Reimbursable Rec Activities	56,935	161,700	160,700	160,700
5533 Youth Sports Division	254,246	258,000	384,500	613,200
5534 Adult Sports Division	266,592	1,197		
5535 Aquatics Division	503,693			
5536 Recreation Center Division	37,187	46,800	46,800	46,800
5537 Firehouse Rec Center Division	154,249	16,900	16,900	16,900
5538 Hebron Heights Rec Center Division	33,150	40,100	38,700	38,700
5541 Afterschool Programs Division	187,008	263,600	254,800	260,400
5542 Alisal Union Afterschool Division	106,000			
5543 Salinas City Afterschool Division	108,411			
5544 Salinas Union Afterschool Division	57,800			
5545 Santa Rita Union Afterschool	43,599			
5550 Community Center Division	559,812	226,000	130,500	130,500
5553 Box Office Division	677	4,900		
5561 Weed & Seed FY 08-09 Division	48,142			
5562 Weed and Seed FY 2009-10	90,703	51,299		
TOTAL	3,302,147	1,571,796	1,498,600	1,753,800

PARKS AND COMMUNITY SERVICES

Summary

Expenditures by Character	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	2,271,459	898,841	722,300	752,500
2. Office Supplies & Materials	5,851	6,800	6,500	6,500
3. Bldg/Veh/Equip Maint/Supplies	25,891	13,500	13,500	13,500
4. Vehicle Fuels & Lubricants	1,778	1,000	1,000	1,000
5. Small Tools & Equipment	691	400	400	400
6. Clothing & Personal Equip	288	1,000	1,000	1,000
7. Special Dept Supplies	63,366	70,332	69,100	69,100
8. Chemicals	14,116			
9. Communications	15,750	11,700	10,500	10,500
10. Utilities	327,445	238,700	136,400	136,400
11. Rents & Leases		4,000		
12. Contract Maintenance Services	42,279	44,200	60,200	60,200
13. Professional Services	71,675	134,600	125,600	125,600
14. Outside Services	414,283	105,600	105,000	105,000
15. Advertising	54	17,000	17,000	17,000
16. Training/Conferences/Meetings	2,617	900	900	900
17. Membership & Dues	735	800	800	800
18. Contribution to Other Agencies	43,150	19,023	225,000	450,000
19. Refunds & Reimb Damages	719	3,400	3,400	3,400
TOTAL	3,302,147	1,571,796	1,498,600	1,753,800
 Expenditures by Fund				
General Fund	2,306,569	1,130,997	1,119,300	1,368,900
Measure V Fund	856,733	389,500	379,300	384,900
Weed & Seed Grant	48,142			
Weed & Seed Grant	90,703	51,299		
TOTAL	3,302,147	1,571,796	1,498,600	1,753,800

PARKS AND COMMUNITY SERVICES

Summary

Workforce by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
5510	Administration Division	5.00	3.50	3.00	3.00
5515	Neighborhood Services Division	1.00			
5528	El Dorado Park Division	1.00			
5529	Central Park Division	1.00			
5533	Youth Sports Division	2.25	2.00	1.00	1.00
5534	Adult Sports Division	2.25			
5535	Aquatics Division	2.75			
5537	Firehouse Rec Center Division	1.00			
5541	Afterschool Programs Division	1.00	1.00	1.00	1.00
5550	Community Center Division	4.25			
5562	Weed and Seed FY 2009-10	0.50	0.25		
	TOTAL	22.00	6.75	5.00	5.00

PARKS AND COMMUNITY SERVICES

Administration Division

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 Recreation-Park Commission with opportunities for input on critical recreation and park services until a joint commission is established.
3. 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, Closer Park, Bread Box and Tennis Center and the Salinas Community Center.
6. Provide overall budget, project, and program management.
7. Review fee for service programs to increase cost recovery.
8. Monitor/coordinate the community Special Event Permit process.

Major Budget Changes

Administration for Parks and Community Services has been consolidated with the Library to form the Library and Community Services Department for FY 2011-2012, resulting in the elimination of the Department Director position. A temporary payroll account for the part time volunteer assistance positions was established for FY 2011-2012.

PARKS AND COMMUNITY SERVICES
Administration Division

5510

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	532,656	391,900	356,300	377,200
2. Office Supplies & Materials	1,443	1,400	1,400	1,400
3. Bldg/Veh/Equip Maint/Supplies		1,500	1,500	1,500
4. Vehicle Fuels & Lubricants	44	400	400	400
5. Small Tools & Equipment	259	400	400	400
6. Clothing & Personal Equip		1,000	1,000	1,000
7. Special Dept Supplies	696	800	800	800
8. Communications	4,675	5,200	5,200	5,200
9. Contract Maintenance Services				
10. Professional Services	9,649	10,000	10,000	10,000
11. Outside Services	1,152	5,000	5,000	5,000
12. Advertising	54	17,000	17,000	17,000
13. Membership & Dues	735	800	800	800
TOTAL	551,363	435,400	399,800	420,700
 Authorized Positions	 5.0	 3.5	 3.0	 3.0

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Neighborhood Services Division

5515

Purpose

Support neighborhood engagement activities, coordinate the implementation of solutions to neighborhood issues; recruit volunteers in delivering services to the community and assist with the work of violence prevention collaborative.

Division Operations

1. Community Engagement.
2. Volunteer Services Program.
3. Support community safety efforts.

Major Budget Changes

There are no funds for Neighborhood Services other than a Neighborhood Beautification Initiative using \$23,500 in CDBG funding for FY 2011-12. Management staff has absorbed the leadership, management and oversight of this program with existing staff.

The Neighborhood Services Program was eliminated in the FY 2010-11 budget along with most support of neighborhood engagement activities, including community meetings, neighborhood block parties, neighborhood clean ups and coordination of volunteer efforts.

PARKS AND COMMUNITY SERVICES
Neighborhood Services Division

5515

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	42,674			
2. Special Dept Supplies	5,386			
3. Communications	2,756			
4. Professional Services	24,730			
5. Training/Conferences/Meetings	96			
TOTAL	75,642			

Authorized Positions 1

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Closter Park Division

5527

Purpose

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

Division Operations

1. Offer a diversity of recreation programs for all ages including local and out-of-town field trips.
2. Practice excellent customer service.
3. Continue to monitor lease with the Salinas Boxing Club.
4. Make the facility available to community groups.
5. Keep the park and facility in good condition.

Major Budget Changes

Measure V funds substantially fund the operation of this facility. General Fund contribution to this facility is \$2,700 for FY 2011-12. Salinas Boxing Club has utilized the facility since August 2007.

PARKS AND COMMUNITY SERVICES
Closter Park Division

5527

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services		9,500	9,500	9,500
2. Office Supplies & Materials		1,100	1,100	1,100
3. Bldg/Veh/Equip Maint/Supplies	7	1,700	1,700	1,700
4. Special Dept Supplies		2,500	2,500	2,500
5. Communications	185	300	300	300
6. Utilities	4,066	4,900	4,900	4,900
7. Contract Maintenance Services	485	1,500	1,500	1,500
8. Professional Services	910	2,300	2,300	2,300
9. Training/Conferences/Meetings	199			
TOTAL	5,852	23,800	23,800	23,800

Authorized Positions

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

El Dorado Park Division

5528

Purpose

Operate a recreation center and provide a wide range of activities for all ages.

Division Operations

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

Major Budget Changes

Measure V after school funds will fund the operation of this facility. General Fund contribution to this facility is \$8,100 for FY 2011-12

PARKS AND COMMUNITY SERVICES
El Dorado Park Division

5528

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	64,656			
2. Office Supplies & Materials	106			
3. Bldg/Veh/Equip Maint/Supplies	1,635	2,600	2,600	2,600
4. Special Dept Supplies	1,873			
5. Communications	971	500	500	500
6. Utilities	6,669	8,500	8,500	8,500
7. Contract Maintenance Services	951	1,600	1,600	1,600
8. Professional Services	100	1,300	1,300	1,300
9. Training/Conferences/Meetings	49			
TOTAL	77,010	14,500	14,500	14,500

Authorized Positions 1

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Central Park Division

5529

Purpose

Operate a recreation center and provide a wide range of activities for all ages.

Division Operations

1. Offer a diversity of recreation programs for all ages to include working with school districts and other organizations on co-sponsored programs.
2. Offer a diversity of recreation programs for all ages.
3. Market the City's recreation programs to the community.
4. Practice excellent customer service.
5. Keep the park and facility in good condition.

Major Budget Changes

Measure V after school funds will fund the operation of this facility. General Fund contribution to this facility is \$2,900 for FY 2011-12

Purpose

PARKS AND COMMUNITY SERVICES
Central Park Division

5529

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	69,959	9,500	9,500	9,500
2. Office Supplies & Materials	383	1,000	1,000	1,000
3. Bldg/Veh/Equip Maint/Supplies	635	1,700	1,700	1,700
4. Special Dept Supplies	1,309	1,700	1,700	1,700
5. Communications	365	300	300	300
6. Utilities	1,590	2,400	2,400	2,400
7. Contract Maintenance Services	712	1,200	1,200	1,200
8. Professional Services	608	1,300	1,300	1,300
9. Training/Conferences/Meetings	18			
TOTAL	75,579	19,100	19,100	19,100

Authorized Positions 1

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Facility Services Division

5531

Purpose

Provide the availability of park and recreation facilities to groups and organizations on a rental basis.

Division Operations

1. Provide the opportunity, when available, for the rental of the Municipal Stadium and 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. Monitor lease conditions with Homers, Inc. for batting cages at the Municipal Stadium.
3. Provide the opportunity to rent our recreation facilities including the Community Park buildings, Breadbox, Hebron Family Center, Recreation Center, Central, Firehouse and El Dorado Recreation Centers when available at the approved fee schedule
4. Continue to practice excellent customer service.
5. Continue working with school districts in sharing facilities.

Major Budget Changes

Temporary payroll remain at \$6,800 for FY 2010-11 and 2011-12.

PARKS AND COMMUNITY SERVICES
Facility Services Division

5531

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	8,197	6,800	6,800	6,800
2. Special Dept Supplies		500	500	500
3. Refunds & Reimb Damages	300	1,200	1,200	1,200
TOTAL	8,497	8,500	8,500	8,500

Authorized Positions

Funding Source

General Fund

PARKS AND COMMUNITY SERVICES

Reimbursable Rec Activities

5532

Purpose

Provide the opportunity for residents to participate in specialized recreation activities such as classes, trips, day camps, sports clinics, senior activities/dinners and tot activities where the participant pays for the service rendered.

Division Operations

1. Provide 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.

Major Budget Changes

The FY 2011-12 Reimbursable Budget was reduced by \$55,000 as a result of reduced programming due to the lease of the Community Center and Firehouse Recreation Center facilities.

PARKS AND COMMUNITY SERVICES
Reimbursable Rec Activities

5532

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	25,369	32,400	32,400	32,400
2. Special Dept Supplies	226	17,900	17,900	17,900
3. Professional Services	31,340	110,600	109,600	109,600
4. Refunds & Reimb Damages		800	800	800
TOTAL	56,935	161,700	160,700	160,700

Authorized Positions

Funding Source

General Fund

PARKS AND COMMUNITY SERVICES

Youth Sports Division

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, 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.

Major Budget Changes

A Recreation Coordinator position was eliminated from the Budget in FY 2011-12.

PARKS AND COMMUNITY SERVICES
Youth Sports Division

5533

	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
Operating Expenditures				
1. Employee Services	221,263	221,500	123,000	126,700
2. Special Dept Supplies	31,942	33,200	33,200	33,200
3. Communications	677	800	800	800
4. Professional Services	-11	1,100	1,100	1,100
5. Contribution to Other Agencies			225,000	450,000
6. Refunds & Reimb Damages	375	1,400	1,400	1,400
TOTAL	254,246	258,000	384,500	613,200
Authorized Positions	2.25	2.00	1.00	1.00

Funding Source

General Fund

PARKS AND COMMUNITY SERVICES

Adult Sports Division

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.

Major Budget Changes

Adult Sports was eliminated in the FY 2010-11 Budget along with softball, volleyball, basketball and flag football programs for over 200 adult teams in men, women and co-ed leagues.

PARKS AND COMMUNITY SERVICES
Adult Sports Division

5534

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	233,525			
2. Special Dept Supplies	9,464	1,197		
3. Communications	1,500			
4. Professional Services				
5. Outside Services	22,059			
6. Refunds & Reimb Damages	44			
TOTAL	266,592	1,197		

Authorized Positions 2.25

Funding Source

General Fund

Purpose

Offer year-around season at the Salinas Aquatic Center so that residents have the opportunity to learn and participate in all levels of swimming activity.

Division Operations

1. Monitor operation of Aquatic Center including compliance with lease terms.

Major Budget Changes

The New Salinas Aquatic Center opened in September 2009. On June 15, 2010, Council approved a facility lease agreement with Salinas Valley Aquatics, doing business as Monterey County Aquatic Team for an initial two-year term that began on June 21, 2010.

PARKS AND COMMUNITY SERVICES
Aquatics Division

5535

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	340,283			
2. Office Supplies & Materials	362			
3. Bldg/Veh/Equip Maint/Supplies	5,100			
4. Clothing & Personal Equip	288			
5. Special Dept Supplies	174			
6. Chemicals	14,116			
7. Communications	483			
8. Utilities	140,726			
9. Contract Maintenance Services	2,161			
TOTAL	503,693			

Authorized Positions 2.75

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Recreation Center Division

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. Continue working 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. Market our recreation programs to the community.
4. Continue to practice excellent customer service.
5. Keep the facility and groups in good condition.

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
Recreation Center Division

5536

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	18,305	22,000	22,000	22,000
2. Office Supplies & Materials	2,072	2,000	2,000	2,000
3. Bldg/Veh/Equip Maint/Supplies	2,242	2,800	2,800	2,800
4. Vehicle Fuels & Lubricants	795	600	600	600
5. Special Dept Supplies	1,075	2,500	2,500	2,500
6. Communications	189	500	500	500
7. Utilities	10,554	13,300	13,300	13,300
8. Contract Maintenance Services	1,197	2,200	2,200	2,200
9. Training/Conferences/Meetings	758	900	900	900
TOTAL	37,187	46,800	46,800	46,800

Authorized Positions

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Firehouse Rec Center Division

5537

Purpose

Operate Firehouse Recreation Center facility and provide a wide range of recreational activities for all ages. Collaborate with Salinas Senior Center group to enhance programs for seniors.

Division Operations

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

Major Budget Changes

On June 15, 2010, Council approved a facility lease agreement for Firehouse with GoKids, Inc. for a three-year term beginning on July 1, 2010. This program operates in conjunction with program #3162 Firehouse Recreation Center partially funded by CDBG in the amount of \$15,000 in FY2011-12.

PARKS AND COMMUNITY SERVICES
Firehouse Rec Center Division

5537

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	117,538			
2. Office Supplies & Materials	354			
3. Bldg/Veh/Equip Maint/Supplies	4,032			
4. Vehicle Fuels & Lubricants	676			
5. Small Tools & Equipment	105			
6. Clothing & Personal Equip				
7. Special Dept Supplies	3,013			
8. Communications	1,150	700	700	700
9. Utilities	11,729	15,000	15,000	15,000
10. Contract Maintenance Services	1,627	1,200	1,200	1,200
11. Professional Services	225			
12. Outside Services	13,800			
TOTAL	154,249	16,900	16,900	16,900

Authorized Positions 1

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Hebbron Heights Rec Center Division

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.

Division Operations

1. Continue working with school districts and other community-based organizations on co-sponsored recreation programs and coordinate facility usage by community groups and organizations.
2. Continue to develop a diversity of programs for year-round school recreation activities meeting the needs of neighborhood "at risk youth".
3. Continue to market our recreation programs to the community.
4. Practice excellent customer service.
5. Collaborate with CASP on neighborhood initiatives.

Major Budget Changes

The budget reflects \$23,200 of this program funded by Measure V funds for FY 2011-12. This program operates in conjunction with program #3164 Hebbron Family Center partially funded by CDBG in the amount of \$133,000 in FY2011-12.

PARKS AND COMMUNITY SERVICES
Hebbron Heights Rec Center Division

5538

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	16,645	19,400	18,000	18,000
2. Office Supplies & Materials	406	1,000	1,000	1,000
3. Bldg/Veh/Equip Maint/Supplies	1,268	3,200	3,200	3,200
4. Special Dept Supplies	2,606			
5. Communications	548	700	700	700
6. Utilities	8,489	13,300	13,300	13,300
7. Contract Maintenance Services	2,533	2,500	2,500	2,500
8. Professional Services	655			
9. Training/Conferences/Meetings				
TOTAL	33,150	40,100	38,700	38,700

Authorized Positions

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Afterschool Programs Division

5541

Purpose

Utilize Measure V funds allocated for after school programs that will serve school age children in all (4) Salinas School Districts. This collaborative program seeks to provide activities that are safe and community-wide enrichment enhanced.

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 a diverse program for ages 5-18 years and "at-risk" youth.
4. Market our recreation programs to the community.
5. Collaborate with the Library on programs.

Major Budget Changes

Funding for four (4) School Districts for After School programs was eliminated in FY 2010-11, along with reduced after school and vacation period programs for students, ages 5-18 years and "at-risk" youth at the four Salinas School Districts. Remaining Measure V funds (\$165,00) are for City-sponsored after school programs for youth.

PARKS AND COMMUNITY SERVICES
Afterschool Programs Division

5541

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	125,895	153,600	144,800	150,400
2. Special Dept Supplies	328	10,000	10,000	10,000
3. Outside Services	60,785	100,000	100,000	100,000
TOTAL	187,008	263,600	254,800	260,400

Authorized Positions	1	1	1	1
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Funding Source

Measure V Fund, General Fund

PARKS AND COMMUNITY SERVICES
Alisal Union Afterschool Division

5542

Purpose

This collaborative program with the Alisal Union School District was eliminated in FY 2010-11.

Division Operations

1. Program eliminated.

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
Alisal Union Afterschool Division

5542

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Outside Services	106,000			
TOTAL	106,000			

Authorized Positions

Funding Source

Measure V Fund

PARKS AND COMMUNITY SERVICES
Salinas City Afterschool Division

5543

Purpose

This collaborative program with the Salinas City School District was eliminated in FY 2010-11.

Division Operations

1. Program eliminated.

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
Salinas City Afterschool Division

5543

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Outside Services	108,411			
TOTAL	108,411			

Authorized Positions

Funding Source

Measure V Fund

PARKS AND COMMUNITY SERVICES
Salinas Union Afterschool Division

5544

Purpose

This collaborative program with the Salinas Union High School District was eliminated in FY 2010-11.

Division Operations

1. Program eliminated.

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
Salinas Union Afterschool Division

5544

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Outside Services	57,800			
TOTAL	57,800			

Authorized Positions

Funding Source

Measure V Fund

PARKS AND COMMUNITY SERVICES
Santa Rita Union Afterschool Division

5545

Purpose

This collaborative program with the Santa Rita Union School District was eliminated in FY 2010-11.

Division Operations

1. Program eliminated.

Major Budget Changes

None

PARKS AND COMMUNITY SERVICES
Santa Rita Union Afterschool

5545

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Outside Services	43,599			
TOTAL	43,599			

Authorized Positions

Funding Source

Measure V Fund

PARKS AND COMMUNITY SERVICES

Community Center Division

5550

Purpose

To operate and maintain the Community Center complex for meetings, conferences, conventions, special events, concerts and other activities requiring a large indoor facility.

Division Operations

1. Monitor the lease arrangements with the National Steinbeck Center.
2. Continue to work with theatrical groups, musicians and teen bands to provide theatrical programs, summer concerts, and community entertainment at Sherwood Park Outdoor Stage and Natividad Creek Park.
3. Continue to monitor the process of bounce-house reservations at three park sites.

Major Budget Changes

On August 24, 2010, Council approved a facility lease agreement with National Steinbeck Center for an initial period of eighteen months to assume the management and operation of the Community Center for the purpose of operating publicly accessible arts and information programs, among other related programs and services.

Bounce House reservations and Park special events will continue to be monitored and provided.

PARKS AND COMMUNITY SERVICES
Community Center Division

5550

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	364,559			
2. Office Supplies & Materials	725			
3. Bldg/Veh/Equip Maint/Supplies	10,972			
4. Vehicle Fuels & Lubricants	263			
5. Small Tools & Equipment	327			
6. Special Dept Supplies	1,011			
7. Chemicals				
8. Communications	2,251	2,700	1,500	1,500
9. Utilities	143,622	181,300	79,000	79,000
10. Contract Maintenance Services	32,613	34,000	50,000	50,000
11. Professional Services	3,469	8,000		
12. Membership & Dues				
TOTAL	559,812	226,000	130,500	130,500

Authorized Positions 4.25

Funding Source

General Fund, Measure V Fund

PARKS AND COMMUNITY SERVICES

Box Office Division

5553

Purpose

Operate the box office to provide ticket sales to Community Center/Hall events and activities.

Division Operations

1. Continue to practice excellent customer service.
2. Provide box office services to the community for events held at Sherwood Hall as well as offsite events as requested.

Major Budget Changes

The City will not operate the box office while the Community Center facility is under the lease agreement with the National Steinbeck Center

PARKS AND COMMUNITY SERVICES
Box Office Division

5553

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Office Supplies & Materials		300		
2. Rents & Leases		4,000		
3. Outside Services	677	600		
TOTAL	677	4,900		

Authorized Positions

Funding Source

General Fund

PARKS AND COMMUNITY SERVICES

Weed and Seed Division

5562

Purpose

Provide After School programs at Safehaven (Hebbron family center) for youth 5-18 years old. Programs include homework help, sports, games, outdoor education trips, cooking and special events. Provide a safe and supervised facility for these kids to come and participate.

Division Operations

1. Provide programs five (5) days per week year-round at Safehaven.
2. Provide opportunities for field trips and special contract classes.
3. Offer diverse programs for "at-risk" youth attending target area schools within Hebbron Recreation vicinity.
4. Work with Community Partners in providing special emphasis activities including girl scouts, special emphasis classes such as Mexican dance, probation and police patrols in the Weed and Seed target area and educational advancement and positive social relationships.

Major Budget Changes

This program ended September 30, 2010.

PARKS AND COMMUNITY SERVICES
Weed and Seed FY 2009-10

5562

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	66,632	32,241		
2. Special Dept Supplies	3,184	35		
3. Outside Services				
4. Training/Conferences/Meetings				
5. Contribution to Other Agencies	20,887	19,023		
TOTAL	90,703	51,299		
Authorized Positions	0.50	0.25		

Funding Source

Weed & Seed Grant

PARKS AND COMMUNITY SERVICES

Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Parks/Community Svc Dir	1.00	0.50		
Administrative Secretary	1.00	1.00	1.00	1.00
Office Technician	1.00			
Rec Svcs Admin Supervisor	1.00			
Rec Svc Manager	1.00	2.00	2.00	2.00
Total	5.00	3.50	3.00	3.00
 Neighborhood Services Division				
Neigh Svcs Coord (1 MV)	1.00			
 El Dorado Park Division				
Recreation Coord (MV)	1.00			
 Central Park Division				
Sr Recreation Asst (MV)	1.00			
 Youth Sports Division				
Recreation Coord	1.00	1.00		
Sports Program Asst	1.00	1.00	1.00	1.00
Rec Svc Manager	0.25			
Total	2.25	2.00	1.00	1.00
 Adult Sports Division				
Recreation Coordinator	1.00			
Sports Program Asst	1.00			
Rec Svc Manager	0.25			
Total	2.25			

PARKS AND COMMUNITY SERVICES

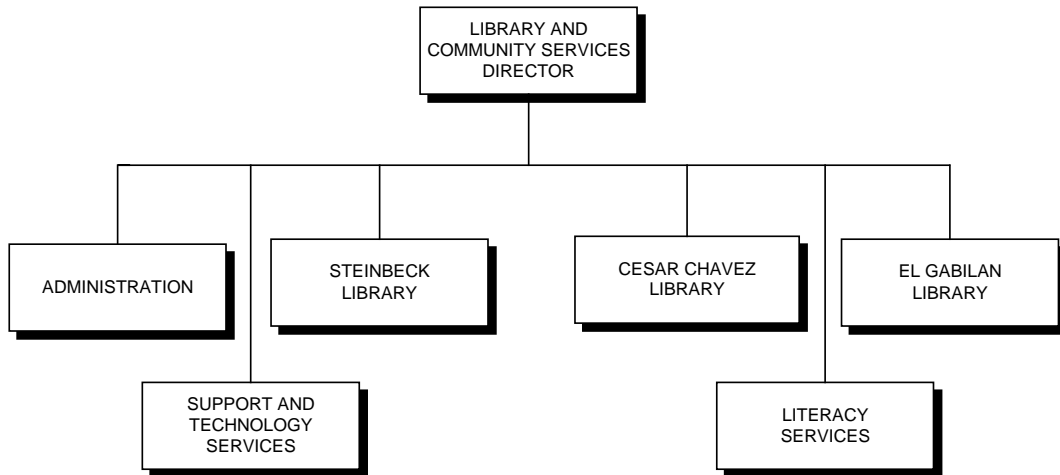
Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Aquatics Division				
Office Assistant	0.25			
Aquatics Program Asst	1.00			
Aquatics Coordinator	1.00			
Rec Svc Manager	0.50			
Total	2.75			
Firehouse Rec Center Division				
Recreation Coord (MV)	1.00			
Afterschool Programs Division				
Recreation Coord (MV)	1.00	1.00	1.00	1.00
Community Center Division				
Office Assistant	0.75			
Recreation Coordinator	1.00			
Auditorium Coordinator	1.00			
Rec Svc Manager	0.50			
Sr Recreation Asst	1.00			
Total	4.25			
Weed and Seed FY 2009-10				
Recreation Asst (Grant)	0.50	0.25		
Department Total	22.00	6.75	5.00	5.00



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LIBRARY





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LIBRARY Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
6005	Administration Division	533,334	532,050	423,900	437,500
6010	Support & Technology Services Division	737,097	865,514	942,800	991,100
6011	Steinbeck Library Division	1,034,880	937,486	866,000	902,500
6012	Cesar Chavez Library Division	575,786	752,870	786,400	832,500
6013	El Gabilan Library Division	434,111	401,909	424,800	445,600
6063	Literacy Division	272,223	298,866	287,900	300,600
TOTAL		3,587,431	3,788,695	3,731,800	3,909,800

Expenditures by Character

1.	Employee Services	2,971,522	3,228,100	3,170,500	3,348,500
2.	Office Supplies & Materials	22,513	20,310	20,850	20,850
3.	Bldg/Veh/Equip Maint/Supplies	6,876	7,400	8,900	8,900
4.	Books and Publications	204,023	198,609	220,550	220,550
5.	Special Dept Supplies	38,122	38,936	40,800	40,800
6.	Communications	14,482	13,400	13,200	13,200
7.	Utilities	83,644	92,300	92,400	92,400
8.	Rents & Leases	2,365	2,500	2,500	2,500
9.	Contract Maintenance Services	153,074	106,230	107,600	107,600
10.	Professional Services	28,115	39,250	29,600	29,600
11.	Outside Services	32,524	19,460		
12.	Training/Conferences/Meetings	2,630	5,500	3,900	3,900
13.	Membership & Dues	7,068	7,300	7,500	7,500
14.	Taxes	3,844	4,900	5,000	5,000
15.	Capital Outlay	16,629	4,500	8,500	8,500
TOTAL		3,587,431	3,788,695	3,731,800	3,909,800

Expenditures by Fund

Measure V Fund	3,532,452	3,730,029	3,702,400	3,880,400
CLLS-Adult Literacy Project	19,353	49,306	25,500	25,500
CLSA Families for Literacy	35,626	9,360	3,900	3,900
TOTAL	3,587,431	3,788,695	3,731,800	3,909,800

LIBRARY Summary

Workforce by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
6005	Administration Division	4.0	4.0	3.0	3.0
6010	Support & Technology Services Division	10.5	11.0	11.0	11.0
6011	Steinbeck Library Division	15.0	10.5	8.0	8.0
6012	Cesar Chavez Library Division	9.0	9.5	9.5	9.5
6013	El Gabilan Library Division	6.5	5.5	5.5	5.5
6063	Literacy Division	3.0	3.0	3.0	3.0
	TOTAL	48.0	43.5	40.0	40.0



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Purpose

Provide leadership. Focus on organizational effectiveness. Manage resources effectively and efficiently to optimize services to the public. Forge 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 Commission, Friends of the Salinas Public Library, and community groups.
3. Recruit, and develop staff who are effective with cultural and bilingual populations, technology savvy, and dynamic library providers. Re-align staff duties as needed to maximize effectiveness.
4. Expand 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.

Major Budget Changes

Eliminated Position: Deputy Librarian

1. Loss of 1 Deputy Librarian position will decrease oversight of budgets, facility management, media relations, and grant reporting.
2. Cost of books and other materials is increasing resulting in less purchase power.
3. Demand for technology and Internet computers increasing by the public.
4. Expanded Cesar Chavez Library will require more computers and technology.
5. Library Director now responsible for Parks, Recreation, Neighborhood Services and Volunteer Services reducing the capacity to spend direct time on Library issues.

