



CITY OF MORRO BAY CITY COUNCIL AGENDA

*The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life.
The City shall be committed to this purpose and will provide a level of municipal service and
safety consistent with and responsive to the needs of the public.*

Regular Meeting - Tuesday, December 13, 2016 Veterans Memorial Hall - 6:00 P.M. 209 Surf St., Morro Bay, CA

ESTABLISH QUORUM AND CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

RECOGNITION

- Presentation of Lifesaving Awards to Sergeant Tony Mosqueda, Sergeant Nicole Canby and Officer Thomas Nolan
- Presentation of Certificate of Appreciation to Morro Bay High School Automotive Class and Teacher James Bueno

CLOSED SESSION REPORT

MAYOR & COUNCILMEMBERS' REPORTS, ANNOUNCEMENTS & PRESENTATIONS

CITY MANAGER REPORTS, ANNOUNCEMENTS AND PRESENTATIONS

PRESENTATIONS

PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Council on City business matters not on the agenda may do so at this time. For those desiring to speak on items on the agenda, but unable to stay for the item, may also address the Council at this time.

To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Mayor, please come forward to the podium and state your name and city of residence for the record. Comments are to be limited to three minutes.
- All remarks shall be addressed to Council, as a whole, and not to any individual member thereof.
- The Council respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the City Council to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in City Council meetings is welcome and your courtesy will be appreciated.

A. CONSENT AGENDA

Unless an item is pulled for separate action by the City Council, the following actions are approved without discussion. The public will also be provided an opportunity to comment on consent agenda items.

- A-1 APPROVAL OF MINUTES FROM THE NOVEMBER 15, 2016 CLOSED SESSION CITY COUNCIL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

- A-2 APPROVAL OF MINUTES FROM THE NOVEMBER 15, 2016 CITY COUNCIL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

- A-3 APPROVAL OF MINUTES FROM THE DECEMBER 5, 2016 CLOSED SESSION CITY COUNCIL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

- A-4 ADOPTION OF RESOLUTION NO. 79-16, TO REAFFIRM INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) AND DESIGNATE TRANSACTION OFFICERS; (FINANCE)

RECOMMENDATION: Council adopt Resolution No. 79-16.

- A-5 ADOPTION OF RESOLUTION NO. 80-16, DESIGNATING AND AUTHORIZING INVESTMENT TRANSACTION OFFICERS; (FINANCE)

RECOMMENDATION: Council adopt Resolution No. 80-16.

- A-6 APPROVAL OF REVISED JOB DESCRIPTIONS AND SALARY SCHEDULE TO INCORPORATE NEW UTILITIES DIVISION POSITIONS; (ADMINISTRATION)

RECOMMENDATION: Council review the update contained in this staff report and approve the attached job description and updated salary schedule.

- A-7 PUBLIC RATIFICATION OF TENTATIVE SETTLEMENT AGREEMENT WITH PG&E REGARDING CLOSURE OF DIABLO CANYON POWER PLANT; (ADMINISTRATION)

RECOMMENDATION: Ratify the Council approval of the tentative settlement agreement among PG&E and the cities of Arroyo Grande, Atascadero, Morro Bay, Paso Robles, Pismo Beach and San Luis Obispo to assist with mitigation of the economic impacts that will result from the closure of the Diablo Canyon Power Plant.

- A-8 WATER RECLAMATION FACILITY (WRF) PROGRAM UPDATE

RECOMMENDATION: Council review the current status of the WRF program.

B. PUBLIC HEARINGS

- B-1 ADOPTION OF ORDINANCE NO. 609, REPEALING AND REENACTING VARIOUS CHAPTERS OF TITLE 14 OF THE CITY OF MORRO BAY MUNICIPAL CODE RELATING TO BUILDINGS AND CONSTRUCTION; (COMMUNITY DEVELOPMENT)

RECOMMENDATION: Council adopt Ordinance No. 609: An Ordinance of the City Council of the City of Morro Bay, California, repealing and reenacting Chapters 14.01 – 14.12 of the Morro Bay Municipal Code adopting by reference and amending the 2016 California Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Fire, Existing Building, Green Building Codes and 1997 Uniform Housing and Abatement of Dangerous Building Codes and Appendix Chapter 33 of the 1997 Uniform Building Code.

C. BUSINESS ITEMS

C-1 STRATEGIC PLANNING OVERVIEW AND APPROVAL OF 2017 MEETING AND BUDGET SCHEDULE; (CITY MANAGER)

RECOMMENDATION: Council receive and file the report on the City's adopted Strategic Planning Framework; adopt Resolution No. 81-16, approving the 2017 Meeting and Budget Schedule; and approve the recommendation to adopt 1-year fiscal year objectives.

C-2 PRESENTATION AND DISCUSSION OF THE DRAFT WATER RECLAMATION FACILITY MASTER PLAN; (PUBLIC WORKS)

RECOMMENDATION: Council review, discuss and file the Draft Water Reclamation Facility Master Plan.

C-3 DISCUSSION OF INITIAL RESULTS FROM THE SALARY STUDY CONDUCTED BY KOFF & ASSOCIATES, AND CONFIRMATION OF NEXT STEPS; (FINANCE)

RECOMMENDATION: Council receive information and presentation regarding a salary survey completed by Koff & Associates; and, confirm the draft timeline and next steps regarding employee salary study information.

D. COUNCIL DECLARATION OF FUTURE AGENDA ITEMS

E. ADJOURNMENT

The next Regular Meeting will be held on **Tuesday, January 10, 2017 at 6:00 pm** at the Veteran's Memorial Hall located at 209 Surf Street, Morro Bay, California.

THIS AGENDA IS SUBJECT TO AMENDMENT UP TO 72 HOURS PRIOR TO THE DATE AND TIME SET FOR THE MEETING. PLEASE REFER TO THE AGENDA POSTED AT CITY HALL FOR ANY REVISIONS OR CALL THE CLERK'S OFFICE AT 772-6205 FOR FURTHER INFORMATION.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA SUBMITTED TO THE CITY COUNCIL AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION AT CITY HALL LOCATED AT 595 HARBOR STREET; MORRO BAY LIBRARY LOCATED AT 625 HARBOR STREET; AND MILL'S COPY CENTER LOCATED AT 495 MORRO BAY BOULEVARD DURING NORMAL BUSINESS HOURS.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN A CITY MEETING, PLEASE CONTACT THE CITY CLERK'S OFFICE AT LEAST 24 HOURS PRIOR TO THE MEETING TO INSURE REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.

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MINUTES – MORRO BAY CITY COUNCIL
SPECIAL CLOSED SESSION MEETING –
NOVEMBER 15, 2016
CITY HALL CONFERENCE ROOM–4:30 P.M.

AGENDA NO: A-1

MEETING DATE: December 13, 2016

PRESENT:	Jamie Irons	Mayor
	John Headding	Councilmember
	Christine Johnson	Councilmember
	Noah Smukler	Councilmember
ABSENT:	Matt Makowetski	Councilmember
STAFF PRESENT:	Dave Buckingham	City Manager
	Chris Neumeyer	Assistant City Attorney

ESTABLISH QUORUM AND CALL TO ORDER – A quorum was established and the meeting was called to order with all but Councilmember Makowetski present.

SUMMARY OF CLOSED SESSION ITEMS - The Mayor read a summary of Closed Session items.

CLOSED SESSION PUBLIC COMMENT - Mayor Irons opened the meeting for public comment for items only on the agenda; seeing none, the public comment period was closed.

The City Council moved to Closed Session and heard the following items:

CS-1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Manager

CS-2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9;
One Matter

RECONVENE IN OPEN SESSION - The City Council reconvened in Open Session. The Council did not take any reportable action pursuant to the Brown act.

ADJOURNMENT

The meeting adjourned at 5:18 p.m.

Recorded by:

Dana Swanson
City Clerk

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PRESENT:	Jamie Irons John Headding Christine Johnson Noah Smukler	Mayor Councilmember Councilmember Councilmember
ABSENT:	Matt Makowetski	Councilmember
STAFF:	Dave Buckingham Chris Neumeyer Dana Swanson Ikani Taumoepeau Craig Schmollinger Rob Livick Scot Graham Steve Knuckles Larry Todd Janeen Burlingame	City Manager Assistant City Attorney City Clerk Deputy City Manager Finance Director Public Works Director Community Development Director Fire Chief Interim Police Chief Management Analyst

ESTABLISH QUORUM AND CALL TO ORDER

The meeting was called to order at 6:02 p.m., with all but Councilmember Makowetski present.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

RECOGNITION

https://youtu.be/qvON_VnudH4?t=2m28s

Presentation of Employee Service Pins

Presentation of Certificate of Appreciation to Jan Goldman

CLOSED SESSION REPORT

Assistant City Attorney Neumeyer reported that with regard to the Closed Session Items, the Council did not take any reportable action pursuant to the Brown Act.

MAYOR AND COUNCILMEMBERS' REPORTS, ANNOUNCEMENTS & PRESENTATIONS

CITY MANAGER REPORTS, ANNOUNCEMENTS & PRESENTATIONS

PRESENTATIONS - None

PUBLIC COMMENT

https://youtu.be/qvON_VnudH4?t=15m6s

Judi Appell, owner of Furnishings!, provided the business spot. Furnishings!, located at 1199 Main Street, offers new and repurposed home furnishings with competitive pricing. They are open Monday from 11 a.m. – 4 p.m., and Tuesday – Saturday from 12 Noon – 5 p.m.. Closed Sundays.

Carole Truesdale, Morro Bay resident and member of the Neighborhood Watch Board of Directors, announced Caroling Cops will be held Monday, December 12 through Wednesday, December 14 from 5:30 – 9:00 p.m.

Jon Elliott, Morro Bay resident and owner of Mike's Barber Shop, announced the Barber Shop will celebrate its 75th anniversary on Saturday, December 3, at 5:30 p.m. at 280 Morro Bay Blvd. He also thanked those who contributed to the Trick-or-Treat event.

Nancy Castle, Morro Bay, announced the Thanksgiving Dinner to be held on Thursday, November 24, from 1:00 – 3:00 p.m. at the Community Center. To volunteer, please call 772-4421 or 772-4467. She commented on the importance of Estero Bay Alliance for Care ("EBAC") has been to the community.

The comment period was closed.

A. CONSENT AGENDA
https://youtu.be/qvON_VnudH4?t=26m49s

Unless an item is pulled for separate action by the City Council, the following actions are approved without discussion.

A-1 APPROVAL OF MINUTES FROM THE OCTOBER 25, 2016 SPECIAL CLOSED SESSION CITY COUNCIL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 APPROVAL OF MINUTES FROM THE OCTOBER 25, 2016 CITY COUNCIL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-3 APPROVAL OF REVISED JOB DESCRIPTIONS AND SALARY SCHEDULE TO INCORPORATE FUTURE UTILITIES DIVISION POSITIONS; (ADMINISTRATION)

RECOMMENDATION: Council review the update contained in this staff report and approve the attached job descriptions and updated salary schedule.

A-4 ADOPTION OF RESOLUTION NO. 74-16 AMENDING THE ADVISORY BOARD BY-LAWS REGARDING ABSENCE FROM MEETINGS; (CITY CLERK)

RECOMMENDATION: Adopt Resolution No. 74-16 amending the Advisory Board By-Laws for each standing City advisory board regarding absence from meetings.

A-5 ADOPTION OF RESOLUTION NO. 75-16, AFFIRMING INTENDED USE OF CORAL AVENUE PROCEEDS; (FINANCE)

RECOMMENDATION: Adopt Resolution No. 75-16, affirming the Council's intent to direct principal payments from the sale of real property at 2783 Coral Avenue to pay down the debt related to construction of the Fire Administration Building.

A-6 ADOPTION OF RESOLUTION NO. 76-16, APPROVING AMENDMENT #1 TO THE LEASE BETWEEN THE CITY OF MORRO BAY AND GAFCO, INC. DOING BUSINESS AS THE GREAT AMERICAN FISH COMPANY, LOCATED AT 1185 EMBARCADERO; (HARBOR)

RECOMMENDATION: Adopt Resolution No. 76-16, approving Amendment #1 to the current lease for Lease site 110-W-112W and a portion of 111.5W.

A-7 APPOINTMENT OF THE PUBLIC WORKS DIRECTOR/CITY ENGINEER TO THE STATE WATER CONTRACTORS ADVISORY COMMITTEE; (PUBLIC WORKS)

RECOMMENDATION: Council adopt Resolution No. 78-16 appointing the Director of Public Works/City Engineer to serve as the City's representative on the State Water Contractors Advisory Committee.

Mayor Irons pulled A-3 and A-7. Councilmember Headding pulled Item A-4.

MOTION: Councilmember Johnson moved the Council approve Items A-1, A-2, A-5 and A-6 on the Consent Agenda. The motion was seconded by Councilmember Smukler and carried 4-0-1 with Councilmember Makowetski absent.

A-3 APPROVAL OF REVISED JOB DESCRIPTIONS AND SALARY SCHEDULE TO INCORPORATE FUTURE UTILITIES DIVISION POSITIONS; (ADMINISTRATION)
https://youtu.be/qvON_VnudH4?t=27m37s

Staff requested the Council continue Item A-3 to the next meeting to allow for minor administrative changes. Councilmember Smukler confirmed the intent is to maintain current staffing levels for operation of the existing plant.

MOTION: Mayor Irons moved the Council continue this item to a date uncertain. The motion was seconded by Councilmember Johnson and carried 4-0-1 with Councilmember Makowetski absent.

A-4 ADOPTION OF RESOLUTION NO. 74-16 AMENDING THE ADVISORY BOARD BY-LAWS REGARDING ABSENCE FROM MEETINGS; (CITY CLERK)
https://youtu.be/qvON_VnudH4?t=29m3s

Councilmember Headding requested the proposed language regarding advisory board member absences be clarified so requests for routine absences not become burdensome for the Council. Councilmember Smukler suggested the language be amended as follows:

Absence from three consecutive regular meetings or twenty-five (25) percent of the regular meetings during any 12-month period, without the formal consent of the City Council, shall constitute the resignation of such absent member and the position will be declared vacant. Requests for extended excused absences of three consecutive meetings of twenty-five (25) percent of the regular meetings during the 12-month period must be submitted to the City Council in writing prior to the extended absence to allow sufficient time for review and approval at a regular Council meeting.

MOTION: Councilmember Smukler moved for approval of Resolution No. 74-16 with the amendment to the By-Laws as read into the record. The motion was seconded by Councilmember Headding and carried 4-0-1 with Councilmember Makowetski absent.

A-7 APPOINTMENT OF THE PUBLIC WORKS DIRECTOR/CITY ENGINEER TO THE STATE WATER CONTRACTORS ADVISORY COMMITTEE; (PUBLIC WORKS)
https://youtu.be/qvON_VnudH4?t=41m34s

Mayor Irons requested the resolution be amended to include the following language:

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Morro Bay, California hereby appoints the Director of Public Works/City Engineer to serve as the City's representative on the State Water Subcontractors Committee. In addition, an annual year-end report summarizing the Committee's discussions be provided to the Council and Public Works Advisory Board.

MOTION: Mayor Irons moved the Council approve Resolution No. 78-16, as amended. The motion was seconded by Councilmember Heading and carried 4-0-1 with Councilmember Makowetski absent.

City policy requires Public Hearings not begin before 7:00 p.m. There was Council concurrence to hear Item C-2 next.

C. BUSINESS ITEMS

C-2 DISCUSSION OF BACKGROUND AND HISTORY OF COMMUNITY RESOURCE CONNECTIONS AND POSSIBLE DIRECTION FOR THOSE EFFORTS; (DEPUTY CITY MANAGER/RECREATION)
https://youtu.be/qvON_VnudH4?t=44m54s

City Manager Buckingham introduced the item and turned the presentation over to Sharon O'Leary of Community Resource Connections.

Councilmembers Smukler and Johnson provided additional information and insight, requested the Council affirm its commitment to Community Resource Connections (CRC), and further refine the relationship so CRC is integrated with City operations, potentially under the Recreation Division. They also requested Council and staff continue participating in the Estero Bay Alliance of Care (EBAC) meetings.

The public comment period for Item C-2 was opened; seeing none, the public comment period was closed.

The Council discussed its support for the CRC and EBAC and agreed staff should continue exploring alternatives on how the relationship can be continued and strengthened to meet community needs.

MOTION: Councilmember Smukler moved the Council direct staff to update the City's relationship with Community Resource Connections office as a volunteer program under the City and for staff to bring back more information related to an updated resolution and structure for the program working with lead office volunteers. The motion was seconded by Councilmember Johnson and carried 4-0-1 with Councilmember Makowetski absent.

B. PUBLIC HEARINGS

- B-1 PUBLIC HEARING FOR AND CONSIDERATION OF MORRO BAY GARBAGE SERVICE BASE-YEAR RATE ADJUSTMENT APPLICATION AND ADOPTION OF RESOLUTION NO. 73-16 APPROVING THAT APPLICATION; (PUBLIC WORKS)
https://youtu.be/qvON_VnudH4?t=1h28m22s

Management Analyst Burlingame presented the staff report and responded to Council inquiries.

The public hearing was opened.

The public comment period for Item B-1 was opened; seeing none, the public comment period was closed.

The Council was comfortable with the proposed rates, which were deemed to be well-justified and equitable county-wide. The Council requested Morro Bay Garbage Service provide residents the option of using a 19-gallon mini can.

The public hearing was closed.

Clerk Swanson stated four written protests were received by the City Clerk's office, which does not constitute a majority of the customers/property owners.

MOTION: Councilmember Headding moved the Council adopt Resolution No. 73-16 approving Morro Bay Garbage Service base-year rate adjustment application and adjusting solid waste collection rates. The motion was seconded by Councilmember Smukler and carried 4-0-1 with Councilmember Makowetski absent.

MOTION: Councilmember Smukler moved the Council direct staff to work with Morro Bay Garbage Service to establish mini can 19-gallon trash service for low-income residents and report back to Council regarding that possibility. The motion was seconded by Councilmember Headding and carried 4-0-1 with Councilmember Makowetski absent.

The Council took a short recess at 7:47 p.m. The meeting reconvened at 7:54 p.m.

C. BUSINESS ITEMS

- C-1 INTRODUCTION OF ORDINANCE NO. 609 REPEALING AND REENACTING VARIOUS CHAPTERS OF TITLE 14 OF THE CITY OF MORRO BAY MUNICIPAL CODE RELATING TO BUILDINGS AND CONSTRUCTION; (COMMUNITY DEVELOPMENT)
https://youtu.be/qvON_VnudH4?t=1h47m7s

Community Development Director Graham presented the staff report and responded to Council inquiries.

The public comment period for Item C-1 was opened; seeing none, the public comment period was closed.

Councilmember Smukler requested staff continue to encourage the use of green building program incentives and provide a refresher to the Planning Commission on those guidelines.

MOTION: Councilmember Smukler moved the Council introduce for first reading by title only and with further reading waived, Ordinance No. 609, repealing and reenacting Chapters 14.01-14.12 of the Morro Bay Municipal Code (Buildings and Construction) to incorporate the 2016 California Building Standards Code, as adopted by the State of California and the local modifications thereto. The motion was seconded by Councilmember Heading and carried 4-0-1 with Councilmember Makowetski absent.

C-3 REVIEW OF HISTORIC PARKING CREDITS INTERPRETATION AND PROVIDE DIRECTION AS DEEMED APPROPRIATE; (COMMUNITY DEVELOPMENT)
https://youtu.be/qvON_VnudH4?t=1h59m5s

Mr. Graham presented the staff report and responded to Council inquiries.

For the record, Mayor Irons requested discussion of historic parking credits only as he had previously recused himself from the parking in-lieu item. This item is intended to focus only on historic parking credits.

The public comment period for Item C-3 was opened; seeing none, the public comment period was closed.

The Council appreciated the presentation and summary of past projects provided in the staff report and noted the subject of parking will be further vetted through the General Plan update.

No action was taken by the Council.

D. COUNCIL DECLARATION OF FUTURE AGENDA ITEMS
https://youtu.be/qvON_VnudH4?t=2h54m28s

Based on the recent passage of marijuana legislation, Councilmember Heading requested discussion of the existing City ordinance, potential for taxation, and other impacts. There was unanimous support for this item. Mr. Buckingham reminded the Council this item is part of the adopted goals and objectives and will be brought forward in 2017 for discussion.

E. ADJOURNMENT

There will be a Special Meeting on **Monday, December 12, 2016 at 7:00 p.m.** to swear in the newly elected City Council members. The next Regular Meeting will be held on **Tuesday, December 13, 2016 at 6:00 p.m.** at the Veteran's Memorial Hall located at 209 Surf Street, Morro Bay, California.

Recorded by:

Dana Swanson, City Clerk

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AGENDA NO: A-4
MEETING DATE: December 15, 2016

Staff Report

TO: Honorable Mayor and City Council **DATE:** November 9, 2016
FROM: Craig Schmollinger, Finance Director/City Treasurer
SUBJECT: Adoption of Resolution No. 79-16 to Reaffirm Investment of Monies in the Local Agency Investment Fund (LAIF) and Designate Transaction Officers

RECOMMENDATION:

Staff recommends Council adopt Resolution No. 79-16.

ALTERNATIVES:

An alternative action would be to alter who the Designated Transaction Officers for City funds are, or reconsider authorizing investment in LAIF.

FISCAL IMPACT:

There is no fiscal impact associated with the requested action.

SUMMARY:

This Resolution reaffirms the City's desire to invest with LAIF, and updates the information currently on file with them.

BACKGROUND/DISCUSSION:

In accordance with State law, the City Council must adopt a resolution to authorize changes to designated transaction officers with LAIF. Resolution No. 45-15 is the current Resolution on file with the State Treasurer's Office, and it is obsolete, due to recent staff changes. Further, the City's Investment Policy under "Suitable and Authorized Investments" lists California LAIF investment pool as a suitable investment instrument. The requested action reaffirms the appropriateness in utilizing that investment tool and updates the investments officers.

CONCLUSION

Staff recommends the City Council adopt Resolution No. 79-16 to reaffirm its desire to invest with LAIF and update the information currently on file with LAIF regarding those individuals authorized to take actions for City regarding LAIF.

ATTACHMENTS

1. Proposed Resolution No. 79-16

Prepared By: CS Dept Review: CS
City Manager Review: DWB City Attorney Review: JWP

RESOLUTION NO. 79-16

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
TO REAFFIRM INVESTMENT OF MONIES IN THE
LOCAL AGENCY INVESTMENT FUND AND
DESIGNATE TRANSACTION OFFICERS**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, Resolution No. 45-15, dated June 23, 2015, authorized the City of Morro Bay to continue investing funds with the State of California's Local Agency Investment Fund (LAIF); and

WHEREAS, the officers, then authorized to order deposit and withdrawal of monies, and affect changes to the account, have changed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California:

1. Resolution No. 45-15 and any and all resolutions relating to investing funds through LAIF are rescinded and replaced in their entirety with the passage of this Resolution; and
2. the City will continue investing with LAIF, and designates the following officers to deposit and withdraw funds, and affect changes to the account:

David Buckingham	City Manager
Craig Schmollinger	Finance Director/Treasurer
Sandra Martin	Budget/Accounting Manager
Valerie Webb	Senior Accounting Technician

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof, held on the 13th day of December 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMIE L. IRONS, Mayor

ATTEST:

DANA SWANSON, City Clerk



AGENDA NO: A-5
MEETING DATE: December 13, 2016

Staff Report

TO: Honorable Mayor and City Council **DATE:** November 14, 2016
FROM: Craig Schmollinger, Finance Director/City Treasurer
SUBJECT: Adoption of Resolution No. 80-16 Designating and Authorizing Investment Transaction Officers

RECOMMENDATION:

Staff recommends Council adopt Resolution No. 80-16, designating and authorizing investment transaction officers.

ALTERNATIVES:

An alternative action would be to alter who the designated and authorized transaction officers would be.

FISCAL IMPACT:

There is no fiscal impact associated with the requested action.

SUMMARY:

To invest money with financial institutions, a corporate resolution, identifying authorized transaction officers, is required. The City will meet this requirement by adopting this Resolution, which formalizes the officers and their ability to invest the City's money, based on the adopted Investment Policy.

BACKGROUND/DISCUSSION:

On January 11, 2011, the City Council enacted Resolution No. 02-11, designating investment transaction officers. With the change in City employees, a new corporate resolution is required.

Since September 11, 2001, banking regulations have become increasingly more stringent. More forms of identification are required prior to opening accounts, especially when the account is opened for an entity (such as a city). Since 2003, the Corporate Authorization Resolution has been a prerequisite for opening an account with a financial institution, but has not been consistently required. More and more banks are insisting on personal information to verify the individuals, named on the Resolutions, are valid City employees. This Resolution annually designates investment transaction officers and empowers them to invest money with any sound financial institution.

Prepared By: CS

Dept Review: CS

City Manager Review: DWB

City Attorney Review: JWP

CONCLUSION

Staff recommends the City Council adopt Resolution No. 80-16 to designate and authorize certain individuals to act as the City's investment transaction officers.

ATTACHMENTS

1. Proposed Resolution No. 80-16

RESOLUTION NO. 80-16

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MORRO BAY, CALIFORNIA
DESIGNATING AND AUTHORIZING
INVESTMENT TRANSACTION OFFICERS**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, the City of Morro Bay has cash in its possession that exceeds the amount needed for day-to-day transactions; and

WHEREAS, the City of Morro Bay has an obligation to its citizens to effectively and safely manage that money while optimizing its earning potential; and

WHEREAS, it is necessary to designate, via Resolution, the transaction officers who have the authority to invest the City's funds; and

WHEREAS, on July 14, 2008, the Morro Bay City Council adopted Resolution No. 43-08, which established the transaction officers with the authority to invest the City's funds; and

WHEREAS, with this Resolution, the Morro Bay City Council is rescinding Resolution No. 43-08 in its entirety; and

WHEREAS, on January 11, 2011, the Morro Bay City Council adopted Resolution No. 02-11, which established the transaction officers with the authority to invest the City's funds; and

WHEREAS, with this Resolution, the Morro Bay City Council is rescinding Resolution No. 02-11 in its entirety; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California:

1. Resolutions Nos. 43-08 and 02-11, along with any and all resolution relating to designating and authorizing investment transaction officers are rescinded in their entirety and replaced with this Resolution; and
2. The individuals listed below are designated as transaction officers who are authorized to open and close investment accounts within the scope of the City's Investment Policy:

David Buckingham
Craig Schmollinger
Sandra Martin
Valerie Webb

City Manager
Finance Director/City Treasurer
Budget/Accounting Manager
Senior Accounting Technician

Resolution No. 80-16

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PASSED AND ADOPTED, by the City Council of the City of Morro Bay, at a regular meeting thereof held on the 13th day of December 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMIE IRONS, Mayor

DANA SWANSON, City Clerk



AGENDA NO: A-6

MEETING DATE: December 13, 2016

Staff Report

TO: Honorable Mayor and Council Members **DATE:** December 5, 2016

FROM: David Buckingham, City Manager

SUBJECT: Approval of Revised Job Descriptions and Salary Schedule to Incorporate New Utilities Division Positions

RECOMMENDATION

Council review the update contained in this staff report and approve the attached job descriptions and updated salary schedule.

FISCAL IMPACT

There is a potential minor fiscal impact associated with this action, dependent on what level Wastewater Systems Operators (WWSO) are brought in at to replace incumbents. Those impacts, if any will be addressed at the time of mid-year budget review. For example, if the Wastewater Collections Operator II impending vacancy be replaced with a WWSO II, then the increase in salary would be approximately \$10,000 at top step. However, that increase will be mitigated by a reduction in the PERS retirement contributions, and, further, the total personnel costs for wastewater treatment and collections will drop measurable as the consolidation of those two sections allows for a reduction of two FTE positions over five years.

BACKGROUND/DISCUSSION

This item was continued from the November 15, 2016 City Council meeting to allow additional time for final review.

As discussed during the FY 2016/17 budget process and again August 23rd with the approval of the FY 2016/17 salary schedule, step-by-step over the next 5 years, the City will begin consolidating the Waste Water Treatment Plant (WWTP) Section and the Collections Section into a single multifunctional Treatment and Collection Section as a part of the Utilities Division as shown below.

The future Water Reclamation Facility (WRF) will require a higher level of certification for operation; once running, should also require less physical staffing for both operation and maintenance. (The new WRF will be far more automated than our existing plant, and will require less maintenance to keep it running.) Related to this, maintenance of the new WRF facility itself, and the maintenance of the collection (sewer) system can be executed by the same section, with employees cross-trained, under the supervision of a single supervisor - instead of by separate sections.

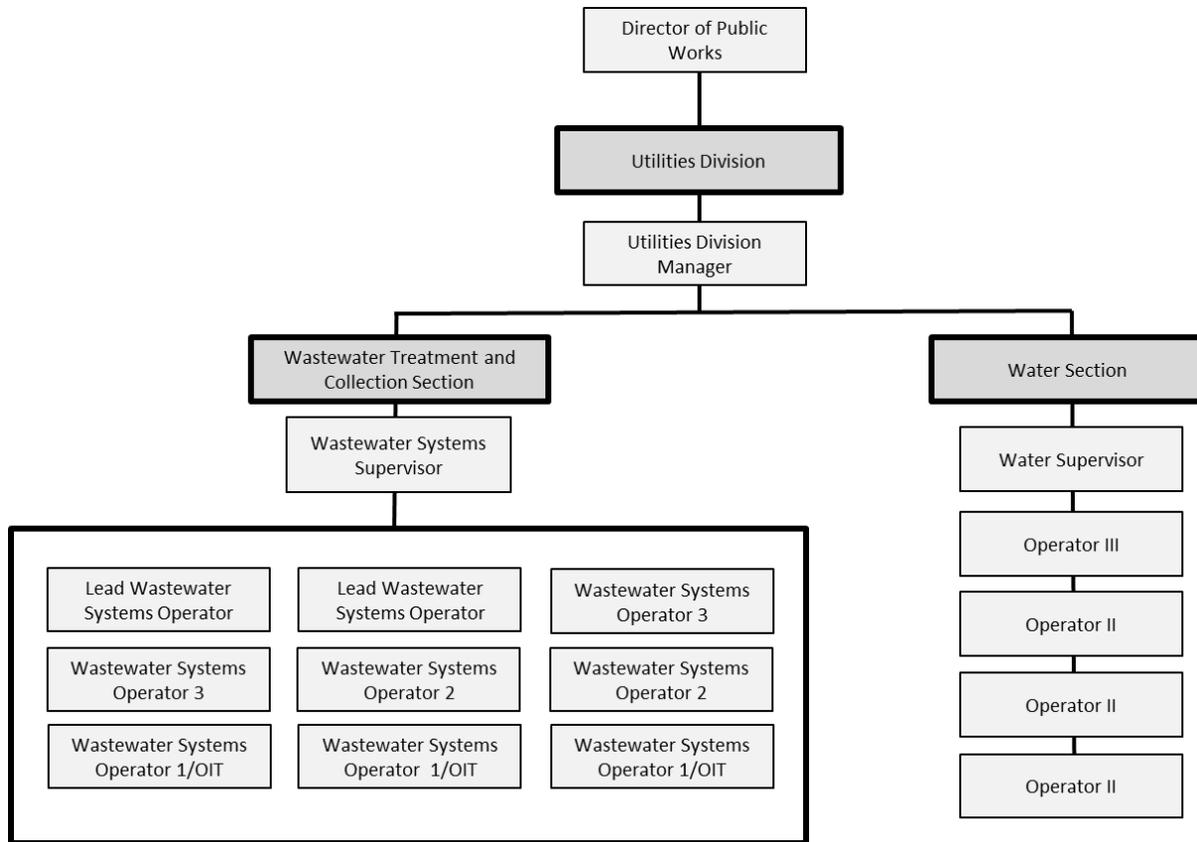
To address future staffing requirements, staff has prepared the attached job descriptions to be used for recruitment to fill current and future vacancies in the Wastewater Systems section so that a natural transition occurs over that 5 to 6-years. It should be noted that current employees will not be required to meet the increased certification requirements immediately, but will certainly be encouraged and given the opportunity to do so. Additionally, staffing levels necessary to ensure quality operation of the current Wastewater Treatment Plant are not expected to change.

Prepared By: DS/RL

Dept Review: _____

City Manager Review: DWB City Attorney Review: JWP

CC 12.13.16 Page 21 of 214 (revised)



CONCLUSION

Staff recommends the Council approve the attached job descriptions and revised FY 16/17 salary schedule as presented in this report.

ATTACHMENTS

1. Job Descriptions for Wastewater Systems Operator-in-Training, Operator I, Operator II, Operator III, Leadworker and Supervisor
2. FY 2016/17 Salary Schedule amended to include these positions

WASTEWATER SYSTEMS OPERATOR – IN - TRAINING

DEFINITION

Under direct supervision and training, operates equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant, as well as, wastewater collection systems; and performs related work as required.

This is only a training position, as such once licensure requirements are satisfied the incumbent will be promoted to a Wastewater Systems Operator I. Those employees who do not meet the licensure requirements within the time allotted may be dismissed from employment with the City.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Wastewater Systems Operators II-III, Lead or Lab; Wastewater Systems Supervisor or Utilities Manager.

CLASS CHARACTERISTICS

This is the entry-level class in the wastewater operations series. Under direct supervision, incumbents learn to operate and maintain wastewater treatment plant and collection systems, equipment, and appurtenances per City practices and procedures, as well as State and Federal regulations. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is an entry level position, employees may have only limited or no directly related work experience.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and adjusting to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments per information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize plant performance, monitors the results, and recommends potential operational changes to the Supervisor.
- Performs proper usage and handling of chemicals per industry standards.
- Assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.

- Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- Performs inspection, construction, maintenance, and repair activities of wastewater collection systems; checks, cleans, and repairs collection system and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- Operates a variety of vehicles and heavy equipment; including but not limited to pick-up trucks, Hydro-Vac; front end loader, and forklift.
- Operates a Hydro-Vac and trailer mounted jetter for hydro-flushing City sewer lines.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

- Be on standby duty and respond to after-hours emergencies.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade.

One (1) year of experience in general municipal, water system, wastewater collection system and/or wastewater treatment plant operations and maintenance is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Obtain a valid Class B California driver's license with appropriate endorsements within twelve (12) months of employment or date of entry into the position.
- Obtain an Operator-In-Training certificate issued by the State Water Resources Control Board (SWRCB) within ninety (90) days of employment or the date of entry into the position.
- Obtain a Grade I Wastewater Treatment Plant Operator certificate issued by the SWRCB within twenty-four (24) months of employment or the date of entry into the position.
- Obtain a Collection System Maintenance Grade I Certification from the California Water Environment Association within twenty-four (24) months of employment or the date of entry into the position.

