

CITY OF SALINAS
HANDBOOK
FOR
PUBLIC OFFICIALS



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DISCLAIMER

This handbook is offered as a guide for public officials. However, it is not all inclusive nor is it intended to supercede any federal, State, or local laws. It is the individual's responsibility to ensure compliance with all applicable laws in regard to carrying out their duties as a public official.

CONGRATULATIONS AND WELCOME TO YOUR NEW ROLE IN THE COMMUNITY!

The objective of this HANDBOOK FOR PUBLIC OFFICIALS is to outline the fundamental responsibilities of Salinas' elected or appointed officials. It is intended to orient new Council, Commission, Board, and Committee members and to serve as a point of reference in the event questions of duty arise.

There are both challenges and opportunities inherent in holding public office. It is a privilege and a sacred trust. It can be difficult and demanding. It is hoped that this handbook will provide information to assist you in the performance of your new duties and help make your experience interesting and rewarding.

Thank you for your time and commitment in serving the Salinas residents.

As expressed by the City of Salinas' motto,

"We Are People Serving People For a Better Community!"

Office of the City Clerk
May, 2001



THE GROWING COMMUNITY OF SALINAS

Salinas is situated in California's central coast area, 106 miles southeast of San Francisco and 10 miles east of the Pacific Ocean. The City occupies approximately 18.7 square miles (11,520 acres) near the mouth of the agriculturally rich Salinas Valley, known as the "salad bowl of the world." It is the home of the California Rodeo and the birthplace of Nobel/Pulitzer Prize winning novelist John Steinbeck.

Elias Howe founded Salinas in 1856 when he decided to build a tavern on the crossroads of what today is Main Street. The crossroad was the center of east-west traffic from Monterey to Hollister and on the main north-south travel route – one of the main factors in the location of the southern Pacific railroad in Salinas in 1868. This made Salinas the commercial center of Monterey County, and in 1872 the County seat was moved to Salinas.

On September 17, 1872, 112 of the 150 qualified voters signed a petition to incorporate the town as "Salinas City." The Governor signed the "Act to Incorporate Salinas City" on March 4, 1874 and Isaac Julian Harvey became the first Mayor. In 1919, a Charter amendment deleted the word "City" and the official name became "Salinas." A Charter amendment approved by voters in 1979 changed the City's name to "City of Salinas." Salinas means salt marshes in Spanish, and the City was named for a nearby river where these marshes abound. The City seal contains the impression of a rising sun over mountains with row crops in the foreground. The City colors are green and gold. Both the City seal and the City colors reflect the "green gold" of the agricultural industry in this area.

Salinas' population has grown from 13,917 in 1950 to over 145,000 today. Salinas' culture diversity is reflected in its racial/ethnic makeup (rounded numbers): Hispanic/Latino-64%; White (non-Hispanic)-24%; Asian-6%; Black-3%; and Native American-.5%; Other-2.5%. Providing adequate facilities and services for this growing population is one of the primary responsibilities of elected and appointed officials to assure that our City remains a viable, desirable community in which to live and prosper, both now and in the future.

SECTION 1 GOVERNMENTAL STRUCTURE

THE CITY CHARTER AND THE CITY CODE

As a charter city, Salinas has supreme authority in the area of municipal affairs subject to constitutional limitations and State laws relating to matters of statewide concern. The Charter may only be amended by Salinas' voters.

In 1967, the City Council authorized the codification of all Ordinances of a general and permanent nature into the City Code. The Code is revised quarterly.

THE CITY COUNCIL

Salinas has the Council-Manager form of government. The City Council is composed of seven members, which includes the Mayor, who is elected at large, and six Councilmembers elected by District. While Councilmembers are elected by district, they represent the City as a whole and consider the best interests of the entire community when considering items before them.

The Mayor serves a two-year term and Councilmembers serve four-year terms. Regular City elections coincide with the State general election in November of even numbered years. Any citizen shall be eligible to hold the office of Mayor or Councilmember provided that they are qualified electors on the date of filing of nomination papers and have been a resident of the district for which they are running at least twenty-eight days preceding the opening date of the filing of nomination papers. The incumbent shall forfeit office upon ceasing to reside within the district.