LIBRARY
Administration Division

6005

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	520,681	514,500	406,500	420,100
2. Office Supplies & Materials	5	250	500	500
3. Communications	581	550	1,200	1,200
4. Contract Maintenance Services	1,093	1,200	1,200	1,200
5. Professional Services	2,678	6,250	4,000	4,000
6. Training/Conferences/Meetings	1,228	2,000	3,000	3,000
7. Membership & Dues	7,068	7,300	7,500	7,500
TOTAL	533,334	532,050	423,900	437,500

Authorized Positions	4	4	3	3
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Funding Source

Measure V Fund

Purpose

To provide excellent customer service to our patrons and internal customers through efficient and innovative operations of our Support and Technology 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. Provide new programs for Salinas's youth that incorporate new and emerging technologies.
3. Maintain and update the website, public computer network, Digital Arts Lab, and Koha, the integrated library system catalog.
4. Provide additional computer training for customers and staff, and increase the variety of digital arts programs offered.
5. Expand e-book and other e-resources.
6. Maintain the Library's computer network and update the website weekly.

Major Budget Changes

Technology Services Manager will expand services to Parks, Recreation, Neighborhood Services and Volunteer Services creating websites, and public access to residents using social networking tools.

LIBRARY
Support & Technology Services Division

6010

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	564,701	753,800	824,300	872,600
2. Office Supplies & Materials	18,204	16,500	17,000	17,000
3. Special Dept Supplies	28,704	32,974	35,600	35,600
4. Communications	11,857	10,500	10,000	10,000
5. Rents & Leases	2,365	2,500	2,500	2,500
6. Contract Maintenance Services	83,038	21,340	22,400	22,400
7. Professional Services	21,275	21,000	21,000	21,000
8. Taxes	3,844	4,900	5,000	5,000
9. Capital Outlay	3,109	2,000	5,000	5,000
TOTAL	737,097	865,514	942,800	991,100
Authorized Positions	10.5	11.0	11.0	11.0

Funding Source

Measure V Fund

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. Increase of the new Digital Storytelling Project for local history archives and programming focused on local history.
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. Schedule the new Library Card Drive outreach efforts for adults, covering workplaces that include professional young adults and the general workforce.
7. Identify and support the set up of new exhibits in the public area.

Major Budget Changes

Eliminated Position: Library Clerk

The loss of (1.5) FTE Library Clerk, in addition to last fiscal year's loss of a half-time (.5) FTE Librarian I, limits the ability to staff Circulation and Information/Reference desks. We must rely on assigning, on an ongoing basis, Support Services staff to cover Circulation gaps. This negatively impacts Support Services workload and workflow. Temporary on-call librarians are needed to cover Information/Reference staffing gaps. On-call staff is not always available as needed. The loss of the half-time FTE Library Clerk will also affect the staffing of Bookmobile services.

The loss of one half-time (.5) FTE Library Clerk will limit the ability to staff the Circulation desk. As in the case of the John Steinbeck Library, Support Services staff will have to be deployed to cover staffing gaps, impacting negatively the workload and workflow of that work unit. Once the construction of the expansion of this library begins, significant costs will be attached to it. Collections need to be moved and stored properly to avoid damage, staff will be re-assigned and housed at various locations having to transfer needed equipment, etc., additional time and assigned staff will be needed for selection and placement of small collections to address immediate needs at temporary locations serving as library outlets. Furniture, shelving and equipment will require storage.

The loss of one half-time (.5) FTE Library Clerk will negatively impact our ability to staff the Circulation desk at this library. As in the case of John Steinbeck and Cesar Chavez libraries, Support Services staff will need to be deployed to cover staffing gaps creating a very short-staffed Circulation and Support Services work unit.

LIBRARY
Steinbeck Library Division

6011

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	789,501	691,800	652,300	688,800
2. Office Supplies & Materials	543	600	700	700
3. Bldg/Veh/Equip Maint/Supplies	3,790	3,700	4,600	4,600
4. Books and Publications	103,821	93,600	97,000	97,000
5. Special Dept Supplies	2,643	1,386	2,000	2,000
6. Communications	2,016	2,100	2,000	2,000
7. Utilities	57,198	62,900	60,200	60,200
8. Contract Maintenance Services	33,842	49,440	41,100	41,100
9. Professional Services	3,482	12,000	4,600	4,600
10. Outside Services	32,524	19,460		
11. Capital Outlay	5,520	500	1,500	1,500
TOTAL	1,034,880	937,486	866,000	902,500
 Authorized Positions	 15.0	 10.5	 8.0	 8.0

Funding Source

Measure V Fund

LIBRARY

Cesar Chavez Library Division

6012

Purpose

Open seven days a week as “the 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.

Major Budget Changes

None

LIBRARY
Cesar Chavez Library Division

6012

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	485,766	649,500	673,400	719,500
2. Office Supplies & Materials	57	200	200	200
3. Bldg/Veh/Equip Maint/Supplies	2,000	2,500	2,900	2,900
4. Books and Publications	51,644	59,400	60,200	60,200
5. Special Dept Supplies	993	220	700	700
6. Utilities	19,195	21,700	23,700	23,700
7. Contract Maintenance Services	15,451	19,350	25,300	25,300
8. Professional Services	680			
TOTAL	575,786	752,870	786,400	832,500

Authorized Positions	9.0	9.5	9.5	9.5
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Funding Source

Measure V Fund

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. Expand the new Asian American collection.
4. Maintain and expand collaboration with school districts, Hartnell College and local businesses.
5. Initiate Literary Garden programs.

Major Budget Changes

None

LIBRARY
El Gabilan Library Division

6013

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	370,270	340,800	359,500	380,300
2. Office Supplies & Materials	109	100	100	100
3. Bldg/Veh/Equip Maint/Supplies	1,086	1,200	1,400	1,400
4. Books and Publications	35,465	37,509	37,600	37,600
5. Special Dept Supplies	894		600	600
6. Utilities	7,251	7,700	8,500	8,500
7. Contract Maintenance Services	19,036	14,600	17,100	17,100
TOTAL	434,111	401,909	424,800	445,600

Authorized Positions	6.5	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. Implement First5 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, and other social service agencies.
5. Seek new grant funding.
6. Expand Literacy and Homework Center services at Cesar Chavez Library in conjunction with the anticipated Cesar Chavez Library Expansion. Initiate year-round Homework Center services.
7. Seek additional funding for the Homework Center, and look for innovative ways to form partnerships, including those with the nearby school districts, to address the literacy needs of young students, and their families.

Major Budget Changes

CLLS funding is uncertain. The 2011/12 CLLS application required we submit budget scenarios that anticipate a 23% reduction (\$45,173 award); and/or a 45% reduction (\$32,267 award); or zero funding. We anticipate receiving an \$84,000 grant from F5MC to implement Playgroups in our libraries.

LIBRARY
Literacy Division

6063

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	240,603	277,700	254,500	267,200
2. Office Supplies & Materials	3,595	2,660	2,350	2,350
3. Books and Publications	13,093	8,100	25,750	25,750
4. Special Dept Supplies	4,888	4,356	1,900	1,900
5. Communications	28	250		
6. Contract Maintenance Services	614	300	500	500
7. Training/Conferences/Meetings	1,402	3,500	900	900
8. Capital Outlay	8,000	2,000	2,000	2,000
TOTAL	272,223	298,866	287,900	300,600

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	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Library Director (MV)	1.00	1.00	1.00	1.00
Office Technician (MV)	1.00	1.00	1.00	1.00
Deputy Librarian (MV)	2.00	2.00	1.00	1.00
Total	4.00	4.00	3.00	3.00
Support & Technology Services Division				
Bookmobile Driver (MV)	1.00	1.00	1.00	1.00
Purchasing Technician(MV)	1.00	1.00	1.00	1.00
Senior Librarian (MV)	1.00			
Librarian II (MV)	1.00	2.00	2.00	2.00
Sr Library Technician(MV)	2.00	3.00	3.00	3.00
Library Technician (MV)	1.00	1.00	1.00	1.00
Library Clerk (MV)	1.00	1.00	1.00	1.00
Library Aide (MV)	1.00	1.00	1.00	1.00
Lib Circulation Supv (MV)	1.00	1.00	1.00	1.00
Webmaster/Sys Analyst(MV)	0.50			
Total	10.50	11.00	11.00	11.00
Steinbeck Library Division				
Senior Librarian (MV)	0.50			
Librarian II (MV)	1.50	1.00	1.00	1.00
Library Page (MV)	1.00	1.00		
Sr Library Technician(MV)	1.00	1.00	1.00	1.00
Library Clerk (MV)	5.50	4.50	3.00	3.00
Librarian I (MV)	5.50	3.00	3.00	3.00
Total	15.00	10.50	8.00	8.00
Cesar Chavez Library Division				
Senior Librarian (MV)	0.25			
Librarian II (MV)	1.25	1.00	1.00	1.00
Library Page (MV)	1.00	1.00	1.00	1.00
Librarian I (MV)	2.50	4.00	4.00	4.00
Library Technician (MV)	2.00	2.00	2.00	2.00
Library Clerk (MV)	2.00	1.50	1.50	1.50
Total	9.00	9.50	9.50	9.50

LIBRARY

Work Force

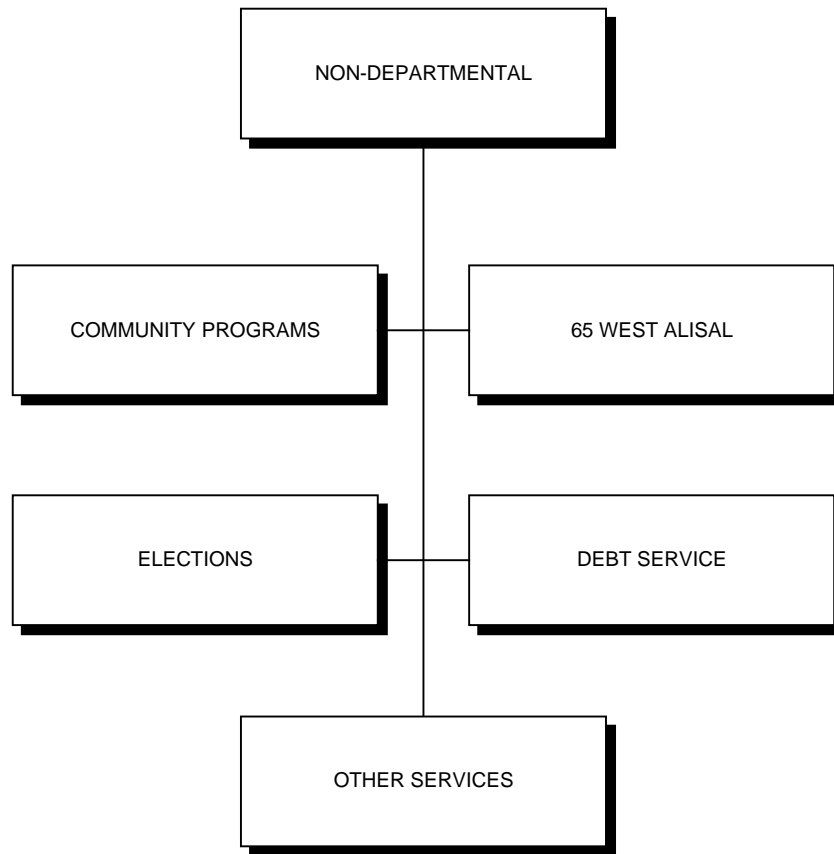
El Gabilan Library Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Senior Librarian (MV)	0.25			
Librarian II (MV)	1.25	1.00	1.00	1.00
Library Page (MV)	1.00	1.00	1.00	1.00
Librarian I (MV)	1.50	1.00	1.00	1.00
Sr Library Technician(MV)	1.00			
Library Technician (MV)	1.00	1.00	1.00	1.00
Library Clerk (MV)	0.50	1.50	1.50	1.50
Total	6.50	5.50	5.50	5.50
Literacy Division				
Literacy Asst (MV)	1.00	1.00	1.00	1.00
Library Clerk (MV)	1.00	1.00	1.00	1.00
Literacy Program Mgr(MV)	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00
Department Total	48.00	43.50	40.00	40.00

LIBRARY

Capital Outlays

Support & Technology Services Division		11-12 Adopted	12-13 Plan
1	Computer	2,000	2,000
Steinbeck Library Division			
1	Computer Desk	500	500

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 2010-11

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 2011-12

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

The City has had to eliminate 60 positions in FY 2010-11 in addition to 137 full-time positions eliminated in the two previous years. The non-department budget includes funds for severance payments and the health insurance retirement incentive totaling \$750,000 in FY 2011-12 and \$175,000 in FY 2012-13.

NON-DEPARTMENTAL Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
3520	Community Programs Division	159,121	150,000	150,000	150,000
3530	Elections Division	207,555	200,000		200,000
3550	65 West Alisal Division	59,423	86,800	82,500	82,500
3565	Debt Service Division	1,085,318	1,073,500	1,070,300	1,071,300
3590	Other Services Division	5,019,198	5,761,525	5,819,300	5,792,600
TOTAL		6,530,615	7,271,825	7,122,100	7,296,400

Expenditures by Character

1.	Employee Services	1,832,794	2,595,800	2,200,000	2,200,000
2.	Communications	278,325	305,500	305,500	305,500
3.	Utilities	49,138	76,300	67,500	67,500
4.	Rents & Leases	18,564	19,500	19,500	19,500
5.	Contract Maintenance Services	10,372	10,500	15,000	15,000
6.	Professional Services	95,100	243,900	70,000	70,000
7.	Outside Services	244,487	214,800	67,000	217,000
8.	Administration/Contingencies	5,845	25,825	100,000	100,000
9.	Training/Conferences/Meetings	41,750	28,500	33,500	33,500
10.	Membership & Dues	859,385	774,900	824,700	824,700
11.	Insurance and Bonds	1,915,600	1,501,800	2,049,300	2,072,600
12.	Contribution to Other Agencies	984	150,000	150,000	150,000
13.	Refunds & Reimb Damages	40,592	50,000	50,000	50,000
14.	Recognition-Award-Protocol	5,017	14,500	13,300	13,300
15.	Taxes	62,013	61,500	61,500	61,500
16.	Bond-Principal	480,000	495,000	510,000	530,000
17.	Bond-Interest	579,456	563,000	544,800	525,800
18.	Paying Agent Fees	11,193	15,500	15,500	15,500
19.	Impvt Other Than Buildings		125,000	25,000	25,000
TOTAL		6,530,615	7,271,825	7,122,100	7,296,400

Expenditures by Fund

General Fund	5,119,206	5,848,325	5,713,100	5,883,800
Measure V Fund	143,750	200,000	188,700	191,300
Debt Service-1997 COPs	792,674	800,400	791,600	797,400
Debt Service-1999 COPs	88,097	87,100	90,300	88,300
Steinbeck COP	204,547	186,000	188,400	185,600
PEG (1%) Cable Franchise	182,341	150,000	150,000	150,000
TOTAL	6,530,615	7,271,825	7,122,100	7,296,400

**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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	158,137			
2. Contribution to Other Agencies	984	150,000	150,000	150,000
TOTAL	159,121	150,000	150,000	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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Outside Services	207,555	200,000		200,000
TOTAL	207,555	200,000		200,000

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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Communications	169	500	500	500
2. Utilities	48,882	75,800	67,000	67,000
3. Contract Maintenance Services	10,372	10,500	15,000	15,000
TOTAL	59,423	86,800	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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Professional Services	14,669			
2. Bond-Principal	480,000	495,000	510,000	530,000
3. Bond-Interest	579,456	563,000	544,800	525,800
4. Paying Agent Fees	11,193	15,500	15,500	15,500
TOTAL	1,085,318	1,073,500	1,070,300	1,071,300

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

**NON-DEPARTMENTAL
Other Services Division**

3590

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	1,674,657	2,595,800	2,200,000	2,200,000
2. Communications	278,156	305,000	305,000	305,000
3. Utilities	256	500	500	500
4. Rents & Leases	18,564	19,500	19,500	19,500
5. Professional Services	80,431	243,900	70,000	70,000
6. Outside Services	36,932	14,800	67,000	17,000
7. Administration/Contingencies	5,845	25,825	100,000	100,000
8. Training/Conferences/Meetings	41,750	28,500	33,500	33,500
9. Membership & Dues	859,385	774,900	824,700	824,700
10. Insurance and Bonds	1,915,600	1,501,800	2,049,300	2,072,600
11. Refunds & Reimb Damages	40,592	50,000	50,000	50,000
12. Recognition-Award-Protocol	5,017	14,500	13,300	13,300
13. Taxes	62,013	61,500	61,500	61,500
14. Impvt Other Than Buildings		125,000	25,000	25,000
TOTAL	5,019,198	5,761,525	5,819,300	5,792,600

Authorized Positions

Funding Source

General Fund

NON-DEPARTMENTAL Other Services Division

3590

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

	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Annual Leave	1,474,444	1,500,000	1,450,000	1,500,000
2. Life Insurance	3,045			
3. Health Ins Retirees	65,573	75,000		
4. PERS-Retiree Health Insurance	10,892			
5. PERS Health Insurance - Admin Fee	24,527			
6. Health Insurance Severance Benefit	96,176	460,700	270,000	
7. Pre-fund Retiree Health Insurance				525,000
8. Health Insurance - Severance Benefit		560,100	180,000	
9. Pac Bell	188,135	200,000	200,000	200,000
10. Tel/Siemens ABN-AMRO	76,916	85,000	85,000	85,000
11. Cell Phones	13,105	20,000	20,000	20,000
12. Refuse	256	500	500	500
13. Building Rent				
14. Rent - MPS	15,564	16,500	16,500	16,500
15. Rent - Expo Site	3,000	3,000	3,000	3,000
16. Legal Services				
17. Legal Services				
18. Audit Services	49,008	63,900	50,000	50,000
19. Interpreting Services	3,173	10,000	10,000	10,000
20. Labor Relations	2,175			
21. Other Professional Services	18,818	5,000	5,000	5,000
22. Other Professional Services				
23. Other Professional Services	2,483	5,000	5,000	5,000
24. Other Professional Services				
25. Organizational Analysis	3,675	160,000		
26. Other Outside Services	1,963	2,000	2,000	2,000
27. Other Outside Serices	13,858	5,000	15,000	15,000
28. City Newsletter	21,111			
29. PG&E Climate Smart		7,800		
30. Other Svc - Economic Dev				
31. Contingencies	5,845	25,825	100,000	100,000
32. Training	4,531	3,500	3,500	3,500
33. Tuition Reimbursement	37,219	25,000	30,000	30,000
34. Economic Development Corporation	280,500	280,900	280,900	280,900
35. FORGE	14,000	14,000	14,000	14,000
36. National League of Cities	14,670	9,700	15,000	15,000
37. League Of Calif Cities	47,218	40,000	40,000	40,000
38. Chamber of Commerce	3,000	3,000	3,000	3,000
39. Sister City Association	880	1,200	1,200	1,200
40. Legislative Advocacy	126,316	131,000	131,000	131,000
41. AMBAG	26,096	26,100	26,100	26,100
42. LAFCO	80,429	80,000	80,000	80,000
43. PERS Coalition	1,000	1,000	1,000	1,000
44. Air District	35,097	35,500	35,000	35,000
45. Cable TV Taping				
46. Convention & Visitors Bureau	45,784		45,000	45,000

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

	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
47. Cable TV Negotiations				
48. International Hispanic Network				
49. Mo. Co. Cities Association	1,772	2,500	2,500	2,500
50. Insurances	1,771,850	1,301,800	1,860,600	1,881,300
51. Refunds & Reimb Damages	40,592	50,000	50,000	50,000
52. Recognition-Award-Protocol				
53. Employee Recognition		1,200		
54. Council/Commission Recognition	5,017			
55. Youth Commision				
56. Mayro's Recognitions		13,300	13,300	13,300
57. Taxes	62,013	61,500	61,500	61,500
58. Impvt Other Than Buildings		125,000	25,000	25,000
59. Capital Outlay				
60. Cable TV Taping	182,341	150,000	150,000	150,000
TOTAL	4,874,067	5,561,525	5,280,600	5,426,300

NON-DEPARTMENTAL Other Services Division

3590

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

	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
Regular Payroll Costs	45,903,741	47,886,966	42,934,473	43,841,043
Temporary Pay	1,191,624	827,813	770,680	764,280
Overtime - Regular	4,601,526	3,909,160	4,181,320	4,181,320
Reimb Payroll Costs	254,834	255,426	219,624	219,624
Termination Payroll Costs	106,998			
Other Payroll Costs	-365,265	260,588		
Flexible Leave	1,882,474	1,383,300	1,369,329	1,410,562
Employee Benefits	21,516,484	24,106,356	24,988,275	26,450,001
CIP/Program Reg Salary Deduct	-78,057	-5,918,433	-2,427,001	-3,881,630
Employee Services Subtotal	75,014,359	72,711,176	72,036,700	72,985,200
Office Supplies & Materials	215,127	254,018	207,400	202,400
Bldg/Veh/Equip Maint/Supplies	808,453	820,241	796,450	796,450
Vehicle Fuels & Lubricants	645,422	701,400	732,500	732,500
Small Tools & Equipment	61,037	67,876	66,900	66,900
Clothing & Personal Equip	92,828	156,844	163,700	163,700
Street Materials	109,104	149,300	144,000	144,000
Books and Publications	228,325	226,572	246,200	246,200
Special Dept Supplies	373,415	534,482	458,700	458,700
Chemicals	55,518	42,000	42,000	42,000
Communications	2,622,044	3,097,265	3,179,050	3,324,050
Utilities	2,586,362	2,707,400	2,613,000	2,613,000
Rents & Leases	156,327	176,849	179,700	179,700
Contract Maintenance Services	2,528,848	2,844,017	2,903,850	2,965,050
Professional Services	1,889,276	2,650,793	2,101,350	2,101,350
Outside Services	1,407,463	1,691,926	1,002,800	1,157,800
Financial Assistance	2,655,818	1,980,748	1,233,000	895,000
Public Assistance	300,000	300,000	270,000	270,000
Administration/Contingencies	1,010,010	1,238,552	1,218,000	1,218,000
Advertising	46,596	77,700	92,900	92,900
Training/Conferences/Meetings	233,708	344,606	261,405	261,405
Membership & Dues	889,340	819,650	866,900	866,900
Insurance and Bonds	7,303,444	8,233,900	8,030,300	7,955,100
Contribution to Other Agencies	1,507,203	2,833,225	1,692,695	1,931,495
Refunds & Reimb Damages	2,359,083	702,842	226,900	226,900
Recognition-Award-Protocol	5,808	15,000	13,800	13,800
Taxes	119,099	130,926	136,600	136,600
Bond-Principal	4,381,564	4,431,200	4,616,300	5,027,000
Bond-Interest	4,012,630	3,866,600	3,666,400	3,453,100
Paying Agent Fees	107,840	143,000	143,000	143,000
Relocation Payments		24,000	24,000	24,000
Buildings		15,000		
Impvt Other Than Buildings		125,000	30,000	30,000
Capital Outlay	169,191	312,997	68,500	38,500
Stores Sales	-106,104	-100,000	-100,000	-100,000
Stores Purchases	108,539	100,000	100,000	100,000
Other Expenses Subtotal	38,883,318	41,715,929	37,428,300	37,777,500

**NON-DEPARTMENTAL
Other Services Division**

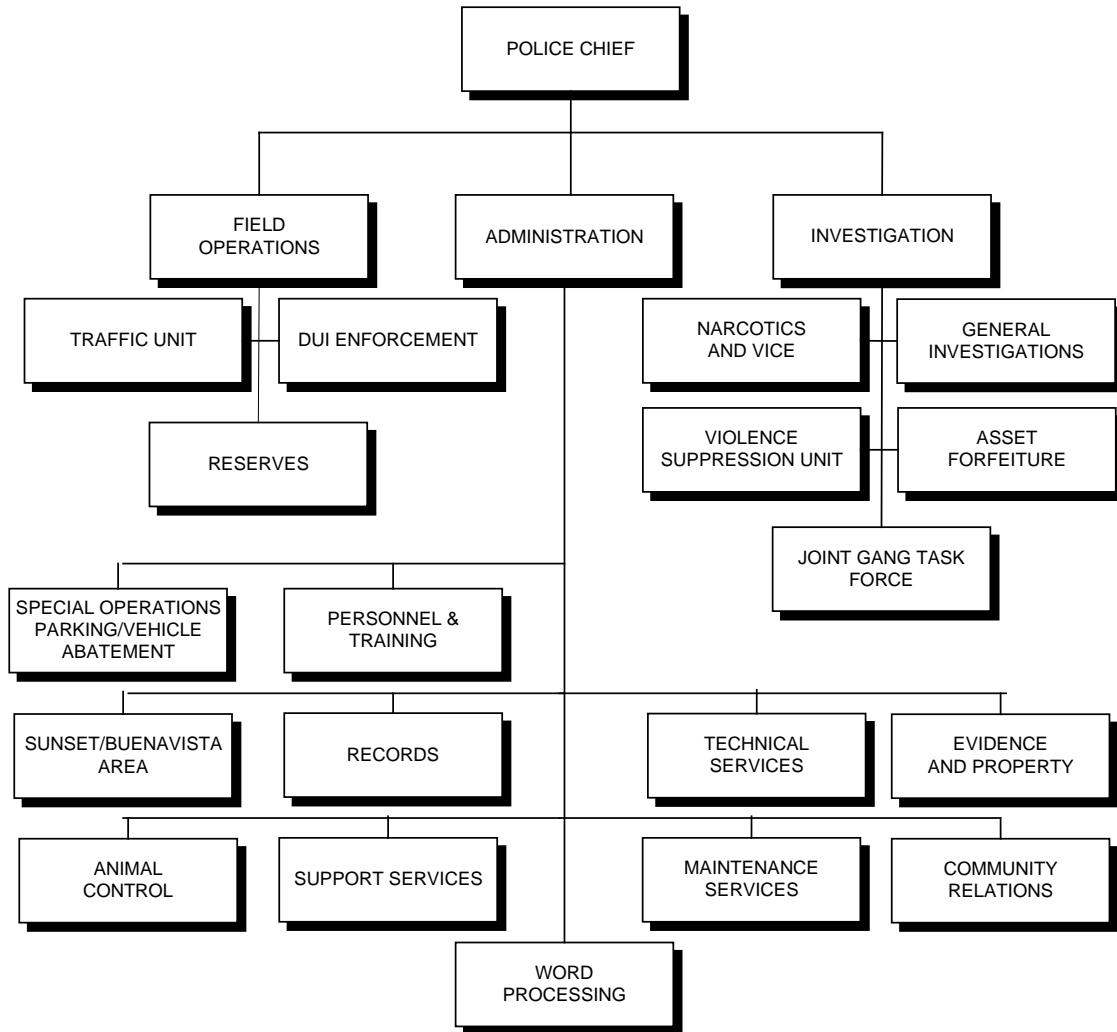
3590

	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
TOTAL	113,897,677	114,427,105	109,465,000	110,762,700

NON-DEPARTMENTAL Capital Outlays

Other Services Division	11-12 Adopted	12-13 Plan
Crazyhorse Landfill Gas System	25,000	25,000

POLICE





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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 2010-11

Youth/Gang Violence Prevention Initiative (Peace)

1. Reduced gang-related homicide rate by 45% from previous year.
2. Furthered our relationship with significant federal and state governmental agencies securing assistance and assets to combat gangs and violent crime.

Organizational Effectiveness Initiative

1. Reorganized the structure of the PD to align resource allocation with mission and dwindling resources.
2. Significantly reduced overtime expenditures amidst significant personnel reductions.
3. Embarked on a community relations effort in the Alisal to encourage trust in and cooperation with police.

City Council Goals, Strategies, and Objectives for FY 2011-12

Youth/Gang Violence Prevention Initiative (Peace)

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.

Economic Development Initiative (Prosperity)

1. Participate with the Chamber of Commerce in special committees addressing crime issues.
2. Continue to work in partnership with the Oldtown Association to maintain a safe environment.
3. Work in partnership with SUBA to eliminate blight and reduce crime and nuisance issues.
4. Work in partnership with Northridge Mall to maintain a safe and family friendly environment.

Organizational Effectiveness Initiative

1. Receive POST organizational assessment and develop action plan based thereon.
2. Implement strategies outlined in Avery Report and further elucidated in the CASP strategic plan.
3. Complete relocation of Evidence storage and personnel to offsite location.

Major Budget Changes

The following positions have been eliminated in the budget through the layoff process:

- Twenty Police Officers
- Public Safety Facility Worker
- Administrative Secretary
- Word Processing Operator
- Six Community Service Officer

POLICE DEPARTMENT

Summary

- Two Police Sergeants

Service reductions will result in:

- Elimination of Traffic Unit (90% reduction in Vehicle Code Fine revenue).
- Elimination of the Violence Suppression Unit.
- Reduction of CSO functions to include Neighborhood Watch, Investigations and Patrol.
- Reduction of Administrative Support in the Administration Division and Chief's Office.
- Reduced ability to input report data into the Records Management System.
- Reduced ability to maintain basic cleanliness and functionality in the facility.
- Reduced training opportunities.
- FY 2012-13 shows the elimination of nine Police Officer Positions after the federal ARRA Grant expires on June 30, 2012.

The City will see an increase in fees paid to Monterey County for contract services in Support Services (4030). These increases will be realized in 911/Communications, ACJIS (criminal justice information system) and in booking fees.

The Departmental reorganization that occurred last fiscal year (into three divisions, each headed by a Deputy Police Chief) has been altered with the elimination of one Deputy Police Chief position. The Police Services Manager will be in charge of the Administration Division, which includes the Records, Technical Services, Word Processing, Maintenance and Evidence.