PHYSICAL DEMANDS

Must possess mobility to work in and around standard wastewater collection systems and treatment plant facilities, and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council on _____

WASTEWATER SYSTEMS OPERATOR I

DEFINITION

Under direct supervision, operates equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant, as well as, wastewater collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs (that may include the fabrication of piping and other systems) to plant facilities and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Operator II-III, Lead Wastewater Systems Operator, Wastewater Systems Supervisor or Utilities Manager. Exercises no supervision.

CLASS CHARACTERISTICS

This is the apprentice level class in the wastewater operations series. Under direct supervision, incumbents learn to operate and maintain wastewater treatment plant and collection systems, equipment, and appurtenances per City practices and procedures, as well as State and Federal regulations. Positions at this level usually perform most of the duties required of the positions at the Wastewater Systems Operator II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often an entry level position, employees may have only limited or no directly related work experience.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and adjusting to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments per information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize plant performance, monitors the results, and recommends potential operational changes to the Supervisor.
- Performs proper usage and handling of chemicals per industry standards.
- Assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.

- Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- Performs inspection, construction, maintenance, and repair activities of wastewater collection systems; checks, cleans, and repairs collection system and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- Operates a variety of vehicles and heavy equipment; including but not limited to pick-up trucks, Hydro-Vac; front end loader, and forklift.
- Operates a Hydro-Vac and trailer mounted jetter for hydro-flushing City sewer lines.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

- Be on standby duty and respond to after-hours emergencies.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade.

One (1) year of experience in wastewater treatment plant operations is desirable.

Licenses and Certifications:

- Possession of a valid Class B California driver's license with appropriate endorsements by time of appointment.
- Possession of a Grade I Wastewater Treatment Plant Operator certificate issued by the SWRCB by time of appointment.
- Possession of a Collection System Maintenance Grade I Certification from the California Water Environment Association by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in and around standard wastewater collection systems and treatment plant facilities, and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council on _____

WASTEWATER SYSTEMS OPERATOR II

DEFINITION

Under direct or general supervision, operates equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant, as well as, wastewater collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Lead Wastewater Systems Operator, Wastewater Systems Supervisor or Utilities Manager. Wastewater Systems Operators II will involve some responsibilities for supervising and training of less experienced personnel. Wastewater Systems Operators II may be expected to perform the function of shift supervisor depending on staffing levels.

CLASS CHARACTERISTICS

This is the full journey-level class in the wastewater operations series that performs the full range of duties required to ensure that the wastewater treatment and collection facilities and systems operate effectively and are maintained in a safe and effective working condition. Persons in this position are required to have a complete working knowledge of the City's wastewater collection and treatment systems. Responsibilities include performing standardized tests on wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems. This class is distinguished from the Wastewater Systems Operator I in that the WWSO II can perform more complex duties, including mechanical maintenance of plant equipment.

Positions at the II level are normally filled by advancement from the I level requiring at least two (2) additional years of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have three (3) years of prior related experience that allows the employee to meet the qualification standards for the II level.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and adjusting to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments per information gathered, samples collected, readings, and records.

- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize plant performance, monitors the results, and recommends potential operational changes to the Supervisor.
- Performs proper usage and handling of chemicals per industry standards.
- Assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- Performs fabrication of piping and other systems as necessary to maintain operation of plant facilities and equipment.
- Performs inspection, construction, maintenance, and repair activities of wastewater collection systems; checks, cleans, and repairs collection system and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- Operates a variety of vehicles and heavy equipment; including but not limited to pick-up trucks, Hydro-Vac; front end loader, and forklift.
- Operates a Hydro-Vac and trailer mounted jetter for hydro-flushing City sewer lines.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.

- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Use computers and a variety of computer software programs. record and log data.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Be on standby duty and respond to after-hours emergencies.
- Operate, maintain, and repair a variety of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Perform the daily duties of the lab analyst.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Assist in the development and implementation of all safety programs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate mathematical calculations.
- Diagnose operating problems and take effective courses of action.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Perform duties of shift supervisor¹.

¹ At the current Class II Wastewater Treatment Plant. Shift supervisor at the City's Class IV plant will be required to hold a Grade III Wastewater Treatment Plant Operator's certificate issued by the SWRCB.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade.

Supplemental specialized training in wastewater treatment plant operations and/or maintenance or related field and three (3) years of experience in wastewater collection system treatment plant operations or two (2) years of experience equivalent to Wastewater Systems Operator I at the City of Morro Bay.

Licenses and Certifications:

- Possession of a valid Class B California driver's license with appropriate endorsements.
- Possession of a Grade II or above Wastewater Treatment Plant Operator certificate issued by the SWRCB.
- Possession of a Collection System Maintenance Grade II or above Certification from the California Water Environment Association.

PHYSICAL DEMANDS

Must possess mobility to work in and around standard wastewater collection systems and treatment plant facilities, and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council on _____

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WASTEWATER SYSTEMS OPERATOR III (Shift Supervisor)

DEFINITION

Under direct or general supervision, operates equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant, as well as, wastewater collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Lead Wastewater Systems Operator, Wastewater Systems Supervisor or Utilities Division Manager. Wastewater Systems Operators (WWSO) III will have responsibilities for supervising and training of less experienced personnel. WWSO III has responsibility to supervise and train wastewater systems operators in laboratory functions and projects as well as serve as the primary analyst for the laboratory. Wastewater Systems Operators III may be expected to perform the function of shift supervisor depending on staffing levels.

CLASS CHARACTERISTICS

This is the full journey-level class in the wastewater operations series that performs the full range of duties required to ensure that the wastewater treatment and collection facilities and systems operate effectively and are maintained in a safe and effective working condition. Persons in this position are required to have a complete working knowledge of the City's wastewater collection and treatment systems. Responsibilities include performing standardized tests on wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems. This class is distinguished from the Wastewater Systems Operator I and II in that the latter can perform the most complex duties assigned to the division, including mechanical maintenance of plant equipment.

Additionally, the WWSO III position is required to have a complete working knowledge of wastewater treatment plant laboratory operations. Incumbents in this class are required to perform qualitative and quantitative chemical, physical, and biological analysis of water and wastewater. This class is distinguished from the Wastewater Systems Operator II in that the latter can perform the most complex duties assigned to the division, including laboratory supervision and training.

Positions at the III level are normally filled by advancement from the II after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and adjusting to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.

- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments per information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize plant performance, monitors the results, and recommends potential operational changes to the Supervisor.
- Performs proper usage and handling of chemicals per industry standards.
- Assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- Performs inspection, construction, maintenance, and repair activities of wastewater collection systems; checks, cleans, and repairs collection system and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- Performs fabrication of piping and other systems as necessary to maintain operation of plant facilities and equipment.
- Operates a variety of vehicles and heavy equipment; including but not limited to pick-up trucks, Hydro-Vac; front end loader, and forklift.
- Operates a Hydro-Vac and trailer mounted jetter for hydro-flushing City sewer lines.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Collects water and sewage samples for laboratory tests.
- Assists in the training of other wastewater systems operators in laboratory practices and procedures.
- Serves as a Principal Lab Analyst for the wastewater treatment laboratory.
- Conducts and assists in conducting a variety of chemical, biochemical, and bacteriological tests on plant influent, effluent, and receiving waters; interprets and records data.
- Assists in keeping laboratory records and preparing laboratory reports.
- Maintains, cleans, and cares for laboratory equipment and material.
- Prepares chemical reagents and bacteriological culture media.

- Performs routine quality control checks for all reagents, media and data generated specific to subject matter.
- Responsible for the purchasing of supplies for the laboratory, and development of the annual budget for the laboratory.
- Under the direction of the Lab Director, assists in the supervision of other personnel in the laboratory.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Use computers and a variety of computer software programs. record and log data.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic principles and practices of qualitative and quantitative chemistry, mathematics, biology, and bacteriology; sampling procedures and equipment; safe work practices.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Be on standby duty and respond to after-hours emergencies.
- Operate, maintain, and repair a variety of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.

- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Perform the daily duties of the lab analyst.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Assist in the development and implementation of all safety programs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate mathematical calculations.
- Diagnose operating problems and take effective courses of action.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Perform duties of shift supervisor.
- Conduct routine chemical, biological, and bacteriological examinations and analyses.
- Maintains routine documentation, including worksheet/ log sheet entries, sample documentation, and chain-of custody forms. Records data precisely and accurately.
- Perform complex mathematical calculations associated with the laboratory analysis of water and wastewater.
- Maintain analytical laboratory equipment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Supplemental specialized training in wastewater treatment plant operations and/or maintenance or related field and three (3) years of experience in wastewater collection system treatment plant.

Licenses and Certifications:

- Possession of a valid Class B California driver's license with appropriate endorsements.
- Possession of a Grade III Wastewater Treatment Plant Operator certificate issued by the SWRCB.
- Possession of a valid Laboratory Analyst Grade I Certification from the California Water Environment Association.
- Obtain a Collection System Maintenance Grade 3 Certification from the California Water Environment Association within thirty-six (36) months of employment or the date of entry into the position

PHYSICAL DEMANDS

Must possess mobility to work in and around standard wastewater collection systems and treatment plant facilities, and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and

to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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LEAD WASTEWATER SYSTEMS OPERATOR

DEFINITION

Under general supervision, operates equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant, as well as, wastewater collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Wastewater Systems Supervisor or Utilities Manager. The Lead Wastewater Systems Operator has responsibility to regularly lead a crew in collection system and/or wastewater plant functions and projects. Assists the Wastewater Systems Supervisor in exercising technical and functional supervision over lower level wastewater staff. When the Wastewater System Supervisor is unavailable this person will have the responsible charge for all wastewater collection system and treatment and operating issues.

CLASS CHARACTERISTICS

This is the lead worker class in the wastewater operations series and serves as a senior member of the wastewater systems crew. This position is required to have a complete working knowledge and understanding of the City's collection and treatment systems. Responsibilities include assisting the Utility Manager and Wastewater Systems Supervisor in planning, organizing, supervising, reviewing, and evaluating the work of wastewater collections and treatment plant operations and maintenance staff. Incumbents are expected to independently perform the full range of wastewater collections and treatment plant operations and maintenance duties, including a complete working knowledge of wastewater treatment plant laboratory operations. Incumbents in this class are required to perform qualitative and quantitative chemical, physical, and biological analysis of water and wastewater. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and adjusting to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments per information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize plant performance, monitors the results, and recommends potential operational changes to the Supervisor.

- Performs proper usage and handling of chemicals per industry standards.
- Assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- Performs inspection, construction, maintenance, and repair activities of wastewater collection systems; checks, cleans, and repairs collection system and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- Performs fabrication of piping and other systems as necessary to maintain operation of plant facilities and equipment.
- Operates a variety of vehicles and heavy equipment; including but not limited to pick-up trucks, Hydro-Vac; front end loader, and forklift.
- Operates a Hydro-Vac and trailer mounted jetter for hydro-flushing City sewer lines.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Collects water and sewage samples for laboratory tests.
- Assists in the training of other wastewater systems operators in laboratory practices and procedures.
- Serves as a Principal Lab Analyst for the wastewater treatment laboratory.
- Conducts and assists in conducting a variety of chemical, biochemical, and bacteriological tests on plant influent, effluent, and receiving waters; interprets and records data.
- Assists in keeping laboratory records and preparing laboratory reports.
- Maintains, cleans, and cares for laboratory equipment and material.
- Prepares chemical reagents and bacteriological culture media.
- Performs routine quality control checks for all reagents, media and data generated specific to subject matter.
- Responsible for the purchasing of supplies for the laboratory, and development of the annual budget for the laboratory.
- Under the direction of the Lab Director, assists in the supervision of other personnel in the laboratory.
- Lead, plan, and participate in the work of staff responsible for a variety of maintenance activities within the wastewater division of the Public Works Department.
- Plan, direct, and participate in drafting preventive maintenance programs within the wastewater division of the Public Works Department.
- Supervise the use and operation of public works maintenance equipment and vehicles; operate

- equipment and vehicles as needed and as assigned.
- Assists in the requisitions of materials, supplies and equipment; reports the need for unusual items; may request plant repairs and improvements.
- Train assigned employees in their areas of work in public works maintenance methods, techniques and in the set up and use of equipment.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Performs the duties of the safety officer; develops and maintains safety programs and standard operating procedures; makes inspections and reports plant and collection system conditions to assure adherence to maintenance and procedures; inspects plant and collection system equipment and facilities to locate needed repairs and maintenance; reports all findings to Supervisory personnel.
- Ensure the adherence to safe work practices and procedures.
- Accurately assess and evaluate work and maintenance service requests.
- Assist the Utilities Manager and Wastewater Systems Supervisor in the trouble shooting of public work projects and work requests.
- Maintain accurate records on installations and replacements; maintain inventory of supplies.
- Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Basic computer skills including the ability to produce and maintain documents in Microsoft Office, look up and order supplies on-line; and enter and complete work orders.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Use computers and a variety of computer software programs. record and log data.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.

- Basic principles and practices of qualitative and quantitative chemistry, mathematics, biology, and bacteriology; sampling procedures and equipment; safe work practices.
- Knowledge of principles and practices of effective supervision.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Be on standby duty and respond to after-hours emergencies.
- Operate, maintain, and repair a variety of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Perform the daily duties of the lab analyst.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Assist in the development and implementation of all safety programs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate mathematical calculations.
- Diagnose operating problems and take effective courses of action.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Conduct routine chemical, biological, and bacteriological examinations and analyses.
- Maintains routine documentation, including worksheet/ log sheet entries, sample documentation, and chain-of custody forms. Records data precisely and accurately.
- Perform complex mathematical calculations associated with the laboratory analysis of water and wastewater.
- Maintain analytical laboratory equipment.
- Communicate effectively, both oral and in written form.
- Effectively supervise subordinate staff.
- Establish and maintain effective working relationships.
- Organize time, staff and materials to meet deadlines.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in wastewater collections and treatment operations and maintenance; and five (5) years of responsible experience in the operation and maintenance of a wastewater treatment plant. One (1) year of lead or supervisory experience preferred.

Licenses and Certifications:

- Possession of a valid Class B California driver’s license with appropriate endorsements.
- Possession of a Grade III Wastewater Treatment Plant Operator certificate issued by the State Water Resources Control Board (SWRCB).
- Obtain a Grade IV Wastewater Treatment Plant Operator certificate issued by the SWRCB within twenty-four (24) months of employment or the date of entry into the position.
- Possession of a valid Laboratory Analyst Grade 1 Certification from the California Water Environment Association
- Obtain a Collection System Maintenance Grade 3 Certification from the California Water Environment Association within thirty-six (36) months of employment or the date of entry into the position.

PHYSICAL DEMANDS

Must possess mobility to work in and around standard wastewater collection systems and treatment plant facilities, and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council on _____

WASTEWATER SYSTEMS SUPERVISOR

DEFINITION

Under general supervision, operates equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant, as well as, wastewater collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Utilities Manager or Public Works Director. The Wastewater Systems Supervisor has responsibility to regularly direct the crew lead in collection system and/or wastewater plant functions and projects. Assists the Utility Manager in exercising technical and functional supervision over wastewater staff. When the Utility Manager is unavailable, this person may have the responsible charge for all Utility Division operations.

CLASS CHARACTERISTICS

This is the supervisor class in the wastewater operations series and serves as the senior member of the wastewater systems crew. This position is required to have a complete working knowledge and understanding of the City's collection and treatment systems. Responsibilities include assisting the Utility Manager organizing, supervising, reviewing, and evaluating the work of wastewater collections and treatment plant operations and maintenance staff. Incumbents are expected to independently perform the full range of wastewater collections and treatment plant operations and maintenance duties, including a complete working knowledge of wastewater treatment plant laboratory operations. Incumbents in this class may be required to perform qualitative and quantitative chemical, physical, and biological analysis of water and wastewater. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This position also acts as chief plant operator and laboratory director.

ESSENTIAL DUTIES & RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises and trains assigned personnel in the operation and maintenance of wastewater treatment plant and collection system; performs or assists with performance evaluations.
- Supervises and participates in the daily operation of the wastewater section, including providing for adjustment of plant operations within prescribed limits to meet N.P.D.E.S. permit standards, changing conditions, and emergencies; and supervises and assists a crew of assigned personnel engaged in operating and maintaining collection system facilities and appurtenances.
- Makes inspections and reports plant conditions to assure adherence to maintenance and operations procedures; assures and assists in work necessary to keep plant in a clean and orderly condition.
- Requisitions materials, supplies, and equipment; reports the need for unusual items; may recommend plant repairs and improvements.
- Provides for the instruction of new operators; is responsible for safe working conditions.
- Supervises and/or performs general electrical and SCADA diagnostics and repairs.
- Maintains surveillance of the operating efficiency of mechanical and electrical systems.
- Assists in the development and implementation of goals, objectives, policies, and priorities; works

- closely with contractors and engineers on improvement projects.
- Utilizes computerized asset management and maintenance software (i.e. CityWorks or equal); issues and monitors work orders and closes work orders when complete; maintains employee work time and schedules; keeps records; prepares necessary reports, logs, and activities.
 - Supervises and conducts a variety of chemical, biochemical, and bacteriological tests on plant influent, effluent, and receiving waters and records and analyzes data using
 - Delegates work orders for collection system and drainage related activities, assigns and supervises personnel engaged in operation and maintenance of municipal wastewater lines, pumps and wastewater system facilities and appurtenances.
 - Develops up-to-date specifications for National Pollutant Discharge Elimination System (NPDES) permitting programs, water quality management, source control, environmental monitoring programs, pollution prevention and control programs, new equipment and similar tasks.
 - Reviews work projects in process and at completion, including contractor coordination and direction.
 - Keeps records and makes reports on materials, equipment used, and employees' time spent on various projects.
 - Responds to customer inquiries; evaluates situations; makes determinations.
 - Develops, implements and oversees a variety of safety programs. Facilitates safety meetings and enforces safety regulations.
 - Operates heavy equipment as needed.
 - Keeps apprised of changes in wastewater and storm water regulations and practices.
 - Supervises, performs and prepares records-keeping for monitoring the City's water quality programs, including sampling of the collection system, performs flow testing, metering, system inspections and other analyses and records-keeping and prepares and submits reporting requirements for the system to regulatory agencies.
 - Preparation and implementation of scheduled system cleaning of trouble areas and preventive maintenance; reports to Division Manager status of wastewater collection system and related activities. Inspects various facilities for needed maintenance and repair.
 - Assures all operations are conducted in conformance with established policies, procedures, and standards established by the City and Cal OSHA.
 - Coordinates with other divisions and departments concerning common issues.
 - Coordinates and/or conducts monitoring and sampling of suspected pollutant discharge violations; and implementation of source control measures.
 - Keeps records and prepares reports.
 - As Chief Plant Operator, responsible for reporting plant operations to all applicable regulatory agencies in accordance with all permits for the various wastewater facilities.
 - Reports activities and conditions to utilities division manager.
 - Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.

- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Use computers and a variety of computer software programs. record and log data.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic principles and practices of qualitative and quantitative chemistry, mathematics, biology, and bacteriology; sampling procedures and equipment; safe work practices.
- Knowledge of principles and practices of effective supervision.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Be on standby duty and respond to after-hours emergencies.
- Operate, maintain, and repair a variety of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Perform the daily duties of the lab analyst.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Assist in the development and implementation of all safety programs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.

- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate mathematical calculations.
- Diagnose operating problems and take effective courses of action.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Conduct routine chemical, biological, and bacteriological examinations and analyses.
- Maintains routine documentation, including worksheet/ log sheet entries, sample documentation, and chain-of custody forms. Records data precisely and accurately.
- Perform complex mathematical calculations associated with the laboratory analysis of water and wastewater.
- Maintain analytical laboratory equipment.
- Communicate effectively, both oral and in written form.
- Effectively supervise subordinate staff.
- Establish and maintain effective working relationships.
- Organize time, staff and materials to meet deadlines.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Be available for standby duty.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Associate degree or completion of sixty (60) semester units at a college or university, either of which includes fifteen (15) units of basic science courses; and a minimum of five (5) years of progressively responsible experience in the operations of a wastewater treatment facility including two (2) years in a supervisory or lead position; and

Licenses and Certifications:

- Possession of a valid Class C California driver's license. Possession of a valid Class B California driver's license with appropriate endorsements, is desired.
- Possession of a Grade IV Wastewater Treatment Plant Operator certificate issued by the State Water Resources Control Board (SWRCB).
- Possession of a valid Laboratory Analyst Grade 1 Certification from the California Water Environment Association.
- Obtain a Collection System Maintenance Grade 3 Certification from the California Water Environment Association within thirty-six (36) months of employment or the date of entry into the position.

Note: The education requirement may be waived with four (4) or more years of experience performing the functions of a Wastewater Treatment Plant Operator while certified as a Grade III operator or above.

PHYSICAL DEMANDS

Must possess mobility to work in and around standard wastewater collection systems and treatment plant facilities, and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council on _____

**CITY OF MORRO BAY
 COMBINED SALARY SCHEDULE
 FISCAL YEAR 2016-17**

TITLE	GROUP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ACCOUNT CLERK I	S	36,980	38,829	40,770	42,809	44,949	
COLLECTION SYSTEM OPERATOR I	S	36,980	38,829	40,770	42,809	44,949	
OFFICE ASST. III	S	36,980	38,829	40,770	42,809	44,949	
OFFICE ASST. IV	S	39,981	41,980	44,079	46,283	48,597	
ACCOUNT CLERK II	S	41,537	43,614	45,795	48,084	50,489	
COLLECTION SYS OPERATOR II	S	41,537	43,614	45,795	48,084	50,489	
CONSOLIDATED MAINTENANCE WRK II	S	41,537	43,614	45,795	48,084	50,489	
WATER SYSTEM OPERATOR I	S	41,537	43,614	45,795	48,084	50,489	
WASTEWATER SYSTEMS OIT	S	41,537	43,614	45,795	48,084	50,489	
WWTP OIT	S	41,537	43,614	45,795	48,084	50,489	
PERMIT TECHNICIAN	S	42,539	44,666	46,899	49,244	51,707	
ACCOUNT CLK III	S	44,487	46,711	49,047	51,499	54,074	
COLLECTION SYS OPERATOR III	S	44,487	46,711	49,047	51,499	54,074	
CONSOLIDATED MAINTENANCE WRK III	S	44,487	46,711	49,047	51,499	54,074	
WASTEWATER SYSTEM OP I	S	44,487	46,711	49,047	51,499	54,074	
WWTP OPR I	S	44,487	46,711	49,047	51,499	54,074	
ADMINISTRATIVE TECHNICIAN	S	45,273	47,537	49,914	52,409	55,030	
ADMINISTRATIVE UTILITIES TECH	S	45,273	47,537	49,914	52,409	55,030	
PERMIT TECHNICIAN - CERTIFIED	S	45,273	47,537	49,914	52,409	55,030	
SUPPORT SERVICES TECHNICIAN	S	45,273	47,537	49,914	52,409	55,030	
MECHANIC	S	46,721	49,057	51,510	54,086	56,790	
LEGAL ASSISTANT/DEPUTY CITY CLERK	C	49,079	51,533	54,110	56,815	59,656	
WATER SYSTEM OPERATOR II	S	49,488	51,962	54,560	57,289	60,153	
WASTEWATER SYSTEMS OP II	S	49,488	51,962	54,560	57,289	60,153	
WWTP OPERATOR II	S	49,488	51,962	54,560	57,289	60,153	
SUPPORT SERVICES COORDINATOR	C	51,346	53,913	56,609	59,439	62,411	
HARBOR PATROL OFFICER	S	51,618	54,199	56,909	59,754	62,742	
COLLECTIONS SYS LEADWORKER	S	51,767	54,355	57,073	59,927	62,923	

City of Morro Bay, CA
Combined Salary Schedule

**CITY OF MORRO BAY
COMBINED SALARY SCHEDULE
FISCAL YEAR 2016-17**

TITLE	GROUP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
CONSOLIDATED MAINT LW - STS/PARKS/FA	S	51,767	54,355	57,073	59,927	62,923	
ENGINEERING TECHNICIAN III	S	51,767	54,355	57,073	59,927	62,923	
WATER SYSTEM OPERATOR III	S	51,962	54,561	57,289	60,153	63,161	
WASTEWATER SYSTEMS OP III	S	51,962	54,561	57,289	60,153	63,161	
WWTP OPERATOR II/LAB ANALYST	S	51,962	54,561	57,289	60,153	63,161	
RECREATION SUPERVISOR	S	52,919	55,565	58,344	61,261	64,324	
ASSISTANT PLANNER	S	53,249	55,911	58,707	61,642	64,724	
ASSISTANT CIVIL ENGINEER	S	55,376	58,144	61,052	64,104	67,309	
BUILDING INSPECTOR	S	55,376	58,144	61,052	64,104	67,309	
ENGINEERING TECHNICIAN IV	S	55,376	58,144	61,052	64,104	67,309	
WASTEWATER SYSTEMS LEADWORKER	S	55,376	58,144	61,052	64,104	67,309	
WWTP LEADWORKER	S	55,376	58,144	61,052	64,104	67,309	
FIREFIGHTER	F	55,658	58,441	61,363	64,431	67,652	
HUMAN RESOURCES ANALYST	C	57,564	60,442	63,464	66,637	69,969	
SENIOR ACCOUNTING TECHNICIAN	C	57,564	60,442	63,464	66,637	69,969	
HARBOR BUSINESS COORD	S	57,641	60,523	63,550	66,727	70,063	
RECREATION COORDINATOR	S	57,641	60,523	63,550	66,727	70,063	
POLICE OFFICER	P	59,004	61,955	65,052	68,305	71,720	75,306
HARBOR PATROL SUPERVISOR	S	60,801	63,841	67,033	70,385	73,904	
FIRE ENGINEER	F	60,849	63,891	67,086	70,440	73,962	
ASSOCIATE CIVIL ENGINEER	S	61,972	65,070	68,324	71,740	75,327	
ASSOCIATE PLANNER	S	61,972	65,070	68,324	71,740	75,327	
BUILDING INSPECTOR/PLANS	S	61,972	65,070	68,324	71,740	75,327	
COLLECTION SYSTEM SUPERVISOR	S	61,972	65,070	68,324	71,740	75,327	
CONSOLIDATED MAINT FIELD SUPV	S	61,972	65,070	68,324	71,740	75,327	
WATER SYSTEM SUPERVISOR	S	61,972	65,070	68,324	71,740	75,327	
WWTP SUPERVISOR	S	61,972	65,070	68,324	71,740	75,327	
MANAGEMENT ANALYST	M	63,275	66,439	69,761	73,249	76,912	
POLICE DETECTIVE	P	61,955	65,052	68,305	71,720	75,306	79,072

S = SEIU; F = Fire; P = Police; C = Confidential; M = Management; E = Executive

City of Morro Bay, CA
Combined Salary Schedule

**CITY OF MORRO BAY
COMBINED SALARY SCHEDULE
FISCAL YEAR 2016-17**

TITLE	GROUP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
POLICE SCHOOL RESOURCE OFFICER	P	61,955	65,052	68,305	71,720	75,306	79,072
POLICE SENIOR OFFICER	P	61,955	65,052	68,305	71,720	75,306	79,072
POLICE CORPORAL	P	62,530	65,657	68,940	72,387	76,006	79,806
FIRE CAPTAIN	F	69,946	73,443	77,116	80,971	85,020	
WASTEWATER SYSTEMS SUPV	S	71,267	74,831	78,572	82,501	86,626	
BUDGET/ACCOUNTING MANAGER	M	74,002	77,703	81,588	85,667	89,950	
CAPITAL PROJECTS MANAGER	M	74,002	77,703	81,588	85,667	89,950	
CONSOLIDATED MAINTENANCE SUPERINTE	M	74,002	77,703	81,588	85,667	89,950	
ENVIRONMENTAL PROGRAMS MANAGER	M	74,002	77,703	81,588	85,667	89,950	
INFORMATION SERVICES TECHNICIAN	M	74,002	77,703	81,588	85,667	89,950	
TOURISM MANAGER	M	74,002	77,703	81,588	85,667	89,950	
POLICE SERGEANT	P	73,585	77,264	81,127	85,184	89,443	93,915
PLANNING MANAGER	M	81,404	85,475	89,748	94,236	98,947	
CITY CLERK / RISK MANAGER	M	81,800	85,890	90,185	94,694	99,428	
COMMUNITY DEVELOPMENT MANAGER	M	95,936	100,733	105,770	111,058	116,611	
UTILITY DIVISION MANAGER	M	95,936	100,733	105,770	111,058	116,611	
WASTEWATER DIVISION MANAGER	M	95,936	100,733	105,770	111,058	116,611	
POLICE COMMANDER	M	107,707	113,092	118,747	124,684	130,919	
DEPUTY CITY MANAGER	E	117,588	123,467	129,640	136,122	142,928	
COMMUNITY DEVELOPMENT DIRECTOR	E	117,588	123,467	129,640	136,122	142,928	
FINANCE DIRECTOR	E	117,588	123,467	129,640	136,122	142,928	
PUBLIC WORKS DIRECTOR	E	121,973	128,072	134,475	141,199	148,259	
ADMINISTRATIVE SERVICES DIRECTOR	E	121,973	128,072	134,475	141,199	148,259	
HARBOR DIRECTOR	E	124,248	130,460	136,983	143,833	151,024	sworn
FIRE CHIEF	E	124,248	130,460	136,983	143,833	151,024	sworn
POLICE CHIEF	E	124,248	130,460	136,983	143,833	151,024	sworn
ASSISTANT CITY MANAGER	E	126,790	133,130	139,786	146,775	154,114	
CITY MANAGER	E	160,000	160,000	160,000	160,000	160,000	



AGENDA NO: A-7

MEETING DATE: December 13, 2016

Staff Report

TO: Honorable Mayor and City Council

DATE: December 6, 2016

FROM: David Buckingham, City Manger
Joseph W. Pannone, City Attorney

SUBJECT: Public Ratification of Tentative Settlement Agreement with PG&E regarding Closure of Diablo Canyon Power Plant

RECOMMENDATION

Ratify the Council approval of the tentative settlement agreement among PG&E and the cities of Arroyo Grande, Atascadero, Morro Bay, Paso Robles, Pismo Beach and San Luis Obispo (collectively, the "Coalition Cities") to assist with mitigation of the economic impacts that will result from the closure of the Diablo Canyon Power Plant.

ALTERNATIVES

Staff does not recommend any alternatives to ratifying the tentative settlement agreement.

FISCAL IMPACT

Approval of the tentative agreement, subject to approval by the California Public Utilities Commission, will provide the City with \$497,472 to assist with mitigating the economic impacts that will result from the closure of the Diablo Canyon Power Plant.

BACKGROUND/DISCUSSION

Officials from the Coalition Cities have reached a tentative agreement with PG&E calling for the utility to establish a \$10 Million Economic Development Fund to help plan and implement ways to ease the economic impact of the Diablo Canyon Power Plant closure in 2025.

The Coalition Cities reached the agreement in collaboration with the County of San Luis Obispo after weeks of discussions with PG&E. The Coalition was formed proactively in September 2016 on behalf of their residents primarily to address the economic impacts related to Diablo's planned closure.

PG&E will contribute an initial \$400,000 within 30 days of the initial approval by the California Public Utilities Commission (CPUC) so that regional economic impact planning can begin quickly. The rest of the \$10 Million will be disbursed once the CPUC has made all final approvals, with 60 percent going to the Coalition Cities (\$5.76 Million) and 40 percent to the County (\$3.84 Million).

The tentative agreement also permits the Coalition Cities to participate in the CPUC's review of any additional economic mitigation that might result from the economic impact report required by SB 968, authored by Senator Bill Monning. That means the Coalition Cities may advocate for more funding beyond the Economic Development Fund to address additional economic impacts uncovered by the Monning Study. This is an important additional opportunity to ensure that our communities have the best possibilities for economic vitality once additional data is known.

01181.0001/327991.1	
Prepared By: <u>JWP</u>	Dept Review: <u>JWP</u>
City Manager Review: _____	City Attorney Review: <u>JWP</u>

The Coalition Cities' \$5.76 Million share of the \$10 Million Economic Development Fund will be distributed to the six member cities as shown below. The distribution was based on a formula that relied primarily on size of General Fund expenditures in each City, and the number of DCPD employees that live in each City. Morro Bay's share is relatively low when compared to the other Coalition Cities due to Morro Bay's smaller General Fund, and the very limited number of DCPD employees who live in Morro Bay.

- Arroyo Grande \$747,422
- Atascadero \$783,106
- Morro Bay \$497,472
- Paso Robles \$1.15 million
- Pismo Beach \$767,028
- San Luis Obispo \$1.82 million

The \$10 Million Economic Development Fund will be in addition to the original \$49.5 million PG&E proposed in June as a Community Impact Mitigation Fund. The County and San Luis Coastal Unified School District also negotiated for additional support.

CONCLUSION

Staff recommends the City Council publically ratify the tentative settlement agreement, which will provide funding to assist the City with mitigating the economic impacts that will result from the closure of the Diablo Canyon Power Plant.

ATTACHMENTS

1. Tentative Settlement Agreement

**BEFORE THE
PUBLIC UTILITIES COMMISSION
OF THE STATE OF CALIFORNIA**

Application of Pacific Gas and Electric Company for Approval of the Retirement of Diablo Canyon Power Plant, Implementation of the Joint Proposal, And Recovery of Associated Costs Through Proposed Ratemaking Mechanisms

(U 39 E)

Application 16-08-006
(Filed August 11, 2016)

**SETTLEMENT AGREEMENT BETWEEN
PACIFIC GAS AND ELECTRIC COMPANY (U 39 E),
THE COUNTY OF SAN LUIS OBISPO, THE CITY OF ARROYO GRANDE,
THE CITY OF ATASCADERO, THE CITY OF MORRO BAY, THE CITY OF PASO
ROBLES, THE CITY OF PISMO BEACH, THE CITY OF SAN LUIS OBISPO,
THE SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT, FRIENDS OF THE
EARTH, NATURAL RESOURCES DEFENSE COUNCIL, ENVIRONMENT
CALIFORNIA, INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
LOCAL 1245, COALITION OF CALIFORNIA UTILITY EMPLOYEES,
AND ALLIANCE FOR NUCLEAR RESPONSIBILITY**

**SETTLEMENT AGREEMENT BETWEEN
PACIFIC GAS AND ELECTRIC COMPANY (U 39 E),
THE COUNTY OF SAN LUIS OBISPO, THE CITY OF ARROYO GRANDE,
THE CITY OF ATASCADERO, THE CITY OF MORRO BAY, THE CITY OF PASO
ROBLES, THE CITY OF PISMO BEACH, THE CITY OF SAN LUIS OBISPO,
THE SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT, FRIENDS OF THE
EARTH, NATURAL RESOURCES DEFENSE COUNCIL, ENVIRONMENT
CALIFORNIA, INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
LOCAL 1245, COALITION OF CALIFORNIA UTILITY EMPLOYEES,
AND ALLIANCE FOR NUCLEAR RESPONSIBILITY**

The County of San Luis Obispo (“County”), the Cities of Arroyo Grande, Atascadero, Morro Bay, Paso Robles, Pismo Beach, and San Luis Obispo (collectively, the “Cities”), the San Luis Coastal Unified School District (“District”), Pacific Gas and Electric Company (“PG&E”), and Friends of The Earth, Natural Resources Defense Council, Environment California, International Brotherhood of Electrical Workers Local 1245, Coalition of California Utility Employees, and Alliance For Nuclear Responsibility (together with PG&E, the “Joint Parties” to the Joint Proposal filed as Attachment A to the Application in the above-referenced proceeding) (collectively, the “Parties”), enter into this Settlement Agreement (“Settlement”) as a compromise of their respective litigation positions to resolve the disputed issues between the Parties raised in the above-captioned proceeding. This Settlement addresses the Community Impact Mitigation Program (“CIMP”) proposed by PG&E in this proceeding, including the ratemaking treatment for the CIMP. The Parties request the California Public Utilities Commission’s (“Commission”) approve the Settlement as just and reasonable.

