

City of Morro Bay

City Council Agenda

Mission Statement

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, JANUARY 25, 2011
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
MAYOR AND COUNCILMEMBERS ANNOUNCEMENTS & PRESENTATIONS
CLOSED SESSION REPORT

PUBLIC COMMENT PERIOD - Members of the audience wishing to address the Council on City business matters (other than Public Hearing items under Section B) may do so 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 address 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.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (805) 772-6205. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CONSENT CALENDAR

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

A-1 APPROVAL OF CITY COUNCIL MINUTES FOR THE REGULAR MEETING OF JANUARY 11, 2011; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 APPROVAL OF RESOLUTION 11-11 AMENDING THE COUNCIL POLICIES & PROCEDURES MANUAL REGARDING REGULAR MEETING TIMES AND PLACING ITEMS ON THE AGENDA; (CITY ATTORNEY)

RECOMMENDATION: Adopt Resolution No. 11-11.

A-3 AUTHORIZATION TO REPLACE THE ASSISTANT ENGINEER POSITION IN THE UTILITIES/CAPITAL PROJECTS DIVISION; (PUBLIC SERVICES)

RECOMMENDATION: Authorize the replacement of the Assistant Engineer position, revise the salary schedule, and authorize the backfilling of any successful internal candidate's position.

A-4 AWARD OF CONTRACT TO BROUGH CONSTRUCTION, INC. OF ARROYO GRANDE, CA FOR THE PROJECT NO. MB-2010-W1: DESAL PRODUCT WATER LINE REPLACEMENT; (PUBLIC SERVICES)

RECOMMENDATION: Waive a minor bid irregularity and award the project contract to Brough Construction, Inc., in the amount of \$149,181.00.

A-5 ACCEPTANCE OF THE COMMUNITY-WIDE AND GOVERNMENT OPERATIONS 2005 BASELINE GREENHOUSE GAS EMISSIONS INVENTORY REPORT; (PUBLIC SERVICES)

RECOMMENDATION: Receive report for information and file.

B. PUBLIC HEARINGS, REPORTS & APPEARANCES

B-1 INTRODUCTION AND FIRST READING OF ORDINANCE NO. 566 AUTHORIZING AMENDMENT OF SECTION 20475 (DIFFERENT LEVEL OF BENEFITS; SECTION 21363.1 (3% @ 55 FULL FORMULA); AND SECTION 20037 (THREE-YEAR FINAL COMPENSATION) FOR NEW SWORN HIRES IN THE FIRE DEPARTMENT; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Approve the introduction and first reading of Ordinance No. 566 authorizing the amendment of Different Level of Benefits, 3% @ 55 Full Formula and Three-Year Final Compensation for new sworn hires in the Fire Department.

C. UNFINISHED BUSINESS

C-1 RESOLUTION ON CREATION AND DETAILS OF A FACILITY MAINTENANCE ACCOUNT, TO INCLUDE A PRIORITIZED LIST OF PROJECTS AND COSTS; (RECREATION & PARKS)

RECOMMENDATION: Approve Resolution 10-11 to establish a fund for General Fund Deferred Maintenance for the maintenance and management of City-owned real property.

C-2 CONTINUED DISCUSSION ON THE VISITORS CENTER; (ADMINISTRATION)

RECOMMENDATION: Review the progress that has been made on the direction provided to staff from the November 8, 2010 City Council meeting, and direct staff accordingly.

D. NEW BUSINESS

D-1 RESOLUTION AUTHORIZING THE HARBOR BUSINESS MANAGER TO EXECUTE LEASE RENTAL PAYMENT PLANS TO ASSIST EMBARCADERO TIDELANDS LEASEHOLDERS WITH CASH FLOW AND TO RETAIN EMBARCADERO BUSINESSES; (HARBOR)

RECOMMENDATION: Adopt Resolution No. 09-11.

D-2 DISCUSSION OF INSTITUTING URGENCY INTERIM ORDINANCE PROHIBITING WIND TURBINES FOR 45 DAYS; (PUBLIC SERVICES)

RECOMMENDATION: Discuss roof-top wind turbines and decide if the City Council wants to consider a 45-day moratorium on their installation.

D-3 DISCUSSION OF CHANGE OF MEETING DATES AND TIMES, AND NUMBER OF BOARD MEMBERS FOR COMMISSIONS AND ADVISORY BOARDS; (CITY ATTORNEY)

RECOMMENDATION: Approve a change of meeting dates and/or times for the Recreation and Parks Commission, Public Works Advisory Board and Planning Commission; reducing the Recreation and Parks Commission and Public Works Advisory Board to six meetings each year, alternating months; and, reducing the number of board members from seven to five for both the Recreation and Parks Commission and Public Works Advisory Board.

E. DECLARATION OF FUTURE AGENDA ITEMS

F. ADJOURNMENT

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 772-6200 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 THAT REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.

MINUTES - MORRO BAY CITY COUNCIL
CLOSED SESSION – JANUARY 11, 2011
CITY HALL CONFERENCE ROOM - 5:00 P.M.

AGENDA NO: A-1
MEETING DATE: 01/25/11

Mayor Yates called the meeting to order at 5:00 p.m.

PRESENT:	William Yates	Mayor
	Carla Borchard	Councilmember
	Nancy Johnson	Councilmember
	George Leage	Councilmember
	Noah Smukler	Councilmember

STAFF:	Andrea Lueker	City Manager
	Robert Schultz	City Attorney

CLOSED SESSION

MOTION: Councilmember Johnson moved the meeting be adjourned to Closed Session. The motion was seconded by Councilmember Borchard and unanimously carried. (5-0)

Mayor Yates read the Closed Session Statement.

CS-1 GOVERNMENT CODE SECTION 54957.6; CONFERENCE WITH LABOR NEGOTIATOR. Conference with City Manager, the City's Designated Representative, for the purpose of reviewing the City's position regarding the terms and compensation paid to the City Employees and giving instructions to the Designated Representative.

CS-2 GOVERNMENT CODE SECTION 54956.8; REAL PROPERTY TRANSACTIONS. Instructing City's real property negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease of real property as to two (2) parcels.

- Property: 610 Embarcadero, Morro Bay, CA
Negotiating Parties: Stanley Trapp and the City of Morro Bay
Negotiations: Voluntary Purchase and Sale
- Negotiating Parties: City Tidelands Trust Leaseholders and the City of Morro Bay
Negotiations: Lease Terms and Conditions

The meeting adjourned to Closed Session at 5:00 p.m. and returned to regular session at 5:50 p.m.

MOTION: Councilmember Borchard moved the meeting be adjourned. The motion was seconded by Councilmember Smukler and unanimously carried. (5-0)

The meeting adjourned at 5:50 p.m.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011
VETERANS MEMORIAL HALL - 6:00 P.M.

Mayor Yates called the meeting to order at 6:00 p.m.

PRESENT:	William Yates	Mayor
	Carla Borchard	Councilmember
	Nancy Johnson	Councilmember
	George Leage	Councilmember
	Noah Smukler	Councilmember
STAFF:	Andrea Lueker	City Manager
	Robert Schultz	City Attorney
	Jamie Boucher	Deputy City Clerk
	Eric Endersby	Harbor Operations Manager
	Susan Lichtenbaum	Harbor Business Manager
	Rob Livick	Public Services Director
	Tim Olivas	Police Chief
	Mike Pond	Fire Chief
	Susan Slayton	Administrative Services Director
	Kathleen Wold	Planning Manager
	Joe Woods	Recreation & Parks Director

ESTABLISH QUORUM AND CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

MAYOR AND COUNCIL MEMBERS REPORTS, ANNOUNCEMENTS &
PRESENTATIONS

CLOSED SESSION REPORT - City Attorney Robert Schultz reported the City Council met in Closed Session, and no reportable action under the Brown Act was taken.

PUBLIC COMMENT

Keith Taylor, Director of the Friends of the Morro Bay Fire Department, congratulated Todd Gailey and Bill Murphy of the Fire Department for the successful dog rescue down in Nipomo.

Robert Davis, representing the Morro Bay Citizens Bike Committee, thanked the City for the North Main Street Bike Lanes. He said the San Luis Obispo Council of Governments has requested a list of unmet bike needs throughout the county which the Citizens Bike Committee compiled a list for Morro Bay (which he listed for Council and the public's information).

D'Onna Kennedy announced a Veterans' Support Group meeting would be held on January 20th, 6:00 p.m. at the Eagles Lodge.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

The following people expressed opposition to Item D-2 (Consideration of Replacing the Current Planning Commission): Barbara Doerr, Ann Reeves, Dana Putnam, Dorothy Cutter, Roger Ewing, Nancy Beatty, Bob Doerr and Steve Hennigh.

John Weiss, Incoming President for the Morro Bay Chamber of Commerce, announced the Annual Chamber Installation Dinner would be held at the Inn at Morro Bay on January 13th at 5:30 p.m. He announced upcoming plans for 2011, and invited the public to come by the Chamber office at any time.

Steve Rodarte requested the City Council consider adopting an ordinance that prohibits people from smoking while driving in drive-through businesses.

Virginia Hiramatsu announced the Relay for Life meeting schedule for committee members and team captains. She said the Relay for Life Kick-Off will be held on March 10th, and a Bunko game to benefit Relay for Life as well as Rotary's Polio Plus has been scheduled for March 16th.

Alex Beatty requested the City Council consider special training for its administrative staff to include sensitivity and objectivity training.

Betty Winholtz stated moving the City Council meeting to Tuesday night is not being "business friendly" as it will hurt AGP Video who films the Council meetings. She also noted prior to the holidays, she submitted a complaint to City staff regarding a tree cutting without a permit in her neighborhood, and has not received a response.

Ken Vesterfelt stated the Friends of the Morro Bay Police Department are looking to the community for assistance in raising funds for a K9 dog for the department. He also noted an Emergency Vehicle Car Show will be held in the City on April 16th.

John Barta noted he was on the Planning Commission when the City Council fired them a few years back, and the City Council has that right.

Garry Johnson stated although he is neutral on the issue of the Planning Commission at this time, the people who are in opposition to the current Planning Commission being replaced are the same ones who wanted the Planning Commission fired eight years ago.

Steve Hennigh thanked the Council for the opportunity to speak in a public forum, and also encouraged the City to increase public awareness on meetings to allow the public to attend and speak their minds.

Mayor Yates closed the hearing for public comment.

Mayor Yates called for a break at 7:01 p.m.; the meeting resumed at 7:16 p.m.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

A. CONSENT CALENDAR

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

A-1 APPROVAL OF CITY COUNCIL MINUTES FOR THE SPECIAL MEETING OF DECEMBER 8, 2010 AND THE REGULAR MEETING OF DECEMBER 13, 2010; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 RESOLUTION NO. 01-11 TO REAFFIRM INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) AND DESIGNATE TRANSACTION OFFICERS; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Adopt Resolution No. 01-11.

A-3 RESOLUTION NO. 02-11 DESIGNATING AND AUTHORIZING INVESTMENT TRANSACTION OFFICERS; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Adopt Resolution No. 02-11.

A-4 RESOLUTION NO. 03-11 ADOPTING THE CITY OF MORRO BAY INVESTMENT POLICY AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST IDLE FUNDS; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Adopt Resolution No. 03-11.

A-5 RESOLUTION NO. 04-11 ESTABLISHING TRANSACTION OFFICERS FOR DOING BUSINESS WITH RABOBANK; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Adopt Resolution No. 04-11.

A-6 RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY OF MORRO BAY - FIREFIGHTERS; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Adopt Resolution No. 05-11.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

A-7 APPROVAL OF A SUBLEASE AGREEMENT BETWEEN M&M REFRIGERATION AND MORRO BAY OYSTER COMPANY FOR A PORTION OF LEASE SITE 144/144W LOCATED AT 1287 EMBARCADERO; (HARBOR)

RECOMMENDATION: Adopt Resolution No. 06-11.

A-8 APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE CENTRAL COAST MARITIME MUSEUM ASSOCIATION FOR THE DESIGN AND PERMITTING PROCESS FOR A MARITIME MUSEUM IN THE FRONT STREET PARKING LOT; (PUBLIC SERVICES)

RECOMMENDATION: Approve the Memorandum of Understanding between the City and the Central Coast Maritime Museum Association for the Design and Permitting Process of a Maritime Museum in the Front Street Parking Lot.

Mayor Yates pulled Item A-1 from the Consent Calendar.

MOTION: Councilmember Borchard moved the City Council approve the Consent Calendar with the exception of Item A-1. The motion was seconded by Councilmember Johnson and carried unanimously. (5-0)

A-1 APPROVAL OF CITY COUNCIL MINUTES FOR THE SPECIAL MEETING OF DECEMBER 8, 2010 AND THE REGULAR MEETING OF DECEMBER 13, 2010; (ADMINISTRATION)

Mayor Yates referred to the minutes of December 13, 2010, page 11, and requested the following amendment:

- 1) simplify the arcade licensing ~~located at 725 Embarcadero Suite 105~~ **requirements** by removing the condition requiring annual review and approval by the City Council;

MOTION: Mayor Yates moved the City Council approve Item A-1 of the Consent Calendar as amended. The motion was seconded by Councilmember Johnson and carried unanimously. (5-0)

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

B. PUBLIC HEARINGS, REPORTS & APPEARANCES

B-1 APPEAL OF THE PLANNING COMMISSION'S DECISION TO APPROVE COASTAL DEVELOPMENT PERMIT CP0-322 TO ALLOW THE INSTALLATION OF 9 SOLAR ARRAYS WITH THE ASSOCIATED STRUCTURES AND MECHANICAL EQUIPMENT. THE PROJECT AS PROPOSED ALSO INCLUDES THE TRIMMING OF MAJOR VEGETATION; (PUBLIC SERVICES)

Planning Manager Kathleen Wold stated the main issues surrounding this project are the proposed tree trimming, the view of the solar arrays from the beach area and Highway One and the California Environmental Quality Act (CEQA) analysis. Located within the California Coastal Commission's Appeal Jurisdiction this property requires a Coastal Development Permit to allow for installation of the solar arrays, the associated mechanical equipment including the inverters and meters and the associated structures. No other City permits are required due to the project proponent being a superior governmental agency (state agency) a subdivision of the State. On December 9, 2009 the San Luis Coastal Unified School District applied for a Coastal Development permit (CP0-322) to allow the installation of nine solar arrays including the associated structures and mechanical equipment. A public hearing was held by the Planning Commission on November 1, 2010, wherein they conditionally approved the project. On November 12, 2010 an appeal was filed with the City of Morro Bay requesting the City assume the CEQA jurisdiction, perform an Initial Study to identify the environmental impacts and incorporate mitigation measures via a Mitigated Negative Declaration. The San Luis Coastal United School District took the role as the lead agency, and conducted the CEQA review and determined that the project qualified for the following categorical exemptions under Class 2 (c), 3 (e) and 14. The appellant is appealing the school district as the Lead Agency responsibilities under CEQA Section 15051. The relief the appellant is seeking is to have the City assume the CEQA jurisdiction and perform an Initial Study to identify environmental impacts and incorporate mitigation measures via a Mitigated Negative Declaration. Staff has reviewed the appeal and determined that there was no evidence submitted into the record via the appeal document which substantiated that the San Luis Obispo Coastal Unified School District could not assume Lead Agency status under CEQA or that the project as conditionally approved is inconsistent with the City of Morro Bay's General Plan/Local Coastal Plan. Ms. Wold recommended the City Council uphold the Planning Commission's conditional approval.

Mayor Yates opened the hearing for public comment.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

Julie Tacker stated she has appealed this project because it is inconsistent with portions of the City's Visual Resources and Scenic Highway Element objective to enhance, protect and preserve the existing and potential visual resources of Morro Bay and its surroundings. She also said the project is specifically inconsistent with the City's Local Coastal Plan policies relating to protecting views along the coast and designated scenic area. Ms. Tacker stated this project invites visual blight into the City, and she requested the City take Lead Agency responsibilities assuming CEQA jurisdiction; perform an initial study to identify environmental impacts, and incorporate mitigation measures via a Mitigated Negative Declaration.

Brad Parker, Consultant for San Luis Coastal Unified School District, stated the Board of Education is very much behind this project. He said district-wide, this is approximately 1.7 megawatts of clean, renewable energy which will serve as an example for school children for generations. Mr. Parker stated "Attachment 3" in the staff report addresses the appeal contingencies; and, Council should find there is no basis for this appeal.

Piper Riley stated she supports this appeal based on the visual impact. She is also opposed to the removal of valuable trees and their habitat, the lack of environmental review and issues of wetland setback. She said she strongly feels these solar arrays should be installed on existing rooftops, and foresees the carpools being a potential for vandalism or potentially hazardous for children who may climb on them. Ms. Riley requested Council consider the protection of vital habitat, visual beauty and consider safety issues by installing these solar panels on existing structures.

Barry Brannon stated the school district has the authority to remove trees on their property. He stated the Planning Commission had recommended placing a condition on this permit to not decimate all of the trees on the property for placement of the solar arrays. Mr. Brannon stated this project is ill-conceived and recommended the City Council uphold the appeal and takes back the role as Lead Agency.

Nancy Bast stated one condition of the permit that she thought was wise was to allow one year for a survey to be performed to see if the trees would affect the solar arrays before any tree trimming was done. She said she was in support of this appeal, and quoted California State Code 53067 relating to trees.

Barbara Doerr stated she was surprised with the high decibel levels that come from the solar arrays. She referred to a letter in the staff report regarding the Scenic Highway and noted the logic of how some parts of the highway are more attractive than others was a concern, and she thought it should have been countered by a statement that the City's goal is to make Morro Bay more attractive and beautiful.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

Betty Winholtz stated this is not a CEQA-exempt project. She said it is the City's job to review the school district's environmental review of this project in order to prove that it will not: damage the scenic views of Highway One; violate the Noise Ordinance; or, impact the City's Major Vegetation Policy.

Lindy Owen stated their Advisory Council in Los Osos reviewed this project closely and their concerns are the tree removal, the unattractive car port structures, child safety, and concerns of vandalism. She said the solar array panels should be installed on roof tops. Ms. Owen stated the trees that are proposed to be removed are irreplaceable.

Julie Tacker stated one proposed solar array close to a northern stream or drainage way supports a wetland habitat on the northern property line.

Brad Parker stated the project as approved by the Planning Commission removes no trees and does no tree trimming from any of the Monterey Cypress along Highway One. He said the view from Highway One will be improved by the plantings that will be provided. Mr. Parker stated at full power, the invertors can produce 65 decibels of noise and will be located away from classrooms and residential areas; at night there will be zero decibels. He said a committee reviewed proposals on where to locate the solar arrays, and carport structures were recommended instead of rooftops due to the potential of roof leaks over sensitive areas such as classrooms.

Mayor Yates closed the hearing for public comment.

The City Council commented on this appeal and was in consensus that they were in support of staff's review and Planning Commission's approval of this project.

MOTION: Councilmember Borchard moved the City Council deny the appeal and uphold the Planning Commission's conditional approval of Coastal Development Permit CP0-322 to allow the installation of 9 solar arrays with the associated structures and mechanical equipment; and, includes the trimming of major vegetation. The motion was seconded by Councilmember Johnson and carried unanimously. (5-0)

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

B-2 APPEAL OF THE PLANNING COMMISSION'S DECISION TO DENY CERTIFICATION OF THE MORRO BAY CAYUCOS SANITARY DISTRICT WASTEWATER TREATMENT PLANT ENVIRONMENTAL IMPACT REPORT AND DENIAL OF THE COASTAL DEVELOPMENT PERMIT CP0-339 AND CONDITIONAL USE PERMIT UP0-307; (PUBLIC SERVICES)

Planning Manager Kathleen Wold stated the Wastewater Treatment Plant (WWTP) is operated under a National Pollutant Discharge Elimination System (NPDES) Permit (No. CA0047881) issued by the US Environmental Protection Agency (USEPA) and the Central Coast Regional Water Quality Control Board (RWQCB). The current NPDES permit allows for the discharge of a blend of primary and secondary treated effluent to the ocean through the existing 27-inch diameter outfall pipeline. This discharge is in accordance with Section 301(h) of the federal Clean Water Act that modifies the requirement for full secondary treatment in certain cases. The City of Morro Bay and Cayucos Sanitary District has made a commitment to the Central Coast RWQCB to phase out the need for the 301(h) modified discharge permit by upgrading the WWTP to at least full secondary treatment by March 2014. The process of examining the various planning and design options was carefully analyzed during the past several years through a Facility Master Plan (FMP), which was prepared by Carollo Engineers. The process involved intense technical analysis and public input and discussion, which resulted in the current project description. Based on the analysis and public input, the Council and District Board adopted the final recommendation to upgrade the plant to tertiary treatment using an oxidation ditch with filtration as the preferred treatment option and retire many of the existing facilities. Since August 2006, the Joint Powers Authority (JPA), which is comprised of both the Morro Bay City Council and members of the Cayucos Sanitary District Board, have been working to develop an FMP for upgrade to the Morro Bay/ Cayucos Sanitary District WWTP through the twenty-year planning period. During this time, the JPA has been presented with various technical topics ranging from regulatory requirements to wastewater and biosolids treatment alternatives, and has consistently provided feedback and direction. Impacts on the receiving waters, the ratepayers in both communities, and local sustainability were topics that framed discussion in seven public meetings and other smaller technical subcommittee meetings. Based on the information contained in this report and all documents referenced within including the Morro Bay Cayucos Sanitary District Wastewater Treatment Plant EIR, Ms. Wold recommended the City Council approve Resolution Number 07-11 adopting the findings of fact to allow certification of the EIR, certify the EIR, approve Resolution Number 08-11 adopting the findings of approval for the Coastal Development Permit and Conditional Use Permit and finally conditionally approve Coastal Development Permit CP0-339 and Conditional Use Permit UP0-307.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

Tom Barnes from Environmental Science Associates is the City's CEQA consultant who gave a report on the Environmental Impact Report on the Wastewater Treatment Plant upgrade.

Mayor Yates opened the hearing for public comment.

The following people expressed opposition to the appeal of the Planning Commission's decision to deny the certification of the Morro Bay/Cayucos Sanitary District Wastewater Treatment Plant Environmental Impact Report and denial of the Coastal Development Permit and Conditional Use Permit: Dana Putnam, Joey Racano, Roger Ewing, Bob Stallard, Bob Doerr, Alex Beatty, Barry Brannon, Andrew Christie, Piper Riley, Dorothy Cutter, Barbara Doerr, Lindy Owen, Jack McCurdy, Julie Tacker, Betty Winholtz, Steve Hennigh, Bill Weatherford, Jan Romanazi, Lee Johnson, Richard Margetson, Ann Reeves, Richard Sadowski, and Barbara Jo Osborne.

Nancy Bast requested Council hear all public comment on this matter.

John Barta stated in 2007, the City committed to a timeline of 2013 and spent hundreds of thousands of dollars and prepared two EIR's which should be forwarded to the Coastal Commission. He said the reason the plant is being moved slightly south is because it is on a floodplain. Mr. Barta requested Council grant the appeal, approve the EIR and move forward towards a better future.

Jim Hayes, Collections Division employee, addressed the amount of money it would cost to relocate the treatment plant due to the amount of plumbing and the lift station located at the existing plant.

Mayor Yates closed the hearing for public comment.

Mayor Yates called for a break at 9:10 p.m.; the meeting resumed at 9:25 p.m.

Dennis Delzeit, Project Manager, reviewed floodplain and zoning impacts and other issues raised by public comment.

Mayor Yates stated it is his responsibility to the rate payer to keep the sewer rate as reasonable as possible. He said he supports upholding the appeal to allow certification of the EIR.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

Councilmember Smukler stated it is inaccurate to compare the cost of the proposed Los Osos Wastewater Treatment Plant with this project because that community is much larger than Morro Bay. He said it is important to look at the long-term cost of this project and perform proper analysis in order to know where the proper site would be for the wastewater treatment plant. Councilmember Smukler stated he has seen too many red flags with the proposed site to make a decision, without looking at alternative sites outside the Chorro analysis is irresponsible. He said it is time to step back and look at the alternatives as if this is day one of the project. Councilmember Smukler stated he does not support this appeal, and he does support the Planning Commission's recommendation.

Councilmember Leage stated he supports moving forward with the project as proposed allowing changes in the plans as they come.

Councilmember Johnson stated the City's present treatment plant is located in an industrial zone that is also in a floodplain. She said she cannot understand why people think this is prime property. Councilmember Johnson stated in the long-term, the plan for the treatment plant is set up for reclamation when it becomes feasible. She said she was pleased to see the State Regional Water Quality Board sent the City a letter of support for the treatment plant upgrade.

Councilmember Borchard stated the current location of the treatment plant was purchased 50 years ago for the sole purpose of this use with room for expansion. She said based on the cost to move the plant to another site where there is no current infrastructure, the financial hardship passed on to the ratepayers would more than double, which she cannot support. Councilmember Borchard stated she supports the appeal.

Councilmember Smukler stated vital infrastructure should be looked at because there are risks at the existing location that should be looked at, some that weren't around when the Local Coastal Plan was adopted, such as sea level rise. He said there is concern that the present project is on a footprint which staff has been directed to minimize the extent of its use.

MOTION: Mayor Yates moved the City Council approve Resolution Number 07-11 adopting the findings of fact to allow certification of the EIR, certify the EIR, approve Resolution Number 08-11 adopting the findings of approval for the Coastal Development Permit and Conditional Use Permit and finally conditionally approve Coastal Development Permit CP0-339 and Conditional Use Permit UP0-307. The motion was seconded by Councilmember Johnson and carried with Councilmember Smukler voting no. (4-1)

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

B-3 ORDINANCE NO. 565 AMENDING MORRO BAY MUNICIPAL CODE SECTION 2.08.010 OF THE MORRO BAY MUNICIPAL CODE REGARDING COUNCIL MEETINGS TIME AND DATE - INTRODUCTION AND FIRST READING; (CITY ATTORNEY)

City Attorney Robert Schultz stated the City Council on December 13, 2010 directed Staff to change the City Council meeting dates from the second and fourth Mondays to the second and fourth Tuesdays. Mr. Schultz recommended the City Council accept public comment and move for introduction and first reading of Ordinance No. 565, by number and title only, amending Morro Bay Municipal Code Section 2.08.010.

Mayor Yates opened the hearing for public comment.

Betty Winholtz stated when going on-line and researching information on other communities, she found they maintain this type of change in their municipal code. She requested the City Council not amend this policy by resolution and maintain it in the Municipal Code.

Mayor Yates closed the hearing for public comment.

MOTION: Councilmember Borchard moved the City Council approve for first reading and introduction by number and title only, Ordinance No. 565 amending Morro Bay Municipal Code Section 2.08.010 of the Morro Bay Municipal Code Regarding Council Meetings Time and Date. The motion was seconded by Councilmember Smukler and carried unanimously. (5-0)

C. UNFINISHED BUSINESS – NONE.

D. NEW BUSINESS

D-1 CITY COUNCIL ANNUAL MEETING SCHEDULE; (ADMINISTRATION)

City Manager Andrea Lueker presented to the City Council the 2011 annual meeting schedule as follows: 1) regular meeting dates are the second and fourth Tuesdays of each month with the exception of July 26th, November 22nd and December 27th, which are traditionally, canceled; and 2) the City Council and Planning Commission normally meet twice each year for a joint meeting. These meetings have been scheduled on a variety of dates, including 5th Monday's as well as on regular City Council meeting days an hour prior to the normal starting time. For 2011, it is recommended the joint City Council/Planning Commission meetings are held one hour prior to a regular City Council meeting. Suggested dates are February 22nd at 5:00 p.m. and September 13th at 5:00 p.m. Ms. Lueker recommended the City Council accept the annual meeting schedule, or advise staff of any conflicts.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

MOTION: Mayor Yates moved the City Council accept the annual meeting schedule as proposed by staff. The motion was seconded by Councilmember Leage and carried unanimously. (5-0)

D-2 CONSIDERATION OF REPLACING THE CURRENT PLANNING
COMMISSION; (CITY COUNCIL)

Mayor Yates stated the Planning Commission should be business and citizen friendly, and should be respectful of the enormous amount of time applicants and staff put into a project to prepare the project for presentation before the Planning Commission. In recent years, the Commission has repeatedly nit-picked projects, attempted to act as a Design Review Board, and generally been non-supportive and combative with staff's decisions. With three Planning Commission vacancies, and based on recent actions of the existing Planning Commission, Mayor Yates recommended the City Council agree to replace the entire Planning Commission noting this decision would work well with the application deadline for Advisory Board vacancies of January 19, 2011 and interview date of January 24, 2011.

Councilmember Leage stated he agrees with Mayor Yates; this is a critical time and everyone needs to work together.

Councilmember Smukler stated he is disappointed with this report because these are the type of people he would like to see on the Planning Commission. He said he thought the staff report was disrespectful to the Commission and feels they deserve an apology. Councilmember Smukler expressed concern of what type of message this might send to those who might consider serving on a City board.

Councilmember Johnson stated the Planning Commission does not know what their responsibilities and powers are. She said when first on the Planning Commission, she was trained on the Sphere of Influence, Local Coastal Plan, General Plan, Land Use Plans, Zoning Ordinance and Variances, and served at the will of the Council. Councilmember Johnson stated all new Planning Commissioners need adequate training. She said the Planning Commission is not an architectural review committee; there is no view ordinance or color code for private homes. Councilmember Johnson stated applicants and staff should be treated with respect. She said she will vote against replacing the Planning Commission at this time; however, she recommended the Planning Commission receive training regarding their roles and responsibilities.

Councilmember Borchard stated she agrees the Planning Commission does require further training on its responsibilities. She said she feels removing the remaining two Planning Commissioners would be divisive in the community, and she would not be opposed to appointing two alternates to the Planning Commission.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – JANUARY 11, 2011

Mayor Yates withdrew this item from consideration.

No further action was taken on this item.

E. DECLARATION OF FUTURE AGENDA ITEMS – None.

ADJOURNMENT

The meeting adjourned at 10:56 p.m.

Recorded by:

Jamie Boucher
Deputy City Clerk



AGENDA NO: A-2

MEETING DATE: January 25, 2011

Staff Report

TO: Honorable Mayor and City Council **DATE:** January 18, 2011

FROM: Rob Schultz, City Attorney

SUBJECT: Approval of Resolution 11-11 Amending the Council Policies & Procedures Manual Regarding Regular Meeting Times and Placing Items on the Agenda

RECOMMENDATION:

Staff requests that Council adopt Resolution No. 11-11, amending the Council Policies and Procedures Manual to incorporate the requested changes and to ensure we are in compliance with our current practice.

DISCUSSION:

At the December 13, 2010 Council meeting, the City Council of the City of Morro Bay requested that changes be made to the Council Policies and Procedures Manual regarding moving the Council meeting dates from Monday to Tuesday, and to clarify how items are placed on a Council agenda. The attached resolution provides these changes and also clarifies how a meeting can be canceled.

CONCLUSION:

Staff recommends Council review and approve Resolution 11-11.

Prepared By: _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

RESOLUTION NO. 11-11

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
ADDING TO AND AMENDING THE COUNCIL POLICIES
AND PROCEDURES MANUAL REGARDING
REGULAR MEETING TIMES AND PLACING ITEMS ON THE AGENDA**

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

WHEREAS, the Council Policies and Procedures Manual for the City of Morro Bay is a combination of City Council actions, policies, references, and information regarding the City Council; and

WHEREAS, to ensure that all Councilmembers are familiar with and understand the City of Morro Bay’s philosophies and policies regarding serving on the City Council, the City of Morro Bay adopted Resolution 46-02 and its Council Policies and Procedures Manual on August 12, 2002; and

WHEREAS, the City desires to amend Section 1.1.2 to the Council Policies and Procedures Manual in regard to the date of the City Council Regular Meetings and to amend Section 1.2.2 of the Council Policies and Procedures Manual in regard to placing an item on the agenda, as follows:

1.1.2 REGULAR MEETINGS

1.1.2.1 Regular meetings shall be held the second and fourth ~~Monday~~ Tuesday of each month beginning at 6:00 p.m. In the event that a regular meeting of the Council shall fall on a legal holiday, that regular meeting shall be held at the same place and time on the next succeeding working day. (MBMC 2.08.010). ~~Except in the case of an emergency, a~~ A regular meeting can only be cancelled ~~by an affirmative vote of~~ after polling the majority of the Council in favor of the cancellation. ~~at a previously noticed meeting.~~ (Reso. 23-06), (part)

1.2.2 PLACING AN ITEM ON THE AGENDA (COUNCIL MEMBER)

Any Council Member may request an item be placed on a future agenda by submitting a request, orally or in writing, to consider the matter and by discussing the request during the “Declaration of Future Agenda Items” section of the regular agenda. If a majority of the Council approves, staff will prepare a staff report for the

next available agenda if formal Council action is required. ~~Otherwise, the Councilmember making the request is strongly encouraged to provide at a minimum a brief description as to the focus of the discussion. (Reso. 54-03), (part)~~

If only one other Council Member supports hearing the item, an item will be listed on the next available agenda. ~~to consider the matter of whether or not the Council will take up the item itself. The Council Member who made the request for the agenda item shall be responsible for providing the Council report and the Council will take no action on the substance of the matter at this second review unless there is adequate public notice and information is provided for the Council to make an informed decision. If at this meeting, a majority of the Council approves, staff will prepare a staff report for the subsequent agenda if formal Council action is required. (Reso. 54-03), (part).~~ If no other Council member supports hearing the item, the item will not be placed on the agenda.

Pursuant to Policy 1.2, the Mayor is responsible for establishing the Agenda and may place an item on the agenda without Council support. In such a situation, the Mayor, or Council Member who the Mayor is accommodating, shall be responsible for providing a Mayor or Council Report.

NOW, THEREFORE, be it resolved that the City Council of the City of Morro Bay does hereby amend Section 1.1.2 and Section 1.2.2 to the Council Policies and Procedures Manual to reflect the above amendments.

PASSED AND ADOPTED by the City Council, City of Morro Bay at a regular meeting thereof held on the 25th day of January 2011 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WILLIAM YATES, Mayor

ATTEST:

BRIDGETT KESSLING, City Clerk



AGENDA NO: A-3

MEETING DATE: January 25, 2011

Staff Report

TO: Honorable Mayor and City Council **DATE:** January 18, 2011
FROM: Dylan Wade, Utilities/Capital Projects Manager
SUBJECT: Authorization to Replace the Assistant Engineer Position in the Utilities/Capital Projects Division

RECOMMENDATION:

Staff recommends the City Council authorize the replacement of the Assistant Engineer Position, revise the salary schedule, and authorize the backfilling of any successful internal candidate's position.

FISCAL IMPACT:

The requested position is the replacement of the entry level position in the engineering job track working in the Water and Waste Water Collections Enterprise funds. Staff requests an increase in the salary for this position from 702 to 650 on the SEIU salary scale to better align with the same level position in the planning career track. This will result in an hourly pay increase of 76 cents at the top step for a total of \$1,596 per year at the top step.

BACKGROUND AND SUMMARY:

This position is required to fill a vacancy in the Division left by staff leaving for an opportunity in another organization. Staff is recommending replacing the position which is being left vacant at the same level.

DISCUSSION:

With this replacement staff is requesting a change to the level of pay for the Assistant Engineer to bring it in line with the Assistant Planner position. It is uncommon for engineering positions of similar career levels to be on a lower pay scale than a planning position. While both of these are considered professional positions, due the licensing requirements of the engineering profession the pay for an engineer is commonly higher than a planner.

The general functions performed by this position are a variety of semi skilled and skilled work task for the Utilities/Capital projects functions. This position will assist the Utilities/Capital

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

Projects Manager in the performance of a broad range of tasks managing the Water, Wastewater, and Capital Projects Divisions. As such, the successful candidate will be trained to manage capital projects, assist in water quality and permit management functions, and will perform the design and drafting work necessary for bid packages.

In addition, while it is anticipated that this position will be filled through an open recruitment, it is possible that it will be filled with an internal candidate. If the position is filled by an internal candidate staff is requesting permission to backfill that position without returning to the Council.

CONCLUSION:

Staff recommends the City Council authorize the replacement of the Assistant Engineer Position, revise the salary schedule, and authorize the backfilling of any successful internal candidate's position.

