CITY OF MORRO BAY
CITY COUNCIL
AGENDA

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.

Regular Meeting – Tuesday, October 22, 2019
Veterans Memorial Hall - 5:30 P.M.
209 Surf St., Morro Bay, CA

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
RECOGNITION
CLOSED SESSION REPORT
MAYOR & COUNCILMEMBERS' REPORTS, ANNOUNCEMENTS & PRESENTATIONS
CITY MANAGER REPORTS, ANNOUNCEMENTS AND PRESENTATIONS
PRESENTATIONS - None

PUBLIC COMMENT PERIOD
Members of the audience wishing to address the Council 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 Council at this time.

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

- Those desiring to speak are asked to complete a speaker slip, which are located at the entrance, and submit it to the City Clerk. However, speaker slips are not required to provide public comment.
- When recognized by the Mayor, 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 Mayor, comments are to be limited to three minutes.
- All remarks should 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.
- The Council in turn agrees to abide by its best practices of civility and civil discourse according to Resolution No. 07-19.

A. CONSENT AGENDA

Unless an item is pulled for separate action by the City Council, the following actions are approved without discussion. The public will also be provided an opportunity to comment on consent agenda items.

A-1 APPROVAL OF MINUTES FOR THE SEPTEMBER 10, 2019, CITY COUNCIL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 APPROVAL OF MINUTES FOR THE OCTOBER 9, 2019, CITY COUNCIL SPECIAL CLOSED SESSION MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-3 CONSIDERATION OF APPROVAL OF THE CLOISTERS LANDSCAPE MASTER PLAN; (PUBLIC WORKS)

RECOMMENDATION: Staff recommends the City Council approve The Cloisters Landscape Master Plan as the first phase in The Cloisters Park and landscape improvements.

A-4 ADOPTION OF RESOLUTION NO. 86-19 TO AUTHORIZE SUBMITTAL OF GRANT APPLICATION FOR HOUSING AND COMMUNITY DEVELOPMENT SB 2 PLANNING GRANT PROGRAM FUNDS AND AUTHORIZE EXECUTION OF RELATED DOCUMENTS BY COMMUNITY DEVELOPMENT DIRECTOR; (COMMUNITY DEVELOPMENT)

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 86-19 authorizing staff to submit a grant application for the amount of $160,000 for State of California Housing and Community Development (HCD) SB 2 Planning Grant Program (PGP) Funds to support the acceleration of the production of housing in the City of Morro Bay and authorizing execution of related documents as specified.

A-5 ADOPTION OF RESOLUTION NO. 87-19 AUTHORIZING THE MAYOR TO EXECUTE AMENDMENT #2 TO THE MASTER LEASE AGREEMENT AT LEASE SITE 82-85/82W-85W (DOUG REDICAN/725 EMBARCADERO, LLC, LOCATED AT 725 EMBARCADERO AND OPERATING AS ROSE'S LANDING); (HARBOR)

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 87-19 authorizing the Mayor to execute Amendment #2 at Lease Site 82-85/82W-85W, for leaseholder contribution to the future Centennial Parkway Concept Plan Project.

A-6 APPROVAL OF PUBLIC WORKS ADVISORY BOARD MEMBER'S REQUEST FOR AN EXCUSED ABSENCE; (CITY CLERK)

RECOMMENDATION: Staff recommends the City Council consider and approve the request submitted by Public Works Advisory Board (PWAB) Member, John Erwin, to excuse his absence from the October 2019, Regular Public Works Advisory Board meeting.

B. PUBLIC HEARINGS

B-1 INTRODUCTION OF ORDINANCE NO. 625 REPEALING AND REENACTING MULTIPLE CHAPTERS OF TITLE 14 (BUILDINGS AND CONSTRUCTION) OF THE CITY OF MORRO BAY MUNICIPAL CODE, SO AS TO INCORPORATE THE 2019 CALIFORNIA BUILDING STANDARDS CODE, AS ADOPTED BY THE STATE OF CALIFORNIA, AND LOCAL MODIFICATIONS THERETO AS WELL AS AMENDMENT OF FRONTAGE IMPROVEMENTS; (COMMUNITY DEVELOPMENT)

RECOMMENDATION: Council introduce for first reading by title only, and with further reading waived, Ordinance No. 625, "An Ordinance of the City Council of the City of Morro Bay, California, repealing, amending and reenacting Chapters 14.01 – 14.12 and 14.44 of Title 14 (Buildings and Construction) of the Morro Bay Municipal Code, thereby adopting by reference and amending the 2019 California Building (Volumes 1 and 2), Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Fire, Existing Building, Green Building, Administrative, and Reference Standards Codes, the 2018 International Property Maintenance Code, the 1997 Uniform Code for the Abatement of Dangerous Buildings, and amending regulation of Frontage Improvements."

B-2 PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 88-19, WHICH RESCINDS RESOLUTION 31-19 AND AMENDS AND ADOPTS THE FY 2019/20 MASTER FEE SCHEDULE; (FINANCE)

RECOMMENDATION: Staff recommends that the City Council:

1. **Conduct the formally noticed public hearing, review the proposed amended fee schedule, and adopt Resolution No. 88-19, which updates the City Master Fee Schedule for Fiscal Year (FY) 2019/20. That Resolution will also rescind Resolution No. 31-19 that adopted the current FY 2019/20 Master Fee Schedule and replaces it in its entirety with a revised FY 2019/20 Master Fee Schedule; and**
2. **Provide direction to staff regarding policy for facility and event fee subsidies.**

C. BUSINESS ITEMS

C-1 REVIEW WRF CAPITAL PROJECT QUARTERLY UPDATE REPORT AND PROVIDE DIRECTION AS DEEMED APPROPRIATE, IF ANY; (PUBLIC WORKS)

RECOMMENDATION: Receive WRF Capital Project Quarterly Update Report and provide direction deemed appropriate if any.

C-2 REVIEW PUBLIC SAFETY POWER SHUT-OFF (PSPS) PREPARATION AND ADOPT RESOLUTION NO. 89-19 CITY OF MORRO BAY EMERGENCY MANAGEMENT PLAN ADDING ANNEX K ELECTRICAL POWER SHUT-OFF CONTINUITY OF OPERATIONS AND ADOPT RESOLUTION NO. 90-19 APPROVING A BUDGET ADJUSTMENT NOT TO EXCEED $36,000 FROM GENERAL FUND EMERGENCY RESERVES TO A NEW CAPITAL PROJECT FOR PSPS PREPARATION; (FIRE)

RECOMMENDATION: Staff recommends the City Council (in the following order):

1. **Adopt Resolution No. 89-19, accepting the revised City of Morro Bay Emergency Management Plan (EMP), adding Annex K Electrical Power Shut-Off Continuity of Operations Plan (COOP); and**
2. **Adopt Resolution No. 90-19 approving a budget adjustment not to exceed $36,000 from General Fund emergency reserves to a new PSPS capital project to assist staff maintaining critical City functions during an electrical power shut-off.**

C-3 ADOPTION OF RESOLUTION NO. 90-19 APPROVING FY 2019/20 BUDGET ADJUSTMENT FOR EMPLOYEE LUMP SUM AND EQUITY PAYMENTS PER NEGOTIATED MEMORANDA OF UNDERSTANDING AND UNREPRESENTED CONFIDENTIAL AND MANAGEMENT BENEFITS RESOLUTIONS, AND AUTHORING ONE-TIME LUMP SUM PAYMENTS TO ALL QUALIFYING FULL-TIME EMPLOYEES; (FINANCE/CITY CLERK/HUMAN RESOURCES MANAGER)

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 90-19 approving FY 2019/20 budget adjustment for employee lump sum and equity payments per negotiated Memoranda of Understanding and unrepresented Confidential and Management Benefits Resolutions, and authorizing one-time lump sum payments to all qualifying full-time employees.

C-4 ACCEPT PUBLIC TESTIMONY REGARDING THE INCLUSION OF VACATION RENTALS (VR'S) IN THE EXISTING 3% TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) ANNUAL ASSESSMENT AND CONTINUATION OF THE EXISTING TBID ASSESSMENT FOR FISCAL YEAR 2019/20; (CITY MANAGER/TOURISM MANAGER)

RECOMMENDATION: Staff recommends the Council allow public testimony regarding the inclusion of Vacation Rentals (VR's) in the existing 3% TBID Annual Assessment and continuation of the existing TBID Assessment for Fiscal Year 2019/20.

D. COUNCIL DECLARATION OF FUTURE AGENDA ITEMS

E. ADJOURNMENT

The next Regular Meeting will be held on **Tuesday, November 12, 2019 at 5:30 p.m.** at the Veteran's Memorial Hall located at 209 Surf Street, Morro Bay, California.

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 805-772-6205 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, CALIFORNIA 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 REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – SEPTEMBER 10, 2019
VETERAN'S MEMORIAL HALL – 5:30 P.M.

AGENDA NO: A-1

MEETING DATE: October 22, 2019

PRESENT:	John Headding	Mayor
	Dawn Addis	Council Member
	Robert Davis	Council Member
	Jeff Heller	Council Member
	Marlys McPherson	Council Member
ABSENT:	None	
STAFF:	Scott Collins	City Manager
	Chris Neumeyer	City Attorney
	Dana Swanson	City Clerk
	Jennifer Callaway	Finance Director
	Rob Livick	Public Works Director
	Scot Graham	Community Development Director
	Matt Vierra	Fire Marshal
	Jody Cox	Police Chief
	Tony Mosqueda	Police Sergeant
	Eric Endersby	Harbor Director
	Jennifer Little	Tourism Manager

ESTABLISH QUORUM AND CALL TO ORDER
Mayor Headding called the meeting to order at 5:30 p.m., with all members present.

MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
RECOGNITION – None

CLOSED SESSION REPORT – City Attorney Neumeyer stated no reportable action was taken by the City Council in accordance with the Brown Act.

MAYOR & COUNCILMEMBERS' REPORTS, ANNOUNCEMENTS & PRESENTATIONS
https://youtu.be/4tkJFo_J1z4?t=139

CITY MANAGER REPORTS, ANNOUNCEMENTS AND PRESENTATIONS - None

PRESENTATIONS

- SLOCOG Rideshare Presentation by Catalina Hubbard
  https://youtu.be/4tkJFo_J1z4?t=766
- Lighthouse Century Ride Presentation by Mary Ann Gustafson
  https://youtu.be/4tkJFo_J1z4?t=1143

PUBLIC COMMENT
https://youtu.be/4tkJFo_J1z4?t=1484

Bob Swain, Morro Bay, announced the Maritime Museum needs volunteers and recommended vacation rentals follow the same regulations as hotels.

Victoria Schmidt, Morro Bay, urged the Council to prioritize the vacation rental policy update.

Carol Swain, Morro Bay, spoke in support of adding vacation rentals to the TBID and requested the vacation rental policy update be a top priority.

Terry Simons, Morro Bay, spoke regarding the use of Nextdoor for community polling and suggested placing a lift station in the center of the future Highway 1/41 roundabout.

Linda Winters, Morro Bay, shared her appreciation for staff's attention to understanding the mobile home rent control ordinance and helping Mr. Oberlin prove his permanent residency.

George Oberlin, Morro Bay, thanked staff for their assistance.

Mimi Goldberg, Morro Bay, requested trash cans be returned to the benches and fire pits near Morro Rock.

Betty Winholtz, Morro Bay, announced Citizens for Affordable Living is hosting an open forum to present alternative viewpoints on the Water Reclamation Facility project on Sunday at 1:00 p.m. and 3:00 p.m. at the Inn at Morro Bay.

Nick Juren, Beach-N-Bay Getaways, spoke regarding vacation rentals.

Jim Reed, Morro Bay, urged Council to approve a vacation rental ordinance.

A resident expressed concerns regarding illegal vacation rentals and lack of sidewalks and designated bike paths in north Morro Bay.

Dan Sedley, Morro Bay, agreed with the previous speaker and asked when the vacation rental ordinance would be brought to Council.

Mayor Headding closed public comment.

A. CONSENT AGENDA
https://youtu.be/4tkJFo_J1z4?t=3245

Unless an item is pulled for separate action by the City Council, the following actions are approved without discussion. The public will also be provided an opportunity to comment on consent agenda items.

A-1 APPROVAL OF MINUTES FOR THE AUGUST 13, 2019, CITY COUNCIL SPECIAL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 APPROVAL OF MINUTES FOR THE AUGUST 13, 2019, CITY COUNCIL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-3 APPROVAL OF MINUTES FOR THE AUGUST 27, 2019, CITY COUNCIL CLOSED SESSION MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-4 DESIGNATION OF VOTING DELEGATE AND ALTERNATE AT LEAGUE OF CALIFORNIA CITIES 2019 ANNUAL CONFERENCE BUSINESS MEETING; AND, AUTHORIZE THE VOTING DELEGATES TO APPROVE PROPOSED RESOLUTIONS

AT THE ANNUAL MEETING CALLING ON THE CPUC TO AMEND RULE 20A REGARDING VERY HIGH RISK FIRE HAZARDS AND INCREASE FUNDING FOR RULE 20A PROJECTS, AND CALLING UPON FEDERAL AND STATE GOVERNMENTS TO ADDRESS INTERNATIONAL POLLUTION ALONG CALIFORNIA'S SOUTHERN BORDER IMPACTING THE STATE; (CITY CLERK)

RECOMMENDATION: Staff recommends the City Council:

1. **Select Mayor Headding, as the voting delegate, and Mayor Pro Tem Davis, as the alternate voting delegate, for the upcoming annual business meeting to be held at the League of California Cities Annual Conference; and**
2. **Authorize City Clerk to sign the League of California Cities' form affirming the selection of the voting delegate and the alternate voting delegate; and**
3. **Authorize the selected voting delegate (or selected alternate as needed) to approve the two proposed Resolutions.**

A-5 ADOPTION OF RESOLUTION NO. 76-19 APPROVING UPDATED RECORDS RETENTION SCHEDULE AND AUTHORIZING SUBSEQUENT MINOR UPDATES WITHOUT FURTHER COUNCIL ACTION; (CITY CLERK)

RECOMMENDATION: Council adopt Resolution No. 76-19 rescinding Resolution No. 25-17, approving the City of Morro Bay Records Retention Schedule, and authorizing subsequent minor updates without further Council action.

A-6 CONSIDERATION OF REQUEST BY LOCAL BOY SCOUT, CURTIS BRADLEY, FOR A SIGN PERMIT FEE WAIVER FOR A SECOND FREE STANDING SIGN AT ST. TIMOTHY'S CHURCH AT 962 PINEY WAY; (COMMUNITY DEVELOPMENT)

RECOMMENDATION: Planning Commission unanimously recommends waiver of the sign permit fee, for a second free standing sign at St. Timothy's Church at 962 Piney Way, in the amount of $1,305.

A-7 APPROVAL OF HARBOR ADVISORY BOARD MEMBER'S REQUEST FOR AN EXCUSED ABSENCE**;** (CITY CLERK)

RECOMMENDATION: Staff recommends the City Council consider the request submitted by Harbor Advisory Board (HAB) Member, Ron Reisner, to excuse his absence from the October 3, 2019 Regular Harbor Advisory Board meeting.

Mayor Headding opened public comment for the Consent Agenda.
https://youtu.be/4tkJFo_J1z4?t=3253

Curtis Bradley spoke regarding Item A-6, requesting the sign exception permit fee in the amount of $1,305 be waived.

Father Ed Holterhoff, St. Timothy's Church, congratulated Curtis on an outstanding job and asked the Council to waive the permit fees.

Dan Sedley, Morro Bay, commented on Item A-5, expressing concerns related to records, such as meeting minutes, might be destroyed.

The public comment period was closed.

Mayor Headding pulled Item A-5. Council Member Heller pulled Item A-1.

MOTION: Council Member Davis moved approval of Items A-2, A-3, A-4, A-6 and A-7 on the Consent Agenda. The motion was seconded by Council Member McPherson and carried 5-0 by roll call vote.

A-5 ADOPTION OF RESOLUTION NO. 76-19 APPROVING UPDATED RECORDS RETENTION SCHEDULE AND AUTHORIZING SUBSEQUENT MINOR UPDATES WITHOUT FURTHER COUNCIL ACTION; (CITY CLERK)
https://youtu.be/4tkJFo_J1z4?t=3913

In response to concerns raised during public comment, City Clerk Swanson explained there are various retention periods and Minutes for Brown Act meetings are retained permanently.

A-1 APPROVAL OF MINUTES FOR THE AUGUST 13, 2019, CITY COUNCIL SPECIAL MEETING; (ADMINISTRATION)
https://youtu.be/4tkJFo_J1z4?t=3964

Council Member Heller requested the meeting minutes be amended to include his comments suggesting alternatives to address unfunded liabilities include revenue enhancement options as well as expense reduction options.

City Attorney Neumeyer stated to include specific comments attributed to a Council Member would be an exception to the general practice of preparing action minutes; however, the request would be captured in the minutes for tonight's meeting.

MOTION: Council Member Heller moved comments he made be incorporated into meeting minutes for August 13 meeting. The motion was seconded by Council Member McPherson for discussion.

Following discussion, the motion failed 0-5 by roll call vote.

MOTION: Mayor Headding moved for approval of Item A-1. The motion was seconded by Council Member Davis and carried 5-0 by roll call vote.

MOTION: Council Member McPherson moved for approval of Item A-5. The motion was seconded by Council Member Davis and carried 5-0 by roll call vote.

B. PUBLIC HEARINGS- NONE

C. BUSINESS ITEMS

C-1 APPROVAL OF AMENDMENT TO CONTRACT WITH WATER WORKS ENGINEERS, LLC FOR ENGINEERING DESIGN SERVICES FOR THE WATER RECLAMATION FACILITY (WRF) LIFT STATION AND OFFSITE PIPELINES; (PUBLIC WORKS)
https://youtu.be/4tkJFo_J1z4?t=3913

Public Works Director Livick and Water Reclamation Facility Program Manager Casares provided the report and responded to Council questions.

The public comment period for Item C-1 was opened.

Terry Simons, Morro Bay, was concerned the impacts of this engineering change on the eventual bids for the conveyance system would add to the overall project cost.

Betty Winholtz, Morro Bay, inquired about advisory board input and asked whether the City had received permission to build on property owned by other entities.

Dan Sedley, Morro Bay, restated questions raised during public comment.

The public comment period for Item C-1 was closed.

Mayor Headding asked staff to respond to questions raised during public comment.

Council Member Heller was concerned contingencies were being spent early in the project and suggested postponing the item pending input from the WRFCAC. There was consensus these changes were brought to Council as they occurred, reviewed by the WRFCAC and previously approved with the project budget.

MOTION: Council Member McPherson moved the City Council authorize the City Manager to execute the Amendment to Contract with Water Works Engineers, LLC (WWE) for Engineering Design Services for the Water Reclamation Facility (WRF) Lift Station and Offsite Pipelines. The motion was seconded by Council Member Davis.

Following discussion, the motion carried 4-1 by roll call vote with Council Member Heller opposed.

The Council took a brief recess at 7:41 p.m. The meeting reconvened at 7:51 p.m. with all members present.

C-2 RECEIVE AND FILE THE ADDENDUM TO THE CERTIFIED APPROVED FINAL ENVIRONMENTAL IMPACT REPORT FOR THE WRF PROJECT (FEIR); (PUBLIC WORKS)
https://youtu.be/4tkJFo_J1z4?t=7966

Water Reclamation Facility Program Manager Casares provided the report and responded to Council questions.

The public comment period for Item C-2 was opened.

Terry Simons, Morro Bay, asked about status of WIFIA and SRF funding and whether Caltrans had issued the necessary permits.

Betty Winholtz, Morro Bay, expressed concerns and urged the Council to not receive the report.

The public comment period for Item C-2 was closed.

Mayor Headding requested staff respond to concerns raised during public comment.

Council Member Heller suggested the Council not receive and file, expressing concerns with the CEQA process and that comments of the general public had largely been ignored.

MOTION: Mayor Headding moved the Council receive and file the report. The motion was seconded by Council Member Davis and carried 4-1 by roll call vote with Council Member Heller opposed.

C-3 2019 AND 2020 CITY GOALS AND ACTION ITEMS STATUS UPDATE AND CONSIDERATION OF SHORT-TERM VACATION RENTAL POLICY DEVELOPMENT PROCESS; (CITY MANAGER)
https://youtu.be/4tkJFo_J1z4?t=9648

City Manager Collins provided the report and responded to Council questions related to City goals and consideration of a policy requiring removal/delay of a Council approved action item from the City Council goals prior to adding a new action item.

The public comment period for Item C-3 was opened.

Betty Winholtz, Morro Bay, requested clarification on the number of housing units the City would be responsible for.

Terry Simons, Morro Bay, offered to participate on the boat haul-out ad hoc committee if a seat was available. He was also concerned about the number of projects and lack of focus on those items that were more critical.

The public comment period for Item C-3 was closed.

Following discussion, the Council agreed on the importance of prioritizing Council-directed action items and support for staff's recommendation to develop a policy requiring the removal/delay of a Council approved action from the City Council Goals prior to adding a new action item. Council Heller opposed adding another policy and hoped there was another alternative.

MOTION: Council Member McPherson moved the Council add consideration of a policy requiring removal/delay of an approved action item prior to adding a new action item to the Council's policy review sub-committee. The motion was seconded by Council Member Davis and carried 4-1 by roll call vote with Council Member Heller opposed.

The Council continued with questions and discussion of Item 3 - Short-Term Vacation Rental Policy Development.

Mayor Headding re-opened public comment.

Robert Elzer, U-Relax Vacation Rentals, offered his perspective as a vacation rental property manager and suggested using the San Luis Obispo County ordinance as a guide moving forward.

Terry Simons, Morro Bay, shared information he gleaned from polling on Nextdoor, noting unlicensed vacation rentals are the problem. He suggested vacation rentals reduce the number of available housing units.

Nick Juren, Beach-N-Bay Getaways, suggested most complaints are about illegal rentals and enforcement of current policies would provide relief to residents.

Betty Winholtz, Morro Bay, hoped the Council would direct staff to form a committee comprised of property managers, residents and a community moderator. She agreed on the importance of enforcement.

Carolyn Brinkman, Morro Bay, spoke in support of contracting with Host Compliance and using a committee with stakeholder representatives, facilitated by someone who is seen as neutral, to draft the vacation rental policy.

Dan Sedley, Morro Bay, opposed using consultants for the process and spoke to the importance of getting community input.

Mayor Headding closed public comment.

MOTION: Council Member McPherson moved to extend the meeting past 9:30 to a time uncertain. The motion was seconded by Council Member Davis and carried 5-0 by roll call vote.

MOTION: Council Member McPherson moved the City Council move forward to begin process of developing a new vacation rental ordinance by conducting one of more public forums on the issue to reengage the public, asking the City Manager to appoint an ad-hoc committee composed vacation rental owners and managers, residents, two City Council members (Vacation Rental Policy Sub-Committee members), and also include a Planning Commissioner since the Planning Commission has to also hear this. The committee would be charged with developing a draft policy and vacation rental ordinance which can then be reviewed by the City Attorney and taken to the Planning Commission and City Council for consideration. The motion was seconded by Council Member Davis and carried 5-0 by roll call vote.

C-4 ADOPTION OF ORDINANCE NO. 624 AUTHORIZING AN AMENDMENT TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRACT TO IMPLEMENT COST SHARING AND ADOPTION OF RESOLUTION NO. 77-19 APPROVING UPDATED PUBLICLY AVAILABLE PAY SCHEDULE REFLECTING 1% SALARY INCREASE FOR LOCAL POLICE MEMBERS IN THE MORRO BAY PEACE OFFICERS ASSOCIATION; (CITY CLERK)
https://youtu.be/4tkJFo_J1z4?t=14350

City Clerk Swanson provided the report and responded to Council questions.

The public comment period for Item C-4 was opened; seeing none, the public comment period was closed.

MOTION: Council Member Davis moved to adopt by title only, with further reading waived, Ordinance No. 624 Authorizing an Amendment to the Contract between the City of Morro Bay and the Board of Administration of the California Public Employees' Retirement System (CalPERS) Implementing Section 20516 (Employees Sharing Additional Cost) to provide additional employee cost sharing of 1% for local police members in the Morro Bay Peace Officers Association (MB POA) for Fiscal Year 2019/20 (FY2019/20) and authorize the Mayor to execute the contract amendment; and adopt Resolution No. 77-19 approving an updated publicly available pay schedule reflecting a 1% salary increase for those affected employees as agreed in the Successor Memorandum of Understanding (MOU) with the MB POA for the period July 1, 2018 – June 30, 2020, effective October 19, 2019. The motion was seconded by Council Member McPherson and carried 5-0 by roll call vote.

D. COUNCIL DECLARATION OF FUTURE AGENDA ITEMS
https://youtu.be/4tkJFo_J1z4?t=14574
None

E. ADJOURNMENT

The meeting adjourned at 9:42 p.m.

Recorded by:

Dana Swanson
City Clerk

MINUTES - MORRO BAY CITY COUNCIL
SPECIAL CLOSED SESSION MEETING –
OCTOBER 9, 2019 – 3:00 P.M.
CITY HALL CONFERENCE ROOM.

AGENDA NO: A-2

MEETING DATE: October 22, 2019

PRESENT:	John Headding	Mayor
	Dawn Addis	Council Member *(Arrived at 4:01 p.m.)*
	Robert Davis	Council Member
	Jeff Heller	Council Member *(Left at 4:35 p.m.)*
	Marlys McPherson	Council Member
ABSENT:	None	
STAFF:	Scott Collins	City Manager
	Chris Neumeyer	City Attorney
	Scot Graham	Community Development Director
	Rob Livick	Public Works Director

ESTABLISH QUORUM AND CALL TO ORDER
Mayor Headding called the meeting to order at 3:00 p.m. with all but Council Member Addis present.

SUMMARY OF CLOSED SESSION ITEMS – The Mayor read a summary of Closed Session items.

CLOSED SESSION PUBLIC COMMENT – Mayor Headding opened public comment for items on the agenda; seeing none, the public comment period was closed.

The City Council moved to Closed Session and heard the following items:

CS-1 GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR:
Property: 714 Embarcadero, 781 Market Street and parking lot; APNs 066-321-028, 066-321-027, 066-321-026, 066-321-025, 066-112-007, 006-321-008
Property Negotiators: Grupe Commercial Company
Agency Negotiators: Scott Collins, City Manager; Scot Graham, Community Development Director; and Chris Neumeyer, City Attorney
Negotiation: Price and Terms of Payment

CS-2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOVERNMENT CODE SECTION 54956.8
Property: Chevron Estero Bay (Former Marine Terminal) Property, north and East of the City: APN: 073-075-022, APN's: 073-075-016, 073-084-032, APN's:065-022-008, 073-075-002, 073-076-016
Property Negotiators: Chevron & Cayucos Sanitary District
Agency Negotiators: Scott Collins, City Manager, Scot Graham, Community Development Director and Chris Neumeyer, City Attorney
Under Negotiation: Price and Terms of Payment

CS-3 CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOVERNMENT CODE SECTION 54956.8
Property: 555 South Bay Blvd. (future location of WRF Facility)
Property Negotiators: Tri-W Enterprises, Inc.
Agency Negotiators: Scott Collins, City Manager; Rob Livick, Public Works Director; Eric Casares, WRF Program Manager and Chris Neumeyer, City Attorney
Under Negotiation: Price and Terms of Payment

CS-4 CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOVERNMENT CODE SECTION 54956.8

Property:	Easements over Assessor Parcel No. 064-101-007
Property Negotiators:	Dan Shepard et al
Agency Negotiators:	Scott Collins, City Manager; Rob Livick, Public Works Director; Eric Casares, WRF Program Manager and Chris Neumeyer, City Attorney
Under Negotiation:	Price and Terms of Payment

RECONVENE IN OPEN SESSION – The City Council reconvened in Open Session. The Council did not take any reportable action in accordance with the Brown Act.

ADJOURNMENT - The meeting adjourned at 4:51p.m.

Recorded by:

Heather Goodwin
Deputy City Clerk

AGENDA NO: A-3

MEETING DATE: October 22, 2019

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 16, 2019**

FROM: **Rob Livick, PE/PLS – Public Works Director/City Engineer**
Pamela Newman, Assistant Engineer

SUBJECT: **Consideration of Approval of The Cloisters Landscape Master Plan**

RECOMMENDATION

Staff recommends the City Council approve The Cloisters Landscape Master Plan as the first phase in The Cloisters Park and landscape improvements.

ALTERNATIVES

No alternatives are recommended.

FISCAL IMPACT

The 2019 Cloisters Engineer's Report identifies a cash balance of $151,004 accumulated in the Cloisters Assessment District funds. As part of the first phase, the City Council approved the amended FY 2018/19 budget which identifies $55,000 for The Cloisters Landscape Improvements "Conceptual Master Plan," and these funds and the associated Capital Project were carried over to the current fiscal year budget. There are no General Fund expenditures associated with this project.

BACKGROUND/ DISCUSSION

Tract 1996, known as the Cloisters development, is a 124-lot subdivision bounded by State Highway One at the east, Atascadero State Beach at the west, Morro Bay High School at the south, and Azure, Coral, and San Jacinto Streets at the North.

The conditions of approval for the project required the applicant to form an assessment district for the maintenance of the public park, bicycle pathway, right-of-way landscaping, coastal access ways, Environmentally Sensitive Habitat ("ESH") restoration areas and any other improved common areas to be privately held or dedicated to the City.

The assessment district formation proceedings began in August 1996, with all the owners of the real property within the proposed district petitioning the City and consenting in writing to the formation of the district pursuant to the Landscape and Lighting Act of 1972. The assessment district formation proceedings concluded with the final public hearing for formation on September 23, 1996, which levied the annual assessment of $148,944 for the maintenance of 27.75 acres of park and open space.

Prepared By: PN Department Review: RL

City Manager Review: SC City Attorney Review: CFN

The park and general landscaping area are about 23 years old. Current maintenance practices have helped keep the well-used park in relatively good condition, however many aspects of the landscape have outlived their original design and need an assessment to enable an updated design to meet the City's goal to improve infrastructure and public spaces and to continue to provide aesthetically pleasing facilities for residents, tourists and visitors.

As part of the first phase to evaluate and provide recommendations for an updated design and improvements for The Cloisters Landscape, a Request for Proposal (RFP) was issued and Oasis Associates, Inc. was selected as the consultant. A draft of The Cloisters Landscape Report was presented for feedback at the Public Works Advisory Board (PWAB) and at an additional community meeting, on-site at the Cloisters Park. The final report incorporated feedback from The Cloisters neighborhood residents, the Morro Bay community and City staff.

The Cloisters Landscape Conceptual Master Plan represents an effort to evaluate the existing general site conditions, irrigation and plantings within six (6) specific areas – the Coral Avenue Medians, the Coral Avenue Parkways, the Park Planter Areas, the Playfield, the Highway 1 Buffer Area and the Neighborhood Parkways. Each specific area includes a summary of the existing conditions, recommendations for the grading/drainage, hardscape, planting and irrigation; and an implementation and phasing section.

The Cloisters Landscape Master Plan recommendations will be used to create a future second phase Design/Build project. This second phase will need to come back to Council as a new Capital project through the budget process. The likely first project will address the median landscaping.

CONCLUSION

Staff recommends the City Council approve The Cloisters Landscape Conceptual Master Plan as the first phase in The Cloisters Park and landscape improvements, that is a step in meeting the City's goal to improve infrastructure and public spaces and to continue to provide aesthetically pleasing facilities for residents, tourists and visitors.

ATTACHMENTS

1. The Cloisters Landscape Master Plan: Evaluation, Recommendations & Report
2. The Cloisters Landscape Cost Estimate

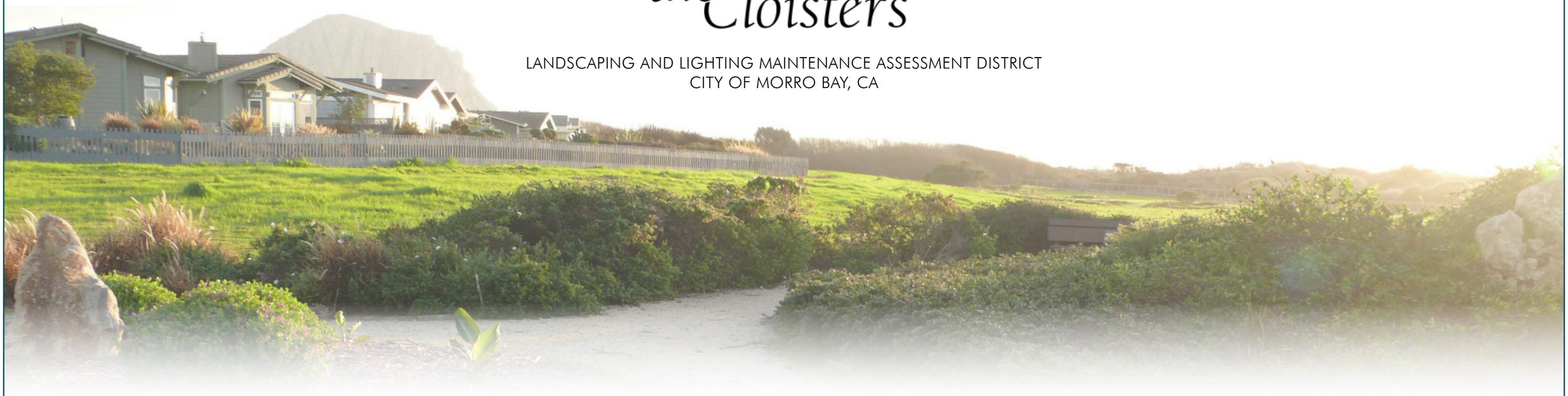
THE CLOISTERS LANDSCAPE MASTER PLAN

EVALUATION, RECOMMENDATIONS & REPORT

FOR

the Cloisters

LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT
CITY OF MORRO BAY, CA



PREPARED BY:

OASIS ASSOCIATES
LANDSCAPE ARCHITECTURE + PLANNING

3427 Miguelito Court
San Luis Obispo, CA 93401
805.541.4509

www.oasisassoc.com

AUGUST 2019

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INTRODUCTION

A. PROJECT OVERVIEW

The Cloisters residential development was conceived and constructed over time starting in the mid-1990's. The July 1997 *Cloisters Design Guidelines* provided specific guidance for architecture and landscape architecture to enable residents and their design professionals to create unique homes, while providing for a cohesive and complementary neighborhood. Based upon this evaluation, certain aspects of the *Guidelines* are relevant to date (e.g., maintaining view corridors), while others should be modified (e.g., plant palettes should expand to include non-native, drought tolerant, longer lived species).



The existing park and general landscaping are now 25-years± old and in need of assessment and resultant upgrades. The backbone design and infrastructure have withstood the test of time, while the more dynamic aspects of the landscape – use areas and plantings require refreshing and enhancements. Current maintenance practices have helped to keep the well-used park in relatively good condition. While some aspects of the park have outlived their original purpose (e.g., the demonstration gardens), this assessment will enable the new design to better serve the Cloisters neighborhood and community at large in the 21st century.



B. EVALUATION, RECOMMENDATIONS, AND REPORT

The Cloisters Landscape Master Plan: Evaluation, Recommendations, and Report represents an effort to evaluate the existing general site conditions, irrigation and plantings within the following areas: Cloisters Park; Coral Avenue Medians; Indio Circle – entry monument area and parkways; and Emerald Circle – roundabout and parkways. Based upon the evaluation phase, recommendations are included to guide the Phase 2 design development and implementation phase.

This report is divided into six (6) key sections that relate to specific areas within the park. They are arranged in order of priority for future implementation.

|1| Coral Avenue Medians
|2| Coral Avenue Parkways
|3| Park Planter Areas
|4| Play Field
|5| Highway 1 Buffer
|6| Neighborhood Parkways



The overall site plan depicts each key area graphically with unique colors and keynotes. A narrative describes the existing conditions and makes recommendations for the individual components in each area. Recommendations for plant palettes and hardscape materials are included and enhanced by vignettes and images for each area of the park development. Additional resources and project-related details are organized in the Appendix for reference.

This report is a FINAL document that has been modified to reflect additional input from the users - The Cloisters neighborhood, the Morro Bay community and City staff - who are responsible for the park's care and maintenance.

OVERALL SITE PLAN

SPECIFIC AREA KEY

NOT A PART

1 CORAL AVE. MEDIANS
2 CORAL AVE. PARKWAYS
3 PARK PLANTER AREAS
4 PLAY FIELD
5 HIGHWAY 1 BUFFER
6 NEIGHBORHOOD PARKWAYS

RECOMMENDATIONS

REFER TO EACH SECTION'S PAGE FOR ADDITIONAL COMMENTS

1 GRADING/DRAINAGE
2 HARDSCAPE
3 SOFTSCAPE/PLANTING
4 IRRIGATION



0 40' 80' 120'
SCALE: 1"= 80'

| 01 | CORAL AVENUE MEDIANS

A. EXISTING CONDITIONS:

Currently, there are three (3) median islands along Coral Avenue. The majority of the median plant material has become overgrown, woody, and in need of removal and replacement. Earth mounds prevent a clear line of sight and pose overall visibility and safety concerns. There is a lack of cohesive planting with many bare soil areas requiring infill plantings. Planting areas located at the traffic turning pockets are very narrow, difficult to irrigate and not conducive for long-term plant survival.

B. RECOMMENDATIONS:

| 1 | GRADING/DRAINAGE

Lower the center earth mounding at least 1.5 feet to improve visibility. Remove soil directly adjacent to and behind the concrete curbs, by approximately 3- to 4-inches deep, to provide additional freeboard and eliminate potential erosion.

| 2 | HARDSCAPE

Introduce mortar set cobbles and/or pavers in the small finger planter areas. Add cobble and/or gravel in a meandering design within the planters to reduce water use and overall maintenance costs. See enlargement, sheet 6.

| 3 | SOFTSCAPE/PLANTING

Remove all overgrown plant material. Choose replacement plant material from the recommended planting palette. See enlargement, sheet 6.

Apply pre- and post-emergent herbicide around newly installed plant material and bare soil areas. Install a weed barrier that allows both air and water infiltration. Apply a minimum 3-inches of organic mulch over the weed barrier.

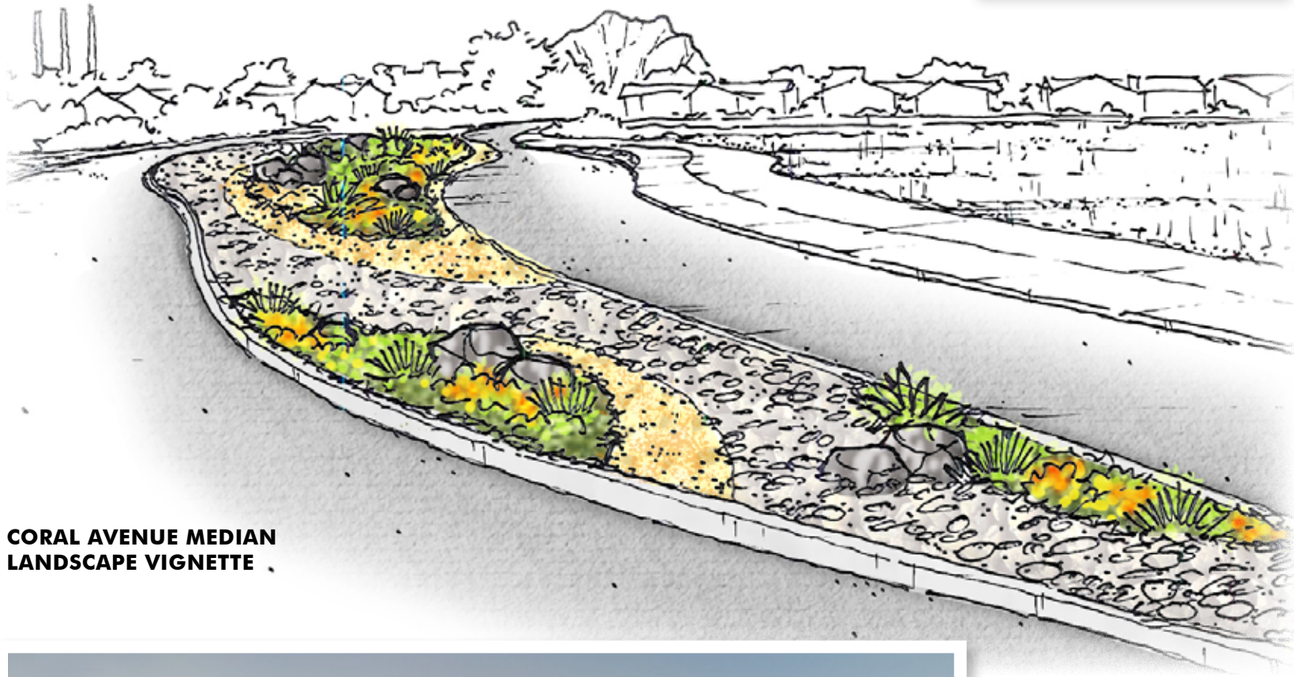
| 4 | IRRIGATION

Replace existing automatic irrigation valves and include drip filters and pressure regulators. Change spray systems to drip emitter systems. All existing controllers, wires, and irrigation mainlines shall be maintained and protected in place.

C. IMPLEMENTATION AND PHASING:

The median island project can be implemented in three (3) separate phases or concurrently, based upon priorities and budget constraints.





CORAL AVENUE MEDIAN LANDSCAPE VIGNETTE



FIGURE 1.1: EXISTING CONDITIONS

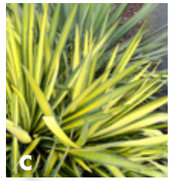
CORAL AVE. MEDIAN PLANT PALETTE (SEE APPENDIX FOR COMPLETE PLANT LIST & DESCRIPTIONS)



CHAMAEROPS HUMILIS / MEDITERRANEAN FAN PALM



LEUCOSPERMUM 'YELLOW BIRD' / PINCUSHION



YUCCA 'COLOR GUARD' / ADAM'S NEEDLE



PHORMIUM 'BRONZE BABY' / NEW ZEALAND FLAX



WESTRINGIA 'MORNING LIGHT' / COAST ROSEMARY



AGAVE ATTENUATA / FOXTAIL AGAVE



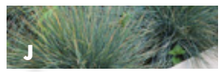
BULBINE FRUTESCENS 'HALLMARK' / BULBINE



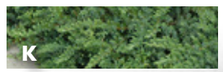
KNIPHOFIA UVARIA / RED HOT POKER



LIMONIUM PEREZII / SEA LAVENDER



FESTUCA 'ELIJAH BLUE' / BLUE FESCUE



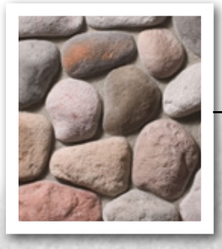
JUNIPERUS CON. 'EMERALD SEA' / SHORE JUNIPER

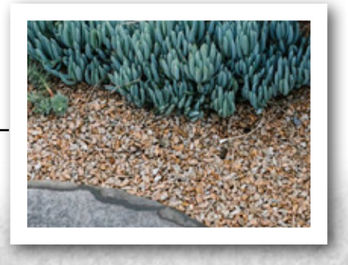


SENECIO MANDRALISCAE / BLUE CHALKSTICKS

KEYNOTE LEGEND #

1. 2"-6" DIA. COBBLES SET IN CONCRETE BASE
2. 3/4" DIA. DECORATIVE GRAVEL (1" DEEP) OVER WEED BARRIER FABRIC
3. 18"-4' DIA. LANDSCAPE BOULDERS
4. +18" (MAX) LANDSCAPE BERM
5. PLANTER AREA (APPROX. 50% OF MEDIAN)
6. STONE VERTICALLY SET INTO SLOPE

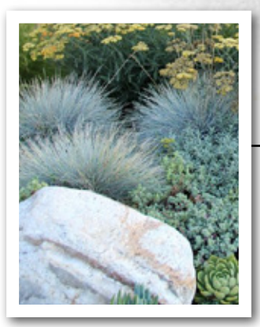


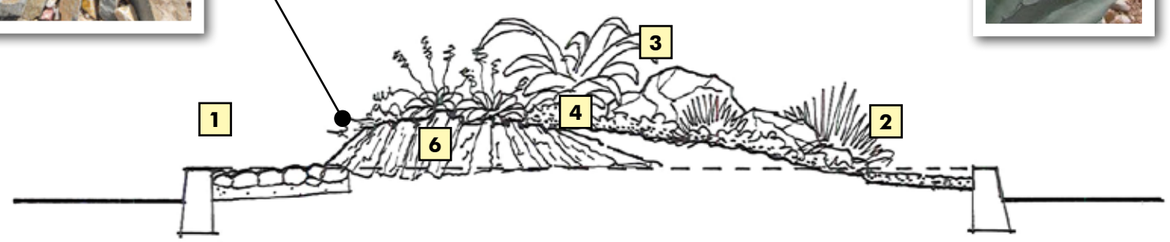












CORAL AVENUE MEDIAN LANDSCAPE SECTION

| 02 | CORAL AVENUE PARKWAYS

A. EXISTING CONDITIONS:

Currently, the 18-inch planting area between the concrete pedestrian sidewalk and the adjacent existing asphalt bike path are weedy and unkempt. Maintenance consists of chemical or mechanical weed eradication conducted on an annual basis. This planter area was originally planted and irrigated when the park was built. Over time, areas have been abandoned and plants have died. Planting and irrigating these narrow areas pose challenges for plant survival and are difficult to irrigate.

B. RECOMMENDATIONS:

| 1 | GRADING/DRAINAGE

Remove all soil between the asphalt bike path and concrete sidewalk and install Class II base in preparation for new asphalt pavement. The previously approved plans specify the section of base.

| 2 | HARDSCAPE

Install asphalt concrete or a hardscape material to match what is proposed at the medians.

| 3 | SOFTSCAPE/PLANTING

Remove all plant material.

| 4 | IRRIGATION

Remove all irrigation. Mark the mainline and control wires, if functional, for possible use in another location on the site.

C. IMPLEMENTATION AND PHASING:

For the sake of efficiency, this project should be implemented in one (1) phase.



FIGURE 2.1: EXISTING CORAL AVENUE PARKWAYS

| 03 | PARK PLANTER AREAS

A. EXISTING CONDITIONS:

The existing park planter areas were originally conceived as 'demonstration gardens' to showcase a variety of plant material combinations. Residents visiting the site could borrow ideas for their own residential lot landscapes.

The park planter areas have outlived their usefulness and are in need of upgrades and/or repurposing. The existing decomposed granite pathways are eroding and overgrown with weeds. Also, the plant material is either dead and overgrown, resulting in large gaps in the landscape. The area is unattractive and no longer serves its original purpose.

The park planter areas have been separated into the 'North Planter Area' and the 'South Planter Area' for the purpose of this document. Additionally, the multi-use space at the 'North Planter Area' is represented on sheets 9 & 10 as Alternative 'A' and Alternative 'B' based on feedback from the community.

B. RECOMMENDATIONS:

| 1 | GRADING/DRAINAGE

There are areas that pond water and will, therefore, require regrading. This can be incorporated into the overall redesign of the north and south planter areas.

| 2 | HARDSCAPE

Repurposing the park planter areas would entail a comprehensive redesign. Decorative pavers should be used to replace the decomposed granite pathways to enhance the aesthetics and minimize maintenance. For example, the north planter areas could be transformed into a multi-use open plaza space for community events. The south planter area could be converted into a group barbeque area, including an overhead structure and raised planters.

| 3 | SOFTSCAPE/PLANTING

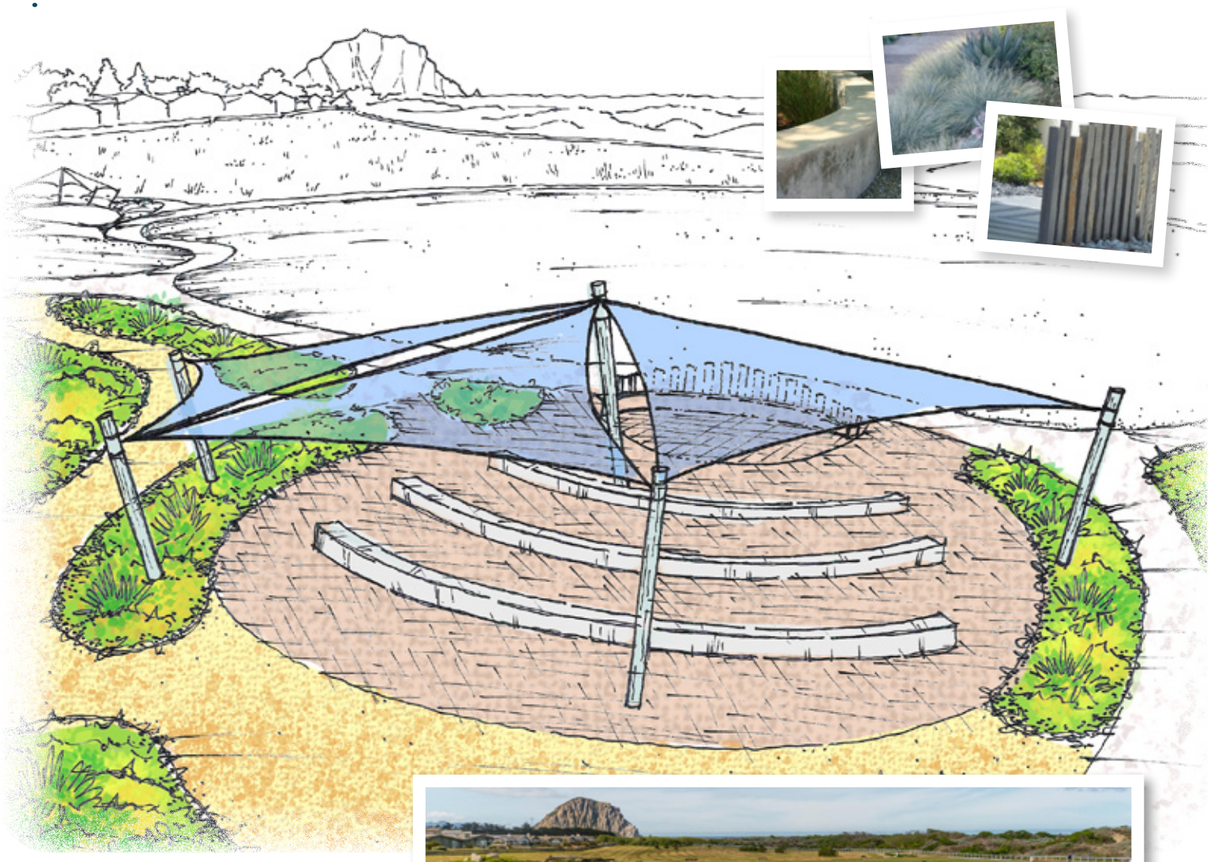
All existing plantings would be removed to accommodate the proposed design of the new use areas. Raised planters would be incorporated into the design for a "tidier" look and ease of maintenance. Plant material and related plant combinations will be chosen from the updated plant palette.

| 4 | IRRIGATION

The existing irrigation system should be removed. New irrigation should be installed including valves, drip filters, pressure regulators, and drip emitters. The existing irrigation mainlines and controllers shall be protected "in place."

C. IMPLEMENTATION AND PHASING:

Implementation of both the north and south planter areas should be completed in one (1) phase to provide for a cohesive final product. Overhead structures, if desired, could be constructed in a later phase if budgetary constraints dictate.



NORTH PARK PLANTER AREA - ALTERNATIVE 'A' VIGNETTE



FIGURE 3.1: EXISTING CONDITIONS

PLANT PALETTE (SEE APPENDIX FOR COMPLETE PLANT LIST & DESCRIPTIONS)



AGONIS FLEXUOSA /
PEPPERMINT TREE



CHAMAEROPS HUMILIS /
MEDITERRANEAN FAN PALM



MELALEUCA QUINQUENERVIA /
CAJEPUT TREE



CISTUS X PURPUREUS /
ORCHID ROCKROSE



LEUCOSPERMUM 'YELLOW BIRD' /
PINCUSHION



LEUCADENDRON 'SAFARI SUNSET' /
CONEBUSH



WESTRINGIA FRUT. 'MORNING LIGHT' /
COAST ROSEMARY



AGAVE ATTENUATA /
FOXTAIL AGAVE



ALOE STRIATA /
CORAL ALOE



EUPHORBIA 'STICKS ON FIRE' /
FIRE STICKS



ACHILLEA 'MOONSHINE' /
YARROW



BULBINE FRUT. ' HALLMARK' /
BULBINE



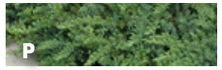
LAVANDULA ANGUSTIFOLIA /
ENGLISH LAVENDER



FESTUCA GLAUCA 'ELIJAH BLUE' /
BLUE FESCUE



GREVILLEA LANIGERA 'COASTAL GEM' /
WOOLLY GREVILLEA



JUNIPERUS CON. 'EMERALD SEA' /
SHORE JUNIPER



MALEPHORA LUTEA /
ROCKY POINT ICE PLANT



SENECIO MANDRALISCAE /
BLUE CHALKSTICKS

NORTH PLANTER AREA - ALTERNATIVE 'A'

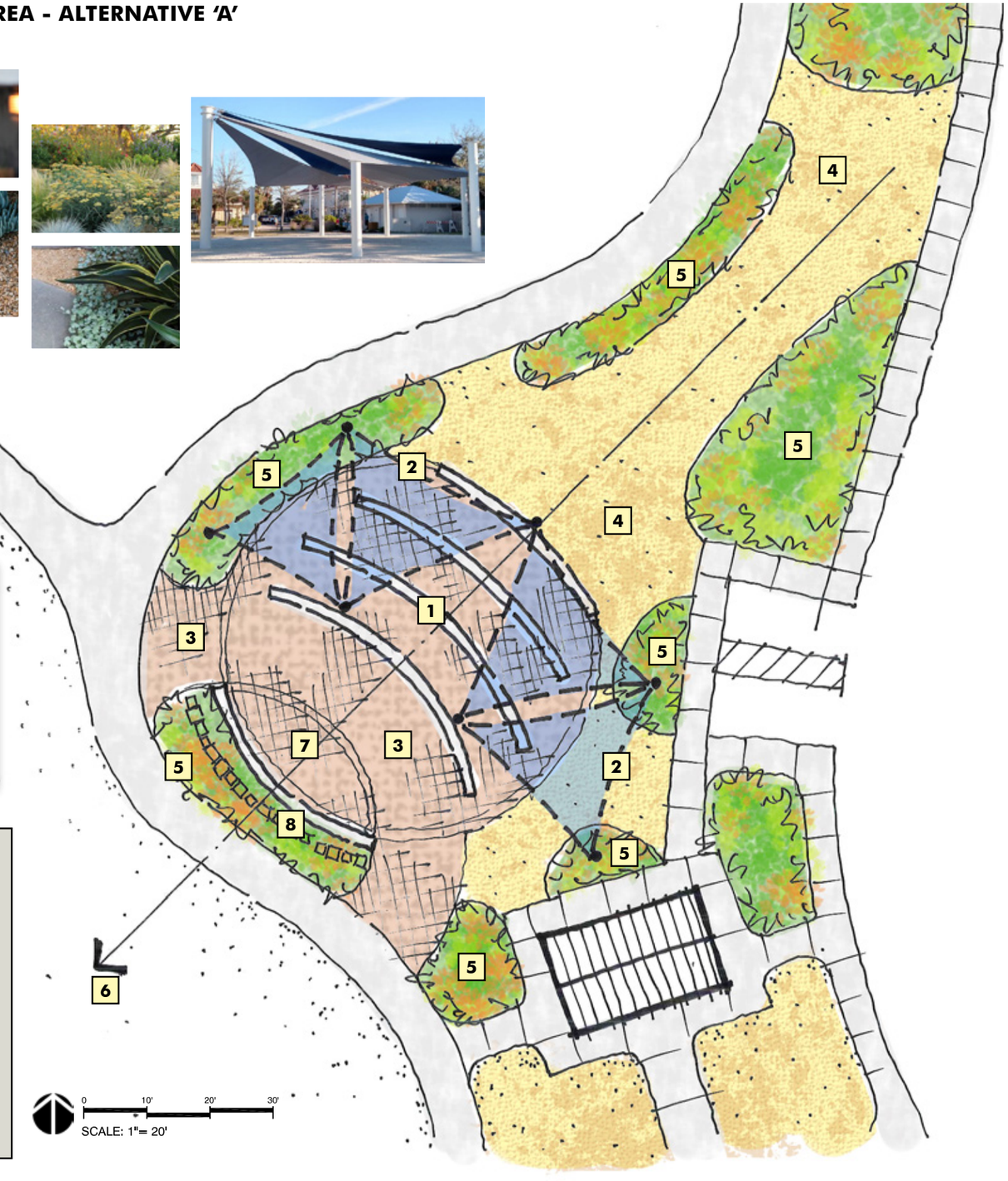
PLAN VIEW







FIGURE 3.2: EXISTING CONDITIONS



KEYNOTE LEGEND

1 AMPITHEATER WITH FIXED SEATING (POURED-IN-PLACE CONCRETE)
2 SHADE SAILS WITH SUPPORT POSTS
3 DECORATIVE POROUS PAVERS
4 DECOMPOSED GRANITE WITH STABILIZER
5 MODIFIED/UPGRADED PLANTER
6 VIEW TOWARDS MORRO ROCK
7 STAGE AREA
8 VERTICAL STONE COLUMN BACKDROP

NORTH PLANTER AREA - ALTERNATIVE 'B'

VIGNETTE & PLAN VIEW

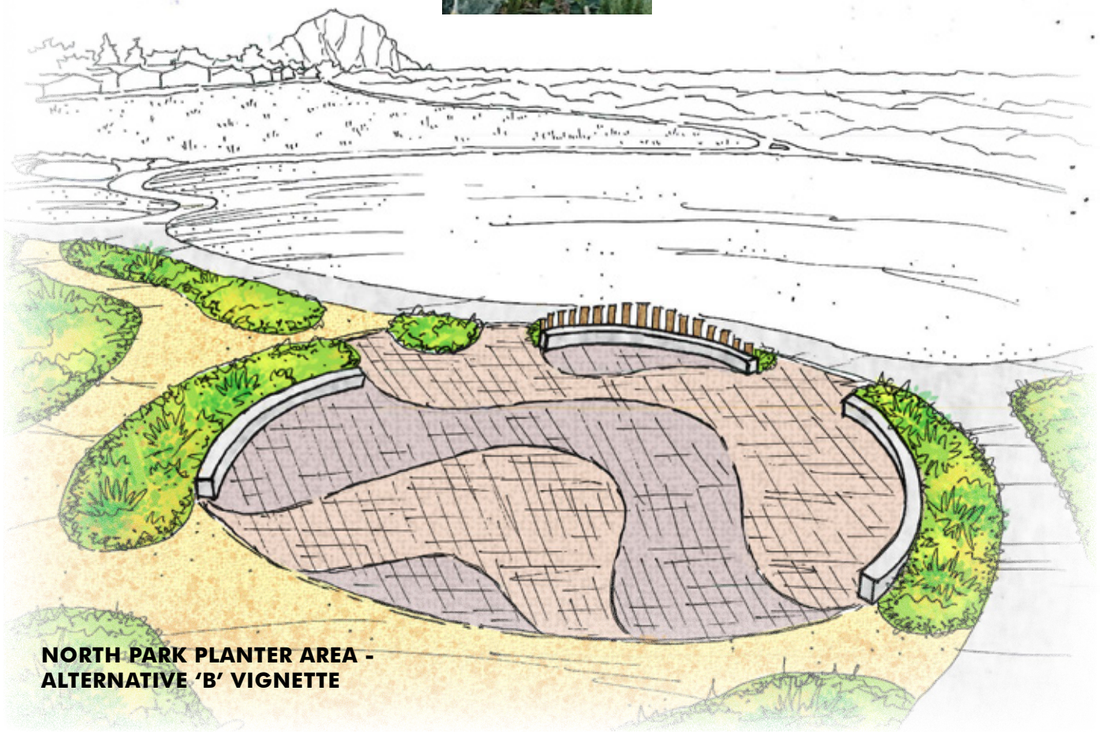








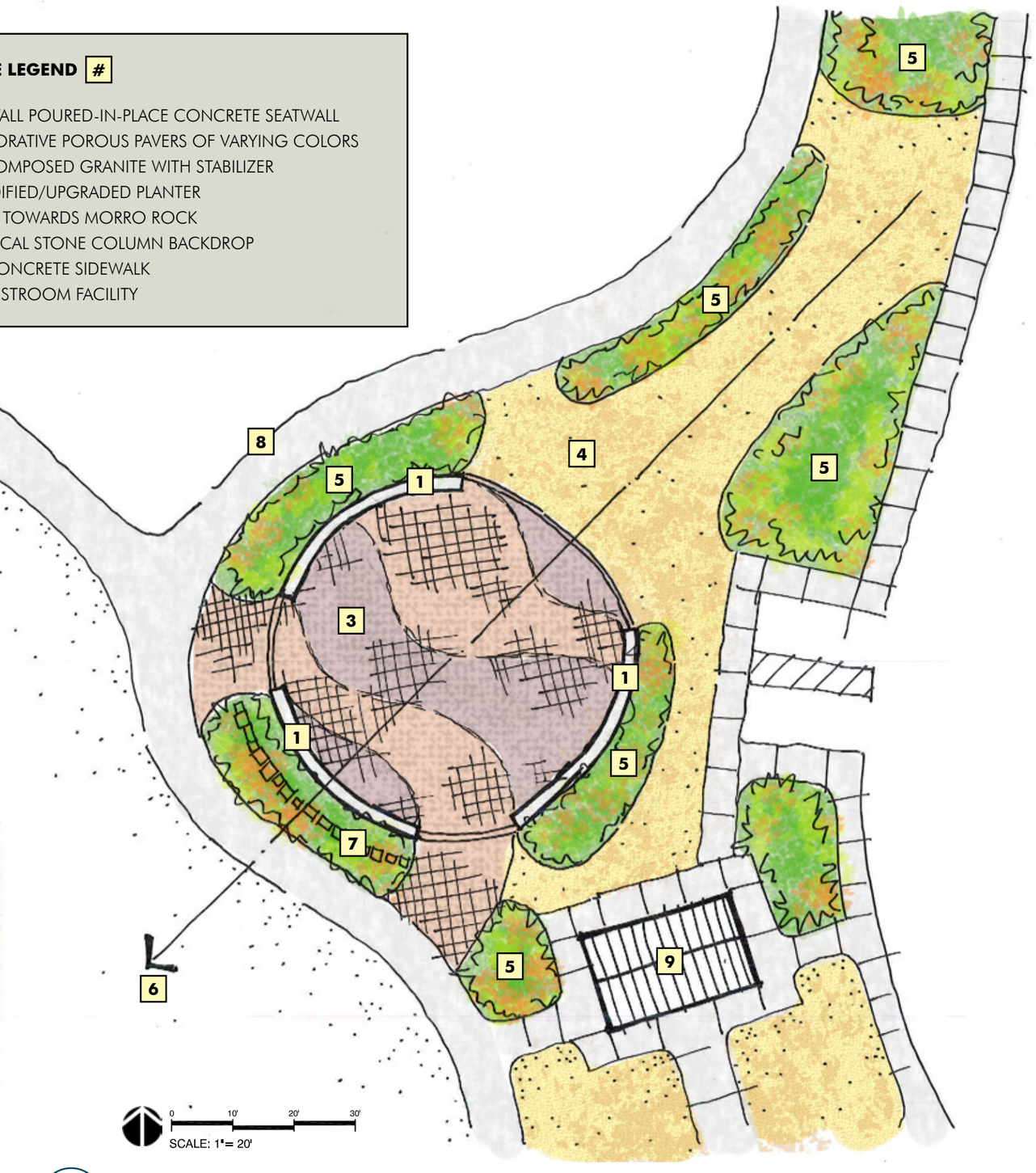




NORTH PARK PLANTER AREA - ALTERNATIVE 'B' VIGNETTE

KEYNOTE LEGEND #

1	18" TALL POURED-IN-PLACE CONCRETE SEATWALL
3	DECORATIVE POROUS PAVERS OF VARYING COLORS
4	DECOMPOSED GRANITE WITH STABILIZER
5	MODIFIED/UPGRADED PLANTER
6	VIEW TOWARDS MORRO ROCK
7	VERTICAL STONE COLUMN BACKDROP
8	(E) CONCRETE SIDEWALK
9	(E) RESTROOM FACILITY



SOUTH PLANTER AREA

PLAN VIEW



KEYNOTE LEGEND #

1 DECORATIVE POROUS CONCRETE PAVERS
2 18" TALL CONCRETE SEATWALL
3 18" TALL CONCRETE RAISED PLANTER
4 DECOMPOSED GRANITE WITH STABILIZER
5 SHADE SAILS WITH SUPPORT POSTS
6 GROUP BBQ PATIO WITH PICNIC TABLES
7 SANTA MARIA STYLE BBQ W/SERVING TABLE
8 CONVERSATION CIRCLE / KID'S HOPPING BOULDERS
9 MODIFIED / REMODELED PLANTER
10 MODIFIED TURF AREA
11 EXISTING PLAY AREA TO REMAIN
12 EXISTING TURF TO REMAIN
13 NEW ASPHALT INFILL

FIGURE 3.3: EXISTING CONDITIONS

0 10' 20' 30'
SCALE: 1"= 20'

| 04 | PLAY FIELD

A. EXISTING CONDITIONS:

The open turf play field is in very good condition and is well maintained, although there are signs of rodent activity in certain areas. The southeast quadrant of the play field includes BBQs and picnic tables located on decomposed granite. The decomposed granite area is low and ponds water.