The Patrol Division will now include the Personnel and Training Unit, Traffic Unit and Special Operations Unit.

The Investigations Division will now include the Community Services Unit and Animal Services Unit.

POLICE DEPARTMENT

Summary

Expenditures by Program	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
4010 Administration Division	652,096	751,150	856,900	877,900
4011 Community Services Unit	584,137	620,300	660,000	686,000
4012 Personnel & Training Unit	448,227	494,462	457,900	475,600
4014 Gang Reduction, Intervention & Prevention	200,797	513,245		
4015 CalGRIP III Grant Gang Reduction	7,237	712,416		
4016 Special Operations Unit	9,648	751,057	475,200	488,700
4020 Patrol Unit	17,136,008	19,084,981	16,893,700	15,883,600
4021 Traffic Unit	1,444,328	1,053,558	814,300	836,700
4022 Parking Control Division	203,223			
4023 School Crossing Guards Division	156,897			
4024 Vehicle Abatement Division	171,686			
4025 SUBA	372,006	321,400		
4030 Support Services Unit	3,222,330	3,868,858	4,344,700	4,556,600
4031 Technical Services Division	312,969	311,900	329,400	347,400
4032 Word Processing Division	428,976	427,300	405,100	429,900
4033 Evidence & Property Division	162,259	168,400	222,100	183,900
4034 Records Division	889,608	1,096,422	1,169,900	1,224,800
4037 Maintenance Services Division	841,761	1,045,976	667,100	678,000
4040 Detective Unit	3,348,920	3,390,000	3,750,000	3,835,300
4041 Narcotics Unit	989,978	940,900	1,100,900	1,118,800
4042 School Resource Officers Division	644,286			
4043 Violence Suppression Unit	2,358,220	2,074,935	2,311,800	2,353,200
4050 Reserves Division	63,169	12,000	12,000	12,000
4070 Animal Control Svcs Division	731,350	807,097	817,600	846,800
4071 Animal Control Svc - Other Agencies			55,300	61,900
4077 DUI Enforcement Division	19,005	20,000	20,000	20,000
4080 Asset Seizure Division	21,543	25,000	25,000	25,000
4090 Joint Gang Task Force	1,489,846	1,361,124	1,405,200	1,436,500
TOTAL	36,910,510	39,852,481	36,794,100	36,378,600

POLICE DEPARTMENT

Summary

Expenditures by Character	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	32,942,891	34,238,656	32,056,100	31,494,100
2. Office Supplies & Materials	86,450	114,065	75,700	70,700
3. Bldg/Veh/Equip Maint/Supplies	274,570	246,387	228,500	228,500
4. Vehicle Fuels & Lubricants	352,300	375,000	375,000	375,000
5. Small Tools & Equipment	1,620	2,576	1,600	1,600
6. Clothing & Personal Equip	31,298	84,639	84,000	84,000
7. Books and Publications	50	563	800	800
8. Special Dept Supplies	157,292	219,127	185,500	185,500
9. Communications	2,038,456	2,391,300	2,483,800	2,616,300
10. Utilities	72,887	129,700	108,700	108,700
11. Rents & Leases	47,568	45,000	50,000	50,000
12. Contract Maintenance Services	279,495	323,804	350,200	394,200
13. Professional Services	40,279	88,762	34,200	34,200
14. Outside Services	365,072	1,082,860	620,600	625,600
15. Administration/Contingencies	4,765	52,666		
16. Training/Conferences/Meetings	84,018	179,990	105,600	105,600
17. Membership & Dues	3,531	4,130	3,800	3,800
18. Recognition-Award-Protocol	791			
19. Capital Outlay	127,177	273,256	30,000	
TOTAL	36,910,510	39,852,481	36,794,100	36,378,600

POLICE DEPARTMENT

Summary

Expenditures by Fund	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
General Fund	32,177,237	31,770,674	31,606,600	32,516,700
Measure V Fund	2,636,131	2,817,557	3,288,000	3,383,300
Asset Seizure Fund	21,543	25,000	25,000	25,000
Sales Tax-SB172	339,600	403,800	150,000	150,000
Sobriety Checkpoint Mini-Grant 0910	22,144			
Click It or Ticket Program	19,885	8,524		
MoCo Avoid the 18 Campain 2007-2010	11,832		29,200	29,200
DUI Enforcement & Awareness Program	160,279	47,294		
Avoid the 18 DUI Campaign 2009-12	99,536	223,972		
Cal-ID / RAN Grant	84,330	82,800	86,400	90,800
Supplemental Law Enforcement-AB3229	75,591	150,000		
Bureau of Justice Assistance	62,420	181,445		
County BJA Grant Fund	410,195	113,724		
COPS 2009 Recovery Grant	322,113	2,137,689	1,432,700	
Vehicle Abatement Fund	135,075	168,600	176,200	183,600
Recreation Parks Fund		53,000		
Trust Deposits-Misc	658	48,818		
CalGRIP 2-Operation Ceasefire	30,471	326,550		
CalGRIP 2-Operation Ceasefire		105,296		
CalGRIP 3-Comm Wide Violence Reduct		382,639		
CalGRIP 3-In Kind		160,000		
DUI Enforcement & Awareness Prg 2010		148,793		
Local JAG Program		144,031		
Next Gen Click It Or Ticket		3,135		
Sobriety Checkpoint Mini-Grant1011		27,740		
Sunset Ave-Project	301,470	321,400		
TOTAL	36,910,510	39,852,481	36,794,100	36,378,600

POLICE DEPARTMENT

Summary

Workforce by Program	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
4010 Administration Division	4.0	5.0	4.0	4.0
4011 Community Services Unit	4.0	4.0	3.0	3.0
4012 Personnel & Training Unit	2.0	1.0	1.0	1.0
4016 Special Operations Unit		6.0	3.5	3.5
4020 Patrol Unit	109.0	104.0	84.0	75.0
4021 Traffic Unit	10.0	4.0	4.0	4.0
4022 Parking Control Division	4.5			
4023 School Crossing Guards Division	0.5			
4024 Vehicle Abatement Division	3.0			
4025 SUBA	3.0	2.0		
4030 Support Services Unit	9.0	8.5	7.0	7.0
4031 Technical Services Division	3.0	3.0	3.0	3.0
4032 Word Processing Division	7.0	7.0	6.0	6.0
4033 Evidence & Property Division	2.0	2.0	2.0	2.0
4034 Records Division	14.0	14.0	14.0	14.0
4037 Maintenance Services Division	4.0	4.0	3.0	3.0
4040 Detective Unit	17.0	20.0	19.0	19.0
4041 Narcotics Unit	7.0	5.0	5.0	5.0
4042 School Resource Officers Division	6.0			
4043 Violence Suppression Unit	16.0	12.0	12.0	12.0
4070 Animal Control Svcs Division	8.0	7.0	7.0	7.0
4071 Animal Control Svc - Other Agencies			1.0	1.0
4090 Joint Gang Task Force	6.0	6.0	6.0	6.0
TOTAL	239.0	214.5	184.5	175.5



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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.

Major Budget Changes

Eliminated Position: Administrative Secretary

**POLICE DEPARTMENT
Administration Division**

4010

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	642,347	738,900	838,600	859,600
2. Office Supplies & Materials	1,922	1,480	2,000	2,000
3. Small Tools & Equipment	168	1,076	100	100
4. Books and Publications		63	300	300
5. Special Dept Supplies	2,058	2,520	3,000	3,000
6. Training/Conferences/Meetings	2,629	4,211	10,000	10,000
7. Membership & Dues	2,473	2,900	2,900	2,900
8. Capital Outlay	499			
TOTAL	652,096	751,150	856,900	877,900

Authorized Positions	4	5	4	4
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Funding Source

General Fund

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 residents and High School 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 organizing and presenting police related topics through the Community Academy to an environment of openness and understanding.
6. Continue to support the Police/Community Advisory Committee in their efforts to build a safe and peaceful community.
7. Continue to reach out to the community through a variety of recruitment activities.

Major Budget Changes

Eliminated Positions: Community Service Officer.

POLICE DEPARTMENT
Community Services Unit

4011

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	582,691	617,700	657,400	683,400
2. Office Supplies & Materials	403	600	600	600
3. Special Dept Supplies	1,043	2,000	2,000	2,000
4. Communications				
5. Training/Conferences/Meetings				
TOTAL	584,137	620,300	660,000	686,000
 Authorized Positions	 4	 4	 3	 3

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.
4. Emphasize Community Oriented Policing concepts in all aspects of recruitment, hiring and training.

Major Budget Changes

None

**POLICE DEPARTMENT
Personnel & Training Unit**

4012

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	347,761	276,000	294,800	312,500
2. Office Supplies & Materials	980	1,000	1,000	1,000
3. Small Tools & Equipment	80			
4. Books and Publications	50	500	500	500
5. Special Dept Supplies	30,585	50,912	50,000	50,000
6. Outside Services	575	16,000	16,000	16,000
7. Training/Conferences/Meetings	68,186	150,050	95,600	95,600
8. Membership & Dues	10			
TOTAL	448,227	494,462	457,900	475,600

Authorized Positions	2	1	1	1
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Funding Source

General Fund

POLICE DEPARTMENT

CaGRIP III Grant Gang Reduction

4014

Purpose

To hire a Program Manager for the Community Alliance for Safety and Peace (CASP), which consists of multi-disciplinary partners committed to creating a City of Peace. 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 reduce and 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. CASP Program Manager: 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.

Major Budget Changes

None

POLICE DEPARTMENT
Gang Reduction, Intervention & Prevention

4014

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	182,775	141,628		
2. Special Dept Supplies		2,500		
3. Professional Services		20,250		
4. Outside Services	14,402	299,273		
5. Administration/Contingencies		35,994		
6. Training/Conferences/Meetings	3,620	4,100		
7. Capital Outlay		9,500		
TOTAL	200,797	513,245		

Authorized Positions

Funding Source

POLICE DEPARTMENT

CalGRIP III Grant Gang Reduction-Match

4015

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.
1. 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.
4. Assist community partners to provide continuum of services to address the problem of youth and gang violence.

Major Budget Changes

None

**POLICE DEPARTMENT
CalGRIP III Grant Gang Reduction**

4015

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	6,579	315,796		
2. Office Supplies & Materials		1,500		
3. Special Dept Supplies		1,500		
4. Professional Services		20,000		
5. Outside Services	658	358,620		
6. Training/Conferences/Meetings		15,000		
TOTAL	7,237	712,416		

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.

Major Budget Changes

Eliminated Positions: Two and one-half Community Service Officers

POLICE DEPARTMENT
Special Operations Unit

4016

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	9,648	720,857	445,000	458,500
2. Office Supplies & Materials		13,200	13,200	13,200
3. Clothing & Personal Equip		3,000	3,000	3,000
4. Special Dept Supplies		4,000	4,000	4,000
5. Outside Services		10,000	10,000	10,000
TOTAL	9,648	751,057	475,200	488,700

Authorized Positions 6.0 3.5 3.5

Funding Source

Measure V Fund

POLICE DEPARTMENT

Patrol Unit

4020

Purpose

Provide uniformed patrol throughout the community to prevent crime and disorder; apprehend criminal violators; conduct objective and professional investigations; provide information on crime prevention and community safety; respond promptly to crimes in progress; and provide high visibility patrol as needed.

Division Operations

1. Continued emphasis on community-oriented approach to service delivery.
2. Provide immediate response to any crime in progress involving violence or threats of violence.
3. Continue to seek alternative methods to provide prompt service to calls for service.
4. Continue to provide up to date training for recruits through the Field Officer Program.
5. Continue to provide state of the art support for criminal investigations through the Crime Scene Investigation Program.

Major Budget Changes

Eliminated Positions: Eighteen Police Officers and two Police Sergeants

POLICE DEPARTMENT
Patrol Unit

4020

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	16,702,979	18,575,981	16,414,700	15,404,600
2. Office Supplies & Materials	33,741	34,100	4,100	4,100
3. Vehicle Fuels & Lubricants	352,300	375,000	375,000	375,000
4. Small Tools & Equipment	100			
5. Clothing & Personal Equip	25,099	70,000	70,000	70,000
6. Special Dept Supplies	12,989	20,000	20,000	20,000
7. Outside Services	7,907	9,500	9,500	9,500
8. Training/Conferences/Meetings	394			
9. Membership & Dues	499	400	400	400
TOTAL	17,136,008	19,084,981	16,893,700	15,883,600
 Authorized Positions	 109	 104	 84	 75

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 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.

Major Budget Changes

None

POLICE DEPARTMENT
Traffic Unit

4021

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	1,303,132	886,883	778,000	800,400
2. Office Supplies & Materials	2,312	600	600	600
3. Clothing & Personal Equip	83	2,500	2,500	2,500
4. Special Dept Supplies	1,171	7,540	4,000	4,000
5. Professional Services	12,343	18,449	9,200	9,200
6. Outside Services	46,234	115,922	20,000	20,000
7. Training/Conferences/Meetings	6,979	6,604		
8. Capital Outlay	72,074	15,060		
TOTAL	1,444,328	1,053,558	814,300	836,700

Authorized Positions	10	4	4	4
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Funding Source

General Fund, Measure V Fund, MoCo Avoid the 18 Campaign 20072010

POLICE DEPARTMENT
Parking Control Division

4022

Purpose

Enforce city and state codes regarding parking laws for the orderly control of public parking areas.

Division Operations

1. Patrol downtown and surrounding areas for the purpose of enforcement of time-regulated parking areas.
2. Respond to complaints of illegal or unauthorized parking violations.
3. Immobilize vehicles with excessive parking violations on file.
4. Patrol for other parking violations, including violators of designated disabled parking spaces.
5. Conduct Administrative Review process for those wishing to contest parking citations.
6. Provide coverage as needed at special event details.

Major Budget Changes

None

**POLICE DEPARTMENT
Parking Control Division**

4022

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	202,699			
2. Office Supplies & Materials	113			
3. Clothing & Personal Equip	411			
4. Special Dept Supplies				
TOTAL	203,223			
 Authorized Positions	 4.5			

Funding Source

General Fund, Measure V Fund

POLICE DEPARTMENT
School Crossing Guards Division

4023

Purpose

Provide safe crossing areas for school children at identified intersections in and around school zones.

Division Operations

1. Maintain school crossing guards at identified intersections and locations.
2. Continue an annual, in-house training class at the start of each school year to teach crossing guard procedures.
3. Coordinate with traffic enforcement in school zone areas to provide safe pedestrian traffic.
4. Maintain staffing of crossing guards to decrease the use of Community Service Officers and Police Officers for crossing guard duty.

Major Budget Changes

This program is no longer funded and has been eliminated.

POLICE DEPARTMENT
School Crossing Guards Division

4023

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	83,056			
2. Office Supplies & Materials				
3. Clothing & Personal Equip	853			
4. Outside Services	72,988			
TOTAL	156,897			
 Authorized Positions	 0.5			

Funding Source

Measure V Fund

POLICE DEPARTMENT

Vehicle Abatement Division

4024

Purpose

Identify and remove all abandoned vehicles within the city limits to enhance the living environment. Enforce city codes and ordinances relative to long term parking violations and other nuisance complaints.

Division Operations

1. Remove all abandoned vehicles parked on city streets and public property in violation of state and city codes.
2. Respond to phone complaints regarding abandoned vehicles within three business days.
3. Coordinate efforts with the zoning code enforcement officer to target abandoned vehicles on private property for abatement.
4. Respond to complaints of illegal commercial, oversized and recreational vehicle parking within three working days.
5. Provide education to citizens regarding abandoned vehicles and other parking problems.
6. Explore alternative methods for improving abandoned vehicle enforcement on city streets.

Major Budget Changes

All employee services and operational costs have been transferred to the Special Operations Unit, program 4016 in FY 2010-11.

POLICE DEPARTMENT
Vehicle Abatement Division

4024

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	163,075			
2. Office Supplies & Materials	2,361			
3. Clothing & Personal Equip				
4. Outside Services	6,250			
TOTAL	171,686			

Authorized Positions 3

Funding Source

Vehicle Abatement Fund, Measure V Fund

Purpose

Sunset/Buenavista Redevelopment Project Area encompasses approximately 50% of the East Salinas area, which has experienced continuing disinvestment, blight and impediments to redevelopment due to high crime levels, especially violent crime. The Salinas Redevelopment Agency Implementation Plan has been amended to provide community safety initiatives that include enhanced police services to fight blight by reducing crime and municipal code violations within the Project Area.

Division Operations

1. Reduce crime activity and code violations in the Project Area.

Major Budget Changes

Sunset Avenue Project of the Redevelopment Agency eliminated the funding of two Police Officer positions and have been transferred to Patrol.

**POLICE DEPARTMENT
SUBA**

4025

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	372,006	321,400		
TOTAL	372,006	321,400		

Authorized Positions	3	2		
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Funding Source

Sunset Ave Project, Measure V Fund

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.

Major Budget Changes

Eliminated Positions: Two Community Service Officers

The budget reflects anticipated increases in the 911 Communications fee, ACJIS system, and booking fees.

POLICE DEPARTMENT
Support Services Unit

4030

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	866,170	1,051,700	1,128,400	1,158,800
2. Office Supplies & Materials	5,734	5,885	7,500	7,500
3. Bldg/Veh/Equip Maint/Supplies	26,649	42,076	25,000	25,000
4. Small Tools & Equipment	98			
5. Clothing & Personal Equip	511	1,000	1,000	1,000
6. Special Dept Supplies	40,786	38,250	38,000	38,000
7. Communications	2,009,344	2,358,700	2,451,200	2,583,700
8. Utilities	30,307	72,500	54,500	54,500
9. Contract Maintenance Services	51,556	81,615	109,000	153,000
10. Professional Services	23,867	25,000	25,000	25,000
11. Outside Services	166,210	190,107	505,000	510,000
12. Training/Conferences/Meetings				
13. Membership & Dues	80	100	100	100
14. Capital Outlay	1,018	1,925		
TOTAL	3,222,330	3,868,858	4,344,700	4,556,600
 Authorized Positions	 9.0	 8.5	 7.0	 7.0

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.

Major Budget Changes

None

POLICE DEPARTMENT
Technical Services Division

4031

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	293,147	289,500	307,000	325,000
2. Office Supplies & Materials	564	700	700	700
3. Special Dept Supplies	11,148	11,500	11,500	11,500
4. Communications	101	800	800	800
5. Contract Maintenance Services	2,786	3,200	3,200	3,200
6. Outside Services	5,223	6,200	6,200	6,200
7. Training/Conferences/Meetings				
TOTAL	312,969	311,900	329,400	347,400

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.

Major Budget Changes

Eliminated Position: Word Processing Operator

POLICE DEPARTMENT
Word Processing Division

4032

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	426,631	425,800	403,600	428,400
2. Special Dept Supplies	2,345	1,500	1,500	1,500
TOTAL	428,976	427,300	405,100	429,900
 Authorized Positions	 7	 7	 6	 6

Funding Source

General Fund

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.

Major Budget Changes

None

POLICE DEPARTMENT
Evidence & Property Division

4033

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	156,413	162,300	196,000	177,800
2. Office Supplies & Materials	2,031	2,500	2,500	2,500
3. Special Dept Supplies	3,333	3,500	3,500	3,500
4. Training/Conferences/Meetings	382			
5. Membership & Dues	100	100	100	100
6. Capital Outlay			20,000	
TOTAL	162,259	168,400	222,100	183,900

Authorized Positions	2	2	2	2
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Funding Source

General Fund

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.

Major Budget Changes

None

POLICE DEPARTMENT
Records Division

4034

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	881,203	1,082,100	1,146,600	1,211,500
2. Office Supplies & Materials	2,876	5,500	5,500	5,500
3. Small Tools & Equipment	112	500	500	500
4. Clothing & Personal Equip	2,073	2,842	2,500	2,500
5. Special Dept Supplies	3,034	4,905	4,500	4,500
6. Training/Conferences/Meetings	60	25		
7. Membership & Dues	250	550	300	300
8. Capital Outlay			10,000	
TOTAL	889,608	1,096,422	1,169,900	1,224,800
 Authorized Positions	 14	 14	 14	 14

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.

Major Budget Changes

Eliminated Position: Public Safety Facility Worker

POLICE DEPARTMENT
Maintenance Services Division

4037

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	324,919	305,552	245,400	256,300
2. Office Supplies & Materials	318	200	200	200
3. Bldg/Veh/Equip Maint/Supplies	243,287	200,811	200,000	200,000
4. Clothing & Personal Equip	264	500	500	500
5. Special Dept Supplies		25,000		
6. Contract Maintenance Services	210,553	221,989	221,000	221,000
7. Professional Services	4,069	5,063		
8. Outside Services		23,418		
9. Administration/Contingencies	4,765	16,672		
10. Capital Outlay	53,586	246,771		
TOTAL	841,761	1,045,976	667,100	678,000
 Authorized Positions	 4	 4	 3	 3

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.

Major Budget Changes

Eliminated Positions: Police Officer and Community Service Officer

POLICE DEPARTMENT
Detective Unit

4040

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	3,339,057	3,385,500	3,745,500	3,830,800
2. Office Supplies & Materials	8,025	4,000	4,000	4,000
3. Small Tools & Equipment				
4. Clothing & Personal Equip	170	500	500	500
5. Training/Conferences/Meetings	1,668			
6. Membership & Dues				
TOTAL	3,348,920	3,390,000	3,750,000	3,835,300
 Authorized Positions	 17	 20	 19	 19

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. Continue to work closely with other units in the police department to develop anti-drug strategies.
3. Improve efforts to work closely with other narcotics/vice units, task forces or agencies which share similar responsibilities.
4. 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.

Major Budget Changes

None

**POLICE DEPARTMENT
Narcotics Unit**

4041

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	957,178	908,400	1,063,400	1,081,300
2. Office Supplies & Materials	364	500	500	500
3. Special Dept Supplies	12,293	12,000	12,000	12,000
4. Rents & Leases	20,143	20,000	25,000	25,000
TOTAL	989,978	940,900	1,100,900	1,118,800

Authorized Positions	7	5	5	5
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Funding Source

General Fund

POLICE DEPARTMENT

School Resources Officers Division

4042

Purpose

Work with students, parents, teachers and administrators to ensure a peaceful and safe learning environment in our schools. Work with "problem behavior" students through counseling, referral, and personal contact including classroom presentations. Solve school-related crimes and successfully prosecute juveniles who have not responded to guidance through counseling. Relieve patrol personnel of time-consuming investigations occurring at local schools.

Division Operations

1. Coordinate efforts in gang awareness and prevention within Salinas schools.
2. Analyze alternatives and implement procedures to reduce juvenile gang activity, truancy, and juvenile crime.
3. Act as a liaison for gang intelligence information, prevention and suppression involving students.
4. Work with the Patrol Division to provide safe areas around campuses.
5. Continue Gang Resistance Education and Training program in select elementary schools.
6. Continue to evaluate effectiveness of GREAT program, in partnership with local school officials.

Major Budget Changes

This program has been eliminated and is no longer funded.

POLICE DEPARTMENT
School Resource Officers Division

4042

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	640,428			
2. Office Supplies & Materials	67			
3. Special Dept Supplies	1,177			
4. Communications	189			
5. Rents & Leases	2,425			
TOTAL	644,286			

Authorized Positions 6

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. Provide highly trained and coordinated special weapons and tactics teams for unusual, high risk, or other unique events. Provide enforcement support to other units and divisions in the police department. 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.

Major Budget Changes

None

POLICE DEPARTMENT
Violence Suppression Unit

4043

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	2,357,525	2,073,935	2,310,800	2,352,200
2. Contract Maintenance Services	310	500	500	500
3. Outside Services	285	500	500	500
4. Training/Conferences/Meetings	100			
TOTAL	2,358,220	2,074,935	2,311,800	2,353,200
 Authorized Positions	 16	 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, and Oldtown patrols and pre-planned events
2. Maintain required Advanced Officer Training for Level 1 officers.

Major Budget Changes

None

POLICE DEPARTMENT
Reserves Division

4050

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	61,820	10,000	10,000	10,000
2. Clothing & Personal Equip	558	2,000	2,000	2,000
3. Training/Conferences/Meetings				
4. Recognition-Award-Protocol	791			
TOTAL	63,169	12,000	12,000	12,000

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.

Major Budget Changes

Temporary pay has been reduced by \$30,000 ,and the implementation of a contract agreement with the City of Marina to provide reimbursable animal sheltering services for their animals.

POLICE DEPARTMENT
Animal Control Svcs Division

4070

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	584,237	637,100	650,900	680,100
2. Office Supplies & Materials	1,792	1,800	1,800	1,800
3. Bldg/Veh/Equip Maint/Supplies	4,634	3,500	3,500	3,500
4. Small Tools & Equipment	1,062	1,000	1,000	1,000
5. Clothing & Personal Equip	1,276	2,297	2,000	2,000
6. Books and Publications				
7. Special Dept Supplies	35,330	31,500	31,500	31,500
8. Communications	1,690	2,800	2,800	2,800
9. Utilities	42,580	57,200	54,200	54,200
10. Contract Maintenance Services	14,290	16,500	16,500	16,500
11. Outside Services	44,340	53,320	53,400	53,400
12. Membership & Dues	119	80		
TOTAL	731,350	807,097	817,600	846,800

Authorized Positions	8	7	7	7
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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.

Major Budget Changes

One full-time regular Care Technician has been added to the budget under the new program 4071 in FY 2011-12 and FY 2012-13, temporary pay in program 4070 has been reduced by \$30,000 ,and the implementation of a contract agreement with the City of Marina to provide reimbursable animal sheltering services for their animals.

POLICE DEPARTMENT
Animal Control Svc - Other Agencies

4071

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services			55,300	61,900
TOTAL			55,300	61,900

Authorized Positions 1 1

Funding Source

General Fund

**POLICE DEPARTMENT
DUI Enforcement Division**

4077

Purpose

Provide an average of 20 hours of Driving Under the Influence enforcement patrols every other week. Reduce injuries associated with DUI related accidents.

Division Operations

1. Staff a two person DUI enforcement team every other weekend.
2. Increase knowledge of DUI laws and perceived risk of apprehension through education and media opportunities.
3. Conduct DUI checkpoints on a quarterly basis.

Major Budget Changes

None

**POLICE DEPARTMENT
DUI Enforcement Division**

4077

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	19,005	20,000	20,000	20,000
TOTAL	19,005	20,000	20,000	20,000

Authorized Positions

Funding Source

General Fund

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.

Major Budget Changes

None

POLICE DEPARTMENT
Asset Seizure Division

4080

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Communications	21,543	25,000	25,000	25,000
TOTAL	21,543	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.

