

# City of Morro Bay

---

## *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.*

---

**NOTICE OF SPECIAL JOINT MEETING  
TUESDAY, MARCH 29, 2016  
VETERANS MEMORIAL HALL  
209 SURF STREET, MORRO BAY, CA**

THE MORRO BAY CITY COUNCIL WILL HOLD JOINT MEETINGS WITH EACH OF THE FOLLOWING ADVISORY BODIES TO DISCUSS FISCAL YEAR 2016/17 WORK PLANS BASED ON COUNCIL-ADOPTED GOALS AND PRIORITIES:

CALL TO ORDER (at the below times or as soon as possible thereafter):

3:00 PM – PUBLIC WORKS ADVISORY BOARD


4:00 PM – PLANNING COMMISSION

5:00 PM – TOURISM BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD

6:00 PM – CITIZENS OVERSIGHT / CITIZENS FINANCE COMMITTEE

Public Comment will be accepted at the beginning of each joint meeting.

DATED: March 24, 2016

  
\_\_\_\_\_  
Jamie L. Irons, Mayor

**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.**



**SPECIAL JOINT MEETING DATE:**  
**March 29, 2016**

## Staff Report

**TO:** Honorable Mayor and City Council,  
Public Works Advisory Board,  
Planning Commission,  
Tourism Business Improvement District Advisory Board, and  
Citizens Oversight / Citizens Finance Committee

**DATE:** March 24, 2016

**FROM:** David Buckingham, City Manager

**SUBJECT:** Special Joint Meetings with Advisory Bodies to Discuss Fiscal Year 2016/17  
Work Plans based on Council-Adopted Goals and Priorities

### **BACKGROUND/DISCUSSION**

In December, Council approved Resolution 79-15 adopting the Advisory Board Work Plan Development Structure as attached. Under that structure, the Council's goals and objectives inform the work conducted by staff and what items are brought before the advisory bodies. In order to provide a more orderly and functional system for addressing annual objectives, staff prepares annual work plans to meet said objectives. The advisory bodies review and provide input on the annual work plans. The Council then adopts the annual work plans. The structure also provides a mechanism for advisory bodies to recommend additions of items to said work plans, which can be brought back to Council for approval.

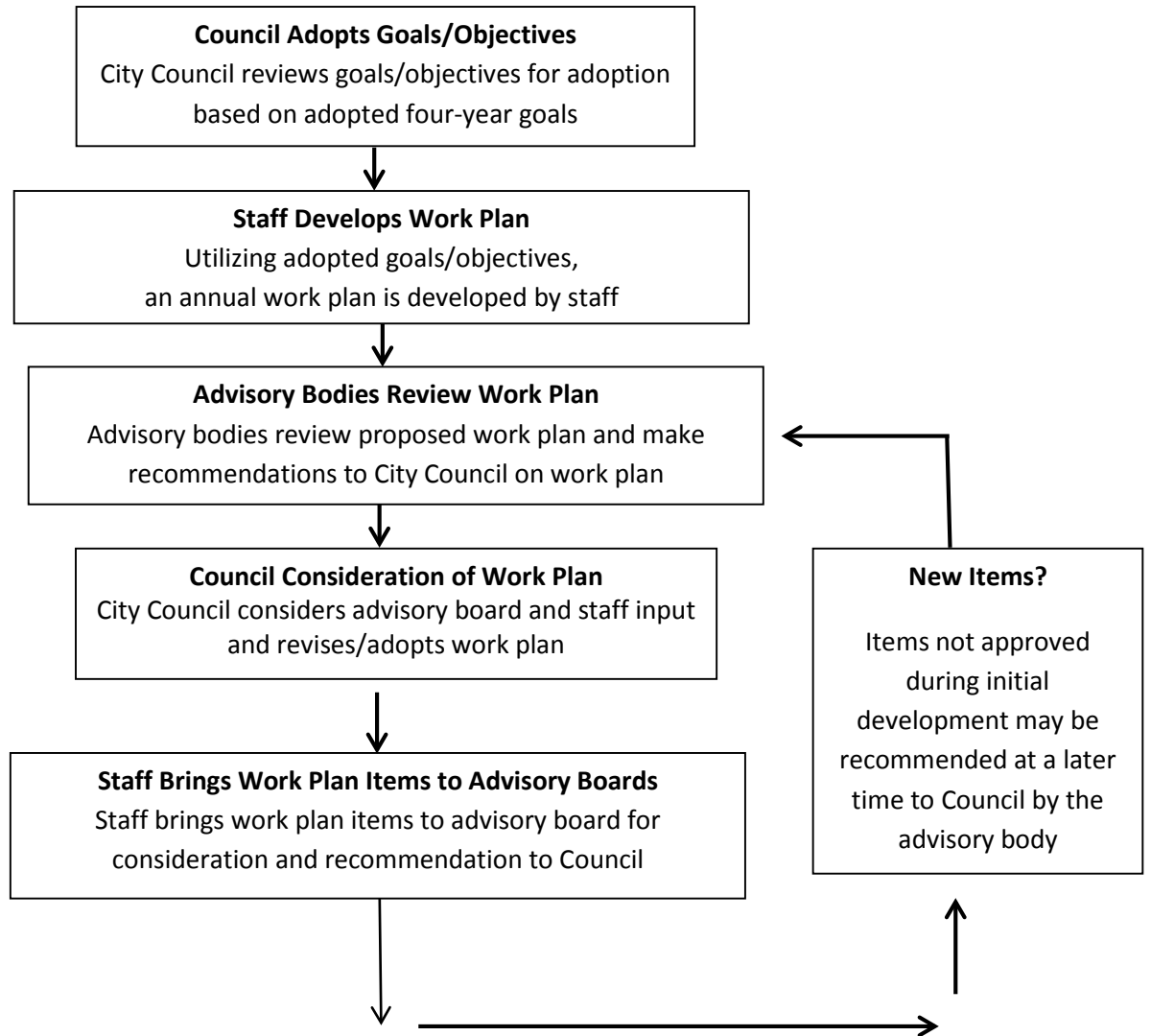
The draft work plans prepared by staff for each advisory board are attached for review and discussion at Tuesday afternoon's meetings.

