



Council Agenda Report

From: Ryan Cornell, Administrative Services Director

Subject: Second Quarter Update FY 2020-21: Budget Report and Adjustments; Position Changes; and Deferral of Transient Occupancy Tax Collections

Date: January 19, 2021

Facts

1. In accordance with the Council's adopted fiscal policies, no less than semi-annually, there will be a comprehensive review of the operations in comparison to the existing budget. Projections of revenues and expenditures through the end of the fiscal year will be prepared and reviewed by the City Manager and the Director of Administrative Services with a report and presentation to the City Council.
2. The Coronavirus pandemic has had a significant impact on the economy both nationally as well as locally, resulting in significant revenue reductions at all levels of governments. As a result, City Council directed staff to provide a comprehensive review of the operations (i.e., these quarterly reports) sooner than in previous years so that changes in the City's spending and services provided could be modified if the fiscal impacts from the pandemic were more severe than anticipated. This report provides an overview of the City's projected financial position based on actual transactions incurred for the second quarter of FY 2020-21 ending December 31, 2020.
3. The results of the second-quarter review conclude that actual revenues and expenditures are being received and expended much more positively than anticipated. The FY 2020-21 Adopted Budget had anticipated use of General Fund reserves of approximately \$5.7 million; the updated financial model, even taking into consideration the latest impacts from Governor Newsom's Stay-at-Home Executive Orders, shows that use of reserves will likely be closer to \$1.5 to \$2.0 million. Using less reserves this year without making significant budget changes at this time will allow any reserves not used this year to be available if needed in future fiscal years should the effects of the pandemic be prolonged.
4. As such, staff recommends no significant changes to the current path outlined during the budget process and staff will continue to monitor the economic activity and provide Council with regular updates as appropriate (3rd Quarter Financial Report anticipated in April/May 2021).
5. In addition to the fiscal update and analysis of the City, this report also covers five recommended Council actions: 1) appropriate funds for previously-approved City Council items; 2) appropriate funds for unexpected expenditures; 3) approve the transfer of one Maintenance Specialist Position from the Parks Division to the Facilities Division; 4) approve the reclassification of the current Records/Dispatch Supervisor to Support Services Manager and add one Dispatch Supervisor classification to the authorized position listing and; 5) authorize the Director of Administrative Services to waive penalties and interest for certain Transient Occupancy Tax revenues.

Analysis and Conclusions

As one of the most traumatic and disruptive years in US economic history ends, good news on multiple fronts suggests better times are on the not-too-distant horizon. Despite the economic pain the COVID-19 pandemic has unleashed, according to Beacon Economics' latest outlook for the US and California, the nation's economy is not shattered, has already seen a remarkable bounce in economic activity, and is heading into the new year with a good degree of economic momentum.

That is not to say that there have not been impacts to individuals or businesses, but rather the pandemic has disproportionately affected some more than others. And that is one of the most noteworthy

differences between this business cycle and past cycles is in the path of unemployment – a data series that usually takes a long time to rise and even longer to fall. This time, San Luis Obispo County unemployment rose from 3.8% to 14.0% and then fell to 5.4%, all within eight months.

That being said, the latest Stay at Home orders will cause our tax revenues to decrease again. This is not unexpected, and early in the pandemic, we had anticipated the possibility of second and third waves occurring. However, the assumption then, as it is today, is that the impact of this downturn will not be as significant to businesses as to what occurred in April 2020. This is because there was a significant learning curve for businesses to adjust operations according to public health guidelines. For example, dine-in service restaurants had to change their operations to be able to expand their services to include curb-side pick-up, outdoor dining and/or delivery services. These types of changes are already implemented, somewhat moderating the impact of the current Stay at Home orders as compared to the first orders.

There will also be lingering economic consequences after the pandemic is officially over. A huge share of retail spending has shifted online, and the pace of ‘de-retailing’ in the nation will intensify. There is also an intriguing issue surrounding the demand for office space as many employers have learned that with appropriate organizational training and systems, employees can effectively work from home. It is way too soon to call an end to the office as we know it, but clearly many firms will be downsizing their floorspace. And while the predicted massive surge of bankruptcies has yet to happen, many small businesses will not reopen in 2021 after being closed for months. However, for those worried about the long-run implications of these closures, business license and permit applications data from the US Census delivers a positive lift; applications surged mid-year. Amazingly, applications were up by 66% over 2019 levels even for restaurants and bars. The wave of closings will be met by an equally impressive wave of new openings.

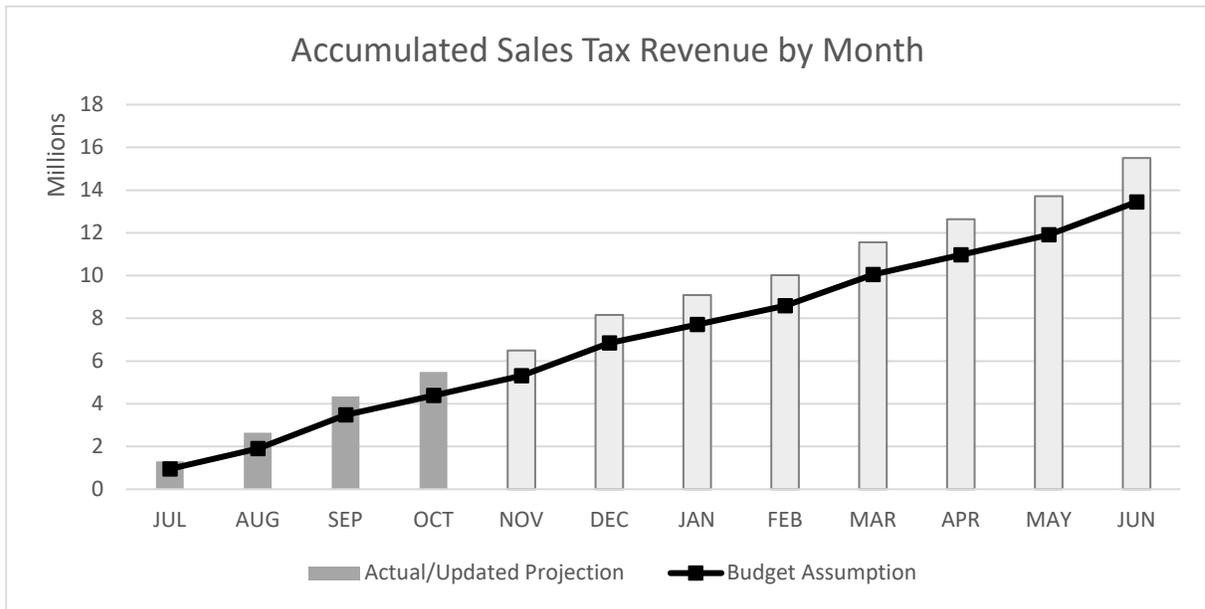
General Fund Fiscal Year-to-Date

Based on the actual revenues received and expenditures incurred to-date, the City’s General Fund revenues are trending to be \$2.6 million more than what was estimated in the budget with operating expenditures being maintained low, 96% of appropriations. As a result, the City had anticipated use of General Fund reserves of approximately \$5.7 million; the updated financial model, even taking into consideration the latest impacts from Governor Newsom’s Stay-at-Home Executive Orders, shows that use of reserves will likely be closer to \$1.5 to \$2.0 million, ending the year with approximately \$19.5 million in reserves, or approximately 50% of operating expenditures.

Income Statement	Budget	Projected	Variance	Percent of Budget
		End of Year		
Revenue				
Sales Tax	\$13,445,000	\$ 15,503,017	\$ 2,058,017	115.3%
Property Tax	12,001,300	11,423,504	(577,796)	95.2%
TOT	4,654,400	5,652,150	997,750	121.4%
All Other Revenue	11,255,824	11,397,251	141,427	101.3%
Total Revenue	<u>41,356,524</u>	<u>43,975,922</u>	<u>2,619,398</u>	<u>106.3%</u>
Expenditures				
Personnel & Operating	37,284,024	35,247,680	(2,036,344)	94.5%
Capital Items	7,019,200	7,016,208	(2,992)	100.0%
Transfers and Other	3,288,900	3,314,125	25,225	100.8%
Total Expenditures	<u>47,592,124</u>	<u>45,578,013</u>	<u>\$ (2,014,111)</u>	<u>95.8%</u>
Use of Reserves	<u>\$ 6,235,600</u>	<u>\$ 1,602,091</u>		

Sales Tax Revenue

Sales tax represents the single largest revenue source for the City, at about 35% of total General Fund revenues. The City has averaged \$15.5 million in sales tax revenue (including the half-cent supplemental sales tax override) over the past three years. FY 2020-21 has assumed a significant decline in sales tax revenue (down to \$13.4 million for the year), solely attributed to the Coronavirus pandemic and the lack of revenues from the tourism and restaurant industries. Despite these dire projections, we know the economy hit bottom in April 2020 and, although the recovery has not been as rapid as the downturn, it has still been historically faster than ever seen before with real GDP growth in the 3rd Quarter of 2020 coming in at over 33%. In other words, the worst quarter for growth in US economic history has been followed by the best. Truly a business cycle like never before and a much faster recovery than the consensus believed at the start of the crisis.



Because of this better than originally anticipated outlook, the City's sales tax revenue is now projected to be \$15.5 million for FY 2020-21, approximately \$2.1 million more than what is assumed in the budget. When reviewing the July-September 2020 (Q3 20) major industry group data, there are businesses not impacted by the pandemic, some even doing better during the pandemic, and then there are businesses significantly impacted by the pandemic. Specifically, the Auto/Transportation Industry and State/County Pools (i.e., online purchase) have had recognized decent gains to the tune of 6.3% and 40.2%, respectively, when comparing Q3 20 to Q3 19. And even within the industry group, there are those doing better than others. For example, RV's, pick-up trucks, and boats have seen significant increases whereas sedans, vans and SUVs have not. In other words, consumers still want to spend and are finding socially accepted avenues to do such. Overall, the City's sales tax revenue in Q3 19 compared to Q3 20 was a decline of just \$4,483 or 0.2%. But if there are gains in certain industry groups but the overall change is minimal, then there are industry groups that are significantly impacted: Restaurants/Hotels and the Fuel/Service Station industry are down 23% and 25.3%, respectively. Further discussions on the COVID impacts of these industries will be addressed later in this report.

