



CITY OF MORRO BAY HARBOR ADVISORY BOARD A G E N D A

The City of Morro Bay provides essential public services and infrastructure to maintain a safe, clean and healthy place for residents and visitors to live, work and play.

**Meeting - Thursday, February 7, 2019
Veteran's Memorial Building - 6:00 P.M.
209 Surf Street, Morro Bay, CA**

Ron Reisner, Chair	Marine Oriented Business
Lynn Meissen, Vice Chair	Member at Large
Mark Blackford	Member at Large
Gene Doughty	South Bay/Los Osos
Cherise Hansson	Waterfront Leaseholders
Dana McClish	Recreational Boating
Jeremiah O'Brien	Morro Bay Commercial Fishermen's Organization
Peter Griffin	Alternate to Jeremiah O'Brien (MBCFO)
Owen Hackleman	Alternate to Jeremiah O'Brien (MBCFO)

ESTABLISH QUORUM AND CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

CHAIR, ADVISORY BOARD MEMBER & LIAISON ANNOUNCEMENTS & PRESENTATIONS

PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Board on City business matters not on the agenda may do so at this time. For those desiring to speak on items on the agenda, but unable to stay for the item, may also address the Board at this time.

Public comment is an opportunity for members of the public to provide input to the advisory body. To increase the effectiveness of the Public Comment Period, the City respectfully requests the following guidelines and expectations be followed:

- When recognized by the Chair, please come forward to the podium to speak. Though not required, it is helpful if you state your name, city of residence and whether you represent a business or group. Unless otherwise established by the Chair, comments are to be limited to three minutes.
- All remarks should be addressed to Board, as a whole, and not to any individual member thereof.
- The Board 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 Board to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting.
- Your participation in Board meetings is welcome and your courtesy will be appreciated.
- The Board in turn agrees to abide by its best practices of civility and civil discourse according to Resolution No. 07-19.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Harbor Department's Office Assistant at (805) 772-6254. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CONSENT CALENDAR

- A-1 Approval of Minutes from the Harbor Advisory Board meeting held on November 1, 2018.
- A-2 Approval of Minutes from the Harbor Advisory Board meeting held on December 6, 2018.

B. REPORTS AND APPEARANCES

- B-1 Harbor Department Status Report
Staff Recommendation: Receive and file.

C. BUSINESS ITEMS

- C-1 Election of Harbor Advisory Board Chair and Vice Chair
Staff Recommendation: Staff recommend the Harbor Advisory Board elect a Chair and Vice Chair for the upcoming year.
- C-2 Review of Submissions and Recommended Next Steps for the Morro Bay Boatyard and Marine Services Facility Financial Feasibility Study Request for Proposals Process, and Update from the Boatyard/Marine Services Facility Ad-Hoc Committee
Staff Recommendation: Receive report from staff, and provide input and recommendations on boatyard/marine services facility financial feasibility study services request for proposals evaluation committee, rating criteria and process next steps, and receive report, if any, from the Boatyard Ad-Hoc Committee.
- C-3 Update from the Finance & Budget Ad-Hoc Committee on Committee's Recent Activities
Staff Recommendation: Receive and file.
- C-4 Update from the Eelgrass Ad-Hoc Committee on Committee's Recent Activities, Including New Developments in Possible Eelgrass In-Lieu Mitigation Fee Programs
Staff Recommendation: Receive and file.
- C-5 Update on Harbor Department Lease Management Policy Update Process, Including Input and Direction to Harbor Advisory Board Lease Management Policy Update Group Members
Staff Recommendation: Receive and file report, and provide Harbor Advisory Board lease management policy update group members input and direction, as appropriate.
- C-6 Harbor Advisory Board Schedule for the 2019 Calendar Year, Including Cancellation of the Regular March and July Meetings, and Rescheduling a Special March Meeting
Staff Recommendation: Staff recommend the Harbor Advisory Board cancel the regular March and July, 2019 meetings, and consider rescheduling a special March meeting later that month.

D. DECLARATION OF FUTURE AGENDA ITEMS

Pending items previously declared:

- Goals and Objectives – Working Waterfront Designation
- Measure D
- Explore Benefits of Becoming a Harbor or Port District
- Wind Energy Generation off the Coast of Morro Bay

- Creation of an Embarcadero Business District to Fund Harbor Infrastructure
- Review of TBID Assessment funding
- Identify/review responsible parties for cleanliness of water front ground lease sites, public restrooms, light posts, and concern for public safety

E. 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 the Morro Bay Harbor Department, 1275 Embarcadero, for any revisions or call the department at 772-6254 for further information.

Materials related to an item on this Agenda are available for public inspection during normal business hours at the Harbor Department and at Mill's/ASAP, 495 Morro Bay Boulevard, or online at www.morrobayca.gov. Materials related to an item on this Agenda submitted to the Board after publication of the Agenda packet are available for inspection at the Harbor Department during normal business hours or at the scheduled meeting.

MINUTES-MORRO BAY HARBOR ADVISORY BOARD
MEETING – November 1, 2018
VETERAN'S MEMORIAL HALL - 6:00 P.M.

AGENDA NO: A-1

MEETING DATE: February 7, 2019

PRESENT: Ron Reisner HAB Chair
Gene Doughty HAB Member
Lynn Meissen HAB Vice-Chair
Jeremiah O'Brien HAB Member
Dana McClish HAB Member
Cherise Hansson HAB Member
Mark Blackford HAB Member

STAFF: Eric Endersby Harbor Director
Lori Stilts Harbor Business Coordinator

ESTABLISH QUORUM AND CALL TO ORDER

The meeting was called to order at 6:01 p.m., with all members present.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

CHAIR AND ADVISORY BOARD MEMBER ANNOUNCEMENTS & PRESENTATIONS

<https://youtu.be/3AAq737rMZ0?t=121>

PUBLIC COMMENT

<https://youtu.be/3AAq737rMZ0?t=421>

The public comment period was opened and closed with no comments.

A. CONSENT AGENDA

<https://youtu.be/3AAq737rMZ0?t=437>

A-1 APPROVAL OF MINUTES FROM THE HARBOR ADVISORY BOARD MEETING HELD ON, September 6, 2018

MOTION: Board Member Doughty moved the September 6, 2018 Harbor Advisory Board minutes be approved. The Motion was seconded by Board Member Meissen and carried unanimously, 7-0.