BACKGROUND

A. On August 11, 2016, PG&E filed this Application seeking the Commission’s approval to implement portions of a Joint Proposal for the Retirement of Diablo Canyon Power Plant (“Joint Proposal”). Concurrent with filing the Application, PG&E also served its Prepared Testimony and workpapers. On September 15, 2016, the Cities filed a protest and motion for

party status in this proceeding and the District filed a response to the Application. The County served its response on September 15, 2016, but a filing error prevented the response from being docketed. The County filed a motion for leave to late-file a response to the Application on September 23, 2016; the motion was granted and the County formally filed its response October 6, 2016. On September 26, 2016, PG&E filed a reply to the responses and protests filed by parties, including those of the Cities, the County, and the District.

B. In its Application, PG&E proposed a \$49.5 million fund as part of the CIMP to provide transitional assistance to the local community in connection with the retirement of DCPD. PG&E proposed a stream of mitigation payments between 2017 and 2025 as a way to assist the local community to prepare and plan for the long-term loss of economic stimulus that DCPD provides. PG&E calculated the size of the community impact mitigation payments based upon the forecasted reductions in DCPD property tax base over that same period. The rapid loss of unitary tax funding levels will have significant impacts on the County, the District and 71 other local taxing jurisdictions.

C. PG&E entered into settlement discussions with the Cities, the County, and the District to address concerns about PG&E's proposal. The County, District, and PG&E each met with the the State Board of Equalization ("SBE") to better understand the unitary tax allocation methodology and the implications for the local community assuming a 2024 (Unit 1) and 2025 (Unit 2) shutdown of DCPD. As a result of these discussions, the Parties have learned that the proposed \$49.5 million mitigation fund was based on simplified assumptions and understates the reduction in unitary taxes that is likely to occur over the next 9 years. The County, District, PG&E, and the remaining Joint Parties have reached a compromise on the appropriate funding levels for an Essential Services Mitigation Fund, as set forth in this Settlement.

D. Public Utilities Code Section 712.5 (added by Senate Bill (“SB”) 968 (2016, Monning)) requires the Commission to cause an assessment of adverse and beneficial economic impacts for the County and surrounding regions that could occur due to the shutdown of DCP (Monning Report”). The Monning Report will review potential actions for the state and local jurisdictions to consider in order to mitigate the economic impacts of a shutdown. The Cities have requested that the Commission review such issues in this proceeding and have expressed concern that the Monning Report will not be completed in time for consideration in the proceeding. The County has suggested the Monning Report be considered in a second phase of this proceeding or a separate proceeding initiated after this proceeding concludes. PG&E has taken the position that such economic impacts are out of scope in this proceeding given the separate procedural path specified by the California Legislature for review. On November 18, 2016, the Assigned Commissioner and Administrative Law Judge filed the scoping memo in this matter, finding community economic impacts to be within the scope of the current proceeding. Notwithstanding that ruling, the Cities, County, PG&E, and the remaining Joint Parties have reached a compromise on the procedural path for the future evaluation of economic impacts and the creation of an Economic Development Fund, as set forth in this Settlement.

E. In the Application, PG&E also proposed to continue support for local emergency planning and preparedness after the cessation of plant operations in 2025. The County has requested assurances that PG&E’s commitment to supporting local emergency planning and preparedness will also continue for the duration of DCP’s operation through 2025 as well as after the cessation of plant operations. The County, PG&E, and the other Joint Parties have reached a compromise that provides these assurances, as set forth in this Settlement.

SETTLEMENT TERMS AND CONDITIONS

In order to avoid the risks and costs of litigation, the Parties agree to the following terms and conditions as a complete and final resolution of the CIMP-related issues between the Parties in this proceeding, subject to reservations of rights set forth herein by the County, the District, the Cities, and PG&E to address economic impact issues in a future proceeding informed by the Monning report and other subsequently developed economic impact data. Not all Parties have agreed to all terms set forth in the Appendices to this Agreement. Each of the Parties has agreed to support those Appendices described in Sections 1-3, below, in which the specific Party is named. Each of the Parties agree not to oppose any terms set forth in the Appendices to this Settlement to which the Party has not specifically agreed.

1. Essential Services Mitigation Fund

1.1. The County, District, PG&E, and the Joint Parties agree to the terms governing an Essential Services Mitigation Fund, as set forth in Appendix 1 to this Settlement.

2. Evaluation and Mitigation of Regional Economic Impacts

2.1. The Cities, County, PG&E, and the Joint Parties agree to the terms governing the evaluation and mitigation of regional economic impacts, including the process for further consideration of the Monning Report and the creation of an Economic Development Fund, as set forth in Appendix 2 to this Settlement.

3. Emergency Planning and Preparedness and Future Land Use

3.1. The County, PG&E, and the Joint Parties agree to the terms governing emergency planning and preparedness and the future use and disposition of DCPP lands, as set forth in Appendix 3 to this Settlement.

4. Support for Other Provisions of the DCPD Application

4.1. The Parties agree it is critical to retain the highly-skilled workforce at Diablo Canyon during the remaining years of operations in order to continue safe and reliable operations. The Parties support the approval of the Employee Program as described in Chapter 7 of the DCPD Application.

4.2. The County, Cities, and the District have reviewed all other portions of PG&E's Application, testimony, and workpapers and do not oppose or take no position on the relief requested in PG&E's Application, as modified by this Settlement.

5. Modification to the Joint Proposal

5.1. This Settlement results in a modification to Section 4 of the Joint Proposal, by and among PG&E, Friends of The Earth, Natural Resources Defense Council, Environment California, International Brotherhood of Electrical Workers Local 1245, Coalition of California Utility Employees, and Alliance For Nuclear Responsibility. The Joint Parties hereby agree upon and support such modification.

GENERAL PROVISIONS

6. Scope and Approval

6.1. In accordance with Rule 12.5, the Parties intend that Commission adoption of this Settlement will be binding on the Parties, including their legal successors, assigns, partners, members, agents, parent or subsidiary companies, affiliates, officers, directors, and/or employees. Unless the Commission expressly provides otherwise, and except as otherwise expressly provided herein, such adoption does not constitute approval or precedent for any principle or issue in this or any future proceeding.

6.2. The Parties agree that this Settlement is subject to approval by the Commission. After the Parties have signed this Settlement, the Parties shall jointly file a motion for Commission approval and adoption of this Settlement, which may be submitted along with additional partial settlements in this proceeding. The Parties will furnish such additional information, documents, and/or testimony as the ALJ or the Commission may require in granting the motion adopting this Settlement.

6.3. The Parties agree to support the terms of this Settlement to which they have expressly agreed and to use their best efforts to secure Commission approval of those terms in their entirety without modification.

6.4. The Parties agree to recommend that the Commission approve and adopt this Settlement in its entirety without change.

6.5. The Parties agree that, if the Commission fails to adopt this Settlement in its entirety and without modification, the Parties shall convene a settlement conference within fifteen (15) days thereof to discuss whether they can resolve the issues raised by the Commission's actions. If the Parties cannot mutually agree to resolve the issues raised by the Commission's actions, the Settlement shall be rescinded and the Parties shall be released from their obligation to support the Settlement. Thereafter, the Parties may pursue any action they deem appropriate, but agree to cooperate in establishing a procedural schedule.

6.6. The Parties agree to actively and mutually defend all terms of this Settlement to which each Party has agreed if the adoption of those terms is opposed by any other party.

6.7. This Settlement constitutes a full and final settlement of all issues reviewed by the County, Cities, and District in the above-captioned proceeding. This Settlement constitutes the Parties' entire settlement concerning the CIMP, which cannot be amended or modified without the express written and signed consent of all the Parties hereto.

7. Miscellaneous Provisions

7.1. The Parties agree that no signatory to the Settlement or any employee thereof assumes any personal liability as a result of the Settlement.

7.2. If any Party fails to perform its respective obligations under the Settlement, the other Party may come before the Commission to pursue a remedy including enforcement.

7.3. The provisions of this Settlement are not severable. If the Commission, or any competent court of jurisdiction, overrules or modifies as legally invalid any material provision of the Settlement, the Settlement may be considered rescinded as of the date such ruling or modification becomes final, at the discretion of the Parties.

7.4. The Parties acknowledge and stipulate that they are agreeing to this Settlement freely, voluntarily, and without any fraud, duress, or undue influence by any other party. Each party states that it has read and fully understands its rights, privileges, and duties under the Settlement, including each Party's right to discuss the Settlement with its legal counsel and has exercised those rights, privileges, and duties to the extent deemed necessary.

7.5. In executing this Settlement, each Party declares and mutually agrees that the terms and conditions to which it has expressly agreed are reasonable, consistent with law, and in the public interest.

7.6. No Party has relied, or presently relies, upon any statement, promise, or representation by any other Party, whether oral or written, except as specifically set forth in this Settlement. Each Party expressly assumes the risk of any mistake of law or fact made by such Party or its authorized representative.

7.7. This Settlement may be executed in separate counterparts by the different Parties hereto with the same effect as if all Parties had signed one and the same document. All such

counterparts shall be deemed to be an original and shall together constitute one and the same Settlement.

7.8. Except as otherwise specifically provided in Appendix 2 specifying time of payment of the Economic Development Fund within 30 days after Commission's approval of the Application, Joint Proposal, and this Settlement, this Settlement shall become effective and binding on the Parties as of the date it is approved by the Commission in a final and non-appealable decision.

7.9. This Settlement shall be governed by the laws of the State of California as to all matters, including but not limited to, matters of validity, construction, effect, performance, and remedies.

The Parties mutually believe that, based on the terms and conditions stated above, this Settlement is reasonable in light of the whole record, consistent with the law, and in the public interest. The Parties' authorized representatives have duly executed this Settlement on behalf of the Parties they represent.

**PACIFIC GAS AND ELECTRIC
COMPANY**

COUNTY OF SAN LUIS OBISPO

Name:
Title:

Date: _____

Name:
Title:

Date: _____

**SAN LUIS COASTAL UNIFIED
SCHOOL DISTRICT**

Name:
Title:

Date: _____

CITY OF ARROYO GRANDE

Name:
Title:

Date: _____

CITY OF ATASCADERO

Name:
Title:

Date: _____

CITY OF MORRO BAY

Name: David Buckingham
Title: City Manager

Date: _____

CITY OF PASO ROBLES

Name:
Title:

Date: _____

CITY OF PISMO BEACH

Name:
Title:

Date: _____

CITY OF SAN LUIS OBISPO

Name:
Title:

Date: _____

FRIENDS OF THE EARTH

Name:
Title:

Date: _____

**NATURAL RESOURCES DEFENSE
COUNCIL**

Name:
Title:

Date: _____

ENVIRONMENT CALIFORNIA

Name:
Title:

Date: _____

**INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS LOCAL 1245**

Name:
Title:

Date: _____

**COALITION OF CALIFORNIA
UTILITY EMPLOYEES**

Name:
Title:

Date: _____

**ALLIANCE FOR NUCLEAR
RESPONSIBILITY**

Name:
Title:

Date: _____

Appendix 1 - Essential Services Mitigation Fund Terms (District/County/PG&E)

1. The Essential Services Mitigation Fund (“ESMF”) will be increased from \$49.5 million to \$75 million, of which \$10 million will be dedicated to an educational foundation to be designated by the San Luis Coastal Unified School District (“District”). These funds, including the \$10 million portion to be dedicated to a District educational foundation, will be distributed to San Luis Obispo County (“County”) in nine equal annual installments through 2025. The funds will be distributed on September 1st of each year, following a final and non-appealable CPUC decision approving the settlement and the DCPD Application, as revised. If final and non-appealable CPUC approval of this settlement is not obtained by September 1, 2017, the first distribution will occur 30 days after such approval is issued, unless otherwise agreed. The parties will meet and confer within 30 days of the filing of any application for rehearing or appeal of the CPUC decision approving this Settlement. The payments will continue as scheduled for the full 9 year period even in the event one or both DCPD Units closes early. The Parties accept the risk that DCPD may close before the scheduled dates in 2024 and 2025 and will not request any additional financial compensation in such an event.
2. The County will redistribute the funds based on a revision of the 2015/2016 unitary factors to the taxing jurisdictions whose unitary tax funding is negatively impacted by the closure of Diablo Canyon within two weeks of receiving the PG&E payment and will cause \$2 million of the District’s share of each of the first five installment payments to be deposited into the account of the District’s designated educational foundation. The recalculation of the unitary tax factors will exclude local agencies whose funding is not impacted by unitary tax. The allocation that the County shall use in allocating the ESMF is set forth in Attachment A to this Appendix 1.
3. The parties agree that the compromise they have reached is a settlement and is not intended to be a substitute or in-lieu tax payment. Estimating potential tax revenue declines is simply one of many factors the parties considered in developing an appropriate and reasonable ESMF.
4. The ESMF will be included as part of the overall Community Impact Mitigation Program and collected in rates through the nuclear decommissioning charge over the remaining life of the plant, as described in Chapter 10 of the DCPD Application.
5. The County and District agree to support the Employee Program set forth in the Application and to not oppose the remaining provisions of the Application, as may be modified through settlements with other parties.
6. This term sheet is subject to (i) final approval by all parties; (ii) negotiation and execution of a final settlement agreement; (iii) agreement by the Joint Parties to the PG&E Joint Proposal for Diablo Canyon (to the extent the terms and conditions result in modifications to the Joint Proposal) and (iv) approval by the CPUC.

**Attachment A to Appendix 1:
 Distribution of the Essential Services Mitigation Fund**

The Essential Services Mitigation Fund (ESMF) of \$75,000,000 is created to assist local jurisdictions whose annual budgets will be impacted by the decline in unitary tax over the next nine years. Local jurisdictions (71) currently receiving unitary tax include the County of San Luis Obispo, Incorporated Cities, Special Districts and Basic-Aid School Districts. The San Luis Obispo County Auditor-Controller-Treasurer-Tax Collector has developed Schedule 1 by starting with 2015/2016 unitary factors and redistributing the percentages allocated to agencies whose budgets are not impacted by the decline in unitary tax. Those agencies' (non-basic aid schools and redevelopment agencies) percentages were redistributed based on the actual 2015/2016 unitary factors so that the allocations of the ESMF include only those agencies whose annual budgets are adversely impacted by the closure of DCPD. The County Auditor-Controller-Treasurer-Tax Collector will distribute the amounts identified in Schedule 1 to the 71 agencies within two weeks of receiving the annual payment by PG&E. The ESMF is not Unitary Tax and will not change any prescribed Unitary Tax distributions.

The ESMF will be distributed annually in 9 equal and consecutive payments of \$8,333,333.33 from PG&E to the County of San Luis Obispo on the 1st of September beginning in 2017. If final and non-appealable CPUC approval of this settlement is not obtained by September 1, 2017, the first distribution will occur 30 days after such approval, unless otherwise agreed. The payments will continue as scheduled for the full 9-year period even in the event one or both DCPD Units closes early.

The total distribution to San Luis Coastal Unified School District includes \$10 million that will be dedicated to an educational foundation to be designated by the District. The County will cause \$2 million of the District's share from each of the first 5 installment payments to be deposited to the account of the District's Educational Foundation. The other receiving agencies will not be impacted by this distribution.

Schedule 1 Agency	Essential Services Mitigation Fund of 75 Million 9 Annual Payments of \$8,333,333.33
County of San Luis Obispo – General Fund	\$3,106,644.19
Roads	\$130,559.76
Air Pollution Control District	\$13,202.49
San Luis Obispo County Library	\$223,570.15

Schedule 1 – continued	Essential Services Mitigation Fund of 75 Million 9 Annual Payments of \$8,333,333.33
Agency	
Garden Farms Water	\$273.50
Santa Maria Valley Water Conservation District	\$356.23
Cambria Community Hospital	\$2,823.44
Cayucos Sanitary District	\$4,030.04
City of Arroyo Grande	\$30,202.90
City of Atascadero (including sanitation)	\$40,440.60
City of Grover Beach	\$12,615.28
City of Morro Bay	\$104,716.70
City of Paso Robles	\$40,387.74
City of Pismo Beach	\$20,581.13
City of San Luis Obispo	\$76,962.63
Cachuma Resource Conservation District	\$210.29
Post San Luis Harbor District	\$170,300.53
California Valley Community Services District	\$1,330.71
Nipomo Community Services District	\$3,608.31
Cambria Community Services District	\$13,658.70
San Simeon Acres Community Services District	\$667.65
Templeton Community Services District	\$5,235.49
Nipomo Sewer Maintenance	\$103.42
Nipomo Drain Maintenance	\$103.42
Linne Community Services District	\$119.51
Grover City Street Light District #1	\$2,962.49
San Luis Obispo County Flood Control District	\$32,067.95
Nacimiento Water Services District	\$39,975.20
Flood Control Zone 1	\$998.60
Flood Control Zone 1A	\$104.57
Flood Control Zone 3	\$1,807.60
Flood Control Zone 9	\$3,776.08
County Waterworks No. 8	\$344.74
Nipomo Lighting District	\$241.32
San Miguel Community Services District - Lighting	\$613.64
County Service Area # 23(former Santa Margarita Lighting)	\$227.53
County Service Area #1	\$65.50
County Service Area #1 Zone A	\$280.39
County Service Area #1 Zone B	\$143.64
County Service Area #1 Zone C	\$52.86
County Service Area #1 Zone D	\$212.59
County Service Area #7	\$288.43
County Service Area #7 Zone A	\$1,184.77
County Service Area #7 Zone B	\$265.45
Los Osos Community Services District Zone A	\$2,022.49
Los Osos Community Services District Zone B	\$11,629.32

Schedule 1 – continued Agency	Essential Services Mitigation Fund of 75 Million 9 Annual Payments of \$8,333,333.33
Los Osos Community Services District Zone C	\$116.06
Los Osos Community Services District Zone F	\$66.65
County Service Area #10	\$998.60
County Service Area #12	\$3,524.42
County Service Area #16	\$217.19
Heritage Community Services District	\$1,740.95
San Miguel Sanitary District	\$429.78
Oceano Community Services District	\$5,668.72
Cayucos Fire District	\$1,290.49
San Miguel Community Services District - Fire	\$2,090.29
Santa Margarita Fire District	\$887.14
Arroyo Grande Cemetery District	\$897.48
Atascadero Cemetery District	\$2,489.04
Cambria Cemetery District	\$640.07
Cayucos-Morro Bay Cemetery District	\$10,058.44
Paso Robles Cemetery District	\$2,978.58
San Miguel Cemetery District	\$611.34
Santa Margarita Cemetery District	\$707.87
Shandon Cemetery District	\$480.34
Templeton Cemetery District	\$674.55
Avila Beach County Water District	\$31,330.20
Avila County Water Improvement District #1	\$1,341.05
Coast Unified School District (Cayucos Elem)	\$16,515.47
Coast Unified School District	\$54,799.13
San Luis Coastal Unified School District – Note: For the first 5 distributions \$2,000,000 will be deposited in the District’s Educational Foundation	\$4,090,809.51
Annual Total	\$8,333,333.33

**Appendix 2 - Economic Development Fund Terms
(Coalition Cities/County/PG&E)**

1. The Parties agree that the economic impacts of DCPD closure should be considered as a part of a separate CPUC proceeding following issuance of the economic analysis specified in California Public Utilities Code Section 712.5 (“Monning Report”). The Parties support Commission approval of this settlement and proceeding with consideration of the remaining scope of the DCPD Application immediately, without delay for consideration of the economic impacts of DCPD closure.
2. The Parties agree that the DCPD Application should be revised to include a \$10 million payment by PG&E to the County and to the Cities of Arroyo Grande, Atascadero, Morro Bay, Paso Robles, Pismo Beach and San Luis Obispo (collectively, the “Coalition of Cities”) to establish a fund for implementation of regional economic development and job creation programs (collectively, the “Economic Development Fund”). The County and the Coalition of Cities agree to further distribute those payments pursuant to the allocation methodology set forth in Attachment A. The purpose of the Economic Development Fund is to provide immediate funding for actions to create new economic development opportunities and mitigate impacts associated with the pending closure of DCPD.
3. Within 18 months of the payment by PG&E of the Economic Development Fund, the County and each of the Coalition of Cities will prepare a report that (i) enumerates and describes the expenditures from the Economic Development Fund and (ii) assesses the results and effectiveness of the economic development measures or programs resulting from such expenditures (the “Initial Report”). The County and each of the Coalition of Cities will prepare subsequent annual updates to the Initial Report until all Economic Development Fund revenues have been expended, at which time the reporting may cease. The Initial Reports and any subsequent updates will be provided to PG&E, and PG&E will submit the reports to the CPUC and make them available to the public. Reports shall report on expenditures on a fiscal year basis. In the event payment of the Economic Development Fund is delayed by any rehearing application or appeal of the CPUC’s decision approving the DCPD Application, the County and each of the Coalition Cities shall be entitled for purposes of the specified reporting to credit against the Economic Development Fund amounts expended by the Cities for purposes of economic development and impact mitigation between the date the CPUC first issues its decision and the date of payment of the Economic Development Fund pursuant to this agreement.
4. The County and Coalition of Cities commit to spending the Economic Development Fund solely for the purposes of economic development and impact mitigation purposes.
5. PG&E shall pay \$400,000 of the total Economic Development Fund to the County within 30 days of issuance of a decision by the CPUC approving the DCPD Application and thereafter shall not request any reimbursement of payment from the County or the Coalition of Cities. PG&E shall pay the remaining balance of the Economic Development Fund within 30 days of the final and non-appealable approval of the DCPD Application, as revised consistent with this Settlement, unless otherwise agreed. The parties will meet and confer within 30 days of the filing of any application for rehearing or appeal of the CPUC decision approving this Settlement.

6. Following issuance of the Monning Report (per SB 968), the Commission will institute a new proceeding to evaluate the results of the Monning Report, take comment, and consider further action. The Parties reserve all rights in such proceeding to advocate for or to oppose further funding of economic impact mitigation by PG&E and/or its customers. PG&E specifically reserves the right to assert that no additional funding, beyond the mitigation payments provided by the DCPD Application, as modified by this settlement, is required, and the County and the Coalition of Cities or any of the cities specifically reserve the right to seek additional funding beyond the Economic Development Fund. In no event shall the Coalition of Cities or the County be required to refund any amount paid under this Settlement.
7. PG&E, the County, and the Coalition of Cities agree to work together to advocate jointly for additional funding or other assistance from the State of California and Federal government agencies, and their respective legislative bodies, to support the economic transition of the local community to an era without DCPD in operation. This provision is not intended to bind any Party to any financial commitment or specific position with respect to such advocacy.
8. The Economic Development Fund will be included as part of the overall Community Impact Mitigation Program, as described in Chapter 10 of the DCPD Application.
9. The County and the Coalition of Cities agree to support the Employee Program set forth in the Application and to not oppose the remaining provisions of the Application, as may be modified through settlements with other parties.
10. This term sheet is subject to (i) final approval by all parties; (ii) negotiation and execution of a final settlement agreement; (iii) agreement by the Joint Parties to the PG&E Joint Proposal for Diablo Canyon (to the extent the terms and conditions result in modifications to the Joint Proposal); and (iv) approval by the CPUC.

**Attachment A to Appendix 2
 Distribution of Economic Development Fund County of San Luis Obispo/Coalition of Cities**

Total Amount	County (40%)	Coalition Share (60%)	Regional Economic Development	<u>Arroyo Grande</u>	<u>Atascadero</u>	<u>Morro Bay</u>	<u>Paso Robles</u>	<u>Pismo Beach</u>	<u>San Luis Obispo</u>
\$10,000,000	\$3,840,000*	\$5,760,000	\$400,000**	\$747,422	\$783,106	\$497,472	\$1,145,631	\$767,028	\$1,819,341

*The County will allocate \$192,000 of this amount to the City of Grover Beach.
 ** To be distributed to the County for Regional Economic Development.

Appendix 3 – Emergency Planning and Future Land Use Terms (County/PG&E)

Emergency Planning and Preparedness

1. The specific costs and detailed plans for emergency planning and preparedness (emergency management) through the decommissioning period will be definitively proposed in the site-specific decommissioning estimate to be submitted to the CPUC as specified in Chapter 8 of PG&E's prepared testimony supporting Application 16-08-006. The purpose of this agreement is to outline the intent of what will be submitted as part of the site-specific decommissioning estimate and is subject to CPUC approval and funding in nuclear decommissioning rates.
2. The parties recognize that PG&E will continue to fund, at current funding levels, the maintenance of all emergency response-related equipment, including the public warning sirens, as well as the approximately \$4 million in funding for offsite state and local emergency planning functions, as required to be adjusted pursuant to state law, through cessation of plant operations in 2025. Infrastructure that is directly maintained by PG&E as of June 21, 2016, will continue to be fully maintained by PG&E.
3. In addition to continued funding per current state law, beyond the expiration of said law, the general intent is that the maintenance of the public warning sirens and funding for offsite community and local emergency planning functions (approximately \$2 million forecast in 2017) will continue until all spent fuel is in dry cask storage and the two nuclear reactors are fully decommissioned (following the surrender of the Part 50 licenses). Using the formula established in Section 8610.5 of the California Emergency Services Act, funding for offsite community and local emergency planning functions will be paid directly to the County of San Luis Obispo.
4. The funding for other emergency preparedness equipment, training, emergency planning functions, and PG&E's emergency response personnel will be informed by the reduced risks that remain and will be more definitively proposed in the site-specific decommissioning estimate.
5. The process for development of the site-specific decommissioning estimate will include formation of a decommissioning advisory panel, which will include representation from the County of San Luis Obispo, industry experts, state and local government representatives, and affected stakeholders.
6. Parties reserve their ability to make arguments in future decommissioning proceedings regarding necessary and appropriate emergency response and preparedness actions and costs associated with DCPD following the surrender of the Part 50 licenses.

Future Land Use

1. Issues surrounding the disposition of lands related to DCPD, including future land uses, will be addressed in the DCPD site-specific decommissioning plan to be submitted in PG&E's next Triennial Nuclear Decommissioning Proceeding, and the Parties agree they are not within scope of this proceeding.
2. As stated in the October 4, 2016, letter that PG&E sent to the County, which is Attachment A to this Appendix 3, PG&E agrees to complete a site-specific decommissioning plan for the facility

before making any decisions on the disposition of the DCPD lands. As part of this process, PG&E will convene a community advisory group that will give stakeholders an opportunity to help shape the future use of PG&E's land plans prior to finalizing the site-specific plan. In the meantime, PG&E and its affiliate companies that hold a property interest in the DCPD lands will not make any commitments on land disposition or post-retirement land use, including the Wild Cherry Canyon parcels, until the stakeholder process is completed and PG&E's recommendations have been considered by the Commission as part of the DCPD site-specific decommissioning plan.



Thomas Patrick Jones
Director, Strategic Initiatives

735 Tank Farm Road
Suite 200
San Luis Obispo, CA 93401

805-595-6340
TPJ2@pge.com

October 4, 2016

Dan Buckshi
County Administrator Officer
County of San Luis Obispo
1055 Monterey Street
San Luis Obispo, CA 93408

Dear Mr. Buckshi:

Pacific Gas and Electric Company (PG&E) has carefully reviewed the County of San Luis Obispo's (County) September 15 response to PG&E's Diablo Canyon Power Plant (DCPP) Application 16-08-006. One of the concerns raised by the County (and other locally-based parties) pertains to the future use of the 12,000 acres of lands surrounding DCPP after the facility is retired. In our September 26 reply to protests and responses, PG&E clarified that we do not yet have a plan for the future use of DCPP lands, that we will commence a public stakeholder process as we evaluate the options, and that we will submit a land use plan to the California Public Utilities Commission (CPUC) in the site-specific decommissioning plan for the facility, which PG&E will file as part of its next Nuclear Decommissioning Triennial Proceeding application in 2019.

I am writing to assure you that PG&E intends to complete the site-specific decommissioning plan for the facility over the coming years with community input before making any decisions on the disposition of the DCPP lands. As part of this process, PG&E will convene a community advisory group that will give stakeholders an opportunity to help shape the future use of PG&E's land plans prior to finalizing the site-specific plan. In the meantime, PG&E will not make any commitments on land disposition or post-retirement land use, including the Wild Cherry Canyon parcels, until the stakeholder process is completed and PG&E's recommendations have been considered by the CPUC as part of the DCPP site-specific decommissioning plan.

PG&E values and appreciates the active partnership of the County and other local stakeholders, and we look forward to continuing to work with you and the rest of the community in both the pending CPUC proceeding and the important decommissioning work to follow. Please feel free to contact me if I can provide any further assurance regarding these land disposition issues.

Sincerely,

Thomas P. Jones

cc: City of Arroyo Grande
City of Atascadero
City Grover Beach
City of Morro Bay
City of El Paso de Robles
City of Pismo Beach
City of San Luis Obispo
Friends of Wild Cherry Canyon
Service List for CPUC Docket No. A.16-08-006 (*via email only*)

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AGENDA NO: A-8

MEETING DATE: December 13, 2016

Staff Report

DATE: December 7, 2016

TO: Honorable Mayor and City Council

FROM: Mike Nunley, PE – Water Reclamation Facility (WRF) Program Manager

SUBJECT: WRF Program Update

RECOMMENDATION

Staff recommends City Council review the current status of the WRF program.

ALTERNATIVES

No alternatives are recommended.

FISCAL IMPACT

No additional fiscal impact is proposed within this update. All work is proceeding within the City's fiscal year budget for the Water Reclamation Facility.

DISCUSSION

With the denial of the permit for the WWTP project in its current location, the City has embarked on a process for a new WRF. This staff report provides the following:

- Review of what has occurred to date. See the list of major milestones or accomplishments since the last formal update to City Council (October 25, 2016) below.
- Update on environmental review and permitting

Accomplishments and Milestones

The City's Program Management team and technical consultants performed the following tasks since the October program update:

- Completed the Draft Facility Master Plan and released it for public review on November 10th
- Continued work evaluating recycled water alternatives for the Master Reclamation Plan and developed preliminary cost opinions for various alternatives
- Prepared and reviewed draft architectural simulation of the property, incorporating architectural elements and themes discussed in City community workshops
- Evaluated potential water and sewer rate impacts based on draft WRF cost opinions and range of costs for preliminary reclamation alternatives.
- Conducted Community Workshop on November 14th to discuss Draft Facility Master Plan, potential reclamation opportunities and anticipated rate impacts.
- Performed field testing to refine preliminary groundwater model of lower Morro Valley and began updating assessment of potential groundwater injection and extraction in the Morro Valley.
- Continued compiling water quality and flow data for use by design/construction teams during the proposal process for the Phase I WRF.

Prepared By: ___ MN ___	Dept Review: _____
City Manager Review: _____	City Attorney Review: _____

- Completed internal draft outreach materials to summarize the Salinity Control Plan and continued development of draft ordinance for future WRFCAC and Council consideration
- Met with potential recycled water users from the agricultural community to expand on initial outreach and further assess the potential recycled water market. Results from these meetings will be summarized in the Master Reclamation Plan.
- Coordinated with EIR consultant team relative to the recent draft FMP release. The EIR consultant has begun analysis of the FMP, and is working with staff to develop potential project alternatives. The EIR consultant is also coordinating with staff to analyze the Master Reclamation Plan as it is being developed.

Project Environmental Review and Permitting Update

A Notice of Preparation (NOP) for the Environmental Impact Report (EIR) was released on August 7, 2016, which began a 30-day review period during which public comments could be received to fame the scope of the study. The required EIR Scoping Meeting was held on August 16. As a result of the NOP release and the Scoping Meeting, staff received many comment letters that will be used to help better define the issues to be examined in the EIR. At this time, it is expected the EIR consultant's budget and scope of work anticipated those issues.

With the release of the Draft FMP, the EIR consultant has begun in-depth analysis on that aspect of the project. This is one of two key project components to be analyzed, the other being the Master Reclamation Plan. The Program Management Team is coordinating with the EIR consultant as details of that plan are developed.

The EIR consultant is now working closely with staff to develop potential project alternatives for study in the EIR. Under CEQA, alternatives must be focused on options that would potentially reduce one or more significant impacts. For that reason, alternatives may be developed as the analysis gets further underway.

The EIR consultant is also preparing an updated project schedule to reflect the release date of the FMP, but it is not expected to change from the existing schedule, which calls for an expected release of the Draft EIR in summer 2017, with Final EIR certification in November 2017.

Program management staff and the EIR consultant are coordinating closely with outside agencies that would have potential permitting authority over one aspect or another of the project, including the Coastal Commission, Regional Water Quality Control Board, and a variety of regulatory resource agencies such as the California Department of Fish and Wildlife. Their input will be useful to help guide the EIR analysis. The EIR itself will be used to support permitting efforts, once the Final EIR is certified by the City.

Program Schedule Update

FY 16/17 activities are primarily planning, permitting, and procurement of consultants for elements of the Phase I WRF. Specific objectives include completion of the Facility Master Plan, Master Water Reclamation Plan, technical studies and initial drafts of the Environmental Impact Report, and procurement of the State Revolving Fund Planning and Design Loan. The updated program schedule is provided as Attachment 2. Revised schedule items have been highlighted to facilitate review of changes.

The most significant items are as follows:

- Extension of time to complete visual simulations of the offsite improvements (lift station) prior to public meetings and for inclusion in the Final Draft Facility Master Plan
- Revised dates for work efforts within the Master Reclamation Plan to align with hydrogeologic modeling efforts

The anticipated schedule for significant milestones and Council decisions is summarized below, as reported to Council on October 25, and all critical path efforts are on schedule.