B. RECOMMENDATIONS:

| 1 | GRADING/DRAINAGE

Remove the BBQ, picnic tables and regrade the decomposed granite area to eliminate the low spot(s) and to connect the turf areas together. This improvement will provide for easier maintenance of the turf with no further maintenance of the picnic area. The proposed new group BBQ space is adjacent to this location, see sheet 11.

| 2 | HARDSCAPE

Not Applicable

| 3 | SOFTSCAPE/PLANTING

After replacement of the decomposed granite area, amend and fertilize the soil pursuant to the original planting specifications for the project. Seed and/or sod the new turf area.

| 4 | IRRIGATION

Redesign the south east end of the turf irrigation system, and add and/or move spray heads to provide full coverage of the new turf. It is highly recommended that a rodent control treatment system (e.g., EZ-FLO with Critter Max) be installed to assist in controlling the rodents. This is a liquid applied via the irrigation system.

C. IMPLEMENTATION AND PHASING:

For the sake of efficiency, this project should be implemented in one (1) phase.



FIGURE 4.1: EXISTING PLAY FIELD

| 05 | HIGHWAY 1 BUFFER

A. EXISTING CONDITIONS:

The area located between Coral Avenue and Highway 1 is currently devoid of any planting and irrigation. Concentrated stormwater runoff from the highway has created rill erosion and, in some cases, a number of deep and unsightly ruts. The soil in this area appears to be highly compacted due to earlier construction phase activities. It is noteworthy that there is a maximum tree height limitation of 4 feet from the finsihed surface of CA State Route 1 (highway) for any tree plantings proposed along this view corridor area (*Cloister Design Guidelines*, July 1997).

B. RECOMMENDATIONS:

| 1 | GRADING/DRAINAGE

Install large boulders and/or rocks in the existing erosion areas to retain the soil and create plant pockets. Install rock-lined channels and swales to carry the highway runoff to the existing channel and existing culvert crossing Coral Avenue

| 2 | HARDSCAPE

Installing boulders of varying sizes for a natural rock wall to create planting pockets.

| 3 | SOFTSCAPE/PLANTING

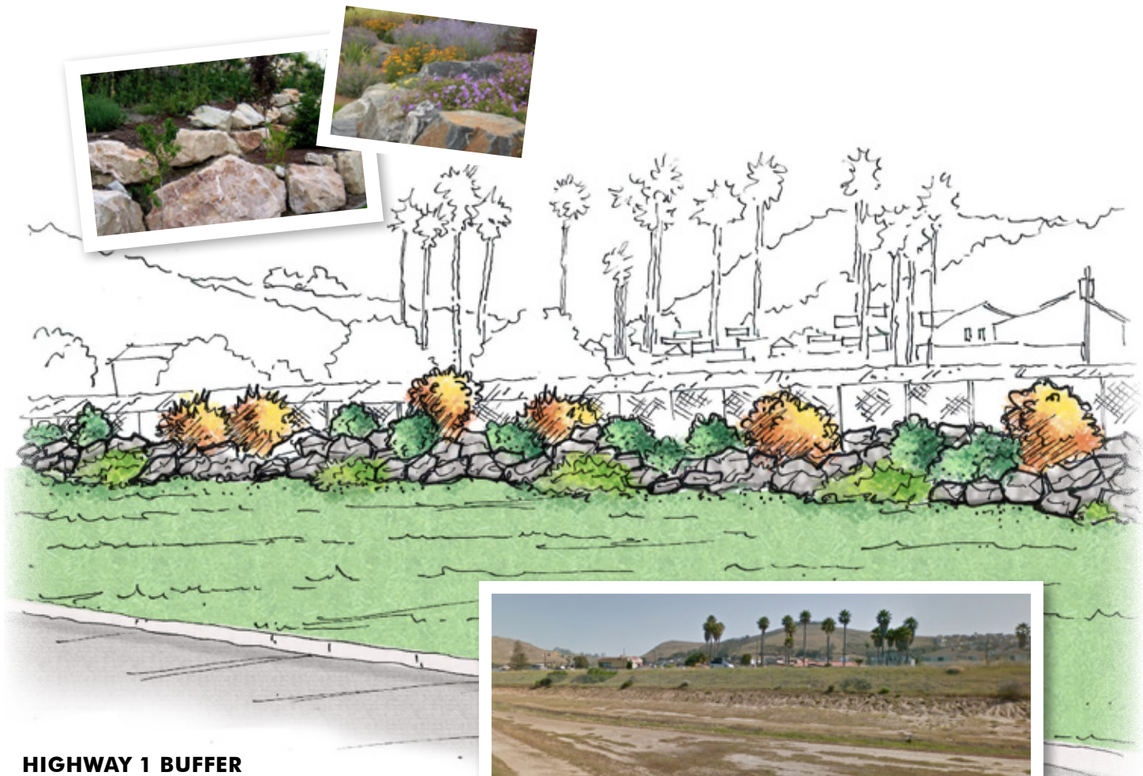
Amend the soil in the newly created rock plant pockets pursuant to the soils report recommendations and related specifications. Install planting chosen from the proposed plant palette. Refer to plant palette on this page.

| 4 | IRRIGATION

Install new irrigation mainline and wires from the center median of Coral Avenue. Install new drip valves, filters, pressure regulators, and emitters for the new plantings.

C. IMPLEMENTATION AND PHASING:

For the sake of efficiency, this project should be implemented in one (1) phase.



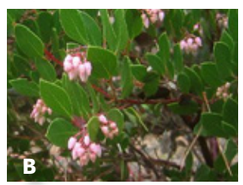
HIGHWAY 1 BUFFER LANDSCAPE VIGNETTE

FIGURE 5.1: EXISTING CONDITIONS

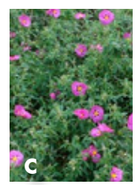
PLANT PALETTE (SEE APPENDIX FOR COMPLETE PLANT LIST & DESCRIPTIONS)



ACCA SELLOWIANA / PINEAPPLE GUAVA



ARCTOSTAPHYLOS 'HOWARD MCMINN' / MANZANITA



CISTUS X PURPUREUS / ORCHID ROCKROSE



CORREA 'DUSKY BELLS' / AUSTRALIAN FUSCHIA



CEANOTHUS 'WHEELER CANYON' / WILD LILAC



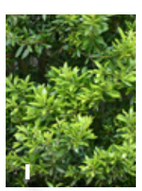
ERIOGONUM FASC. / CA BUCKWHEAT



RHAMNUS CA. 'EVE CASE' / COFFEEBERRY



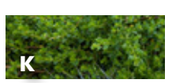
MELALEUCA NESOPHILA/ PINK MELALEUCA



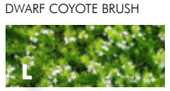
MYRICA CALIFORNICA/ PACIFIC WAX MYRTLE



ARCTOSTAPHYLOS 'EMERALD CARPET' / MANZANITA



BACCHARIS PIL 'PIGEON PT.' / DWARF COYOTE BRUSH



MYOPORUM PARVIFOLIUM / CREEPING MYOPORUM

| 06 | NEIGHBORHOOD PARKWAYS

A. EXISTING CONDITIONS:

While the parkways (i.e., areas between the back of curb and sidewalk) are commonly irrigated, they have traditionally been planted by individual homeowners. Not all of the irrigation in the parkways appear to be functioning, as many have been taken over by the individual residences. Most, if not all of the parkways, contain the original plantings and, for the most part, have been modified to the individual homeowner preferences.

The roundabout on Emerald Circle is currently overgrown or devoid of plant material, while the existing Monterey cypress is worth retaining. The entry/monument sign area on Indigo Circle requires some replanting and upgrades to the existing planting. The entry parkways along Indigo Circle appear to have been taken over by the adjacent residences and are well maintained.

There are a number of vacant residential parcels and the current City policy is to conduct weed abatement only in these parkways. Street trees are not a part of the Assessment District and are maintained under the City's Street Tree Program.

B. RECOMMENDATIONS:

| 1 | GRADING/DRAINAGE

Not applicable.

| 2 | HARDSCAPE

Not applicable.

| 3 | SOFTSCAPE/PLANTING

Amend the soil in the planting areas and choose replacement plant material from the recommended planting palette.

Apply pre- and post-emergent herbicide around newly installed plant material and bare soil areas. Install a weed barrier that allows both air and water infiltration. Apply a minimum 3-inches of organic mulch over the weed barrier.

| 4 | IRRIGATION

Replace existing automatic irrigation valves and include drip filters and pressure regulators. Change spray systems to drip emitter systems. All existing controllers, wires, and irrigation mainlines shall be maintained and protected in place.

C. IMPLEMENTATION AND PHASING:

For the sake of efficiency, this project should be implemented in one (1) phase.

FIGURE 6.1: EXISTING NEIGHBORHOOD PARKWAYS



PLANT PALETTE (SEE APPENDIX FOR COMPLETE PLANT LIST & DESCRIPTIONS)



ARBUTUS 'MARINA'/
MARINA STRAWBERRY TREE



METROSIDEROS EXCELSA/
N. ZEALAND CHRISTMAS TREE



KNIPHOFIA UVARIA /
RED HOT POKER



PHORMIUM SPS. /
NEW ZEALAND FLAX



AGAVE ATTENUATA /
FOXTAIL AGAVE



ALOE STRIATA /
CORAL ALOE



ACHILLEA 'MOONSHINE' /
YARROW



LAVANDULA SPS. /
LAVENDER



FESTUCA SPS. /
BLUE FESCUE



SENECIO MANDRALISCAE /
BLUE CHALKSTICKS

APPENDIX

PLANT PALETTES

CORAL AVE. MEDIANS

TREES (24" BOX)	**SIZE (H X W)**	**WUCOLS***	**NOTES**
CHAMAEROPS HUMILIS / MEDITERRANEAN FAN PALM	10' X 10'	L	SILVERY, WAXY LEAVES
SHRUBS (5 GAL)			
LEUCOSPERMUM CORD. 'YELLOW BIRD' / PINCUSHION	5' X 5'	L	YELLOW DOME FLOWERS
PHORMIUM 'BRONZE BABY' / NEW ZEALAND FLAX	4' X 3'	L	MAROON FOLIAGE
WESTRINGIA 'MORNING LIGHT' / COAST ROSEMARY	3' X 3'	L	CREAM VARIEGATION
YUCCA FILAMENTOSA 'COLOR GUARD' / ADAM'S NEEDLE	3' X 3'	L	YELLOW-GREEN LEAVES
SUCCULENTS (5 GAL)			
AGAVE ATTENUATA / FOXTAIL AGAVE	3' X 3'	L	SMOOTH, GREEN ROSETTES
PERENNIALS (1 GAL)			
BULBINE FRUTESCENS 'HALLMARK' / BULBINE	2' X 4'	L	ORANGE FLOWERS
KNIPHOFIA UVARIA / RED HOT POKER	3' X 2'	L	ORANGE STALKS
LIMONIUM PEREZII / SEA LAVENDER	2' X 2'	L	EVERGREEN
GROUNDCOVER (1 GAL)			
FESTUCA GLAUCA 'ELIJAH BLUE' / BLUE FESCUE	1' X 1'	L	BLUE-GRAY FOLIAGE
JUNIPERUS CONFERTA 'EMERALD SEA' / SHORE JUNIPER	1' X 5'	L	CONIFER, EVERGREEN
SENECIO MANDRALISCAE / BLUE CHALKSTICKS	1' X 5'	L	BLUE, PENCIL-LIKE LEAVES

PARK PLANTER AREAS

TREES (24" BOX)	**SIZE (H X W)**	**WUCOLS***	**NOTES**
AGONIS FLEXUOSA / PEPPERMINT TREE	30' X 20'	L	EVERGREEN, WILLOW-LIKE
CHAMAEROPS HUMILIS / MEDITERRANEAN FAN PALM	10' X 10'	L	SILVERY, WAXY LEAVES
MELALEUCA QUINQUENERVIA / CAJEPUT TREE	30' X 20'	L	EVERGREEN, PEELING BARK
SHRUBS (5 GAL)			
CISTUS X PURPUREUS / ORCHID ROCKROSE	5' X 5'	L	PURPLISH-PINK FLOWERS
LEUCOSPERMUM CORD. 'YELLOW BIRD' / PINCUSHION	5' X 5'	L	YELLOW DOME FLOWERS
LEUCADENDRON 'SAFARI SUNSET' / CONEBUSH	5' X 5'	L	RED, GREEN FOLIAGE
WESTRINGIA 'MORNING LIGHT' / COAST ROSEMARY	3' X 3'	L	CREAM VARIEGATION
SUCCULENTS (5 GAL)			
AGAVE ATTENUATA / FOXTAIL AGAVE	3' X 3'	L	SMOOTH GREEN ROSETTES
ALOE STRIATA / CORAL ALOE	3' X 2'	L	ORANGE BLOOMS
EUPHORBIA TIRUCALLI 'STICKS ON FIRE' / FIRE STICKS	3' X 5'	L	BRIGHT, PENCIL-LIKE STEMS
PERENNIALS (1 GAL)			
ACHILLEA MILLEFOLIUM ' MOONSHINE' / YARROW	2' X 1'	L	YELLOW FLOWERS
BULBINE FRUTESCENS 'HALLMARK' / BULBINE	2' X 4'	L	ORANGE FLOWERS
LAVANDULA ANGUSTIFOLIA / ENGLISH LAVENDER	2' X 2'	L	AROMATIC
GROUNDCOVER (1 GAL)			
FESTUCA GLAUCA 'ELIJAH BLUE' / BLUE FESCUE	1' X 1'	L	BLUE-GRAY FOLIAGE
GREVILLEA LAN. 'COASTAL GEM' / WOOLLY GREVILLEA	1' X 4'	L	PINK SPIDER-LIKE FLOWERS
JUNIPERUS CONFERTA 'EMERALD SEA' / SHORE JUNIPER	1' X 5'	L	CONIFER, EVERGREEN
MALEPHORA LUTEA / ROCKY POINT ICE PLANT	1' X 6'	L	YELLOW DAISY-LIKE FLOWERS
SENECIO MANDRALISCAE / BLUE CHALKSTICKS	1' X 5'	L	BLUE, PENCIL-LIKE LEAVES

*WUCOLS (WATER USE CLASSIFICATIONS OF LANDSCAPE SPECIES) IS A GUIDE TO HELP IDENTIFY IRRIGATION WATER NEEDS OF PLANT SPECIES. DEVELOPED BY THE UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION, CALIFORNIA DEPARTMENT OF WATER RESOURCES, 2000.

HIGHWAY 1 BUFFER

SHRUBS (5 GAL)	**SIZE (H X W)**	**WUCOLS***	**NOTES**
ACCA SELLOWIANA / PINEAPPLE GUAVA	10’ X 10’	L	SILVERY FOLIAGE
ARCTOSTAPHYLOS ‘HOWARD MCMINN’ / MANZANITA	7’ X 8’	L	GLOSSY GREEN LEAVES
CISTUS X PURPUREUS / ORCHID ROCKROSE	5’ X 5’	L	PURPLE-PINK FLOWERS
CORREA ‘DUSKY BELLS’ / RED AUSTRALIAN FUSCHIA	2’ X 3’	L	GRAY-GREEN LEAVES
CEANOTHUS ‘WHEELER CANYON’ / WILD LILAC	5’ X 7’	L	SHOWY BLUE FLOWERS
ERIOGONUM FASCICULATUM / CA BUCKWHEAT	3’ X 3’	L	PINK, WHITE FLOWERS
RHAMNUS CALIFORNICA ‘EVE CASE’ / COFFEEBERRY	7’ X 7’	L	EVERGREEN
MELALEUCA NESOPHILA / PINK MELALEUCA	15’ X 12’	L	PEELING BARK
MYRICA CALIFORNICA / PACIFIC WAX MYRTLE	15’ X 10’	L	EVERGREEN
GROUNDCOVER (1 GAL)			
ARCTOSTAPHYLOS ‘EMERALD CARPET’ / CARPET MANZANITA	<1’ X 4’	L	GLOSSY, GREEN LEAVES
BACCHARIS PIL. ‘PIGEON POINT’ / DWARF COYOTE BRUSH	2’ X 6’	L	EVERGREEN
MYOPORUM PARVIFOLIUM / CREEPING MYOPORUM	<1’ X 8’	L	WHITE FLOWERS

NEIGHBORHOOD PARKWAYS

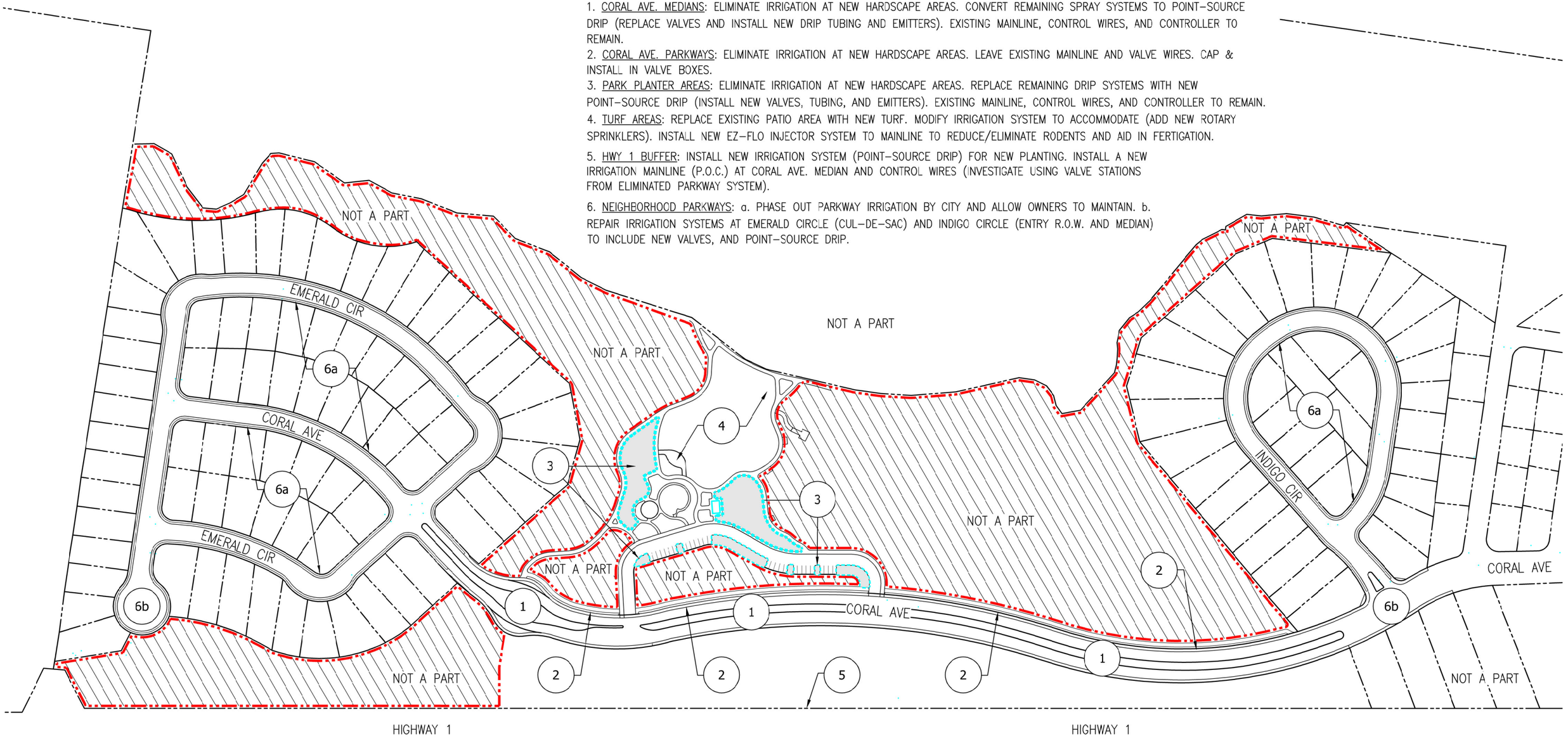
TREES (24” BOX)	**SIZE (H X W)**	**WUCOLS***	**NOTES**
ARBUTUS ‘MARINA’ / STRAWBERRY TREE	15’ X 15’	L	PEELING BARK, EVERGREEN
METROSIDEROS EXCELSA / N. ZEALAND CHRISTMAS TREE	20’ X 20’	L	RED BLOOMS
SHRUBS (5 GAL)			
KNIPHOFIA UVARIA / RED HOT POKER	3’ X 2’	L	ORANGE STALKS
PHORMIUM SPS./ NEW ZEALAND FLAX	3’ X 3’	L	BLADE-LIKE FOLIAGE
SUCCULENTS (5 GAL)			
AGAVE ATTENUATA / FOXTAIL AGAVE	3’ X 3’	L	SMOOTH GREEN ROSETTES
ALOE STRIATA / CORAL ALOE	3’ X 2’	L	ORANGE BLOOMS
PERENNIALS (1 GAL)			
ACHILLEA MILLEFOLIUM ‘ MOONSHINE’ / YARROW	2’ X 1’	L	YELLOW FLOWERS
LAVANDULA ANGUSTIFOLIA / ENGLISH LAVENDER	2’ X 2’	L	AROMATIC
GROUNDCOVER (1 GAL)			
FESTUCA GLAUCA ‘ELIJAH BLUE’ / BLUE FESCUE	1’ X 1’	L	BLUE-GRAY FOLIAGE
SENECIO MANDRALISCAE / BLUE CHALKSTICKS	1’ X 5’	L	BLUE, PENCIL-LIKE LEAVES

*WUCOLS (WATER USE CLASSIFICATIONS OF LANDSCAPE SPECIES) IS A GUIDE TO HELP IDENTIFY IRRIGATION WATER NEEDS OF PLANT SPECIES. DEVELOPED BY THE UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION, CALIFORNIA DEPARTMENT OF WATER RESOURCES, 2000.

IRRIGATION EVALUATION

KEY NOTE LEGEND (#)

1. CORAL AVE. MEDIANS: ELIMINATE IRRIGATION AT NEW HARDSCAPE AREAS. CONVERT REMAINING SPRAY SYSTEMS TO POINT-SOURCE DRIP (REPLACE VALVES AND INSTALL NEW DRIP TUBING AND EMITTERS). EXISTING MAINLINE, CONTROL WIRES, AND CONTROLLER TO REMAIN.
2. CORAL AVE. PARKWAYS: ELIMINATE IRRIGATION AT NEW HARDSCAPE AREAS. LEAVE EXISTING MAINLINE AND VALVE WIRES. CAP & INSTALL IN VALVE BOXES.
3. PARK PLANTER AREAS: ELIMINATE IRRIGATION AT NEW HARDSCAPE AREAS. REPLACE REMAINING DRIP SYSTEMS WITH NEW POINT-SOURCE DRIP (INSTALL NEW VALVES, TUBING, AND EMITTERS). EXISTING MAINLINE, CONTROL WIRES, AND CONTROLLER TO REMAIN.
4. TURF AREAS: REPLACE EXISTING PATIO AREA WITH NEW TURF. MODIFY IRRIGATION SYSTEM TO ACCOMMODATE (ADD NEW ROTARY SPRINKLERS). INSTALL NEW EZ-FLO INJECTOR SYSTEM TO MAINLINE TO REDUCE/ELIMINATE RODENTS AND AID IN FERTIGATION.
5. HWY 1 BUFFER: INSTALL NEW IRRIGATION SYSTEM (POINT-SOURCE DRIP) FOR NEW PLANTING. INSTALL A NEW IRRIGATION MAINLINE (P.O.C.) AT CORAL AVE. MEDIAN AND CONTROL WIRES (INVESTIGATE USING VALVE STATIONS FROM ELIMINATED PARKWAY SYSTEM).
6. NEIGHBORHOOD PARKWAYS: a. PHASE OUT PARKWAY IRRIGATION BY CITY AND ALLOW OWNERS TO MAINTAIN. b. REPAIR IRRIGATION SYSTEMS AT EMERALD CIRCLE (CUL-DE-SAC) AND INDIGO CIRCLE (ENTRY R.O.W. AND MEDIAN) TO INCLUDE NEW VALVES, AND POINT-SOURCE DRIP.



SCALE: 1" = 200'-0"

0' 200' 400' 600'

SPECIFIC AREA KEY

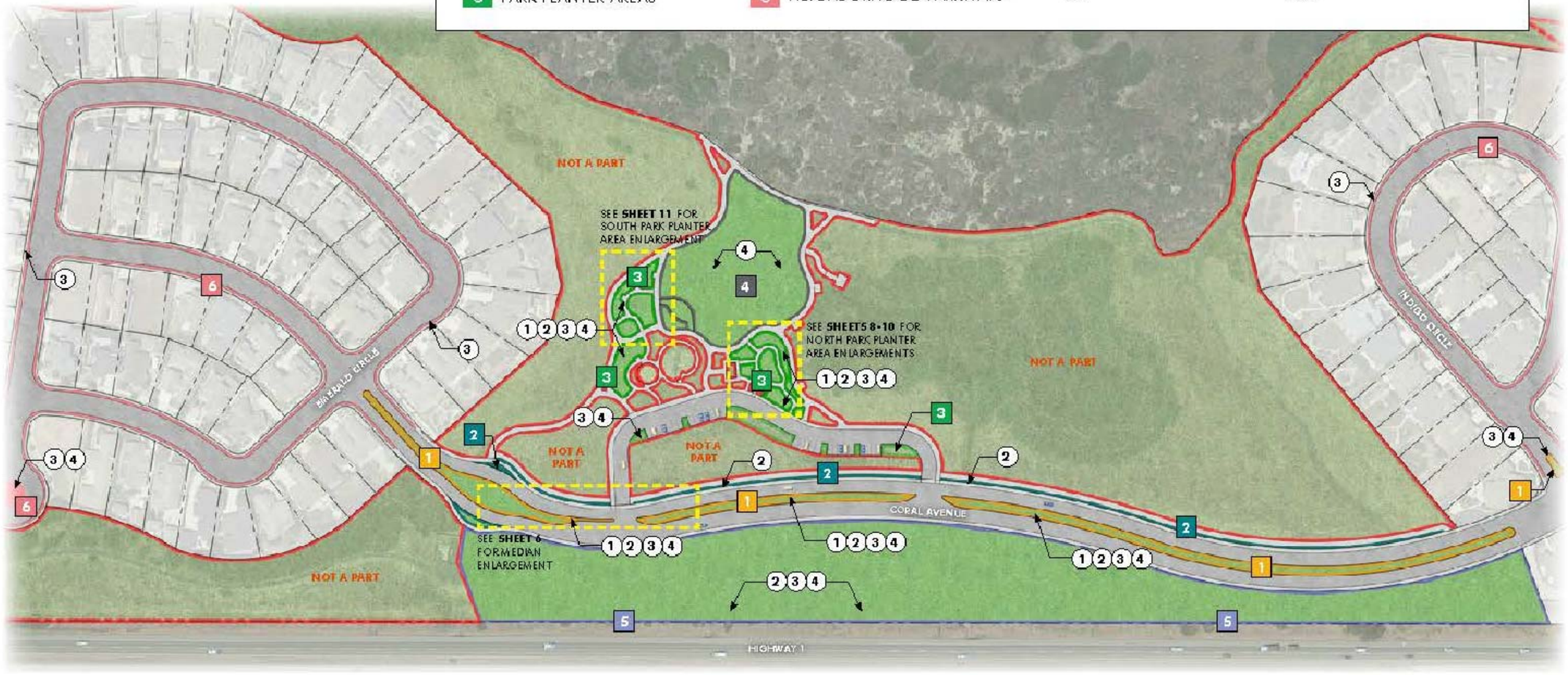
NOT A PART

1 CORAL AVE. MEDIANS
2 CORAL AVE. PARKWAYS
3 PARK PLANTER AREAS
4 PLAY FIELD
5 HIGHWAY 1 BUFFER
6 NEIGHBORHOOD PARKWAYS

RECOMMENDATIONS

REFER TO EACH SECTION'S PAGE FOR ADDITIONAL COMMENTS

1 GRADING/DRAINAGE
2 HARDSCAPE
3 SOFTSCAPE/PLANTING
4 IRRIGATION



SCALE: 1"= 80'

BUDGET FORECAST - SPECIFIC AREA PROBABLE COST
MB2018-CM05 CLOISTERS LANDSCAPE IMPROVEMENTS PLAN

AREA NO.	AREA DESCRIPTION	TOTAL COST	CONTINGENCY (30%)	DESIGN / PROFESSIONAL SERVICES (12%)	TOTAL COST BY AREA
1	CORAL AVE. MEDIANS	$155,056.20	$46,516.86	$24,188.77	$225,761.83
2	CORAL AVE. PARKWAYS	$23,240.00	$6,972.00	$3,625.44	$33,837.44
3	PARK AREA PLANTERS	$171,612.00	$51,483.60	$26,771.47	$249,867.07
4	PLAY FIELD	$193,356.00	$58,006.80	$30,163.54	$281,526.34
5	HWY 1 LANDSCAPING	$76,180.00	$22,854.00	$11,884.08	$110,918.08
6	NEIGHBORHOOD PARKWAYS	$110,725.00	$33,217.50	$17,273.10	$161,215.60
					$1,063,126.36

CITY OF MORRO BAY
PUBLIC WORKS DEPARTMENT
955 SHASTA AVENUE, MORRO BAY, CA 93442
(805)772-6261 www.morrobayca.gov

DESIGN:
DRAWN:
CHECK:
FILE:

PROJECT NAME:
THE CLOISTERS LANDSCAPE

SHEET NAME:
LANDSCAPE COST ESTIMATE

PROJECT NO: MB2018-CM02
DATE: 9-17-2019
SHEET: 1 of 1

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AGENDA NO: A-4

MEETING DATE: October 22, 2019

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 11, 2019**

FROM: **Scot Graham, Community Development Director**

SUBJECT: **Adoption of Resolution No. 86-19 to Authorize Submittal of Grant Application for Housing and Community Development SB 2 Planning Grant Program Funds and Authorize Execution of Related Documents by Community Development Director**

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 86-19 authorizing staff to submit a grant application for the amount of $160,000 for State of California Housing and Community Development (HCD) SB 2 Planning Grant Program (PGP) Funds to support the acceleration of the production of housing in the City of Morro Bay and authorizing execution of related documents as specified.

ALTERNATIVES

The Council may choose to:

1. Direct staff to not apply for the HCD SB 2 Planning Grant; or
2. Decrease amount of grant request.

FISCAL IMPACT

No anticipated impact. Grant funding is based on reimbursement of qualified costs incurred and is available through June 2022.

BACKGROUND/DISCUSSION

City staff is in the process of updating the Housing Element 2020-2028 Update and this grant funding will be instrumental in providing support for housing programs, including the following Priority Policy Areas: By-Right Zoning for housing, update to the City's Accessory Dwelling Unit (ADU) Ordinance, development of an ADU prototype program and creation of a Tiny Home Ordinance to increase affordable housing opportunities in the City.

The HCD SB 2 grant funding opportunity was made available through a Notice of Funding Availability issued on March 28, 2019 under the SB 2 Planning Grants Program Funds from the *Building Homes and Jobs Trust Fund* (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PGP Program.

The City of Morro Bay can apply for up to a total of $160,000 under the SB 2 grant. The Program will provide the grants through a non-competitive process to eligible local governments who meet these basic requirements: HCD compliant Housing Element; submittal of a recent Housing Element Annual Progress Report to HCD; grant proposal demonstrates a nexus to accelerating housing production; and, are consistent with the State Planning Priorities or other planning priorities. The Grant application is due by 5 pm on November 30, 2019. See following link for Program Details for the SB 2 grant

Prepared By: _SG_____ **Dept Review: _____**

City Manager Review: __SC_____ **City Attorney Review: __CFN_____**

program: http://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml.

CONCLUSION

Staff recommends the Council adopt Resolution No. 86-19 authorizing Staff to submit a grant application in the amount of $160,000 to the State of California Department of Housing and Community Development in support of the ongoing effort to create programs and incentives to accelerate the production of housing opportunities in the City of Morro Bay and authorizing execution of related documents.

ATTACHMENT

1. Resolution No. 86-19

RESOLUTION NO. 86-19

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
AUTHORIZING SUBMITTAL OF AN APPLICATION FOR,
AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS**

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

WHEREAS, the State of California, Department of Housing and Community Development (HCD) has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the City Council of the City of Morro Bay desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the HCD for the PGP Program; and

WHEREAS, the HCD is authorized to provide up to $123 million under the SB 2 Planning Grants Program from the *Building Homes and Jobs Trust Fund* (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PGP Program.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Morro Bay hereby:

1. Authorizes and directs the Community Development Director to apply for and submit to the HCD the 2019 Planning Grants Program application in the amount of $160,000.

2. Authorizes the Community Development Director to execute the City of Morro Bay Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City of Morro Bay as required by the HCD for receipt of the PGP Grant.

3. Authorizes the Community Development Director to enter into, execute (subject to review and approval by City Attorney), and deliver a State of California Agreement (Standard Agreement) for the grant funding in the amount of $160,000, if awarded, together with any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City's obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

4. Agrees to be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the HCD. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City of Morro Bay hereby agrees to use the funds for eligible uses in the manner presented in the application as

approved by the HCD and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

PASSED AND ADOPTED by the City Council of the City of Morro Bay, at a regular meeting held on this 22nd day of October 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
JOHN HEADDING, Mayor

ATTEST:

_____
DANA SWANSON, City Clerk

AGENDA NO: A-5

MEETING DATE: October 22, 2019

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 8, 2019**

FROM: **Eric Endersby, Harbor Director**

SUBJECT: **Adoption of Resolution No. 87-19 Authorizing the Mayor to Execute Amendment #2 to the Master Lease Agreement at Lease Site 82-85/82W-85W (Doug Redican/725 Embarcadero, LLC, located at 725 Embarcadero and Operating as Rose's Landing)**

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 87-19 authorizing the Mayor to execute Amendment #2 at Lease Site 82-85/82W-85W, for leaseholder contribution to the future Centennial Parkway Concept Plan Project.

ALTERNATIVES

Council may elect not to approve the proposed lease amendment, and direct staff accordingly.

FISCAL IMPACT

If the City builds the Centennial Parkway Concept Plan Project, or an iteration of it, then the City will receive a one-time contribution of $20,000 from this leaseholder, as-stipulated in the amendment.

BACKGROUND

Doug Redican's company is the tenant of Lease Site 82-85/82W-85W by way of a lease between the City and a limited liability company, 725 Embarcadero, LLC. In September 2018, a new Master Lease Agreement was approved for this site, predicated on a significant improvement project being completed that consists of converting the existing upstairs restaurant space into ten transient occupancy hotel rooms, including public and other associated improvements. Mr. Redican has received the necessary building permits and is funded for the project.

When the new lease was approved last October, a lease term was inadvertently left out requiring the leaseholder to financially participate in the future Centennial Parkway Project, with a one-time $20,000 contribution, if the City builds that project.

DISCUSSION & CONCLUSION

Amendment #2 to this Lease Agreement is to correct the omission of that Centennial Parkway financial contribution term, and is nearly identical to a term included in the recently-approved new lease for Lease Site 87-88/87W-88W.

Staff recommends Council approve Resolution No. 87-19, which will authorize the Mayor to execute Amendment #2 to the Lease Agreement for Lease Site 82-85/82W-85W, as proposed.

Prepared By: ___EE_____	**Dept Review: ___EE___**
City Manager Review: ___SC_____	**City Attorney Review: __CFN____**

ATTACHMENTS

1. Resolution No. 87-19
2. Amendment #2 to the Lease Agreement for Lease Site 82-85/82W-85W

RESOLUTION NO. 87-19

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
APPROVING AMENDMENT #2 TO THE MASTER LEASE AGREEMENT
FOR LEASE SITE 82-85/82W-85W BETWEEN THE CITY OF MORRO BAY
AND 725 EMBARCADERO, LLC, LOCATED AT 725 EMBARCADERO**

**T H E C I T Y C O U N C I L
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, 725 Embarcadero, LLC (Doug Redican) has been the lessee of Lease Site 82-85/82W-85W since 1988, and is a tenant in good standing; and

WHEREAS, 725 Embarcadero, LLC was granted approval of a new Master Lease Agreement on September 25, 2018 for the proposed lease site redevelopment project consisting of conversion of the upstairs building space to hotel rooms, public access and other improvements; and

WHEREAS, a provision in the new Master Lease Agreement was inadvertently omitted requiring 725 Embarcadero, LLC to financially participate in the future project known as the Centennial Parkway Concept Plan, should the City of Morro Bay build the project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, as follows:

1. The attached Amendment #2 to the Master Lease Agreement for Lease Site 82-85/82W-85W is hereby approved.
2. The Mayor is hereby authorized to execute said Master Lease Agreement.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 22nd day of October 2019 on the following vote:

AYES:
NOES:
ABSENT:

_____
JOHN HEADDING, Mayor

ATTEST:

_____
DANA SWANSON, City Clerk

AMENDMENT #2 TO THE LEASE AGREEMENT FOR
LEASE SITE 82-85/82W-85W,
LOCATED AT 725 EMBARCADERO

This Amendment ("Amendment #2") is made and entered into as of this ____day of _____, 2019, by and among the City of Morro Bay, a municipal corporation of the State of California, whereinafter called "City," and 725 Embarcadero, LLC, a California limited liability company, hereinafter called "Tenant." (Collectively, City and Tenant are sometimes referred to herein as the "Parties.")

WHEREAS, this Amendment #2 is to that certain Lease, which was signed on behalf of the Parties and is effective as of September 26, 2018 (the "Master Lease");

WHEREAS, Parties executed a new Master Lease based on the Concept Plan approval from the Planning Commission and City Council for conversion of the second story restaurant space to ten transient occupancy hotel units, and including other public access improvements as-proposed;

WHEREAS, Parties negotiated in good faith and Tenant agreed to financially participate in the future project known as the Centennial Parkway Concept Plan, which was to be included as a term in the Master Lease; and

WHEREAS, the Centennial Parkway financial participation term was inadvertently left out of the Master Lease, and the Parties now wish to correct that omission.

NOW THEREFORE, Parties agree, as follows:

1. Section 13.05 is added to the Master Lease as follows:

   Section 13.05 TENANT to Financially Participate in Centennial Parkway Concept Plan Project

   TENANT agrees to contribute $20,000, in a mutually-agreeable manner, to assist CITY with funding installation of the Centennial Parkway Concept Plan Project, at such time CITY begins construction of that project and within 30 days after a written request from CITY for such contribution.

2. Except as expressly stated herein, all provisions of the Master Lease shall remain in full force and effect.

3. The effective date of this Amendment #2 is the date first written above.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment #2 as of the date written above.

CITY OF MORRO BAY

By: _____
John Headding, Mayor

725 Embarcadero LLC
a Limited Liability Company

By: _____
Doug Redican, Manager

APPROVED AS TO FORM:

_____
Chris F. Neumeyer, City Attorney

ATTEST:

_____
Dana Swanson, City Clerk

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AGENDA NO:	**A-6**
MEETING DATE:	**October 22, 2019**

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 14, 2019**

FROM: **Heather Goodwin, Deputy City Clerk**
Dana Swanson, City Clerk

SUBJECT: **Approval of Public Works Advisory Board Member's Request for an Excused Absence**

RECOMMENDATION

Staff recommends the City Council consider and approve the request submitted by Public Works Advisory Board (PWAB) Member, John Erwin, to excuse his absence from the October 2019, Regular Public Works Advisory Board meeting.

ALTERNATIVES

The Council may choose not to excuse Mr. Erwin's absence.

BACKGROUND/DISCUSSION

In November 2016, the Council adopted Resolution No. 74-16 amending the By-Laws for all standing advisory bodies to establish a policy regarding absences. That policy, which is included in the current Advisory Bodies Handbook and By-Laws, states:

> *"Absence from three consecutive regular meetings or twenty-five (25) percent of the regular meetings during any 12-month period, without the formal consent of the City Council, shall constitute the resignation of such absent member and the position will be declared vacant. Requests for extended excused absences of three consecutive regular meetings or twenty-five (25) percent of the regular meetings must be submitted to the City Council in writing prior to the extended absence to allow sufficient time for review and approval at a regular Council meeting."*

Staff received a request from PWAB member, John Erwin, for Council consideration to excuse his absence from the October 16, 2019 regular meeting. Mr. Erwin's attached letter details his reason for the absence which staff accepts as reasonable and warrant Council consideration. Mr. Erwin has one excused and one unexcused absence in the previous 12-month period. Mr. Erwin's previous approved absence was in January 2019 so he could attend FEMA training and for his 90-day deployment to North Carolina. Mr. Erwin is requesting his October 16, 2019 absence be excused as it is his desire to continue to serve the City of Morro Bay community as a member of the PWAB. Should Council approve Mr. Erwin's request, his term on the PWAB will continue through 2021.

CONCLUSION

Staff recommends the Council approve Mr. Erwin's request for an excused absence from the October 16, 2019 Regular Public Works Advisory Board meeting.

ATTACHMENTS

1. Request for Excused Absence submitted by Mr. Erwin
2. Link to Advisory Bodies Handbook and By-Laws

Prepared By: HG	Dept Review: DS
City Manager Review: SC	City Attorney Review: CFN

From: **John Erwin** jerwin@morrobayca.gov
Subject: **John Erwin absence for the October PWAB**
Date: **Oct 9, 2019 at 3:30:54 PM**
To: **Dana Swanson** dswanson@morrobayca.gov
Cc: **Gina Gregory** rgregory@morrobayca.gov, **Rob Livick** rlivick@morrobayca.gov

Dana, I will be traveling in Europe through November 9,2019. Please process a council approval of a request for my absence. I plan on submitting questions after reviewing the October PWAB Agenda.

Sent from my iPad

John Erwin

AGENDA NO: B-1

MEETING DATE: October 22, 2019

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 15, 2019**

FROM: **Scot Graham, Community Development Director**

SUBJECT: **Introduction of Ordinance No. 625 Repealing and Reenacting Multiple Chapters of Title 14 (Buildings and Construction) of the City of Morro Bay Municipal Code, so as to incorporate the 2019 California Building Standards Code, as adopted by the State of California, and local modifications thereto as well as amendment of frontage improvements.**

RECOMMENDATION

Council introduce for first reading by title only, and with further reading waived, Ordinance No. 625, "An Ordinance of the City Council of the City of Morro Bay, California, repealing, amending and reenacting Chapters 14.01 – 14.12 and 14.44 of Title 14 (Buildings and Construction) of the Morro Bay Municipal Code, thereby adopting by reference and amending the 2019 California Building (Volumes 1 and 2), Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Fire, Existing Building, Green Building, Administrative, and Reference Standards Codes, the 2018 International Property Maintenance Code, the 1997 Uniform Code for the Abatement of Dangerous Buildings, and amending regulation of Frontage Improvements."

ALTERNATIVES

Staff does not recommend any alternatives to adopting Ordinance No. 625 for the Building Code Update.

FISCAL IMPACT

None. The ordinance does not modify any of the City of Morro Bay adopted permit or impact fees.

BACKGROUND/DISCUSSION

The 2019 California Building Standards Code will become effective statewide on January 1, 2020. The California Building Standards Code is published by the California Building Standards Commission and is located in Title 24 of the California Code of Regulations (CCR). The building standards in the California Building Standards Code are State regulations, adopted by various State agencies in the Executive Branch of the State government. State laws require various State agencies to develop building standards for specific types of buildings, building equipment and other features. The provisions of CCR Title 24 include requirements for the structural, plumbing, electrical and mechanical systems of buildings, and for fire and life safety, energy conservation, and accessibility in buildings.

Prepared By: _SG_____ Dept Review: _____

City Manager Review: __SC_ City Attorney Review: __CFN_____

All architects, engineers, designers, developers, owners and contractors must be familiar with the codes in effect at the time of plan submittal. The City's Building Division, as required by State law, cannot approve projects that do not comply with the codes in effect at the time of plan submittal. All projects submitted on or before December 31, 2019, are permitted to comply with the 2016 Edition of the California Building Standards Code.

Beginning on January 1, 2020, The City of Morro Bay is required by State Law to enforce the 2019 Edition of the California Building and Standards Code (also known as Title 24 of the California Codes of Regulations).

The Building and Construction codes are updated every three years. The State of California Building Standards Commission adopts new State standards, which cities and counties are then mandated to adopt. If codes are not adopted locally, then cities and counties are required to follow State Codes only. The 2019 California Building Codes are codified in the City of Morro Bay Municipal Code (MBMC) and adopted by reference to allow local deviations/amendments from the State Code, as determined necessary by the local jurisdiction (City). The codification process also enables the City to enforce the Building Code through the local methods and processes contained in the MBMC.

2019 CALIFORNIA BUILDING CODE CHANGES OF NOTE

The 2019 California Building Code has undergone minor changes from the 2016 edition. A couple of the more noteworthy changes include:

- **Solar Required.** New residential structures, less than three stories in height, are required to include a solar array system
- **Special Inspections** are now required for fire sprinkler clearance from structure and mechanical, electrical and plumbing equipment
- **HVAC** (heating, ventilation, and air conditioning) filter requirements increase from MERV (minimum, efficiency, reporting value) 8 to MERV 13
- New Home Energy Rating System (HERS) Testing requirements for
    - Kitchen exhaust
    - Blower door tests for continuously running exhaust fan systems
    - Quality insulation installation
- **Domestic Hot Water Systems** shall be pre-heated by a solar percentage
- **EV charging** infrastructure required for new and additions to parking areas
- **Shade Tree** required for new, or additions to, parking areas

LOCAL AMENDMENTS OF NOTE TO THE BUILDING/FIRE CODE

- **Setback and Height verification.** Setback and height verifications are now incorporated as local amendments to the code.
- **Sprinklers Required for:**
    - All new residential and commercial structures
    - Additions or alterations to existing structure where the following applies:
        - Additions of more than 50% of existing square footage or in excess of 500 square feet
        - Alterations encompass more than 50% of the existing square footage and/or exceed 500 square feet or where there is a change in occupancy to a more hazardous use as determined by the Building Official or Fire Chief
        - When alterations and/or repairs result in removal, alteration, modification, or replacement of 50% or more of the external walls of a building or 50% or

more of the existing internal structural and/or nonstructural framework, subject to the determination of the Fire Code Official

- 300 square foot additions to single family homes/duplexes/Accessory Structures or additions in excess of 50% of the existing square footage

CONCLUSION

Staff recommends that the City Council introduce for first reading by title only, and with further reading waived, Ordinance No. 625, repealing, amending and reenacting Chapters 14.10-14.12 and 14.44 of Title 14 (Buildings and Construction) of the Morro Bay Municipal Code, so as to incorporate the 2019 California Building Standards Code, as adopted by the State of California, and the local modifications thereto.

If Ordinance 625 is introduced, then it will be presented for a second reading and adoption at the Council meeting on November 12, 2019. If adopted, the Ordinance and new Morro Bay Building Codes will become effective January 1, 2020.

ATTACHMENTS

1. "Red-lined" changes to Chapter 14.01-14.12 and 14.44 of the MBMC
2. Staff Presentation

ORDINANCE NO. 625

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA, REPEALING, AMENDING AND REENACTING CHAPTERS 14.01-14.12 AND 14.44 OF TITLE 14 (BUILDINGS AND CONSTRUCTION) OF THE MORRO BAY MUNICIPAL CODE, THEREBY ADOPTING BY REFERENCE AND AMENDING THE 2019 CALIFORNIA BUILDING (VOLUMES 1 AND 2), RESIDENTIAL, ELECTRICAL, MECHANICAL, PLUMBING, ENERGY, HISTORICAL BUILDING, FIRE, EXISTING BUILDING, GREEN BUILDING, ADMINISTRATIVE, AND REFERENCE STANDARDS CODES, THE 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE, AND THE 1997 UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS, AND AMENDING REGULATION OF FRONTAGE IMPROVEMENTS.

THE CITY COUNCIL
CITY OF MORRO BAY, CALIFORNIA

WHEREAS, there are certain state and model codes relating to buildings, construction fire and life safety as follows:

A. 2019 California Building Code (volumes 1 and 2)
B. 2019 California Residential Code
C. 2019 California Electrical Code
D. 2019 California Mechanical Code
E. 2019 California Plumbing Code
F. 2019 California Energy Code
G. 2019 California Historical Building Code
H. 2019 California Fire Code
I. 2019 California Existing Building Code
J. 2019 California Green Building Code
K. 2019 California Administrative Code
L. 2019 California Reference Standards Code
~~K.~~M. 2018 International Property Maintenance Code
~~L.~~N. 1997 Uniform Code for the Abatement of Dangerous Buildings

WHEREAS, Government Code § 50022.1, et seq. and Health and Safety Code § 17922 authorize the City to adopt by reference the California Building Standards Code as provided in Titles 24 and 25 of the California Code of Regulations and other codes, including, without limitation, the 2018 International Property Maintenance Code and ~~Uniform Housing Code~~, the Uniform Code for the Abatement of Dangerous Buildings ~~and Appendix Chapter 33 of the 1997 Uniform Building Code~~; and

WHEREAS, pursuant to Health and Safety Code § 17950 and 18938(b), the California Building Standards Code is applicable to all occupancies throughout the State of California, whether or not the City takes affirmative action to adopt the California Building Standards Code;

and

WHEREAS, Health and Safety Code § 17960, requires a local building department to enforce State Housing Law, the California Building Standards Code, and the implementing regulations of the Department of Housing and Community Development for residential structures; and

WHEREAS, Health and Safety Code § 17958.5 allows the City to make those changes or modifications to the requirements contained in the provisions published in the California Building Standards Code as it determines, pursuant to the provisions of Health and Safety Code § 17958.7, are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, pursuant to the immediately foregoing Health and Safety Code sections and Health and Safety Code § 18941.5, certain express findings have been made and are as follows:

FINDINGS

1. The topographic, underlying geologic and surface soil conditions of the hillsides of the City of Morro Bay are of a gradient and composition such that movement has historically been known to occur. Soils testing has revealed the presence of potentially hazardous geologic conditions, including expansive soils, questionable soils, soils prone to liquefaction and seasonally high ground-water. Therefore, it is reasonably necessary to adopt regulations for grading operations that are more detailed and restrictive than those adopted by the State of California and codified in the California Building Standards Code. More particularly, this finding supports the adoption of Section 1804.1.1 of the 2019 California Building Code.~~Appendix Chapter 33 of the 1997 Uniform Building Code and modification of Appendix J of the California Building Code.~~

2. Due to topographic and geologic conditions, development in Morro Bay has historically been constrained such that building occurred predominantly in the flatter areas, a scarcity of which resulted in the creation of small lots and the construction of structures in relative close proximity to one-another. Those conditions are known to be conducive to the spread of fire and, therefore, it is reasonably necessary to adopt standards more restrictive than those adopted by the State of California and codified in the California Building Standards Code and California Fire Code for the installation of automatic fire sprinklers on new and existing buildings, limiting the use of wood shakes or shingles, and to otherwise establish construction and fire prevention regulations more restrictive than those adopted by the State of California and codified in the California Building Standards Code to reduce and minimize the potential for loss of and damage to life and property resulting from fire, hazardous materials, explosions and to protect firefighters and emergency personnel during emergency operations. More particularly, this finding

supports the modification of California Building Code, California Fire Code, California Residential Code and California Electrical Code.

3. Due to topographic conditions and in order to protect the estuarine environment of and adjacent to the City of Morro Bay, it is reasonably necessary to adopt regulations more restrictive than those adopted by the State of California and codified in the California Building Standards Code, creating more stringent thresholds for when a building permit is required for construction of sidewalks, driveways, decks, paving, or flatwork, prohibiting the construction of private sewage disposal systems and requiring the installation of sewer backwater valves. More particularly, this finding supports the modification of California Building Code Section 105.2, California Plumbing Code section 713.0, and the addition of Plumbing Code section 709.5.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA FINDS AND ORDAINS AS FOLLOWS:

SECTION 1. The City Council hereby declares and adopts the foregoing recitals and findings as true and correct and they are incorporated herein.

SECTION 2. Effective January 1, 2020, Chapters 14.01-14.12 and 14.44 of the Morro Bay Municipal Code are hereby repealed and reenacted to read as follows (with redline changes below to show amendments made):

Chapter 14.01

GENERAL

Sections:

14.01.010 Title and Purpose.
14.01.020 Adoption of Codes.
14.01.030 Building Official and Fire Chief Designated.

14.01.010 Title and Purpose.

This title shall be known and may be cited as "The Buildings and Construction Ordinance of the City of Morro Bay," Title 14 of the Morro Bay Municipal Code (MBMC). These regulations are hereby established and adopted to protect and promote public health, safety and welfare. This title establishes minimum regulations for construction, fire prevention, and the use and occupancy of buildings and other structures. This title prescribes regulations and standards that are consistent with the State Housing Law of California.

14.01.020 Adoption of Codes.

FourteenThirteen documents, one each of which are on file in office of the Building Official, identified by the seal of the City of Morro Bay, marked and designated as the:

A. 2019 California Building Code (volumes 1 and 2),
B. 2019 California Residential Code,
Appendix Chapter 33 of the 1997 Uniform Building Code, published by the International Conference of Building Officials,
C. 2019 California Electrical Code,
D. 2019 California Mechanical Code,
E. 2019 California Plumbing Code,
F. 2019 California Energy Code,
G. 2019 California Historical Building Code,
H. 2019 California Fire Code,
I. 2019 California Existing Building Code,
J. 2019 California Green Building Code,
K. 2019 California Administrative Code
L. 2019 California Reference Standards Code
M. 2018 International Property Maintenance Code,1997 Uniform Housing Code, published by the International Conference of Building Officials,
N. 1997 Uniform Code for the Abatement of Dangerous Buildings, published by the International Conference of Building Officials;

are hereby adopted, including chapters and sections not otherwise adopted by agencies of the State of California, and the appendices thereto as the buildings, construction, and fire prevention regulations of the City of Morro Bay. The provisions of the above-mentioned are hereby referred to, adopted, and made a part hereof as if fully set out in this title except as modified hereinafter.

14.01.030 Building Official and Fire Chief Designated.

The City's community development director is hereby designated as the Building Official and Building Code Official for the City of Morro Bay. The Fire Chief is hereby designated as the Fire Code Official for the City of Morro Bay. Where the "authority having jurisdiction" is used in the adopted codes, it shall mean the Building Official or the Fire Chief, as applicable.

Chapter 14.02

ADMINISTRATION AND ENFORCEMENT

Sections:

14.02.010 Administration and Enforcement.
14.02.020 Modification of Division II of Chapter 1 of the California Building Code.

14.02.010 Administration and Enforcement.

The Administration and Enforcement of this title shall be in accordance with Division II of Chapter 1 of the California Building Code as adopted, modified, amended, and supplemented herein.

14.02.020 Modifications of Division II of Chapter 1 of the California Building Code.

The California Building Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows:

A. Amend Section 103.1 to read as follows:

103.1 Creation of Enforcement Agency. The Building Division of the Community Development Department of the City of Morro Bay is hereby created and the official in charge thereof shall be known as the Building Official. Where reference is made to the Authority Having Jurisdiction or Code Official in the adopted Codes, it shall mean the Building Official.

B. Add Section 104.8.1 to read as follows:

104.8.1 Liability or Responsibility due to Error or Omission. This title shall not be construed so as to impose upon the City, or upon any of its officials or employees, any liability or responsibility for injury or damage resulting from any work approved or performed with respect to this title, or by reason of any inspection performed hereunder. No person shall be relieved of the responsibility of compliance with this title because of an error or omission made by a city official or employee.

C. Add Section 104.9.2 to read as follows:

104.9.2 Cargo Containers, Rail Cars, and Vehicle Bodies. Any person who intends to bring into the City or otherwise use, alter or relocate within the City any cargo container, streetcar, boxcar, refrigerator car, motorbus body or similar vehicle body for the purpose of use or occupancy, shall first make application to the Building Official and obtain the required permit. The application shall demonstrate the proposed use, occupancy, structure, construction, and alteration will conform to the provisions of this title.

D. Amend Section 105.2, Building Exception 6 to read as follows:

6. Sidewalks, driveways, decks, paving, or flatwork not more than 30 inches (762 mm) above adjacent grade, not exceeding 200 square feet, not over any basement or story below, and not part of an accessible route.