B. REPORTS AND APPEARANCES

<https://youtu.be/3AAq737rMZ0?t=474>

B-1 HARBOR DEPARTMENT STATUS REPORT

Harbor Director Endersby presented the staff report for item B-1 and responded to Board Member inquiries.

C. BUSINESS ITEMS

<https://youtu.be/3AAq737rMZ0?t=3903>

C-1 UPDATE FROM THE MARINE SERVICES FACILITY/BOATYARD AD-HOC COMMITTEE ON COMMITTEE'S RECENT ACTIVITIES

The public comment period was opened and closed with no comments.

Committee Chair McClish reminded the Board and public interested in dry boat and trailer storage to contact the Harbor Department for rental information and availability for storing in the Triangle Lot next to Front Street.

In addition, Member McClish confirmed that the Marine Services Facility/Boatyard Feasibility Request for Proposals was submitted to public on October 30, 2018 with responses due February 1, 2019.

Director Endersby and Member McClish responded to Board Member inquiries.

C-2 UPDATE FROM THE FINANCE & BUDGET AD-HOC COMMITTEE ON COMMITTEE'S RECENT ACTIVITIES; AND DISCUSSION OF POSSIBLE REVENUE SOURCES AND/OR EXPENDITURE CUTS TO FUND THE RECENTLY ESTABLISHED HARBOR ACCUMULATION FUND RESERVE

<https://youtu.be/3AAq737rMZ0?t=4576>

Committee Chair Blackford stated the committee met recently and briefly spoke to the Harbor Fund's capital needs, and earmarked reserves which results in a shortfall to the Harbor Fund. This shortfall requires potential new revenue sources or expense cuts to fund the Harbor Accumulation Fund Reserve.

Committee Member Reisner spoke to his recent communication with the City Manager in regards to sharing with the Harbor Fund revenues from TBID, Sales Tax, Possessory Interest Tax as possible additional revenue sources.

There was discussion by the Board and Director Endersby responded to Board Member inquiries.

C-3 REPORT FROM THE EELGRASS AD-HOC COMMITTEE ON COMMITTEE'S RECENT ACTIVITIES

<https://youtu.be/3AAq737rMZ0?t=5394>

Committee Chair Meissen announced the Morro Bay National Estuary Program (NEP) has published their 2017 Eelgrass Report and currently comparing this year's survey to previous years.

Ms. Meissen also stated the eelgrass plan the Ad-Hoc committee has been working on is tentatively set to go to City Council for input and direction.

Director Endersby added the possible next step after Council will be going to the regulators with the proposed plan.

Discussion by the Board.

NEP 2017 Report: <https://www.mbnep.org/state-of-the-bay/>

NEP Morro Bay Eelgrass Report 2014-2016: <https://www.mbnep.org/library/2014-2016-eelgrass-report/>

C-4 UPDATE ON THE HARBOR DEPARTMENT LEASE MANAGEMENT POLICY UPDATE PROCESS: HARBOR ADVISORY BOARD CONSIDERATION AND INPUT ON PROPOSED POLICY UPDATE TIMELINE, AND FINANCIAL AUDITS AND LEASE SITE INSPECTION SECTIONS OF THE POLICY, AND UPDATE FROM HARBOR ADVISORY BOARD POLICY UPDATE WORKING GROUP MEMBERS

<https://youtu.be/3AAq737rMZ0?t=5916>

Harbor Director Endersby presented the staff report for item C-4.

Chair Reisner suggested to add a dated item to the Lease Management Policy Update timeline; January 7, 2019 - working group evaluate search and fact-finding in preparation of a general outline policy structure and change Item C's date to January 14, 2019.

Director Endersby responded to Board Member inquiries regarding the lease site audit process. Member Hansson suggested requesting the quarterly submitted sales reports to the Board of Equalization and Chair Reisner suggested to professionally audit all lease sites not audited in the last 24 months, then audit every site every three years, and select sites on a as needed or random basis.

Director Endersby responded to Board Member inquiries regarding the lease site inspection process. Member McClish suggested an inspection check list, Member Blackford recommended a professional commercial inspector to provide spot checks, Member Doughty suggested up to six sites reviewed every year and liked the check list recommendation. Member Reisner recommended annual fire, lifesaving, safety, code and permit operations inspected by qualified personnel, every six months building & grounds cleanliness by City Staff, and every three years basic repair and maintenance, to include over water structures conducted by qualified professionals.

Member Hansson and Blackford updated the Board on their involvement as members of the Lease Site Management Policy Update group.

C-5 UPDATE ON THE PUBLIC INFORMATION FORUM HELD BY TRIDENT WIND ON OCTOBER 11, 2018

<https://youtu.be/3AAq737rMZ0?t=9150>

Director Endersby presented the staff report for item C-5.

Member O'Brien thanked the City for supporting the Commercial Fishermen and spoke to the executed contact between Trident and Morro Bay Commercial Fishermen's Organization.

Discussion and comments by the Board.

D. DECLARATION OF FUTURE AGENDA ITEMS

<https://youtu.be/3AAq737rMZ0?t=11018>

No new future items were declared.

Pending items previously declared:

Goals and Objectives – Working Waterfront Designation

Measure D

Explore Benefits of becoming a Harbor or Port District

Wind Energy Generation off the Coast of Morro Bay

Creation of an Embarcadero Business District to Fund Harbor Infrastructure

Review of TBID Assessment Funding

Identify/review responsible parties for cleanliness of waterfront ground lease sites, public restrooms, light posts, and concerns to public safety

E. ADJOURNMENT

This meeting was adjourned at 9:05 p.m. The next Regular Meeting will be held on Thursday, December 6, 2018 at 6:00 p.m. at the Veteran's Memorial Hall located at 209 Surf Street, Morro Bay, California.

Recorded by,

Lori Stilts
Harbor Business Coordinator

MINUTES-MORRO BAY HARBOR ADVISORY BOARD
MEETING – December 6, 2018
VETERAN'S MEMORIAL HALL - 6:00 P.M.

AGENDA NO: A-2

MEETING DATE: February 7, 2019

PRESENT: Ron Reisner HAB Chair
Gene Doughty HAB Member
Lynn Meissen HAB Vice-Chair
Jeremiah O'Brien HAB Member
Cherise Hansson HAB Member
Mark Blackford HAB Member

STAFF: Eric Endersby Harbor Director
Lori Stilts Harbor Business Coordinator

ESTABLISH QUORUM AND CALL TO ORDER

The meeting was called to order at 6:01 p.m., with a quorum present.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

CHAIR AND ADVISORY BOARD MEMBER ANNOUNCEMENTS & PRESENTATIONS

<https://youtu.be/0vtlZIIDAm4?t=117>

PUBLIC COMMENT

<https://youtu.be/0vtlZIIDAm4?t=687>

The public comment period was opened and closed with no comments.