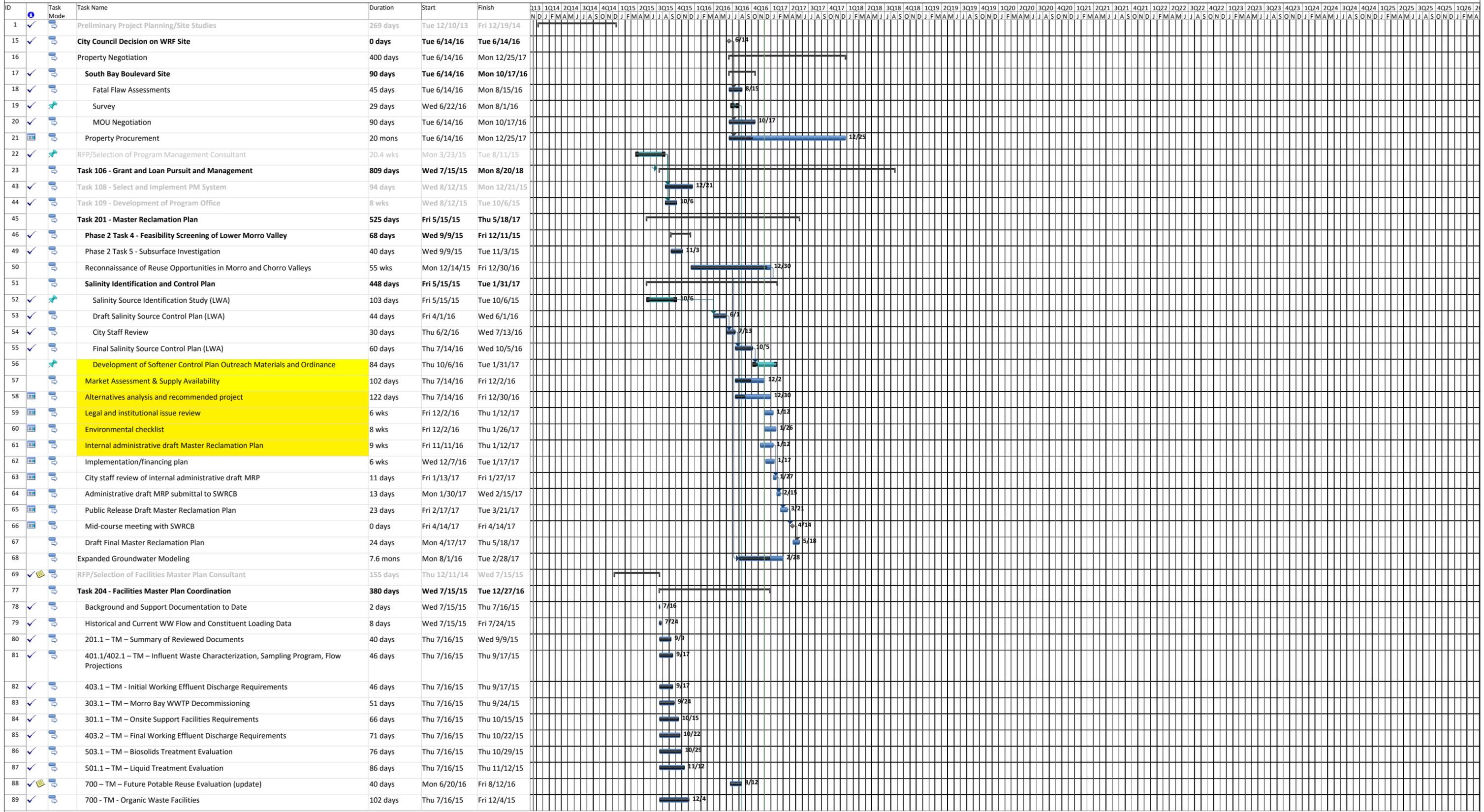
Item	Date
Final Draft Facility Master Plan	December 2016
Draft Master Water Reclamation Plan	March 2017
Confirmation of Phase I and Phase II WRF Budget	April 2017
Council Selection and Award for Phase I WRF Offsite Improvements (Lift Station and Pipelines)	April 2017
RFQ for Design/Construction of Phase I WRF Onsite Improvements	June 2017
Release of Public Draft EIR	August 2017
RFP for Design/Construction of Phase I WRF Onsite Improvements	October 2017
Certification of Final EIR (Critical Timeline for Grant Pursuit)	November 2017
Complete purchase of preferred site	December 2017/ January 2018
Negotiation/Award of Contract for Phase I WRF Onsite Improvements	May 2018
Award of Contract for Construction of Phase I Offsite Improvements (Lift Station and Pipelines)	April 2019
Completion of Phase I WRF Improvements	May 2021

ATTACHMENT

1. Updated Program Schedule (as of November 30, 2016)

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Morro Bay Water Reclamation Facilities Project
Program Schedule



Task		External Tasks		Manual Task		Finish-only		Path Successor Normal Task		Path Driving Predecessor Summary Task		Critical Split
Split		External Milestone		Duration-only		Deadline		Path Driven Successor Normal Task		Path Predecessor Normal Task		Progress
Milestone		Inactive Task		Manual Summary Rollup		Path Successor Milestone Task		Path Predecessor Milestone Task		Path Driving Predecessor Normal Task		
Summary		Inactive Milestone		Manual Summary		Path Successor Summary Task		Path Driving Predecessor Milestone Task		Path Driven Successor Milestone Task		
Project Summary		Inactive Summary		Start-only		Path Driven Successor Summary Task		Path Predecessor Summary Task		Critical		



AGENDA NO: B-1

MEETING DATE: December 13, 2016

Staff Report

TO: Honorable Mayor and City Council **DATE:** December 2, 2016

FROM: Scot Graham, Community Development Director

SUBJECT: Adoption of Ordinance No. 609 repealing and reenacting various Chapters of Title 14 of the City of Morro Bay Municipal Code relating to Buildings and Construction

RECOMMENDATION

Adopt Ordinance No. 609: An Ordinance of the City Council of the City of Morro Bay, California, repealing and reenacting Chapters 14.01 – 14.12 of the Morro Bay Municipal Code (MBMC) adopting by reference and amending the 2016 California Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Fire, Existing Building, Green Building Codes and 1997 Uniform Housing and Abatement of Dangerous Building Codes and Appendix Chapter 33 of the 1997 Uniform Building Code.

ALTERNATIVES

Staff does not recommend any alternatives to adopting Ordinance No. 609 for the Building Code Update.

FISCAL IMPACT

None. The ordinance does not modify any of the City of Morro Bay adopted permit or impact fees.

BACKGROUND/DISCUSSION

Ordinance 609 was introduced for first reading at the November 15, 2016 City Council meeting.

Additional information related to the adoption of the 2016 California Building Standards Code can be found in the November 15, 2016 Council staff report. The November 15, 2016 City Council staff report item C-1 can be found at the following link: <http://www.morro-bay.ca.us/ArchiveCenter/ViewFile/Item/2982>

CONCLUSION

Staff recommends the City Council Adopt Ordinance No. 609, repealing and reenacting Chapters 14.10-14.12 of the Morro Bay Municipal Code (Buildings and Construction) to incorporate the 2016 California Building Standards Code, as adopted by the State of California, and the local modifications thereto.

ATTACHMENTS

1. Ordinance No. 609
2. Ordinance No. 609 with redline edits

Prepared By: SG

Dept Review: _____

City Manager Review: DWP

City Attorney Review: JWP

ORDINANCE NO. 609

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORRO BAY;
REPEALING AND REENACTING CHAPTERS 14.01-14.12
OF THE MORRO BAY MUNICIPAL CODE ADOPTING BY REFERENCE AND
AMENDING THE 2016 CALIFORNIA BUILDING, RESIDENTIAL, ELECTRICAL,
MECHANICAL, PLUMBING, ENERGY, HISTORICAL BUILDING, FIRE, EXISTING
BUILDING, GREEN BUILDING CODES AND 1997 UNIFORM HOUSING AND
ABATEMENT OF DANGEROUS BUILDING CODES AND APPENDIX CHAPTER 33
OF THE 1997 UNIFORM BUILDING CODE**

**THE CITY COUNCIL
CITY OF MORRO BAY, CALIFORNIA**

WHEREAS, there are certain state and model codes relating to buildings, construction fire and life safety as follows:

- A. 2016 California Building Code (volumes 1 and 2)
- B. 2016 California Residential Code
- C. Appendix Chapter 33 of the 1997 Uniform Building Code
- D. 2016 California Electrical Code
- E. 2016 California Mechanical Code
- F. 2016 California Plumbing Code
- G. 2016 California Energy Code
- H. 2016 California Historical Building Code
- I. 2016 California Fire Code
- J. 2016 California Existing Building Code
- K. 2016 California Green Building Code
- L. 1997 Uniform Housing Code
- M. 1997 Uniform Code for the Abatement of Dangerous Buildings

WHEREAS, Government Code § 50022.1, et seq. and Health and Safety Code § 17922 authorize the City to adopt by reference the California Building Standards Code as provided in Titles 24 and 25 of the California Code of Regulations and other codes, including, without limitation, the Uniform Housing Code, the Uniform Code for the Abatement of Dangerous Buildings and Appendix Chapter 33 of the 1997 Uniform Building Code; and

WHEREAS, pursuant to Health and Safety Code § 17950 and 18938(b), the California Building Standards Code is applicable to all occupancies throughout the State of California, whether or not the City takes affirmative action to adopt the California Building Standards Code; and

WHEREAS, Health and Safety Code § 17960, requires a local building department to enforce State Housing Law, the California Building Standards Code, and the implementing regulations of the Department of Housing and Community Development for residential structures; and

WHEREAS, Health and Safety Code § 17958.5 allows the City to make those changes or modifications to the requirements contained in the provisions published in the California Building Standards Code as it determines, pursuant to the provisions of Health and Safety Code § 17958.7, are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, pursuant to the immediately foregoing Health and Safety Code sections and Health and Safety Code § 18941.5, certain express findings have been made and are as follows:

FINDINGS

1. The topographic, underlying geologic and surface soil conditions of the hillsides of the City of Morro Bay are of a gradient and composition such that movement has historically been known to occur. Soils testing has revealed the presence of potentially hazardous geologic conditions, including expansive soils, questionable soils, soils prone to liquefaction and seasonally high ground-water. Therefore, it is reasonably necessary to adopt regulations for grading operations that are more detailed and restrictive than those adopted by the State of California and codified in the California Building Standards Code. More particularly, this finding supports the adoption of Appendix Chapter 33 of the 1997 Uniform Building Code and modification of Appendix J of the California Building Code.
2. Due to topographic and geologic conditions, development in Morro Bay has historically been constrained such that building occurred predominantly in the flatter areas, a scarcity of which resulted in the creation of small lots and the construction of structures in relative close proximity to one-another. Those conditions are known to be conducive to the spread of fire and, therefore, it is reasonably necessary to adopt standards more restrictive than those adopted by the State of California and codified in the California Building Standards Code and California Fire Code for the installation of automatic fire sprinklers on new and existing buildings, limiting the use of wood shakes or shingles, and to otherwise establish construction and fire prevention regulations more restrictive than those adopted by the State of California and codified in the California Building Standards Code to reduce and minimize the potential for loss of and damage to life and property resulting from fire, hazardous materials, explosions and to protect firefighters and emergency personnel during emergency operations. More particularly, this finding supports the modification of California Building Code, California Fire Code, California Residential Code and California Electrical Code.
3. Due to topographic conditions and in order to protect the estuarine environment of and adjacent to the City of Morro Bay, it is reasonably necessary to adopt regulations more restrictive than those adopted by the State of California and codified in the California Building Standards Code, creating more stringent thresholds for when a building permit is required for construction of sidewalks, driveways, decks, paving, or flatwork, prohibiting the construction of private sewage disposal systems and requiring the installation of sewer backwater valves. More particularly, this finding supports the

modification of California Building Code Section 105.2, California Plumbing Code section 713.0, and the addition of Plumbing Code section 709.5.

NOW, THEREFORE, the City Council of the City of Morro Bay does ordain as follows:

Section 1. The City Council hereby declares and adopts the foregoing recitals and findings.

Section 2. Chapters 14.01-14.12 of the Morro Bay Municipal Code are hereby repealed and reenacted to read as follows:

Chapter 14.01

GENERAL

Sections:

- | | |
|------------------|---|
| 14.01.010 | Title and Purpose. |
| 14.01.020 | Adoption of Codes . |
| 14.01.030 | Building Official and Fire Chief Designated. |

14.01.010 Title and Purpose.

This title shall be known and may be cited as "The Buildings and Construction Ordinance of the City of Morro Bay," Title 14 of the Morro Bay Municipal Code (MBMC). These regulations are hereby established and adopted to protect and promote public health, safety and welfare. This title establishes minimum regulations for construction, fire prevention, and the use and occupancy of buildings and other structures. This title prescribes regulations and standards that are consistent with the State Housing Law of California.

14.01.020 Adoption of Codes.

Thirteen documents, one each of which are on file in office of the Building Official, identified by the seal of the City of Morro Bay, marked and designated as the:

- A. 2016 California Building Code (volumes 1 and 2),
- B. 2016 California Residential Code,
- C. Appendix Chapter 33 of the 1997 Uniform Building Code, published by the International Conference of Building Officials,
- D. 2016 California Electrical Code,
- E. 2016 California Mechanical Code,
- F. 2016 California Plumbing Code,
- G. 2016 California Energy Code,
- H. 2016 California Historical Building Code,
- I. 2016 California Fire Code,
- J. 2016 California Existing Building Code,
- K. 2016 California Green Building Code,
- L. 1997 Uniform Housing Code, published by the International Conference of Building Officials,

M. 1997 Uniform Code for the Abatement of Dangerous Buildings, published by the International Conference of Building Officials;

are hereby adopted, including chapters and sections not otherwise adopted by agencies of the State of California, and the appendices thereto as the buildings, construction, and fire prevention regulations of the City of Morro Bay. The provisions of the above-mentioned are hereby referred to, adopted, and made a part hereof as if fully set out in this title except as modified hereinafter.

14.01.030 Building Official and Fire Chief Designated.

The City's Community Development Director is hereby designated as the Building Official and Building Code Official for the City of Morro Bay. The Fire Chief is hereby designated as the Fire Code Official for the City of Morro Bay. Where the "authority having jurisdiction" is used in the adopted codes, it shall mean the Building Official or the Fire Chief, as applicable.

Chapter 14.02

ADMINISTRATION AND ENFORCEMENT

Sections:

14.02.010 Administration and Enforcement.

14.02.020 Modification of Division II of Chapter 1 of the California Building Code.

14.02.010 Administration and Enforcement.

The Administration and Enforcement of this title shall be in accordance with Division II of Chapter 1 of the California Building Code as adopted, modified, amended, and supplemented herein.

14.02.020 Modifications of Division II of Chapter 1 of the California Building Code.

The California Building Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows:

A. Amend Section 103.1 to read as follows:

103.1 Creation of Enforcement Agency. The Building Division of the Community Development Department of the City of Morro Bay is hereby created and the official in charge thereof shall be known as the Building Official. Where reference is made to the Authority Having Jurisdiction or Code Official in the adopted Codes, it shall mean the Building Official.

B. Add Section 104.8.1 to read as follows:

104.8.1 Liability or Responsibility due to Error or Omission. This title shall not be construed so as to impose upon the City, or upon any of its officials or employees, any liability or responsibility for injury or damage resulting from any work approved or performed with respect to this title, or by reason of any inspection performed hereunder. No person shall be relieved of the responsibility of compliance with this title because of an error or omission made by a city official or employee.

C. Add Section 104.9.2 to read as follows:

104.9.2 Cargo Containers, Rail Cars, and Vehicle Bodies. Any person who intends to bring into the City or otherwise use, alter or relocate within the City any cargo container, streetcar, boxcar, refrigerator car, motorbus body or similar vehicle body for the purpose of use or occupancy, shall first make application to the Building Official and obtain the required permit. The application shall demonstrate the proposed use, occupancy, structure, construction, and alteration will conform to the provisions of this title.

D. Amend Section 105.2, Building Exception 6 to read as follows :

6. Sidewalks, driveways, decks, paving, or flatwork not more than 30 inches (762 mm) above adjacent grade, not exceeding 200 square feet, not over any basement or story below, and not part of an accessible route.

E. Amend Section 109.2 to read as follows:

109.2 Schedule of permit fees. Permit fees shall be as prescribed in the City's Master Fee Schedule.

F. Amend Section 113 to read as follows:

**SECTION 113
BOARD OF APPEALS**

113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical provisions this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the City Council and hold office at its pleasure. The Building Official shall be an ex officio member and shall act as secretary to the board but shall have no vote upon any matter before the board. The board shall adopt rules of procedure for conducting its business.

The board of appeals shall also serve as the Local Appeals Board, Housing Appeals Board, and Accessibility Appeals Board, as defined in Health and Safety Code § 17920.5, 17920.6 and 19957.5.

113.2 Limitations on authority. An application for appeal shall be based on a claim the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code, nor shall the board have any authority relative to the administration of this code.

113.3 Qualifications. The board of appeals shall consist of five members who are qualified by experience and training to pass on matters pertaining to the appeal and are not employees of the City. Two members of the board of appeals shall be physically handicapped, two members shall be persons experienced in construction, and one member shall be a public member.

113.4 Appointment. Upon receipt by the Building Official, of a qualified application for appeal, the Building Official shall within 60 days, recommend to the City Council five persons who, based on their qualifications and experience, appear to be suited to hear and decide the appeal. Upon finding those individuals indeed appear to be qualified to hear and deciding the appeal, the City Council shall appoint those persons and they shall be known as the Board of Appeals and shall have the authority and be tasked with the duties thereof for the purposes of hearing and deciding that specific appeal.

G. Amend Section 114.4 to read as follows:

114.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters, extends, repairs, moves, removes, demolishes or occupies any building, structure, or

equipment in violation of the approved construction documents, a directive of the Building Official, or of a permit or certificate issued under the provisions of this Code, shall be subject to fines and penalties as established in Title 1 of the MBMC, in addition to other penalties as prescribed by law.

Chapter 14.03

BUILDING CODE

14.03.010 Modifications of the California Building Code.

The California Building Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows:

- A. Adopt appendices H, I and J. Delete appendices A, B, C, D, E, F, G, K, L and M.
- B. Amend Section 1505.1 to read as follows:

1505.1 General. Roof assemblies shall be divided into the classes defined below. Class A, B, and C roof assemblies and roof coverings required to be listed by this section shall be tested in accordance with ASTM E 108 or UL 790. In addition, fire-retardant-treated wood roof coverings shall be tested in accordance with ASTM D 2898. The minimum roof coverings installed on buildings shall comply with Table 1505.1 based on the type of construction of the building.

For the purposes of this section, any building surface flatter than forty-five degrees to the horizontal shall be considered a roof and shall not be covered by wood shakes or shingles, except as otherwise allowed by this Code.

Exception: Skylights and sloped glazing that comply with Chapter 24 or Section 2610.

- C. Amend Appendix J by reference to contain the text of Appendix Chapter 33 of the 1997 Uniform Building Code, which shall have the same force and effect as if printed here in its entirety and is hereby modified, amended, and supplemented as follows:
 - 1. Amend Section 3309.2 to read as follows:

3309.2 Administration. The provisions of Division II of Chapter 1 of the California Building Code shall apply to the administration and enforcement of this chapter.
 - 2. Amend Section 3309.7 to read as follows:

3309.7 Liquefaction Study. A study of the liquefaction potential of the site shall be provided, and the recommendations incorporated into the plans.

Exception: The Building Official may waive this requirement where it is determined by the geotechnical engineer or engineering geologist the potential for liquefaction at the site is low.

3. Delete Section 3309.9.
4. Delete Section 3310.

Chapter 14.04

RESIDENTIAL CODE

14.04.010 Modifications of the California Residential Code.

The California Residential Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows:

- A. Delete Division II of Chapter 1. Administration and Enforcement of the Residential Code shall be as set forth in the California Building Code, as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.
- B. Adopt Appendices H, O, S, and U . Delete Appendices A, B, C, D, E, F, G, I, J, K, L, M, N, P and Q, R, T, V, and W.
- C. Amend Section R313.1 and R313.2 to read as follows:

R313.1 Townhouse and One- and Two-family dwellings automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in all new townhouses and one and two family dwellings, and in all existing townhouses and one and two family dwellings where alteration results in an increase in floor area in excess of 50 percent, or 1000 square feet. This section shall be applicable to mobile homes and factory-built housing not located in a mobile home or special occupancy park.

R313.2 Determination of Floor Area. For the purposes of this section, floor area shall be defined as the area within the exterior walls of the building under consideration. The floor area of a building, or portion thereof, not provided with surrounding walls, shall include the usable area under the horizontal projection of the roof or floor above.

For the purposes of this section, buildings shall be considered separate when:

1. The fire separation distance as defined in CBC Sec. 702.1 is not less than that permitted in CBC Table 705.8 where unprotected openings are allowed in an exterior wall of a non-sprinklered building, or
2. The buildings are structurally independent, the adjoining walls are constructed of fire-resistant construction as prescribed in CBC Table 602 without openings or penetrations,

projections comply with CBC Section 705.2, and parapets are constructed where required by CBC Section 705.11.

D. Add Section R313.3.3.5 to read as follows:

R313.3.3.5 Waterflow Alarm. A local waterflow alarm and remote inspector's test valve, installed in accordance with NFPA 13, shall be installed on all sprinkler systems.

Chapter 14.05

ELECTRICAL CODE

14.05.010 Modifications of the California Electrical Code.

The California Electrical Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

A. Delete annexes A, B, C, D, E, F, G,H, I, and J. Administration and Enforcement of the Electrical Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.

B. Amend Article 230-70(A)(1) to read as follows:

230-70(A)(1) Readily Accessible Location. A service disconnecting means shall be installed at a readily accessible location either outside the building or structure, or inside nearest the point of entrance of the service conductors.

The disconnecting means shall be accessible to emergency personnel, either directly or by a remote actuating device, without requiring travel through the building interior.

Chapter 14.06

MECHANICAL CODE

14.06.010 Modifications of the California Mechanical Code.

The California Mechanical Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

- A. Delete Division II of Chapter 1. Administration and Enforcement of the Mechanical Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.
- B. Adopt appendices A, B, C, D, E, F and G.

Chapter 14.07

PLUMBING CODE

Sections:

- 14.07.010 Modifications of the California Plumbing Code
- 14.07.020 Retrofitting with water-saving devices required.
- 14.07.030 Required sewer backwater valve.

14.07.010 Modifications of the California Plumbing Code.

The California Plumbing Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows:

- A. Delete Division II of Chapter 1. Administration and Enforcement of the Plumbing Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.
- B. Adopt Appendix K . Delete appendices A, B, C, D, E, F, G, H, I, J, and L.
- C. Add Section 709.5 to read as follows:

709.5 A Backwater Valve, extended to and accessible from grade for maintenance, shall be installed on every Building Sewer.

Exception: Installation of a Backwater Valve shall not be required when, to the satisfaction of the Building Official, it is determined that the intent and purpose of this

section is otherwise met.

D. Amend Section 713.0 to read as follows:

713.0 Sewer Required.

713.1 Every building in which plumbing fixtures are installed and every premises having drainage piping thereon shall have a connection directly to a public or private sewer.

713.2 Private Sewage Disposal Systems shall not be permitted.

14.07.020 Retrofitting with water-saving devices required.

A. Every property owner, prior to the sale or transfer of any real property upon which is located any structure connected to the city's water supply shall retrofit the structure with the water-saving devices required for new construction as set forth in this title. In cases where the Building Official determines the use of such fixtures in existing structures would fail to meet the requirements of the Plumbing Code, fixtures using the least amount of water which do meet the requirements of the Plumbing Code shall be utilized.

B. In cases where a buyer intends to demolish all structures on such property within ninety days from the date of transfer, the structure need not be retrofitted prior to transfer; provided a covenant and a bond are filed with the city as follows:

1. The property owner shall file with the city clerk a notarized covenant agreeing to either demolish all structures located on the property connected to the city water system, within ninety days from the date of transfer or to perform the retrofit required in subsection A of this section, together with a faithful performance bond, in a form satisfactory to the city in an amount equal to one hundred and fifty percent of the full cost of retrofitting all such structures securing faithful performance of the agreement.

2. The agreement shall also authorize and grant the city permission to enter onto the property and to perform such retrofit in the event the property owner fails to do so. Further, the property owner shall agree to reimburse the city for all cost incurred by the City in the event the bond is insufficient.

C. Determination of compliance with the requirements of subsection A shall be made by the Building Official after an inspection performed by the Building Official or a qualified plumbing contractor under the supervision of the Building Official, who shall issue a certificate indicating same to the seller or title company involved. Seller shall pay the fee set forth in the Master Fee Schedule for such retrofit inspection at the time seller submits the request for the retrofit inspection. No property transfer shall be recorded until such certificate has been received by the seller and transferred with the title to the buyer. If noncompliance is found, the property owner (both seller and buyer) and any title company involved in the transfer shall be in violation of this code and subject to those penalties as prescribed in Title 1 of this code.

14.07.030 Required sewer backwater valve.

A. Any existing lateral sewer piping upon any premises which services fixtures whose elevation is lower than the elevation of the first upstream sewer manhole rim, lamp hole, or pump station receiving manhole, and for which the city has record of a previous sewage backflow incident

involving a clogged sewer main shall be protected from backflow of sewage by installing backwater valves of a type approved by the Building Official. The property owner shall be required to provide and install such device.

B. If the property owner fails to install and maintain a backwater valve in good working condition when required under this section, then the Building Official may declare said sewer connection to be a nuisance and abate such nuisance pursuant to Section 8.12.010 et seq. of this code by installing an approved-type backwater valve at the owner's expense. Said property owner may, in addition, be subject to fines as outlined in subsection E of this section.

C. All house connection sewers, industrial sewers, private sewage disposal systems and appurtenances thereto, now existing, or hereafter constructed, shall be maintained by the owner of the property in a safe and sanitary condition and all devices or safeguards which are required by this section for the operation thereof shall also be maintained in a good working order by the owner. It shall be the property owner's responsibility to maintain that portion of the sewer to the public main, including the connection to the public main.

D. The Public Works Director, the health officer, and other duly authorized employees of the city and the health department bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this section. The Public Works Director, the health officer, or their representatives shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper, or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways of facilities for waste treatment.

E. Violations and Penalties. Any person who is convicted of violation of any provisions of this section is guilty of an infraction punishable as provided in Chapter 1.16 of this code.

Chapter 14.08

FIRE CODE

Sections:

- 14.08.010. Purpose.**
- 14.08.020. Bureau of fire prevention.**
- 14.08.030. Fire district established.**
- 14.08.040. Penalties for turning in false alarms.**
- 14.08.050. Fire injury report.**
- 14.08.060. Storage of gasoline driven vehicles.**
- 14.08.070. Citation powers.**
- 14.08.080. Fire Hazard Severity Zones**
- 14.08.090. Modifications of the California Fire Code**

14.08.010. Purpose.

This chapter shall be known and may be cited as "The Fire Prevention Regulations of the City of Morro Bay," Chapter 14.08 of Title 14 of the Morro Bay Municipal Code. This chapter

prescribes minimum regulations to reduce and minimize the potential for loss of and damage to life and property resulting from fire, panic, hazardous materials, and explosions.

14.08.020. Bureau of fire prevention.

The California Fire Code shall be enforced by the fire department or building division of the Community Development Department under the supervision of the Fire Chief.

14.08.030. Fire district established.

The entire incorporated area of the city is declared to be and is established a fire district.

14.08.040. Penalties for turning in false alarms or for conviction of intentionally setting a fire.

Individuals responsible for turning in false alarms shall be responsible for the cost the fire department incurs while responding to the alarm. The cost of the false alarm shall be determined in accordance with the master fee schedule. The intent of this section is not to penalize those persons who make honest mistakes. Persons convicted of intentionally setting a fire in violation of any law or ordinance within the city limits shall pay the cost of fighting that respective fire.

14.08.050. Fire injury report.

Any physician, first aid station, ambulance company or persons who treat or aid any person injured by a fire, explosion or chemical burn within the City shall, within twenty-four hours, report such treatment and pertinent information to the fire department.

14.08.060. Storage of gasoline driven vehicles.

No one shall store, repair or use any motorcycle, moped or any other gasoline driven vehicle inside of any dwelling. Storage and repair of gasoline driven vehicles are permitted in garage areas adjacent to dwellings.

14.08.070. Citation powers.

The Morro Bay Fire Chief (Fire Chief), Fire Marshal and full-time safety members of the Fire Department authority to issue citations as provided in Title 1 of this code. Arson investigators who are full-time members of the Fire Department shall have the powers of a peace officer in performing their duties under this Code, and shall have the powers of a peace officer as provided in California Penal Code, Sections 830.37

14.08.080. Fire Hazard Severity Zones.

A. Purpose and Intent. The purpose of this chapter is to provide authority for the identification of local fire hazard severity zones and provide authority for enforcement of state and local codes in these zones. The intent of this chapter is to reduce the potential for fire losses by providing minimum requirements for the protection of properties constructed in very high hazard severity zones and other wildland/urban interface areas designated by the fire chief and supported by substantial evidence.

B. Designation-Recommendation. The Fire Chief is hereby authorized to designate very high fire hazard severity zones within one hundred twenty days of receiving recommendations from the California Department of Forestry and Fire Protection.

C. Designation-Not identified. The Fire Chief may designate areas not identified as very high fire hazard Severity Zones by the California Department of Forestry and Fire Protection following a finding supported by substantial evidence in the record that the requirements for very high fire hazard severity zones are necessary for effective fire protection within the area(s).

D. Designation-Declined. The Fire Chief may decline to designate areas identified by the California Department of Forestry and Fire Protection as Very high fire hazard severity zones following a finding, supported by substantial evidence in the record, the requirements for very high fire hazard severity zones are not necessary for effective fire protection with the area(s).

E. Supported by substantial evidence in the record. "Supported by substantial evidence in the record" shall require the City Council to hold a public hearing and make findings there is competent substantial evidence in the record to support the Fire Chief's designation as fire hazard areas.

F. Enforcement. The Building Official shall enforce the provisions of Chapter 7A of the California Building Code and Chapter 49 of the California Fire Code in all very high fire hazard severity zones and other areas designated by the Fire Chief and supported by substantial evidence in the record.

G. Permits. All submittals for subdivision, entitlement, or building permits shall demonstrate that the proposed project allows for compliance with the provisions of Government Code Section 51182 and Public Resource Code Section 4291, except where otherwise allowed by law, to the satisfaction of the Fire Chief and the Building Official.

14.08.090. Modifications of the California Fire Code.

The California Fire Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

A. Adopt Appendix Chapter 4 and appendices B, BB, C, CC, D, H, I, K, and N. Delete appendices A, E, F, G and J.

B. Section 101.1 is amended to read as follows:

Section 101.1 Title. These regulations shall be known as the Fire Code of the City of Morro Bay.

C. Section 103.1 is amended to read as follows:

Section 103.1 General. The Fire Department of the City of Morro Bay is hereby established and the person in charge thereof shall be known as the Fire Chief. Where the Code uses the term Fire Official, it shall mean the Fire Chief.

D. Section 113.2 is amended to read as follows:

113.2 Schedule of permit fees. Fees shall be paid in accordance with the City's Master Fee Schedule.

E. Section 302.1, "Definitions," is amended to add the following definition in correct alphabetical order:

SKY LANTERN. An airborne lantern typically made of paper with a wood frame containing a candle, fuel cell composed of waxy flammable material or other open flame which serves as a heat source to heat the air inside the lantern to cause it to lift into the air. Sky candles, fire balloons and airborne paper lanterns mean the same as sky lanterns.

F. Section 507.5.4 is amended to read as follows:

507.5.4 Obstruction. Unobstructed access to fire hydrants shall be maintained at all times. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants.

The Fire Chief shall have the authority to remove or cause to be removed, without notice, any vehicle, vessel, or object that is in violation of this section. The owner of said item, so removed, shall be responsible for all towing, storage, or other costs incurred therein.

G. Section 308.1.1.1 is added to read as follows:

308.1.1.1 Burning Prohibited. Open burning, bon fires, recreational fires, and all other outdoor fires are prohibited.

Exception:

Barbeques and portable outdoor fireplaces that conform with the following provision are allowed.

1. Fires shall be conducted at a safe distance from and in accordance with the applicable manufacturer's instructions to prevent the spread of fire to adjacent structures or other combustible materials.
2. Fire shall be contained in a non-combustible container, not to exceed 3 feet in diameter and 2 feet in height.
3. Fuel loading shall not exceed 3 feet in diameter or 2 feet in height.
4. Fire shall be fueled by propane, natural gas, charcoal, dried wood, commercial fire logs, or pellets. Fuels shall not include green waste, yard trimmings, pressure treated wood, trash, plastic, or other noxious or hazardous materials.
5. Ground fires, sub-surface or pit fires, and earth floored fire rings are prohibited.
6. If in the opinion of the Fire Chief or his or her designee, a fire is potentially hazardous or smoke is causing a nuisance, the fire shall be extinguished immediately.

H. Section 308.1.6.3 is amended to read as follows:

308.1.6.3 Sky Lanterns. The ignition and launching of sky lanterns is prohibited.

Exception: The ignition and launching of sky lanterns may be allowed, subject to the approval of a permit by the Chief, where it has been determined that adequate safeguards will be in place.

I. Section 511 is added to read as follows:

SECTION 511
FIRE SERVICE ELEVATOR

511.1 Elevator car to accommodate ambulance stretcher. Where elevators are provided, at least one elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such a size and arrangement to accommodate an ambulance stretcher 24 inches by 84 inches with not less than 5-inch radius corners, in the horizontal, open position and shall be identified by the international symbol for emergency medical services (star of life). The symbol shall not be less than 3 inches high and shall be placed inside on both sides of the hoistway door frame.

Exception: Elevators located within one- and two-family dwellings and townhouses.

J. Section 901.4.7 is added to read as follows:

901.4.7 Partial Sprinkling of Buildings. Partial sprinkling of buildings shall not be permitted, except where otherwise allowed by NFPA 13R, 13D, and Section 903.3.1.1.1.

K. Delete Sections 903.2 through 903.2.1.4 and 903.2.2 through 903.2.10.1.

L. Add Section 903.2 to read as follows:

903.2 Where Required. An approved automatic fire sprinkler system shall be installed throughout:

1. All new buildings exceeding 1000 square feet of floor area.

Exceptions:

- a. A structure containing only Group A, Division 5 occupancy.
 - b. Agricultural accessory buildings and greenhouses.
2. All new buildings and structures on the west side of Embarcadero Road.

Exception:

Installation of an automatic fire sprinkler system shall not be required when, to the satisfaction of the Fire Chief and the Building Official, it is demonstrated the proposed construction, use, and occupancy are minor in scope and nature, the installation of an automatic fire sprinkler system would be impractical, and the intent and purpose of this section is otherwise met.

3. All existing buildings exceeding 1000 square feet of floor area, where an automatic fire sprinkler system does not already exist, and a change in the character of use or occupancy is made, which increases the fire hazard level.
4. All existing buildings, where alterations result in:

- a. An increase in floor area in excess of 50 percent, or
- b. An increase in floor area in excess of 1000 square feet.