E. Amend Section 109.2 to read as follows:

109.2 Schedule of permit fees. Permit fees shall be as prescribed in the City's Master Fee Schedule.

F. Amend Section 113 to read as follows:

SECTION 113
BOARD OF APPEALS

113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical provisions this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the City Council and hold office at its pleasure. The Building Official shall be an ex officio member and shall act as secretary to the board but shall have no vote upon any matter before the board. The board shall adopt rules of procedure for conducting its business.

The board of appeals shall also serve as the Local Appeals Board, Housing Appeals Board, and Accessibility Appeals Board, as defined in Health and Safety Code § 17920.5, 17920.6 and 19957.5.

113.2 Limitations on authority. An application for appeal shall be based on a claim the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code, nor shall the board have any authority relative to the administration of this code.

113.3 Qualifications. The board of appeals shall consist of five members who are qualified by experience and training to pass on matters pertaining to the appeal and are not employees of the City. Two members of the board of appeals shall be physically handicapped, two members shall be persons experienced in construction, and one member shall be a public member.

113.4 Appointment. Upon receipt by the Building Official, of a qualified

application for appeal, the Building Official shall within 60 days, recommend to the City Council five persons who, based on their qualifications and experience, appear to be suited to hear and decide the appeal. Upon finding those individuals indeed appear to be qualified to hear and deciding the appeal, the City Council shall appoint those persons and they shall be known as the Board of Appeals and shall have the authority and be tasked with the duties thereof for the purposes of hearing and deciding that specific appeal.

G. Amend Section 114.4 to read as follows:

114.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters, extends, repairs, moves, removes, demolishes or occupies any building, structure, or equipment in violation of the approved construction documents, a directive of the Building Official, or of a permit or certificate issued under the provisions of this Code, shall be subject to fines and penalties as established in Title 1 of the MBMC, in addition to other penalties as prescribed by law.

Chapter 14.03

BUILDING CODE

14.03.010 Modifications of the California Building Code.

The California Building Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows:

A. Adopt appendices H, I and J. Delete appendices A, B, C, D, E, F, G, K, L, M, N and O. ~~and M.~~

~~B. Amend Section 1505.1 to read as follows:~~

~~**1505.1 General.** Roof assemblies shall be divided into the classes defined below. Class A, B, and C roof assemblies and roof coverings required to be listed by this section shall be tested in accordance with ASTM E 108 or UL 790. In addition, fire-retardant-treated wood roof coverings shall be tested in accordance with ASTM D 2898. The minimum roof coverings installed on buildings shall comply with Table 1505.1 based on the type of construction of the building.~~

~~For the purposes of this section, any building surface flatter than forty-five degrees to the horizontal shall be considered a roof and shall not be covered by wood shakes or shingles, except~~

~~as otherwise allowed by this Code.~~

~~**Exception:** Skylights and sloped glazing that comply with Chapter 24 or Section 2610.~~

B. Amend section 1808.1 (Foundations) and adopt section 1808.1.1 which shall have the same force and effect as if printed here in its entirety and is hereby modified, amended, and supplemented as follows:

1808.1.1 Foundation setback verification. Prior to the placement of concrete and upon completed form installation, a licensed surveyor is required to measure and record the distance from the proposed foundation walls to the established lot lines. The contractor shall submit these findings in letter format to the building inspector upon the request for a foundation inspection. Letter shall specify the findings of front, sides and rear yard setbacks as defined in Title 17 of the MBMC.

~~C. Amend Appendix J by reference to contain the text of Appendix Chapter 33 of the 1997 Uniform Building Code, which shall have the same force and effect as if printed here in its entirety and is hereby modified, amended, and/ or supplemented as follows:~~

C. Amend section 2304.8.2 (Structural Roof Sheathing) and adopt section 2304.8.2.1 which shall have the same force and effect as if printed here in its entirety and is hereby modified, amended, and supplemented as follows:

2304.8.2.1 Building height verification. Prior to roof sheathing or shear wall inspection, a licensed surveyor is required to measure and record the height of the structure. The contractor shall submit this finding in letter format to the building inspector upon the request for roof sheathing/shear wall inspection. Letter shall specify the recorded height of structure as defined in Title 17 of the MBMC.

D. Amend Appendix J section J103.1 (Permits Required) and adopt section J103.1.1 which shall have the same force and effect as if printed here in its entirety and is hereby modified, amended, and supplemented as follows:

8. An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5 feet (1524 mm) after the completion of such structure.

9. An excavation that (1) is less than 2 feet (610 mm) in depth or (2) does not create a cut slope greater than 5 feet (1524 mm) in height and steeper than 1 unit vertical in 1 ½ units horizontal (66.7% slope).

10. A fill less than 1 foot (305 mm) in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 3 feet (914 mm)

in depth, not intended to support structures, that does not exceed 50 cubic yards (38.3 m3) on any one lot and does not obstruct a drainage course.

~~1. Amend Section 3309.2 to read as follows:~~

~~**3309.2 Administration.** The provisions of Division II of Chapter 1 of the California Building Code shall apply to the administration and enforcement of this chapter.~~

~~2. Amend Section 3309.7 to read as follows:~~

~~**3309.7 Liquefaction Study.** A study of the liquefaction potential of the site shall be provided, and the recommendations incorporated into the plans.~~

~~**Exception:** The Building Official may waive this requirement where it is determined by the geotechnical engineer or engineering geologist that the potential for liquefaction at the site is low.~~

~~3. Delete Section 3309.9.~~

~~4. Delete Section 3310.~~

Chapter 14.04

RESIDENTIAL CODE

14.04.010 Modifications of the California Residential Code.

The California Residential Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows:

A. Delete Division II of Chapter 1. Administration and Enforcement of the Residential Code shall be as set forth in the California Building Code, as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.

B. Adopt Appendices H, ~~and O,~~ S, T and X ~~and U~~. Delete Appendices A, B, C, D, E, F, G, I, J, K, L, M, N, O P and Q, R, ~~T,~~ V, and W.

C. Amend Section R313.1 and R313.2 to read as follows:

R313.1 Townhouse and One- and Two-family dwellings automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in all new townhouses and one and two family dwellings, and in all existing townhouses and one and two family dwellings where alteration results in an increase in floor area in excess of 50 percent, or 1000 square feet. This section shall be applicable to mobile homes and factory-built housing not located in a mobile home or special occupancy park.

R313.2 Determination of Floor Area. For the purposes of this section, floor area shall be defined as the area within the exterior walls of the building under consideration. The floor area of a building, or portion thereof, not provided with surrounding walls, shall include the usable area under the horizontal projection of the roof or floor above.

For the purposes of this section, buildings shall be considered separate when:

1. The fire separation distance as defined in CBC Sec. 702.1 is not less than that permitted in CBC Table 705.8 where unprotected openings are allowed in an exterior wall of a non-sprinklered building, or

2. The buildings are structurally independent, the adjoining walls are constructed of fire-resistant construction as prescribed in CBC Table 602 without openings or penetrations, projections comply with CBC Section 705.2, and parapets are constructed where required by CBC Section 705.11.

D. Add Section R313.3.3.5 to read as follows:

R313.3.3.5 Waterflow Alarm. A local waterflow alarm and remote inspector's test valve, installed in accordance with NFPA 13, shall be installed on all sprinkler systems.

E. Amend Section R105.2 (Work exempt from permit), No. 3, to read as follows:

3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or a sloping backfill. Retaining walls supporting a surcharge or a sloping backfill exceeding 20%, require calculations and plans signed by a registered civil or structural engineer.

Chapter 14.05

ELECTRICAL CODE

14.05.010 Modifications of the California Electrical Code.

The California Electrical Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

A. Delete annexes A, B, C, D, E, F, G, H, I, and J. Administration and Enforcement of the Electrical Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.

B. Amend Article 230-70(A)(1) to read as follows:

230-70(A)(1) Readily Accessible Location. A service disconnecting means shall be installed at a readily accessible location either outside the building or structure, or inside nearest the point of entrance of the service conductors.

The disconnecting means shall be accessible to emergency personnel, either directly or by a remote actuating device, without requiring travel through the building interior.

Chapter 14.06

MECHANICAL CODE

14.06.010 Modifications of the California Mechanical Code.

The California Mechanical Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

A. Delete Division II of Chapter 1. Administration and Enforcement of the Mechanical Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.

B. Adopt appendices A, B, C, D, E, F and G.

Chapter 14.07

PLUMBING CODE

Sections:

14.07.010 Modifications of the California Plumbing Code
14.07.020 Retrofitting with water-saving devices required.
14.07.030 Required sewer backwater valve.

14.07.010 Modifications of the California Plumbing Code.

The California Plumbing Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows:

A. Delete Division II of Chapter 1. Administration and Enforcement of the Plumbing Code shall be as set forth in the California Building Code as modified, amended and supplemented by Chapter 14.02 of this code. Fees shall be as prescribed in the City's Master Fee Schedule.

B. Adopt Appendix K . Delete appendices A, B, C, D, E, F, G, H, I, J, and L.

C. Amend~~Add~~ Section 709.5 to read as follows:

709.5 A Backwater Valve, extended to and accessible from grade for maintenance, shall be installed on every Building Sewer.

Exception: In new construction, plumbing fixtures installed on a floor level that is above the next upstream manhole cover elevation shall not discharge through the required backwater valve. ~~Installation of a Backwater Valve shall not be required when, to the satisfaction of the Building Official, it is determined that the intent and purpose of this section is otherwise met.~~

D. Amend Section 713.0 to read as follows:

713.0 Sewer Required.

713.1 Every building in which plumbing fixtures are installed and every premises having drainage piping thereon shall have a connection directly to a public or private sewer.

713.2 Private Sewage Disposal Systems shall not be permitted.

14.07.020 Retrofitting with water-saving devices required.

A. Every property owner, prior to the sale or transfer of any real property upon which is located any structure connected to the city's water supply shall retrofit the structure with the water-

saving devices required for new construction as set forth in this title. In cases where the Building Official determines the use of such fixtures in existing structures would fail to meet the requirements of the Plumbing Code, fixtures using the least amount of water which do meet the requirements of the Plumbing Code shall be utilized.

B. In cases where a buyer intends to demolish all structures on such property within ninety days from the date of transfer, the structure need not be retrofitted prior to transfer; provided a covenant and a bond are filed with the city as follows:

1. The property owner shall file with the city clerk a notarized covenant agreeing to either demolish all structures located on the property connected to the city water system, within ninety days from the date of transfer or to perform the retrofit required in subsection A of this section, together with a faithful performance bond, in a form satisfactory to the city in an amount equal to one hundred and fifty percent of the full cost of retrofitting all such structures securing faithful performance of the agreement.

2. The agreement shall also authorize and grant the city permission to enter onto the property and to perform such retrofit in the event the property owner fails to do so. Further, the property owner shall agree to reimburse the city for all cost incurred by the City in the event the bond is insufficient.

C. Determination of compliance with the requirements of subsection A shall be made by the Building Official after an inspection performed by the Building Official or a qualified plumbing contractor under the supervision of the Building Official, who shall issue a certificate indicating same to the seller or title company involved. Seller shall pay the fee set forth in the Master Fee Schedule for such retrofit inspection at the time seller submits the request for the retrofit inspection. No property transfer shall be recorded until such certificate has been received by the seller and transferred with the title to the buyer. If noncompliance is found, the property owner (both seller and buyer) and any title company involved in the transfer shall be in violation of this code and subject to those penalties as prescribed in Title 1 of this code.

14.07.030 Required sewer backwater valve.

A. Any existing lateral sewer piping upon any premises which services fixtures whose elevation is lower than the elevation of the first upstream sewer manhole rim, lamp hole, or pump station receiving manhole, and for which the city has record of a previous sewage backflow incident involving a clogged sewer main shall be protected from backflow of sewage by installing backwater valves of a type approved by the Building Official. The property owner shall be required to provide and install such device.

B. If the property owner fails to install and maintain a backwater valve in good working condition when required under this section, then the Building Official may declare said sewer connection to be a nuisance and abate such nuisance pursuant to Section 8.12.010 et seq. of this

code by installing an approved-type backwater valve at the owner's expense. Said property owner may, in addition, be subject to fines as outlined in subsection E of this section.

C. All house connection sewers, industrial sewers, private sewage disposal systems and appurtenances thereto, now existing, or hereafter constructed, shall be maintained by the owner of the property in a safe and sanitary condition and all devices or safeguards which are required by this section for the operation thereof shall also be maintained in a good working order by the owner. It shall be the property owner's responsibility to maintain that portion of the sewer to the public main, including the connection to the public main.

D. The Public Works Director, the health officer, and other duly authorized employees of the city and the health department bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this section. The Public Works Director, the health officer, or their representatives shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper, or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways of facilities for waste treatment.

E. Violations and Penalties. Any person who is convicted of violation of any provisions of this section is guilty of an infraction punishable as provided in Chapter 1.16 of this code.

Chapter 14.08

FIRE CODE

Sections:

14.08.010. Purpose.
14.08.020. Bureau of fire prevention.
14.08.030. Fire district established.
14.08.040. Penalties for turning in false alarms.
14.08.050. Fire injury report.
14.08.060. Storage of gasoline driven vehicles.
14.08.070. Citation powers.
14.08.080. Fire Hazard Severity Zones
14.08.090. Modifications of the California Fire Code

14.08.010. Purpose.

This chapter shall be known and may be cited as "The Fire Prevention Regulations of the City of

Morro Bay," Chapter 14.08 of Title 14 of the Morro Bay Municipal Code. This chapter prescribes minimum regulations to reduce and minimize the potential for loss of and damage to life and property resulting from fire, panic, hazardous materials, and explosions.

14.08.020. Bureau of fire prevention.

The California Fire Code shall be enforced by the fire department or building division of the Community Development Department under the supervision of the Fire Chief.

14.08.030. Fire district established.

The entire incorporated area of the city is declared to be and is established a fire district.

14.08.040. Penalties for turning in false alarms or for conviction of intentionally setting a fire.

Individuals responsible for turning in false alarms shall be responsible for the cost the fire department incurs while responding to the alarm. The cost of the false alarm shall be determined in accordance with the master fee schedule. The intent of this section is not to penalize those persons who make honest mistakes. Persons convicted of intentionally setting a fire in violation of any law or ordinance within the city limits shall pay the cost of fighting that respective fire.

14.08.050. Fire injury report.

Any physician, first aid station, ambulance company or persons who treat or aid any person injured by a fire, explosion or chemical burn within the City shall, within twenty-four hours, report such treatment and pertinent information to the fire department.

14.08.060. Storage of gasoline driven vehicles.

No one shall store, repair or use any motorcycle, moped or any other gasoline driven vehicle inside of any dwelling. Storage and repair of gasoline driven vehicles are permitted in garage areas adjacent to dwellings.

14.08.070. Citation powers.

The Morro Bay Fire Chief (Fire Chief), Fire Marshal and full-time safety members of the Fire Department authority to issue citations as provided in Title 1 of this code. Arson investigators who are full-time members of the Fire Department shall have the powers of a peace officer in performing their duties under this Code, and shall have the powers of a peace officer as provided in California Penal Code, Sections 830.37

14.08.080. Fire Hazard Severity Zones.

A. Purpose and Intent. The purpose of this chapter is to provide authority for the identification of local fire hazard severity zones and provide authority for enforcement of state and local codes in these zones. The intent of this chapter is to reduce the potential for fire losses by providing minimum requirements for the protection of properties constructed in very high hazard severity zones and other wildland/urban interface areas designated by the fire chief and supported by substantial evidence.

B. Designation-Recommendation. The Fire Chief is hereby authorized to designate very high fire hazard severity zones within one hundred twenty days of receiving recommendations from the California Department of Forestry and Fire Protection.

C. Designation-Not identified. The Fire Chief may designate areas not identified as very high fire hazard Severity Zones by the California Department of Forestry and Fire Protection following a finding supported by substantial evidence in the record that the requirements for very high fire hazard severity zones are necessary for effective fire protection within the area(s).

D. Designation-Declined. The Fire Chief may decline to designate areas identified by the California Department of Forestry and Fire Protection as Very high fire hazard severity zones following a finding, supported by substantial evidence in the record, the requirements for very high fire hazard severity zones are not necessary for effective fire protection with the area(s).

E. Supported by substantial evidence in the record. "Supported by substantial evidence in the record" shall require the City Council to hold a public hearing and make findings there is competent substantial evidence in the record to support the Fire Chief's designation as fire hazard areas.

F. Enforcement. The Building Official shall enforce the provisions of Chapter 7A of the California Building Code and Chapter 49 of the California Fire Code in all very high fire hazard severity zones and other areas designated by the Fire Chief and supported by substantial evidence in the record.

G. Permits. All submittals for subdivision, entitlement, or building permits shall demonstrate that the proposed project allows for compliance with the provisions of Government Code Section 51182 and Public Resource Code Section 4291, except where otherwise allowed by law, to the satisfaction of the Fire Chief and the Building Official.

14.08.090. Modifications of the California Fire Code.

The California Fire Code, adopted in Section 14.01.020, is hereby modified, amended, and/ or supplemented as follows:

A. Adopt Appendix Chapter 4 and appendices B, BB, C, CC, D, H, I, K, and N. Delete appendices A, E, F, G and J.

B. Section 101.1 is amended to read as follows:

Section 101.1 Title. These regulations shall be known as the Fire Code of the City of Morro Bay.

C. Section 103.1 is amended to read as follows:

Section 103.1 General. The Fire Department of the City of Morro Bay is hereby established and the person in charge thereof shall be known as the Fire Chief. Where the Code uses the term Fire Official, it shall mean the Fire Chief.

D. Section 113.2 is amended to read as follows:

113.2 Schedule of permit fees. Fees shall be paid in accordance with the City's Master Fee Schedule.

E. Section 302.1, "Definitions," is amended to add the following definition in correct alphabetical order:

SKY LANTERN. An airborne lantern typically made of paper with a wood frame containing a candle, fuel cell composed of waxy flammable material or other open flame which serves as a heat source to heat the air inside the lantern to cause it to lift into the air. Sky candles, fire balloons and airborne paper lanterns mean the same as sky lanterns.

F. Section 507.5.4 is amended to read as follows:

507.5.4 Obstruction. Unobstructed access to fire hydrants shall be maintained at all times. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants.

The Fire Chief shall have the authority to remove or cause to be removed, without notice, any vehicle, vessel, or object that is in violation of this section. The owner of said item, so removed, shall be responsible for all towing, storage, or other costs incurred therein.

G. Section 308.1.1.1 is added to read as follows:

308.1.1.1 Burning Prohibited. Open burning, bon fires, recreational fires, and all other outdoor fires are prohibited.

Exception:

Barbeques and portable outdoor fireplaces that conform with the following provision are allowed.

1. Fires shall be conducted at a safe distance from and in accordance with the applicable manufacturer's instructions to prevent the spread of fire to a minimum of 15-feet from adjacent structures or other combustible materials.

2. Fire shall be contained in a non-combustible container, not to exceed 3 feet in diameter and 2 feet in height.

3. Fuel loading shall not exceed 3 feet in diameter or 2 feet in height.

4. Fire shall be fueled by propane, natural gas, charcoal, dried wood, commercial fire logs, or pellets. Fuels shall not include green waste, yard trimmings, pressure treated wood, trash, plastic, or other noxious or hazardous materials.

5. Ground fires, sub-surface or pit fires, and earth floored fire rings are prohibited.

6. If in the opinion of the Fire Chief or his or her designee, a fire is potentially hazardous or smoke is causing a nuisance, the fire shall be extinguished immediately.

H. Section 308.1.6.3 is amended to read as follows:

308.1.6.3 Sky Lanterns. The ignition and launching of sky lanterns is prohibited.

Exception: The ignition and launching of sky lanterns may be allowed, subject to the approval of a permit by the Chief, where it has been determined that adequate safeguards will be in place.

I. Section 511 is added to read as follows:

SECTION 511
FIRE SERVICE ELEVATOR

511.1 Elevator car to accommodate ambulance stretcher. Where elevators are provided, at least one elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such a size and arrangement to accommodate an ambulance stretcher 24 inches by 84 inches with not less than 5-inch radius corners, in the horizontal, open position and shall be identified by the international symbol for emergency medical services (star of life). The symbol shall not be less than 3 inches high and shall be placed inside on both sides of the hoistway door frame.

Exception: Elevators located within one- and two-family dwellings and townhouses.

J. Section 901.4.7 is added to read as follows:

901.4.7 Partial Sprinkling of Buildings. Partial sprinkling of buildings shall not be permitted, except where otherwise allowed by NFPA 13R, 13D, and Section 903.3.1.1.1.

K. Delete Sections 903.2 through 903.2.1.4 and 903.2.2 through 903.2.10.1.

L. Add Section 903.2 to read as follows:

903.2 Where Required. An approved automatic fire sprinkler system shall be installed throughout:

~~1. All new buildings exceeding 1000 square feet of floor area.~~

~~Exceptions:~~

~~a. A structure containing only Group A, Division 5 occupancy.~~
~~b. Agricultural accessory buildings and greenhouses.~~

~~2. All new buildings and structures on the west side of Embarcadero Road.~~

1. In all new buildings and structures with more than Zero (0) square feet regardless of type or use.
2. In all new buildings and structures with more than Zero (0) square feet regardless of type or use, on the west side of the Embarcadero road
3. In additions or alterations for all buildings or structures as follows:
    a. Throughout structures where additions to existing buildings adds more than 50% of the existing square footage to the structure AND/OR is in excess of 500 square feet;
    b. Throughout existing structures where alterations encompass more than 50% of the existing square footage of the structure AND/OR is in excess of 500 square feet OR where there is a change of occupancy to a more hazardous use as determined by the Building Official or Fire Chief;
    c. When alterations and/or repairs result in the removal, alteration, modification, replacement of 50% or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of 50% or more of the existing internal structural and/or non-structural framework. The determination under this section of the requirement for upgrading any existing structure shall be at the sole discretion of the Fire Code Official.

Exceptions:

a. group R-3 and U occupancies

903.2.1 Where Required. An approved automatic fire sprinkler system shall be installed throughout:

1. In all new R-3 and U occupancies private garages and carports accessory to:

a. Including all attached structures;

b. Including all structures within 10 feet.

2. In additions or alterations for all buildings or structures as follows:

a. Throughout structures where additions to existing buildings adds more than 50% of the existing square footage to the structure AND/OR is in excess of 300 square feet;

b. Throughout existing structures where alterations encompass more than 50% of the existing square footage of the structure AND/OR is in excess of 300 square

feet OR where there is a change of occupancy to a more hazardous use as determined by the Building Official or Fire Chief;

When alterations and/or repairs result in the removal, alteration, modification, replacement of 50% or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of 50% or more of the existing internal structural and/or non-structural framework. The determination under this section of the requirement for upgrading any existing structure shall be at the sole discretion of the Fire Code Official.

Exception:

Installation of an automatic fire sprinkler system shall not be required when, to the satisfaction of the Fire Chief and the Building Official, it is demonstrated the proposed construction, use, and occupancy are minor in scope and nature, the installation of an automatic fire sprinkler system would be impractical, and the intent and purpose of this section is otherwise met.

~~3. All existing buildings exceeding 1000 square feet of floor area, where an automatic fire sprinkler system does not already exist, and a change in the character of use or occupancy is made, which increases the fire hazard level.~~

~~4. All existing buildings, where alterations result in:~~

~~a. An increase in floor area in excess of 50 percent, or~~
~~b. An increase in floor area in excess of 1000 square feet.~~

~~**903.2.1 Determination of Floor Area.** For the purposes of this section, floor area shall be defined as the area within the exterior walls of the building under consideration. The floor area of a building, or portion thereof, not provided with surrounding walls, shall include the usable area under the horizontal projection of the roof or floor above.~~

~~For the purposes of this section, buildings shall be considered separate when:~~

~~1. The fire separation distance as defined in CBC Sec. 702.1 is not less than that permitted in CBC Table 705.8 where unprotected openings are allowed in an exterior wall of a non-sprinklered building, or~~

~~2. The buildings are structurally independent, the adjoining walls are constructed of fire-resistant construction as prescribed in CBC Table 602 without openings or penetrations, projections comply with CBC Section 705.2, and parapets are constructed where required by CBC Section 705.11.~~

~~M. Amend Section 903.3.1.1 to read as follows:~~

M. Amend Section 903.3.1.1 to read as follows:

903.3.1.1 NFPA 13 sprinkler systems. Where other provisions of this code require a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, or where a building contains two or more occupancies or uses, sprinklers shall be installed throughout in accordance with NFPA 13 as amended in Chapter 47 except as provided in Section 903.3.1.1.1.

~~M.~~N. Section 3604.1 is amended to read as follows:

3604.1 General. Piers, marinas, docks, fuel docks, wharves and similar boat mooring facilities shall be equipped with fire protection equipment in accordance with Section 3604.1 through 3604.6 and as otherwise required by the Chief.

~~N.~~O. Section 5609 is added to read as follows:

SECTION 5609.1
SALE AND USE OF FIREWORKS

5609.1 Sale and Use of Fireworks Unlawful. The sale or use of fireworks, pyrotechnics, and others explosives shall be unlawful.

Exceptions:

1. The sale of fireworks, approved by the State Fire Marshal as "safe and sane," shall be permitted, subject to the approval of a permit by the Fire Chief.
2. The use of fireworks, approved by the State Fire Marshal as "safe and sane," shall be permitted on private property only.
3. Public fireworks displays may be allowed, subject to the approval of a permit by the Fire Chief.
4. Pyrotechnics for use in movie industry operations may be allowed, subject to the approval of a permit by the Fire Chief.
5. This section shall not apply to the sale and use of State Fire Marshal approved and listed party poppers and snap caps.
6. Any person violating this provision will be guilty of a misdemeanor and subject to a $1,000 fine for each offense.
7. Notwithstanding any other provision of this code, any Morro Bay Police Officer may issue an administrative citation for a first offense without first issuing a warning; and the administrative fine shall be $1,000 for each offense.

Chapter 14.09

EXISTING BUILDING CODE

14.09.010 Modifications of the California Existing Building Code

The California Existing Building Code, adopted in Section 14.01.020, is hereby modified, amended, and supplemented as follows and shall be the technical strengthening provisions for buildings subject to Chapter 14.18 of this title:

~~A.~~ Amend Section 505.3 Replacement window emergency escape and rescue openings.~~A102.1 of Appendix Chapter A1~~ to read as follows:

Where windows are required to provide emergency escape and rescue openings, replacement windows shall comply with the maximum sill height requirements of section R310.2.2 and the minimum opening area requirements of sections R310.2.1.

~~**A102.1 General.** The provisions of this chapter shall apply to all existing buildings having at least one unreinforced masonry bearing wall. The elements regulated by this chapter shall be determined in accordance with Table Al-A. Except as provided herein, other structural provisions of the building code shall apply. This chapter does not apply to the alteration of existing electrical, plumbing, mechanical or fire safety systems.~~

~~**Exception:** This section shall not apply to detached one-family or two-family dwellings and detached apartment houses containing less than five dwelling units and used solely for residential purposes.~~

Chapter 14.10

RESERVED

Chapter 14.11

HOUSING CODE

14.11.010 Modifications of the International Property Maintenance Code~~Uniform Housing Code~~.

The 2018~~1997~~ International Property Maintenance Code~~Uniform Housing Code~~, adopted in Section 14.01.020, shall have the full force and effect as if printed here in its entirety and is hereby modified, amended, and/ or supplemented as follows:

A. Amend Section 101~~3~~ to read as follows:

SECTION 101.2.1~~3~~-SCOPE

~~The provisions of this code shall apply to all buildings or portions thereof used, or designed or intended to be used, for human habitation. Such occupancies in existing buildings may be continued as provided in Chapter 34 of the Building Code, except such structures as are found to be substandard as defined in this code.~~

101.2.1 Where any building or portion thereof is used or intended to be used as a combination apartment house- hotel, the provisions of this code shall apply to the separate portions as if they were separate buildings.

101.2.2 Rooming houses, congregate residences or lodging houses shall comply with all requirements of this code for structures.~~dwellings~~.

~~B. Amend Section 104.1 to read as follows:~~

~~**104.1 Additions, Alterations, or Repairs.** For additions, alterations or repairs, see Chapter 34 of the Building Code.~~

~~C. Amend the following definitions, located in Section 401, to read as follows:~~

~~**BUILDING CODE** is the California Building Code, as adopted and amended by this jurisdiction.~~

~~**HEALTH OFFICER** is the legally designated head of the San Luis Obispo County Department of Public Health.~~

~~**MECHANICAL CODE** is the California Mechanical Code, as adopted and amended by this jurisdiction.~~

~~**PLUMBING CODE** is the California Plumbing Code, as adopted and amended by this jurisdiction.~~

Chapter 14.12

DANGEROUS BUILDINGS CODE

14.12.010 Modifications of the Uniform Code for the Abatement of Dangerous Buildings.

The 1997 Uniform Code for the Abatement of Dangerous Buildings, adopted in Section 14.01.020, shall have the full force and effect as if printed here in its entirety and is hereby modified, amended, and/ or supplemented as follows:

A. Amend Section 103 to read as follows:

SECTION 103- ALTERATIONS, ADDITIONS AND REPAIRS

All buildings or structures which are required to be repaired under the provisions of this code shall be subject to the provisions of Chapter 34 of the Building Code.

B. Amend the following definitions, located in Section 301, to read as follows:

BUILDING CODE is the California Building Code, as adopted and amended by this title.

HOUSING CODE is the 1997 Uniform Housing Code, as adopted and amended by this title.

Chapter 14.44

FRONTAGE IMPROVEMENTS

Sections:

14.44.010 Purpose.
14.44.020 Improvements Required.
14.44.030 Limitations.
14.44.040 Exceptions.
~~**14.44.050 Construction by city.**~~
14.44.0~~5~~60 Permit issuance.
~~**14.44.070 Agreement Bond.**~~
14.44.0~~6~~80 Appeals.

14.44.010 - Purpose.

The purposes of the requirements of this chapter are to improve the public health, safety, welfare and convenience by installation of frontage improvements at locations within the city with high public pedestrian usage, or where necessary for passage of stormwater runoff and drainage.

~~(Ord. No. 564, 11-8-10)~~

14.44.020 - Improvements required.

Property owners and/or applicants for development permits shall at their own expense design, construct and install frontage improvements consisting of curb, gutters, thru-curb drains, sidewalks, street and street trees along the entire frontage of the subject property and/or shall correct existing deficiencies in them pursuant to the following provisions:

A. Such improvements shall be constructed by owner/applicant on all properties within commercial, industrial, or multiple-family residential (R-3 and R-4 zoning) districts within the city.

B. Sidewalk improvements shall not be required for properties within the single-family (R-1 and R-2 zoning) district on which a ~~single family~~single-family home is being constructed or altered.

EXCEPTION: The installation of frontage improvements shall be required where the street(s) adjoining the property is being developed or redeveloped or has been designated as a pedestrian

route, an arterial street, or collector street by the city council.

C. Subject to the limitations of Section 14.44.030, such frontage improvements shall be constructed by owner/applicant as a requirement of city approval of permits for any of the following types of development on the properties designated in subsections A and B of this section:

1. Change in the density or intensity of use of land including, but not limited to, subdivision pursuant to the Subdivision Map Act (commencing with Section 66410 of the Government Code), and any other division of land, including lot splits, except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use, or

2. Construction, reconstruction, demolition or alteration of the size of any structure, including any facility of any private, public, or municipal utility, or

3. Change in the occupancy or use of a building from residential purposes to commercial purposes.

D. Frontage improvements required to be installed pursuant to this chapter shall be constructed in accordance with the city's standard specifications as determined by the City Engineer.

E. Frontage improvements required to be installed pursuant to this chapter shall also include, but not be limited to, providing trees and tree wells adjacent to the curb of a size and spacing as designated in the city's standard improvement specifications and drawings or as approved by the City Engineer.

14.44.030 - Limitations.

A. Frontage improvements shall be required in relationship to the value of on-site improvements as set forth in paragraphs 1 and 2 ~~subsections A through C~~ of this section. The value of on-site improvements shall be as determined by the city engineer on the approved building permit.

1. Whenever the value of the proposed on-site improvements is greater than fifty percent of the value of the existing structure as determined by the city engineer, such frontage improvements shall be required.

2. Whenever the cumulative value of the proposed on-site improvements including the current proposal, and all other approvals during the preceding five-year period exceeds fifty percent of the value of the existing structure as determined by the city engineer, frontage improvements shall be required.

B. For remodels, ~~and~~ additions and accessory structures, ~~to existing structures, but not for new structures~~, the value of the following improvements shall not be counted when estimating the total valuation of project improvements; landscaping, fences, retaining walls, reroofs, painting, interior decorations and fixtures, signs and their supports, normal maintenance and repairs, resurfacing of improved parking areas and structural modifications associated with strengthening of unreinforced masonry buildings pursuant to Ordinance No. 366.

C. Where the property is being subdivided, frontage improvements shall be required, to be installed by the subdivider, in accordance with Title 16 of this code.

~~A. Whenever the value of the proposed on-site improvements is greater than fifty percent of the value of the existing structure as determined by the city engineer, such frontage improvements shall be required.~~

~~B. Whenever the cumulative value of the proposed on-site improvements including the current proposal, and all other approvals during the preceding five-year period exceeds fifty percent of the value of the existing structure as determined by the city engineer, frontage improvements shall be required.~~

~~(Ord. No. 564, 11-8-10)~~

14.44.040 - Exceptions.

The requirement for construction of new frontage improvements may be waived, deferred or modified by the director of public works ~~services~~ in cases where they~~he~~ determine that existing nonstandard frontage improvements do not create potential safety hazards for pedestrians or motorists, cause a liability for the city, result in drainage problems, or compromise handicapped accessibility requirements. In granting such waivers, the director of public works ~~services~~ may require any degree of corrective work to existing frontage improvements they ~~he~~ deem necessary.

~~(Ord. No. 564, 11-8-10) 14.44.050 - Construction by city.~~

~~A. Whenever the approval requested from the city is for additional development on a currently developed property (as distinguished from a vacant property or a full demolition and reconstruction), the applicant may request the city to construct the required frontage improvements concurrent with the private on-site improvements at the city's cost under a reimbursement agreement whereby the owner/applicant agrees to repay the city in full and in a form acceptable to the city. Such arrangements must be mutually agreeable to both parties.~~

~~Full reimbursement to the city shall be in equal annual installments including interest over a period not to exceed five years.~~

~~B. The city shall place a lien on the property and/or shall obtain other financial securities as set forth in Section 14.44.070 of this chapter. Such agreements shall be approved by the city council upon recommendation of the city administrator.~~

~~(Ord. No. 564, 11-8-10)~~

14.44.0560 - Permit issuance.

No building permit or development approval shall be issued for any projects determined to require frontage improvements under the provisions of this section, until plans for the required improvements have been submitted to and approved by the director of public works. No final occupancy approval shall be granted by the building official until all required improvements have been installed to the satisfaction of the director of public works.

~~(Ord. No. 564, 11-8-10)~~

~~14.44.070 - Agreement—Bond.~~

~~Prior to the issuance of a building permit, all persons required to install frontage improvements under the provisions of this title, shall execute with the city an agreement to install the improvements in accordance with the provisions of this section and shall post financial security in a form acceptable to the finance director in an amount of one hundred fifty percent of the estimated cost of the improvements and related work as approved by the director of public works.~~

~~(Ord. No. 564, 11-8-10)~~

14.44.0680 - Appeals.

Any person aggrieved by the requirements of this section shall have the right to appeal to the planning commission. If an appeal is made, it must be filed with the community development department not later than ten calendar days after the applicant is formally notified of the required improvements. The appeal shall state the reason why the requirements are inconsistent with the provisions of the ordinance codified in this chapter and should not be applied. The planning commission may grant the appeal and waive all or part of the requirements when, based on a report by the director of public works, it is determined the following conditions exist:

A. That the waiver of improvements shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and district in which the subject property is situated;

B. That because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of this section is

found to deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification;

C. That the waiver is found inconsistent with the intent of the general plan;

D. That such improvements already exist in good condition and conform to city standard specifications on the entire property frontage;

E. The property involved is part of an area within which construction of such improvements has been budgeted by the city, or is within an approved assessment district;

F. That waiver of the required improvements will not create potential safety hazards for pedestrians or motorists, cause a liability for the city, result in drainage problems, or compromise handicapped accessibility requirements.

Any person aggrieved by the decision of the planning commission shall have the right of further appeal to the city council on the same basis as the appeal to the planning commission.

~~(Ord. No. 564, 11-8-10)~~

SECTION 3. This Ordinance shall take effect January 1, 2020. The City Clerk, or her duly appointed deputy, shall attest to the adoption of this Ordinance and shall cause this Ordinance to be published and posted in the manner required by law.

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional.

INTRODUCED at a regular meeting of the City Council of Morro Bay, held on the 22nd day of October 2019 by motion of Councilmember _____ and seconded by Councilmember _____.

PASSED AND ADOPTED on the 12th day of November 2019, by the following vote:

AYES:
NOES:
ABSENT:

_____
JOHN HEADDING, Mayor

ATTEST:

_____
DANA SWANSON, City Clerk

APPROVED AS TO FORM:

_____
CHRIS F. NEUMEYER, City Attorney

2019 Building Code Update

OCTOBER 22, 2019

1

2019 Code Update
Introduction of Ordinance 625

The 2019 Code Update requires repealing and reenacting Chapters 14.01 -14.12 and 14.44 (Building and Construction) of the City of Morro Bay Municipal Code

2

Chapters

A. 2019 California Building Code (volumes 1 and 2)
B. 2019 California Residential Code
C. 2019 California Electrical Code
D. 2019 California Mechanical Code
E. 2019 California Plumbing Code
F. 2019 California Energy Code
G. 2019 California Historical Building Code
H. 2019 California Fire Code
I. 2019 California Existing Building Code
J. 2019 California Green Building Code

3

Chapters Cont.

K. 2019 California Administrative Code
L. 2019 California Reference Standards Code
M. 2018 International Property Maintenance Code
N. 1997 Uniform Code for the Abatement of Dangerous Buildings

- Revision of Chapter 14.44 Frontage Improvement – Clarifies when frontage improvements (e.g. curb, gutter, and sidewalk) are triggered

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Pertinent Facts for the 2019 Code Update

- The California Building Standards Code will become effective on January 1, 2020
- California Building Standards Code is applicable to all building occupancies throughout the State of California, whether or not the City adopts the Code.
- The California Building Standards Code is included in Title 24 of the California Code of Regulations (CCR).
- Codes are updated on a three year cycle (Triennial).
- The City can adopt Local Amendments to the Code

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Local Amendments

- Cities may choose to adopt ordinances enacting building and fire protection standards that are more restrictive than those requirements provided in Title 24 of the CCR.
- Local amendments are typically necessary to address local climatic, topographical, or geological conditions.
- New Local Amendments include:
  - Setback and Height verifications required
  - Fire Sprinklers required for:
    - All new residential and commercial development

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Local Amendments Cont.

Fire Sprinkler Required for:

- Additions/Alterations exceeding 50% of the existing square footage of the structure or in excess of 500 square feet
- Change in occupancy to a more hazardous use as determined by the Building Official or Fire Chief
- When additions/alterations result in removal, alteration, or replacement of 50% or more of the external walls of a building or 50% or more of the existing internal structure, subject to determination of the Fire Chief
- 300 square foot additions to single family/duplexes/Accessory structures or additions in excess of 50% of the existing square footage (R3 and U occupancies).

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Some Changes in the 2019 Code

- **Solar Required.** New residential structures, less than three stories in height, are required to include a solar array system
- **Special Inspection** are now required for fire sprinkler clearance from structure and mechanical, electrical and plumbing equipment
- **HVAC** (heating, ventilation, and air conditioning) filter requirements increase from MERV (minimum, efficiency, reporting value) 8 to MERV 13
- New Home Energy Rating System (HERS) Testing requirements for
  - Kitchen exhaust
  - Blower door tests for continuously running exhaust fan systems
  - Quality insulation installation

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Additional Changes in the 2019 Code

- **Domestic Hot Water Systems** shall be pre-heated by a solar percentage
- **EV charging** infrastructure required for new and additions to parking areas
- **Shade Tree** required for new or additions to parking areas

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Recommendation

Council introduce first reading by title only, Ordinance No. 625; repealing and reenacting Chapters 14.01-14.12 and 14.44 of the Morro Bay Municipal Code (Buildings and Construction) to incorporate the 2019 California Building Standards Code, as adopted by the State of California, and the local modifications thereto.

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AGENDA NO: B-2
MEETING DATE: October 22, 2019

Staff Report

TO: **Mayor and City Council** **DATE: October 22, 2019**

FROM: **Jennifer Callaway, Finance Director**

SUBJECT: **Public Hearing and Adoption of Resolution No. 88-19, which Rescinds Resolution 31-19 and Amends and Adopts the FY 2019/20 Master Fee Schedule**

RECOMMENDATION

Staff recommends that the City Council:

1. Conduct the formally noticed public hearing, review the proposed amended fee schedule, and adopt Resolution No. 88-19, which updates the City Master Fee Schedule for Fiscal Year (FY) 2019/20. That Resolution will also rescind Resolution No. 31-19 that adopted the current FY 2019/20 Master Fee Schedule and replaces it in its entirety with a revised FY 2019/20 Master Fee Schedule.
2. Provide direction to staff regarding policy for facility and event fee subsidies.

FISCAL IMPACT

A fee study commissioned by the City has identified across various City funds approximately $1,000,000 in annual fee increases that provide for full cost recovery to the City (not including the Water and Sewer Funds). These fee increases would provide sufficient revenues to provide "personal choice" services on a full cost recovery basis, thereby creating equity between taxpayers and fee-payers. The proposed fees in the revised draft study (Attachment 1) in most cases represent the full cost to deliver services (but no more than the full cost) and thereby decrease the City's subsidy of private discretionary activity.

BACKGROUND

Annually, the City reviews and revises the adopted Master Fee Schedule, which dictates what charges are approved for various City provided services. "Fee" activities are services and functions provided by the City to individuals who receive some direct material benefit above and beyond services offered to residents at general taxpayer expense. Council has directed this annual process be revised to have one consolidated fee schedule henceforth brought forward in late Spring. This format allows staff to implement any revised fees into budget preparations for the upcoming fiscal years.

The Morro Bay Municipal Code Chapter 3.34, Master Fee Schedule, provides the City procedures for amending the Master Fee Schedule. Relevant sections of that chapter are included below for reference.

Prepared By: ___JC_____	Dept Review: ___JC___
City Manager Review: ___SC_____	City Attorney Review: _CFN_____

3.34.010 – Established

The City Master Fee Schedule is established, which shall set forth a consolidated listing of fees as fixed and adopted by the City Council, in accordance with all applicable provisions of state and city laws.

3.34.020 – Fee Revisions and Reviews

Any fees included in the Master Fee Schedule may be reviewed and revised annually by the City Council. The city's cost of providing the services shall be computed and reflected in these fees. The fees shall then be enumerated, and the revised Master Fee Schedule adopted by resolution of the City Council.

At the April 10, 2018 meeting, the City Council authorized staff to release a Request for Proposal (RFP) to seek qualified consulting firms to perform a Comprehensive Fee Study, Cost Allocation Plan and optional Development Impact Fee Study. Staff published the RFP on April 13, 2018 with a closing date of May 11, 2018. The City received seven proposals in response to the RFP.

Based upon the recommendation of a review panel consisting of staff and representatives of the Planning Commission, Harbor Advisory Board, Public Works Advisory Board, Citizens Finance Advisory Committee, and Recreation & Parks Commission, in August of 2018, the City Council authorized the engagement of Revenue and Costs Specialists, LLC (RCS), an independent financial consultant that specializes in public sector fee analysis, to conduct a comprehensive cost allocation plan, fee study and development impact fee update. The purpose of the study was to review the City's current fee schedule, calculate the total cost of fee-generating services, analyze the cost recovery levels for each fee, survey other cities, and provide recommendations on how to adjust fees.

Staff and RCS provided a fee study update to the City Council on July 9, 2019 in which the methodology and results of the Fee Study process were reviewed. During this meeting City Council directed staff to engage with user groups and host two community meetings, which were conducted as follows:

July 30, 2019 – Community Outreach meeting at the Veteran's Memorial Hall: 5:30 p.m. – 7:00 p.m.
August 8, 2019 – Community Outreach meeting at the Veteran's Memorial Hall: 4:00 p.m. – 6:00 p.m.

In providing this direction, Council emphasized the desire to have as much outreach as possible regarding the proposed fees.

Community Forum Input

As part of the outreach efforts, staff conducted two outreach meetings as directed by Council.

On July 30, 2019 seven interested parties attended the meeting: two representatives from the Chamber and five representatives from the Commercial Fishing community. The RCS consultant reviewed the methodology and process for completing the study and staff was available to answer questions and hear feedback. During this meeting, all questions focused on the Harbor Fees, specifically on the slip and pier fees for the commercial fishermen. Because many of their key representatives were at sea fishing, the Fisherman present requested that adjustments to any of their slip fees be delayed until after further discussions could be had when their members return in

November. Staff supports this recommendation and would suggest delaying any further discussion of Harbor's commercial slip fees until those conversations are had and feedback received, and then return to Council with recommendations likely in November 2019.

Staff held a second community forum on August 8, 2019 with approximately 25 to 30 interested parties attending. The Recreation Division and Community Development Department notified potential interested parties of this meeting in advance to encourage participation. Similar to the July 30 meeting, the RCS consultant provided an overview of the fee study update and methodology and staff was available for discussion, questions and to hear feedback. General questions and feedback during these discussions focused on City facility and park rentals, with a few questions on the permitting fees. Concern was expressed about the division of City Park into multiple areas, requiring multiple permit fees to be paid for use of the entire park, as well as events currently scheduled to occur in January that should be advertising admission prices now but are holding off because increased fees would be require an increased admission cost.

City Facility and Special Event Fees

Staff recommends that the City honor already reserved facilities and related event permit fees at the current prices, even if the events are held after January 1, 2020, so long as the reservations are made prior to January 1, 2020. Staff will work with RCS to revise the facility rentals and include City Park as one park rental fee.

Also, staff has been working to develop recommendations on fee subsidies for facility and park rental fees based on an organization's status as a non-profit, overall event benefit to the community, partnership with the City, and/or City sponsored events. This approach is intended to encourage events within the City that attract tourists and visitors to Morro Bay, and provide local events to City residents. Staff is seeking Council direction on an overarching policy for fee subsidies for events and City facility use at this meeting (Council did not come to a consensus on this policy area at the September 24, 2019 Council meeting). Below staff outlines a policy framework for Council consideration and will take direction from Council to craft a formal policy for Council review and approval at the next regularly scheduled Council meeting.

Currently, the City provides subsidies for residents and non-profits, as related to use of City facilities and public space and special event permits, ranging from 0 – 50%. Additionally, there are a handful of other user groups or events that receive further, deeper reductions by way of a "direct cost" method (meaning the facility maintenance and energy costs are the only recoverable fee, and not actual room rentals), which is not currently City Council approved. Other organizations receive reduced fees or full fee waivers through a Partnership Agreement with the City (such as, Community Foundation of Estero Bay, Project Surf Camp, Estero Bay Community Radio). Council entered into these agreements as there is a direct benefit or service provided on behalf of the City and/or citizens through the actions of these groups. There are other groups that receive free use of City facilities who need to either move into a Partnership Agreement or be charged accordingly (Lions Club, Ares/Races Ham Radio Club, Monday Night Community Dinners, Community Thanksgiving Dinner). Lastly, the City waives all fees for City operated events, such as the Family Fourth of July day and for events in which the City is a significant partner, like the Amgen Tour of California.

Moving forward, staff recommends that Council review and provide direction on the following policy framework with regard to City facility and event fee subsidies.

1) **City events and Allied Agency/major partner events – Full Subsidy**
   For City run events (ex: Fourth of July Family Fun Day), major partner events (ex: Amgen Tour of California), and allied agencies events and use of City facilities (ex: San Luis Obispo County or State using city facilities for community outreach efforts), the City will waive all permit and facility use fees. The City may reserve the right to exempt certain types of allied agency events from this subsidy, particularly those that have a significant impact on the community.

2) **Local and Non-Profit Discount – Up to 50% Subsidy**
   The City currently offers locals and non-profits a sliding scale of subsidies on facilities and events fees from 10% up to 50%, depending upon the facility and fee. Staff recommends continuing to provide this subsidy for locals and non-profits. This will maintain consistency with discounts locals receive on other Recreation programming and the discount also helps non-profits afford to put on events that benefit good causes.

3) **Economic Benefit – Additional Subsidy**
   There was some interest among Councilmembers to consider adding a subsidy to events that generate significant economic benefit. The City currently provides Tourism Business Improvement District (TBID) grant money to large events, such as the Harbor Festival, to help market their event to draw additional tourists and more overnight stays. The TBID Advisory Board adopted a scoring system for the grant awards that could be modeled by City Council to provide subsidies on event permit and facility use fees (score system attached). City Council could also choose to use a simpler methodology to determine if significant economic benefit is derived by the event, such as number of overnight stays generated by the event. Staff recommends that if an economic benefit subsidy is approved by Council, that such a subsidy in combination with a local/non-profit subsidy, should not exceed 50% of the total event and facility use fees.

4) **Partnership Policy – Up to 100% Subsidy**
   The Council adopted the Partnership Policy in 2016 (policy attached). The purpose of the policy, and the Partnership Agreements in place with Community Foundation, 97.3 the Rock, and Project Surf Camp, is to provide subsidies to organizations in exchange for service provided on behalf of the City. For example, Project Surf Camp receives full wavier of fees, and they provide a program to special needs youth, which the City cannot offer at this time. Staff recommends expanding this partnership to other organizations in the community who are currently providing a service on behalf of the City and receiving full fee waivers, but do not have an agreement with the City. Those organizations include, but are not limited to, Monday Night Dinners, Community Thanksgiving Dinner and Lions Club.

In considering these options, staff would not recommend continuing to provide City facilities at a “direct cost” method moving forward. Staff would further recommend that subsidies not exceed 50% in total for rentals and event fees, with the exception of the organizations that have Partnership Agreements with the City, and for City run events and events like Amgen. Staff is looking for Council direction on this proposed framework and will bring back a formal policy for Council review and adoption at the next regularly scheduled Council meeting.

Harbor Fees Requiring Additional Community Input

The Fee Study was also discussed at two Harbor Advisory Board (HAB) meetings; August 1 and September 5, 2019.

During the September 5, 2019 HAB meeting, approximately 40 interested parties were in attendance and discussions ensued around liveaboard fee increases. Regarding the proposed Liveaboard Service fee increases, the HAB's recommendation was to defer these increases until further conversations can occur regarding them with the liveaboard community. As with the commercial slip fees, staff would support the recommendation that liveaboard service fees are not considered until discussions with that community take place and their feedback received, likely returning to City Council with recommendations in November 2019.

The HAB's August 1 and September 5 recommendations are included in Attachment 3.

Additional Community Input

The City Manager and Finance Director also attended the Chamber of Commerce's Government Affairs Committee Meeting on August 7, 2019 to discuss the Fee Study and draft results. Staff spent about one hour with the Committee answering questions and receiving feedback. During these discussions, the members of the Committee expressed an interest in ensuring that City processes and procedures were streamlined so that fee costs could be controlled. The Committee cited staff's time estimates for completing certain tasks as high in some cases, i.e. Tree Removal Permits.

Lastly, the City utilized POLCO, the on-line community engagement tool, to run a simple four question survey regarding the fee study. The survey ran for about 1 ½ months with the following questions:

1. Are you aware that the City of Morro Bay is in the process of updating fee amounts for services, such as recreation classes, development permits, special events and renting boat slips in the Harbor?
2. Do you believe the City should set fee amounts to recover the full cost of providing services that have an associated fee?
3. Do you believe the City should set fee amounts to recover less than the full cost of providing services for any of the following reasons?
4. Any Comments you would like to add?

DISCUSSION

During the September 24, 2019 Council meeting, staff sought direction from the Council on fee implementation. While not agreed to unanimously, general consensus surrounded a phased in approach to implementation for large fee increases, with January 1, 2020 being the first phase-in, July 2020 being the second phase-in and July 2021 for the final phase-in. Fees that increase significantly (when reviewing both percentage increase and dollar increase), would be phased-in over that period with allocation of staff time and processes being revisited prior to the annual increase. In addition, fees would increase by the normal Consumer Price Index or Construction Cost Index in July 1, 2020 and each July thereafter.

Staff prepared Resolution No. 88-19 to adopt the proposed revised FY 2019/20 Master Fee Schedule and rescind and replace in its entirety Resolution No. 31-19 that established the FY

2019/20 Master Fee Schedule. Attached for Council reference is an updated FY 2019/20 Comprehensive Fee Schedule (Exhibit A to Attachment 2) reflecting all City Fees and proposed phase-in for fees that are proposed to increase substantially. Attachment 3 contains a red-lined version of the proposed FY 2019/20 Comprehensive Fee Schedule with proposed changes are highlighted.

As discussed, Harbor related fees for slip rentals and liveaboards are being deferred until November/December for further conversation with the affected parties. Staff will bring back proposed fee increases in late 2019 for anticipated implementation on January 1, 2020.

ALTERNATIVES

Alternatives would be to approve some or none of the requested proposed fee adjustments, or to approve fee adjustments of different amounts than proposed. Adjustments greater than what is being proposed would need to be reviewed to ensure the new fee did not exceed the actual cost of providing the service.

FINANCIAL IMPACT

Fees are maintained to provide for the recovery of costs associated with City services. The proposed fee adjustments reflect an increase to move the City towards full cost recovery of services in most cases, with some services continuing to be offered at reduced costs, such as recreation services. Staff will incorporate the fee changes into the City's FY 2020/21 Operating and Capital Budget using conservative activity projections.

CONCLUSION

Staff recommends that the City Council review the fees changes contained in the draft Fiscal year 2019/20 Master Fee Schedule and make changes as desired. In addition, staff recommends that the City Council Adopt Resolution No. 88-19, establishing the Fiscal Year 2019/20 Master Fee Schedule, as amended, and rescinding and replacing Resolution 31-19.

Finally, staff recommends that Council provide direction on the event and facility use fee subsidy policy framework.

ATTACHMENTS

1. Resolution No. 88-19
2. Proposed FY 2019/20 Master Fee Schedule
3. Proposed FY 2019/20 Master Fee Schedule (red-lined)
4. Resolution No. 36-16 adopting the City's Partnership Policy – Reso 36-16
5. TBID Grant Evaluation Criteria

RESOLUTION NO. 88-19

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA,
ADOPTING FISCAL YEAR 2019/20 MASTER FEE SCHEDULE**

**T H E C I T Y C O U N C I L
City of Morro Bay, California**

WHEREAS, the City Council finds fees and charges for City services are annually in need of review for possible updating to reflect changes in the cost of providing those services; and

WHEREAS, pursuant to the California Constitution, with certain expectations, if a City fee exceeds the City's cost for providing the service covered by that fee, that fee is considered a tax; and

WHEREAS, the City has reviewed the attached fees, and finds they do not exceed the actual costs of providing related services when that limitation is applicable; and

WHEREAS, California Government Code sections 66000, *et seq.*, mandate numerous detailed and stringent requirements for all development fees levied by local government on new construction projects; and

WHEREAS, Section 66017 of the California Government Code requires a 60-day "waiting period" before any development fee increase can become effective; and

WHEREAS, pursuant to Government Code section 66016, *et seq.*, specific fees to be charged for services must be adopted by City Council resolution or ordinance, after providing notice and holding a public hearing; and

WHEREAS, a public hearing on the proposed revised master fee schedule for FY 2019-20 was properly noticed to be held on October 22, 2019 in compliance with all applicable legal requirements; and

WHEREAS, the City's Municipal Code Section 3.34.020 ("Fee revisions and reviews"), states: *Any fees, included in the Master Fee Schedule, may be reviewed and revised annually by the city council. The City's cost of providing the services shall be completed and reflected in these fees. The fees shall then be enumerated, and the revised Master Fee Schedule adopted by resolution of the City Council.*; and

WHEREAS, on July 14, 2015, City Council adopted Resolution No. 55-15, specifying the month of December as the determinate for retrieving Consumer Price Index (CPI) and Engineering News Record (ENR) Construction Cost Index adjustment factors; and

WHEREAS, with the adoption of Resolution No. 55-15, the City Council set the San Francisco-Oakland-San Jose area as the comparable area to the City of Morro Bay for consumer price index changes; and

WHEREAS, on August 11, 2008, the City Council adopted Resolution No. 49-08, which stated that the "Master Fee Schedule will be brought back in its entirety for review annually"; and

WHEREAS, the City Council is adopting the FY 2019/20 Master Fee Schedule, with amendments per the recent Fee Study Update completed by the City, with some fees being phased in over a period of two to three years to reach cost recovery; and

WHEREAS, the Morro Bay City Council now wishes to rescind Resolution No. 31-19; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, the Fiscal Year 2019/20 Master Fee Schedule, attached hereto and incorporated herein, is hereby amended and readopted, and furthermore that Resolution No. 31-19 is rescinded in its entirety.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 22nd day of October 2019, by the following vote:

AYES:
NOES:
ABSENT:

_____
JOHN HEADDING, Mayor

ATTEST:

_____
DANA SWANSON, City Clerk

CITY OF MORRO BAY
FEE SCHEDULE
FOR THE FISCAL YEAR 2019/20

All fees adjust annually by either the December Consumer Price Index (CPI = xx %) or Construction Cost Index (ENR = xx%). The CPI used is for the San Francisco-Oakland-San Jose area.

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GENERAL FEES			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Photocopies (unless otherwise defined)	$0.40 per page $0.70 per 11 x 17" page		
Copies -Digital	$5 per device		
Records Request	$5.00 – Retrieval of FPPC filings 5 or more years old. Where applicable, fully allocated hourly rates for all personnel involved plus any outside costs – Per ruling on National Lawyers Guild vs. City of Hayward, Court of Appeal, First District, Division 3, 2018		
Print material mailed	Cost of copying/printing and postage		
Refundable appeal fee for non-land use administrative decisions	$250 per appeal*	$275	$300
Elections filing fee - Notice of intention to circulate petition; this amount is refundable under Elections Code Section 9202(b), with conditions	$200		
Candidate Filing Fee	$25 per candidate This fee is limited by state law.		

*Estimated Cost of Appeal is $3,495. The $250 appeal fee denotes 7% cost recovery.