Property Tax Revenue

Property tax is the City's second largest revenue source of the General Fund, averaging \$11.0 million per year, or 24% of the total revenues. Property taxes are due twice per year: in December and April (which is the main reason why local governments operate on a July through June fiscal year basis). As a result, most property tax revenues are received in December/January and in April/May. The City experienced a net taxable value increase of 4.7% for the 2020-21 tax roll, which mirrored the increase experienced county-

wide at 4.6%. Despite the number of sales declining due to the COVID-19 Stay at Home orders, home prices continue to rise in response to lower inventory and lower interest rates. The median sales price of a detached single-family residential home in the City of Paso Robles from January through October 2020 was \$535,000, an increase of \$23,750, 4.6%, from 2019. The home sales activity for the month of June 2019 and June 2020, by County, is shown below:

County	Units Sold in June 2019	Units Sold in June 2020	% Change	Median Price June 2019	Median Price June 2020	% Change
San Luis Obispo	414	335	-19.08%	\$592,500	\$615,000	3.80%
Colusa	13	22	69.23%	\$292,000	\$274,500	-5.99%
Fresno	1,144	1,089	-4.81%	\$285,250	\$313,500	9.90%
Kern	1,145	975	-14.85%	\$235,000	\$250,000	6.38%
Merced	341	295	-13.49%	\$295,000	\$300,000	1.69%
Monterey	332	254	-23.49%	\$588,250	\$640,000	8.80%
San Joaquin	918	873	-4.90%	\$390,000	\$435,000	11.54%
Santa Barbara	449	380	-15.37%	\$576,000	\$571,500	-0.78%
Santa Cruz	249	278	11.65%	\$789,000	\$783,750	-0.67%
Tulare	522	459	-12.07%	\$238,091	\$250,000	5.00%

Source: HdL Companies, San Luis Obispo County Assessor's Office

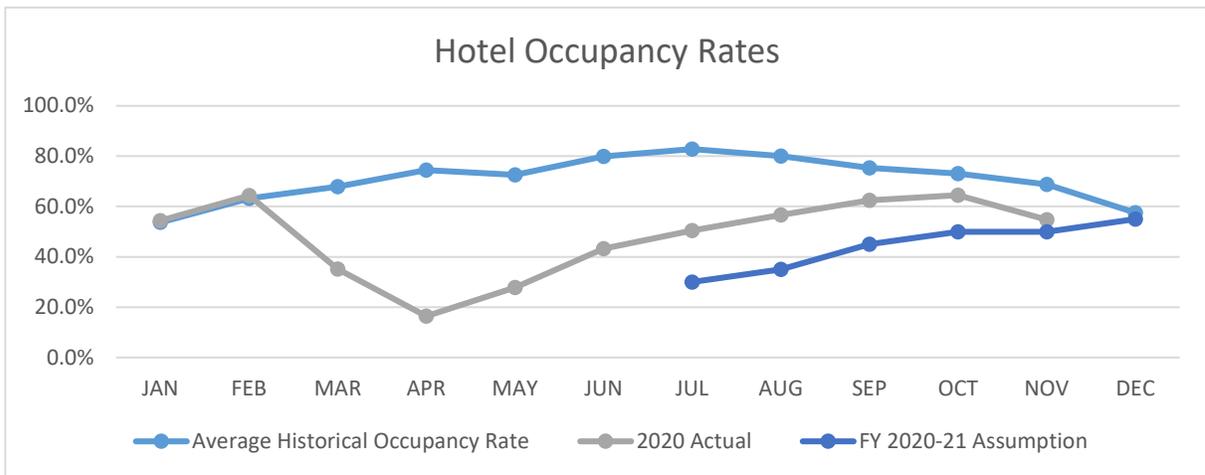
Despite the positive outcome of home sale activity and an increase in taxable property value, the latest revenue models show that the City will see a year over year decline in overall property tax revenue to the tune of approximately \$315,000, or -2.68%; this is approximately \$578,000 less than what was assumed in the budget. This decline is attributed to a recent [appellate court decision](#), *City of Chula Vista v. Sandoval*. The Supreme Court denied review of this case in August, so the decision is final and binding to all counties in California. In Chula Vista, the court held that any funds remaining in the redevelopment property tax trust fund (RPTTF) established for each of the former redevelopment agencies must be distributed in accordance with the taxing entities' (e.g., school district) pro rata property tax shares without any caps or reductions to the distributions of RPTTF residuals to taxing entities that received passthrough payments.

This is because the court concluded that passthrough payments are to be treated as enforceable obligations, and not considered as part of the property tax contributions remaining in the RPTTF. Since the RPTTFs were established, many county auditor-controllers, including the San Luis Obispo County Auditor-Controller, have reduced the distributions RPTTF residuals to taxing entities that received passthrough payments. In light of Chula Vista, these reductions will no longer occur, and the RPTTF residuals will be distributed to all taxing entities in accordance with their pro rata contributions of property tax increment. This court decision had an approximately \$700,000 adverse impact to the City of Paso Robles's property tax revenues.

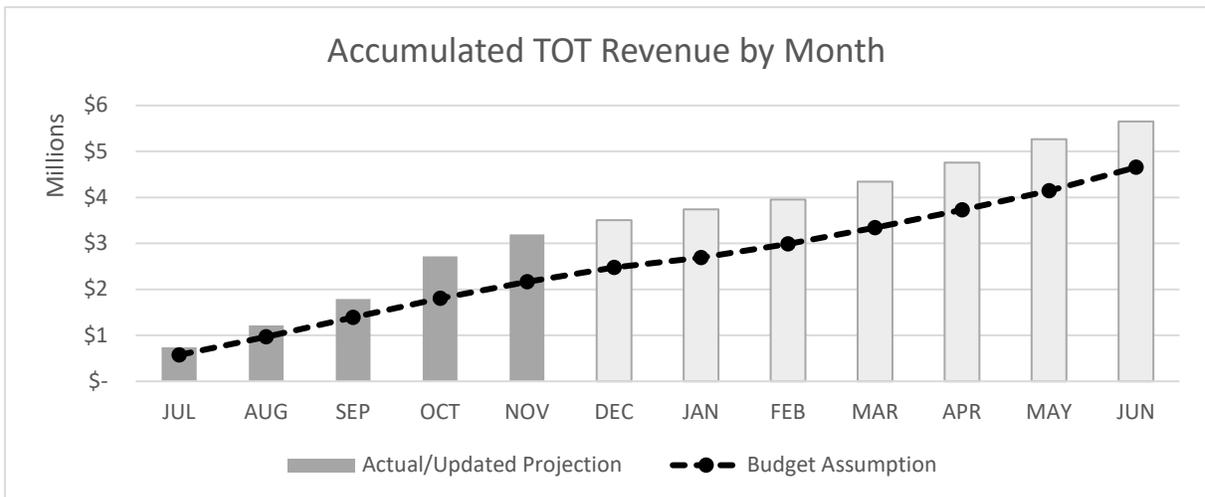
Hotels and Transient Occupancy Tax

Transient Occupancy Tax (TOT) is the City's third largest funding source of the General Fund and represents just under one out of every five dollars the General Fund receives each year. And since 1996, and even during the Great Recession of 2008, there was never an instance where revenues declined from one year to the next (TOT revenues were flat in FY 2008-09 and FY 2009-10, but there was never a year over year decline until COVID-19). Actual TOT revenues received in FY 2019-20 were \$5.1 million, about \$1.7 million less than expected pre-pandemic. As a result, the City assumed significant declines in tourism-related revenue in FY 2020-21.

However, after review of the actual tourism activity that occurred in the 1st Quarter of the fiscal year, the City was cautiously optimistic because the tourism industry rebounded much more quickly than anticipated with July and August occupancy anticipated to be 30%-35% when in fact it was 50%-57%. That trend carried into the September and October months (assumed 45-50%, actual 63-65%) but with the Governor’s latest Stay at Home orders, tourism activity is declining again. Although the Stay-at-Home orders will cause revenues to decline, November’s decline is actually close to what was initially projected for November revenues. Additionally, the winter season is typically when the least amount of tourism activity anyway. The chart below shows the actual occupancy rates within the City compared to historical trends and the assumptions used in the budget (the budget assumed that tourism would have a slow recovery, taking the rest of 2020 to recover but by the beginning of 2021, the industry would “return to norm.”)



As shown above, TOT revenue projections in the first 6-months of the fiscal year are under-projected but the revenues in the latter 6-months of the fiscal year are likely over-projected due to the prolonged duration of the pandemic (the budget assumed normal tourism activity beginning in 2021). The full extent of the latest downturn on the City’s tourism industry is very difficult to predict. Based on what occurred in April and even looking as far back to Great Recession, there could be another significant rebound as soon as the Stay-at-Home mandate is lifted and the wineries, breweries, and restaurants are able to fully open, attracting visitors from our surrounding urban areas. In other words, the decline in revenue is associated with travel restrictions rather than households’ loss of income.



When combining the positive tourism activity that occurred in July through November with the anticipated declines in December through March, overall, the revenue model now anticipates \$998,000 more in revenue than assumed in the budget.

General Fund Expenditures

	Budget	Projection at Q1	Current Projection	Budget Savings
Personnel Services	\$ 25,308,070	\$ 24,417,768	\$ 24,251,398	1,056,672
Operating Costs	11,975,954	10,449,970	10,996,282	979,672
Debt Service	275,500	274,767	274,768	732
Capital Outlay	186,200	75,461	183,208	2,992
Replacement Funding	1,436,400	1,436,400	1,462,357	(25,957)
Interfund Activity	8,410,000	8,410,000	8,410,000	-
Total	\$ 47,592,124	\$ 45,064,366	\$ 45,578,013	\$ 1,253,734

General Fund expenditures are still trending to come in under budget at about 96%-97% of appropriations, which is a little higher than what was anticipated during the 1st Quarter Budget review. There are three major reasons for the increase in expenditures: 1) \$235,000 for the Economic Recovery Program approved by City Council on [December 15, 2020](#); 2) \$400,000 related to overtime costs incurred by our Firefighter personnel due to the significant statewide/out-of-county fire season that occurred this past fall (this \$400,000 will be offset by State reimbursement for no net impact to the City) and; 3) \$180,000 which is the preliminary estimate for costs that the City will incur in order to distribute COVID-19 vaccines to our community (further discussion on these items later in the report).