903.2.1 Determination of Floor Area. For the purposes of this section, floor area shall be defined as the area within the exterior walls of the building under consideration. The floor area of a building, or portion thereof, not provided with surrounding walls, shall include the usable area under the horizontal projection of the roof or floor above.

For the purposes of this section, buildings shall be considered separate when:

1. The fire separation distance as defined in CBC Sec. 702.1 is not less than that permitted in CBC Table 705.8 where unprotected openings are allowed in an exterior wall of a non-sprinklered building, or
2. The buildings are structurally independent, the adjoining walls are constructed of fire-resistant construction as prescribed in CBC Table 602 without openings or penetrations, projections comply with CBC Section 705.2, and parapets are constructed where required by CBC Section 705.11.

M. Amend Section 903.3.1.1 to read as follows:

903.3.1.1 NFPA 13 sprinkler systems. Where other provisions of this code require a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, or where a building contains two or more occupancies or uses, sprinklers shall be installed throughout in accordance with NFPA 13 as amended in Chapter 47 except as provided in Section 903.3.1.1.1.

N. Section 3604.1 is amended to read as follows:

3604.1 General. Piers, marinas, docks, fuel docks, wharves and similar boat mooring facilities shall be equipped with fire protection equipment in accordance with Section 3604.1 through 3604.6 and as otherwise required by the Chief.

O. Section 5609 is added to read as follows:

SECTION 5609.1 SALE AND USE OF FIREWORKS

5609.1 Sale and Use of Fireworks Unlawful. The sale or use of fireworks, pyrotechnics, and others explosives shall be unlawful.

Exceptions:

1. The sale of fireworks, approved by the State Fire Marshal as “safe and sane,” shall be permitted, subject to the approval of a permit by the Fire Chief.
2. The use of fireworks, approved by the State Fire Marshal as “safe and sane,” shall be permitted on private property only.

3. Public fireworks displays may be allowed, subject to the approval of a permit by the Fire Chief.
4. Pyrotechnics for use in movie industry operations may be allowed, subject to the approval of a permit by the Fire Chief.
5. This section shall not apply to the sale and use of State Fire Marshal approved and listed party poppers and snap caps.
6. Any person violating this provision will be guilty of a misdemeanor and subject to a \$1,000 fine for each offense.
7. Notwithstanding any other provision of this code, any Morro Bay Police Officer may issue an administrative citation for a first offense without first issuing a warning; and the administrative fine shall be \$1,000 for each offense.

Chapter 14.09

EXISTING BUILDING CODE

14.09.010 Modifications of the California Existing Building Code

The California Existing Building Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows and shall be the technical strengthening provisions for buildings subject to Chapter 14.18 of this title:

- A. Amend Section A102.1 of Appendix Chapter A1 to read as follows:

A102.1 General. The provisions of this chapter shall apply to all existing buildings having at least one unreinforced masonry bearing wall. The elements regulated by this chapter shall be determined in accordance with Table A1-A. Except as provided herein, other structural provisions of the building code shall apply. This chapter does not apply to the alteration of existing electrical, plumbing, mechanical or fire safety systems.

Exception: This section shall not apply to detached one-family or two-family dwellings and detached apartment houses containing less than five dwelling units and used solely for residential purposes.

Chapter 14.10

RESERVED

Chapter 14.11

HOUSING CODE

14.11.010 Modifications of the Uniform Housing Code.

The 1997 Uniform Housing Code, adopted in Section 14.01.020, shall have the full force and effect as if printed here in its entirety and is hereby modified, amended, and/ or supplemented as follows:

A. Amend Section 103 to read as follows:

SECTION 103-SCOPE

The provisions of this code shall apply to all buildings or portions thereof used, or designed or intended to be used, for human habitation. Such occupancies in existing buildings may be continued as provided in Chapter 34 of the Building Code, except such structures as are found to be substandard as defined in this code.

Where any building or portion thereof is used or intended to be used as a combination apartment house- hotel, the provisions of this code shall apply to the separate portions as if they were separate buildings.

Rooming houses, congregate residences or lodging houses shall comply with all requirements of this code for dwellings.

B. Amend Section 104.1 to read as follows:

104.1 Additions, Alterations, or Repairs. For additions, alterations or repairs, see Chapter 34 of the Building Code.

C. Amend the following definitions, located in Section 401, to read as follows:

BUILDING CODE is the California Building Code, as adopted and amended by this jurisdiction.

HEALTH OFFICER is the legally designated head of the San Luis Obispo County Department of Public Health.

MECHANICAL CODE is the California Mechanical Code, as adopted and amended by this jurisdiction.

PLUMBING CODE is the California Plumbing Code, as adopted and amended by this jurisdiction.

Chapter 14.12

DANGEROUS BUILDINGS CODE

14.12.010 Modifications of the Uniform Code for the Abatement of Dangerous Buildings.

The 1997 Uniform Code for the Abatement of Dangerous Buildings, adopted in Section 14.01.020, shall have the full force and effect as if printed here in its entirety and is hereby modified, amended, and/ or supplemented as follows:

A. Amend Section 103 to read as follows:

SECTION 103- ALTERATIONS, ADDITIONS AND REPAIRS

All buildings or structures which are required to be repaired under the provisions of this code shall be subject to the provisions of Chapter 34 of the Building Code.

B. Amend the following definitions, located in Section 301, to read as follows:

BUILDING CODE is the California Building Code, as adopted and amended by this title.

HOUSING CODE is the 1997 Uniform Housing Code, as adopted and amended by this title.

Section 3. This Ordinance shall take effect 30 days after its adoption. The City Clerk, or her duly appointed deputy, shall attest to the adoption of this Ordinance and shall cause this Ordinance to be published and posted in the manner required by law.

INTRODUCED at a regular meeting the of the City Council of Morro Bay, held on the 15th day of November, 2016 by motion of Councilmember _____ and seconded by Councilmember _____.

PASSED AND ADOPTED on the _____ day of December, 2016, by the following vote:

AYES:
NOES:
ABSENT:

JAMIE L. IRONS, Mayor

ATTEST:

DANA SWANSON, City Clerk

APPROVED AS TO FORM:

JOSEPH W. PANNONE, City Attorney

I, Dana Swanson, City Clerk for the City of Morro Bay, hereby certify that the foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the 15th day of November , 2016, and hereafter the said ordinance was duly and regularly adopted at a meeting of the City Council on the _____ day of _____, 2016, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF I have hereunto set my hand and affixed the official seal of the City of Morro Bay, California, this _____ day of _____, 2016.

City Clerk of the City of Morro Bay

ORDINANCE NO. 609

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORRO BAY;
REPEALING AND REENACTING CHAPTERS 14.01-14.12
OF THE MORRO BAY MUNICIPAL CODE ADOPTING BY REFERENCE AND
AMENDING THE 2016 CALIFORNIA BUILDING, RESIDENTIAL, ELECTRICAL,
MECHANICAL, PLUMBING, ENERGY, HISTORICAL BUILDING, FIRE, EXISTING
BUILDING, GREEN BUILDING CODES AND 1997 UNIFORM HOUSING AND
ABATEMENT OF DANGEROUS BUILDING CODES AND APPENDIX CHAPTER 33
OF THE 1997 UNIFORM BUILDING CODE**

**THE CITY COUNCIL
CITY OF MORRO BAY, CALIFORNIA**

WHEREAS, there are certain state and model codes relating to buildings, construction fire and life safety as follows:

- A. 2016 California Building Code (volumes 1 and 2)
- B. 2016 California Residential Code
- C. Appendix Chapter 33 of the 1997 Uniform Building Code
- D. 2016 California Electrical Code
- E. 2016 California Mechanical Code
- F. 2016 California Plumbing Code
- G. 2016 California Energy Code
- H. 2016 California Historical Building Code
- I. 2016 California Fire Code
- J. 2016 California Existing Building Code
- K. 2016 California Green Building Code
- L. 1997 Uniform Housing Code
- M. 1997 Uniform Code for the Abatement of Dangerous Buildings

WHEREAS, Government Code § 50022.1, et seq. and Health and Safety Code § 17922 authorize the City to adopt by reference the California Building Standards Code as provided in Titles 24 and 25 of the California Code of Regulations and other codes, including, without limitation, the Uniform Housing Code, the Uniform Code for the Abatement of Dangerous Buildings and Appendix Chapter 33 of the 1997 Uniform Building Code; and

WHEREAS, pursuant to Health and Safety Code § 17950 and 18938(b), the California Building Standards Code is applicable to all occupancies throughout the State of California, whether or not the City takes affirmative action to adopt the California Building Standards Code; and

WHEREAS, Health and Safety Code § 17960, requires a local building department to enforce State Housing Law, the California Building Standards Code, and the implementing regulations of the Department of Housing and Community Development for residential structures; and

WHEREAS, Health and Safety Code § 17958.5 allows the City to make those changes or modifications to the requirements contained in the provisions published in the California Building Standards Code as it determines, pursuant to the provisions of Health and Safety Code § 17958.7, are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, pursuant to the immediately foregoing Health and Safety Code sections and Health and Safety Code § 18941.5, certain express findings have been made and are as follows:

FINDINGS

1. The topographic, underlying geologic and surface soil conditions of the hillsides of the City of Morro Bay are of a gradient and composition such that movement has historically been known to occur. Soils testing has revealed the presence of potentially hazardous geologic conditions, including expansive soils, questionable soils, soils prone to liquefaction and seasonally high ground-water. Therefore, it is reasonably necessary to adopt regulations for grading operations that are more detailed and restrictive than those adopted by the State of California and codified in the California Building Standards Code. More particularly, this finding supports the adoption of Appendix Chapter 33 of the 1997 Uniform Building Code and modification of Appendix J of the California Building Code.
2. Due to topographic and geologic conditions, development in Morro Bay has historically been constrained such that building occurred predominantly in the flatter areas, a scarcity of which resulted in the creation of small lots and the construction of structures in relative close proximity to one-another. Those conditions are known to be conducive to the spread of fire and, therefore, it is reasonably necessary to adopt standards more restrictive than those adopted by the State of California and codified in the California Building Standards Code and California Fire Code for the installation of automatic fire sprinklers on new and existing buildings, limiting the use of wood shakes or shingles, and to otherwise establish construction and fire prevention regulations more restrictive than those adopted by the State of California and codified in the California Building Standards Code to reduce and minimize the potential for loss of and damage to life and property resulting from fire, hazardous materials, explosions and to protect firefighters and emergency personnel during emergency operations. More particularly, this finding supports the modification of California Building Code, California Fire Code, California Residential Code and California Electrical Code.
3. Due to topographic conditions and in order to protect the estuarine environment of and adjacent to the City of Morro Bay, it is reasonably necessary to adopt regulations more restrictive than those adopted by the State of California and codified in the California Building Standards Code, creating more stringent thresholds for when a building permit is required for construction of sidewalks, driveways, decks, paving, or flatwork, prohibiting the construction of private sewage disposal systems and requiring the installation of sewer backwater valves. More particularly, this finding supports the

modification of California Building Code Section 105.2, California Plumbing Code section 713.0, and the addition of Plumbing Code section 709.5.

NOW, THEREFORE, the City Council of the City of Morro Bay does ordain as follows:

Section 1. The City Council hereby declares and adopts the foregoing recitals and findings.

Section 2. Chapters 14.01-14.12 of the Morro Bay Municipal Code are hereby repealed and reenacted to read as follows:

Chapter 14.01

GENERAL

Sections:

14.01.010	Title and Purpose.
14.01.020	Adoption of Codes .
14.01.030	Building Official and Fire Chief Designated.

14.01.010 Title and Purpose.

This title shall be known and may be cited as "The Buildings and Construction Ordinance of the City of Morro Bay," Title 14 of the Morro Bay Municipal Code ([MBMC](#)). These regulations are hereby established and adopted to protect and promote public health, safety and welfare. This title establishes minimum regulations for construction, fire prevention, and the use and occupancy of buildings and other structures. This title prescribes regulations and standards that are consistent with the State Housing Law of California.

14.01.020 Adoption of Codes.

Thirteen documents, one each of which are on file in office of the Building Official, identified by the seal of the City of Morro Bay, marked and designated as the:

- A. 2016 California Building Code (volumes 1 and 2),
- B. 2016 California Residential Code,
- C. Appendix Chapter 33 of the 1997 Uniform Building Code, published by the International Conference of Building Officials,
- D. 2016 California Electrical Code,
- E. 2016 California Mechanical Code,
- F. 2016 California Plumbing Code,
- G. 2016 California Energy Code,
- H. 2016 California Historical Building Code,
- I. 2016 California Fire Code,
- J. 2016 California Existing Building Code,

- K. 2016 California Green Building Code,
- L. 1997 Uniform Housing Code, published by the International Conference of Building Officials,
- M. 1997 Uniform Code for the Abatement of Dangerous Buildings, published by the International Conference of Building Officials;

are hereby adopted, including chapters and sections not otherwise adopted by agencies of the State of California, and the appendices thereto as the buildings, construction, and fire prevention regulations of the City of Morro Bay. The provisions of the above-mentioned are hereby referred to, adopted, and made a part hereof as if fully set out in this title except as modified hereinafter.

14.01.030 Building Official and Fire Chief Designated.

The City's ~~Public Services Director/ City Engineer-Community Development Director~~ is hereby designated as the Building Official and Building Code Official for the City of Morro Bay. The Fire Chief is hereby designated as the Fire Code Official for the City of Morro Bay. Where the "authority having jurisdiction" is used in the adopted codes, it shall mean the Building Official or the Fire Chief, as applicable.

Chapter 14.02

ADMINISTRATION AND ENFORCEMENT

Sections:

14.02.010 Administration and Enforcement.

14.02.020 Modification of Division II of Chapter 1 of the California Building Code.

14.02.010 Administration and Enforcement.

The Administration and Enforcement of this title shall be in accordance with Division II of Chapter 1 of the California Building Code as adopted, ~~and~~ modified, amended, and ~~or~~ supplemented herein.

14.02.020 Modifications of Division II of Chapter 1 of the California Building Code.

The California Building Code, adopted in Section 14.01.020, is hereby modified, amended, and~~or~~ supplemented as follows:

A. Amend Section 103.1 to read as follows:

103.1 Creation of Enforcement Agency. The Building Division of the ~~Public Services-Community Development~~ Department of the City of Morro Bay is hereby created and the official in charge thereof shall be known as the Building Official. Where reference is made to the Authority Having Jurisdiction or Code Official in the adopted Codes, it shall mean the Building Official.

B. Add Section 104.8.1 to read as follows:

104.8.1 Liability or Responsibility due to Error or Omission. This title shall not be construed so as to impose upon the City, or upon any of its officials or employees, any liability or responsibility for injury or damage resulting from any work approved or performed with respect to this title, or by reason of any inspection performed hereunder. No person shall be relieved of the responsibility of compliance with this title because of an error or omission made by a city official or employee.

C. Add Section 104.9.2 to read as follows:

104.9.2 Cargo Containers, Rail Cars, and Vehicle Bodies. Any person who intends to bring into the City or otherwise use, alter or relocate within the City any cargo container, streetcar, boxcar, refrigerator car, motorbus body or similar vehicle body for the purpose of use or occupancy, shall first make application to the Building Official and obtain the required permit. The application shall demonstrate ~~that~~ the proposed use, occupancy, structure, construction, and~~or~~ alteration will conform to the provisions of this title.

D. Amend Section 105.2, Building Exception 6 to read as follows :

6. Sidewalks, driveways, decks, paving, or flatwork not more than 30 inches (762 mm) above adjacent grade, not exceeding 200 square feet, not over any basement or story below, and not part of an accessible route.

E. Amend Section 109.2 to read as follows:

109.2 Schedule of permit fees. Permit fees shall be as prescribed in the City's Master Fee Schedule.

F. Amend Section 113 to read as follows:

SECTION 113 BOARD OF APPEALS

113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical provisions this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the City Council and hold office at its pleasure. The Building Official shall be an ex officio member and shall act as secretary to the board but shall have no vote upon any matter before the board. The board shall adopt rules of procedure for conducting its business.

The board of appeals shall also serve as the Local Appeals Board, Housing Appeals Board, and Accessibility Appeals Board, as defined in Health and Safety Code § 17920.5, 17920.6 and 19957.5.

113.2 Limitations on authority. An application for appeal shall be based on a claim ~~that~~ the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code, nor shall the board have any authority relative to the administration of this code.

113.3 Qualifications. The board of appeals shall consist of five members who are qualified by experience and training to pass on matters pertaining to the appeal and are not employees of the ~~City jurisdiction~~. Two members of the ~~board of Accessibility a Appeals Board~~ shall be physically handicapped, two members shall be persons experienced in construction, and one member shall be a public member.

113.4 Appointment. Upon receipt by the Building Official, of a qualified application for appeal, the Building Official shall within 60 days, recommend to the City Council five persons who, based on their qualifications and experience, appear to be suited to hear and decide the appeal. Upon finding ~~that~~ those individuals indeed appear to be qualified to hear and deciding the appeal, the City Council shall appoint those persons and they shall be known as the Board of Appeals and shall have the authority and be tasked with the duties thereof for the purposes of hearing and deciding that specific appeal.

G. Amend Section 114.4 to read as follows:

114.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters, extends, repairs, moves, removes, demolishes or occupies any building, structure, or

equipment in violation of the approved construction documents, a directive of the Building Official, or of a permit or certificate issued under the provisions of this Code, shall be subject to fines and penalties as established in Title 1 of the ~~Morro Bay~~ ~~Municipal Code~~, in addition to other penalties as prescribed by law.

Chapter 14.03

BUILDING CODE

14.03.010 Modifications of the California Building Code.

The California Building Code, adopted in Section 14.01.020, is hereby modified, amended, and ~~or~~ supplemented as follows:

- A. Adopt appendices H, I and J. Delete appendices A, B, C, D, E, F, G, K, L and M.
- B. Amend Section 1505.1 to read as follows:

1505.1 General. Roof assemblies shall be divided into the classes defined below. Class A, B, and C roof assemblies and roof coverings required to be listed by this section shall be tested in accordance with ASTM E 108 or UL 790. In addition, fire-retardant-treated wood roof coverings shall be tested in accordance with ASTM D 2898. The minimum roof coverings installed on buildings shall comply with Table 1505.1 based on the type of construction of the building.

For the purposes of this section, any building surface flatter than forty-five degrees to the horizontal shall be considered a roof and shall not be covered by wood shakes or shingles, except as otherwise allowed by this Code.

Exception: Skylights and sloped glazing that comply with Chapter 24 or Section 2610.

- C. Amend Appendix J by reference to contain the text of Appendix Chapter 33 of the 1997 Uniform Building Code, which shall have the same force and effect as if printed here in its entirety and is hereby modified, amended, and ~~or~~ supplemented as follows:

- 1. Amend Section 3309.2 to read as follows:

3309.2 Administration. The provisions of Division II of Chapter 1 of the California Building Code shall apply to the administration and enforcement of this chapter.

- 2. Amend Section 3309.7 to read as follows:

3309.7 Liquefaction Study. A study of the liquefaction potential of the site shall be provided, and the recommendations incorporated into the plans.

Exception: The Building Official may waive this requirement where it is determined by the geotechnical engineer or engineering geologist ~~that~~ the potential for liquefaction at the site is low.

3. Delete Section 3309.9.
4. Delete Section 3310.

Chapter 14.04

RESIDENTIAL CODE

14.04.010 Modifications of the California Residential Code.

The California Residential Code, adopted in Section 14.01.020, is hereby modified, amended, and ~~or~~ supplemented as follows:

- A. Delete Division II of Chapter 1. Administration and Enforcement of the Residential Code shall be as set forth in the California Building Code, as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.
- B. Adopt Appendices H, ~~and~~ O, S, and U. Delete Appendices A, B, C, D, E, F, G, I, J, K, L, M, N, P and Q, R, T, V, and W.
- C. Amend Section R313.1 and R313.2 to read as follows:

R313.1 Townhouse and One- and Two-family dwellings automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in all new townhouses and one and two family dwellings, and in all existing townhouses and one and two family dwellings where alteration results in an increase in floor area in excess of 50 percent, or 1000 square feet. This section shall be applicable to mobile homes and factory-built housing not located in a mobile home or special occupancy park.

R313.2 Determination of Floor Area. For the purposes of this section, floor area shall be defined as the area within the exterior walls of the building under consideration. The floor area of a building, or portion thereof, not provided with surrounding walls, shall include the usable area under the horizontal projection of the roof or floor above.

For the purposes of this section, buildings shall be considered separate when:

1. The fire separation distance as defined in CBC Sec. 702.1 is not less than that permitted in CBC Table 705.8 where unprotected openings are allowed in an exterior wall of a non-sprinklered building, or
2. The buildings are structurally independent, the adjoining walls are constructed of fire-resistant construction as prescribed in CBC Table 602 without openings or penetrations,

projections comply with CBC Section 705.2, and parapets are constructed where required by CBC Section 705.11.

D. Add Section R313.3.3.5 to read as follows:

R313.3.3.5 Waterflow Alarm. A local waterflow alarm and remote inspector's test valve, installed in accordance with NFPA 13, shall be installed on all sprinkler systems.

Chapter 14.05

ELECTRICAL CODE

14.05.010 Modifications of the California Electrical Code.

The California Electrical Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

A. Delete annexes A, B, C, D, E, F, G, H, ~~and I, and J.~~ Administration and Enforcement of the Electrical Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.

B. Amend Article 230-70(A)(1) to read as follows:

230-70(A)(1) Readily Accessible Location. A service disconnecting means shall be installed at a readily accessible location either outside the building or structure, or inside nearest the point of entrance of the service conductors.

The disconnecting means shall be accessible to emergency personnel, either directly or by a remote actuating device, without requiring travel through the building interior.

Chapter 14.06

MECHANICAL CODE

14.06.010 Modifications of the California Mechanical Code.

The California Mechanical Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

- A. Delete Division II of Chapter 1 ~~and Table 114.1~~. Administration and Enforcement of the Mechanical Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.
- B. Adopt appendices A, B, C, D, E, F and G.

Chapter 14.07

PLUMBING CODE

Sections:

- 14.07.010 Modifications of the California Plumbing Code
- 14.07.020 Retrofitting with water-saving devices required.
- 14.07.030 Required sewer backwater valve.

14.07.010 Modifications of the California Plumbing Code.

The California Plumbing Code, adopted in Section 14.01.020, is hereby modified, amended, and ~~or~~ supplemented as follows:

- A. Delete Division II of Chapter 1 ~~and Table 103.4~~. Administration and Enforcement of the Plumbing Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.
- B. Adopt Appendix K . Delete appendices A, B, C, D, E, F, G, H, I, J, ~~K~~ and L.
- C. Add Section 709.5 to read as follows:

709.5 A Backwater Valve, extended to and accessible from grade for maintenance, shall be installed on every Building Sewer.

Exception: Installation of a Backwater Valve shall not be required when, to the satisfaction of the Building Official, it is determined that the intent and purpose of this

section is otherwise met.

D. Amend Section 713.0 to read as follows:

713.0 Sewer Required.

713.1 Every building in which plumbing fixtures are installed and every premises having drainage piping thereon shall have a connection directly to a public or private sewer.

713.2 Private Sewage Disposal Systems shall not be permitted.

14.07.020 Retrofitting with water-saving devices required.

A. Every property owner, prior to the sale or transfer of any real property upon which is located any structure connected to the city's water supply shall retrofit the structure with the water-saving devices required for new construction as set forth in this title. In cases where the Building Official determines the use of such fixtures in existing structures would fail to meet the requirements of the Plumbing Code, fixtures using the least amount of water which do meet the requirements of the Plumbing Code shall be utilized.

B. In cases where a buyer intends to demolish all structures on such property within ninety days from the date of transfer, the structure need not be retrofitted prior to transfer; provided a covenant and a bond are filed with the city as follows:

1. The property owner shall file with the city clerk a notarized covenant agreeing to either demolish all structures located on the property connected to the city water system, within ninety days from the date of transfer or to perform the retrofit required in subsection A of this section, together with a faithful performance bond, in a form satisfactory to the city in an amount equal to one hundred and fifty percent of the full cost of retrofitting all such structures securing faithful performance of the agreement.

2. The agreement shall also authorize and grant the city permission to enter onto the property and to perform such retrofit in the event the property owner fails to do so. Further, the property owner shall agree to reimburse the city for all cost incurred by the City in the event the bond is insufficient.

C. Determination of compliance with the requirements of subsection A shall be made by the Building Official after an inspection performed by the Building Official or a qualified plumbing contractor under the supervision of the Building Official, who shall issue a certificate indicating same to the seller or title company involved. Seller shall pay the fee set forth in the Master Fee Schedule for such retrofit inspection at the time seller submits the request for the retrofit inspection. No property transfer shall be recorded until such certificate has been received by the seller and transferred with the title to the buyer. If noncompliance is found, the property owner (both seller and buyer) and any title company involved in the transfer shall be in violation of this code and subject to those penalties as prescribed in Title 1 of ~~this~~ ce-Morro Bay Municipal Code.

14.07.030 Required sewer backwater valve.

A. Any existing lateral sewer piping upon any premises which services fixtures whose elevation is lower than the elevation of the first upstream sewer manhole rim, lamp hole, or pump station receiving manhole, and for which the city has record of a previous sewage backflow incident

involving a clogged sewer main shall be protected from backflow of sewage by installing backwater valves of a type approved by the Building Official. The property owner shall be required to provide and install such device.

B. If the property owner fails to install and maintain a backwater valve in good working condition when required under this section, then the Building Official may declare said sewer connection to be a nuisance and abate such nuisance pursuant to Section 8.12.010 et seq. of this code by installing an approved-type backwater valve at the owner's expense. Said property owner may, in addition, be subject to fines as outlined in subsection E of this section.

C. All house connection sewers, industrial sewers, private sewage disposal systems and appurtenances thereto, now existing, or hereafter constructed, shall be maintained by the owner of the property in a safe and sanitary condition and all devices or safeguards which are required by this section for the operation thereof shall also be maintained in a good working order by the owner. It shall be the property owner's responsibility to maintain that portion of the sewer to the public main, including the connection to the public main.

D. The Public WorksServices Director, the health officer, and other duly authorized employees of the city and the health department bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this section. The Public WorksServices Director, the health officer, or their representatives shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper, or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways of facilities for waste treatment.

E. Violations and Penalties. Any person who is convicted of violation of any provisions of this section is guilty of an infraction punishable as provided in Chapter 1.16 of this code.

Chapter 14.08

FIRE CODE

Sections:

14.08.010.	Purpose.
14.08.020.	Bureau of fire prevention.
14.08.030.	Fire district established.
14.08.040.	Penalties for turning in false alarms.
14.08.050.	Fire injury report.
14.08.060.	Storage of gasoline driven vehicles.
14.08.070.	Citation powers.
14.08.080.	Fire Hazard Severity Zones
14.08.090.	Modifications of the California Fire Code

14.08.010. Purpose.

This chapter shall be known and may be cited as "The Fire Prevention Regulations of the City of Morro Bay," Chapter 14.08 of Title 14 of the Morro Bay Municipal Code. This chapter

prescribes minimum regulations to reduce and minimize the potential for loss of and damage to life and property resulting from fire, panic, hazardous materials, and explosions.

14.08.020. Bureau of fire prevention.

The California Fire Code shall be enforced by the fire department or building division of the ~~Community Development Department~~ ~~public services~~ department under the supervision of the Fire Chief.

14.08.030. Fire district established.

The entire incorporated area of the city is declared to be and is established a fire district.

14.08.040. Penalties for turning in false alarms or for conviction of intentionally setting a fire.

Individuals responsible for turning in false alarms shall be responsible for the cost the fire department incurs while responding to the alarm. The cost of the false alarm shall be determined in accordance with the master fee schedule. The intent of this section is not to penalize those persons who make honest mistakes. Persons convicted of intentionally setting a fire in violation of any law or ordinance within the city limits shall pay the cost of fighting that respective fire.

14.08.050. Fire injury report.

Any physician, first aid station, ambulance company or persons who treat or aid any person injured by a fire, explosion or chemical burn within the ~~City~~ ~~municipality~~ shall, within twenty-four hours, report such treatment and pertinent information to the fire department.

14.08.060. Storage of gasoline driven vehicles.

No one shall store, repair or use any motorcycle, moped or any other gasoline driven vehicle inside of any dwelling. Storage and repair of gasoline driven vehicles are permitted in garage areas adjacent to dwellings.

14.08.070. Citation powers.

The ~~Morro Bay~~ Fire Chief (~~Fire Chief~~), Fire Marshal and full-time safety members of the Fire Department ~~shall have the powers of a Peace Officer in performing their duties under this Code, and shall have the powers of a Peace Officer as provided in California Penal Code, Sections 830.31 and shall have the~~ authority to issue citations as provided in Title 1 of ~~this Morro Bay Municipal Code.~~ Arson investigators who are full-time members of the Fire Department shall have the powers of a peace officer in performing their duties under this Code, and shall have the powers of a peace officer as provided in California Penal Code, Sections 830.37

14.08.080. Fire Hazard Severity Zones.

A. Purpose and Intent. The purpose of this chapter is to provide authority for the identification of local fire hazard severity zones and provide authority for enforcement of state and local codes in these zones. The intent of this chapter is to reduce the potential for fire losses by providing minimum requirements for the protection of properties constructed in very high hazard severity zones and other wildland/urban interface areas designated by the fire chief and supported by substantial evidence.

B. Designation-Recommendation. The ~~F~~fire ~~C~~chief is hereby authorized to designate very high fire hazard severity zones within one hundred twenty days of receiving recommendations from the California Department of Forestry and Fire Protection.

C. Designation-Not identified. The ~~F~~ire ~~C~~hief may designate areas not identified as very high fire hazard Severity Zones by the California Department of Forestry and Fire Protection following a finding supported by substantial evidence in the record that the requirements for very high fire hazard severity zones are necessary for effective fire protection within the area(s).

D. Designation-Declined. The ~~F~~ire ~~C~~hief may decline to designate areas identified by the California Department of Forestry and Fire Protection as Very high fire hazard severity zones following a finding, supported by substantial evidence in the record, ~~that~~ the requirements for very high fire hazard severity zones are not necessary for effective fire protection with the area(s).

E. Supported by substantial evidence in the record. "Supported by substantial evidence in the record" shall require the ~~C~~eity ~~C~~eouncil to hold a public hearing and make findings ~~that~~ there is competent substantial evidence in the record to support the ~~F~~ire ~~C~~hief's designation as fire hazard areas.

F. Enforcement. The Building Official shall enforce the provisions of Chapter 7A of the California Building Code and Chapter 49 of the California Fire Code in all very high fire hazard severity zones and other areas designated by the Fire Chief and supported by substantial evidence in the record.

G. Permits. All submittals for subdivision, entitlement, or building permits shall demonstrate that the proposed project allows for compliance with the provisions of Government Code Section 51182 and Public Resource Code Section 4291, except where otherwise allowed by law, to the satisfaction of the Fire Chief and the Building Official.

14.08.090. Modifications of the California Fire Code.

The California Fire Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

A. Adopt Appendix Chapter 4 and appendices B, BB, C, CC, D, H, I, ~~and K,~~ and N. Delete appendices A, E, F, G and J.

B. Section 101.1 is amended to read as follows:

Section 101.1 Title. These regulations shall be known as the Fire Code of the City of Morro Bay.

C. Section 103.1 is amended to read as follows:

Section 103.1 General. The Fire Department of the City of Morro Bay is hereby established and the person in charge thereof shall be known as the Fire Chief. Where the Code uses the term Fire Official, it shall mean the Fire Chief.

D. Section 113.2 is amended to read as follows:

113.2 Schedule of permit fees. Fees shall be paid in accordance with the City's Master Fee Schedule.

E. Section 302.1, “Definitions,” is amended to add the following definition in correct alphabetical order:

SKY LANTERN. An airborne lantern typically made of paper with a wood frame containing a candle, fuel cell composed of waxy flammable material or other open flame which serves as a heat source to heat the air inside the lantern to cause it to lift into the air. Sky candles, fire balloons and airborne paper lanterns mean the same as sky lanterns.

F. Section 507.5.4 is amended to read as follows:

507.5.4 Obstruction. Unobstructed access to fire hydrants shall be maintained at all times. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants.

The Fire Chief shall have the authority to remove or cause to be removed, without notice, any vehicle, vessel, or object that is in violation of this section. The owner of said item, so removed, shall be responsible for all towing, storage, or other costs incurred therein.

G. Section 308.1.1.1 is added to read as follows:

308.1.1.1 Burning Prohibited. Open burning, bon fires, recreational fires, and all other outdoor fires are prohibited.

Exception:

Barbeques and portable outdoor fireplaces that conform with the following provision are allowed.

1. Fires shall be conducted at a safe distance from and in accordance with the applicable manufacturer’s instructions to prevent the spread of fire to adjacent structures or other combustible materials.
2. Fire shall be contained in a non-combustible container, not to exceed 3 feet in diameter and 2 feet in height.
3. Fuel loading shall not exceed 3 feet in diameter or 2 feet in height.
4. Fire shall be fueled by propane, natural gas, charcoal, dried wood, commercial fire logs, or pellets. Fuels shall not include green waste, yard trimmings, pressure treated wood, trash, plastic, or other noxious or hazardous materials.
5. Ground fires, sub-surface or pit fires, and earth floored fire rings are prohibited.
6. If in the opinion of the Fire Chief or his or her designee, a fire is potentially hazardous or smoke is causing a nuisance, the fire shall be extinguished immediately.

H. Section 308.1.6.3 is amended~~added~~ to read as follows:

308.1.6.3 Sky Lanterns. The ignition and launching of sky lanterns is prohibited.

Exception: The ignition and launching of sky lanterns may be allowed, subject to the approval of a permit by the Chief, where it has been determined that adequate safeguards will be in place.

I. Section 511 is added to read as follows:

SECTION 511
FIRE SERVICE ELEVATOR

511.1 Elevator car to accommodate ambulance stretcher. Where elevators are provided, at least one elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such a size and arrangement to accommodate an ambulance stretcher 24 inches by 84 inches with not less than 5-inch radius corners, in the horizontal, open position and shall be identified by the international symbol for emergency medical services (star of life). The symbol shall not be less than 3 inches high and shall be placed inside on both sides of the hoistway door frame.

Exception: Elevators located within one- and two-family dwellings and townhouses.

J. Section 901.4.~~75~~ is added to read as follows:

901.4.7 Partial Sprinkling of Buildings. Partial sprinkling of buildings shall not be permitted, except where otherwise allowed by NFPA 13R, 13D, and Section 903.3.1.1.1.

K. Delete Sections 903.2 through 903.2.1~~0.4~~ and ~~903.2.2 through 903.2.10.14~~.

L. Add Section 903.2 to read as follows:

903.2 Where Required. An approved automatic fire sprinkler system shall be installed throughout:

1. All new buildings exceeding 1000 square feet of floor area.

Exceptions:

- a. A structure containing only Group A, Division 5 occupancy.
- b. Agricultural accessory buildings and greenhouses.