FINANCE			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Budget document, per copy	Actual cost of outside company to print and bind, or Copies – Printed fee at: $0.40 per page – Letter and Legal sized paper $0.70 per page – Tabloid sized paper		
City audit document, per copy	Actual cost of outside company to print and bind, or Copies – Printed fee at: $0.40 per page – Letter and Legal sized paper $0.70 per page – Tabloid sized paper		
Master Fee Schedule	Actual cost of outside company to print and bind, or Copies – Printed fee at: $0.40 per page – Letter and Legal sized paper $0.70 per page – Tabloid sized paper		
Business Tax Schedule	Actual cost of outside company to print and bind, or Copies – Printed fee at: $0.40 per page – Letter and Legal sized paper $0.70 per page – Tabloid sized paper		
Returned check charge, per CA Civil Code Section 1719	$75 per check		
Business License – New	$30 per license		
Business License – Renewal	$25 per license		

UTILITY BILLING			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Water service application fee	$ 50 per account		
Physical posting of shut-off notice at customer location	$ 35		
Refundable/transferable deposit - residential tenants only on signup (MC 13.04.220)	$100		
Deposit required for service termination for delinquent non-payment (residential tenants only, if a deposit has not previously been collected)	$100		
Reconnection	$ 85		

COMMUNITY DEVELOPMENT			
BUILDING DIVISION			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Valuation of from 0 - $3,000 (including electrical service less than 600 amp, and minor plumbing alternatives)	$ 170		
$3,001 to $300,000	.056 x total valuation as determined by the Building Official (50% submittal/50% at issuance)		
$300,001 and up	$5,000 plus .05 x total valuation as determined by the Building Official (50% submittal/50% at issuance)	$10,000 plus .05 x total valuation as determined by the Building Official (50% submittal/50% at issuance)	$16,800 plus .05 x total valuation as determined by the Building Official (50% submittal/50% at issuance)
Construction Operation After Hours	$ 75		
Building Re-Address Processing	$ 60		
Demo Commercial	$ 225		
Demo Residential	$ 150		
In-lieu Housing Fee (if unit not affordable housing) - per square foot	$0.37		
General Plan Maintenance	8% surcharge on all Building Permits		
I.T. Service Fee	6% surcharge on all Building Plan Check/Permit		
SMIP Category I (Residential)	.00013 x valuation		
SMIP Category II (Commercial)	.00028 x valuation		

COMMUNITY DEVELOPMENT			
BUILDING DIVISION Cont.			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Unsafe Building repair, demolition or moving structure	Charged at cost		
Inspection Fees - outside of normal work hours - per hour, 2 hour minimum	$ Fully Allocated Hourly Rate x 1.2		
Re-Inspection Fees - per hour	$ 145		
Property condition report for Condominium Conversions (Review/Inspection)	Remove. Service now provided with Unspecified Building Inspection Fee		
Inspection for which no fee is otherwise indicated - per hour, 1 hour minimum – Use for Certificate of Occupancy	$ 145		
Additional Plan Review required by changes, additions, revisions to the approved plans - per hour, 1hour minimum	$ 145 per hour. One hour minimum		
Use of outside consultants for special plan checking and inspection	Charged at cost + 25% Administration Fee		
Permits – Change Ownership/Add Contractor	$ 120 per request		
Permit Extension of Time	$ 60 per request		
Residential Solar Permit 1kW to 15 kW	$ 435		

COMMUNITY DEVELOPMENT			
BUILDING DIVISION Cont.			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Residential Solar over 15kW	$ 435 + $ 10 per kW above 15kW		
Commercial Solar Permit below 50kW	$ 870		
Commercial Solar Permit 50kW – 250kW	$ 870 + $10 per kW above 50kW		
SPECIAL INSPECTION & PLAN REVIEW FEES			
Penalty for commencing construction without permit(s). This is in addition to the standard building permit fees.	2 times the permit fee		
DEVELOPMENT IMPACT FEES (Deferred until Impact Fee Discussion)			
Building fees per square foot, including garages (enclosed spaces). Single family residential additions of 500 square feet or less are exempt. Water and Wastewater fees are additional. An increase in meter size resulting from the need to comply with the hydraulic demand associated with Fire Sprinklers is exempt.			
Residential, Single Family	$4.43		
Residential, Multi-family	$7.10		
Accessory Dwelling Unit	$1.08		
Non-residential, commercial	$4.50		
Non-residential, office	$3.17		
Non-residential, industrial	$1.63		

DEVELOPMENT IMPACT FEES (Deferred until Impact Fee Discussion)			
Park fees for residential in-fill lots, per square foot			
Single-family	$1.38		
Single-Family, Detached Accessory Structure	$0.34		
Accessory Dwelling Unit	$0.34		
Multi-family	$2.29		
Public Facilities Fees, per square foot.			
Single-family residential:			
General Government	$1.32		
Police	$0.44		
Parks	$1.38		
Fire	$0.48		
Storm Drain	$0.06		
Traffic	$2.13		
Multi-family residential:			
General Government	$2.18		
Police	$0.72		
Parks	$2.29		
Fire	$0.81		
Storm Drain	$0.07		
Traffic	$3.31		
Public Facilities Fees, per square foot			
Non-residential, commercial:			
General Government	$0.28		
Police	$0.07		
Parks	$0.02		
Fire	$0.25		
Storm Drain	$0.04		

DEVELOPMENT IMPACT FEES (Deferred until Impact Fee Discussion)			
Public Facilities Fees, per square foot			
Traffic	$3.78		
Non-residential, office:			
General Government	$0.36		
Police	$.09		
Parks	$0.02		
Fire	$0.35		
Storm Drain	$0.04		
Traffic	$2.30		
Non-residential, industrial:			
General Government	$0.10		
Police	$0.04		
Parks	$0.02		
Fire	$0.09		
Public Facilities Fees, per square foot (continued)			
Storm Drain	$0.04		
Traffic	$1.33		
PLANNING DIVISION			
Affordable Housing In-Lieu:			
Funding assistance application fee	$620		
Reasonable Accommodation (ADA) fee (no fee required if in conjunction with other discretionary permit)	$120		

Coastal Permits (may be billed at direct cost):			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Coastal Permit in combination with Conditional Use Permit	No fee	No Fee	No Fee
Coastal Permit (Administrative)	$ 1,007	$1,208	$1,410
Regular CDP Without CUP - New single family and single family additions over 25%, Multiple Dwelling, Office, Commercial, Convention, Industrial & Institutional	$8,284	$10,914	$13,545
Additions between 10% and 25% to a Single Family Dwelling in Coastal Appeals area (Planning Commission)	$ 3,216	$4,076	$5,865
Emergency Permit (excluding required regular CDP)	$ 1010		
Other administrative – Tree Removal, private	$ 415	$518	$570

Environmental (may be billed at direct cost):			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Categorical Exemption	$ 65		
Negative Declaration	$ 2,363	$2,952	$4,035
Mitigated Negative Declaration If contracted = contract amount + 25% administrative fee	In House - $ 4,782, per application Outside - $4,782 as a deposit for outsideconsultant plus 25% Administrative Fee	In House - $ 5,770 per application Outside - $5,770 as a deposit for outside consultant plus 25% Administrative Fee	In House - $ 6,660 per application, Outside - $6,660 as a deposit for outside consultant plus 25% Administrative Fee
Filing Fee - for environmental document	$ 190		
Environmental Impact Report - Contract Amount + 25% administrative fee	Initial $5,000 deposit for cost of staff and outside consultant		
Archaeology Research Fee – Santa Barbara Central Coast Information Services	$ 140		
Miscellaneous:			
Letter regarding land use confirmation or other research – per hour cost	$ 155		
Development Agreement – charged at fully allocated hourly rates for all personnel involved, plus any outside costs	$10,000 deposit		
Extra Planning Commission Meeting	$727	$1,454	$2,180
Applicant Requested Continuance	$125		
Fine, in addition to permit fee	two times the permit fee + plus $50 per day – after notice.		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Appeal of City decision, excluding Coastal Permits in the appeal jurisdiction – refundable if appellant prevails	$250*	$275	$300
Copy of Planning Commission DVD	Remove. Videos of meetings are now available on City website.		
Telecomm Facility – Administrative (new fee)	$150		
Street name/Rename Processing	$ 345		
Commercial Medical Cannabis	$18,000 deposit for cost of staff time and outside consultant		
Vacation Rental Monitoring Fee	$105 per permit		
Conceptual Review Fee – Fee is credited toward any future discretionary permit application within 24 months.	$ 2,700 per application.	$3,240 per application	$4,355 per application.
Notification fees:			
Planning Commission Hearing	$ 443	$560	
Administrative Permit Noticing	$ 285	$407	$530
Special Events	Remove. Service no longer provided		
Sign Permits:			
Sign Permit	$ 325	$406	$595
Sign Exception (CUP)	$ $1,713	$2,570	$3,450
Pole Sign (CUP)	$ $1,713	$2,570	$3,450

*Estimated Cost of Appeal is $3,495. The $250 appeal fee denotes 7% cost recovery.

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Sign Program (New Fee)	$427	$854	$1,280
Fines – Temporary, beyond time allowed by Ordinance – per day after notice given	$50 per day after notice give		
Fines – Permanently attached sign w/o permit – per day after notice	$50 per day after notice given		
Subdivisions: all Subdivisions may be billed at direct cost			
Tentative Parcel Map Application	$ 6,665 per map		
Tentative Tract Map 0 to 10 lots, add $100.00 per lot over 10 lots	$ 8,832 per map	$11,040 per map	$12,915 per map
Amendments to Existing Tract or Parcel Maps	Remove. Service included within other Planning services		
Lot Line Adjustment	$ 1,904 per application	$3,046 per application	$5,915 per application
Certificate of compliance (legal determination) – initial fee covers up to 4 lots. Add $250 per lot over 4 lots	$1,190 + $250 per lot for every lot over 4		
Lot Mergers	$ 2,000	$3,000	$5,915
Text Amendments & Annexations (May be billed at direct cost)			
Zone Ord. Changes/LCP - Minor (single section revisions/additions) - Major (multiple sections revised/added) If contracted – contract amount + 25% administrative fee. Fee amount becomes an initial deposit.	Minor = $ 5,000 deposit for cost of staff and outside consultant Major = $ 10,000 deposit for cost of staff and outside consultant		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Specific Plan (Billed as deposit with charges at the fully allocated hourly rates for all personnel involved + any outside costs). If contracted = cost + 25% administration fee. Fee amount becomes an initial deposit.	$5,000 deposit for cost of staff and outside consultant		
General Plan/Local Coastal Plan Amendment: - Minor (single section revisions/additions) - Major (multiple sections revised/added) If contracted – cost + 25% administrative fee. Fee amount becomes an initial deposit.	$ 5,000 deposit for cost of staff and outside consultant $ $10,000 deposit for cost of staff and outside consultant		
Annexations – Deposit to be determined by staff. Billed at fully allocated staff cost. If contracted – contract amount + 25% administrative fee.	$ 10,000 deposit for cost of staff and outside consultant		
Time Extensions			
Time extension for CUP, regular Coastal Permits and variance (Planning Commission)	$ 1,469	$1,836	$2,540
Time Extensions for Tract Maps and Parcel Maps	$ 1,468	$2,202	$3,515
Time Extension - Administrative	$ 285		
Use Permits - All use permits may be billed at direct cost at the discretion of the Community Development Manager and the scheduled fee would then be deemed as a deposit. - All Projects in the Planned Development Overlay require a Use Permit			
Conditional Use Permit (CUP)	$ 8,284	$10,915	$13,545
CUP Concept Plan	$ 10,941	$12,915	$14,890

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
CUP Precise Plan	$ 4,761	$7,141.50	$10,235
CUP Combined Concept/Precise Plan	$ 10,941	$12,915	$14,890
Conditional Use Permit for an SFR addition of 25% or less of the existing floor area. (appeals area only)	Remove. Same as CUP Addition to Non-Conforming Structure		
One SFR in a Planned Development Zone or Bluff Area	$ 6,760		
Occupancy Change in Commercial/Industrial Zones	$ 1,524.25	$2,667.44	$5,745
Additions to non-conforming structures, not adding units or new uses	$ 3,195	$4,792.50	$5,990
Minor Use Permit (Residential & Industrial Uses)	$ 928.50	$1,625	$2,305
Temporary Use Permit – Longer than 10 days	$ 1,300	$1,512	$1,725
Outdoor display and sales and outdoor dining	$ 1,233	$1,478	$1,725
Administrative Temporary Use Permit – 7 consecutive days or 10 non-consecutive days	$ 285	$356	$620
Amendments to Existing Permits (Planning Commission)	$ 4,240	$6,360	$8,960
Major modification while processing	$ 2,508	$3,758	$5,035
Minor amendments to existing permits (Administrative)	$ 369	$461	$705
Special Use Permit (Minor – PC Review)	$ 2,718	$4,077	$5,665
Special Use Permit (Major – PC Review)	$ 8,165	$10,677	$13,190

Variances			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Variance	$ 3,261	$4,076	$5,665
Variance processed with other permits	$ 1,000		
Minor Variance	$ 680		
Parking Exception (will always be accompanied by a Conditional Use Permit, Minor Use Permit or Coastal Development Permit)	$ 373	$560	$1,000
Laserfiche Applies to all Planning and Building Permits			
Laserfiche of planning and building documents, including scanning and storage. Fee based on plan set pages only.	$15 for first page of plan set, and $7 for each additional page.		

PUBLIC WORKS			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
IMPACT FEES (Deferred until Impact Fee Discussion)			
Water Impact fee (Capacity Credit is given for existing meter) Based on Water & Wastewater Impact Fee Update, Bartle Wells Associates, 3/17/15			
Less than 1-inch meter	$5,581		
1 inch meter	$7,487		
1-1/2 inch meter	$14,972		
2 inch meter	$23,956		
3 inch meter	$44,918		
Wastewater fee (Capacity Credit is given based on existing water meter size) Based on Water & Wastewater Impact Fee Update, Bartle Wells Associates, 3/17/15			
Less than 1-inch meter	$5,636		
1 inch meter	$7,514		
1-1/2 inch meter	$15,062		
2 inch meter	$24,047		
3 inch meter	$45,087		

ENGINEERING DEVELOPMENT REVIEW FEES			
Flood Hazard Development Permit (MC 14.72.040) - time and materials costs may be added to minimum, when actual cost exceeds the minimum fee (PW):			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Permit, minimum fee	$ 350	$470	
Flood plain letter	$ 155		
City Engineer Map Review Fees Subdivisions - (PW):			
Final Map - Tract, minimum fee (MC 16.24.040J)	$ 6,080		
Final Map – Tract, Per lot for every lot over 4 lots	$ 235		
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Final Parcel Maps	$ 4,550		
Final Maps Amendment Review, minimum fee	$ 1,450		

Public Improvement Plans Inspections/Plan Review - time and materials costs may be added to minimum, when actual cost exceeds the minimum fee:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Public/Subdivision Improvement Plan Check, and Inspection as a Percentage of the Engineer's estimate for Subdivision Improvements	6.3- Percent		
Lease Line Adjustment	$1,000 per application	$1,500 per application	$2,140 per application
Abandonment Process:			
Street/R-O-W Abandonment Process	$ 6,749	$7,140	
Summary Abandonment	$1,500	$2,000	$3,570
Right of Way Dedication	$490 per permit		
Encroachment Permits (MC 13.16.140) - time and materials costs may be added to minimum, when actual cost exceeds the minimum fee (PW):			
Regular – Surface Improvements	$ 300	$390	
Regular – Underground Improvements	$ 500	$545	
Special - Private Encrachments into the Public R/W, Landscaping plant materials and exempt.	$ 1,140		
Traffic Control Plan Review, in Addition to Encroachment Permit.	Remove. Service now included within various encroachment permits.		
Annual Utility Encroachment Permit	$ 2,883	$3,315	$3,750
Wide Load Permit with Traffic Control Plans - Per Year (Set by State of California)	$90		
Wide Load Permit with Traffic Control Plans - One Time (Set by State of California)	$16		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Temporary Encroachment Permit	$150	$315	
Street & Sidewalks:			
Exception Application Exception Application (Sidewalk Deferral)	$ 322	$563	$805
PLANNING AND ENGINEERING DEVELOPMENT REVIEW FEES			
Storm Water Fees (PW):			
Single Family; **Other than Single Family (per 6,000 square foot lot area, or fraction thereof):**			
Planning review of preliminary stormwater plan	$ 155 per application		
Building permit review of stormwater plan	$ 315 per permit		
Inspection of stormwater facility/erosion control	$ 190 per application		
Trees (PW):			
Removal Permit (to trim, brace or remove, MC 12.08.110) ??	$297		
WATER			
Water Service:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Application (MC 13.04.07)	$ 50 per account		
Connection - Outside City), only by Council Resolution (MC 13.04.100)	Remove. Service no longer provided.		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Meter Installations/Connections:			
3/4 inch Meter/Service (Only installed where Fire sprinklers are not required)	$1,565 Contractor Provides Service Line Install - 450 plus actual cost of parts. Partial credit may apply if staff is able to use existing parts.		
1 inch meter Meter/Service	$2,099 Contractor Provides Service Line Install - 450 plus actual cost of parts. Partial credit may apply if staff is able to use existing parts.		
1-1/2"meters and above	$2,656 Contractor Provides Service Line Install - Actual cost of outside contractor & parts.		
Meter Box Installation	$520 per meter box, paved/concrete location $330 per meter box, unpaved location		
Water Meter Re-Read	$ 65		
Reconnection (MC 13.04.310)	$ 85		
After - Hours Water Meter Turn Off/On	$ 300	$400	$580
"Drop in" meter fee, up to 2 inches	Remove. Service combined with other fees/services		
Relocation of water meter for customer convenience	Remove. Service combined with other fees/services		
Water meter lock and any other damage. Subject to Police investigation and potential prosecution for theft of water and tampering with City Property	T&M		

Meter Installations/Connections (continued):			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Water Meter Testing (Remove, test and replace meter); fee refunded if meter test indicates an overage of greater than 2%	$ 255 per test plus outside cost of testing. Fee refunded if meter test indicates an overage of greater than 2%.		
Water Equivalency Unit (WEU) "In-Lieu" Fee - **per WEU required**. In-lieu fee is an alternative for an applicant that does not provide the WEU offset, as required and set by Council Resolution	2 x $3,139/WEU required = $6,278		
Fire Hydrants Meter Installation and Removal for Contractor Use (MC 13.04.360): Rental, per day plus cost of water at current rate structure.	$245 per rental plus $5 per day and $1,500 refundable deposit. Water Meter will be read and billed on a monthly basis.		
Hydrant Meter Rental, per day plus cost of water at current rate structure.			
Certificate of Compliance – Water Retrofit	$ 75		
Water Service Refundable Deposit - residential tenants only	$100		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
WASTEWATER			
Connection Permit - This is in addition to an Encroachment Permit.	$ 155		
Discharge Fee - Recreational Vehicles and Campers	Remove. Service is no longer provided by the City.		
Discharge Fee - Tank Trucks and Commercial per truck, for gallon. No septage allowed	$ 260+ $0.25/gal or fraction there of		
Raising Manhole to Grade	$155 per manhole		
Sewage Spill Cleanup - cost of providing service Sewage spill clean up	Fully allocated hourly rate for all staff involved.		
Fats, Oils & Grease Inspection	$155 – inspection $155 - reinspection		
OTHER FEES			
Dedication 15 Gallon Tree and Plaque	Actual Cost of Labor and Parts		
Dedication Bench and 1 Plaque Space	Actual Cost of Labor and Parts		
Dedication Whole Bench with 3 Plaque Spaces	Actual cost of labor and parts		
Other Park Amenity Dedication	To Be Determined on an individual basis		

POLICE SERVICES			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Permits and Licenses:			
Tow/Taxi Service Provider Application Fee	$ 800	$1,000	$1,805
Taxi Operator Permit Application Fee	$ 600	$725	$905
Taxi Operator Permit Application Renewal Fee	$ 145		
Second Hand Dealer Permit - City Application Fee (does not include Department of Justice fee) (MBMC 5.40.330)	$ 500	$800	$1,040
Second Hand Dealer Permit renewal - City Application Fee (does not include Department of Justice fee) (MBMC 5.40.330)	$ 275		
Massage Therapist/Parlor Permit Application Fee (MBMC 5.40.330)	$ 145		
Special Events	Fully Allocated Hourly Rate for all staff involved		
ABC Permit	$75 per permit		
Support Services Activity:			
Digital Photo Reproduction to CD - per hour, 1 hour minimum	Service no longer offered. Refer to Copy – Digital fee, $5 per device		
Audio/Video Tape Reproduction - per hour, 1 hour minimum	Service no longer offered. Refer to Copy – Digital fee, $5 per device		
Record Searches/Reviews/Clearance/Responses - per hour, 1 hour minimum	$ 65 per letter		

Officer Activity:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Equipment Citation Sign Off	$ 15		
Vehicle Impound Fee Administrative Costs (CVD 22850.5)	$ 185		
Abandoned Vehicle Removal (junk vehicles/parts)	$ 185		
Other Police Services:			
Firearms-seizure/storage (PC 33880)	$ 125		
State Mandated Costs			
Concealed Weapons Permit (does not include DOJ or other fees (PC25455) Fees set by California Penal Code Sections 12050-12054 and 26190a	$ 100 per permit ($20 paid at time of application with remaining amount paid upon issuing of permit) Psychological testing costs are added to the above fees up to $150. Permit requires fingerprinting.		
Renewal of Concealed Weapons Permit (does not include cost of ID card Fees set by California Penal Code Sections 12050-12054 and 26190a	Renewal Permit: $ 25 Amended Permit - $10		
Subpoena Duces Tecum (does not include costs of report, etc) (EC 1563(b)(1))	Subpoenaed Non-Sworn $ 35 per day plus $0.20 per mile (California Government Code Section 68093) Subpoenaed Peace Officer – Full cost to the public entity incurred in paying the peace officer, firefighter his or her salary or other compensation and traveling expense for each day that such officer is required to remain in attendance (California Government Code 68097.2) Subpoena Duces Tecum - $15 (California Government Code Section 1563(b)(6)		
Delinquent Parking Citation Copy (VC 40206.5)	Remove. Refer to the City's Copies – Printed Fee		
Repossessed Vehicle (GC 41612)	$ 15 Fee set by California Government Code 41612		

State Mandated Costs Cont.			
Booking Fees (current cost-cost is dependent on charges by County) (GC 53150) & (GC 29550.1)	Remove. Service no longer provided.		
Live scan Fingerprint Fees (PC 13300(e))	$ 35 per request		
Criminal History Review (PC13322)	Remove. Service not provided by the City and requests are referred to DOJ		
Cost Recovery:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
DUI Emergency Response (MBMC 3.40.030)	Per Government Code Section 53155, charge the actual costs incurred up to $12,000 per response for al responding personnel.		
False Alarm Response (after 3rd false alarm in a year) (MBMC 9.22.020)	No Charge – 1st and 2nd response within a year $380 – 3rd and subsequent response within a year.		

FIRE			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Permits:			
Permit Inspection Fees:			
Any single permit identified in Title 24 CFC and not specifically addressed in the Master Fee Schedule	$ 275 per permit	$385 per permit	
Any combination of permits shall not exceed	$ 1,150		
Special Occurrence or Use Permit (equipment & personnel charges additional)	$146		
Special Permits:			
Marine Welding Permit: Vessel, Pier, Wharf, Waterfront	Remove. Now included within Fire Code Permit		
Aircraft Landing Permit, per occurrence (required Fire standby equipment & personnel charges additional)	Remove. Now included within Fire Code permit.		
Equipment & Personnel Charges:			
Engine or Truck: per hour, per vehicle (personnel charges additional)	$129		
Squad/Rescue: per hour, per vehicle (personnel charges additional)	$94		
Utility/Command Vehicle: per hour, per vehicle (personnel charges additional)	$45		
Personnel charges	Per hour, per person - 2 hour minimum, unless otherwise specified, at current productive hourly rate		

Plan Review Fees:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Fire Plan Concept Review	Fully allocated hourly rate with no charge for first 15 minutes.		
Plan Review	1.1% of total valuation plus use of outside consultant for Plan Review & Inspection based on actual cost		
Additional Plan Review required by changes, additions or revisions to approved plans	Personnel charges, as specified in Equipment & Personnel Charges, on an hourly basis, plus actual cost of outside consultant for Plan Review		
Fire Protection:			
System & Equipment Fees:			
Fire Sprinkler System Installation Inspection - (above ground):			
Residential	$ 190		
Commercial	$285+ $ 15 per head		
Commercial projects or tenant improvements under 1,000 sq. ft.	$ 190 + $ 15 per head		
Use of Outside Consultants for Plan Review & and/or Inspection	$ 190 + actual cost		
Request for Building Fire Flow Calculations	$ 200	$300	$385
Request for Hydrant Flow Information	$ 190		
Fire & Safety Inspection Program	$40 – B2 Business Inspection (4 yr Self Inspection Program) $140 – NonB2 Business Inspection (Annual Inspection) Fees collected through Business Licensing.		
Request for Hydrant Flow Test	$73 fee plus personnel & equipment as specified in Personnel and Equipment Charges, 1 hr min		
Engine company business inspection:			
1st and 2nd inspections	No charge		
3rd and subsequent inspections	$ 340		

Fire Prevention Cont:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
New and annual business/facility inspection fees:			
1st and 2nd inspections	Remove. Service combined with Fire Safety Program Inspection		
Administrative citation for failure to correct a violation shall be charged per 1.03.050 of the Municipal Code	1st Citation $ 100		
Administrative citation for second violation of the same ordinance in the same year shall be charged per 1.03.050 of the Municipal Code	$ 200		
Administrative citation for third and each additional violation of the same ordinance in the same year shall be charged per 1.03.050 of the Municipal Code	$ 500		
Annual weed and hazard abatement inspection fees:			
1st inspection for compliance	No charge		
2nd and subsequent inspections	$ 190		
Administrative citation for failure to correct a violation shall be charged per 1.03.050 of the Municipal Code	$146		
Administrative citation for second violation of the same ordinance in the same year shall be charged per 1.03.050 of the Municipal Code	$292		
Administrative citation for third and each additional violation of the same ordinance in the same year shall be charged per 1.03.050 of the Municipal Code	$584		

Incident Response Fees:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Negligent Incidents	Response due to negligent/malicious act (e.g., DUI traffic accident, climber on Morro Rock, incendiary fire, negligent hazardous material incident, negligent confined space incident, etc.) Two hour minimum to be charged as specified by Personnel & Equipment Charges plus any material costs and contract services used.		
Excessive or Malicious False Alarms	Emergency response due to "Failure to Notify" when working on or testing fire/alarm system 0.5 hours minimum to be charged as specified by Personnel & Equipment Charges.		
	Remove. Duplicate of Excessive or Malicious False Alarms Fee		
Alarm system malfunction resulting in 2 in 30 days or 3 in 12 months	Charged as specified by Personnel & Equipment Charges plus any material costs		
Other Fire Services:			
Fire response report, per report	$ 125		
Additional copies, per page	See General Fees for copy charges		
Cause & Origin investigation reports, per report	$ 360		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Non-renewal of required annual permit	Charge double permit fee rate		
Failure to obtain permit	Charge double permit fee rate		
Missed site inspection appointment	$ 190		
Failure to meet permit requirements/requiring re-inspection	$ 190		
Permits - California Fire Code:			
See operational and construction permits identified in the California Fire Code, Section 105			
Plan Review Fees:			
Plan Review Fees	Total valuation to recover the cost of providing service		
Use of outside consultant for Plan Review and/or Inspection	$73 plus actual cost of consultant		
All Plan Review Fees shown are minimum amounts, based on average processing. Large or complex projects may be subject to increased fees based upon time, costs, or equipment costs as shown per Equipment & Personnel Charges.			

HARBOR DEPARTMENT

1. All fees are due in advance. At the Harbor Department's discretion, billing in arrears for qualified and registered vessels with current account status may be allowed.

2. Any account past due over 10 days will be charged a $35 late fee on a monthly basis. Accounts are due and payable by the 10th of every month.

VESSEL FEES

1. All vessel fees based on the length of the vessel or the length of the slip, whichever is greater, with a 36-foot minimum.

2. The Harbor Director may waive dockage fees for "tall ships" visiting Morro Bay Harbor for any period less than 30 days with written notice.

3. Transient Slip fees will be charged by the day or by the month, whichever is less.

4. Transient Slip monthly subleases shall be limited to 3 months in any slip as long as there are vessels appropriate to the slip size on the sublease waiting list.

5. Floating Dock and Anchorage stay limited to 30 days in any 6-month period.

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Commercial Fishing Slips – monthly rate per foot	$ 5.10 (Defer any increase at this time)		
Commercial Fishing Slip Waiting List Deposit	$ 435		
Head Float Berth – monthly rate	$ 256.25		
Transient Slips – monthly sublease rate per foot	$ 11 Commercial; $14 Recreational		
Transient Slips – daily rate per foot	$ 1 Commercial; $1.50 Recreational		
T-Piers – daily rate per foot	$ 0.30 (Defer any increase at this time)		
Floating Dock	$ 0.45		
A1-5 Anchorage Area – first 5 days	$ 0.00		
A1-5 Anchorage Area – daily rate/foot over 5 days	$ 0.40		

Vessel Fees (continued)			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Temporary Moorage – large vessels or equipment requiring special accommodation or assistance – daily rate	$ 182		
Impound Fee	$ 213		
Impounded Vessels – daily storage rate per foot	$ 2.25		
MOORING FEES **1. Guest Mooring stay limited to 30 days in any 6-month period without prior approval of the Harbor Department.**			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
City Moorings – monthly rate	$ 275		
Private Moorings – monthly rate	$ 94		
Guest Moorings – daily rate per foot	$ 0.45		
Mooring Ownership Transfer – private moorings	$ 1,259		

SERVICE FEES

1. South T-Pier Hoist may only be used for fish unloading only in certain cases; see Harbor Department Rules and Regulations.

2. Dry Storage fee is for use of each approximate 10-foot by 30-foot space; may be pro-rated.

3. Triangle Lot Boat Storage fee is for use of each approximate 12-foot by 30-foot space; minimum monthly increments.

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
T-Pier Electrical Convenience Fee – daily rate	$ 3.0		
South T-Pier Hoist – rate per use	$ 16.10		
South T-Pier Hoist Fish Unloading – per hour	$ 84.10		
Wharfage – rate per ton	$ 1.10		
Loaned Electric Cord or Adaptor Replacement	$ 183		
Dry Storage – monthly rate	$ 100		
Triangle Lot Trailer/Boat Storage – monthly rate	$ 100		

LIVEABOARD FEES

1. Liveaboard permits are valid for 2 fiscal years. Any Liveaboard application, submitted during the period January 1 through June 30, is valid only for that fiscal year and the following fiscal year, but will be prorated by reducing the Liveaboard application fee, stated herein, by 25%. Any Liveaboard application, submitted July 1 through December 31, will not be prorated.

2. Liveaboard Permit Inspections may be conducted by the Harbor Patrol or by a qualified Marine Surveyor acceptable to the City.

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Liveaboard Permit Administration - biennial	$ 165		
Liveaboard Permit Inspection – biennial (if done by Harbor Patrol)	$ 150		
Service Fee, Moorings - monthly	$ 17.40 (Defer any increase at this time)		
Service Fee, City Slips - monthly	$ 35.80 (Defer any increase at this time)		

EQUIPMENT & PERSONNEL CHARGES

1. Vessels requiring non-emergency assistance more than once in any 12-month period may be charged at the rates established herein.

2. Personnel~~Officers~~ and vessels/vehicles charged on an hourly basis with a 1-hour minimum.

~~**3. Officers and vehicles charged on an hourly basis with a 1-hour minimum.**~~

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Patrol Officer – per hour	$ 150		
Patrol Supervisor – per hour	$ 175		
Lifeguard	$ 27		

LAUNCH RAMP PARKING FEES

1. Launch Ramp Parking fees apply to the extended yellow-striped tow vehicle and trailer parking spaces at the Launch Ramp parking lot and Tidelands Park.

2. Annual Parking Permits are valid for one calendar year and may be prorated to the nearest month.

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Daily (or any part thereof)	$ 6		
Annual Permit	$ 155		
Failure to Pay Established Fee	$ 48.50~~60~~		
Failure to Visibly Display Receipt	$ 48.50		

LEASE ADMINISTRATION FEES			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
New Master Lease Negotiation & City Council Approval	$ 2,800	$ 3,105	
Other Actions Requiring City Council Approval (lease amendment, lease assignment & assumption, deed of trust approval, lease line adjustment, license agreement approval, building lease approval)	$ 1,400	$2,010	
Sublease Approval	$ 400	$ 665	

RECREATION		
FACILITY RENTALS:		
COMMUNITY CENTER		
FEE NAME	**Proposed Fee Effective 1/1/20**	
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**
Auditorium – Per Hour	$90	$ 135
Auditorium, one-half – Per Hour	$55	$80
Multi-Purpose Room – Per Hour	$50	$75
Lounge – Per Hour	$40	$60
Studio – Per Hour	$30	$45
Conference Room – Per Hour	$15	$25
Kitchen – Per Hour Note: Kitchen only rentals permitted Monday – Friday; weekend rentals must be combined with room rental.	$25	$30
Kitchen – 8 Hours	$125	$150

VETERAN'S MEMORIAL BUILDING		
FEE NAME	**Proposed Fee Effective 1/1/20**	
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**
Assembly, w/o kitchen – Per Hour	$40	$53
Complete, w/o kitchen – Per Hour	$45	$60
Meeting, w/o kitchen – Per Hour	$33	$44
Kitchen & barbeque – Per Hour Note: Kitchen only rentals permitted Monday – Friday; weekend rentals must be combined with room rental.	$24	$30
Kitchen – 8 hours	$125	$150

	Resident/Non-Profit Groups	Non-Resident/For-Profit Groups	
Per hour – up to 50 participants, includes one staff	$75	$100	
Per hour - over 50 participants, includes two staff	$100	$125	
Processing Fee: $10, non-refundable		$10 – Park Reservations $25 – Facility/ Field/Court Rental $35 Bounce House $35 – Alcohol/Security	
Public Special Event/Festival Processing Fee:		$345 per event, non-refundable	
Security Deposit: $150, no alcohol or live music $500, alcohol and/or live music $750, alcohol and/or live music over 200 people The City reserves the right to require additional security deposit limits at its discretion.	Facility Impact fee, non-refundable, per event based on group size: 100-200 participants: $165 201 or more participants: $340		
Event set-up: $50 per hour Event breakdown: $50per hour Veteran's Memorial Building stage use, set-up and breakdown: $100 flat rate	Facility Attendant(s): $20 per hour each Security Guard(s): $31 per hour each (Required for events with alcohol and/or dancing) Unscheduled overtime: $75 per hour		
Insurance: cost based on event size/type	Cancellations: 20% charge of invoiced costs		

	Resident/Non-Profit Groups	Non-Resident/For-Profit Groups
Anchor Memorial Park Open Area Bayshore Bluffs Open Area Centennial Parkway Open Area City Park Open Area Cloisters Park Open Area General Open Area Monte Young Open Area Tidelands Park Open Area	$80/4 Hours $240/day per area	$100/4 Hours $300/day per area
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**
Coleman Park Coleman Basketball Courts Del Mar Park Hillside or Meadow Del Mar Park Basketball Courts Del Mar Pickleball Courts Del Mar Tennis Courts Lila Keiser Park BBQ (Excluding Tournament Use) Monte Young Tennis Courts North Point Overlook		
Lila Keiser Park Tournament Use (does not include field prep, or hourly use rates)	$533	$1,066
Public Special Event/Festival	$533	$1,066
Morro Beach Private Reception/Event – up to 100 people	$200	$300
Morro Beach Private Reception/Event – beyond 100 people	$300	$450
Morro Rock Parking Lot – Available only for public special events (non-exclusive use)	$300	$450

	Resident/Non-Profit Groups	Non-Resident/For-Profit Groups
Giant Chessboard – Wooden Pieces	$43	$86
Giant Chessboard – Plastic Pieces	$12	$18
Basketball Courts, Pickleball Court & Tennis Court Hourly	$8	$10

HOURLY and PARK USE FEES (continued)						
Lila Keiser hourly field rental w/o lights Lila Keiser hourly field rental w/ lights	$8 $20	$10 $30				
Lila Keiser field preparation	$30	$40				
City Park Banner Placement	$ 125/wk	$ 175/wk				
ADDITIONAL FEES						
Processing Fee: $10, non-refundable Public Special Event/Festival Processing Fee: $30, non-refundable						
Security Deposit: $50, Bounce House $150, no alcohol or live music $500, alcohol and/or live music $500 Organized Sporting Event (tournaments) $500 Public Special Event/Festival The City reserves the right to require additional security deposit limits at its discretion	Lila Keiser Support Services: $27 per hour Insurance: cost based on event size/type Cancellations: 20% of invoiced costs					

MISCELLANEOUS PROPERTY USE						
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**				
Recreation equipment rental, per bag Includes one: Horseshoes, Badminton, Volleyball, Bocce Ball	$12	$18				
Skate Park - Per Hour (2 hour minimum)	$ 75	$ 100				
Photography/Filming – Per Day	$533	$1,065				
ADDITIONAL FEES						
Equipment Rental Deposit: $50 Photography/Filming Deposit: $1,000						

MORRO BAY TRANSIT AND TROLLEY			
Morro Bay Transit - Fixed Route			
Regular fare, per ride	$1.50		
Discount fare, per ride	$0.75		
Regular punch pass (11 rides for the price of 10)	$15		
Discount punch pass (11 rides for the price of 10)	$7.50		
Regular day pass	$4		
Discount day pass	$2		
Morro Bay Transit - Call-a-Ride:			
Fare, per ride	$2.50		
Call-A-Ride punch pass (11 rides for the price of 10)	$25		
Morro Bay Trolley Fares (Ages 12 and up):			
Per ride (Children, under 12 years old ride free, but must be accompanied by a fare-paying adult)	$1		
All day pass	$3		
Morro Bay Trolley Advertising:			
Exterior Side of Trolley (approx. 36"x20") - with supplied sign	$401		
Exterior Side of Trolley (approx. 36"x20") - MB Community Foundation supplied sign	$468		
Exterior Rear of Trolley (approx. 24"x20") - with supplied sign	$365		
Exterior Rear of Trolley (approx. 24"x20") - MB Community Foundation supplied sign	$401		
Interior (approx. 26"x12") - with supplied sign	$172		
Interior (approx. 26"x12") - MB Community Foundation supplied sign	$208		

Morro Bay Trolley Rental Rates: **Hourly rate includes driver, fuel, cleaning, standby mechanic and administration, unless otherwise noted.**			
One day, within City Limits, per hour (2 hour minimum):			
Transportation of passengers to and from one location to another or continuous loop with multiple stops; plus cost of fuel	$114		
One day, outside City limits, per hour (3 hour minimum)			
Transportation of passengers to and from one location to another or continuous loop with multiple stops; plus cost of fuel	$114		

CITY OF MORRO BAY
FEE SCHEDULE
FOR THE FISCAL YEAR 2019~~98~~/2020~~19~~

All fees adjust annually by either the December Consumer Price Index (CPI = ~~2.9~~%) or Construction Cost Index (ENR = ~~3.5~~%). The CPI used is for the San Francisco-Oakland-San Jose area.

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GENERAL FEES			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Photocopies (unless otherwise defined)	$0.40 per page $0.70 per 11 x 17" page		
Copies -Digital	$5 per device		
Records Request	$5.00 – Retrieval of FPPC filings 5 or more years old. Where applicable, fully allocated hourly rates for all personnel involved plus any outside costs – Per ruling on National Lawyers Guild vs. City of Hayward, Court of Appeal, First District, Division 3, 2018		
Print material mailed	Cost of copying/printing and postage		
Refundable appeal fee for non-land use administrative decisions	$250 per appeal*	$275	$300
Elections filing fee - Notice of intention to circulate petition; this amount is refundable under Elections Code Section 9202(b), with conditions	$200		
Candidate Filing Fee	$25 per candidate This fee is limited by state law.		

*Estimated Cost of Appeal is $~~1,000~~3,495. The $250 appeal fee denotes ~~25~~7% cost recovery.

FINANCE			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Budget document, per copy	~~Per page cost for photocopying~~ Actual cost of outside company to print and bind, or Copies – Printed fee at: $0.40 per page – Letter and Legal sized paper $0.70 per page – Tabloid sized paper		
City audit document, per copy	~~Per page cost for photocopying~~ Actual cost of outside company to print and bind, or Copies – Printed fee at: $0.40 per page – Letter and Legal sized paper $0.70 per page – Tabloid sized paper		
Master Fee Schedule	~~Per page cost for photocopying~~ Actual cost of outside company to print and bind, or Copies – Printed fee at: $0.40 per page – Letter and Legal sized paper $0.70 per page – Tabloid sized paper		
Business Tax Schedule	~~Per page cost for photocopying~~ Actual cost of outside company to print and bind, or Copies – Printed fee at: $0.40 per page – Letter and Legal sized paper $0.70 per page – Tabloid sized paper		
Returned check charge, per CA Civil Code Section 1719	~~$25 for the first check~~ ~~$35 for each subsequent check~~ $75 per check		
Business License – New	$30 per license		
Business License – Renewal	$25 per license		

UTILITY BILLING			
Water service application fee	$~~29~~ 50 per account		
Physical posting of shut-off notice at customer location	$~~62.27~~ 35		
Refundable/transferable deposit - residential tenants only on signup (MC 13.04.220)	$100		
Deposit required for service termination for delinquent non-payment (residential tenants only, if a deposit has not previously been collected)	$100		
Reconnection ~~(MC 13.040.310)~~	$~~52.48~~ 85		

COMMUNITY DEVELOPMENT			
BUILDING DIVISION			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Valuation of from 0 - $3,000 (including electrical service less than 600 amp, and minor plumbing alternatives)	$~~94~~ 170		
$3,001 to $300,000~~and up~~	.0~~625~~ x total valuation as determined by the Building Official (50% submittal/50% at issuance)		
$300,001 and up	$5,000 plus .05 x total valuation as determined by the Building Official (50% submittal/50% at issuance)	$10,000 plus .05 x total valuation as determined by the Building Official (50% submittal/50% at issuance)	$16,800 plus .05 x total valuation as determined by the Building Official (50% submittal/50% at issuance)
Construction Operation After Hours	$~~36~~ 75		
Building Re-Address Processing	$~~35~~ 60		
Demo Commercial	$~~514~~ 225		
Demo Residential	$~~309~~ 150		
In-lieu Housing Fee (if unit not affordable housing) - per square foot	$0.37		
General Plan Maintenance	8~~6~~% surcharge on all Building Permits		
I.T. Service Fee	~~.0075 x valuation~~ 6% surcharge on all Building Plan Check/Permit		
SMIP Category I (Residential)	.00013 x valuation		
SMIP Category II (Commercial)	.00028 x valuation		

Unsafe Building repair, demolition or moving structure	Charged at cost		
Inspection Fees - outside of normal work hours - per hour, 2 hour minimum	$~~173~~ Fully Allocated Hourly Rate x 1.2		
Re-Inspection Fees - per hour	$~~129~~ 145		
Property condition report for Condominium Conversions (Review/Inspection)	~~$206~~ Remove. Service now provided with Unspecified Building Inspection Fee		
Inspection for which no fee is otherwise indicated - per hour, 1 hour minimum – Use for Certificate of Occupancy	$~~129~~ 145		
Additional Plan Review required by changes, additions, revisions to the approved plans - per hour, 1hour minimum	$~~129~~ 145 per hour. One hour minimum		
Use of outside consultants for special plan checking and inspection	Charged at cost + 25% Administration Fee		
Permits – Change Ownership/Add Contractor	$~~129~~ 120 per request		
Permit Extension of Time	$~~129~~ 60 per request		
Residential Solar Permit 1kW to 15 kW	$~~360~~ 435		
Residential Solar over 15kW	$~~360~~ 435 + $~~15~~ 10 per kW above 15kW		
Commercial Solar Permit below 50kW	$~~772~~ 870		
Commercial Solar Permit 50kW – 250kW	$~~772~~ 870 + ~~5~~$10 per kW above 50kW		

SPECIAL INSPECTION & PLAN REVIEW FEES			
Penalty for commencing construction without permit(s). This is in addition to the standard building permit fees.	~~$120 +~~ 2 times the permit fee		
DEVELOPMENT IMPACT FEES (Deferred until Impact Fee Discussion)			
Building fees per square foot, including garages (enclosed spaces). Single family residential additions of 500 square feet or less are exempt. Water and Wastewater fees are additional. An increase in meter size resulting from the need to comply with the hydraulic demand associated with Fire Sprinklers is exempt.			
Residential, Single Family	$4.43		
Residential, Multi-family	$7.10		
Accessory Dwelling Unit	$1.08		
Non-residential, commercial	$4.50		
Non-residential, office	$3.17		
Non-residential, industrial	$1.63		
Park fees for residential in-fill lots, per square foot			
Single-family	$1.38		
Single-Family, Detached Accessory Structure	$0.34		
Accessory Dwelling Unit	$0.34		
Multi-family	$2.29		
Public Facilities Fees, per square foot.			
Single-family residential:			
General Government	$1.32		
Police	$0.44		
Parks	$1.38		
Fire	$0.48		

Storm Drain	$0.06		
Traffic	$2.13		

DEVELOPMENT IMPACT FEES (continued)			
Multi-family residential:			
General Government	$2.18		
Police	$0.72		
Parks	$2.29		
Fire	$0.81		
Storm Drain	$0.07		
Traffic	$3.31		
Public Facilities Fees, per square foot			
Non-residential, commercial:			
General Government	$0.28		
Police	$0.07		
Parks	$0.02		
Fire	$0.25		
Storm Drain	$0.04		
Traffic	$3.78		
Non-residential, office:			
General Government	$0.36		
Police	$.09		
Parks	$0.02		
Fire	$0.35		
Storm Drain	$0.04		
Traffic	$2.30		
Non-residential, industrial:			
General Government	$0.10		
Police	$0.04		
Parks	$0.02		
Fire	$0.09		

Public Facilities Fees, per square foot (continued)			
Storm Drain	$0.04		
Traffic	$1.33		
PLANNING DIVISION			
Affordable Housing In-Lieu:			
Funding assistance application fee	$620		
Reasonable Accommodation (ADA) fee (no fee required if in conjunction with other discretionary permit)	$120		
Coastal Permits (may be billed at direct cost):			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Coastal Permit in combination with Conditional Use Permit	No fee	No Fee	No Fee
Coastal Permit (Administrative)	$~~806~~ 1,007	$1,208	$1,410
Regular CDP Without CUP - New single family and single family additions over 25%, Multiple Dwelling, Office, Commercial, Convention, Industrial & Institutional	~~$5,653~~ $8,284	$10,914	$13,545
Additions between 10% and 25% to a Single Family Dwelling in Coastal Appeals area (Planning Commission)	$~~2,174~~ 3,216	$4,076	$5,865
Emergency Permit (excluding required regular CDP)	$~~726~~ 1010		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Other administrative – Tree Removal, private	$~~277~~ 415	$518	$570
Environmental (may be billed at direct cost):			
Categorical Exemption	$~~98~~ 65		
Negative Declaration	$~~1,575~~ 2,363	$2,952	$4,035
Mitigated Negative Declaration If contracted = contract amount + 25% administrative fee	In House - $~~3,844~~ 4,782, per application~~if done in house~~ Outside - $4,782 ~~or~~ as a deposit for outside consultant plus 25% Administrative Fee	In House - $ 5,770 per application Outside - $5,770 as a deposit for outside consultant plus 25% Administrative Fee	In House - $ 6,660 per application, Outside - $6,660 as a deposit for outside consultant plus 25% Administrative Fee
Filing Fee - for environmental document	$~~200~~ 190		
Environmental Impact Report - Contract Amount + 25% administrative fee	Initial $5,000 deposit for cost of staff and outside consultant		
Archaeology Research Fee – Santa Barbara Central Coast Information Services	$~~100~~ 140		
Miscellaneous:			
Letter regarding land use confirmation or other research – per hour cost	$~~98~~ 155		
Development Agreement – charged at fully allocated hourly rates for all personnel involved, plus any outside costs	$10,000 deposit		
Extra Planning Commission Meeting	$727	$1,454	$2,180
Applicant Requested Continuance	$1257		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Fine, in addition to permit fee	~~$100 +~~ two times the permit fee + plus $50 per day – after notice.		
Appeal of City decision, excluding Coastal Permits in the appeal jurisdiction – refundable if appellant prevails	$250*	$275	$300
Copy of Planning Commission DVD	~~$13~~ Remove. Videos of meetings are now available on City website.		
Telecomm Facility – Administrative (new fee)	$150		
Street name/Rename Processing	$~~461~~ 345		
Commercial Medical Cannabis	$18,000 deposit for cost of staff time and outside consultant		
Vacation Rental Monitoring Fee	$105 per permit		
Conceptual Review Fee – Fee is credited toward any future discretionary permit application within 24 months.	$~~1,543~~ 2,700 per application.	$3,240 per application	$4,355 per application.
Notification fees:			
Planning Commission Hearing	$~~326~~ 443	$560	
Administrative Permit Noticing	$~~163~~ 285	$407	$530
Special Events	~~Actual staff cost~~ Remove. Service no longer provided		
Sign Permits:			
Sign Permit	$~~217~~ 325	$406	$595
Sign Exception (CUP)	$~~979~~ $1,713	$2,570	$3,450

Pole Sign (CUP)	$~~979~~ $1,713	$2,570	$3,450
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Sign Program (New Fee)	$427	$854	$1,280
Fines – Temporary, beyond time allowed by Ordinance – per day after notice given	$5~~5~~0 per day after notice give		
Fines – Permanently attached sign w/o permit – per day after notice	$5~~5~~0 per day after notice given		

*Estimated Cost of Appeal is $~~1,000~~3,495. The $250 appeal fee denotes ~~7~~25% cost recovery.

Subdivisions: all Subdivisions may be billed at direct cost			
Tentative Parcel Map Application	$~~7066~~ 6,665 per map		
Tentative Tract Map 0 to 10 lots, add $100.00 per lot over 10 lots	$~~7066~~ 8,832 per map	$11,040 per map	$12,915 per map
Amendments to Existing Tract or Parcel Maps	~~$3,261~~ Remove. Service included within other Planning services		
Lot Line Adjustment	$~~1,088~~ 1,904 per application	$3,046 per application	$5,915 per application
Certificate of compliance (legal determination) – initial fee covers up to 4 lots. Add $250 per lot over 4 lots	$~~2,130~~1,190 + $250 per lot for every lot over 4		
Lot Mergers	$~~1,088~~ 2,000	$3,000	$5,915
Text Amendments & Annexations (May be billed at direct cost)			
Zone Ord. Changes/LCP - Minor (single section revisions/additions) - Major (multiple sections revised/added)	Minor = $~~7,610~~ 5,000 deposit for cost of staff and outside consultant Major = $~~10,871~~ 10,000 deposit for		

If contracted – contract amount + 25% administrative fee. Fee amount becomes an initial deposit.	cost of staff and outside consultant		
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Specific Plan (Billed as deposit with charges at the fully allocated hourly rates for all personnel involved + any outside costs). If contracted = cost + 25% administration fee. Fee amount becomes an initial deposit.	$5,000 deposit for cost of staff and outside consultant		
General Plan/Local Coastal Plan Amendment: - Minor (single section revisions/additions) - Major (multiple sections revised/added) If contracted – cost + 25% administrative fee. Fee amount becomes an initial deposit.	$~~7,610~~ 5,000 deposit for cost of staff and outside consultant $~~10,871~~ $10,000 deposit for cost of staff and outside consultant		
Annexations – Deposit to be determined by staff. Billed at fully allocated staff cost. If contracted – contract amount + 25% administrative fee.	$~~5,355~~ 10,000 deposit for cost of staff and outside consultant		
Time Extensions			
Time extension for CUP, regular Coastal Permits and variance (Planning Commission)	$~~979~~ 1,469	$1,836	$2,540
Time Extensions for Tract Maps and Parcel Maps	$~~979~~ 1,468	$2,202	$3,515
Time Extension - Administrative	$~~272~~ 285		

Use Permits - All use permits may be billed at direct cost at the discretion of the Community Development Manager and the scheduled fee would then be deemed as a deposit. - All Projects in the Planned Development Overlay require a Use Permit			
Conditional Use Permit (CUP)	$~~5,653~~ 8,284	$10,915	$13,545
CUP Concept Plan	$~~8,697~~ 10,941	$12,915	$14,890
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
CUP Precise Plan	$~~3,261~~ 4,761	$7,141.50	$10,235
CUP Combined Concept/Precise Plan	$~~8,697~~ 10,941	$12,915	$14,890
Conditional Use Permit for an SFR addition of 25% or less of the existing floor area. (appeals area only)	~~$2,174~~ Remove. Same as CUP Addition to Non-Conforming Structure		
One SFR in a Planned Development Zone or Bluff Area	$~~1,6315~~ 6,760		
Occupancy Change in Commercial/Industrial Zones	$~~871~~ 1,524.25	$2,667.44	$5,745
Additions to non-conforming structures, not adding units or new uses	$~~2,130~~ 3,195	$4,792.50	$5,990
Minor Use Permit (Residential & Industrial Uses)	$~~619~~ 928.50	$1,625	$2,305
Temporary Use Permit – Longer than 10 days	$~~1,088~~ 1,300	$1,512	$1,725
Outdoor display and sales and outdoor dining	$~~988~~ 1,233	$1,478	$1,725
Administrative Temporary Use Permit – 7 consecutive days or 10 non-consecutive days	$~~163~~ 285	$356	$620
Amendments to Existing Permits (Planning Commission)	$~~2,827~~ 4,240	$6,360	$8,960
Major modification while processing	$~~1,672~~ 2,508	$3,758	$5,035
Minor amendments to existing permits (Administrative)	$~~211~~ 369	$461	$705

Special Use Permit (Minor – PC Review)	$~~2,174~~ 2,718	$4,077	$5,665
Special Use Permit (Major – PC Review)	$~~5,653~~ 8,165	$10,677	$13,190

Variances			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Variance	$~~2,174~~ 3,261	$4,076	$5,665
Variance processed with other permits	$~~830~~ 1,000		
Minor Variance	$~~457~~ 680		
Parking Exception (will always be accompanied by a Conditional Use Permit, Minor Use Permit or Coastal Development Permit)	$~~213~~ 373	$560	$1,000
Laserfiche Applies to all Planning and Building Permits			
Laserfiche of planning and building documents, including scanning and storage. Fee based on plan set pages only.	$15 for first page of plan set, and $7 for each additional page.		

PUBLIC WORKS			
FEE NAME	**AMOUNT**		
IMPACT FEES (Deferred until Impact Fee Discussion)			
Water Impact fee (Capacity Credit is given for existing meter) Based on Water & Wastewater Impact Fee Update, Bartle Wells Associates, 3/17/15			
Less than 1-inch meter	$5,581		
1 inch meter	$7,487		
1-1/2 inch meter	$14,972		
2 inch meter	$23,956		
3 inch meter	$44,918		
Wastewater fee (Capacity Credit is given based on existing water meter size) Based on Water & Wastewater Impact Fee Update, Bartle Wells Associates, 3/17/15			
Less than 1-inch meter	$5,636		
1 inch meter	$7,514		
1-1/2 inch meter	$15,062		
2 inch meter	$24,047		
3 inch meter	$45,087		
ENGINEERING DEVELOPMENT REVIEW FEES			
Flood Hazard Development Permit (MC 14.72.040) - time and materials costs may be added to minimum, when actual cost exceeds the minimum fee (PW):			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Permit, minimum fee	$~~219~~ 350	$470	
Flood plain letter	$~~110~~ 155		
City Engineer Map Review Fees Subdivisions - (PW):			
Final Map - Tract, minimum fee (MC 16.24.040J)	$~~5,167~~ 6,080		
Final Map – Tract, Per lot for every lot over 4 lots	$~~136~~ 235		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Final Parcel Maps	$~~5,167~~ 4,550		
Final Maps Amendment Review, minimum fee	$~~1,176~~ 1,450		

Public Improvement Plans Inspections/Plan Review - time and materials costs may be added to minimum, when actual cost exceeds the minimum fee:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Public/Subdivision Improvement Plan Check, and Inspection as a Percentage of the Engineer's estimate for Subdivision Improvements	~~5~~ 6.3- Percent		
Lease Line Adjustment	$1,000 per application	$1,500 per application	$2,140 per application
Abandonment Process:			
Street/R-O-W Abandonment Process	$~~6,359~~ 6,749	$7,140	
Summary Abandonment	$1,500	$2,000	$3,570
Right of Way Dedication	$490 per permit		
Encroachment Permits (MC 13.16.140) - time and materials costs may be added to minimum, when actual cost exceeds the minimum fee (PW):			
Regular – Surface Improvements	$~~201~~ 300	$390	
Regular – Underground Improvements	$~~440~~ 500	$545	
Special - Private Encrachments into the Public R/W, Landscaping plant materials and exempt.	$~~1,542~~ 1,140		
Traffic Control Plan Review, in Addition to Encroachment Permit.	~~$114~~ Remove. Service now included within various encroachment permits.		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Annual Utility Encroachment Permit	$~~1,922~~ 2,883	$3,315	$3,750
Wide Load Permit with Traffic Control Plans - Per Year (Set by State of California)	$90		
Wide Load Permit with Traffic Control Plans - One Time (Set by State of California)	$16		
Temporary Encroachment Permit	$150	$315	
Street & Sidewalks:			
Exception Application Exception Application (Sidewalk Deferral)	$~~184~~ 322	$563	$805
PLANNING AND ENGINEERING DEVELOPMENT REVIEW FEES			
Storm Water Fees (PW):			
Single Family; **Other than Single Family (per 6,000 square foot lot area, or fraction thereof):**			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Planning review of preliminary stormwater plan	$~~165~~ 155 per application		
Building permit review of stormwater plan	$~~215~~ 315 per permit		
Inspection of stormwater facility/erosion control	$~~115~~ 190 per application		
Trees (PW):			
Removal Permit (to trim, brace or remove, MC 12.08.110) ??	$297		

WATER			
Water Service:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Application (MC 13.04.07)	$~~29~~ 50 per account		
Connection - Outside City), only by Council Resolution (MC 13.04.100)	~~2 x Fee~~ Remove. Service no longer provided.		
Meter Installations/Connections:			
3/4 inch Meter/Service (Only installed where Fire sprinklers are not required)	$1,565 Contractor Provides Service Line Install - 450 plus actual cost of parts. Partial credit may apply if staff is able to use existing parts.		
1 inch meter Meter/Service	$2,099 Contractor Provides Service Line Install - 450 plus actual cost of parts. Partial credit may apply if staff is able to use existing parts.		
~~1" to Meter/~~1-1/2" meters and above~~Service (for residential fire sprinklers)~~	$2,656 Contractor Provides Service Line Install - Actual cost of outside contractor & parts.		
~~1" Meter/2" Service (for residential fire sprinklers)~~	~~$3,323~~		
~~1-1/2" inch meter and above~~	~~T&M ($3,625 deposit)~~		
Meter Box Installation	$~~253~~ $520 per meter box, paved/concret location $330 per meter box, unpaved location		

Water Meter Re-Read	$~~53~~ 65		
Reconnection (MC 13.04.310)	$~~53~~ 85		
After - Hours Water Meter Turn Off/On	$~~226~~ 300	$400	$580
"Drop in" meter fee, up to 2 inches	~~0.75 x Reg Meter Fee~~ Remove. Service combined with other fees/services		
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Relocation of water meter for customer convenience	~~0.5 x Reg Meter Fee~~ Remove. Service combined with other fees/services		
Water meter lock and any other damage. Subject to Police investigation and potential prosecution for theft of water and tampering with City Property	T&M ~~($53 minimum)~~		

Meter Installations/Connections (continued):			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Water Meter Testing (Remove, test and replace meter); fee refunded if meter test indicates an overage of greater than 2%	$~~165~~ 255 per test plus outside cost of testing. Fee refunded if meter test indicates an overage of greater than 2%.		
Water Equivalency Unit (WEU) "In-Lieu" Fee - **per WEU required**. In-lieu fee is an alternative for an applicant that does not provide the WEU offset, as required and set by Council Resolution	2 x $3,139/WEU required = $6,278		
Fire Hydrants~~/Non-Potable~~ Meter Installation and Removal for Contractor Use (MC 13.04.360): Rental, per day plus cost of water at current rate structure.	~~$53 Installation; $53 Removal~~ $245 per rental plus $5 per day and $1,500 refundable deposit. Water Meter will be read and billed on a monthly basis.		
Hydrant Meter Rental, per day plus cost of water at current rate structure.	~~$5 + $1,500 Refundable Deposit, will be read and billed on a monthly basis~~		
Certificate of Compliance – Water Retrofit	$~~28~~ 75		
Water Service Refundable Deposit - residential tenants only	$100~~4~~		
WASTEWATER			
Connection Permit - This is in addition to an Encroachment Permit.	$~~88~~ 155		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Discharge Fee - Recreational Vehicles and Campers	~~$26 + 0.25/gal or fraction there of~~ Remove. Service is no longer provided by the City.		
Discharge Fee - Tank Trucks and Commercial per truck, for gallon. No septage allowed	$~~104~~ 260+ $0.25/gal or fraction there of		
Raising Manhole to Grade	$155 per manhole ~~T&M ($776 min)~~		
Sewage Spill Cleanup - cost of providing service Sewage spill clean up	~~T&M ($776 min)~~ Fully allocated hourly rate for all staff involved.		
Fats, Oils & Grease Inspection	$155 – inspection $155 - reinspection		
OTHER FEES			
Dedication 15 Gallon Tree and Plaque	~~$525~~ Actual Cost of Labor and Parts		
Dedication Bench and 1 Plaque Space	~~$545~~ Actual Cost of Labor and Parts		
Dedication Whole Bench with 3 Plaque Spaces	~~$1,632~~ Actual cost of labor and parts		
Other Park Amenity Dedication	To Be Determined on an individual basis		

POLICE SERVICES			
FEE NAME	**ADOPTED FEE**		
Permits and Licenses:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Tow/Taxi Service Provider Application Fee	$~~673~~ 800	$1,000	$1,805
Taxi Operator Permit Application Fee	$~~428~~ 600	$725	$905

Taxi Operator Permit Application Renewal Fee	$~~71~~ 145		
Second Hand Dealer Permit - City Application Fee (does not include Department of Justice fee) (MBMC 5.40.330)	$~~358~~ 500	$800	$1,040
Second Hand Dealer Permit renewal - City Application Fee (does not include Department of Justice fee) (MBMC 5.40.330)	$~~178~~ 275		
Massage Therapist/Parlor Permit Application Fee (MBMC 5.40.330)	$~~149~~ 145		
Special Events	~~Actual Staff Cost~~ Fully Allocated Hourly Rate for all staff involved		
ABC Permit	$75 per permit		
Support Services Activity:			
Digital Photo Reproduction to CD - per hour, 1 hour minimum	~~$60~~ Service no longer offered. Refer to Copy – Digital fee, $5 per device		
Audio/Video Tape Reproduction - per hour, 1 hour minimum	~~$60~~Service no longer offered. Refer to Copy – Digital fee, $5 per device		
Record Searches/Reviews/Clearance/Responses - per hour, 1 hour minimum	$~~60~~ 65 per letter		
Officer Activity:			
Equipment Citation Sign Off	$~~17~~ 15		
Vehicle Impound Fee Administrative Costs (CVD 22850.5)	$~~178~~ 185		
Abandoned Vehicle Removal (junk vehicles/parts)	$~~358~~ 185		
Other Police Services:			
Firearms-seizure/storage (PC 33880)	$~~60~~ 125		

State Mandated Costs			
FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Concealed Weapons Permit (does not include DOJ or other fees (PC25455) Fees set by California Penal Code Sections 12050-12054 and 26190a	$~~119~~ 100 per permit ($20 paid at time of application with remaining amount paid upon issuing of permit) Psychological testing costs are added to the above fees up to $150. Permit requires fingerprinting.		
Renewal of Concealed Weapons Permit (does not include cost of ID card Fees set by California Penal Code Sections 12050-12054 and 26190a	Renewal Permit: $~~29~~ 25 Amended Permit - $10		
Subpoena Duces Tecum (does not include costs of report, etc) (EC 1563(b)(1))	Subpoenaed Non-Sworn $~~17~~ 35 per day plus $0.20 per mile (California Government Code Section 68093) Subpoenaed Peace Officer – Full cost to the public entity incurred in paying the peace officer, firefighter his or her salary or other compensation and traveling expense for each day that such officer is required to remain in attendance (California Government Code 68097.2) Subpoena Duces Tecum - $15 (California Government Code Section 1563(b)(6)		
Delinquent Parking Citation Copy (VC 40206.5)	~~$2~~ Remove. Refer to the City's Copies – Printed Fee		
Repossessed Vehicle (GC 41612)	$~~17~~ 15 Fee set by California Government Code 41612		
Booking Fees (current cost-cost is dependent on charges by County) (GC 53150) & (GC 29550.1)	~~$130~~ Remove. Service no longer provided.		
Live scan Fingerprint Fees (PC 13300(e))	$~~23~~ 35 per request		
Criminal History Review (PC13322)	~~$29~~ Remove. Service not provided by the City and requests are referred to DOJ		

Cost Recovery:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
DUI Emergency Response (MBMC 3.40.030)	~~Actual Cost~~ Per Government Code Section 53155, charge the actual costs incurred up to $12,000 per response for al responding personnel.		
False Alarm Response (after 3rd false alarm in a year) (MBMC 9.22.020)	~~$239~~ No Charge – 1st and 2nd response within a year $380 – 3rd and subsequent response within a year.		