Authority and responsibility for local legislative acts are vested in the Council. The Mayor presides at all meetings of the Council and signs enacting legislation, contracts and conveyances made by the City. The Mayor has a voice and vote in all proceedings, but has no veto power. The Mayor appoints one of the Councilmembers to serve as Mayor Pro Tem in his absence

The Mayor and Councilmembers in Salinas are not full-time officials, and incumbents frequently are employed or own businesses. Councilmembers devote a great amount of time to office preparing for and attending Council, subcommittee, regional and intergovernmental meetings, and community events. Responsibilities require the Councilmember's attention during regular business hours, evenings, and weekends, and Councilmembers must also be accessible to constituents.

COUNCIL MEETINGS

Chapter 2, Article I of the City Code prescribes the rules of procedure for City Council meetings. The Brown Act is outlined in Section 4 of this Handbook.

The City Council adopts a meeting schedule at the beginning of each calendar year, which is subject to change. With some exceptions, the Council generally meets on the first three Tuesdays of each month in the Council Rotunda at 200 Lincoln Avenue. The meeting agenda is posted in the Rotunda and City Clerk's Office on Friday before the meeting, at which time staff reports are delivered to the City Council. Meetings generally convene at 4 p.m. and may recess for dinner and reconvene at 7:30 p.m. if there are numerous items or items anticipated to be of interest to many members of the public.

Minutes of meetings are usually available in the City Clerk's Office by Friday following the meeting. Minutes reflect the actions taken by the City Council and a summary of discussion. The minutes are not verbatim; however, audiotapes of the meetings are available. Additionally, segments of the meetings are broadcast by the Monterey County Office of Education. Audio and videotapes are available in the City Clerk's Office for 30 days following the meeting.

COUNCIL LEGISLATIVE ACTIONS

The Council exercises its legislative powers and acts upon administrative matters by adopting an Ordinance, a Resolution, or a Minute Order.

Ordinances are used to establish local laws and regulations enforceable within the limits of the City's boundaries such as zoning. With some exception, Ordinances generally are not adopted for at least five days after introduction, and go into effect thirty days after adoption. Ordinances are subject to the referendum power of the people. State law and the City Code require that certain actions of the Council, such as zoning code amendments, require duly noticed, formal public hearings. Ordinances may be amended or rescinded only by the adoption of another ordinance, or by referendum or initiative.

Resolutions customarily are adopted to authorize the execution of contracts, to approve public works specifications and to authorize bids, and in similar administrative functions where separate written documentation of an action is desirable or mandated by law. Salinas also uses a Consent Resolution authorizing actions on routine items by one motion. Actions not requiring an Ordinance or Resolution may be approved by minute order of the Council.

SALINAS REDEVELOPMENT AGENCY

In 1960, the Salinas City Council established the Salinas Urban Renew Agency for the purpose of participating in redevelopment programs as authorized by the State of California Health and Safety Code. In 1981, the City Council changed the name of the Urban Renewal Agency to the Salinas Redevelopment Agency to more precisely reflect the activities in connection with downtown and East Salinas revitalization and neighborhood improvement programs.

The City Council sits as the governing body of the Agency. The Agency meets as necessary.

SECTION 2

CITY COMMISSIONS



COMMISSIONS GENERALLY

Commissions are established by ordinance. Currently, there are seven Commissions:

- **Affirmative Action Commission**
- **Airport Commission**
- **Library Commission**
- **Planning Commission**
- **Recreation-Park Commission**
- **Traffic and Transportation Commission**
- **Youth Commission**

With the exception of the Youth Commission, the Mayor and each of the six City Councilmembers appoints a representative from the City at large to each Commission. Additionally, the Affirmative Action Commission has two at-large members for a total of nine Commissioners. At-large Affirmative Action Commissioners shall be appointed after the regular municipal election and shall serve for a term of two years. The Youth Commission has twenty-four regular members who are nominated by the schools and confirmed by the entire Council. Youth Commissioners serve a fourteen-month term.

