

# City of Morro Bay

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## *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.*

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**NOTICE OF SPECIAL JOINT MEETING  
TUESDAY, APRIL 12, 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):  
4:00 PM – HARBOR ADVISORY BOARD  
4:45 PM – RECREATION & PARKS COMMISSION

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

DATED: April 7, 2016

  
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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:**  
April 12, 2016

## Staff Report

**DATE:** April 6, 2016

**TO:** Honorable Mayor and City Council, Harbor Advisory Board and Recreation & Parks Commission

**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

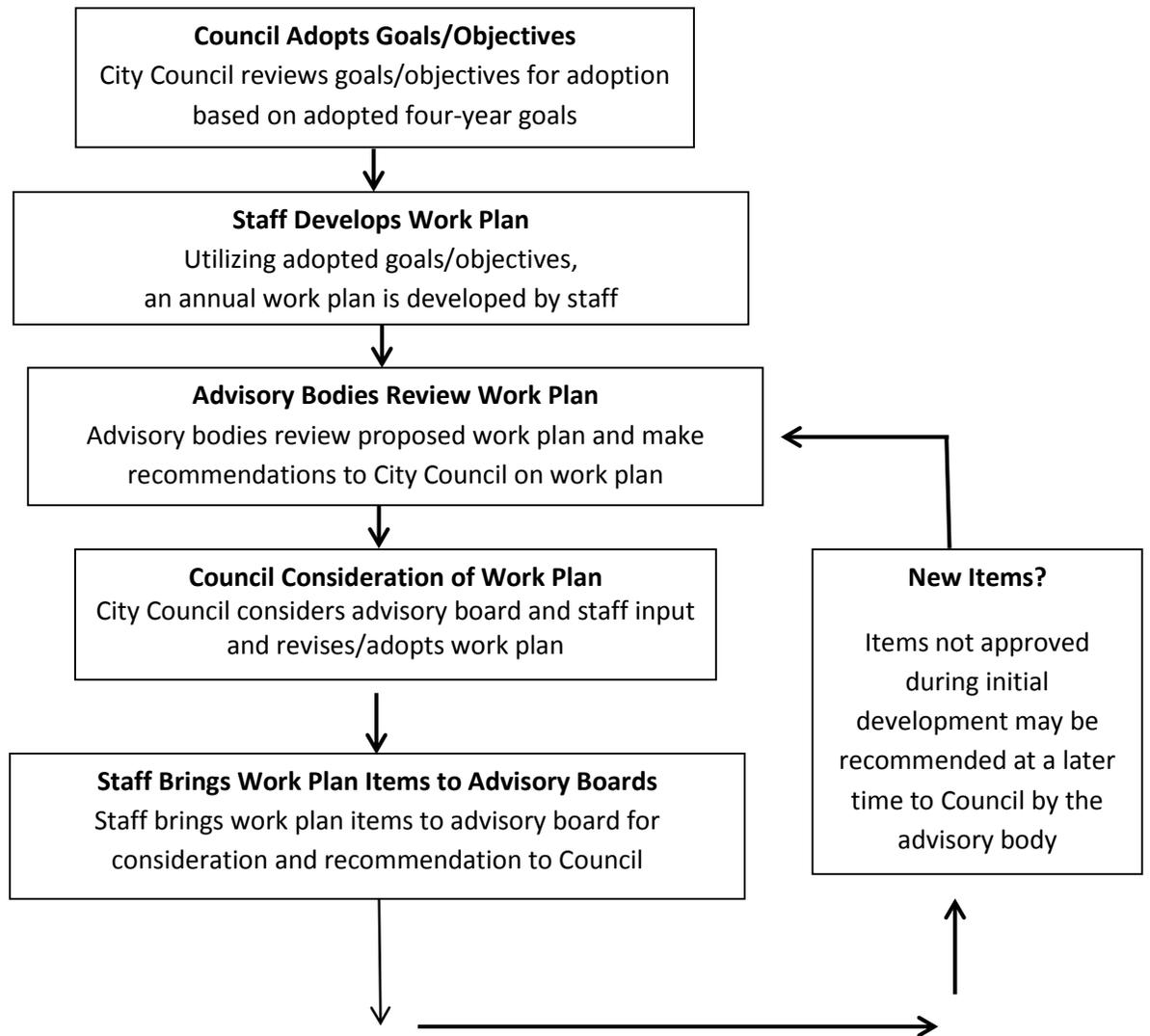
Advisory Body Work Plan Development Structure  
Harbor Advisory Board Draft Work Plan  
Recreation & Parks Commission Draft Work Plan