Major Budget Changes

None

**POLICE DEPARTMENT
Joint Gang Task Force**

4090

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	1,436,410	1,291,624	1,344,700	1,381,000
2. Office Supplies & Materials	22,847	40,500	31,500	26,500
3. Communications	5,589	4,000	4,000	4,000
4. Rents & Leases	25,000	25,000	25,000	25,000
TOTAL	1,489,846	1,361,124	1,405,200	1,436,500
 Authorized Positions	 6	 6	 6	 6

Funding Source

Measure V Fund, BJA Grant Fund

POLICE DEPARTMENT

Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Chief of Police	1.0	1.0	1.0	1.0
Police Services Manager		1.0	1.0	1.0
Administrative Secretary	2.0	2.0	1.0	1.0
Deputy Chief of Police	1.0	1.0	1.0	1.0
Total	4.0	5.0	4.0	4.0
 Community Services Unit				
Police Sergeant	1.0	1.0	1.0	1.0
Police Officer	3.0	2.0	2.0	2.0
Comm Serv Officer (MV)		1.0		
Total	4.0	4.0	3.0	3.0
 Personnel & Training Unit				
Police Sergeant	1.0	1.0	1.0	1.0
Police Officer	1.0			
Total	2.0	1.0	1.0	1.0
 Special Operations Unit				
Police Sergeant		1.0	1.0	1.0
Comm Serv Officer (3 MV)		5.0	2.5	2.5
Total		6.0	3.5	3.5
 Patrol Unit				
Deputy Chief	1.0	1.0	1.0	1.0
Police Commander	3.0	4.0	4.0	4.0
Police Sergeant	12.0	12.0	10.0	10.0
Police Sergeant(Unfunded)	-1.0			
Police Officer (7 MV)	85.0	74.0	56.0	56.0
Police Officer(Fed Grant)	9.0	9.0	9.0	
Police Officer (Unfunded)	-5.0			
Comm Service Offcr (4 MV)	5.0	4.0	4.0	4.0
Total	109.0	104.0	84.0	75.0

POLICE DEPARTMENT

Work Force

Traffic Unit	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Police Sergeant	2.0	1.0	1.0	1.0
Police Officer	7.0	3.0	3.0	3.0
Comm Service Offcr (MV)	1.0			
Total	10.0	4.0	4.0	4.0
 Parking Control Division				
Comm Serv Offcr (2.5 MV)	4.5			
 School Crossing Guards Division				
Community Serv Offcr (MV)	0.5			
 Vehicle Abatement Division				
Comm Service Offcr (1 MV)	3.0			
 SUBA				
Police Officer	2.0	2.0		
Comm Service Offcr (MV)	1.0			
Total	3.0	2.0		
 Support Services Unit				
Crime Analyst		1.0	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 Commander	1.0			
Police Sergeant	1.0	2.0	2.0	2.0
Comm Serv Officer (MV)	4.0	2.5	1.0	1.0
Latent Fingerprint Tech	1.0	1.0	1.0	1.0
Total	9.0	8.5	7.0	7.0

POLICE DEPARTMENT

Work Force

Technical Services Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
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 Division				
Word Processing Operator	6.0	6.0	5.0	5.0
Supvsg Wrđ Proc Operator	1.0	1.0	1.0	1.0
Total	7.0	7.0	6.0	6.0
 Evidence & Property Division				
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
 Records Division				
Police Records Coord	1.0	1.0	1.0	1.0
Police Clerk (1 MV)	9.0	9.0	9.0	9.0
Supervising Police Clerk	4.0	4.0	4.0	4.0
Total	14.0	14.0	14.0	14.0
 Maintenance Services Division				
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	1.0	1.0
Total	4.0	4.0	3.0	3.0

POLICE DEPARTMENT

Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Detective Unit				
Senior Police Clerk	1.0	1.0	1.0	1.0
Deputy Chief	1.0			
Police Commander	1.0	1.0	1.0	1.0
Police Sergeant	2.0	2.0	2.0	2.0
Police Corporal	2.0			
Police Officer	9.0	15.0	15.0	15.0
Community Serv Offcr (MV)	1.0	1.0		
Total	17.0	20.0	19.0	19.0
Narcotics Unit				
Police Sergeant	1.0	1.0	1.0	1.0
Police Corporal	1.0			
Police Officer	5.0	4.0	4.0	4.0
Total	7.0	5.0	5.0	5.0
School Resource Officers Division				
Police Sergeant	1.0			
Police Officer	5.0			
Total	6.0			
Violence Suppression Unit				
Police Sergeant	2.0	1.0	1.0	1.0
Police Officer	14.0	11.0	11.0	11.0
Total	16.0	12.0	12.0	12.0
Animal Control Svcs Division				
Animal Cont Offcr (1 MV)	3.0	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
Animal Care Tech (Marina)				
Total	8.0	7.0	7.0	7.0

POLICE DEPARTMENT

Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Animal Control Svc - Other Agencies				
Animal Care Tech			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	239.0	214.5	184.5	175.5

POLICE DEPARTMENT

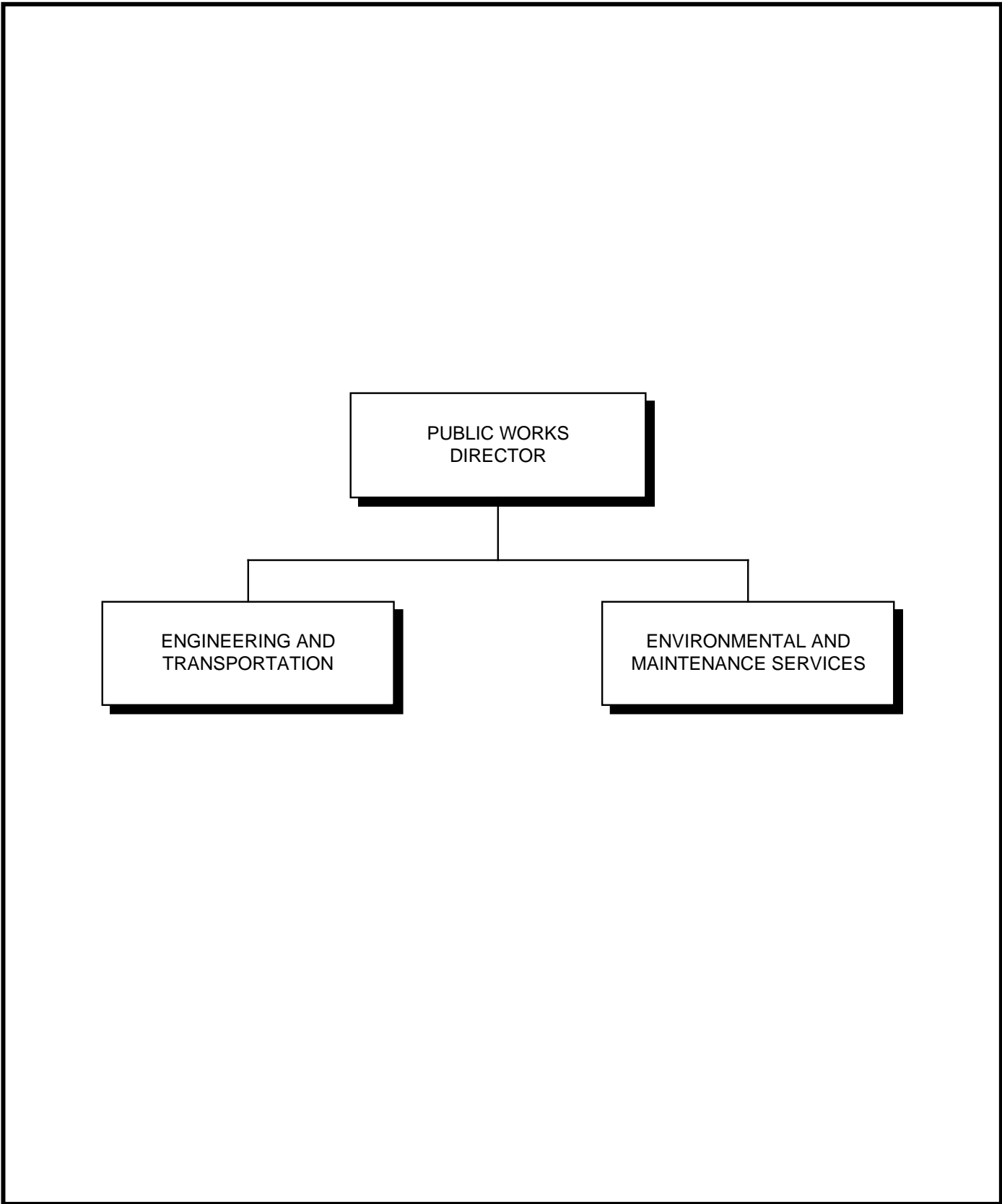
Capital Outlays

Evidence & Property Division		11-12 Adopted	12-13 Plan
1	Shelving and Office Equipment	20,000	
Records Division			
1	Shelving and Office Equipment	10,000	



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PUBLIC WORKS





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PUBLIC WORKS DEPARTMENT

Summary

Purpose

The Public Works Department consists of Engineering and Traffic/Transportation, and Environmental and Maintenance Services. The Engineering and Traffic/Transportation Divisions provide management of the City's public infrastructure; plan and implement public capital improvements; examine private development plans and proposals with associated CEQA documents to ensure responsible growth as it relates to traffic issues and public infrastructure; administer programs and enforce governmental regulations. Most of the private development plans/proposals are checked by engineering staff at the Permit Center, under the Community and Economic Development Department. The Environmental and Maintenance Services Division provides maintenance services for all City infrastructure, vehicles and equipment, and also ensures NPDES compliance in the field.

Top Five Accomplishments for FY 2010-11

Organizational Effectiveness Initiative

1. Leasing out of Facilities – City staff successfully negotiated leases and completed the transitions for the Salinas Community Center, the new Aquatic Center and the Firehouse Recreation Center. Faced with budget cutbacks, and working with community partners, staff was able to lease these facilities so that residents can be served by the current operators. The senior and youth afterschool programs have continued with Go Kids, Inc. providing for the operation and maintenance of the Firehouse Recreation Center.
2. El Dorado and Central Parks – Through a reallocation of Measure V dollars, the Department was able to maintain some basic programming at these locations. 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, El Dorado and Central continue to provide a positive outlet for engaging neighborhood youth.
3. Park Maintenance – The Parks and Forestry division staff continue to maintain the City's 48 parks as well as public areas, greenbelt landscape areas and median island landscaping despite significant reductions in resources. Health and safety issues in these service areas continue to take precedence over service tags, which now can take approximately three months.
4. Fleet Maintenance – Fleet Maintenance is the internal service division responsible for the inspection, maintenance, and repair of the City's Public Works fleet, including over 300 vehicles and hundreds of equipment pieces. Accomplishments include doubling the useful life of our street sweepers through a daily inspection and preventive maintenance program to insure that Sewer flushing and inspection equipment is available on a 24-hour basis and all paving related equipment is on line and ready for use at all times during the year. Fleet dedicates 40% of service time to support the Police fleet and is called on to perform extraordinary repairs or miscellaneous equipment installation on an as needed basis. Because of the record of successful inspections, the California Highway Patrol granted the City of Salinas an Administrative Review instead of a Biennial Inspection of Terminals (BIT) Inspection for 2010.
5. Facilities Maintenance – The Facilities Maintenance Division is responsible for maintaining 650,000 square feet of City-owned buildings and facilities through preventative maintenance and repair to ensure clean, safe, sanitary, and well-operating facilities for employees and the public. Although reductions of resources in this area, has been quite challenging, City staff continues to ensure that facilities are maintained as best as possible. City facilities again passed the Monterey County Environmental Health Business Response Plan Inspection.

PUBLIC WORKS DEPARTMENT

Summary

City Council Goals, Strategies, and Objectives for FY 2011-12 and FY 2012-13

Youth/Gang Violence Prevention Initiative (Peace)

1. Complete the design and construction of the Cesar Chavez Library expansion by July 1, 2012 to accommodate the needs of our new Alisal residents and area students.
2. Complete the design and construction for the Laurel Heights Neighborhoods Park Improvement project by July 1, 2012.
3. Work with Rancho Cielo students to teach them skills related to sidewalk repair/construction, and the urban forestry.
4. Explore apprenticeship program development for Salinas youth with Rancho Cielo.
5. Develop maintenance schedules for all Maintenance Districts established within the City to ensure services for which residents are paying are provided in a timely and responsible manner.

Economic Development Initiative (Prosperity)

1. Review, comment, and assist with the processing of the Lowe's/Cloverfield/Gateway Retail Center development.
2. Design the East Boronda Road widening project by July 1, 2012.
3. Secure funding and complete the design for the Industrial Waste Conveyance Improvement project by July 1, 2012.
4. Complete the U.S. 101 highway corridor study and develop a 5-year Capital Improvement Program (CIP) for said corridor, and work with TAMC and the County to make funding available for said improvements.
5. Complete the Design for the U.S. 101/Sanborn Interchange Improvement and Elvee Drive extension (Reclamation Ditch to Work Street) project for construction in 2012
6. Work with Monterey County Public Works to define the Westside Bypass alignment along the west side of Salinas (Russell/Espinoza/U.S. 101 to Blanco/Davis).
7. Complete the City's Sanitary Sewer and Industrial Waste Master Plans by April 30, 2012.
8. Submit 10 applications for grant funding in FY 11/12.

Organizational Effectiveness Initiative

1. Organize remaining administrative staff members in the Department to sufficiently and effectively cover the administrative duties and needs at City Hall Engineering Division, the Maintenance Service Yard, and Salinas Municipal Airport.
2. Schedule the fiscal year Capital Improvement Program (CIP) to ensure 80% of those approved in the budget are constructed within said fiscal year. Determine how to most effectively distribute projects based on the current design staffing levels/expertise and the need to hire consultants to design more complex projects requiring special/unique expertise.
3. Cross-train administrative staff members between and within Divisions (City Hall Engineering, Maintenance Service Yard, and Salinas Municipal Airport).

Major Budget Changes

The following positions have been eliminated in the budget through the layoff process:

- Engineering and Transportation Division:
Public Works Administrative Manager
- Environmental and Maintenance Services Division:
Environmental Resource Planner (25%)
Public Service Maintenance Worker IV
Urban Forestry Worker II
Urban Forestry Worker II
Park Maintenance Crew Supervisor
Facilities Maintenance Crew Supervisor

PUBLIC WORKS DEPARTMENT

Summary

Last year's loss of the Traffic/Transportation's Engineering Technician due to budget constraints significantly hampered that Section's ability to complete reviews of traffic inquiries and prepare Traffic & Transportation Commission reports/agendas, and necessitated eliminating Bike Week activities in 2011. This year the Department has requested additional funding for temporary employee and consultant services.

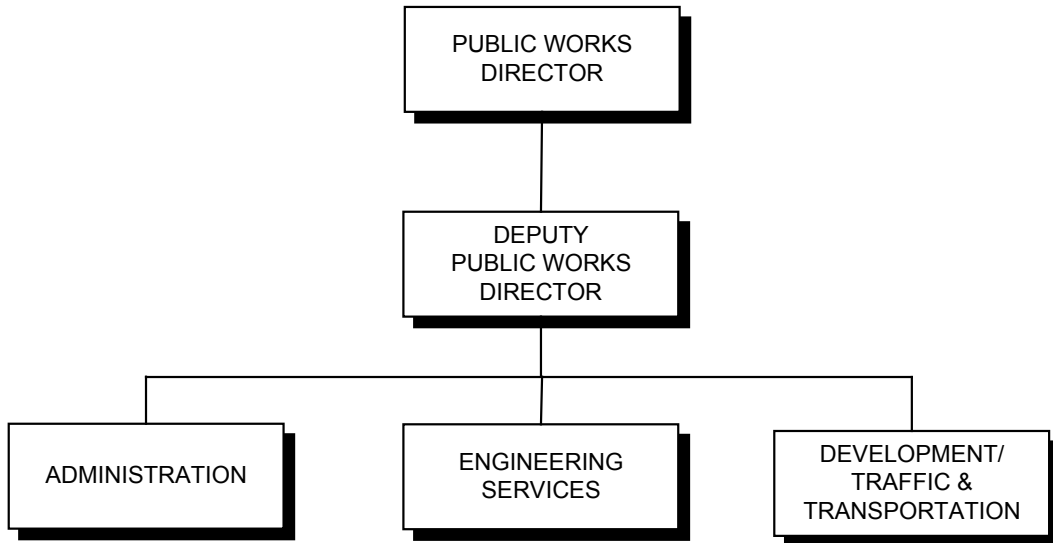
The continued loss of maintenance workers is significantly impacting the Department's ability to provide services to the community and residents. Additional cuts will further erode our response times and limit the volume of work that can reasonably be done.

The potential loss of the Administrative Supervisor in Engineering, unless employee concessions are successful will likely lead to the transfer of many of those task responsibilities to the City Engineer, Public Works Assistant, and possibly the Transportation Planner; all of whom have high workloads at this time.

PUBLIC WORKS Summary

	<u>09-10 Actual</u>	<u>10-11 Budget</u>	<u>11-12 Adopted</u>	<u>12-13 Plan</u>
Expenditures by Program				
Engineering & Transportation	1,090,081	959,300	1,154,400	1,221,400
Environmental & Maint Services	8,130,865	6,676,864	6,332,600	6,571,700
Total	<u>9,220,946</u>	<u>7,636,164</u>	<u>7,487,000</u>	<u>7,793,100</u>
Workforce by Program				
Engineering & Transportation	24.50	20.50	20.00	20.00
Environmental & Maint Services	71.25	48.75	43.25	43.25
Total	<u>95.75</u>	<u>69.25</u>	<u>63.25</u>	<u>63.25</u>

ENGINEERING AND TRANSPORTATION





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ENGINEERING AND TRANSPORTATION

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
5010	Administration Division	502,401	405,800	341,300	356,600
5014	Advance Planning Division	2,161			
5015	Current Planning Division				
5020	Engineering Services Division	277,603	286,200	458,800	550,500
5022	Development/Traffic & Transp.	307,916	267,300	339,300	299,300
TOTAL		1,090,081	959,300	1,139,400	1,206,400

Expenditures by Character

1.	Employee Services	1,057,664	857,100	1,041,200	1,108,200
2.	Office Supplies & Materials	9,554	11,000	11,000	11,000
3.	Bldg/Veh/Equip Maint/Supplies				
4.	Small Tools & Equipment	849	1,400	1,400	1,400
5.	Clothing & Personal Equip				
6.	Books and Publications	1,043	1,100	1,100	1,100
7.	Special Dept Supplies	4,293	7,900	7,900	7,900
8.	Communications	8,365	10,000	10,000	10,000
9.	Contract Maintenance Services	125	4,000	4,000	4,000
10.	Professional Services	5,919	61,500	53,500	53,500
11.	Outside Services	118	3,300	3,300	3,300
12.	Training/Conferences/Meetings	60		3,000	3,000
13.	Membership & Dues	2,091	2,000	3,000	3,000
TOTAL		1,090,081	959,300	1,139,400	1,206,400

Expenditures by Fund

General Fund	1,016,379	959,300	1,139,400	1,206,400
Measure V Fund	73,702			
TOTAL	1,090,081	959,300	1,139,400	1,206,400

Workforce by Program

5010	Administration Division	5.5	4.5	3.5	3.5
5020	Engineering Services Division	15.0	14.0	14.5	14.5
5022	Development/Traffic & Transp.	4.0	2.0	2.0	2.0
TOTAL		24.5	20.5	20.0	20.0

ENGINEERING AND TRANSPORTATION Administration Division

5010

Purpose

Provide administrative support to all Sections of engineering and Transportation Department, including the Permit Center; supervise and control the Department's operating budget, and the Capital Improvements Program funding; manage city-owned property, maintain/manage property records, and acquire property as needed for projects; administer programs dealing with environmental and Labor Compliance on Public Works projects issues; and respond to citizen complaints and inquiries.

Division Operations

1. Supervise and manage Development and Engineering Services 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. Scan and destroy old file records.
5. Manage/administer subdivision agreements, assessment/maintenance districts, property leases/files, and bi-weekly department's payroll.

Major Budget Changes

Eliminated Position: Public Works Administrative Manager

ENGINEERING AND TRANSPORTATION

Administration Division

5010

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	480,067	379,600	307,100	322,400
2. Office Supplies & Materials	9,483	11,000	11,000	11,000
3. Small Tools & Equipment	253	400	400	400
4. Books and Publications	320	300	300	300
5. Communications	8,365	10,000	10,000	10,000
6. Contract Maintenance Services				
7. Professional Services	1,822	2,500	9,500	9,500
8. Membership & Dues	2,091	2,000	3,000	3,000
TOTAL	502,401	405,800	341,300	356,600

Authorized Positions	5.5	4.5	3.5	3.5
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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 Develop funding and implement the requirements of the 2005 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.

Major Budget Changes

None

ENGINEERING AND TRANSPORTATION

Engineering Services Division

5020

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	272,768	221,400	406,000	497,700
2. Office Supplies & Materials				
3. Small Tools & Equipment	205	500	500	500
4. Clothing & Personal Equip				
5. Books and Publications	339	500	500	500
6. Special Dept Supplies	2,062	3,500	3,500	3,500
7. Contract Maintenance Services	125	2,000	2,000	2,000
8. Professional Services	2,007	57,000	42,000	42,000
9. Outside Services	37	1,300	1,300	1,300
10. Training/Conferences/Meetings	60		3,000	3,000
TOTAL	277,603	286,200	458,800	550,500
Authorized Positions	15.0	14.0	14.5	14.5

Funding Source

General Fund

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.

Division Operations

1. Implement Traffic Monitoring Program and maintain database of traffic counts surveys.
2. Respond to traffic inquiries and concerns from the public, other departments and other agencies.
3. Improve efficiency of traffic signal operations.
4. Secure funding for transportation related projects.
5. Implement traffic fee Ordinance and collaborate with other departments and agencies to fund future transportation infrastructure needs.
6. Work with TAMC, Caltrans and other agencies to obtain funding for extending commuter rail service to Salinas.
7. Work with Caltrans to complete construction of Airport Blvd./US 101 Interchange Project and maintain good public relations throughout the project

Major Budget Changes

None

ENGINEERING AND TRANSPORTATION
Development/Traffic & Transp.

5022

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	304,829	256,100	328,100	288,100
2. Bldg/Veh/Equip Maint/Supplies				
3. Small Tools & Equipment	391	500	500	500
4. Books and Publications	384	300	300	300
5. Special Dept Supplies	2,231	4,400	4,400	4,400
6. Contract Maintenance Services		2,000	2,000	2,000
7. Professional Services		2,000	2,000	2,000
8. Outside Services	81	2,000	2,000	2,000
TOTAL	307,916	267,300	339,300	299,300

Authorized Positions	4	2	2	2
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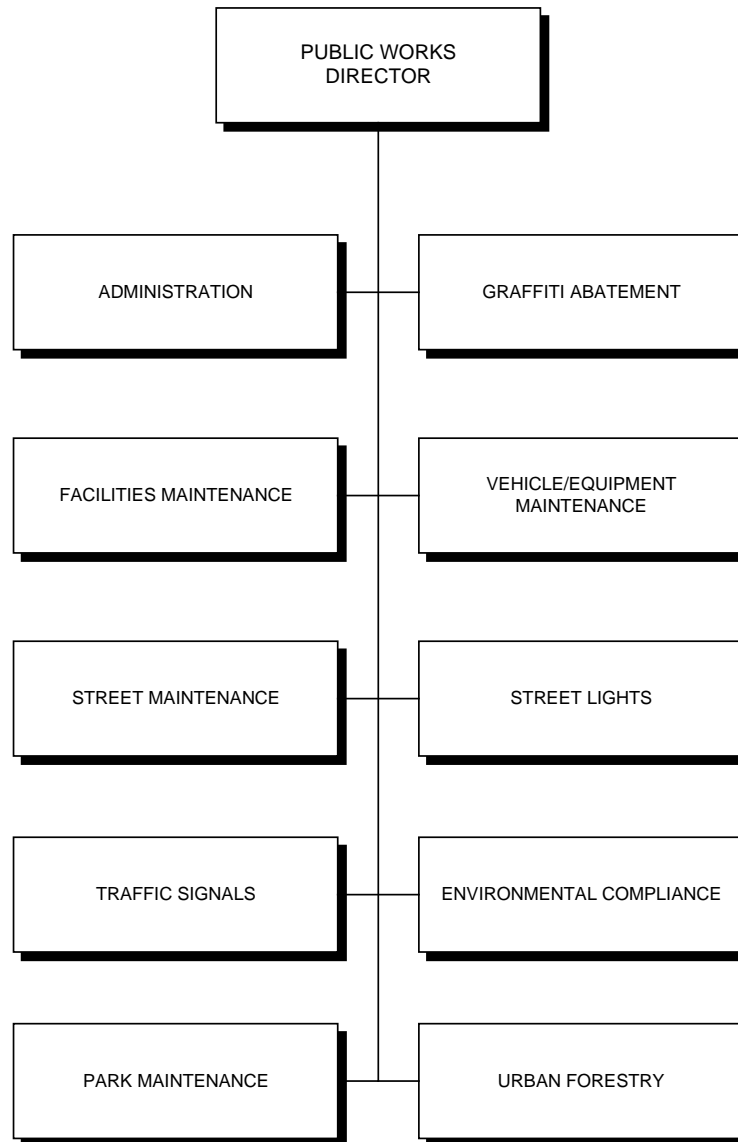
Funding Source

General Fund, Measure V Fund

ENGINEERING AND TRANSPORTATION Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Engineer/transp Director	0.50	0.50		
Deputy Dir of Pub Works			0.25	0.25
Public Works Assistant	1.00	1.00	1.00	1.00
Pub Works Admin Mgr	1.00	1.00		
Administrative Secretary	1.00	1.00	1.00	1.00
Office Technician	1.00			
Compliance Officer II	1.00	1.00	1.00	1.00
Director of Public Works			0.25	0.25
Total	5.50	4.50	3.50	3.50
 Engineering Services Division				
Deputy Dir of Pub Works			0.50	0.50
Senior Civil Engineer	1.00	1.00	1.00	1.00
Assistant Engineer	3.00	3.00	3.00	3.00
Junior Engineer	2.00	2.00	2.00	2.00
Deputy City Engineer	1.00			
Sr Construction Inspector	1.00	1.00	1.00	1.00
Const Inspector Supv	1.00	1.00	1.00	1.00
Construction Inspector	3.00	3.00	3.00	3.00
Engineering Tech	2.00	2.00	2.00	2.00
Engineering Aide II	1.00	1.00	1.00	1.00
Total	15.00	14.00	14.50	14.50
 Development/Traffic & Transp.				
Junior Engineer	1.00	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00	1.00
Engineering Tech (MV)	1.00			
Engineering Aide II	1.00			
Total	4.00	2.00	2.00	2.00
 Department Total	 24.50	 20.50	 20.00	 20.00

ENVIRONMENTAL AND MAINTENANCE SERVICES





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ENVIRONMENTAL & MAINT SERVICES

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
5310	Administration Division	415,262	290,100	218,100	221,200
5313	Graffiti Abatement Division	98,827	82,000	120,000	120,000
5330	Facilities Maintenance Division	1,407,230	847,100	724,300	741,900
5340	Vehicle/Equipment Maintenance	746,587	816,135	859,200	887,600
5350	Street Maintenance Division	1,080,780	1,267,200	1,278,100	1,388,700
5351	Street Lights Division	790,585	737,700	741,300	744,900
5353	Traffic Signals Division	315,553	326,300	327,500	328,700
5355	Environmental Compliance Division	28,057	116,900	110,000	115,100
5380	Parks and Community Services	2,519,165	1,722,500	1,590,800	1,633,000
5385	Urban Forestry Division	728,819	470,929	363,300	390,600
TOTAL		8,130,865	6,676,864	6,332,600	6,571,700

Expenditures by Character

1.	Employee Services	5,352,925	3,759,400	3,427,700	3,666,800
2.	Office Supplies & Materials	8,138	6,100	6,100	6,100
3.	Bldg/Veh/Equip Maint/Supplies	212,835	228,500	228,500	228,500
4.	Vehicle Fuels & Lubricants	141,516	146,000	153,600	153,600
5.	Small Tools & Equipment	28,794	31,800	31,800	31,800
6.	Clothing & Personal Equip	22,354	24,900	29,900	29,900
7.	Street Materials	108,146	127,000	127,000	127,000
8.	Books and Publications	151	200	200	200
9.	Special Dept Supplies	15,351	25,715	8,300	8,300
10.	Chemicals	14,026	11,000	11,000	11,000
11.	Communications	22,011	23,400	21,900	21,900
12.	Utilities	1,327,443	1,327,900	1,327,900	1,327,900
13.	Rents & Leases		6,300	6,300	6,300
14.	Contract Maintenance Services	511,961	549,300	575,100	575,100
15.	Professional Services	361,276	404,300	372,300	372,300
16.	Training/Conferences/Meetings	1,912	3,529	3,500	3,500
17.	Membership & Dues	660	1,520	1,500	1,500
18.	Capital Outlay	1,366			
TOTAL		8,130,865	6,676,864	6,332,600	6,571,700

Expenditures by Fund

General Fund	7,275,573	5,895,664	5,568,800	5,769,900
Measure V Fund	840,800	781,200	763,800	801,800
Sunset Ave-Project	14,492			
TOTAL	8,130,865	6,676,864	6,332,600	6,571,700

ENVIRONMENTAL & MAINT SERVICES

Summary

Workforce by Program	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
5310 Administration Division	3.00	1.50	1.25	1.25
5330 Facilities Maintenance Division	13.00	5.00	4.00	4.00
5340 Vehicle/Equipment Maintenance	7.00	6.00	6.00	6.00
5350 Street Maintenance Division	16.00	16.00	15.00	15.00
5351 Street Lights Division	0.75	0.75	0.75	0.75
5353 Traffic Signals Division	0.25	0.25	0.25	0.25
5355 Environmental Compliance Division	1.25	1.25	1.00	1.00
5380 Parks and Community Services	21.00	10.00	9.00	9.00
5385 Urban Forestry Division	9.00	8.00	6.00	6.00
TOTAL	71.25	48.75	43.25	43.25



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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 improvements.

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.

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES

Administration Division

5310

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	359,736	185,800	127,300	130,400
2. Office Supplies & Materials	8,118	4,800	4,800	4,800
3. Small Tools & Equipment	30	200	200	200
4. Clothing & Personal Equip	79	200	200	200
5. Books and Publications				
6. Special Dept Supplies	165	1,000	1,000	1,000
7. Communications	9,162	10,700	9,200	9,200
8. Utilities	504	4,900	4,900	4,900
9. Rents & Leases				
10. Contract Maintenance Services		500	500	500
11. Professional Services	36,000	82,000	70,000	70,000
12. Training/Conferences/Meetings	102			
13. Membership & Dues				
14. Capital Outlay	1,366			
TOTAL	415,262	290,100	218,100	221,200
 Authorized Positions	 3.00	 1.50	 1.25	 1.25

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.

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES
Graffiti Abatement Division

5313

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services				
2. Bldg/Veh/Equip Maint/Supplies	5,300			
3. Small Tools & Equipment	91			
4. Clothing & Personal Equip	54			
5. Special Dept Supplies	4,731			
6. Contract Maintenance Services	88,651	82,000	120,000	120,000
7. Professional Services				
TOTAL	98,827	82,000	120,000	120,000

Authorized Positions

Funding Source

Measure V Fund

ENVIRONMENTAL AND MAINTENANCE SERVICES

Facilities Maintenance Division

5330

Purpose

The mission of Facilities Maintenance is to provide safe, operational, and environmentally sound buildings and facilities for the residents of the City of Salinas.

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.