All Commissioners except Youth Commissioners must be eligible to vote in Salinas' municipal elections at the time of their appointment and continuously during their term of office. A Commissioner who has moved residence from the

City shall be considered to have resigned from office. Commissioners serve until successors are appointed, unless removed sooner by action of the Council or unless they have moved from the City.

While Commissioners may be appointed by individual Councilmembers, they serve the entire community and must consequently consider the best interests of the City as a whole when voting on an item.

ORGANIZATION AND CONDUCT OF MEETINGS

With the exception of the Planning and Affirmative Action Commissions, each Commission shall, at its first meeting following July first, select by affirmative vote of the entire membership a chair who shall serve for not more than two consecutive terms. In the same manner, each Commission shall select a Vice Chair to preside in the absence of the Chair. The Planning and Affirmative Action Commissions elect the chair for a term of one year.

The time and place of meetings, and the procedure for the conduct of business shall be determined by each Commission subject to approval of the City Council. The number of members necessary to constitute a quorum for the transaction of business shall be established by majority vote of each Commission provided that the number so established shall not be less than a majority of each Commission's entire membership.

Commission meetings are subject to the State open meeting law requirements outlined in Section 4 of this Handbook. Agendas and copies of background reports are forwarded to Commissioners prior to each meeting.

COMMISSION DUTIES

Commissions advise and make recommendations to the City Council. Subject to appeal to the City Council, the Planning Commission has the authority to approve, modify, or disapprove Conditional Use Permits and zoning variances that meet specified criteria.

The City Council is charged with the ultimate decision making responsibility and is accountable for actions taken. After due deliberation, the City Council may act to approve, modify, or disapprove Commission recommendations.

Commission responsibilities are outlined in Chapter 2 of the City Code and include the following:

AFFIRMATIVE ACTION COMMISSION

- Promote the comprehensive and adequate implementation of the City's Affirmative Action Plan and programs.
- Commissioners represent one or more of the following groups of interest: women, African Americans, Asian Americans, Filipino Americans, Hispanics, Native Americans, disabled Americans, veterans, and other protected groups.

AIRPORT COMMISSION

- Study and make recommendations to the Council on all matters relating to the technical operation, sale, lease, rental, improvement, development, and beautification of any and all airports including all airport facilities and buildings owned or operated by the City.
- Study and recommend ordinances and resolutions for the establishment of administrative rules and regulations governing the operation and use of Airport facilities.
- Prepare and recommend adoption of a current Airport Master Plan.
- Prepare annually, prior to the beginning of each fiscal year, a program of public improvements deemed necessary or desirable to be undertaken during the coming fiscal year and in line with the Airport Master Plan.

LIBRARY COMMISSION

- Study and recommend ordinances and resolutions for the establishment of administrative rules and regulations governing the operation and use of the Salinas public library facilities.
- Make recommendations to the City Manager on the acquisition of books and other library materials.
- Prepare annually, prior to the beginning of each fiscal year, a program of public improvements deemed necessary or desirable to be undertaken during the fiscal year and in line with the long range library development plan.

PLANNING COMMISSION

- Promote and ensure the comprehensive and adequate planning of the City.
- Approve or disapprove maps or plats of subdivisions or resubdivisions of lands, whether lying within the City or within three miles of its corporate limits.
- Consider land use or zoning plans and any proposed changes therein and any ordinances effectuating such plans.
- Consider plans for sanitation and the proper service of all public utilities.

- Consider plans and procedures for the improvement of housing standards, adequate housing, and regulations relating to housing and building codes.
- Consider the proper location of any proposed building, structure, or works.
- Consider the adoption of any plan or plans for the physical development of the City, including lands outside the City, as may bear relation to the planning thereof.
- Review and make recommendations regarding General Plan amendments.