Attach.: Redlined Salary Schedule

S:\CityCouncilStaffReports\Wade\Authorization to Replace the Assistant EngineerrevisedperAL.docx

CITY OF MORRO BAY - SEIU
SALARY SCHEDULE
June 26, 2010 - June 24, 2011
4% increase

	STEP	ANNUAL	MONTHLY	BIWEEKLY	HOURLY
610 ASSOCIATE PLANNER	5	\$66,767	\$5,564	\$2,567.97	\$32.0996
WATER SYSTEM SUPERVISOR	4	\$63,588	\$5,299	\$2,445.69	\$30.5711
ASSOCIATE CIVIL ENGINEER	3	\$60,560	\$5,047	\$2,329.22	\$29.1153
	2	\$57,676	\$4,806	\$2,218.31	\$27.7289
	1	\$54,930	\$4,577	\$2,112.68	\$26.4084
HARBOR PATROL SUPERVISOR	5	\$64,281	\$5,357	\$2,472.36	\$30.9045
	4	\$61,220	\$5,102	\$2,354.63	\$29.4328
	3	\$58,305	\$4,859	\$2,242.50	\$28.0313
	2	\$55,529	\$4,627	\$2,135.72	\$26.6965
	1	\$52,884	\$4,407	\$2,034.02	\$25.4252
620 WWTP SUPERVISOR	5	\$62,102	\$5,175	\$2,388.55	\$29.8569
622 COLLECTION SYSTEM SUPERVISOR	4	\$59,145	\$4,929	\$2,274.81	\$28.4352
630 HOUSING PROGRAMS COORD	3	\$56,329	\$4,694	\$2,166.49	\$27.0811
666 HARBOR BUSINESS COORD	2	\$53,646	\$4,471	\$2,063.32	\$25.7915
	1	\$51,092	\$4,258	\$1,965.07	\$24.5634
640 BUILDING INSPECTOR	5	\$59,661	\$4,972	\$2,294.65	\$28.6831
	4	\$56,820	\$4,735	\$2,185.38	\$27.3172
	3	\$54,114	\$4,510	\$2,081.31	\$26.0164
	2	\$51,537	\$4,295	\$1,982.20	\$24.7775
	1	\$49,083	\$4,090	\$1,887.81	\$23.5977
650 ASSISTANT PLANNER	5	\$57,369	\$4,781	\$2,206.51	\$27.5814
ASSISTANT CIVIL ENGINEER	4	\$54,637	\$4,553	\$2,101.44	\$26.2680
	3	\$52,036	\$4,336	\$2,001.37	\$25.0172
	2	\$49,558	\$4,130	\$1,906.07	\$23.8259
	1	\$47,198	\$3,933	\$1,815.30	\$22.6913
670 RECREATION SUPERVISOR	5	\$57,015	\$4,751	\$2,192.87	\$27.4109
	4	\$54,300	\$4,525	\$2,088.45	\$26.1056
	3	\$51,714	\$4,310	\$1,989.00	\$24.8625
	2	\$49,251	\$4,104	\$1,894.29	\$23.6786
	1	\$46,906	\$3,909	\$1,804.08	\$22.5510
675 WWTP OPERATOR II/LAB ANALYST	5	\$55,984	\$4,665	\$2,153.24	\$26.9155
WATER SYSTEM OPERATOR III	4	\$53,318	\$4,443	\$2,050.70	\$25.6338
	3	\$50,779	\$4,232	\$1,953.05	\$24.4131
	2	\$48,361	\$4,030	\$1,860.05	\$23.2506
	1	\$46,058	\$3,838	\$1,771.47	\$22.1434

CITY OF MORRO BAY - SEIU
SALARY SCHEDULE
June 26, 2010 - June 24, 2011
4% increase

	STEP	ANNUAL	MONTHLY	BIWEEKLY	HOURLY
660 WATER DISTRIBUTION LEADWORKER	5	\$55,773	\$4,648	\$2,145.13	\$26.8142
661 R&P MAINT LW - STS/PARKS/FACILITIES	4	\$53,118	\$4,426	\$2,042.98	\$25.5373
663 COLLECTIONS SYS LEADWORKER	3	\$50,588	\$4,216	\$1,945.70	\$24.3212
667 MAINT LEADWORKER - FLEET	2	\$48,179	\$4,015	\$1,853.05	\$23.1631
702 ENGINEERING TECH III	1	\$45,885	\$3,824	\$1,764.81	\$22.0601
ASSISTANT CIVIL ENGINEER					
690 HARBOR PATROL OFFICER	5	\$54,573	\$4,548	\$2,098.97	\$26.2371
	4	\$51,974	\$4,331	\$1,999.02	\$24.9877
	3	\$49,499	\$4,125	\$1,903.83	\$23.7978
	2	\$47,142	\$3,929	\$1,813.17	\$22.6646
	1	\$44,897	\$3,741	\$1,726.83	\$21.5853
680 WWTP OPERATOR II	5	\$53,318	\$4,443	\$2,050.70	\$25.6338
WATER SYSTEM OPERATOR II	4	\$50,779	\$4,232	\$1,953.05	\$24.4131
	3	\$48,361	\$4,030	\$1,860.05	\$23.2506
	2	\$46,058	\$3,838	\$1,771.47	\$22.1434
	1	\$43,865	\$3,655	\$1,687.12	\$21.0890
MECHANIC	5	\$50,336	\$4,195	\$1,936.00	\$24.2000
	4	\$47,923	\$3,994	\$1,843.20	\$23.0400
	3	\$45,656	\$3,805	\$1,756.00	\$21.9500
	2	\$43,493	\$3,624	\$1,672.80	\$20.9100
	1	\$41,413	\$3,451	\$1,592.80	\$19.9100
731 ADMINISTRATIVE TECHNICIAN	5	\$48,776	\$4,065	\$1,876.01	\$23.4501
735 ADMINISTRATIVE UTILITIES TECH	4	\$46,454	\$3,871	\$1,786.67	\$22.3334
	3	\$44,241	\$3,687	\$1,701.59	\$21.2699
	2	\$42,135	\$3,511	\$1,620.57	\$20.2571
	1	\$40,128	\$3,344	\$1,543.40	\$19.2925
710 MAINTENANCE WORKER III - FLEET	5	\$47,931	\$3,994	\$1,843.48	\$23.0435
720 WATER DISTRIBUTION OPERATOR III	4	\$45,648	\$3,804	\$1,755.70	\$21.9462
730 ACCOUNT CLK III	3	\$43,474	\$3,623	\$1,672.09	\$20.9012
740 WWTP OPR I	2	\$41,404	\$3,450	\$1,592.47	\$19.9059
751 MAINTENANCE WORKER III - PARKS	1	\$39,433	\$3,286	\$1,516.64	\$18.9580
752 COLLECTION SYS WORKER III					
760 FACILITY MAINTENANCE WORKER					

CITY OF MORRO BAY - SEIU
SALARY SCHEDULE
June 26, 2010 - June 24, 2011
4% increase

	STEP	ANNUAL	MONTHLY	BIWEEKLY	HOURLY
791 PERMIT TECHNICIAN	5	\$45,830	\$3,819	\$1,762.69	\$22.0337
	4	\$43,648	\$3,637	\$1,678.75	\$20.9844
	3	\$41,569	\$3,464	\$1,598.81	\$19.9852
	2	\$39,590	\$3,299	\$1,522.68	\$19.0335
	1	\$37,704	\$3,142	\$1,450.17	\$18.1271
800 MAINTENANCE WORKER II	5	\$44,752	\$3,729	\$1,721.25	\$21.5156
800 WATER DISTRIBUTION OPERATOR II	4	\$42,621	\$3,552	\$1,639.28	\$20.4910
801 COLLECTION SYS WORKER II	3	\$40,592	\$3,383	\$1,561.22	\$19.5153
810 WWTP OIT	2	\$38,659	\$3,222	\$1,486.88	\$18.5860
	1	\$36,818	\$3,068	\$1,416.08	\$17.7009
831 OFFICE ASST. IV	5	\$43,075	\$3,590	\$1,656.72	\$20.7090
832 OFFICE ASST. IV - 75% OFFICE ASST. IV - 50%	4	\$41,024	\$3,419	\$1,577.83	\$19.7229
	3	\$39,070	\$3,256	\$1,502.69	\$18.7837
	2	\$37,210	\$3,101	\$1,431.14	\$17.8892
	1	\$35,438	\$2,953	\$1,362.99	\$17.0374
802 COLLECTION SYSTEM WORKER I	5	\$39,842	\$3,320	\$1,532.39	\$19.1549
840 OFFICE ASST. III	4	\$37,945	\$3,162	\$1,459.42	\$18.2427
850 ACCOUNT CLERK I	3	\$36,138	\$3,011	\$1,389.92	\$17.3740
	2	\$34,417	\$2,868	\$1,323.73	\$16.5467
	1	\$32,778	\$2,732	\$1,260.70	\$15.7587



AGENDA NO: A-4

MEETING DATE: January 25, 2011

Staff Report

TO: Honorable Mayor and City Council **DATE:** January 18, 2011

FROM: Dylan Wade, Utilities/Capital Projects Manager

SUBJECT: Award of Contract to Brough Construction, Inc. of Arroyo Grande, CA for the Project No. MB-2010-W1: Desal Product Water Line Replacement

RECOMMENDATION:

Staff recommends the City Council waive a minor bid irregularity and award the Project contract to Brough Construction, Inc., in the amount of \$149,181.00.

FISCAL IMPACT:

The Project is fully funded by a combination of Proposition 84 grant monies and current fiscal year Water Division funding.

SUMMARY:

This Project entails the replacement of approximately 1,500 linear feet of the potable "product" water line from the Desal Plant on Atascadero Road, along Park Street, through an existing dedicated water line easement on the north boundary of Keiser Park to the point of connection on the existing 12" blending line along the easterly side of the park.

Project bids were opened on January 11, 2011 with 20 bids received. A bid summary is attached. The low bid was submitted by Brough Construction, Inc. of Arroyo Grande in the total bid amount of \$148,181.00. Bids ranged from the low bid to a high bid of \$333,585 with four bids being within 10% of the low bid.

Pursuant to public bidding protocols, any change or alteration to the bid proposal is an "irregularity" and can, at the City Council's sole discretion, be grounds for rejection of the bid.

One such irregularity was found in the low bidder's proposal, a correction of the bid total without the bidder initialing the change (see attached pertinent section of the bid proposal). Staff believes this irregularity to be immaterial in nature and recommends for the Council to waive the irregularity and award the contract to Brough Construction, Inc.

Prepared By: _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

BACKGROUND:

On August 23, 2010 the City Council adopted Resolution No. 43-10 accepting a California Department of Public Health (CDPH) grant through Proposition 84 for modifications to our Desalination Plant in the total amount of \$600,000. The \$188,044.40 local match for these funds is from the current fiscal year Water Division budget.

The approved scope of the grant is twofold: to replace the potable water line from the Desal Plant and to modernize, upgrade and improve the electrical and mechanical systems at the Desal Plant itself. This contract, if awarded by Council, is only for the water line replacement portion of the project. The remaining work will need to be designed and awarded under separate contract.

DISCUSSION:

With the original construction of the Desal Plant in 1991, the product pipeline was designed and installed to accommodate only the 400 gallon per minute maximum production rate flow from the seawater desalination facility.

When it became clear in 2007 that the nitrate contamination in the Morro wells was not going to be an intermittent condition but rather a consistent issue for time uncertain, we installed brackish water reverse osmosis treatment equipment at the Desal Plant in order to reduce the nitrate concentration and retain beneficial use of this water resource. Within the Desal Plant we now have the capability of simultaneously treating the contaminated ground water and converting seawater for drinking water uses.

A significant constraint exists, however, because this pipeline segment does not have the capacity to transport the maximum production rate of treated groundwater, let alone to transport both treated groundwater and converted seawater simultaneously. Production of treated groundwater needs to be incrementally reduced as a routine operational procedure due to the constrained capacity of the pipeline. Completion of this Project will allow for sufficient pipeline capacity to delivery of the full production capabilities of the groundwater treatment system as well and the full production of converted seawater.

Since part of the pipeline route courses through a waterline easement within the Dynegy owned Keiser Park, most particularly a portion of the softball outfield, it is proposed to pursue the Project at this time of year so as to minimize impacts upon Park uses. Incidentally, work to replace softball field grass is currently underway. Work will need to occur through the existing easement which is also occupied with park irrigation lines, trees and fencing. While due care will be taken to minimize adverse long-term effects, some impacts to these facilities should be anticipated. Any trees excavated as part of the project will be relocated outside of the water line easement to minimize future conflicts.

Due to the potential archaeological sensitivity along portions of the pipeline route, cultural resource monitoring is being provided.

The second phase of the grant-funded Project, modernization and upgrade of the Desal Plant electrical and mechanical systems is slated to occur in the upcoming months.

CONCLUSION:

Staff recommends the City Council waive the minor bid irregularity and award the Project contract to Brough Construction, Inc., in the total bid amount of \$149,181.00.

Attach.: (Bid Summary, Brough Bid Proposal sheet)

S:\CityCouncilStaffReports\Wade\DesalWaterlineAward012511

MB-2010-W1: Desal Product Water Line Replacement
Bid Summary

1.)	<u>Brough Construction, Inc.</u>	\$	<u>149,181.00</u>
2.)	<u>R. Baker, Inc.</u>	\$	<u>161,145.00</u>
3.)	<u>Tierra Contracting, Inc.</u>	\$	<u>164,275.00</u>
4.)	<u>Blois Construction, Inc.</u>	\$	<u>165,927.00</u>
5.)	<u>Souza Construction, Inc.</u>	\$	<u>170,685.50</u>
6.)	<u>Specialty Construction, Inc.</u>	\$	<u>180,885.25</u>
7.)	<u>David Crye Gen. Eng. Con., Inc.</u>	\$	<u>184,020.20</u>
8.)	<u>Arthurs Contracting, Inc.</u>	\$	<u>196,465.00</u>
9.)	<u>John Madonna Construction Co., Inc.</u>	\$	<u>198,943.00</u>
10.)	<u>Associated Pacific Constructors, Inc.</u>	\$	<u>215,731.50</u>
11.)	<u>Vinciguerra Construction</u>	\$	<u>217,170.00</u>
12.)	<u>HPS Mechanical, Inc.</u>	\$	<u>222,100.00</u>
13.)	<u>MGE Underground</u>	\$	<u>224,503.75</u>
14.)	<u>VinDeb, Inc.</u>	\$	<u>228,632.02</u>
15.)	<u>Rockwood General Contractors, Inc.</u>	\$	<u>245,488.50</u>
16.)	<u>R. Simons Co., Inc.</u>	\$	<u>252,290.05</u>
17.)	<u>Barajas & Associates, Inc.</u>	\$	<u>253,000.00</u>
18.)	<u>Spiess Construction Co., Inc.</u>	\$	<u>265,130.00</u>
19.)	<u>Herback General Engineering, LLC</u>	\$	<u>272,443.00</u>
20.)	<u>SBS (San Benito Supply)</u>	\$	<u>333,585.00</u>

9	4 Each	12" Cast Iron 11 1/4" fittings at <u>four hundred dollars</u> Ea.	\$ <u>400</u>	\$ <u>1,600</u>
10	4 Each	12" Cast Iron 90° fitting at <u>five hundred</u> <u>ninety dollars</u> Ea.	\$ <u>590</u>	\$ <u>2,360</u>
11	1 Each	12"x12" MJ Flange at <u>six hundred</u> <u>fifty dollars</u> Ea	\$ <u>650</u>	\$ <u>650</u>
12	4 Linear Feet	12" Cast Iron Spool at <u>one hundred</u> <u>sixty-five dollars</u> Per L. F.	\$ <u>165</u>	\$ <u>660</u>
13	1 Each	12"x12"x12" Tee at <u>one thousand six</u> <u>hundred eighty dollars</u> Ea.	\$ <u>1,680</u>	\$ <u>1,680</u>
14	1,970 Square Feet	A.C. Trench Resurfacing at <u>eight dollars</u> Per S. F.	\$ <u>8</u>	\$ <u>15,760</u>
15	Lump Sum	Testing and Disinfection at <u>four thousand</u> <u>three hundred ninety dollars</u> L. S.	n/a	\$ <u>4,390</u>
16	10 Linear Feet	Curb and gutter <u>fifty-one dollars</u> Per L.F.	\$ <u>51</u>	\$ <u>510</u>
17	20 Square Feet	Sidewalk <u>twenty-five dollars</u> Per S.F.	\$ <u>25</u>	\$ <u>500</u>

TOTAL BID AMOUNT:

One hundred forty-nine thousand one hundred eighty-one dollars

and none cents (\$ 149,181.00);

A-7

Brough Const. Inc.
Bid Proposal

Correction of transcription error not initialed by Bidder.



AGENDA NO: A-5

MEETING DATE: January 25, 2011

Staff Report

TO: Mayor and City Council

DATE: January 19, 2011

FROM: Kathleen Wold, Planning Manager

SUBJECT: Acceptance of the Community-Wide and Government Operations 2005
Baseline Greenhouse Gas Emissions Inventory Report

RECOMMENDATION:

Staff recommends the City Council receive and file the report.

FISCAL IMPACT:

There is no direct fiscal impact associated with the filing of the Greenhouse Gas Inventory Report. The costs for preparation of the inventory were covered through a contract with the San Luis Obispo Air Pollution Control District (SLOAPCD).

BACKGROUND:

Assembly Bill 32 was adopted by the California State Assembly in 2006 to combat global warming and reduce Greenhouse Gas (GHG) emissions. AB 32 establishes a state goal of reducing GHG emissions within California to 1990 levels by the year 2020, which is approximately a 30% reduction from “business-as-usual” emissions levels projected for 2020.

The first step in reducing emissions and initiating compliance with AB 32 is to create a baseline inventory of our current emissions levels. In 2008, the San Luis Obispo Air Pollution Control District’s Board approved a contract with PMC (a consulting firm) to provide technical assistance to the cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, and San Luis Obispo to complete a greenhouse gas (GHG) emissions inventory. On December 22, 2008 the City Council adopted a resolution establishing that the City of Morro Bay will undertake the Cities for Climate Protection Campaign’s five milestones to reduce both greenhouse gas and air pollution emissions throughout the community, and specifically:

- Conduct a baseline emissions inventory and forecast;
- Adopt an emissions reduction target for the forecast year;
- Develop a Local Action Plan;
- Implement policies and measures; and
- Monitor and verify results.

Prepared By: _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

Over the last two years PMC has been working with City staff to compile the City's data into a final report which identifies both community-wide and government operations emissions for the baseline year of 2005.

DISCUSSION:

In September 2008, City Council made a commitment to evaluate Morro Bay's contribution to global climate change through the development of a Community-Wide and City Government Operations Baseline Greenhouse Gas (GHG) Emissions Inventory (Inventory). This Inventory identifies the major sources of greenhouse gas emissions within the City and provides a baseline against which future progress can be measured. This Inventory includes two components: (1) a community-wide analysis and (2) a City government operations analysis.

The community-wide inventory is a broad look at total emissions produced by all activities within city boundaries. Community-wide emissions are included in the inventory because cities can create policies and programs which they can use to help influence development and activities within their jurisdictions. Municipal emissions are a subset of the larger community-wide emissions inventory. This part of the inventory analyzes emissions which are produced through the City government operations.

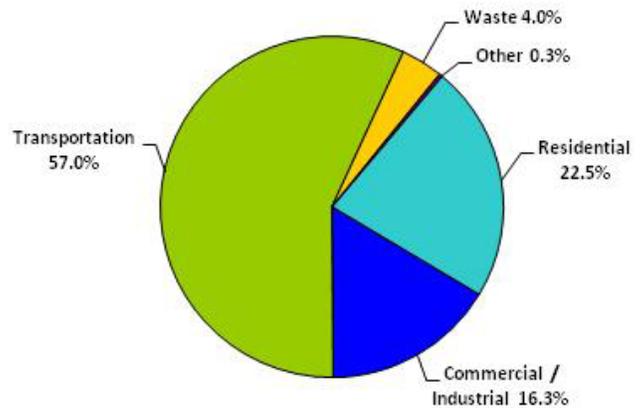
Specifically, this inventory does the following:

- Calculates GHGs from community-wide activities, including City government operations, within the City's jurisdictional boundary in calendar year 2005;
- Identifies the major sources of greenhouse gas emissions from community-wide sources and City government operations;
- Provides City decision-makers and the community with adequate information to inform policy decisions; and
- Forecasts how emissions will grow in the community if no behavioral changes are made.

The 2005 community-wide and City government operations baseline GHG Inventory represents a key step in the City of Morro Bay's efforts to improve air quality, enhance sustainability, and ensure the safety and comfort of its residents for generations to come. In addition, this Inventory allows the City to quantitatively track and take credit for its numerous efforts related to energy efficiency and the mitigation of global climate changes.

The community of Morro Bay emitted approximately 67,936 metric tons of carbon dioxide equivalent (CO₂e) in the baseline year 2005. The transportation sector was by far the largest contributor to emissions (57.0%), producing approximately 38,690 metric tons of CO₂e in 2005. Emissions from the residential sector were the next largest contributor (22.5%), producing approximately 15,272 metric tons of CO₂e. The commercial and industrial sectors combined accounted for 16.3% of the total. Emissions from solid waste comprised 4.0% of the total, and emissions from other sources such as agricultural equipment comprised less than 1.0%. The majority of emissions from the transportation sector were the result of gasoline consumption in private vehicles traveling on local roads, Highway 1, and other state highways. GHG figures from the waste sector are the estimated future emissions that will result from the decomposition of waste generated by city residents and businesses in the base year 2005, with a weighted average methane capture factor of 60.0%.

FIGURE ES-1: COMMUNITY GHG EMISSIONS BY SECTOR



City government operations and facilities produced approximately 1,765 metric tons of greenhouse gas emissions in 2005. As displayed in Figure ES-2, this represents approximately 2.5% of total community-wide emissions in the City. City government emissions result from waste, energy consumption from water and wastewater facilities, buildings, streetlights and other facilities, fuel consumption by the vehicle fleet and employee commutes, and miscellaneous equipment. The largest contributor to the City's emissions (23.5%), was from employees commuting to and from work. Employee commute produced 414 metric tons of carbon dioxide equivalent. The wastewater facilities was the second largest contributor to the City's emissions (23.1%) producing 407 metric tons of carbon dioxide equivalent. The vehicle fleet and buildings and facilities were the next largest contributors (20.1% and 10.1%) producing 355 and 178 metric tons of carbon dioxide equivalent, respectively. Solid waste and water delivery infrastructure both contributed six percent (6%) of the City's emissions while streetlights and traffic signals contributed 4.9% of the City's total (refer to Figure ES-3).

FIGURE ES-2: CITY GOVERNMENT PORTION OF COMMUNITY-WIDE GHG EMISSIONS

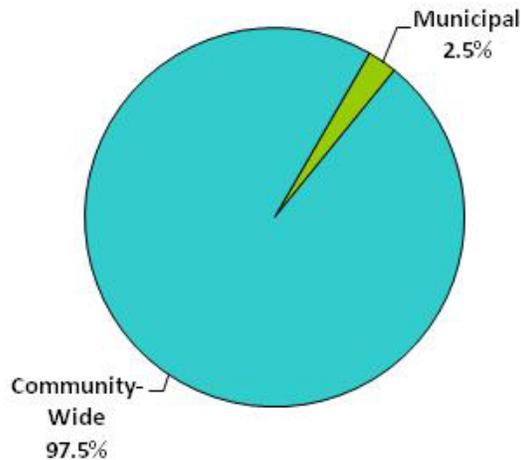
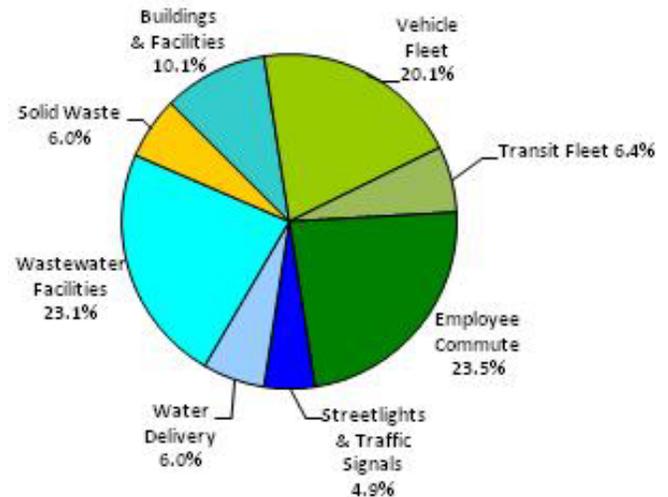


FIGURE ES-3: CITY GOVERNMENT OPERATIONS GHG EMISSIONS BY SECTOR



City government operations emissions are a subset of the total community-wide emissions as outlined above. However, similar to the way in which businesses and factories perform their own facility-scale GHG evaluations this inventory analyzes City emissions separately to identify cost-saving and emissions-reducing strategies in the future. The methodology for estimating emissions from local government operations is guided specifically by the Local Government Greenhouse Gas Inventory Protocol developed by the California Air Resources Board, ICLEI – Local Governments for Sustainability, and the California Climate Registry.

This Community-Wide and City Government Operations Baseline GHG Emissions Inventory captures the major sources of greenhouse gases caused by activities within the city per standard practice. However, it is important to note that some likely emission sources were not included in the Inventory, either because of privacy laws, lack of data, or a lack of reasonable methodology for calculating emissions. It is estimated that the sources not included in the inventory comprise less than 5.0% of total emissions in the city. It is likely that as greenhouse gas inventories become more common, methodology and accessibility to data will improve.

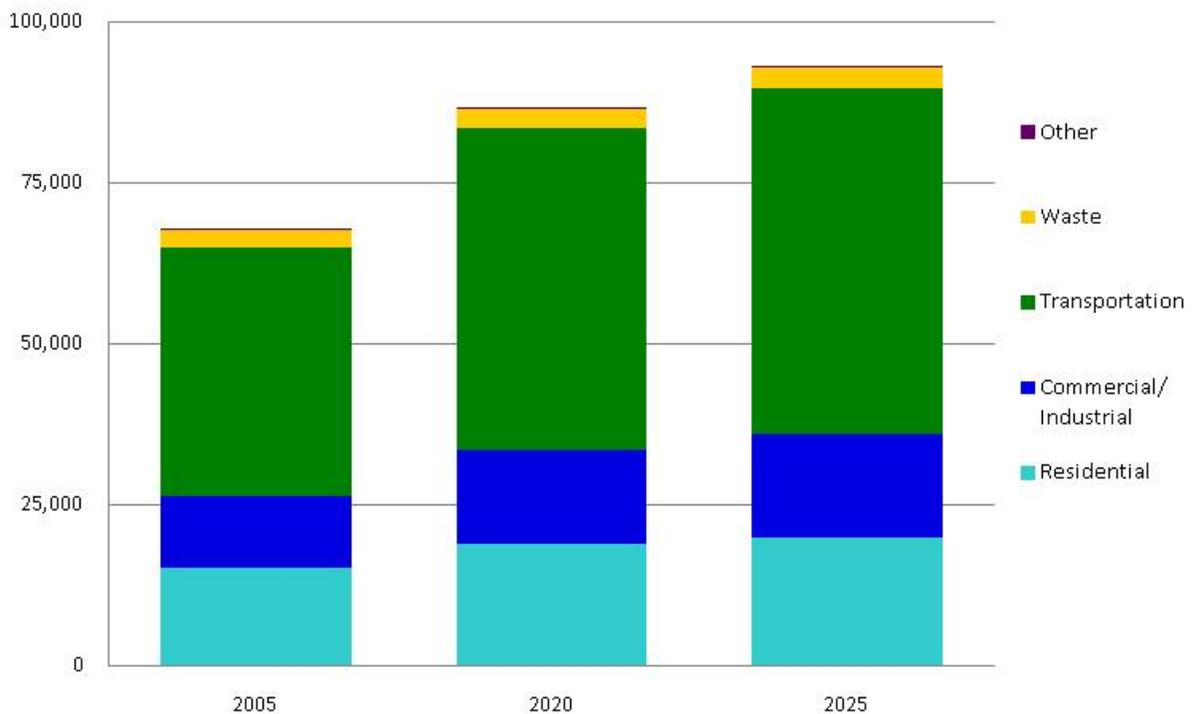
The sources that could not be included due to privacy laws, lack of data availability, and/or a reasonable methodology include the following:

- Refrigerants from City government operations facilities and vehicles;
- Propane, wind or solar energy consumed by the community-at-large;
- Recreational off-road equipment and vehicles;
- Recreational and commercial watercraft; and
- Residential septic tanks systems.

Forecast and Next Steps

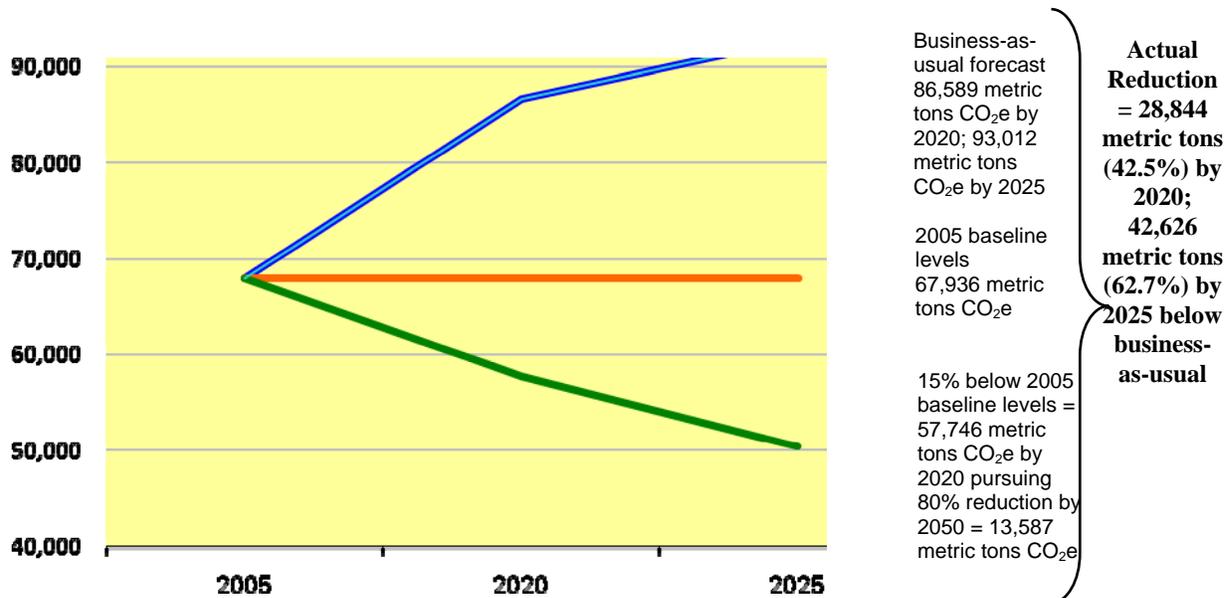
If consumption trends continue the pattern observed in 2005 emissions will reach 86,589 metric tons of CO₂e by 2020, or a 27.5% increase over 2005 baseline levels. By 2025 emissions will reach 93,012 metric tons of CO₂e, or a 36.9% increase over 2005 baseline levels.

FIGURE ES-4: 2020 AND 2025 CITY OF MORRO BAY BUSINESS-AS-USUAL GHG EMISSIONS FORECAST



With this information, the City can make an informed determination of a reduction target. Conformance with the State of California’s recommended reduction of 15% below present levels by 2020 would result in a 42.5% reduction below the city’s business-as-usual emissions. By 2025 the reduction would increase to 62.7% below business-as-usual (Figure ES-5).

FIGURE ES-5: BUSINESS-AS-USUAL FORECAST IN RELATION TO STATE-RECOMMENDED REDUCTION TARGETS



It is likely that the City’s emissions are already below the business-as-usual forecast due to sustainability efforts initiated by the City since 2005.

CONCLUSION:

The final draft of the City of Morro Bay’s Greenhouse Gas Inventory has been completed and is being presented for City Council and public review. The report identifies the major sources of City emissions, including transportation, buildings, and waste, and provides useful baseline information which the City will utilize as it moves forward to the next milestones in the process, including designation of emission reduction targets and development of a Climate Action Plan.

ATTACHMENTS:

- Attachment 1-Resolution No. 56-08 authorizing participation in the Cities for Climate Protection Campaign to Reduce Greenhouse Gas and Air Pollution Emissions.
- Attachment 2-Final GHG Inventory Report Prepared by PMC dated January 2011.

RESOLUTION NO. 56-08

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA AUTHORIZING PARTICIPATION IN
THE CITIES FOR CLIMATE PROTECTION CAMPAIGN TO REDUCE
GREENHOUSE GAS AND AIR POLLUTION EMISSIONS THROUGHOUT THE
COMMUNITY**

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

WHEREAS, a scientific consensus has developed that carbon dioxide and other greenhouse gases released into the atmosphere have a profound effect on the Earth's climate; and

WHEREAS, the 2007 Fourth Assessment Report from the International Panel on Climate Change (IPCC) states that it is very likely that most of the observed increases in globally averaged temperatures since the mid-20th century are due to human-induced greenhouse gases; and

WHEREAS, in 2006 the U.S. National Climatic Data Center confirmed clear evidence of human influences on climate due to changes in greenhouse gases; and

WHEREAS, the U.S. Conference of Mayors endorsed the 2005 U.S. Mayors' Climate Protection Agreement initiated by Seattle Mayor Nickels and signed by more than 600 mayors in the United States, including our own; and

WHEREAS, the Urban Environmental Accords adopted by local government delegates during the United Nations World Environment Day in 2005 calls for reduced emissions through energy efficiency, land use and transportation planning, waste reduction and wiser energy management; and

WHEREAS, in 2001, at the request of the Administration, the National Academy of Sciences (NAS) reviewed and declared global warming a real problem likely due to human activities; and

WHEREAS, 162 countries including the United States pledged under the United Nations Framework Convention on Climate Change to reduce their greenhouse gas emissions; and

WHEREAS, energy consumption, specifically the burning of fossil fuels, accounts for more than 80 percent of U.S. greenhouse gas emissions; and

WHEREAS, local government actions taken to reduce greenhouse gas emissions and increase energy efficiency provide multiple local benefits by decreasing air pollution, creating jobs, reducing energy expenditures, and saving money for the local government, its businesses and its

residents; and

WHEREAS, the Cities for Climate Protection Campaign sponsored by ICLEI – Local Governments for Sustainability has invited the City of Morro Bay to join ICLEI and become a partner in the Cities for Climate Protection Campaign;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, that the City of Morro Bay will join ICLEI as a Full Member and participate in the Cities for Climate Protection Campaign, and as a participant, pledges to take a leadership role in promoting public awareness about the causes and impacts of climate change.

BE IT FURTHER RESOLVED, that the City of Morro Bay will undertake the Cities for Climate Protection Campaign’s five milestones to reduce both greenhouse gas and air pollution emissions throughout the community, and specifically:

- Conduct a baseline emissions inventory and forecast;
- Adopt an emissions reduction target for the forecast year;
- Develop a Local Action Plan;
- Implement policies and measures; and
- Monitor and verify results.

BE IT FURTHER RESOLVED, that the City of Morro Bay requests assistance from ICLEI’s Cities for Climate Protection Campaign as it progresses through the milestones.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 22nd day of September, 2008 on the following vote:

AYES:

NOES:

ABSENT:

JANICE PETERS, Mayor

ATTEST:

BRIDGETT BAUER, City Clerk

CITY OF MORRO BAY

Community-Wide and Government Operations 2005

Baseline Greenhouse Gas Emissions Inventory

Prepared for:



SAN LUIS OBISPO AIR POLLUTION CONTROL DISTRICT
ON BEHALF OF THE CITY OF MORRO BAY

Prepared by:



860 WALNUT STREET, SUITE B
SAN LUIS OBISPO, CA 93401-2725

January 2011

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

Credits and Acknowledgements

Report prepared by PMC for the San Luis Obispo Air Pollution Control District on behalf of the City of Morro Bay.

PMC PROJECT TEAM

Tammy Seale, Project Manager
Jaime Hill, Associate Planner
Scott Kaiser, Assistant Planner

WITH ASSISTANCE FROM:

Air Pollution Control District

Larry Allen, Air Pollution Control Officer
Aeron Arlin Genet, Planning and Outreach
Manager
Melissa Guise, Air Quality Specialist
Dean Carlson, Air Quality Engineer

City of Morro Bay

Rob Livick, Director, Public Services
Department
Kathleen Wold, Planning Manager, Public
Services Department
Cris Brazzi, Finance Department
Cindy Jacinth, Public Services Department

County of San Luis Obispo

Janice Campbell, Agriculture Department

IWMA

Peter Cron, Analyst

PG&E

John Bohman, Green Communities and
Innovator Pilots

Southern California Gas Company

Colby Morrow, Environmental Affairs
Program Manager, Customer Programs

ICLEI – Local Governments for Sustainability

Jonathan Strunin, Program Officer
Allison Culpén, Program Associate

California Air Resources Board

Tom Scheffelin, Analyst, Transportation
Analysis Section

Jon Taylor P.E., Manager, Transportation
Analysis Section

Waste Solutions, Inc.