All Other Funds Fiscal Year-To-Date

Supplemental Sales Tax Street Projects

Since 2013, there have been 18 projects completed utilizing supplemental sales tax revenues that total over \$22.5 million. There are currently ten active street and road projects being constructed or in the planning phases of construction that are utilizing the City’s half-cent supplemental sales tax revenues. Of the \$29.5 million of project expenditures expended-to-date, \$4.3 million was funded from other sources, such as State/Federal Grant:

Project	Expended-to-Date	Remaining Project Budget	% of Budget Expended
<i>Active Projects</i>			
Creston Rd (S. River to Niblick)	\$ 1,813,199	\$ 4,281,801	30%
Spring St (24 th to 36 th St)	5,403,244	398,778	93%
24 th Street Bridge	665,489	1,268,255	34%
Dry Creek Road	1,884,190	4,397,470	30%
Union Road (near BSP)	1,864,568	135,432	93%
13 th St/Niblick Bridge	-	2,006,500	0%
West Side Streets	433,910	651,590	40%
Jardine Road	-	500,000	0%
Rambouillet-Area	66,165	2,068,835	3%
Olive (16 th to 20 th St)	19,145	960,855	2%
Total	\$ 12,149,910	\$ 16,669,516	

Water Fund

There is nothing in water operations that is notably different from what was anticipated during the budget process and the financial model shows the fund in slightly better position (approximately \$140,000) than what was presented at the First Quarter Report. With the information received-to-date, revenues are trending to be approximately 4.6% more, or \$700,000, than anticipated. This is mainly attributed to higher water consumption as well as the anticipated water rate increase for January 1, 2021. However, connection fee revenues are continuing to decline when compared to previous fiscal years. On the expenditure-side, it is anticipated about 92% of appropriations will be expended, resulting in additional \$1.6 million in savings. This percent of budget is slightly better this year than in previous years. This is due to an unusually high number of vacant positions in the water production division (recruitment for these unfilled positions is near completion). The fund reserves are projected to be \$5.2 million on June 30, 2021, which meets the minimum reserve policy of 25% of operating expenditures plus \$1.0 million (approximately \$2.4 million over minimum reserves).

Wastewater Fund

Like the water operations, there is nothing in the wastewater operations that is significantly different than what was anticipated during the budget process other than changing the way the City will be accounting for the Recycled Water Distribution Project. Outside of that, with the information received-to-date, revenues are trending to be approximately 3% more, or \$259,000, than anticipated. This is mainly attributed to a higher water consumption during the winter water consumption period (it is this period that set the sewer charges per account for the next fiscal year). On the expenditure-side, it is anticipated about 88% of appropriations will be expended, resulting in \$2.2 million in savings (mainly from capital projects being delayed likely to next fiscal year).

The Recycled Water Distribution Project is the next phase of the overall recycled water project (tertiary treatment facilities already completed) with the main funding mechanism to construct these facilities coming from a low-interest loan through the State. The pre-construction costs related to the recycled water distribution is already underway, but the second part of the loan has yet to be approved by the State. As a result, accounting changes will be made to include the proceeds from the loan in the fiscal year likely to be received.

This change also better forecasts the actual fund reserves projected at the end of the year; just \$150,000 on June 30, 2021. Granted there are \$5.7 million in capital expenditures currently budgeted, and not all of those projects will be completed by June 30. However, those are committed funds towards the project and are expected to be expended and should not be included as part of fund reserves. Regardless, the Wastewater Fund needs an increase in revenue to not only address the fund's reserves but that also meet the debt service coverage requirements. The City has been engaged in a wastewater rate study and those results will be presented to Council in the upcoming months.

City Council Recommended Actions

Economic Recovery Program

In response to some local industries being disproportionately affected by the pandemic, on [December 15, 2020](#), City Council approved the use of \$235,000 for business assistance and economic recovery efforts. The core purpose of the program is to assist these businesses in remaining viable while complying with the Governor's Stay-at-Home Order which imposes a number of restrictions on which businesses can operate and how, including restrictions on outdoor dining for our local restaurants. To lessen the administrative burden of producing and retaining City Council resolutions for all budget adjustments made throughout the year, in some instances the City Council provides authorization to move forward on service level increases with the intention of officially amending the budget by resolution during these quarterly budget reports. This allows multiple service level adjustments to be compiled into one resolution. This was the case in this action and \$235,000 of additional appropriations is included in Attachment No. 2.

Out-of-County Emergency Assistance and Vaccination Point of Distribution (POD) Costs

There are two additional requested appropriations for City Council's consideration, both relating to public safety. The first is regarding the out-of-county assignments our firefighters engage in at the request of the State during fire season. The associated personnel costs are paid for by the City initially and reimbursed from the State Office of Emergency Services after-the-fact. The budget includes a baseline assumption, both revenues and expenditures, each year. However, the past fire season was unexceptionally devastating with overtime costs being approximately \$656,000, whereas historically has been closer to \$300,000. That being said, the first appropriation request would have a net zero impact to the City, by increasing both the revenue and expenditure budget by the same amount: \$400,000.

The second appropriation request is regarding the County and the Incident Management Team (IMT). They are currently establishing three primary vaccination locations for the general public, in Arroyo Grande, San Luis Obispo, and at the Paso Robles Events Center. One or more are scheduled to open on January 18, assuming there will be an adequate supply of vaccine doses. The County has requested that each POD be able to administer up to 5,000 doses per week. The PODS are to remain open as long as necessary, which is likely to be 6-9 months or longer.

The County has indicated that it has neither the staff nor the financial resources to operate the PODs. As a result, the cities are being asked to bear a proportionate burden in both staffing and budget. The County and cities may be reimbursed for at least a portion of the costs; neither a likelihood for reimbursement nor a projected reimbursement percentage is known yet.

At this time in California, only doctors and dentists, nurses, pharmacists, paramedics, and EMTs are authorized to administer COVID-19 vaccinations. Most of these personnel are already fully committed to other pandemic-related tasks. Some of those who are not may be pressed into service to staff the Alternate Care Site (ACS) at Cal Poly if and when the County has no more available ICU beds at local hospitals.

Although the IMT is actively reaching out to find personnel to staff the POD, it is very likely that a number of City staff will be needed. If, for example, one-third of the people to be vaccinated are residents of Paso Robles, one-third from Atascadero, and one-third from the County unincorporated area, the City might be responsible for up to one-third of the staff providing inoculations and one-third of the costs of the north County POD.

The only City staff able to give injections are off-duty Fire staff, for which the City will be responsible for overtime costs. Other City staff whose help is needed may be hourly or salaried. Salaried employees will not be a financial cost to the City; their costs will be the loss of productivity in their normal jobs.

For the remainder of FY 2020-21, out-of-pocket dollar costs to the City is estimated to be \$180,000. (Costs that the City may incur in FY 2021-22 will be included in the proposed budget for next year.) The County and cities are negotiating an MOU for managing the apportionment and recovery of costs.

Transferring of a Maintenance Specialists Position

The Parks and Facilities Maintenance division, a component of the Community Services Department, consists of 14 employees: one Supervisor and four Maintenance Specialists dedicated towards Facility Maintenance; and one Supervisor and eight Maintenance Specialists dedicated towards Park Maintenance. There is one budgeted Park Maintenance position currently unfilled.

Building modification needs and sanitization requirements created by the pandemic, as well as increased calls for assistance in multiple departments and the public have exceeded the capacity of the Facilities

Maintenance staff. As a result, it would be more advantageous for the currently unfilled Park Maintenance position to be part of Facilities Maintenance staff.

While the workload for the Parks Maintenance staff remains substantial, it has not increased to the extent that the pandemic and related factors have affected Facilities Maintenance. The increased Facilities Maintenance workload is not likely to significantly subside post pandemic. Transferring the allocated (but currently unfilled) position from Parks Maintenance to Facilities Maintenance will allow staff to respond to issues in a more expeditious and effective manner with no additional costs to the City since both positions are currently paid for by the General Fund.

Communications Center Changes

The Paso Robles Police Department Communications Center is the primary public safety answering point for the City. In addition to answering 9-1-1 and business line telephone calls, the Communication Center provides 24-hour dispatch and radio communications support for City Police and Emergency Services Departments. The Communications Center consists of eight dispatchers and one shared supervisor (with the Records Division).

The Department's dispatch center has become one of the busiest public safety answering points in the County and has seen an increase for calls for services of approximately 30%, to more than 45,000 calls per year, over the past five years; there has been no corresponding increase in dispatcher staffing.

In 2020, the Dispatch Center's inadequate shift coverage became a focal point when a lone dispatcher was put to the test during the initial hours of an active shooter event in the City's downtown corridor. The lone dispatcher was responsible for fielding dozens of simultaneous 9-1-1 calls from the community, emergency transmissions from officers and firefighters, and actively monitoring building security feeds. The task was overwhelming, dangerous, and preventable. Many lessons were learned from this event, including ensuring the dispatch center always has two dispatchers on duty.

The active shooter event was not an isolated critical event. Numerous wildfires, protests, and other recurring events have become all too frequent. The frequency of these complex events also underscores the need for additional dedicated supervision within the dispatch center.

The current Dispatch/Records Supervisor divides their time between Records and Dispatch personnel supervision. This supervisor is responsible for all scheduling, evaluating, and associated support for both divisions and as a result, has the largest span of control in the department. With so many staff to supervise, neither division is receiving the staff interaction and communication necessary to operate at optimal efficiency. Due to the size of the organization and span of control required, staff recommends expansion of the supervisory and management team by promoting the current Records/Dispatch Supervisor to Support Services Manager and adding one Dispatch Supervisor (dedicated solely to the communications center). To accomplish this, job classification descriptions must be modified to match the unique role and responsibilities of the Dispatch Supervisor and Support Services Manager and the associated qualification requirements to the classification descriptions.