RECREATION-PARK COMMISSION

- Study and make recommendations to the Council on all matters relating to the sale, lease, rental, operation, improvement, development, and beautification of any and all parks and park buildings and facilities owned or controlled by the City.
- Advise the Council and City Manager on the promotion and planning of a comprehensive and adequate Recreation-Park program for the City.
- Prepare annually, prior to the beginning of each fiscal year, a program of public improvements deemed necessary or desirable to be undertaken during the coming fiscal year and in line with the long range park development plan.
- Be responsible for maintaining a comprehensive street tree plan in accordance with City Code Chapter 30.

TRAFFIC AND TRANSPORTATION COMMISSION

- Study and recommend to the City Council and City Manager ways and means of improving traffic flow and safety on existing streets and public property within the City. The studies and recommendations shall include such matters as channelization of traffic, location of traffic control devices, speed zones, and traffic islands.
- Render advice on the safe use of all public streets, crosswalks, sidewalks, alleys, parking lots, curb parking and other parking areas within the City.
- Work in conjunction with other community interest groups to prepare and recommend adoption of municipal off-street public parking improvement programs.
- Study and recommend to the Council and City Manager ways and means of improving the City operated municipal transportation system.

YOUTH ADVISORY COMMISSION

- Identify and promote the concerns of the youth in Salinas
- Make recommendations to the City Council regarding recreational programs and activities affecting young adults.

SECTION 3

BOARDS AND COMMITTEES



Standing Boards and Committees are established by Resolution or other action of the City Council. Boards and Committees currently include:

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

ANIMAL SHELTER COMMITTEE

The Animal Shelter Committee is composed of seven members who serve until they resign or a successor is appointed. The Committee assists in developing public information, community education, volunteer, and animal adoption programs. Appointees must reside within Salinas' city limits. Applicants need not reside in the district of the appointing Councilmember.

BOARD OF APPEALS

The Board of Appeals is composed of five members who serve indefinite terms at the pleasure of the City Council. It is the responsibility of the Board to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the provision of the various Building, Plumbing, Codes, etc. The Board meets on call. Board of Appeals members are exempt from residency requirements; however, they should be involved in Salinas through their business or employment.

DESIGN REVIEW BOARD

The Design Review Board was established to promote orderly and harmonious development in the Central City Project area to ensure the enhancement of

Salinas' unique character and assets; to preserve the values and investments of the community through good community design; and to assure that the public benefits derived from the improvement and beautification of streets and other public structures and spaces are protected by the exercise of reasonable controls over the character and design of all revitalization efforts.

It is required that members have demonstrated knowledge or experience in visual arts and that they represent various professional skills or segments of the community as follows:

- 2 licensed architects
- 1 allied professional (landscape architect, building designer, graduate architect, or interior designer)
- 1 Planning Commissioner
- 1 licensed building construction representative
- 2 members of the business community
- 2 members of the community at large

Members serve for a six-year term. Design Review Board members are exempt from a residency requirement; however members should be involved in Salinas through their business or employment.

GRIEVANCE BOARD

The Grievance Board consists of three members and one alternate member: one regular member and the alternate are appointed by the City Council, the second regular member is recommended by employee associations and appointed by the City Council, and the third regular member is selected by the other two regular members subject to Council approval. It is the duty and the responsibility of the Grievance Board to hear and consider matters involving City personnel.

Grievance Board members are limited to one five year term. Members must be qualified electors of the City of Salinas, and members who have moved residence from the City shall be considered to have resigned from office.

POLICE COMMUNITY ADVISORY COMMITTEE

The Police Community Advisory Committee reviews and makes recommendations on Police Department policies, procedures, enforcement, and community relation strategies. The Committee also discusses problems and strategies for appropriate enforcement in specific neighborhoods. The Mayor and City Councilmembers each appoint two representatives to the Committee. Applicants must be qualified Salinas electors, and appointees serve until successors are appointed unless removed sooner by action of the Council.



SECTION 4

PUBLIC OFFICIALS’

GENERAL RESPONSIBILITIES

BEFORE YOUR FIRST MEETING

In addition to reviewing material in this handbook, you should obtain copies of the open meeting law and conflict of interest guides and familiarize yourself with the requirements. Additionally, new officials should meet with the Executive Secretary assigned to the legislative body. The Executive Secretary can provide copies of previous meetings’ minutes and other material to help you become familiar with the specific duties of the legislative body.