FIRE			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Permits:			
Permit Inspection Fees:			
Any single permit identified in Title 24 CFC and not specifically addressed in the Master Fee Schedule	$~~146~~ 275 per permit	$385 per permit	
Any combination of permits shall not exceed	$~~438~~ 1,150		
Special Occurrence or Use Permit (equipment & personnel charges additional)	$146		
Special Permits:			
Marine Welding Permit: Vessel, Pier, Wharf, Waterfront	~~$73~~ Remove. Now included within Fire Code Permit		
Aircraft Landing Permit, per occurrence (required Fire standby equipment & personnel charges additional)	~~$146~~ Remove. Now included within Fire Code permit.		
Equipment & Personnel Charges:			
Engine or Truck: per hour, per vehicle (personnel charges additional)	$129		
Squad/Rescue: per hour, per vehicle (personnel charges additional)	$94		
Utility/Command Vehicle: per hour, per vehicle (personnel charges additional)	$45		
Personnel charges	Per hour, per person - 2 hour minimum, unless otherwise specified, at current productive hourly rate		

Plan Review Fees:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Fire Plan Concept Review	~~Personnel charges, as specified in Equipment and Personnel Charges~~ Fully allocated hourly rate with no charge for first 15 minutes.		
Plan Review	~~0.9~~1.1% of total valuation plus use of outside consultant for Plan Review & Inspection ~~is~~ based on actual cost ~~plus $67 fee~~		
Additional Plan Review required by changes, additions or revisions to approved plans	Personnel charges, as specified in Equipment & Personnel Charges, on an hourly basis, plus actual cost of outside consultant for Plan Review		
Fire Protection:			
System & Equipment Fees:			
Fire Sprinkler System Installation Inspection - (above ground):			
Residential	$~~146 + $0.55 per head~~ 190		
Commercial	$~~219~~ 285+ $~~0.55~~ 15 per head		
Commercial projects or tenant improvements under 1,000 sq. ft.	$~~146~~ 190 + $~~0.55~~ 15 per head		
~~Underground water line inspection~~	~~$146~~ Remove. Now included within Fire Code Permit.		
~~Fire Alarm System Installation Inspection:~~		Remove. Now included within Fire Code Permit.	
~~0 - 15 devices~~	~~$146~~		
~~16 - 50 devices~~	~~$219~~		
~~51 - 100 devices~~	~~$292~~		
~~101 - 500 devices~~	~~$365~~		
~~501 and up~~	~~$365 + $292 for each additional 100 devices or portion thereof~~		
~~Specialized Fire Protection System Inspection, e.g., Halon, Dry Chemical Commercial Kitchen Hood System~~	~~$146~~ Remove. Now included within Fire Code Permit.		
~~Flammable or Combustible Tank Installation Inspection~~	~~$73~~ Remove. Now included within Fire Code Permit.		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
~~On-site Hydrant System Installation Inspection~~	~~$146~~ Remove. Now included within Fire Code Permit.		
Use of Outside Consultants for Plan Review & and/or Inspection	$~~146~~ 190 + actual cost		
Request for Building Fire Flow Calculations	$~~73~~ 200	$300	$385
Request for Hydrant Flow Information	$~~73~~ 190		
Fire & Safety Inspection Program	$40 – B2 Business Inspection (4 yr Self Inspection Program) $140 – NonB2 Business Inspection (Annual Inspection) Fees collected through Business Licensing.		
Fire Protection (continued):			
Request for Hydrant Flow Test ??	$73 fee plus personnel & equipment as specified in Personnel and Equipment Charges, 1 hr min		
Engine company business inspection:			
1st and 2nd inspections	No charge		
3rd and subsequent inspections	$~~219~~ 340		
Fire Prevention:			
New and annual business/facility inspection fees:			
1st and 2nd inspections	~~No charge~~ Remove. Service combined with Fire Safety Program Inspection		
~~3rd and subsequent inspections~~	~~$146~~ Remove. Service combined with Fire Safety Program Inspection		
Administrative citation for failure to correct a violation shall be charged per 1.03.050 of the Municipal Code	1st Citation $~~146~~ 100		
Administrative citation for second violation of the same ordinance in the same year shall be charged per 1.03.050 of the Municipal Code	$~~292~~ 200		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Administrative citation for third and each additional violation of the same ordinance in the same year shall be charged per 1.03.050 of the Municipal Code	$~~584~~ 500		
Annual weed and hazard abatement inspection fees:			
1st inspection for compliance	No charge		
2nd and subsequent inspections	$~~146~~ 190		
Administrative citation for failure to correct a violation shall be charged per 1.03.050 of the Municipal Code ??	$146		
Administrative citation for second violation of the same ordinance in the same year shall be charged per 1.03.050 of the Municipal Code ??	$292		
Administrative citation for third and each additional violation of the same ordinance in the same year shall be charged per 1.03.050 of the Municipal Code ??	$584		

Incident Response Fees:			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
~~Hazardous Material/Chemical Incident~~	~~No charge first half-hour (excluding negligent/intentional acts)~~ ~~Each additional hour, or fraction thereof, will be charged as specified in the Personnel and Equipment Charges plus the cost of any materials and contract services used~~ Remove. Combined with Negligent Incidents.		
Negligent Incidents	Response due to negligent/malicious act (e.g., DUI traffic accident, climber on Morro Rock, incendiary fire, negligent hazardous material incident, negligent confined space incident, etc.) Two hour minimum to be charged as specified by Personnel & Equipment Charges plus any material costs and contract services used.		
Excessive or Malicious False Alarms	Emergency response due to "Failure to Notify" when working on or testing fire/alarm system 0.5 hours minimum to be charged as specified by Personnel & Equipment Charges.		
~~Malicious False Alarms~~	~~.5 hour minimum to be charged as specified by Personnel & Equipment Charges plus any material costs.~~ Remove. Duplicate of Excessive or Malicious False Alarms Fee		
Alarm system malfunction resulting in 2 in 30 days or 3 in 12 months	Charged as specified by Personnel & Equipment Charges plus any material costs		
Other Fire Services:			
Copy of response report, per report	$~~28~~ 125		
Additional copies, per page	See General Fees for copy charges		
Cause & Origin investigation reports, per report	$~~116~~ 360		

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Non-renewal of required annual permit	Charge double permit fee rate		
Failure to obtain permit	Charge double permit fee rate		
Missed site inspection appointment	$~~73~~ 190		
Failure to meet permit requirements/requiring re-inspection	$~~73~~ 190		
Permits - California Fire Code:			
See operational and construction permits identified in the California Fire Code, Section 105			
~~Special Occurrence or Use Permit includes 1 inspection~~		Remove. Now included within Fire Code Permit.	
Plan Review Fees:			
Plan Review Fees	Total valuation to recover the cost of providing service		
Use of outside consultant for Plan Review and/or Inspection	$73 plus actual cost of consultant		
All Plan Review Fees shown are minimum amounts, based on average processing. Large or complex projects may be subject to increased fees based upon time, costs, or equipment costs as shown per Equipment & Personnel Charges.			

HARBOR DEPARTMENT

1. All fees are due in advance. At the Harbor Department's discretion, billing in arrears for qualified and registered vessels with current account status may be allowed.

2. Any account past due over 10 days will be charged a $35 late fee on a monthly basis. Accounts are due and payable by the 10th of every month.

VESSEL FEES

1. All vessel fees based on the length of the vessel or the length of the slip, whichever is greater, with a 36-foot minimum.

2. The Harbor Director may waive dockage fees for "tall ships" visiting Morro Bay Harbor for any period less than 30 days with written notice.

3. Transient Slip fees will be charged by the day or by the month, whichever is less.

4. Transient Slip monthly subleases shall be limited to 3 months in any slip as long as there are vessels appropriate to the slip size on the sublease waiting list.

5. Floating Dock and Anchorage stay limited to 30 days in any 6-month period.

~~**6. A 10% discount is available for assigned Commercial Fishing Vessel slips when paid one full year in advance during the first month of the fiscal year after adoption of the Master Fee Schedule for that fiscal year.**~~

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Commercial Fishing Slips – monthly rate per foot	$ 5.10 (Defer any increase at this time)		
Commercial Fishing Slip Waiting List Deposit	$ 435		
Head Float Berth – monthly rate	$ 256.2505 ~~(Defer any increase at this time~~		
Transient Slips – monthly sublease rate per foot	$ 11 Commercial; $14 Recreational~~0 (Defer any increase at this time~~		
Transient Slips – daily rate per foot	$ 1 Commercial; $1.50 Recreational ~~(Defer any increase at this time~~		
T-Piers – daily rate per foot	$ 0.30 (Defer any increase at this time)		
Floating Dock	$ 0.4530 ~~(Defer any increase at this time~~		

A1-5 Anchorage Area – first 5 days	$ 0.00		
A1-5 Anchorage Area – daily rate/foot over 5 days	$ 0.40~~25 (Defer any increase at this time~~		

Vessel Fees (continued)			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Temporary Moorage – large vessels or equipment requiring special accommodation or assistance – daily rate	$ 182 ~~(Defer any increase at this time~~		
Impound Fee	$ 213		
Impounded Vessels – daily storage rate per foot	$~~1.50~~ 2.25		
MOORING FEES **1. ~~A 10% discount is available for Private and City mooring fees when paid one full year in advance during the first month of the fiscal year after adoption of the Master Fee Schedule for that fiscal year.~~** **2. Guest Mooring stay limited to 30 days in any 6-month period without prior approval of the Harbor Department.**			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
City Moorings – monthly rate	$~~260~~ 275		
Private Moorings – monthly rate	$~~90~~ 94		
Guest Moorings – daily rate per foot	$~~0.30~~ 0.45		
Mooring Ownership Transfer – private moorings	$~~1,205~~ 1,259		
SERVICE FEES **1. South T-Pier Hoist may only be used for fish unloading only in certain cases; see Harbor Department Rules and Regulations.** **2. Dry Storage fee is for use of each ~~designated~~ approximate ~~9~~10-foot by ~~2~~30-foot space~~,~~; may be pro-rated~~minimum monthly increments~~.**			

3. Triangle Lot Boat Storage fee is for use of each approximate 12-foot by 30-foot space; minimum monthly increments.			
T-Pier Electrical Convenience Fee – daily rate	$~~2.85~~ 3.0		
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
South T-Pier Hoist – rate per use	$~~15.40~~ 16.10		
South T-Pier Hoist Fish Unloading – per hour	$~~80.50~~ 84.10		
Wharfage – rate per ton	$~~1.05~~ 1.10		
Loaned Electric Cord or Adaptor Replacement	$~~175~~ 183		
Dry Storage – monthly rate	$~~97~~ 100~~1~~		
Triangle Lot Trailer/Boat Storage – monthly rate	$ 100		

LIVEABOARD FEES

1. Liveaboard permits are valid for 2 fiscal years. Any Liveaboard application, submitted during the period January 1 through June 30, is valid only for that fiscal year and the following fiscal year, but will be prorated by reducing the Liveaboard application fee, stated herein, by 25%. Any Liveaboard application, submitted July 1 through December 31, will not be prorated.

2. Liveaboard Permit Inspections may be conducted by the Harbor Patrol or by a qualified Marine Surveyor acceptable to the City.

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
Liveaboard Permit Administration - biennial	$ 165~~184~~ ~~(Defer any increase at this time~~		
Liveaboard Permit Inspection – biennial (if done by Harbor Patrol)	$ 150~~88~~ ~~(Defer any increase at this time~~		
Service Fee, Moorings - monthly	$ 17.40 (Defer any increase at this time)		
Service Fee, City Slips - monthly	$ 35.80 (Defer any increase at this time)		

EQUIPMENT & PERSONNEL CHARGES

1. Vessels requiring non-emergency assistance more than once in any 12-month period may be charged at the rates established herein.

2. Personnel~~Officers~~ and vessels/vehicles charged on an hourly basis with a 1-hour minimum.

~~**3. Officers and vehicles charged on an hourly basis with a 1-hour minimum.**~~

FEE NAME	Proposed Fee Effective 1/1/20	Proposed Fee Effective 7/1/20 (Plus CPI)	Proposed Fee Effective 7/1/21 (Plus CPI)
~~One Patrol Officer + Patrol Vessel – per hour~~	~~$213~~		
~~Each Additional~~ Patrol Officer – per hour	$~~88~~ 150		
Patrol Supervisor – per hour	$ 175		

~~One Patrol Officer + Vehicle – per hour~~	~~$130~~		
Lifeguard	$~~25~~ 27		
LAUNCH RAMP PARKING FEES **1. Launch Ramp Parking fees apply to the extended yellow-striped ~~truck~~tow vehicle and trailer parking spaces at the Launch Ramp parking lot and Tidelands Park.** **2. Annual Parking Permits are valid for one calendar year and may be prorated to the nearest month.**			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
Daily (or any part thereof)	$5 ~~6.70~~ 6		
Annual Permit	$~~115~~ 155		
Failure to Pay Established Fee	$ 48.50~~60~~		
Failure to Visibly Display Receipt	$~~60~~48.50		

LEASE ADMINISTRATION FEES			
FEE NAME	**Proposed Fee Effective 1/1/20**	**Proposed Fee Effective 7/1/20 (Plus CPI)**	**Proposed Fee Effective 7/1/21 (Plus CPI)**
New Master Lease Negotiation & City Council Approval	$~~2,200~~ 2,800	$ 3,105	
Other Actions Requiring City Council Approval (lease amendment, lease assignment & assumption, deed of trust approval, lease line adjustment, license agreement approval, building lease approval)	$~~700~~ $ 1,400	$ 2,010	
~~Actions Requiring Administrative~~Sublease Approval	$~~265 665~~ 400	$ 665	

RECREATION		
FACILITY RENTALS:		
COMMUNITY CENTER		
FEE NAME	**Proposed Fee Effective 1/1/20**	
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**
Auditorium – Per Hour	$90~~82~~	$~~121~~ 135
Auditorium, one-half – Per Hour	$55~~0~~	$80~~72~~
Multi-Purpose Room – Per Hour	$50~~45~~	$75~~67~~
Lounge – Per Hour	$40~~36~~	$60~~54~~
Studio – Per Hour	$30~~28~~	$45~~41~~
Conference Room – Per Hour	$15	$25
Kitchen – Per Hour Note: Kitchen only rentals permitted Monday – Friday; weekend rentals must be combined with room rental.	$25~~2~~	$30~~27~~
Kitchen – 8 Hours	$125~~09~~	$150~~36~~
VETERAN'S MEMORIAL BUILDING		
FEE NAME	**Proposed Fee Effective 1/1/20**	
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**
Assembly, w/o kitchen – Per Hour	$40~~36~~	$53~~48~~
Complete, w/o kitchen – Per Hour	$45~~41~~	$60~~54~~

Meeting, w/o kitchen – Per Hour	$3330	$4440
Kitchen & barbeque – Per Hour Note: Kitchen only rentals permitted Monday – Friday; weekend rentals must be combined with room rental.	$2422	$3027
Kitchen – 8 hours	$109125	$15036

RECREATION FACILITY RENTALS (continued)						
TEEN CENTER						
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**				
Per hour – up to 50 participants, includes one staff	$75	$~~75~~100				
Per hour - over 50 participants, includes two staff	$~~90~~100	$~~90~~125				
ADDITIONAL FEES						
Processing Fee: $10, non-refundable			$10 – Park Reservations $25 – Facility/ Field/Court Rental $35 Bounce House $35 – Alcohol/Security			
Public Special Event/Festival Processing Fee: ~~$30, non-refundable~~			$345 per event, non-refundable			
Security Deposit: $150, no alcohol or live music $500, alcohol and/or live music $750, alcohol and/or live music over 200 people The City reserves the right to require additional security deposit limits at its discretion.	Facility Impact fee, non-refundable, per event based on group size: 100-200 participants: $165~~53~~ 201 or more participants: $340~~06~~					
Event set-up: $50 per hour Event breakdown: $50per hour Veteran's Memorial Building stage use, set-up	Facility Attendant(s): $~~16~~ 20 per hour each Security Guard(s): $31 per hour each (Required for events with alcohol and/or dancing) Unscheduled overtime: $75 per hour					

and breakdown: $100 flat rate					
Insurance: cost based on event size/type	Cancellations: 20% charge of invoiced costs				
PARK and OPEN SPACE RENTALS					
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**			
Anchor Memorial Park Open Area Bayshore Bluffs Open Area Centennial Parkway Open Area City Park Open Area Cloisters Park Open Area General Open Area Monte Young Open Area ~~Morro Rock Open Area~~ Tidelands Park Open Area	~~**Single Area:**~~ ~~$54 Rental Fee/Area~~ ~~**Multi-Area, Entire Park, Multi-Day Event:**~~ ~~$107/Day + Rental Fee~~ $80/4 Hours $240/day per area	~~**Single Area:**~~ ~~$80 Rental Fee/Area~~ ~~**Multi-Area, Entire Park, Multi-Day Event:**~~ ~~$160/Day + Rental Fee~~ $100/4 Hours $300/day per area			

	Resident/Non-Profit Groups	Non-Resident/For-Profit Groups
~~City Park Basketball Courts~~ Coleman Park Coleman Basketball Courts Del Mar Park Hillside or Meadow Del Mar Park Basketball Courts Del Mar Pickleball Courts Del Mar Tennis Courts Lila Keiser Park BBQ (Excluding Tournament Use) Monte Young Tennis Courts North Point Overlook	~~**Single Area:** $54 Rental Fee/Area **Multi-Area, Entire Park, Multi-Day Event:** $213/Day + Rental Fee **Note:** See courts/rink hourly rental charges below, which are in addition to area rental fee.~~	~~**Single Area:** $80 Rental Fee/Area **Multi-Area, Entire Park, Multi-Day Event:** $319/Day + Rental Fee~~
Lila Keiser Park Tournament Use (does not include field prep, or hourly use rates)	$533	$1,066
Public Special Event/Festival	$533	$1,066
Morro Beach Private Reception/Event – up to 100 people	$200	$300
Morro Beach Private Reception/Event – beyond 100 people	$300	$450
Morro Rock Parking Lot – Available only for public special events (non-exclusive use)	$300	$450
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**
Giant Chessboard – Wooden Pieces	$43	$~~116~~86
Giant Chessboard – Plastic Pieces	$12	$~~14~~18
Basketball Courts, Pickleball Court & Tennis Court Hourly	$~~7~~8	$~~8~~10

HOURLY and PARK USE FEES (continued)						
Lila Keiser hourly field rental w/o lights Lila Keiser hourly field rental w/ lights	$~~7~~ 8 $~~19~~20	$~~8~~10 $~~21~~30				
Lila Keiser field preparation	$30	$~~33~~40				
City Park Banner Placement	$~~107~~ 125/wk	$~~159~~ 175/wk				
ADDITIONAL FEES						
Processing Fee: $10, non-refundable Public Special Event/Festival Processing Fee: $30, non-refundable						
Security Deposit: $50, Bounce House $150, no alcohol or live music $500, alcohol and/or live music $500 Organized Sporting Event (tournaments) $500 Public Special Event/Festival The City reserves the right to require additional security deposit limits at its discretion	Lila Keiser Support Services: $27 per hour Insurance: cost based on event size/type Cancellations: 20% of invoiced costs					
MISCELLANEOUS PROPERTY USE						
	Resident/Non-Profit Groups	**Non-Resident/For-Profit Groups**				
Recreation equipment rental, per bag Includes one: Horseshoes, Badminton, Volleyball, Bocce Ball	$12	$~~14~~18				
Skate Park - Per Hour (2 hour minimum)	$~~115~~ 75	$~~172~~ 100				
Photography/Filming – Per Day	$533	$1,065				
ADDITIONAL FEES						
Equipment Rental Deposit: $50 Photography/Filming Deposit: $1,000						

MORRO BAY TRANSIT AND TROLLEY			
Morro Bay Transit - Fixed Route			
Regular fare, per ride	$1.50		
Discount fare, per ride	$0.75		
Regular punch pass (11 rides for the price of 10)	$15		
Discount punch pass (11 rides for the price of 10)	$7.50		
Regular day pass	$4		
Discount day pass	$2		
Morro Bay Transit - Call-a-Ride:			
Fare, per ride	$2.50		
Call-A-Ride punch pass (11 rides for the price of 10)	$25		
Morro Bay Trolley Fares (Ages 12 and up):			
Per ride (Children, under 12 years old ride free, but must be accompanied by a fare-paying adult)	$1		
All day pass	$3		
Morro Bay Trolley Advertising:			
Exterior Side of Trolley (approx. 36"x20") - with supplied sign	$401		
Exterior Side of Trolley (approx. 36"x20") - MB Community Foundation supplied sign	$468		
Exterior Rear of Trolley (approx. 24"x20") - with supplied sign	$365		
Exterior Rear of Trolley (approx. 24"x20") - MB Community Foundation supplied sign	$401		
Interior (approx. 26"x12") - with supplied sign	$172		

Interior (approx. 26"x12") - MB Community Foundation supplied sign	$208		

Morro Bay Trolley Rental Rates: **Hourly rate includes driver, fuel, cleaning, standby mechanic and administration, unless otherwise noted.**			
One day, within City Limits, per hour (2 hour minimum):			
Transportation of passengers to and from one location to another or continuous loop with multiple stops; plus cost of fuel	$114		
One day, outside City limits, per hour (3 hour minimum)			
Transportation of passengers to and from one location to another or continuous loop with multiple stops; plus cost of fuel	$114		

RESOLUTION NO. 36-16

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA, RESCINDING RESOLUTION NO. 18-14 AND ADOPTING A NEW PARTNERSHIP POLICY

THE CITY COUNCIL
City of Morro Bay, California

WHEREAS, the City Council supports robust partnerships with outside entities in order to enhance the quality of life of both residents and visitors; and

WHEREAS, it is appropriate to adopt a policy that provides clear guidance and standards for partnerships; and

WHEREAS, the City Council not only supports partnerships, it especially supports those that enhance the quality of life for seniors, low-income residents, children, and persons with disabilities; and

WHEREAS, in 2014 the City Council adopted an initial version of the Partnership Policy; and

WHEREAS, from time to time it is appropriate to review existing policies and procedures and update them as necessary to reflect current trends and practices; and

WHEREAS, it is appropriate to adopt a new Partnership Policy that better reflects the goal of partnerships and seeks to enhance the quality of life for seniors, low-income residents, children, and the disabled;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, as follows:

Section 1. Resolution No. 18-14 is hereby rescinded.
Section 2. The Partnership Policy, attached hereto as Exhibit A and incorporated herein by this reference is hereby adopted.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on this 24th day of May, 2016 on the following vote:

AYES: Irons, Headding, Johnson, Makowetski, Smukler
NOES: None
ABSENT: None
ABSTAIN: None

Jamie L. Irons
JAMIE L. IRONS, Mayor

ATTEST:

Dana Swanson
DANA SWANSON, City Clerk

City of Morro Bay
Recreation Services Division
Partnership Policy
And
Partnership Proposal Guidelines

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I. Morro Bay Recreation Services Division Partnership Policy

A. Purpose

This policy shall be referred to the Partnership Policy and is designed to guide the process for the City of Morro Bay (City) Recreation Services Division to carry out the City's desire to partner with private, non-profit, or other governmental entities for the development, design, construction and operation of partnered recreational facilities or programs that may occur on City property, as well as with organizations that may provide service on the City's behalf. In particular, programs that can provide additional support for local seniors, youth, low-income residents, and persons with disabilities are highly desired. The City also welcomes partnerships that provide for the improvement or beautification of public spaces.

The Partnership Policy provides guidelines for the City to create partnerships of interest to the City and framework for how partnership agreements are to be proposed and created.

B. Partnership Definition

For purposes of the Partnership Policy, a Proposed Partnership is defined as:

"An identified idea or concept involving the Morro Bay Recreation Services Division, or another City department or division, and one or more for-profit, non-profit or governmental entities, which outlines a method to combine resources for developing facilities, programs or amenities for the City and its residents, businesses and visitors or to provide services the City otherwise might provide on its own, but is not or cannot, presently."

The City will especially welcome potential partnerships that improve existing community facilities or provide services/programming for seniors, low-income individuals, local youth, or persons with disabilities.

Partnerships can take the form of (1) cash gifts and donor programs, (2) improved access to alternative funding, (3) property investments, (4) charitable trust funds, (5) labor, (6) materials, (7) equipment, (8) sponsorships, (9) technical/management skills and other valuable abilities and (10) programs or services provided on the City's behalf. The effective use of volunteers also can figure significantly in developing partnerships. Some partnerships involve active decision making, while in others, partners may take a more passive role.

C. Possible Types of Active Partnerships

Morro Bay Recreation Services Division is interested in promoting collaborative partnerships with multiple community organizations. Types of agreements for Proposed "Active" Partnerships may include leases, contracts, sponsorship agreements, marketing agreements, management agreements, joint-use agreements, inter-governmental agreements, or a combination of those.

Proposed partnerships will be considered for facility, service, operations, and program development, including associated needs, such as, but not limited to, parking, paving, fencing, drainage systems, signage, outdoor restrooms, lighting and utility infrastructure. An innovative and mutually beneficial partnership that does not fit into any of these categories may also be considered.

D. Sponsorships

Morro Bay Recreation Services Division is interested in actively procuring sponsorships for facilities and programs as one type of beneficial partnership.

E. Limited-Decision Making Partnerships: Donor, Volunteer, and Granting Programs

While the Partnership Policy focuses on the parameters for more active types of partnerships, the City is interested in, and willing to discuss, a proposal for Limited-Decision Making Partnerships, and may create specific plans for such in the future.

F. Benefits of Partnerships with Morro Bay Recreation Services Division

The City expects any Proposed Partnership will have benefits for all involved parties. Some general expected benefits are:

Benefits for the City and the Community:

- Merging of resources to create a higher level of service and facility availability for community members.
- Making alternative funding sources available for public community amenities.
- Tapping into the dynamic and entrepreneurial traits of private industry.
- Delivering services and facilities more efficiently by allowing for collaborative business solutions to public organizational challenges.
- Meeting the needs of specific groups of users through the availability of land for development and community use.

Benefits for the Partners:

- Land or facility availability at a subsidized level for specific facility or program needs.
- Sharing of the risk with an established stable governmental entity.
- Becoming part of a larger network of support for management and promotion of facilities and programs.
- Availability of professional City recreation and planning experts to maximize the facilities and programs that may result.
- Availability of City staff facilitation to help streamline the planning and operational efforts.

II. The Partnering Process (Checklist)

The steps for the creation of a partnership with the Morro Bay Recreation Services Division are as follows:

□ A. When applicable, the Morro Bay Recreation Services Division will create a public notification process that will help inform any and all interested partners of the availability of certain partnerships with the City.

□ B. The proposing partner takes the first step to propose partnering with the City. To help in reviewing both the partnership proposed, and the project to be developed in partnership, the City asks for a Preliminary Proposal according to a specific format as outlined in Part Two - Proposed Partnership Outline Format.

□ C. If initial review of a Preliminary Proposal yields interest and appears to be mutually beneficial based on the City Mission and Goals, and the Selection Criteria, then a City staff or appointed representative will be assigned to work with potential partners.

□ D. The City representative is available to answer questions related to the creation of an initial proposal, and after initial interest has been indicated, will work with the proposing partner to create a checklist of what actions need to take place next. Each project will have distinct planning, design, review and support issues. The City representative will facilitate the process of determining how the partnership will address these issues. That representative can also facilitate approvals and input from any involved City departments, providing guidance for the partners as to necessary steps.

□ E. An additional focus will be to determine whether the proposed project is appropriate for additional collaborative partnering, and whether the City should advertise a **Request for Proposal (RFP)** from competing/collaborating organizations, based on the following criteria.

Request for Proposal (RFP) Trigger: In order to reduce concerns of unfair private competition, if a proposed project involves partnering with a private "for-profit" entity and anticipated contribution from the City is greater than $5,000, and the City has not already undergone a public process for solicitation of that particular type of partnership, then the City will request Partnership Proposals from other interested private entities for identical or complementary facilities, programs or services. A selection of appropriate partners will be part of the process.

□ F. For some projects, a Formal Proposal from the partners for their desired development project will need to be presented for the City's official development review processes and approvals. The project may require approval by the Legal, Planning, Fire and Safety, Finance or other City Departments, the Recreation and Parks Commission, the Planning Commission, the City Council, or the City Manager's Office, depending on project complexity and applicable City Code provisions, ordinances, resolutions, or other regulations. If those reviews are necessary, then provision to reimburse the City for its

costs incurred in having a representative facilitate the partnered project's passage through Development Review should be included in the partnership proposal.

□ G. Depending on project complexity and anticipated benefits, responsibilities for all action points are negotiable, within the framework established by law, to assure the most efficient and mutually beneficial outcome. Some projects may require all technical and professional expertise and staff resources come from outside the City's staff, while some projects may proceed most efficiently if the City contributes staff resources to the partnership.

□ H. The partnership must cover the costs the partnership incurs, regardless of how the partnered project is staffed; and the project proposal and budget must reflect those costs. The proposal for the partnered project should also discuss how staffing and expertise will be provided, and what documents/products will be produced, if any. If City staff resources are to be used by the partnership, then those costs should be allocated to the partnered project and charged to it.

□ I. Specific **Partnership Agreements** appropriate to the project will be drafted jointly. There is no specifically prescribed format for **Partnership Agreements**, which may take any of several forms depending on what will accomplish the desired relationships among partners. The agreements may be in the form of:

- Lease Agreements
- Management and/or Operating Agreements
- Maintenance Agreements (such as Adopt-A-Park)
- Intergovernmental Agreements (IGAs)
- Or a combination of those and other appropriate agreements

Proposed partnership agreements might include, but not be limited to, such things as oversight of the development of the partnership, concept plans and project master plans, environmental assessments, architectural designs, development and design review, project management, and construction documents, inspections contracting and monitoring. Provision to fund the costs and for reimbursing the City for its costs incurred in creating the partnership, facilitating the project's passage through the Development Review Process, and completing the required documents should be considered.

□ J. If the proposal and all required documentation are approved, then the Partnership begins. The City is committed to upholding its responsibilities to Partners from the initiation through the satisfactory continuation and completion of a partnership. Ongoing evaluation will be an integral component of all Partnerships. The agreements should outline who is responsible for evaluation, the types of measures used, and detail what will occur should the evaluations reveal Partners are not meeting their Partnership obligations.

III. The Partnership Evaluation Process

A. Mission Statements and Goals

All partnerships with Morro Bay Recreation Services Division should be in accord with the City's and the Division's Mission and Goals to indicate how a proposed partnership with the City would be preliminarily evaluated.

B. Other Considerations

1. Costs for the Proposal Approval Process

For most proposed partnerships, there will be considerable staff time spent on the review and approval process once a project passes the initial review stage. That time includes, but is not limited to discussions with Proposing Partners, exploration of synergistic partnering opportunities, possible RFP processes, facilitation of the approval process, and assistance in writing and negotiating agreements and contracting. There may also be costs for construction and planning documents, design work, and related needs and development review processes mandated by City ordinances.

Successful partnerships will take those costs into account and may plan for City recovery of some or all of those costs within the proposal framework. Some of those costs could be considered construction expenses, reimbursed through a negotiated agreement, once operations begin, or covered through some other creative means.

2. Land Use and/or Site Improvements

Some proposed partnerships may include facility or land use. Necessary site improvements cannot be automatically assumed. Costs and responsibility for those improvements should be considered in any Proposal. Some of the general and usual needs for public facilities that may not be included as City contributions and may need to be negotiated for a project include:

- Any facilities or non-existent infrastructure construction
- Roads or street improvements
- Maintenance to specified standards
- Staffing
- Parking
- Lighting
- Outdoor restrooms
- Water fountains
- Complementary uses of the site
- Utility improvements
- Custodial
- Trash removal

3. Need

The nature of provision of public services determines certain activities will have a higher need than others. Some activities serve a relatively small number of users and have a high facility

cost. Others serve a large number of users and are widely available from the private sector because they are profitable. The determination of need for facilities and programs is an ongoing discussion in public provision of programs and amenities. The project will be evaluated based on how the project fulfills a public need.

4. Funding

Only when a Partnership Proposal demonstrates high unmet needs and high benefits for City citizens will the City consider contributing resources to a project. The City recommends Proposing Partners consider sources of potential funding. The more successful partnerships will have funding secured in advance. In most cases, Proposing Partners should consider funding and cash flow for initial capital development, staffing, and ongoing operation and maintenance.

The details of approved and pending funding sources should be clearly identified in a proposal.

For many partners, especially small private user groups, non-profit groups, and governmental agencies, cash resources may be a limiting factor in the proposal. It may be necessary for partners to utilize alternative funding sources for resources to complete a proposed project. Obtaining alternative funding often demands creativity, ingenuity, and persistence, but many forms of funding are available.

Alternative funding can come from many sources, e.g. sponsorships, grants, donor programs, and Internet searches can help with foundation and grant resources. Developing a solid leadership team for a partnering organization will help find funding sources. In-kind contributions can, in some cases, add additional funding.

All plans for using alternative funding should be clearly identified. The City's Co-sponsorship Policy and partnered projects will be expected to adhere to this Policy. That adherence includes the necessity of having an Approved Sponsorship Plan in place prior to procurement of sponsorships for a Partnered Project.

C. Selection Criteria

In assessing a partnership opportunity to provide facilities and services, the City will consider (as appropriate) the following criteria. The Partnership Proposal Guidelines in Part Two provide a structure to use in creating a proposal. City staff and representatives will make an evaluation by attempting to answer each of the following Guiding Questions:

- How does the project align with the City and the affected Department/Division's Mission Statement and Goals?
- How does the proposed facility fit into the current City and the affected Department/Division's Master Plan?
- How does the facility/program meet the needs of City residents?
- How will the project generate more revenue and/or less cost per participant than the City can provide with its own staff or facilities?
- What alternatives currently exist, or have been considered, to serve the users identified in this project?
- How much of the existing need is now being met within the City borders and within nearby

cities?

- What is the number and demographic profile of participants who will be served?
- How can the Proposing Partner assure the City of long-term stability of the proposed partnership, both for operations and for maintenance standards?
- How will the partnered project meet Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC) requirements?
- How will the organization offer programs at reasonable and competitive costs for participants?
- What are the overall benefits for both the City and the Proposing Partner?

Part Two
Morro Bay Recreation Services Division
Partnership Proposal Guidelines

Please provide as much information as possible in the following outline form.

I. Description of Proposing Organization:

- Name of Organization
- Years in Existence
- Contact Name, Mailing Address, Physical Address, Phone, Email
- Purpose of Organization
- Services Provided
- Member/User/Customer Profiles
- Accomplishments
- Legal Status

II. Decision-making Authority

Who is authorized to negotiate on behalf of the organization? Who or what group (i.e. Council/Commission/Board) is the final decision maker and can authorize the funding commitment? What is the time frame for decision making?

Summary of Proposal (100 words or less)

What is being proposed in terms of capital development and program needs?

III. Benefits to the Partnering Organization

Why is the organization interested in partnering with the City of Morro Bay Recreation Services Division or another City Department/Division? Please list and discuss the benefits (monetary and non-monetary) to the proposing organization.

IV. Benefits to the Morro Bay Recreation Services Department

Please list and discuss the benefits (monetary and non-monetary) to the Morro Bay Recreation Services Division and residents of the City.

V. Details (as currently known)

The following page lists a series of *Guiding Questions* to help address details and outline the benefits of a possible partnership. Please try to answer as many as possible with currently known information. Include what the organization proposes to provide and what is being requested from the Morro Bay Recreation Services Division. Please include (as known) initial plans for the concept, operations, projected costs and revenues, staffing, and/or any scheduling or maintenance needs.

Guiding Questions

Meeting the Needs of our Community:

- How does the proposed project align with Recreation Services Division goals?
- How does the proposed program or facility use meet a need for City residents?
- Who will be the users? What is the projected number and profile of participants who will be served?
- What alternatives currently exist to serve the users identified in this project?
- How much of the existing need is now being met? What is the availability of similar programs elsewhere in the community?
- Does the proposed program provide opportunities for entry-level, intermediate and/or expert skill levels?
- How does the proposed project incorporate environmentally sustainable practices?

The Financial Aspect:

- Can the project generate more revenue or less cost per participant than the City can provide with its own staff or facilities? If not, then why should the City partner on the project?
- Will the proposing organization offer programs at reasonable and competitive costs for all participants? What are the anticipated prices for participants?
- What resources are expected to come from the Recreation Services Division?
- Will there be a monetary benefit for the City, and if so, how and how much?

Logistics:

- How much space is needed? What type of space?
- What is critical related to location?
- What is the proposed time line?
- What are the projected hours of operations?
- What are the initial staffing projections?
- Are there any mutually beneficial, cooperative marketing benefits?
- What types of insurance will be needed, and who will be responsible for acquiring and paying premiums on the policies?
- What is the organization's experience with providing this type of facility/program?
- How will the organization meet ADA and EEOC requirements?

Agreements and Evaluation:

- How, by whom, and at what intervals should the project be evaluated?
- How can the City be assured of the long-term stability of the proposing organization?
- What types and length of agreements should be used for the proposed project?
- What types of "exit strategies" should we include?

TBID GRANT EVALUATION CRITERIA

Approved by TBID Advisory Board June 20, 2019
Approved by Morro Bay City Council July 9, 2019

Order of event review: The TBID Board recommends that grant applications be reviewed in order by length of time of the event (number of days). In previous years, grants were reviewed in date specific order.

1. 3+ day events
2. 3-day events
3. 2-day events
4. 1-day events

Evaluation Chart: The subcommittee created a dollar value grid to be used as a baseline for potential grant awards. This grid does not necessarily mean the event will get that specific amount, rather it should be used as a guide for TBID Advisory Board upon reviewing all events. Below are the different categories and recommended dollars for the specific section and event as recommended by the TBID Board for approval by the City Council.

Length of event: In an effort to encourage events to continue for additional days, the recommendation is for additional funds to be given to longer events.

- 1-day event - $500
- 2-day event - $1000
- 3+-day event - $1500

Profit versus Non-profit: The TBID Board recommendation is to give additional value to non-profits over for-profit businesses. The intent is to encourage additional non-profits to get involved in events in Morro Bay.

- For-profit business - $0
- Non-profit business - $500

Events that include adult/alcohol beverages: The TBID Board believes that Morro Bay has plenty of alcohol-based events (while recognizing that alcohol offerings help events raise money). The TBID Board recommendation is to reward events that do not serve alcohol.

- Alcohol-based events - $0
- Non-Alcohol events - $500

Age of the event: How long has the event been in existence? How should older events that still need funding compare to a new incoming event? The TBID Board recommends that the event review process should emphasize growing newer events until they are self-sufficient.

Years in existence:

- 0-3 years - $1000
- 4-6 years - $500
- Older - $0

TBID GRANT EVALUATION CRITERIA

Approved by TBID Advisory Board June 20, 2019
Approved by Morro Bay City Council July 9, 2019

Gate or Entrance Fee: The subcommittee believes, as is supported by the TBID Board, that if an event is charging any sort of a participation fee, that income needed to be taken into account. In some cases, special circumstance might require additional reviewing. For example, special consideration may be given to events that charge an entrance fee but also allows for heavy visitor participation that requires no gate or entrance fee such as the lighted boat parade and car show.

- Gate/entrance/participation fee - $0
- No fee required - $500

Morro Bay Theme and/or Focus: To align well with the City's new strategic plan, staff and the TBID Board saw additional value in events that either created the event around the City's core focus or theme, or have changed and adapted to align with the Morro Bay strategic plan. Examples of this would be the Avocado Margarita festival that focuses on the Morro Bay Avocados, and the Kite Festival that has worked to bring in kites specific to our destination that feature all sea creatures.

- MB Theme and/or focus - $500

Total Visitors to the event: The TBID Board and staff want to encourage the growth of new events, so fledgling events are provided with more funding than other events. Staff understands that new and fledging events require more initial funds to help their immediate growth. Once an event is 3 or more years older it should be stable enough with total attendees to then reduce funding.

- 0 - 2000 daily visitors - $500
- 2000+ daily visitors - $1000

Number of years funded by tourism: TBID Board recommends that grants should be used to encourage new/younger events to grow in Morro Bay. Grants should be looked at by events as a temporary funding mechanism and at some point, grant funding ends or is limited.

- Number of years funded, zero - $500
- Number of years funded, 1-4 years - $250
- Number of years funded, 5+ years - $0

Hired a professional Event Planner: In an effort to help the quality of events, it's the TBID Board's recommendation that the City shows strong support for this category. The recommendation is to help offset the costs of a TBID Board approved event planner. Event Planner resume must be included with the grant application to be considered in this category.

- $750 per day of the event if hired a professional Event Planner

Special Consideration: Staff has also created a section that will allow events to request additional dollars under the special consideration section. This will be a category that will be reviewed as requested by events and will not necessarily be funded but will be considered.

AGENDA NO:	**C-1**
MEETING DATE:	**October 22, 2019**

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 14, 2019**

FROM: **Rob Livick, PE/PLS – Public Works Director/City Engineer**
Eric Casares, PE – Water Reclamation Facility (WRF) Program Manager

SUBJECT: **Review WRF Capital Project Quarterly Update Report and Provide Direction as deemed appropriate, if any**

RECOMMENDATION

Receive WRF Capital Project Quarterly Update Report and provide direction deemed appropriate if any.

DISCUSSION

Provided as attachment is the Quarterly Water Reclamation Facility Project Report for Fiscal Year 2019-20 1st Quarter (July 1, 2019 – September 30, 2019). This report was presented to the Citizen's Finance Advisory Committee (CFAC) on October 15, 2019 at which point the Committee recommended by a vote of 6-0 that the WRF report be accepted and the current planned dates for conveyance and recycled facilities by inserted into tables 21 and 22, replacing the N/A. Staff agreed with this recommendation.

CFAC also recommended, by a vote of 6-0 that the discussion regarding the challenges relating to the notice to proceed be expanded during the presentation to the City Council at their October 22, 2019 meeting.

ATTACHMENT

1. City of Morro Bay Water Reclamation Facility Project Report, Fiscal Year 2019-20 1st Quarter

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

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City of Morro Bay
Water Reclamation Facility Project

QUARTERLY REPORT SEPTEMBER 2019

FINAL | October 2019

City of Morro Bay
Water Reclamation Facility Project

QUARTERLY REPORT SEPTEMBER 2019

FINAL | October 2019

This document is released for the purpose of information exchange review and planning only under the authority of
Eric T. Casares,
October 2019,
State of California, P.E. 73351

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Abbreviations

APE	Area of Potential Effect
BDR	Basis of Design Report
BOD	Biochemical Oxygen Demand
CCC	California Coastal Commission
CDP	Coastal Development Permit
CDR	Concept Design Report
CEQA	California Environmental Quality Act
CPT	Cone Penetration Test
CPUC	California Public Utilities Commission
CWSRF	Clean Water State Revolving Fund
DDW	Division of Drinking Water
Design Build Team	Filanc and Black & Veatch
EPA	Environmental Protection Agency
ESCP	Enhanced Source Control Program
ESDC	engineering service during construction
FEIR	Final Environmental Impact Report
GMP	Guaranteed Maximum Price
IPR	Indirect Potable Reuse
IUP	Intended Use Plan
IWS	Industrial Waste Survey
KPI	Key Performance Indicator
MBPFC	Morro Bay Public Facilities Corporation
MBR	Membrane Bioreactor
NEPA	National Environmental Policy Act
NOI	Notice of Intent
NPDES	National Pollution Discharge Elimination System
NTP	notice to proceed
PA	Programmatic Agreement
PCO	Potential Change Order
PPP	Pollution Prevention Program
Program Manager	Carollo Engineers
Project	Water Reclamation Facility Project
RWQCB	Regional Water Quality Control Board
SHPO	State Historic Preservation Office
SPI	Schedule Performance Index
TSO	Time Schedule Order
TSS	Total Suspended Solids

USACE	United States Army Corps of Engineers
USBR	United States Bureau of Reclamation
UVAOP	Ultraviolet Advanced Oxidation Process
Vistra	Vistra Energy
WIFIA	Water Infrastructure Finance and Innovation Act
WRF	Water Reclamation Facility
WRFCAC	Water Reclamation Facility Citizens Advisory Committee
WWE	Water Works Engineers

Section 1

PROJECT OVERVIEW

1.1 General Project Status Update

All components of the Water Reclamation Facility Project (Project) are currently in progress. City staff and Carollo (Program Manager) are actively working with the design-build team and the pipeline designer to advance the design of the Water Reclamation Facility (WRF) and Conveyance Facilities, respectively.

During the last quarter, the design-build team and the pipeline designer delivered the 60- percent design deliverable for the WRF and Conveyance Facilities, respectively. The design-build team is currently working on the 90-percent design deliverable and just completed the final grading package for the South Bay Boulevard site. The 90-percent deliverable for the WRF will be delivered in November 2019. It should be noted that since the WRF portion of the Project is being delivered via a design-build model, construction will start prior to receipt of final plans and specifications. Construction is anticipated to start for the WRF at the end October 2019.

The pipeline designer has all the field investigation information (i.e., surveying and geotechnical) to complete the design of the Conveyance Facilities. Delays in access to property owned by Vistra Energy (Vistra) and PG&E have caused delays in the design schedule for this portion of the Project. The pipeline designer will deliver the 90-percent design deliverable to the City by the end of 2019/early 2020, and construction of the pipelines and pump stations will begin in July 2020.

City staff and the Program Manager have been working closely with the Environmental Protection Agency's (EPA's) Water Infrastructure Finance and Innovation Act (WIFIA) staff and Clean Water State Revolving Fund (CWSRF) staff to meet the requirements necessary to begin construction of the WRF. All of these items are progressing to allow the City to begin construction before the end of October 2019. Of particular importance is the Section 106 consultation with the State Historic Preservation Office (SHPO). The City has delivered the programmatic agreement (PA) to SHPO and received comments back from them. The City will be meeting with SHPO in the next few weeks to discuss these comments with the goal of expediting the approval of the PA before the end of the month.

The City also anticipates receipt of the coastal development permit (CDP) from the California Coastal Commission (CCC) around mid-October 2019. On July 19, 2019, the City received the Notice of Intent (NOI) for the CDP, which contains sixteen special conditions. Four special conditions must be met prior to issuance of the CDP or prior to construction of the WRF including:

- Special Condition No. 1 - Final Plans and Specifications.
- Special Condition No. 2 - Construction Plan.

- Special Condition No. 6 - Recycled Water Management Plan.
- Special Condition No. 13 - Other Authorizations.

In the past month, the City has delivered drafts of the Final Plans and Specifications, Construction Plan, and Recycled Water Management Plan to CCC staff for review. Comments on those drafts have been received, and the City is now finalizing those plans for delivery to the CCC Executive Director for review and approval. The City is also working on Special Condition No. 13 at this time.

Table 1 summarizes some of the key accomplishments and critical challenges identified for the Project in September 2019.

Table 1 Project Accomplishments and Challenges

Project Component	Key Accomplishments	Critical Challenges	Actions to Overcome Challenges	Likely Outcomes
General Project	Delivery of the Draft PA to SHPO			
Water Reclamation Facility	Delivery of the Draft Special Condition No. 1, 2, and 6 for the City's CDP to CCC staff			
		Issuing a construction notice to proceed (NTP) in late October 2019 for the WRF	Meeting the requirements from WIFIA and CWSRF to allow construction to begin	Failure to issue a NTP in October 2019 could result in increases to the design-build team's guaranteed maximum price (GMP)
Conveyance Facilities		Expediting completion of the final design for the Conveyance Facilities	Possible elimination of intermediate design deliverables	Further delays in the start of construction could impact the start-up of the WRF and delay compliance with the time schedule order (TSO)
		Receipt of easements necessary to construct the pipelines in the City's existing bike path	Work closely with Vistra, PG&E, and California Public Utilities Commission (CPUC) to obtain the easements	Delayed receipt of the easements could complicate or delay construction of the Conveyance Facilities
Recycled Water Facilities	Tabl	Schedule recovery due to issues access Vistra and PG&E property	Work with GSI to expedite the completion of the Phase 2 hydrogeology work	Without expediting the schedule, the completion of the injection wells will be delayed (does not impact compliance with the TSO)

1.2 Quarterly Budget Revision

The original $126 million baseline budget was developed in June 2018 (Q4 Fiscal Year 2017/2018) and was used as the basis for the rate study prepared by Bartle Wells. At the beginning of each fiscal year, the budget is updated and used as the measure of performance for the Project during that upcoming fiscal year. The budget is then reviewed and reconciled on a quarterly basis so it can be compared to both the current fiscal year and baseline budgets. The next budget reconciliation will occur at the end of Q2 Fiscal Year 2019/2020 (December 31, 2019). A summary of the baseline, reconciled quarterly, and fiscal year budgets are summarized in Table 2. Subsequent budget reconciliations (quarterly) and fiscal year budgets (annual) will also be presented in this table for reference.

Table 2 Budget Revision Summary

Project Component	Baseline (Q4 FY 17/18)	Quarterly Reconciliation (Q3 FY 18/19)	Current Fiscal Year (Q4 FY 18/19)	Quarterly Reconciliation (Q1 FY 19/20)
Water Reclamation Facility	$62,414,000	$74,059,000	$72,891,000	$72,598,000
Conveyance Facilities	$21,087,000	$27,108,000	$28,864,000	$28,524,000
Recycled Water Facilities	$8,593,000	$5,366,000	$5,250,000	$5,212,000
General Program	$24,403,000	$11,614,000	$11,801,000	$11,625,000
Construction Contingency	$9,444,000	$6,450,000	$7,132,000	$7,131,000
Total	**$125,941,000**	**124,597,000**	**$125,938,000**	**$125,090,000**

Changes to the Project budget since the completion of the fiscal year budget reconciliation in Q4 Fiscal Year 2018/2019 can be attributed to the following:

- Updated costs for the Conveyance Facilities component of the Project developed as part of the 60-percent design deliverable.

Section 2

PROJECT COSTS

2.1 Performance Measures

A set of five (5) Key Performance Indicators (KPIs) were established to readily measure the progress of the Project. These KPIs represent various success factors associated with the WRF project management and delivery that were established by the Program Manager and City staff and are summarized as Table 3. The Project's performance is also illustrated graphically in Figures 1 and Figure 2.

Table 3 WRF Project Performance Measures

Performance Measure	Data	Baseline (Q4FY 18/19)	Current (Q1 FY 19/20)	Delta	Status	G	Y	R
1: Total Project Costs	Total Project Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$125.9 M	$125.1 M	0.0%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
1.1: WRF Costs	On Site WRF Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$77.3 M	$77.0 M	0.0%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
1.2: Conveyance Facilities Costs	Conveyance Facilities Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$31.3 M	$31.0 M	-1.0%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
1.3: Recycled Water Facilities Costs	Off Site Injection Facilities Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$5.6 M	$5.5 M	-1.8%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
1.4: General Project Costs	General Project Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$11.7 M	$11.6 M	-0.9%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
2: Program Manager Earned Value	Ratio of Program Manager Earned Value to Actual Invoiced Cost-to-Date (as of 9/30/19)	1.00	0.97	-0.03	Y	>= 1.00	0.99 to 0.90	< 0.90
3: Schedule Performance Index(1)	Ratio of Planned Percent Complete to Actual Percent Complete (as of 9/30/19)	1.00	0.90	-0.10	Y	>=1.00	0.99 to 0.80	<0.80
4: Conveyance Pipeline Installed	Feet of conveyance pipeline installed (thru 9/30/19)	18,500 LF	0.0 LF	0.0%	G	<= 5%	> 5% and <=7.5%	> 7.5%
5: Compliance Date Countdown	Days Remaining to Compliance Date (as of 9/30/19)	1,247 days	821 days	-426 days	G	<= 365 days	364 days and 180 days	> 179 days

Notes:
(1) Delays associated with access to Vistra and PG&E property have resulted in schedule delays impacting hydrogeology work and completion of the Conveyance Facilities final design.

Section 3

PROJECT COSTS

3.1 Project Budget

The overall budget status for the Project is summarized in Table 4. The top half of the table provides a summary of total estimated Project costs, including original and current estimated costs for the entire Project. The bottom half of Table 4 shows the total amount of work currently under contract and provides a summary of total charges.

Table 4 WRF Project Overall Budget Status (thru September 2019)

Summary of Total WRF Project Cost	
Original Baseline WRF Project Budget(1)	$125,941,000
Current Fiscal Year WRF Project Budget (as of 6/30/19) (2)	$125,884,000
Current WRF Project Budget (as of 9/30/19)(3)	$125,090,000
Budget Percent Change (Current versus Fiscal Year)	-0.6%
Total Expenditures for September 2019(4)	$218,251
Total Expenditures to Date (thru 9/30/19 invoices)	$13,047,249
Percent of Current WRF Project Budget Expended	10.43%
Summary of Contracted Work	
Total Contracted Amount	$77,941,901
Percent of Current WRF Project Budget Contracted	62.3%
Total Contracted Amount Expended	$11,358,230
Percent of Contracted Amount Expended	14.6%
Remaining WRF Project Contracted Amount	$66,583,671

Notes:
(1) Developed in June 2018 as the basis of the approved rate surcharge that took effect in July 2019.
(2) The budget for the Project is reviewed on an annual basis at the end of each fiscal year (June 30th) and is used as the basis of performance for the Project for the upcoming fiscal year.
(3) The Project budget is reconciled on a quarterly basis and compared to the current fiscal year budget (i.e., September 30th, December 31st, and March 31st)
(4) Monthly expenditure is significantly less than expected due to the timing of the preparation of this report. Monthly expenditures do not include invoices from the design-build team (Overland Contracting) or Program Manager (i.e., Carollo).

3.2 Project Cash Flow

Figure 1 presents the projected and actual expenditures for the Project through October 2019 compared to the Fiscal Year 2019/2020 budget developed at the end of Q4 Fiscal Year 2018/2019. The line graph shows the cumulative values for the Project and the bars show the discrete monthly values. Actual and budgeted expenditures from 2013 to the end of Fiscal Year 2018/2019 have been combined to improve readability. Milestones have been added to the cumulative fiscal year budget and cumulative forecasted expenditures to show changes in the Project schedule that have occurred between development of the fiscal year budget from June

2019 and the current, reconciled budget developed at the end of September 2019. The milestone corresponds to the substantial completion of the WRF, which coincides with the City being in compliance with the TSO issued by the Regional Water Quality Control Board (RWQCB) in June 2018. It should be noted that the cash flow in Figure 1 reflects the latest schedule revisions as a result of delays in completion of the hydrogeological work due to issues with access to the Vistra property and delays in receipt of the CDP. While compliance with the TSO has not changed since last quarter, completion of construction of the injection wells has been delayed.

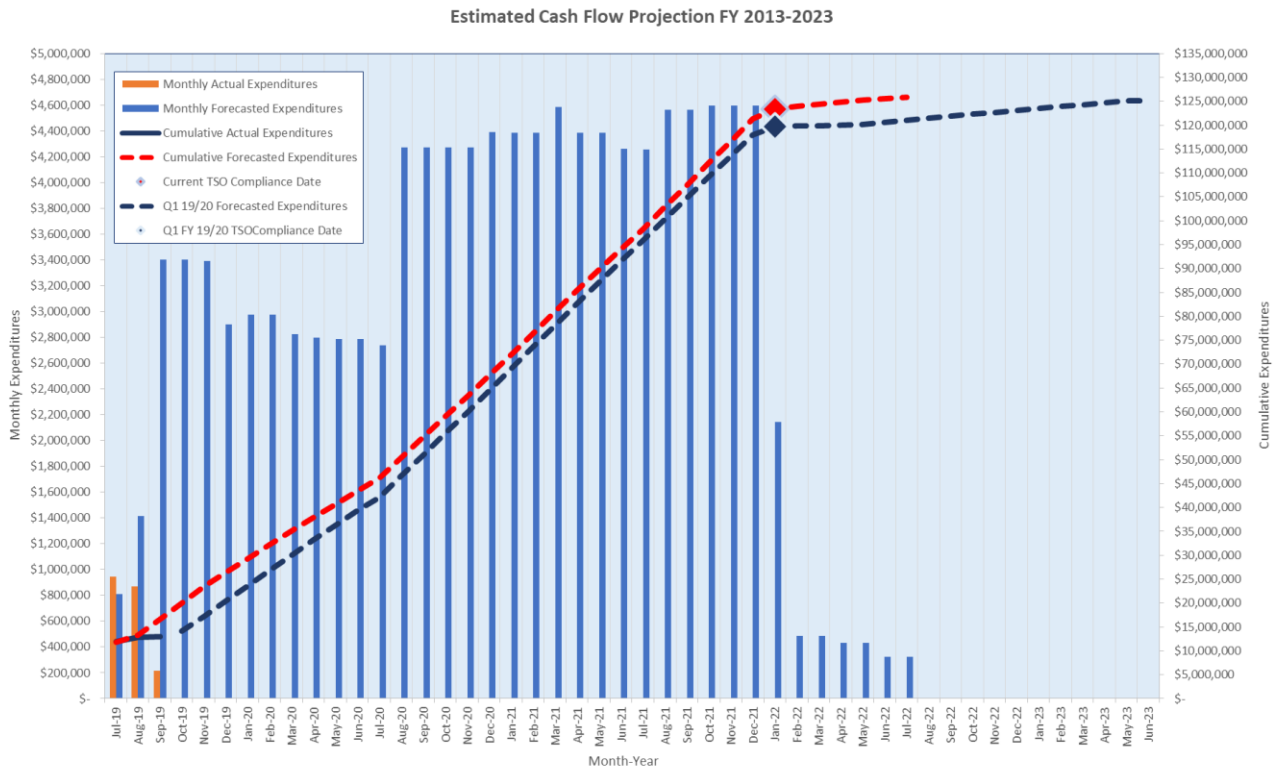


Figure 1 Project Cash Flow Projections and Actual Expenditures

A breakdown of the current Q1 Fiscal Year 20119/2020 budget by fiscal year is included in Table 5.

Table 5 WRF Project Cost Fiscal Year Projections

Project	Actual Expenditures to Date	Remainder FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total Project
General Project	$7,163,000	$1,838,000	$933,000	$882,000	$809,000	$11,625,000
WRF	$4,558,000	$22,949,000	$33,160,000	$16,305,000	$-	$76,972,000
Conveyance Facilities	$1,018,000	$1,016,000	$17,803,000	$11,144,000	$-	$30,981,000
Recycled Water Facilities	$308,000	$449,000	$380,000	$633,000	$3,742,000	$5,512,000
Total	**$13,047,000**	**$26,252,000**	**$52,276,000**	**$28,965,000**	**$4,550,000**	**$125,090,000**

Notes:
(1) Cost includes the total anticipated cost for each element of the Project.

3.3 Project Cost Summary

Table 6 summarizes the cost-to-date and contracted amounts for each of the elements of the Project. This table also provides the current cost estimate for each project. Detailed information on the individual elements of the Project is provided in Section 7 of this Report.