Professional Manager II – The existing Professional Manager II classification currently encompasses several working titles. The proposal is to add the working title of Support Services Manager and the requisite certifications needed for the position. Additionally, the current Dispatch/Records Supervisor (Supervisor/Professional/Coordinator II) will be reclassified to Support Services Manager, removing Dispatch/Records Supervisor from the list of authorized positions.

Dispatch Supervisor – The proposal is to add the position of Dispatch Supervisor and the associated classification description.

Dispatcher – The current dispatcher classification description was drafted in 1987. Since then, the scope of duties and the certification requirements for the position have been modified. The proposed classification description updates the essential job functions, qualifications, and certifications of the position.

The City engaged in the meet and confer process with representatives of the Police Officer's Association with regard to the classification changes within their labor group. The result of that process was agreement on the new and revised classification descriptions, and the assigned compensation for the Dispatch Supervisor. Pursuant to California Code of Regulations Title 2, Section 570.5, the City is required to maintain a master pay schedule for all employee classifications covered by a compensation plan in one publicly available document approved by the governing body. The revised pay schedule, inclusive of all city positions and wage ranges, is included (Attachment 3d).

TOT Payment Deferral Program

The City is experiencing another decline in tourism activity due to the COVID-19 global pandemic and the associated Stay at Home executive orders ordered by Governor Newsom. As such, lodging businesses (e.g., hotels, RV parks, bed and breakfasts, etc.) within the City are now experiencing another drastic decline in occupancy while still having to pay their own fixed operating costs. This is causing a cash flow challenge for a number of the properties.

TOT represents less than 20% of the General Fund revenue, whereas lodging properties are 100% dependent on the revenues they generate from transient stays. As such, and in line with the City's assistance for local businesses through the Economic Recovery Program, it is in the City's interest to continue to maintain essential services and work with its lodging businesses that will continue to support City's essential services. Waiving penalties and interest accrued for late TOT payments for a short period would be a temporary measure that would help the lodging properties get through this difficult time, while still allowing the City to recognize these revenues during the same fiscal year. Based on requests from the lodging community, staff proposes that Council waive the late penalties and interest for TOT for the December 2020 through March 2021 payments only, until June 30, 2021. In no way is staff proposing any waiver of TOT payments. Rather, staff proposes to waive interest and penalties through June 30, 2021 for certain lodging establishments that may need to submit December 2020 through March 2021 payments late.

On [March 27, 2020](#), City Council authorized the Director of Administrative Services to waive penalties and interest for late TOT revenues received for February and March 2020 transient lodging services until August 31, 2020. The program was successful in that the City was still able to record the TOT revenues earned in the same fiscal year occurred and lodging businesses were able to minimize their cash flow constraints. There were 227 lodging businesses that utilized the program with approximately \$200,000 that was deferred to August. However, this program is administratively time consuming to implement and monitor. As such, staff does recommend a change to the program (than what was implemented in March) by placing a minimum deferral of at least \$3,000 per month. In other words, the program is more advantageous to the lodging business if a significant amount can be delayed, not necessarily if the amounts are small. For example, if a short-term rental's TOT payment is \$500 for December, delaying payment to the City does not adequately address their cash-flow constraints. Whereas a hotel that remits \$15,000 each month can help address cash-flow constraints.

In addition, the lodging operators are expected to pay the City the complete assessments they have collected on behalf of Travel Paso and Visit SLO CAL at the regular schedule; the City does not have the power to waive or defer these payments, absent action by those two entities. The lodging establishments will submit those assessments to the City, along with the full accounting of gross receipts and TOT collected, at the regular schedule. The City will then forward those collections to Travel Paso and to Visit SLO CAL.

Although PRMC Section 3.26.081 authorizes the City Tax Collector (Director of Administrator Services), “for good cause shown,” to waive any penalties or interest that would otherwise have accrued, that authority has typically been exercised on a case-by-case basis. An Urgency Ordinance (Attachment 8) is necessary to implement this recommendation as to all operators under PRMC, Chapter 3.26 and establish the good cause for such a temporary waiver.

Because this a proposed urgency ordinance, a 4/5 vote of the City Council is required to adopt the ordinance.

Fiscal Impact

The recommended General Fund budget adjustments, as mentioned above, are summarized as follows:

	Budget Adjustment Request
Economic Recovery Program	\$ 235,000
Out-of-County Firefighter Overtime ¹	400,000
Vaccine Distribution Contribution ²	180,000
Dispatch Supervisor	115,000
Total	\$ 930,000

- 1 - Offset 100% by State reimbursement
- 2 - Likely at least partially offset by reimbursement; amount and timing unknown

Transferring of a Maintenance Specialists Position

The transfer of the Park Maintenance Specialist position to Facilities will not have any fiscal impact, given that the job classification and cost will remain the same, and both divisions are funded primarily by the General Fund.

Communications Center Position Reclassification

The fully loaded personnel cost of the new Support Services Manager position is approximately \$132,000 per year, however, because this new position is a result of a reclassification of the Dispatch/Records Supervisor, the net increase is approximately \$7,000 per year. This additional cost can be absorbed with current salary savings recognized in the department this year, and added to the baseline amounts moving forward. The fully loaded personnel cost of the new Dispatch Supervisor position is approximately \$115,000. This reclassification does result in police expansion and as such, the recommendation is that the new Dispatch Supervisor position be funded by J-20 Supplemental Sales Tax monies. A full detailed analysis of J-20 Supplemental Sales Tax monies will be presented to City Council in the upcoming months during the FY 2021-22 budget process.

TOT Deferral Program

The City is waiving interest and penalties only, not the TOT payments themselves. If similar results were to occur as it did this past Spring, the total interest earnings foregone from such a delay is estimated to be approximately \$50,000. However, it is not typical for lodging operators to delay their tax payment incurring penalties. Regardless, any payments not received by June 30, 2021 or any lodging operators who do not submit their TOT tax forms by the original due date will accrue interest from that date and be charged the standard penalties.

Recommendation

- 1. Receive and file the report, providing any direction or requests for future reports, to ensure they meet Council needs.

2. Approve Resolution 21-XXX, amending the budget for Fiscal Year 2020-21, to reflect: the second round of economic development emergency assistance and other actions previously taken; the additional requested appropriations of \$930,000 (of which at least \$400,000 is offset by reimbursements from the State) and; the reassignment of one Park Maintenance Specialist I/II position to Facilities Maintenance.
3. Approve Resolution 21-XXX, approving job classification descriptions, master pay schedule, the position of Dispatch Supervisor, and reclassifying the position of Dispatch/Records Supervisor to Support Services Manager.
4. Adopt Urgency Ordinance No. XXXX, authorizing the Director of Administrative Services to waive penalties and interest for late Transient Occupancy Tax revenues received for December 2020 through March 2021 transient lodging services until June 30, 2021, at the latest.

Attachments

1. General, Water, Sewer, and Downtown Parking Income Statements
2. Resolution 21-XXX(A), amending the budget for Fiscal Year 2020-21
3. Resolution 21-XXX(B), approving Job Classifications and Master Pay Schedule
 - Exhibit A - Professional Manager I/II/III Classification Description
 - Exhibit B - Dispatch Supervisor Classification Description
 - Exhibit C - Dispatcher Classification Description
 - Exhibit D - Master Pay Schedule
4. Urgency Ordinance No. XXXX, authorizing the Director of Administrative Services to waive penalties and interest for late TOT revenues received.

	Originally Adopted Budget	Updated Budget	Actuals 7/1 to 12/31	Projected End of Year	Variance Projected End of Year	Projected % Received/ Expended
REVENUES						
Taxes						
Sales Tax	\$ 13,445,000	\$ 13,445,000	\$ 5,489,851	\$ 15,503,017	\$ 2,058,017	115.3%
Property Tax	12,001,300	12,001,300	3,601,016	11,423,504	(577,796)	95.2%
Transient Occupancy Tax	4,654,400	4,654,400	3,192,821	5,652,150	997,750	121.4%
Other Taxes	4,636,200	4,636,200	2,065,499	4,650,000	13,800	100.3%
Total Taxes	<u>34,736,900</u>	<u>34,736,900</u>	<u>14,349,186</u>	<u>37,228,671</u>	<u>2,491,771</u>	<u>107.2%</u>
Charges for Current Services	2,571,600	2,571,600	828,497	1,737,721	(833,879)	67.6%
Licenses and Permits	600,000	600,000	234,703	480,979	(119,021)	80.2%
Use of Money and Property	655,000	655,000	624,817	1,760,000	1,105,000	268.7%
Fines and Forfeitures	100,000	100,000	58,365	94,385	(5,615)	94.4%
Operating Grants	545,100	1,244,124	471,033	930,600	(313,524)	74.8%
Other Revenues	23,900	28,900	68,647	134,000	105,100	463.7%
Interfund Transfers	1,420,000	1,420,000	710,000	1,609,566	189,566	113.3%
Total Revenues	<u>40,652,500</u>	<u>41,356,524</u>	<u>17,345,247</u>	<u>43,975,922</u>	<u>2,619,398</u>	<u>106.3%</u>
EXPENDITURES						
City Council/City Manager's Office						
Personnel Services	1,782,500	1,782,500	848,995	1,779,780	(2,720)	99.8%
Operating Expenses	691,100	1,020,500	548,892	1,255,375	234,875	123.0%
Transfer to Replacement Funds:	102,400	102,400	54,350	108,700	6,300	106.2%
Total City Manager's Office	<u>2,576,000</u>	<u>2,905,400</u>	<u>1,452,237</u>	<u>3,143,855</u>	<u>238,455</u>	<u>108.2%</u>
Administrative Services						
Personnel Services	1,237,100	1,237,100	512,103	1,096,923	(140,177)	88.7%
Operating Expenses	2,328,600	2,328,600	1,978,795	2,286,866	(41,734)	98.2%
Transfer to Replacement Funds:	6,200	6,200	3,100	6,200	-	100.0%
Total Administrative Services	<u>3,571,900</u>	<u>3,571,900</u>	<u>2,493,999</u>	<u>3,389,989</u>	<u>(181,911)</u>	<u>94.9%</u>
Police						
Personnel Services	9,340,200	9,388,370	4,161,257	8,524,195	(864,175)	90.8%
Operating Expenses	1,385,000	1,444,654	524,153	1,176,570	(268,084)	81.4%
Transfer to Replacement Funds:	485,400	485,400	245,661	491,322	5,922	101.2%
Total Police	<u>11,210,600</u>	<u>11,343,224</u>	<u>4,931,070</u>	<u>10,216,887</u>	<u>(1,126,337)</u>	<u>90.1%</u>
Emergency Services						
Personnel Services	6,355,600	6,355,600	3,690,161	6,499,911	144,311	102.3%
Operating Expenses	585,800	1,006,400	256,750	993,094	(13,306)	98.7%
Capital Outlay	5,000	131,400	98,541	131,400	-	100.0%
Transfer to Replacement Funds:	441,900	441,900	227,749	455,497	13,597	103.1%
Total Emergency Services	<u>7,388,300</u>	<u>7,935,300</u>	<u>4,273,201</u>	<u>8,079,902</u>	<u>144,602</u>	<u>101.8%</u>
Public Works						
Personnel Services	1,118,800	1,208,800	466,756	1,025,379	(183,421)	84.8%
Operating Expenses	1,833,700	1,833,700	603,147	1,711,429	(122,271)	93.3%
Debt Service	70,000	70,000	69,299	69,300	(700)	99.0%
Transfer to Replacement Funds:	172,600	172,600	86,344	172,687	87	100.1%
Total Public Works	<u>3,195,100</u>	<u>3,285,100</u>	<u>1,225,545</u>	<u>2,978,795</u>	<u>(306,305)</u>	<u>90.7%</u>