OPEN MEETING LAW

The “Brown Act” (Government Code Section 54950 et seq.) governs meetings conducted by local legislative bodies, including the City Council and its advisory bodies. Public officials should obtain a copy of the Brown Act from the City Clerk’s Office to ensure compliance with State law.

The open and public meeting process is designed to afford the public an opportunity for meaningful participation in legislative body decision making. The Brown Act generally prohibits elected and appointed officials of a legislative body from collectively deliberating on the legislative body’s business outside of a scheduled meeting. Serial business discussions that initially include only a minority of the legislative body members but eventually involve a majority are a

violations of the Brown Act. Legislative body members should contact the City Clerk or the City Attorney's Office if they have any questions about extra-meeting discussions with fellow legislative body members or persons who may be seeking collective concurrence as to action the body will be taking.

At least 72 hours prior to regular meetings, an agenda is posted both in the City Clerk's Office and the City Hall Rotunda. Special meetings may be held if called and noticed in accordance with the Act, and the notice of the meeting shall be posted at least 24 hours prior to the special meeting. Exceptions to agenda posting requirements are only allowed under very limited emergency situations as defined in the Act.

Agendas must contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights. Additionally, legislative body members may ask a question for clarification, make brief announcements and reports on activities, or request staff to report back or place a matter of business on a future agenda.

Notwithstanding the above, the legislative body may take action on items of business not appearing on the posted agenda under the following circumstances: 1) upon a determination by a majority vote of the legislative body that an emergency situation exists as defined in the Act; 2) upon a determination by a two-thirds vote of the legislative body, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted; or (3) the item was posted for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Unless otherwise permitted under the Act, meetings are open to the public. Closed sessions are permitted only for exceptions specified in the Act. The public is guaranteed the right to provide testimony at any regular or special open meeting on any subject that will be considered by the legislative body before or during its consideration of the item. In addition, the public has the right at every regular meeting to provide testimony on any matter under the legislative body's jurisdiction. However, the body may enact regulations limiting the total amount of time of testimony on particular issues and for each individual speaker.

The legislative body shall not prohibit the public from criticizing the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Personal attacks on individuals are not authorized by the Act, nor does the Act confer any privilege or protection for expression beyond that otherwise provided by law. Despite the public's rights to attend meetings, a legislative body may exclude all persons from a meeting where a disturbance has been created and where exclusion of the disruptive person is not sufficient to allow the meeting to continue unimpeded. However, in such situations, media personnel not involved in the disturbance must be permitted to attend the session as continued.

Copies of agendas and background reports, except for records exempt from disclosure under the Public Records Act, shall be made available to the public upon request in accordance with the Act. A fee may be charged for copies of staff reports in keeping with the Public Records Act and local regulations.

MEETING ATTENDANCE BY PUBLIC OFFICIALS

It is important that all legislative body members commit to attending meetings to ensure that business can be conducted effectively and to ensure fairness to the public, other advisory body members, and staff that attend the meetings. Additionally, public officials should prepare for meetings by reading reports, obtaining answers to questions, and otherwise familiarizing themselves with issues coming before the legislative body.

The City Charter states that a Councilmember who is absent from three consecutive meetings shall forfeit his seat unless excused by the Council on account of absence from the City or illness.

While advisory body members volunteer their time in the interest of the community, it is necessary that absences be maintained at a minimum and not exceed the number allowable under the rules for the legislative body. Frequent absences may result in lack of a quorum, cancellation of meetings, and delay in acting on time-sensitive issues. If a member is unable to attend the meeting, they should request to be excused prior to the absence.

While the number of hours preparing for and attending meetings varies, Commissioners spend an average of two to three hours at each meeting and one to four hours preparing for the meeting.