Major Budget Changes

Eliminated Position: Facility Maintenance Crew Supervisor

ENVIRONMENTAL & MAINT SERVICES
Facilities Maintenance Division

5330

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	1,010,188	396,800	294,000	311,600
2. Bldg/Veh/Equip Maint/Supplies	27,257	22,500	22,500	22,500
3. Small Tools & Equipment	1,930	2,500	2,500	2,500
4. Clothing & Personal Equip	860	1,100	1,100	1,100
5. Special Dept Supplies	982	1,200	1,200	1,200
6. Communications	1,297	1,300	1,300	1,300
7. Utilities	243,795	263,200	263,200	263,200
8. Contract Maintenance Services	120,721	158,500	138,500	138,500
9. Training/Conferences/Meetings	200			
TOTAL	1,407,230	847,100	724,300	741,900

Authorized Positions	13	5	4	4
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Funding Source

General Fund

ENVIRONMENTAL AND MAINTENANCE SERVICES

Vehicle/Equipment Maintenance Division

5340

Purpose

The mission of Fleet Maintenance is to provide safe, dependable, economical and environmentally sound vehicles and power equipment.

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.

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES
Vehicle/Equipment Maintenance

5340

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	563,180	576,200	616,100	644,500
2. Bldg/Veh/Equip Maint/Supplies	64,222	78,000	78,000	78,000
3. Vehicle Fuels & Lubricants	89,104	90,000	98,000	98,000
4. Small Tools & Equipment	5,377	5,500	5,500	5,500
5. Clothing & Personal Equip	7,399	6,000	11,000	11,000
6. Books and Publications	151	200	200	200
7. Special Dept Supplies		17,635		
8. Contract Maintenance Services	17,154	42,600	50,400	50,400
9. Training/Conferences/Meetings				
TOTAL	746,587	816,135	859,200	887,600
 Authorized Positions	 7	 6	 6	 6

Funding Source

General Fund

ENVIRONMENTAL AND MAINTENANCE SERVICES

Street Maintenance Division

5350

Purpose

Maintain City street, curbs, and gutters, sidewalks and traffic control signs, street marking, stripping.

Division Operations

1. Assist engineering in establishing work priorities.
2. Maintain sidewalks, curbs and gutters by repair or replacement as resources allow.
3. Maintain traffic signs and pavement markings in good repair.

Major Budget Changes

Eliminated Position: Public Service Maintenance Worker IV

ENVIRONMENTAL & MAINT SERVICES
Street Maintenance Division

5350

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	923,522	1,099,000	1,129,900	1,240,500
2. Bldg/Veh/Equip Maint/Supplies	8,281	9,000	9,000	9,000
3. Small Tools & Equipment	3,189	3,600	3,600	3,600
4. Clothing & Personal Equip	1,283	3,100	3,100	3,100
5. Street Materials	101,378	119,000	119,000	119,000
6. Chemicals	7,077	4,000	4,000	4,000
7. Rents & Leases		600	600	600
8. Contract Maintenance Services	136	700	700	700
9. Professional Services	35,114	27,200	7,200	7,200
10. Training/Conferences/Meetings	800	1,000	1,000	1,000
TOTAL	1,080,780	1,267,200	1,278,100	1,388,700
 Authorized Positions	 16	 16	 15	 15

Funding Source

General Fund

ENVIRONMENTAL AND MAINTENANCE SERVICES
Street Lights Division

5351

Purpose

Maintain the City's street light system.

Division Operations

1. Keep all street lights in operational condition.

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES
Street Lights Division

5351

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	104,037	79,700	83,300	86,900
2. Bldg/Veh/Equip Maint/Supplies	30,403	36,000	36,000	36,000
3. Utilities	602,683	572,000	572,000	572,000
4. Contract Maintenance Services	53,462	50,000	50,000	50,000
TOTAL	790,585	737,700	741,300	744,900
 Authorized Positions	 0.75	 0.75	 0.75	 0.75

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

Major Budget Changes

None

ENVIRONMENTAL & MAINT SERVICES
Traffic Signals Division

5353

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	3,392	25,900	27,100	28,300
2. Bldg/Veh/Equip Maint/Supplies				
3. Communications	10,699	10,400	10,400	10,400
4. Utilities	69,625	75,000	75,000	75,000
5. Contract Maintenance Services	231,837	215,000	215,000	215,000
TOTAL	315,553	326,300	327,500	328,700
Authorized Positions	0.25	0.25	0.25	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.

Major Budget Changes

Eliminated Position: Environmental Resource Planner (25%)

ENVIRONMENTAL & MAINT SERVICES
Environmental Compliance Division

5355

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	28,057	116,900	110,000	115,100
TOTAL	28,057	116,900	110,000	115,100
 Authorized Positions	 1.25	 1.25	 1.00	 1.00

Funding Source

General Fund

ENVIRONMENTAL AND MAINTENANCE SERVICES

Parks and Community Services Division

5380

Purpose

Provide a basic level of maintenance services, commensurate with available resources to parks with in-house staff. Provide substantially reduced maintenance services to medians and public landscapes utilizing in-house staff and contract service providers.

Division Operations

1. Provide reduced services focused on health and safety to City parks.
2. Maintain public landscapes at a significantly reduced level, appropriate to available funding.
3. Provide median weed abatement to address the declining condition of City greenbelts and medians.
4. Develop plans for landscape restoration of select gateway medians with one-time funds from Measure V.

Major Budget Changes

Eliminated Position: Park Maintenance Crew Supervisor

ENVIRONMENTAL & MAINT SERVICES

Parks and Community Services

5380

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	1,763,385	953,700	822,000	864,200
2. Office Supplies & Materials		500	500	500
3. Bldg/Veh/Equip Maint/Supplies	76,224	79,000	79,000	79,000
4. Vehicle Fuels & Lubricants	34,206	36,000	35,600	35,600
5. Small Tools & Equipment	8,487	10,000	10,000	10,000
6. Clothing & Personal Equip	6,179	8,000	8,000	8,000
7. Street Materials	6,768	8,000	8,000	8,000
8. Special Dept Supplies	3,947	5,380	5,600	5,600
9. Chemicals	6,949	7,000	7,000	7,000
10. Communications	853	1,000	1,000	1,000
11. Utilities	410,836	412,800	412,800	412,800
12. Rents & Leases		4,200	4,200	4,200
13. Professional Services	200,331	195,100	195,100	195,100
14. Training/Conferences/Meetings	670	800	1,000	1,000
15. Membership & Dues	330	1,020	1,000	1,000
TOTAL	2,519,165	1,722,500	1,590,800	1,633,000

Authorized Positions	21	10	9	9
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Funding Source

General Fund, Measure V Fund

ENVIRONMENTAL AND MAINTENANCE SERVICES

Urban Forestry Division

5385

Purpose

Maintain the Salinas urban forest to a level commensurate to the available funding including street trees and public facility landscape trees. .

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. Tree maintenance, planting and removal in city parks and greenbelts

Major Budget Changes

Eliminated Positions: (2) Urban Forestry Worker II

ENVIRONMENTAL & MAINT SERVICES

Urban Forestry Division

5385

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	597,428	325,400	218,000	245,300
2. Office Supplies & Materials	20	800	800	800
3. Bldg/Veh/Equip Maint/Supplies	1,148	4,000	4,000	4,000
4. Vehicle Fuels & Lubricants	18,206	20,000	20,000	20,000
5. Small Tools & Equipment	9,690	10,000	10,000	10,000
6. Clothing & Personal Equip	6,500	6,500	6,500	6,500
7. Special Dept Supplies	5,526	500	500	500
8. Chemicals				
9. Communications				
10. Rents & Leases		1,500	1,500	1,500
11. Professional Services	89,831	100,000	100,000	100,000
12. Training/Conferences/Meetings	140	1,729	1,500	1,500
13. Membership & Dues	330	500	500	500
TOTAL	728,819	470,929	363,300	390,600
Authorized Positions	9	8	6	6

Funding Source

General Fund, Measure V Fund

ENVIRONMENTAL & MAINT SERVICES

Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Parks/Community Svc Dir		0.50		
Environmental/Maint Dir	1.00			
Administrative Secretary	1.00			
Office Technician	1.00	1.00	1.00	1.00
Director of Public Works			0.25	0.25
Total	3.00	1.50	1.25	1.25
 Facilities Maintenance Division				
Facil Maint Mech Crew Sup	2.00	2.00	1.00	1.00
Facility Maint Mech	2.00			
Sr Facility Maint Mech	2.00	1.00	1.00	1.00
Comm Facilities Svc Wkr	5.00	1.00	1.00	1.00
Sr Comm Facilities Svc Wk	1.00			
Facility Maint Worker	1.00	1.00	1.00	1.00
Total	13.00	5.00	4.00	4.00
 Vehicle/Equipment Maintenance				
Equipment Mechanic II	4.00	3.00	3.00	3.00
Fleet Maintenance Manager	1.00	1.00	1.00	1.00
Equipment Mechanic I	1.00	1.00	1.00	1.00
Equipment Mech Crew Sup	1.00	1.00	1.00	1.00
Total	7.00	6.00	6.00	6.00
 Street Maintenance Division				
Inmate Crew Coordinator	1.00	1.00	1.00	1.00
P.S. Maint Crew Supv	1.00	1.00	1.00	1.00
Public Svc Maint Wkr IV	3.00	3.00	2.00	2.00
Public Svc Maint Wkr II	7.00	7.00	7.00	7.00
Street Maintenance Mgr	1.00	1.00	1.00	1.00
Public Svc Maint Wkr III	3.00	3.00	3.00	3.00
Total	16.00	16.00	15.00	15.00
 Street Lights Division				
SL/Traffic Sig Crew Sup	0.75	0.75	0.75	0.75

ENVIRONMENTAL & MAINT SERVICES

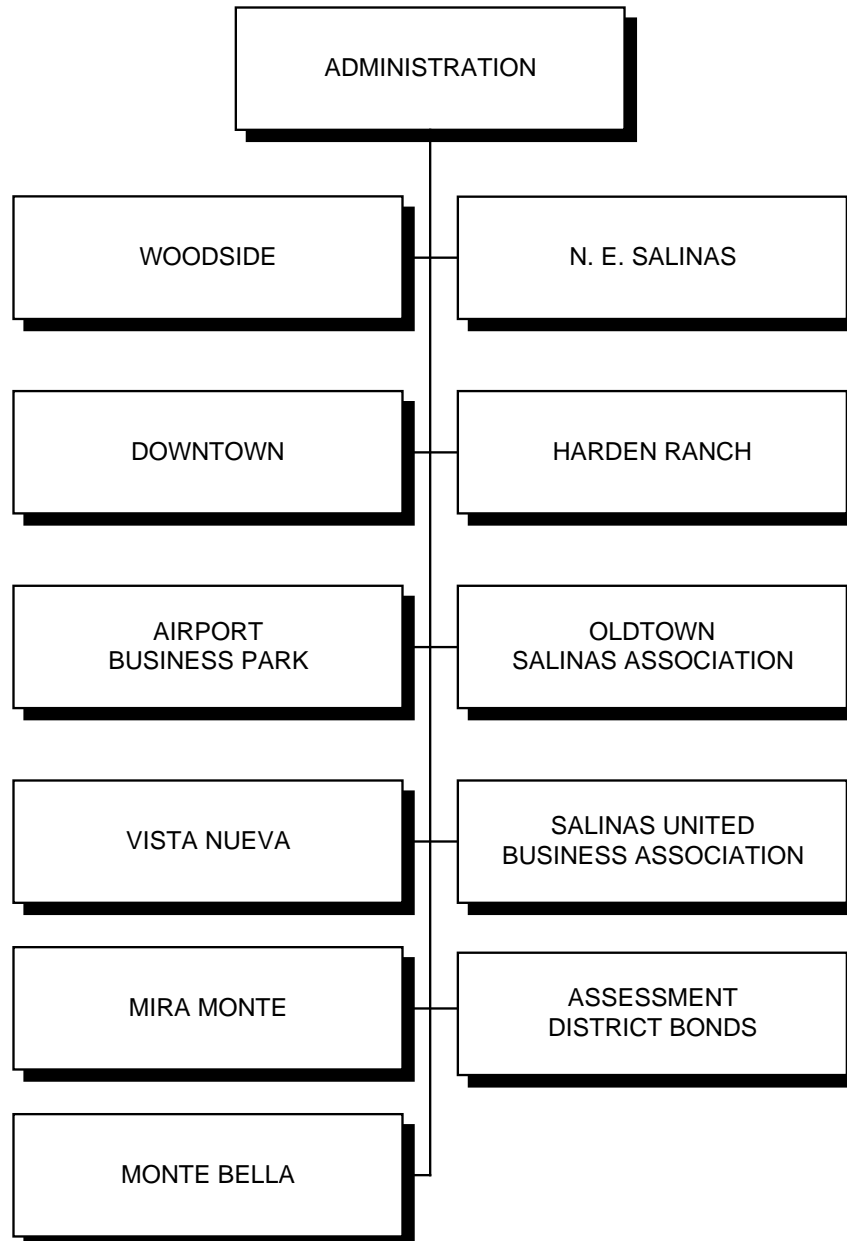
Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Traffic Signals Division				
SL/Traffic Sig Crew Sup	0.25	0.25	0.25	0.25
Environmental Compliance Division				
Environmental Res Planner	0.25	0.25		
Env Compliance Insp II	1.00	1.00	1.00	1.00
Total	1.25	1.25	1.00	1.00
Parks and Community Services				
Park Maint Crew Sup (MV)	2.00	1.00		
Park Maint Worker (6 MV)	17.00	8.00	8.00	8.00
Power Mower Operator	1.00			
Park Grnds Frstry Ops Mgr	1.00	1.00	1.00	1.00
Total	21.00	10.00	9.00	9.00
Urban Forestry Division				
Urban Forestry Crew Supv	1.00			
Sr Urban Forestry Worker	1.00	1.00	1.00	1.00
Urban Forestry WkrII(3MV)	7.00	7.00	5.00	5.00
Total	9.00	8.00	6.00	6.00
Department Total	71.25	48.75	43.25	43.25



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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 2010-11

Youth/Gang Violence Prevention Initiative (Peace)

1. Address and eradicate graffiti vandalism within 24 hours.

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 2002 levels.
2. Diversify maintenance activities to various contractors.

City Council Goals, Strategies, and Objectives for FY 2011-12

Organizational Effectiveness Initiative

1. Diversify maintenance activities to various contractors.
2. Improve service delivery and manage district finances.

Major Budget Changes

Seventy-five (75%) percent of a Facilities Maintenance Crew Supervisor has been allocated to the City's six maintenance districts to properly reflect the work performed by this position.

ASSESSMENT & MAINTENANCE DISTRICTS

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
6605	Administration Division	125,664	155,500	160,100	166,300
6610	Woodside Park Division	29,734	56,800	56,800	56,800
6611	Downtown Mall Division	2,169	2,400	2,400	2,400
6612	Airport Business Park Division	16,869	17,700	17,100	17,100
6613	North East Division	569,239	661,500	661,500	661,500
6614	Harden Ranch Division	272,714	327,300	327,300	327,300
6615	Vista Nueva Division	12,095	33,000	33,000	33,000
6616	Mira Monte Division	75,334	143,500	143,500	143,500
6617	Monte Bella Division	74,290	165,400	165,400	165,400
6680	Oldtown Salinas Assn Division	108,340	105,000	105,000	105,000
6685	Salinas United Business Assn Division	137,690	141,000	141,000	141,000
6690	Assessment District Bonds Division	3,210,638	3,062,200	3,049,300	3,245,900
	TOTAL	4,634,776	4,871,300	4,862,400	5,065,200

Expenditures by Character

1.	Employee Services	130,720	229,400	233,000	239,200
2.	Special Dept Supplies	10	22,000	22,000	22,000
3.	Communications	190	200	200	200
4.	Utilities	190,311	244,200	244,500	244,500
5.	Rents & Leases	7,039	5,000	5,000	5,000
6.	Contract Maintenance Services	711,442	848,200	848,300	848,300
7.	Professional Services	22,123	87,500	87,500	87,500
8.	Administration/Contingencies	117,209	130,000	130,000	130,000
9.	Advertising	394	600	600	600
10.	Training/Conferences/Meetings		2,000	2,000	2,000
11.	Contribution to Other Agencies	244,700	240,000	240,000	240,000
12.	Bond-Principal	2,069,768	2,030,000	2,130,000	2,450,000
13.	Bond-Interest	1,110,138	982,200	869,300	745,900
14.	Paying Agent Fees	30,732	50,000	50,000	50,000
	TOTAL	4,634,776	4,871,300	4,862,400	5,065,200

ASSESSMENT & MAINTENANCE DISTRICTS

Summary

Expenditures by Fund	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
Maintenance Dist Administration	70,532	90,500	92,800	95,900
Woodside Park Maint District	29,734	56,800	56,800	56,800
Downtown Mall Maint District	2,169	2,400	2,400	2,400
Airport Bus Park Maint District	16,869	17,700	17,100	17,100
N E Salinas Landscape Dist	569,239	661,500	661,500	661,500
Harden Ranch Landscape Dist	272,714	327,300	327,300	327,300
Vista Nueva Maint District	12,095	33,000	33,000	33,000
Mira Monte Maint District	75,334	143,500	143,500	143,500
Monte Bella Maint District	74,290	165,400	165,400	165,400
Business Imp District	108,340	105,000	105,000	105,000
SUBA Business Imp District	137,690	141,000	141,000	141,000
Assessment Dist Administration	55,132	65,000	67,300	70,400
Assessment Districts-Debt Service	3,210,638	3,062,200	3,049,300	3,245,900
TOTAL	4,634,776	4,871,300	4,862,400	5,065,200

Workforce by Program

6605	Administration Division	1	1	1	1
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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 the Permit Center including all current Planning administrative and clerical support.
3. Properly process all permits, inspection requests, complaints and related fees.
4. Continue implementation of new permit tracking software.

Major Budget Changes

None

ASSESSMENT & MAINTENANCE DISTRICTS

Administration Division

6605

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	113,523	136,000	140,600	146,800
2. Special Dept Supplies	10	5,000	5,000	5,000
3. Professional Services		2,000	2,000	2,000
4. Administration/Contingencies	11,737	9,900	9,900	9,900
5. Advertising	394	600	600	600
6. Training/Conferences/Meetings		2,000	2,000	2,000
TOTAL	125,664	155,500	160,100	166,300

Authorized Positions	1	1	1	1
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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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	7,682	12,300	12,300	12,300
2. Contract Maintenance Services	18,769	25,000	25,000	25,000
3. Professional Services		15,000	15,000	15,000
4. Administration/Contingencies	3,283	4,500	4,500	4,500
TOTAL	29,734	56,800	56,800	56,800

Authorized Positions

Funding Source

Woodside Park Maint District

ASSESSMENT & MAINTENANCE DISTRICTS
Downtown Mall Division

6611

Purpose

The City Provides no 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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Utilities	1,969	2,200	2,200	2,200
2. Administration/Contingencies	200	200	200	200
TOTAL	2,169	2,400	2,400	2,400

Authorized Positions

Funding Source

Downtown Mall Main District Funds

ASSESSMENT & MAINTENANCE DISTRICTS

Airport Business Park Division

6612

Purpose

Provide the Airport Business Park with limited basic maintenance to include mowing and irrigation.

Division Operations

1. Based on limited resources, to provide weekly mowing services on Moffett Street.

Major Budget Changes

None

ASSESSMENT & MAINTENANCE DISTRICTS
Airport Business Park Division

6612

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Utilities	7,819	8,400	8,700	8,700
2. Contract Maintenance Services	7,800	8,200	7,300	7,300
3. Administration/Contingencies	1,250	1,100	1,100	1,100
TOTAL	16,869	17,700	17,100	17,100

Authorized Positions

Funding Source

Airport Bus Park Maint District Funds

ASSESSMENT & MAINTENANCE DISTRICTS

North East Division

6613

Purpose

Provide landscape maintenance equal to the District funds available for contract maintenance activities.

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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services		18,500	18,500	18,500
2. Special Dept Supplies		5,000	5,000	5,000
3. Utilities	110,316	133,000	133,000	133,000
4. Contract Maintenance Services	391,092	425,000	425,000	425,000
5. Professional Services	12,831	25,000	25,000	25,000
6. Administration/Contingencies	55,000	55,000	55,000	55,000
TOTAL	569,239	661,500	661,500	661,500

Authorized Positions

Funding Source

N E Salinas Landscape Dist #1

ASSESSMENT & MAINTENANCE DISTRICTS

Harden Ranch Division

6614

Purpose

Provide landscape maintenance to the level of resources available through contract services.

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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services		18,500	18,500	18,500
2. Special Dept Supplies		5,000	5,000	5,000
3. Utilities	31,612	38,800	38,800	38,800
4. Contract Maintenance Services	207,027	225,000	225,000	225,000
5. Professional Services	4,075	10,000	10,000	10,000
6. Administration/Contingencies	30,000	30,000	30,000	30,000
TOTAL	272,714	327,300	327,300	327,300

Authorized Positions

Funding Source

Harden Ranch Landscape Dist #2

ASSESSMENT & MAINTENANCE DISTRICTS
Vista Nueva Division

6615

Purpose

Maintain the streets, sewers, and lights in the district.

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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	2,689	7,100	6,100	6,100
2. Communications	190	200	200	200
3. Utilities	1,163	3,000	3,000	3,000
4. Rents & Leases	7,039	5,000	5,000	5,000
5. Contract Maintenance Services		15,000	16,000	16,000
6. Administration/Contingencies	1,014	2,700	2,700	2,700
TOTAL	12,095	33,000	33,000	33,000

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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services		18,500	18,500	18,500
2. Special Dept Supplies		2,000	2,000	2,000
3. Utilities	26,771	31,400	31,400	31,400
4. Contract Maintenance Services	40,055	70,000	70,000	70,000
5. Professional Services	8	10,000	10,000	10,000
6. Administration/Contingencies	8,500	11,600	11,600	11,600
TOTAL	75,334	143,500	143,500	143,500

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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	6,826	18,500	18,500	18,500
2. Special Dept Supplies		5,000	5,000	5,000
3. Utilities	10,661	27,400	27,400	27,400
4. Contract Maintenance Services	46,699	80,000	80,000	80,000
5. Professional Services	3,879	19,500	19,500	19,500
6. Administration/Contingencies	6,225	15,000	15,000	15,000
TOTAL	74,290	165,400	165,400	165,400

Authorized Positions

Funding Source

Monte Bella Maint District

ASSESSMENT & MAINTENANCE DISTRICTS
Oldtown Salinas Assn 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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Professional Services	440	5,000	5,000	5,000
2. Contribution to Other Agencies	107,900	100,000	100,000	100,000
TOTAL	108,340	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 contributions from the Salinas Redevelopment Agency of \$50,000 and 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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Professional Services	890	1,000	1,000	1,000
2. Contribution to Other Agencies	136,800	140,000	140,000	140,000
TOTAL	137,690	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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Bond-Principal	2,069,768	2,030,000	2,130,000	2,450,000
2. Bond-Interest	1,110,138	982,200	869,300	745,900
3. Paying Agent Fees	30,732	50,000	50,000	50,000
TOTAL	3,210,638	3,062,200	3,049,300	3,245,900

Authorized Positions

Funding Source

Assessment Districts Debt Service

ASSESSMENT & MAINTENANCE DISTRICTS

Assessment District Bonds Division

6690

<u>Series</u>	<u>Special Assessment Districts</u>	<u>No.</u>	<u>Maturity</u>	<u>Principal & Interest Expended 10-11</u>	<u>Principal Balance 06/30/11</u>	<u>Adopted 11-12 Principal</u>	<u>Plan 11-12 Interest</u>
C185	Harden Ranch Ph 2	90-1	2014	402,307	5,155,000	0	281,037
A178	Mayfair Drive	92-1	2009	20,620	0	0	0
B179	Harden Ranch Refunding	94-1	2011	333,350	800,000	245,000	64,363
A183	Abbott Street	95-3	2016	60,696	360,000	35,000	23,420
A184	Work Street	97-1	2017	215,325	1,450,000	125,000	87,912
A186	Bella Vista Ph 3	98-1	2023	475,685	4,750,000	215,000	260,077
A187	Acacia Park	96-2	2025	64,183	640,000	25,000	37,894
02-1	Bella Vista Reassessment	02-1	2021	536,256	2,210,000	495,000	105,036
02-2	Consolidated Reassessment	02-2	2009	1,302,009	5,755,000	950,000	230,461
TOTAL				3,410,431	21,120,000	2,090,000	1,090,200
Provision for Bond Calls, Refunds & Premium				21,700			
Paying Agent Fees				50,000		50,000	

ASSESSMENT & MAINTENANCE DISTRICTS

Assessment District Bonds Division

6690

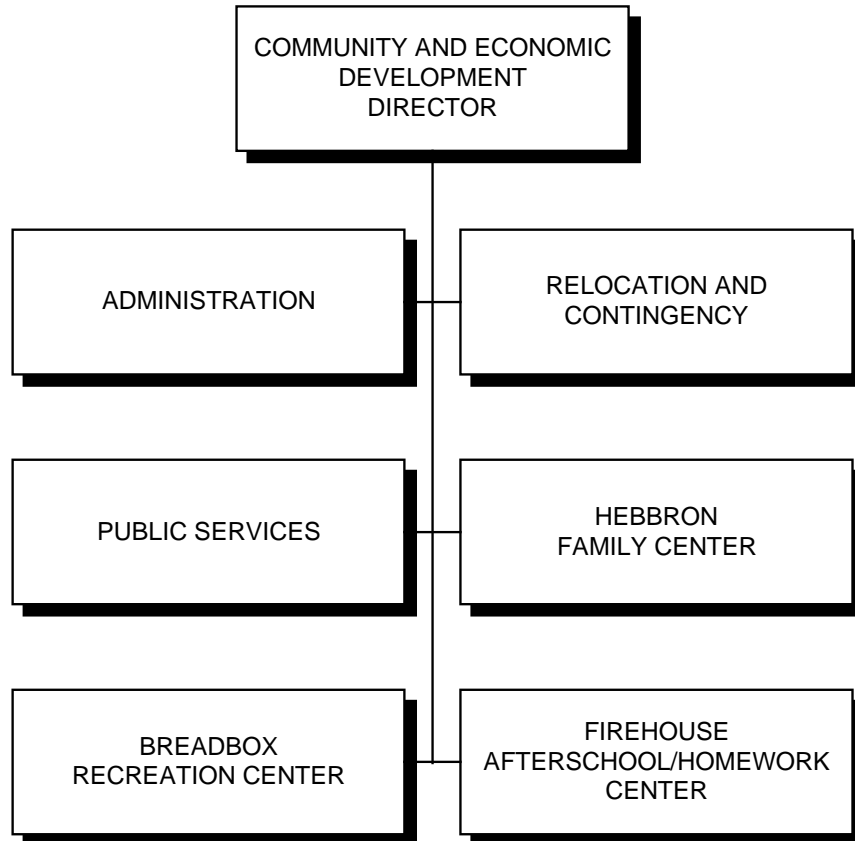
<u>Series</u>	<u>Special Assessment Districts</u>	<u>No.</u>	<u>Maturity</u>	<u>Principal & Interest Expended 11-12</u>	<u>Principal Balance 06/30/12</u>	<u>Adopted 12-13 Principal</u>	<u>Plan 12-13 Interest</u>
C185	Harden Ranch Ph 2	90-1	2014	281,038	5,155,000	0	281,038
A178	Mayfair Dr	92-1	2009	0	0	0	0
B179	Harden Ranch Refunding	94-1	2011	309,363	555,000	265,000	40,138
A183	Abbott Street	95-3	2016	58,422	325,000	40,000	20,946
A184	Work Street	97-1	2017	212,913	1,325,000	130,000	80,070
A186	Bella Vista Ph 3	98-1	2023	475,078	4,535,000	225,000	248,746
A187	Acacia Park	96-2	2025	62,896	615,000	25,000	36,583
02-1	Bella Vista Reassessment	02-1	2021	599,907	1,715,000	475,000	80,044
02-2	Consolidated Reassessment	02-2	2009	1,180,383	4,805,000	870,000	194,635
TOTAL				3,180,000	19,030,000	2,030,000	982,200
Paying Agent Fee						50,000	

ASSESSMENT & MAINTENANCE DISTRICTS

Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Sr Accounting Technician	1	1	1	1
Department Total	1	1	1	1

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 with regard to proper and timely use of HUD funds.

Top Five Accomplishments for FY 2010-11

Youth/Gang Violence Prevention Initiative (Peace)

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

Economic Development Initiative (Prosperity)

1. Provided funding for acquisition and rehabilitation of a 40-unit multi-family rental housing that will provide affordable housing units to extremely low, low, and moderate-income families.
2. Supported 2 City street beautification projects in the East Market retail corridor in an effort to create jobs and stimulate the local economy.
3. Executed agreement with Neighborhood Housing Services of Silicon Valley to operate the City's first-time homebuyer program which will increase homeownership opportunities for moderate and low income households and provide homeownership opportunities for households (up to 120% of AMI) through the Neighborhood Stabilization Program which will assist neighborhoods with high foreclosure rates.
4. Executed agreement with Neighborhood Housing Services of Silicon Valley to operate the City's first-time homebuyer program which will increase homeownership opportunities for moderate and low income households and provide homeownership opportunities for households (up to 120% of AMI) through the Neighborhood Stabilization Program which will assist neighborhoods with high foreclosure rates.

Organizational Effectiveness Initiative

1. Implemented 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 2011-12

Youth/Gang Violence Prevention Initiative (Peace)

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.

Economic Development Initiative (Prosperity)

1. Continue to support Federally-subsidized affordable housing projects for low and moderate income persons, seniors, disabled persons, and farm workers.
2. Support programs focused upon the prevention of homelessness for single men and women, families with children, and provision of transitional housing.
3. Provide continued funding for the East Market Street reconstruction project.
4. Continue to stabilize neighborhoods by purchasing and reselling foreclosed homes through the NSP.