Continued

	Originally Adopted Budget	Updated Budget	Actuals 7/1 to 9/30	Projected End of Year	Variance Projected End of Year	% Received/ Expended
EXPENDITURES - continued						
Community Services						
Personnel Services	3,429,600	3,424,400	1,519,336	3,225,226	(199,174)	94.2%
Operating Expenses	3,084,000	3,174,200	1,353,069	2,512,904	(661,296)	79.2%
Debt Service	205,500	205,500	102,734	205,468	(32)	100.0%
Capital Outlay	5,000	30,000	20,304	27,008	(2,992)	90.0%
Transfer to Replacement Funds	186,300	186,300	93,159	186,318	18	100.0%
Total Community Services	<u>6,910,400</u>	<u>7,020,400</u>	<u>3,088,603</u>	<u>6,156,924</u>	<u>(863,476)</u>	<u>87.7%</u>
Community Development						
Personnel Services	2,161,300	2,161,300	1,048,386	2,099,984	(61,316)	97.2%
Operating Expenses	1,077,900	1,167,900	383,135	1,060,045	(107,855)	90.8%
Transfer to Replacement Funds	41,600	41,600	20,817	41,633	33	100.1%
Total Community Development	<u>3,280,800</u>	<u>3,370,800</u>	<u>1,452,338</u>	<u>3,201,662</u>	<u>(169,138)</u>	<u>95.0%</u>
Non-Departmental/Interfund Transfers/City-wide Contingency						
Transfers to Capital Projects Fu	6,833,000	6,833,000	-	6,833,000	-	100.0%
All Other Interfund Transfers O	1,127,500	1,127,500	507,500	1,127,500	-	100.0%
Other Post-Employment Benef	349,500	349,500	179,291	349,500	-	100.0%
Budgeted Salary Savings	(250,000)	(250,000)	-	-	250,000	0.0%
City-wide contingency	125,000	100,000	-	100,000	-	100.0%
Total Interfund Transfers	<u>8,185,000</u>	<u>8,160,000</u>	<u>686,791</u>	<u>8,410,000</u>	<u>250,000</u>	<u>103.1%</u>
Total Expenditures	<u>46,318,100</u>	<u>47,592,124</u>	<u>19,603,784</u>	<u>45,578,013</u>	<u>(2,014,111)</u>	<u>95.8%</u>
Deficiency of Revenues under Expenditures	<u>\$ (5,665,600)</u>	<u>\$ (6,235,600)</u>	<u>\$ (2,258,537)</u>	<u>\$ (1,602,091)</u>	<u>\$ 4,633,509</u>	

Concluded

	Originally Adopted Budget	Updated Budget	Actuals 7/1 to 12/31	Projected End of Year	Variance Projected End of Year	Projected % Received/ Expended
REVENUES						
Water Sales	\$ 14,312,000	\$ 14,312,000	\$ 9,026,583	\$ 15,556,026	\$ 1,244,026	108.7%
Water Connection Fees	750,000	750,000	158,820	317,640	(432,360)	42.4%
Fines and Penalties	165,000	165,000	28,359	56,718	(108,282)	34.4%
Service Installation	15,000	15,000	2,743	5,486	(9,514)	36.6%
Use of Money and Property	25,000	25,000	(70,399)	30,000	5,000	120.0%
Other Revenues	4,000	4,000	6,938	7,000	3,000	175.0%
Total Revenues	15,271,000	15,271,000	9,153,045	15,972,870	701,870	104.6%
EXPENDITURES						
Utility Billing						
Personnel Services	199,400	199,400	100,985	188,516	(10,884)	94.5%
Operating Expenses	252,800	254,000	77,857	160,505	(93,495)	63.2%
Total Utility Billing	452,200	453,400	178,842	349,021	(104,379)	77.0%
Water Production						
Personnel Services	1,341,100	1,341,100	556,532	1,216,721	(124,379)	90.7%
Operating Expenses	2,817,400	2,829,200	993,287	2,073,622	(755,578)	73.3%
Nacimiento Operations	6,482,500	6,482,500	6,144,843	6,363,561	(118,939)	98.2%
Debt Service	681,500	681,500	338,478	681,500	-	100.0%
Capital Outlay	50,000	50,000	-	50,000	-	100.0%
Total Water Production	11,372,500	11,384,300	8,033,141	10,385,405	(998,895)	91.2%
Water Treatment						
Personnel Services	688,800	688,800	287,899	604,294	(84,506)	87.7%
Operating Expenses	925,400	933,100	210,601	533,188	(399,912)	57.1%
Total Water Treatment	1,614,200	1,621,900	498,500	1,137,482	(484,418)	70.1%
Water Conservation						
Personnel Services	255,300	255,300	61,321	139,065	(116,235)	54.5%
Operating Expenses	71,600	71,600	4,644	27,800	(43,800)	38.8%
Total Water Conservation	326,900	326,900	65,965	166,865	(160,035)	51.0%
Capital Projects	2,190,000	7,018,277	2,667,636	7,116,698	98,421	101.4%
Cost Allocation Transfer	750,000	750,000	375,000	759,963	9,963	101.3%
Total Expenditures	16,705,800	21,554,777	11,819,084	19,915,434	(1,639,343)	92.4%
Deficiency of Revenues under Expenditures	\$ (1,434,800)	\$ (6,283,777)	\$ (2,666,039)	\$ (3,942,564)	\$ 2,341,213	

	Originally Adopted Budget	Updated Budget	Actuals 7/1 to 12/31	Projected End of Year	Variance Projected End of Year	Projected % Received/ Expended
REVENUES						
Charges for Services	\$ 8,756,400	\$ 8,756,400	\$ 4,831,719	\$ 9,009,213	\$ 252,813	102.9%
Sewer Connection Fees	250,000	250,000	75,506	151,012	(98,988)	60.4%
Fines and Penalties	30,000	30,000	-	-	(30,000)	0.0%
Use of Money and Property	32,000	32,000	41,514	166,056	134,056	518.9%
Proceeds from Debt Issuance	3,270,000	3,270,000	-	-	(3,270,000)	0.0%
Other Revenues	1,600	1,600	-	3,000	1,400	- %
Total Revenues	12,340,000	12,340,000	4,948,739	9,329,281	(3,010,719)	75.6%
EXPENDITURES						
Utility Billing						
Personnel Services	199,400	199,400	100,988	198,096	(1,304)	99.3%
Operating Expenses	252,800	255,800	74,854	161,594	(94,206)	63.2%
Total Utility Billing	452,200	455,200	175,842	359,690	(95,510)	79.0%
Stormwater Management						
Personnel Services	228,200	228,200	112,930	225,498	(2,702)	98.8%
Operating Expenses	83,700	117,660	58,050	69,341	(48,319)	58.9%
Debt Service	1,600	1,600	781	1,560	(40)	97.5%
Total Stormwater Mgmt	313,500	347,460	171,761	296,399	(51,061)	85.3%
Sewer Collection						
Personnel Services	873,000	873,000	361,605	754,146	(118,854)	86.4%
Operating Expenses	374,700	379,100	115,441	284,203	(94,897)	75.0%
Debt Service	6,300	6,300	3,124	6,250	(50)	99.2%
Capital Outlay	134,600	134,600	154,886	181,771	47,171	135.0%
Total Sewer Collection	1,388,600	1,393,000	635,058	1,226,370	(166,630)	88.0%
Sewer Treatment						
Personnel Services	2,067,700	2,067,700	809,192	1,714,506	(353,194)	82.9%
Operating Expenses	1,659,500	1,992,228	723,640	1,639,768	(352,460)	82.3%
Debt Service	3,616,600	3,616,600	3,243,260	3,616,600	-	100.0%
Total Sewer Treatment	7,343,800	7,676,528	4,776,093	6,970,874	(705,654)	90.8%
Source Control						
Personnel Services	234,100	234,100	115,295	230,669	(3,431)	98.5%
Operating Expenses	74,800	74,800	3,311	22,156	(52,644)	29.6%
Total Source Control	308,900	308,900	118,606	252,825	(56,075)	81.8%
Capital Projects	4,528,000	6,930,628	436,170	5,701,709	(1,228,919)	82.3%
Cost Allocation Transfer	500,000	500,000	250,000	601,874	101,874	120.4%
Total Expenditures	14,835,000	17,611,716	6,563,529	15,409,743	(2,201,973)	87.5%
Deficiency of Revenues under Expenditures	\$ (2,495,000)	\$ (5,271,716)	\$ (1,614,791)	\$ (6,080,462)	\$ (808,746)	