A. CONSENT AGENDA

<https://youtu.be/0vtlZIIDAm4?t=700>

A-1 APPROVAL OF MINUTES FROM THE HARBOR ADVISORY BOARD MEETING HELD ON,
October 4, 2018

MOTION: Board Member Blackford moved the October 4, 2018 Harbor Advisory Board minutes be approved. The Motion was seconded by Board Member O'Brien and carried unanimously, 6-0.

B. REPORTS AND APPEARANCES

B-1 HARBOR DEPARTMENT STATUS REPORT

<https://youtu.be/0vtlZIIDAm4?t=730>

Harbor Director Endersby presented the staff report for item B-1 and responded to Board Member inquiries.

The public comment period was opened and closed with no comments.

C. BUSINESS ITEMS

C-1 UPDATE FROM THE MARINE SERVICES FACILITY/BOATYARD AD-HOC COMMITTEE ON
COMMITTEE'S RECENT ACTIVITIES

<https://youtu.be/0vtlZIIDAm4?t=2469>

Director Endersby stated the trailer boat storage is coming to fruition and have elected not to put up the fence as a cost saving measure.

The public comment period was opened and closed with no comments.

C-2 UPDATE FROM THE FINANCE & BUDGET AD-HOC COMMITTEE ON COMMITTEE'S RECENT ACTIVITIES; AND CONTINUED DISCUSSION OF POSSIBLE REVENUE SOURCES TO FUND THE RECENTLY ESTABLISHED HARBOR ACCUMULATION FUND RESERVE

<https://youtu.be/0vtlZIIDAm4?t=2578>

Director Endersby presented the staff report for item C-2.

Committee Chair Blackford stated the Finance committee recently met and made a goal to provide the City Council with a memorandum recommending revenue enhancement growth to fund the non-operational shortfalls of the Harbor Fund due to capital needs and reserves. The committee identified 4 potential revenue sources up for Board discussion.

City & Castle Wind Agreement
Triangle Lot Boat Storage Rent
South T-Pier Loan Payment
Primitive Camping on Tidelands Trust Properties

There was Board consensus for the Harbor Fund to receive revenue from the Castle Wind agreement minus General Fund costs.

There was Board consensus for the Harbor Fund to receive the rental surplus from the Triangle Lot Boat Storage.

There was Board consensus to continue to set aside the South T-Pier loan payment for the Harbor Reserve Fund after the loan has been paid off.

There was not Board consensus to allow primitive camping on the Tidelands Trust Properties.

There was Board discussion and consensus to add paid parking on the Embarcadero as an additional revenue source.

Committee Member Reisner reported to the Board of the outcome of his meeting with the City Manager regarding the Harbor Fund to share revenue received from TOT, TBID, Sales Tax and Possessory Interest collected in the Tidelands Trust.

Drew Jacobson, Morro Bay, spoke to the sale of Dynegy to Vistra and asked if the City has negotiated with Vistra Energy for use of City property.

Discussion by the Board and Director Endersby.

The public comment period was opened and closed with no comments.

C-3 REPORT FROM THE EELGRASS AD-HOC COMMITTEE ON COMMITTEE'S RECENT ACTIVITIES

<https://youtu.be/0vtlZIIDAm4?t=7572>

The public comment period was opened and closed with no comments.

Committee Chair Meissen state the committee has not recently met and is waiting for City Council input and direction on the eelgrass plan.

C-4 CANCELANATION OF THE JANUARY 2019 HARBOR ADVISORY BOARD MEETING

<https://youtu.be/0vtlZIIDAm4?t=7611>

There was Board consensus to cancel the regular January 2019 Harbor Advisory Board meeting.

MOTION: Board Member Doughty moved the regular January 3, 2019 Harbor Advisory Board meeting be canceled. The Motion was seconded by Board Member Blackford and carried, 5-0-1, with one abstention.

C-5 HARBOR ADVISORY BOARD GOALS, OBJECTIVES AND WORK PLAN PLANNING FOR 2019
<https://youtu.be/0vtIzIIDAm4?t=7747>

The public comment period was opened and closed with no comments.

Director Endersby presented the staff report for item C-5 and gathered input from the Board whether to or not carry forward current work goals for FY19/20

There was Board consensus to the following:

Goal 1 Achieve Economic and Fiscal Sustainability

(b) Pursue opportunities and relationships that are likely to result in the revitalization and redevelopment of important properties including the Morro Bay Power Plant, the existing wastewater treatment plant site, Morro Bay Elementary School, and the Morro Bay Aquarium lease site.

- A. WPE1 - **Keep**
- B. WPE3 - **Keep**
- C. WPE4 - **Keep**
- D. WPE5 **combine with WPE8**

(d) Evaluate opportunities for new or expanded revenue sources, including, but not limited to: paid parking, marijuana associated revenues, other tax measures, and a review of City fees.

- A. WPE1- **Keep**
- B. WPE7- **Remove**
- C. WPE12 – **Remove**
- D. **Add Research or develop potential revenue sources for the Harbor fund.**

Goal 3 Improve Infrastructure and Public Spaces

(b) Bring to Council for information, consideration and possible implementation, a review of circulation and parking management plans and options in the downtown and waterfront districts.

- A. WPE1 – **Keep**

(d) Complete the approved RFQ process for a marine services facility (boatyard) and bring to Council for information and consideration of next steps prior to any decision of feasibility study.

- A. WPE2 – **Keep and update**

Goal 4 Review and Update Significant Land Use Plans

(a) Complete the GP/LCP rewrite no later than August, 2018.

- A. WPE1 – **Remove**
- WPE2 – **Remove**

(d) Bring to Council for consideration the results of Code Enforcement outreach on existing codes related to fences and hedges, and boat, RV and trailer parking/storage on City streets and neighborhoods to determine whether to keep, or modify, related existing ordinances.