2. All new buildings and structures on the west side of Embarcadero Road.

Exception:

Installation of an automatic fire sprinkler system shall not be required when, to the satisfaction of the Fire Chief and the Building Official, it is demonstrated ~~that~~ the proposed construction, use, and occupancy are minor in scope and nature, ~~that~~ the installation of an automatic fire sprinkler system would be impractical, and ~~that~~ the intent and purpose of this section is otherwise met.

3. All existing buildings exceeding 1000 square feet of floor area, where an automatic fire sprinkler system does not already exist, and a change in the character of use or occupancy is made, which increases the fire hazard level.

4. All existing buildings, where alterations result in:

- a. An increase in floor area in excess of 50 percent, or
- b. An increase in floor area in excess of 1000 square feet.

903.2.1 Determination of Floor Area. For the purposes of this section, floor area shall be defined as the area within the exterior walls of the building under consideration. The floor area of a building, or portion thereof, not provided with surrounding walls, shall include the usable area under the horizontal projection of the roof or floor above.

For the purposes of this section, buildings shall be considered separate when:

- 1. The fire separation distance as defined in CBC Sec. 702.1 is not less than that permitted in CBC Table 705.8 where unprotected openings are allowed in an exterior wall of a non-sprinklered building, or
- 2. The buildings are structurally independent, the adjoining walls are constructed of fire-resistant construction as prescribed in CBC Table 602 without openings or penetrations, projections comply with CBC Section 705.2, and parapets are constructed where required by CBC Section 705.11.

M. Amend Section 903.3.1.1 to read as follows:

903.3.1.1 NFPA 13 sprinkler systems. Where other provisions of this code require ~~that~~ a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, or where a building contains two or more occupancies or uses, sprinklers shall be installed throughout in accordance with NFPA 13 as amended in Chapter 47 except as provided in Section 903.3.1.1.1.

N. Section 3604.1 is amended to read as follows:

3604.1 General. Piers, marinas, docks, fuel docks, wharves and similar boat mooring facilities shall be equipped with fire protection equipment in accordance with Section ~~3604.14504.2~~ through ~~3604.64504.6~~ and as otherwise required by the Chief.

O. Section 5609 is added to read as follows:

SECTION 5609.1
SALE AND USE OF FIREWORKS

5609.1 Sale and Use of Fireworks Unlawful. The sale or use of fireworks, pyrotechnics, and others explosives shall be unlawful.

Exceptions:

- 1. The sale of fireworks, approved by the State Fire Marshal as “safe and sane,” shall be permitted, subject to the approval of a permit by the Fire Chief.
- 2. The use of fireworks, approved by the State Fire Marshal as “safe and sane,” shall be permitted on private property only.

3. Public fireworks displays may be allowed, subject to the approval of a permit by the Fire Chief.
4. Pyrotechnics for use in movie industry operations may be allowed, subject to the approval of a permit by the Fire Chief.
5. This section shall not apply to the sale and use of State Fire Marshal approved and listed party poppers and snap caps.
6. Any person violating this provision will be guilty of a misdemeanor and subject to a \$1,000 fine for each offense.
- 5.7. Notwithstanding any other provision of this code, any Morro Bay Police Officer may issue an administrative citation for a first offense without first issuing a warning; and the administrative fine shall be \$1,000 for each offense.

Chapter 14.09

EXISTING BUILDING CODE

14.09.010 Modifications of the California Existing Building Code

The California Existing Building Code, adopted in Section 14.01.020, is hereby modified, amended, and ~~or~~ supplemented as follows and shall be the technical strengthening provisions for buildings subject to Chapter 14.18 of this title:

- A. Amend Section A102.1 of Appendix Chapter A1 to read as follows:

A102.1 General. The provisions of this chapter shall apply to all existing buildings having at least one unreinforced masonry bearing wall. The elements regulated by this chapter shall be determined in accordance with Table A1-A. Except as provided herein, other structural provisions of the building code shall apply. This chapter does not apply to the alteration of existing electrical, plumbing, mechanical or fire safety systems.

Exception: This section shall not apply to detached one-family or two-family dwellings and detached apartment houses containing less than five dwelling units and used solely for residential purposes.

Chapter 14.10

RESERVED

Chapter 14.11

HOUSING CODE

14.11.010 Modifications of the Uniform Housing Code.

The 1997 Uniform Housing Code, adopted in Section 14.01.020, shall have the full force and effect as if printed here in its entirety and is hereby modified, amended, and/ or supplemented as follows:

A. Amend Section 103 to read as follows:

SECTION 103-SCOPE

The provisions of this code shall apply to all buildings or portions thereof used, or designed or intended to be used, for human habitation. Such occupancies in existing buildings may be continued as provided in Chapter 34 of the Building Code, except such structures as are found to be substandard as defined in this code.

Where any building or portion thereof is used or intended to be used as a combination apartment house- hotel, the provisions of this code shall apply to the separate portions as if they were separate buildings.

Rooming houses, congregate residences or lodging houses shall comply with all requirements of this code for dwellings.

B. Amend Section 104.1 to read as follows:

104.1 Additions, Alterations, or Repairs. For additions, alterations or repairs, see Chapter 34 of the Building Code.

C. Amend the following definitions, located in Section 401, to read as follows:

BUILDING CODE is the California Building Code, as adopted and amended by this jurisdiction.

HEALTH OFFICER is the legally designated head of the San Luis Obispo County Department of Public Health.

MECHANICAL CODE is the California Mechanical Code, as adopted and amended by this jurisdiction.

PLUMBING CODE is the California Plumbing Code, as adopted and amended by this jurisdiction.

Chapter 14.12

DANGEROUS BUILDINGS CODE

14.12.010 Modifications of the Uniform Code for the Abatement of Dangerous Buildings.

The 1997 Uniform Code for the Abatement of Dangerous Buildings, adopted in Section 14.01.020, shall have the full force and effect as if printed here in its entirety and is hereby modified, amended, and/ or supplemented as follows:

A. Amend Section 103 to read as follows:

SECTION 103- ALTERATIONS, ADDITIONS AND REPAIRS

All buildings or structures which are required to be repaired under the provisions of this code shall be subject to the provisions of Chapter 34 of the Building Code.

B. Amend the following definitions, located in Section 301, to read as follows:

BUILDING CODE is the California Building Code, as adopted and amended by ~~this title~~ jurisdiction.

HOUSING CODE is the 1997 Uniform Housing Code, as adopted and amended by this ~~title~~ jurisdiction.

Section 3. This Ordinance shall take effect 30 days after its adoption. The City Clerk, or her duly appointed deputy, shall attest to the adoption of this Ordinance and shall cause this Ordinance to be published and posted in the manner required by law.

INTRODUCED at a regular meeting the of the City Council of Morro Bay, held on the 15th day of November, 2016 by motion of Councilmember _____ and seconded by Councilmember _____.

PASSED AND ADOPTED on the _____ day of December, 2016, by the following vote:

AYES:
NOES:
ABSENT:

JAMIE L. IRONS, Mayor

ATTEST:

DANA SWANSON, City Clerk

APPROVED AS TO FORM:

JOSEPH W. PANNONE, City Attorney

I, Dana Swanson, City Clerk for the City of Morro Bay, hereby certify that the foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the 15th day of November , 2016, and hereafter the said ordinance was duly and regularly adopted at a meeting of the City Council on the _____ day of _____, 2016, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF I have hereunto set my hand and affixed the official seal of the City of Morro Bay, California, this _____ day of _____, 2016.

City Clerk of the City of Morro Bay

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AGENDA NO: C-1

MEETING DATE: December 13, 2016

Staff Report

TO: Honorable Mayor and City Council

DATE: December 6, 2016

FROM: David Buckingham, City Manager

SUBJECT: Strategic Planning Overview and Approval of 2017 Meeting and Budget Schedule

RECOMMENDATION

Staff recommends the City Council receive and file this review of the City's adopted Strategic Planning Framework, and adopt Resolution No. 81-16 approving the 2017 Meeting and Budget Schedule.

As part of the Strategic Planning Review, staff recommends Council approve a staff recommendation to adopt 1-year fiscal year objectives as we have the past two years instead of changing to 2-year objectives this coming fiscal year as described in this staff report and included in the Council resolution.

ALTERNATIVES

The Council may alter the proposed meeting and budget calendar.

The Council may direct the City adopt biennial 2-year objectives instead of annual objectives.

FISCAL IMPACT

None

BACKGROUND AND DISCUSSION – Strategic Planning Framework (SPF)

In order to provide an orderly process for strategic planning that includes budget forecasting, adoption of broad City goals and annual fiscal year objectives, and to tie the objectives to an annual budget process, on August 11, 2015, the City Council unanimously approved the City's Strategic Planning and Budgeting Framework. The staff report from that Council action is included as Attachment 3.

The Strategic Planning Framework Policy ("SPF") in the form a white paper that resulted from the Council's August 2015 approval of the framework was unanimously adopted by Resolution 72-15 on December 8, 2015. That policy is included as Attachment 2.

The City's SPF states the City:

- Will annually produce a 10-year budget forecast
- In years following a presidential election, the Council will review and update the City's 4-year Goals.
- Every other Jan/Feb following an election the new Council will approve new, 2-year fiscal year objectives forming a fiscal year work plan for the City.
- Each March to May the City develops and the City Council approves a 1-year budget that is tied to the fiscal year work plan.

For the past two years, the City has reaffirmed (or slightly modified) our existing ten City goals, and has developed annual objectives associated with those goals.

While the SPF initially envisioned adopting 2-year objectives, instead of 1-year objectives, beginning with the FY17/18 year, staff recommends the City continue with 1-year objectives for at least two additional years for the following reasons:

1. Annual goal setting and annual objectives provide the public a crucial opportunity to help "steer" their City

Prepared By: DWB

Dept Review: _____

City Manager Review: DWB

City Attorney Review: _____

- every year. This supports a goal of more robust participation in the public process.
2. Waiting two years between goal / objective setting sessions may tend to make government less responsive, and may tend to increase the frequency of adding items to the work plan in the middle of the year.
 3. The City determined to maintain annual budgeting for the next several years, and matching budgeting to goal setting is a best practice.
 4. The primary reason the City initially intended to move to biennial goal setting and budgeting was to save some of the time and resources associated with those time-consuming annual processes. Staff now believes, the pros associated with 1, 2 and 3 above are worth the time for all involved. Indeed, time spent in the process of goal setting and budgeting, with the community, is an important goal in itself.

BACKGROUND AND DISCUSSION – 2017 Meeting and Budget Calendars

In order to provide for the orderly course of business (for the City Council, staff and the community), and to enhance public transparency and accountability, staff has prepared Resolution No. 81-16 adopting the 2017 meeting calendar (Exhibit A). The calendar (Exhibit B) includes regular meetings, anticipated study sessions or workshops, closed sessions, and joint meetings with advisory bodies. Other special meetings may be called to address City business, as needed.

The calendar is adopted annually and provides for the necessary structure of the City Council's work throughout the year. Adoption of a calendar by resolution allows the community to also understand the planned dates for important work on the City's goals and objectives, advisory body/staff work plans, joint meetings with advisory bodies, adoption of the budget, and more.

In this calendar, usual start times for various types of meetings are as follows (note – those types of sessions or meetings are not necessarily on the same day):

Study Sessions and Joint Meetings – 4 p.m.
Closed Sessions – 4:30 p.m.
Regular Meetings – 6 p.m.

Regular meetings are the second and fourth Tuesdays of the month, unless a break is scheduled for one of those times (three breaks are scheduled on the calendar).

Of note in the structure of the calendar is the staggering of study sessions and closed sessions. Generally, a closed session is scheduled before the first regular meeting of the month, and a study session is scheduled for the second meeting of the month. If a study session is before the first meeting of the month, then there is a placeholder for a closed session on the Wednesday following the regular meeting.

Goal Setting Calendar

Exhibit B includes the proposed goal setting schedule for FY17/18. This schedule identifies the study sessions and Council meetings at which the City's goals and annual objectives will be developed, discussed and adopted.

Budget Calendar

Exhibit B also includes the FY17/18 Budget calendar. That calendar lays out the projected schedule for the staff development, public briefing, CFAC consideration, Council modification, and eventual Council approval of the FY17/18 City Budget.

BACKGROUND AND DISCUSSION – Advisory Board Work Plans

Like last year and consistent with Council Resolution 79-15, staff also recommends the creation of work plans for our advisory boards. Those work plans allow the Council and advisory bodies to ensure the work being performed by each advisory body, and supported by the staff, is synchronized with the Council's general direction for the City. Boards will develop draft work plans during the goal and objective setting period. There will then be a series of joint meetings between the City Council and the various Advisory Boards to discuss the draft work plans. The Council will then adopt the annual work plan for each advisory board at a regular Council meeting. The proposed advisory board work plan development calendar is also included as Exhibit B. Exhibit C is the adopted advisory

board work plan flow chart.

CONCLUSION

The City's Strategic Planning Framework, along the with schedules for Council meetings, goal setting, budget development and advisory board work plan development, lay out the process for thoughtful, disciplined, open, transparent and responsive conduct of the people's business.

RECOMMENDATION

Adopt Resolution No. 81-16 that includes the City's council meeting, goal setting, budget development and advisory board work plan process for CY 2017.

ATTACHMENTS

1. Resolution No. 81-16 with Exhibits A, B & C
2. December 2015 Strategic Planning Policy Resolution No. 72-15
3. August 2015 Strategic Planning Staff Report

RESOLUTION NO. 81-16

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
ADOPTING THE 2017 CITY COUNCIL MEETING CALENDAR
AND WORK PLAN DEVELOPMENT STRUCTURE**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, the City Council adopts an annual calendar providing for the orderly course of business and to provide transparency and accountability to the public; and

WHEREAS, the City Council adopts a schedule for the development of goals and annual objectives, advisory board work plans, and the annual budget; and

WHEREAS, the City Council adopts annual objectives that aim to meet the adopted four-year goals; and

WHEREAS, annual objectives inform the work conducted by the City staff, and what items are generally brought before the City Council's advisory bodies; and

WHEREAS, in order to provide for a more orderly and functional system for addressing annual objectives, it is appropriate for staff to prepare annual work plans to meet said objectives; and

WHEREAS, it is important for the City Council's advisory bodies to be able to provide input on those annual work plans, as the items that come before those bodies will come directly from the work plans; and

WHEREAS, at times, there may be issues that have not been placed on a work plan that are of such import the advisory body may recommend doing so to the City Council; and

WHEREAS, it is appropriate for the City Council to provide a structure for the adoption of annual work plans and a mechanism for advisory bodies to recommend additions of items to said work plans.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, the 2017 City Council Meeting Calendar is adopted, as set forth in Exhibit A, the Goal, Work Plan and Budget schedule is adopted, as set forth in Exhibit B, and the City Work Plan Development Structure is adopted, as set forth in Exhibit C.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on this 13th day of December, 2016 on the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMIE L. IRONS, Mayor

ATTEST:

DANA SWANSON, City Clerk

2017 City Council Meeting Calendar

January 10

Study Session – Goals Study Session #1
Regular Meeting

January 11

Closed Session, if needed
Joint City Council / Planning Commission
- General Plan Update – Policy Direction

January 24

Study Session – Goals Study Session #2
Regular Meeting

February 14

Closed Session, as needed
Regular Meeting

February 28

Study Session – Budget Forecast
Regular Meeting

March 14

Closed Session, as needed
Regular Meeting

March 28

Regular Meeting

April 11

Joint Meeting with Advisory Boards
Regular Meeting

April 12

Closed Session, as needed

April 25

Joint Meeting with Advisory Boards
Regular Meeting

May 9

Study Session – Budget #1
Regular Meeting

May 23

Study Session – Budget #2
Regular Meeting

May 30

Study Session – Budget #3 (if needed)

June 13

Closed Session, as needed
Regular Meeting

June 27

Regular Meeting

July 11

Closed Session, as needed
Regular Meeting

July 25

BREAK

August 8

Closed Session, as needed
Regular Meeting

August 22

Regular Meeting– Annual Goals Update

September 12

Closed Session, as needed
Regular Meeting

September 26

Regular Meeting

October 10

Closed Session, as needed
Regular Meeting

October 24

Regular Meeting

November 14

Closed Session, as needed
Regular Meeting

November 28

BREAK

December 4

Advisory Body Recognition Event

December 12

Regular Meeting – Advisory Board Interviews

December 26

BREAK

Goals, Work Plan and Budget Development Schedules

Goals and Objectives Calendar

- Dec 13 Strategic Planning Overview to Council
- Jan 10 Goals Study Session #1
- Jan 24 Goals Study Session #2
- Feb 14 Goals Discussion at Council Meeting
- Feb 28 Goals Approved at Council Meeting

Advisory Board Work Plan Calendar

- Dec Boards recommend items for FY17/18 Goals
- Jan / Feb Boards begin to prepare work plan items
- Mar Boards finalize recommended draft work plans
- Apr 11 / 25 Joint Council / Board meetings to discuss work plans
- May 9 Council Discusses Board Work Plans
- May 23 Council Approves Board Work Plans

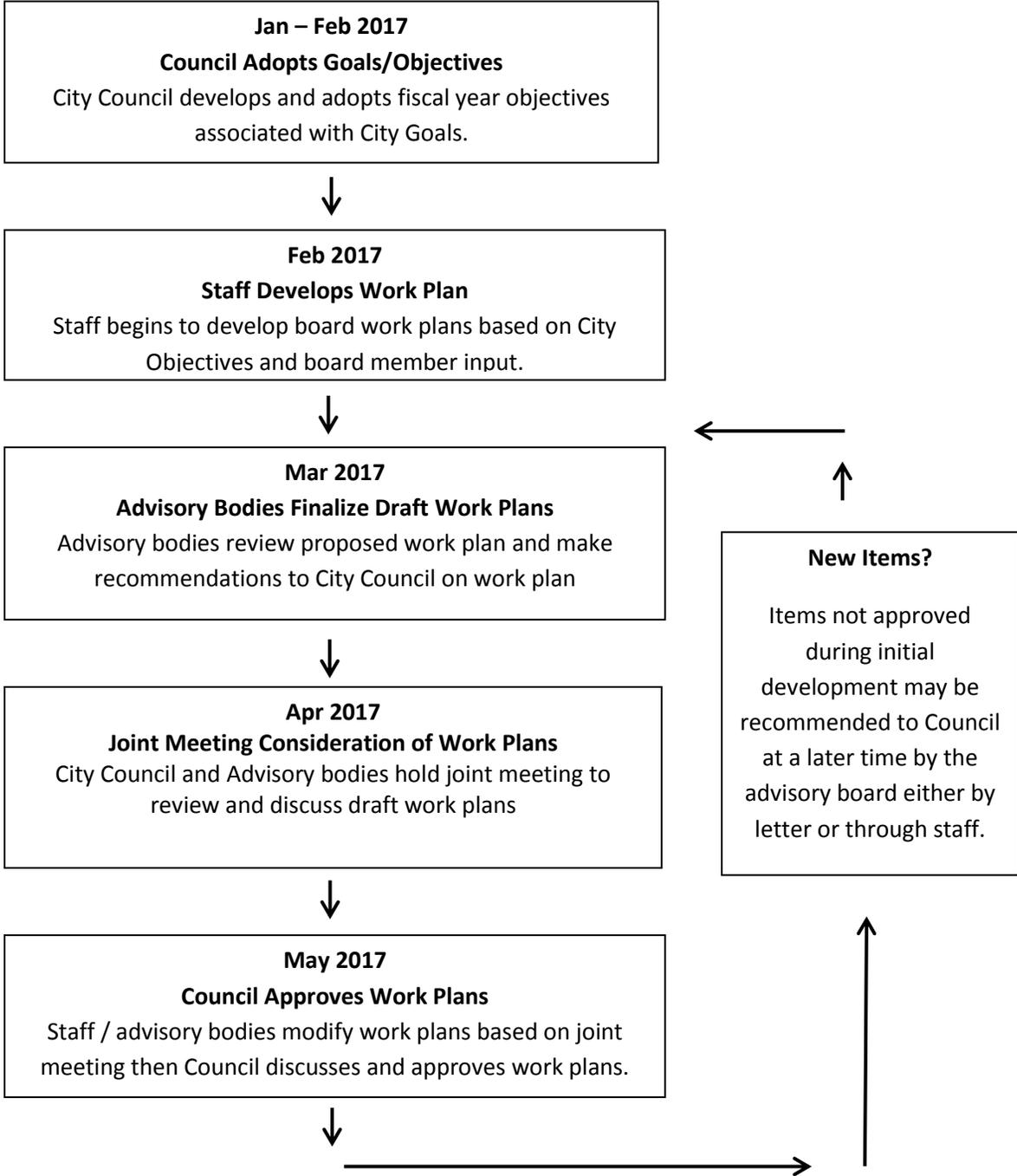
Budget Calendar

- Jan 5 Executive team meeting with Bob Leland
- Feb 24 Finance provides labor numbers / outline to Departments
- Feb 28 10-Year Forecast Study Session to Council
- Mar 1-23 Departments develop internal budgets
- Mar 24 Department budgets due to Finance
- Mar 27-Apr 7 Finance / Department Head Budget Meetings
- Apr 10-21 City Manager / Executive Team Budget Meetings
- Apr 24-27 City Manager / Finance finalize draft budget letter
- Apr 28 City Manager delivers proposed budget to Council
- May 9 Budget Study Session #1
- May 23 Budget Study Session #2
- May 30 Budget Study Session #3 (if required)
- Jun 13 Budget Approved at Council Meeting
- Jun 27 Backup date for Budget Approval

Legend

- Council Meetings
- Council Study Sessions
- Joint or Advisory Board Meetings
- Internal Staff Actions

Advisory Board Work Plan Process



RESOLUTION NO. 72-15

**RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MORRO BAY, CALIFORNIA,
ESTABLISHING THE STRATEGIC PLANNING FRAMEWORK POLICY**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, at the August 11, 2015, City of Morro Bay regular City Council meeting, the Council unanimously approved the Strategic Planning and Budgeting Framework concept presented and directed staff to develop a Strategic Planning Framework policy to be adopted at a future meeting; and

WHEREAS, in accordance with City Council direction, staff has prepared a Strategic Planning Framework White Paper which is attached as Exhibit A.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Morro Bay, the Strategic Planning Framework Policy is named and established as defined in the attached Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Morro Bay, at a regular meeting thereof held on the 8th day of December, 2015, by the following vote:

AYES: Irons, Headding, Johnson, Makowetski, Smukler
NOES: None
ABSENT: None



JAMIE L. IRONS, Mayor



DANA SWANSON, City Clerk



WHITE PAPER

Strategic Planning Framework

November 5, 2015

I. PURPOSE

The purpose of this paper is to describe the City of Morro Bay Strategic Planning framework. This framework, to be adopted by the City Council, provides direction on annual, biennial and quadrennial planning and budgeting tasks and processes the City will follow.

II. OVERVIEW

The City has many plans, including a General Plan (GP), Local Coastal Plan (LCP), Economic Development Strategic Plan (EDSP - under development in 2015/16), Parking Management Plan and other particular plans. Those plans are essential to provide long-term guidance for the City. And, in particular, the GP/LCP provides strategic direction not only in land-use but in many other areas.

However, the City also needs a regular process to set more general goals, and to identify specific, measurable objectives to reach those goals. This process must also ensure those objectives are considered in the annual budgeting process.

This Strategic Planning Framework does that. In general, the City Council will set / refine broad goals every four years. Every two years the Council will identify specific objectives associated with each goal for staff to complete. Every year during the budget process, those objectives will be budgeted against.

In addition to this Strategic Planning Framework, the City is developing fresh Vision, Values and Mission statements that should inform all of our planning efforts, and goal / objective setting in particular.

III. DEFINITIONS

The following definitions are important to understand the City's Strategic Planning Process:

- **City Mission Statement** – The Mission Statement is a Council-approved statement that describes the basic / essential tasks the City must provide, and a statement toward the purpose of executing these tasks. The mission statement is focused on the purpose of the City Government, not the broader community. The City mission statement might begin something like: "The City of Morro Bay provides Public Safety, Recreation, and other key municipal services in order to"
- **Community Vision and Values Statements.** Community vision and values are also Council-approved, semi-permanent statements, developed with significant community

input, that describe what we want our community to be (Vision) and what ideals our community considers of essential importance (values).

- **City Core Tasks.** Core tasks are functions that we should always be doing well and they should be addressed in our City mission statement. A core task might be: "Maintain City Infrastructure", or "Provide Public Safety".
- **City Goals.** Goals are broad projects we want to accomplish over a long-term (4-6 year) period, usually because they are big enough and broad enough they can't be accomplished in a year or two. An example of a goal is: "Improve Streets".
- **City Objectives.** Biennial objectives are specific, discreet, medium-term (1-2 year) projects that support a more general goal, are feasible and achievable if appropriately resourced, and can be directly budgeted against. An example of an Objective related to the Goal "Improve Streets" could be: "Repave 10% of streets in FY16/17 and FY 17/18".

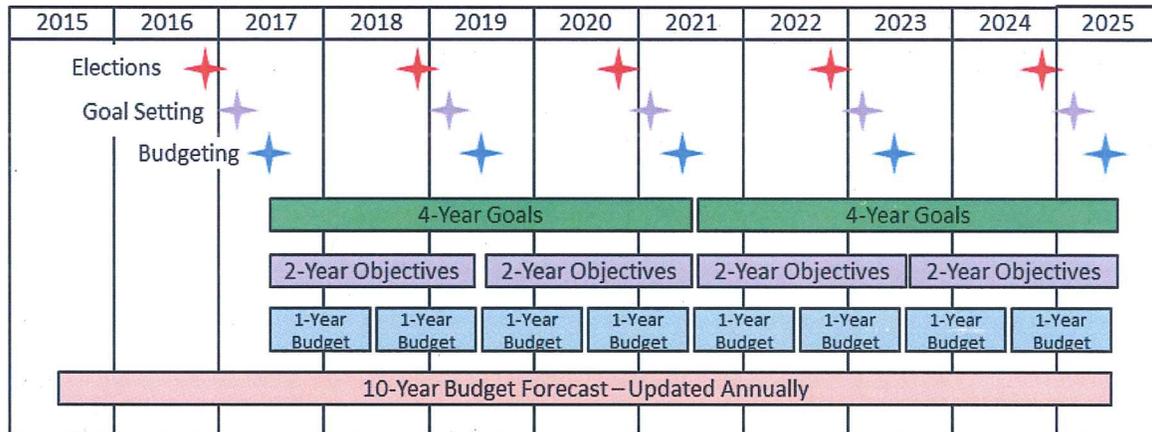
IV. PROCESS

Following is a written description of the City's Strategic Planning Framework depicted below in figure 1.

- The process begins in December of each election year with the seating of a new Council.
- The new Council begins a planning process to set biennial budget objectives for the upcoming two budget years.
- This objective-setting planning process normally occurs in January and February with two-year objectives set by the last Council meeting in February.
- Council-approved objectives are then used by staff and Council to develop the annual budget in March – May of each year.
- Every four years (Presidential election years) the new Council also reviews and updates the City's Goals. The City should work to ensure goals are items in which real improvement is needed and achievable. Generally, goals should not be "maintain", but should be "improve". Any new Council could, of course, resolve to deviate from this Strategic Planning Framework and modify City goals outside of the specified four-year window. However, for organizational efficiency and community stability, the City should strive to keep goals for at least four years, using biennial objective setting and annual budgeting to affect change and adjust priorities.
- On a semi-annual basis, normally in the fall of each year, staff updates the Council on the status of the two-year budget objectives in an Annual Goals Update report and special Council Meeting.
- In March – May each year, the staff and Council develop a 1-year budget for the upcoming fiscal year: July 1 to June 30 of the following year. The two 1-year budgets every 2-year goal/objective period provide the Council ample opportunity to reallocate resources to achieve, or "weight" specific City Goals and Objectives.
- This entire process is underpinned and informed by a continuing 10-year budget forecast process that is updated annually in Jan – Feb. Every other year the 10-year forecast is

updated by an external professional consultant. In the off years it is updated internally by staff.

Transition Plan for the Morro Bay Strategic Planning and Budgeting Framework



- ★ Elections – Nov of even years, new Council seated in early January
- ✦ Biennial Planning – Every other year in Jan and Feb Council updates 2-year objectives. every 4th year Council also updates 4-year goals.
- ✦ Annual Budgeting – Every year in May and Jun Council updates approves a 1-year budget.

Overview. Beginning in December 2016 the City of Morro Bay executes a 4-2-1 Strategic Planning and Budgeting process.

- Following each election, the new council meets in Jan / Feb to establish 2-year objectives supporting each existing City Goal.
- Every four years this process begins in December and includes renewal of the City’s goals.
- The staff then uses the new objectives to inform creation of the City’s annual budget.
- The entire process is underpinned by a 10-year budget forecast that is professionally (externally) updated every other year and internally updated every year.

Figure 1 – Strategic Planning and Budgeting Framework

V. SUMMARY

This Strategic Planning and Budgeting Framework is intended to complement the City’s broader and more specific plans, including the General Plan, Local Coastal Plan, Economic Development Strategic Plan and other land-use and issue-specific plans.

The above mentioned plans coupled with this Goals and Objectives process should serve, taken as a whole, as the City’s strategic plan. Following full implementation of the ongoing GP/LCP rewrites in 2017, and 10-year Economic Development Strategic Plan in 2016, the City could consider if an additional, formal, 10-year strategic plan is required.

David W. Buckingham
 City Manager
 November 5, 2015



AGENDA NO: D-4

MEETING DATE: August 11, 2015

Staff Report

TO: Honorable Mayor and City Council

DATE: August 5, 2016

FROM: David Buckingham, City Manager

SUBJECT: Morro Bay Strategic Planning and Budgeting Framework

RECOMMENDATION

Staff recommends the City Council approve the proposed Strategic Planning and Budgeting framework for the City of Morro Bay. With approval of this recommendation, staff will use this staff report, presentation, enclosure and guidance to develop a short process paper / policy on strategic planning and budgeting framework in the City.

ALTERNATIVES

- Do not adopt the strategic planning framework and continue with the current ad hoc process in which Councils and staff propose various goal setting approaches and timelines along with our required annual budget.
- Modify the staff proposal.

FISCAL IMPACT

None

BACKGROUND

The City does not have any approved process that describes how we approach strategic planning, goal setting, set budget or other objectives for staff, or tie these to the annual budget cycle.

The City has used various approaches, including goal setting, on an annual and biennial and less frequent basis to help direct staff and the general improvement of the City.

In Dec 2014 and Jan / Feb 2015, the City Council directed and then conducted a series of goal setting workshops that affirmed our existing goals (with modest changes) and provided staff a clear set of annual objectives associated with each goal to complete in FY15/16. Staff and Council, following a management best practice, used those FY16 objectives to inform the FY16 Annual Budget.

The City currently has an approved set of FY15/16 Goals and Objectives that expire in June 2016, and

Prepared By: DWB

Dept Review: DWB

an adopted budget for July 1, 2015 – June 30, 2016.

DISCUSSION

Staff believes the general approach achieved in the Jan/Feb 2015 goal setting process is useful and effective, especially as it informed creation of the FY16 budget. During goal setting, and in additional research, staff identified a number of areas the process could be improved. These include:

- Having an approved, “normal”, routine planning process in the City.
- Tying goal and objective setting to “new” Councils. That is, providing an opportunity for each recently seated Council to influence the City’s objectives, and, less frequently, to update the goals.
- Setting long term goals and shorter term objectives.
- Tying goals and objectives to the budget process.
- Ensuring the budget process is underpinned by a long-range budget forecast.
- Developing the City’s Mission statement, and the community Vision and Values statements.

Staff considered these points, conducted additional research and recommends the Strategic Planning and Budgeting Framework found at Exhibit #1. Before describing the process, a few terms should be identified and defined.

Definitions.

- **City Mission Statement** – this is a Council-approved statement that describes the *basic / essential tasks the City must provide*, and a statement toward the purpose of executing these tasks. The *City Mission statement*, along with the *Community Vision and Values*, are being updated this year. A city mission statement might begin something like: “The City of Morro Bay provides Public Safety, Recreation, and other key municipal services in order to”
- **Core City Tasks** – these are things that we should always be doing well and they should be addressed in our *City mission statement*. A core task might be: “Maintain City Infrastructure.”
- **City Goals** – these are *general things we want to accomplish over a long-term (4-6 year) period*, usually because they are big enough and broad enough they can’t be accomplished in a year or two. An example of a goal is: “Improve Streets”
- **Budget (or Program) Objectives** – these are *specific, discreet, medium-term (1-2 year) objectives* that support a more general goal, are feasible and achievable if appropriately resourced, and can be directly budgeted against. An example of a Budget Objective related to the Goal “Improve Streets” could be: “Repave 10% of streets in FY16/17 and FY 17/18.”

Proposed Process. Following is a brief written description of the proposed process.

- The process begins with the election and seating of a new Council in December of each election year.
- Following seating, the new Council begins a planning process to set biennial budget objectives for the upcoming two budget years.

- This planning process normally occurs in January and February with new, two-year budget objectives set by the last Council meeting in February.
- Those Council-approved objectives are then used by staff, and Council, to develop the annual budget in March – May of each year.
- Every four years (presidential election years of '16, '20, '24, etc) the new Council also reviews and updates the City's Goals. Most entities set goals for 4-7 years and four years should work well for Morro Bay. The City should work to ensure goals are items in which real improvement is needed and achievable. Generally, goals should not be to "maintain", but should be to "improve".
- On a regular (semi-annual) basis, staff should update the Council on the status of the two-year budget objectives. This should be tied to budget updates.
- The City should continue, for now, with 1-year budgets. So, there will be two 1-year budgets in every 2-year goal/objective period. 1-year budgets provide the Council a clear opportunity to reallocate resources to achieve, or "weight" specific City objectives.
- This entire process should be underpinned and informed by a continuing 10-year budget forecast process. The City's 10-year budget forecast should be updated annually, every other year by an external professional consultant and in the off years internally by staff.

Biennial Budgeting. Staff considered recommending moving to a biennial (2-year) budget as part of this process. On review, staff recommends the City stick with annual budgeting for the next few years as we solidify our budgeting process, seek to provide additional transparency, work to incorporate more resident input, and work through the proposed Strategic Planning process. We can then reconsider biennial budgeting in a few years.

Strategic Planning Framework vs a Strategic Plan. Described above is a recommended strategic planning framework. It is not a full strategic plan. The City's General Plan / Local Coastal plan (currently being updated) should provide the overall strategic direction for the City. Other strategic plans, such as the Economic Development Strategic Plan being written in FY15/16 and the proposed Downtown / Water Front strategic plan, provide strategic direction in discreet areas. When the General Plan is complete or near complete, and after a solid 2-3 years following this strategic planning model, staff and the Council should consider whether a 10-year strategic plan for the City of Morro Bay would be beneficial.