Tom Martin

Table of Contents

Executive Summary.....	1
1. Introduction	7
1.1 Purpose of a GHG Inventory.....	7
1.2 Climate Change – Legislative Background	9
1.3 The Cities for Climate Protection Campaign	12
1.4 Local Sustainability and Climate Change Mitigation Activities	13
2. Community and Government Operations Inventory Methodology	15
2.1 Baseline and Forecast Years.....	15
2.2 The Two Inventories: Community-wide and City Government Operations.....	15
2.3 Data Collection and Methodology	17
2.4 Data Sources	18
2.5 Data Limitations	20
2.6 Clean Air and Climate Protection Software 2009	22
3. Community GHG Inventory Results	24
3.1 Community-Wide Emissions by Scope	24
3.2 All Scope Emissions By Sector	26
3.3 Transportation.....	27
3.4 The Built Environment (Residential, Commercial, Industrial)	29
3.5 Waste	31
3.6 Other – Off-road Agricultural Equipment.....	32
3.7 Other – Commercial and Recreational Boating.....	33
3.8 Community Emissions by Source	34
3.9 Per Capita Emissions	35
4. City Government Operations GHG Emissions Inventory Results	37
4.1 City Government Operations Inventory Results	37
4.2 Building Sector.....	39
4.3 Vehicle Fleet and Transit Fleet	39
4.4 Employee Commute	40
4.5 Streetlights and Traffic Signals	42

COMMUNITY-WIDE AND GOVERNMENT OPERATIONS 2005

4.6	Water and Sewage	42
4.7	Waste	44
4.8	Other – Miscellaneous Equipment	44
4.9	City Emissions by Source	44
5.	Forecast.....	46
6.	Conclusion and Next Steps.....	48

LIST OF FIGURES

Figure ES-1:	Community GHG Emissions by Sector	2
Figure ES-2:	City Government Portion of Community-Wide GHG Emissions.....	3
Figure ES-3:	City Government Operations GHG Emissions by Sector	3
Figure ES-4:	2020 and 2025 City of Morro Bay Business-as-usual GHG Emissions Forecast	5
Figure ES-5:	Business-as-usual Forecast in Relation to State-Recommended Reduction Targets	6
Figure 1-1:	The Greenhouse Gas Effect.....	7
Figure 1-2:	California Climate Change Emissions and Targets.....	10
Figure 1-3:	The ICLEI Five-Milestone Process	12
Figure 2-1:	The Relationship Between Community-Wide and City Government Inventories.....	16
Figure 2-2:	GHG Emissions Scopes	18
Figure 3-1:	2005 Community GHG Emissions by Scope	25
Figure 3-2:	2005 Community GHG Emissions by Sector	26
Figure 3-3:	Community GHG Emissions by Fuel Source	27
Figure 3-4:	Built Environment GHG Emissions by Sector	29
Figure 3-5:	Built Environment GHG Emissions by Source	29
Figure 3-6:	Residential GHG Emissions by Source	30
Figure 3-7:	Commercial/ Industrial GHG Emissions by Source.....	30
Figure 3-8:	Waste GHG Emissions by Type	32
Figure 3-9:	Community GHG Emissions by Source	34
Figure 4-1:	City Government Operations Contribution to Community-Wide GHG Emissions.....	38
Figure 4-2:	City Government Operations GHG Emissions by Sector	38
Figure 4-3:	Building GHG Emissions by Source	39
Figure 4-4:	Vehicle Fleet Fuel Consumption per Year by Type.....	40

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

Figure 4-5:	City Government Operations GHG Emissions by Source	45
Figure 5-1:	2020 and 2025 Business-as-usual Projected Growth in Community-Wide GHG Emissions.....	46
Figure 6-1:	GHG Forecast in Relation to Reduction Targets	49

LIST OF TABLES

Table 2-1:	Data Sources for Community Analysis, 2005	19
Table 2-2:	Data Sources for City Government Operations Analysis, 2005	20
Table 3-1:	GHG Emissions Sources Included in 2005 Community Inventory by Scope and Sector	24
Table 3-2:	Community GHG Emissions per Sector per Scope (Metric Tons of CO ₂ e) ...	25
Table 3-3:	Community GHG Emissions by Sector (Metric Tons of CO ₂ e).....	27
Table 3-4:	Transportation GHG Emissions by Road Type	28
Table 3-5:	Transportation GHG Emissions by Fuel Source	28
Table 3-6:	Residential GHG Emissions by Source	30
Table 3-7:	Commercial/Industrial GHG Emissions Sources.....	31
Table 3-8:	Waste GHG Emissions by Waste Type	32
Table 3-9:	Community GHG Emissions by Source	35
Table 4-1:	2005 City Government Operations GHG Emissions by Sector	38
Table 4-2:	Building Sector GHG Emissions by Source, 2005	39
Table 4-3:	Days of City Employee Travel by Commute Mode	41
Table 4-4:	Employee Commute VMT by Vehicle and Fuel Type	42
Table 4-5:	City Government Operations GHG Emissions by Source	45

APPENDICES

Appendix A:	CACP2009 Detailed Report for Community-Wide Emissions, 2005
Appendix B:	CACP2009 Detailed Report for City Government Operations Emissions, 2005
Appendix C:	Detailed Methodology for Community-Wide Inventory
Appendix D:	Detailed Methodology for City Government Operations Inventory
Appendix E:	City Employee Commute Survey, 2010

Executive Summary

Climate change is quickly becoming a high priority among policymakers and residents alike. In September 2008, the City Council made a commitment to evaluating Morro Bay's contribution to global climate change through the development of a Community-Wide and City Government Operations Baseline Greenhouse Gas (GHG) Emissions Inventory (Inventory). This Inventory identifies the major sources of greenhouse gas emissions within the city¹ and provides a baseline against which future progress can be measured. This Inventory includes two components: (1) a community-wide analysis and (2) a City government operations analysis. It is important to note that the City government operations inventory is a subset of the community inventory, meaning that all City government operations emissions are included in the commercial/industrial, transportation, waste, or "other" categories of the community-wide inventory. The City government operations inventory should not be added to the community analysis; rather it should be looked at as a slice of the complete picture. Specifically, this Inventory does the following:

- Calculates GHGs from community-wide² activities, including City government operations, within the City's jurisdictional boundary in calendar year 2005;
- Identifies the major sources of greenhouse gas emissions from community-wide sources and City government operations;
- Provides City decision-makers and the community with adequate information to inform policy decisions; and
- Forecasts how emissions will grow in the community if no behavioral changes are made.

¹ In this report, the term "city" refers to the area inside the jurisdictional boundary of the City of Morro Bay, whereas "City government" refers to those activities which are under the operational control of City agencies.

² "Community-wide" or "community" refers to all activities within the city (as defined above), including those from businesses, industrial processes, residents, vehicles, and City government operations.

What are Greenhouse Gas Emissions (GHGs)?

Gases that trap heat in the Earth's atmosphere are called greenhouse gases, or GHGs. Greenhouse gases include carbon dioxide, methane, nitrous oxide, and fluorinated gases. While many of these gases occur naturally in the atmosphere, modern human activity has led to a steep increase in the amount of GHGs released into the atmosphere over the last 100 years. Collectively, these gases intensify the natural greenhouse effect, thus causing global average surface temperatures to rise, which in turn affects global climate patterns. GHGs are often quantified in terms of CO₂ equivalent, or CO₂e, a unit of measurement that equalizes the potency of GHGs.

Source: [Intergovernmental Panel on Climate Change \(IPCC\), 2007](#)

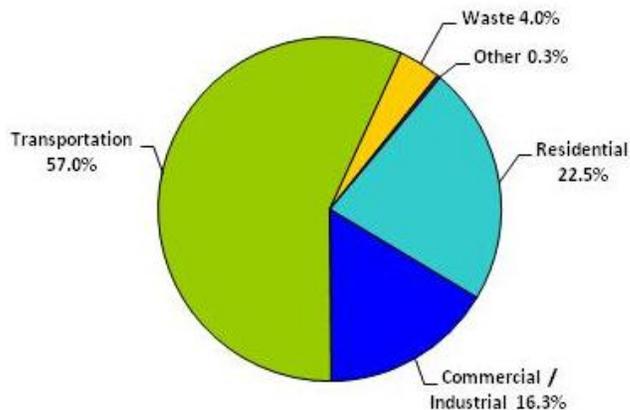
The 2005 community-wide and City government operations baseline GHG Inventory represents a key step in the City of Morro Bay's efforts to improve air quality, enhance sustainability, and ensure the safety and comfort of its residents for generations to come. In addition, this Inventory allows the City to quantitatively track and take credit for its numerous efforts related to energy efficiency and the mitigation of global climate change.

COMMUNITY-WIDE GHG INVENTORY RESULTS

The community of Morro Bay emitted approximately 67,936 metric tons of carbon dioxide equivalent (CO₂e) in the baseline year 2005. As shown in **Figure ES-1**, the transportation sector was by far the largest contributor to emissions (57.0%), producing approximately 38,690 metric tons of CO₂e in 2005. Emissions from the residential sector were the next largest contributor (22.5%), producing approximately 15,272 metric tons of CO₂e. The commercial and industrial sectors combined accounted for 16.3% of the total. Emissions from solid waste comprised 4.0% of the total, and emissions from other sources such as agricultural equipment comprised less than 1.0%.

The majority of emissions from the transportation sector were the result of gasoline consumption in private vehicles traveling on local roads, Highway 1, and other state highways. GHG figures from the waste sector are the estimated future emissions that will result from the decomposition of waste generated by city residents and businesses in the base year 2005, with a weighted average methane capture factor of 60.0%.³

FIGURE ES-1: COMMUNITY GHG EMISSIONS BY SECTOR



³ In 2005, the San Luis Obispo Air Pollution Control District reported methane capture rates for the Chicago Grade and Cold Canyon landfills. The methane recovery factors of the landfills are based on the system operations at that time.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

CITY GOVERNMENT OPERATIONS GHG INVENTORY RESULTS

City government operations and facilities produced approximately 1,765 metric tons of greenhouse gas emissions in 2005. As displayed in **Figure ES-2**, this represents approximately 2.5% of total community-wide emissions in the city. City government emissions result from waste, energy consumption from water and wastewater facilities, buildings, streetlights and other facilities, fuel consumption by the vehicle fleet and employee commutes, and miscellaneous equipment. The largest contributor to the City's emissions (23.5%) was from employees commuting to and from work. Employee commute produced 414 metric tons of carbon dioxide equivalent. The wastewater facilities was the second largest contributor to the City's emissions (23.1%) producing 407 metric tons of carbon dioxide equivalent. The vehicle fleet and buildings and facilities were the next largest contributors (20.1% and 10.1%) producing 355 and 178 metric tons of carbon dioxide equivalent, respectively. Solid waste and water delivery infrastructure both contributed six percent (6%) of the City's emissions while streetlights and traffic signals contributed 4.9 percent of the City's total (refer to **Figure ES-3**).

FIGURE ES-2: CITY GOVERNMENT PORTION OF COMMUNITY-WIDE GHG EMISSIONS

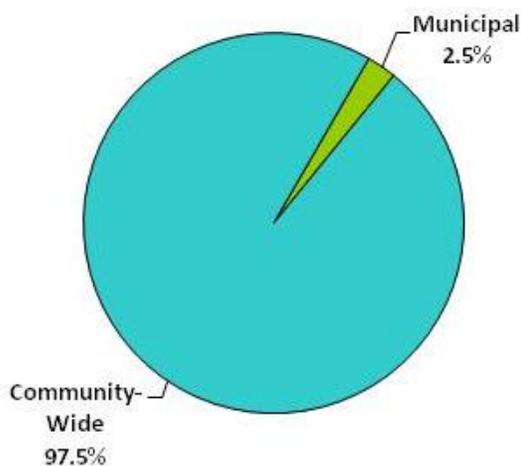
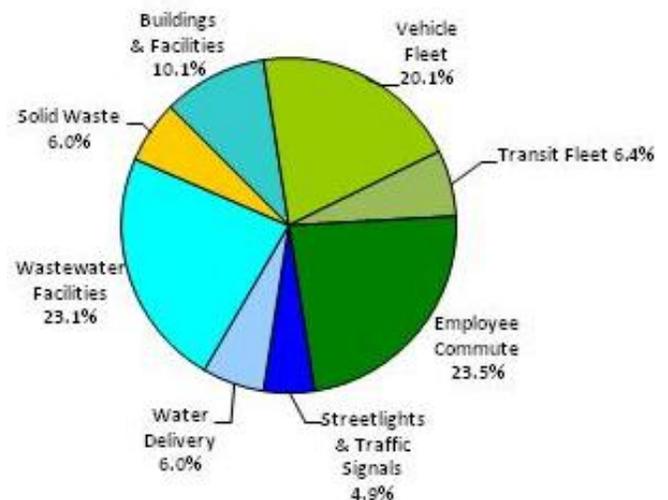


FIGURE ES-3: CITY GOVERNMENT OPERATIONS GHG EMISSIONS BY SECTOR



City government operations emissions are a subset of the total community-wide emissions as outlined above. However, similar to the way in which businesses and factories perform their own facility-scale GHG Inventories this Inventory analyzes City emissions separately to identify cost-saving and emissions-reducing strategies in the future. The methodology for estimating emissions from local government operations is guided specifically by the Local Government Greenhouse Gas Inventory Protocol developed by the California Air Resources Board, ICLEI – Local Governments for Sustainability, and the California Climate Registry.

DATA LIMITATIONS

This Community-Wide and City Government Operations Baseline GHG Emissions Inventory captures the major sources of greenhouse gases caused by activities within the city per standard practice. However, it is important to note that some likely emission sources were not included in the Inventory, either because of privacy laws, lack of data, or a lack of reasonable methodology for calculating emissions. It is estimated that the sources not included in the inventory comprise less than 5.0% of total emissions in the city. It is likely that as greenhouse gas inventories become more common, methodology and accessibility to data will improve.

The sources that could not be included due to privacy laws, lack of data availability, and/or a reasonable methodology include the following:

- Refrigerants from City government operations facilities and vehicles;
- Propane, wind or solar energy consumed by the community-at-large;
- Recreational off-road equipment and vehicles;
- Recreational and commercial watercraft; and
- Residential septic tanks systems.

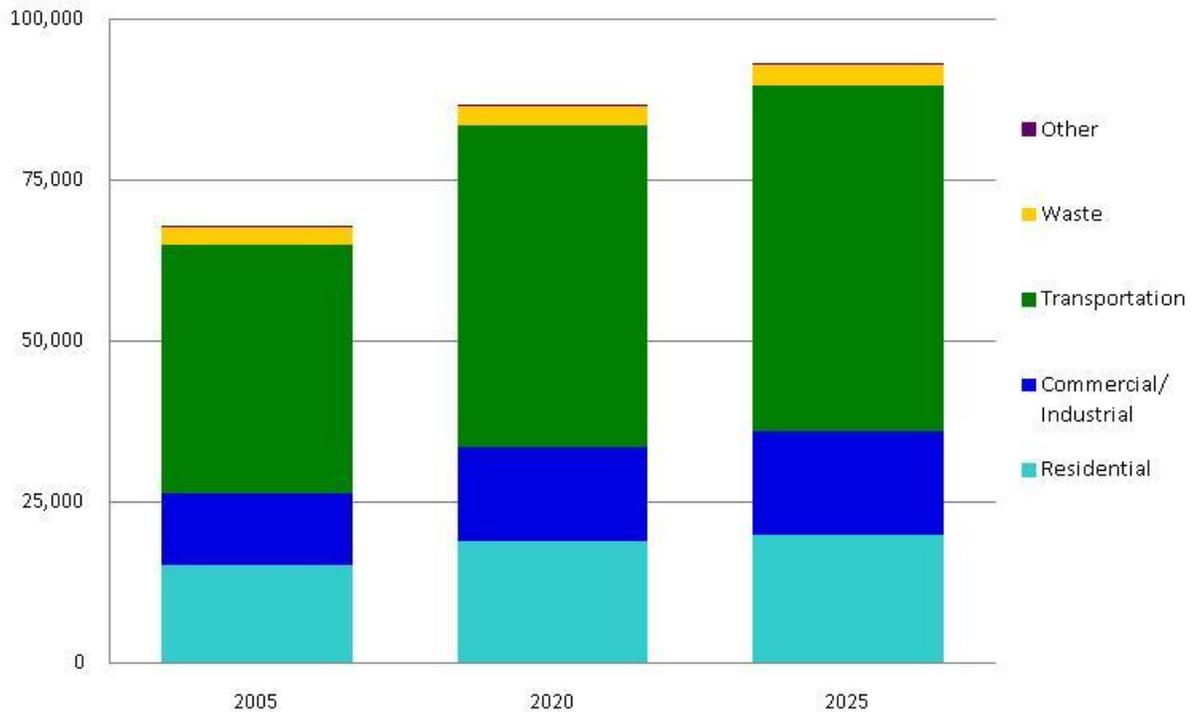
These limitations are explained further in this document.

FORECAST AND NEXT STEPS

If consumption trends continue the pattern observed in 2005 emissions will reach 86,589 metric tons of CO₂e by 2020, or a 27.5% increase over 2005 baseline levels. By 2025 emissions will reach 93,012 metric tons of CO₂e, or a 36.9% increase over 2005 baseline levels.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

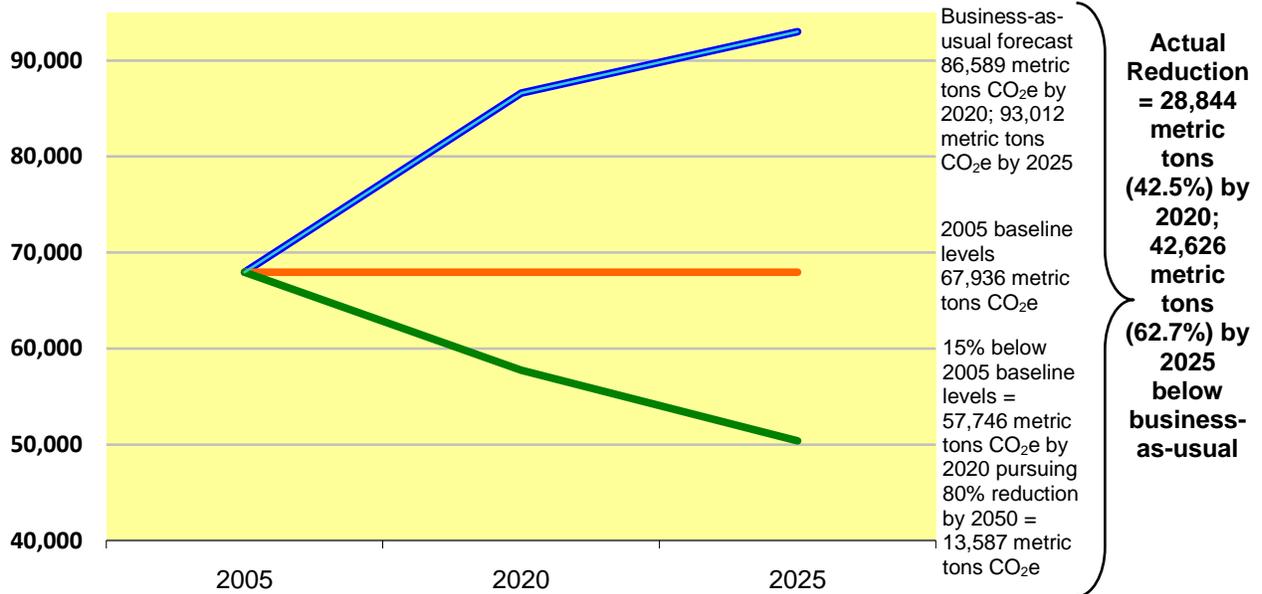
FIGURE ES-4: 2020 AND 2025 CITY OF MORRO BAY BUSINESS-AS-USUAL GHG EMISSIONS FORECAST



With this information, the City can make an informed determination of a reduction target. Conformance with the State of California’s recommended reduction of 15% below present levels by 2020 would result in a 42.5% reduction below the city’s business-as-usual emissions. By 2025 the reduction would increase to 62.7% below business-as-usual (**Figure ES-5**).⁴

⁴ AB 32 Scoping Plan, page 27 states that CARB encourages local governments to “move toward establishing similar goals for community emissions that parallel the State commitment to reduce greenhouse gas emissions by approximately 15 percent from current levels by 2020.” <http://www.arb.ca.gov/cc/scopingplan/scopingplan.htm>

**FIGURE ES-5: BUSINESS-AS-USUAL FORECAST IN RELATION TO
STATE-RECOMMENDED REDUCTION TARGETS**



It is likely that the city's emissions are already below the business-as-usual forecast due to sustainability efforts initiated by the City since 2005.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

1. Introduction

In June 2009, the City Council adopted a resolution to join ICLEI – Local Governments for Sustainability (ICLEI) and to authorize the preparation of a greenhouse gas emissions (GHG) baseline inventory. In committing to the project, the City of Morro Bay embarked on an ongoing, coordinated effort to reduce the GHG emissions that cause global warming, to improve air quality, and to reduce costs.

This section introduces the Inventory, defines key terms used throughout the Inventory, and provides an overview of climate change science and regulation in California.

[ICLEI](#), formerly the Intergovernmental Council of Local Environmental Initiatives, is now named ICLEI – Local Governments for Sustainability. The nonprofit organization provides technical assistance to more than 1,000 local governments worldwide on quantifying and reducing greenhouse gas emissions.

1.1 PURPOSE OF A GHG INVENTORY

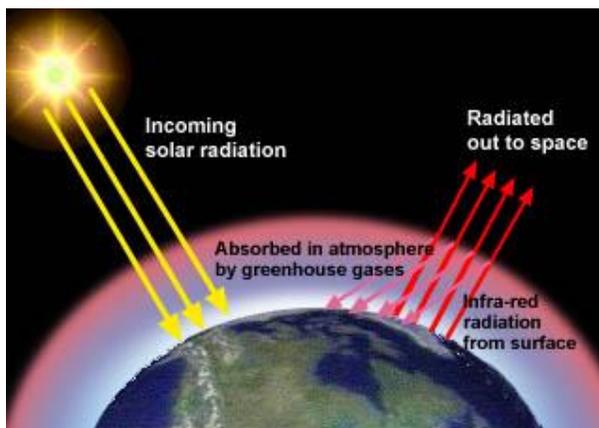
This Inventory represents completion of the first step in the City’s climate protection process. As advised by ICLEI, quantifying recent-year emissions is essential to establish: (1) a baseline against which to measure future emission levels, and (2) an understanding of where the highest percentages of emissions are coming from, and, therefore, the greatest opportunities for emissions reductions. This Inventory presents estimates of greenhouse gas emissions in 2005 resulting from the community as a whole.

Climate Change – Legislative

Background

Scientific consensus holds that the world’s population is releasing greenhouse gases faster than the earth’s natural systems can absorb them. These gases are released as byproducts of fossil fuel combustion, waste disposal, energy use, land-use changes, and other human activities. This release of gases, such as carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O), creates a blanket around the earth that allows light to pass through but traps heat at the surface preventing its escape into space (**Figure 1-1**). Known as the greenhouse effect, models show that this phenomenon could lead to a 2°F to 10°F temperature

**FIGURE 1-1:
THE GREENHOUSE GAS EFFECT**



Source: Tufts University

increase over the next 100 years. The Intergovernmental Panel on Climate Change (IPCC) warns that most of the warming observed over the last 50 years is attributable to human activities.⁵

Although used interchangeably, there is a difference between the terms “climate change” and “global warming.” According to the State, climate change refers to “any long-term change in average climate conditions in a place or region, whether due to natural causes or as a result of human activities.”⁶ The use of the term “climate change” is becoming more prevalent because it encompasses all changes to the climate, not just temperature. Additionally, the term “climate change” conveys temporality, implying that climate change can be slowed with the efforts of local, regional, state, national, and world entities.

Changes in the earth’s temperature will have impacts for residents and businesses in the City of Morro Bay. Some of the major impacts to the Central Coast expected to occur include the following, separated by sector.^{7,8}

- **Coastline:** Morro Bay’s coastline could face inundation as a result of sea level rise and global warming. As temperatures rise, the ocean waters rise as well due to thermal expansion and the melting of glaciers and snowpack. The state’s 2009 Climate Change Impacts Assessment (the 2009 Scenarios Project) estimates that sea levels will rise by 12 to 18 inches by 2050 and 21 to 55 inches by 2100. This level of sea rise has the potential to negatively affect groundwater salination as well as the size and attractiveness of local beaches, which could affect property values and the tourism industry in the county;
- **Reduced Water Supply:** The 2009 Scenarios Project estimates a decrease in precipitation of 12 -35% by 2050. Higher temperatures are also expected to increase evaporation and make for a generally drier climate. In addition, more precipitation will fall as rain rather than snow, which will cause snow to melt earlier in the year and not in the warmer, drier months when water is in higher demand;

⁵ Intergovernmental Panel on Climate Change. Fourth Assessment Report, Working Group I. 2007. Climate Change 2007: The Physical Science Basis, Summary for Policy Makers.

⁶ California Natural Resources Agency. 2009 California Climate Adaptation Strategy Discussion Draft. August 2009.

⁷ California Climate Change Center. Our Changing Climate: Assessing the Risks to California (2006), www.climatechange.ca.gov

⁸ Governor’s Office of Planning and Research (OPR). Proposed CEQA Guideline Amendments for Greenhouse Gas Emissions. April 2009.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

- Agriculture: Climate change could cause a shift in the type and location of agriculture in the area. As saltwater intrudes into coastal aquifers and groundwater resources decrease, it is possible that some crops will be forced out of the area, which affects the local economy and food supply. Water supplies to agriculture may be 20 -23% below demand targets between 2020 and 2050;
- Public Health: Climate change could potentially threaten the health of residents of Morro Bay. Heat waves, a decrease in air quality and an increase in mosquito breeding and mosquito-borne diseases are expected to have a major impact on public health. There is also expected to be an increase in allergenic plant pollen and an increase in the frequency of wildfires. The elderly, young, and other vulnerable populations will need assistance as they will not have the resources to deal with the costs and adapt to the expected changes.

Although one city cannot resolve the issue of climate change, local governments can make a positive impact through cumulative local action. Cities and counties have the ability to reduce greenhouse gas emissions through effective land use and transportation planning, wise waste management, and the efficient use of energy. The City can achieve multiple benefits including lower energy bills, improved air quality, economic development, reduced emissions, and better quality of life through:

- Energy efficiency in City facilities and vehicle fleet;
- Sustainable purchasing and waste reduction efforts;
- Land use and transportation planning; and
- Efficient management of water resources.

This Inventory serves as a baseline measurement for implementing and tracking the effectiveness of these efforts.

1.2 CLIMATE CHANGE – LEGISLATIVE BACKGROUND

California continues to be a leader in addressing climate change in the United States and in the world. In June of 2005, Governor Schwarzenegger issued a landmark Executive Order establishing progressive greenhouse gas emissions targets for the entire state. [Executive Order \(EO\) S-3-05](#) makes the following goals:

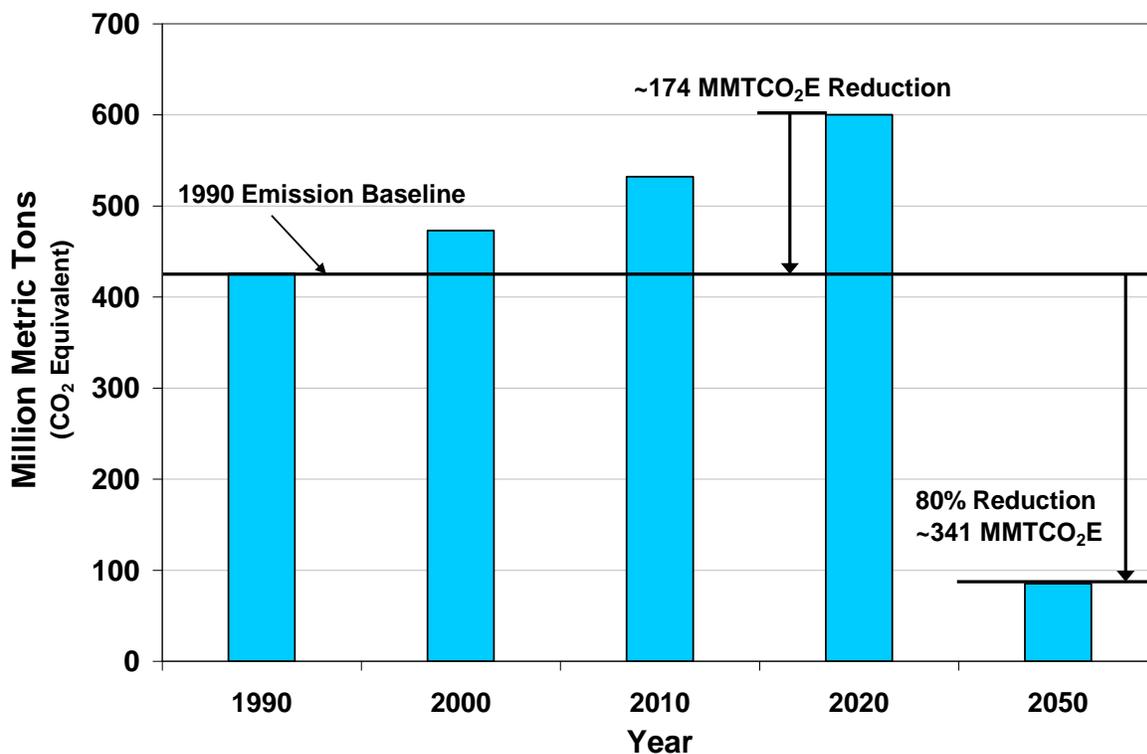
- By 2010, reduce greenhouse gas emissions to 2000 levels;

COMMUNITY-WIDE AND GOVERNMENT OPERATIONS 2005

- By 2020, reduce greenhouse gas emissions to 1990 levels;
- By 2050, reduce greenhouse gas emissions to 80% below 1990 levels.

To support these reduction targets, the California legislature adopted the [California Global Warming Solutions Act of 2006, also known as Assembly Bill \(AB\) 32](#). The law requires the California Air Resources Board (CARB) to develop regulatory and market mechanisms that will reduce greenhouse gas emissions to 1990 levels by 2020 as shown in **Figure 1-2** below. To achieve this goal, CARB developed a set of early action measures in 2007 for priority implementation in 2010. These early action measures became part of the AB 32 implementation plan, or Scoping Plan, approved in December 2008. The Scoping Plan identifies a variety of GHG reduction activities including direct regulations, monetary and non-monetary incentives, voluntary actions, market-based mechanisms such as a cap-and-trade, and an implementation fee regulation to fund the program. The Scoping Plan also identifies local governments as “essential partners” and calls for cities and counties to adopt GHG reduction targets consistent with AB 32.

FIGURE 1-2: CALIFORNIA CLIMATE CHANGE EMISSIONS AND TARGETS



BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

In support of the AB 32 reduction targets, California adopted [Senate Bill \(SB\) 97](#) in August 2007, which formally acknowledges that climate change is an important environmental issue that requires analysis under the California Environmental Quality Act (CEQA). In response to SB 97, the [Governor's Office of Planning and Research \(OPR\)](#) submitted their proposed amendments to the CEQA Guidelines for greenhouse gas emissions in April 2009. The Guidelines were formally adopted in February 2010. These revised CEQA Guidelines provide guidance to public agencies regarding the analysis of climate change and GHG emissions in CEQA documents.⁹

Although EO S-3-05 and SB 97 have made California a national leader in climate change policy, there is much more to come. The California legislature passed numerous bills in recent years concerning energy use, land use, transportation, and other climate change topics. These bills will result in the guidance and funding necessary for local governments to move forward with climate action efforts.

At the same time, the State is working to form regional approaches to reducing greenhouse gas emissions in response to the passage of [Senate Bill 375](#). SB 375 aims to reduce greenhouse gas emissions by linking transportation funding to land use planning. It also requires Metropolitan Planning Organizations, including the San Luis Obispo Council of Governments, to include a Sustainable Communities Strategy (SCS) in their Regional Transportation Plans (RTPs) for reducing suburban sprawl. The bill also creates incentives for implementation of sustainable communities strategies and sustainable transportation plans.

Additional efforts are under way to affect the overall transportation sector by mandating fewer emissions from vehicles, including [Assembly Bill 1493](#), signed into law in 2002, which will require carmakers to reduce emissions from new passenger cars and light trucks beginning in 2009. US Environmental Protection Agency (EPA) approved the new emissions standards in June 2009.

The State is also preparing for climate change resiliency in order to adapt to the inevitable effects of climate change. In November 2008, Governor Schwarzenegger signed Executive Order S-13-08 which asked the Natural Resources Agency to identify how state agencies can respond to rising temperature, changing precipitation patterns, sea level rise, and extreme natural events. The order requires the Natural Resources Agency to develop a Climate Adaptation Strategy (CAS) to analyze climate change impacts to the state and recommend

⁹ Governor's Office of Planning and Research (OPR). CEQA Guideline Amendments for Greenhouse Gas Emissions. February 2010.

strategies to manage those threats. The Natural Resources Agency released a discussion draft of the CAS in August 2009.

The scale and pace at which the State of California is addressing this issue necessitates that local governments accelerate efforts to combat climate change.

1.3 THE CITIES FOR CLIMATE PROTECTION CAMPAIGN

By adopting a resolution to join [ICLEI – Local Governments for Sustainability](#), the City of Morro Bay is now part of an international movement of local governments. More than 1,000 local governments, including over 500 in the United States, have joined ICLEI’s Cities for Climate Protection (CCP) campaign.

The CCP campaign provides a framework for local communities to identify and reduce greenhouse gas emissions, organized along [five milestones](#) as represented in **Figure 1-3** below:

FIGURE 1-3: THE ICLEI FIVE-MILESTONE PROCESS



This report represents the completion of the first CCP milestone, and provides a foundation for future work to reduce greenhouse gas emissions in the City of Morro Bay.

1.4 LOCAL SUSTAINABILITY AND CLIMATE CHANGE MITIGATION ACTIVITIES

Many of the air pollution programs already in place throughout San Luis Obispo County reduce ozone forming pollutants and toxic emissions, but they also have ancillary benefits and reduce greenhouse gas emissions. The County, cities, and the Air Pollution Control District (APCD) implement rules and regulations, clean fuels programs, CEQA mitigation measures, grants, the Transportation Choices Program, pollution prevention activities, energy efficiency and conservation measures, water conservation programs, partnerships, and general public outreach that directly or indirectly address climate change and reduce greenhouse gas emissions.

The APCD Board approved the first report or plan to address climate change in the county. The plan, ([Options for Addressing Climate Change in San Luis Obispo County \(2005\)](#)) identifies the following seven actions that could be implemented to specifically address greenhouse gases (GHG) at the local level:

- 1) Prepare a countywide inventory of greenhouse gas emissions;
- 2) Target a percentage of mitigation grant funds for greenhouse gas emission reductions;
- 3) Evaluate and quantify the GHG reduction benefits from existing district programs;
- 4) Develop public education and outreach campaigns on climate change;
- 5) Encourage and provide support for local governments to join the Cities for Climate Protection program;
- 6) Develop partnership with Cal Poly for addressing climate change; and
- 7) Join the California Climate Registry and encourage local industry participation.

As of November 2008, the APCD has initiated, promoted, or supported all of the implementation actions to address climate change and reduction of greenhouse gas emissions in the county. The APCD joined the California Climate Registry and conducted its greenhouse gas emissions inventory in the fall of 2008. The APCD facilitates regular meetings of Climate Change Stakeholders, a local group of city and county representatives that shares resources to address climate change. To encourage and support local greenhouse gas emissions inventories, the

APCD is providing technical assistance to all of the incorporated cities to assist or perform GHG government operations and community-wide emissions inventories, similar to this Inventory, for all of the incorporated cities in San Luis Obispo County.

The APCD also coordinates the [Central Coast Clean Cities Coalition](#) (C5). C5 is a partnership of public/private entities whose goal is to promote the use of alternative fuels vehicles (AFV) on the Central Coast. By working with area fleet operators, C5 sponsors training seminars, public events, and grant funding workshops related to use of alternative fuels.

The City of Morro Bay has been pursuing energy efficiencies through such measures as:

- Implementation of a green building incentive program and partnership with SLO Green Build to promote energy efficiency in new development;
- Appliance rebate programs;
- Toilet retrofit program;
- Water conservation rebate program;
- Home Investment Partnership Program to promote home energy efficiency and retrofits;
- Implementation of construction and demolition recycling program;
- Implementation of green waste/composting program and curbside recycling program to reduce waste sent to landfills;
- Construction of new and improvement of existing bike lanes and sidewalks along the harbor and North Main Street;
- Participation in the San Luis Obispo County Energy Watch Partnership;
- Tree planting and maintenance program; and
- Energy recovery projects at the desalination plant.

2. Community and Government Operations Inventory Methodology

The first step toward reducing greenhouse gas emissions is to identify baseline levels and sources of emissions in the city. This information can later inform the selection of a reduction target and possible reduction measures to be included in a climate action plan.

This section outlines the methodology used to calculate the community and City government operations¹⁰ inventories, including the difference between the two inventories, and the data collection process, data sources, GHG emission scopes, data limitations, and means of calculation.

2.1 BASELINE AND FORECAST YEARS

The year 2005 was selected as the baseline year for the Inventory due to the availability of reliable data and consistency with other cities in San Luis Obispo County. The State of California uses 1990 as a reference year to remain consistent with the Kyoto Protocol, and also because it has well-kept records of transportation trends and energy consumption in that year. However, cities and counties throughout California typically elect to use 2005 or 2006 as a baseline year because of the more reliable recordkeeping from those years and because of the large amount of growth that has occurred since 1990.

This Inventory uses a forecast year of 2020 to be consistent with the State of California GHG Inventory¹¹ forecast year and AB 32 target, both of which reference 2020. In addition, it is likely that any forecast beyond 2020 would have a significant margin of error because of unknown population growth rates and new technology. The business-as-usual forecast has also been extended to 2025 in consideration of the City's General Plan Horizon.

2.2 THE TWO INVENTORIES: COMMUNITY-WIDE AND CITY GOVERNMENT OPERATIONS

This Inventory is separated into two sections, community-wide and City government operations. [Per ICLEI protocol](#), the City has completed an assessment of activities throughout the community and a more detailed analysis of City government operations including streetlights,

¹⁰ In this report, the term "city" refers to the incorporated area (the jurisdictional boundary of the City of Morro Bay), whereas "City" refers to those activities that are under the operational control of City agencies. "Community-wide" or "community" refers to all activities within the city (as defined above), including those from businesses, industrial processes, residents, vehicles, and City government operations.