- A. WPE1 – **Keep**

Other Items

1. Review on an annual basis in segments, all waterfront lease sites for conformity to contractual agreements for building use, maintenance, signage, access, safety, with 100% of all lease sites to be reviewed by a 3-year period. – **Remove as a discreet goal, but make it part of the Lease Management Policy Update.**
2. Review and submit to Council, capital improvement projects for FY 2018/19 budget study session. – **Keep, but convert to a “WPE and expand scope.**
3. **Add – Identify infrastructure that would qualify for Maritime Infrastructure Bank, Coastal Conservancy and other funding/grant opportunities, and seek said funding/grants.**

D. DECLARATION OF FUTURE AGENDA ITEMS

<https://youtu.be/0vtlZIIDAm4?t=10692>

No new future items were declared.

Pending items previously declared:

Goals and Objectives – Working Waterfront Designation

Measure D

Explore Benefits of becoming a Harbor or Port District

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Review of TBID Assessment Funding

Identify/review responsible parties for cleanliness of waterfront ground lease sites, public restrooms, light posts, and concerns to public safety

E. ADJOURNMENT

This meeting was adjourned at 9:00 p.m. The next Regular Meeting will be held on Thursday, February 7, 2019 at 6:00 p.m. at the Veteran's Memorial Hall located at 209 Surf Street, Morro Bay, California.

Recorded by,

Lori Stilts
Harbor Business Coordinator



AGENDA NO: B-1

MEETING DATE: February 7, 2019

Staff Report

TO: Harbor Advisory Board

DATE: January 31, 2019

FROM: Eric Endersby, Harbor Director

SUBJECT: Harbor Department Status Report

RECOMMENDATION

Receive and file.

DISCUSSION

Recent Department Activity:

Harbor Patrol statistics for the months of December 2018 and January 2019 were 21 emergency responses, 321 calls for service, 52 assists of other agencies, 32 enforcement contacts, and 36 weather warnings including 8 days Hazardous Bar Warnings.

Harbor patrol participated in an oil spill response training with Port San Luis Harbor Patrol in early December. Coast Guard, California Fish and Wildlife and Harbor Patrol boats from both agencies worked together to lay out absorbent boom in the water and discussed techniques for best practice to protect our coastline. This training is important not only to ensure our environmental first responders are fully up on the latest equipment and techniques, but also to ensure our responders from across different agencies and jurisdictions work smoothly together.

The Lighted Boat Parade was measured as a success by event organizers and the Harbor Department despite the date change from December 1st to the 8th. It was a well-attended and beautiful night.

We have had our biggest swell/surf in several years hit our coast this last month. The Harbor Entrance was deemed hazardous 5 days straight at one point. Luckily there were no Boating related mishaps during that time. As the large swells continue and our biggest tides of the year are occurring, we caution all beach goers to use good judgement. Previously dry areas have the potential to be overcome by waves. Never turn your back on the ocean.

The Harbor Department receives grant funding from the State of California Division of Boating and Waterways to remove derelict boats from the water. In January, 7 boats were destroyed at the launch ramp through this funding to the tune of about \$14,000.

The Harbor Department would also like to thank the Coast Guard Station Morro Bay for their incredible partnership with us and for continuing to work during the Government Shutdown. The dedication and service of Chief Tim Crochet and his Morro Bay team are inspiring.

Since January 1st we have had seven days of Hazardous Harbor Entrance Conditions with seriously

Prepared By: EE

Dept Review: EE

City Manager Review: _____

City Attorney Review: _____

large breaking waves across the entire harbor mouth. The series of storms we have experienced have been tough on the entire boating community. Inside the harbor, often the wind puts immense amount of strain on mooring and tie-up lines securing the boats to the docks or moorings causing them to chafe and break. Harbor Patrol has kept busy pumping rain water out of boats and secure boats with extra lines. One boater was sent to the hospital for hypothermia after falling in the water in the middle of the night. Cold water immersion is a serious concern and often one of the greatest hazards of living aboard a vessel.

On January 1st, the Harbor Department provided the water safety for the Cayucos Polar Bear Dip, a partnership we've had since the inception of the event that provides training and mutual aid opportunities for the Harbor Patrol. Morro Bay Lifeguards and Rescue Watercraft Operators reported back, no emergencies at the event attended by several thousand people.

On Friday January 11th, the Harbor Patrol and Coast Guard rescued a 71' fishing vessel that lost its transmission while on a sea trail run and ran aground at the North Jetty. Thanks to the quick action of the Harbor Patrol and Coast Guard, the vessel was quickly towed off and luckily not badly damaged.

With the New Year, Harbor Patrol would like to remind all boaters to make sure their registration and registration stickers are up to date on their vessels. All vessels greater than 8 feet (except manually-propelled vessels) or any vessel with any type of motor must be registered at the DMV unless they are federally documented by the US Coast Guard.

The City of Morro Bay is now offering trailer boat storage on the Embarcadero for \$100 a month in the "Triangle Lot at the south end of the power plant in the vicinity of the Maritime Museum. Contact the Harbor Department for details and storage agreement. Spaces are available now, including storage of sailboats with the mast up.

Commercial Fishing Ice-Making Machine Major Repair Project:

The department is currently working with Santa Monica Seafood on a \$100,000 grant received to do a complete refrigeration system replacement on the City-owned and Santa Monica Seafood-operated machine, now nearing its 20th year of operation. This grant project is co-sponsored by the Morro Bay Commercial Fishermen's Organization, and made possible by a generous grant from the Central Coast Joint Cable Fisheries Liaison Committee. It should be completed by the end of February.

Recent City Council Activity:

At a December 11, 2018 special meeting of the outgoing Council, the Council approved a new long-term lease agreement for Lease Site 87-88/87W-88W, formerly known as Off the Hook, for a complete redevelopment project proposal by TLC Family enterprises currently going through the permitting process.

At the January 8th, 2019 meeting, the Council approved, among other appointments, appointment of Councilwoman McPherson as this year's Harbor Advisory Board Council Liaison. We welcome Ms. McPherson.

Also, on January 8th, the Council approved a new long-term master lease agreement for Lease Site 96/96W, the House of JuJu Restaurant, with Flying Dutchman Enterprises for the completion of several significant site redevelopment elements completed and to be completed.

Again, on the 8th the Council approved a new deed of trust for the Harbor Hut Lease Site 122-123/122W-123W, for a loan to complete lease-required water infrastructure improvements.

Additionally, on the 8th, the Council adopted the 2019 Council meeting calendar, and goals, work

plan and budget development schedules. They are included with this report as Attachment 1.