### **ATTACHMENTS**

Advisory Body Work Plan Development Structure  
Public Works Advisory Board Draft Work Plan  
Planning Commission Draft Work Plan  
Tourism Business Improvement District Advisory Board Draft Work Plan  
Citizens Oversight/ Citizens Finance Committee Draft Work Plan

Prepared By:   BRA                        Dept Review:   DS    
City Manager Review: \_\_\_\_\_  
City Attorney Review: \_\_\_\_\_

# Advisory Board Work Development Structure



2016/2017  
Public Works Advisory Board (PWAB)  
Draft Work Plan

Item	Description	Proposed PWAB Meeting
<b>City Council 2016/17 Objectives</b>		
<b>Street Summit</b>	Hold a "streets summit" to inform residents and work various street improvement approaches including financing and a possible funding revenue measure on the Nov. 2018 ballot.	Sep-16
<b>Traffic Calming</b>	Review traffic calming projects at appropriate locations. Include San Jacinto/Main for primary consideration.	Sep-16
<b>41/Main Street Intersection Funding</b>	Provide recommendations for the required 50-percent local match (~ \$2M) to the Highway 41, Main Street and Highway 1 (ramp) Intersection improvement project. (Moved from Goal 4, otherwise unchanged.)	Sep-16
<b>Bike Needs</b>	Provide input on the unmet bike needs list that are funded in the FY16/17 budget process. Include Highway 1 and Yerba Buena, Bike Parking at public buildings, and traffic calming on San Jacinto for primary consideration.	Sep-16
<b>Construction Timing</b>	Provide a recommendation to Council regarding existing City-imposed restrictions on timing of street work so that some paving, patching and painting work can be performed at appropriate times during shoulder and summer seasons.	Sep-16
<b>Market Street Bluff / Centennial Parkway Area Revitalization</b>	Hold a public meeting for revitalization of the city owned properties adjacent to Centennial Parkway, including the Front Street parking lot, the Branigan's / Distasio's building, and the City-owned parking lot at Market and Pacific. Depending on public input and funding, review design on various projects including Centennial Parkway revitalization and the Embarcadero Promenade concept	Oct-16
<b>ADA Compliance Improvements</b>	Review the ADA compliance assessment, recommend projects to complete (\$50K or as set by the FY2016/17 budget) for ADA compliance improvements	Nov-16
<b>Harbor Maintenance</b>	Review and provide recommendations to City Council regarding transferring Harbor maintenance functions to Public Works.	Nov-16
<b>Improve Trash Collection and Public Restroom Cleaning</b>	Provide recommendations to Council for funding proposals to increase the frequency of public trash collection in public areas and the cleaning of public restrooms	Jan-17
<b>Tree Trimming</b>	Review the frequency of tree trimming in the downtown, that continues City tree management and planting consistent with the Urban Forest Management plan.	Feb-17
<b>Vehicle Replacement</b>	Review City vehicle requirements, then determine replacement costs over a 15-year period to estimate the total costs required to fund replacements on an annual basis, provide recommendations to City Council.	Mar-17
<b>Facility Maintenance Program</b>	Review the Facility Maintenance Program using priority setting in time to influence the 2017/18 budget cycle and provide recommendations to City Council	Apr-17
<b>State Water Planning</b>	Review the long-term requirements for continued participation in the State Water Project, including what level of participation is appropriate in the long term.	May-17
<b>"One Water" Planning</b>	Review the Master Plans for Water Supply, Water System, Wastewater Collection, and stormwater as a "One Water" Plan.	May-17
<b>Desal Location</b>	Review the options to relocate the City desal plant.	May-17
<b>Routine Items</b>		
<b>WEU Evaluation</b>	Evaluation and Recommendations to Council regarding WEU allocations	May-17
<b>Budget</b>	Review and provide Recommendations to Council regarding the Operating and Capital Budget	17-Apr