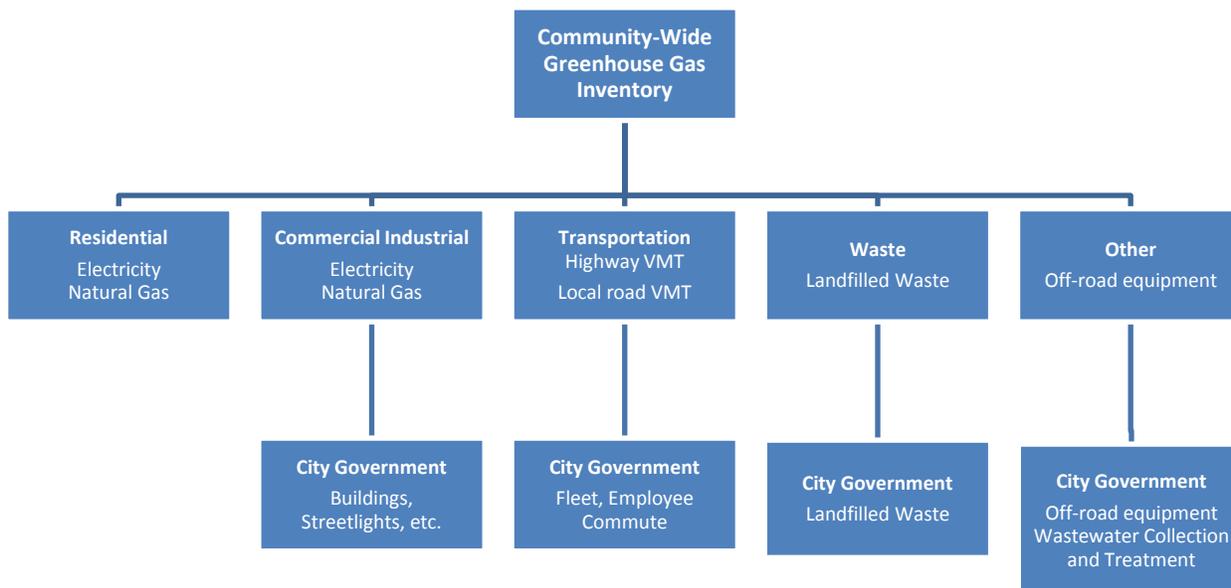
¹¹ California Greenhouse Gas Inventory, <http://www.arb.ca.gov/cc/inventory/inventory.htm>

COMMUNITY-WIDE AND GOVERNMENT OPERATIONS 2005

building energy use, fleet vehicles, and more. The City government operations inventory was conducted consistent with the [Local Government Operations Protocol](#) developed by the California Air Resources Board (CARB), ICLEI, The Climate Registry, and the California Climate Action Registry (CCAR).

It is important to note that the City government operations inventory is a subset of the community inventory, meaning that all City government operations are included in the commercial/industrial, transportation, waste, or “other” categories of the community-wide inventory. The City’s government operations inventory should not be added to the community analysis; rather it should be looked at as a slice of the complete picture as illustrated in **Figure 2-1**. Although City operations are a small contributor to the community’s overall emissions levels, an inventory allows the City to track its individual facilities and vehicles and to evaluate the effectiveness of its emissions reduction efforts at a more detailed level.

FIGURE 2-1: THE RELATIONSHIP BETWEEN COMMUNITY-WIDE AND CITY GOVERNMENT INVENTORIES



Once completed, these inventories provide the basis for policy development, the quantification of emissions reductions associated with proposed measures, the creation of an emissions forecast, and the establishment of an informed emissions reduction target.

2.3 DATA COLLECTION AND METHODOLOGY

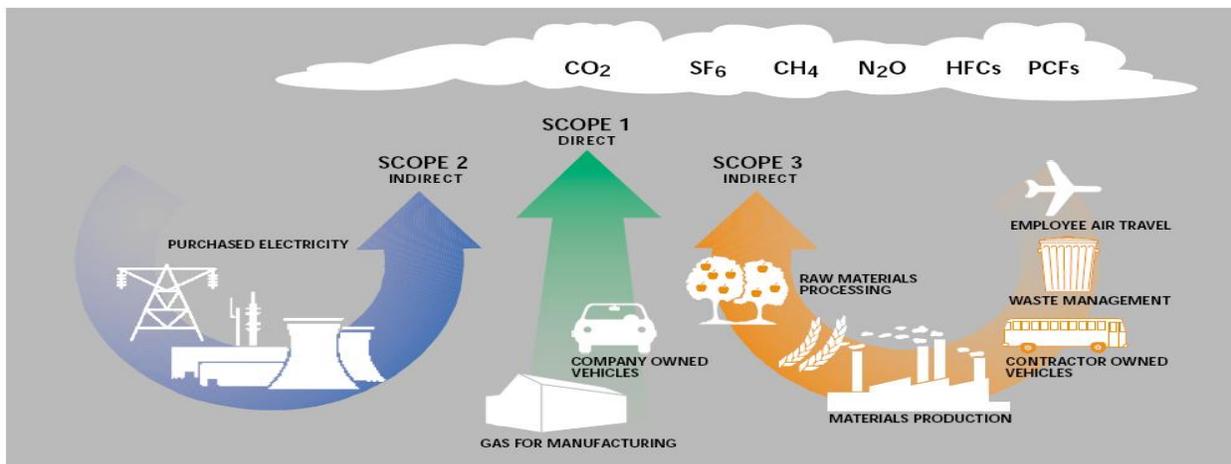
Creating the community and City government operations emissions inventories required the collection of information from a variety of sources. Sources for community data included the Pacific Gas and Electric Company (PG&E), the Southern California Gas Company, Caltrans, the California Air Resources Board, the California Integrated Waste Management Board, and the County of San Luis Obispo. City government operations data sources included PG&E, the Southern California Gas Company, Morro Bay Garbage Service, and documentation from multiple City departments including Administration Services, Fire and Police Departments, Public Services, and more. Data from the year 2005 were used in both inventories, with the following exceptions:

- A subset of waste data by type was not available for 2005, therefore this study utilizes a California statewide waste characterization study conducted in 2003-2004;
- City employee commuting trips were calculated using an employee survey conducted in 2009; and
- Propane, wind and solar power used in the within the City's geographic boundary.

For community activities and City operations, emissions sources are categorized by scope. Scopes help us identify where emissions originate from and what entity retains regulatory control and the ability to implement efficiency measures. The scopes are illustrated in **Figure 2-2** and defined as follows:

- **Scope 1.** Direct emissions sources located within the community, mostly from the combustion of fuels. Examples of Scope 1 sources include use of fuels such as gasoline and natural gas.
- **Scope 2.** Indirect emissions that result because of activities within the community, limited to electricity, district heating, steam and cooling consumption. An example of a Scope 2 source is purchased electricity used within the community. These emissions should be included in the community-wide analysis, as they are the result of the community's electricity consumption.
- **Scope 3.** All other indirect emissions that occur as a result of activity within the community. Examples of Scope 3 emissions include methane emissions from solid waste generated within the community which decomposes at landfills either inside or outside of the community.

FIGURE 2-2: GHG EMISSIONS SCOPES



Source: NZBCSD (2002), The Challenge of GHG Emissions: the “why” and “how” of accounting and reporting for GHG emissions: An Industry Guide, New Zealand Business Council for Sustainable Development, Auckland.

Appendices A and B of this report separate the community and City government operations emissions by scope. Each sector is labeled with a 1, 2, or 3 that corresponds to the scopes above.

2.4 DATA SOURCES

The data used to complete this Inventory came from multiple sources, as summarized in **Tables 2-1** and **2-2**. Utility providers supplied electricity and natural gas consumption data associated with commercial, industrial, residential, and City government buildings in 2005. Vehicle miles traveled (VMT) information was obtained from the 2005 Highway Performance Maintenance System (HPMS) developed by Caltrans and refined with County Geographic Information System (GIS) data. These data sources are further explained in the sector-specific discussions of this document.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

TABLE 2-1: DATA SOURCES FOR COMMUNITY ANALYSIS, 2005

Sector	Information	Unit of Measurement	Data Source
Residential	Electricity consumption	kWh	PG&E
	Natural gas consumption	Therms	Southern California Gas
Commercial/Industrial	Electricity consumption	kWh	PG&E
	Natural gas consumption	Therms	Southern California Gas
Transportation	Local road VMT for unincorporated areas	Annual average VMT	Cal Trans HPMS data
	Highway and interstate VMT for SLO County	Annual average VMT	Cal Trans HPMS data
	Portion of highways and interstates within City of Morro Bay	Highway miles	County GIS shape files
Solid Waste	Solid waste tonnage sent to landfill from activities in City of Morro Bay	Short tons	San Luis Obispo Integrated Waste Management Board
Other - Off-Road Agricultural Equipment	Emissions from off-road agricultural equipment	Tons/year of N ₂ O, CO ₂ , and CH ₄	California Air Resources Board OFFROAD2007 model
	Portion of agricultural land within the City of Morro Bay	Square feet	County GIS shape files

**TABLE 2-2: DATA SOURCES FOR CITY GOVERNMENT OPERATIONS
ANALYSIS, 2005**

Sector	Information	Unit of Measurement	Data Source
Buildings & Facilities	Electricity consumption	kWh	PG&E Data Records
	Natural gas consumption	Therms	Southern California Gas Company Data Records
Vehicle Fleet	Diesel consumption and corresponding vehicle type	Gallons	Billing Records
	Gasoline consumption and corresponding vehicle type	Gallons	Billing Records
Employee Commute	Sample of employee commuting patterns	Annual VMT	Commuter Survey (June 2010)
Streetlights	Electricity consumption	kWh	PG&E Data Records
Water/Sewage	Electricity consumption	kWh	PG&E Data Records
	Methane and nitrous oxide released in the wastewater treatment process	Tonnes	Public Works Department Data Records
Waste	Annual waste tonnage sent to landfill	Tons	Billing Records

2.5 DATA LIMITATIONS

It is important to note that calculating community-wide greenhouse gas emissions with precision is a complicated task. The ICLEI Clean Air and Climate Protection (CACP2009) software relies on numerous assumptions and is limited by the quantity and quality of available data. Because of these limitations it is useful to think of any specific number generated by the model as an approximation of reality, rather than an exact value. The city’s actual 2005 greenhouse gas emissions are likely to be *slightly* greater than what are reported in this document due to three main factors: (1) data limitations, (2) privacy laws, and (3) a lack of a reasonable methodology to collect or model emissions data. The following paragraphs highlight emissions that cannot be included in a GHG Inventory under current science and policy direction, or due to lack of reliable data.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

Data Limitations

Lack of available data prevented the calculation of emissions from community-wide freight and passenger trains, off-road vehicles and equipment, propane use, and City government operations refrigerants. For rail, port, and other off-road vehicles, as well as equipment emissions, the [California Air Resources Board OFFROAD](#) 2007 software provides emissions from rail activities; however, these numbers are aggregated for the entire San Luis Obispo County area, including incorporated, unincorporated, and state or federally owned land.

Lack of data availability also prevents the calculation of emissions from [propane](#) (liquefied petroleum gas, or LPG) created within the city's boundaries. Propane is basically an unregulated fuel in California (except for storage and safety issues which are regulated). Because it is an unregulated commodity, no data is collected by the state on propane sales or usage. Another sector that was excluded from the inventory is City government operations refrigerants.

The City of Morro Bay made a best effort to gather data on the amount of refrigerants consumed by fleet vehicles, HVAC systems, and City government operations facilities; however City records were not suited to this purpose. It is recommended that the City look into amending its record keeping so that the amount of refrigerants purchased and consumed within a year is recorded.

Privacy Laws

This Inventory does not separately analyze site-level emissions from specific sources such as refineries or large industrial emitters. The emissions from industrial energy consumption and related transportation are included under the commercial/industrial category, but will not be analyzed independently as part of this Inventory for two reasons:

- 1) State privacy laws prevent us from obtaining site-level energy consumption data from utility providers. Notably the California Public Utilities Commission 15/15 rule,¹² prevents us from analyzing industrial emissions separately from commercial emissions.
- 2) It is the responsibility of the emitter, whether it is a large refinery or household, to perform their own energy audit and subsequent reduction process. Efforts to require site-level energy audits and greenhouse gas emissions reporting are being continually

¹² Commercial and Industrial Electricity and Natural Gas were combined into one section due to the California 15/15 rule. The 15/15 rule was adopted by the California Public Utilities Commission in the Direct Access Proceeding (CPUC Decision 97-10-031) to protect customer confidentiality.

expanded and required by the California Climate Action Registry, U.S. Environmental Protection Agency, and California Air Resources Board.

Lack of a Reasonable Methodology

There is a lack of reasonable methodology for estimating life cycle emissions for the community and, therefore, emissions associated with the production and disposal of items consumed by a community are not included in the Inventory. For instance, a life cycle assessment would estimate the emissions associated with the planning, production, delivery, and disposal of each car currently in the city. In contrast, this analysis only captures how much that car drives within the city.

Despite these limitations, the Clean Air and Climate Protection (CACP) software 2009¹³ and ICLEI methodology provide the best-available snapshot of the city's greenhouse gas emissions. Additionally, the CACP2009 tool is utilized to promote consistency among municipalities throughout the country and the world. Sector-specific data limitations or methodological issues are explained thoroughly in **Appendices C and D**.

However, it is important to note that the emissions identified in this report are primarily greenhouse gases that the community has directly caused and has the ability to reduce through implementation of conservation actions, a Climate Action Plan, or corresponding efforts.

2.6 CLEAN AIR AND CLIMATE PROTECTION SOFTWARE 2009

The City government operations and community-wide inventories use the [Clean Air and Climate Protection 2009](#) (CACP2009) software package developed by ICLEI in partnership with the National Association of Clean Air Agencies (NACAA) and Torrie Smith Associates. This software calculates emissions resulting from energy consumption, vehicle miles traveled, and waste generation. The CACP2009 software calculates emissions using specific factors (or coefficients) according to the type of fuel used.

CACP2009 aggregates and reports the three main greenhouse gas emissions (CO₂, CH₄, and N₂O) and converts them to equivalent carbon dioxide units, or CO₂e. Equalizing the three main greenhouse gas emissions as CO₂e allows for the consideration of different greenhouse gases in comparable terms. For example, methane (CH₄) is 21 times more powerful than carbon

¹³ The Clean Air and Climate Protection (CACP2009) software 2009 was developed by the State and Territorial Air Pollution Program Administrators and the Association of Local Air Pollution Control Officials (SAPPA/ALAPCO), the International Council for Local Environmental Issues (ICLEI), and Torrie Smith Associates.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

dioxide on a per weight basis in its capacity to trap heat, so the CACP2009 software converts one metric ton of methane emissions to 21 metric tons of carbon dioxide equivalents.¹⁴

The emissions coefficients and quantification method employed by the CACP2009 software are consistent with national and international inventory standards established by the Intergovernmental Panel on Climate Change (1996 Revised IPCC Guidelines for the Preparation of National Inventories) and the U.S. Voluntary Greenhouse Gas Reporting Guidelines (EIA form1605).

¹⁴ The potency of a given gas in heating the atmosphere is defined as its Global Warming Potential, or GWP. For more information on GWP see: IPCC Fourth Assessment Report, Working Group I, Chapter 2, Section 2.10.

3. Community GHG Inventory Results

The City of Morro Bay contains primarily residential and commercial land uses. In the 2005 baseline year, there were approximately 10,511 people, 3,390 jobs, and 2,770 households in the city.¹⁵ The following section provides an overview of the emissions caused by activities within the jurisdictional boundary of the city and analyzes the emissions in terms of scope, sector, source, and population.

3.1 COMMUNITY-WIDE EMISSIONS BY SCOPE

Although there are countless items that can be included in a community-wide emissions inventory, as discussed in Chapter 2, this Inventory includes Scope 1, Scope 2, and Scope 3 sources from the following sectors, consistent with the ICLEI protocol:

- Residential
- Commercial / Industrial
- Transportation
- Waste
- Other – Off-Road Agricultural Equipment Emissions.

What are Scopes?

The key principles to remember are that Scope 1 emissions are caused by activities within the city and emitted within the city (fuel combustion), while Scope 2 emissions are caused by activities within the city, but most likely are emitted outside of the city (electricity). Scope 3 emissions are indirect emissions, such as waste decomposition.

Table 3-1 summarizes the scopes of each sector in this analysis.

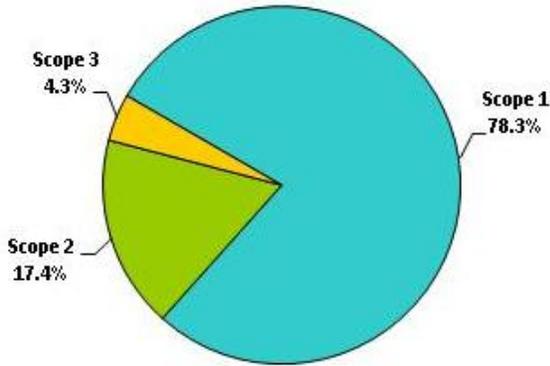
**TABLE 3-1: GHG EMISSIONS SOURCES INCLUDED IN 2005
COMMUNITY INVENTORY BY SCOPE AND SECTOR**

Sector	Scope 1	Scope 2	Scope 3
Residential	Natural Gas	Electricity	---
Commercial/Industrial	Natural Gas	Electricity	---
Transportation	Gasoline & Diesel	---	---
Waste	---	---	Methane from Decomposition
Other	Off-Road Agricultural Equipment	---	---

¹⁵ Population and job data calculated from the ERA Report prepared for the San Luis Obispo Council of Governments, July 2006 revision. Household data calculated through US census data.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

FIGURE 3-1: 2005 COMMUNITY GHG EMISSIONS BY SCOPE



Including all sectors and scopes, the community emitted approximately 67,936 metric tons of CO₂e in 2005. As shown in **Figure 3-1** and **Table 3-2**, the majority of community GHG emissions were Scope 1 (78.3%), with Scope 2 (17.4%) and Scope 3 (4.3%) constituting the remainder.

The largest portion of Scope 1 emissions came from the transportation sector (refer to **Table 3-2** and **Figure 3-1**). These emissions qualify as Scope 1 because they involve the direct combustion of fuel within the jurisdictional boundary of the city. The second largest source of Scope 1 emissions was residential natural gas use.

Commercial and Industrial uses generated the largest percentage of Scope 2 emissions. Emissions from waste operations account for the majority of Scope 3 emissions, with inventoried off-road emissions contributing a minor portion.

TABLE 3-2: COMMUNITY GHG EMISSIONS PER SECTOR PER SCOPE (METRIC TONS OF CO₂E)

Sector	Scope 1	Scope 2	Scope 3	Total
Residential	9,888	5,384	---	15,272
Commercial/Industrial	4,613	6,459	---	11,072
Transportation	38,690	---	---	38,690
Waste	---	---	2,695	2,695
Other ¹⁶	---	---	207	207
TOTAL	53,191	11,843	2,902	67,936
Percentage of Total CO ₂ e	78.3%	17.4%	4.3%	100.0%

¹⁶ The “other” category includes emissions from off-road agricultural equipment. These sources are categorized as ‘other’ to correspond with the ICLEI CACP2009 software.

3.2 ALL SCOPE EMISSIONS BY SECTOR

As noted above, the community emitted approximately 67,936 metric tons of CO₂e in calendar year 2005. In addition to analyzing the data by scope, it can also be aggregated by sector. As depicted in **Figure 3-2** and **Table 3-3** below, the transportation sector was the largest emitter (57.0%) in 2005. Emissions from the residential sector were the next largest contributor (22.5%), while the commercial and industrial sectors accounted for a combined 16.3% of the total. Emissions from solid waste comprised 4.0% of the total, and emissions from other sources such as agricultural equipment comprised less than 1.0% of the total. The majority of emissions from the transportation sector were the result of gasoline consumption in private vehicles traveling on local roads, Highway 1, and other state highways. GHG emissions from the waste sector are the estimated future emissions that will result from the decomposition of waste generated by city residents and businesses in the base year 2005, with a weighted average methane capture factor of 60%.

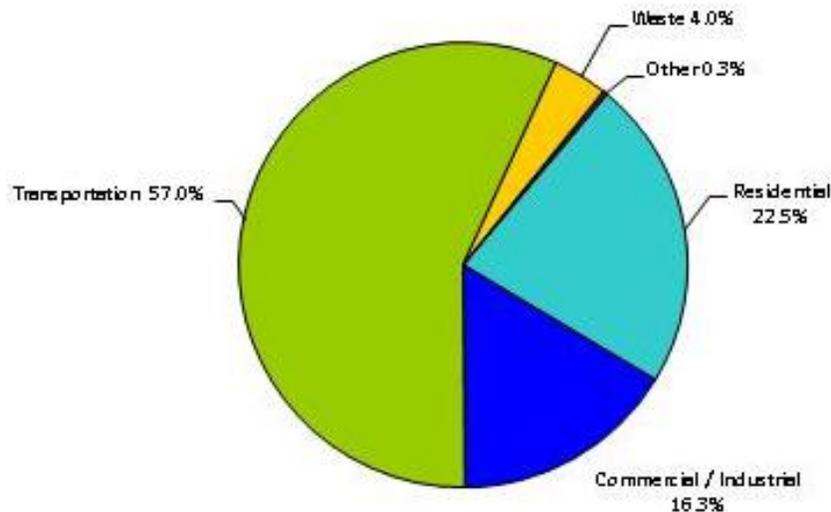


What is 67,936 Metric Tons of CO₂e equivalent to?

67,936 Metric Tons of CO₂e is equivalent to the air volume of about 13,920 hot air balloons under standard conditions of pressure and temperature. The same amount of emissions is also equivalent to one year of electricity use in 13,112 California residences!

Source: California Air Resources Board, "Conversion of 1 MMT CO₂ to Familiar Equivalents," Oct. 2007.

FIGURE 3-2: 2005 COMMUNITY GHG EMISSIONS BY SECTOR



BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

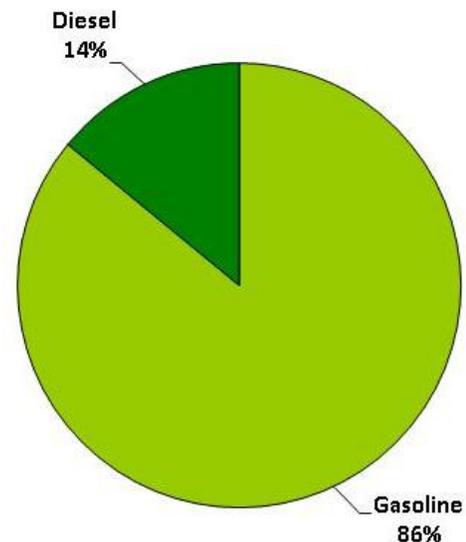
TABLE 3-3: COMMUNITY GHG EMISSIONS BY SECTOR (METRIC TONS OF CO₂E)

2005 Community Emissions by Sector	Residential	Commercial/Industrial	Transportation	Waste	Other ¹⁷	TOTAL
CO ₂ e (metric tons)	15,272	11,072	38,690	2,695	207	67,936
Percentage of Total CO ₂ e	22.5%	16.3%	57.0%	4.0%	0.3%	100.0%
Energy Use (MMBtu)	267,005	184,817	550,844	n/a	n/a	1,002,666

3.3 TRANSPORTATION

As with the majority of California municipalities,¹⁸ travel by on-road motorized vehicle constitutes the greatest percentage of greenhouse gas emissions in the city (57.0%). The Inventory does not include off-road recreational vehicles or watercraft as there is no feasible methodology for calculating emissions from these sources. The majority of the emissions in the transportation sector came from travel on local roads (63.5%) in the city (Table 3-4). Approximately 36.5% of the greenhouse gas emissions in the transportation sector resulted from travel on state highways. Of the total emissions in the transportation sector, an estimated 86.0% was due to gasoline consumption, with the remaining 14.0% coming from diesel use (see Figure 3-3 and Table 3-5).

FIGURE 3-3: COMMUNITY GHG EMISSIONS BY FUEL SOURCE



¹⁷ The “other” category includes emissions from off-road agricultural equipment. This source is categorized as ‘other’ to correspond with the ICLEI CACP2009 software.

¹⁸ For a list of California cities and counties that have developed GHG Inventories, refer to the California Office of Planning and Research’s website: <http://www.opr.ca.gov>.

COMMUNITY-WIDE AND GOVERNMENT OPERATIONS 2005

TABLE 3-4: TRANSPORTATION GHG EMISSIONS BY ROAD TYPE

Transportation Road Type Emissions Sources 2005	Local Roads	State Highways	TOTAL
CO ₂ e (metric tons)	24,570	14,120	38,690
Percentage of Total CO ₂ e	63.5%	36.5%	100%
Energy Use (MMBtu)	350,097	200,747	550,844

TABLE 3-5: TRANSPORTATION GHG EMISSIONS BY FUEL SOURCE

Transportation Fuel Emissions Sources 2005	Gasoline	Diesel	TOTAL
CO ₂ e (metric tons)	33,258	5,432	38,690
Percentage of Total CO ₂ e	86.0%	14.0%	100%
Energy Use (MMBtu)	412,368	56,811	469,179

These emissions result from the gasoline and diesel consumption of vehicles traveling within the city, including those that are just passing through. As a result, it is likely that the City does not have jurisdictional control to reduce the transportation emissions from the majority of this sector. However ICLEI and State protocol require that these emissions be included in a local inventory in order to capture all emissions within the area and calculate their effect on the local community. The Inventories for all San Luis Obispo cities and the county use this methodology for consistency and to avoid double-counting of transportation emissions.

This analysis of highway transportation emissions assumes constant levels of travel along all highways in the county. The Caltrans data includes aggregated vehicle miles traveled (VMT) along highways for the whole county, including incorporated and unincorporated areas. This data was allocated to municipal jurisdictions using the proportion of highway miles in the city and other incorporated and unincorporated areas; traffic counts were not used to measure actual traffic levels at specific locations. This could mean that the community-wide transportation emissions are slightly inflated or understated; however, there is currently no feasible methodology to calculate emissions for individual jurisdictions with traffic data levels. Further discussion of the transportation sector methodology is included in **Appendix C**.

Emissions that resulted from the air, rail, and boat travel of city residents were not included in the transportation sector analysis. As science and data collection methodology develop it is

likely that the greenhouse gas emissions from air, rail and boat travel could be estimated as a Scope 3 items. Please see **Appendix C** for more detail on methods and emissions factors used in calculating emissions from the transportation sector.

3.4 THE BUILT ENVIRONMENT (RESIDENTIAL, COMMERCIAL, INDUSTRIAL)

With all scopes aggregated, 38.8% of total community-wide emissions in the year 2005 came from the “built environment.” The built environment is comprised of the residential, commercial, and industrial natural gas and electricity consumption. This analysis does not include emissions from other types of energy such as propane, solar, and wind due to lack of reliable sales, construction, or consumption data. The commercial and industrial sectors are combined in this Inventory due to the mandatory aggregating of commercial and industrial data by PG&E previously referenced.

In 2005, emissions from the residential sector accounted for more than half (58%) of the total emissions in the built environment. The commercial/industrial sector accounted for 42% of the built environment’s emissions (see **Figure 3-4**). All of the emissions calculated from the built environment were the result of local natural gas consumption (Scope 1) and local consumption of electricity generated outside of the city (Scope 2). Overall, electricity consumption and natural gas consumption were split roughly 45-55% as the cause of emissions from the built environment in 2005 as shown in **Figure 3-5**.

FIGURE 3-4: BUILT ENVIRONMENT GHG EMISSIONS BY SECTOR

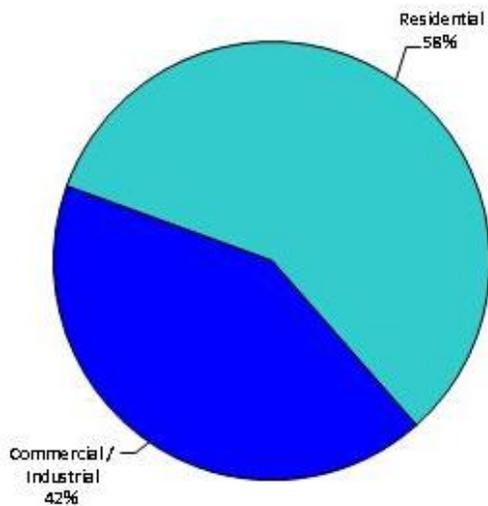
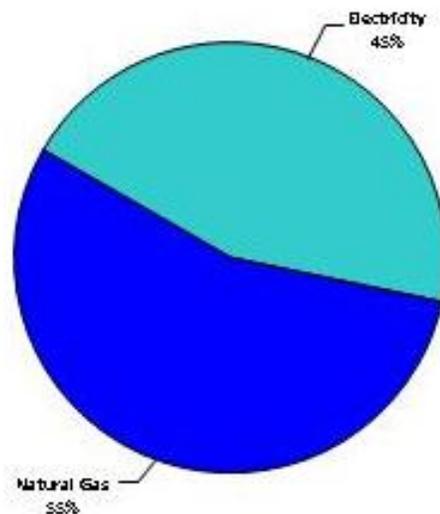


FIGURE 3-5: BUILT ENVIRONMENT GHG EMISSIONS BY SOURCE



COMMUNITY-WIDE AND GOVERNMENT OPERATIONS 2005

Approximately 64.7% of emissions in the residential sector resulted from combustion of natural gas for heating and cooking (see **Figure 3-6** and **Table 3-6**), while 58.3% of emissions in the commercial/industrial sector came from electricity usage (see **Figure 3-7** and **Table 3-7**).

It is useful to consider the causes behind significant variations in data when developing policies and programs to reduce emissions from each sector. For example, the policies that would aim to reduce emissions from the commercial/industrial sector may differ from those aiming to reduce emissions from the residential sector based upon the information above (and in the figures and tables below).

FIGURE 3-6: RESIDENTIAL GHG EMISSIONS BY SOURCE

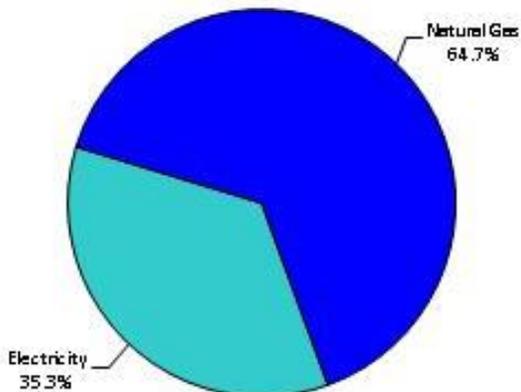


FIGURE 3-7: COMMERCIAL/ INDUSTRIAL GHG EMISSIONS BY SOURCE

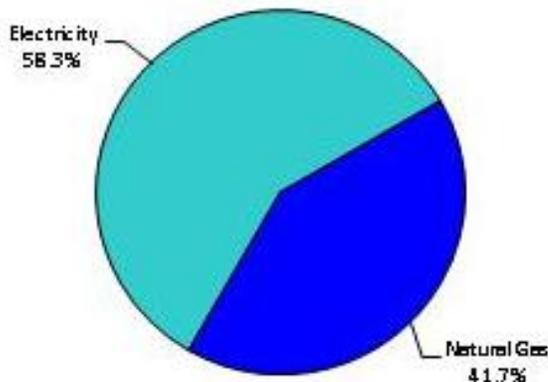


TABLE 3-6: RESIDENTIAL GHG EMISSIONS BY SOURCE

Residential Emissions Sources 2005	Electricity	Natural Gas	TOTAL
CO ₂ e (metric tons)	5,384	9,888	15,272
Percentage of Total CO ₂ e	35.3%	64.7%	100%
Energy Use (MMBtu)	82,170	184,835	267,005

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

TABLE 3-7: COMMERCIAL/INDUSTRIAL GHG EMISSIONS SOURCES

Commercial/Industrial Emissions Sources 2005	Electricity	Natural Gas	TOTAL
CO ₂ e (metric tons)	6,459	4,613	11,072
Percentage of Total CO ₂ e	58.3%	41.7%	100%
Energy Use (MMBtu)	98,574	86,234	184,817

3.5 WASTE

Solid waste disposed of at managed landfills was responsible for 4.0% of total emissions for the community. The CACP2009 software calculates methane generation from waste sent to landfill in 2005, and accounts for the reported methane recovery factors among the two utilized landfills (Cold Canyon and Chicago Grade), which have a 60% weighted average. The Cold Canyon Landfill accepted approximately 92% of the community's solid waste, while 8% went to Chicago Grade. The methane recovery factors of the landfills are well documented by the San Luis Obispo Air Pollution Control District based on the system operations at that time. For more information, please see detailed methodology in **Appendix C**.

Waste emissions are considered Scope 3 emissions because they are not generated in the base year, but will result from the decomposition of waste generated in 2005 over the full 100-year+ cycle of its decomposition. In 2005, the community sent approximately 9,235 tons of waste to landfill. The 2004 California Statewide Waste Characterization Study provides standard waste composition for the State of California.¹⁹ Identifying the different types of waste in the general mix is necessary because decomposition of some materials generate methane within the anaerobic environment of landfills whereas others do not. Carbonaceous materials such as paper and wood actually sequester²⁰ the methane released in managed landfills, therefore offsetting some or all of the emissions from food and plant waste. **Figure 3-8** and **Table 3-8** show the estimated percentage of emissions coming from the various types of organic, methanogenic waste.

¹⁹ <http://www.ciwmb.ca.gov/Publications/default.asp?pubid=1097>

²⁰ Sequestration involves the storage of carbon dioxide in a solid material through biological or physical processes.

FIGURE 3-8: WASTE GHG EMISSIONS BY TYPE

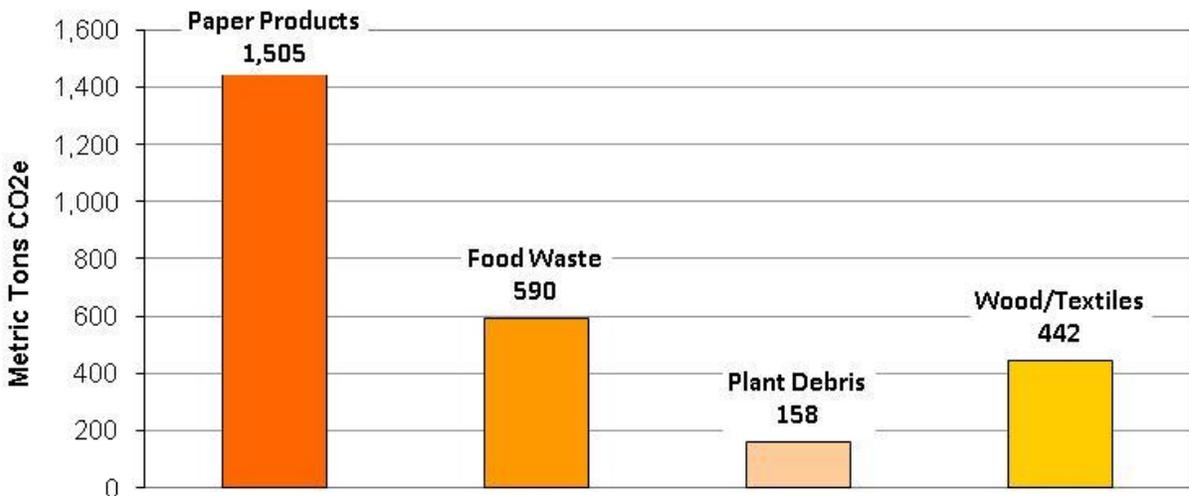


TABLE 3-8: WASTE GHG EMISSIONS BY WASTE TYPE

Waste Emissions Sources 2005	Paper Products	Food Waste	Plant Debris	Wood / Textiles	TOTAL
CO ₂ e (metric tons)	1,505	590	158	442	2,695
Percentage of Total CO ₂ e	55.8%	21.9%	5.9%	16.4%	100%
Energy Use (MMBtu)	n/a	n/a	n/a	n/a	n/a

3.6 OTHER – OFF-ROAD AGRICULTURAL EQUIPMENT

Off-road agricultural equipment including tractors, mowers, balers, combines, tillers, and other equipment produced less than 1.0% of emissions in 2005, or 207 metric tons CO₂e. This calculation was performed using the California Air Resources Board OFFROAD2007 model and inputted into the ‘other’ category in CACP2009. The OFFROAD model generates emission inventories by equipment type, accounting for age within a given year (2005).

The OFFROAD software has the ability to calculate emissions from other types of off-road machinery such as recreational vehicles, motor boats, and more. However, since data is aggregated by county, this information is only usable if it can be divided by jurisdiction within the county in a reasonable manner. As a reminder, this emissions inventory is a snapshot of emissions caused by activities within the city in the year 2005. Therefore, absent a methodology for estimating the portion of off-road vehicles driven or used within various jurisdictions,

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

OFFROAD data cannot be allocated to different jurisdictions. As current practice and methodology stands, population data is not an acceptable measure of emissions per jurisdiction.

To complete the analysis of impacts associated with agriculture activities, the Inventory allocated total agricultural emissions by the percentage of agricultural and open space land contained in each jurisdiction. For consistency, county agriculture and crop GIS data from 2007 was utilized to determine acreage within each jurisdiction. The city held a very minor part of agricultural land (0.32%) and therefore only a small portion associated off-road agricultural equipment emissions.

3.7 OTHER – COMMERCIAL AND RECREATIONAL BOATING

This report recognizes there are emissions associated with commercial and recreational boating activities in and around Morro Bay Harbor; however, due to a lack of reasonable methodology and available data, these emissions cannot be quantified at this time. It is likely that as data become more available, emissions from commercial and recreational watercraft in the harbor can be quantified. It is unlikely emissions from commercial and recreational boating activities are a large source of Morro Bay's greenhouse gas emissions.

The California Air Resources Board (ARB), California Environmental Protection Agency (Cal EPA), and the Commission for Environmental Cooperation in North America conducted a [baseline emissions inventory](#) (2006) of commercial marine shipping along the California coastline; however, the inventory's primary focus is on large commercial marine shipping activity and major ports. Due to Morro Bay Harbor's status as a small commercial fishing and recreational port, the ARB emissions inventory does not capture commercial marine activity occurring in and around the Morro Bay Harbor.