BLOCK GRANT Summary

Organizational Effectiveness Initiative

1. Continue to manage division and SRA-housing financial and beneficiary data using the online system.
2. Collaborate with internal City staff, City Council members, subrecipients, and various subcommittee members to develop streamlined processes for administering HUD grants.

Major Budget Changes

Block Grant is under the direction of the Assistant Director of the Office of Community and Economic Development (OCED), who in turn reports to the OCED Director.

Budget numbers reflect the 2011-12 ACTION PLAN approved by City Council on May 3, 2011. For FY 2011-12, the federal CDBG allocation decreased from the previous year by 17% or \$441,692 (from \$2,664,453 to \$2,222,761); HOME decreased by 12% or \$117,244 (from \$997,434 to \$880,190); and ESG increased by 38% or \$41,707 (from \$108,277 to \$149,984). Due to reductions to both CDBG and HOME, employee services were reduced.

The following positions have been eliminated in the budget through the layoff process:
Housing Rehabilitation Specialist

BLOCK GRANT Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
3105	Administration Division	465,751	612,022	473,900	489,400
3150	Public Services Division	477,911	1,052,802	289,700	289,700
3151	Breadbox Rec Center Division	109,554	101,000	74,300	76,000
3160	Relocation and Contingencies		61,453	141,100	141,100
3161	East Salinas-Jazz Up Division	90,046	97,300	98,500	101,900
3162	Firehouse After School Division	11,556	8,000	15,000	15,000
3164	Hebbron Family Center Division	174,178	176,000	133,000	140,000
	TOTAL	1,328,996	2,108,577	1,225,500	1,253,100

Expenditures by Character

1.	Employee Services	723,845	751,875	649,000	676,600
2.	Office Supplies & Materials	1,774	2,350	1,950	1,950
3.	Bldg/Veh/Equip Maint/Supplies	1,278	1,600	1,500	1,500
4.	Small Tools & Equipment		100	100	100
5.	Books and Publications	69	200	150	150
6.	Special Dept Supplies	23,505	62,478	26,200	26,200
7.	Communications	2,143	2,350	1,300	1,300
8.	Utilities	8,583	11,600	9,700	9,700
9.	Rents & Leases	7,600	9,580	11,000	11,000
10.	Contract Maintenance Services	1,147	2,200	2,200	2,200
11.	Professional Services	6,160	15,000	12,000	12,000
12.	Outside Services	10,192	38,300	20,000	20,000
13.	Administration/Contingencies	53,000	118,724	145,200	145,200
14.	Advertising	3,461	3,000	3,000	3,000
15.	Training/Conferences/Meetings	2,749	5,625	3,000	3,000
16.	Membership & Dues	2,204	3,100	2,800	2,800
17.	Contribution to Other Agencies	477,911	1,079,802	336,400	336,400
18.	Capital Outlay	3,375	693		
	TOTAL	1,328,996	2,108,577	1,225,500	1,253,100

BLOCK GRANT Summary

Expenditures by Fund	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
General Fund	129,924	42,000	10,000	10,000
Measure V Fund	13,000	13,000	13,000	13,000
Community Development Act of 1974	810,815	989,145	883,400	906,800
CDBG-Recovery	1,490	31,685	13,100	13,800
Home Investment Partnership Funds		27,000	46,700	46,700
H U D - Emergency Shelter Grant	108,702	108,277	150,000	150,000
HPRP-Homelessness Prevention Prog	208,848	804,370	10,800	10,900
Central City Low Income Housing	5	17,900		
Sunset Ave-Project	56,207	57,300	98,500	101,900
Sunset Ave Low Income Housing	5	17,900		
TOTAL	1,328,996	2,108,577	1,225,500	1,253,100

Workforce by Program

3105	Administration Division	3.750	3.800	3.375	3.375
3151	Breadbox Rec Center Division	0.750	0.750	0.500	0.500
3161	East Salinas-Jazz Up Division	1.000	1.000	1.000	1.000
3164	Hebbron Family Center Division	2.250	2.000	1.500	1.500
	TOTAL	7.750	7.550	6.375	6.375



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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 and Community Development Division, including City inclusionary housing, density bonus, and housing accessibility programs. Monitor progress of other City departments 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 expenses are limited to 20% of the annual allocation; HOME expenses are limited to 10%. Total available funds for administration reflect a reduction in the amount of \$159,000. At the May 3, 2011, public hearing, two staff positions were approved to be eliminated: half time CD Analyst; and full time Rehabilitation Specialist. While preparing the final division budget, it was determined that there are available 'admin' contingency funds to retain the half time CD Analyst position.

**BLOCK GRANT
Administration Division**

3105

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	385,765	428,875	378,500	394,000
2. Office Supplies & Materials	1,608	2,000	1,650	1,650
3. Small Tools & Equipment		100	100	100
4. Books and Publications	69	200	150	150
5. Special Dept Supplies	2,146	34,578	4,400	4,400
6. Communications	266	500	300	300
7. Rents & Leases	7,600	9,580	11,000	11,000
8. Contract Maintenance Services	153	200	200	200
9. Professional Services	3,163	11,000	8,000	8,000
10. Outside Services	192	28,300	10,000	10,000
11. Administration/Contingencies	53,000	84,271	50,800	50,800
12. Advertising	3,461	3,000	3,000	3,000
13. Training/Conferences/Meetings	2,749	5,625	3,000	3,000
14. Membership & Dues	2,204	3,100	2,800	2,800
15. Capital Outlay	3,375	693		
TOTAL	465,751	612,022	473,900	489,400
 Authorized Positions	 3.750	 3.800	 3.375	 3.375

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 \$339,000, down from \$405,000 the prior year.

**BLOCK GRANT
Public Services Division**

3150

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Contribution to Other Agencies	477,911	1,052,802	289,700	289,700
TOTAL	477,911	1,052,802	289,700	289,700

Authorized Positions

Funding Source

Community Development Act of 1974, HUD Emergency Shelter Grant

BLOCK GRANT

Public Services Division

3150

ORGANIZATION

	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Community Human Services	6,000	10,000	8,500	8,500
2. ACTION Council of Monterey Co.	10,000	10,000	8,500	8,500
3. Girl Scouts of Monterey Bay		5,000	8,500	8,500
4. Family Services Agency	10,000	10,000	8,500	8,500
5. Conflict Resolution/Mediation	10,000		8,500	8,500
6. Alliance on Aging	10,000	10,000	8,500	8,500
7. Women's Crisis Center				
8. Meals on Wheels	16,500	17,000	14,200	14,200
9. Citizenship Project				
10. Door to Hope				
11. Central Coast Ctr. Independent	10,000	10,000	8,500	8,500
12. Food Bank	15,000	15,000	8,500	8,500
13. Big Brothers Big Sisters	10,000	10,000		
14. Alisal Center For Fine Arts				
15. Alliance on Aging: Ombudsman	5,000	5,000	8,500	8,500
16. Volunteer Center				
17. Sunrise House JPA	10,000	10,000	8,500	8,500
18. Second Chance Youth Program	18,750	10,000	8,500	8,500
19. Legal Services for Seniors				
20. Sun Street Centers				
21. Salinas Police Activity League	19,607	20,000		
22. Franciscan Workers				
23. Partners for Peace, Inc.				
24. VNA Adult Day Center	10,000	10,000		
25. Y.M.C.A.				
26. Interim (MCHOME) (ESG)	35,000	31,300	77,000	77,000
27. Housing Resource Center (ESG)	16,250	14,600	14,000	14,000
28. Franciscan Workers (ESG)		11,077	11,000	11,000
29. Shelter Outreach Plus (ESG)	32,000	28,600	26,000	26,000
30. John XXIII AIDS Ministry (ESG)	25,452	22,700	22,000	22,000
TOTAL	269,559	260,277	257,700	257,700



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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 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.

Major Budget Changes

None

BLOCK GRANT
Breadbox Rec Center Division

3151

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	87,442	71,600	47,800	49,500
2. Office Supplies & Materials	166	350	300	300
3. Bldg/Veh/Equip Maint/Supplies	1,278	1,600	1,500	1,500
4. Special Dept Supplies	6,448	8,500	8,500	8,500
5. Communications	1,646	1,350	500	500
6. Utilities	8,583	11,600	9,700	9,700
7. Contract Maintenance Services	994	2,000	2,000	2,000
8. Professional Services	2,997	4,000	4,000	4,000
TOTAL	109,554	101,000	74,300	76,000
 Authorized Positions	 0.75	 0.75	 0.50	 0.50

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 2011-12 Action Plan.

BLOCK GRANT
Relocation and Contingencies

3160

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Administration/Contingencies		34,453	94,400	94,400
2. Contribution to Other Agencies		27,000	46,700	46,700
TOTAL		61,453	141,100	141,100

Authorized Positions

Funding Source

Community Development Act of 1974, Home Investment Partnership Funds

**BLOCK GRANT
East Salinas-Jazz Up Division**

3161

Purpose

To enhance the exterior appearance of residential and commercial properties in East Salinas. This effort supports the goals and objectives of the Sunset Avenue Redevelopment Plan.

Division Operations

1. Encourage property owners to upgrade their properties. Neighborhood participation will result in the external renovation of properties and neighborhood pride.

Major Budget Changes

Due to reductions to the CDBG allocation, no funds are budgeted for this fiscal year.

BLOCK GRANT
East Salinas-Jazz Up Division

3161

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	71,299	74,000	78,500	81,900
2. Special Dept Supplies	8,516	12,800	9,500	9,500
3. Communications	231	500	500	500
4. Outside Services	10,000	10,000	10,000	10,000
TOTAL	90,046	97,300	98,500	101,900

Authorized Positions	1	1	1	1
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Funding Source

CDBG, Sunset Ave Project

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

None

**BLOCK GRANT
Firehouse After School Division**

3162

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	9,570	6,000	13,000	13,000
2. Special Dept Supplies	1,986	2,000	2,000	2,000
TOTAL	11,556	8,000	15,000	15,000

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

None

BLOCK GRANT
Hebbron Family Center Division

3164

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	169,769	171,400	131,200	138,200
2. Special Dept Supplies	4,409	4,600	1,800	1,800
TOTAL	174,178	176,000	133,000	140,000
 Authorized Positions	 2.25	 2.00	 1.50	 1.50

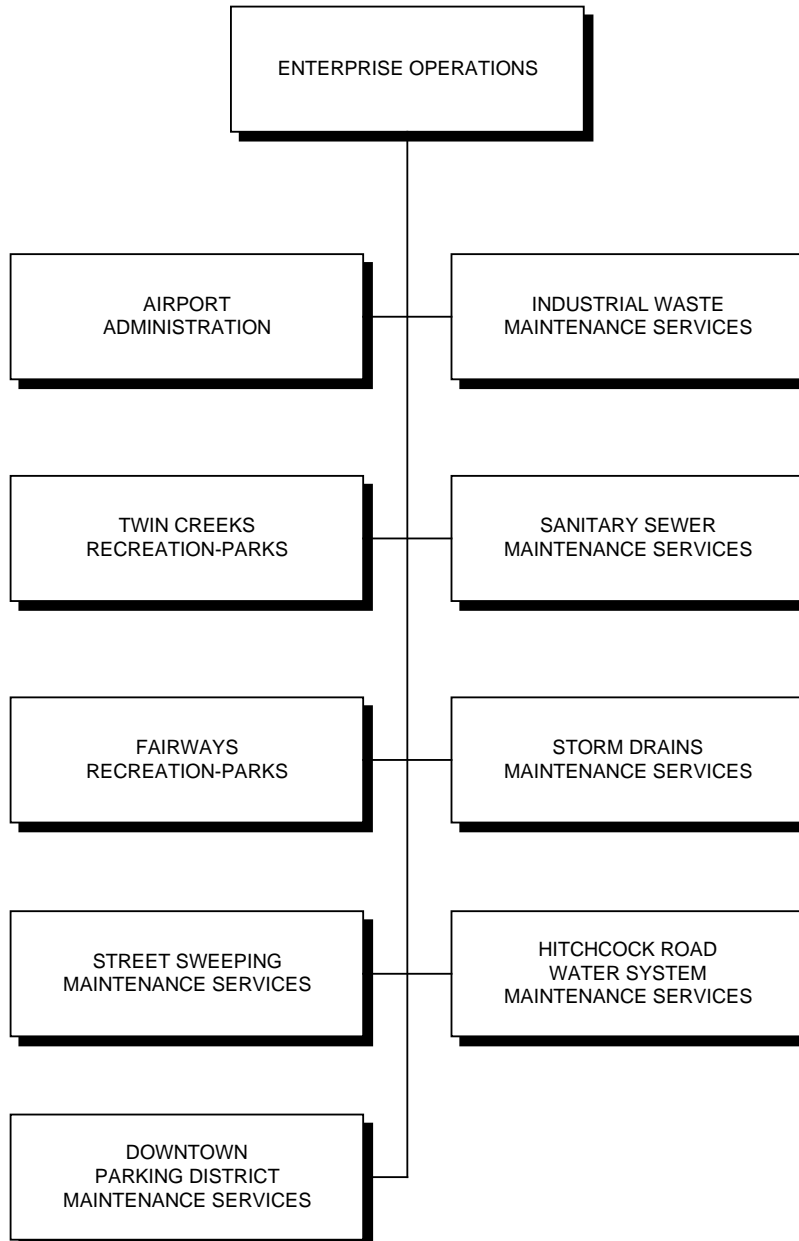
Funding Source

Community Development Act of 1974, General Fund

BLOCK GRANT Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Comm/Economic Dev Dir			0.125	0.125
Community Development Dir	0.250	0.250		
Comm Dev Admin Supervisor	1.000	0.750	0.750	0.750
Housing Services Supv		0.250	0.150	0.150
Planning Manager	0.500	0.500	0.250	0.250
Community Dev Analyst		0.050	0.350	0.350
Comm Improve Asst	1.000	1.000	0.500	0.500
Office Technician	1.000	1.000	1.000	1.000
Asst Comm/Econ Dev Dir			0.250	0.250
Total	3.750	3.800	3.375	3.375
Breadbox Rec Center Division				
Recreation Asst	0.500	0.750	0.500	0.500
Rec Svc Manager	0.250			
Total	0.750	0.750	0.500	0.500
East Salinas-Jazz Up Division				
Neighborhood Svcs Worker	1.000	1.000	1.000	1.000
Hebbron Family Center Division				
Recreation Coordinator	1.000	1.000	1.000	1.000
Recreation Asst	1.000	1.000	0.500	0.500
Rec Svc Manager	0.250			
Total	2.250	2.000	1.500	1.500
Department Total	7.750	7.550	6.375	6.375

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 2010-11

Organizational Effectiveness Initiative

1. Completed the Taxiway Bravo Project at the Salinas Municipal Airport. This project was built with \$2.1 Million in federal funds and brings the taxiway into compliance with FAA guidelines while improving access to the runway system for all airport businesses and tenants on the South Side of the airport
2. Successfully develop a street sweeping program that ensures that the City remains in compliance with NPDES regulations.
3. Successfully increased fees in various funds to ensure that programs and services remain viable.
4. Acquired \$3,000,000 in funding from in the federal economic development agency to begin upgrades to the Industrial Waste Water treatment plant and conveyance line.
5. Complete transition of Fairways Golf Course to contract operator who continues to improve revenue generation.

City Council Goals, Strategies, and Objectives for FY 2011-12

Youth/Gang Violence Prevention Initiative (Peace)

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.
3. Provide clean and safe streets by providing sweeping and trash removal.

Economic Development Initiative (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. Pursue available grants to support capital investment in industrial wastewater treatment.
3. Evaluate city wide parking program to determine the potential for increased revenues.

Organizational Effectiveness Initiative

1. Integrate the employees of the associated Enterprise Funds into the Department of Public Works.
2. 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: Elimination of the Airport Technician.

The Downtown Parking Fund will experience a decrease in funding available for providing collection and parking services in the downtown garage. This may result in reduced hours of service.

ENTERPRISE OPERATIONS

Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
5120	Airport Division	970,394	1,105,047	1,113,400	1,136,000
5130	Twin Creeks Golf Course Division	568,897	571,200	570,500	569,500
5145	Fairways Golf Course Division	75,179	90,000	90,000	95,000
5160	Industrial Waste Division	887,067	975,700	1,000,600	1,006,400
5170	Sanitary Sewer Division	2,144,739	2,140,800	2,197,500	2,231,300
5180	NPDES Storm Drain Sewer Div	550,097	713,700	748,800	775,600
5185	NPDES Street Sweeping Division	672,351	799,400	996,100	1,027,000
5190	Hitchcock Road Water Utility	8,384	20,000	20,000	20,000
5195	Downtown Parking Division	1,562,458	1,639,200	1,452,800	1,454,700
5196	Preferential Parking Program-SVMH	86,328	232,407		
5197	Preferential Parking Program-City			156,200	160,600
	TOTAL	7,525,894	8,287,454	8,345,900	8,476,100

Expenditures by Character

1.	Employee Services	2,412,174	2,700,495	2,874,100	2,999,500
2.	Office Supplies & Materials	3,608	4,200	4,200	4,200
3.	Bldg/Veh/Equip Maint/Supplies	149,264	181,400	181,400	181,400
4.	Vehicle Fuels & Lubricants	75,243	97,200	115,700	115,700
5.	Small Tools & Equipment	7,751	8,500	8,500	8,500
6.	Clothing & Personal Equip	6,799	12,080	11,700	11,700
7.	Street Materials	958	22,300	17,000	17,000
8.	Special Dept Supplies	22,107	31,136	32,000	32,000
9.	Chemicals	27,376	31,000	31,000	31,000
10.	Communications	17,488	25,300	23,300	23,300
11.	Utilities	484,420	528,700	564,900	564,900
12.	Rents & Leases	1,957	11,195	14,000	14,000
13.	Contract Maintenance Services	146,716	208,652	213,600	213,600
14.	Professional Services	507,566	682,000	481,000	481,000
15.	Outside Services	74,895	45,500	69,500	69,500
16.	Administration/Contingencies	560,582	604,841	599,200	599,200
17.	Advertising	4,571	5,000	5,000	5,000
18.	Training/Conferences/Meetings	26,069	36,500	36,500	36,500
19.	Membership & Dues	2,910	6,400	5,900	5,900
20.	Insurance and Bonds	80,827	71,600	108,800	110,100
21.	Contribution to Other Agencies	2,983	3,100	3,100	3,100
22.	Refunds & Reimb Damages		1,000	1,000	1,000
23.	Recognition-Award-Protocol		500	500	500
24.	Taxes	53,242	64,000	70,000	70,000
25.	Bond-Principal	1,060,000	1,110,000	1,155,000	1,200,000
26.	Bond-Interest	1,732,907	1,698,700	1,656,500	1,615,000
27.	Paying Agent Fees	57,136	62,500	62,500	62,500
28.	Capital Outlay	6,345	33,655		
	TOTAL	7,525,894	8,287,454	8,345,900	8,476,100

ENTERPRISE OPERATIONS

Summary

Expenditures by Fund	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
Municipal Airport Fund	970,394	1,105,047	1,113,400	1,136,000
Industrial Waste Fund	887,067	975,700	1,000,600	1,006,400
Fairways Golf Course	75,179	90,000	90,000	95,000
Twin Creeks Golf Course	568,897	571,200	570,500	569,500
Sewer Fund	2,144,739	2,140,800	2,197,500	2,231,300
Storm Sewer (NPDES) Fund	1,222,448	1,513,100	1,744,900	1,802,600
Water Utility Fund	8,384	20,000	20,000	20,000
Downtown Parking District	1,562,458	1,639,200	1,452,800	1,454,700
Preferential Parking	86,328	232,407	156,200	160,600
TOTAL	7,525,894	8,287,454	8,345,900	8,476,100

Workforce by Program

5120	Airport Division	4.00	5.00	4.50	4.50
5160	Industrial Waste Division	2.50	2.50	2.25	2.25
5170	Sanitary Sewer Division	7.75	7.75	7.25	7.25
5180	NPDES Storm Drain Sewer Div	6.00	6.00	6.00	6.00
5185	NPDES Street Sweeping Division	6.50	7.00	7.00	7.00
5195	Downtown Parking Division	1.00	1.00	1.00	1.00
5196	Preferential Parking Program-SVMH	1.00	1.00		
5197	Preferential Parking Program-City			1.00	1.00
	TOTAL	28.75	30.25	29.00	29.00

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.

Major Budget Changes

None

ENTERPRISE OPERATIONS

Airport Division

5120

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	394,292	535,600	524,700	547,300
2. Office Supplies & Materials	3,176	3,200	3,200	3,200
3. Bldg/Veh/Equip Maint/Supplies	25,870	25,900	25,900	25,900
4. Vehicle Fuels & Lubricants	4,507	7,500	7,500	7,500
5. Street Materials		15,000	15,000	15,000
6. Special Dept Supplies	824	4,000	4,000	4,000
7. Chemicals	25,843	27,000	27,000	27,000
8. Communications	7,602	10,800	10,800	10,800
9. Utilities	85,584	101,200	101,200	101,200
10. Contract Maintenance Services	100,535	113,747	121,000	121,000
11. Professional Services	38,798	43,500	45,000	45,000
12. Outside Services	29,039	20,000	25,000	25,000
13. Administration/Contingencies	172,795	110,000	110,000	110,000
14. Advertising	4,571	5,000	5,000	5,000
15. Training/Conferences/Meetings	7,212	8,500	8,500	8,500
16. Membership & Dues	2,580	5,500	5,000	5,000
17. Insurance and Bonds	21,127	20,000	20,000	20,000
18. Contribution to Other Agencies	2,983	3,100	3,100	3,100
19. Refunds & Reimb Damages		1,000	1,000	1,000
20. Recognition-Award-Protocol		500	500	500
21. Taxes	43,056	44,000	50,000	50,000
TOTAL	970,394	1,105,047	1,113,400	1,136,000

Authorized Positions	4.0	5.0	4.5	4.5
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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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Bond-Principal	290,000	300,000	310,000	320,000
2. Bond-Interest	274,208	264,700	254,000	243,000
3. Paying Agent Fees	4,689	6,500	6,500	6,500
TOTAL	568,897	571,200	570,500	569,500

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	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Bond-Principal		10,000	10,000	15,000
2. Bond-Interest	30,506	35,000	35,000	35,000
3. Paying Agent Fees	44,673	45,000	45,000	45,000
TOTAL	75,179	90,000	90,000	95,000

Authorized Positions

Funding Source

Fairways Golf Course

ENTERPRISE OPERATIONS

Industrial Waste Division

5160

Purpose

Provide the Salinas food industry 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 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.

Major Budget Changes

None

ENTERPRISE OPERATIONS

Industrial Waste Division

5160

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	290,490	218,700	230,600	232,100
2. Office Supplies & Materials	229	500	500	500
3. Bldg/Veh/Equip Maint/Supplies	7,373	11,000	11,000	11,000
4. Vehicle Fuels & Lubricants	6,292	6,000	8,000	8,000
5. Small Tools & Equipment	4,615	5,000	5,000	5,000
6. Clothing & Personal Equip	452	2,600	2,600	2,600
7. Chemicals	1,533	2,000	2,000	2,000
8. Communications	224	500	500	500
9. Utilities	210,212	253,000	253,000	253,000
10. Rents & Leases		6,195	9,000	9,000
11. Contract Maintenance Services	734	8,805	10,000	10,000
12. Professional Services	144,627	201,000	201,000	201,000
13. Administration/Contingencies	84,881	112,000	112,000	112,000
14. Training/Conferences/Meetings	15,356	18,500	18,500	18,500
15. Membership & Dues		300	300	300
16. Insurance and Bonds	11,300	11,100	18,500	18,800
17. Taxes	10,186	20,000	20,000	20,000
18. Bond-Interest	98,563	98,500	98,100	102,100
TOTAL	887,067	975,700	1,000,600	1,006,400
 Authorized Positions	 2.50	 2.50	 2.25	 2.25

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.

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.

Major Budget Changes

None

ENTERPRISE OPERATIONS

Sanitary Sewer Division

5170

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	695,840	698,300	681,200	715,500
2. Bldg/Veh/Equip Maint/Supplies	45,790	50,500	50,500	50,500
3. Vehicle Fuels & Lubricants	33,000	33,000	50,000	50,000
4. Small Tools & Equipment	2,145	2,500	2,500	2,500
5. Clothing & Personal Equip	5,591	5,600	6,100	6,100
6. Street Materials	660	1,000	1,000	1,000
7. Special Dept Supplies	4,864	4,800	5,000	5,000
8. Chemicals		1,000	1,000	1,000
9. Communications	5,602	7,400	7,400	7,400
10. Utilities	150,511	128,000	164,200	164,200
11. Rents & Leases	217	1,000	1,000	1,000
12. Contract Maintenance Services	4,939	9,500	9,500	9,500
13. Professional Services	18,410	12,000	12,000	12,000
14. Outside Services	9,942	10,000	10,000	10,000
15. Administration/Contingencies	113,222	122,600	122,600	122,600
16. Training/Conferences/Meetings	1,594	4,500	4,500	4,500
17. Membership & Dues	330	500	500	500
18. Insurance and Bonds	31,200	25,600	44,800	45,400
19. Bond-Principal	390,000	410,000	430,000	450,000
20. Bond-Interest	627,010	608,000	588,700	567,600
21. Paying Agent Fees	3,572	5,000	5,000	5,000
22. Capital Outlay	300			
TOTAL	2,144,739	2,140,800	2,197,500	2,231,300

Authorized Positions	7.75	7.75	7.25	7.25
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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 NPDES requirements and "Best Management Practices" (BMPs). NPDES refers to the City's National Pollution Discharge Elimination System Permit that outlines BMPs to reduce or eliminate pollution from storm water runoff and illicit discharges from identified sources.

Division Operations

1. Continue to implement the goals and standards outlined in the City's 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.

Major Budget Changes

None

ENTERPRISE OPERATIONS
NPDES Storm Drain Sewer Div

5180

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	450,629	506,000	536,800	563,400
2. Office Supplies & Materials	203	500	500	500
3. Bldg/Veh/Equip Maint/Supplies	1,671	3,000	3,000	3,000
4. Vehicle Fuels & Lubricants		2,400	2,400	2,400
5. Small Tools & Equipment	991	1,000	1,000	1,000
6. Clothing & Personal Equip	756	1,000	2,000	2,000
7. Street Materials	298	1,000	1,000	1,000
8. Special Dept Supplies	3,994	4,000	5,000	5,000
9. Chemicals		1,000	1,000	1,000
10. Communications	189	300	300	300
11. Rents & Leases	1,740	4,000	4,000	4,000
12. Contract Maintenance Services	749	26,100	24,100	24,100
13. Professional Services	19,131	55,000	55,000	55,000
14. Administration/Contingencies	60,039	96,100	96,100	96,100
15. Training/Conferences/Meetings	1,907	5,000	5,000	5,000
16. Membership & Dues		100	100	100
17. Insurance and Bonds	7,800	7,200	11,500	11,700
TOTAL	550,097	713,700	748,800	775,600

Authorized Positions	6	6	6	6
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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 NPDES Permit. NPDES refers to the City's National Pollution Discharge Elimination System Permit that outlines BMPs to reduce or eliminate pollution from storm water runoff or illicit discharges from identified sources.

Division Operations

1. Maintain clean streets maximizing street sweeping throughout the City commensurate with available resources and funding.
2. Sweep all residential streets once every two weeks.
3. Sweep specific commercial areas weekly.
4. Reduce the amount of refuse in the City's storm sewer effluent consistent with NPDES best management practices.

Major Budget Changes

None

ENTERPRISE OPERATIONS
NPDES Street Sweeping Division

5185

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	446,544	508,500	698,900	729,600
2. Bldg/Veh/Equip Maint/Supplies	68,560	91,000	91,000	91,000
3. Vehicle Fuels & Lubricants	31,444	48,300	47,800	47,800
4. Special Dept Supplies	913	1,000	1,500	1,500
5. Communications		300	300	300
6. Utilities	2,921	5,000	5,000	5,000
7. Contract Maintenance Services	21,348	26,000	26,000	26,000
8. Professional Services	20,796	30,000	30,000	30,000
9. Administration/Contingencies	70,425	81,600	81,600	81,600
10. Insurance and Bonds	9,400	7,700	14,000	14,200
TOTAL	672,351	799,400	996,100	1,027,000
Authorized Positions	6.5	7.0	7.0	7.0

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. Program is funded through user fees.

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.

Major Budget Changes

None

ENTERPRISE OPERATIONS
Hitchcock Road Water Utility

5190

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Professional Services	7,408	18,000	18,000	18,000
2. Administration/Contingencies	976	2,000	2,000	2,000
TOTAL	8,384	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.

Major Budget Changes

The Downtown Parking Fund will experience a decrease in funding available for providing collection and parking services in the downtown garage. This may result in reduced hours of service.