Prepared By:   BRA                        Dept Review:   DS  

City Manager Review: \_\_\_\_\_

City Attorney Review: \_\_\_\_\_

# Advisory Board Work Development Structure



## **HARBOR DEPARTMENT FY 16/17 GOAL OBJECTIVE WORK PLANS**

**As amended by the Harbor Advisory Board on 4/7/16**

### **Goal #3 – Review and Update Significant City Land Use Plans**

- e) **Downtown/Waterfront Strategic Plan (DWSP).** Consider incorporating the downtown/waterfront strategic plan into the GP/LCP process. Complete the DWSP part of the plan.

WPE1 – Provide staff input to consultants as-required.

WPE2 – Obtain HAB review/input on work products as-required.

### **Goal #4 – Maintain Core Public Safety Services**

- d) **Public Safety Scrub of Morro Bay Municipal Code (MBMC).** Complete a review of all public safety ordinances in the MBMC, including various sections of the MBMC that currently require first offence warning for violations of code, and bring recommended changes to Council for decision.

WPE1 – Harbor element already begun in 2015 with HAB review and input on MBMC Chapter 15 and Harbor Dept. Rules and Regulations. First-round staff and HAB review of all sections complete.

WPE2 – Staff to bring first-round draft of recommended changes back to HAB for input in Q2/~~Q3~~ 2016.

WPE3 – Bring HAB-inputted and recommended changes to Council for approval in Q4 2016.

### **Goal # 5 – Ensure Fiscal Sustainability**

- a) **Budget Forecast.** Complete a professional, external 10-year budget forecast in Jan-Mar 2017 with the new Council.

WPE1 – Research and update current capital planning needs assessment and modeling with HAB Finance & Budget Ad-Hoc Committee assistance in Q3-Q4 2016.

WPE2 – Complete capital assessment for HAB review and recommendation into FY 2017/2018 budgeting process for Council in Q1-Q2 2017.

WPE3 – Research and update current Master Fee cost recovery estimating and modeling with HAB Finance & Budget Ad-Hoc Committee assistance in Q3-Q4 2016.

WPE4 – Complete Master Fee cost recovery estimating for HAB review and recommendation into FY 2017/2018 budgeting process for Council in

Q1-Q2 2017.

WPE5 – Research/investigate new and/or enhanced revenue streams with HAB input and recommendations in Q3-Q4 2016.

WPE6 – Bring HAB revenue stream recommendations into FY 2017/2018 budgeting process for Council in Q1-Q2 2017.

**Goal #6 – Support Economic Development**

- a) **Tidelands Trust Lease Management Policy.** Update and revise the City Lease Management Policy.

WPE1 – Develop staff internal draft in Q3 2016.

WPE2 – HAB review and recommendations on draft in Q4 2016.

WPE3 – Final draft to Council in Q1 2017.

- g) **Aquarium Project.** Work closely with the Central Coast Aquarium (CCA) to bring a Concept Plan for approval to Council and Coastal Commission.

WPE1 – HAB review and recommendations to Council on CCA proposal after submission (est. Q4 2016).

WPE2 – Staff begin lease negotiations after Concept Plan level approval (est. Q3-Q4 2017).

- j) **Maritime Museum.** Update the current MOU and complete a license agreement with the Central Coast Maritime Museum.

WPE1 – Staff to complete MOU currently in draft form for Council consideration and approval in Q2 2016.