Table 6 WRF Project Cost Summary (through September 2019)

Project	Actual Expenditures to Date	Total Contracted Cost	Contract Expended to Date (%)	Total Project Cost (Est.)(1)	Cost Expended to Date (%)
General Project	$5,767,000	$6,429,000	89.7%	$11,625,000	61.6%
WRF	$4,558,000	$69,102,000	6.6%	$76,972,000	5.9%
Conveyance Facilities	$1,018,000	$2,052,000	49.6%	$30,981,000	3.3%
Recycled Water Facilities	$308,000	$358,000	86.0%	$5,512,000	5.6%
Total(2)	**$11,651,000**	**$77,942,000**	**14.9%**	**$125,090,000**	**10.4%**

Notes:
(1) Cost includes the total anticipated cost for each element of the Project.
(2) Actual total expenditures are equal to $13,047,000 (Table 4), but includes $1,396,000 of City costs (i.e., labor, expenses, etc.)

3.4 Detailed Project Costs

The following tables show the detailed costs to date for active contracts for each element of the Project.

Table 7 General Project Activities Cost Summary (through September 2019)

Consultant / Contractor	Actual Expenditures to Date	Total Contracted Cost	Contract Expended to Date (%)
ESA	$412,080	$412,920	99.8%
Far Western	$110,383	$124,644	88.6%
Kestrel	$187,488	$219,872	85.3%
JoAnn Head Land Surveying	$96,568	$102,644	94.1%
JSP Automation	$21,778	$63,500	34.3%
Carollo Engineers, Inc.	$1,381,041	$1,898,844	72.7%
Total	**$2,209,336**	**$2,822,424**	**78.3%**

Notes:
(1) Cost includes planned or anticipated amendments to active consultant agreements.

Table 8 WRF Cost Summary (through September 2019)

Consultant / Contractor	Actual Expenditures to Date	Total Contracted Cost	Contract Expended to Date (%)
Overland Contracting	$4,557,743	$69,102,470	6.6%
Total	**$4,557,743**	**$69,102,470**	**6.6%**

Notes:
(1) Cost includes planned or anticipated amendments to active consultant agreements.

Table 9 Conveyance Facilities Cost Summary (through September 2019)

Consultant / Contractor	Actual Expenditures to Date	Total Contracted Cost	Contract Expended to Date (%)
Water Works Engineers (WWE)	$1,018,474	$2,052,387(2)	49.6%
Total	**$1,018,474**	**$2,052,387**	**49.6%**

Notes:
(1) Cost includes planned or anticipated amendments to active consultant agreements.
(2) Contracted amount includes the recent amendment with a value of $691,822 approved by City Council during Q1 Fiscal Year 2019/2020

Table 10 Recycled Water Facilities Cost Summary (through September 2019)

Consultant / Contractor	Actual Expenditures to Date	Total Contracted Cost	Contract Expended to Date (%)
GSI	$202,002	$351,000	57.6%
Middle Earth	$6,570	$6,810	96.5%
Total	$208,572	$357,810	58.3%

Notes:
(1) Cost includes planned or anticipated amendments to active consultant agreements.

3.5 Change Orders

In May 2019, City staff and the Program Manager presented seventeen (17) potential change orders (PCOs) with a total value of $1.9 million for the WRF to the Water Reclamation Facility Citizens Advisory Committee (WRFCAC) and the City Council. The City Council approved these PCOs and authorized City staff to update the design-build team's contract and associated guaranteed maximum price (GMP). No new change orders were approved in Q1 FY 2019/2020. The seventeen (17) approved change orders are summarized in Table 11.

Table 11 Summary of Approved Change Orders

Contract	Change Order No.	Description	Value
WRF	01	New Sodium Hypochlorite Feed for Plant Water	$78,576
WRF	02	Change Architecture of Operations Building	$(21,623)
WRF	03	Headworks Odor Control	$18,422
WRF	04	Remove Canopy and Monorail at MBR	$(185,434)
WRF	05	Consolidate Chemical Facilities	$218,978
WRF	06	Modify Chemical Piping	$(15,856)
WRF	07	Remove Solids Dumpster Lid	$14,543
WRF	08	Add SAFE Equalization Tank	$504,116
WRF	09	Instrumentation and Control Changes	$75,266
WRF	10	Revise Maintenance Building Layout and Size	$748,431
WRF	11	Influent Piping and Metering	$411,766
WRF	12	Install Outdoor-Rated Positive Displacement Blowers at BNR Facility	$(58,210)
WRF	13	Remove Bypass of Coarse Screens	$(37,137)
WRF	14	SAFE Diversion Box Additions	$58,304
WRF	15	Size Dewatering as a Building in the Future	$30,983
WRF	16	Stairs for the Coarse Screens and Grit Basins (total of 4)	$52,870
WRF	17	IPR Product Water Tank Bypass	$(26,087)
Total			**$1,867,907**

3.6 Reimbursement from Funding Agencies

In 2017, the City was awarded a $10.3 million planning loan from the CWSRF. To date, the City has only applied for a single reimbursement request. A summary of these requests are summarized in Table 12.

Table 12 Summary of Reimbursement Requests

Agency	Description	Date	Value
State	CWSRF Planning Loan	December 2018	$217,441
Total			**$217,441**

Section 4

PROJECT SCHEDULE

A summary of the Project schedule is presented in Figure 2. The light blue bars for each major task represent the planned progress based on the baseline schedule. The dark blue bars represent the current actual progress as of September 2019. For each major line item, the schedule performance index (SPI) has been provided as well as an overall SPI for the entire Project. The SPI is a ratio of the planned percent complete versus the current actual percent complete. A SPI of greater than 1.00 indicates that the Project is on or ahead of schedule and a SPI of less than 1.00 indicates the Project is running behind the planned schedule.

4.1 Project Milestones

In June 2018, the City received a TSO from the RWQCB. The TSO requires the City to comply with a time schedule that will, within five years of adoption, allow the City to achieve full compliance with biochemical oxygen demand (BOD) and total suspended solids (TSS) final effluent limitations established in Order No. R3-2017-0050. In addition to the final compliance date, a number of intermediate milestones are provided in Table 3 (Compliance Schedule) of the TSO. Presented in Table 13 are the milestones in the TSO.

Table 13 Time Schedule Order Milestone Summary

Required Actions	Compliance Due Date	Planned Compliance Date	Actual Compliance Date
Release of Public Draft EIR	March 30, 2018	-	March 30, 2018
Release of Updated Rate Study	June 30, 2018	-	July 05, 2018
Proposition 218 Hearing	August 30, 2018	-	September 11, 2018
Certification of Final EIR	June 30, 2018	-	August 14, 2018
Award of Contract for WRF	September 30, 2018	-	October 23, 2018
Develop, Implement, and Submit Pollution Prevention Plan (PPP) for BOD and TSS	December 01, 2018	TBD(1)	-
Award of Contract for Construction of Conveyance Facilities	November 30, 2019	July 31, 2020	-
Completion of WRF Improvements with Completion Report	December 30, 2022	December 29, 2021	-
Full compliance with final effluent limitations	February 29, 2023	December 29, 2021	-

Notes:
(1) The City and Program Manager have noted this requirement in the previous quarterly progress reports sent to the RWQCB (as required by the TSO). The City has requested that the Enhanced Source Control Program required as part of the Title 22 Engineer's Report be considered acceptable for this requirement in lieu of the PPP identified in the TSO.

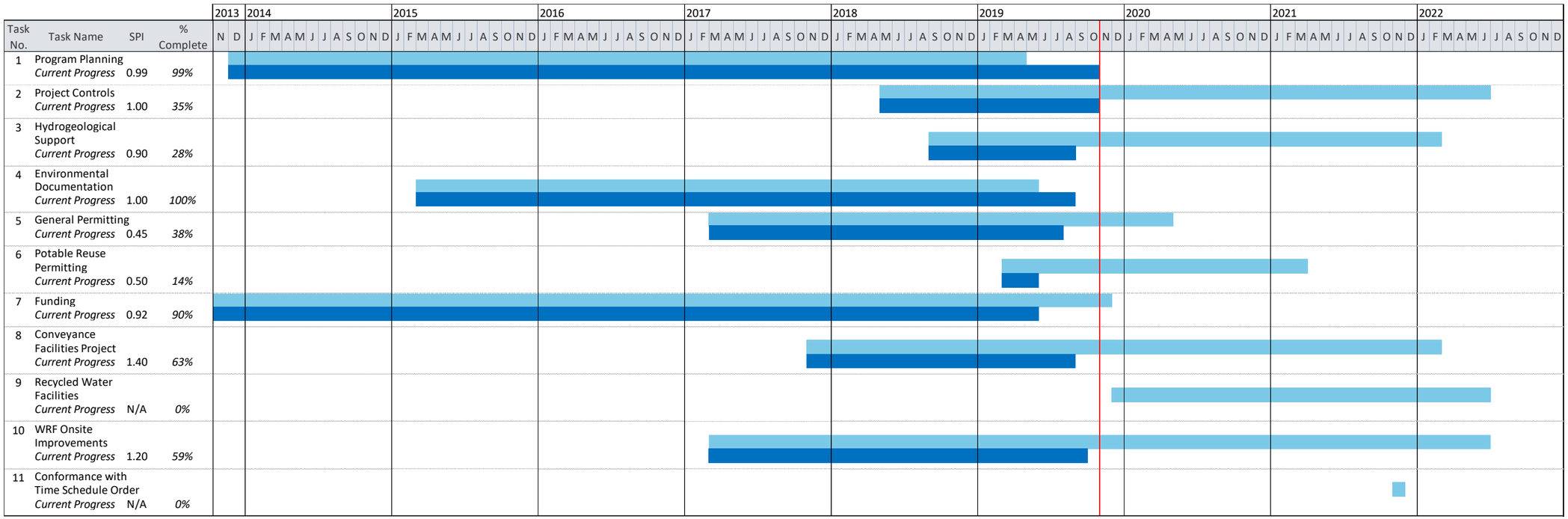


Figure 2 Project Summary Schedule

An expanded milestone schedule has also been developed for outstanding Project activities.

Table 14 Expanded Milestone Schedule

Milestone	Baseline Schedule due Date	Planned Completion Date
General Project		
Compliance with the TSO(1)	November 11, 2021	December 29, 2021
Water Reclamation Facility		
Begin Construction	August 08, 2019	October 22, 2019
Deliver 90 Percent Design	October 24, 2019	November 12, 2019
Substantial Completion	November 11, 2021	December 29, 2021
Final Completion	June 09, 2022	July 12, 2022
Conveyance Facilities		
Deliver 90 Percent Design	October 15, 2019	December 31, 2019
Deliver 100 Percent Design	December 17, 2019	March 10, 2020
Bid Advertisement	February 21, 2020	May 15, 2020
Award Construction Contract	May 08, 2020	July 31, 2020
Substantial Completion	September 17, 2021	December 07, 2021
Final Completion	November 19, 2021	February 08, 2022
Recycled Water Facilities		
Select Preferred Injection Area	May 28, 2019	December 20, 2019
Deliver 30 Percent Design	August 04, 2020	June 11, 2021
Deliver 60 Percent Design	November 10, 2020	September 07, 2021
Deliver 90 Percent Design	February 16, 2021	December 24, 2021
Deliver 100 Percent Design	April 27, 2021	March 04, 2022
Award Construction Contract	July 21, 2021	May 30, 2022
Substantial Completion	April 21, 2022	February 28, 2023
Final Completion	June 21, 2022	April 28, 2023

Notes:
(1) The TSO requires compliance with full secondary treatment by February 28, 2023.

Section 5

DESIGN AND PROCUREMENT

5.1 Design Status

No new design contracts for the Project were executed in Q1 Fiscal Year 2019/2020. A summary of the existing design contracts is included in Table 15 below.

Table 15 Procurement Status (through September 2019)

Project Name	Current Contract Amount	Amount Expended	30%	60%	90%	100%	Final
WRF	$4,821,229	$4,557,744	✓	✓		NA	
Conveyance Facilities(1)	$1,869,707	$1,018,475	✓	✓			
Recycled Water Facilities	$0	$0					

Notes:
(1) As stated previously, the total value of the Water Works Engineers contract is $2,052,387, but includes $182,680 for engineering services during construction (ESDC).

5.2 Procurement

No design or design-build contract procurements were performed in Q1 FY 2019/2020. Table 16 presents a summary of the procurement activity for the Project.

Table 16 Procurement Status (through September 2019)

Project Name	Circulate Request for Proposals	Proposal Opening Date	Council Award Date	Notice to Proceed Date	Consultant
WRF	January 24, 2018	May 08, 2018	October 23, 2018	November 01, 2018	Overland Contracting (Filanc-Black & Veatch)
Conveyance Facilities	January 31, 2017	March 08, 2017	November 14, 2017	November 15, 2017	Water Works Engineers
Recycled Water Facilities	Design Engineer to be Selected in 2020				

Section 6

CONSTRUCTION STATUS

6.1 Construction Summary

During Q1 Fiscal Year 2019/2020, design activities continued for the WRF component of the Project. However, construction for the WRF is not anticipated until late October 2019. Table 17 presents a summary of project construction progress and costs through October 2019.

Table 17 Project Construction Costs

Project Name	Amount Expended	Initial Contract Amount	Current Contract Amount	% Change in Contract Amount
WRF	$0	$62,413,335	$64,281,242	3.0%
Conveyance Facilities	$0	$0	$0	0%
Recycled Water Facilities	$0	$0	$0	0%
Construction Total	**$0**	**$62,413,335**	**$64,281,242**	**3.0%**

6.2 Upcoming Traffic Control

6.2.1 Planned Impacted Areas

6.2.2 Hours of Planned Lane/Road Closures

6.3 Construction Safety

The Project safety goal is zero reportable incidents. There have been a total of zero reported incidents through September 2019.

Section 7

OTHER PROGRAM ACTIVITIES

7.1 Public Outreach

In late summer, an information line was set up for the Project to field community inquiries and is monitored daily. To date, 20 inquiries have been received, and most have been requests for information about the new rates. New outreach materials, including a project map and fact sheet, have also been developed to support communication efforts.

To coincide with the completion of the 60-percent design deliverable for the Conveyance Facilities, businesses along the pipelines alignment were contacted by phone to schedule one-on-one meetings with members of the Program Management team (Conveyance Facilities Project Manager and Public Outreach Lead). The purpose of the one-on-one meetings was to give businesses a status update and gather business access and operations information that can help inform the development of construction work restrictions and traffic control guidelines.

To date, nearly 40 meetings with Quintana businesses have been conducted. Important information gathered includes parking information, driveway access and off-street circulation, large delivery/pick-up vehicle scheduling, hours of operation and peak business times, types of customer traffic (i.e., appointments and walk-ins, vehicle and pedestrian) and point of contact verification. So far, the discussions have been constructive and positive. Many businesses were thankful for a Project status update and want to work with the Project team on this up-front information gathering effort and during construction. Many businesses requested more regular communication. To date, all businesses had heard about the Project.

The City and Program Manager will continue to meet with businesses and the Chamber of Commerce representatives to gather information through October 2019. The information gathered will be incorporated into the Conveyance Facilities final design submittal that will be completed by the end of 2019. In January 2020, the Conveyance Facilities Project Manager and Public Outreach Lead will report back to businesses and the Chamber of Commerce about the established construction work restrictions, traffic control configurations and final design elements.

7.2 Permitting Activities

Permit compliance is an important aspect of the Project. The current permitting activities include:

- Continued developing the Enhanced Source Control Program (ESCP) required by the Division of Drinking Water (DDW) for potable reuse projects.
  - Received results of the Industrial Waste Survey (IWS) from approximately half of the 200 local businesses that were contacted.
- Consultation with SHPO is needed for compliance with the National Environmental Policy Act (NEPA) required to secure WIFIA and CWSRF funding.

  - Delivered the draft PA to SHPO in September 2019 and meeting with them in October 2019 to expedite the start of construction for the WRF portion of the Project.
- In order to capture changes to the project identified since the certification of the FEIR, ESA completed the addendum in Q1 Fiscal Year 2019/2020.
  - While not required by the California Environmental Quality Act (CEQA), the FEIR Addendum was circulated, per direction from CWSRF staff, and was received by the City Council in September 2019.

7.3 Funding Status

- Coordination with WIFIA staff to facilitate the environmental review and finalize loan terms by fall 2019.
- Coordination with CWSRF staff to facilitate the environmental, technical and financial review. The City anticipates signing a loan with CWSRF in spring 2020.
- Began development of the project report for the United States Bureau of Reclamation (USBR) Title XVI Grant Program. The City plans to apply for the Title XVI Grant Program in 2020.

7.4 City Operations Activity

The current City Operations activities include:

- Significant City Operations activities are not anticipated until start-up of the WRF begins in June 2021.

Section 8

PROJECT DETAILS

8.1 Water Reclamation Facility

8.1.1 Design/Build

In October 2018, the City executed a contract with Overland Contracting consisting of a joint venture of Filanc and Black & Veatch (i.e., design-build team) for design and construction of the WRF located at the South Bay Boulevard site. The WRF will be delivered using the design-build process.

8.1.2 Project Scope

The scope of this element of the Project includes a preliminary, secondary, and advanced treatment facilities. The secondary treatment processes will consist of a MBR and have the ability to exceed the anticipated discharge requirements for the City's new National Pollution Discharge Elimination System (NPDES) permit. The advanced treatment facilities include RO and UVAOP. Purified water from the advanced treatment facilities will be injected into the Lower Morro Groundwater Basin.

8.1.3 Current Progress

The design-build team delivered the 60-percent design deliverable in August 2019. The City also worked with the design-build team to select Suez as the preferred membrane bioreactor (MBR) for the Project.

8.1.4 Upcoming Activities

The next step in the design-build process is the start of construction. In addition, the design-build team is continuing to advance the design and is planning to deliver the 90 percent submittal in November 2019.

8.1.5 Project Challenges

The goal is to move this element of the Project into construction as soon as possible. At this time, two items are on the critical path for WRF construction. These include issuance of a CDP by the CCC (anticipated October 2019) and completion of the SHPO consultation process (anticipated October 2019).

Table 18 WRF Performance Measures

Performance Measures	Target	Current	Status
Construction Cost [(1)]	$62.4M	$64.3M	
Change Order Cost	$6.2M	$4.3M	

Notes:
(1) Project budget and current contract amount (≤5% over target = Yellow, >5% over target = Red).

Table 19 WRF Construction Summary

Schedule					
Request for Bid / Bid Advertisement					January 24, 2018
Bid Opening Date					May 08, 2018
Contract Award / Council Award Date					October 23, 2018
Notice to Proceed for Construction					NA
Original Final Completion Date					June 09, 2022
Original Duration (Non-Working Days)					1,316
Days Changed by Change Order					0
Actual Final Completion Date (including Non-Working Days)					July 13, 2022
Schedule Percent Complete					22.7%
Budget					
Engineer's Estimate (Construction Cost + 10% Construction Contingency)					$68,654,668
Award Amount (excludes Design Cost)					$62,413,335
Change Order Total					$1,867,907
Current Contract Value					$64,281,242
Percent Change					3.0%
Work Completed					
Actual Cost -to-Date					$0
Percent Complete (Percent Expended)					0%
Construction Management Statistics					
	RFIs	Submittals	PCOs	COs	NOPCs
Total Received	0	0	53	17	0
Total Responded To(1)	0	0	17	17	0
Total Pending	0	0	23	0	0
Average Turnaround (calendar days)	0	0	N/A	N/A	N/A

Acronym List:
(1) RFI – Request for Information
(2) PCO – Proposed Change Order
(3) CO – Change Order
(4) NOPC – Notice of Potential Claim

Notes:
(1) 13 of the PCOs that were reviewed were eventually eliminated or resulted in a no-cost change.

8.2 Conveyance Facilities

8.2.1 Designer

In November 2017, the City executed a contract with Water Works Engineers (WWE) for design and engineering support for the facilities necessary to connect the existing WWTP and the new WRF.

8.2.2 Contractor

This element of the Project is being delivered via a conventional design-bid-build procurement process. The Conveyance Facilities are currently under design and will begin construction in the summer of 2020.

8.2.3 Project Scope

The Conveyance Facilities originally included the design of approximately 3.5 miles of pipelines and a lift station located near the existing WWTP. The pipelines include two raw wastewater forcemains and a wet weather/brine discharge forcemain. Several changes to the Conveyance Facilities have occurred since the contract was executed with WWE including the addition of a second, smaller lift station near the intersection of Main Street and Highway 1 and the addition of the potable reuse forcemain to either the east or west injection site.

8.2.4 Current Progress

WWE, City staff, and Carollo presented the preferred lift station orientation (dual) and the recommended pipeline alignment (west of Highway 1 along Quintana Road) to WRFCAC and the City Council in December 2018 and January 2019, respectively. In June 2019, WWE, City staff, and the Program Manager presented the Final-Draft CDR to both WRFCAC and City Council. WWE delivered the 60 percent design submittal in September 2019.

8.2.5 Upcoming Activities

WWE completed the field work necessary to complete the final design during Q1 Fiscal Year 2019/2020. These activities include surveying and geotechnical investigations.

8.2.6 Project Challenges

Access to private property has caused delays in this element of the property. Access to the PG&E and Vistra properties is no longer an issue and the field work needed to advance the design of the Conveyance Facilities has been completed. The City is now working to secure the easements necessary to construct the pipelines in the City's existing bike path.

Table 20 Conveyance Facilities Performance Measures

Performance Measures	Target	Current	Status
Construction Cost (1)	$0.0M	$0.0M	
Change Order Cost	$0.0M	$0.0M	
Number of Feet of Pipelines Constructed	18,500 LF	0 LF	
Number of Days of Full Road Closures	0 Days	0 Days	
Number of Hours of Night Work	0 Hours	0 Hours	

Notes:
(1) Project budget and current contract amount - (≤5% over target = Yellow, >5% over target = Red)

Table 21 Conveyance Facilities Summary

Schedule					
Request for Bid / Bid Advertisement				NA	
Bid Opening Date				NA	
Contract Award / Council Award Date				NA	
Notice to Proceed for Construction				NA	
Original Final Completion Date				NA	
Original Duration (Non-Working Days)				NA	
Days Changed by Change Order				0	
Actual Final Completion Date (including Non-Working Days)				NA	
Schedule Percent Complete				0%	
Budget					
Engineer's Estimate (Construction Cost + 10% Construction Contingency)				$26,475,000	
Award Amount				$0	
Change Order Total				$0	
Current Contract Value				$0	
Percent Change				0%	
Work Completed					
Actual Cost -to-Date				$0	
Percent Complete (Percent Expended)				0%	
Length of Pipe Installed (actual to date / planned total)				0 LF / 18,500 LF	
Construction Management Statistics					
	RFIs	Submittals	PCOs	COs	NOPCs
Total Received	0	0	0	0	0
Total Responded To	0	0	0	0	0
Total Pending	0	0	0	0	0
Average Turnaround (calendar days)	0	0	N/A	N/A	N/A

Acronym List:
(1) RFI – Request for Information
(2) PCO – Proposed Change Order
(3) CO – Change Order
(4) NOPC – Notice of Potential Claim

8.3 Recycled Water Facilities

8.3.1 Designer

Procurement activities for the designer for the Recycled Water Facilities have not yet been started, but it is anticipated that design will begin in 2020 following completion of the Phase 1, Phase 2, and Phase 3 hydrogeological work by GSI.

8.3.2 Contractor

This element of the Project is being delivered via a conventional design-bid-build procurement process. The Recycled Water Facilities are currently under design and will begin construction in the spring of 2020.

8.3.3 Project Scope

Since the potable reuse pipeline from the WRF to the selected injection site was moved into WWE's scope for design of the Conveyance Facilities, this element of the Project consists primarily of full-scale injection wells at either the west or east injection sites.

8.3.4 Current Progress

Since beginning work in November 2018, GSI has completed several of the tasks necessary to recharge 800 to 825 acre-feet per year of recycled water with a series of injection wells in the Lower Morro Groundwater Basin. To this end, GSI has:

- Installed groundwater monitoring devices in all of the City's active production wells and seawater wells.
- Utilized the numerical groundwater model of the Lower Morro Groundwater Basin for particle tracking and solute transport modeling.
- Characterized the eastern (Narrows) area of the basin with cone penetration testing, characterized the hydrogeologic characteristics of the Narrows area with installation of a monitoring well and conducting aquifer testing.
- Began coordination with Vistra for the evaluation of the western injection site.

8.3.5 Upcoming Activities

In the coming months, GSI will complete the evaluation of the western injection site, including aquifer testing, conducting a pilot injection testing program in coordination with the RWQCB and DDW requirements. This injection testing will occur over a period of several weeks and will include tracer, travel time and clogging analyses. Based on results of the injection testing and travel time analyses, the groundwater model will be updated, the results of which will be incorporated into a summary report, documenting the findings, conclusions and recommendations for full-scale injection well system. We anticipate completing this work by the end of September 2020.

8.3.6 Project Challenges

As mentioned previously, access challenges for the Vistra property have prevented the Recycled Water Facilities from advancing through Phase 3. A work plan was submitted to Vistra in May 2019, and it is anticipated that characterization of the west injection area will begin shortly after receipt of the CDP for the Project in November 2019.

Table 22 Recycled Water Facilities Performance Measures

Performance Measures	Target	Current	Status
Construction Cost (1)	$0.0M	$0.0M	
Change Order Cost	$0.0M	$0.0M	
Selection of the Injection Site	December 20, 2019	NA	

Notes:
(1) Project budget and current contract amount - (≤5% over target = Yellow, >5% over target = Red)

Table 23 Recycled Water Facilities Summary

Schedule					
Request for Bid / Bid Advertisement					NA
Bid Opening Date					NA
Contract Award / Council Award Date					NA
Notice to Proceed for Construction					NA
Original Final Completion Date					NA
Original Duration (Non-Working Days)					NA
Days Changed by Change Order					0
Actual Final Completion Date (including Non-Working Days)					NA
Schedule Percent Complete					0%
Budget					
Engineer's Estimate (Construction Cost + 10% Construction Contingency)					$3,300,000
Award Amount					$0
Change Order Total					$0
Current Contract Value					$0
Percent Change					0%
Work Completed					
Actual Cost -to-Date					$0
Percent Complete (Percent Expended)					0%
Work Completed					
	RFIs	Submittals	PCOs	COs	NOPCs
Total Received	0	0	0	0	0
Total Responded To	0	0	0	0	0
Total Pending	0	0	0	0	0
Average Turnaround (calendar days)	0	0	N/A	N/A	N/A

Acronym List:
(1) RFI – Request for Information
(2) PCO – Proposed Change Order
(3) CO – Change Order
(4) NOPC - Notice of Potential Claim



Item C-1
Review of Water Reclamation Facility Capital Project Quarterly Update Report

Morro Bay, CA
October 22, 2019

CITY OF MORRO BAY WATER RECLAMATION FACILITY PROJECT

Recommendations

CITY OF MORRO BAY WATER RECLAMATION FACILITY PROJECT

- Receive the September 2019 Monthly Status Report (Q1 FY 19/20 Status Report) for the Water Reclamation Facility and provide feedback

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Quarterly Report Overview

Reporting process overview

- Single report for City Council produced each month (CFAC Quarterly)
  - Tracking of actual expenditures
- Monthly report expanded every third month (close of each quarter)
  - Budget reconciliation
- Budget is re-baselined annually

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Summary of Project status

- Project is on budget
  - New budget inline with original $126 million budget (2018 Rate Study)
- Several major elements of the Project are behind schedule
  - Delays in meeting the construction notice to proceed deadline for the WRF
- Overall Project is on schedule
  - TSO Compliance – February 28, 2023
  - Substantial Completion – December 29, 2021

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Budget history

Project Component	Baseline (Q4 FY 17/18)	Quarterly Reconciliation (Q3 FY 18/19)	Annual Re-Baselined (Q4 FY 18/19)	Quarterly Reconciliation (Q1 FY 18/19)
Water Reclamation Facility	$62,414,000	$74,059,000	$72,891,000	$72,598,000
Conveyance Facilities	$21,087,000	$27,108,000	$28,864,000	$28,524,000
Recycled Water Facilities	$8,593,000	$5,366,000	$5,250,000	$5,212,000
General Program	$24,403,000	$11,614,000	$11,801,000	$11,625,000
Construction Contingency(1)	$9,444,000	$6,450,000	$7,132,000	$7,131,000
Total	**$125,941,000**	**$124,597,000**	**$125,938,000**	**$125,090,000**

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New baseline budget summary

- Water Reclamation Facility
  - Reduction in property acquisition budget
- Conveyance Facilities
  - Reduction in engineer's estimate based on 60 percent design submittal
- Recycled Water Facilities
  - Minimal changes
- General Project
  - Minimal changes

Key accomplishments and challenges

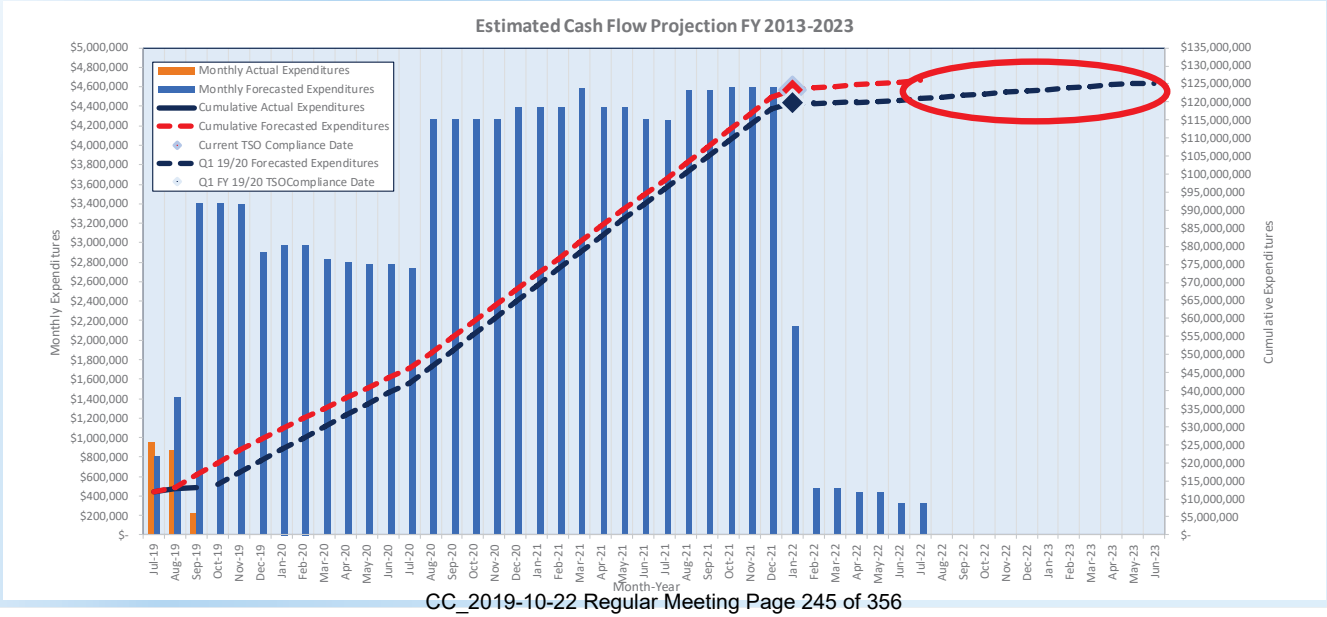
Project Component	Key Accomplishments	Critical Challenges	Actions to Overcome Challenges	Likely Outcomes
General Project	Delivery of the Draft PA to SHPO			
Water Reclamation Facility	Delivery of the Draft Special Condition No. 1, 2, and 6 for the City's CDP to CCC staff			
		Issuing a construction notice to proceed (NTP) in late October 2019 for the WRF	Meeting the requirements from WIFIA and CWSRF to allow construction to begin	Failure to issue a NTP in October 2019 could result in increases to the design-build team's guaranteed maximum price (GMP)
Conveyance Facilities		Expediting completion of the final design for the Conveyance Facilities	Possible elimination of intermediate design deliverables	Further delays in the start of construction could impact the start-up of the WRF and delay compliance with the time schedule order (TSO)
		Receipt of easements necessary to construct the pipelines in the City's existing bike path	Work closely with Vistra, PG&E, and California Public Utilities Commission (CPUC) to obtain the easements	Delayed receipt of the easements could complicate or delay construction of the Conveyance Facilities
Recycled Water Facilities		Schedule recovery due to issues access Vistra and PG&E property	Work with GSI to expedite the completion of the Phase 2 hydrogeology work	Without expediting the schedule, the completion of the injection wells will be delayed (does not impact compliance with the TSO)

Project dashboard

Performance Measure	Data	Baseline (Q4 FY 17/18)	Current (Q4 FY 18/19)	Delta	Status	G	Y	R
1: Total Project Costs	**Total Project Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)**	**$125.9 M**	**$125.1 M**	**0.0%**	G	**Estimated cost within 5% of target budget**	**Estimated cost > 5% above target budget**	**Estimated cost > 10% above target budget**
1.1: WRF Costs	On Site WRF Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$77.3 M	$77.0 M	0.0%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
1.2: Conveyance Facilities Costs	Conveyance Facilities Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$31.3 M	$31.0 M	-1.0%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
1.3: Recycled Water Facilities Costs	Off Site Injection Facilities Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$5.6 M	$5.5 M	-1.8%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
1.4: General Project Costs	General Project Projected Cost at Completion versus the Baseline Budget (budget as of 9/30/19)	$11.7 M	$11.6 M	-0.9%	G	Estimated cost within 5% of target budget	Estimated cost > 5% above target budget	Estimated cost > 10% above target budget
2: Program Manager Earned Value	Ratio of Program Manager Earned Value to Actual Invoiced Cost-to-Date (as of 9/30/19)	1.00	0.97	-0.03	Y	>= 1.00	0.99 to 0.90	< 0.90
3: Schedule Performance Index[1]	Ratio of Planned Percent Complete to Actual Percent Complete (as of 9/30/19)	1.00	0.90	-0.10	Y	>=1.00	0.99 to 0.80	<0.80
4: Conveyance Pipeline Installed	Feet of conveyance pipeline installed (thru 9/30/19)	18,500 LF	0.0 LF	0.0%	G	<= 5%	> 5% and <=7.5%	> 7.5%
5: Compliance Date Countdown	Days Remaining to Compliance Date (as of 9/30/19)	1,247 days	821 days	-426 days	G	<= 365 days	364 days and 180 days	> 179 days

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Current vs. planned expenditures

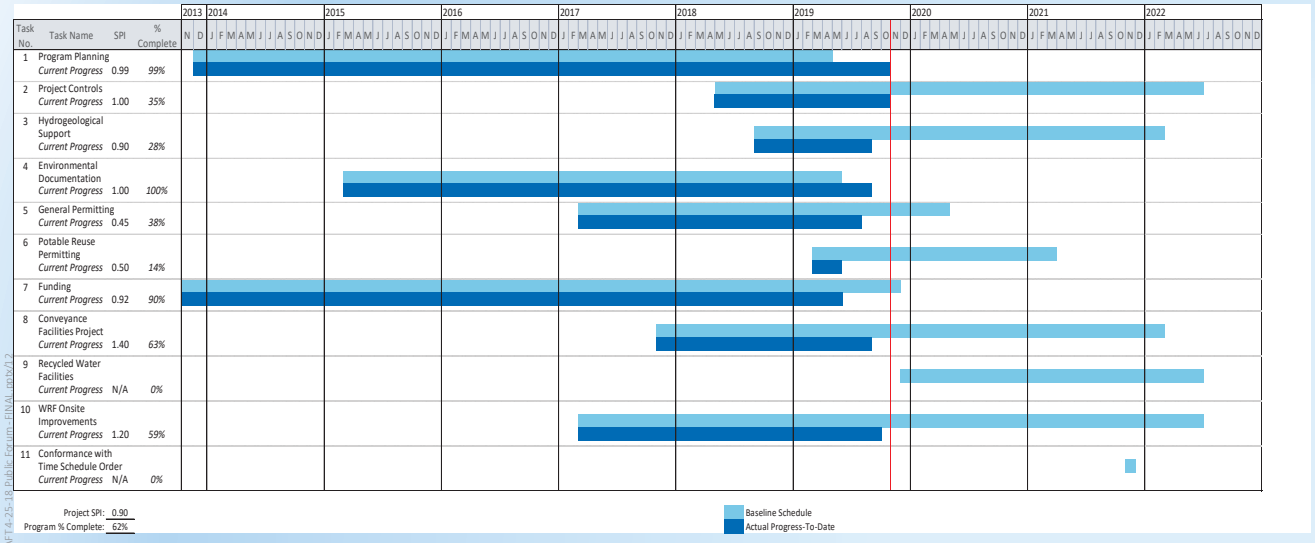


Expenditures to date

Project	Actual Expenditures to Date	Total Contracted Cost	Contract Expended to Date (%)	Total Project Cost (Est.)	Cost Expended to Date (%)
General Project	$5,767,000	$6,429,000	89.7%	$11,625,000	61.6%
WRF	$4,558,000	$69,102,000	6.6%	$76,972,000	5.9%
Conveyance Facilities	$1,018,000	$2,052,000	49.6%	$30,981,000	3.3%
Recycled Water Facilities	$	**Total Expenditures = $13,047,000**		2,000	5.6%
Total	**$11,651,000**	**$77,942,000**	**14.9%**	**$125,090,000**	**10.4%**

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Schedule overview



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New milestone schedule overview

Milestone	Baseline Schedule due Date	Planned Completion Date
General Project		
Compliance with the TSO	November 11, 2021	December 29, 2021
Water Reclamation Facility		
Begin Construction	August 08, 2019	October 22, 2019
Deliver 90 Percent Design	October 24, 2019	November 12, 2019
Substantial Completion	November 11, 2021	December 29, 2021
Final Completion	June 09, 2022	July 12, 2022
Conveyance Facilities		
Deliver 90 Percent Design	October 15, 2019	December 31, 2019
Deliver 100 Percent Design	December 17, 2019	March 10, 2020
Bid Advertisement	February 21, 2020	May 15, 2020
Award Construction Contract	May 08, 2020	July 31, 2020
Substantial Completion	September 17, 2021	December 07, 2021
Final Completion	November 19, 2021	February 08, 2022
Recycled Water Facilities		
Select Preferred Injection Area	May 28, 2019	December 20, 2019
Deliver 30 Percent Design	August 04, 2020	June 11, 2021
Deliver 60 Percent Design	November 10, 2020	September 07, 2021
Deliver 90 Percent Design	February 16, 2021	December 24, 2021
Deliver 100 Percent Design	April 27, 2021	March 04, 2022
Award Construction Contract	July 21, 2021	May 30, 2022
Substantial Completion	April 21, 2022	February 28, 2023
Final Completion	June 21, 2022	April 28, 2023

Schedule recovery strategies

- Task 3 – Hydrogeological Support
  - Obtain the CDP in order to begin pump testing to characterize the west injection area
- Task 5 – General Permitting
  - Expedite design of the Conveyance Facilities to complete the CDFW permit application (Morro Creek) and Caltrans encroachment permit (Highway 1)
- Task 6 – Potable Reuse Permitting
  - Continue development of the Enhanced Source Control Plan
  - Complete hydrogeological work to submit Title 22 Engineer's Report
- Task 7 – Funding
  - Expedite signing of the CWSRF loan agreement
- Task 10 – WRF Improvements
  - Expedite environmental sign-o by WIFIA and CWSRF

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Recommendations

- Receive the September 2019 Monthly Status Report (Q1 FY 19/20 Status Report) for the Water Reclamation Facility and provide feedback

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AGENDA NO: C-2

MEETING DATE: October 22, 2019

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 15, 2019**

FROM: **Scott Collins, City Manager**
Steven Knuckles, Fire Chief

SUBJECT: **Review Public Safety Power Shut-Off (PSPS) preparation and adopt Resolution No. 89-19 City of Morro Bay Emergency Management Plan adding Annex K Electrical Power Shut-Off Continuity of Operations and adopt Resolution No. 90-19 approving a budget adjustment not to exceed $36,000 from General Fund emergency reserves to a new capital project for PSPS preparation**

RECOMMENDATION

Staff recommends the City Council (in the following order):

1. Adopt Resolution No. 89-19, accepting the revised City of Morro Bay Emergency Management Plan (EMP), adding Annex K Electrical Power Shut-Off Continuity of Operations Plan (COOP)**;** and
2. Adopt Resolution No. 90-19 approving a budget adjustment not to exceed $36,000 from General Fund emergency reserves to a new PSPS capital project to assist staff maintaining critical City functions during an electrical power shut-off.

FISCAL IMPACT

If approved, a budget adjustment not to exceed $36,000 will be needed to improve our fuel storage capability for critical vehicles and continuation of City phone and internet services.

Staff has recognized two critical opportunities to secure essential services and communications. To meet our management objectives during an Electrical Power Shut-Off, staff is requesting a budget adjustment **(not to exceed $36,000)** to provide fuel to our essential service vehicles and the continuation of the City's phone and Information Technology (IT):

1. Provide additional gasoline and diesel fuel storage for essential City vehicles and Wastewater treatment plant operations. Contract fuel deliveries from JB Dewar to be scheduled to maintain the following minimum levels:

    - **($6,000)** 430 gallons gasoline stored at the Harbor Street Fire Station for essential services vehicles.
    - **($6,000)** 480 gallons of diesel stored at the Wastewater Treatment Plant for plant operations.
    - (Currently we already have 400 gallons of diesel stored at Harbor Street Fire Station for large fire apparatus during power outages)

Prepared By: _SK_____	**Dept Review: __SK_____**
City Manager Review: _SC_____	**City Attorney Review: ___CFN_____**

2. Provide continuation of City phone and internet services during Electrical Power Shut-Off. The data point for our phone system and internet is in San Luis Obispo and they are required to provide generator power. The City's phone and IT server is located at City Hall which does not have backup generator capabilities. We will need to provide backup power to City Hall or move the phone and IT server to the Fire Station. We are currently working with Digital West for a new estimate to provide a fiberoptic line to the Fire Station. If the costs are less than providing generator power to City Hall, we will move the phone system and IT server to the Fire Station which has (9) days of backup generation.

    - **($24,000)** Backup 45 kV generator installed at City Hall with a manual transfer switch.

      or
    - **($24,000)** Relocate City phone system and IT server to the Harbor Street Fire Station.

The CPUC awarded all private utility companies statewide sole discretion to shut down their transmission and distribution lines without any oversight or requirements to work with regional and local emergency managers. This action has left local communities with uncertainty on how we prepare for an electrical power shut-off. Even though we lose electrical power during other hazards we have in our community, our switch yard leads to the high probability to be 100% off up to (7) days during a PG&E PSPS. We simply must plan for a (7) day 100% electrical power shut-off. Assessing our needs is a challenging process with advances in the information and technology field, government mandates, and the ever-present threat of a significant events. However, through training, review of the Incident Command System and Emergency Operations Center activations, we will be better prepared for the actual events, natural or manmade.

Staff believes we are heading in the right direction establishing a new hazard annex to our emergency plan, setting good management objectives, securing our essential vehicle fuel, City phone system, and IT services.

BACKGROUND/DISCUSSION

Public safety power shut-off summary

Climate change impacts over the last several years have led to the increased number and intensity of wildland fires in the State. The risk of a wildfire is a moderate to high vulnerability in San Luis Obispo County, particularly in the areas in far northeastern and southeastern portion of the county, where there are areas with moderate to high fire hazards. The risk of wildfire increases when several factors combine, such as high temperatures, high sustained and peak winds, as well as critically low humidity (typically in the fall). During these conditions, electrical transmission and distribution lines may ignite fires if they are downed by winds and/or trees.

To reduce the chance of accidental fire ignition in certain areas of the state, the California Public Utilities Commission (CPUC) has developed plans to require de-energization of electrical grids or blocks of an area(s) in advance of or during periods of heightened fire risk conditions. Pacific Gas and Electric (PG&E) Company implemented additional precautionary measures to help to reduce the risk of wildfires due to electricity. Since the energy system relies on many power lines working together to provide electricity across the County, the City of Morro Bay may be affected by these power outages, even if the city is not experiencing high winds or other extreme weather conditions.

De-energization of electrical systems in affected areas may pose a life-safety risk to our residents and impact our infrastructure systems. De-energization may also impact the capabilities of local agencies to respond to wildfire due to loss of alert & warning and public information communications systems including internet, City phone system, and cellular towers, inability to monitor or maintain water supplies and wastewater operations, and the inability to fuel critical vehicles and emergency apparatus.

PG&E will monitor and assess various conditions that may affect the de-energization of an area. Factors considered by PG&E when determining whether to shut down power include:

- A Red Flag Warning declared by the National Weather Service.
- Low humidity levels, generally 20 percent and below.
- Forecasted sustained winds above approximately 25 mph and wind gusts in excess of approximately 45 mph.
- Site-specific conditions such as temperature, terrain and local climate.
- Condition of dry fuel on the ground and live vegetation (moisture content).
- On-the-ground, real-time wildfire related information from PG&E Wildfire Safety Operations Center and field observations from PG&E field crews.
- **Local City and County Emergency Managers <u>are not a part</u> of the decision making for a PSPS event.**

Within the City of Morro Bay, a major PG&E switch yard is located behind the retired power plant on the Embarcadero. This switch yard controls the electrical power to the majority of San Luis Obispo, large portions of Avila Beach, Pismo Beach, Arroyo Grande, Grover Beach and the Los Padres Forest in southern San Luis Obispo County. Even though the City is not located in a High Fire Risk area, any high wind and red flag fire weather conditions from Cuesta College through the northeast side of San Luis Obispo, Lopez Lake area, and the Los Padres Forest will require the Morro Bay's switch yard to be turned off. In short, we are either 100% with electrical power or 100% with no electrical power. While most hazards in our City may cause pockets in our community without power, a scheduled PSPS to protect San Luis Obispo County south of Morro Bay will result in %100 electrical power shut-off in Morro Bay. This PSPS will affect <u>all</u> the City's public infrastructures and buildings.

Just a few weeks ago, PG&E and Southern California Edison initiated a Public Safety Power Shut-Off (PSPS) that affected 34 out of 58 counties in California. PG&E's PSPS affected 386 cities, 738,000 PG&E customers, 927 water and wastewater facilities, 260 hospitals, 200 public safety buildings, and 405 schools. It is tough to estimate how many total citizens were affected but some reports are stating over 2 million citizens were affected. PG&E's PSPS plan was in three phases with the last area re-energized after 5 days of no electrical power. During the PG&E's PSPS, northern California had 70 mph winds with higher temperatures and low relative huminites. PG&E has reported to have received high wind damage to 50 infrastructure items, but no fires were started due to their damaged equipment.

<u>PREPARATION SUMMARY</u>

Since first learning about this program, Staff has been preparing. However, there is more that needs to be done. Staff first recognized the importance to follow the same guidelines set by our Emergency Management Plan (EMP) that was updated and approved by the City Council in January 2019. In addition, staff recognized a regional approach and partnerships in managing a PSPS is key to all communities within our county with the limited resources available to us. Staff recommends an Electrical Power Shut-Off Plan that is in concert with the format of the City's Basic Plan and other Hazard Specific Annexes.

The City of Morro Bay's EMP, including the Hazard Specific Annexes, was developed using State Multiple Hazard Functional Planning guidelines, and as such, complies with state and federal mandates. Compatibility with the San Luis Obispo County Emergency Management Plans was designed into the City of Morro Bay's EMP. Common elements in the Plan include an annual review and update of all plans, regular field or tabletop exercises for all plans, automatic Emergency Operations Center (EOC) activation trigger points, and incident management using both the Standardized Emergency Management System

(SEMS) and the National Incident Management System (NIMS) at the Emergency Operations Center (EOC) level and the Incident Command System (ICS) at the field response level.

Morro Bay's Emergency Management Plan includes these parts:

- **Part 1 is the Basic Plan,** which serves as an overview for elements of response that are common to all types of emergencies. **This is the official portion of the Plan that is reviewed and adopted by the City Council.**
- **Part 2 Hazard Specific Annexes**, the hazard-specific plans that are used to implement the concepts and policies set forth in this Plan. Each Annex covers the response elements specific to the type of emergency addressed. **Staff is recommending an additional ANNEX for Electrical Power Shut-Off Continuity of Operations Plan.**
- **Part 3 Resource Directory,** consists of support materials and references, and is a stand-alone document. The materials are intended to provide emergency personnel with information and data to support the City's emergency response efforts.
- **Part 4 Recovery Resource Directory and Plan,** consists of Recovery materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the City's emergency recovery efforts.
- **Part 5 Emergency Operations Center Position Checklists,** consists of SEMS/NIMS Emergency Operations Center Position Checklists. The Checklists are intended to provide information to city Staff who are designated as Section Chief/Coordinators and their support staff.
- **Part 6 Debris Management,** consists of Debris Management materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the City's Debris Management
- **Part 7 Shelter and Welfare,** consists of Shelter and Welfare materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the needs of the City's emergency Care and Shelter efforts.
- **Part 8 Evacuation,** consists of preplanned zones, routes and supplies needed for a systematic evacuation. In addition, guidelines are intended to clarify and explain the legal authority that our City and public safety agencies may use to initiate, maintain, and enforce restrictions on the movement of persons and property.

The Morro Bay Fire Department is responsible for Emergency Management and Preparedness coordination and will revise Hazard Specific Annexes and related support materials, as appropriate. That is tactical in nature (not policy), and as such revisions do not require City Council approval. The Fire Chief is required to review, maintain, and update the City's adopted EMP. The EMP Basic Plan (Part 1) sets objectives and policy for the City, which are used during disasters and other large-scale emergencies. This document was adopted by resolution and, therefore, changes to the EMP Basic Plan with the addition of Annex K require the approval of the City Council. (Part 2) of Morro Bay's EMP covers all emergencies and it is broken down into the following types of major events including adding Electrical Power Shut-Off Continuity of Operations Plan:

A. Earthquake
B. Hazardous Materials
C. Multiple Casualty
D. Flood
E. Fire

F. Tsunami
G. Civil Disturbance
H. Diablo Canyon Nuclear Power Plant
I. Terrorism
J. Adverse Weather
K. Electrical Power Shut-Off Continuity of Operations Plan

The Plan

Staff developed Annex K Electrical Power Shut-Off Continuity of Operations Plan for Morro Bay's EMP (Part 2). Annex K includes the following key components, which is in concert with our other ten recognized hazards in our City:

- Coordinated Response
- ICS/SEMS/NIMS
- Emergency Operations Center Leadership
- Potential Impacts
- Leadership
- Situation Reporting
- Evacuation
- Resource Centers
- Animal Sheltering
- Transportation
- Communication Disruptions
- Emergency Response Levels and EOC activation
- Initial Alerting and decision points
- City of Morro Bay Outage Policy Group
- City personnel notification and activation
- General Department and EOC position Duties
- Staging Areas and Logistical Equipment
- Citizen Access and Functional Needs and Medical Population
- Public information Messaging

Management Objectives

A clear definition of the City's emergency management goals enables unity of effort and consistency of purpose across our City departments and mutual aid received. By establishing SMART goals based on priorities within our City, we mark our expectations for success and move our planning process to a higher quality. Staff created the following Management Objectives for Electrical Power Shut-Off event in Morro Bay:

a. Provide for the safety of the public, City employees and volunteers, and first responders always.
b. Ensure that emergency service delivery efforts, law enforcement, harbor, fire and emergency medical service, are uninterrupted from a power outage.
c. Provide for timely and accurate release of incident information to the public, media, first responders, agency administers and cooperators by the EOC Public Information Office through a wide range of mediums.
d. Protect the continuity of critical infrastructure (water/sewer), processes, essential services and facilities with the installation of temporary power generation if back-up power doesn't already exist.

e. Ensure coordination with law enforcement to maintain the protection of the public and maintain accountability of the portable generator's security.
f. Ensure that the needs of medically dependent individuals and those with access and functional needs are contacted and assisted as needed/able.
g. Ensure a fuel distribution plan is developed that is implementable and provides for continuous operations.
h. If needed due to weather or longevity of power shut-off, ensure that Resource Centers are identified and can be supported.
i. Ensure close coordination and communication between the City of Morro Bay, San Luis Obispo County Operational EOC, San Luis Obispo County Office of Emergency Services (OES), and San Luis Obispo County Public Health (SLOPH).
j. Ensure close coordination and communication between local hospitals, care facilities, medical transportation, and the City of Morro Bay.
k. Maintain close coordination and communication between all affected public agencies, incident management, and PG&E, for the activation of the Contingency Plan.
l. Ensure the management actions and efforts will be focused on serving, safeguarding and protecting the citizens of Morro Bay.

Public Outreach

Public information is a critical component of any emergency response activity. Appropriate and timely communication of credible information will assist in reducing life safety threats and address public concerns. The CPUC requires PG&E make informational alerts to their customers prior to safety shutoffs, however depending upon the anticipated impact of the outage, the City and County may determine that additional notifications are warranted for public safety purposes.

Currently, PG&E is encouraging their customers to:

- Update contact information by visiting www.pge.com/mywildfirealerts or call 1-866-743-6589 during normal business hours to receive alerts directly from PG&E through automated calls, texts and emails, when and where possible, prior to a PSPS.
- Plan for medical needs like medications that require refrigeration or devices that need power.
- Identify backup charging methods for phones and keep hard copies of emergency numbers.
- Build or restock emergency kits with flashlights, fresh batteries, first aid supplies and cash.
- Know how to manually open garage doors.

The City of Morro Bay and or San Luis Obispo County OES may provide targeted alerts as deemed necessary, depending upon the size and impact of the de-energized area. Emergency information alerts that may be used include mass media, various localized alert and warning systems, and social media. A public information hotline or the 211 system may also be employed. Alert & Warning systems such as the Integrated Public Alert and Warning System (IPAWS) and Reverse 911 may be used only if there is a concurrent imminent life safety threat, such as wildfire. Emergency public information may become the primary response function during the event including our City's social media, website, and PulsePoint application. Based upon the event needs, a Joint Information Center (JIC) may be established at the request of Morro Bay.

Staff has been working closely with PG&E and other communities preparing a multi-platform approach to communicating with residents, businesses, and stakeholders to convey preparedness information:

- Generator safety

- Garage doors, how to open when the power is out
- Intersection safety when the lights go out
- Smoke alarms
- Food safety
- Communications
- Medical Devices
- Supply Kits
- Car Safety
- When PSPS occurs

The City website includes a page that provides PG&E informational links and safety flyers. A public workshop held on October 10, 2019 at the Harbor Street Fire Station was provided and more will be scheduled.

Current Action Items

After our objectives were established, a short list of action items by each department was created:

- Reevaluate and develop backup power for two emergency radio frequency repeater sites.
- Develop plan for backup fuel for critical vehicles, infrastructure, essential boats, and rescue crafts.
- Evaluate and plan for an Area Command dispatch center at either EOCs.
- Evaluate and plan for secondary communications with the Operational Area EOC by Amateur Radio Emergency Service (ARES) at either City EOCs.
- Create an operations policy to maintain City vehicles at ¾ full of fuel.
- Explore Oxygen Supply storage and delivery for many medical dependent patients, public private partnerships.
- Explore options and develop plan to secure our hardline (7) phone lines at the EOC.
- Identify high human risk buildings to evaluate PSPS planning.
- Reach out to business community to discuss PSPS.
- Develop an information gathering program to identify the medically dependent residents
    - PG&E Portal of Baseline Customers
    - SLO County OES Functional Access needs list
    - EM Power list from SLO EMSA
    - Senior Meals on Wheels List
    - Medicare Beneficiary Medically Dependent Population through SLOPH
- Research needs and plan for possible 911 notification centers using CERT.
- Develop operation task supplementals for
    - Medical Dependent Population Situational Awareness
    - Morro Bay 911 notification centers
    - Equipment and information distribution
- Identify items needed for each department to function for a minimum seven days.

CONCLUSION

Staff recommends the Council adopt the following resolutions:

1. Adoption of Resolution No. 89-19, and accepting the revised City of Morro Bay Emergency Management Plan (EMP), adding Annex K Electrical Power Shut-Off Continuity of Operations Plan (COOP); and
2. Adoption of Resolution No. 90-19 approving a budget adjustment not to exceed $36,000 from General Fund Emergency reserves to a new PSPS capital project to assist staff maintaining critical City functions during an electrical power shut-off.

ATTACHMENTS

1. City of Morro Bay Resolution No. 89-19
2. City of Morro Bay Resolution No. 90-19
3. City of Morro Bay Emergency Management, Part 1 Basic Plan
4. City of Morro Bay Emergency Management, Part 2 Annex K
5. City of Morro Bay Public Safety Power Shut-Off information flyers
    a. Car Safety
    b. Communications
    c. Food Safety
    d. Generator Safety
    e. Medical Devices
    f. Red Flag Warning
    g. Supply Kit
6. Staff Presentation

RESOLUTION NO. 89-19

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA, ADOPTING THE OCTOBER 2019, REVISION OF THE MORRO BAY EMERGENCY MANAGEMENT PLAN (EMP), PART 1, BASIC PLAN, THE CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS), AND FEDERAL NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

THE CITY COUNCIL
City of Morro Bay, California

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal governments, and

WHEREAS, no plan can prevent death and destruction, but good plans carried out by knowledgeable and well-trained personnel can and will minimize losses, and

WHEREAS, the City of Morro Bay has prepared an Emergency Management Plan (EMP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency, and

WHEREAS, Part 1 also known as the Basic Plan of the Emergency Management Plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, establishes emergency lines of Council member succession and provides for coordination for planning efforts of the various emergency staff and service elements, and

WHEREAS, the City of Morro Bay Emergency Management Plan establishes City policy and objectives for emergency management and response; and

WHEREAS, the City wants to assure the Emergency Management Plan reflects the City's use of the Federal National Incident Management System and State Standardized Emergency Management System as adopted by Resolution No. 05-19 on January 8, 2019; and

WHEREAS, the City desires to add Electrical Power Shut-Off Continuity of Operations Hazard Annex to Part II of Morro Bay's Emergency Plan, identify Electrical Power Shut-Off Continuity of Operations in Part I of Morro Bay's Emergency Plan, and provide accurate updated data for compliance with state mandates, federal mandates, and San Luis Obispo County Emergency Management Plan to the City of Morro Bay Emergency Management Plan;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Morro Bay, California, that the City of Morro Bay hereby rescinds Resolution No. 05-19 and adopts the revised City of Morro Bay Emergency Management Plan Part 1, Basic Plan, California Standardized Emergency Management System, and Federal National Incident Management System (attached and incorporated by reference).

PASSED AND ADOPTED by the City Council of the City of Morro Bay, at a regular meeting thereof held on the 22nd day of October 2019 by the following vote:

AYES:
NOES:
ABSENT:

_____
JOHN HEADDING, Mayor

ATTEST:

_____
DANA SWANSON, City Clerk

RESOLUTION NO. 90-19

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA,
APPROVING AMENDMENTS TO THE CITY'S FISCAL YEAR 2019/2020 BUDGET**

**T H E C I T Y C O U N C I L
City of Morro Bay, California**

WHEREAS, Fiscal Year 2019/2020 budget adjustments related to public safety power shutdown were discussed and approved during the October 22, 2019 Council meeting; and

WHEREAS, Budget adjustments discussed during the October 22, 2019 Council meeting assists the City in the preparation to maintain critical functions during a Public Safety Power Shut-off; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California,

1. The operating budgets of the City are amended by a budget adjustment not to exceed $36,000 from general fund emergency reserves to a new capital project for Public Safety Power Shut-off, as discussed at the October 22, 2019 Council Meeting.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 22nd day of October 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
JOHN HEADDING, Mayor

ATTEST:

_____
DANA SWANSON, City Clerk

City of Morro Bay

Comprehensive Emergency Management Plan

Basic Plan

Developed for:

Scott Collins
City Manager
City of Morro Bay
Morro Bay, CA

Developed by:

Steven C. Knuckles
Fire Chief
City of Morro Bay
Morro Bay, CA

October 2019

PLAN ADOPTION

This is the official City of Morro Bay Comprehensive Emergency Management Plan for responding to various emergencies causing damage in the City of Morro Bay. The Plan's responsibilities and authorities are effective as indicated below.

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The Morro Bay Fire Department is responsible for Emergency Management and Preparedness coordination and will revise Hazard Specific Annexes and related Support Materials, as appropriate. This Plan is Tactical in nature not Policy, and as such revisions does not require City Council approval.

The plan covers all emergencies and it is broken down into the following types of major events:

A. Earthquake
B. Hazardous Materials
C. Multiple Casualty
D. Flood
E. Fire
F. Tsunami
G. Civil Disturbance
H. Diablo Canyon Nuclear Power Plant
I. Terrorism
J. Adverse Weather
K. Electrical Power Shut-Off

The City of Morro Bay Comprehensive Emergency Management Plan, including the Hazard Specific Annexes, was developed using State Multiple Hazard Functional Planning guidelines, and as such, complies with state and federal mandates. Compatibility with the San Luis Obispo County Emergency Management Plans was designed into the City of Morro Bay Plan. Common elements in the Plan include an annual review and update of all plans, regular field or tabletop exercises for all plans, automatic Emergency Operations Center (EOC) activation trigger points, and incident management using both the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) at the Emergency Operations Center (EOC) level and the Incident Command System (ICS) at the field response level.