Finally, on the 8th, the Council authorized this year’s CMANC Washington DC delegation from Morro Bay, consisting of the Mayor and Harbor Director, scheduled this year for the week of March 4th.

On January 24, 2019 the Council held its advisory body interviews, including the Harbor Advisory Board, and reappointed Cherise Hansson to the Waterfront Leaseholder seat, and Dana McClish to the Recreational Boating seat.

City Goal-Setting Process:

On Friday, March 1, 2019, the City Council will be holding a special meeting at the Community Center for a community forum on goals, tentatively set for 4:00 p.m. This meeting will be much like the one conducted last year, with a moderator and all Council and department head staff in attendance. In addition, other outreach and input opportunities on Council goals will become available. The Council is currently slated to discuss and approve next year’s goals on March 12, with a subsequent meeting on March 26 if necessary.

Upcoming Events:

2/16-2/17, 2019 Big, Bad, & Ugly Surf Invitational

3/9-3/10, Waterrescuecon – An international rescue water craft conference that provides networking, training, community topics of interest and awards program.

Status of Pending HAB Recommendations:

	HAB Recommendation	Date	Status
1	Staff draft letter to Council encouraging the City to pursue negotiating with State Parks the City assume both marina and café concessions.	5/7/15	Staff’s last contact with Parks indicated no Parks interest in giving up the café concession. Since that time, all of Parks’ key personnel on the SPM have either retired or positions turned over. Staff’s current thinking is we’re at a “start-over” point with Parks to begin talks anew, and are acting accordingly before taking anything back to the Council. 11/1/17. Staff have reached out to Parks to renew discussions. 12/20/17. Spoke with office of Director for State Parks; tentative meeting set for week of January 8-12. 2/13/18. Spoke with office of Director of Concessions office left message with assistant for our concession specialist to set up conference call. No response. 2/22/18 Called again left message. 2/23/18. new Parks concession specialist contacted department. 4/23/18. Harbor Director email sent to Parks. 4/27/18. Contacted Parks staff, discussions underway. 5/17/18. Harbor Director met with Dan Falat, District Superintendent, regarding reviving discussions, putting concessions out to bid and

			<p>prospects for City taking over operation and management of the marina.</p> <p>Staff was recently informed by the district superintendent that State Parks in Sacramento is potentially bringing this item off the back burner.</p>
2	Staff provide Council with modified sections of MBMC 15.24 (harbor sanitation) and develop environmental BMP's.	7/22/15	<p>Staff have incorporated this BMP effort into the ongoing Rules & Regs/MBMC updating project. 11/1/17. Work ongoing; tentatively scheduled to come to HAB Feb or March 2018.</p> <p>1/18/18. Review at HAB 2/1/18 meeting item C7.</p> <p>4/27/18. Pending Council consideration.</p> <p>No new updates.</p>
3	City Council to approve issuance of the final draft Marine Services Facility/Boatyard Request for Qualifications document.	2/2/17	<p>2/14/17. Council approved the release of a Request for Qualifications (RFQ) document as proposed. RFQ is out, and responses due July 14, 2017.</p> <p>7/27/17. No responses to RFQ.</p> <p>8/3/17. HAB meeting to consider next steps.</p> <p>11/3/17. Put together a RFP for a financial feasibility study to go to Council for approval.</p> <p>12/1/17. Draft proposal in process for HAB review 2/2018.</p> <p>12/18/17. Tentatively on Council agenda for 1/23/18. to lay out scope of work and get authorization for a financial feasibility study.</p> <p>1/18/18. Discussing at HAB meeting 2/1/18 during item C1.</p> <p>4/27/18. Working on draft RFP to go to Council. Tentatively on 6/26/18 City Council agenda for consideration of issuance.</p> <p>Tentatively on 8/28/18 City Council agenda for consideration of issuance.</p> <p>8/28/18. Council approved issuance of a financial feasibility RFP. RFP to be issues asap.</p> <p>Request for Proposals issued for financial feasibility study services for the proposed boatyard. RFP due February 1, 2019.</p>
4	City to use a consultant to update the cost allocation plan, if feasible, if not, then direct staff to do an internal check.	6/1/17	<p>Approved Council Goal Objective Work Plan Item – Internal “gut check” Goal 1(e).</p> <p>11/2/17. On HAB agenda for process consideration. Staff/Committee analysis review calendar 2017. To new Finance Director January 2018. Consideration of findings into development of FY 18/19 budget.</p> <p>1/18/18. Staff currently engaging in internal check. Staff met 3/2 with new Finance Director. Lighting issue “gut check” in Cost Allocation resolved in draft FY 18/19 budget.</p> <p>4/13/18. issued RFP for Comprehensive Fee Study & Cost Allocation Plan – closes 5/11/18.</p> <p>Multiple proposals received; have gone through initial staff review and evaluation. Interviews of top candidates pending in first half of June.</p>

			<p>Tentatively on 8/14/18 City Council agenda to award contract for comprehensive fee study.</p> <p>8/14/18 Council authorized the City Manager to execute an agreement with Consultant to update the City's user fees, cost allocation, and development impact fee study's.</p> <p>Consultant currently working with staff on studies. Studies are well underway.</p>
5	<p>City to share tax revenues that are collected in the Harbor fund (and not currently going to the Harbor Fund) and used for Harbor Capitol maintenance and improvements.</p>	6/1/17	<p>Pending until a new Finance Director and City Manager are in place.</p> <p>10/30/17. Per the SLC it is normal for these taxes to go into the City's General municipal funds.</p> <p>4/5/18. Chair Reisner requesting City Manager to provide a memorandum on this item.</p> <p>Chair Reisner met with the City Manager.</p> <p>No new updates.</p>
6	<p>City Council to include proposed eelgrass language into General Plan/Local Coastal Plan updates, and to review the proposed outline for the eelgrass policy to decide if the elements are appropriate.</p>	6/7/17	<p>7/28/17. Consultant Anchor QEA is developing a proposal to review existing information and documentation, research typical projects that have eelgrass issues, interview NEP personnel, and meet with Eelgrass Ad-Hoc committee members to discuss Newport Beach management plan.</p> <p>11/1/17. Staff engaged with Anchor on eelgrass proposal.</p> <p>12/1/17. Update to HAB on 12/7/17 on revised consultant contract scope of work.</p> <p>12/18/17. Draft eelgrass consultant agreement submitted to legal for review and approval.</p> <p>1/18/18. executed contract with Anchor QEA.</p> <p>4/27/18. Anchor QEA beginning project.</p> <p>4/25/18. Eelgrass Ad-Hoc committee met with Anchor QEA reps in Morro Bay</p> <p>Draft Anchor QEA eelgrass mitigation report on HAB agenda for consideration 8/2/18.</p> <p>8/18 final Morro Bay Conceptual Eelgrass Plan report issued by Anchor QEA for ad-hoc and HAB consideration.</p> <p>Next step of hiring Anchor QEA to approach pertinent regulators with Morro Bay eelgrass mitigation plan concept pending Council consideration on January 8, 2019.</p> <p>2/19/19. staff, eelgrass committee and MBNEP exploring new possible in-lieu mitigation path, as Morro Bay Eelgrass Plan as currently outlined by Anchor QEA is likely not viable.</p>
7	<p>Incorporate Working Waterfront land area and uses into General Plan/Local Coastal Plan updates.</p> <p>In General Plan/Local Coastal Plan updates, consideration be given to a list of uses provided, and that the Measure D area and its uses be</p>	6/1/17	<p>Tentatively on the July 11, 2017 City Council agenda for consideration with Measure D recommendation above.</p> <p>7/27/17. City Council on 7/11/17 authorized PC subcommittee to jointly work with HAB ad-hoc committee on Measure D ambiguities and Working Waterfront policy language for consideration of incorporation into GP/LCP update process.</p>