Off-Road Emissions in San Luis Obispo County

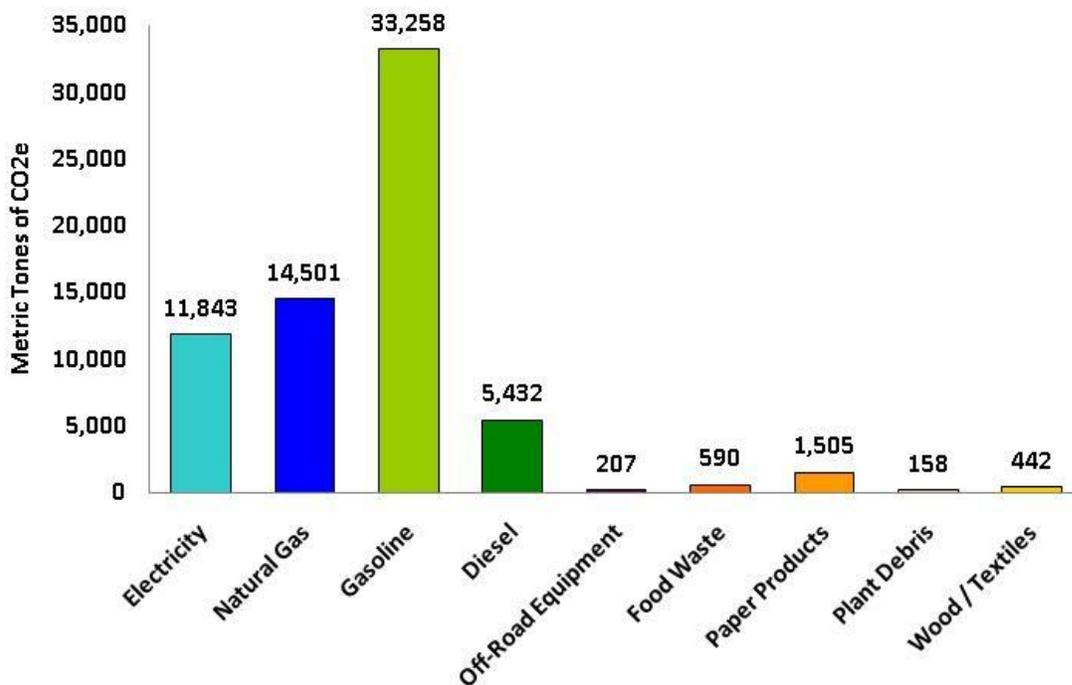
According to a report by the Center for Biological Diversity, off-road vehicle use in California releases as much GHG as burning 500,000 barrels of oil each year, which is equivalent to more than 1.5 million car trips from San Francisco to Los Angeles. Despite this fact, there is no current methodology to calculate GHGs from off-road vehicles at the local level. The California Air Resources Board OFFROAD2007 model produces countywide figures for San Luis Obispo County which cannot be separated by jurisdiction. This is for two main reasons: 1) Many off-road vehicles, such as motor boats and recreational vehicles, are operated outside of County jurisdiction in State-owned parks or waters, and 2) There are wide degrees of variability in off-road vehicle use and fuel consumption. For instance, if we allocated the emissions from off-road agricultural equipment by population and not by portion of agricultural land, cities that have minimal agricultural lands, would receive an equal portion of agricultural emissions per person as the county, which has 98% of agricultural land in the county. This approach would misrepresent emissions.

Source: [Center for Biological Diversity](#)

3.8 COMMUNITY EMISSIONS BY SOURCE

In addition to viewing emissions by sector and by scope, policy and programs development can benefit from an analysis of emissions according to their raw fuel or waste source. **Figure 3-9** and **Table 3-9** below demonstrates that almost half (49.0%) of all community emissions come from the consumption of gasoline on local roads and highways. Natural gas (21.3%) and electricity (17.4%) consumption from the built environment are the next most significant figures, with the remainder coming from diesel, off-road equipment and various waste products.

FIGURE 3-9: COMMUNITY GHG EMISSIONS BY SOURCE



BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

TABLE 3-9: COMMUNITY GHG EMISSIONS BY SOURCE

Community GHG Emissions 2005 by Source	CO₂e (metric tons)	CO₂e (percent of total)
Electricity	11,843	17.4%
Natural Gas	14,501	21.3%
Gasoline	33,258	49.0%
Diesel	5,432	8.0%
Off-Road Equipment	207	0.3%
Food Waste	590	0.9%
Paper Products	1,505	2.2%
Plant Debris	158	0.2%
Wood/Textiles	442	0.7%
TOTAL	67,936	100%

3.9 PER CAPITA EMISSIONS

Per capita emissions can be a useful metric for measuring progress in reducing greenhouse gases and for comparing one community’s emissions with neighboring cities and against regional and national averages. Currently it is difficult to make meaningful comparisons between local inventories because of variations in the scope of inventories conducted. For instance, this Inventory takes in to account emissions from off-road vehicles, which many inventories like the Sonoma County GHG Inventory do not. Only when ICLEI, the California Air Resources Board, and other organizations adopt universal reporting standards will local inventories be prepared in a consistent manner and therefore be comparable.

What’s the difference between an emissions inventory and a carbon footprint?

An emissions inventory incorporates emissions directly caused by actions taken within the city that we know how to calculate. A carbon footprint, on the other hand, encompasses greenhouse gas emissions from the entire life cycle of a product or service. This could include the emissions from raising beef for sale at the supermarket or the fuel consumption associated with residents’ flights out of SBP for vacation. At this time, it is difficult to accurately estimate the community’s carbon footprint. However, individuals may reduce their carbon footprint by buying locally produced foods and goods, reducing packaging, and other behavioral changes.

Simply dividing total community greenhouse gas emissions by city population in 2005 (10,511) yields a result of 6.46 metric tons CO₂e per capita.²¹ It is important to understand that this number is not the same as the carbon footprint of the average individual living in the City of Morro Bay. It is also important to note that the per capita emissions number for the city is not directly comparable to every per capita number produced by other emissions studies because of differences in emission inventory methods.

²¹ Population in 2005 derived from the San Luis Obispo Council of Governments Long Range Socio-Economic Projections (Year 2025); July 2009 Revision.

4. City Government Operations GHG Emissions Inventory Results

The City of Morro Bay government is comprised of seven departments: City Administration, Administration Services, Fire and Police Departments, Harbor, Public Services, and Recreation and Parks Department.

This Inventory accounts for the 110 people employed by the City and City-owned and/or – operated buildings and facilities in 2005.

This chapter reviews the results of the City government operations inventory by sector, including employee commuting emissions.

4.1 CITY GOVERNMENT OPERATIONS INVENTORY RESULTS

City government operations and facilities produced approximately 1,765 metric tons of greenhouse gas emissions in 2005. As displayed in **Figure 4-1**, this approximately 2.5% of total community-wide emissions. City government emissions result from waste, energy consumption from wastewater facilities, buildings, streetlights and other facilities, fuel consumption by the vehicle fleet and employee commutes, wastewater treatment processes, and miscellaneous equipment. Employees commuting to and from work contributed the largest portion of the City emissions (23.5%) with 414 metric tons CO₂e. The wastewater facilities and processes were the second largest contributor to the City's emissions (23.1%) with 407 metric tons CO₂e. The vehicle fleet and buildings and facilities were the next largest contributors to the City's emissions (20.1% and 10.1%), contributing 355 and 178 metric tons CO₂e, respectively. The transit fleet was responsible for 6.4 percent of the City's emissions, or, 113 metric tons CO₂e. The City's water delivery infrastructure and amount of solid waste sent to the landfill resulted in a combined 12% of the City's total and streetlights and traffic signals contributed 4.9% of the City's total, respectively. (Refer to **Figure 4-2** and **Table 4-1** below)

As mentioned in the Introduction, these emissions are a subset of the community emissions inventory discussed in **Chapter 3**. The City's government operations emissions are separately analyzed in this section in a manner that is similar to how an industry or business would produce a facility-scale greenhouse gas audit. The Local Government Greenhouse Gas Inventory Protocol developed by the California Air Resources Board, The Climate Registry, the California Climate Action Registry, and ICLEI guides the methodology for estimating emissions from local government operations. Local government emissions reporting is deemed significant in order to establish local governments as climate leaders in the community so that they can lead by example and pave the way for energy efficiency improvements.

COMMUNITY-WIDE AND GOVERNMENT OPERATIONS 2005

FIGURE 4-1: CITY GOVERNMENT OPERATIONS CONTRIBUTION TO COMMUNITY-WIDE GHG EMISSIONS

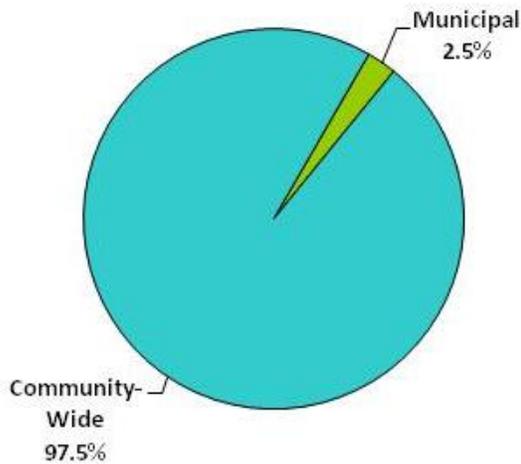


FIGURE 4-2: CITY GOVERNMENT OPERATIONS GHG EMISSIONS BY SECTOR

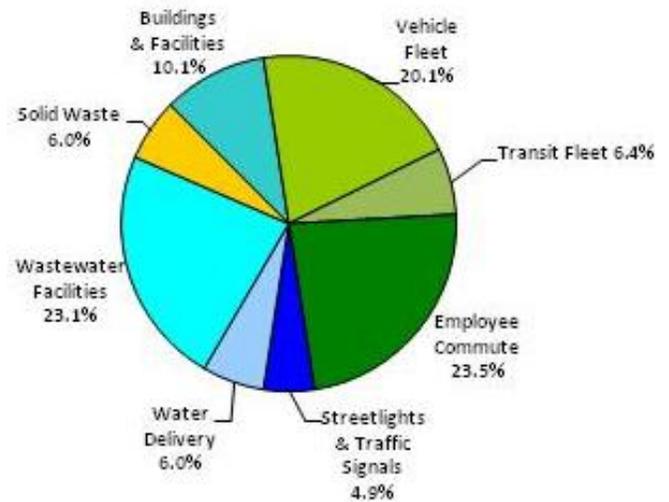


TABLE 4-1: 2005 CITY GOVERNMENT OPERATIONS GHG EMISSIONS BY SECTOR

2005 Emissions by Sector	Buildings & Facilities	Vehicle Fleet	Transit Fleet	Employee Commute	Street Lights & Traffic Signals	Water Delivery	Waste-water Facilities	Solid Waste	TOTAL
CO ₂ e (metric tons)	178	355	113	414	86	106	407	106	1,765
Percentage of CO ₂ e	10.1%	20.1%	6.4%	23.5%	4.9%	6.0%	23.1%	6.0%	100%
Energy Use (MMBtu)	2,836	5,083	1,626	5,920	1,319	1,627	6,603	n/a	25,014

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

4.2 BUILDING SECTOR

The building sector includes greenhouse gas emissions from energy consumption in facilities owned and operated by a municipality. The facilities included in this analysis include City Hall, Public Services Department, fire and police stations, recreation facilities, Chamber of Commerce, parks, and numerous other facilities. As depicted in **Figure 4-3** and **Table 4-2**, the majority of emissions resulted from electricity consumption (73.0%).

These emissions and associated consumption data will be useful in determining significant sources of energy consumption from City facilities. This will allow for the City to designate priority facilities for energy efficiency retrofits and conservation outreach.

FIGURE 4-3: BUILDING GHG EMISSIONS BY SOURCE

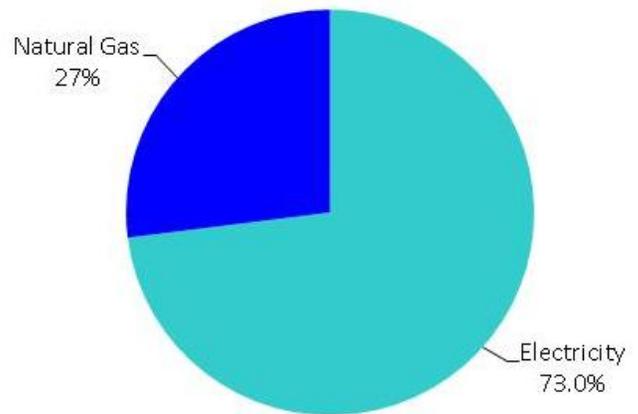


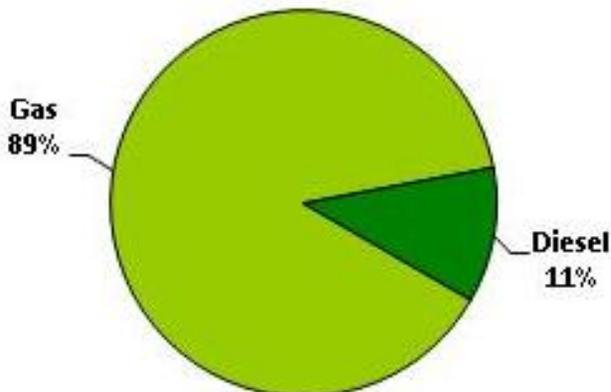
TABLE 4-2: BUILDING SECTOR GHG EMISSIONS BY SOURCE, 2005

2005 City Government Operations Emissions by Sector	Electricity	Natural Gas	Total
CO ₂ e (metric tons)	130	48	178
Percentage of Total CO ₂ e	73.0%	27.0%	100.0%
Energy Use (MMBtu)	1,985	851	2,836

4.3 VEHICLE FLEET AND TRANSIT FLEET

City-owned and -operated vehicles emitted approximately 468 metric tons of CO₂e, or 26.5% of total City government emissions. This sector includes gasoline and diesel consumption from all departments in the City operating vehicles. This estimate is based on 2005 fuel billing record data provided by the Finance Department. The City does own several watercraft; however, fuel billing records did not specifically identify fuel purchases for the City's boats and; therefore, emissions from watercraft were not quantified. Minor modifications to the City's recordkeeping can allow future analysis of the emissions related to the City's watercraft.

FIGURE 4-4: VEHICLE FLEET FUEL CONSUMPTION PER YEAR BY TYPE



The majority of fuel used by the City is gasoline (89%), with the remainder diesel (11%) (see **Figure 4-4**). When compared to the total emissions per fuel type, diesel emissions actually produce less CO₂e for the vehicle types used by the City. However, there are other, non-CO₂e emissions from diesel-like particulate matter that make such a comparison misleading to the reader. The trend for diesel to emit less CO₂e in this case does not necessarily mean that the City should aim to convert more vehicles to conventional diesel. There are multiple clean and alternative fuel options available,

including biodiesel conversion, electric vehicles, hybrid vehicles, smaller vehicles, and shared vehicles.

4.4 EMPLOYEE COMMUTE

This sector estimates greenhouse gas emissions from City employees traveling to and from work in 2005. The estimate is based on a June 2010 online survey conducted by the City, a blank version of which is included as **Appendix F**. Approximately 63 employees responded to the survey with usable information, meaning that all essential questions were answered. This results in approximately a 62% response rate, the results of which were applied to the City employment total for 2005.

The online survey found that most City employees travel to and from work by car. Employees were asked how many days of the week they travel by each commute mode, including driving alone (which includes motorcycles), carpooling, vanpooling, public transit, bicycling, walking, telecommuting, and other. The results show that employees get to and from 88.0% of their workdays by personal vehicle. The second most popular mode of transportation was bicycling and walking with a combined 5.3% of the total. Carpooling accounted for 1.7% of workday commutes. Employees were very unlikely take public transportation to work, accounting for 0.0% of workday commutes. Approximately 5.0% of employees responded with other forms of transportation or did not commute. This is likely the result of flexible working schedules.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

TABLE 4-3: DAYS OF CITY EMPLOYEE TRAVEL BY COMMUTE MODE

Mode of Travel	Days traveled by Commute mode	% of Total
Drive Alone	13,828	88.0%
Carpool	261	1.7%
Vanpool	0	0.0%
Public transit	0	0.0%
Bicycle	365	2.3%
Walk	470	3.0%
Other	783	5.0%
Total	15,707	100%

These figures for commute mode were combined with each respondent's travel distance to work, car model (if any), and fuel type (if any). The results show vehicle miles traveled (VMT) annually per vehicle type and fuel type (see **Table 4-4**). These VMT numbers were then adjusted for the total employee population in 2005 and entered into the CACP2009 software to obtain CO₂e.

Driving patterns were assumed to be constant for the purposes of this study; therefore, the 2010 sample was applied directly to the 2005 employee population. Only two modifications to the sample data was made in order to account for the large increase in hybrid car sales and consumption of biodiesel between 2005 and 2010. The proportion of hybrid to traditional vehicles was roughly two-thirds less in 2005 than in 2009, according to State sales data.²² According to national sales data, 30% of the biodiesel consumed in 2008 was consumed in 2005.²³

The 2010 survey results, adjusted for 2005 employee totals, resulted in an estimate of 414 metric tons CO₂e in 2005 from commuter travel to and from work. This figure comprises 23.5% of total greenhouse gas emissions released from City government operations. The calculation does not include employee business travel or travel during lunchtime hours.

²² www.hybridcars.com

²³ Biodiesel Supply and Consumption. Supplement to the Short-Term Energy Outlook. Energy Information Administration. April 2009. Accessed at http://www.eia.doe.gov/emeu/steo/pub/special/2009_sp_01.pdf on May 6, 2009.

TABLE 4-4: EMPLOYEE COMMUTE VMT BY VEHICLE AND FUEL TYPE

Vehicle Group	2010 Survey results		Adjusted for 2005	
	Annual VMT	Fuel Type	Annual VMT	Fuel Type
Light Truck/SUV/Pickup	66,341.65	Gasoline	116,097.89	Gasoline
	0.00	Diesel	0.00	Diesel
Large Truck	29,732.16	Gasoline	52,031.29	Gasoline
	36,891.26	Diesel	64,559.71	Diesel
Passenger Vehicle	223,627.83	Gasoline	387,459.99	Gasoline
	0.00	Diesel	0.00	Diesel
	0.00	Biodiesel	0.00	Biodiesel
Motorcycle	0.00	Gasoline	0.00	Gasoline
Total	356,592.90		620,148.88	

Employee business travel is usually included in a City government GHG Inventory per protocol; however, we could not include it in this baseline analysis due to data limitations. The City maintains financial records of when employees travel by air or vehicle to conferences and other events; however, it does not keep records of business travel destinations. As such, this Inventory could not accurately account for GHG emissions from employee business travel. A minor adjustment to City recordkeeping would allow the data to be included in the next City government operations GHG inventory.

4.5 STREETLIGHTS AND TRAFFIC SIGNALS

The electricity consumed by City streetlights and traffic signals in calendar year 2005 resulted in approximately 86 metric tons of CO₂e, or approximately 4.9% of total City government emissions. This Inventory accounts for two traffic signals and an unknown number of streetlights.

4.6 WATER AND SEWAGE

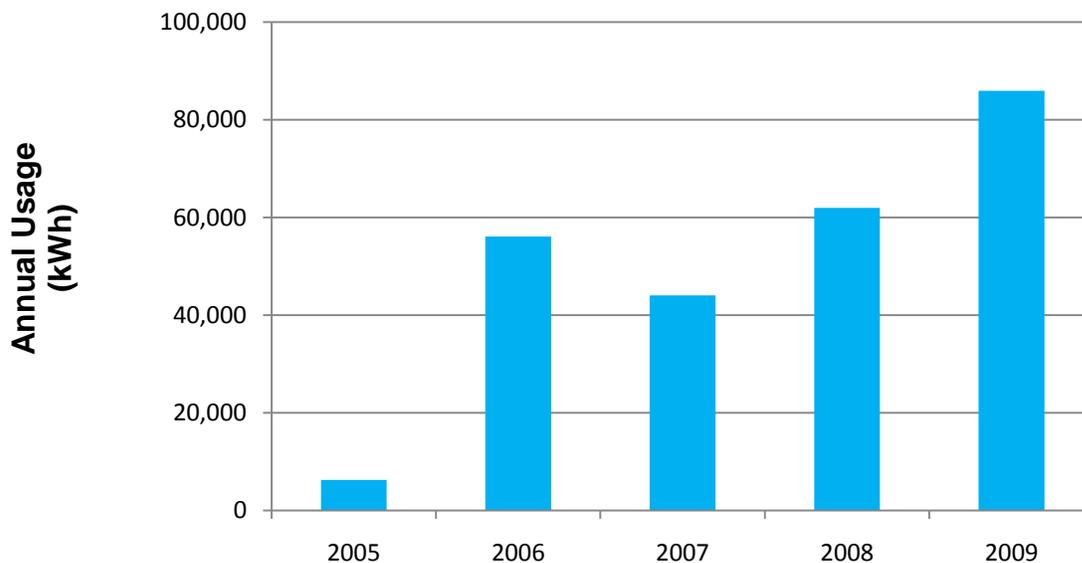
In 2005, the wastewater treatment plant emitted approximately 407 metric tons of CO₂e, or 23.1% of the City's total emissions. This category includes energy use in the Wastewater Treatment Plant buildings and the numerous lift stations and pumps necessary to convey effluent to the treatment plant. The City of Morro Bay and Cayucos Community Services District (CSD) co-own the wastewater treatment plant to serve the residents and businesses of Morro Bay and Cayucos. Because the wastewater treatment plant serves residents and businesses

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

outside the City, not all the emissions occurring at the plant should be attributed to the City of Morro Bay under the Local Government Operations Protocol. Emissions at the treatment plant were attributed to the City based on the percent of ownership (60%) outlined in the recorded agreement between the City of Morro Bay and Cayucos CSD (October 1982).

Electricity consumption from water facilities operated by the City emitted approximately 106 metric tons of CO₂e, or 6.0% of total emissions. This category includes energy use at the various wells and pumps to convey water to City residents as well as irrigation at City parks and facilities. The City owns a desalination plant to supply potable water during the period of every year when the state water project is offline. The process to remove salt and other minerals from seawater to make it potable is generally energy intensive. Because the City only relies on the desalination plant for a few months each year and primarily serves as the last resource for potable water, the energy consumption at the desalination plant varies from year to year. In 2005 use of the plant was minimal. However, since 2005 energy use at the plant has increased significantly due additional processing that is occurring to correct for anthropogenic nitrate contamination that is now present in the Morro Ground Water Basin. It is anticipated that these processes will continue to be necessary indefinitely. Energy use at the plant in the baseline year (2005) and since is provided in **Figure 4-5**. This operational change will result in significantly higher emissions than projected based on 2005 baseline data. Additionally, as climate change impacts water resources throughout California, the City may be required to rely on the desalination plant more frequently.

FIGURE 4-5: DESALINATION PLANT OPERATION



4.7 WASTE

Similar to the Community-Wide analysis, waste produced by City facilities was calculated using the methane commitment method. The CACP2009 calculates the methane expected to be released from this landfilled waste over the course of its lifetime. In 2005, Morro Bay Garbage Service estimates City facilities sent a total of 298.3 metric tons of waste to landfill, producing 106 metric tons of CO₂e, or 6.0% of total emissions. Unlike other sectors analyzed, the emissions from waste disposed of in 2005 will occur over multiple years as the waste breaks down over time. This category includes only those emissions generated by waste produced at City facilities and does not include the total emissions released from the landfill.

4.8 OTHER – MISCELLANEOUS EQUIPMENT

Emissions from miscellaneous equipment such as general service equipment and equipment used at park facilities would be included in the 'other' category of the Inventory. Due to data limitations, emissions from these 'other' sources could not be quantified. The City keeps record of miscellaneous equipment; however, fuel billing records do not identify fuel purchased for miscellaneous equipment versus fleet vehicles. A minor adjustment in City recordkeeping will allow for future inventories to quantify these emissions.

4.9 CITY EMISSIONS BY SOURCE

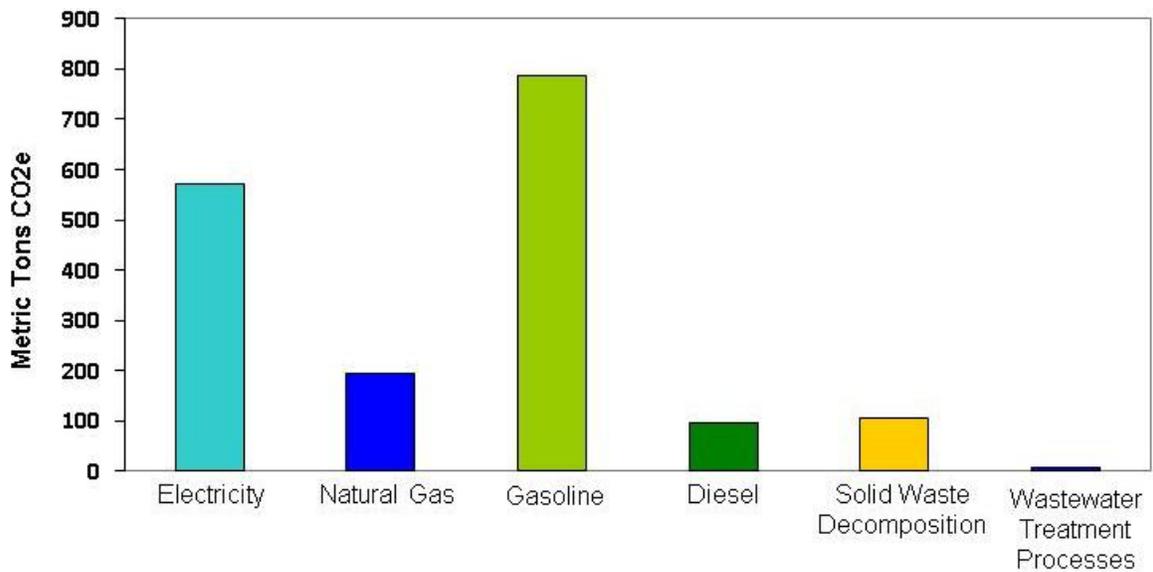
It can also be helpful to view overall City government emissions by source. As shown in **Table 4.5** and **Figure 4.6**, the majority of emissions result from the combustion of gasoline from the vehicle fleet, transit busses, and employee commute (44.5%). Electricity consumption in City-owned buildings, streetlights, and water/sewage facilities was the next largest source of emissions (32.5%). Natural gas was the third largest source of emissions (11.1%) while the remaining emissions resulted from solid waste, diesel consumption, and methane from the wastewater treatment process.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

TABLE 4-5: CITY GOVERNMENT OPERATIONS GHG EMISSIONS BY SOURCE

City Emissions 2005 by Source	CO ₂ e (metric tons)	CO ₂ e (percent of total)
Electricity	573	32.5%
Natural Gas	196	11.1%
Gasoline	786	44.5%
Diesel	96	5.4%
Solid Waste Decomposition	106	6.0%
Wastewater Treatment Processes	8	0.5%
TOTAL	1,765	100%

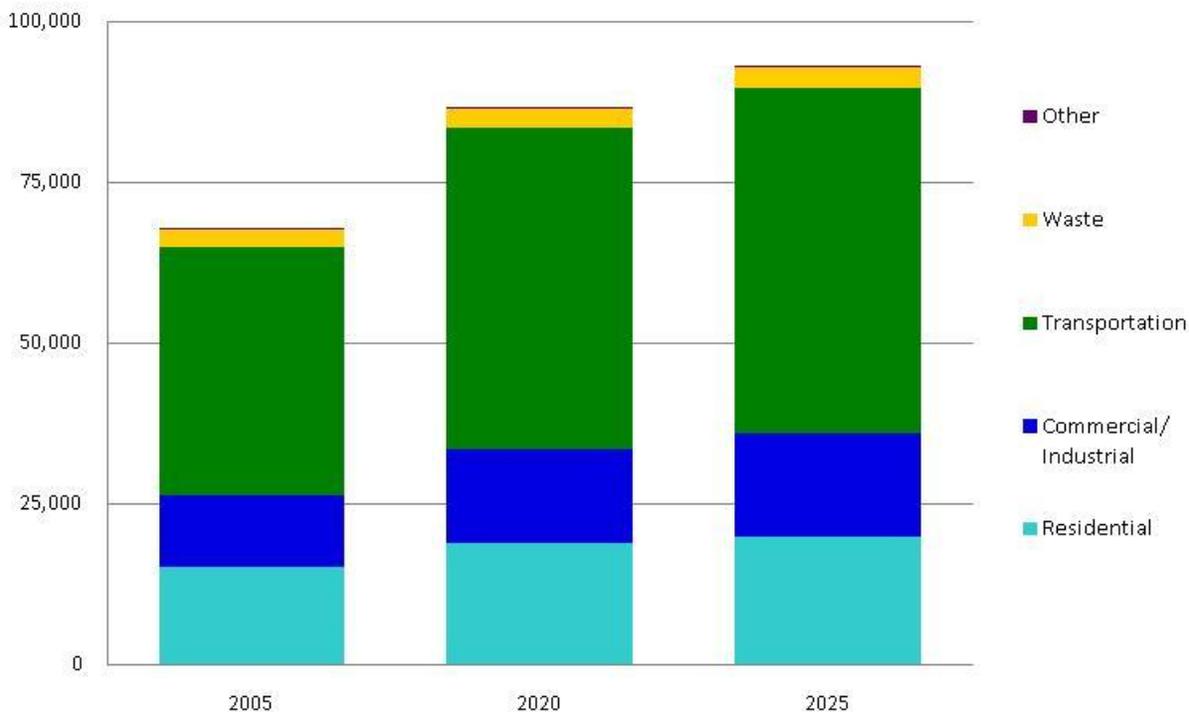
FIGURE 4-6: CITY GOVERNMENT OPERATIONS GHG EMISSIONS BY SOURCE



5. Forecast

The emissions forecast for the City of Morro Bay represents a business-as-usual prediction of how community-wide GHG levels will change over time if consumption trends and behavior continue as they did in 2005. These predictions are based on the community inventory results included in this report and statistics on job, household, and population growth in the city. The analysis shows that if behavior and consumption trends continue as business-as-usual, emissions will reach 86,589 metric tons of CO₂e by 2020, or a 27.5% increase over 2005 baseline levels (see **Figure 5-1**). By 2025 emissions will reach 93,012 metric tons of CO₂e, or a 36.9% increase over 2005 baseline levels.

FIGURE 5-1: 2020 AND 2025 BUSINESS-AS-USUAL PROJECTED GROWTH IN COMMUNITY-WIDE GHG EMISSIONS



The forecast does not quantify emissions reductions from State or federal activities including AB 32, the renewable portfolio standard, and SB 375. Additionally, it does not take into account reduction activities already underway or completed since 2005, the results of which likely put the community's emissions on a track well below the business-as-usual linear projection.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

Forecasts were performed by applying household, job, and population growth rates to 2005 community-wide greenhouse gas emissions levels. Baseline data and estimated growth were obtained from a long-range projections report developed by the San Luis Obispo Council of Governments in 2006, as revised in June 2009. The “mid-range” cases for population, job, and household growth were used in this forecast estimation.

City government operations emissions are not separately analyzed as part of this forecast due to a lack of reasonable growth indicators for the City government sector. However, an increase in emissions is not expected for existing facilities and operations in the City government operations sector. If anything, the City expects that emissions within the scope of the 2005 City government operations inventory will decrease because of energy efficiency improvements and fleet upgrades. At the same time, it is likely the City will have to expand services and infrastructure to accommodate the expected growth in the region, which could add new sources of emissions to the City government operations inventory that did not exist in 2005.

6. Conclusion and Next Steps

The City of Morro Bay has made a formal commitment to reduce its greenhouse gas emissions. This report lays the groundwork for those efforts by estimating baseline emission levels against which future progress can be demonstrated.

This analysis found that the community was responsible for emitting 67,936 metric tons of CO₂e in the base year 2005, with the transportation sector contributing the most (57.0%) to this total. As a component of the community-wide analysis, City government operations produced 1,765 metric tons of CO₂e, or 2.5% of the total. In addition to establishing the baseline for tracking progress over time, this report serves to identify the major sources of city emissions, and therefore the greatest opportunities for emission reductions. In this regard, the emissions inventory ought to inform the focus of the City's Climate Action Plan. If no action is taken, this report found that business-as-usual emissions will likely rise by 27.5% by 2020 and 36.9% by 2025.

It is important to note that in order to remain consistent with greenhouse gas reduction methodology, all future quantifications of reduction activities must be subtracted from this 'business-as-usual' line. Not doing so would be assuming that emissions remain at constant 2005 levels while reduction activities are underway. In reality, the City's climate action efforts will be working against a rising emissions level due to job, population, and household growth. **Figure 6-1** below shows the business-as-usual emissions forecast in relation to 2005 baseline levels and the 15% reduction below 2005 levels recommended by the State Attorney General and Air Resources Board.²⁴

The difference between the business-as-usual forecast and the reduction targets is actually 42.5% in 2020 and 62.7% in 2025, which makes the State's recommended reduction goal challenging, but still feasible. As noted in the Forecast section, it is likely that the City's sustainability efforts have already caused emissions to fall

If the community reduced GHG emissions by 28,844 metric tons of CO₂e, what would that be equivalent to?

- 6,230 passenger cars not driven for one year
- 66,340 barrels of oil saved
- 749,935 tree seedlings grown over 10 years
- 374,968 compact fluorescent bulbs used instead of standard light bulbs for one year.

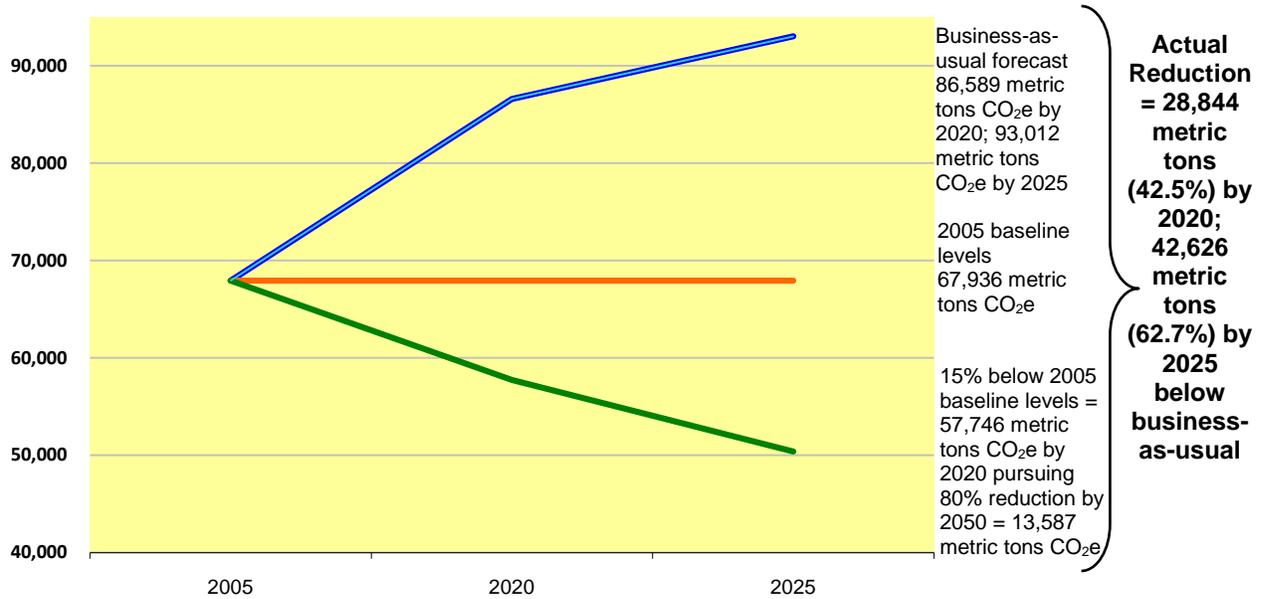
Source: [California Air Resources Board](#), "[Conversion of 1 MMT CO₂ to Familiar Equivalents](#)," Oct. 2007.

²⁴ The [AB 32 Climate Change Scoping Plan](#) Document prepared by the Air Resources Board calls for reducing greenhouse gas emissions to 1990 levels by cutting approximately 30 percent from business-as-usual emission levels projected for 2020, or about 15 percent from today's levels.

BASELINE GREENHOUSE GAS EMISSIONS INVENTORY

below the business-as-usual linear projection line, thus making the 28,844 metric tons CO₂e reduction by 2020 achievable.

FIGURE 6-1: GHG FORECAST IN RELATION TO REDUCTION TARGETS



As the City moves forward to the next milestones in the process, including designation of emission reduction targets and development of a climate action plan, the City should identify and quantify the emission reduction benefits of projects that have already been implemented since 2005, as well as the emissions reduction benefits of existing General Plan policies. The benefits of both existing strategies can be tallied against the baseline established in this report to determine the appropriate set of strategies that will deliver the City to its chosen emissions reduction goal.