Steven C. Knuckles
Fire Chief
City of Morro Bay

Date: ~~January 3, 2019~~October 22, 2019

Basic Plan

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SECTION I - INTRODUCTION

A. Purpose

The purpose of the City of Morro Bay Emergency Management Plan (hereafter referred to as the "Plan") is to describe the City of Morro Bay policies and concepts for responding to major emergencies that could affect the health, safety, and property of the public within the City of Morro Bay.

B. Objectives

The objectives of this Plan are to:

- Protect the public and property in the City of Morro Bay.
- Establish official City of Morro Bay policy for response to emergencies utilizing National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).
- Identify authorities and assign responsibilities for planning and response activities.
- Identify the scope of potential hazards which form a basis for planning.
- Identify other jurisdictions and organizations with which planning and emergency response activities should be coordinated.
- Establish the City of Morro Bay Emergency Organization that will lead the emergency response and recovery.
- Establish the City of Morro Bay policy for providing emergency information to the public.
- Outline pre-planned response actions that will be taken by the City of Morro Bay emergency personnel to mitigate the emergency's effects.
- Establish responsibilities for the maintenance of the overall City of Morro Bay emergency preparedness program.
- Establish basic operational protocols and guidelines for activating and operating the City of Morro Bay Emergency Operations Center.

C. Plan Organization

The City of Morro Bay's Comprehensive Emergency Management Plan Basic Plan consists of eight parts.

An abstract of each part is provided below:

Part 1 – Basic Plan

The Basic Plan serves as an overview for elements of response that is common to all types of emergencies.

Part 2 - Hazard-Specific Annexes

The hazard-specific plans that are used to implement the concepts and policies set forth in this Plan. Each Annex covers the response elements specific to the type of emergency addressed. The annexes contained in Part 2 are as follows:

Annex A. Earthquake
Annex B. Hazardous Material
Annex C. Multiple Casualty
Annex D. Flood
Annex E. Fire
Annex F. Tsunami
Annex G. Civil Disturbance
Annex H. Diablo Canyon Nuclear Power Plant
Annex I. Terrorism
Annex J. Adverse Weather
Annex K. Electrical Power Shut-Off Continuity of Operations

Part 3 – Resource Directory

City of Morro Bay Emergency Operations Center Resource Directory

The Resource Directory consists of support materials and references, and is a stand-alone document. The materials are intended to provide emergency personnel with information and data to support the City's emergency response efforts.

Resource Directory materials in Part 3 include:

1. City of Morro Bay Emergency Proclamations
2. City of Morro Bay Emergency Operations Center Communications and Messaging
3. City of Morro Bay Phone Directory (**Confidential Numbers-limited distribution**)
4. City of Morro Bay Reverse 911 Process
5. City of Morro Bay Faith Bases Organizations
6. Child Day Care Centers
7. ARES Activation
8. Senior Care Facilities
9. City of Morro Bay Police Volunteers
10. City of Morro Bay CERT activation process
11. City of Morro Bay Resources
12. Persons with Access and Function Needs
13. Emergency Alerting System (EAS)

Note: Parts 2 and 3, the Hazard Specific Annexes and Support Documents, are tactical contain information that changes frequently.

Part 4 – Recovery Resource Directory and Plan

Part 4 of this Plan consists of Recovery materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the City's emergency recovery efforts.

1. Concept of Operations
2. Recovery Operations Organization
3. Recovery Operations Responsibilities
4. Recovery Damage/Safety Assessment
5. Documentation
6. Disaster Assistance Process for Public Agencies
7. Hazard Mitigation – Planning and Prevention
8. After Action Reporting

Part 5 – Emergency Operations Center Position Checklists

Part 5 of this Plan consists of SEMS/NIMS Emergency Operations Center Position Checklists. The Checklists are intended to provide information to city Staff who are designated as Section Chief/Coordinators and their support staff.

Position Checklists include:

1. Emergency Operations Center Staff
2. Command Staff
3. General Staff
4. Operations Section
5. Logistics Section
6. Finance and Administration
7. Plans and Intelligence

Part 6 – Debris Management

Part 6 of this Plan consists of Debris Management materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the City's Debris Management.

The Debris Management Plan Consists of the following elements:

1. Applicant Eligibility
2. Concept of Operations
3. Temporary Debris Storage and Reduction (TSDR) Sites
4. Debris Removal
5. Eligible Work
6. Debris Reduction Methods
7. Demolition of a Damaged Public Facility or Privately Owned Building

8. Temporary Debris Storage and Reduction Site Closeout Procedures
9. Debris Forecasting and Estimating
10. Debris Monitoring
11.Organization and Responsibilities
12.Administration and Logistics
13.Authorities, References and Regulations

Part 7 – Shelter and Welfare

Part 7 of this Plan consists of Shelter and Welfare materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the needs of the City's emergency Care and Shelter efforts.

The Care and Plan Directory consists of the following elements:

1. American Red Cross Activation Protocol
2. American Red Cross Shelters
3. Transportation Resources
4. Shelter Opening Checklist
5. Morro Bay Unified School District Telephone Numbers

Part 8 – Evacuation

Part 8 of this Plan consists of preplanned zones, routes and supplies needed for a systematic evacuation. In addition, guidelines are intended to clarify and explain the legal authority that our City and public safety agencies may use to initiate, maintain, and enforce restrictions on the movement of persons and property.

The Evacuation Plan Consists of the following elements:

1. City of Morro Bay Evacuation Zone Map
2. City of Morro Bay Evacuation and Repopulation Plan
3. California OES Legal Guidelines for Controlling Movement of People and Property

D. Persons with Functional and Access Needs

The Americans with Disabilities Act (ADA) of 1990 is incorporated into emergency preparedness plans. This law prohibits discrimination on the basis of disability. A best practice used to effectively address the needs of persons with disabilities or access and functional needs in emergency preparedness plans is establishing a process to pre-identify resources which may be used to fulfill requests from these individuals for reasonable accommodations they may need in emergency situations.

Functional Needs Support Services (FNSS) are defined as services that enable children and adults with or without disabilities who have access and functional needs to maintain their health, safety, and independence in a general population shelter. This may include personal assistance services (PAS), durable medical equipment (DME), consumable medical supplies (CMS), and reasonable

modification to common practices, policies and procedures. Individuals requiring FNSS may have sensory, physical, mental health, cognitive and/or intellectual disabilities affecting their capability to function independently without assistance. Additionally, the elderly, women in the late stages of pregnancy, and individuals requiring communication assistance and bariatric support may also benefit from FNSS.

On July 22, 2004, Executive Order 13347 was issued (Individuals with Disabilities in Emergency Preparedness), directing the federal government to work together with state, local and tribal governments, as well as private organizations, to appropriately address the safety and security needs of people with disabilities.

The City of Morro Bay will make every effort to comply with Title II of the Americans with Disabilities Act (ADA) and other applicable laws related to emergency and disaster-related programs, services and activities for individuals with disabilities, access and functional needs.

E. Plan Coordination

Almost all major emergencies result in response by more than one jurisdiction. The City of Morro Bay will ensure that program development is coordinated with surrounding jurisdictions. Response during an emergency must also be coordinated.

The following is a sample listing of jurisdictions where Plan development and response coordination is essential:

- Federal Emergency Management Agency (FEMA)
- Governor's Office of Emergency Services (CalOES)
- San Luis Obispo County Office of Emergency Services (OES)
- San Luis Obispo County Fire Department
- San Luis Obispo County Sheriff
- All Cities and Special Districts within San Luis Obispo County

F. Emergency Preparedness

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems.

Those identified in this plan, having either a primary or support mission relative to response and recovery, should prepare departmental Standard Operating Guidelines (SOGs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Department personnel should be acquainted with these SOGs and checklists through periodic training in the activation and execution procedures.

Preparedness activities are part of the implementation of the Emergency Services Act (ESA), the

Master Mutual Aid Agreement (MMAA), and the State Emergency Plan. This plan is considered in effect at all times to provide authorization to accomplish essential preparedness activities.

The receipt of a warning or the observation that a disaster is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOGs/EMPs/EOC Activation Plan.
- Dissemination of accurate and timely emergency public information.
- Accelerated training of permanent and volunteer staff.
- Inspection of critical facilities.
- Recruitment of additional staff and volunteers; as appropriate.
- Mobilization of resources.
- Testing warning and communications systems.

SECTION II - CONCEPTS OF OPERATION

This section outlines the concepts under which the City of Morro Bay will respond to emergencies. How the City of Morro Bay responds to emergencies will depend on the type and magnitude of the situation, many elements of response are similar.

A. Basic Elements of Emergency Response

Some of the basic elements of emergency response common to all types of emergencies include the following:

- Event Recognition
- Notification of Response Personnel
- Mobilization of Response Personnel
- Activation of Emergency Response Facilities and Resources
- Situation Reporting and Assessment
- Public Alerting and Information
- Protective Action Determination and Implementation
- Reentry and Recovery

Response to all emergencies involves the above elements. The type and magnitude of the emergency will determine the level of response necessary.

Some emergencies can be preceded with a buildup period lasting from hours to days, if recognized may provide advanced warning to the population groups which might be affected. In certain instances, all of the emergencies addressed in the Plan could be preceded by events that could be recognized as advance warning. These slow building events allow the emergency organizations and resources to be mobilized and prepare for emergency response. In other instances, emergencies can occur with little or no advance warning. This will require emergency organizations and resources to be mobilized just prior to or after the onset of the event.

Since Emergency Preparedness involves planning for worst-case events, the City of Morro Bay must be prepared to respond promptly and effectively and have a provision for mutual aid resources if the response effort requires resources beyond the City of Morro Bay capabilities.

The Hazard-Specific Annexes in Part 2 of this Plan provide the detailed concepts of operations for each type of emergency addressed in this Plan.

B. Mutual Aid Concepts

It is the policy of the City of Morro Bay to utilize Mutual Aid as the primary means to increase personnel and resources for the City of Morro Bay Emergency Organization. Mutual Aid procedures should be consistent with the California Master Mutual Aid Agreement, California Law Enforcement Mutual Aid Plan, California Fire and Rescue Mutual Aid System, and the San Luis Obispo County Fire, Rescue Mutual Aid Plan, and South San Luis Obispo County Coastal Incident Response Plan.

Mutual Aid assistance may be provided by one or more of the following:

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreements
- Medical/Health Mutual Aid Plan
- Public Works Mutual Aid Agreement and Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- California Fire Assistance Agreement

Mutual Aid, like the Incident Command System, is provided under the direct control of the requesting jurisdiction and Public Works Mutual Aid Plan under the broad direction of the Incident Commander.

C. San Luis Obispo County Office of Emergency Services

The Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County contact the Duty Officer at, 805. 781.1144.

The American Red Cross works together with the Shelter and Welfare Branch to identify and establish evacuation and general population shelter sites. In most cases the Shelter and Welfare Branch provides a supporting role to the American Red Cross.

SECTION III - HAZARD IDENTIFICATION AND ANALYSIS

This section provides a **general** overview of the potential threats presented by each of the types of emergencies listed in Part 1, Section I. A **detailed** hazard assessment for each type of emergency is presented in the hazard-specific annexes found in Part 2 of this Plan. Part 3, Support Materials is the Resource Directory for the Emergency Operations Center, Part 4, Recovery Resource Directory and

Plan, Part 5 Emergency Operations Center Position Checklists, Part 6 Debris Management Plan, Part 7 Shelter and Welfare, and Part 8 Evacuation Plan. The content is intended to provide information to support the City's recovery and continuity efforts. Each Part of the Plan is intended to be stand-alone documents. Each the hazard annex examines the potential effects that could result if an emergency of that type were to occur.

A. Earthquake

Hazard Analysis

1. Situations

Earthquakes are considered to be a threat to the city of Morro Bay due to a number of fault zones in the vicinity.

2. Potential Threats – Fault Systems

There are a number of active or potentially active fault systems throughout the region. Small earthquakes, in the range of about magnitude 2.0 – 2.7 and smaller, occur occasionally throughout and near Morro Bay.

There are four (4) known seismically active faults that run through San Luis Obispo County. These include the San Andreas Fault, the Nacimiento- Rinconada Fault, the Hosgri Fault, and the San Simeon Fault. The San Andreas Fault capable of an 8.5 magnitude earthquake is the best known of these four and potentially poses the greatest threat. Increases along this fault between Parkfield and Cholame indicate that we are past due for a 5.5 to 7.4 Richter magnitude earthquake in this area. The 6.55 San Simeon Earthquake of December 2003 damaged the Morro Bay Headquarters fire station and caused two fatalities in Paso Robles.

3. Potential Range of Damage

Potential emergencies or problems that may be triggered as a result of a light-to-heavy damage earthquake impacting the City include: building collapse (particularly un-reinforced masonry structures) causing need for rescue; mass injuries; hazardous materials releases; major fires; utility disruptions; major natural gas leaks; communication disruptions; need for evacuation; command and coordination problems; roadway and transportation system disruptions; and hospital/school disruptions to list a few.

The potential direct and indirect consequences of a major earthquake will severely stress the resources of the City and will require a high level of self- help, coordination and cooperation. Out-of-city assistance from other local, regional, state, federal and private agencies may be delayed by more than 72 hours, depending on the regional severity of the earthquake.

For the purpose of this Plan, earthquakes will be divided into four categories as follows:

a. No Damage Earthquake – Ground motion causes no damage (e.g., no deaths, 6 or less injured, no structural collapse, or no failure of communications, transportation, or utility systems).

b. Light Damage Earthquake – Ground motion causes isolated damage (e.g., 1 or

more deaths, 6 or more injured, 1 or more structures suffering partial or complete collapse, or any failure of communications, transportation, or utility systems).

c. Moderate Damage Earthquake – Ground motion causes widespread damage (e.g., several deaths, several injuries, several structures suffering partial or complete collapse, or major failures of communication, transportation, or utility systems).

d. Heavy Damage Earthquake – Ground motion causes catastrophic damage (e.g., massive fatalities, massive injuries, massive structural collapse, or long term failure of communication, transportation, or utility systems).

e. Aftershocks "aftershocks" are common and may last for days, weeks, or months intermittently. These aftershocks are less intense but can be as damaging as the primary shock wave due to weakened structures.

The Richter scale is a method of rating earthquakes based on strength using an indirect measure of released energy. Each one-point increase, on the Richter scale, corresponds to a 10-fold increase in the amplitude of the seismic shock waves and a 32-fold increase in energy released. As an example an earthquake registering 7.0 on the Richter scale releases over 1,000 times more energy than an earthquake registering 6.0.

Liquefaction occurs when ground shaking causes loose, saturated soils to lose strength and act like viscous fluid. Liquefaction causes two types of ground failure: lateral spread and loss of bearing strength. Loss of bearing strength causes structures to collapse.

Unified Command will provide leadership of an Earthquake emergency with the Fire Chief or designee providing guidance to the Unified Command Staff.

B. Hazardous Materials

Hazard Analysis

1. Potential Threats

A hazardous material is any substance, natural or man-made, that may be harmful to life or to the environment. A hazardous materials incident is any emergency where these substances are involved. Hazardous materials incidents may occur at fixed facilities, along any air or land transportation route, and in unpredictable areas relatively inaccessible by ground transportation. The City contains two (2) major transportation arteries, Highway 1 and Highway 41, where thousands of tons of hazardous materials are transported annually through and into densely populated areas of the City. In 2001 an anhydrous ammonia leak at a fixed facility on Beach Street caused the evacuation of over 3,000 people in Morro Bay.

Pesticides and chemicals are stored at numerous sites around the City. Fixed facilities are found mainly in two areas: the Morro Bay Power Plant and the waterfront area. Air transportation of hazardous materials poses a small but still potential hazard. Hazardous waste is occasionally shipped along Highway 1, as an alternate to US 101 to a major dumpsite located in the Kettleman Hills near Highway 5.

2. Potential Range of Impacts

The vast majority of Hazardous Materials events may have little or no impact. However, Hazardous Materials events that are severe in nature may result in impacts ranging from evacuation to serious injuries to citizens and first responders.

The potential for a hazardous materials emergency exists primarily through transportation accidents of surface vehicles. Although the probability for a disastrous hazardous materials incident is low, the probability for extreme risk to life and property is high should such an emergency occur.

The City of Morro Bay Fire Department has the responsibility for emergency planning for hazardous materials incidents and for the coordination among hazardous materials emergency response agencies during an incident in the City.

Unified Command will provide leadership of a Hazardous Materials Incident emergency with the Fire Chief or designee providing guidance to the Unified Command Staff.

C. Multiple Casualty

A Multiple Casualty Incident (MCI) is one which involves a sufficient number of injured persons to overwhelm the first responding medical resources. The incident may be a significant medical hazard to a large population (natural disaster, Hazardous Materials Incident, etc.), or involves evacuation of a medical facility (hospital, convalescent home, etc.).

Additionally, the Harbor Festival and other large public events, along with the seasonal dangerous surf conditions at the Harbor entrance dictate the need for a Multi-casualty Plan.

Hazard Analysis

1. Potential Threats

The potential for a Multiple Casualty Incident in the City of Morro Bay always exists.

Surface Roadways

US 1 **and** 41 are heavily traveled with trucks, private cars, and passenger buses.

Air

In addition to flights in and out of the municipal airport, commercial and private air traffic passes over the City of Morro Bay. Military aircraft utilizes Vandenberg Air Force Base.

As a result, the potential exists for a Multiple Casualty Incident that could quickly overrun the capabilities of the City of Morro Bay's fire departments.

2. Potential Range of Impacts

A Multiple Casualty Incident that occurs can result in considerable loss of life and property.

Unified Command will provide leadership of a Multiple Casualty Incident with the Fire Chief or designee providing guidance to the Unified Command Staff.

D. Flood

Hazard Analysis

The National Weather Service's definition of a flash flood is a flood occurring in a watershed where the time of travel of the peak of flow from one end of the watershed to the other is less than six hours.

Several creek drainage systems, including Chorro Creek, the Morro/Little Morro Creek convergence, No-Name Creek, Alva Paul Creek, Toro Creek, and San Bernardo Creek flow into and/or near the City. Chorro Creek is the largest and runs along the southern boundary of the City near two mobile home parks. Morro Creek runs parallel to Highway 41. Little Morro Creek runs parallel to Little Morro Creek Road and combines with Morro Creek within the City near Main Street. No-Name Creek runs through the City along Island Street. Alva Paul runs through the city along Whidbey and Yerba Buena Streets. Toro Creek runs along the farthest northern boundary of the City. San Bernardo Creek runs under Highway 1 south of the City. As seen in the 1995 Floods, these creeks can present varying hazards during a flood and can block access to and egress from the City.

When rainfall and surface run-off from a storm exceeds a drainage system's capacity to adequately channel and contain the water flooding may occur. Potential flood areas include: the South Bay Boulevard area between Highway 1 and State Park Road; the area between Highway 41/Atascadero Road and Radcliff Avenue; low-lying sections of Island Street and Beachcomber; Highway 1, at the northern City limits; and, Highway 1 south of the City limits. Other problems and hazards associated with flooding and inclement weather include utility disruptions, broken power lines lying on the ground, trees damaged and blown down, and transportation route disruptions.

1. Situations

Typical rainfall amounts averages 17" per year over most of the City of Morro Bay. However, much higher amounts can be expected in the coastal area to the west of the City of Morro Bay. Winter rainfall season is generally from November to March

Several factors determine the severity of floods, including rainfall intensity and duration, surface permeability, and geographic characteristics of the watershed such as shape and slope. A large amount of rainfall in a short time can result in flash flood conditions, as can a dam failure, or other sudden spill.

2. Potential Threats

When rainfall and surface run-off from a storm exceeds a drainage system's capacity to adequately channel and contain the water, flooding may occur. In addition to the threat of standing and running water, storms may pose other, more serious threats to the City of Morro Bay. Because of the largely unconsolidated nature of the sedimentary soils, washout of the materials on which bridges and roads are built on may be a major problem. River channel banks currently abut several roads. A slipping of hillsides may result in sections of roads being blocked or carried away. High winds often accompany winter storms and may cause significant damage to the community.

Unified Command will provide leadership of a Flood emergency with the Public Works Director or designee providing guidance to the Unified Command Staff.

E. Fire

Hazard Analysis

1. Potential Threats

The potential for a major fire in the City of Morro Bay of Morro Bay always exists. Residential, wildland-urban interface, industrial, and commercial areas, along with transportation fires are the primary areas of concern. The City of Morro Bay's geographic location within the Morro Bay Valley has a threat from a wildland fire. There are a number of areas in the community where homes and businesses are built closely together, providing difficult access and with very little defensible space. In addition, the construction of many of these buildings, often wood-frame with wood siding and combustible roofs, would offer significant fuel to a wind or topographically driven fire.

The City of Morro Bay has a limited number of older, un-reinforced masonry buildings and a large number of wood framed structures spread throughout the community. Typically these buildings lack modern fire protection systems and given their construction type could pose challenges for the Fire Department. A significant number of very large buildings can be found in the commercial and industrial areas of the City of Morro Bay.

The area's most at risk for a wildfire event are the hillside homes of north Morro Bay, structures and vessels located on or adjacent to the waterfront areas of the City, the older businesses lining Morro Bay Boulevard, and the structures in and adjacent to the Morro Bay State Park.

As a result, the potential exists for a major fire that could quickly over-run the capabilities of both the City of Morro Bay's and other local government fire departments.

2. Potential Range of Impacts

Major structure fires and wildland-urban interface fires could have a significant fiscal impact on the City of Morro Bay.

Unified Command will provide leadership of a Fire with the Fire Chief or designee providing guidance to the Unified Command Staff.

F. Tsunami

A tsunami, or seismic sea wave, is a series of waves generated by seismic activity in or near the Pacific Ocean. They may be as far apart as one hour, and up to twenty feet high on this part of the coast. There is no way to determine in advance the amplitude or size of the waves. A small tsunami at one beach can be a giant a few miles away.

Tsunamis have done great damage to communities located on the California coast. A tsunami in 1964 killed 12 people in Crescent City and damaged piers and boats in Morro Bay. Damage in Morro

Bay was caused as the bay emptied and filled every 15 minutes for over an hour. A 1960 tsunami killed 61 people in Hawaii; six hours after a warning had been issued. Sooner or later, tsunamis strike every coastline in the Pacific, and for this reason they pose a threat to the citizens and visitors of Morro Bay. Should such an emergency occur, the risk to life and property could be extreme.

Unified Command will provide leadership of a tsunami with the Fire Chief or designee providing guidance to the Unified Command Staff.

G. Civil Disturbance

Civil Disturbance is the spontaneous disruption of normal, orderly conduct and activities in urban, areas or outbreak of rioting or violence that is of a large nature is referred to as civil disturbance or disorder. Civil disorder is a demonstration of popular unrest that may manifest itself in acts of violence and destruction against property and human life.

High-density event-oriented populations occur at various times throughout the year. They are events that attract large numbers of persons such as; school events, parades, and festivals.

The Harbor Festival can host as many as 20,000 people at a time. Because of the myriad events that are available that weekend, virtually any type of audience can be expected to be in attendance at any one time. The prospect of a large concentration of individuals who are of a mind set to cause a civil disorder is a real possibility.

Hazard Analysis

1. Potential Threats

The threat to the public, law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

2. Potential Impacts

Damage possibilities range from the loss of life, multiple casualties, significant property damage from fire and looting, or the loss of infrastructure (electric and water systems).

Looting and fires can take place as a result of perceived or actual non-intervention by authorities and could take place in both commercial and residential areas of the City of Morro Bay. The setting of fires is a common occurrence in these types of events. Major structure fires or conflagrations are a real threat as fire suppression efforts will often be hindered

Unified Command will provide leadership to a Civil Disturbance event with the Police Chief or designee providing guidance to the Unified Command Staff.

H. Diablo Canyon Power Plant

The Diablo Canyon Diablo Canyon Power Plant is operated by the Pacific Gas and Electric Company (PG&E). The plant is located in San Luis Obispo County approximately 50 miles northwest of the City of Morro Bay. The plant consists of two nuclear power generating units. Both units are operational.

Each unit is a pressurized water-type reactor having an electric power generating capacity in excess of 1,000 megawatts.

When any Nuclear Power Plant is operated, the potential for a radiological accident exists, though the probability of a serious accident is very low. The principal deterrent to an accident is prevention through conservative design, construction and operation, which assures that the integrity of the reactor system, is maintained. Protective systems are installed and are automatically activated to counteract the resulting effects when any part of the reactor system fails. Emergency planning is necessary to assure public safety in the unlikely event that reactor safety systems fail. The Nuclear Regulatory Commissions, working in concert with State and Local Agencies, are responsible for the development of the Diablo Canyon Power Plant Emergency Response Plan.

Protective actions are advised in the event that it is necessary to avoid or reduce a projected dose of radiation. A projected dose is an estimate of the potential radiation dose to affected individuals. Generally, protective actions will be either evacuation or sheltering in place. Federal and State guidance advises protective actions for the Protective Action Zone (PAZ) that lies entirely within San Luis Obispo County.

Protective actions for the City of Morro Bay are not anticipated during the plume phase of an incident. However, the city could be directly affected by protective actions taken in San Luis Obispo County including evacuation, and ingestion pathway exposure, covering food supplies, interdiction and decontamination.

Unified Command will provide leadership for a Diablo Canyon Power Plant event with the Fire Chief or designee providing guidance to the Unified Command Staff.

I. Terrorism

FEMA definition of Terrorism: Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom.

The effects of terrorist activities can vary significantly, depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries and the loss of lives.

The possibility of a terrorist action, which might have an impact on the City, cannot be discounted. Terrorist actions may include biological, chemical, incendiary, explosive, nuclear/radiological, or electronic (such as software system) attacks.

Hazard Analysis

1. Potential Threats

The threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

2. Potential Range of Impacts

Damage possibilities range from the loss of life and multiple casualties to significant property damage from fire and looting, or to the loss of infrastructure (electric and water systems) because of sabotage.

Looting and fires can take place as a result of perceived or actual non-intervention by authorities and could take place in both commercial and residential areas of the City of Morro Bay. The setting of fires is a common occurrence in these types of events. Major structure fires or conflagrations are a real threat as fire suppression efforts will often be hindered

Unified Command will provide leadership to a Terrorism event with the Police Chief or designee providing guidance to the Unified Command Staff.

J. Adverse Weather

Morro Bay is susceptible to the following Adverse Weather events in any given year:

Coastal Erosion
Coastal erosion is a natural geological process caused by currents, storms, earthquakes, winds, waves, tides, and the gradual movement of tectonic plates. It may take place slowly over thousands of years, or it may occur dramatically, as with landslides or severe storms.

It is important to note that coastal erosion occurs primarily during periods of intense wave action that coincides with high tides. Rates of erosion are reported as a yearly average. Local annual erosion rates range from three inches a year to over one foot. However, this pattern is not indicative of future annual changes.

Coastal Storm: Coastal storms usually do most of their damage on the coast, in the form of beach erosion and flooding. The winds originate from low-pressure systems offshore and circulate counterclockwise around the low. The duration of such a storm, the number of high tides through which it persists, can be the most significant measure of its destructiveness.

Wind Storms: Refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. Severe windstorms pose a significant risk to life and property in the region by creating conditions that disrupt essential systems such as public utilities, telecommunications, and transportation routes. High winds can and do occasionally cause tornado-like damage to local homes and businesses. Severe windstorms can present a very destabilizing effect on the dry brush that covers local hillsides and urban wildland interface areas. High winds can have destructive impacts, especially to property trees, power lines, and other utility services.

Severe Winter Storm: A Severe Winter storms are a combination of High Winds and Heavy Rains. These events occur on a regular basis when two fronts combine to create the storm.

Hazard Analysis

1. Potential Threats

Adverse Weather events may place the city piers, docks and commercial district in jeopardy. Single Family and Multi-Family residential units will also be in jeopardy during an Adverse Weather event. These events are of relatively short duration but nonetheless can create major recovery issues for the city. The risk of these events impacting Morro Bay is a concern as they occur on a frequent basis.

2. Range of Impacts

Adverse Weather events may impact housing, commercial, infrastructure and Tourism.

Unified Command will provide leadership for an Adverse Weather event with the Fire Chief or designee providing guidance to the Unified Command Staff.

K. Electrical Power Shut-Off Continuity of Operations

1.Summary

The City of Morro Bay is serviced by Pacific Gas and Electric (PG&E) utility company for electrical power. PG&E electricity is delivered to the City via a 115 kilovolt (kV) transmission lines from the California Electrical Grid. An electrical power shut-off can occur due to another hazard that can occur in Morro Bay or by a planned event, Public Safety Power Shut-Off (PSPS), by PG&E to reduce the risk of a fire ignition during high wind with high temperatures in our regional area. There is no backup facilities or resources for electrical service.

The Multi-Day Power Outage Contingency Plan was established to ensure protection of the community during a multi-day power outage to the best of our ability. The expectation is that City of Morro Bay, Pacific Gas & Electric (PG&E) and San Luis County OES will work together in the implementation of this plan to both protect the utilities' customers, and to ensure the overall health and safety of the communities. The City will make a full effort to coordinate with PG&E and San Luis Obispo County OES the overall protection of the public's health and safety. The City of Morro Bay is committed to working together to mitigate the impacts of a multi-day power outage.

2. Background

Given the continued and growing threat of extreme weather and wildfires, and as an additional precautionary measure following the 2017 and 2018 wildfires, PG&E is expanding and enhancing their Community Wildfire Safety Program to further reduce wildfire risks and help keep communities safe. This includes expanding the Public Safety Power Shutoff program beginning with the 2019 wildfire season to include all electric lines that pass through high fire-threat areas – both distribution and transmission.

The communities in San Luis Obispo County, City of Morro Bay and customers rely on electric service and recognize there are potential safety risks on both sides. PG&E has communicated they will only proactively turn off lines in the interest of safety to help reduce the likelihood of an ignition when extreme fire danger conditions are forecasted. While customers in high fire-threat areas are more likely to be affected, any of PG&E's more than 5 million electric customers could have their power shut off if their community relies upon a line that passes through a high fire-threat area.

The most likely electric lines to be considered for shutting off for safety will be those that pass-through areas that have been designated by the California Public Utilities Commission (CPUC) as at elevated (Tier 2) or extreme (Tier 3) risk for wildfire. In San Luis Obispo County these primary lines come in through Highway 41, Highway 46 and Highway 58 and pass through both Tier 2 and 3. *See Electrical Power Shut-off Annex Reference #1 – Tier Map*

3. Potential Impacts

This Hazard Annex attempts to present the most likely impacts from a Power Shut-Off event occurring in or near the City of Morro Bay. This Plan does not presume to predict the full range and depth of Power Shut-Off event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Power Shut-Off event occurring in, or threatening the City of Morro Bay.

SECTION IV – CONTINUITY OF OPERATIONS AND RECONSITIUTION OF GOVERNMENT

A. Continuity of Operations

A major disaster could include death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained. The California Government Code 8643(b) and the Constitution of the State of California provide authority for the continuity and preservation of State and local government.

Continuity of leadership and the government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure continuity of government (COG), seven elements must be addressed by government at all levels:

1. Succession to essential positions required in emergency management;
2. Pre-delegation of emergency authorities to key officials;
3. Emergency action steps provided in emergency plans and emergency action plans;
4. Emergency operations centers;
5. Alternate emergency operations centers;
6. Safeguarding vital records; and

Protection of government/industrial resources, facilities, and personnel

B. Reconstitution of Government

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. To this end, it is particularly essential that local units of government continue to function.

1. Lines of Succession

Article 15 of the California Emergency Services Act provides the authority, as well as the procedures to be employed, to ensure continued function of government through the appointment of political positions, chief executives, and department heads should they be unable to serve in a locally declared state of emergency. In general the act allows for the governing body to designate and appoint up to three standby officers for positions it deems necessary. For City Council Members, if a quorum cannot be met due to injury, illness, or death during a locally declared state of emergency in Morro Bay, temporary appointments will be made to create a full City Council of five (5) members. The following Tables delineates the lines of succession for the City of Morro Bay.

2. Temporary City Seat of Government and EOC

Should, during any emergency situation, the normal seat of government be unusable, the seat of City government will be moved first to the Morro Bay Community Center and secondarily to the City of Atascadero.

Should, for any emergency situation, the city's primary EOC be unusable a back-up or secondary EOC will be established at the Fire Department or the San Luis Obispo County EOC.

3. Vital Records

The City Clerk is responsible for the vital Records of the City of Morro Bay. These records are routinely stored in the Clerk's office located at City Hall. Back–up data systems are stored off-site at a safe location.

LINES OF SUCCESSION

SERVICE / DEPARTMENT	TITLE- POSITION
Policy Group	1. Mayor and City Council Members 2. Planning Commission Chair 3. Public Works Advisory Board Chair 4. Recreation and Parks Commission Chair 5. Harbor Advisory Board Chair 6. Planning Commission Vice-Chair 7. Public Works Advisory Board Vice-Chair 8. Recreation and Parks Commission Vice-Chair 9. Harbor Advisory Board Vice-Chair
City Manager / Director of Emergency Services	1. City Manager 2. Fire Chief 3. Police Chief
City Clerk	1. City Clerk 2. Deputy City Clerk
Human Resources	1. Personnel Officer 2. Administration Technician
Fire	1. Fire Chief 2. Fire Marshall 3. Fire Captain
Police	1. Chief of Police 2. Police Commander 3. Police Sergeant
SERVICE / DEPARTMENT	**TITLE- POSITION**
Harbor	1. Harbor Director 2. Patrol Supervisor 3. Harbor Business Coordinator
Finance	1. Finance Director 2. Budget/Accounting Manager 3. Senior Accounting Technician
Recreation	1. Recreation Services Division Coordinator 2. Sports Supervisor 3. Youth Services
Public Works	1. Public Works Director 2. City Engineer 3. Capital Project Manger

Information Systems	1. Information Systems Manager 2. Computer Technician

SECTION V - EMERGENCY MANAGEMENT

A. Incident Management Systems (NIMS and SEMS)

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with the normal day-to-day activities associated with governing. Any emergency event of local consequence will more than likely overwhelm local government resources, requiring assistance from a multitude of agencies, initially from area mutual aid partners, then from the State and in major events the Federal Government. The Standardized Emergency Management System and the National Incident Management System have been adopted by the City of Morro Bay. These systems establish a state and nationwide standard response structure and basic protocols to be used by all agencies in both emergency response and recovery from a major event. Their authority and structure can be found in Title 21 of the California Code of Regulations the Homeland Security Act of 2002 and the Homeland Security Presidential Directive #5, 2004.

The intent of this system is a more coordinated effort of emergency management, first at the local level, then at the San Luis Obispo County level, then the state level, and when it is warranted at the national level.

B. Incident Command System

The Incident Command System (ICS) is a field-level emergency management system that consists of several components. When applied together, the following provide the basis for effective emergency management:

- Common terminology
- Modular organization
- Integrated communications
- Unified command structure
- Consolidated action plans
- Manageable span-of-control
- Comprehensive resource management

The modular aspect of The Incident Command System (ICS) establishes an emergency organization based on the resources needed to support all phases of an emergency. The organization's staff will be integrated from the top down. If a situation escalates, additional resources can be brought into the organization, and, likewise, when the situation de-escalates, resources can be released when they are no longer needed.

C. Department Operating Center (DOC)

The Department Operating Center (DOC) staff coordinates with the EOC to support the overall City emergency response and recovery activities. The DOC supports the EOC and is a conduit from the field

to **t**he EOC, and may support field operations, as appropriate.

NOTE: Tactical on-scene response decisions are made at the field Incident Command level—**NOT** by members of the DOC staff.

The following DOC's support the EOC:

- Fire DOC
- Law Enforcement DOC
- Harbor DOC
- Public Works DOC

D. City of Morro Bay Emergency Organization

The Emergency Operations Organizational Chart, at the end of this section, illustrates the City of Morro Bay's Incident Management Organization for various types of emergencies. The staffing and actual structure of the organization will vary based on the type and severity of an emergency.

Table V lists City personnel that will be trained to fill the emergency positions shown. Each position has an alternate. Some are cross-trained to fill several positions. The City of Morro Bay Emergency Operations Center is headed by the Emergency Operations Center Director. The Emergency Operations Center Director has overall responsibility for the City of Morro Bay Emergency Management. The City Manager is designated as the Director of Emergency Services. The Fire Chief is the Deputy Director of Emergency Services and is to provide policy guidance to the EOC and field Incident Commander(s).

The highest ranking on-duty Fire Officer or Police Officer will act as the field Incident Commander at the onset of an emergency. When the Emergency Operations Center is activated the Emergency Operations Center Director is supported by five functional groups.

The functional Emergency Operations Center groups are:

- Command Staff
- Operations Section
- Planning/Intelligence Section
- Logistics Section
- Finance/Administration Section

Except for Command, which includes the Emergency Operations Center Director and support staff, each of these groups is headed by a Section Coordinator. The Section Coordinators comprise the General Staff that is the management core under the Emergency Operations Center Director. The Section Coordinators may activate functions as needed to support Section operations.

E. Responsibilities

This section outlines the general responsibilities of the functional Incident Management Organization groups.

1. Director of Emergency Services

The Director of Emergency Services has responsibility for coordinating all emergency operations. Depending on the type of emergency, personnel authorized to act in the capacity of Emergency Operations Center Director are as follows:

- City Manager
- Fire Chief
- Police Chief
- Economic Development Director/Assistant City Manager
- Public Works Director
- Finance Director
- City Administration
- Designated Fire and Police Personnel
- City Attorney

The Director of Emergency Services responsibilities include:

- Directing the Command Staff and General Staff.
- Developing and implementing strategic decisions including prioritizing multiple needs for resource allocation.
- Approving the order and release of resources.
- Activating Incident Command System elements.
- Ensuring planning meetings are conducted.
- Approving and authorizing implementation of Incident Action Plans.
- Determining information needs and informing the Command Staff.
- Reviewing and authorizing the release of information to the news media and public.
- Ensuring the general welfare and safety of the Emergency Operations Center personnel.
- Approving the Plan for demobilization and recovery.

2. Field Incident Commander (IC)

The Incident Commander (IC) has responsibility for coordinating all field Emergency Operations**.** The Incident Commander (IC) must work in close accord with the Emergency Operations Center Director. Depending on the type of emergency, personnel authorized to act in the capacity of Incident Commander (IC) are as follows:

- Fire Chief
- Police Chief
- Public Works Director
- Designated Fire and Police Personnel

The Incident Commander's (IC) responsibilities include:

- Directing the operations in the field.
- Developing and implementing strategic decisions.
- Approving the order and release of resources.
- Activating Incident Command System elements.

3. Emergency Operations Center Safety and Security Officer/EWIC

The Emergency Operations Center Safety and Security Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring EOC personnel safety. The EOC Safety and Security Officer will make recommendations to the Director of Emergency Services to correct unsafe acts or conditions. The Safety and Security Officer may provide input in the development of Incident Action Plans regarding safe operations conduct. Additional responsibility includes the EMEC Coordinator for Diablo Canyon related event.

4. Public Information Officer

The Public Information Officer is responsible for formulating and releasing information about the emergency to the news media and the general public.

In some situations, the Public Information Officer and Liaison Officer may be handled by one person. In large-scale emergency situations, additional staff may be required in order for this function to operate effectively.

The Public Information Officer/Liaison Officer's Function responsibilities include:

- Gathering and disseminating emergency information.
- Activating a Joint Information Center (JIC) at a location remote from the Emergency Operations Center.
- Obtain approval for the release of information.
- Coordinating the release of emergency information to the public and news media with other agencies.
- Responding to special requests for information.
- Providing information about the emergency to the Incident Management Organization.

5. Liaison Officer

The Liaison Officer will be the primary contact for outside agencies. In large-scale emergency situations, additional staff may be required in order for this function to operate effectively.

- Identifying contacts and communication links with outside agencies and organizations.
- Providing information to and responding to requests from inter-agency and intra-agency contacts.

6. Policy Group

Led by the Mayor, assisted by the City Manager, City Council, City Clerk and City Attorney, this group will provide legal and long-range policy as the emergency effects the overall operation of the City. Direction, from the Administration/Policy Group, to the Emergency Operations Center Director and to the field Incident Commanders must be updated on a regular basis.

7. Operations Section

This section is headed by the Operations Section Coordinator, and is a member of the General staff. This section is responsible for the following operations:

- Providing and coordinating law enforcement services, including assisting other law enforcement agencies in traffic management.
- Providing and coordinating public works services, including providing and placing barricades and signs for traffic management activities.
- Providing and coordinating fire protection services.
- Providing and coordinating emergency medical services for the City.
- Establishing and managing staging areas.
- Ensuring the general welfare and safety of section personnel.
- Providing Care and Shelter for the City
- Providing Evacuation direction for the City

The Law Enforcement Branch, Fire and Rescue Branch, and Public Works Branch, are examples of functions that will operate under the direction of the Operations Section Coordinator.

8. Plans and Intelligence Section

This section is led by the Plans and Intelligence Section Coordinator and is a member of the General staff. The Section is responsible for obtaining, evaluating, disseminating and using information concerning the developing status of the emergency. This information is needed to have an understanding of the current situation and develop appropriate courses of action to effectively manage the emergency response.

The Situation/Status Unit, Advance Plans Unit, GIS/Mapping Unit Documentation Unit, are examples of functions that will operate under the direction of the Plans and Intelligence Section Coordinator.

9. Logistics Section

This section is led by the Logistics Section Coordinator and is a member of the General staff. The Logistics Section Coordinator, with assistance from several units, is responsible for providing logistical needs such as Facilities Unit, Communications/IT Unit, Transportation Unit, Supply Procurement Unit, and Personnel Unit. The Logistic Section Coordinator is also responsible for ensuring the general welfare and safety of section personnel.

The, Communications/IT Unit, Facilities Unit, and Supply Procurement Unit are examples of functions that will operate under the direction of the Logistics Section Coordinator.

10. Finance and Administration Section

This section is led by the Finance and Administration Section Coordinator and is a member of the General staff; this section is responsible for all financial and cost aspects associated with the emergency. The Finance and Administration Section Coordinator manages and is assisted by three units: the Time Unit, Cost Accounting Unit, Compensation and Claims Unit. These are examples of functions that will be under the direction of the Finance/Administration Section Coordinator.

EMERGENCY OPERATIONS CENTER POSITION ASSIGNMENTS

The following section outlines position assignments for Incident Management Organization members. The assignments are made corresponding to position within the regular City of Morro Bay Emergency Management Organization Chart by position only. Members of the City of Morro Bay Emergency Management Organization that are As appointed to the Emergency Operations Center shall be made aware of their assignment and offered special training for their incident management function. These assignments are recommendations only. Any person familiar with the Incident Command System may be used to fill positions that are deficient on personnel, especially in the early stages of an incident.

EOC POSITION	JOB TITLE
Director of Emergency Services	**City Manager**
Deputy Director of Emergency Services	**Fire Chief** *Alternates: As appointed by Director of Emergency Services*
Public Information Officer	As appointed by Director of Emergency Services
Liaison Officer	As appointed by Director of Emergency Services
Legal Officer	City Attorney
EOC Safety	As appointed by Director of Emergency Services
Operations Coordinator (Fire)	**Fire Chief**
Operations Coordinator (Law Enforcement)	**Police Chief**
Operations Coordinator (Natural Disaster)	**Public Works Director**
Fire & Rescue Branch Director	Fire Representative
Law Enforcement Branch Director	Police Representative
Care & Shelter Branch Director	Recreation Representative
Harbor Branch	As appointed by Director of Emergency Services
Public Works Branch Director	Public Works
Planning/Intelligence Coordinator	As appointed by Director of Emergency Services
Situation/Status Unit Leader	As appointed by Director of Emergency Services
Advance Plans Unit Leader	As appointed by Director of Emergency Services
Documentation Unit Leader	Fire Administration
Damage Assessment	As appointed by Director of Emergency Services
GIS/Mapping Unit Leader	GIS
Logistics Coordinator	As appointed by Director of Emergency Services
Communications	Law Enforcement
IT Unit Leader	Information Systems
Transportation Unit Leader	As appointed by Director of Emergency Services
Facilities Unit Leader	As appointed by Director of Emergency Services
Supply/Procurement Unit Leader	Accounting
Personnel Unit	Human Resources

Finance/Administration Coordinator	**Finance Director** *Alternate:* As appointed by Director of Emergency Services
Time Unit Leader	Accounting
Compensation/Claims Unit Leader	Accounting
Cost Accounting Unit	Accounting

SECTION VI - PROGRAM MAINTENANCE

A. Disaster Council

Chapter 8.08.030 of the Morro Bay City Municipal Code designates that a Disaster Council be created to oversee and coordinate disaster preparedness measures in the City. The committee is chaired by the City Manager, who is the Director of Emergency Services, membership includes the Fire Chief who is the Deputy Director of Emergency Services, and one member from City Council. City Staff and Civic Representatives can be appointed by the Director of Emergency Services with the advice and consent of the City Council.

Chapter 8.08.040 of the Morro Bay Municipal Code empowers the Disaster Council to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and, regulations as necessary to implement such plans and agreements for the City.

B. Plan and Procedure Maintenance

This Plan, in its entirety, will be reviewed, maintained, and updated on an annual basis by the Fire Chief or designee. The Basic Plan (Part 1) sets objectives and policy for the City and therefore changes require the approval of the City Council.

The Hazard Specific Annexes (Part 2), the City of Morro Bay Emergency Operations Center Resource Directory (Part 3), the Recovery (Plan Part 4), Emergency Operations Center Position Checklists (Part) 5, Debris Management Plan(Part 6), Shelter and Welfare (Part 7, and Evacuation Plan (Part 8) are tactical and reference documents containing information that changes frequently. As such they do not require City Council Approval.

C. Emergency Resources Maintenance

The Disaster Preparedness Committee shall direct City Departments to establish and maintain an Emergency Resources Directory (ERD) for the purposes of listing equipment, supplies, facilities, and communications systems for use in disaster situations. The Emergency Resources Directory shall contain vendor contacts, their phone numbers, and general information. The Emergency Resources Directory is located in City of Morro Bay Emergency Operations Center Resource Directory.

D. Training

It is the policy of the City of Morro Bay to sponsor and coordinate an annual exercise on a particular

component of the City of Morro Bay Emergency Management Plan. The Fire Department will develop and administer the drills or exercises. The primary purpose of these events will be to evaluate and improve the particular Emergency Response Plan that the event may be based on. The exercise or drill should be a no fault training and learning experience to all its participants.

All actions during the exercise will be observed and recorded by an evaluator group comprised of Emergency Management Subject Matter Experts. A "no fault" discussion and critique will follow the exercise. This critique will afford department players and the evaluator group with an opportunity to jointly comment on perceived strengths, and what needs improvements on the particular Emergency Response Plan exercised. A closed evaluator group meeting will follow the critique for the purpose of recording on a consensus basis specific recommendations for Plan improvement. These recommendations will then be submitted to the Morro Bay Fire Department within 30 days after the actual exercise.

The Fire Department will also assist individual departments in developing training programs specific to both individuals and any position he or she may hold within the City of Morro Bay Emergency Management Organization.

The Fire Department will also be responsible for providing general training to the City Council and the employees as needs arise

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of Morro Bay. Please enter the revision number, revision title, page number revised date the revision was posted and the name of the person posting the revision.

The format for numbering revisions shall be a sequential number followed by the last two digits of the current calendar year (e.g., #1-15, #2-15, and so on). New sequential revision numbers will begin each January 1.

SECTION VII - AUTHORITIES AND REFERENCES

A. Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:

1. Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance
- Federal Disaster Relief Act
- Federal Civil Defense Act

2. State

- SEMS Regulations *California Code of Regulations (SEMS Guidelines).*
- California Emergency Services Act
- California Emergency Plan
- California Disaster Assistance Act
- State Toxic Disaster Contingency Plan.
- California Health and Safety Cod*e, (Division 20, Chapter 6.5, Sections 25115 (defines "Extremely Hazardous Waste") and 25117 (defines "Hazardous Waste"), Chapter 6.95, Sections 25500 et seq. (Business and Area Plans relating to the handling and release or threatened release of hazardous material), (Section 114705 et seq., dealing with Control of Radioactive Contamination of the Environment).*
- Orders and Regulations, which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- California Master Mutual Aid Agreement

3. Local

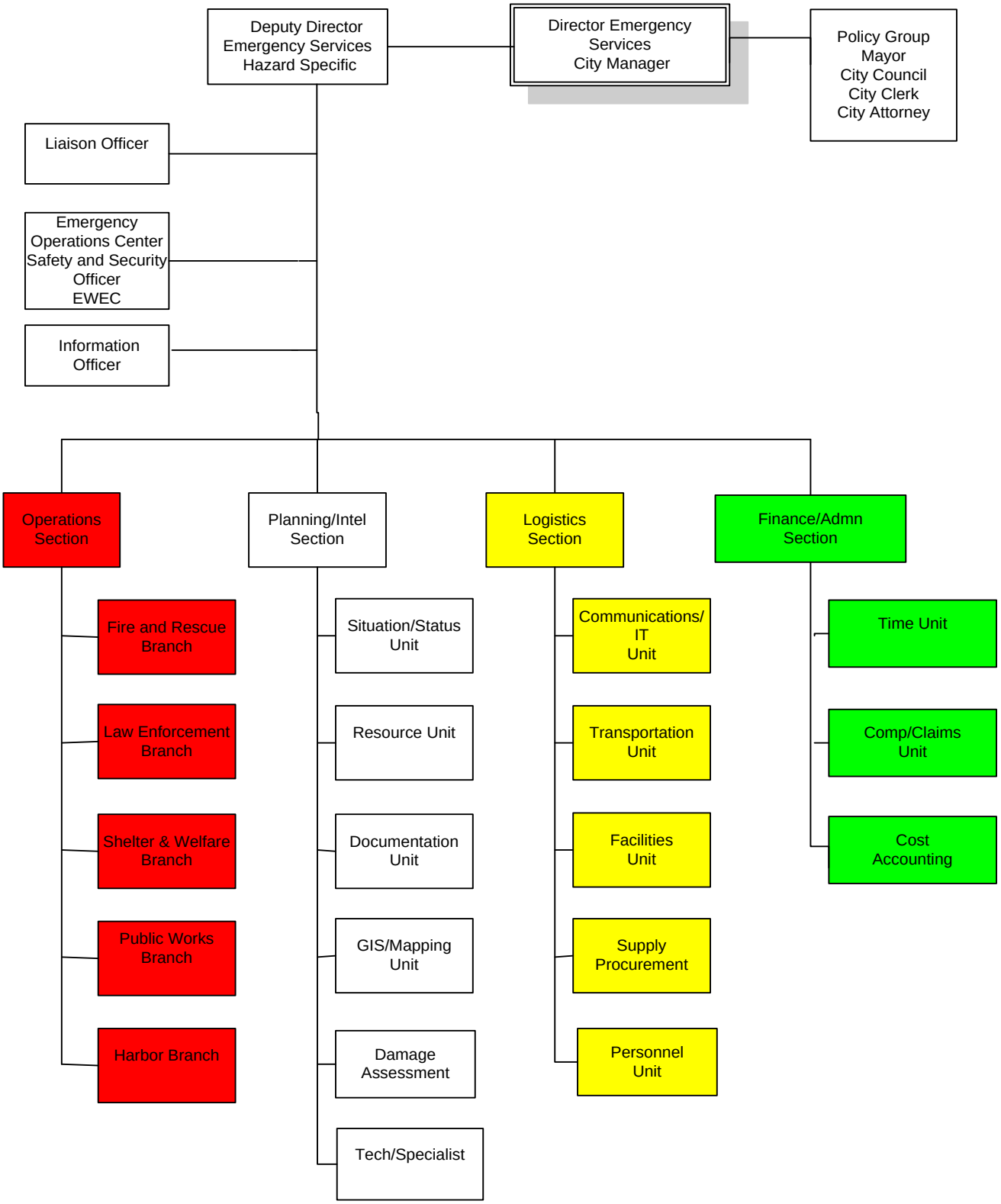
- City of Morro Bay Municipal Code Title 8 Health and Safety, Chapter 8.08 Civil Defense and Emergency Services
- San Luis Obispo County Code - Emergency Organization and Functions

B. References

- California Emergency Plan, 2009
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid Agreement
- California Emergency Medical Services Authority Multi- Causality Incident Guidelines
- City of Morro Bay, Fire Department Policies and Procedures Manual.
- City of Morro Bay, Multi-hazard Emergency Response Plan, 2002
- FIRESCOPE Field Operations Guide - ICS 420-1
- San Luis Obispo County Emergency Operations Plan, 2016
- San Luis Obispo County Earthquake Emergency Response Plan, San Luis Obispo County Office of Emergency Services, 2015
- San Luis Obispo County Hazardous Materials Emergency Response Plan, San Luis

Obispo County OES, 2013

- San Luis Obispo County/Cities Nuclear Power Plant Emergency Response Plan, 2014
- FEMA Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 2.0 November 2010
- San Luis Obispo County Tsunami Response Plan 2016
- San Luis Obispo County Disaster Response Plan
- Morro Bay Unified School District, Comprehensive Emergency Management Plan


Deputy Director
Emergency Services
Hazard Specific
Director Emergency
Services
City Manager
Policy Group
Mayor
City Council
City Clerk
City Attorney
Liaison Officer
Emergency
Operations Center
Safety and Security
Officer
EWEC
Information
Officer
Operations
Section
Planning/Intel
Section
Logistics
Section
Finance/Admn
Section
Fire and Rescue
Branch
Law Enforcement
Branch
Shelter & Welfare
Branch
Public Works
Branch
Harbor Branch
Situation/Status
Unit
Resource Unit
Documentation
Unit
GIS/Mapping
Unit
Damage
Assessment
Tech/Specialist
Communications/
IT
Unit
Transportation
Unit
Facilities
Unit
Supply
Procurement
Personnel
Unit
Time Unit
Comp/Claims
Unit
Cost
Accounting

City of Morro Bay

Comprehensive Emergency Management Plan

Electrical Power Shut-Off

Continuity of Operations Plan

Developed for:
Scott Collins
City Manager
City of Morro Bay
Morro Bay, CA.

Developed by:
Executive Team
City of Morro Bay
Morro Bay, CA

Written by:
Steven C. Knuckles
Fire Chief
City of Morro Bay
Morro Bay, CA

October 2019

FORWARD

The City of Morro Bay Continuity of Operations Plan (COOP) for Electrical Power Shut-off events provides an overview of the City's approach to COOP operations should a planned power outage occur. It details COOP and City actions, describes the City organization, and assigns tasks. This plan provides guidance for implementing the COOP to ensure the orderly, rapid, and efficient actions of mission essential functions occur under the threat and condition of power outage impacts and disruptions of City services to the best of our abilities. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on City of Morro Bay missions, personnel, and facilities.

Coordinated Response

It is recognized that if a Power Shut-Off event impacts the City of Morro Bay and is regional in nature, Unified Command will be responsible for coordinating the response of the City and San Luis Obispo County Office of Emergency Services (OES).

ICS/SEMS/NIMS

The City of Morro Bay has adopted the Incident Command System (ICS), the Standard Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a damaging Power Shut-Off event impacting the City of Morro Bay.

Unified Incident Command Authority

In the event of a Power Shut-Off Incident, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of Morro Bay's position as Incident Commander.

No. 1 – The On-Duty Fire Officer
No. 2 – The On-Duty Police/Fire Person as appointed by the Fire or Police Chief
No. 3 – The On-Duty highest ranking Fire Officer or Police Officer

The Unified Incident Commander will alert the Morro Bay City Manager as to the severity of the incident.

Emergency Operations Center Leadership

The City Manager is the Director of Emergency Services. The Fire Chief is the Deputy Director of Emergency Services.

Persons with Baseline Medical, Access and Functional Needs

It is the intent of the City of Morro Bay to ensure that Persons with Baseline Medical needs and Functional Access Needs have equal services that are provided to the citizens of Morro Bay and are a priority during an emergency.

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1. Situation Summary

The City of Morro Bay (CMB) is serviced by Pacific Gas and Electric (PG&E) utility company for electrical power. PG&E electricity is delivered to the City via a 115 kilovolt (kV) transmission lines from the California Electrical Grid. There is no backup facilities or resources for electrical service.

The Multi-Day Power Outage Contingency Plan was established to ensure protection of the community during a multi-day power outage to the best of our ability. The expectation is CMB, Pacific Gas & Electric (PG&E) and San Luis County OES will work together in the implementation of this plan to both protect the utilities' customers, and to ensure the overall health and safety of the communities. The City will make a full effort to coordinate with PG&E and San Luis Obispo County OES for the overall protection of the public's health and safety. The City of Morro Bay is committed to working together to mitigate the impacts of a multi-day power outage.

2. Background

Given the continued and growing threat of extreme weather and wildfires, and as an additional precautionary measure following the 2017 and 2018 wildfires, PG&E is expanding and enhancing its Community Wildfire Safety Program to further reduce wildfire risks and help keep communities safe. This includes expanding the Public Safety Power Shutoff program beginning with the 2019 wildfire season to include all electric lines that pass through high fire-threat areas – both distribution and transmission.

The communities in San Luis Obispo County and City of Morro Bay customers rely on electric service and recognize there are potential safety risks on both sides. PG&E has communicated they will only proactively turn off lines in the interest of safety to help reduce the likelihood of an ignition when extreme fire danger conditions are forecasted. While customers in high fire-threat areas are more likely to be affected, any of PG&E's more than 5 million electric customers could have their power shut off if their community relies upon a line that passes through a high fire-threat area.

The most likely electric lines to be considered for shutting off for safety will be those that pass-through areas that have been designated by the CPUC as at elevated (Tier 2) or extreme (Tier 3) risk for wildfire. In San Luis County these primary lines come in through Highway 41, Highway 46 and Highway 58 and pass through both Tier 2 and 3. *See Reference #1 – Tier Map*

The PG&E Wildfire prevention strategies for electric utilities include protocols for mitigating impacts of public safety power shutoffs, utility procedures for maintenance and inspection of lines, outreach to first responders and customers, including low-income, elderly, disabled, and those with limited English and restoration of service after a wildfire.

3. Potential Impacts

The following discussion attempts to present the most likely impacts from a Power Shut-Off event occurring in or near the City of Morro Bay. These potential emergencies are discussed in detail below as a basis for planning and response. This Plan does not presume to predict the full range and depth of Power Shut-Off event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Power Shut-Off event occurring in, or threatening the City of Morro Bay. Any concerns or comments should be directed to the fire department for consideration.

3.1 Leadership

a. The strain on local government and its emergency response organization to command and coordinate the response to an extreme Power Shut-Off event could be immediate, severe, and overwhelming.
b. Out-of-county assistance from state, federal, mutual aid and private agencies will probably not be needed in anything but the most extreme situations where power outages exceed 48 hours.
c. Logistical support and/or mutual aid requests may have extended reflex arrival time which should be considered in decision making

3.2 Situation Reporting

a. A Power Shut-Off event may initiate many types of emergencies and damages simultaneously over a widespread area.
b. This will overwhelm emergency resources and preclude the traditional direct response to each emergency.
c. Normal means for reporting emergencies via a 911-phone dependent system may be overloaded the first several hours of the incident.
d. Additionally, cellular carriers have assured initial battery back-up with most reporting generators able to run the first 24 hours before needing refueling.
e. Challenges may be in an overloaded system as citizens turn to cellular data for information.

3.3 Evacuation

a. The purpose of evacuation is to move the population in an affected area away from the possible hazard. It is a protective action taken to avoid or reduce the public's exposure to a sustained power outage.
b. Evacuation for short duration power outages should not be necessary and avoided when possible and community members should be sheltered in place.
c. Evacuation of the public may be indicated when:
    1. Baseline medical patients need definitive care at hospital or medical facility.
    2. Power outage anticipated to exceed 48 hours.
    3. Managed care facilities activate their emergency plan to move their baseline clientele.

3.4 Resource Center Information

a. Pre-identified resource centers should be considered for use in providing resources and limited shelter to displaced individuals during an extended outage.
b. Which one's that will be selected is a decision that will be made at the time based upon the needs and number of displaced individuals and whether they have on-going medical issues like the need for electrically operated supplemental oxygen concentrators/generators.
c. Assistance may be limited from Red Cross as this is considered a planned event v. disaster assistance. SLO County EOC Mass Care (CHADOC) and Public Health officials may provide shelter assistance.

d. Note: since we are now referring to shelters as evacuation resource centers, the evacuation population is the number of people that the space can hold if we do not need to set up cots.
e. The shelter population number is the number we could support in the space if we must house them overnight (shelter population = half of evacuation population).