WPE2 – Staff to complete License Agreement for administrative approval in Q2 2016.

- k) **Marine Services Facility.** Contract for, complete and bring to Council for consideration a full feasibility study for the proposed Marine Services Facility.

WPE1 – HAB Boatyard/Marine Services Facility Ad-Hoc Committee and staff identify potential outside private interest in facility construction and operation in Q2-Q4 2016. If such interest exists, concurrent with existing City efforts, facilitate dialog and determine if a private or public/private arrangement is a viable path forward.~~If viable interest exists, consider taking proposals before engaging a consultant for financial feasibility~~

~~analysis work.~~

WPE2 – ~~If no such outside private interests make a proposal,~~ With Boatyard/Marine Services Facility Ad-Hoc Committee participation and input, develop RFP for financial feasibility study for Council approval in Q2 2016.

WPE3 – With Boatyard/Marine Services Facility Ad-Hoc Committee participation and input, ~~E~~valuate RFP responses, get consultant under contract and complete study in Q3-Q4 2016.

WPE4 – ~~Bring~~ With Boatyard/Marine Services Facility Ad-Hoc Committee evaluation and recommendations, bring completed study to HAB for recommendations, and to Council ~~for~~ consideration and direction on next steps and possible site commitment in Q4 2016.

### **Goal #7 – Improve City Infrastructure, Facilities and Public Spaces**

- e) **Improve Trash Collection and Public Restroom Cleaning.** Research and bring to Council for funding proposals to increase the frequency of public trash collection in public areas and the cleaning of public restrooms.

WPE1 – Identify and document current service and funding levels, including interviewing pertinent Public Works employees, in Q2 2016.

WPE2 – With staff, HAB and public/stakeholder input, identify ideas and strategies to improve services in Q23 2016.

WPE3 – Implement strategies not requiring additional funding beyond current budget in Q23-Q34 2016.

WPE4 – Bring strategies requiring additional or supplemental funding to Council in Q4 2016 during mid-year budget adjusting, or Q1-Q2 2017 during 2017/2018 budgeting.

- h) **ESH Fencing.** Fence the Environmentally Sensitive Habitat (ESH) between the Embarcadero dirt extension and the Morro Bay Power Plant property in the same manner as the ESH fencing on the opposite side of the road.

WPE1 – Obtain cost estimate in Q2 2016.

WPE2 – Bring to Council for budgeting in Q2 2016 (Harbor Fund or General Fund or shared, or possible grant funding?).

WPE3 – Install Q3-Q4 2016.

### **Goal #8 – Enhance Quality of Life**

- c) **Sea Otter Awareness.** Take specific action to raise awareness of sea otter protection practices and participate in the 2016 Sea Otter Awareness Week.

WPE1 – Continue current efforts with State Parks and Fish and Wildlife regarding establishing Morro Bay-specific sea otter awareness materials.

WPE2 – Engage stakeholders, identify opportunities and ideas, and bring to HAB for input and recommendation in Q2-Q3 2016.

WPE3 – Implement recommendations in Q3 2016.

WPE4 – Participate to the extent possible in Sea Otter Awareness Week 2016 in Q3 (typically the 4<sup>th</sup> week in September).

### **Goal #10 – Improve City Operations**

- c) **Records Management.** Develop a prioritized, budget short- and long-term plan for improving records management policies and procedures, including development of a trustworthy electronic records system, and staff education regarding legal requirements and best practices. Begin digital scanning of Harbor Dept. records.

WPE1 – Identify Harbor records to be scanned, including reconciliation of duplicate lease files in Harbor and Legal departments, in Q3-Q4 2016.

WPE2 – Obtain cost estimate to scan identified records in Q1 2017.

WPE3 – Bring to Council for budgeting in Q2 2017.

WPE4 – Complete scan in Q3 2017.

- e) **Lease Management Office Reorganization.** Research and bring to Council for consideration transferring Harbor lease and property management functions to the Administrative Services Department or another City department (Management Partners recommendation).