**APPENDIX A:
CACP2009 DETAILED REPORT FOR
COMMUNITY-WIDE EMISSIONS, 2005**



Community Greenhouse Gas Emissions in 2005

Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)
Residential						
San Luis Obsipo APCD, CA						
<i>1 SoCal Gas Company Natural Gas - Residential</i>						
Natural Gas	9,807	185	1,091	9,888	14.6	184,835
<i>Subtotal 1 SoCal Gas Compar</i>	9,807	185	1,091	9,888	14.6	184,835
Source(s):						
Southern California Gas Co. data provided by Colby Morrow, Air Quality Manager, Customer Programs Environmental Affairs; office:559.324.0109 or email CLMorrow@semprautilities.com.						
Notes:						
1. Conversion of 1MCF=10 therms was used.						
2. Default Fuel CO2 Set.						
3. CEC Emission Factor for Natural Gas - RCI Average Set						
<i>2 PG&E Electricity - Residential</i>						
Electricity	5,340	120	317	5,384	7.9	82,170
<i>Subtotal 2 PG&E Electricity - F</i>	5,340	120	317	5,384	7.9	82,170
Source(s):						
All PG&E data was provided by John Bohman, Pacific Gas and Electric Company Green Communities and Innovator Pilots; 415-973-0040 or jzbx@PGE.com.						
Notes:						
The "PG&E California" electricity coefficient set is based on the 2005 PG&E eCO2 emission factor of 0.489 lbs/kWh of delivered electricity. This emissions factor is certified by the California Climate Action Registry. Criteria air pollutant emission factors for electricity are derived from the NERC Region 13-Western Systems Coordinating Council/CNV Average Grid.						
Subtotal Residential	15,147	305	1,407	15,272	22.5	267,005

Commercial

San Luis Obsipo APCD, CA

1 SoCal Gas Company Natural Gas - Commercial + Industrial

Natural Gas	4,576	86	509	4,613	6.8	86,243
<i>Subtotal 1 SoCal Gas Compar</i>	4,576	86	509	4,613	6.8	86,243

Source(s):

Southern California Gas Co. data provided by Colby Morrow, Air Quality Manager, Customer Programs Environmental Affairs; office:559.324.0109 or email CLMorrow@semprautilities.com.

Notes:

Community Greenhouse Gas Emissions in 2005

Detailed Report

CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes) (%)	Energy (MMBtu)
-----------------------------	--------------------------	-------------------------	---------------------------------------	-------------------

1. Conversion of 1MCF=10 therms was used.
2. Default Fuel CO2 Set.
3. CEC Emission Factor for Natural Gas - RCI Average Set
4. Southern California Gas Co.was only able to provide aggregated Commercial/Industrial usage data.

2 PG&E Electricity - Commercial + Industrial

Electricity	6,406	144	380	6,459	9.5	98,574
Subtotal 2 PG&E Electricity - C	6,406	144	380	6,459	9.5	98,574

Source(s):

All PG&E data was provided by John Bohman, Pacific Gas and Electric Company Green Communities and Innovator Pilots; 415-973-0040 or jzbx@PGE.com.

Notes:

1. The "PG&E California" electricity coefficient set is based on the 2005 PG&E eCO2 emission factor of 0.489 lbs/kWh of delivered electricity. This emissions factor is certified by the California Climate Action Registry. Criteria air pollutant emission factors for electricity are derived from the NERC Region 13-Western Systems Coordinating Council/CNV Average Grid.
2. Commercial and Industrial electricity are combined due to the 15/15 Rule, which was adopted by the CPUC in the Direct Access Proceeding (CPUC Decision 97-10-031) to protect customer confidentiality. The 15/15 rule requires that any aggregated information provided by the Utilities must be made up of at least 15 customers and a single customer'

Subtotal Commercial	10,982	230	889	11,072	16.3	184,817
----------------------------	--------	-----	-----	--------	------	---------

Transportation

San Luis Obsipo APCD, CA

1 Highway VMT - Community

Diesel	1,395	8	390	1,405	2.1	19,128
Gasoline	12,339	1,079	1,998	12,715	18.7	181,619
Subtotal 1 Highway VMT - Cor	13,734	1,087	2,388	14,121	20.8	200,747

Source(s):

1. Emissions factors for gas and diesel per vehicle class provided by EMFAC 2007 v2.3 run by Tom Scheffelin, California Air Resources Board Planning and Technical Support Division, Tscheffe@arb.ca.gov. Manipulated by Jaime Hill, PMC, jhill@PMCworld.com to convert EMFAC vehicle classes to those used in CACP.
2. Highway road segments derived from San Luis Obispo County GIS shapefiles for roads and political boundaries, provided by Bobby Jo Close, Mapping Systems Specialist at the County of San Luis Obispo. Manipulated by John DeMartino, PMC, jdemartino@PMCworld.com.

Notes:

1. Diesel Heavy Duty Vehicles includes Transit Buses, based on a weighted average of Trucks representing 98.7% of the category

Community Greenhouse Gas Emissions in 2005 Detailed Report

CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes) (%)	Energy (MMBtu)
-----------------------------	--------------------------	-------------------------	---------------------------------------	-------------------

and Transit Buses representing 3.3%.

2. Gasoline Passenger Vehicles includes Motorcycles, based on a weighted average of Passenger Vehicles representing 98.7% of the category and Motorcycles representing 1.3%.
3. Highway maintained miles differ slightly from HPMS data. It is likely that the County's GIS I23shapefile is more detailed than Caltrans figures. B26 2. The City's highway VMT was calculated by using GIS to find the portion of highway road segments in unincorporated County land and multiplying it by total County highway VMT.

1 On-Road VMT Community

Diesel	4,022	12	60	4,027	5.9	55,172
Gasoline	20,037	1,550	1,238	20,543	30.2	294,925
Subtotal 1 On-Road VMT Corr.	24,059	1,562	1,298	24,571	36.2	350,096

Source(s):

1. Emissions factors for gas and diesel per vehicle class provided by EMFAC 2007 v2.3 run by Tom Scheffelin, California Air Resources Board Planning and Technical Support Division, Tscheffe@arb.ca.gov. Manipulated by Jaime Hill, PMC, jhill@PMCworld.com to convert EMFAC vehicle classes to those used in CACP.

Notes:

1. Diesel Heavy Duty Vehicles includes Transit Buses, based on a weighted average of Trucks representing 98.7% of the category and Transit Buses representing 3.3%.
2. Gasoline Passenger Vehicles includes Motorcycles, based on a weighted average of Passenger Vehicles representing 98.7% of the category and Motorcycles representing 1.3%.

Subtotal Transportation	37,793	2,648	3,685	38,691	57.0	550,844
--------------------------------	--------	-------	-------	--------	------	---------

Waste

San Luis Obsipo APCD, CA

3 Solid Waste - Chicago Grade

Disposal Method - Managed Landfill

Paper Products	0	0	5,866	123	0.2	
Food Waste	0	0	2,301	48	0.1	
Plant Debris	0	0	617	13	0.0	
Wood or Textiles	0	0	1,723	36	0.1	
Subtotal 3 Solid Waste - Chica	0	0	10,507	221	0.3	

Source(s):

1. Total waste tonnage for the City in 2005 provided by the 2005 Disposal Quarterly Reports prepared by San Luis Obispo County Integrated Waste Management Authority on 6/17/05, 9/27/05, 12/27/05 and 3/6/06, provided by Peter Cron, pcron@iwma.com.
2. Percentages of waste share by type for landfill tonnage provided by CIWMB 2004 Statewide Waste Characterization Study. <http://www.ciwmb.ca.gov/Publications/default.asp?pubid=1097>

Community Greenhouse Gas Emissions in 2005 Detailed Report

CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)
-----------------------------	--------------------------	-------------------------	-----------------------------------	-----	-------------------

Notes:

1. Waste Type data not collected by landfill. State average waste characterization data is used for residential, commercial and self haul waste.
2. Chicago Grade landfill reports a methane recovery factor of 60%. Chicago Grade total gas generated = 157.47 mmcf/yr. Total gas transferred = 94.48 mmcf/yr.
3. Cold Canyon landfill reports a methane recovery factor of 60%. Cold Canyon total gas generated = 700 mmcf/yr. Total gas transferred = 400 mmcf/yr.

3 Solid Waste - Cold Canyon Landfill

Disposal Method - Managed Landfill

Paper Products	0	0	65,790	1,382	2.0
Food Waste	0	0	25,802	542	0.8
Plant Debris	0	0	6,924	145	0.2
Wood or Textiles	0	0	19,320	406	0.6
Subtotal 3 Solid Waste - Cold	0	0	117,836	2,475	3.6

Source(s):

1. Total waste tonnage for the City in 2005 provided by the 2005 Disposal Quarterly Reports prepared by San Luis Obispo County Integrated Waste Management Authority on 6/17/05, 9/27/05, 12/27/05 and 3/6/06, provided by Peter Cron, pcron@iwma.com.
2. Percentages of waste share by type for landfill tonnage provided by CIWMB 2004 Statewide Waste Characterization Study. <http://www.ciwmb.ca.gov/Publications/default.asp?pubid=1097>

Notes:

1. Waste Type data not collected by landfill. State average waste characterization data is used for residential, commercial and self haul waste.
2. Chicago Grade landfill reports a methane recovery factor of 60%. Chicago Grade total gas generated = 157.47 mmcf/yr. Total gas transferred = 94.48 mmcf/yr.
3. Cold Canyon landfill reports a methane recovery factor of 60%. Cold Canyon total gas generated = 700 mmcf/yr. Total gas transferred = 400 mmcf/yr.

Subtotal Waste	0	0	128,343	2,695	4.0
-----------------------	----------	----------	----------------	--------------	------------

Community Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)
Other						
San Luis Obsipo APCD, CA						
<i>1 Agricultural Equipment</i>						
Carbon Dioxide	207	0	0	207	0.3	
Methane	0	0	5	0	0.0	
Nitrous Oxide	0	0	0	0	0.0	
<i>Subtotal 1 Agricultural Equipm</i>	207	0	5	207	0.3	
Source(s):						
1. CO ₂ , CH ₄ and N ₂ O emissions calculated using the California Air Resources Board OFFROAD2007 modeling tool.						
2. The portion of agricultural land per jurisdiction in SLO County calculated by John DeMartino, PMC, jdemartino@PMCworld.com < mailto:jdemartino@PMCworld.com > using County GIS shape files.						
Notes:						
1. OFFROAD aggregates off-road agricultural equipment emissions for the entire county. Emissions were separated by jurisdiction based on the proportion of agricultural land per jurisdiction. This analysis was completed using GIS shapefiles of land use patterns in the county.						
2. OFFROAD includes the following agricultural equipment: 2-wheel tractors, agricultural mowers, agricultural tractors, balers, combines, hydro power units, other agricultural equipment, sprayers, swathers and tillers.						
Subtotal Other	207	0	5	207	0.3	
Total	64,130	3,184	134,330	67,937	100.0	1,002,665



**APPENDIX B:
CACP2009 DETAILED REPORT FOR CITY
GOVERNMENT OPERATIONS EMISSIONS,
2005**



Government Greenhouse Gas Emissions in 2005

Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)	Cost (\$)
Buildings and Facilities							
San Luis Obsipo APCD, CA							
<i>1 & 2 City Corporation Yard</i>							
Electricity	5	0	0	5	0.3	72	3,221
Natural Gas	3	0	0	3	0.2	58	0
<i>Subtotal 1 & 2 City Corporatio</i>	8	0	1	8	0.4	130	3,221
Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.							
<i>1 & 2 City Hall</i>							
Electricity	9	0	1	10	0.5	145	6,390
Natural Gas	4	0	0	4	0.2	78	0
<i>Subtotal 1 & 2 City Hall</i>	14	0	1	14	0.8	223	6,390
Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.							
<i>1 & 2 Community Center</i>							
Electricity	0	0	0	0	0.0	7	242
Natural Gas	17	0	2	18	1.0	329	0
<i>Subtotal 1 & 2 Community Cer</i>	18	0	2	18	1.0	336	242
Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.							
<i>1 & 2 Dial-A-Ride</i>							
Electricity	1	0	0	1	0.1	18	794
Natural Gas	2	0	0	2	0.1	30	0
<i>Subtotal 1 & 2 Dial-A-Ride</i>	3	0	0	3	0.2	48	794
Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.							
<i>1 & 2 Empty Building</i>							
Electricity	0	0	0	0	0.0	1	71
Natural Gas	0	0	0	0	0.0	0	0
<i>Subtotal 1 & 2 Empty Building</i>	0	0	0	0	0.0	1	71
Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.							

Government Greenhouse Gas Emissions in 2005

Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂		Energy (MMBtu)	Cost (\$)
				(tonnes)	(%)		
<i>1 & 2 Fire Station</i>							
Electricity	6	0	0	7	0.4	100	3,637
Natural Gas	3	0	0	3	0.2	51	0
<i>Subtotal 1 & 2 Fire Station</i>	9	0	1	9	0.5	151	3,637

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

<i>1 & 2 Harbor Patrol</i>							
Electricity	2	0	0	2	0.1	26	1,244
Natural Gas	1	0	0	1	0.0	14	0
<i>Subtotal 1 & 2 Harbor Patrol</i>	2	0	0	2	0.1	41	1,244

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

<i>1 & 2 MBRP Community Center</i>							
Electricity	20	0	1	20	1.2	313	13,131
Natural Gas	0	0	0	0	0.0	2	0
<i>Subtotal 1 & 2 MBRP Commu</i>	20	0	1	21	1.2	314	13,131

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

<i>1 & 2 Police Department (New)</i>							
Electricity	2	0	0	2	0.1	28	1,310
Natural Gas	1	0	0	1	0.0	16	0
<i>Subtotal 1 & 2 Police Departm</i>	3	0	0	3	0.2	44	1,310

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

<i>1 & 2 Police Department (Old)</i>							
Electricity	15	0	1	15	0.9	231	8,285
Natural Gas	2	0	0	2	0.1	36	0
<i>Subtotal 1 & 2 Police Departm</i>	17	0	1	17	1.0	267	8,285

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂		Energy (MMBtu)	Cost (\$)
				(tonnes)	(%)		
<i>1 & 2 Public Services</i>							
Electricity	6	0	0	6	0.4	94	1,310
Natural Gas	2	0	0	2	0.1	42	0
<i>Subtotal 1 & 2 Public Services</i>	8	0	1	8	0.5	137	1,310

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

1 & 2 Restrooms (S. Embarcadero)

Electricity	0	0	0	0	0.0	4	270
Natural Gas	3	0	0	3	0.2	56	0
<i>Subtotal 1 & 2 Restrooms (S. I</i>	3	0	0	3	0.2	60	270

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

1 & 2 Teen Center

Electricity	3	0	0	3	0.2	41	1,894
Natural Gas	1	0	0	1	0.0	10	0
<i>Subtotal 1 & 2 Teen Center</i>	3	0	0	3	0.2	52	1,894

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

1 & 2 Veterans Hall

Electricity	5	0	0	5	0.3	83	3,656
Natural Gas	5	0	1	5	0.3	91	0
<i>Subtotal 1 & 2 Veterans Hall</i>	10	0	1	10	0.6	173	3,656

Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.

2 561 Blanca Street

Electricity	0	0	0	0	0.0	1	103
<i>Subtotal 2 561 Blanca Street</i>	0	0	0	0	0.0	1	103

Electricity data received from PG&E (ghgdatarequests@pge.com).

2 Bayshore Bluff

Electricity	1	0	0	1	0.1	17	829
<i>Subtotal 2 Bayshore Bluff</i>	1	0	0	1	0.1	17	829

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes) (%)	Energy (MMBtu)	Cost (\$)
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 Centennial Park</i>						
Electricity	2	0	0	2 0.1	26	908
<i>Subtotal 2 Centennial Park</i>	2	0	0	2 0.1	26	908
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 Centennial Stairway</i>						
Electricity	1	0	0	1 0.1	18	618
<i>Subtotal 2 Centennial Stairway</i>	1	0	0	1 0.1	18	618
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 City Park</i>						
Electricity	0	0	0	0 0.0	2	163
<i>Subtotal 2 City Park</i>	0	0	0	0 0.0	2	163
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 City Rental House</i>						
Electricity	1	0	0	1 0.0	10	337
<i>Subtotal 2 City Rental House</i>	1	0	0	1 0.0	10	337
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 City Sign Lights #1</i>						
Electricity	0	0	0	0 0.0	6	349
<i>Subtotal 2 City Sign Lights #1</i>	0	0	0	0 0.0	6	349
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 City Sign Lights #2</i>						
Electricity	1	0	0	1 0.0	12	610
<i>Subtotal 2 City Sign Lights #2</i>	1	0	0	1 0.0	12	610
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 Coleman Park</i>						
Electricity	0	0	0	0 0.0	0	91
<i>Subtotal 2 Coleman Park</i>	0	0	0	0 0.0	0	91
Electricity data received from PG&E (ghgdatarequests@pge.com).						

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)	Cost (\$)
<i>2 Del Mar Park</i>							
Electricity	1	0	0	1	0.1	14	707
<i>Subtotal 2 Del Mar Park</i>	1	0	0	1	0.1	14	707
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Harbor Anchor Park</i>							
Electricity	1	0	0	2	0.1	23	1,057
<i>Subtotal 2 Harbor Anchor Park</i>	1	0	0	2	0.1	23	1,057
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Harbor Boat Slips</i>							
Electricity	2	0	0	2	0.1	33	1,533
<i>Subtotal 2 Harbor Boat Slips</i>	2	0	0	2	0.1	33	1,533
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Harbor Centennial Pier</i>							
Electricity	0	0	0	0	0.0	2	190
<i>Subtotal 2 Harbor Centennial Pier</i>	0	0	0	0	0.0	2	190
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Harbor Fisherman's Gear</i>							
Electricity	2	0	0	2	0.1	28	1,421
<i>Subtotal 2 Harbor Fisherman's</i>	2	0	0	2	0.1	28	1,421
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Harbor Restroom</i>							
Electricity	2	0	0	2	0.1	30	1,410
<i>Subtotal 2 Harbor Restroom</i>	2	0	0	2	0.1	30	1,410
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Harbor Storage Yard</i>							
Electricity	0	0	0	0	0.0	4	237
<i>Subtotal 2 Harbor Storage Yard</i>	0	0	0	0	0.0	4	237
Electricity data received from PG&E (ghgdatarequests@pge.com).							

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes) (%)	Energy (MMBtu)	Cost (\$)
<i>2 Harbor T-Pier North</i>						
Electricity	11	0	1	11 0.6	168	5,655
<i>Subtotal 2 Harbor T-Pier North</i>	11	0	1	11 0.6	168	5,655
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 Harbor T-Pier South</i>						
Electricity	7	0	0	7 0.4	101	3,497
<i>Subtotal 2 Harbor T-Pier South</i>	7	0	0	7 0.4	101	3,497
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 Harbor Tidelands Park</i>						
Electricity	0	0	0	0 0.0	0	96
<i>Subtotal 2 Harbor Tidelands P.</i>	0	0	0	0 0.0	0	96
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 Harbor Tidelands Pier</i>						
Electricity	4	0	0	4 0.2	67	2,732
<i>Subtotal 2 Harbor Tidelands P.</i>	4	0	0	4 0.2	67	2,732
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 Harbor Tidelands RR</i>						
Electricity	5	0	0	5 0.3	81	3,629
<i>Subtotal 2 Harbor Tidelands R</i>	5	0	0	5 0.3	81	3,629
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 Lila Keiser West</i>						
Electricity	3	0	0	3 0.2	47	2,321
<i>Subtotal 2 Lila Keiser West</i>	3	0	0	3 0.2	47	2,321
Electricity data received from PG&E (ghgdatarequests@pge.com).						
<i>2 MBRP Cliosters #3</i>						
Electricity	1	0	0	1 0.0	11	511
<i>Subtotal 2 MBRP Cliosters #3</i>	1	0	0	1 0.0	11	511
Electricity data received from PG&E (ghgdatarequests@pge.com).						

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)	Cost (\$)
<i>2 MBRP Cloisters #1</i>							
Electricity	0	0	0	0	0.0	0	88
<i>Subtotal 2 MBRP Cloisters #1</i>	0	0	0	0	0.0	0	88
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 MBRP Cloisters #2</i>							
Electricity	0	0	0	0	0.0	0	88
<i>Subtotal 2 MBRP Cloisters #2</i>	0	0	0	0	0.0	0	88
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 MBRP Lila Keiser East</i>							
Electricity	7	0	0	7	0.4	112	5,272
<i>Subtotal 2 MBRP Lila Keiser E</i>	7	0	0	7	0.4	112	5,272
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 MBRP Monte Young</i>							
Electricity	0	0	0	0	0.0	0	88
<i>Subtotal 2 MBRP Monte Young</i>	0	0	0	0	0.0	0	88
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Morro Rock</i>							
Electricity	1	0	0	1	0.0	9	495
<i>Subtotal 2 Morro Rock</i>	1	0	0	1	0.0	9	495
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Restrooms (Coleman & Embarcadero)</i>							
Electricity	0	0	0	0	0.0	0	24
<i>Subtotal 2 Restrooms (Coleman & Embarcadero)</i>	0	0	0	0	0.0	0	24
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Shop @ 170 Atascadero Rd</i>							
Natural Gas	2	0	0	2	0.1	38	0
<i>Subtotal 2 Shop @ 170 Atascadero Rd</i>	2	0	0	2	0.1	38	0

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)	Cost (\$)
<i>2 Vacant Building</i>							
Electricity	0	0	0	0	0.0	0	31
<i>Subtotal 2 Vacant Building</i>	0	0	0	0	0.0	0	31
Electricity data received from PG&E (ghgdatarequests@pge.com).							
Subtotal Buildings and Facilities	174	4	13	176	10.0	2,840	80,545
Streetlights & Traffic Signals							
San Luis Obsipo APCD, CA							
<i>2 277 Morro Blvd</i>							
Electricity	1	0	0	1	0.0	8	441
<i>Subtotal 2 277 Morro Blvd</i>	1	0	0	1	0.0	8	441
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 409 Morro Bay Blvd</i>							
Electricity	1	0	0	1	0.1	20	929
<i>Subtotal 2 409 Morro Bay Blvd</i>	1	0	0	1	0.1	20	929
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 595 Harbor St #1</i>							
Electricity	48	1	3	49	2.8	746	50,014
<i>Subtotal 2 595 Harbor St #1</i>	48	1	3	49	2.8	746	50,014
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 595 Harbor St #3</i>							
Electricity	6	0	0	6	0.4	96	11,091
<i>Subtotal 2 595 Harbor St #3</i>	6	0	0	6	0.4	96	11,091
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 595 Harbor St #5</i>							
Electricity	7	0	0	7	0.4	104	11,861
<i>Subtotal 2 595 Harbor St #5</i>	7	0	0	7	0.4	104	11,861
Electricity data received from PG&E (ghgdatarequests@pge.com).							

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes) (%)	Energy (MMBtu)	Cost (\$)
<i>2 595 Harbor St #6</i>						
Electricity	0	0	0	0 0.0	6	702
<i>Subtotal 2 595 Harbor St #6</i>	0	0	0	0 0.0	6	702
Electricity dat received from PG&E (ghgdatarequests@pge.com).						
<i>2 896 Main St</i>						
Electricity	1	0	0	1 0.0	12	603
<i>Subtotal 2 896 Main St</i>	1	0	0	1 0.0	12	603
Electricity dat received from PG&E (ghgdatarequests@pge.com).						
<i>2 Harbor St #2</i>						
Electricity	7	0	0	7 0.4	108	5,585
<i>Subtotal 2 Harbor St #2</i>	7	0	0	7 0.4	108	5,585
Electricity dat received from PG&E (ghgdatarequests@pge.com).						
<i>2 Harbor St #4</i>						
Electricity	5	0	0	5 0.3	77	6,890
<i>Subtotal 2 Harbor St #4</i>	5	0	0	5 0.3	77	6,890
Electricity dat received from PG&E (ghgdatarequests@pge.com).						
<i>2 Tract 2285</i>						
Electricity	6	0	0	6 0.4	95	7,055
<i>Subtotal 2 Tract 2285</i>	6	0	0	6 0.4	95	7,055
Electricity dat received from PG&E (ghgdatarequests@pge.com).						
<i>2 Traffic Signal (HWY1 & Yerba Buena)</i>						
Electricity	1	0	0	1 0.1	20	929
<i>Subtotal 2 Traffic Signal (HWY)</i>	1	0	0	1 0.1	20	929
Electricity dat received from PG&E (ghgdatarequests@pge.com).						
<i>2 Traffic Signal (Main & Quintana)</i>						
Electricity	2	0	0	2 0.1	27	1,122
<i>Subtotal 2 Traffic Signal (Main</i>	2	0	0	2 0.1	27	1,122
Electricity dat received from PG&E (ghgdatarequests@pge.com).						

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes) (%)		Energy (MMBtu)	Cost (\$)
Subtotal Streetlights & Traffic Si	86	2	5	86	4.9	1,320	97,222
Water Delivery Facilities							
San Luis Obsipo APCD, CA							
<i>2 Booster Station</i>							
Electricity	20	0	1	21	1.2	315	11,072
<i>Subtotal 2 Booster Station</i>	20	0	1	21	1.2	315	11,072
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Booster Station #2</i>							
Electricity	13	0	1	13	0.7	195	7,144
<i>Subtotal 2 Booster Station #2</i>	13	0	1	13	0.7	195	7,144
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Booster Station #3</i>							
Electricity	7	0	0	7	0.4	105	3,744
<i>Subtotal 2 Booster Station #3</i>	7	0	0	7	0.4	105	3,744
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Telemetry Transmitter</i>							
Electricity	0	0	0	0	0.0	0	3
<i>Subtotal 2 Telemetry Transmit</i>	0	0	0	0	0.0	0	3
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Water CL2 Station</i>							
Electricity	0	0	0	0	0.0	0	88
<i>Subtotal 2 Water CL2 Station</i>	0	0	0	0	0.0	0	88
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Water Desalination Plant</i>							
Electricity	0	0	0	0	0.0	6	357
<i>Subtotal 2 Water Desalination</i>	0	0	0	0	0.0	6	357
Electricity data received from PG&E (ghgdatarequests@pge.com).							

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)	Cost (\$)
<i>2 Water Telemetry</i>							
Electricity	0	0	0	0	0.0	1	143
<i>Subtotal 2 Water Telemetry</i>	0	0	0	0	0.0	1	143
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Water Telemetry #2</i>							
Electricity	1	0	0	1	0.1	14	688
<i>Subtotal 2 Water Telemetry #2</i>	1	0	0	1	0.1	14	688
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Water Telemetry #3</i>							
Electricity	0	0	0	0	0.0	0	54
<i>Subtotal 2 Water Telemetry #3</i>	0	0	0	0	0.0	0	54
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Well #11A</i>							
Electricity	23	1	1	23	1.3	353	13,925
<i>Subtotal 2 Well #11A</i>	23	1	1	23	1.3	353	13,925
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Well #3</i>							
Electricity	1	0	0	1	0.1	15	810
<i>Subtotal 2 Well #3</i>	1	0	0	1	0.1	15	810
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Wells #1-5</i>							
Electricity	0	0	0	0	0.0	0	130
<i>Subtotal 2 Wells #1-5</i>	0	0	0	0	0.0	0	130
Electricity data received from PG&E (ghgdatarequests@pge.com).							
<i>2 Wells #4, 14, & 15</i>							
Electricity	18	0	1	18	1.0	280	11,271
<i>Subtotal 2 Wells #4, 14, & 15</i>	18	0	1	18	1.0	280	11,271
Electricity data received from PG&E (ghgdatarequests@pge.com).							

Government Greenhouse Gas Emissions in 2005 Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes)	(%)	Energy (MMBtu)	Cost (\$)
2 Wells #5 & 13							
Electricity	0	0	0	0	0.0	0	130
Subtotal 2 Wells #5 & 13	0	0	0	0	0.0	0	130
Electricity data received from PG&E (ghgdatarequests@pge.com).							
2 Wells #9, 9A, 10, 10A							
Electricity	22	1	1	22	1.3	343	11,596
Subtotal 2 Wells #9, 9A, 10, 10A	22	1	1	22	1.3	343	11,596
Electricity data received from PG&E (ghgdatarequests@pge.com).							
Subtotal Water Delivery Facilities:	106	2	6	107	6.0	1,627	61,155
Wastewater Facilities							
San Luis Obsipo APCD, CA							
1 & 2 WWTP							
Electricity	231	5	14	233	13.2	3,558	101,099
Natural Gas	147	3	16	148	8.4	2,775	0
Subtotal 1 & 2 WWTP	378	8	30	382	21.6	6,333	101,099
Electricity data received from PG&E (ghgdatarequests@pge.com). Natural gas data received from Colby Morrow, The Gas Company, CLMorrow@seprautilities.com.							
2 Lift Station #1							
Electricity	2	0	0	2	0.1	30	2,149
Subtotal 2 Lift Station #1	2	0	0	2	0.1	30	2,149
Electricity data received from PG&E (ghgdatarequests@pge.com).							
2 Lift Station #2							
Electricity	9	0	1	9	0.5	133	4,850
Subtotal 2 Lift Station #2	9	0	1	9	0.5	133	4,850
Electricity data received from PG&E (ghgdatarequests@pge.com).							
2 Lift Station #3							
Electricity	7	0	0	7	0.4	107	3,887
Subtotal 2 Lift Station #3	7	0	0	7	0.4	107	3,887
Electricity data received from PG&E (ghgdatarequests@pge.com).							

Government Greenhouse Gas Emissions in 2005

Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂		Energy (MMBtu)	Cost (\$)
				(tonnes)	(%)		
<i>3 Wastewater Treatment Processes</i>							
Methane	0	0	362	8	0.4	0	0
<i>Subtotal 3 Wastewater Treatm</i>	0	0	362	8	0.4	0	0

Operational data was provided by Bruce Keogh, Wastewater Treatment Plant Manager, (805) 772-6272. Population served by the wastewater treatment plant was provided by SLOCOG;s Long Range Socio-Economic Projections for San Luis Obispo County, May 2006, Revised in June 2006. Emissions from the WWTP are attributed to the City of Morro Bay in porportion to the percentage of ownership of the Plant (60%) per the JPA between the City of Morro Bay and the Cayucos Community Services District (CSD) recorded October 1982.

Subtotal Wastewater Facilities	396	8	394	407	23.1	6,603	111,985
---------------------------------------	-----	---	-----	-----	------	-------	---------

Solid Waste Facilities

San Luis Obsipo APCD, CA

All City Facilities

Carbon Dioxide	106	0	0	106	6.0	0	0
<i>Subtotal All City Facilities</i>	106	0	0	106	6.0	0	0

Information obtained from Municipal Solid Waste billing statements. Assumed 325 pounds of Municipal Solid Waste per cubic yard.

Subtotal Solid Waste Facilities	106	0	0	106	6.0	0	0
--	-----	---	---	-----	-----	---	---

Vehicle Fleet

San Luis Obsipo APCD, CA

1 Administration

Gasoline	4	0	0	4	0.2	56	1,036
<i>Subtotal 1 Administration</i>	4	0	0	4	0.2	56	1,036

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Light Trucks MY 2000 includes - 1 Jeep Cherokee. Passenger Cars MY 2001 includes - 1 Ford Taurus.

1 Cloisters

Diesel	0	0	0	0	0.0	1	20
Gasoline	5	0	0	5	0.3	73	1,459
<i>Subtotal 1 Cloisters</i>	5	0	0	5	0.3	74	1,479

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Heavy Duty Vehicles Alt. Method includes - Unknown. Light Trucks MY 1999 includes - 1 GMC C1500.

Government Greenhouse Gas Emissions in 2005

Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes) (%)		Energy (MMBtu)	Cost (\$)
<i>1 Collections</i>							
Diesel	13	0	0	13	0.7	181	3,088
Gasoline	11	1	1	11	0.6	156	3,047
Subtotal 1 Collections	24	1	1	24	1.4	337	6,135

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Light Trucks MY 1996 to 2004 includes - GMC C-3500. Light Trucks MY 2000 includes - 1 GMC Sierra 1500 and 1 GMC 2500.

1 Facilities

Gasoline	11	1	1	12	0.7	166	3,246
Subtotal 1 Facilities	11	1	1	12	0.7	166	3,246

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Light Trucks MY 1987 to 1993 includes - 2 Ford Explorer and 1 GMC Savana Cargo Van.

1 Fire

Diesel	31	0	0	31	1.7	422	6,397
Gasoline	22	1	1	22	1.3	320	6,264
Subtotal 1 Fire	53	2	1	53	3.0	743	12,661

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Heavy Duty Vehicles All MYs include - 1 1982 Pierce Fire Engine, 1 1983 Pierce Fire Engine, and 1 1994 Pierce Fire Engine. Light Trucks MY 1995 include - 1 GMC 3500. Light Trucks MY 2000 include - 1 Ford Expedition. Light Trucks MY 2001 include - Ford F250. Light Trucks MY 2003 include - Ford F250.

1 Harbor

Diesel	0	0	0	0	0.0	1	21
Gasoline	19	1	1	20	1.1	282	5,532
Subtotal 1 Harbor	19	1	1	20	1.1	284	5,553

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Heavy Duty Vehicles Alt. Method include - Unknown. Light Trucks MY 1994 include - 1 Ford F350. Light Trucks MY 2001 include - 1 Dodge Ram 2500 (3/4 Ton). Light Trucks MY 2003 include - 1 Dodge 1/2 Ton.

1 Parks & Recreation

Diesel	6	0	0	6	0.3	75	1,142
Gasoline	16	1	0	16	0.9	234	4,640
Subtotal 1 Parks & Recreation	21	1	1	22	1.2	309	5,782

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Light Trucks MY 1996 to 2004 include - 1 Dodge Ram Van 2500. Light Trucks MY 1999 include - 1 GMC Savana Cargo Van. Light Trucks MY 2001 include - 1 Chevy Silverado. Light Trucks MY 2002 include - 1 Chevy Silverado. Light Trucks MY 2003 include - 1 Chevy Silverado.

Government Greenhouse Gas Emissions in 2005

Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂ (tonnes) (%)		Energy (MMBtu)	Cost (\$)
<i>1 Police</i>							
Gasoline	119	4	8	120	6.8	1,747	34,029
Subtotal 1 Police	119	4	8	120	6.8	1,747	34,029

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Light Trucks MY 2001 include - 1 Dodge Durango and 1 Jeep Cherokee. Light Trucks MY 2004 include - 2 Dodge 1/2 Ton. Passenger Cars MY 1999 include - 2 Ford Crown Victoria. Passenger Cars MY 2005 include - 2 Ford Crown Victoria and 1 Toyota Camry LE.

<i>1 Public Services</i>							
Gasoline	14	0	0	14	0.8	202	3,923
Subtotal 1 Public Services	14	0	0	14	0.8	202	3,923

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Passenger Cars MY 2003 include - 1 Ford Taurus.

<i>1 Streets</i>							
Diesel	5	0	0	5	0.3	71	1,068
Gasoline	25	2	2	26	1.5	373	7,325
Subtotal 1 Streets	31	2	2	31	1.8	444	8,393

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Heavy Duty Vehicles All MYs include - 1 Pac Roller and 1 Caterpillar Grader. Light Trucks MY 1987 to 1993 include - 1 1990 GMC 2 1/2 Ton and 1 1991 GMC 2 1/2 Ton. Light Trucks MY 2000 include - GMC C-6500. Light Trucks MY 2003 include - 1 John Deere Tractor. Light Trucks MY 2004 include - 1 Chevrolet C-3500.

<i>1 Vehicle Maintenance</i>							
Diesel	0	0	0	0	0.0	1	11
Gasoline	1	0	0	1	0.1	17	333
Subtotal 1 Vehicle Maintenan	1	0	0	1	0.1	18	344

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Heavy Duty Vehicles Alt. Method include - Unknown. Light Trucks MY 2000 include - GMC 1500.

<i>1 Water</i>							
Diesel	1	0	0	1	0.1	15	229
Gasoline	38	2	2	39	2.2	561	11,055
Subtotal 1 Water	39	2	2	40	2.3	576	11,284

Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Light Trucks MY 1996 to 2004 include - 1 Dodge Ram 2500 (3/4 Ton). Light Trucks MY 1995 include - 1 GMC C-3500. Light Trucks MY 2004 include - 2 Chevrolet C-3500.

Government Greenhouse Gas Emissions in 2005

Detailed Report

	CO ₂ (tonnes)	N ₂ O (kg)	CH ₄ (kg)	Equiv CO ₂		Energy (MMBtu)	Cost (\$)
				(tonnes)	(%)		
1 WWTP							
Diesel	5	0	0	5	0.3	67	1,021
Gasoline	4	1	0	4	0.2	62	1,191
Subtotal 1 WWTP	9	1	0	9	0.5	129	2,212
Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Light Trucks MY 1996 to 2004 include - 1 Dodge Ram 2500 (3/4 Ton). Light Trucks MY 1994 include - 1 Ford F150.							
Subtotal Vehicle Fleet	350	15	17	355	20.1	5,085	96,077
Employee Commute							
San Luis Obsipo APCD, CA							
3 Employee Commute							
Diesel	35	0	0	35	2.0	476	0
Gasoline	370	27	31	379	21.5	5,444	0
Subtotal 3 Employee Commute	405	27	31	414	23.5	5,919	0
Subtotal Employee Commute	405	27	31	414	23.5	5,919	0
Transit Fleet							
San Luis Obsipo APCD, CA							
1 Dial-A-Ride							
Gasoline	93	6	16	95	5.4	1,362	26,763
Subtotal 1 Dial-A-Ride	93	6	16	95	5.4	1,362	26,763
Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Heavy Duty Vehicles MY 2005 includes - 1 Ford E-450 (Eldorado Aerotech).							
1 Trolley							
Gasoline	18	1	2	18	1.0	264	5,436
Subtotal 1 Trolley	18	1	2	18	1.0	264	5,436
Fuel records were provided by Cindy Jacinth (cjacinth@morro-bay.ca.us). Fuel records provided total fuel consumption by department. Fuel consumption was spread evenly between all vehicles in each department. Heavy Duty Vehicles MY 1985 to 1986 include - 1 1985 P-30. Heavy Duty Vehicles MY 1999 include - 1 Ford Molly Trolley. Heavy Duty Vehicles MY 2003 include - 1 Ford F-53 (Molly Trolley).							
Subtotal Transit Fleet	110	7	18	113	6.4	1,626	32,199
Total	1,733	66	484	1,763	100.0	25,020	479,183



**APPENDIX C:
DETAILED METHODOLOGY FOR
COMMUNITY-WIDE INVENTORY**



APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

Detailed Methodology for Community-Wide Inventory

The following is a detailed explanation of data sources and methodology for calculating greenhouse gas (GHG) emissions in each sector of the community-wide analysis. The purpose of this appendix is to provide transparency of this Inventory, outline data limitations, and give guidance for future City inventories to maintain methodological consistency.