Planning Commission Work Plan for City Council 2016/17 Goals & Objectives		
Item	Description	Expected PC Review
<b>Goal 3</b>	Review and Update Significant City Land Use Plan	N/A
<b>a. GP/LCP</b>	Continue work on the GP/LCP update, completing the alternatives analysis and administrative draft of the blue print/Green Print: and administrative draft of the Program EIR, while pursuing robust public input in the entire process.	Starting Q3-Q4 of 2016 thru Q-4 2017
<b>b. Zoning Options for GP/LCP</b>	Bring to Council for consideration a budget decision to add a full zoning update/overhaul to the GP/LCP contract. [Incorporated into Draft FY 16/17 budget]	Review of updated Zoning Ord Q1-Q3 of 2017
<b>c. WRF/Righetti Property Master Plan.</b>	Complete site master plan for the entire Righetti property should the Council decide to construct the WRF at that site.	Q4 2016 - Q3 2017
<b>d. Wireless Ordinance</b>	Update wireless ordinance and process through Coastal Commission	Q4 2016 - Q2 2017
<b>e. Downtown/Waterfront Strategic Plan (DWSP)</b>	Consider incorporating the DWSP into the GP/LCP process. Complete DWSP part of the plan. [Cost estimate anticipated within 2-weeks]	Q3-Q4 2016
<b>f. 2016 Building Code</b>	Review and adopt the 2016 California Building and Standards Code. Consider integrating green building incentives and greywater/solar-ready initiatives if not included in the state revisions.	Q4 2016
<b>Other Objectives that May Require PC review</b>		
<b>Goal 6. Support Economic Development</b>		
<b>g. Aquarium Project</b>	Work closely with the Central Coast Aquarium to bring a concept Plan for approval to the Council and Coastal Commission.	Q4 2016
<b>I. Economic Development Code Scrub</b>	Complete a high level analysis of the Morro Bay Municipal Code to revise/remove policies that impede or hamper an improved business climate. (items will be identified as part of the Economic Development Strategic Plan Process).	Q1 - Q2 2017
<b>m. Food Trucks</b>	Research and bring to Council for consideration a change to the MBMC to allow "food trucks" during approved events.	Q2 - Q3 2017
<b>Goal 7. Improve City Infrastructure, Facilities and Public Spaces</b>		
<b>a. Market Street Bluff/Centennial Parkway Area Revitalization</b>	Begin a public process and bring to Council ideas for revitalization of the City owned properties adjacent to Centennial Parkway, including the Front Street lot, the Branigans/Distasio's building, and the City owned Lot at Market and Pacific	Q3 2016

**Goal # 1 – Annual Goals**

**a) Current review and annual goals development.**

WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year goal review in December and make recommendations for any modifications to the current goals.

WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.

WPE3 - The goals will be incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.

**Goal # 2 – Annual Budget**

**a) Current review and annual budget development.**

WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year budget review in November and make recommendations for any modifications to the current budget.

WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.

WPE4 - The budget is incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.

**Goal # 3 – Annual Marketing, Public Relations & Sales Plan**

**a) Current review and annual plan development.**

WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year review of the annual marketing, public relations & sales plan (annual plan) in December and make recommendations for any modifications for the remainder of the fiscal year.

WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.

WPE3 - The annual plan is incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.

#### **Goal # 4 – China Readiness Program**

##### **a) Preparation of the Morro Bay business community for the in-bound Chinese travel market.**

WPE1 – Research and find the proper industry resources to establish a viable China Readiness Program by mid-September.

WPE2 – Assemble a committee consisting of the Tourism Business Improvement District Advisory Board, City Council, community business & industry partner organizations for an information meeting in September.

WPE3 – The committee helps establish first year goals and objectives to execute within the community the first year by October.

WPE4 – Identify opportunities within the business community to host and/or promote China Readiness Workshops by the end of December.

WPE5 – Provide Phase I: China Readiness Informational Workshops for restaurants, retail and lodging in January & February.

WPE6 – The committee evaluates feedback and begins designing Phase II: China Readiness Workshops for a more in-depth training for restaurants, retail and lodging by the end of March.

WPE6 – The committee begins to work on the second year goals and objectives by the end of March, including a community residential component.

WPE7 – Report the progress of this program to City Council in March.

WPE8 - Create a shared resource guide for the business community by the end of April.

WPE9 – The committee review and evaluates first year goals and objectives by the end of May and makes any modifications as necessary.

WPE10 – A staff report is created and presented to both the Tourism Business Improvement District Advisory Board and City Council in May outlining the progress of year one and the presentation of the second year goals, objectives and community workshops.

# CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE

## Fiscal Year 2016/17 Draft Work Plan

TIME FRAME	TASK	DESCRIPTION
Q1 - Jul - Sep	Explore a more public-friendly budget document	<ol style="list-style-type: none"> <li>1. Subcommittee members meet monthly (Jul – Sep) to review more public-friendly budget documents</li> <li>2. Recommendations due to City Manager in Jan 2017 for 2017/18 budget</li> </ol>
Q2: Oct - Dec	1 <sup>st</sup> quarter budget review with City Manager - Oct 12, 2016	<ol style="list-style-type: none"> <li>1. Select members to attend department head presentation to City Manager</li> </ol>
Q2: Oct - Dec	Regular meeting to review 1 <sup>st</sup> quarter budget performance - Oct 18, 2016	<ol style="list-style-type: none"> <li>1. Discuss 1<sup>st</sup> quarter budget performance;</li> <li>2. Prepare comments to City Council, if any, to be presented with mid-year budget review (late Jan/early Feb)</li> </ol>
Q2: Oct - Dec	Regular meeting to review 2015/16 & Y-T-D DTT performance - Dec 6, 2016	<ol style="list-style-type: none"> <li>1. Review Measure Q, FY 2015/16 and Y-T-D 2016/17 budget performance;</li> <li>2. Prepare comments for presentation to City Council with mid-year budget review (late Jan/early Feb)</li> </ol>
Q2: Oct - Dec	Recommend a more public-friendly budget document – Dec 6	<ol style="list-style-type: none"> <li>1. Subcommittee members meet monthly (Oct &amp; Nov), and finalize recommendations in Nov;</li> <li>2. Present Committee members on Dec 6;</li> <li>3. Prepare recommendations to provide to City Manager in Jan 2017 for 2017/18 budget</li> </ol>
Q3: Jan - Mar	Present recommendations for a more public-friendly budget document to City Manager - Jan	<ol style="list-style-type: none"> <li>1. Date to be determined (TBD)</li> </ol>
	Mid-year budget review with City Manager - Jan 11, 2017	<ol style="list-style-type: none"> <li>1. Select members to attend department head presentation to City Manager</li> </ol>
	Regular meeting to review mid-year budget performance – Jan 17, 2017	<ol style="list-style-type: none"> <li>1. Prepare comments for presentation to City Council with mid-year budget review (late Jan/early Feb)</li> </ol>
Q4: Apr - Jun	3 <sup>rd</sup> quarter budget review with City Manager - Apr 12, 2017	<ol style="list-style-type: none"> <li>1. Select members to attend department head presentation to City Manager</li> </ol>
	Regular meeting to review 3 <sup>rd</sup> quarter budget performance – Apr 18, 2017	<ol style="list-style-type: none"> <li>1. Prepare comments for presentation to City Council with mid-year budget review (late Jan/early Feb)</li> </ol>
	<b>Review preliminary 2017/18 budget – date TBD</b>	