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	Q2 FY 2020-21 Actual	Total To-Date
REVENUES					
Permit Revenue	\$ -	\$ 5,430	\$ 13,785	\$ 4,235	\$ 23,450
Parking Revenue	-	-	26,199	18,962	45,161
Parking Fines	-	-	10,213	779	10,992
Use of Money and Property	178	3,946	(111)	-	4,014
Other Revenues	-	-	-	-	-
Total Revenues	178	9,376	50,086	23,976	83,617
EXPENDITURES					
On-Going Police Services:					
Personnel Services	-	-	73,524	57,545	131,069
Operating Expenses	-	6,746	43,704	39,955	90,405
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Police Services	-	6,746	117,228	97,500	221,474
One-Time Set Up Costs:					
Consulting Services	25,505	102,274	101,399	-	229,178
Capital Outlay	-	6,926	410,643	-	417,569
Total Set Up Costs	25,505	109,200	512,042	-	646,747
Total Expenditures	25,505	115,946	629,270	97,500	868,221
General Fund Loan Balance	-	-	(490,958)	(104,316)	(595,273)

Attachment 2

RESOLUTION NO. 21-XXX(A)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES AMENDING THE OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2020-21

WHEREAS, the City Council is required to adopt a comprehensive operating and capital expenditure budget in order to authorize the receipt of revenues and to authorize, guide, and direct the City's activities; and

WHEREAS, the City Council adopted a biannual budget for Fiscal Year 2020-21 on June 16, 2020; and

WHEREAS, that budget contained all projected revenues, appropriations, and transfers, as well as the number and classification of all approved positions, to be implemented by the City Manager; and

WHEREAS, budgets are plans, and plans change as new information comes to light and as the environment in which the City operates changes; and

WHEREAS, it is desirable to formally approve appropriations added to the Fiscal Year 2020-21 budget; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of El Paso de Robles does hereby approve and/or direct the following budgetary actions:

1. The proposed amendments to the FY 2020-21 General Fund Operating and Capital Improvement Budget in the amount of \$930,000 (\$400,000 of which is offset by State reimbursement) are hereby approved.

APPROVED by the City Council of the City of Paso Robles this 19th day of January 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Steven W. Martin, Mayor

Melissa Martin, City Clerk

Attachment 3

RESOLUTION NO. 21-XXX(B)

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES APPROVING THE JOB CLASSIFICATIONS OF PROFESSIONAL MANAGER I/II/III, DISPATCH SUPERVISOR, AND DISPATCHER, AND MASTER PAY SCHEDULE

WHEREAS, the City organizes and deploys employee resources in accordance with work demands and categorizes the resulting work assignments in a manner consistent with a job classification system; and

WHEREAS, the last comprehensive job classification study for the city was conducted in 2005/06 when all but “safety” job classifications were evaluated and updated into their current formats; and

WHEREAS, since 2006, there have been changes in the way the City organizes work assignments and how it deploys its resources; and

WHEREAS, in response to changing service, there is a need to evaluate the alignment of certain job classification descriptions with work need; and

WHEREAS, the following positions are proposed to be revised, reclassified, or created to align skill set, scope, and compensation with the needs of the organization:

- Support Services Manager (Professional Manager II)
- Dispatch Supervisor
- Dispatcher

WHEREAS, pursuant to California Code of Regulations Title 2, Section 570.5, the City is required to maintain a master pay schedule for all represented employee classifications and all unrepresented employees covered by a compensation plan in one publicly available document approved by the governing body.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The classification descriptions are to be established as shown in Exhibits A, B and C.

Section 3. The position of Dispatch/Records Supervisor will be reclassified to Support Services Manager and the position of Dispatch Supervisor will be established.

Section 4. The list of authorized positions shall be changed to remove one Dispatch/Records Supervisor, add one Dispatch Supervisor, and add one Support Services Manager.

Section 5. The master pay schedule as required by California Code of Regulations Title 2, Section 570.5 is hereby approved and adopted in accordance with CalPERS requirements (Exhibit D).

APPROVED this 19th day of January 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attachment 3

Steven W. Martin, Mayor

ATTEST:

Melissa Martin, City Clerk

Attachments:

Exhibit A: Professional Manager I/II/III Classification Description

Exhibit B: Dispatch Supervisor Classification Description

Exhibit C: Dispatcher Classification Description

Exhibit D: Master Pay Schedule

City of Paso Robles

January 2021
FLSA: Exempt

PROFESSIONAL/MANAGER I/II/III

DEFINITION

Under administrative direction, assists, organizes, oversees, and coordinates the operations of a division of the assigned department; reviews the work of staff performing difficult and complex technical and office support related to the departmental function; performs professional work such as analyzing cost, revenue and relevant economic data; maintains and improves related systems; assumes responsibility for a variety of programs, projects and special assignments; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from either an Executive Manager or Professional Manager III. Directly or indirectly supervises administrative and technical support staff.

CLASS CHARACTERISTICS

The Professional/Manager organizes and oversees day-to-day activities and is responsible for providing professional-level support to the reporting manager in a variety of areas. The incumbents are accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within policy and procedural guidelines. Responsibilities include coordinating the activities of the department with those of other departments.

Some positions in this series may be assigned special projects or activities which do not involve the direct supervision of staff but which involve leadership of major professional or highly technical activities having significant City impact; such assignments may involve supervision, leadership, control or coordination of contracted service providers or other governmental agencies.

Professional/Manager I is the entry-level managerial class and may serve as a bridge class for professional and technical supervisors. Incumbents have responsibility for one or more major components of the assigned function and/or department and directly supervise at least two lower-level positions. They are expected to work under minimal management supervision and instruction, to exercise considerable independent judgment and initiative while supervising staff, to review and evaluate work procedures, and to recommend and implement improvements.

Professional/Manager II maintains operational control of a discrete, multi-faceted work unit and is greatly involved in program, policy, and procedural development in addition to assistance in the day-to-day management of departmental activities.

Professional/Manager III is a senior managerial class and under general direction, incumbents manage a complex, varied, multi-faceted, fully developed program or division. The scope and complexity of the program is such that there are subordinate supervisors to assist in the administration of the division; provides work direction and assistance to department staff; participates in department management at the policy-making level; analyzes community needs and designs strategies to prioritize programs and services to meet them; may act as Executive Manager in his/her absence.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of departmental operations.
- Assists in compiling and administering the budget for the department; conducts short and long-term departmental planning.
- Plans, schedules, assigns, supervises, and reviews the work of assigned staff.
- Recommends selection of staff, trains staff in work procedures; authorizes discipline as required; provides policy guidance and interpretation.
- Performs complex and difficult support work within programmatic and procedural guidelines.
- Oversees processes; ensures adherence to quality standards.
- Reviews and researches a variety of reports, records, and documents; produces a variety of specialized reports; may develop report formats and utilize varied databases.
- Assists in monitoring various researches and analyzes transactions to resolve concerns.
- Updates City records and procedures in assigned areas pursuant to change in law, City policies and procedures, Memorandums of Understanding, and other pertinent rules, and regulations.
- Confers with other departments on questions regarding, and other matters related to assigned areas of responsibility.
- Conducts or directs various research studies; analyzes results; evaluates alternatives, makes recommendations, and prepares narrative and statistical reports.
- Plans and develops policies, procedures, and events for assigned department.
- Advises and guides management to resolve problems and recommends solutions related to departmental or Citywide issues.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Confers with department representatives, other agencies and employees regarding administration and interpretation of department policies and procedures.
- Prepares designs, specifications and cost estimates for assignments and projects.
- Provides quality control of City functions by reviewing reports, applications, studies, design, and construction; provides enforcement actions to ensure that the quality standards of the City are achieved.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures, answers questions and resolves concerns.
- May act as the Executive Manager on a relief or assigned basis.
- Attends meetings, conferences, workshops and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Acts as the liaison to other public agencies and private organizations relevant to the assigned project and department.
- Interacts with the public and/or community groups in response to complaints, requests for information, and conflict resolution; develops and participates in activities/programs with community partners.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development and supervision of staff.
- Principles and practices of public agency budget development, administration and accountability.
- Computer applications related to the work, including word processing, spreadsheet, and data base applications.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Standard office support practices and procedures, including the use of standard office equipment.
- Records management principles and practices.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Skill in:

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards.
- Planning, organizing, scheduling, assigning, reviewing, and evaluating the work of staff.
- Selecting, training, and providing professional development to staff in work procedures.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Perform complex, analytical, and legal research work and analysis.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Working in a team atmosphere and participating on a variety of citywide committees to enhance the provision of City services.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

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 graduation from a four-year college or university with major course work in a field related to the functional area assigned. A master's degree may be required for some positions, i.e. City Librarian.

Professional Manager I/II/III

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Professional/Manager I: Four years of increasingly responsible experience that includes a minimum of one year in a lead or supervisory role.

Professional/Manager II: Equivalent to two years of experience as a Manager I and five years of increasingly responsible experience in a related field.

Professional/Manager III: One year of experience as a Manager II and six years of increasingly responsible experience in a related field.

Additional experience as outlined above may be substituted on a year-for-year basis for the educational requirement up to a maximum of two years.

Licenses and Certifications:

Certifications may be required for selected assignments: i.e. Building Official-Building Official certification City Engineer and Public Works Utilities Manager-Professional Engineer registration; City Engineer-Professional Land Surveyor registration; Police Commander-Basic POST with Supervisory Certification; Support Services Manager-CPR, First Aid, POST Public Safety Dispatcher Supervisor, and POST Professional Records Supervisor certifications.

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect City field sites, to operate a motor vehicle and to visit various City meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Other Requirements:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials. Attendance at off-hours meetings and occasional travel are required. May be required to respond to off-hours emergency situations.

Typical Working Titles included in this classification:

Professional/Manager I:

Associate Planner
Senior Accountant

Professional/Manager II:

Airport Manager
Deputy Building Official
GIS Analyst
Recreation Services Manager
Industrial Waste Manager
Senior Planner
Support Services Manager
Stormwater Manager

Professional Manager I/II/III

Page 5

Water Conservation Manager

Professional/Manager III:

Building Official

Capital Projects Engineer

City Engineer

City Librarian

City Planner

Finance Manager

Human Resources Manager

Information Systems Manager

Maintenance Superintendent

Police Commander

Water Resources Manager

This class 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 class change.