Transition to this new Planning Process. Finally, the strategic planning process described above would begin with the seating of the next new Council in December 2016, following the November 2016 election. As noted above, the City currently has approved Goals and Objectives that expire in June 2016 and an adopted budget also through June 2016. So, there is a gap between our current approved planning and budgeting documents and the seating of the next Council. To bridge the gap, staff recommends the Council conduct a Goal affirmation and FY16/17 Objective setting process in Jan / Feb 2016, nearly identical to the Jan / Feb 2015 process. This will allow staff and Council to further refine the process before beginning it with a new Council in December 2016, will extend the City's Goals and set new objectives for an additional year as we transition onto the new Strategic Planning and Budgeting framework (see Exhibit #2).

The following table identifies the actions and outcomes of Council Planning and Budgeting for the next

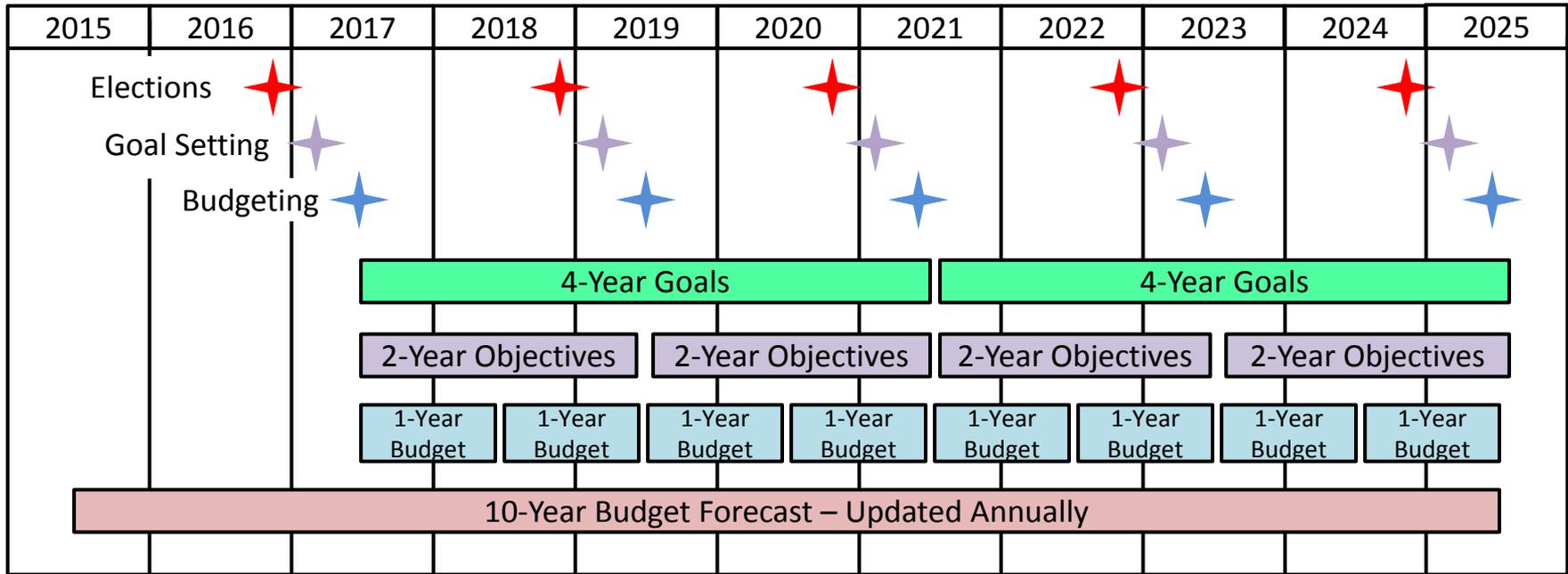
two years:

Jan / Feb 2015 (Complete)	Council Goal Setting	Affirmed existing Goals and set City Objectives for the period July 1, 2015 – June 30, 2016
May / Jun 2015 (complete)	FY16 Budget Process	Adopted City Budget for period July 1, 2015 – June 30, 2016
Jan / Feb 2016	Council Goal Setting	Affirm existing Goals and set City Objectives for the period July 1, 2016 – June 30, 2017
May / Jun 2016	FY17 Budget Process	Adopt City Budget for period July 1, 2016 – June 30, 2017
Nov 2016	2016 Elections	New Council Seated December 2016
Dec 2016 – Feb 2017	Council Goal Setting	Develop new set of 4-year City Goals. Set 2-year City Objectives for July 1, 2017 to June 30, 2019
May / Jun 2017	FY18 Budget Process	Adopt City Budget for period July 1, 2017 – June 30, 2018

CONCLUSION

The City does not have an approved, routine planning process that is linked with the established budgeting process. It should. The proposed Planning and Budgeting Framework provides a process for developing 4-year goals and 2-year City objectives that are linked to the budget process and synchronized with Council elections. Should the Council approve this framework, staff will develop a short Planning and Budgeting Framework policy for Council adoption at a future meeting.

Transition Plan for the Morro Bay Strategic Planning and Budgeting Framework



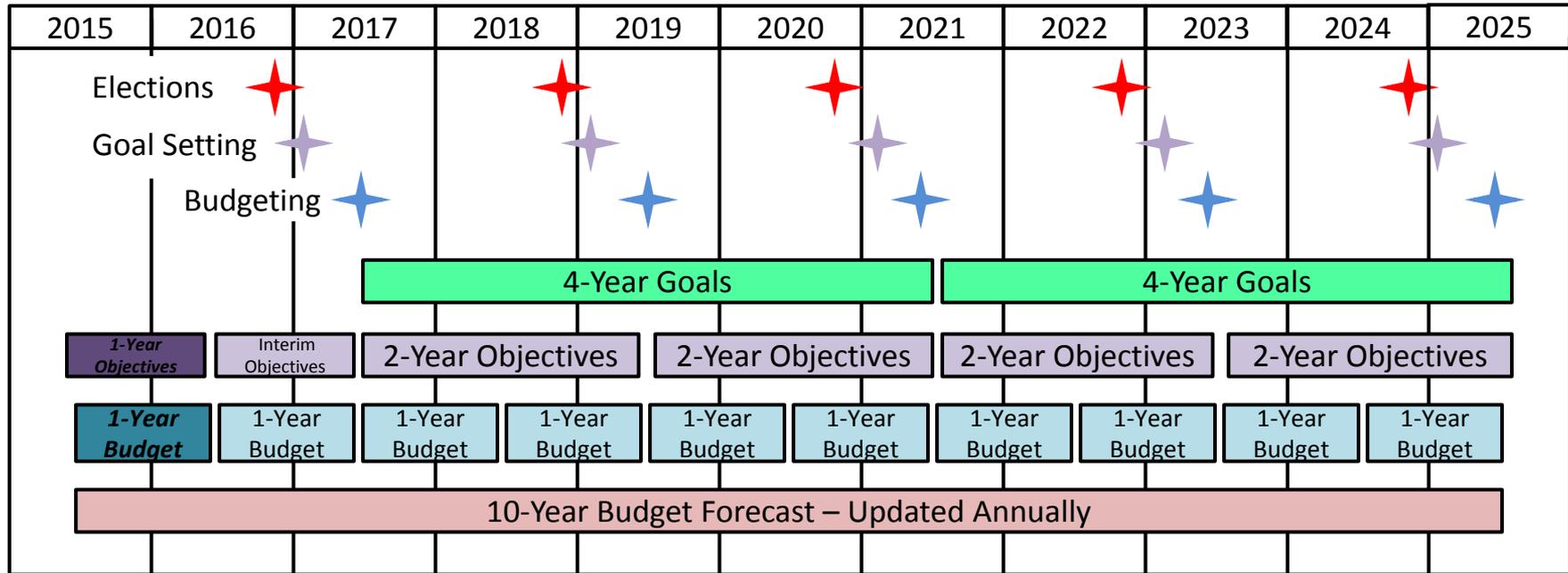
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City of Morro Bay

Strategic Planning and Budgeting Framework



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Overview. Transition from currently approved Goals / Objectives / Budget to the proposed 4-2-1 Goal / Objective / Budget framework:

- Jan/Feb 2016: Council conducts goal setting to affirm existing goals and sets interim City Objectives for FY16/17
- Apr / May 2016: Council develops and adopts FY16/17 budget.
- Dec 2016 – Feb 2017: New Council develops new goals and sets FY17/18 objectives consistent with the proposed Planning and Budgeting Framework.

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AGENDA NO: C-3

MEETING DATE: December 13, 2016

Staff Report

TO: Honorable Mayor and City Council **DATE:** December 7, 2016
FROM: Craig Schmollinger, Finance Director/City Treasurer
SUBJECT: Discussion of Initial Results from the Salary Study Conducted by Koff & Associates, and Confirmation of Next Steps.

RECOMMENDATION

Staff recommends the City Council:

- 1) Receive information and a presentation regarding a salary survey completed by Koff & Associates; and
- 2) Confirm the draft timeline and next steps regarding employee salary study information.

ALTERNATIVES

The Council may direct staff to take an alternative approach to reviewing salary schedules and/or benefit packages.

FISCAL IMPACT

There is no impact associated with receiving information from this initial salary survey; however, future steps, such as potentially revising salary schedules, may have an undetermined fiscal impact. Future iterations of this item will be brought forward for Council action and will include more detailed financial information to discuss potential impacts and funding options.

BACKGROUND/DISCUSSION

On February 23 2016, the Council adopted the City Goals and Objectives for FY2016-17 that included Goal 10.d titled "Compensation Study". That Goal aimed to "complete a professional, external, comparative study of City of Morro Bay compensation policies and levels....". That Goal aligns with current labor Memorandum of Understanding (MOU) language for each of the labor groups, and further met the Goal intent of being completed in time for the 2017/18 MOU negotiations.

To move towards achieving that Goal, the City contracted with Kaneko & Krammer Corporation, doing business as Koff & Associates, Inc. (Koff). The contract includes deliverables related a Base Salary Study (Study), along with presentation of findings to the City Council, amongst other tasks.

The Study being presented includes a salary comparison with - 6 other agencies. The Study includes an executive summary, methodologies, findings, and some options going forward. Importantly, the findings include forty-one (41) City of Morro Bay position classifications and how they relate with the selected comparator agencies, along with a complete comparison with all surveyed classifications lumped in together for agency comparison purposes. Those findings are broken down by both the comparison to the market average (all comparators in a

Prepared By: CS

Dept Review: CS

City Manager Review:

City Attorney Review:

classification, divided by number of comparators surveyed), and the market median (midpoint of the data set with half of the comparators above and half below this point).

It should be noted the intent of this meeting is not to delve into specific data for each classification or to make determinations on how to address these data; rather it is simply to publish the data, have a brief high level discussion on methodologies, and confirm next steps going forward. Those next steps will likely include having staff further analyze the data, provide additional input (where appropriate), and further study sessions to adopt findings and make decisions on implementing a compensation policy.

NEXT STEPS

Staff recommends the Council accept the Study and associated data provided by Koff, and provide direction going forward. These recommended next steps are as follows:

1. January 10 City Council Meeting: Have staff return with supplemental analysis and input on the Study and associated data
2. January 24 City Council Meeting: First compensation policy discussion
3. February 14 City Council Meeting: Second compensation policy discussion to adopt a compensation policy.

ATTACHMENTS

1. Koff & Associates Salary Study Report
2. Salary Comparison Results Summary
3. Salary Comparison Breakdown



AGENDA NO: C-3
ATTACHMENT: 1
MEETING DATE: December 13, 2016

Submittal date: November 29, 2016

FINAL REPORT OF THE BASE SALARY STUDY

City of Morro Bay

Koff & Associates

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Chief Executive Officer

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APPENDICES

- Appendix I: Results Summary
- Appendix II: Market Base Salary Findings



November 29, 2016

Mr. David Buckingham
City Manager
City of Morro Bay
595 Harbor Street
Morro Bay, CA 93442

Dear Mr. Buckingham:

Koff & Associates is pleased to present the final salary survey report for the study of a forty-one (41) of the classifications at the City of Morro Bay (“the City”). This narrative report documents the market base salary survey, findings, and recommendations.

We would like to thank you and other City staff for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with the City and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

A handwritten signature in blue ink that reads "Georg S. Krammer".

Georg Krammer
Chief Executive Officer



EXECUTIVE SUMMARY

Summary of Findings

This report summarizes the classification analysis methodologies, analytical tools, and the survey findings of the base salary study Koff & Associates conducted for City of Morro Bay (“the City”). The results of the study show that the City’s base salaries are, on average, 7.0% below market median with a variance for individual classifications of 27.8% below market to 15.1% above market. Of the forty-one (41) benchmark classifications surveyed, twelve (12) fall within 5% (+/-) of the market median, which is considered to be competitive with the market. Thirty (30) classifications are below the market median, and eleven (11) classifications are at or above the market median.

STUDY PROCESS

Benchmark Classifications

As mentioned previously, forty-one (41) classifications were selected in order to collect base salary data within the defined labor market. Survey classifications that had the most consistent and useful survey data were used as “benchmarks” in comparing the compensation plan. Benchmark classifications are those classifications that are tied directly to market salary data during the salary setting process. These classifications are used as a means of anchoring the City’s overall salary structure to the market.

Survey or benchmark classifications included classes that are reasonably well known, and clearly and concisely described. They are commonly used classes such that other like classes may readily be found in other agencies in order to ensure that sufficient salary data will be compiled.

These survey classifications included:

	Classification		Classification
1	Account Clerk II	22	Information Services Technician
2	Administrative Technician	23	Maintenance Field Supervisor
3	Associate Civil Engineer 3	24	Maintenance Worker II
4	Associate Planner	25	Management Analyst
5	Building Inspector-Plans	26	Mechanic
6	Capital Projects Manager	27	Office Assistant III
7	City Manager	28	Permit Technician - Certified
8	Collection System Supervisor	29	Police Chief
9	Collection System Worker II	30	Police Officer
10	Community Development Director	31	Police Sergeant
11	Consolidated Maintenance Superintendent	32	Public Works Director



Classification		Classification	
12	Engineering Technician III	33	Recreation Coordinator
13	Executive Secretary-City Clerk	34	Recreation Supervisor
14	Finance Director	35	Senior Accounting Technician
15	Fire Captain	36	Support Services Coordinator
16	Fire Chief	37	Wastewater Division Manager
17	Firefighter	38	Wastewater Treatment Plant Operator II
18	Harbor Director	39	Wastewater Treatment Plant Supervisor
19	Harbor Patrol Officer	40	Water System Operator II
20	Harbor Patrol Supervisor	41	Water System Supervisor
21	Human Resources Analyst		

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. Key indicators such as, geographic proximity, demographics, expenditures, and services provided are important considerations when selecting comparators to ensure a representative labor market.

1. Organizational type and structure – We typically recommend agencies of a similar size and structure providing similar services to that of the City be used as comparators.
2. Similarity of population, staff, and operational budgets – These elements provide guidelines in relation to resources required (staff and funding) and displays the resources available for the provision of services. We typically evaluate number of employees, budgets, and population served, as well as ratios of employees to budget and number of employees to population served, which provide insight as to how each city uses its resources.
3. Scope of services provided and geographic location – Most of the comparator agencies included in the analysis provide similar services to the City. The study included agencies that provide harbor safety, and marina personnel, and agencies that provided police and fire services.
4. Labor market – With many agencies in competition for the same pool of qualified employees, the geographic labor market area, where the City may be recruiting from or losing employees to, is taken into consideration when selecting comparator agencies. Individuals often don't live in the communities they serve; therefore, geographic proximity and average commute times play a very important role in determining labor markets.

Based upon the aforementioned criteria the following comparator agencies were used in the study to collect salary data:



Comparator Agencies
City of Arroyo Grande
City of Atascadero
City of Grover Beach
City of Paso Robles
City of Pismo Beach
City of San Luis Obispo
Ventura County/Channel Islands - Harbor
Pillar Point-Harbor
Redondo Beach Harbor
Cambria Fire District
5 Cities Fire
CDF Cal Fire

Typically, K&A recommends utilizing twelve (12) comparator agencies in order to collect sufficient market data for each benchmark classification. In this study, there were six (6) cities used, three (3) fire districts for the fire-related benchmark classifications, and three (3) harbor districts for the harbor related classifications.

Base Salary Data

The scope of the study evaluated the market competitiveness of the City’s base salaries in relation to the comparator agencies. The study displays the following data with regards to the base salaries:

- 1. Monthly Base Salary:** The top of the salary range and/or control point. All figures are presented on a monthly basis.
- 2. Effective Date of the salaries:** The market results included the effective date of the most current salary schedule.
- 3. Next anticipated increase date:** This displays the next expected increase effective date, if known.
- 4. Percentage of the next anticipated increase:** This displays the percentage of the next anticipated increase. For example, the City of Pismo Beach will be increasing salaries by 2% effective 7/1/2017, for all benchmark classifications.

Data Collection

Data was collected during the months of June and July from each comparator agency, and agency documentation of classification descriptions, organization charts, salary schedules and other pertinent documents were carefully reviewed in order to make an appropriate match at each of the comparator agency.



Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study. We rely on the City’s classification descriptions, as they are the foundation for our comparison.

When we research and collect data from the comparator agencies to identify possible matches for each of the benchmarked classifications, there is an assumption that we will not be able to find comparators that are 100% equivalent to the classifications at the City’s. Therefore, we do not match based upon job titles, which may be misleading. We analyze each class description before we consider it as a comparator. In cases where an agency does not have classification descriptions available for review, or where we require further information regarding a classification, we will follow up with the agency’s Human Resources department to gain an understanding of the classification’s minimum qualifications, the overall purpose of the classification, and leveling within the agency. In addition, certain assumptions can be inferred through studying organizational charts and staffing allocation lists in order to ascertain the scope and level of responsibility of the comparator classification, when a description is unavailable.

Our methodology is to analyze each classification description and the whole classification by evaluating factors which include:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e. entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the agency);
- Consequences of action and decisions; and
- Working conditions.

We require that a classification’s “likeness” be at approximately 70% of the matched classification to be included.

When we do not find an appropriate match with one classification, we often use “brackets” which can be functional or represent a span in scope of responsibility. A functional bracket means that one classification at the City is performed by two (2) or more classifications at a comparator agency. A “bracket” representing a span in scope means that the comparator agency has one classification that is “bigger” in scope and responsibility and one classification that is “smaller,” where the City’s class falls in the middle.



Data Spreadsheets

There are two (2) data spreadsheets included, which are listed below.

- Results Summary
- Top Monthly Base Salary Data

The first sheet displays the market results for each benchmark classification, and the second displays the detailed market data for each benchmark classification.

The average and median of the comparator agencies, as well as the % above or below the City is compared to the average and median, are included on the Top Monthly data spreadsheet. The mean is the sum of the comparator agencies’ salaries divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above. K&A recommends using the median versus the average, as again, the median is the 50th percentile, which statistically, is representative of the central tendency of the market range. The average can be skewed by outliers, for example, a vastly different salary (+/-), can cause a misleading bias toward the outlier value.

In order to calculate the mean and median, K&A usually requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring at least four (4) matches is so that no one (1) classification has undue influence on the calculations. Normally, if we were not able to find at least four (4) matches, then the market results are displayed as “Insufficient Data”. However, in this study because there were fewer comparator agencies than typically used, the market results are displayed for all classifications, regardless of the number of matches.

MARKET SALARY FINDINGS

The table below represents a summary of the market top monthly (base) salary findings. For each benchmark classification, the percent above or below the top monthly salary market median is listed. The table is sorted by top monthly salary in descending order from the most positive percentile (above market) to the most negative (below market).

Classification	% above or below Market Average	% above or below Market Median	# of Matches
Management Analyst	10.8%	15.1%	3
Senior Accounting Technician	11.9%	13.3%	3
Recreation Coordinator	5.4%	9.9%	5
Human Resources Analyst	-4.0%	6.2%	3
Fire Chief	2.9%	3.5%	6
Water System Operator II	-0.2%	1.4%	4
Maintenance Field Supervisor	-3.4%	0.9%	3



Final Report – Base Salary Study

City of Morro Bay

Classification	% above or below Market Average	% above or below Market Median	# of Matches
Harbor Director	-6.8%	0.7%	3
Account Clerk II	0.6%	0.5%	5
Executive Secretary-City Clerk	-1.7%	0.4%	3
Building Inspector-Plans	0.3%	0.0%	4
Office Assistant III	-4.5%	-3.2%	5
Wastewater Treatment Plant Operator II	-1.7%	-3.6%	3
Public Works Director	-3.5%	-4.7%	6
Associate Planner	-9.0%	-4.8%	6
Administrative Technician	-3.4%	-5.0%	6
Permit Technician - Certified	-5.6%	-5.1%	3
Fire Captain	-1.3%	-5.2%	6
Maintenance Worker II	-9.6%	-5.6%	6
Police Officer	-10.4%	-5.9%	6
Firefighter	4.0%	-6.2%	5
Community Development Director	-6.4%	-6.3%	6
Finance Director	-6.5%	-6.3%	6
Consolidated Maintenance Superintendent	-14.8%	-7.4%	3
Police Chief	-9.7%	-8.6%	6
Mechanic	-9.1%	-9.7%	4
Engineering Technician III	-6.9%	-9.7%	3
Police Sergeant	-12.4%	-10.3%	6
Collection System Worker II	-15.4%	-12.3%	6
Information Services Technician	-22.7%	-12.3%	5
Recreation Supervisor	-17.9%	-12.4%	4
Wastewater Division Manager	-13.0%	-13.0%	1
Wastewater Treatment Plant Supervisor	-16.1%	-16.1%	1
Collection System Supervisor	-14.4%	-16.1%	3
Water System Supervisor	-14.4%	-16.1%	3
City Manager	-20.7%	-17.7%	6
Capital Projects Manager	-17.8%	-19.3%	6
Harbor Patrol Supervisor	-22.1%	-22.1%	2
Harbor Patrol Officer	-22.9%	-22.9%	2
Associate Civil Engineer 3	-26.3%	-25.2%	5
Support Services Coordinator	-24.0%	-27.8%	4



Base Salaries

Market base salary results show that of the forty-one (41) benchmarked classifications, eleven (11) classifications are paid at or above the market median, and thirty (30) classifications are paid below the market median.

For those eleven (11) classifications that are above the market median for Base Salaries:

- Seven (7) classifications are at or above the market median by less than 5%;
- Two (2) classifications are paid above the market median by greater than 5% and less than 10%;
- One (1) classification is above the market median by greater than 10% and less than 15%.
- One(1) classification is paid above the market median by greater than 15%.

For those thirty (30) classifications that are below the market median for Base Salaries:

- Five (5) classifications are below the market median by less than or equal to 5%;
- Eleven (11) classifications are below the market median by greater than 5% and less than 10%;
- Five (5) classifications are below the market median by greater than 10% and less than 15%;
- Five (5) classifications are below the market median by greater than 15% and less than 20%;
- Four (4) classifications are below the market median by greater than 20%;

Generally, we consider a classification falling within 5% of the median to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of work and the classification requirements.

INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships should be consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the City may need to utilize internal alignment practices as the staff grows and additional classifications are added. While analyzing internal relationships, the same factors were considered that we used when comparing the City's current classifications to the labor market during the salary study.

Below are standard human resources practices that are commonly applied, when making salary recommendations based upon internal relationships, as follows:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the classification and its requirements. However, a closer standard can be adopted by the City.
- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced classification in a series (I/II or Trainee/Experienced) is generally 10% to 15%;



- A lead or advanced journey-level (III or Senior-level) classification is generally placed 10% to 15% above the journey-level; and
 - A full supervisory classification is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one classification in a series, the other classifications in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classification is a fundamental factor to be considered when making salary decisions. When conducting a market salary survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration needs to be given to these alignments because they represent internal value of classifications within job families, as well as across the City, as a whole. In addition, the City should be mindful of the potential of salary compaction, and is a factor that should be weighed when internally aligning classifications, and assigning appropriate salary ranges.

For all classifications that were not benchmarked, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and “worth” to the City. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for City management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is important to analyze market data and internal relationships within class series as well as across the City, and make adjustments to salary range placements as necessary based on the needs of the City.

The City may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is simply a tool to be used by the City to determine market indexing and salary determination.

OPTIONS

Pay Philosophy

The City has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the City’s pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce. The City’s available discretionary funding to make potential adjustments will be a key consideration to any compensation plan and associated revisions to a plan.



Proposed Salary Structure

We recommend that the City implement a compensation plan that provides structure to its compensation decisions. In determining appropriate salary ranges for its classifications, the best practice the agency should follow is to first develop a salary range structure or matrix that ties salary ranges to each other by formula. The most common approach are salary ranges that are 2.5% apart from each other so that the agency can establish logical relationships between its classifications in 5%, 10%, 15%, etc. increments. A 2.5% salary structure also allows to place classifications into salary ranges as close to the market survey results as possible without losing the desired structure.

In addition to having salary ranges that are tied to each other, we also recommend that the steps within each range be 5% apart from the next step. Finally, for ease of administration, we recommend developing a single salary range structure that includes all City classifications.

It is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for Cost of Living Adjustments (COLAs) to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

Options for Implementation

While the City may be interested in bringing all salaries to the market median, in certain cases this goal may not be reached with a single adjustment. We recommend moving employees into the newly proposed compensation structure, i.e., within the new salary range that is recommended for each class based on this market study and to place each classification in the step that is closest to their current compensation. If employees' current salaries fall below the bottom of the newly recommended range, adjustments may need to be considered to move those employees to at least the bottom of the new salary range.

Another option is to use a phased-in implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost of living increase). If a class falls within five percent (5%) of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% below the market median, a higher percentage change may be initially warranted to reduce the disparity.

For example, if the City decided to implement the recommendations over a three (3) year period, then the following guidelines could be applied for the initial increase of the three-year implementation plan:



<u>Market Disparity</u>	<u>% Increase</u>
0 to 4.99%	0 to 2.49%
5.0% to 9.99%	2.5% to 4.99%
10.0% to 14.99%	5.0% to 7.49%
Etc.	Etc.

The initial first year adjustment represents the adjustment needed in order to provide a portion of the equity increase and to place the class into the closest step (but not below) where they are now. Subsequent increases would be spaced on a similar schedule (at annual intervals) based upon the remaining disparity after each adjustment.

Please note that typically, for those classes that had a market disparity of 0 to 4.99%, we recommend a 0% increase in the first year and an adjustment in the second year. Depending upon the City’s financial situation, which will have to be reviewed before each further adjustment is made, all market disparity adjustments are intended to be completed by the third year.

When classifications are over market, we typically recommend to Y-rate the incumbent in each of these classifications until the market numbers “catch up” with their current salary. To Y-rate an employee means to keep the employee’s salary frozen and to provide no salary increases until the employee’s current salary is within the recommended salary range. This will result in no immediate loss of income, but will delay any future increases until the incumbent’s salary is within the salary range.

Other options to “freezing” a class’ salary in place until the market catches up are:

- “Grandfathering” of salary ranges: This means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they leave the City or retire, or the City adopted an alternative policy to allow the incumbent a certain number of years at the “Grandfathered” rate prior to a downward adjustment within a newly adopted salary range. Any new-hires would be paid within the newly established salary range.
- Single-incumbent classes: If a class only has one incumbent, an option would be to wait until the person leaves or retires from the City and then adjust the salary range for the class according to the market.
- Recent hires: Some employees who have recently been hired may still be at one of the lower steps within their current salary range. So even if the top of their current salary range is above market, the incumbents are currently still paid below the market maximum because they’re not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range within the market. This would bring the affected incumbents either to the top of the market range or very close to it but they would not technically be Y-rated or lose any pay.

Another option, of course, is to actually reduce salaries down to where the market numbers are. However, from employee relations perspective this may not be a viable option.

The City may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality



workforce. However, the City may want to consider adjusting those classifications' salaries that are currently below the market median as soon as possible, assuming that incumbents' performance levels meet the City's level of expectation.

USING THE MARKET DATA AS A TOOL

We wish to reiterate that this report and our findings are meant to be a tool for the City to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff. However, financial realities and the City's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data represents a market survey that will give the City an instrument to make future compensation decisions.

It has been a pleasure working with City of Morro Bay on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully Submitted,

Koff & Associates

A handwritten signature in blue ink that reads "Georg S. Krammer".

Georg Krammer
Chief Executive Officer



Appendix I

Results Summary



Appendix II

Market Base Salary Findings

DRAFT
City of Morro Bay
Top Monthly Salary Data

Account Clerk II			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pismo Beach	Accounting Clerk	\$4,450	7/1/2016	7/1/2017	2.00%
2	City of San Luis Obispo	Accounting Assistant II	\$4,325	1/1/2016	Unknown	Unknown
3	City of Morro Bay	Account Clerk II	\$4,208	7/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Accounting Clerk	\$4,186	7/1/2016	Unknown	Unknown
5	City of Grover Beach	Account Clerk	\$4,092	7/1/2016	Unknown	Unknown
6	City of Atascadero	Account Clerk II	\$3,867	7/1/2016	Unknown	Unknown
7	City of Paso Robles	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point - Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire Authority	N/C				
12	Cambria Community Services District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$4,184			
% City of Morro Bay Above/Below			0.6%			
Median of Comparators			\$4,186			
% City of Morro Bay Above/Below			0.5%			
Number of Matches			5			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Administrative Technician			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Atascadero	Administrative Assistant -Confidential	\$4,935	7/1/2016	Unknown	Unknown
2	City of Pismo Beach	Administrative Secretary	\$4,912	7/1/2016	7/1/2017	2.00%
3	City of San Luis Obispo	Administrative Assistant III	\$4,797	1/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Administrative Secretary	\$4,622	7/1/2016	Unknown	Unknown
5	City of Morro Bay	Administrative Technician	\$4,486	7/1/2016	Unknown	Unknown
6	City of Grover Beach	Administrative Specialist - Confidential	\$4,342	7/1/2016	Unknown	Unknown
7	City of Paso Robles	Administrative Assistant II	\$4,225	1/1/2016	Unknown	Unknown
8	Cambria Fire District	N/C				
9	Ventura County/Channel Islands - Harbor	N/C				
10	Pillar Point-Harbor	N/C				
11	Redondo Beach Harbor	N/C				
12	5 Cities Fire	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$4,639			
% City of Morro Bay Above/Below			-3.4%			
Median of Comparators			\$4,710			
% City of Morro Bay Above/Below			-5.0%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data
July 2016

Associate Civil Engineer			Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
Rank	Comparator Agency	Class Title				
1	City of Pismo Beach	Engineer ³	\$8,667	7/1/2016	7/1/2017	2.00%
2	City of Atascadero	Associate Civil Engineer - Registered Engineer ³	\$8,039	7/1/2016	Unknown	Unknown
3	City of San Luis Obispo	Engineer III ²	\$7,856	1/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Senior Engineer ¹	\$7,765	7/1/2016	Unknown	Unknown
5	City of Grover Beach	Associate Engineer ³	\$7,309	7/1/2016	Unknown	Unknown
6	City of Morro Bay	Associate Civil Engineer³	\$6,277	7/1/2016	Unknown	Unknown
7	City of Paso Robles	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$7,927			
% City of Morro Bay Above/Below			-26.3%			
Median of Comparators			\$7,856			
% City of Morro Bay Above/Below			-25.2%			
Number of Matches			5			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

2- The San Luis Obispo class requires an EIT certificate. P.E. is desirable.

3- P.E. required.

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City of Morro Bay
Top Monthly Salary Data

Associate Planner			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Associate Planner	\$8,597	1/1/2016	Unknown	Unknown
2	City of San Luis Obispo	Associate Planner	\$6,901	1/1/2016	Unknown	Unknown
3	City of Pismo Beach	Associate Planner	\$6,771	7/1/2016	7/1/2017	2.00%
4	City of Arroyo Grande	Associate Planner	\$6,381	7/1/2016	Unknown	Unknown
5	City of Morro Bay	Associate Planner	\$6,277	7/1/2016	Unknown	Unknown
6	City of Grover Beach	Planner II	\$6,245	7/1/2016	Unknown	Unknown
7	City of Atascadero	Associate Planner	\$6,149	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$6,841			
% City of Morro Bay Above/Below			-9.0%			
Median of Comparators			\$6,576			
% City of Morro Bay Above/Below			-4.8%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

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City of Morro Bay
Top Monthly Salary Data

Building Inspector-Plans			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pismo Beach	Building Inspector/Plans Examiner ²	\$6,771	7/1/2016	7/1/2017	2.00%
2	City of San Luis Obispo	Building Inspector II	\$6,552	1/1/2016	Unknown	Unknown
3	City of Morro Bay	Building Inspector-Plans	\$6,277	7/1/2016	Unknown	Unknown
4	City of Paso Robles	Building/Engineering Inspector	\$6,001	1/1/2016	Unknown	Unknown
5	City of Atascadero	Building Inspector - Plans Examiner ¹	\$5,713	7/1/2016	Unknown	Unknown
6	City of Grover Beach	N/C				
7	City of Arroyo Grande	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$6,259			
% City of Morro Bay Above/Below			0.3%			
Median of Comparators			\$6,277			
% City of Morro Bay Above/Below			0.0%			
Number of Matches			4			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

2- The San Luis Obispo class requires valid certification as Building Inspector, Plumbing Inspector, Mechanical Inspector, and Electrical Inspector.

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City of Morro Bay
Top Monthly Salary Data

Capital Projects Manager			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Capital Projects Engineer	\$10,977	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Senior Engineer ¹	\$9,567	7/1/2016	7/1/2017	2.00%
3	City of San Luis Obispo	Construction Engineering Manager ²	\$9,299	1/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Capital Improvement Project Manager	\$8,579	7/1/2016	Unknown	Unknown
5	City of Grover Beach	Capital Improvement Project Manager	\$8,271	7/1/2016	Unknown	Unknown
6	City of Morro Bay	Capital Projects Manager	\$7,496	7/1/2016	Unknown	Unknown
7	City of Atascadero	Capital Projects Manager	\$6,299	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$8,832			
% City of Morro Bay Above/Below			-17.8%			
Median of Comparators			\$8,939			
% City of Morro Bay Above/Below			-19.3%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

2- The San Luis Obispo class performs highly complex professional project management activities for construction or maintenance programs.