CONFLICT OF INTEREST

Chapter 2A of the City Code designates those legislative bodies that must file Economic Conflict of Interest Statements disclosing certain assets and income in accordance with the Political Reform Act. Designated officials must file a statement upon assuming or leaving office, and annually. Statements are public records.

The Acts' primary provision prohibits public officials from making, participating in making, or attempting to influence governmental decisions in which they have reason to know they have a financial interest. Specific questions to be asked are outlined in "The Basics of Municipal Law" guide prepared by the Salinas city Attorney's Office and further questions should be referred to the City Attorney's Office.

GRATUITOUS PREJUDICIAL STATEMENTS

Cities are frequently the target of claims for damages and other legal actions. Public Officials should withhold gratuitous statements that may serve to unduly invite or prejudice the City in legal proceedings.

COMMUNICATION BETWEEN CITY COUNCIL AND ADVISORY BODIES

Good communication between advisory bodies and the entire Council is critical to a shared understanding of goals and direction for the City. The City Council periodically meets in joint session with its Commissions, and Commissioners are encouraged to attend neighborhood meetings scheduled by Councilmembers when issues of concern to their advisory body will be discussed. Commissioners may wish to attend meetings of the Council when items they have considered proceed to the Council. However, the Commissioner should take caution that any comments they make accurately reflects the advisory body's position, or they should identify that they are presenting their private position.

Communication between Councilmembers and their individual appointees is also important in sharing information and concerns. However, at the same time, advisory bodies must be able to make objective recommendations to the City Council on items coming before them.

The City Council is charged with the final decision making responsibility and is accountable for all actions taken. While the City Council gives great deference to its advisory body's recommendations, there will be times when the City Council

does not adopt the advisory bodies' recommendation after due deliberation on an item. Strong communication between the Council and its appointed bodies will foster an understanding of the common goal of promoting the community's best interest.

COMMUNICATION BETWEEN LEGISLATIVE BODIES AND CONSTITUENTS

Individuals have a constitutional right to contact their government representatives regarding issues that concern them. The City Clerk's Office maintains a record of public officials' addresses and telephone numbers, and this information is made available to constituents. However, the Brown Act expressly prohibits serial meetings that are conducted through direct communications, intermediaries, or technological devices for the purpose of developing a concurrence as to action to be taken. The open meeting law handbook should be referenced for further information regarding serial meetings.

As representatives of the City, public officials are expected to relate to the community with impartiality and courtesy. Public statements should not include promises that may be construed to be binding on the legislative body.

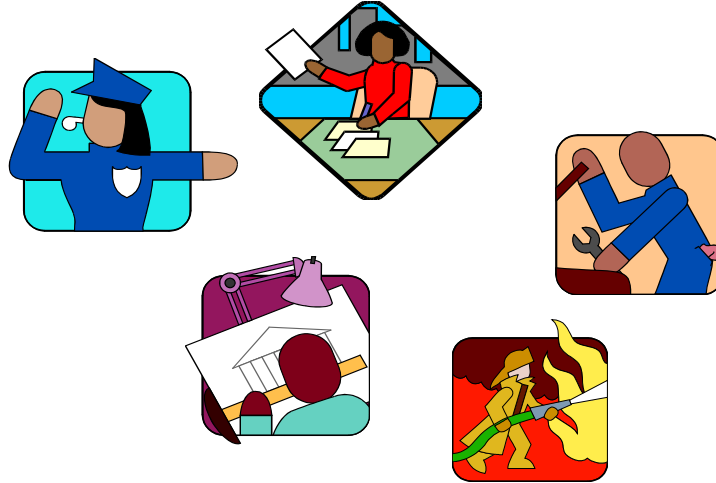
RELATIONSHIP WITH STAFF

The City Manager appoints an executive secretary, usually the department director, who serves the Commission. City staff serves as a resource and develops recommendations for the legislative body's consideration. Individual officials shall not direct staff to take action that should be sanctioned by the entire legislative body, or to perform work unrelated to the legislative body's area of responsibility.

The relationship between the legislative body and staff calls for mutual respect and consideration. Staff may make recommendations that are not supported by the legislative body. However, staff's professional opinions should be treated with courtesy. Staff, likewise, must respect the decision made by the legislative body.