	incorporated into Morro Bay's Working Waterfront.		<p>9/1/17. First joint HAB/PC subcommittee meeting to consider Measure D and Working Waterfronts scheduled for September 8, 2017, at the Community Center Studio room from 3:00-5:00 pm.</p> <p>9/8/17. First joint subcommittee meeting held. General discussion and public input. Second meeting TBD, likely late October or early November.</p> <p>12/18/17.</p> <p>1/11/18. PC/HAB joint meeting, recommendations made to GPAC.</p> <p>4/27/18. Pending GPAC action. Currently at Coastal for comments. Document link on City's Website: https://www.morrobayca.gov/943/PlanMB</p> <p>No new updates.</p>
8	Paid parking be established on and around the Embarcadero, and recommended list of issues to be addressed when considering establishment of same.	7/6/17	<p>7/18/17. letter from HAB Chairman provided to Planning Commission and copied to City Council, Public Works Advisory Board and Community Development Director with HAB's recommendations.</p> <p>10/9/17. Once CD Director gets additional input from PC, it will be brought to Council to obtain direction on parking initiatives. PC to the lead on policy development.</p> <p>11/7/17. Discussed at the Planning Commission Meeting.</p> <p>12/1/17. Per CD Director also discussed with PWAB and tentatively going to Council in Jan or Feb 2018 for direction.</p> <p>12/19/17. Per CD Director PC and Council will be provided with HABS recommendations.</p> <p>4/27/18. Pending consideration by PC and Council.</p> <p>No new updates.</p>

ATTACHMENT

1. 2019 City Council calendar, goals, work plan and budget development schedules.

2019 Meeting Calendar

January 7	Closed Session @ 4:00pm	July 9	Regular Meeting
January 8	Regular Meeting	July 23	BREAK
January 22	Regular Meeting	August 13	Regular Meeting
January 24	Special Meeting @ 4:00pm (Advisory Board Interviews)	August 27	Regular Meeting
February 13 (Wednesday)	Regular Meeting	September 10	Regular Meeting
February 21	Special Meeting – TBD (Harassment Prevention Training)	September 24	Regular Meeting
February 25	Special Meeting – TBD (AB 1234 Ethics Training)	October 8	Regular Meeting
February 26	Budget Forecast Study Session Regular Meeting	October 22	Regular Meeting
March 12	Regular Meeting	November 12	Regular Meeting
March 26	Regular Meeting	November 26	BREAK
April 9	Regular Meeting	December 10	Regular Meeting
April 23	Regular Meeting	December 24	BREAK
May 14	Budget Study Session #1 Regular Meeting		
May 15	Budget Study Session #2		
May 28	Budget Study Session #3 (if needed) Regular Meeting		
June 11	Regular Meeting		
June 25	Regular Meeting		

Goals, Work Plan and Budget Development Schedules

Goals and Objectives Calendar

- Jan 14 – Feb 22 Community Outreach
- Feb 28 or Mar 1 **Community Goals Forum**
- Mar 12 Goals Discussion and Approval at Council Meeting
- Mar 26 Goals Discussion and Approval at Council Meeting (if necessary)

Budget Calendar

- Feb 19 **Mid-Year Budget Presentation to CFAC**
- Feb 26 **10-Year Forecast Study Session to Council**
- Feb 26 Mid-year Budget Presentation to Council
- Feb 28 Finance provides labor numbers / outline to Departments
- Mar 1-22 Departments develop internal budgets
- Mar 19 **CFAC Budget Update**
- Mar 26 Department budgets due to Finance
- April 1-5 Budget Team Meetings
- Apr 8-12 City Manager / Executive Team Budget Meetings
- Apr 15-19 City Manager / Finance finalize draft budget letter
- Apr 16 **Draft Proposed Budget Presentation to CFAC**
- Apr 23 City Manager delivers draft proposed budget to Council
- May 14 FY 2017-18 3rd Quarter Report (if needed)
- May 14 **Budget Study Session #1**
- May 15 **Budget Study Session #2**
- May 28 **Budget Study Session #3 (if required)**
- Jun 11 Budget Approved at Council Meeting
- Jun 25 Backup date for Budget Approval

Legend

- Council Meetings
- **Council Study Sessions**
- **Joint or Advisory Board Meetings**
- Internal Staff Actions



AGENDA NO: C-1

MEETING DATE: February 7, 2019

Staff Report

TO: Harbor Advisory Board

DATE: January 28, 2019

FROM: Eric Endersby, Harbor Director

SUBJECT: Election of Harbor Advisory Board Chair and Vice Chair

RECOMMENDATION

Staff recommend the Harbor Advisory Board elect a Chair and Vice Chair for the upcoming year.

BACKGROUND, DISCUSSION & CONCLUSION:

Per the Harbor Advisory Board Bylaws:

At the first regular meeting in each year wherein newly appointed Members are seated, the Members shall elect a Chairperson and Vice Chairperson who shall hold office for a period of one year.

As this is the first regular meeting since the recent appointments, it is required a Chair and Vice Chair be elected. After nominations are made, Chair and Vice Chair elections may be conducted.