ELECTRICITY AND NATURAL GAS

Note: We attempted to collect energy production/consumption data besides that from natural gas and electricity such as propane, solar, and wind; however the data was not available in the level of detail necessary to meet the protocol for this Inventory.

Residential

Pacific Gas and Electric (PG&E) and Southern California Gas Company (SoCal Gas Co.) provided residential electricity and natural gas consumption data. Specifically, data was provided by:

- John Bohman, Analyst with PG&E Green Communities and Innovator Pilots (jzbx@pge.com)
- Colby Morrow, Southern California Gas Company & San Diego Gas and Electric Company Air Quality Manager, Customer Programs Environmental Affairs (clmorrow@semprautilities.com)

The raw data received from PG&E and SoCal Gas Co. is summarized in the chart below. This raw data was inputted into the CACP2009 software in kWh and therms. CACP2009 Average Grid Electricity, RCI Average, and Fuel CO₂ coefficient sets were amended per PG&E and State guidance (see 'electricity and natural gas coefficients' section).

TABLE 1: RESIDENTIAL ENERGY USE

2005 Residential Energy Emissions	Scope	Input Data Metric Tons	Metric Tons CO ₂ e per year
PG&E Electricity	2	24,075,811 kWh	5,384
SoCal Gas Co. Natural Gas	1	1,848,335 Therms	9,888

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

Commercial / Industrial

Commercial and industrial electricity were combined into one section by PG&E due to the California 15/15 Rule. The 15/15 Rule was adopted by the California Public Utilities Commission (CPUC) in the Direct Access Proceeding (CPUC Decision 97-10-031) to protect customer confidentiality. The 15/15 Rule requires that any aggregated information provided by the utilities must be made up of at least 15 customers. A single customer's load must be less than 15 percent of an assigned category. If the number of customers in the compiled data is below 15, or if a single customer's load is more than 15 percent of the total data, categories must be combined before the information is released. The Rule further requires that if the 15/15 Rule is triggered for a second time after the data has been screened already using the 15/15 Rule, the customer must be dropped from the information provided.

As a result, PG&E aggregated commercial and industrial energy consumption in Morro Bay into one report. SoCal Gas Co. separated commercial and industrial gas usage (shown in the chart below) into two reports. It would have been misleading to present an 'Industrial' for only natural gas emissions; therefore, the SoCal Gas Co. emissions were aggregated with commercial as well.

Data for this sector was provided by:

- John Bohman, Analyst with PG&E Green Communities and Innovator Pilots (izbx@pge.com)
- Colby Morrow, Southern California Gas Company & San Diego Gas and Electric Company Air Quality Manager, Customer Programs Environmental Affairs (clmorrow@semprautilities.com)

Raw data received from these sources is reflected in the table below. CACP2009 Average Grid Electricity, RCI Average, and Fuel CO₂ Coefficient Sets were amended to reflect California standards (See 'electricity and natural gas coefficients' section).

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

TABLE 2: COMMERCIAL/INDUSTRIAL ENERGY USE

2005 Commercial / Industrial Energy Emissions	Scope	Input Data	Metric Tons CO ₂ e per year
PG&E Commercial + Industrial Electricity	2	28,882,234 kWh	6,459
SoCal Gas Co. Commercial + Industrial Natural Gas	1	862,432 Therms	4,613

Electricity and Natural Gas Coefficients

Electricity and natural gas coefficients are defaulted to national averages in the CACP2009 software. To make the Inventory more accurate and representative of the city’s real impact on climate change, tailored coefficient sets for California were obtained. Sources and coefficient values are summarized in the table below.

TABLE 3: PG&E COEFFICIENT SETS

Coefficient Set	Unit	Value	Source
Average Grid Electricity Set	Lbs / MWh	489 CO ₂	John Bohman, Analyst with PG&E Green Communities and Innovator Pilots (izbx@pge.com)
Marginal Grid Electricity Set	Lbs / MWh	489.16 CO ₂ 0.00808 N ₂ O 0.03024 CH ₄	Utility Pacific Gas and Electric Coefficient set provided by CACP2009

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

TABLE 4: SOCAL GAS CO COEFFICIENT SETS

Coefficient Set	Unit	Value	Source
Fuel CO ₂ Set	kg/MMBtu	53.060	Coefficient set provided by CACP2009
RCI Average Set - Residential	kg/MMBtu	0.001 N ₂ O 0.0059 CH ₄	Coefficient set created by the CEC and provided by SoCal Gas Co.
RCI Average Set - Commercial	kg/MMBtu	0.001 N ₂ O 0.0059 CH ₄	Coefficient set created by the CEC and provided by SoCal Gas Co.
RCI Average Set - Industrial	kg/MMBtu	0.001 N ₂ O 0.0059 CH ₄	Coefficient set created by the CEC and provided by SoCal Gas Co.

TRANSPORTATION

Community On-Road VMT

Community on-road vehicle miles traveled (VMT) are miles traveled on locally maintained roads within the City of Morro Bay. State roads, highways, and interstate routes are not included in this calculation. Local VMT data was obtained from the Caltrans Highway Performance Maintenance System (HPMS) 2005 Report. The raw data obtained from this report is reflected in the table below.

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

**TABLE 5: CALTRANS HPMS DATA FOR
SAN LUIS OBISPO COUNTY, 2005**

San Luis Obispo County	Jurisdiction	Maintained Miles			Daily Vehicle Miles of Travel (DVMT) (1,000)		
		Rural	Urban	Total	Rural	Urban	Total
Cities:	Arroyo Grande	0	58.52	58.52	0	199.7	199.70
	Atascadero	4.36	146.03	150.39	1.86	285.52	287.37
	Grover Beach	0	40.87	40.87	0	98.81	98.81
	Morro Bay	0	49.51	49.51	0	115.77	115.77
	Paso Robles	6.55	112.82	119.37	3.89	253.29	257.19
	Pismo Beach	0	45.47	45.47	0	64.25	64.25
	San Luis Obispo	0	121.08	121.08	0	443.81	443.81
Other:	County (unincorporated)	1073.65	240.16	1,313.81	767.21	399.72	1,166.93
	State Highway	278.41	85.47	363.88	2,432.14	2,849.85	5,281.98
	State Park Service	20.56	1.7	22.26	1.85	5.78	7.63
	US Fish & Wildlife Service	19.19	0	19.19	6.72	0	6.72
	US Forest Service	42.5	0	42.5	1.28	0	1.28
SAN LUIS OBISPO Total		1445.22	901.63	2,342.71	3214.95	4716.5	7931.44

The rural and urban daily vehicle miles of travel (DVMT) were then converted to annual VMT by multiplying by 365 days/year. The HPMS DVMT average includes lessened travel on weekends, which means this methodology is appropriate.

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

**TABLE 6: CALTRANS HPMS DATA ADJUSTED
FOR ANNUAL VMT PER JURISDICTION, 2005**

City	Community On-Road Annual VMT
Arroyo Grande	72,890,500
Atascadero	104,890,050
Grover Beach	36,065,650
Morro Bay	42,256,050
Paso Robles	93,847,350
Pismo Beach	23,451,250
San Luis Obispo	161,990,650
Unincorporated County	425,929,450
Total	961,347,950

Highway VMT

Highway VMT are miles traveled on highways and interstate routes. Highway VMT data was also given in the Caltrans HPMS report; however, it is aggregated by county rather than by city. As such, we calculated the city's VMT by determining the portion of total highway road segments within the incorporated area. This was done using Geographic Information Systems (GIS) to 'clip' a map of highway roads in the San Luis Obispo County by jurisdictional boundary. The analysis concluded that 1.6% of total state and federal highways and roads are included in the city. Using this as an indicator of VMT, we concluded that approximately 30.847 million VMT occurred in the city in 2005. This methodology of distributing VMT by road segment length is supported by ICLEI; however, it does assume constant levels of traffic along all roads within the county. The levels of traffic along each road segment in each jurisdiction are unavailable, therefore this methodology is the best available at this time.

This analysis includes the following State Routes:

- US 1
- State Route 41

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

TABLE 7: STATE HIGHWAY VMT PER JURISDICTION, 2005

City	Highway maintained miles	Percentage of total maintained highway miles	Highway VMT Annual Totals per jurisdiction
Arroyo Grande	4.3683	1.2147%	23,419,197.36
Atascadero	15.4372	4.2927%	82,760,872.61
Grover Beach	0.9577	0.2663%	5,134,376.99
Morro Bay	5.7539	1.6000%	30,847,605.74
Paso Robles	10.6936	2.9737%	57,329,868.21
Pismo Beach	7.8788	2.1909%	42,239,547.18
San Luis Obispo	10.3831	2.8873%	55,665,080.01
Unincorporated County	304.1360	84.5739%	1,630,518,574.64
Total	359.61	99.9996%	1,927,915,122.74

Transportation Coefficients

By default, the CACP 2009 software uses a national average distribution of vehicles by type (passenger vehicle, light truck, heavy truck, etc), national average fuel economies per vehicle type (miles per gallon), and national average emissions coefficients. In order to provide an accurate assessment of the emissions within the city, we obtained county-specific emissions data from the California Air Resources Board Emissions FACTors (EMFAC) software. The EMFAC2007 model calculates emission rates from all motor vehicles, such as passenger cars to heavy-duty trucks, operating on highways, freeways and local roads in California. In the EMFAC model, the emission rates are multiplied with vehicle activity data provided by the regional transportation agencies to calculate the statewide or regional emission inventories.

The EMFAC analysis was performed by the California Air Resources Board for San Luis Obispo County. Specifically, the data was provided by:

- Tom Scheffelin, California Air Resources Board Planning and Technical Support Division, Tscheffe@arb.ca.gov

This data was then manipulated to fit the format of CACP2009, which uses different vehicle classification categories than EMFAC. For instance, CACP2009 defines “heavy duty truck” as

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

trucks with a gross vehicle weight of over 8,000 pounds, which includes EMFAC classifications for Light Heavy-Duty Trucks (LHDT) 1, LDHT 2, Medium Heavy-Duty Trucks (MHDT), and Heavy Heavy-Duty Trucks (HHDT). Additionally, CACP2009 does not include categories for transit buses or motorcycles. To account for these vehicle types the fuel efficiency for the Diesel Heavy Duty Vehicles was manipulated to include Transit Buses, based on a weighted average of Trucks representing 98.7% of the category and Transit Buses representing 3.3%. Similarly, the emission factors for Gasoline Passenger Cars was manipulated to include Motorcycles, based on a weighted average of Passenger Vehicles representing 98.7% of the category and Motorcycles representing 1.3%. For simplicity in re-running this analysis for future Inventories, tailored coefficients and VMT distributions were only applied to five vehicle types, which included the following EMFAC vehicle classifications:

- 1) **Heavy truck:** LHDT1, LHDT2, HHDT, OB, MHDT
- 2) **Light truck/SUV/Pickup:** MDT
- 3) **Passenger Vehicle:** Passenger Car, LDT1, LDT2
- 4) **Transit Bus:** Urban Bus (UB), School Bus (SB)
- 5) **Motorcycle:** Motorcycle (MC)

For each of the five vehicle classes above, a weighted average was calculated using the EMFAC coefficients and their portion of total vehicle miles traveled.

WASTE

The methane commitment method embedded in CACP2009 is based on the EPA's WASTE Reduction Model (WARM) for calculating lifecycle emissions from waste generated within the jurisdictional boundary of the city in 2005. The analysis does not use the waste-in-place method, which calculates emissions from all waste generated in 2005 and all waste already existing in the landfill before the baseline year.

The waste sector takes into account the waste sent to landfill from city residents, businesses, and institutions. It does not calculate emissions from the total amount of waste sent to county landfills (Cold Canyon and Chicago Grade) in 2005 since those landfills accept waste from the unincorporated county and incorporated cities.

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

Solid waste tonnage data per jurisdiction was provided by:

- “2005 Disposal Report” by quarter, prepared by the San Luis Obispo Integrated Waste Management Board on 3/6/06. Document provided by Peter Cron, San Luis Obispo County Integrated Waste Management Authority (pcron@iwma.com).

Since the composition of waste sent to landfill in 2005 is unknown for the city, the following statewide average waste composition study was utilized:

- CIWMB 2004 Statewide Waste Characterization Study, <http://www.ciwmb.ca.gov/Publications/default.asp?pubid=1097>.

The Waste Characterization Study’s distribution of waste by type was then converted into the five categories included in the CACP2009 software, which resulted in the following waste characterization:

- Paper Products: 20.5%
- Food Waste: 12%
- Plant Debris: 9.3%
- Wood/Textiles: 19.2%
- All other waste: 39%

The CACP2009 software does not have the ability to assign an individual methane recovery factor to each landfill; therefore, we took a weighted average (60%) based on the portion of waste in each landfill. The methane recovery factors of the landfills are well documented by the San Luis Obispo Air Pollution Control District based on the system operations at that time. **Table 8** includes methane recovery factors for the Chicago Grade and Cold Canyon landfills.

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

TABLE 8: COMMUNITY GENERATED WASTE, 2005

Methane recovery and indicator inputs, 2005	Methane Recovery	Total gas generated (mmcf/yr)	Total gas transferred (mmcf/yr)	Data Source	Waste Tonnage from city, 2005 (tons)
Chicago Grade	60%	157.47	94.48	Data from APCD 2005 Inventory	31,097
Cold Canyon	60%	700.00	400.00	Data from APCD 2005 Inventory	26

Other – Off-road agricultural equipment

Off-road agricultural equipment emissions were calculated using the OFFROAD2007 modeling software developed by the California Air Resources Board. The tool calculates total emissions per off-road category per emission type (CH₄, N₂O, CO₂, etc) for the entire county, including incorporated and unincorporated areas.

To separate the aggregate 2005 emissions outputs for off-road agricultural equipment in the city, we used agriculture and crop GIS shape files provided by San Luis Obispo County. These shape files were clipped with the jurisdictional boundaries within the county by PMC to yield the following results:

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

TABLE 9: OFF-ROAD AG EMISSIONS PER JURISDICTION, 2005

Ag land and off-road ag equipment emissions per jurisdiction, 2005	Ag/OS¹ (acres)	% of total	N₂O (tons/yr)	CH₄ (tons/yr)	CO₂ (tons/yr)
Arroyo Grande	365.10	0.11%	0.0010	0.0164	79.9719
Atascadero	740.20	0.23%	0.0019	0.0333	162.1341
Grover Beach	287.10	0.09%	0.0008	0.0129	62.8867
Morro Bay	1,040.80	0.32%	0.0027	0.0469	227.9778
Paso Robles	2,517.50	0.78%	0.0066	0.1134	551.4356
Pismo Beach	119.90	0.04%	0.0003	0.0054	26.2630
San Luis Obispo	311.20	0.10%	0.0008	0.0140	68.1655
Unincorporated County	317,226.40	98.33%	0.8356	14.2859	69,485.5771
Total	322,608.20	100.00%	0.849826062	14.5283	70,664.41178

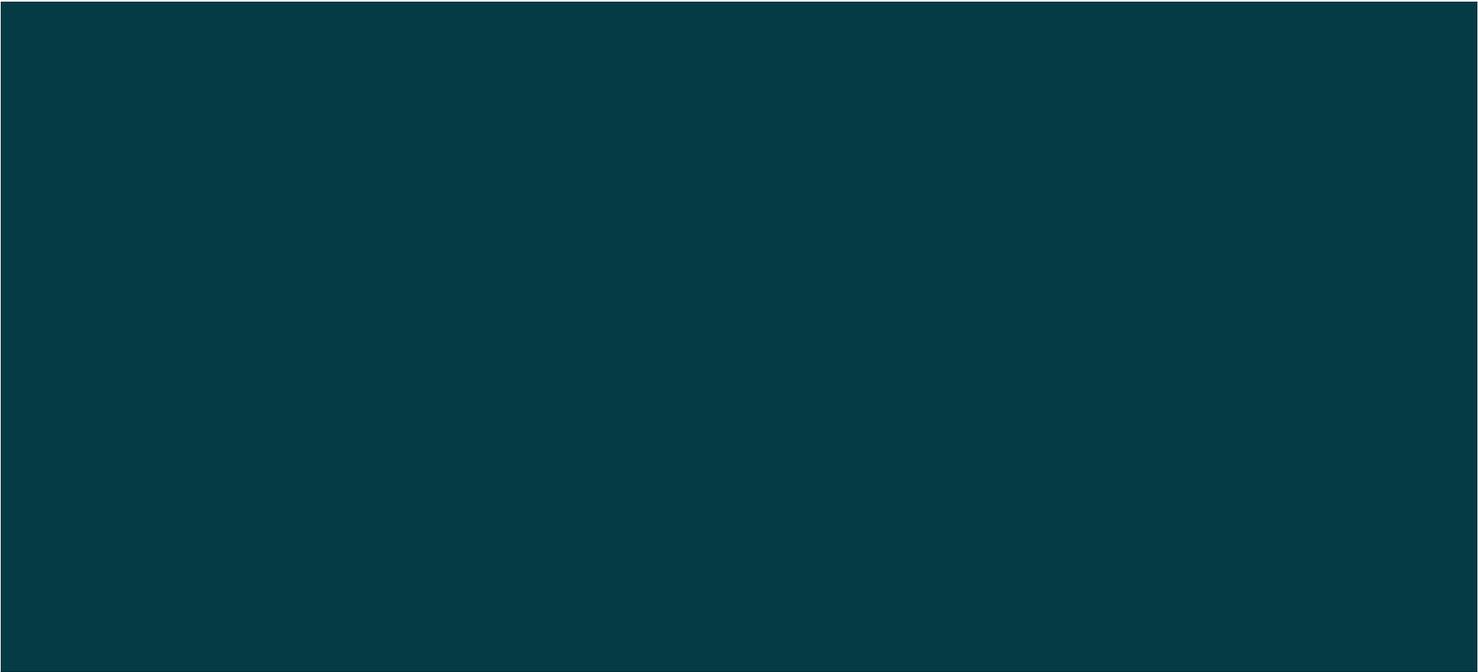
The OFFROAD software calculates emissions from other sources of off-road equipment as well, including recreational vehicles and watercrafts; however, these emissions were not included because there was no feasible methodology for separating these emissions per jurisdiction within the county. Population is proven to not be an accurate indicator of consumption rates. To remain consistent with protocol and practice, emissions must be separated in a spatial manner, similar to how highway emissions are determined by road segment length within each jurisdiction. It should also be noted that many location-sources of off-road emissions, such as recreational vehicle emissions, occur in State Parks or Beaches outside of the jurisdiction of each city or the county.

¹ Land identified as agricultural or open space uses provided by San Luis Obispo County.

APPENDIX C: DETAILED METHODOLOGY FOR COMMUNITY-WIDE INVENTORY

2020 AND 2025 FORECAST

The 2020 and 2025 forecasts calculate business-as-usual growth based on population, job, and household growth rates. Employment and population baseline data was obtained from the San Luis Obispo Council of Governments report, "Long Range Socio-Economic Projections (Year 2030)" prepared by Economic Research Associates (ERA) in May 2006, Revised July 2006. Employment and population projections were obtained from the May 2009 Revision. Mid-range estimates of growth were used in both instances. It should be noted that these forecasts do not take into consideration any planned or actual efficiency or conservation measures after 2005. For example, the State Renewable Energy portfolio has advanced significantly since 2005, but the forecast calculates 2020 energy emissions by assuming constant emissions factors.



**APPENDIX D:
DETAILED METHODOLOGY FOR CITY
GOVERNMENT OPERATIONS INVENTORY**



APPENDIX D: DETAILED METHODOLOGY FOR CITY GOVERNMENT OPERATIONS INVENTORY

Detailed Methodology for Government Operations GHG Emissions Inventory

The detailed methodology for government operations is much less complex than the community-wide methodology explanation. Since the government operations GHG emissions inventory is a facility-scale study, data records are much more reliable and consistent. In addition, the Local Government Operations Protocol provides us a verified guide for calculating emissions in each sector.

BUILDING

The building sector includes all emissions from natural gas and electricity consumed in City-owned and - operated facilities. The kWh of electricity and therms of natural gas were then entered into the CACP2009 software where they were converted to CO₂e. For a complete list of buildings included in this sector, please see the detailed CACP2009 report in **Appendix B**.

The building sector used the PG&E verified Average Grid Electricity Set and the CEC Emission Factor for Natural Gas RCI Average Set, as defined in **Appendix C**. The analysis did not use the PG&E natural gas coefficient for the fuel CO₂ set because natural gas comes entirely from the Southern California Gas Company.

VEHICLE FLEET

The vehicle fleet sector includes gasoline and diesel vehicles from the following City departments:

- Public Services
- Fire
- Parks
- Police
- Administration
- Harbor
- Water
- Wastewater

Gasoline and diesel consumption for calendar year 2005 was obtained from fuel billing statements provided by the Cindy Jacinth, Public Services (CJacinth@morro-bay.ca.us). Specific sources of data within each organization are outlined in the notes of **Appendix B**.

APPENDIX D: DETAILED METHODOLOGY FOR CITY GOVERNMENT OPERATIONS INVENTORY

For the vehicle fleet, we used the County EMFAC coefficients for gasoline and diesel described in **Appendix C**. These are weighted averages per multiple vehicle types in San Luis Obispo County.

EMPLOYEE COMMUTE

Employees were surveyed in June 2010 using an online survey instrument. The questions, attached as **Appendix E**, asked employees about their current commuting patterns. Of those questions, we used the following for our analysis:

- What is your approximate one-way distance to work (in miles)? Please indicate the most direct distance to work, discounting midway destinations that would be taken whether or not you drove to work each day (i.e. dropping off children at school).
- Please indicate the type of transportation you take to work each day in your average work week. Please note that there are two types of carpooling.
 - ◇ Drive alone
 - ◇ Carpool with fellow City employees
 - ◇ Carpool with drivers not employed by the City
 - ◇ Vanpool
 - ◇ Public transit
 - ◇ Motorcycle
 - ◇ Bicycle
 - ◇ Walk
 - ◇ Telecommute
 - ◇ Other
- What type of vehicle do you drive?
- What type of fuel does your vehicle use?
- If you carpool with fellow City employees, how many City employees ride with you? If you carpool with a different number each day, please indicate the average.

Approximately 63 employees responded to the survey with usable information, meaning that all essential questions were answered. Answers with mileage left blank or with highly inconsistent data (ex: saying they walked three days to work, biked two, and drove five) were omitted. In

APPENDIX D: DETAILED METHODOLOGY FOR CITY GOVERNMENT OPERATIONS INVENTORY

addition, if a respondent did not describe their 'other' category of transportation, the entry was omitted.

To perform this analysis, we took the following steps:

- 1) Separate entries by what type of vehicle they own and operate (compact, midsize car, full-size car, small truck, medium-small truck, large truck, motorcycle or "don't drive"). Within each new group, separate the entries by diesel, gasoline or hybrid.
- 2) For each group of entries with the same vehicle type and technology, multiply the number of miles to work by 2 (to get round-trip estimate) and then by the number of 'drive alone' days for each entry. Multiply the number of miles to work by the number of 'carpool' days (half of the 'drive alone' emissions). Note: If a respondent entered that they motorcycle to work, but own a car as well, the motorcycle miles were moved to the motorcycle category). Adjust for hybrids (see below).
- 3) Add all miles per vehicle type and technology and multiply by 52.18 work weeks/year.
- 4) Calculate the multiplier to adjust survey response data to the entire 2005 employee population. In 2005, there were 110 employees. This, divided by the 63 survey entries, gives us our multiplier of 1.75.
- 5) Multiply the mileage per vehicle per technology type by the multiplier.
- 6) Divide the number of hybrid miles by three and add the difference to the 'passenger car' category. This is to account for the large increase in hybrid sales between 2005 and 2009 (Source: Hybridcars.com sales statistics).
- 7) Multiply the number of biodiesel by 30% and add the remainder to the 'passenger car' diesel category. This is to account for the increase in biodiesel consumption between 2005 and 2009 (Source: DOE sales statistics).
- 8) Manipulate the vehicle classes to fit the CACP2009 software categories.
- 9) Enter final miles into the CACP2009 software per vehicle type and fuel.

APPENDIX D: DETAILED METHODOLOGY FOR CITY GOVERNMENT OPERATIONS INVENTORY

TABLE 1: 2010 EMPLOYEE COMMUTE SURVEY

Vehicle Group	2009 Survey results		Adjusted for 2005	
	Annual VMT	Fuel Type	Annual VMT	Fuel Type
Light Truck/SUV/Pickup	66,341.65	Gasoline	116,097.89	Gasoline
	0.00	Diesel	0.00	Diesel
Large Truck	29,732.16	Gasoline	52,031.29	Gasoline
	36,891.26	Diesel	64,559.71	Diesel
Passenger Vehicle	223,627.83	Gasoline	387,459.99	Gasoline
	0.00	Diesel	0.00	Diesel
	0.00	Biodiesel	0.00	Biodiesel
Motorcycle	0.00	Gasoline	0.00	Gasoline
Total	356,592.90		620,148.88	

The CACP2009 software does not provide a method of calculating emissions from hybrid cars. As a result, these emissions were divided by 2.20 based on the difference between average fuel economy of a 2005 Toyota Prius and the average fuel economy included in the 2005 SLO EMFAC data and then entered into the CACP2009 software under 'passenger vehicle' (Source: www.fueleconomy.gov).

STREETLIGHTS

The City's Finance Department provided billing information for the electricity used to operate City streetlights and traffic signals. The total kWh were entered into the CACP2009 software using the verified PG&E Average Grid Electricity Set outlined in **Appendix C**.

WATER / SEWAGE

This sector calculates emissions from energy consumption at City-owned and operated wastewater facilities and point-source emissions that arise from wastewater treatment processes. The Finance Department provided the electricity consumption for each of the water facilities. Operational data provided by the Wastewater Treatment Plant Manager was utilized to determine total methane and nitrous oxide emissions using ICLEI's Wastewater Emissions Data tool. Both of these sources are outlined in **Appendix B**. The City of Morro Bay and the Cayucos

APPENDIX D: DETAILED METHODOLOGY FOR CITY GOVERNMENT OPERATIONS INVENTORY

Community Services District (CSD) co-own the wastewater treatment plant. Because the treatment plant serves residents and businesses outside the City of Morro Bay all emissions should not be attributed to the City per the Local Government Operations Protocol. Emissions were attributed in proportion to the percentage of ownership. The City of Morro Bay owns 60% of the treatment plant and; therefore, 60% of the emissions associated with the treatment of wastewater were attributed to the City. These totals were entered into the CACP2009 software with the PG&E Average Grid Electricity Set outlined in **Appendix C**.

WASTE

Morro Bay Garbage Service reported solid waste tonnage produced by City operations. The City produced 298.3 metric tons of waste in 2005 that was sent to managed landfill. The waste composition was unknown for the city; therefore, the California averages provided by the 2004 California Integrated Waste Management Board Waste Characterization Report were used. A weighted average methane recovery factor of 60% was used in this analysis, as outlined in **Appendix C**.



**APPENDIX E:
CITY EMPLOYEE COMMUTE SURVEY, 2010**



APPENDIX E: CITY EMPLOYEE COMMUTE SURVEY, 2010

City Employee Commute Survey, 2010

1) What is your approximate on-way distance to work (in miles)? Please indicate the most direct distance to work, discounting midway destinations that would be taken whether or not you drove to work each day (i.e. dropping off children at school).

2) Please indicate the type of transportation you take to work each day in your average work week. Please note that there are two types of carpooling.

	Day 1	Day 2	Day 3	Day 4	Day 5
Drive Alone	<input type="checkbox"/>				
Carpool with fellow City employees	<input type="checkbox"/>				
Carpool with other drivers not employed by the City	<input type="checkbox"/>				
Vanpool	<input type="checkbox"/>				
Public transit	<input type="checkbox"/>				
Motorcycle	<input type="checkbox"/>				
Bicycle	<input type="checkbox"/>				
Walk	<input type="checkbox"/>				
Telecommute	<input type="checkbox"/>				
Other	<input type="checkbox"/>				

3) What type of vehicle do you drive?

- Compact/Sub-Compact car (Civic, Corolla, Focus, Neon, Cavalier, Jetta or similar)
- Mid-size car (Accord, Camry, Passat, Monte Carlo, Sable, Sebring or similar)
- Full-size car (Impala, Intrepid, Taurus, Crown Victoria, Bonneville, Town Car or similar)
- Small Truck/SUV/Pickup (RAV4, Chev S10, Pickup (4 cylinder), PT Cruiser or similar)
- Medium-Small Truck/SUV/Pickup (Minivan, Sonoma Pickup Truck or similar)
- Medium-Large Truck/SUV/Pickup (Durango, Safari Cargo Van, Ford F150 or similar)
- Large Truck/SUV/Pickup (Suburban, Expedition, Navigator, Ford E250/350/450 or similar)
- Motorcycle
- I don't drive alone or drive a carpool

**APPENDIX E: CITY EMPLOYEE
COMMUTE SURVEY, 2008**

4) What type of fuel does your vehicle from question 3 use?

- Gasoline
- Diesel
- Biodiesel
- Hybrid
- Electric
- I don't drive to work or drive a carpool
- Other (Specify): _____

5) If you carpool or vanpool with fellow City employees, how many City employees ride with you? If you carpool with a different number each day, please indicate the average. If 'not applicable', please enter "0".

Enter # of people: _____



AGENDA NO: B-1

MEETING DATE: 1/25/2011

Staff Report

TO: Honorable Mayor and City Council **DATE:** December 29, 2010

FROM: Susan Slayton, Administrative Services Director

SUBJECT: Introduction and First Reading of Ordinance No. 566 Authorizing Amendment of Section 20475 (Different Level of Benefits; Section 21363.1 (3% @ 55 Full Formula); and Section 20037 (Three-Year Final Compensation) for New Sworn Hires in the Fire Department

RECOMMENDATION:

Approve the introduction and first reading of Ordinance 566 authorizing the amendment of Different Level of Benefits, 3% @ 55 Full formula and Three-Year Final Compensation for new sworn hires in the Fire Department.

FISCAL IMPACT:

While there won't be a significant fiscal impact at the outset, by virtue of the change of retirement formula, the City will see substantial savings as we hire new employees to replace our existing employees who either retire or move on to other agencies. It is known that the new employer contribution rate for the new hires will be 15.592% of reportable earnings as opposed to the current rate of 35.173%.

DISCUSSION:

Per the contract amendment process, on January 11, 2011 the City Council adopted Resolution No. 05-11 approving the Resolution of Intention to approve an amendment to contract between the Board of Administration California Public Employees' Retirement System and the City of Morro Bay (Firefighters). This is to be followed by the introduction and first reading of the Ordinance. Staff is presenting this item tonight in order to continue the required action.

CONCLUSION:

The Resolution of Intention and Ordinance are required by PERS in order to amend the PERS contract. PERS' procedure further requires the Ordinance not be finally adopted until 20 days have passed since the adoption of the Resolution of Intention. The Resolution was adopted on January 11, 2011. The Ordinance is being presented to you this evening with the second reading and adoption of the Ordinance being scheduled for your February 8, 2011 meeting.

Prepared By: Jboucher _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

ORDINANCE NO. 566

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORRO BAY
AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE
CITY COUNCIL OF THE CITY OF MORRO BAY AND THE BOARD OF
ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT
SYSTEM (GOVERNMENT CODE SECTION 20475 - DIFFERENT LEVEL OF BENEFITS,
SECTION 21363.1 - 3% @ 55 FORMULA, AND SECTION 20037 - THREE YEAR FINAL
COMPENSATION FOR LOCAL FIRE MEMBERS ONLY)**

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

The City of Council of the City of Morro Bay does ordain as follows:

SECTION 1. That an amendment to the contract between the City Council of the City of Morro Bay and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached hereto, marked "Exhibit", and such reference made a part hereof as though herein set out in full.

SECTION 2. The Mayor of the City Council is hereby authorized, empowered, and directed to execute said amendment for and on behalf of said Agency.

SECTION 3. This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it, or a summary of it, shall be published once, with the names of the City Council members voting for and against the same, in a newspaper of general circulation published in the City of Morro Bay.

INTRODUCED at the regular meeting of the City Council held on the 25th day of January 2011, by motion of Councilmember _____ and seconded by Councilmember _____.

PASSED, APPROVED, AND ADOPTED, by the City Council of the City of Morro Bay, on the 8th day of February, 2011 by the following vote to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

William Yates, Mayor
City of Morro Bay

Bridgett Kessler, City Clerk
City of Morro Bay



AGENDA NO: C-1

MEETING DATE: 01/25/2011

Staff Report

TO: Honorable Mayor and City Council **DATE:** January 18, 2011

FROM: Joseph M. Woods, Recreation and Parks Director

SUBJECT: Resolution on Creation and Details of a Facility Maintenance Account, to Include a Prioritized List of Projects and Costs

RECOMMENDATION:

City Council review and approve Resolution 10-11 to establish a fund for General Fund Deferred Maintenance (DMF) for the maintenance and management of City owned real property.

FISCAL IMPACT:

The General Fund is scheduled to realize a surplus from the sale of 781 Market Street, Morro Bay, CA 93442. The total contribution from the sale will be recovered by February 1, 2020 with scheduled annual payments detailed in the Real Estate Agreement. This newly established fund for DMF would accept approximately \$210,000 of transferred funds once available. This Fiscal Impact does not include the parking lot parcel located at Market and Pacific, which was originally purchased with Parking-In-Lieu funds.

SUMMARY:

The City's management of real property assets has lacked the resources to adequately support a deferred maintenance account for all scheduled property. The approval of Resolution 10-11, the establishment of a DMF, would give immediate relief to the General Fund and satisfy the required maintenance for the current City owned real property. The initial start up DMF allocation would be approximately \$210,000 transferred from the proceeds of the sale of 781 Market Street. Priority maintenance will be given to building and mechanical systems including roofing, plumbing, electrical and air handling. Fund allocations would be realized by approved City Council directive and encumbered annually.

Prepared By: JMW_____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

BACKGROUND:

At the Goal Setting Workshop in March 2010, the City Council identified a need to maintain the City's infrastructure. With the allocation of general funds not available, Staff presented a request to utilize Measure Q funds to accomplish this goal. Council indicated a reluctance to allocate Measure Q funds for building maintenance and directed staff to pursue alternative funding, specifically, from the sale of 781 Market Street. At the regular City Council meeting on December 13, 2010 (Exhibit A), Council directed staff to prepare a resolution creating a deferred maintenance account.

DISCUSSION:

Council and Staff agreed the current conditions of the City's real properties are in need of major resource allocation. The establishment of a deferred maintenance account would dedicate the needed funds to complete work on City facilities, and future contributions would allow for proper asset management to retain the highest possible value and reduce potential liabilities.

Staff feels it is in the best interest of the City to maintain its real property such as City Hall, Public Services, Police and Fire Stations, and other City buildings to retain value as well as ensuring safety and compliance for employees and the public at large.

The attached exhibit outlines a priority list of maintenance needs emphasizing the current critical state of City facilities. The list priorities may change dependent on the state of the City's real property assets.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – DECEMBER 13, 2010

D-3 DISCUSSION ON THE CREATION AND FUNDING OF A FACILITY REPAIR
FUND FROM THE PROCEEDS OF CITY PROPERTY LOCATED AT 781 MARKET
STREET; (RECREATION & PARKS)

Recreation & Parks Director Joe Woods stated the City's management of real property assets has lacked the resources to adequately support a deferred maintenance account for all scheduled property. The volume of deferred maintenance has increased and potential property loss and/or significant devaluation are certainly possible should this practice continue. The establishment of a deferred maintenance account would give immediate relief to the General Fund and satisfy the required maintenance for the current City owned real property. The City is in need of a funding source to address the City's infrastructure, and the most ready source of funding at this time is the surplus revenue from the sale of 781 Market Street. A deferred maintenance account could be setup as a capital account allowing any balance to carry over to the following fiscal year if not used in its entirety. Access and use of the funds would be subject to City Council's approval. Mr. Woods recommended the City Council review and direct staff to return with a resolution to establish a deferred maintenance account for the maintenance and management of City owned real property.

MOTION: Councilmember Smukler moved the City Council direct staff to return with a resolution recommending the details and management plan of a deferred maintenance account, a recommended financial management plan for that account including repayment of parking in-lieu funds and suggested priorities for Exhibit "A". The motion was seconded by Councilmember Johnson.

Councilmember Smukler amended his motion to include the initial lump sum payment of approximately \$210,000; Councilmember Johnson accepted the amendment to her second.