ENTERPRISE OPERATIONS
Downtown Parking Division

5195

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	96,566	89,900	100,300	105,600
2. Special Dept Supplies	11,448	15,000	15,000	15,000
3. Communications	3,871	4,000	4,000	4,000
4. Utilities	35,192	41,500	41,500	41,500
5. Contract Maintenance Services	18,411	23,000	23,000	23,000
6. Professional Services	258,396	320,000	120,000	120,000
7. Outside Services	1,614	200	200	200
8. Administration/Contingencies	50,138	57,100	57,100	57,100
9. Bond-Principal	380,000	390,000	405,000	415,000
10. Bond-Interest	702,620	692,500	680,700	667,300
11. Paying Agent Fees	4,202	6,000	6,000	6,000
TOTAL	1,562,458	1,639,200	1,452,800	1,454,700

Authorized Positions	1	1	1	1
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Funding Source

Downtown Parking District

ENTERPRISE OPERATIONS

Preferential Parking Program-SVMH

5196

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 control of parking services and resources in a residential parking district. To provide parking management to maximize economies of scale and efficiency.
2. To provide effective communications with residents of the parking zone/areas in a parking district.
3. To provide parking enforcement in designated streets.
4. To provide excellent customer service.

Major Budget Changes

This program was funded by Salinas Valley Memorial Hospital through March 31, 2011. The program will continue with funding from the Preferential Parking Permit Fees in program 5197.

ENTERPRISE OPERATIONS

Preferential Parking Program-SVMH

5196

	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
Operating Expenditures				
1. Employee Services	37,813	143,495		
2. Clothing & Personal Equip		2,880		
3. Street Materials		5,300		
4. Special Dept Supplies	64	2,336		
5. Communications		2,000		
6. Contract Maintenance Services		1,500		
7. Professional Services		2,500		
8. Outside Services	34,300	15,300		
9. Administration/Contingencies	8,106	23,441		
10. Capital Outlay	6,045	33,655		
TOTAL	86,328	232,407		

Authorized Positions	1	1		
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Funding Source

Preferential Parking

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.

Major Budget Changes

This program was previously funded by Salinas Valley Memorial Hospital through March 31, 2011. The program will continue with funding from the Preferential Parking Permit Fees in program 5197.

ENTERPRISE OPERATIONS
Preferential Parking Program-City

5197

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services			101,600	106,000
2. Clothing & Personal Equip			1,000	1,000
3. Special Dept Supplies			1,500	1,500
4. Outside Services			34,300	34,300
5. Administration/Contingencies			17,800	17,800
TOTAL			156,200	160,600

Authorized Positions			1	1
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Funding Source

Preferential Parking

ENTERPRISE OPERATIONS

Work Force

Airport Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Airport Manager	1.00	1.00		
Airport Assistant	1.00	1.00	1.00	1.00
Airport Lead Workers	1.00	2.00	2.00	2.00
Airport Technician	1.00	1.00		
Facility Maint Worker			1.00	1.00
Director of Public Works			0.50	0.50
Total	4.00	5.00	4.50	4.50
 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		
Public Svc Maint Wkr II	1.00	1.00	1.00	1.00
Total	2.50	2.50	2.25	2.25
 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		
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	7.25	7.25
 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

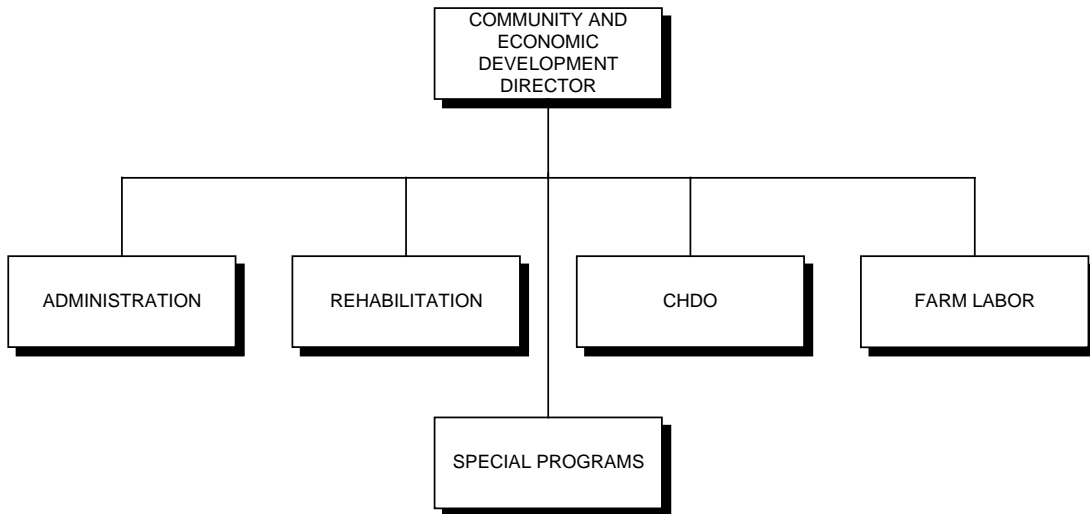
Work Force

	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
NPDES Street Sweeping Division				
Equipment Mechanic I	1.00	1.00	1.00	1.00
Community Service Officer		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	6.50	7.00	7.00	7.00
 Downtown Parking Division				
Parking Operations Offcr	1.00	1.00	1.00	1.00
 Preferential Parking Program-SVMH				
Community Service Officer	1.00	1.00		
 Preferential Parking Program-City				
Community Service Officer			1.00	1.00
 Department Total	 28.75	 30.25	 29.00	 29.00



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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 2010-11

Youth/Gang Violence Prevention Initiative (Peace)

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

Economic Development Initiative (Prosperity)

2. Provided funding for acquisition and rehabilitation of a 40-unit multi-family rental housing that will provide affordable housing units to extremely low, low, and moderate-income families.
3. Supported 2 City street beautification projects in the East Market retail corridor in an effort to create jobs and stimulate the local economy.
4. Executed agreement with Neighborhood Housing Services of Silicon Valley to operate the City's first-time homebuyer program which will increase homeownership opportunities for moderate and low income households and provide homeownership opportunities for households (up to 120% of AMI) through the Neighborhood Stabilization Program which will assist neighborhoods with high foreclosure rates.

Organizational Effectiveness Initiative

5. Implemented 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 2011-12

Youth/Gang Violence Prevention Initiative (Peace)

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.

Economic Development Initiative (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. Provide continued funding for the East Market Street reconstruction project.
4. Continue to stabilize neighborhoods by purchasing and reselling foreclosed homes through the NSP.

Organizational Effectiveness Initiative

1. Continue to manage division and SRA-housing financial and beneficiary data using the online system.
2. Collaborate with internal City staff, City Council members, subrecipients, and various subcommittee members to develop streamlined processes for administering HUD grants.

HOUSING Summary

Major Budget Changes

Budget numbers reflect the 2011-12 ACTION PLAN approved by City Council on May 3, 2011. For FY 2011-12, the federal CDBG allocation decreased from the previous year by 17% or \$441,692 (from \$2,664,453 to \$2,222,761); HOME decreased by 12% or \$117,244 (from \$997,434 to \$880,190); and ESG increased by 38% or \$41,707 (from \$108,277 to \$149,984). Due to reductions to both CDBG and HOME, the Housing Rehab Specialist position has been eliminated.

Housing is under the direction of the Assistant Director of the Office of Community and Economic Development (OCED), who in turn reports to the OCED Director.

HOUSING Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
3210	Administration Division	427,858	507,600	529,600	541,800
3220	Rehabilitation Division	758,517	840,308	774,000	792,100
3225	First Time Home Buyers		605,000		
3235	CHDO Division		250,000		
3240	Special Programs Division	2,975,818	2,050,748	1,503,000	1,165,000
	TOTAL	4,162,193	4,253,656	2,806,600	2,498,900

Expenditures by Character

1.	Employee Services	571,742	616,130	681,800	712,100
2.	Office Supplies & Materials	2,600	3,400	2,100	2,100
3.	Small Tools & Equipment	72	100	100	100
4.	Special Dept Supplies	877	1,308	1,000	1,000
5.	Communications	466	1,200	700	700
6.	Rents & Leases	21,532	21,394	20,800	20,800
7.	Contract Maintenance Services	246	250	150	150
8.	Professional Services	32,568	123,156	129,350	129,350
9.	Outside Services	133	900	800	800
10.	Financial Assistance	2,655,818	1,980,748	1,233,000	895,000
11.	Public Assistance	300,000	300,000	270,000	270,000
12.	Administration/Contingencies	137,200	137,070	81,000	81,000
13.	Advertising	1,918	800	800	800
14.	Training/Conferences/Meetings	903	900		
15.	Membership & Dues	533	2,200	1,900	1,900
16.	Contribution to Other Agencies	434,399	1,025,000	359,000	359,000
17.	Taxes		100	100	100
18.	Relocation Payments		24,000	24,000	24,000
19.	Buildings		15,000		
20.	Capital Outlay	1,186			
	TOTAL	4,162,193	4,253,656	2,806,600	2,498,900

Expenditures by Fund

General Fund		15,000			
Community Development Act of 1974	1,045,856	1,527,139	889,000	907,100	
Rental Rehab Fund	20,000	20,000			
Home Investment Partnership Funds	1,063,540	1,440,453	1,174,000	1,178,000	
Central City Low Income Housing	926,454	947,283	539,000	206,000	
Sunset Ave Low Income Housing	1,106,343	303,781	204,600	207,800	
TOTAL	4,162,193	4,253,656	2,806,600	2,498,900	

HOUSING Summary

Workforce by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
3210	Administration Division	3.00	2.40	3.25	3.25
3220	Rehabilitation Division	3.00	4.05	2.75	2.75
	TOTAL	6.00	6.45	6.00	6.00

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 Redevelopment Agency Implementation Plan 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.
4. Provide grant funding for abatement of lead paint hazards in assisted units.
5. Administer the annual Housing Eligibility Certification Program (SRA) and work to prevent the loss of affordable housing stock.
6. SRA Administrative expenses relative to the Low and Moderate Income Housing Fund are necessary for the production, improvement and presentation of low and moderate income housing (H&S Code 33334.3(d)).

Major Budget Changes

CDBG administrative expenses are limited to 20% of the annual allocation; HOME expenses are limited to 10%. Total available funds for administration reflects a reduction in the amount of \$159,000. At the May 3, 2011, public hearing, two staff positions were approved to be eliminated: half time CD Analyst; and full time Housing Rehabilitation Specialist. While preparing the final division budget, it was determined that there is available 'admin' contingency funds to retain the half time CD Analyst position.

HOUSING

Administration Division

3210

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	280,537	285,500	354,000	366,200
2. Office Supplies & Materials	2,127	2,200	1,200	1,200
3. Communications	133	200	200	200
4. Rents & Leases	10,132	9,994	9,400	9,400
5. Professional Services	31,061	122,406	124,000	124,000
6. Outside Services		800	800	800
7. Administration/Contingencies	100,000	44,700	13,200	13,200
8. Advertising	1,918	800	800	800
9. Training/Conferences/Meetings	320			
10. Membership & Dues	444	1,900	1,900	1,900
11. Taxes		100	100	100
12. Relocation Payments		24,000	24,000	24,000
13. Buildings		15,000		
14. Capital Outlay	1,186			
TOTAL	427,858	507,600	529,600	541,800
 Authorized Positions	 3.00	 2.40	 3.25	 3.25

Funding Source

HOME, Cent City Low Inc Hous, Sunset Ave Low Inc Hous

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.

Major Budget Changes

HUD reduced CDBG and HOME grant funds by approximately 16%. The downturn in the real estate market has affected the programs' productivity as a vast majority of homes are above the 100% loan-to-value criteria; current homeowners that have equity in their homes are reluctant to secure a rehabilitation loan on their property due to the fear of low real estate values. Accordingly, the rehabilitation budget is reduced to \$84,000 (CDBG) and \$175,000 (HOME). The Housing Rehab Specialist position was eliminated from the Budget in FY 2011-12.

HOUSING Rehabilitation Division

3220

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	291,205	330,630	327,800	345,900
2. Office Supplies & Materials	473	1,200	900	900
3. Small Tools & Equipment	72	100	100	100
4. Special Dept Supplies	877	1,308	1,000	1,000
5. Communications	333	1,000	500	500
6. Rents & Leases	11,400	11,400	11,400	11,400
7. Contract Maintenance Services	246	250	150	150
8. Professional Services	1,507	750	5,350	5,350
9. Outside Services	133	100		
10. Administration/Contingencies	37,200	92,370	67,800	67,800
11. Training/Conferences/Meetings	583	900		
12. Membership & Dues	89	300		
13. Contribution to Other Agencies	414,399	400,000	359,000	359,000
TOTAL	758,517	840,308	774,000	792,100
 Authorized Positions	 3.00	 4.05	 2.75	 2.75

Funding Source

Community Development Act of 1974, Home Funds

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 down payment assistance program using HOME and CDBG funds.
2. Use non-profit Neighborhood Housing Services Silicon Valley (NHSSV) to coordinate program and use matching CDFI funds to expand the number of opportunities for low income purchase their first home
3. Provide grant funding for abatement of lead paint hazards in assisted units.

Major Budget Changes

City is in the early phase of the 1 year pilot program with NHSSV; NHSSV is currently holding homebuyer counseling workshops to begin creating a list of credit worthy prospective households become first-time homeowners. Funds for the program were approved in FY 2009-10 and 2010-11 and will be carried over to FY 2011-12.

HOUSING
First Time Home Buyers

3225

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Contribution to Other Agencies		605,000		
TOTAL		605,000		

Authorized Positions

Funding Source

Community Development Act of 1974, Home Investment Partnership Funds

Purpose

Support affordable housing efforts of local non-profit organizations qualifying under HUD regulations as "Community Housing Development Organizations" (CHDOs).

Division Operations

1. Annually allocate to one or more CHDO's at least the minimum amount of HOME funding set aside for such entities pursuant to HUD regulation.
2. Identify or, encourage the development of, additional organizations willing to structure themselves to comply with the definition of CHDO.

Major Budget Changes

No funds are planned for a CHDO this FY 2011-12. The City has far exceeded the cumulative set-aside requirement as annual allocations for CHDO activities have typically been over the annual minimum requirement.

**HOUSING
CHDO Division**

3235

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Financial Assistance		250,000		
TOTAL		250,000		

Authorized Positions

Funding Source

Home Funds

HOUSING

Special Programs Division

3240

Purpose

Support development and conservation of housing affordable to lower income households, especially 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.

Major Budget Changes

Funding was approved for the Haciendas Redevelopment Project in the amount of \$875,000.

HOUSING

Special Programs Division

3240

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Financial Assistance	2,655,818	1,730,748	1,233,000	895,000
2. Public Assistance	300,000	300,000	270,000	270,000
3. Contribution to Other Agencies	20,000	20,000		
TOTAL	2,975,818	2,050,748	1,503,000	1,165,000

Authorized Positions

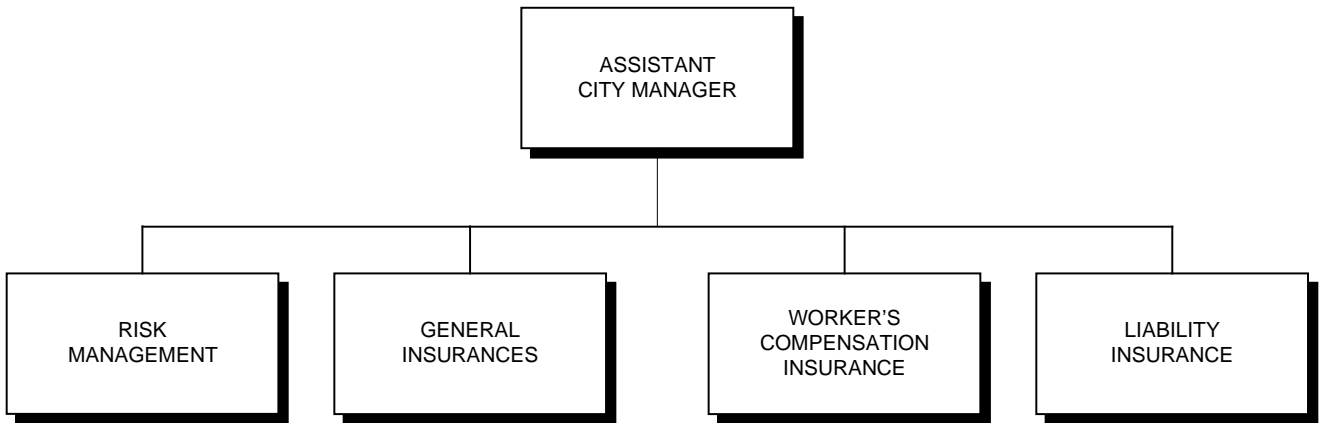
Funding Source

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

HOUSING Work Force

Administration Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Community Development Dir	0.25	0.25		
Housing Rehab Specialist	0.50	0.20		
Comm Dev Admin Supervisor		0.25	0.25	0.25
Housing Services Supv	0.50	0.25	0.10	0.10
Planning Manager	0.50	0.50	0.75	0.75
Community Dev Analyst		0.10	0.65	0.65
Comm Improve Asst	0.50	0.10	0.50	0.50
Administrative Aide	0.75	0.75	0.75	0.75
Asst Comm/Econ Dev Dir			0.25	0.25
Total	3.00	2.40	3.25	3.25
Rehabilitation Division				
Housing Rehab Specialist	1.50	1.80	1.00	1.00
Housing Services Supv	0.50	0.50	0.75	0.75
Community Dev Analyst	0.50	0.85		
Comm Improve Asst	0.50	0.90	1.00	1.00
Total	3.00	4.05	2.75	2.75
Department Total	6.00	6.45	6.00	6.00

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 2010-11

Organizational Effectiveness Initiative

1. Conducted safety training
2. Conducted safety inspections

City Council Goals, Strategies, and Objectives for FY 2011-12

Organizational Effectiveness Initiative

1. Maintain financial stability of the state property/casualty insurance fund.
2. Conduct quarterly safety meetings
3. Analyze risk claims and provided targeted training

Major Budget Changes

None

INTERNAL SERVICES Summary

Expenditures by Program		09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
3905	Risk Management Division	319,687	327,300	347,200	362,800
3908	General Insurances Division	466,510	869,542	969,100	869,100
3911	Workers'Compensation Insurance	3,692,136	4,210,000	4,015,000	4,015,000
3912	Liability Insurance Division	1,214,655	1,726,500	1,026,500	1,026,500
	TOTAL	5,692,988	7,133,342	6,357,800	6,273,400

Expenditures by Character

1.	Employee Services	317,681	324,500	344,400	360,000
2.	Office Supplies & Materials	1,298	1,400	1,400	1,400
3.	Communications	473	800	800	800
4.	Contract Maintenance Services		200	200	200
5.	Professional Services		15,000	15,000	15,000
6.	Outside Services	2,567	10,000	10,000	10,000
7.	Training/Conferences/Meetings		300		
8.	Membership & Dues	228	400	400	400
9.	Insurance and Bonds	5,295,217	6,650,300	5,855,600	5,755,600
10.	Refunds & Reimb Damages	75,524	130,442	130,000	130,000
	TOTAL	5,692,988	7,133,342	6,357,800	6,273,400

Expenditures by Fund

	Internal Services Administration	319,687	327,300	347,200	362,800
	Internal Services Insurances	466,510	869,542	969,100	869,100
	Workers Compensation Self-Insurance	3,692,136	4,210,000	4,015,000	4,015,000
	General Liability Self-Insurance	1,214,655	1,726,500	1,026,500	1,026,500
	TOTAL	5,692,988	7,133,342	6,357,800	6,273,400

Workforce by Program

3905	Risk Management Division	2	2	2	2
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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.

Major Budget Changes

None

INTERNAL SERVICES
Risk Management Division

3905

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Employee Services	317,681	324,500	344,400	360,000
2. Office Supplies & Materials	1,298	1,400	1,400	1,400
3. Communications	473	800	800	800
4. Contract Maintenance Services		200	200	200
5. Outside Services	7			
6. Membership & Dues	228	400	400	400
TOTAL	319,687	327,300	347,200	362,800

Authorized Positions	2	2	2	2
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Funding Source

Internal Service

INTERNAL SERVICES

General Insurances Division

3908

Purpose

Provide funding for City-wide safety programs, employee assistance program, unemployment claims, biennial physical exams, insurance for property, fine arts, and reimbursable damages.

Division Operations

1. Review/negotiate renewal of insurance and excess insurance contracts annually of property, fine arts, fidelity bonds, liability and tenant user liability insurance programs.
2. Oversee employee insurance programs.
3. Process employee and DMV physical exams.
4. Monitor unemployment claims.
5. Pre-employment process and physical exams.

Major Budget Changes

None

INTERNAL SERVICES
General Insurances Division

3908

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Outside Services	2,560	10,000	10,000	10,000
2. Training/Conferences/Meetings		300		
3. Insurance and Bonds	388,426	728,800	829,100	729,100
4. Refunds & Reimb Damages	75,524	130,442	130,000	130,000
TOTAL	466,510	869,542	969,100	869,100

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 insurance 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 worker's compensation rates at a level which will fund the workers' compensation reserve at the recommended level.
4. Establish regular file reviews to maintain control over the program.
5. Provide On-going training to departments.
6. Implement changes in the worker's compensation law.

Major Budget Changes

None

INTERNAL SERVICES
Workers' Compensation Insurance

3911

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Professional Services		15,000	15,000	15,000
2. Insurance and Bonds	3,692,136	4,195,000	4,000,000	4,000,000
TOTAL	3,692,136	4,210,000	4,015,000	4,015,000

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.

Major Budget Changes

None

INTERNAL SERVICES
Liability Insurance Division

3912

Operating Expenditures	09-10 Actual	10-11 Budget	11-12 Adopted	12-13 Plan
1. Insurance and Bonds	1,214,655	1,726,500	1,026,500	1,026,500
TOTAL	1,214,655	1,726,500	1,026,500	1,026,500

Authorized Positions

Funding Source

General Liability SelfInsurance

INTERNAL SERVICES

Work Force

Risk Management Division	09-10 Authorized	10-11 Authorized	11-12 Adopted	12-13 Plan
Risk & Benefit Analyst	1	1	1	1
Human Resource Technician	1	1	1	1
Total	2	2	2	2
Department Total	2	2	2	2

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
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	Office Supplies & Stationery
62120	Reproduction Costs
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

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
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 & Paving
62620	Concrete
62630	Sand & Gravel
62640	Traffic & Safety Supplies
62690	Other
62700	Books and Publications
62710	Books
62720	Periodicals
62730	Audio Visual Materials
62780	Trade Journals
62800	Special Departmental Supplies
62850	Computer Software
62900	Chemicals
62910	Fertilizer
62920	Pesticides
62990	Other
63100	Communications
63103	911 System
63104	Automated Criminal Justice System
63105	Pacific Bell
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

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
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
63460	Radios
63470	Traffic Signals
63490	Other
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
63608	Bank
63610	Printing
63660	Personnel
63690	Other
63700	Financial Assistance
63705	Housing
63800	Public Assistance
63900	Administration & Contingencies
63950	Administrative Overhead
63960	Contingencies
63970	Cost Recovery
64100	Advertising
64110	Legal
64120	Recruitment

CHART OF ACCOUNTS

<u>Object</u>	<u>Description</u>
64190	Other
64200	Training, Conferences, Meetings
64220	Field Trips
64250	Training
64300	Memberships & Dues
64310	Association Memberships
64320	Publications & Trade Journals
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
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
66470	Disaster Survey Reports
66500	Capital Outlays
66510	Machinery
66520	Furniture
66530	Office Equipment
66540	Fixed Equipment
66550	Vehicles
66560	Computer
66590	Other
67000	Stores Sales
67100	Stores Purchases

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of June 30, 2011

Council Appointees				Salary
A00	City Manager	8810	M	18,295
A01	City Manager	8810	M	17,083
A02	City Attorney	8810	H	15,067
Executive Group				
B08	Assistant City Manager	8810	G	13,333
B02	Chief of Police	7720	G	17,465
B06	Community Development Dir	8810	G	10,360
B05	Economic Development Dir	8810	G	12,083
B11	Engineer/Trans Director	8810	G	13,810
B12	Environmental/Maint Dir	8810	G	12,504
B04	Finance Director	8810	G	12,333
B03	Fire Chief	7706	G	17,039
B41	Library Director	8838	G	12,083
B07	Parks/Community Svc Dir	8810	G	11,471

Bargainin 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 June 30, 2011

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Group									
C23	CASP Program Manager	8810		X	7,179				
C02	Assistant City Attorney	8810	54.4	X	8,858	9,300	9,765	10,254	11,306
C11	Human Resources Officer	8810	52.5	X	8,073	8,477	8,901	9,346	10,304
C25	Operations & Devel Mgr	8810	50.3	C	7,251	7,614	7,994	8,394	9,255
C24	Sr Deputy City Attorney	8810	50.0	X	7,144	7,501	7,876	8,270	9,118
C03	Airport Manager	8810	48.8	C	6,739	7,076	7,430	7,801	8,601
C21	Police Services Manager	8810	48.0	C	6,480	6,804	7,144	7,501	8,270
C04	City Clerk	8810	47.6	X	6,356	6,674	7,008	7,358	8,112
C26	Pub Works Admin Mgr	8810	47.3	C	6,264	6,577	6,906	7,251	7,994
C17	Rec-Park Facility Planner	8810	47.1	C	6,202	6,512	6,838	7,180	7,915
C06	Deputy City Attorney II	8810	47.0	X	6,171	6,480	6,804	7,144	7,876
C45	Assistant to City Manager	8810	45.6	X	5,765	6,053	6,356	6,674	7,358
C18	Pub Works Admin Supv	8810	45.1	C	5,625	5,906	6,202	6,512	7,180
C20	Crime Analyst	8810	44.9	C	5,570	5,849	6,141	6,449	7,110
C13	Technical Serv Coord	8810	44.9	C	5,570	5,849	6,141	6,449	7,110
C15	Human Resource Analyst II	8810	44.4	X	5,437	5,709	5,995	6,294	6,940
C16	Risk & Benefits Analyst	8810	44.4	X	5,437	5,709	5,995	6,294	6,940
C42	Human Resources Analyst I	8810	43.4	X	5,178	5,437	5,709	5,995	6,610
C22	Paralegal	9420	43.2	X	5,127	5,383	5,653	5,936	6,545
C19	Police Records Coord	8810	43.1	C	5,101	5,357	5,625	5,906	6,512
C07	Volunteer Svcs Coord	8810	40.9	U	4,582	4,811	5,052	5,304	5,849
C55	Neighborhood Svcs Coord	9410	40.1	A	4,407	4,627	4,858	5,101	5,625
C08	Executive Assistant	8810	38.7	U	4,116	4,322	4,538	4,765	5,254
C27	Deputy City Clerk	8810	37.3	U	3,845	4,037	4,239	4,451	4,907
C12	Airport Assistant	8810	37.0	A	3,788	3,977	4,176	4,385	4,834
C14	Public Works Assistant	8810	36.9	A	3,770	3,958	4,156	4,364	4,811
Community Development Group									
D23	Planning Manager	8810	50.1	C	7,180	7,539	7,915	8,311	9,164
D13	Principal Planner	8810	49.1	C	6,838	7,180	7,539	7,915	8,727
D12	Enterprise Zone Manager	9420	48.0	C	6,480	6,804	7,144	7,501	8,270
D20	Redev Project Manager	8810	48.0	C	6,480	6,804	7,144	7,501	8,270
D11	Senior Planner	8810	47.1	C	6,202	6,512	6,838	7,180	7,915
D04	Housing Pro Administrator	8810	46.1	C	5,906	6,202	6,512	6,838	7,539
D19	Comm Dev Admin Supervisor	8810	45.1	C	5,625	5,906	6,202	6,512	7,180
D15	Associate Planner	8810	44.2	C	5,383	5,653	5,936	6,233	6,872
D21	Housing Services Supv	8810	44.2	C	5,383	5,653	5,936	6,233	6,872
D27	Community Dev Analyst	8810	43.5	C	5,203	5,463	5,737	6,024	6,642
D10	Asst Redev Project Mgr	8810	43.3	A	5,152	5,410	5,681	5,965	6,577
D22	Assistant Planner	8810	41.9	A	4,811	5,052	5,304	5,570	6,141
D14	Housing Rehab Specialist	9410	40.5	A	4,495	4,719	4,955	5,203	5,737
D28	Comm Improve Asst	8810	36.9	A	3,770	3,958	4,156	4,364	4,811
D29	Planning Technician	8810	36.9	A	3,770	3,958	4,156	4,364	4,811