Prepared By: EE

Dept Review: EE

City Manager Review: _____

City Attorney Review: _____



AGENDA NO: C-2

MEETING DATE: February 7, 2019

Staff Report

TO: Harbor Advisory Board

DATE: January 28, 2019

FROM: Eric Endersby, Harbor Director

SUBJECT: Review of Submissions and Recommended Next Steps for the Morro Bay Boatyard and Marine Services Facility Financial Feasibility Study Request for Proposals Process, and Update from the Boatyard/Marine Services Facility Ad-Hoc Committee

RECOMMENDATION

Receive report from staff, and provide input and recommendations on boatyard/marine services facility financial feasibility study services request for proposals evaluation committee, rating criteria and process next steps, and receive report, if any, from the Boatyard Ad-Hoc Committee.

BACKGROUND

On August 28, 2018, the City Council approved issuance of a request for proposals (RFP) for boatyard/marine services facility financial feasibility study services, with a fatal flaws-identifying phased approach to be taken per staff's recommendation.

The RFP was released and distributed on October 30, 2018, with a February 1, 2019 due date. It was posted on the City's website, in addition to being posted to local newspapers, trade-related websites, Craigslist, the Morro Bay Chamber and direct to several consulting firms that had expressed interest in the recent past. Bruce Marshall of Marshall and Associates, the firm that had completed the City's previous boatyard financial feasibility study in 1998, was also contacted in case his firm was interested. It was not.

DISCUSSION

Several firms contacted the Harbor Department expressing interest, however, as of the writing and posting of this agenda (prior to the submission deadline), no submissions were received. Should a submission or submissions be received, the RFP stipulates that after passing RFP submission completeness review by staff, an evaluation committee will be convened to evaluate the proposal(s) against the rating criteria in the RFP, with follow-up interviews conducted if necessary.

In terms of next steps, staff are seeking:

1. Harbor Advisory Board (HAB) recommendations for evaluation committee makeup or membership.
2. HAB recommendations regarding application of the selection criteria, if any.

Prepared By: EE

Dept Review: EE

City Manager Review: _____

City Attorney Review: _____

3. Should no RFP submissions be received, the HAB's recommended next steps, if any.

In addition, the Boatyard/Marine Services Ad-Hoc Committee will be presenting an oral update on their activities, if any.



AGENDA NO: C-3

MEETING DATE: February 7, 2019

Staff Report

TO: Harbor Advisory Board

DATE: January 28, 2019

FROM: Eric Endersby, Harbor Director

SUBJECT: Update from the Finance & Budget Ad-Hoc Committee on Committee's Recent Activities;

RECOMMENDATION

Receive and file ad-hoc committee report.

BACKGROUND

The Finance & Budget Ad-Hoc Committee will be presenting an oral update on their activities, if any. This is a standing committee report agenda item.

Prepared By: EE

Dept Review: EE

City Manager Review: _____

City Attorney Review: _____



AGENDA NO: C-4

MEETING DATE: February 7, 2019

Staff Report

TO: Harbor Advisory Board

DATE: January 29, 2019

FROM: Eric Endersby, Harbor Director

SUBJECT: Update from the Eelgrass Ad-Hoc Committee on Committee's Recent Activities, Including New Developments in Possible Eelgrass In-Lieu Mitigation Fee Programs

RECOMMENDATION

Receive and file.

DISCUSSION

On January 24, 2019 the Eelgrass Ad-Hoc Committee met at the Morro Bay National Estuary Program (MBNEP) program offices with consultant Jack Malone of Anchor QEA to discuss the possibility of a donation-based in-lieu eelgrass mitigation program that is apparently possible under the California Eelgrass Mitigation Plan. While such a program would still be an in-lieu one that is quite expensive to establish, what is different is the mitigation could be in the form of simple donations or funds from project applicants directed to the MBNEP for their normal projects and programs, somewhat like the Regional Water Board's Supplemental Environmental Project program, as opposed to having to fund direct mitigation or other projects that must be established, maintained, monitored and deemed successful.

Such an in-lieu program would require a long-term sponsor to set-up, manage, operate and be responsible for, which would most likely be the City of Morro Bay. City benefits to such a program would be removing impediments to good development, investing in future projects and providing a viable mitigation path for a future City project which is certainly inevitable.

The Committee, staff and MBNEP staff determined the next logical next steps are:

1. MBNEP Executive Director to query the NEP board if this is an acceptable form of participation of the NEP in eelgrass mitigation. Their next meeting is February 6.
2. Anchor QEA to update the proposed Morro Bay Conceptual Eelgrass Plan framework matrix to reflect this new potential process.
3. Anchor QEA to develop a rough cost order of magnitude. Initial estimates are in the \$250,000-\$300,000 range.
4. Bring results of the above to the HAB in March for recommended next steps, if any.
5. Bring to Council for decision, depending on HAB recommendation, in March or April.

In addition, Eelgrass Ad-Hoc Committee members will be presenting an oral update on their recent activities.

Prepared By: EE

Dept Review: EE

City Manager Review: _____

City Attorney Review: _____



AGENDA NO: C-5

MEETING DATE: February 7, 2019

Staff Report

TO: Harbor Advisory Board

DATE: January 31, 2019

FROM: Eric Endersby, Harbor Director

SUBJECT: Update on Harbor Department Lease Management Policy Update Process, Including Input and Direction to Harbor Advisory Board Lease Management Policy Update Group Members

RECOMMENDATION

Receive and file report, and provide Harbor Advisory Board lease management policy update group members input and direction, as appropriate.

BACKGROUND

Since last October, the Lease Management Policy (LMP) update group was established consisting of Harbor Advisory Board (HAB) representatives Cherise Hansson and Mark Blackford, master lessees Smith Held (the Harbor Center) and Bob Fowler (Morro Bay Landing), Morro Bay citizen and former hotelier and former TBID Chair Joan Solu, Morro Bay Chamber of Commerce President/CEO Erica Crawford and Harbor Business Coordinator Lori Stilts and Harbor Director Eric Endersby representing staff. In addition, staff intend to engage Community Development Director Scot Graham on planning, permitting and development matters that pertain to his department where appropriate, and other City staff where necessary.

The LMP update group has met three times (December 10, 2018, January 10, 2019 and January 24, 2019): first primarily a meet-and-greet and to discuss the process in general; second to begin vetting a LMP vision statement; and more recently to provide input on a draft vision statement, approve a general outline of the new LMP document, and begin identifying next steps and assigning tasks.