DISPATCH SUPERVISOR

DEFINITION

Under general supervision, provides direction, training and work instruction to division staff; operates radios and computerized telecommunications equipment to receive, transmit, evaluate, and respond to emergency and non-emergency calls for information and services; dispatches appropriate resources to incidents; and maintains operating logs and records. Performs a variety of administrative activities and related work as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direct or general supervision from the Support Services Manager and/or assigned management staff. Incumbents provide technical and functional direction, instruction, and review over lower level dispatchers.

CLASS CHARACTERISTICS

Dispatch Supervisor is a front-line supervisor role that provides customer service to community members and administrative support to the department. Incumbent provides for the safety and service of the public and first responders by staffing a 24-hour communications center responsible for taking emergency and non-emergency calls and the dispatching of police, fire, emergency medical, and City services. As Dispatch Supervisor, the incumbent is responsible for scheduling, training, evaluating, and monitoring staff. May plan and conduct special projects and assignments involving difficult, critical, and/or technical work responsibilities. May assist with department 9-1-1 duties. Responsibilities require the use of considerable independence, initiative, and discretion within established guidelines.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Oversees and ensures that the functions of the division are effectively carried out.
- Works with on duty Patrol Watch Commander or Battalion Chief regarding daily operational activities and issues.
- Plans, assigns, directs, leads, and reviews the work of lower level staff; provides recommendations to manager for corrective action and/or additional training as needed.
- Provides direction and assistance to other dispatchers in resolving a variety of issues.
- Conducts orientation and training of staff.
- Assists with developing and implementing new procedures, programs, and guidelines related to department operations.
- Monitors and coordinates the daily operation of the communications center and maintains appropriate records.
- Provides guidance and direction on departmental and regulatory policies, rules, and procedures.
- Monitors and receives routine and emergency calls for service.
- Determines the nature and priority of a call, the availability and location of patrol units, and dispatches appropriate equipment and personnel within established policies and procedures.
- Makes accurate entries into the California Law Enforcement Telecommunications System (CLETS) computer terminals and collects and enters pertinent information into local data storage systems.
- Communicates in a clear, easily understood voice with proper diction under stressful conditions.
- Accurately secures and records information of reported emergency or problem and the exact location.

Dispatch Supervisor

Page 2

- Provides resource information to field units, stations, other agencies, and the public.
- Receives information over the radio from numerous police, fire, and public works radio frequencies.
- Maintains a variety of confidential records, call and incident logs, and prepares reports as directed.
- Disseminates information to field officers regarding wanted persons, property, and warrants.
- Monitors officers in the field to ensure their physical safety.
- Maintains departmental security by operating intercoms, locks, and gates.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Effective supervisory principles and practices, including work planning, scheduling, evaluation, and employee training.
- Techniques, procedures, and methods utilized in the operation of emergency dispatch and related communications equipment.
- The organization, operations, and terminology of public safety agencies.
- Modern office equipment, including a computer and applicable software for spreadsheets and word processing, including Microsoft Office and Microsoft 365.
- Pertinent Federal, State, and local laws and codes.
- Knowledge of the English language, spelling, grammar, and punctuation.
- Proper radio dispatching techniques, including code language.
- Geography of the City, including the location of streets, roads, highways, areas, major buildings, and public facilities.
- Departmental rules, policies, and procedures.

Skill In:

- Recommending and implementing goals, objectives, and practices for providing effective and efficient services.
- Organizing and prioritizing the workload and assignments of lower level dispatchers.
- Providing oversight of the communications training program.
- Directing, coaching, mentoring, and motivating staff.
- Operating a California Law Enforcement Telecommunications System (CLETS), Computer Aided Dispatch (CAD) system, and Records Management System (RMS).
- Simultaneously taking calls, radio dispatching, prioritizing calls for service, managing incidents, units and resources, and logging incident details in the computer aided dispatching software during normal and high-volume periods.
- Calmly and effectively managing emergency situations and assisting in directing others in an appropriate course of action during stressful situations.
- Excellent interpersonal communications and public contact skills.
- Standard broadcasting procedures of a radio telephone system.
- Retaining and accurately relaying information received from a variety of sources.
- Working efficiently and effectively under stress, and exercise good judgment in emergency situations.
- Adjusting quickly to changing situations and performing several tasks at once while adjusting appropriate prioritization of incoming calls.
- Using clear enunciation, tact and courtesy while handling irate or distraught individuals.
- Establishing and maintaining effective work relationships with those contacted in the course of work.

Dispatch Supervisor

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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 graduation from high school and four years responsible experience of public safety dispatching experience with a police and/or fire agency.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Must possess and maintain CPR, First Aid, and POST Public Safety Dispatcher certifications. Must meet the eligibility requirements to obtain a POST Public Safety Dispatcher Supervisor certification within three years of appointment; certification must be granted by POST within four years of appointment.

Possession of a POST Intermediate certificate is desirable.

Physical Demands:

Must possess the mobility to work in a standard office setting and to use standard office equipment, including a computer and keyboard; frequently required to sit, walk, talk, hear; required to use hands to grasp, touch, handle, or feel objects, tools, or controls, and reach with hands and arms. Specific vision abilities required by this position include the ability to adjust focus from near and far distance, to read multiple computer screens and documents of different media type, differing fonts and text sizes and the ability to use peripheral vision to monitor multiple systems. Specific hearing abilities required by this position include the ability to hear, comprehend and distinguish between multiple, concurrent sources of sound including radios, phones, alerts, and voices.

Other Requirements:

Must be at least 18 years old.

This position requires rotating shift assignments and is subject to mandatory overtime in accordance with maintaining a fully operational 24-hour facility. Will be required to work weekends, holidays and/or irregular hours. Must be able to handle high call volumes related to stressful and often emotional situations.

This class 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 class change.

City of Paso Robles

January 2021
FLSA: Non-Exempt

DISPATCHER

DEFINITION

Under general supervision operates radios and computerized telecommunications equipment to receive, transmit, evaluate, and respond to emergency and non-emergency calls for information and services; dispatches appropriate resources to incidents; and maintains operating logs and records. Performs a variety of administrative activities and related work as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direct or general supervision from the Dispatch Supervisor and/or assigned lead or management staff.

CLASS CHARACTERISTICS

Dispatcher is the journey level role that provides customer service to community members and administrative support to the department. Incumbent provides for the safety and service of the public and first responders by staffing a 24-hour communications center responsible for taking emergency and non-emergency calls and the dispatching of police, fire, emergency medical, and City services. May conduct special projects and assignments involving difficult, critical, and/or technical work responsibilities. May assist with department 9-1-1 duties. Responsibilities require the use of considerable independence, initiative, and discretion within established guidelines.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Monitors and receives routine and emergency calls for service.
- Determines the nature and priority of a call, the availability and location of patrol units, and dispatches appropriate equipment and personnel within established policies and procedures.
- Makes accurate entries into the California Law Enforcement Telecommunications System (CLETS) computer terminals and collects and enters pertinent information into local data storage systems.
- Communicates in a clear, easily understood voice with proper diction under stressful conditions.
- Accurately secures and records information of reported emergency or problem and the exact location.
- Provides resource information to field units, stations, other agencies, and the public.
- Receives information over the radio from numerous police, fire, and public works radio frequencies.
- Maintains a variety of confidential records, call and incident logs, and prepares reports as directed.
- Disseminates information to field officers regarding wanted persons, property, and warrants.
- Monitors officers in the field to ensure their physical safety.
- Maintains departmental security by operating intercoms, locks, and gates.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- The organization, operations, and terminology of public safety agencies.

Dispatcher

Page 2

- Modern office equipment, including a computer and applicable software for spreadsheets and word processing, including Microsoft Office and Microsoft 365.
- Pertinent Federal, State, and local laws and codes.
- Knowledge of the English language, spelling, grammar, and punctuation.
- Proper radio dispatching techniques, including code language.
- Geography of the City, including the location of streets, roads, highways, areas, major buildings, and public facilities.
- Departmental rules, policies, and procedures.

Skill In:

- Operating a California Law Enforcement Telecommunications System (CLETS), Computer Aided Dispatch (CAD) system, and Records Management System (RMS).
- Simultaneously taking calls, radio dispatching, prioritizing calls for service, managing incidents, units and resources, and logging incident details in the computer aided dispatching software during normal and high-volume periods.
- Calmly and effectively managing emergency situations and assisting in directing others in an appropriate course of action during stressful situations.
- Excellent interpersonal communications and public contact skills.
- Standard broadcasting procedures of a radio telephone system.
- Retaining and accurately relaying information received from a variety of sources.
- Working efficiently and effectively under stress, and exercise good judgment in emergency situations.
- Adjusting quickly to changing situations and performing several tasks at once while adjusting appropriate prioritization of incoming calls.
- Using clear enunciation, tact and courtesy while handling irate or distraught individuals.
- Establishing and maintaining effective work relationships with those contacted in the course of work.

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 graduation from high school and two years of experience in working with the public.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Must successfully complete the 120-hour Public Safety Dispatchers' Basic Course and obtain CPR and First Aid certifications within twelve months of appointment.

Physical Demands:

Must possess the mobility to work in a standard office setting and to use standard office equipment, including a computer and keyboard; frequently required to sit, walk, talk, hear; required to use hands to grasp, touch, handle, or feel objects, tools, or controls, and reach with hands and arms. Specific vision abilities required by this position include the ability to adjust focus from near and far distance, to read multiple computer screens and documents of different media type, differing fonts and text sizes and the

Dispatcher

Page 3

ability to use peripheral vision to monitor multiple systems. Specific hearing abilities required by this position include the ability to hear, comprehend and distinguish between multiple, concurrent sources of sound including radios, phones, alerts, and voices.

Other Requirements:

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This position requires rotating shift assignments and is subject to mandatory overtime in accordance with maintaining a fully operational 24-hour facility. Will be required to work weekends, holidays and/or irregular hours. Must be able to handle high call volumes related to stressful and often emotional situations.

This class 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 class change.