VOTE: The motion carried unanimously. (5-0)

RESOLUTION NO. 10-11

**CREATION OF A DEFERRED MAINTENANCE ACCOUNT TO PROVIDE
FUNDING SUPPORT FOR THE MANAGEMENT OF REAL PROPERTY ASSETS
THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, the City's management of real property assets has lacked the resources to adequately support a deferred maintenance account for all scheduled real property; and

WHEREAS, the City is in need of a funding source to address the City's infrastructure, and the most ready source of funding at this time is the surplus revenue from the sale of 781 Market Street Morro Bay California; and

WHEREAS, City staff would establish a new fund for General Fund Deferred Maintenance (DMF) and would transfer approximately \$210,000 from the initial payment of said property with future contributions by City Council directive or encumbrance; and

WHEREAS, deferred maintenance is a direct responsibility of the maintenance division of the Recreation and Parks Department which has prepared the included priority list of maintenance tasks to be completed utilizing the allocations from the DMF or other readily available resource; and

WHEREAS, the financial management plan for the DMF would follow current procedures for interest bearing funds managed by the Director of Administrative Services under the direction of the City Manager with City Council approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, that the Administrative Services Director set up s new fund for General Fund deferred maintenance and transfer approximately \$210,000 in said account from the proceeds of the sale of 781 Market Street, Morro Bay California 93442.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 25th day of January, 2011 on the following vote:

AYES:

NOES:

ABSENT:

WILLIAM YATES, Mayor

ATTEST:

BRIDGETT KESSLING, City Clerk

EXHIBIT A

OVERALL PRIORITY	SITE PRIORITY	SITE	WORK	COST	SUB TOTAL
A	1	Veteran's Memorial Building	Roof South side	5,000.00	
A	1	Community Center	Replace Recreation and Parks roof	7,000.00	
A	1	City Hall	Replace roof	11,500.00	
A	1	Public Services	Replace roof	10,000.00	
A	1	Police Department	Replace sewer lateral	8,000.00	
A	2	Community Center	Replace Senior Center roof	30,000.00	
A	2	City Hall	Paint exterior	5,000.00	
A	2	Public Services	Paint exterior & seal windows	5,500.00	
A	2	Police Department	Repair roof	4,000.00	
A	3	Community Center	French drain repair along Kennedy Way	12,000.00	
A	3	Veteran's Memorial Building	Paint exterior	7,000.00	
A	4	Community Center	Paint exterior	14,500.00	119,500.00
B	1	Fire Station #54	Replace fence along rear of property	3,000.00	
B	1	Rental @ 975 Shasta	Demolition and asbestos abatement	13,000.00	
B	1	Call-A-Ride	Sewer lateral enhancement	1,200.00	
B	2	Veteran's Memorial Building	Asbestos abatement and flooring replacement	8,000.00	
B	3	City Hall	Paint interior	5,000.00	
B	3	Police Department	Evidence room renovation	8,000.00	
B	5	Veteran's Memorial Building	Paint interior	3,000.00	
B	5	Community Center	Emergency lighting repairs	2,500.00	
B	7	Community Center	Repair moveable windows	2,500.00	46,200.00
C	1	Rental @ 983 Shasta	Repair dry rot	5,500.00	
C	1	Rental @ 985 Shasta	Repair dry rot and bath fixtures	18,000.00	
C	2	Rental @ 983 Shasta	Repair plumbing	2,500.00	
C	2	Rental @ 985 Shasta	Repair plumbing	5,000.00	
C	3	Public Services	Renovate lobby for customer service and security	4,000.00	
C	3	Rental @ 983 Shasta	Replace heater	1,000.00	
C	3	Rental @ 985 Shasta	Paint exterior	3,000.00	
C	4	Veteran's Memorial Building	Site improvements	12,000.00	
C	4	Rental @ 983 Shasta	Paint exterior	2,500.00	
C	6	Community Center	CLIP	8,500.00	62,000.00
Major Maint Total				\$227,700.00	



AGENDA NO: C-2

MEETING DATE: January 25, 2011

Staff Report

TO: Honorable Mayor and City Council **DATE:** January 18, 2011

FROM: Andrea K. Lueker, City Manager

SUBJECT: Continued Discussion of the Visitors Center

RECOMMENDATION

Staff recommends the City Council review the staff report, the progress that has been made on the direction provided to staff from the November 8, 2010 City Council meeting and finally provide further direction on Visitors Center.

FISCAL IMPACT

Unknown at this time.

BACKGROUND

On June 28, 2010 during the annual review of the Visitors Center Agreement, the City Council amended the Agreement to include language regarding a financial review of the Visitors Center operations at the end of the 2009/10 fiscal year. In September 2010, the Chamber provided this information to the City Administrative Services Director, and she performed a financial review.

Also during that same City Council meeting, the Council discussed placing a measure on the November 2010 ballot, approving an increase in the City's Transient Occupancy Tax (TOT). The City Council discussed the "give and take" between placing this item on the ballot or changing the Tourism Business Improvement District (TBID) assessment from 2% (which went into effect in June 2010) back to 3% (which had been collected from June 2009 through May 2010). During that discussion, the City Council was presented with the recommendation from the TBID Board that was passed on June 24, 2011. The TBID Board's recommendation was that the City forgo efforts to increase the TOT, but agree to move forward with increasing the TBID assessment from 2% to 3%. The TBID Board's motion also included funding the Visitors Center at 33%, as soon as the TBID assessment rate was changed from 2 to 3%, and proceeds were realized from that change.

Prepared By: _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

Also raised at the June 28, 2010 meeting was representation from City staff on the Chamber Board for oversight of the Visitors Center operations.

On November 8, 2010, staff brought forward a second staff report (attachment A) which requested the City Council to provide further direction to staff on the following issues:

1. Financial review of the 2009/2010 fiscal year;
2. Funding of the Visitors Center from the TBID Assessment;
3. Representation on the Chamber Board for Visitors Center oversight.

Those items were discussed in the staff report and the City Council provided direction to staff with the following unanimous motion:

Councilmember Borchard moved the City Council: 1) direct staff, due to the change in Executive Directors and Board members, to meet with the new Chamber Executive, review the past Visitor Center profit and loss statement with the new Chamber Executive Director, discuss further plans based on the new Executive Director's plan, and report back to City Council in 60 days; 2) approve 33% of funding (not to exceed \$50,000) from the Tourism Business Improvement District, beginning with the month of November; and 3) recommend to the Chamber of Commerce that the City of Morro Bay have a designated "voting" position on the executive board held by the City Manager or his/her designee, and to include a seat on the board by a Tourism Business Improvement District Advisory Board Member as long as they have funding for the Visitors Center. The motion was seconded by Councilmember Grantham and carried unanimously. (5-0)

DISCUSSION

Since the November 8, 2010 City Council meeting, staff has moved forward on the direction provided by the City Council:

- 1. Direct staff, due to the change in Executive Directors and Board members, to meet with the new Chamber Executive, review the past Visitor Center profit and loss statement with the new Chamber Executive Director, discuss further plans based on the new Executive Director's plan, and report back to City Council in 60 days**

Staff has met with the New Chamber Executive on a bi-weekly basis to review profit and loss statements and discuss the workings of the Visitors Center. As discussed, the City is currently funding approximately 60% of the staffing salaries, overall, which seems appropriate based on a time study that was completed during 2009/2010. Operationally the Visitors Center is open 7 days a week (excluding Christmas Day, Thanksgiving Day, Easter Sunday and New Years Day), with 50 hours of service each week. Staffing levels, at this point, are 3.4 full-time equivalents which include the Chamber Executive Director. City staff and the Chamber Executive Director will continue to monitor time as the fiscal year continues to ensure the 60%/40% split remains equitable.

The Chamber is currently working with an independent Certified Public Accountant who is creating a report that will show only Visitor Center expenditures funded by the City. The new

report is expected to be available for the February Community Promotions Committee (CPC) and TBID meetings. Also available for review, by the City Manager, is an expanded, detailed statement on monthly expenditures of the Visitors Center.

During the City Council discussion on November 8, 2010 the Council indicated concern/interest in a comparison of the expenditures at the Visitors Center to those of the Chamber of Commerce. Staff has included a very basic comparison of the Chamber budget to the Visitors Center budget (attachment B). It is important to note that there may be expenditures in the Visitors Center budget that are not funded by the City. This clean delineation between the City funded expenditures in the Visitors Center budget and those funded by other means will be made on the revised report mentioned in the above paragraph. As well, at the end of each fiscal year the City's Administrative Services Director will be reviewing all expenditures as called for by the Visitor Center Agreement.

Two specific questions on the financial detail reviewed on page 3 of the November 8, 2010 City Council report included further explanation on the \$1,500 of "Credit Card Charges" line item and the \$3,000 "Reimbursable" line item. It appears that the Credit Card Charges will not be an item that is reimbursed by the City, as this is the cost from the credit card company for using credit cards. The Reimbursable costs were such items as mileage, meals and travel costs for trade show attendance. City staff will be reviewing these future reimbursements charges in detail through the monthly review of the expenditure statement.

Also requested during the November 8th City Council meeting, staff included a discussion item on both the CPC and TBID November 18, 2010 meeting agendas regarding expectations of the Visitors Center. General comments made by both boards are attached (attachment C). The TBID will be continuing this discussion at the January 20, 2011 meeting and staff will provide a verbal update from that meeting.

Finally, one additional concern raised during the November 8th meeting was the amount of funding spent to date, especially in light of the reduced staffing (reduction of the event coordinator position). With the 60/40 split of payroll, any reduction in payroll will result in reduced reimbursements from the City. The Chamber Executive Director has provided a Visitors Center Profit and Loss Previous Year comparison worksheet (attachment D) that shows June 1, 2010-January 7, 2011 to June 1, 2009-January 7, 2010. Also keep in mind, this document shows total expenditures in the Visitors Center, all of which may not be reimbursed by the City. Further clarity will be available when the revised report from the Independent Certified Public Accountant is available and shows clearly those expenditures that are City funded.

2. Approve 33% of funding (not to exceed \$50,000) from the Tourism Business Improvement District, beginning with the month of November.

While the TBID will continue to discuss this issue at the January 20, 2010, there is no further action on this item.

3. Recommend to the Chamber of Commerce that the City of Morro Bay have a designated "voting" position on the executive board held by the City Manager or her

designee, and to include a seat on the board by a Tourism Business Improvement District Advisory Board Member as long as they have funding for the Visitors Center.

The Chamber of Commerce held a Planning Session at The Inn at Morro Bay on Monday, January 17, 2011 with the new Board of Directors as well as the City Manager. The topics of discussion included:

1. Mission, goals, hopes and aspirations
2. Priorities and actions for 2011
3. Current marketing strategies for Morro Bay

The Planning Session ended at 11:30 with a Chamber Board of Directors meeting. At that meeting, the Board discussed and unanimously approved adding the City Manager or her designee as a voting member of the executive board and a member of the general board of directors. As well, the City Manager will be part of the Finance Committee which will be reviewing the financials with other members of the Board of Directors.

While not specifically designated as a CPC and a TBID “seat”, both a member of the CPC, Susan Stewart and a member of the TBID Board, Joan Solu currently are members of the 2011 Chamber of Commerce Board of Directors.

CONCLUSION

As was discussed in the November 8, 2010 staff report, there were a number of issues identified for staff to review and three specific directives from City Council. Staff has made progress with each directive, even with the significant changes in personnel with the Chamber and in particular the new Chamber Executive Director. During the November City Council meeting, areas of concern were accountability, transparency, City representation on the Chamber Executive Board and increased review of finances. With those issues either addressed or being addressed, staff is requesting the City Council determine the next direction they would like to provide to staff in terms of the Visitors Center.

Stfrpt report visitors center financial 2 2011

ATTACHMENT A



AGENDA NO: D-1

MEETING DATE: November 8, 2010

Staff Report

TO: Honorable Mayor and City Council **DATE:** November 1, 2010

FROM: Andrea K. Lueker, City Manager

SUBJECT: Discussion of the Visitors Center Including the 2009/10 Financial Review, Percentage of Funding from the Morro Bay Tourism Business Improvement District (TBID) and Representation on the Board

RECOMMENDATION

Staff recommends the City Council review the staff report and provide further direction on three issues with the Visitors Center: 1) financial review of the 2009/2010 fiscal year; 2) funding of the Visitors Center from the TBID Assessment; and 3) representation on the Chamber Board for Visitors Center oversight. Staff has provided several options for the City Council to consider, in terms of further direction.

MOTION: Option 1

I move the City Council do the following:

- A. Accept the Financial Review with the following recommendations on salary distribution _____.
- B. Approve ___% of funding (\$ _____) from the TBID, beginning with the month of _____.
- C. Recommend to the Chamber of Commerce that the City of Morro Bay have a designated board position (voting/non-voting) held by a City executive or management staff person.

Option 2

I move the City Council do the following:

- A. Accept the Financial Review with no recommendations.
- B. Approve ___% of funding (\$ _____) from the TBID, beginning with the month of _____.
- C. Recommend to the Chamber of Commerce that the City of Morro Bay have a designated board position (voting/non-voting) held by a City executive or management staff person.

Prepared By: _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

Option 3

I move the City Council:

- A. Direct staff, due to the change in Executive Directors and Board members, to meet with the new Chamber Executive, review the past Visitor Center profit and loss statement with the new Chamber Executive Director, discuss further plans based on the new Executive Director's plan, and report back to City Council in 60 days.
- B. Approve ___% of funding (\$_____) from the TBID, beginning with the month of_____.
- C. Recommend to the Chamber of Commerce that the City of Morro Bay have a designated board position (voting/non-voting) held by a City executive or management staff person.

FISCAL IMPACT

Unknown at this time; General Fund savings will be recognized based on percent of TBID contribution to the Visitors Center.

BACKGROUND

On June 28, 2010 during the annual review of the Visitors Center Agreement, the City Council amended the Agreement to include language regarding a financial review of the Visitors Center operations at the end of the 2009/10 fiscal year. In September 2010, the Chamber provided this information to the City Administrative Services Director, and she performed a financial review.

Also during that same City Council meeting, the Council discussed placing a measure on the November 2010 ballot, approving an increase in the City's Transient Occupancy Tax (TOT). The City Council discussed the "give and take" between placing this item on the ballot or changing the TBID assessment from 2% (which went into effect in June 2010) back to 3% (which had been collected from June 2009 through May 2010). During that discussion, the City Council was presented with the recommendation from the TBID Board that was passed on June 24, 2010. The TBID Board's recommendation was that the City forgo efforts to increase the TOT, but agree to move forward with increasing the TBID assessment from 2% to 3%. The TBID Board's motion also included funding the Visitors Center at 33%, as soon as the TBID assessment rate was changed from 2 to 3%, and proceeds were realized from that change.

A third topic, which has been raised several times during past City Council discussions of the Visitors Center, was representation from City staff on the Chamber Board for oversight of the Visitors Center operations.

DISCUSSION

Financial Review

As directed by the City Council and included in the Visitors Center Agreement, the City's Administrative Services Director Susan Slayton performed a detailed financial review at the end of the 2009/10 fiscal year on the Visitors Center profit and loss statement. Visitors Center staff presented the materials to City staff in early September, and staff then followed up with Rochelle Bento of the Visitors Center for further clarification. On September 24th, Ms. Slayton and I met with Stuart McElhinney (Chamber Board President), Don Doubledee (Interim Chamber of Commerce CEO), Susan Harris (Chamber Board Treasurer), and Greg Kaufman (Chamber Board member) to discuss the analysis that Ms. Slayton had completed on the profit and loss statement. The three areas that she had identified for discussion included:

1. Salary distribution;
2. Sharing of common area costs; and
3. Distribution of the copier lease (between Chamber and Visitors Center)

During our meeting, these items were reviewed, and Chamber members/staff indicated that the sharing of fixed costs, such as rent, copier and utilities were divided on an 80% (City) /20% (Chamber) basis. The approximate breakdown of all costs is as follows:

\$104,000	Salaries/benefits/taxes
\$ 1,500	Credit Card Charges
\$ 13,000	Rent
\$ 1,700	Insurance
\$ 4,000	Telephone
\$ 5,100	Utilities
\$ 14,000	Copier Lease, Equipment & Supplies
\$ 1,000	Computer Supplies
\$ 5,500	Postage
\$ 1,500	Other Office Expenses
\$ 3,000	Reimbursable
\$ 3,000	Taxes
\$ 3,600	Billboard
\$160,900	Approximate total

In the review of salary/benefits/taxes distribution, City staff was concerned that the City was paying for 60% of the total salary/benefits/taxes of all Chamber staff members (8 total). That item was discussed at the meeting, and Chamber members/staff were asked to review those figures and return to the City with further analysis. After review, the figures revealed that the City funds were paying 50% of the Event Coordinators salary/benefits/taxes and 60% of all other employees, including the Executive Director. While the amount of funding for salaries is similar to the budget prepared, there is some concern about the funding of all positions, specifically funding 50% of the Event Coordinator. After City Council review, the Council may decide to further stipulate how funds are spent and/or have staff work with Visitors Center staff on salary distribution.

Funding from the TBID

The TBID Board discussed the funding of the Visitors Center at a special meeting held on June 24, 2010. The motion from that meeting was a recommendation that 33% of the Visitors Center funding (approximately \$50,000) be provided from the percentage collected through the assessment of lodging in Morro Bay. The TBID's discussion was held prior to the City Council's discussion on June 28, 2010, where they agreed to forgo efforts to seek an increase in the TOT on the November 2010 ballot. At the June 28, 2010 City Council meeting, the Council talked about the recommendation from the TBID Board for 33% of the funding, as well as other amounts (specifically 40% was discussed). However, at that time, the City Council did not take any further action, as they wanted to make sure the assessment percentage for the TBID was successfully increased from 2% to 3%. At this time the City Council can move forward with a decision on the funding percentage from the TBID, as the percentage successfully was changed from 2-3% and collection of the increased assessment begins this month.

Another part of this issue that bears mentioning is that the TBID Board briefly discussed the funding of the Visitors Center at their October 21, 2010 meeting, and questioned staff as to any Council decision on the percentage of funding. Staff indicated that the Council had not made a decision, but that the issue would be coming forward in the near future. The TBID Board then asked to have their recommendation of the TBID funding of 33% of the Visitors Center returned to the TBID agenda for reconsideration at the November 18, 2010 meeting. The discussion revolving around the request for reconsideration appeared more focused on the TBID Board having representation on the Chamber Board, or some other sort of representation that would provide them some oversight of the Visitors Center. Staff has informed the TBID Board, through e-mail correspondence, that this topic is coming forward to Council prior to the “reconsideration” discussion scheduled for their November 18th meeting.

Any financial assistance that is allocated by the TBID for the Visitors Center will directly reduce the amount of money that is paid by the General Fund. At 33%, the General Fund will experience a savings of \$50,322 ($\$152,490 \times .33 = \$50,232$). At 40%, the General Fund will save \$60,996.

Representation on the Chamber Board

In several past discussions, the City Council has raised and talked about the concept of a City representative sitting on the Chamber Board. This is in light of the significant funding the City provides for the operation of the Visitors Center.

CONCLUSION

There are a number of issues included in this staff report in regard to the operation/funding of the Visitors Center. As the City Council is aware, in the past few months there have been significant personnel changes with the Chamber Executive and Events Coordinator, and as of the writing of this staff report, there has been no final decision with either position. In light of this situation, it may be important to allow the Chamber and Visitors Center some time to “re-group” before major changes are suggested or made.

ATTACHMENT B

Morro Bay Chamber of Commerce - budget						
Year ending June 30, 2011						
		Visitor's	Chamber	Total	Budget	
		Budget	Budget	Budget	2010	
Income						
Membership dues			55,700.00	55,700.00	42,000.00	
Contributions	700.00		2,600.00	3,300.00	300.00	
Advertising			7,800.00	7,800.00	16,440.00	
Business development trips			15,000.00	15,000.00	17,500.00	
Promotions			11,670.00	11,670.00	13,280.00	
Events			71,185.00	71,185.00	87,000.00	
Farmers & fish market			25,000.00	25,000.00	24,000.00	
Interest income			60.00	60.00		
Other			1,200.00	1,200.00		
Visitors' center contract	146,514.96			146,514.96	146,514.96	
BID reimbursable	20,000.00			20,000.00	20,000.00	
Visitors' center sales	1,060.00	2,400.00		3,460.00	2,080.00	
Reimbursable expenses	9,268.28			9,268.28	13,844.04	
Total income	177,543.24	192,615.00	370,158.24	382,959.00		
Expenses						
Ambassador expense			120.00	120.00	252.00	
Bank fees	1,200.00	1,167.89		2,367.89	1,131.12	
Wages	119,905.18	80,054.31		199,959.49	210,850.35	
Staff expense & mileage	100.00	1,494.08		1,594.08	7,387.56	
Rent	13,071.12	3,267.84		16,338.96	16,647.12	
Insurance	1,687.28	2,968.00		4,655.28	2,788.00	
Telephone	3,965.64	3,600.00		7,565.64	7,411.68	
Utilities	5,244.05	1,083.15		6,327.20	4,640.00	
Copier		3,840.00		3,840.00	3,954.25	
Color copier lease	4,562.64			4,562.64	4,500.00	
Taxes	2,400.00	200.00		2,600.00	2,655.24	
Computer	750.00	5,066.27		5,816.27	8,576.60	
Repairs & maintenance	10,000.00	120.00		10,120.00	9,800.00	
Postage	5,320.00	2,856.58		8,176.58	6,751.87	
Office	1,200.00	11,200.00		12,400.00	7,620.00	
Other	270.00			270.00	7,771.14	
Dues & subscriptions		1,944.13		1,944.13	1,845.00	
Printing		3,600.00		3,600.00	2,700.00	
Billboard	3,600.00			3,600.00	3,930.00	
Farmers & fish market		3,600.00		3,600.00	1,280.00	
Membership expense		721.57		721.57	1,320.00	
Business dev trips		1,350.00		1,350.00	4,300.00	
Promotions	328.00	24,888.00		25,216.00	16,704.50	
Events		31,389.80		31,389.80	46,050.00	
Conventions				-	2,500.00	
Staff development				-	1,200.00	
Community outreach		2,400.00		2,400.00	2,000.00	
Thanks & recognition		1,200.00		1,200.00	1,270.00	
Total expenses	173,603.91	188,131.62	361,735.53	387,836.43		
Income over expense	3,939.33	4,483.38	8,422.71	(4,877.43)		

ATTACHMENT C

November 18, 2010 CPC and TBID Meeting

Item: Discussion of the City Council's November 8th Action in Regard to the Visitors Center and the TBIDS Expectations of the Visitors Center

TBID Member

1. Board member on Chamber Board
2. Fulfillment completed

TBID Member

1. Better signage for VC

TBID Member

1. Discussion on location and parking
2. The ability to do something like the "What's New with SLO Parks and Recreation" or "This week in SLO County"
3. Liaison between all groups-community service, visitor serving

TBID Member

1. Full time employees involved in tracking of promotion of group sales
2. Center of communications tree
3. Keeper of the community calendar
4. Bring visitors to town

TBID Member

1. Location-not good
2. Parking issues
3. Group sales, wedding events.
4. Consistency

CPC Member

1. Fulfillment is a big job, detracts from walk-ins
2. Currently one phone line, is there a need for 2
3. VC should greet all
4. Be friendly
5. Good location, do not move
6. Should be well stocked with info, both local and regional
7. All businesses should be represented

CPC Member

1. Employees/volunteers should be familiar with events
2. Is there a better location, main entrance to town?
3. Provision of restrooms
4. Have mobile kiosks with information
5. Have a list of important things to visit
6. Improve signage
7. Have a comprehensive list of businesses

CPC Member

1. Have a walk around map
2. Workers have familiarity with Morro Bay
3. Better signage for restrooms and chessboard

CPC Member

1. Provide a map of general services

ATTACHMENT D

Morro Bay Visitors Center Profit & Loss Prev Year Comparison July 1, 2010 through January 7, 2011

1:13 PM

01/07/11

Accrual Basis

	Jul 1, '10 - Jan 7, 11	Jul 1, '09 - Jan 7, 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
4600 · Visitor Center Contract w/city	87,458.74	85,467.06	1,991.68	2.3%
4710 · Contributions	134.92	121.64	13.28	10.9%
4750 · BID Reimbursable Expenses	-5,363.09	0.00	-5,363.09	-100.0%
4900 · City Reimburementxpenses	10,484.04	5,114.95	5,369.09	105.0%
4950 · M B Chamber Reimbursable Exps	-458.03	-468.66	10.63	2.3%
Total Income	92,256.58	90,234.99	2,021.59	2.2%
Cost of Goods Sold				
4700 · Visitor Center Sales	-351.08	-823.01	471.93	57.3%
4701 · Visitor Ctr Sales w/o tax	-151.51	-206.00	54.49	26.5%
5000 · Cost of Goods Sold	72.00	203.00	-131.00	-64.5%
5400 · Operations Sales	0.00	0.00	0.00	0.0%
5500 · Event Sales	-22.00	-6.00	-16.00	-266.7%
Total COGS	-452.59	-832.01	379.42	45.6%
Gross Profit	92,709.17	91,067.00	1,642.17	1.8%
Expense				
6000 · Admin & Staff Payroll				
6010 · Salaries & Wages	43,313.69	38,757.18	4,556.51	11.8%
6020 · Payroll Taxes Expense	13,620.09	8,352.47	5,267.62	63.1%
6025 · Workers Compensation	232.26	290.10	-57.84	-19.9%
6121 · Employees Health Insurance 1	1,155.20	6,820.80	-5,665.60	-83.1%
6123 · Employees Health Insurance 2	0.00	101.92	-101.92	-100.0%
Total 6000 · Admin & Staff Payroll	58,321.24	54,322.47	3,998.77	7.4%
6070 · Staff Expenses	-90.60	0.00	-90.60	-100.0%
6091 · Bank Charges-CC Fees	309.15	899.03	-589.88	-65.6%
6110 · Rent				
6111 · Office	8,986.42	7,897.14	1,089.28	13.8%
Total 6110 · Rent	8,986.42	7,897.14	1,089.28	13.8%
6120 · Insurance				
6122 · Liability	0.00	626.00	-626.00	-100.0%
6124 · Common Area	252.68	326.15	-73.47	-22.5%
Total 6120 · Insurance	252.68	952.15	-699.47	-73.5%
6140 · Telephone				
6141 · 772-4467	1,736.19	1,594.01	142.18	8.9%
6140 · Telephone - Other	405.84	419.80	-13.96	-3.3%
Total 6140 · Telephone	2,142.03	2,013.81	128.22	6.4%
6150 · Utilities				
6151 · Office	1,646.72	2,299.21	-652.49	-28.4%
6152 · Common Areas	509.72	675.88	-166.16	-24.6%
Total 6150 · Utilities	2,156.44	2,975.09	-818.65	-27.5%
6160 · Black & White Copier Lease	0.00	833.60	-833.60	-100.0%
6162 · Color Copier Lease	2,240.97	2,845.09	-604.12	-21.2%
6167 · Copier Maintenance	5,118.19	4,229.62	888.57	21.0%
6170 · Computer Expense				
6173 · Maintenance	170.00	400.00	-230.00	-57.5%
Total 6170 · Computer Expense	170.00	400.00	-230.00	-57.5%
6185 · Maintenance	1,088.77	1,027.95	60.82	5.9%
6200 · Miscellaneous	-12.95	0.00	-12.95	-100.0%
6210 · Postage & Delivery				
6214 · Bulk Mailing	1,866.08	1,765.15	100.93	5.7%
6216 · Postal Machine Lease	505.28	390.24	115.04	29.5%
6210 · Postage & Delivery - Other	-2.20	-2.17	-0.03	-1.4%
Total 6210 · Postage & Delivery	2,369.16	2,153.22	215.94	10.0%
6220 · Office Expense	1,999.02	190.30	1,808.72	950.5%
6240 · Taxes				
6242 · Common Area Prop Tax	1,230.28	1,951.92	-721.64	-37.0%
Total 6240 · Taxes	1,230.28	1,951.92	-721.64	-37.0%
6530 · Billboard Expense	2,210.00	2,100.00	110.00	5.2%
6535 · Marketing & Promotions	145.00	33.58	111.42	331.8%

Morro Bay Visitors Center
Profit & Loss Prev Year Comparison
 July 1, 2010 through January 7, 2011

	<u>Jul 1, '10 - Jan 7, 11</u>	<u>Jul 1, '09 - Jan 7, 10</u>	<u>\$ Change</u>	<u>% Change</u>
6610 · Reimbursable Expenses				
6614 · Trade Show Travel & Lodging	0.00	570.86	-570.86	-100.0%
Total 6610 · Reimbursable Expenses	<u>0.00</u>	<u>570.86</u>	<u>-570.86</u>	<u>-100.0%</u>
Total Expense	<u>88,635.80</u>	<u>85,395.83</u>	<u>3,239.97</u>	<u>3.8%</u>
Net Ordinary Income	<u>4,073.37</u>	<u>5,671.17</u>	<u>-1,597.80</u>	<u>-28.2%</u>
Net Income	<u><u>4,073.37</u></u>	<u><u>5,671.17</u></u>	<u><u>-1,597.80</u></u>	<u><u>-28.2%</u></u>



AGENDA NO: D-1

MEETING DATE: 1/25/2011

Staff Report

TO: Honorable Mayor and City Council **DATE:** January 25, 2011

FROM: Harbor Business Manager

SUBJECT: Resolution authorizing the Harbor Business Manager to execute lease rental payment plans to assist Embarcadero Tidelands Leaseholders with cash flow and to retain Embarcadero businesses.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution #09-11 authorizing the Harbor Business Manager to execute lease rental payment plans to assist Embarcadero Leaseholders with cash flow and to retain Embarcadero businesses.

FISCAL IMPACT:

Unknown but relatively small loss of interest from receiving 6 months of rent in one payment as opposed to spreading that out over a six month period.

SUMMARY:

City Council considered Embarcadero Tidelands Leaseholder requests relating to Lease Site rent in Closed Session on January 11, 2011. City Council directed Staff to bring back a motion regarding setting up payment plans for Embarcadero Tidelands Leaseholders for the January 25, 2011 City Council meeting.

BACKGROUND:

The City Council Embarcadero Leaseholders have been struggling economically over the last 2 years as a result of the recession affecting the entire country. The City Council adopted two resolutions (attached) over the past few years aimed at retaining Embarcadero Tidelands businesses. Resolution #47-09 enacted a one-time exemption from raising the minimum rent based on CPI and Resolution #21-10 provided a rental credit (expiring in June 2011) to businesses paying percentage of gross sales that filled vacancies on their Lease Sites with new businesses.

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

Last summer traffic on the Embarcadero increased and it appears that restaurants and hotels are seeing a slight increase from the last 2-3 years; however the retail sector is still struggling. Almost all of the Embarcadero Tidelands Leases are required to pay their minimum rent in advance July and January semi-annually. Some Embarcadero Tidelands Leaseholders have requested they be able to pay their semi-annual rental in either quarterly or monthly payments rather than six months in advance. Most subtenants on these sites pay their rental monthly to the Leaseholders

Resolution #09-11 provides authorization to the Harbor Business Manager, or designee, to execute rental payment plans allowing for monthly or quarterly payments of the minimum rent. Resolution #09-11 will streamline the process for leaseholders by eliminating the need to get an amendment to the lease which is a cumbersome and somewhat time consuming process. This option will only be approved in cases where the tenants are in compliance with their lease agreements. A ten percent penalty will be assessed if the payment plan is not strictly adhered to. Written notice of the specific payment deadlines and terms of the agreement will be provided to each Leaseholder that enters into a payment plan. Approval of this Resolution will not reduce the minimum rent, but it does allow the leaseholder to spread the payment out over a six month period or every forty-five days rather than paying six months in advance. Any

CONCLUSION:

Staff recommends that the City Council adopt Resolution #09-11 authorizing the Harbor Business Manager, or designee, to execute lease rental payment plans to assist Embarcadero Tidelands Leaseholders with cash flow and to retain Embarcadero businesses.

RESOLUTION NO. 09-11

**AUTHORIZING THE HARBOR BUSINESS MANAGER TO EXECUTE
LEASE RENTAL PAYMENT PLANS TO ASSIST EMBARCADERO
TIDELANDS LEASEHOLDERS WITH CASH FLOW
AND TO RETAIN EMBARCADERO BUSINESSES**

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

WHEREAS, the City of Morro Bay is the lessor of certain properties on the Morro Bay Waterfront described as City Tidelands leases and properties; and,

WHEREAS, the local, California and national economies continue to feel the effects of one of the worst economic recessions in the last 30 years, which has impacted many local businesses and resulted in vacancies on the City Tidelands lease properties; and,

WHEREAS, vacancies on Tidelands lease properties harm the City wide business environment and reduce direct rents received by the City in the form of percentage of gross sales rent collections; and

WHEREAS, the City Council of the City of Morro Bay desires to provide lease payment agreements to Embarcadero Leaseholders that are in compliance with their lease agreements in an effort to assist with cash flow and retain Embarcadero businesses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, that the Harbor Business Manager, or designee, is hereby authorized to execute payment plans for Embarcadero Tidelands Leaseholders. Payment plans will only be executed with Leaseholders that are in compliance with their Lease Agreement. A ten percent penalty will be accrued if Leaseholders do not comply with said payment plan deadlines. Said payment plans shall not reduce the amount of rent due to the City but will allow the Leaseholder to make periodic payments, either monthly or quarterly, rather than six months in advance. Leaseholders entering into a payment plan agreement will receive written notification detailing the terms and payment deadlines of the payment plan.

BE IT FURTHER RESOLVED, that this authorization to execute payment plans for Embarcadero Tidelands Leaseholders shall expire on June 20, 2012 and that a review of the Embarcadero Tidelands Lease Sites will be provided to the City Council in May of 2012.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 25th day of January, 2011 on the following vote.:

AYES:

NOES:

ABSENT:

ATTEST:

WILLIAM YATES, Mayor

BRIDGETT KESSLING, City Clerk



AGENDA NO: D-2

MEETING DATE: January 25, 2011

Council Report

TO: Honorable City Council

DATE: January 19, 2011

FROM: Mayor Bill Yates

SUBJECT: Discussion of Instituting Urgency Interim Ordinance Prohibiting Wind Turbines for 45 Days

RECOMMENDATION

Discuss roof-top wind turbines and decide if the City Council wants to consider a 45-day moratorium on their installation.

DISCUSSION

Five wind turbines have been installed on the roof at 482 Estero. This installation has generated community comments both pro and con. This item is brought forth to address the concerns of those who oppose them. Those concerns are: (1) quality of life, and (2) degradation of property values.

Quality of life: Complaints received are centered on (1) concerns that wind turbines installed in a home owner's view will degrade their quality of life and be a constant distraction, and (2) concern that a city filled with roof top wind turbines would be degradation of the entire town.

Degradation of property values: Complaints received have also expressed concern that wind turbines placed in a home owner's view corridor will cause degradation to their view, and therefore cause a loss of property value.

Arguments in favor:

Alternative energy is, obviously, a good thing.

Property rights.

As long as they remain at or below the height limits, they are legal.

There are residents who are in favor of them.

Prepared By: _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

It is my strong feeling that the citizens of Morro Bay should have an opportunity to discuss and debate the merits/demerits of roof top wind turbines. If the City Council is okay with roof top turbines, then a series of other questions should be considered, such as:

Should the number of turbines installed on a roof be limited?

If so, what is an acceptable number of turbines?

Should that number of turbines be related to roof size or square footage?

Should screening be considered?

What is the noise level generated from turbines and how does that affect neighbors?

If Council agrees, I will bring forth a 45-day moratorium resolution at the next meeting for further discussion and action. A 45-day moratorium would require a 4/5 majority vote.



AGENDA NO: D-3

MEETING DATE: January 25, 2011

Staff Report

TO: Honorable Mayor and City Council DATE: January 18, 2011

FROM: Andrea K. Lueker, City Manager

SUBJECT: Discussion of Change of Meeting Dates and Times, and Number of Board Members for Commissions and Advisory Boards

RECOMMENDATION

Staff recommends the City Council review the staff report and approves a change of meeting dates and/or times for the Recreation and Parks Commission, Public Works Advisory Board and Planning Commission. Also recommended is reducing the Recreation and Parks Commission and Public Works Advisory Board to six meetings each year, alternating months. Staff further recommends the City Council considers reducing the number of board members from seven to five for both the Recreation and Parks Commission and Public Works Advisory Board.

FISCAL IMPACT

With approval of a change in date and time, the Recreation and Parks Department will be able to eliminate numerous meeting set-ups and tear-downs, which will result in a reallocation of staff to other duties.

DISCUSSION

The City Council has changed their meeting date from the 2nd and 4th Monday to the 2nd and 4th Tuesday, which now conflicts with the Recreation and Parks Commission meeting. Furthermore, with the change in the City Council meetings, staff is interested in also changing the Planning Commission meeting to the 1st and 3rd Wednesday.

Furthermore, in a review of meeting agenda size and topics, staff believes that meeting six times each year for both the Public Works Advisory Board and the Recreation and Parks Commission will meet the needs of the City. Should there be a situation where a meeting is needed; a special meeting can easily be called for either board.

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

Lastly, recruitment for both the Recreation and Parks Commission and the Public Works Advisory Board has traditionally been difficult, with very infrequent periods of a full seven members. Staff is recommending the City Council consider those two boards be reduced to five members. At the time of writing this staff report, there is one vacancy on the Recreation and Parks Commission and one applicant and three vacancies on the Public Works Advisory Board with no applicants. The following schedule is provided:

<u>Board/Commission</u>	<u>Current Schedule</u>	<u>Proposed Schedule</u>
Planning Commission	1 st and 3 rd Monday	1 st and 3 rd Wednesday
R/P Commission	2 nd Tuesday	3 rd Thursday (Jan, March, May July, Sept, Nov)
PW Advisory Board	3 rd Wednesday	3 rd Thursday (Dec, Feb, April, June, Aug, Oct)

Note: Should the schedule be changed, the Planning Commission would need to have the new schedule go into effect after their Monday, February 2, 2011 meeting due to noticing issues.