

PRESENT:	Jamie Irons	Mayor
	Robert Davis	Council Member
	John Heading	Council Member
	Matt Makowetski	Council Member
	Marlys McPherson	Council Member
STAFF:	Scott Collins	City Manager
	Joseph Pannone	City Attorney
	Dana Swanson	City Clerk
	Jennifer Callaway	Finance Director
	Eric Endersby	Harbor Director

#### ESTABLISH QUORUM AND CALL TO ORDER

Mayor Irons called the meeting to order at 4:01 p.m. with all members present.

#### PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Mayor Irons opened public comment for items on the agenda. Seeing none, the public comment period was closed.

<https://youtu.be/MGa6KYrTe0I?t=1m53s>

#### SPECIAL MEETING AGENDA ITEMS:

- I. **ADOPTION OF RESOLUTION NO. 64-18 APPROVING CONSENT OF LANDOWNER DOCUMENT FOR UNITED STATES COAST GUARD STATION MORRO BAY BUILDING EXPANSION PROJECT PROPOSAL; (HARBOR)**  
<https://youtu.be/MGa6KYrTe0I?t=2m5s>

Harbor Director Endersby presented the staff report and responded to Council inquiries.

Mayor Irons invited Coast Guard representatives to speak to the project.

Chief Tim Crochet, U.S. Coast Guard Morro Bay Station, spoke regarding the importance of this project and need to provide adequate space for gender diversity, berthing space for current staff, additional gear storage, office space and a communications center.

Lt. Maya, U.S. Coast Guard, explained funding for the project was set aside by Congress in 2015 for this project and must be obligated prior to the end of FY19. The Coast Guard will continue to explore additional funding for further development of the site in the future.

Following discussion, the Council was in support of the project and provided additional direction for consideration by the Planning Commission as the project moves through the permit approval process.

MOTION: Council Member Heading moved for adoption of Resolution No. 64-18 approving a Consent of Landowner document for the United States Coast Guard Station Morro Bay building expansion proposal, as presented, with the following direction: consideration at Planning to bring back information regarding signage, especially regarding one-way signage on the road way; 2) parking improvements; 3) potential road area improvements; and then a fourth item to be considered to be brought back by staff – a look at fair market value leasehold issues with regard to the existing lease and the possibility of opening that up. The motion was seconded by Council Member McPherson and carried unanimously, 5-0.

- II. **ADOPTION OF RESOLUTION NO. 62-18 TO APPROVE A ONE-YEAR TRIAL EXTENSION OF UTILITY DISCOUNT PROGRAM ENROLLMENT AND ADOPTION OF RESOLUTION NO. 63-18 ESTABLISHING A PENALTY WAIVER POLICY FOR UTILITIES; (ADMINISTRATION/FINANCE)**  
<https://youtu.be/MGa6KYrTe0I?t=40m21s>

City Manager Collins and Finance Director Callaway presented the staff report and responded to Council inquiries. Ms. Callaway noted a correction to the draft policy was needed to clarify an adjustment of the penalty or tag notice fee may be made one time during a twenty-four-month period, not two times.

Mayor Irons opened public comment for Item II; seeing none, the public comment period was closed.

**MOTION:** Council Member Davis moved for adoption of Resolution No. 62-18 to approve a one-year trial extension of Utility Discount Program Enrollment and also adopt Resolution No. 63-18 establishing a Penalty Waiver Policy for Utilities, with the correction to the policy as noted by our Finance Director stating that the full amount of the penalty or tag notice fee may be made one time during a 24-month period. The motion was seconded by Council Member Makowetski and carried unanimously, 5-0.

**III. AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH REVENUE AND COST SPECIALISTS, LLC TO UPDATE THE CITY'S COMPREHENSIVE USER FEE STUDY, COST ALLOCATION PLAN, DEVELOPMENT IMPACT FEE STUDY AND MASTER FACILITIES PLAN IN AN AMOUNT NOT TO EXCEED \$83,569; (FINANCE)**  
<https://youtu.be/MGa6KYrTe0I?t=58m10s>

Ms. Callaway presented the staff report and responded to Council Inquiries.

Mayor Irons asked the Council to consider including optional presentation as shown on page 88 of agenda packet for a cost of \$2,400.

Mayor Irons opened public comment for Item III; seeing none, the public comment period was closed.

There was Council support for including the optional item with a cost of \$2,400 within the requested contract amount.

**MOTION:** Council Member Headding moved the Council authorize the City Manager to execute an agreement with Revenue and Cost Specialists, LLC to update the City's Comprehensive User Fee Study, Cost Allocation Plan, Development Impact Fee Study and Master Facilities Plan in an amount not to exceed \$83,569, which includes a contingency amount of \$16,714. and that would be to include the optional Task #3 which would be a stakeholder meeting. The motion was seconded by Council Member Makowetski and carried unanimously, 5-0.

Mayor Irons commented this special meeting was necessary due to the large number of normal business items on the agenda, and that based on conversations with the City Manager the Council should be prepared for at least a couple more special meetings to complete items on the 2018 Goals and Objectives.

**ADJOURN**

The meeting adjourned at 5:15 p.m.

Recorded by:

Dana Swanson,  
City Clerk