SECTION 5

CITY ORGANIZATION



Administration

City Attorney

Community Development

Finance Department

Fire Department

Library Department

Police Department

Public Works Department

Recreation-Park Department

Redevelopment Department

CITY MANAGER

Under the Council-Manager form of government, the City Manager is appointed by the City Council to carry out adopted policies and to manage the City's finances and affairs. The City Manager makes policy recommendations and is responsible for oversight of all City departments. The City Manager also serves as the Executive Director of the Redevelopment Agency.

ADMINISTRATION

In addition to providing support to the City Manager, the Assistant City Manager is responsible for the following divisions of the Administration Department:

- **City Clerk's Office** – conducts municipal elections; prepares City Council meeting agendas and minutes; processes legislative actions; maintain legislative records and campaign and economic interest filings; and recruits applicants for City advisory bodies. Additionally, the City's volunteer program is housed in the City Clerk's Office.
- **Human Resources** – recruits and hires employees for City positions; is responsible for labor relations; and administers the Personnel Rules and Regulations. Additionally, the Risk Management Office is responsible for the City's self-insured property, liability, health, workers' compensation, and retirement programs.
- **Airport** – responsible for the operations of the Municipal Airport, including the lease of airport hangars.
- **Community Liaison** – supports community initiatives including the Vecinos Neighborhood Improvement program and the Violent Injury Prevention Coalition.

CITY ATTORNEY

The City Attorney is the legal advisor to the City Council, its commissions, boards, and committees, the City Manager, and City departments. The Legal Department litigates the City's legal issues and prosecutes for violations of local ordinances.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for community planning, development review, zoning administration, and environmental analysis. The Department is also responsible for administering the City's federally funded neighborhood improvement and housing programs.

DEVELOPMENT AND PERMIT CENTER

Performs plan checks of residential and commercial construction and conducts Code inspections.

FINANCE DEPARTMENT

The Finance Department is responsible for the fiscal operations of the City and Redevelopment Agency, including budget preparation and investments. The Department is responsible for accounts payable, receivable, purchasing, revenue and licensing, and reprographics. The Department also includes the Information Systems Division that is responsible for computer and technology operations.

FIRE DEPARTMENT

The Department provides fire protection, investigation, emergency medical services, fire prevention, disaster preparedness, and hazardous materials control.

LIBRARY DEPARTMENT

The Library manages resources to meet the educational, information, and recreation needs of the community, and operates the literacy program.

POLICE DEPARTMENT

The Police Department is responsible for investigations and field operations such as patrol, traffic, parking control, vehicle abatement, animal control, and school crossing guards. Additionally, the Department provides support services such as records, evidence, community relations, and school resource officers.

PUBLIC WORKS

- ❑ **Engineering** – responsible for planning, design, and construction of public facilities, such as streets, sewers, sidewalks, curbs, gutters, storm drains, public parking lots, and public buildings.
- ❑ **Traffic Engineering** – provides for the safe and efficient movement of vehicles, bicycles, and pedestrians on the City street system.
- ❑ **Public Service Division**– maintains streets, storm drains, City owned buildings, and the vehicle fleet. Responsible for industrial waste treatment and disposal.
- ❑ **Property Management** – administers property contracts, acquisitions and dispositions.
- ❑ **Administration** – responsible for departmental support, water conservation, and graffiti abatement.
- ❑ **Parks** – maintains over 400 acres of City parks, playgrounds, and public grounds.
- ❑ **Trees** – maintain trees on City streets, parks, and public grounds.

RECREATION PARK

- **Recreation** – conduct community recreation, aquatic, and youth sport programs.

REDEVELOPMENT DEPARTMENT

The Redevelopment Department is responsible for the elimination of blighted conditions utilizing public and private investment.

- **Central City Project** – improve downtown area; administer seismic loan and façade improvement programs.
- **Sunset Avenue Project** – improve East Salinas business area; administer streetscape and façade improvement projects.