City of Paso Robles

Updated January 19, 2021
Full-Time Wage Information

Job Title	Bi-Weekly Minimum	Bi-Weekly Maximum	Group
Administrative Assistant I	\$1,525.99	\$1,939.10	SEIU
Maintenance Specialist I	\$1,525.99	\$1,939.10	SEIU
Maintenance Specialist I (W/WW Hired Pre-7/2018)	\$1,556.41	\$1,977.60	SEIU
Administrative Assistant II	\$1,719.95	\$2,185.34	SEIU
Maintenance Specialist II	\$1,719.95	\$2,185.34	SEIU
Maintenance Specialist II (W/WW)	\$1,754.17	\$2,228.60	SEIU
Administrative Assistant III	\$1,948.12	\$2,474.85	SEIU, Unrep. Conf. Pro. & Mgmt
Maintenance Specialist III	\$1,948.12	\$2,474.85	SEIU
Technician I	\$1,948.12	\$2,474.85	SEIU
Engineering Technician I			
Planning Technician			
Maintenance Specialist III (W/WW)	\$1,986.63	\$2,523.82	SEIU
Technician I (W/WW)	\$1,986.63	\$2,523.82	SEIU
Laboratory Technician I			
Treatment Plant Operator I			
Technician II	\$2,099.78	\$2,666.91	SEIU
Community Services Officer			
Crime Analyst			
Engineering Technician II			
Equipment Mechanic			
Police Officer Recruit			
Dispatcher	\$2,122.12	\$2,695.43	POA
Technician II (W/WW)	\$2,141.61	\$2,719.20	SEIU
Laboratory Technician II			
Treatment Plant Operator II			
Technician III	\$2,425.89	\$3,081.44	SEIU
Assistant Planner			
Building Inspector			
Development Services Technician			
Engineering Inspector			
Engineering Technician III			
Information Systems Technician III			
Supervisor/Professional/Coordinator I	\$2,425.89	\$3,081.44	SEIU, Unrep. Conf. Pro. & Mgmt
Administrative Services Coordinator			
Airport Coordinator			
Civic Engagement Coordinator			
Event Coordinator			
Fleet Supervisor			
Human Resources Specialist			
Librarian			
Parks, Landscape and Lighting Supervisor			
Recreation Coordinator			
Volunteer Coordinator			
Technician III (W/WW)	\$2,473.91	\$3,142.77	SEIU
Treatment Plant Operator III			
Executive Assistant	\$2,524.77	\$3,206.96	
Dispatch Supervisor	\$2,546.54	\$3,234.52	POA
Firefighter	\$2,550.43	\$3,239.74	IAFF
Technician IV	\$2,666.91	\$3,387.11	SEIU
Information Systems Technician IV			
Sr. Building Inspector			
Sr. Engineering Inspector			
Fire Engineer	\$2,678.37	\$3,402.12	IAFF
City Clerk	\$2,719.20	\$3,454.15	Unrep. Conf. Pro. & Mgmt

Exhibit D

Technical Supervisor I (W/WW)	\$2,719.20	\$3,454.15	SEIU
Wastewater Collections Supervisor			
Wastewater Laboratory Supervisor			
Water Supervisor			
Professional Manager I	\$2,790.50	\$3,543.50	Unrep. Conf. Pro. & Mgmt
Associate Planner			
Senior Accountant			
Firefighter/Paramedic	\$2,803.81	\$3,562.53	IAFF
Police Officer	\$2,817.60	\$3,577.92	POA
Fire Engineer/Paramedic	\$2,944.28	\$3,741.02	IAFF
Supervisor/Professional/Coordinator II	\$2,945.95	\$3,743.17	SEIU
Dispatch/Records Supervisor			
Technical Supervisor II (W/WW)	\$3,004.43	\$3,816.86	SEIU
Chief Plant Operator			
Professional Manager II	\$3,312.46	\$4,209.69	Unrep. Conf. Pro. & Mgmt
Airport Manager			
Deputy Building Official			
GIS Analyst			
Industrial Waste Manager			
Recreation Services Manager			
Senior Planner			
Support Services Manager			
Stormwater Manager			
Water Conservation Manager			
Fire Captain	\$3,534.96	\$4,491.44	IAFF
Police Sergeant	\$3,800.16	\$4,828.32	POA
Fire Captain/Paramedic	\$3,906.23	\$4,963.49	IAFF
Professional Manager III	\$4,229.96	\$5,375.19	Unrep. Conf. Pro. & Mgmt
Building Official			
Capital Projects Engineer			
City Engineer			
City Librarian			
City Planner			
Finance Manager			
Human Resources/Risk Manager			
Information Systems Manager			
Maintenance Superintendent			
Wastewater Manager			
Water Resources Manager			
Safety Professional Manager III - Battalion Chief	\$4,600.74	\$5,846.05	Unrep. Conf. Pro. & Mgmt
Safety Professional Manager III - Commander	\$4,923.39	\$6,255.05	Unrep. Conf. Pro. & Mgmt
Executive Director	\$5,293.88	\$6,727.15	Unrep. Conf. Pro. & Mgmt
Assistant City Manager			
Director of Administrative Services			
Director of Community Development			
Director of Community Services			
Director of Public Works			
Safety Executive Director	\$5,757.79	\$7,316.13	Unrep. Conf. Pro. & Mgmt
Emergency Services Chief			
Police Chief			
City Manager	\$8,201.57	\$8,201.57	Unrep. Conf. Pro. & Mgmt

Wage Effective Dates:

IAFF - April 5, 2020

POA - April 5, 2020

SEIU - February 9, 2020

Unrep. Conf. Pro. & Mgmt - February 23, 2020

City of Paso Robles

Updated April 5, 2020
Part-Time Wage Information



Job Title	Hourly Minimum	Hourly Maximum	Group
Staff Aide	\$ 13.00	\$ 14.50	Unrep. Part-Time
Clerical and/or Customer Service Aide			
Maintenance			
Recreation Aide			
Aquatics Office Assistant	\$ 13.50	\$ 15.00	Unrep. Part-Time
Staff Assistant I	\$ 14.50	\$ 16.00	Unrep. Part-Time
Library Assistant I			
Recreation Leader I			
Unskilled Labor/Maintenance			
Lifeguard/Swim Instructor	\$ 14.50	\$ 17.50	Unrep. Part-Time
Staff Assistant II	\$ 17.50	\$ 19.00	Unrep. Part-Time
General Labor/Maintenance			
Library Assistant II			
Police Records Cadet			
Recreation Leader II			
Staff Assistant III	\$ 20.50	\$ 22.00	Unrep. Part-Time
Assistant Police Dispatcher			
Engineering Intern			
Event Staff			
Library Assistant III			
Planning Intern			
Skilled Labor/Maintenance			
Water Conservation Assistant			
Assistant Pool Manager	\$ 19.50	\$ 22.50	Unrep. Part-Time
Staff Assistant IV	\$ 24.25	\$ 26.50	Unrep. Part-Time
Level II Police Officer			
Library Coordinator			
Police Officer Trainee			
Pool Manager			
Recreation Coordinator			

Wage Effective Date: February 23, 2020

Attachment 4

URGENCY ORDINANCE NO. XXXX

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES, CALIFORNIA AUTHORIZING THE DIRECTOR OF ADMINISTRATIVE SERVICES TO WAIVE PENALTIES AND INTEREST FOR LATE TRANSIENT OCCUPANCY TAX (TOT) ASSESSMENT REVENUES RECEIVED FOR DECEMBER 2020 THROUGH MARCH 2021 TRANSIENT LODGING SERVICES UNTIL JUNE 30, 2021

WHEREAS, Paso Robles Municipal Code Section 3.26.081 authorizes the City Tax Collector (Director of Administrator Services), “for good cause shown,” to waive any penalties or interest, which would otherwise have accrued for unpaid Transient Occupancy Taxes (TOT); and

WHEREAS, the City is in the early ramp-up stages of the COVID-19 global pandemic and during these difficult times, the City has declared a state of emergency and the County has declared a shelter-at-home order for non-essential activities; and

WHEREAS, it is in the City’s interest to continue to maintain essential services and work with its lodging businesses that have contributed to the City’s financial well-being and will continue to support City’s essential services; and

WHEREAS, the City has \$19 million in its General Fund Reserve that is available to help support City operations during the state of emergency.

NOW, THEREFORE, the City Council of the City of Paso Robles does ordain as follows:

SECTION 1. Consistent with Paso Robles Municipal Code Section 3.26.081, the Director of Administrative Services, as the tax collector, is authorized to delay imposition of penalties and interest for late Transient Occupancy Tax (TOT) revenues received for December 2020 through March 2021 transient occupancy lodging services until no later than June 30, 2021.

SECTION 2. This ordinance shall become effective immediately upon passage and adoption hereof, as it is an urgency ordinance intended to immediately protect the public welfare, health, and safety based upon the urgency findings set forth in the recitals above concerning the COVID-19 public health emergency and impact of the pandemic and stay at home orders on local businesses, which are incorporated herein by reference as though fully set forth herein.

SECTION 3. Under the provisions of the California Environmental Quality Act (CEQA) Guidelines Section 15061 (b) (3), this ordinance is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, such as the adoption of the regulations contained herein, the activity is not subject to CEQA.

SECTION 4. This ordinance shall not be interpreted in any manner to conflict with controlling provisions of state or federal law, including, without limitation, the Constitution of the State of California. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections and clauses shall not be affected thereby. If this ordinance, or any section, subsection or clause of this ordinance

Attachment 4

shall be deemed unconstitutional or invalid as applied to a particular appeal, the validity of this ordinance and its sections, subsections, and clauses in regard to other contracts shall not be affected.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Ordinance, shall enter the same in the book of original ordinances of the City and shall make a minute of the passage and adoption thereof in the records of the meeting at which the same is passed and adopted.

Not later than fifteen (15) days following the passage of this Urgency Ordinance, the Urgency Ordinance, along with the names of the City Council members voting for and against the Urgency Ordinance, shall be published in a newspaper of general circulation in the City of El Paso de Robles

UPON MOTION OF Council Member , seconded by Council Member , the foregoing urgency ordinance was adopted by the City Council of the City of Paso Robles this 19th day of January 2021, by the following vote of at least four-fifths of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steven W. Martin, Mayor

ATTEST:

Melissa Martin, City Clerk