DISCUSSION

The draft vision statement is included with this staff report as Attachment 1, and included as Attachment 2 is a draft bullet-point outline of the proposed updated LMP, as-approved by the LMP update group. It should be noted this outline is not in its final form in terms of document order or structure, rather, at this point is just a running list of items and issues to address, and document form and structure will come as the update process progresses.

On January 24 the update group agreed to next address Sections 4 and 5 in the outline, the General Policy, Purpose and Benefits section, and Background section, respectively, by dividing into two teams, with each team doing the policy, research and other work necessary for their respective section. It was agreed each team would bring their research, input and recommendations to staff and the facilitator for actual policy-writing, where said policy would be written and brought back to the whole group later for review and approval before moving on to the next section. The group would then proceed step-wise through the entire outline.

Prepared By: EE

Dept Review: EE

City Manager Review: _____

City Attorney Review: _____

It is anticipated completed draft sections will be periodically brought to the HAB for review, input and recommendation as it makes sense to do so.

CONCLUSION

From a process standpoint, staff are only bringing the draft documents generated to date for informational purposes, and requests for full HAB review, input and recommendation will come later as the process progresses. This meeting would, however, be appropriate for the HAB to provide its two policy group members input and direction on process as appropriate.

The next scheduled LMP update group meeting is February 14, 2019.

ATTACHMENTS

1. Draft Lease Management Policy Vision Statement
2. Draft Lease Management Policy Outline

Harbor Department Lease Management Policy Vision Statement

The long-term vision of the City of Morro Bay is to manage and maintain the Embarcadero Tidelands lease sites as a vibrant working waterfront, incorporating tourism and various commercial and recreational uses. Positive cash flow to the Harbor Department is crucial to maintain the integrity of the Embarcadero and environmental health of the bay and its resources. In order to provide a quality experience for the public, tourism and other recreational uses of the Embarcadero are encouraged and considered in lease management decisions. The Embarcadero will be pedestrian-friendly with ample access and view corridors to coastal resources.

The principal tenets in the State Tidelands Grant will be followed and future development or redevelopment of the Embarcadero will conform with the City's General Plan, Downtown and Waterfront Master Plan, Local Coastal Program and the voter-approved initiative known as Measure D that protects commercial and recreational fishing uses, while remaining true to the historic fishing heritage of the harbor and community.

This document is intended as an advisory tool to provide guidance for future lease site management, development, and redevelopment decisions considered by the City, with the ultimate dual goals of maintaining the vitality of the City's waterfront and fiscal health of the department charged with managing it.

CITY OF MORRO BAY
HARBOR DEPARTMENT LEASE MANAGEMENT POLICY OUTLINE

1. VISION STATEMENT

2. TABLE OF CONTENTS

3. DEFINITIONS AND ACRONYMS

4. GENERAL POLICY, PURPOSE AND BENEFITS

- A. General Policy
- B. Purpose
- C. Benefits

5. BACKGROUND

- A. History (in depth Trust with links to SLC & Trust Law)
- B. General Lease Management
- C. Leasing Areas

6. LEASE ADMINISTRATION

- A. Master Lease Format
- B. Approved Uses
- C. Fair Market Rent
 - I. Commercial Business
 - a) Base Rent
 - b) Percent Gross Sales Rent
 - II. Non-Profits/Public Benefit
 - a) Base Rent
 - b) Percent Gross Sales Rent
 - III. Government
 - a) Base Rent
- D. Lease Term (duration)
- E. Lease Negotiation
- F. Lease Amendment, Renewal and Extension
 - I. Amendment
 - II. Renewal
 - III. Extension
- G. Fee Collection
- H. Putting Lease Sites up for RFP/Public Bid
- I. Lease Site Redevelopment and Coordination with Community Development Department
- J. Lease Site Consolidation
- K. Site Inspection, Maintenance of Improvements and Compliance Monitoring
 - I. Site Inspection
 - II. Maintenance of Improvements
 - III. Compliance Monitoring
 - IV. Public Spaces/Amenities, Common Areas, Rights of Way
- L. Percentage of Gross Sales Audits
- M. Lease Sale, Assignment and Assumption
 - I. Lease Sale
 - II. Assignment and Assumption
- N. Sublease Approval
- O. Financial Partnership Criteria and Financing
 - I. Financial Capacity, Reliability and History Determinants
 - II. Business Qualification

- III. Lease Purchase and Improvement Financing Determinants
- P. Termination of Leases for Cause
- Q. License Agreements

7. Exhibits to Policy

- A. Flow Charts
 - I. RFP Process
 - II. Development/Redevelopment/Lease Extension
 - III. Assignment and Assumption (lease sale)
 - IV. Lease Amendment
- B. Maps/Surveys
- C. Zoning Chart
- D. Percent Gross
 - I. Ground Leases
 - II. Building Leases
- E. Master Lease Template
- F. Forms
 - I. Subleasing
 - II. Assignment and Assumption
 - III. Insurance Requirements
 - IV. Lease Amendment

DRAFT



AGENDA NO: C-6

MEETING DATE: February 7, 2019

Staff Report

TO: Harbor Advisory Board

DATE: January 31, 2019

FROM: Eric Endersby, Harbor Director

SUBJECT: Harbor Advisory Board Schedule for the 2019 Calendar Year, Including Cancellation of the Regular March and July Meetings, and Rescheduling a Special March Meeting

RECOMMENDATION

Staff recommend the Harbor Advisory Board cancel the regular March and July, 2019 meetings, and consider rescheduling a special March meeting later that month.

BACKGROUND, DISCUSSION & CONCLUSION

Harbor Advisory Board (HAB) meetings are held on the first Thursdays of each month. In 2019, the calendar is as-follows:

January 3	July 4
February 7	August 1
March 7	September 5
April 4	October 3
May 2	November 7
June 6	December 5

The March, 2019 HAB meeting falls on the week the Harbor Director will be in Washington DC with the California Marine Affairs and Navigation Conference. It is therefore recommended the HAB consider canceling this meeting and rescheduling a special meeting later in the month.

Additionally, the July HAB meeting falls on the actual Fourth of July this year, and is historically canceled due to both its proximity to the national holiday and absence of staff who are typically taking summer vacations during that time. Staff are not recommending rescheduling a special meeting to replace a canceled July one.

Prepared By: EE

Dept Review: EE

City Manager Review: _____

City Attorney Review: _____