WPE1 – Identify functions contemplated for transfer using the Harbor Department Level of Service document developed in 2010/2011 in Q3 2016.

WPE2 – Develop a plan to identify and research peer or comparable harbor models, engage employees and others in those harbors for input and data and implement the research plan in Q3/Q4 2016.

WPE3 – With aid of information and data from research, develop potential models for Morro Bay, including consideration of performance parameters, efficiencies and financials, ~~for Morro Bay~~, including HAB review, input and recommendation to Council in Q1 2017.

WPE4 – Bring HAB recommendations to Council for consideration and decision in Q2 2017.

**h) Harbor Maintenance.** Evaluate transferring Harbor maintenance functions to Public Works.

WPE1 – Identify functions contemplated for transfer using the Harbor Department Level of Service document developed in 2010/2011 in Q3 2016.

WPE2 – Working with Public Works' management, develop potential models, including consideration of performance parameters, efficiencies and financials, for transferring functions to Public Works, including HAB review, input and recommendation to Council in Q1 2017.

WPE3 – Bring HAB recommendations to Council for consideration and decision in Q2 2017.

**Goal # 5 – Ensure Fiscal Sustainability**

- a) **Budget Forecast.** Complete a professional, external 10-year budget forecast in Jan-Mar 2017 with the new Council.

WPE1 – Review budget forecast for Recreation Services Division with RPC for their information in April 2017.

- g) **Recreation Programming.** Evaluate partnerships and/or contracting opportunities to increase the range of recreation programming through the use of external service providers.

WPE1 – Review existing recreational programming with RPC including sports, classes and youth offerings, seek feedback on existing offerings and receive suggestions on potential other offering ideas in August 2016.

WPE2 – Utilizing RPC suggestions, begin to review, research and analyze additional programming offerings and determine potential partnerships, report to RPC Q3-Q4 of 2016.

WPE3 – Should there be feasible partnerships or contracting opportunities, prepare relevant budget documents for RPC review Q1-Q2 of 2017. Seek RPC recommendation to City Council to be utilized at either Mid-Year Budget Review or FY2017-18 Budget consideration.

**Goal #6 – Support Economic Development**

- m) **Food Trucks.** Research and bring to Council for consideration a change to the MBMC to allow “food trucks” during approved events.

WPE1 – Research, evaluate, and report to RPC relevant code sections to be modified to allow for food trucks to participate in approved special events in Q3-Q4 of 2016. RPC recommendation to Council on potential modifications at this time.

**Goal #8 – Enhance Quality of Life**

- a) **Community Pool Planning.** Prepare for, and enact, the overall management of community access at the new Morro Bay High School/Community Pool.

WPE1 – Report to RPC in Q1-Q2 of 2017 regarding pool management plans.

- b) **City-Sponsored/Partnered Events.** Execute the following City/Partnered Events: Fourth of July, Rock to Pier Run, Dixon Spaghetti Dinner, Downtown Trick-Or-Treat (partner with Chamber of Commerce), Lighted Boat Parade/Christmas Tree lighting (partner with Rotary).

RECREATION & PARKS COMMISSION FY 2016/17 DRAFT WORK PLAN

WPE1 – Report on quarterly basis to RPC regarding execution of each City/Partnered Event in FY2016-17. Seek feedback regarding events.

**d) Pickleball Court Space.** Research and present to Council opportunities for additional, future Pickleball court space.

WPE1 – Research and present to RPC for consideration of recommendation to Council regarding opportunities for additional, future Pickleball court space by Q2 2017.

**e) Recreation Guide.** Sponsor and publish the Morro Bay Recreation Programs Guide in Fall, Winter, and Spring, beginning Fall 2016.

WPE1 – Report to RPC on Rec Guide development and execution Q2-Q3 2016 prior to initial Fall 2016 publication.

**Work Plan Items Not Specifically Named in Council Goals & Objectives:**

**Annual Tour – July 2016:** RPC members will tour various park locations with Rec and Public Works staff.