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City of Morro Bay
Top Monthly Salary Data

City Manager			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	City Manager	\$19,205	1/1/2016	Unknown	Unknown
2	City of Paso Robles	City Manager	\$16,750	1/1/2016	Unknown	Unknown
3	City of Pismo Beach	City Manager	\$16,470	7/1/2016	2/20/2017	5.00%
4	City of Arroyo Grande	City Manager	\$14,917	8/1/2015	Unknown	Unknown
5	City of Grover Beach	City Manager	\$14,667	7/1/2016	Unknown	Unknown
6	City of Atascadero	City Manager ¹	\$14,544	7/1/2016	Unknown	Unknown
7	City of Morro Bay	City Manager	\$13,333	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$16,092			
% City of Morro Bay Above/Below			-20.7%			
Median of Comparators			\$15,694			
% City of Morro Bay Above/Below			-17.7%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

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City of Morro Bay
Top Monthly Salary Data

Collection System Worker II			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Wastewater Collection System Operator	\$5,952	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Wastewater Plant Operator II ⁴	\$5,289	7/1/2016	7/1/2017	2.00%
3	City of Atascadero	Wastewater Treatment Plant Operator II ¹	\$4,817	7/1/2016	Unknown	Unknown
4	City of Grover Beach	Maintenance Worker II ³	\$4,632	7/1/2016	Unknown	Unknown
5	City of Paso Robles	Maintenance Specialist II (WW Maintenance Worker II)	\$4,255	1/1/2016	Unknown	Unknown
6	City of Morro Bay	Collection System Worker II	\$4,208	7/1/2016	Unknown	Unknown
7	City of Arroyo Grande	Maintenance Worker II ²	\$4,186	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$4,855			
% City of Morro Bay Above/Below			-15.4%			
Median of Comparators			\$4,725			
% City of Morro Bay Above/Below			-12.3%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

CWEA Collection Systems certificate.

2- The Arroyo Grande class may be assigned to maintenance and construction of sewage collection systems.

3- The Grover Beach class may be assigned to maintenance, repair, construction, operation, and installation work in all streets and sewers.

4- The Pismo Beach class performs inspection, construction, maintenance, and repair activities of wastewater collection systems.

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City of Morro Bay
Top Monthly Salary Data

Collection System Supervisor			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Wastewater Collection System Supervisor	\$8,034	1/1/2016	Unknown	Unknown
2	City of Paso Robles	Supervisor, Technical II (Water/Wastewater)	\$7,291	1/1/2016	Unknown	Unknown
3	City of Morro Bay	Collection System Supervisor	\$6,277	7/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Utilities Supervisor	\$6,218	7/1/2016	Unknown	Unknown
5	City of Atascadero	N/C				
6	City of Grover Beach	N/C				
7	City of Pismo Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$7,181			
% City of Morro Bay Above/Below			-14.4%			
Median of Comparators			\$7,291			
% City of Morro Bay Above/Below			-16.1%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

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City of Morro Bay
Top Monthly Salary Data

Community Development Director			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Director of Community Development	\$14,068	1/1/2016	Unknown	Unknown
2	City of Paso Robles	Director of Community Development	\$13,738	1/1/2016	Unknown	Unknown
3	City of Pismo Beach	Community Development Director	\$13,188	7/1/2016	7/1/2017	2.00%
4	City of Arroyo Grande	Director of Community Development	\$12,124	7/1/2016	Unknown	Unknown
5	City of Morro Bay	Community Development Director	\$11,911	7/1/2016	Unknown	Unknown
6	City of Grover Beach	Community Development Director	\$11,742	7/1/2016	Unknown	Unknown
7	City of Atascadero	Community Development Director	\$11,189	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$12,675			
% City of Morro Bay Above/Below			-6.4%			
Median of Comparators			\$12,656			
% City of Morro Bay Above/Below			-6.3%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

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City of Morro Bay
Top Monthly Salary Data

Consolidated Maintenance Superintendent			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Maintenance Superintendent	\$10,977	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Facilities Manager	\$8,048	7/1/2016	7/1/2017	2.00%
3	City of Morro Bay	Consolidated Maintenance Superintendent	\$7,496	7/1/2016	Unknown	Unknown
4	City of Atascadero	Public Works Operations Manager	\$6,779	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	N/C				
6	City of Grover Beach	N/C				
7	City of San Luis Obispo	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$8,602			
% City of Morro Bay Above/Below			-14.8%			
Median of Comparators			\$8,048			
% City of Morro Bay Above/Below			-7.4%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

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City of Morro Bay
Top Monthly Salary Data

Engineering Technician III			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Engineering Technician III	\$6,001	1/1/2016	Unknown	Unknown
2	City of San Luis Obispo	Engineering Technician III	\$5,755	1/1/2016	Unknown	Unknown
3	City of Morro Bay	Engineering Technician III	\$5,244	7/1/2016	Unknown	Unknown
4	City of Atascadero	Building Inspector I / Engineering Technician II ¹	\$5,059	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	N/C				
6	City of Grover Beach	N/C				
7	City of Pismo Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$5,605			
% City of Morro Bay Above/Below			-6.9%			
Median of Comparators			\$5,755			
% City of Morro Bay Above/Below			-9.7%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

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City of Morro Bay
Top Monthly Salary Data

Executive Secretary-City Clerk			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	City Clerk	\$9,299	1/1/2016	Unknown	Unknown
2	City of Morro Bay	Executive Secretary-City Clerk	\$8,286	7/1/2016	Unknown	Unknown
3	City of Pismo Beach	Executive Assistant / City Clerk ²	\$8,250	7/1/2016	7/1/2017	2.00%
4	City of Grover Beach	City Clerk/Executive Assistant	\$7,741	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	N/C				
6	5 Cities Fire	N/C				
7	City of Atascadero	N/C ¹				
8	City of Paso Robles	N/C ¹				
9	Ventura County/Channel Islands - Harbor	N/C				
10	Pillar Point-Harbor	N/C				
11	Redondo Beach Harbor	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$8,430			
% City of Morro Bay Above/Below			-1.7%			
Median of Comparators			\$8,250			
% City of Morro Bay Above/Below			0.4%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

2- This match is a functional bracket to represent the duties of the Morro Bay class, which are performed by more than one class at the benchmark agency. The salary displayed is

**DRAFT
City of Morro Bay
Top Monthly Salary Data
July 2016**

the higher of the matches.

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City of Morro Bay
Top Monthly Salary Data

Finance Director			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Director of Finance	\$14,068	1/1/2016	Unknown	Unknown
2	City of Paso Robles	Director of Administrative Services	\$13,738	1/1/2016	Unknown	Unknown
3	City of Pismo Beach	Administrative Services Director	\$13,188	7/1/2016	7/1/2017	2.00%
4	City of Arroyo Grande	Director of Administrative Services	\$12,124	7/1/2016	Unknown	Unknown
5	City of Morro Bay	Finance Director	\$11,911	7/1/2016	Unknown	Unknown
6	City of Grover Beach	Administrative Services Director	\$11,795	7/1/2016	Unknown	Unknown
7	City of Atascadero	Administrative Services Director	\$11,189	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$12,684			
% City of Morro Bay Above/Below			-6.5%			
Median of Comparators			\$12,656			
% City of Morro Bay Above/Below			-6.3%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data
July 2016

Fire Captain			Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
Rank	Comparator Agency	Class Title				
1	City of Paso Robles	Fire Captain	\$8,260	1/1/2016	Unknown	Unknown
2	City of San Luis Obispo	Fire Captain	\$8,077	1/1/2016	Unknown	Unknown
3	City of Atascadero	Fire Captain	\$7,792	7/1/2016	Unknown	Unknown
4	Cambria Fire District	Fire Captain	\$7,108	12/20/2015	12/20/2016	3.50%
5	City of Morro Bay	Fire Captain	\$7,085	7/1/2016	Unknown	Unknown
6	5 Cities Fire	Fire Captain ¹	\$6,533	7/4/2014	Unknown	Unknown
7	CDF Cal Fire	Fire Captain	\$5,284	7/1/2015	Unknown	Unknown
8	City of Arroyo Grande	N/C				
9	City of Grover Beach	N/C				
10	City of Pismo Beach	N/C				
11	Ventura County/Channel Islands - Harbor	N/C				
12	Pillar Point-Harbor	N/C				
13	Redondo Beach Harbor	N/C				
Average of Comparators			\$7,176			
% City of Morro Bay Above/Below			-1.3%			
Median of Comparators			\$7,450			
% City of Morro Bay Above/Below			-5.2%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

**DRAFT
City of Morro Bay
Top Monthly Salary Data**

Fire Chief			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Fire Chief	\$14,738	1/1/2016	Unknown	Unknown
2	City of Paso Robles	Fire Chief	\$14,297	1/1/2016	Unknown	Unknown
3	City of Atascadero	Fire Chief	\$12,631	7/1/2016	Unknown	Unknown
4	City of Morro Bay	Fire Chief	\$12,585	7/1/2016	Unknown	Unknown
5	5 Cities Fire	Fire Chief ¹	\$11,658	7/4/2012	Unknown	Unknown
6	Cambria Fire District	Fire Chief	\$10,930	1/1/2016	Unknown	Unknown
7	CDF Cal Fire	Chief (Fire and Rescue Services)	\$9,085	7/1/2015	Unknown	Unknown
8	City of Arroyo Grande	N/C				
9	City of Grover Beach	N/C				
10	City of Pismo Beach	N/C				
11	Ventura County/Channel Islands - Harbor	N/C				
12	Pillar Point-Harbor	N/C				
13	Redondo Beach Harbor	N/C				
Average of Comparators			\$12,223			
% City of Morro Bay Above/Below			2.9%			
Median of Comparators			\$12,145			
% City of Morro Bay Above/Below			3.5%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

**DRAFT
City of Morro Bay
Top Monthly Salary Data**

Firefighter			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Firefighter	\$6,383	1/1/2016	Unknown	Unknown
2	City of Paso Robles	Firefighter	\$6,152	1/1/2016	Unknown	Unknown
3	City of Atascadero	Firefighter	\$5,986	7/1/2016	Unknown	Unknown
4	City of Morro Bay	Firefighter	\$5,638	7/1/2016	Unknown	Unknown
5	5 Cities Fire	Firefighter II ¹	\$4,672	7/4/2012	Unknown	Unknown
6	CDF Cal Fire	Firefighter II	\$3,872	7/1/2015	Unknown	Unknown
7	City of Arroyo Grande	N/C				
8	City of Grover Beach	N/C				
9	City of Pismo Beach	N/C				
10	Ventura County/Channel Islands - Harbor	N/C				
11	Pillar Point-Harbor	N/C				
12	Redondo Beach Harbor	N/C				
13	Cambria Fire District	N/C ²				
Average of Comparators			\$5,413			
% City of Morro Bay Above/Below			4.0%			
Median of Comparators			\$5,986			
% City of Morro Bay Above/Below			-6.2%			
Number of Matches			5			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

2- Cambria Fire District has a Reserve Firefighter, with an hourly wage of \$10.00/hour.

DRAFT
City of Morro Bay
Top Monthly Salary Data
July 2016

Harbor Director			Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
Rank	Comparator Agency	Class Title				
1	Ventura County/Channel Islands - Harbor	Harbor Director	\$15,541	5/1/2016	Unknown	Unknown
2	City of Morro Bay	Harbor Director	\$12,585	7/1/2016	Unknown	Unknown
3	Pillar Point-Harbor	General Manager	\$12,500	10/07/15	Unknown	Unknown
4	Redondo Beach Harbor	Waterfront and Economic Development Director	\$12,291	06/27/15	Unknown	Unknown
5	City of Arroyo Grande	N/C				
6	City of Atascadero	N/C				
7	City of Grover Beach	N/C				
8	City of Paso Robles	N/C				
9	City of Pismo Beach	N/C				
10	City of San Luis Obispo	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$13,444			
% City of Morro Bay Above/Below			-6.8%			
Median of Comparators			\$12,500			
% City of Morro Bay Above/Below			0.7%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data
July 2016

Harbor Patrol Officer						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Redondo Beach Harbor	Harbor Patrol Officer/Firefighter	\$6,756	8/8/2015	Unknown	Unknown
2	Ventura County/Channel Islands - Harbor	Harbor Patrol Officer II	\$6,100	5/1/2016	Unknown	Unknown
3	City of Morro Bay	Harbor Patrol Officer	\$5,228	7/1/2016	Unknown	Unknown
4	City of Arroyo Grande	N/C				
5	City of Atascadero	N/C				
6	City of Grover Beach	N/C				
7	City of Paso Robles	N/C				
8	City of Pismo Beach	N/C				
9	City of San Luis Obispo	N/C				
10	Pillar Point-Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$6,428			
% City of Morro Bay Above/Below			-22.9%			
Median of Comparators			\$6,428			
% City of Morro Bay Above/Below			-22.9%			
Number of Matches			2			
NOTE: All calculations exclude City of Morro Bay						

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data
July 2016

Harbor Patrol Supervisor							
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase	
1	Ventura County/Channel Islands - Harbor	Harbor Patrol Captain	\$7,628	3/27/2016	Unknown	Unknown	
2	Redondo Beach Harbor	Harbor Patrol Sergeant/Firefighter Specialist	\$7,413	8/8/2015	Unknown	Unknown	
3	City of Morro Bay	Harbor Patrol Supervisor	\$6,159	7/1/2016	Unknown	Unknown	
4	City of Arroyo Grande	N/C					
5	City of Atascadero	N/C					
6	City of Grover Beach	N/C					
7	City of Paso Robles	N/C					
8	City of Pismo Beach	N/C					
9	City of San Luis Obispo	N/C					
10	Pillar Point-Harbor	N/C					
11	5 Cities Fire	N/C					
12	Cambria Fire District	N/C					
13	CDF Cal Fire	N/C					
Average of Comparators			\$7,520				
% City of Morro Bay Above/Below			-22.1%				
Median of Comparators			\$7,520				
% City of Morro Bay Above/Below			-22.1%				
Number of Matches			2				
NOTE: All calculations exclude City of Morro Bay							

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Human Resources Analyst			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Human Resources Analyst II	\$7,284	1/1/2016	Unknown	Unknown
2	City of Morro Bay	Human Resources Analyst	\$5,831	7/1/2016	Unknown	Unknown
3	City of Grover Beach	Human Resources Coordinator/Deputy City Clerk	\$5,467	7/1/2016	Unknown	Unknown
4	City of Atascadero	Personnel Specialist - Confidential	\$5,441	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	N/C				
6	City of Paso Robles	N/C				
7	City of Pismo Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$6,064			
% City of Morro Bay Above/Below			-4.0%			
Median of Comparators			\$5,467			
% City of Morro Bay Above/Below			6.2%			
Number of Matches			3			
NOTE: All calculations exclude City of Morro Bay						

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Information Services Technician			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Information Systems Manager	\$10,977	1/1/2016	Unknown	Unknown
2	City of San Luis Obispo	Information Technology Manager	\$10,589	1/1/2016	Unknown	Unknown
3	City of Pismo Beach	Information Technology Manager	\$8,415	7/1/2016	7/1/2017	2.00%
4	City of Arroyo Grande	Information Technology Manager	\$8,166	7/1/2016	Unknown	Unknown
5	City of Atascadero	Information Technology Manager	\$7,848	7/1/2016	Unknown	Unknown
6	City of Morro Bay	Information Services Technician	\$7,496	7/1/2016	Unknown	Unknown
7	City of Grover Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$9,199			
% City of Morro Bay Above/Below			-22.7%			
Median of Comparators			\$8,415			
% City of Morro Bay Above/Below			-12.3%			
Number of Matches			5			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

1- The Morro Bay IT Technician oversees the IT Division.

DRAFT
City of Morro Bay
Top Monthly Salary Data

Maintenance Field Supervisor			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
		Facilities Maintenance Supervisor /Parks Maintenance Supervisor /				
1	City of San Luis Obispo	Streets Maintenance Supervisor ¹	\$7,412	1/1/2016	Unknown	Unknown
2	City of Morro Bay	Maintenance Field Supervisor	\$6,277	7/1/2016	Unknown	Unknown
3	City of Arroyo Grande	Streets and Landscaping Supervisor	\$6,218	7/1/2016	Unknown	Unknown
4	City of Grover Beach	Public Works Supervisor	\$5,848	7/1/2016	Unknown	Unknown
5	City of Atascadero	N/C				
6	City of Paso Robles	N/C				
7	City of Pismo Beach	N/C ²				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$6,493			
% City of Morro Bay Above/Below			-3.4%			
Median of Comparators			\$6,218			
% City of Morro Bay Above/Below			0.9%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

2- The Pismo Beach Facilities Maintenance Supervisor classification is unallocated in the 2016/17 Budget

DRAFT
City of Morro Bay
Top Monthly Salary Data

Maintenance Worker II			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
		Facilities Maintenance Technician / Maintenance Worker II - Parks /				
1	City of San Luis Obispo	Streets Maintenance Worker ¹	\$5,616	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Maintenance Worker II	\$5,035	7/1/2016	7/1/2017	2.00%
3	City of Grover Beach	Maintenance Worker II	\$4,632	7/1/2016	Unknown	Unknown
4	City of Paso Robles	Maintenance Specialist II	\$4,255	1/1/2016	Unknown	Unknown
5	City of Morro Bay	Maintenance Worker II	\$4,208	7/1/2016	Unknown	Unknown
6	City of Arroyo Grande	Maintenance Worker II	\$4,082	7/1/2016	Unknown	Unknown
7	City of Atascadero	Maintenance Worker II	\$4,060	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$4,613			
% City of Morro Bay Above/Below			-9.6%			
Median of Comparators			\$4,444			
% City of Morro Bay Above/Below			-5.6%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data
July 2016

Management Analyst						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Administrative Analyst	\$6,608	1/1/2016	Unknown	Unknown
2	City of Morro Bay	Management Analyst	\$6,409	7/1/2016	Unknown	Unknown
3	City of Atascadero	Management Analyst I - Confidential	\$5,441	7/1/2016	Unknown	Unknown
4	City of Grover Beach	Administrative Analyst - Confidential	\$5,107	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	N/C				
6	City of Paso Robles	N/C				
7	City of Pismo Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$5,719			
% City of Morro Bay Above/Below			10.8%			
Median of Comparators			\$5,441			
% City of Morro Bay Above/Below			15.1%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Mechanic						
July 2016						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pismo Beach	Fleet Mechanic	\$5,422	7/1/2016	7/1/2017	2.00%
2	City of Paso Robles	Equipment Mechanic	\$5,194	1/1/2016	Unknown	Unknown
3	City of San Luis Obispo	Heavy Equipment Mechanic	\$5,187	1/1/2016	Unknown	Unknown
4	City of Grover Beach	Equipment Mechanic II	\$4,859	7/1/2016	Unknown	Unknown
5	City of Morro Bay	Mechanic	\$4,733	7/1/2016	Unknown	Unknown
6	City of Arroyo Grande	N/C				
7	City of Atascadero	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$5,165			
% City of Morro Bay Above/Below			-9.1%			
Median of Comparators			\$5,191			
% City of Morro Bay Above/Below			-9.7%			
Number of Matches			4			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data
July 2016

Office Assistant III						
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Administrative Assistant I	\$4,105	1/1/2016	Unknown	Unknown
2	City of Arroyo Grande	Office Assistant II	\$3,993	7/1/2016	Unknown	Unknown
3	City of Atascadero	Office Assistant III	\$3,867	7/1/2016	Unknown	Unknown
4	City of Pismo Beach	Office Assistant II	\$3,838	7/1/2016	7/1/2017	2.00%
5	City of Paso Robles	Administrative Assistant I	\$3,776	1/1/2016	Unknown	Unknown
6	City of Morro Bay	Office Assistant III	\$3,746	7/1/2016	Unknown	Unknown
7	City of Grover Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$3,916			
% City of Morro Bay Above/Below			-4.5%			
Median of Comparators			\$3,867			
% City of Morro Bay Above/Below			-3.2%			
Number of Matches			5			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Permit Technician - Certified			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pismo Beach	Building Permit Technician ¹	\$4,912	7/1/2016	7/1/2017	2.00%
2	City of Paso Robles	Planning Technician ²	\$4,820	1/1/2016	Unknown	Unknown
3	City of San Luis Obispo	Permit Technician II ³	\$4,797	1/1/2016	Unknown	Unknown
4	City of Morro Bay	Permit Technician - Certified	\$4,586	7/1/2016	Unknown	Unknown
5	City of Grover Beach	N/C				
6	City of Arroyo Grande	N/C				
7	City of Atascadero	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$4,843			
% City of Morro Bay Above/Below			-5.6%			
Median of Comparators			\$4,820			
% City of Morro Bay Above/Below			-5.1%			
Number of Matches			3			
NOTE: All calculations exclude City of Morro Bay						

N/C - Non Comparator

2- The Pismo Beach class requires ICC Permit Certificate within 12 months.

3- The San Luis Obispo class does not require the ICC certification; although it is desirable.

DRAFT
City of Morro Bay
Top Monthly Salary Data

Police Chief			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Police Chief	\$15,713	1/1/2016	Unknown	Unknown
2	City of Paso Robles	Police Chief	\$14,297	1/1/2016	Unknown	Unknown
3	City of Pismo Beach	Police Chief	\$14,202	7/1/2016	7/1/2017	2.00%
4	City of Arroyo Grande	Police Chief	\$13,121	7/1/2016	Unknown	Unknown
5	City of Grover Beach	Police Chief	\$12,893	7/1/2016	Unknown	Unknown
6	City of Atascadero	Police Chief	\$12,631	7/1/2016	Unknown	Unknown
7	City of Morro Bay	Police Chief	\$12,585	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$13,810			
% City of Morro Bay Above/Below			-9.7%			
Median of Comparators			\$13,662			
% City of Morro Bay Above/Below			-8.6%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Police Officer			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Police Officer	\$8,376	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Police Officer	\$7,078	7/1/2016	7/1/2017	2.00%
3	City of Paso Robles	Police Officer	\$6,697	1/1/2016	Unknown	Unknown
4	City of Atascadero	Police Officer	\$6,339	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	Police Officer	\$6,172	7/3/2015	Unknown	Unknown
6	City of Morro Bay	Police Officer	\$6,155	7/1/2016	Unknown	Unknown
7	City of Grover Beach	Police Officer	\$6,095	7/1/2016	7/1/2017	4.00%
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$6,793			
% City of Morro Bay Above/Below			-10.4%			
Median of Comparators			\$6,518			
% City of Morro Bay Above/Below			-5.9%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Police Sergeant			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Police Sergeant	\$10,121	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Police Sergeant	\$9,286	7/1/2016	7/1/2017	2.00%
3	City of Paso Robles	Police Sergeant	\$9,038	1/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Police Sergeant	\$7,898	7/3/2015	Unknown	Unknown
5	City of Atascadero	Police Sergeant	\$7,897	7/1/2016	Unknown	Unknown
6	City of Morro Bay	Police Sergeant	\$7,676	7/1/2016	Unknown	Unknown
7	City of Grover Beach	Police Sergeant	\$7,518	7/1/2016	7/1/2017	4.00%
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$8,626			
% City of Morro Bay Above/Below			-12.4%			
Median of Comparators			\$8,468			
% City of Morro Bay Above/Below			-10.3%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Public Works Director			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Director of Public Works	\$14,068	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Director Public Works/City Engineer	\$13,856	7/1/2016	7/1/2017	2.00%
3	City of Paso Robles	Director of Public Works	\$13,738	1/1/2016	Unknown	Unknown
4	City of Morro Bay	Public Works Director	\$12,355	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	Director of Public Works	\$12,124	7/1/2016	Unknown	Unknown
6	City of Grover Beach	Public Works Director/City Engineer	\$11,742	7/1/2016	Unknown	Unknown
7	City of Atascadero	Public Works Director	\$11,189	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$12,786			
% City of Morro Bay Above/Below			-3.5%			
Median of Comparators			\$12,931			
% City of Morro Bay Above/Below			-4.7%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Recreation Coordinator			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Recreation Services Manager	\$8,597	1/1/2016	Unknown	Unknown
2	City of Grover Beach	Parks and Recreation Program Manager	\$8,425	7/1/2016	Unknown	Unknown
3	City of San Luis Obispo	Recreation Manager	\$7,651	1/1/2016	Unknown	Unknown
4	City of Pismo Beach	Recreation Manager	\$7,256	7/1/2016	7/1/2017	2.00%
5	City of Morro Bay	Recreation Coordinator ¹	\$5,839	7/1/2016	Unknown	Unknown
6	City of Arroyo Grande	Recreation Supervisor	\$5,772	7/1/2016	Unknown	Unknown
7	City of Atascadero	Recreation Supervisor	\$5,468	7/1/2016	Unknown	Unknown
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$7,195			
% City of Morro Bay Above/Below			-23.2%			
Median of Comparators			\$7,453			
% City of Morro Bay Above/Below			-27.7%			
Number of Matches			6			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

1- The Morro Bay Recreation Coordinator oversees the Recreation Division.

DRAFT
City of Morro Bay
Top Monthly Salary Data

Recreation Supervisor			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Recreation Coordinator	\$6,001	1/1/2016	Unknown	Unknown
2	City of Morro Bay	Recreation Supervisor	\$5,360	7/1/2016	Unknown	Unknown
3	City of San Luis Obispo	Recreation Coordinator	\$5,187	1/1/2016	Unknown	Unknown
4	City of Grover Beach	Recreation Coordinator	\$4,829	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	Recreation Coordinator	\$4,738	7/1/2016	Unknown	Unknown
6	City of Atascadero	Recreation Coordinator	\$4,588	7/1/2016	Unknown	Unknown
7	City of Pismo Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$5,069			
% City of Morro Bay Above/Below			5.4%			
Median of Comparators			\$4,829			
% City of Morro Bay Above/Below			9.9%			
Number of Matches			5			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Senior Accounting Technician			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Morro Bay	Senior Accounting Technician	\$5,831	7/1/2016	Unknown	Unknown
2	City of Atascadero	Accounting Specialist - Confidential	\$5,441	7/1/2016	Unknown	Unknown
3	City of Grover Beach	Accounting Specialist	\$5,053	7/1/2016	Unknown	Unknown
4	City of Pismo Beach	Accounting Technician ¹	\$4,912	7/1/2016	7/1/2017	2.00%
5	City of Arroyo Grande	N/C				
6	City of Paso Robles	N/C				
7	City of San Luis Obispo	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$5,135			
% City of Morro Bay Above/Below			11.9%			
Median of Comparators			\$5,053			
% City of Morro Bay Above/Below			13.3%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Support Services Coordinator			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Police Records Supervisor	\$6,747	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Police Support Services Supervisor	\$6,702	7/1/2016	7/1/2017	2.00%
3	City of Atascadero	Support Services Supervisor	\$6,592	7/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Support Services Supervisor	\$5,755	7/3/2015	Unknown	Unknown
5	City of Morro Bay	Support Services Coordinator	\$5,201	7/1/2016	Unknown	Unknown
6	City of Grover Beach	N/C				
7	City of Paso Robles	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$6,449			
% City of Morro Bay Above/Below			-24.0%			
Median of Comparators			\$6,647			
% City of Morro Bay Above/Below			-27.8%			
Number of Matches			4			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Wastewater Division Manager			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Wastewater Manager	\$10,977	1/1/2016	Unknown	Unknown
2	City of Morro Bay	Wastewater Division Manager	\$9,718	7/1/2016	Unknown	Unknown
3	City of Pismo Beach	N/C				
4	City of Arroyo Grande	N/C				
5	City of Atascadero	N/C				
6	City of Grover Beach	N/C				
7	City of San Luis Obispo	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$10,977			
% City of Morro Bay Above/Below			-13.0%			
Median of Comparators			\$10,977			
% City of Morro Bay Above/Below			-13.0%			
Number of Matches			1			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Wastewater Treatment Plant Supervisor			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Paso Robles	Supervisor, Technical II (Water/Wastewater)	\$7,291	1/1/2016	Unknown	Unknown
2	City of Morro Bay	Wastewater Treatment Plant Supervisor	\$6,277	7/1/2016	Unknown	Unknown
3	City of Arroyo Grande	N/C				
4	City of Atascadero	N/C				
5	City of Grover Beach	N/C				
6	City of Pismo Beach	N/C				
7	City of San Luis Obispo	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$7,291			
% City of Morro Bay Above/Below			-16.1%			
Median of Comparators			\$7,291			
% City of Morro Bay Above/Below			-16.1%			
Number of Matches			1			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Wastewater Treatment Plant Operator II			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Pismo Beach	Wastewater Plant Operator II	\$5,289	7/1/2016	7/1/2017	2.00%
2	City of Paso Robles	Plant Operator II	\$5,194	1/1/2016	Unknown	Unknown
3	City of Morro Bay	Wastewater Treatment Plant Operator II	\$5,013	7/1/2016	Unknown	Unknown
4	City of Atascadero	Wastewater Treatment Plant Operator II	\$4,818	7/1/2016	Unknown	Unknown
5	City of Arroyo Grande	N/C				
6	City of Grover Beach	N/C				
7	City of San Luis Obispo	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$5,100			
% City of Morro Bay Above/Below			-1.7%			
Median of Comparators			\$5,194			
% City of Morro Bay Above/Below			-3.6%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

**DRAFT
City of Morro Bay
Top Monthly Salary Data**

Water System Operator II			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Water Distribution System Operator	\$5,952	1/1/2016	Unknown	Unknown
2	City of Pismo Beach	Water System Operator II	\$5,035	7/1/2016	7/1/2017	2.00%
3	City of Morro Bay	Water System Operator II	\$5,013	7/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Water Service Worker	\$4,854	7/1/2016	Unknown	Unknown
5	City of Paso Robles	Maintenance Specialist II (Water Maintenance Worker II)	\$4,255	1/1/2016	Unknown	Unknown
6	City of Atascadero	N/C				
7	City of Grover Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$5,024			
% City of Morro Bay Above/Below			-0.2%			
Median of Comparators			\$4,944			
% City of Morro Bay Above/Below			1.4%			
Number of Matches			4			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Top Monthly Salary Data

Water System Supervisor			July 2016			
Rank	Comparator Agency	Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	City of San Luis Obispo	Water Distribution System Supervisor	\$8,034	1/1/2016	Unknown	Unknown
2	City of Paso Robles	Supervisor, Technical II (Water/Wastewater)	\$7,291	1/1/2016	Unknown	Unknown
3	City of Morro Bay	Water System Supervisor	\$6,277	7/1/2016	Unknown	Unknown
4	City of Arroyo Grande	Utilities Supervisor	\$6,218	7/1/2016	Unknown	Unknown
5	City of Atascadero	N/C				
6	City of Grover Beach	N/C				
7	City of Pismo Beach	N/C				
8	Ventura County/Channel Islands - Harbor	N/C				
9	Pillar Point-Harbor	N/C				
10	Redondo Beach Harbor	N/C				
11	5 Cities Fire	N/C				
12	Cambria Fire District	N/C				
13	CDF Cal Fire	N/C				
Average of Comparators			\$7,181			
% City of Morro Bay Above/Below			-14.4%			
Median of Comparators			\$7,291			
% City of Morro Bay Above/Below			-16.1%			
Number of Matches			3			

NOTE: All calculations exclude City of Morro Bay

N/C - Non Comparator

DRAFT
City of Morro Bay
Results Summary
July 2016

Classification	Top Monthly Salary Data					# of
	Top Monthly Salary	Average	% above or below	Median	% above or below	Matches
Account Clerk II	\$4,208	\$4,184	0.6%	\$4,186	0.5%	5
Administrative Technician	\$4,486	\$4,639	-3.4%	\$4,710	-5.0%	6
Associate Civil Engineer 3	\$6,277	\$7,927	-26.3%	\$7,856	-25.2%	5
Associate Planner	\$6,277	\$6,841	-9.0%	\$6,576	-4.8%	6
Building Inspector-Plans	\$6,277	\$6,259	0.3%	\$6,277	0.0%	4
Capital Projects Manager	\$7,496	\$8,832	-17.8%	\$8,939	-19.3%	6
City Manager	\$13,333	\$16,092	-20.7%	\$15,694	-17.7%	6
Collection System Worker II	\$4,208	\$4,855	-15.4%	\$4,725	-12.3%	6
Collection System Supervisor	\$6,277	\$7,181	-14.4%	\$7,291	-16.1%	3
Community Development Director	\$11,911	\$12,675	-6.4%	\$12,656	-6.3%	6
Consolidated Maintenance Superintendent	\$7,496	\$8,602	-14.8%	\$8,048	-7.4%	3
Engineering Technician III	\$5,244	\$5,605	-6.9%	\$5,755	-9.7%	3
Executive Secretary-City Clerk	\$8,286	\$8,430	-1.7%	\$8,250	0.4%	3
Finance Director	\$11,911	\$12,684	-6.5%	\$12,656	-6.3%	6
Fire Captain	\$7,085	\$7,176	-1.3%	\$7,450	-5.2%	6
Fire Chief	\$12,585	\$12,223	2.9%	\$12,145	3.5%	6
Firefighter	\$5,638	\$5,413	4.0%	\$5,986	-6.2%	5
Harbor Director	\$12,585	\$13,444	-6.8%	\$12,500	0.7%	3
Harbor Patrol Officer	\$5,228	\$6,428	-22.9%	\$6,428	-22.9%	2
Harbor Patrol Supervisor	\$6,159	\$7,520	-22.1%	\$7,520	-22.1%	2
Human Resources Analyst	\$5,831	\$6,064	-4.0%	\$5,467	6.2%	3
Information Services Technician	\$7,496	\$9,199	-22.7%	\$8,415	-12.3%	5
Maintenance Field Supervisor	\$6,277	\$6,493	-3.4%	\$6,218	0.9%	3
Maintenance Worker II	\$4,208	\$4,613	-9.6%	\$4,444	-5.6%	6
Management Analyst	\$6,409	\$5,719	10.8%	\$5,441	15.1%	3
Mechanic	\$4,733	\$5,165	-9.1%	\$5,191	-9.7%	4
Office Assistant III	\$3,746	\$3,916	-4.5%	\$3,867	-3.2%	5
Permit Technician - Certified	\$4,586	\$4,843	-5.6%	\$4,820	-5.1%	3
Police Chief	\$12,585	\$13,810	-9.7%	\$13,662	-8.6%	6
Police Officer	\$6,155	\$6,793	-10.4%	\$6,518	-5.9%	6
Police Sergeant	\$7,676	\$8,626	-12.4%	\$8,468	-10.3%	6
Public Works Director	\$12,355	\$12,786	-3.5%	\$12,931	-4.7%	6
Recreation Coordinator	\$5,839	\$5,069	5.4%	\$4,829	9.9%	5
Recreation Supervisor	\$5,360	\$6,320	-17.9%	\$6,026	-12.4%	4
Senior Accounting Technician	\$5,831	\$5,135	11.9%	\$5,053	13.3%	3
Support Services Coordinator	\$5,201	\$6,449	-24.0%	\$6,647	-27.8%	4

DRAFT
City of Morro Bay
Results Summary
July 2016

Wastewater Division Manager	\$9,718	\$10,977	-13.0%	\$10,977	-13.0%	1
Wastewater Treatment Plant Supervisor	\$6,277	\$7,291	-16.1%	\$7,291	-16.1%	1
Wastewater Treatment Plant Operator II	\$5,013	\$5,100	-1.7%	\$5,194	-3.6%	3
Water System Operator II	\$5,013	\$5,024	-0.2%	\$4,944	1.4%	4
Water System Supervisor	\$6,277	\$7,181	-14.4%	\$7,291	-16.1%	3

AVG: -8.4% AVG: -7.0%
 MED: -6.9% MED: -6.2%