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of June 30, 2011

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Clerical Group											
E01		Legal Secretary	8810	37.3	U	3,845	4,037	4,239	4,451	4,673	4,907
E15		Confidential Admin Sec	8810	36.7	U	3,734	3,921	4,116	4,322	4,538	4,765
E24		Administrative Aide	8810	36.3	A	3,662	3,845	4,037	4,239	4,451	4,673
E03		Administrative Secretary	8810	36.3	A	3,662	3,845	4,037	4,239	4,451	4,673
E14		Supervising Police Clerk	8810	36.3	A	3,662	3,845	4,037	4,239	4,451	4,673
E11		Supvsg Wrđ Proc Operator	8810	36.3	A	3,662	3,845	4,037	4,239	4,451	4,673
E16		Human Resource Technician	8810	35.1	U	3,453	3,626	3,807	3,997	4,197	4,407
E19		Office Technician	8810	34.5	A	3,354	3,522	3,698	3,883	4,076	4,280
E06		Senior Police Clerk	8810	34.5	A	3,354	3,522	3,698	3,883	4,076	4,280
E21		Confidential Secretary	8810	32.0	U	2,968	3,116	3,272	3,436	3,608	3,788
E20		Office Assistant	8810	31.0	A	2,827	2,968	3,116	3,272	3,436	3,608
E10		Police Clerk	8810	31.0	A	2,827	2,968	3,116	3,272	3,436	3,608
E07		Secretary	8810	31.0	A	2,827	2,968	3,116	3,272	3,436	3,608
E09		Word Processing Operator	8810	31.0	A	2,827	2,968	3,116	3,272	3,436	3,608
E12		Administrative Clerk II	8810	27.7	A	2,407	2,527	2,654	2,786	2,926	3,072
E22		Administrative Clerk I	8810	26.7	A	2,293	2,407	2,527	2,654	2,786	2,926
Engineering Group-Prof											
F10		Deputy City Engineer	9410	51.4	C	7,651	8,034	8,435	8,858	9,300	9,765
F06		Senior Civil Engineer	9410	50.0	C	7,144	7,501	7,876	8,270	8,684	9,118
F12		Transportation Planner	9410	47.1	C	6,202	6,512	6,838	7,180	7,539	7,915
F09		Associate Engineer	9410	47.0	C	6,171	6,480	6,804	7,144	7,501	7,876
F07		Assistant Engineer	9410	43.3	A	5,152	5,410	5,681	5,965	6,264	6,577
F11		Assistant Trans Planner	9410	43.3	A	5,152	5,410	5,681	5,965	6,264	6,577
F08		Junior Engineer	9410	41.3	A	4,673	4,907	5,152	5,410	5,681	5,965
Engineering Group - Non Prof											
G02		Const Inspector Supv	9410	44.4	C	5,437	5,709	5,995	6,294	6,610	6,940
G01		Sr Construction Inspector	9410	41.0	A	4,604	4,834	5,076	5,330	5,597	5,877
G05		Construction Inspector	9410	39.6	A	4,301	4,517	4,742	4,979	5,228	5,490
G04		PW Compliance Officer II	9410	39.6	A	4,301	4,517	4,742	4,979	5,228	5,490
G06		Sr Engr Tech (Traffic)	9410	39.6	A	4,301	4,517	4,742	4,979	5,228	5,490
G07		Engineering Tech	9410	38.4	A	4,057	4,260	4,473	4,696	4,931	5,178
G03		PW Compliance Officer I	9410	37.1	A	3,807	3,997	4,197	4,407	4,627	4,858
G09		Engineering Aide II	9410	36.4	A	3,680	3,864	4,057	4,260	4,473	4,696
G10		Engineering Aide I	9410	34.4	A	3,337	3,505	3,680	3,864	4,057	4,260
Fiscal Group											
H14		Accounting Officer	8810	49.6	X	7,008	7,358	7,726	8,112	8,518	8,945
H20		Supervising Accountant	8810	46.6	X	6,053	6,356	6,674	7,008	7,358	7,726
H11		Revenue Officer	8810	42.8	C	5,027	5,279	5,543	5,821	6,112	6,418
H12		Senior Accountant	8810	42.8	C	5,027	5,279	5,543	5,821	6,112	6,418

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of June 30, 2011

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
H25 Payroll Coordinator	8810	41.3	U	4,673	4,907	5,152	5,410	5,681	5,965
H23 Payroll Technician	8810	38.2	U	4,017	4,218	4,429	4,650	4,882	5,127
H05 Sr Accounting Technician	8810	37.4	A	3,864	4,057	4,260	4,473	4,696	4,931
H07 Accounting Technician	8810	35.6	A	3,539	3,716	3,902	4,096	4,301	4,517
H27 Revenue Technician	8810	35.6	A	3,539	3,716	3,902	4,096	4,301	4,517
H22 Sr Accounting Clerk	8810	33.6	A	3,209	3,370	3,539	3,716	3,902	4,096
Fiscal Group - Info Systems									
H01 Information Systems Mgr	8810	50.4	C	7,287	7,651	8,034	8,435	8,858	9,300
H36 Integration/Appl Admin	8810	49.9	C	7,110	7,465	7,839	8,230	8,642	9,075
H30 Network/Sys Administrator	8810	49.9	C	7,110	7,465	7,839	8,230	8,642	9,075
H02 Sr Programmer/Analyst	8810	47.5	C	6,325	6,642	6,974	7,323	7,689	8,073
H40 GIS Administrator	8810	47.1	C	6,202	6,512	6,838	7,180	7,539	7,915
H28 UNIX Syst/Network Admin	8810	44.7	C	5,517	5,793	6,083	6,387	6,707	7,042
H33 Webmaster/Sys Analyst	8810	44.4	C	5,437	5,709	5,995	6,294	6,610	6,940
H32 PC Services Coord	8810	43.7	A	5,254	5,517	5,793	6,083	6,387	6,707
H43 Telecom Svc Tech	8810	41.5	A	4,719	4,955	5,203	5,463	5,737	6,024
H15 Computer Operator	8810	39.1	A	4,197	4,407	4,627	4,858	5,101	5,357
H04 Central Services Tech	8810	34.4	A	3,337	3,505	3,680	3,864	4,057	4,260
Fiscal Group - Purchasing									
H24 Senior Buyer	9410	42.8	C	5,027	5,279	5,543	5,821	6,112	6,418
H21 Sr Purchasing Technician	9410	37.4	A	3,864	4,057	4,260	4,473	4,696	4,931
H18 Purchasing Technician	9410	34.5	A	3,354	3,522	3,698	3,883	4,076	4,280
Library Group									
I13 Business Services Manager	8838	45.6	C	5,765	6,053	6,356	6,674	7,008	7,358
I16 Deputy Librarian	8838	45.6	C	5,765	6,053	6,356	6,674	7,008	7,358
I15 Library Admin Mgr	8838	44.8	C	5,543	5,821	6,112	6,418	6,739	7,076
I14 Literacy Program Mgr	8838	43.6	C	5,228	5,490	5,765	6,053	6,356	6,674
I02 Senior Librarian	8838	43.6	C	5,228	5,490	5,765	6,053	6,356	6,674
I20 Lib Automation Svcs Coord	8838	40.5	C	4,495	4,719	4,955	5,203	5,463	5,737
I28 Library Circulation Supv	8838	39.1	C	4,197	4,407	4,627	4,858	5,101	5,357
I06 Princ Library Technician	8838	39.1	C	4,197	4,407	4,627	4,858	5,101	5,357
I03 Librarian II	8838	37.5	A	3,883	4,076	4,280	4,495	4,719	4,955
I05 Librarian I	8838	36.0	A	3,608	3,788	3,977	4,176	4,385	4,604
I07 Sr Library Technician	8838	33.3	A	3,163	3,321	3,488	3,662	3,845	4,037
I09 Library Technician	8838	31.3	A	2,869	3,013	3,163	3,321	3,488	3,662
I08 Literacy Asst	8838	31.3	A	2,869	3,013	3,163	3,321	3,488	3,662
I10 Library Clerk	8838	28.7	A	2,527	2,654	2,786	2,926	3,072	3,225
I12 Library Aide	8838	22.3	A	1,850	1,943	2,040	2,142	2,248	2,361
I04 Library Page	8838	19.0	A	1,574	1,653	1,736	1,823	1,914	2,010

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of June 30, 2011

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Park Maintenance Group										
J14	Park Grnds Frstry Ops Mgr	9410	47.3	C	6,264	6,577	6,906	7,251	7,614	7,994
J06	Park Maint Crew Supvsr	9420	42.7	J	5,003	5,254	5,517	5,793	6,083	6,387
J05	Urban Forestry Crew Supv	9420	42.7	J	5,003	5,254	5,517	5,793	6,083	6,387
J09	Sr Urban Forestry Worker	9420	36.7	B	3,734	3,921	4,116	4,322	4,538	4,765
J12	Urban Forestry Worker II	9420	34.7	B	3,387	3,556	3,734	3,921	4,116	4,322
J30	Urban Forestry Worker I	9420	33.5	B	3,194	3,354	3,522	3,698	3,883	4,076
J11	Park Maint Worker	9420	32.8	B	3,087	3,241	3,403	3,573	3,752	3,940
Golf Maintenance Group										
J07	Golf Operations Manager	9410	47.3	C	6,264	6,577	6,906	7,251	7,614	7,994
J16	Golf Superintendent	9420	45.3	C	5,681	5,965	6,264	6,577	6,906	7,251
J03	Golf Course Mtc Crew Supv	9420	42.7	J	5,003	5,254	5,517	5,793	6,083	6,387
J13	Power Mower Operator	9420	34.7	B	3,387	3,556	3,734	3,921	4,116	4,322
J10	Golf Course Worker	9420	32.8	B	3,087	3,241	3,403	3,573	3,752	3,940
Mechanical Group										
K05	Fleet Maintenance Manager	9420	47.3	C	6,264	6,577	6,906	7,251	7,614	7,994
K11	Equipment Mech Crew Sup	9420	42.7	J	5,003	5,254	5,517	5,793	6,083	6,387
K02	Parking Operation Officer	9410	39.6	A	4,301	4,517	4,742	4,979	5,228	5,490
K03	Equipment Mechanic II	9420	36.5	B	3,698	3,883	4,076	4,280	4,495	4,719
K07	Fleet Operations Asst	9420	36.5	B	3,698	3,883	4,076	4,280	4,495	4,719
K04	Pump Maint Mechanic	9420	36.5	B	3,698	3,883	4,076	4,280	4,495	4,719
K09	Equipment Inventory Tech	9420	35.7	B	3,556	3,734	3,921	4,116	4,322	4,538
K06	Equipment Mechanic I	9420	34.5	B	3,354	3,522	3,698	3,883	4,076	4,280
K08	Vehicle Maint Assistant	9420	29.9	B	2,679	2,813	2,954	3,102	3,256	3,419
Building Maintenance Group										
L10	Facilities Maint Mgr	9420	47.3	C	6,264	6,577	6,906	7,251	7,614	7,994
L01	Facil Maint Mech Crew Sup	9420	42.7	J	5,003	5,254	5,517	5,793	6,083	6,387
L05	Airport Operations Supv	9420	38.5	B	4,076	4,280	4,495	4,719	4,955	5,203
L02	Senior Airport Technician	9420	36.5	B	3,698	3,883	4,076	4,280	4,495	4,719
L04	Sr Facility Maint Mech	9420	36.5	B	3,698	3,883	4,076	4,280	4,495	4,719
L03	Facility Maint Mechanic	9420	34.1	B	3,288	3,453	3,626	3,807	3,997	4,197
L14	Facility Maint Worker	9420	32.8	B	3,087	3,241	3,403	3,573	3,752	3,940
L09	Sr Comm Facilities Svc Wk	9420	32.5	B	3,042	3,194	3,354	3,522	3,698	3,883
L08	Comm Facilities Svc Wkr	9420	31.1	B	2,841	2,983	3,132	3,288	3,453	3,626
Permit Services Group										
M17	Deputy Dir of Permit Svcs	9410	51.4	C	7,651	8,034	8,435	8,858	9,300	9,765
M16	Inspection Services Mgr	9410	50.1	C	7,180	7,539	7,915	8,311	8,727	9,164
M15	Plan Check Services Mgr	9410	50.1	C	7,180	7,539	7,915	8,311	8,727	9,164
M02	Sr Plan Check Engineer	9410	47.1	C	6,202	6,512	6,838	7,180	7,539	7,915

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of June 30, 2011

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
M12 Sr Code Enforcmnt Officer	9410	44.4	C	5,437	5,709	5,995	6,294	6,610	6,940
M09 Sr Comb Bldg Insp	9410	44.4	C	5,437	5,709	5,995	6,294	6,610	6,940
M07 Plan Checker II	9410	43.7	A	5,254	5,517	5,793	6,083	6,387	6,707
M14 Plan Checker I	9410	42.3	A	4,907	5,152	5,410	5,681	5,965	6,264
M10 Bldg Permit Spec	9410	41.6	A	4,742	4,979	5,228	5,490	5,765	6,053
M08 Code Enforcmnt Officer II	9410	41.5	A	4,719	4,955	5,203	5,463	5,737	6,024
M06 Comb Bldg Inspector II	9410	41.5	A	4,719	4,955	5,203	5,463	5,737	6,024
M03 Electrical Inspector II	9410	41.5	A	4,719	4,955	5,203	5,463	5,737	6,024
M05 Plumbing Inspector II	9410	41.5	A	4,719	4,955	5,203	5,463	5,737	6,024
M04 Code Enforcemnt Officer I	9410	39.6	A	4,301	4,517	4,742	4,979	5,228	5,490
M11 Comb Bldg Inspector I	9410	39.6	A	4,301	4,517	4,742	4,979	5,228	5,490
M13 Plumbing Inspector I	9410	39.6	A	4,301	4,517	4,742	4,979	5,228	5,490
M20 Permit Center Clerk	8810	32.1	A	2,983	3,132	3,288	3,453	3,626	3,807
Waste Water Facility Group									
N04 Wastewater Manager	9420	47.3	C	6,264	6,577	6,906	7,251	7,614	7,994
N06 Environ Resource Planner	9410	47.1	C	6,202	6,512	6,838	7,180	7,539	7,915
N07 Env Compliance Insp II	9420	41.5	A	4,719	4,955	5,203	5,463	5,737	6,024
N08 Env Compliance Insp I	9420	39.6	A	4,301	4,517	4,742	4,979	5,228	5,490
N05 Wastewater Operator	9410	36.0	B	3,608	3,788	3,977	4,176	4,385	4,604
Pulic Safety - Police Supv									
O03 Deputy Chief of Police	7720	60.3	D	11,813	12,403	13,023	13,675	14,359	15,077
O05 Police Commander	7720	57.3	D	10,204	10,714	11,250	11,813	12,403	13,023
O07 Police Sergeant	7720	53.9	D	8,642	9,075	9,528	10,005	10,505	11,031
Pulic Safety - Police-Other									
O02 Criminalist	7720	49.9	E	7,110	7,465	7,839	8,230	8,642	9,075
O08 Police Corporal	7720	49.0	E	6,804	7,144	7,501	7,876	8,270	8,684
O11 Police Officer	7720	47.0	E	6,171	6,480	6,804	7,144	7,501	7,876
O18 Police Recruit	7720	41.0	S	4,604	4,834	5,076	5,330	5,597	5,877
O30 Latent Fingerprint Tech	8810	39.5	A	4,280	4,495	4,719	4,955	5,203	5,463
O17 Sr Evidence Technician	9410	36.3	A	3,662	3,845	4,037	4,239	4,451	4,673
O20 Community Service Officer	9410	34.5	A	3,354	3,522	3,698	3,883	4,076	4,280
O15 Evidence Technician	9410	34.5	A	3,354	3,522	3,698	3,883	4,076	4,280
O19 Sr Vehicle Maint Asst	9420	32.7	B	3,072	3,225	3,387	3,556	3,734	3,921
O26 Pub Safety Facilities Wkr	9420	31.1	B	2,841	2,983	3,132	3,288	3,453	3,626
Public Safety - Animal Servs									
O16 Animal Services Mgr	8810	44.1	C	5,357	5,625	5,906	6,202	6,512	6,838
O13 Animal Services Supv	9410	37.5	A	3,883	4,076	4,280	4,495	4,719	4,955
O06 Animal Control Officer	9410	34.5	A	3,354	3,522	3,698	3,883	4,076	4,280
O29 Animal Care Tech	9410	33.3	A	3,163	3,321	3,488	3,662	3,845	4,037
O28 Animal Servs Office Asst	8810	31.0	A	2,827	2,968	3,116	3,272	3,436	3,608

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of June 30, 2011

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Public Safety - Fire Supv									
O04 Deputy Fire Chief	7706	56.9	L	10,005	10,505	11,031	11,583	12,162	12,770
O31 BC/Fire Marshal	7706	54.4	L	8,858	9,300	9,765	10,254	10,767	11,306
O10 Battalion Chief	7706	54.4	L	8,858	9,300	9,765	10,254	10,767	11,306
O33 Battalion Chief EMS/Trng	7706	54.4	L	8,858	9,300	9,765	10,254	10,767	11,306
Public Safety - Firefighters									
O09 Fire Captain	7706	49.3	F	6,906	7,251	7,614	7,994	8,394	8,814
O14 Fire Engineer	7706	46.7	F	6,083	6,387	6,707	7,042	7,394	7,764
O12 Firefighter	7706	44.7	F	5,517	5,793	6,083	6,387	6,707	7,042
O22 Firefighter/Paramedic	7706	44.7	F	5,517	5,793	6,083	6,387	6,707	7,042
O32 Firefighter Recruit	7706	42.8	F	5,027	5,279	5,543	5,821	6,112	6,418
Public Safety - Fire-Other									
O35 Fire Prevention Supv	9410	43.4	A	5,178	5,437	5,709	5,995	6,294	6,610
O25 Fire Plan Checker	9410	41.9	A	4,811	5,052	5,304	5,570	5,849	6,141
O27 Fire Inspector	9410	40.5	A	4,495	4,719	4,955	5,203	5,463	5,737
Pulic Service Group									
P01 Deputy Dir of Envir/Maint	9410	51.4	C	7,651	8,034	8,435	8,858	9,300	9,765
P10 Street Maintenance Mgr	9420	47.3	C	6,264	6,577	6,906	7,251	7,614	7,994
P03 P.S. Maint Crew Supv	9420	42.7	J	5,003	5,254	5,517	5,793	6,083	6,387
P06 SL/Traffic Sig Crew Sup	9420	42.7	J	5,003	5,254	5,517	5,793	6,083	6,387
P02 Inmate Crew Coordinator	9420	37.4	B	3,864	4,057	4,260	4,473	4,696	4,931
P05 Public Svc Maint Wkr IV	9420	37.4	B	3,864	4,057	4,260	4,473	4,696	4,931
P07 Motor Sweeper Operator	9420	35.4	B	3,505	3,680	3,864	4,057	4,260	4,473
P12 Public Svc Maint Wkr III	9420	35.4	B	3,505	3,680	3,864	4,057	4,260	4,473
P04 SL/Traffic Signal Tech	9420	35.4	B	3,505	3,680	3,864	4,057	4,260	4,473
P08 Public Svc Maint Wkr II	9420	33.2	B	3,147	3,305	3,470	3,644	3,826	4,017
P11 Neighborhood Svcs Worker	9420	31.2	B	2,855	2,998	3,147	3,305	3,470	3,644
P09 Public Svc Maint Wkr I	9420	31.2	B	2,855	2,998	3,147	3,305	3,470	3,644
Recreation Group									
Q13 Rec Svcs Admin Supervisor	9410	45.1	C	5,625	5,906	6,202	6,512	6,838	7,180
Q15 Rec Svc Manager	9410	44.5	C	5,463	5,737	6,024	6,325	6,642	6,974
Q14 Aquatics Coordinator	9420	40.1	A	4,407	4,627	4,858	5,101	5,357	5,625
Q09 Auditorium Coordinator	9420	40.1	A	4,407	4,627	4,858	5,101	5,357	5,625
Q06 Recreation Coordinator	9410	40.1	A	4,407	4,627	4,858	5,101	5,357	5,625
Q12 Aquatics Program Asst	9410	31.0	A	2,827	2,968	3,116	3,272	3,436	3,608
Q10 Sports Program Asst	9410	31.0	A	2,827	2,968	3,116	3,272	3,436	3,608
Q16 Sr Recreation Asst	9410	31.0	A	2,827	2,968	3,116	3,272	3,436	3,608
Q08 Recreation Asst	9410	28.7	A	2,527	2,654	2,786	2,926	3,072	3,225

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
As of June 30, 2011

Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5		
Temporary-Classified Position										
R24		Administrative Aide	8810	36.3	Z	3,662	3,845	4,037	4,239	4,451
R32		Administrative Secretary	8810	36.4	Z	3,680	3,864	4,057	4,260	4,473
R35		Animal Control Officer	9410	34.5	Z	3,354	3,522	3,698	3,883	4,076
R04		Code Enforcemnt Officer I	9410	39.6	Z	4,301	4,517	4,742	4,979	5,228
R16		Community Serice Officer	9410	34.5	Z	3,354	3,522	3,698	3,883	4,076
R21		Confidential Secretary	8810	32.0	Z	2,968	3,116	3,272	3,436	3,608
R17		Deputy City Engineer	9410	51.4	Z	7,651	8,034	8,435	8,858	9,300
R10		Engineering Aide I	9410	34.4	Z	3,337	3,505	3,680	3,864	4,057
R30		Engineering Aide II	9410	36.4	Z	3,680	3,864	4,057	4,260	4,473
R31		Facility Maintenance Wkr	9420	32.8	Z	3,087	3,241	3,403	3,573	3,752
R28		Finance Director	8810	69.2	Z	18,237	19,149	20,106	21,111	22,166
R36		Human Resource Analst II	8810	71.9	Z	20,803	21,843	22,935	24,081	25,285
R26		Human Resources Analyst I	8810	59.4	Z	11,306	11,871	12,464	13,088	13,742
R23		Interim Human Resource Di	8810	71.9	Z	20,803	21,843	22,935	24,081	25,285
R08		Junior Engineer	9410	41.3	Z	4,673	4,907	5,152	5,410	5,681
R01		Legal Secretary	8810	37.3	Z	3,845	4,037	4,239	4,451	4,673
R05		Librarian I	8838	36.0	Z	3,608	3,788	3,977	4,176	4,385
R09		Library Clerk	8838	28.7	Z	2,527	2,654	2,786	2,926	3,072
R03		Library Page	8838	19.0	Z	1,574	1,653	1,736	1,823	1,914
R37		Office Assistant	8810	29.3	Z	2,602	2,732	2,869	3,013	3,163
R22		Office Technician	8810	34.5	Z	3,354	3,522	3,698	3,883	4,076
R07		Plan Checker II	9410	43.7	Z	5,254	5,517	5,793	6,083	6,387
R29		Planning Manager	8810	58.0	Z	10,556	11,084	11,638	12,220	12,831
R18		Police Clerk	8810	31.0	Z	2,827	2,968	3,116	3,272	3,436
R11		Police Officer	7720	47.0	Z	6,171	6,480	6,804	7,144	7,501
R12		Police Sergeant	7720	53.9	Z	8,642	9,075	9,528	10,005	10,505
R19		Public Ser Maint Wkr II	9420	33.2	Z	3,147	3,305	3,470	3,644	3,826
R34		Public Svc Maint Wkr I	9420	31.2	Z	2,855	2,998	3,147	3,305	3,470
R20		Redev Project Manager	8810	48.0	Z	6,480	6,804	7,144	7,501	7,876
R27		Revenue Technician	8810	35.6	Z	3,539	3,716	3,902	4,096	4,301
R02		Senior Librarian	8838	43.6	Z	5,228	5,490	5,765	6,053	6,356
R06		Senior Police Clerk	8810	34.5	Z	3,354	3,522	3,698	3,883	4,076
R14		Sr Library Technician	8838	33.3	Z	3,163	3,321	3,488	3,662	3,845
R13		Technical Serv Coord	8810	44.9	Z	5,570	5,849	6,141	6,449	6,772
R15		Vehicle Maint Assistant	9420	29.9	Z	2,679	2,813	2,954	3,102	3,256
R25		Wastewater Operator	9410	36.0	Z	3,608	3,788	3,977	4,176	4,385
R33		Webmaster/Sys Analyst	8810	44.4	Z	5,437	5,709	5,995	6,294	6,610
Part Time - Temporary										
S16		Administrative Intern	8810	16.5	Z	1,394	1,464	1,536	1,613	1,694
S61		Animal Care Worker	9420	19.8	Z	1,637	1,719	1,805	1,896	1,991
S60		Animal Serv. Aide	8810	19.8	Z	1,637	1,719	1,805	1,896	1,991
S26		Box Office Aide	8810	17.1	Z	1,435	1,506	1,582	1,661	1,745
S06		Cashier	9410	16.5	Z	1,394	1,464	1,536	1,613	1,694

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
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Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5
S12 Clerical Aide	8810	19.8	Z	1,637	1,719	1,805	1,896	1,991
S23 Comm. Ctr. Svc. Aide	9420	19.9	Z	1,645	1,727	1,814	1,905	2,000
S07 Community Services Aide	8810	19.5	Z	1,613	1,694	1,779	1,869	1,962
S62 Firearms Examiner	9410	43.4	Z	5,178	5,437	5,709	5,995	6,294
S55 Golf Cart Attendant	9420	16.5	Z	1,394	1,464	1,536	1,613	1,694
S41 Golf Operations Sup	9420	35.2	Z	3,470	3,644	3,826	4,017	4,218
S70 Homework Center Assistant	8838	25.5	Z	2,163	2,270	2,384	2,503	2,628
S19 Latent Fingerprint Tech	8810	29.3	Z	2,602	2,732	2,869	3,013	3,163
S02 Lifeguard	9410	20.1	Z	1,661	1,745	1,832	1,924	2,020
S64 PD Personnel/Trng Spec	9410	39.5	Z	4,280	4,495	4,719	4,955	5,203
S25 Park Maintenance Aide	9420	19.9	Z	1,645	1,727	1,814	1,905	2,000
S22 Police Cadet	9420	25.5	Z	2,163	2,270	2,384	2,503	2,628
S14 Police Reserve	7722	41.2	Z	4,650	4,882	5,127	5,383	5,653
S51 Range Assistant	9420	16.5	Z	1,394	1,464	1,536	1,613	1,694
S08 Recreation Aide	9410	16.5	Z	1,394	1,464	1,536	1,613	1,694
S03 Recreation Leader I	9410	17.1	Z	1,435	1,506	1,582	1,661	1,745
S13 Recreation Leader II	9410	19.7	Z	1,629	1,711	1,797	1,887	1,981
S11 Recreation Program Spec	9410	19.9	Z	1,645	1,727	1,814	1,905	2,000
S21 Reserve Firefighter	9420	16.4	Z	1,387	1,457	1,529	1,605	1,686
S67 School Crossing Guard	9410	21.0	Z	1,736	1,823	1,914	2,010	2,110
S34 Scorekeeper-Adult Basketb	9410	18.5	Z	1,536	1,613	1,694	1,779	1,869
S37 Scorekeeper-Adult Softbal	9410	24.8	Z	2,090	2,194	2,304	2,419	2,540
S38 Scorekeeper-Adult Softbal	9410	18.5	Z	1,536	1,613	1,694	1,779	1,869
S36 Scorekeeper-Youth Basketb	9410	17.1	Z	1,435	1,506	1,582	1,661	1,745
S01 Senior Lifeguard	9410	21.1	Z	1,745	1,832	1,924	2,020	2,121
S43 Shop Assistant	9420	23.9	Z	2,000	2,100	2,205	2,315	2,431
S47 Sp Official-Adult Basketb	9410	31.9	Z	2,954	3,102	3,256	3,419	3,591
S48 Sp Official-Adult Basketb	9410	30.7	Z	2,786	2,926	3,072	3,225	3,387
S49 Sp Official-Adult Basketb	9410	27.9	Z	2,431	2,552	2,679	2,813	2,954
S50 Sp Official-Adult Basketb	9410	24.8	Z	2,090	2,194	2,304	2,419	2,540
S52 Sp Official-Adult Footbal	9410	27.9	Z	2,431	2,552	2,679	2,813	2,954
S54 Sp Official-Adult Footbal	9410	24.8	Z	2,090	2,194	2,304	2,419	2,540
S46 Sp Official-Adult Soccer	9410	31.1	Z	2,841	2,983	3,132	3,288	3,453
S40 Sp Official-Adult Softbal	9410	21.0	Z	1,736	1,823	1,914	2,010	2,110
S42 Sp Official-Adult Softbal	9410	24.8	Z	2,090	2,194	2,304	2,419	2,540
S45 Sp Official-Adult Softbal	9410	31.9	Z	2,954	3,102	3,256	3,419	3,591
S53 Sp Official-Adult Softbal	9410	26.5	Z	2,270	2,384	2,503	2,628	2,759
S44 Sp Official-CoEd Softball	9410	30.7	Z	2,786	2,926	3,072	3,225	3,387
S30 Sp Official-Youth Basketb	9410	17.1	Z	1,435	1,506	1,582	1,661	1,745
S32 Sp Official-Youth Soccer	9410	17.1	Z	1,435	1,506	1,582	1,661	1,745
S33 Sp Official-Youth Volleyb	9410	17.1	Z	1,435	1,506	1,582	1,661	1,745
S31 Sp Official-Yth Flg Footb	9410	17.1	Z	1,435	1,506	1,582	1,661	1,745
S56 Stagehand I	9420	16.5	Z	1,394	1,464	1,536	1,613	1,694
S57 Stagehand II	9420	17.6	Z	1,471	1,544	1,621	1,703	1,788
S58 Stagehand III	9420	19.9	Z	1,645	1,727	1,814	1,905	2,000
S05 Student Intern	8810	17.1	Z	1,435	1,506	1,582	1,661	1,745
S10 Student Worker	9410	16.5	Z	1,394	1,464	1,536	1,613	1,694

SALARY SCHEDULE

City of Salinas
Classification - Salary Schedule
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Classification	Comp Code	Range	B U	Step 1	Step 2	Step 3	Step 4	Step 5
S04 Swim Instructor	9410	20.1	Z	1,661	1,745	1,832	1,924	2,020
S20 Vouchering Technician	8810	35.2	Z	3,470	3,644	3,826	4,017	4,218
S17 Worksite Supervisor I	9420	19.9	Z	1,645	1,727	1,814	1,905	2,000
S18 Worksite Supervisor II	9420	16.5	Z	1,394	1,464	1,536	1,613	1,694