3.5 Animal Sheltering

a. Animal shelter may be a long-term requirement for extended power outages; however, community members should be directed take animals during evacuation.
b. Potential resources:
    1. SLO Co. Animal Services (animals including dogs, cats, rabbits, birds, chickens)
    2. SLO FFA (large animals, livestock)
    3. Mid-State Fairgrounds (large animals, livestock)
    4. Santa Maria Fair Park (large animals, livestock)
c. The American Red Cross has disaster trailers (which are staged at various locations around the County) and can be stocked with some crates, food, and bowls.

3.6 School Disruptions

a. Schools would be immediately disrupted requiring them to either close or evacuate.
b. Communication with San Luis Coastal Unified School District as needed.

3.7 Emergency Services

a. Emergency medical services may become overwhelmed due to baseline medical community needs
b. Fires, wildland or structure may pose extreme public hazard should water systems dependent on power be compromised.
c. Technical Rescues of various types could occur as a result of power outages such as elevator entrapment.

3.8 City Utilities

a. The Public Works Department has worked to ensure all pump facilities, water and sanitation, have or can have generated power during an outage to maintain water flow.

3.9 Transportation Systems

a. A Power Shut-Off event could disrupt normal transportation systems causing severe traffic management problems as well as delays to response, evacuation and logistical support.
b. Transit systems would remain operational as determined by the EOC.

3.10 Communication Disruptions

a. Telephone equipment, both hard wired, cellular and voice over internet (VOIP) could be adversely affected. Currently planning is taking place to recognize an electrical power source for our City's phone system located at our City Hall. City Hall does not have a source of back-up power.
b. Hard wired may remain in-service however overloading may occur. Currently our City Emergency Operations Center (EOC) has seven (7) phone lines that are hard wired.

a. (805) 771-1900
b. (805) 771-1901
c. (805) 771-1902
d. (805) 771-1903
e. (805) 771-1904
f. (805) 771-1905
g. (805) 771-1906

c. Cellular may remain in-service however overloading (data) may occur. Most of our cell sites have battery back up power with some having generators. Cellular service carriers are required to provided mechanized power supplies for longer duration power shutoffs.
d. Voice over internet would be out of service and unusable with our City's servers located at City Hall with no backup power.

3.11 Emergency Public Information

a. During a Power Shut-Off event, the public will need basic emergency public information.
b. This information will be provided by the City of Morro Bay's Public Information Officer via a wide range of both public notification systems and social media.
c. Information streams may become challenged over time as cell phone power is lost.

3.12 Security

a. Access into and out of the impacted area, mostly to ensure public safety, will be a consideration for law enforcement.

4. City of Morro Bay Electrical Power Safety Contingency Plan Objectives

4.1 Management Objectives:

a. Provide for the safety of the public, City employees and volunteers, and first responders always.
b. Ensure that emergency service delivery efforts, law enforcement, harbor, fire and emergency medical service, are uninterrupted from a power outage.
c. Provide for timely and accurate release of incident information to the public, media, first responders, agency administers and cooperators by the EOC Public Information Office through a wide range of mediums.
d. Protect the continuity of critical infrastructure (water/sewer), processes, essential services and facilities with the installation of temporary power generation if back-up power doesn't already exist.
e. Ensure coordination with law enforcement to maintain the protection of the public and maintain accountability of the portable generator's security.
f. Ensure that the needs of medically dependent individuals and those with access and functional needs are contacted and assisted as needed/able.
g. Ensure a fuel distribution plan is developed that is implementable and provides for continuous operations.

h. If needed due to weather or longevity of power shut-off, ensure that Resource Centers are identified and can be supported.
i. Ensure close coordination and communication between the City of Morro Bay, San Luis Obispo County Operational EOC, San Luis Obispo County Office of Emergency Services (OES), and San Luis Obispo County Public Health (SLOPH).
j. Ensure close coordination and communication between local hospitals, care facilities, medical transportation, and the City of Morro Bay.
k. Maintain close coordination and communication between all affected public agencies, incident management, and PG&E, for the activation of the Contingency Plan.
l. Ensure the management actions and efforts will be focused on serving, safeguarding and protecting the citizens of Morro Bay.

5. Power Shut-off Initiating Event

Any notification of anticipated severe fire weather concerns that will create the need for Pacific Gas and Electric (PG&E) to shut-off power to the SLO grid or grids will be considered an "initiating event" for plan activation. Such power shut off events may cause or significantly contribute to an increase in serious injury, death or pose substantial hazards to humans and/or the environment.

Weather threats can change quickly. PG&E's goal, dependent on weather, is to provide customers with advance notice prior to turning off power. PG&E will also provide updates until power is restored. The initiating event of a proposed power shut-off that alerts the public and local governments should occur 48 hours at the onset with follow-up with confirmation notifications at 24 hours, and within 2 hours of the shut-off. PG&E has stated ongoing information will be disseminated during the outage and when the power has been restored. The focal point for reporting initial Power Shut-Off impact is the City of Morro Bay's Emergency Communication Center (ECC) to Emergency Services and Department Team Leadership.

The PG&E event notification will include:

1. Estimated start time of a potential event
2. Forecasted weather duration
3. Estimated time range to full restoration
4. Number of medical baseline customers in the potentially impacted area
5. Maps that include boundaries of the area subject to de-energization and affected circuits will be posted at pge.com/pspsportal

6. SLO County Office of Emergency Services (OES)

The SLO County Office of Emergency Services (OES) coordinates all requests for assistance from Morro Bay County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from Morro Bay County, contact the Duty Officer at +1 (805) 781-1144.

OES will receive official notification of a potential PSPS. The City and community may also receive notifications from PG&E. OES will provide notification information to partner organizations to share information received from the PG&E portal. The City also has access to the PG&E portal. OES will conduct an Operational Area (OA) conference call(s) as needed with the respective agencies affected.

The City EOC Director, Fire Chief, Police Chief, Harbor Director, Public Works Director or their Designees will participate in the OA conference call.

If there is a sustained area wide electrical outage that is estimated to be over 6 hours, the Emergency Operation Center (EOC) will facilitate an Outage Policy Group meeting either in person or by conference call. The responsibility of the Outage Policy Group would be to recommend to the City Emergency Services Coordinator (City Manager) or Deputy City Emergencies Services Coordinator (Fire Chief) or designee whether to implement all or part of this Contingency Plan.

The Outage Policy Group will be comprised of:

1. Emergency Services Coordinator (ESC), City Manager or Deputy ESC
2. Department Heads
3. PG&E Agency Representative (AREP)
4. County Office of Emergency Services (AREP)

7. Power Shut-Off Continuity of Operations Plan (COOP) Activation

Any Power Shut-Off event that in the opinion of the Morro Bay City Manager, Fire Chief (or designee), Police Chief (or designee) that warrants the activation of Continuity of Operations Plan shall be communicated to ALL Emergency Operations Center staff (EOC).

If confirmed impacts are brought to the attention of the City of Morro Bay's ECC, contact with the Unified Incident Commander (or authorized alternate) should occur. If contact by phone is possible, the Unified Incident Commander or alternate would be advised of the situation (including initial emergency dispatch response/infrastructure failure reports) by the City of Morro Bay Emergency Communications Center.

Additionally, if contact with the Unified Incident Commander or any authorized alternate cannot be made, the highest-ranking Fire Captain Police Supervisor may recommend Continuity of Operations Plan activation.

7.1 Emergency Operations Center Locations:

The following are the EOC locations for an emergency event. *(Note: These locations may be adjusted or changed depending on the specific circumstances of event).*

Primary: Morro Bay City Community Center
1001 Kennedy Way
Morro Bay, CA 93442

Secondary: Morro Bay Fire Department
715 Harbor Street
Morro Bay, CA 93442

7.1.2 Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The EOC Director or

Deputy EOC Director may change the activation level throughout the emergency as needed. The levels of activation are:

a. **EOC LEVEL 1:** A major disaster where local resources are overwhelmed. State and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested. The EOC will be staffed to the highest number of personnel possible or necessary.
b. **EOC LEVEL 2:** A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency and a state of emergency may be proclaimed. The EOC will be moderately staffed.
c. **EOC LEVEL 3:** A minor to moderate incident wherein local resources are adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

7.1.3 Emergency Response Levels

Levels of response may vary due to areas effected, time of outage, collateral issues and incident response personnel needs. Emergency planning for a Power Shut-Off event is broken down into three levels:

a. **Level 1, Severe Emergency:** Total recall of all off-duty police and fire department personnel, activation of all city department staffing plans and request the Morro Bay City Manager or assignee and all department heads, to report to the City's Emergency Operations Center.
b. **Level 2, Escalating Emergency:** Increased number of incidents due to a Power Shut-Off event. On-duty crews cannot keep up with calls; however, the incident can be handled by calling out all off-duty Police and Fire Department employees and with the assistance on-duty fire and police units.
c. **Level 3**. **Non-Emergency:** Always in effect day-to-day routine operations. No excessive incident load. On-duty crews can handle all calls.

8. Initial Alerting

Upon notification from PG&E of proposed PSPS the following actions should be followed:

8.1 Dispatch

a. The Morro Bay Emergency Communications Dispatch Center will notify the City Manager, Police and Fire Chiefs and Harbor Director or designees of PSPS notification.

8.2 City of Morro Bay Outage Policy Group decision points and respective actions

a. In the event of a PSPS event, Pacific Gas and Electric (PG&E) have advised they will provided advanced notice. At each notice point it is recommended an operational conference call occur to discuss EOC activation need and immediate preparation and response needs.

8.3 Power shut-off prediction 48 hours response process

a. Operational Area Conference Call Activation with:
    1. Morro Bay City EOC Director or Designee
    2. Morro Bay City Fire & Police Chief
    3. SLO County OES Director or Duty Officer
    4. Operational Area Coordinator or Designee

b. Actions to be taken
    1. Department Heads & Elected Officials notified by Morro Bay City EOC Director or Designee
    2. Morro Bay's ECC to monitor PG&E information site

8.4 Power shut-off prediction 24 hours response process

a. Operational Area Conference Call Activation
    1. Morro Bay City EOC Director or Designee
    2. Morro Bay City Fire & Police Chief
    3. SLO County OES Director or Duty Officer
    4. Operational Area Coordinator or Designee

b. Actions to be taken
    1. Department Heads & Elected Officials notified by Morro Bay City EOC Director or Designee
    2. Morro Bay's ECC to monitor PG&E information site

8.5 Power shut-off prediction <2 hours response process

a. Operational Area Conference Call Activation
    1. Morro Bay City EOC Director or Designee
    2. Morro Bay City Fire & Police Chief
    3. SLO County OES Director or Duty Officer
    4. Operational Area Coordinator or Designee

b. Actions to be taken
    1. Department Heads & Elected Officials notified by Morro Bay City EOC Director or Designee
    2. Morro Bay City EOC Director or Designee determines and communicates activation of EOC to appropriate level
        a. Department Heads or assignee report to EOC as required
        b. Section Coordinators or assignee report to EOC as required
        c. Elected Officials report to EOC as required
        d. Recall Safety Employees to duty as required
        e. Notify OES and CAL FIRE EOC is activated
    3. ECC and EOC monitor PG&E information site

8.6 Power shut-off activated

a. Operational Area Conference Call Activation
    1. Morro Bay City EOC Director or Designee
    2. Morro Bay City Fire & Police Chief

3. SLO County OES Director or Duty Officer
4. Operational Area Coordinator or Designee

b. Actions to be taken
    1. EOC Director, Staff & Section Coordinators activate the PSPS COOP at appropriate level as determined by EOC Director or assignee
    2. EOC Director will direct the level of Incident Action Plan (IAP) development as necessary

8.7 City Personnel Notification /Activation

a. The on-duty dispatchers will:
    1. Alert all off-duty police, fire, harbor, utilities and public works personnel to contact their respective departments to determine activation and reporting to duty needs.
    2. This may be accomplished through assistance from each specific department.
b. Fire and Police Chief will poll on-duty police and fire units for:
    1. Confirmation if stations are running on generator power and fuel status.
    2. Confirmation of on-duty available resources and actions.
    3. Information will be communicated to the EOC Manager or designee.

9. Response

9.1 General Department Duties **Add additional items as necessary. Reminder this plan is for EOC support to each department's operational plan.*

a. Each respective department respond to the PSPS COOP activation as directed. Specific "Operational" actions by each department are NOT listed within this plan.
b. Administration
    1. Respond as required to the EOC and assume Emergency Services Director
    2. Monitor and assess situation related to the Administration mission
    3. Coordinate and implement staffing plan
    4. Coordinate with EOC Public Information Officer and Elected Officials for information release
    5. Determine the need for and development of Local Emergency Proclamation from City Council
c. Police Department
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the police department mission
    3. Coordinate and implement staffing plan
    4. Ensure back up power is secure and running at the police department facilities and radio repeater site on Black Hill
    5. Citywide primary survey for any damages or civil unrest
d. Utilities Division
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the utilities department mission
    3. Coordinate and implement staffing plan
    4. Ensure back up power is secure and running at the Wastewater facility, multiple pumping stations, and water tanks in our City.

5. Conduct citywide survey of freshwater and waste disposal systems

e. Public Works Department
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the public works department mission
    3. Coordinate and implement staffing plan
    4. Conduct citywide survey for streets, facilities and, parks damage
f. Community Development
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the community development department mission
    3. Coordinate and implement staffing plan
    4. Conduct citywide survey of critical facilities and, parks damage
    5. Posting of unsafe buildings related to power outage
g. Parks & Recreation
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the parks and recreation department mission
    3. Coordinate and implement staffing plan
    4. Ensure back up power is secure and running at the EOC portion of the Community Center
    5. Manage adverse weather-related resource shelters
h. Human Resources
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the human resources department mission
    3. Coordinate and implement staffing plan
i. Finance Department
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the finance department mission
    3. Coordinate and implement staffing plan
    4. Determine the performance level of the City's phone and IT capability
    5. If possible or needed, ensure back up power is secure and running for the City's phone and IT capability
    6. Ensure emergency purchasing procedures are properly followed
j. Fire Department
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the fire department mission
    3. Coordinate and implement staffing plan
    4. Ensure back up power is secure and running at the Harbor Street Fire Station
    5. Ensure secondary radio communications for the City is operating at the primary and secondary EOCs
    6. Respond for calls for service
    7. Conduct Citywide survey for damage using CERT if possible
k. Harbor Department
    1. Respond as required to the EOC and assume assigned function
    2. Monitor and assess situation related to the harbor department mission
    3. Coordinate and implement staffing plan

4. Determine and assure back up power needs at the Harbor Office
5. Coordinate with United States Coast Guard
6. Respond for calls for service
7. Assess and provide for any critical vessel power needs

9.2 Morro Bay City Department Activation and Situation Reporting Zones

a. Each department upon activation shall respond assignee's to EOC, assess the situation and coordinate operational response and action within their mission and plan.
b. In the event of a PSPS event, the City of Morro Bay has been organized into eleven (11) Situation Reporting Zones (Morro Bay Evacuation Zones).
c. All situation reporting zones shall be assessed by PW, UT, CDD, PD and FD
    1. Utilize CERT personnel if possible
d. Information should be reported back to the EOC as necessary.
e. Field personnel should consider the following areas for assessment:
    1. City buildings
    2. Lift/pump stations
    3. Buildings with elevator service
    4. Fire target hazards
    5. Care facilities
    6. Hotel/motels

9.3 Staging Areas and Logistical Equipment

a. Pre-identified staging locations for logistical equipment needed to support EOC operations during the PSPS have been identified. Best locations within City control are the Public Works Corp yard, Wastewater Treatment Plant, Police Department and Harbor Street Fire Station.
b. Considerations for long term support may be:
    1. Possible Fuel tenders
        a. Diesel fuel tender, 3000 gallons, can pump fuel through mutual aid or contract.
        b. Gasoline fuel tender, 2000 gallons, can pump fuel through mutual aid or contract.
    2. Generators
        a. Additional generators to match the power load recommendations for each site
    3. Communication
        a. Cellular on Wheels from providers as needed and available
        b. 1 Cal OES OASIS communication trailers as needed/available
        c. 1 Federal Mobile Emergency Response Vehicle as needed/available
    4. Coordinate and order logistical supplies and resource to support the EOC

9.4 EOC Director & Incident Commander – Coordination and Response

a. Activate EOC / begin Incident Action Plan development
b. Monitor and assess situation
c. Continue coordination with PG&E, OES, and Operational Area partners
d. Coordinate public information

e. Staff phone assistance centers with the possibility using SLO County's Joint Information Center (JIC) on Kansas Road.
f. Coordinate resource requests with County OES and Operational Area EOC
g. Liaison with agency representatives from:
    1. Cellular companies
    2. Internet service providers
    3. Media
h. Order logistical supplies to support operations, EOC and field personnel
i. Determine need for Local Emergency Proclamation

9.5. Logistics – Water and Sanitation

a. Utilities Divisions to ensure all pump facilities, both water and sanitation, have or can have generated power during an outage to maintain flows.
b. Utilities will work with PIO in messaging as needed

9.6 Logistics – Transportation Systems

a. Transit Department will need to determine mode of operation (EOC)
    1. Fuel considerations may limit or disrupt normal transportation systems
b. Police Department will need to determine need for traffic control (EOC)
    1. Lack of traffic signaling may cause severe traffic management problems as well as delays to response, evacuation and logistical support.
c. Assign Corporate Yard Mechanics to establish and coordinate refueling city vehicles, generators and emergency vehicles

9.7 Plans/Operations – Determine the need for Resource Centers

a. Establish Resource Unit Leader (Parks & Recreation)
    1. Notify all predesignated resource sites in the operation area of potential need to open.
    2. Activate assigned city employees to staff sites
b. Determine and request charging center, cooling/warming resource centers if/as needed
    1. Resource centers may be a combination of both City owned, other public entity or privately-owned properties.
    2. Morro Bay Community Center
    3. Alternate sites: San Luis Coastal Unified School District, local churches
c. Determine and request medical shelter(s) if/as needed
    1. Work through LEMSA/MOHOC/CHADOC

9.8 Operations – Access and Functional Needs (A&FN) and Baseline Medical Population

a. Establish Transport Unit Leader (Transit)
    1. Develop A&FN transportation plan to transport electrical dependent people to resource center with power as needed
    2. Develop and/or exercise Transit Operational action plan for limited city service

b. Establish Staging Area Manager (Fire)
    1. Order transport vehicles (Options)
        a. 2 Ambulances

b. 2 Easy-Lift vehicles
c. 2 City Trolleys

c. Establish Welfare Check Unit Leader (Fire or CERT designee)
    1. CERT
        a. Alternate: Public Health nurses (with vehicles)
        b. Alternate: Police Volunteers (with vehicles)
        c. Alternate: Fire Department personnel both fulltime and reserve
    2. CERT to conduct door knock and talk
        a. CERT will provide record of contacts, needs and long-term plan for re-check
        b. If it has been determined that an evacuation is necessary for an individual, 6-pack or care facility, staff will advise the EOC for further direction.

d. Request and review baseline medical community members
    1. PG&E Portal of Baseline Customers
    2. SLO County OES Functional Access needs list
    3. EM Power list from SLO EMSA
    4. Senior Meals on Wheels List
    5. Medicare Beneficiary Medically Dependent Population through SLOPH (After October 23, 2019)

e. Critical facilities are those facilities where public harm will occur if there is a short term or long-term power outage. Some of these facilities have back-up generation and are identified.

f. Other critical facilities may not have back-up generation such as six occupant or less care facilities.

g. Working with MOHAC/LEMSA and Ombudsman, staff has pre-identify all these facilities and their current occupancy. Occupancy can be transient for a variety of reasons.

9.9 Operations – Evacuation

a. Establish Evacuation Unit Leader (PD)
b. If it has been determined that evacuation is necessary for a specific building, or area the following may be considered for evacuation:
    1. Request and direct Law Branch/law enforcement to determine area to be evacuated, evacuation authority, routes, perimeters, and notification of other law enforcement agencies as appropriate.
    2. Contact Resource Unit Leader to activate and operate necessary Evacuation Resource Center and relay their location to the Law Branch and PIO.
        a. Alternate may be American Red Cross, presently not part of the plan.
    3. If EAS, or other form of public notification system is to be requested/used, direct PIO to develop evacuation message including reason for evacuation, areas affected, evacuation routes, and locations of evacuation centers (if evacuation resource center site is known).

4. Direct Law Branch to implement evacuation, including follow up, verification, anti-looting and transportation assistance teams as necessary.
5. Contact County OES (through the Sheriff's Department watch commander or dispatch) if EAS, or other form of public notification, is to be requested or for any other special assistance or coordination.

9.10 Operations – Public Security

a. Establish Law Branch Director (PD)
b. Access into and out of the impacted area, mostly to ensure public safety, will be a consideration for law enforcement.
c. Establishing curfew would be elected official decision to be implemented by law enforcement

9.11 Logistics - Communications

a. Establish a Communication Unit Leader (IT Department)
    1. Activate call center to support EOC and DOC
    2. Determine and request cellular on wheels from providers as needed and available
    3. Determine and request 1 Cal OES OASIS communication trailers as needed/available
    4. Determine and request 1 Federal Mobile Emergency Response Vehicle as needed/available
    5. Determine and Activate Amateur Radio Emergency Service (ARES) for primary or secondary EOC

9.12 Public Information Officer - Communications

a. Establish Public Information Officer (Administration)
b. To avoid conflicting information, all public information should be provided by the Emergency Operations Center City of Morro Bay Public Information Officer.
    1. Share critical and accurate information from single point of contact with public
    2. Message to coincide with PG&E warning customers about pre-emptive power shutdowns when the risk of fire is high.
    3. Messaging mediums may include:
        a. Sheriff Reverse 911
        b. Wireless Emergency Alerting (WEA)
        c. Emergency Broadcasting
        d. Social Media including Facebook, Twitter, Instagram, or Nextdoor
        e. Pulse Point app
        f. AM/FM Radio Stations
        g. Local network television
c. Information streams may become challenged over time as cell phone power is lost.
d. Messaging examples SEE Reference #4

9.13 Finance - Purchasing

a. Establish Finance Unit Leaders.
b. Procure all items utilizing established purchasing procedures.
c. Work closely with Logistics Unit Leader

9.14 Liaison – Voluntary Organization Active in Disaster (VOAD)

a. EOC to coordinate as necessary

9.15 Elected Officials – Determine Local Emergency Proclamation

a. Follow same procedures as other emergencies
b. Specific power that may be useful
    1. To set curfews
    2. Actions to reduce civil unrest
    3. Acquisition of resources for public protection
c. Request for Mutual Aid
d. *See SLO County Emergency Proclamation and Disaster Declarations guidance

9.16 Power shut-off cancelled, power restored

a. Operational Area Conference Call Activation
    1. Morro Bay City EOC Director or Designee
    2. Morro Bay City Fire & Police Chief
    3. SLO County OES Director or Duty Officer
    5. Operational Area Coordinator or Designee

b. Actions to be taken
    1. Department Heads & Elected Officials notified by Morro Bay City EOC Director or Designee
    2. Media release messaging in parallel with PG&E
    3. As incident deescalates
        a. Systematically release all city staff
        b. EOC Director or Designee directs closure of EOC operations
        c. Restock and prepare for future PSPS
    3. Conduct after action review

10. Recovery

The City of Morro Bay has a Recovery Plan as part of the City of Morro Bay's Comprehensive Disaster Leadership Plan. The following points are a short Recovery.

10.1 Re-Energization

During transition into a recovery phase, areas affected by the Power Shut-Off event should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, re-entry will be authorized, and a Public Information message to that effect will be issued.

10.2 Demobilization

When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (Morro Bay City Manager) or the Deputy

Emergency Services Director determines that the disaster has entered a recovery phase, the command staff should develop a formal demobilization plan.

a. Consideration should also be given to assigning appropriate agencies to conduct short term recovery operations (e.g., debris removal, restoration of critical facilities, utilities and communications, and tending to the needs of the homeless and displaced, etc.)
b. The City of Morro Bay Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC).
c. It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible.
d. The Unified Command Staff, as well as other City of Morro Bay agencies, will be heavily involved in short and long-term recovery operations.

10.3 Final Report and Activity Log

All department heads from the City of Morro Bay departments involved in the Power Shut-Off event response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Power Shut-Off event. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs). A copy of the narrative report and activity logs should be forwarded to City Hall as soon as possible and will be part of the official record of the Power Shut-Off event disaster.

11. Special Considerations

11.1 Funding PSPS Events – In an emergency the government assumes that they will expend local, state and federal funds to respond to and recover from that emergency. The impacts of a PSPS will essentially create a multiple-day emergency, yet there are no government funds to pay for the response to that emergency. This includes creating cooling shelters, phone-charging stations, checking on people, securing darkened neighborhoods from crime, activating Emergency Operations Centers and Call Centers and checking in on our vulnerable populations. The City of Morro Bay has limited resources to address a major power outage for consecutive days and the community must recognize the logistical costs to support a PSPS could be substantial to the City.

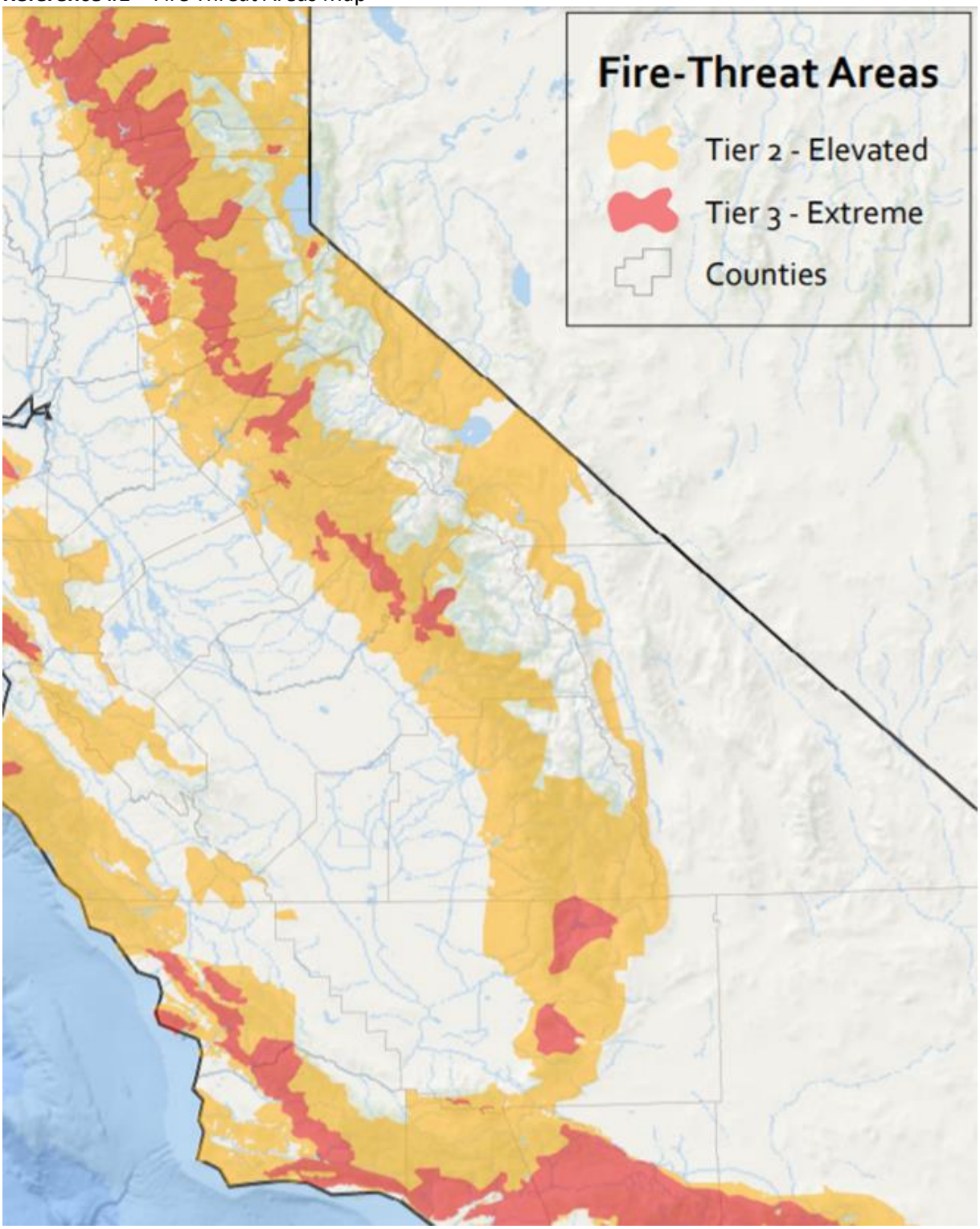
12. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of Morro Bay. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Page Number Revised	Date	Name

References

Reference #1 – Fire Threat Areas Map



Reference #2 – Cell Provider Information

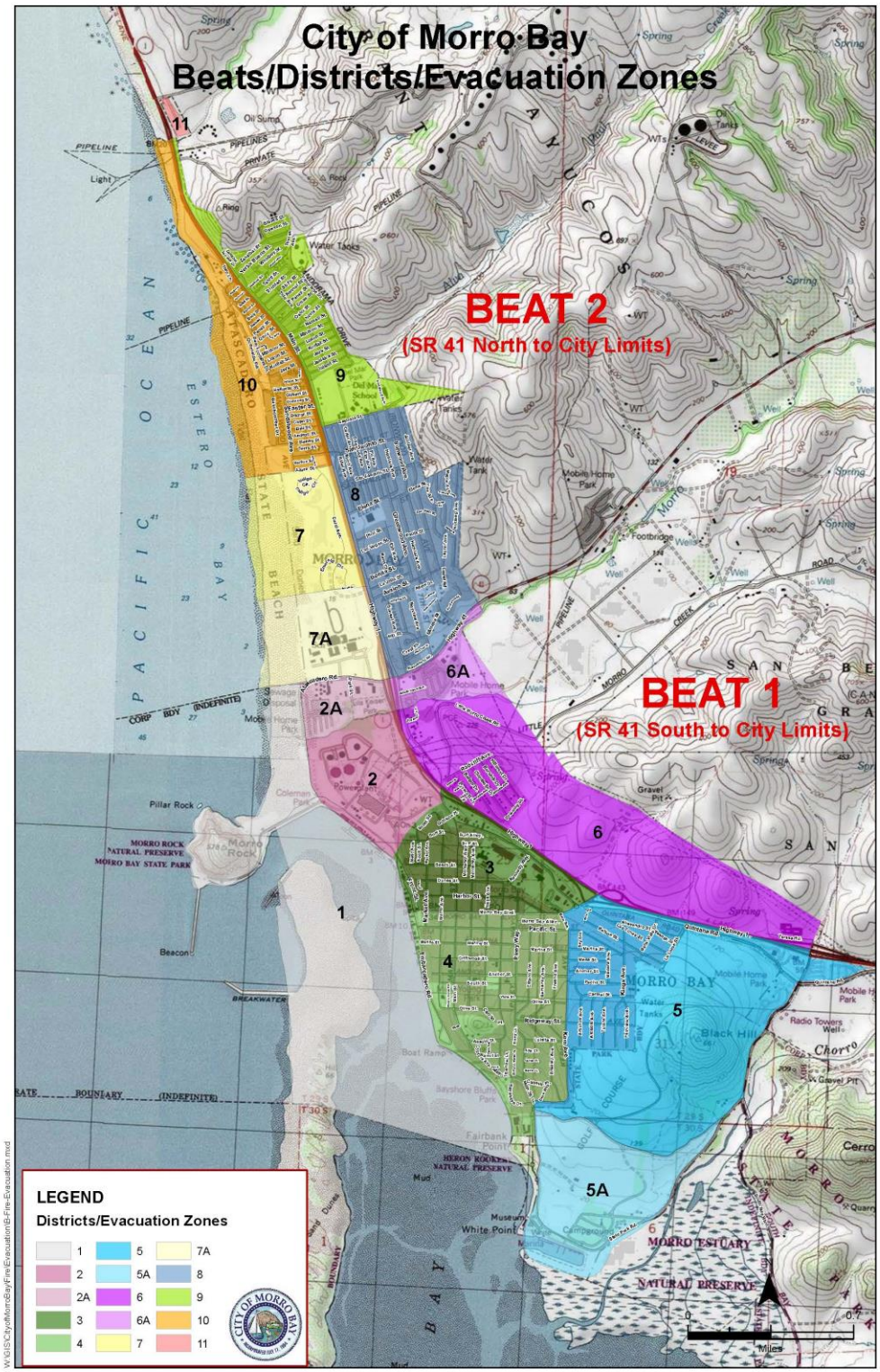
City personnel and Dispatch staff reached out to our cellular service provider, Verizon and the County Office of Emergency Services who has established a list of cell towers countywide.

What we have discovered is that all towers, regardless of whether they have a generator or not, have battery back-up. Verizon advised their battery back-ups will last 4-8 hours. Their generators are regularly maintained and they "exercise" them every 2 weeks. They can run for days under load. They are monitored 24/7 by human staff. For the sites without generators, they have locally stored mobile generators. Verizon has also begun to build "small cells' on phone poles throughout the City which augments their capacity to handle users and increase data speeds. These cover a few blocks, have battery back-up and are monitored like every other site but are not set up for generator hookup.

Per Cal OES, AT&T has committed to putting generators at all new site builds where possible. Most of their sites have 4 hours battery backup. T-Mobile is in the process of updating their network to support 8 hours of battery backup and generators where space and permitting allows. Cal OES believes Sprint is also in the process of installing a generator.

ADDRESS	GENERATOR	BATTERY	CARRIER
800 Quintana	No	72-hour	Verizon / T-Mobile
1478 Quintana	No	72-hour	AT&T
1245 Little Morro Creek Road	No	72-hour	All
750 Radcliff	Yes	Yes	All
590 Morro	Yes	Yes	All

Reference #3 – Situation Reporting Zones (SRZ)



Reference #4 – Public Information Messaging

Safety message example: PG&E has informed its customers that as an additional precautionary measure to further reduce wildfire risks, there may be a need to de-energize electrical grids in advance of or during heightened risk conditions, such as high temperatures, high sustained and peak winds, and low humidity. The City of Morro Bay is taking steps to prepare and protect essential services during a potential power outage and encourages its residents and business community to do the same. PG&E will attempt to notify customers of a Public Safety Power Shut off (PSPS) event 48 hours in advance of power being turned off, 24 hours in advance and just before power is turned off. In the event a power outage occurs, it's also likely internet and phone service will be interrupted. Please consider essential needs for your family, your pets, and friends or neighbors, particularly the elderly and those with health conditions that may require backup power. If you or someone you know relies on electric or battery-dependent medical device, a back-up plan is particularly important. PG&E's Medical Baseline Program assists residential customers who have special energy needs due to a qualifying medical condition by providing a lower rate on their monthly energy bill and extra notifications in advance of a PSPS. For more information about the program, visit PG&E's Medical Baseline Program webpage. For more information visit pge.com, morrobayca.gov, twitter.com/pge4me, twitter.com/CityofMorroBay, facebook.com/CityofMorroBay or call 1-800-743-5002.

Safety message example: PG&E has informed Morro Bay City officials and their customers a planned Public Safety Power Shut-off MAY occur in the next 24-hours. All community members are directed to review their personal contingency plan, secure supplies as necessary, top off vehicles with fuel and consider evacuating baseline medical patients. Avoid use of elevators and communicate with neighbors your plan. For more information visit pge.com, morrobayca.gov, twitter.com/pge4me, twitter.com/CityofMorroBay, facebook.com/CityofMorroBay or call 1-800-743-5002.

Safety message example: PG&E has informed Morro Bay City officials and their customers a planned Public Safety Power Shut-off WILL occur in the next 2-hours. All community members are directed to activate their personal contingency plan, including evacuating baseline medical patients. Avoid use of elevators and communicate with neighbors your plan. For more information visit pge.com, morrobayca.gov, twitter.com/pge4me, twitter.com/City of MorroBay, facebook.com/CityofMorroBay or call 1-800-743-5002.

Sample Email: Safety Alert: Fire danger conditions may cause PG&E Public Safety Power Shutoff (Notification on «DATE»). Elevated weather conditions, including potential fire risk, are forecasted in the next 24 to 48 hours and may impact electric service in portions of Morro Bay County. If these conditions persist, PG&E may need to turn off power to local customers for safety. Outages could last for multiple days. Maps of impacted areas are also available at pge.com/pspsveventmaps. If PG&E does turn off power for safety, they will work to restore power as soon as it is safe to do so. For more information visit pge.com, morrobayca.gov, twitter.com/pge4me, twitter.com/Cityof MorroBay, facebook.com/CityofMorroBay or call 1-800-743-5002.

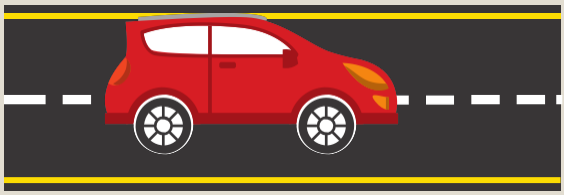
Sample Text: Due to weather forecast PG&E may turn off power at «TIME, DATE». For more info: pge.com; morrobayca.gov; twitter.com/pge4me; twitter.com/CityofMorroBay; 1-800-743-5002

Sample Reverse 911 Phone Call: This is an important safety alert from the City of Morro Bay, calling on «DAY, DATE». This notice is for community members that may be affected by a planned power outage. Elevated weather conditions, including potential fire risk, are forecasted in the next 24 to 48 hours and may impact electric service in portions of Morro Bay county. If these conditions persist, PG&E may need to turn off power to local customers for safety. Outages could last for multiple days. Maps of impacted areas are also available at pge.com/pspsveventmaps. We will continue to monitor conditions and will provide further updates via text, radio and social media as available. Please follow, pge.com, morrobayca.gov, twitter.com/pge4me, twitter.com/CityofMorroBay, facebook.com/CityofMorroBay or call 1-800-743-5002. Thank you.

Safety message example: Do NOT use a BBQ to heat your home; could result in carbon monoxide poisoning. DO NOT use candles. Practice safe food habits. If you have power conserve electricity. Conserve water. For more information visit pge.com, morrobayca.gov, twitter.com/pge4me, twitter.com/CityofMorroBay, facebook.com/CityofMorroBay or call 1-800-743-5002.

POWER OUTAGE PREPAREDNESS

CAR SAFETY



BEFORE AN OUTAGE

- Fuel your vehicle when the tank reaches half empty. Try to keep the tank full in case outage lasts a few days.
- Have a plan if you drive an electric vehicle.
- Keep a safety vest, flashlight and batteries in your vehicle.
- As part of your vehicle supply kit, keep small amounts of cash to use to buy fuel (if station pumps are working) or snacks/drinks during an outage.

DURING AN OUTAGE

- Keep off the road unless necessary.
- Use extra caution as traffic lights may not be working.
- Remember, treat non-working traffic signals at any intersection as a four-way stop.
- Do not run your vehicle in garage!

AFTER AN OUTAGE

- Re-fuel vehicle tank and keep tanks full.
- Replenish your cash stash if used.

FAST TIPS

- Treat non-working traffic signals at intersections as four-way stop.
- Keep small amount of cash in vehicle.
- Keep vehicle fuel tanks full or fill when tank reaches 1/2 empty.

FOR MORE INFORMATION

- For additional preparedness resources, visit www.ReadySLO.org or call the Office of Emergency Services at (805) 781-5011.

POWER OUTAGE PREPAREDNESS COMMUNICATIONS



In a long term power outage, communication methods will begin to fail. It is important to have backup methods in place.

CELL PHONES

- Purchase a solar charger, external battery, car charger or crank USB charger for your cell phone. Test your back up charger to ensure it works.
- Remember, cell towers will only have back-up power for a limited amount of time or possibly none at all. Be prepared to be unable to communicate via cell phone.

LANDLINE TELEPHONES

- Traditional copper landlines should function for an extended period of time during a power outage. In San Luis Obispo County, AT&T is the only provider of these copper lines. For more information visit www.att.com.
- VoIP phones rely on internet connection and will not work during an outage.
- Keep a hard copy list of important phone numbers in case you do not have access to them digitally.

FOR MORE INFORMATION

- For additional preparedness resources visit www.ReadySLO.org or call the Office of Emergency Services at (805) 781-5011.

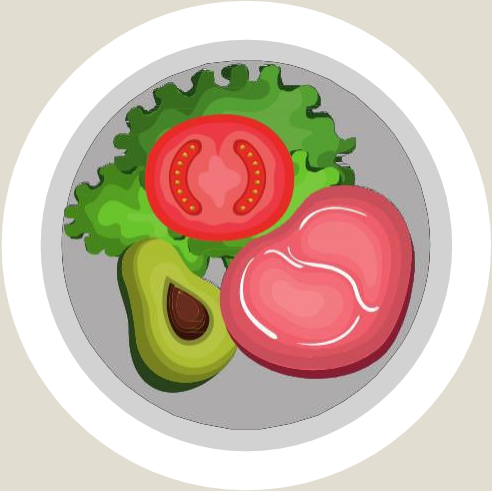
OTHER COMMUNICATIONS METHODS

- Invest in a battery powered or hand crank NOAA Weather Radio. These radios are inexpensive and can be purchased online or at most electronic stores and will pick up emergency broadcasts.
- Walkie talkies or multi-pack handheld radios may be an option to communicate short distances.
- Satellite phones are an expensive but reliable way to communicate when power is out and can be purchased online.

FAST TIPS

- Residential customers who have special energy needs due to qualifying medical conditions should sign up for the **Medical Baseline Program** through PG&E. This program can help by providing extra notifications in advance of a Public Safety Power Shutoff.
- You can find out more information about the Medical Baseline Program by calling 1-800-743-5000 or visiting www.pge.com

POWER OUTAGE PREPAREDNESS
FOOD SAFETY



BEFORE AN OUTAGE

- Organize your freezer by grouping packages together so they will retain the cold more effectively.
- Keep meat and poultry items separated from other foods so if they begin to thaw, their juices will not contaminate other items.
- Obtain an appliance thermometer to keep in the freezer.
- If you have advanced notice of an outage lasting more than 4 hours, move foods that must be refrigerated into the freezer as space will allow.

DURING AN OUTAGE

- Keep refrigerator and freezer doors closed.
- Do not place hot or room temperature food in the refrigerator once the power has gone out. It will raise the temperature inside the unit. Any foods that were prepared prior to the power outage that were not rapidly cooled should be discarded.
- Use block ice or bagged ice for supplemental cooling.

AFTER AN OUTAGE

- All potentially hazardous foods must be evaluated for proper temperatures. Bacteria can rapidly multiply on foods such as meat or poultry that have been at room temperature for more than two hours.
- If an appliance thermometer was kept in the freezer, check the temperature when the power comes back on. If thermometer reads 40 degrees or below, food is safe to refreeze or cook.
- Discard any perishable food in the refrigerator that has been above 40 degrees for 2 hours or more.

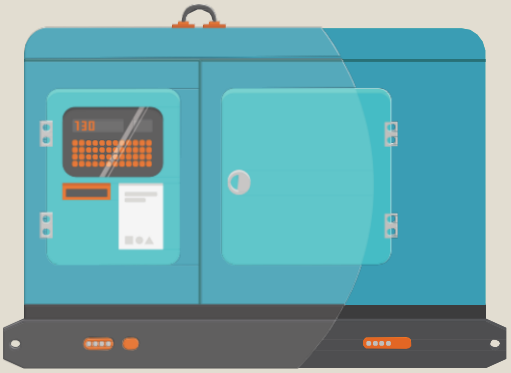
FAST TIPS

- Without power, a full freezer will keep everything frozen for approximately 2 days.
- A half full freezer will keep food frozen 1 day.
- Perishable food should be discarded if it has been above 40 degrees for 2 hours or more.
- When in doubt, throw it out.

FOR MORE INFORMATION

- For specific questions regarding food handling, call the U.S. Department of Agriculture Meat and Poulty Hotline 1-888-674-6854 or visit www.usda.gov. For
- Additional preparedness resources visit www.ReadySLO.org or call the Office of Emergency Services at (805) 781-5011.

POWER OUTAGE PREPAREDNESS
GENERATOR SAFETY



PORTABLE GENERATOR SAFTEY

- Be sure the needs of the device (electric load) is supported by your generator and does not exceed the manufacturers specifications.
- Position your generator where it's exhaust can vent safely to prevent carbon monoxide poisoning.
- Only use extension cords that are properly sized for an individual generator's electric to prevent overheating.
- Keep cords out of high traffic areas so they don't present a tripping hazard.
- Never run cords under rugs or carpets where heat can be generated or where damage to a cord may go unnoticed.

PERMANENT GENERATOR SAFETY

- Installation requires a licensed electric contractor or other qualified professional.
- Ensure electricity from your generator does not flow or "backfeed" into PG&E's power lines. The most common way to avoid this is to install a double pole, double throw transfer switch.
- Any additions or adjustments to your house wiring should be inspected by your city or county building department.
- Once installation is complete, call PG&E at 1-800-743-5000 to let them know about your backup system so they are aware of your generator when working on an outage in your area.

FAST TIPS

Size up your energy needs! Generators can produce enough electricity to power your laptop and phone or your entire home.

- How much power would you need during an outage?
- Would you want power for a few critical items, for a home, or entire facility?
- Which appliances and equipment need to be functional and how much energy does each require?

FOR MORE INFORMATION

- For additional information including how to select the best generator for you, visit www.pge.com
- For additional preparedness resources visit www.ReadySLO.org or call the Office of Emergency Services at (805) 781-5011.

POWER OUTAGE PREPAREDNESS

MEDICAL DEVICES



During a Public Safety Power Shutoff, ALL customers serviced by an affected power line will have their power shut off. Those who are dependent on electric or battery-operated medical technologies need to have a plan in place for extended power outages.

MAKE A PLAN

- Identify an alternate location you can go such as a friend or family member's home that may be outside of the affected area.
- Consider a safe back-up power source such as a generator or uninterruptible power supply.
- Establish multiple people you can contact for help who know how to operate your equipment and back up systems.

IF YOU HAVE A LIFE SUPPORT DEVICE

- If you are able, obtain a back-up generator to power your device.
- Ventilator users should keep a resuscitation bag handy. The bag delivers air through a mask when squeezed.
- If you receive dialysis or other medical treatments, ask your provider for the plan in an emergency and where you should go if your regular clinic is affected by the outage.

FOR MORE INFORMATION

- San Luis Obispo County Public Health Emergency Preparedness (805) 781-5500 www.slocounty.ca.gov
- For general preparedness resources visit www.ReadySLO.org or call the Office of Emergency Services at (805) 781-5011.

IF YOU RELY ON OXYGEN

- Check with your healthcare provider to see if you can use a reduced flow rate in an emergency to extend the life of the system.
- Label your equipment with the reduced flow numbers so you can easily refer to them.
- Always use battery powered flashlights or lanterns when oxygen is in use to reduce fire risk.

FAST TIPS

- Residential customers who have special energy needs due to qualifying medical conditions should sign up for the **Medical Baseline Program** through PG&E. This program can help by providing extra notifications in advance of a Public Safety Power Shutoff.
- You can find out more information about the Medical Baseline Program by calling 1-800-743-5000 or visiting www.pge.com

POWER SHUTOFF

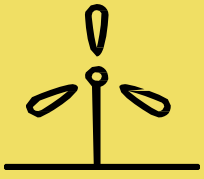
The Power of Being Prepared

THE THREATS OF WILDFIRE AND EXTREME WEATHER IN CALIFORNIA ARE REAL. As a result, PG&E is preparing all Californians for the threat of wildfires and power outages during times of extreme weather. To help protect customers and communities during extreme weather events, electric power may be shut off for public safety in an effort to prevent a wildfire. This is called a Public Safety Power Shutoff (PSPS). These outages may last several days! Know what to do before, during, and after.

STAY SAFE. TAKE ACTION.

SHUTTING OFF POWER FOR SAFETY

As a safety precaution, PG&E will monitor local fire danger and extreme weather conditions across California and evaluate whether to turn off electric power.
The decision and action to turn off power is based on a combination of factors.
Factors include, but are not limited to:



High Winds
(including Red Flag warnings)



Low Humidity



Fire Threat



Dry Vegetation
that could serve as fuel



On-The-Ground Observations



Public Safety Risk

WHAT YOU CAN EXPECT

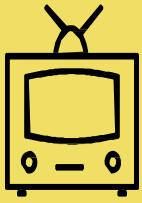
If a Public Safety Power Shutoff is needed due to extreme conditions, you can expect:

- Early Warning Notification – PG&E will aim to send customer alerts before shutting off power.
- Ongoing Updates – PG&E will provide updates through social media, local news outlets & their website.
- Safety Inspections – After extreme weather has passed, PG&E will inspect the lines in affected areas before power is safely restored.
- Power Restoration – Power outages could last multiple days depending on the severity of the weather and other factors. It is important that you and your family have an emergency preparedness plan in place.

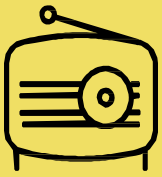
Morro Bay Fire Department
715 Harbor Street
Morro Bay, CA 93442
(805)772-6242

NOTIFICATIONS (when possible)

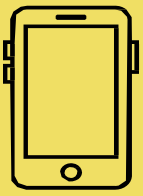
Extreme weather threats can change quickly. When and where possible, PG&E will provide customers with up to 48 hours advance notice prior to turning off the power. They will attempt to reach customers through calls, texts and emails using the contact information they have on file. To stay informed, check out:


Local News

PG&E.com


Radio Outlets


@MorroBayFire


SLO Sherriff Reverse 911

ADDITIONAL PREPAREDNESS RESOURCES

PG&E Community Wildfire Safety Program - Pge.com/wildfiresafety -1(866)743-6589 - wildfiresafety@pge.com
www.slocity.org/fire
Disaster preparedness information from the U.S. Department of Homeland Security - www.ready.gov
CAL FIRE's wildfire preparedness website - www.readyforwildfire.org
Information on the CPUC's wildfire safety efforts - www.cpuc.ca.gov/wildfiresinfo
California Governor's Office of Emergency Services website - www.caloes.ca.gov
www.ReadySLO.org
SLO Sheriff website sign up for Reverse 911 - www.slosheriff.org

HOW TO PREPARE BEFORE A PSPS

Californians need to be prepared with a plan. Below are specific steps you and your family can take to be ready.

- Update your contact information with your local energy company.
- Confirm your mobile contact information with the SLO County Sheriffs Reverse 911 to receive notifications.
- Identify backup charging methods for phones and keep hard copies of emergency numbers.
- Plan for any medical needs like medications that need to be refrigerated or devices that require power.
- Plan for the needs of pets and livestock.
- Build your 72 hour emergency kit with food, water, flashlights, fresh batteries, first aid supplies and cash.
- Designate an emergency meeting location.
- Know how to manually open your garage door.
- Ensure any backup generators are ready to safely operate.
- Identify the unique needs of your family and loved ones in the area for your emergency plan.

Additional information on creating an emergency plan is also available at prepareforpowerdown.com.

WHAT TO DO DURING A PSPS

- Check for updates.
- Unplug/turn off appliances.
- Use coolers and ice to keep food safe.
- Use generators and camp stoves outdoors only.
- Check on your neighbors.

WHAT TO DO AFTER A PSPS

- Turn on appliances one item at a time.
- Restock your emergency kit.
- Make sure CO and smoke detectors are functioning.
- Refuel your generator.

Use this checklist to make power-backup plans

This emergency power planning checklist is for people who use electricity and battery dependent assistive technology and medical devices such as:

- Breathing machines (respirators, ventilators)
- Power wheelchairs and scooters
- Oxygen, suction or home dialysis equipment

Some of this equipment is essential to your level of independence while other equipment is vital to keeping you alive! Use the checklist to make power-backup plans. Review and update this checklist every six months.

Planning Basics

- Create a plan for alternative sources of power.
- Read equipment instructions and talk to equipment suppliers about your backup power options.
- Get advice from PG&E regarding types of backup power you plan to use.
- Regularly check backup or alternative power equipment to ensure it will function during an emergency.
- Teach many people to use your backup systems and operate your equipment.
- Keep a list of alternate power providers.

Life-Support Device Users

- Contact your power and water companies about your needs for life-support devices (home dialysis, suction, breathing machines, etc.) in advance of a disaster.
- Let PG&E know that you are dependent on life-support devices.
- If you receive dialysis or other medical treatments, ask your provider for the plans in an emergency and where you should go for treatment if your site is not available after an emergency.

Oxygen Users

- Check with your provider to determine if you can use a reduced flow rate in an emergency to extend the life of the system.
- Be aware of oxygen safety practices.
- Avoid areas where there are gas leaks or open flames.
- Post "Oxygen in Use" signs.
- Always use battery powered flashlights or lanterns rather than gas lights or candles when oxygen is in use (to reduce fire risk).
- Keep the shut-off switch for oxygen equipment near you so you can get to it quickly in case of an emergency.

Generator Users

- Make sure use of a generator is appropriate and realistic.
- A 2,000-2,500-watt gas powered portable generator can power a refrigerator and several lamps.
- Operate generators in open areas to ensure good air circulation.
- Safely store fuel.

Rechargeable Batteries

- Create a plan for how to recharge batteries when the electricity is out.
- Check with your vendor/supplier to find alternative ways to charge batteries.
- If you use a motorized wheelchair or scooter, if possible store a lightweight manual wheelchair for emergency use.
- Stored extra batteries require periodic charging even when they are unused. If your survival strategy depends on storing batteries, closely follow a recharging schedule.
- When you have a choice, choose equipment that uses batteries that are easily purchased from nearby stores.

When Power is Restored

- Check to make sure the settings on your medical device have not changed. (Medical devices often reset to a default mode when power goes out)

POWER OUTAGE PREPAREDNESS SUPPLY KIT



BEFORE AN OUTAGE

- Make a kit with non-perishable foods (canned, dried, frozen, etc).
- Plan for special dietary needs.
- Have 3 gallons of water per person (1 gallon/day) in your kit.
- Have flashlights and batteries (or light-sticks). Store batteries outside flashlight.
- Maintain updated copies of important documents; birth certs, insurance papers, ID cards/passports, etc.
- Have a small stash of cash to purchase foods or other items.
- Don't forget to have foods/water for pets.

DURING AN OUTAGE

- Avoid using candles. Use flashlights or other lighting equipment.
- Use grills and any camp-cooking equipment outdoors. Same for generators.
- Keep hydrated as much as possible.
- Avoid opening refrigerator & freezer doors - keep them closed.

AFTER AN OUTAGE

- Restock your kit.
- Replenish your cash stash if used.
- Evaluate your kit - consider if you need more or less items.

FAST TIPS

- Keep a supply kit with food, water, first aid supplies, and tools to use during an outage.
- Use older supplies and rotate newer items in.
- You should be self-sufficient for up to 3 days.

FOR MORE INFORMATION

- For additional preparedness resources, visit www.ReadySLO.org or call the Office of Emergency Services at (805) 781-5011.

Electrical Power Shut-Off Continuity of Operations Plan



1

1

Electrical Power Shut-Off Plan
Recommendations

Staff Recommends Council:


City of Morro Bay

Comprehensive Emergency Management Plan

Basic Plan

- Adopt Resolution **No. 89-19**, accepting the revised City of Morro Bay Emergent Management Plan adding Annex K Electrical Power Shut-Off Continuity of Operations Plan; and

- Adopt Resolution **No. 90-19** approving a budget adjustment not to exceed $36,000 from General Fund emergency reserves to a new PSPS capital project to assist staff maintaining critical City functions during an electrical power shut-off.

2

2

Electrical Power Shut-Off Plan
PG&E's Public Safety Power Shut-Off

- California Public Utilities Commission (CPUC) has developed pans to require de-energize electrical grids during heightened fire risk conditions.
- The private utilities companies have sole discretion to shut down electrical power with any guidedance from local and regional emergency planners.

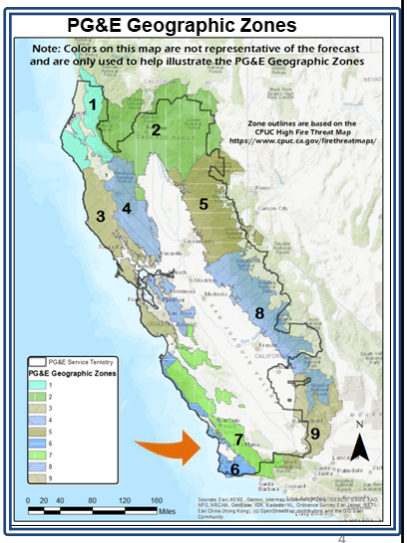
Factors Considered to de-energize

- **Red Flag Warning**
- **Low humidity Levels < 20%**
- **Forecasted sustained winds above approximately 25 MPH with gusts up to 45 MPH**
- **Site-specific conditions such as temperature, terrain and local climate.**
- **On-the-ground, real-time wildfire related information from PG&E Wildfire Safety**
- **Local City and County Emergency Managers <u>are not a part</u> of the decision making for a PSPS event.**

3

Electrical Power Shut-Off Plan
How are we connected

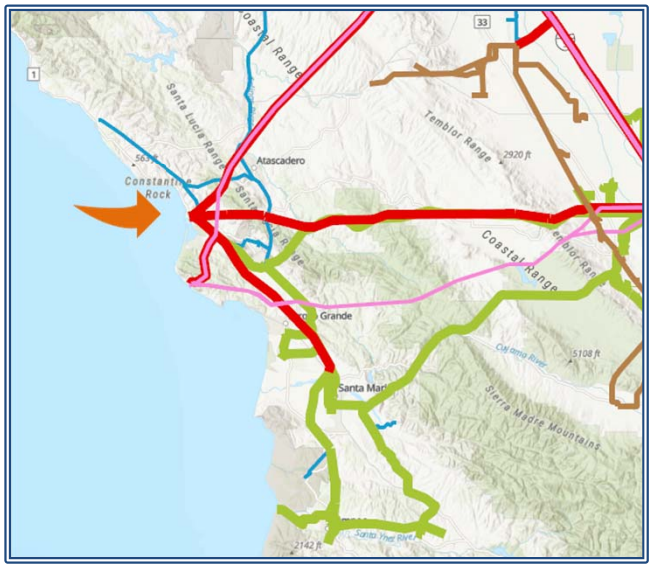




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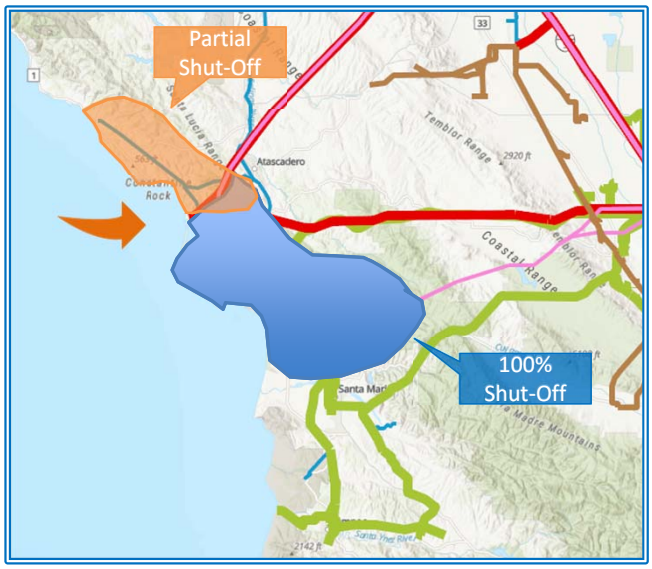
Electrical Power Shut-Off Plan
Morro Bay



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Electrical Power Shut-Off Plan
100% or Partial Shut-Off

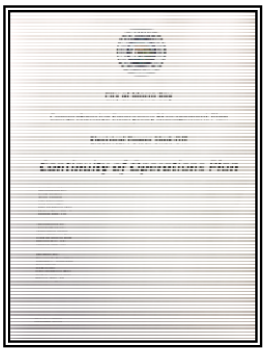


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6

Electrical Power Shut-Off Plan

Continuity of Operations Plan



- Adding a new Hazard Annex to our Morro Bay Emergency Management Plan (PART II, Hazard Annexes)
- Our new Hazard Annex is in concert with other identified hazards, i.e. Flood, Earthquake, Tsunamis…..
- Complies with State and Federal mandates that will function well regionally and would qualify for <u>possible</u> assistance
- The new addition does require our Council to re-adopt our Basic Plan (Part I) for our new addition

7

7

Electrical Power Shut-Off Plan

Management Objectives

a. Provide for safety for the public, employees, and volunteers

b. Ensure uninterrupted Emergency Services; PD, FD, & Harbor

c. Keep the public informed

d. Keep the continuity of Water and Wastewater Departments running

e. Ensure Law Enforcement maintains security

f. Assist the needs of medically dependent citizens

g. Ensure a fuel distribution plan is develop & provide continuous operations

h. If needed due to weather or longevity, provide Resource Centers

i. Ensure coordination with regional partners and allied agencies

j. Ensure coordination with hospitals and ambulance transportation

k. Maintain close coordination between all affected public agencies

l. Ensure the management objectives and efforts will be focused on serving, safeguarding, and protecting the citizens.

8

Electrical Power Shut-Off Plan
Critical Opportunities

To meet our Management Objectives:

- Additional Fuel Storage for essential services City vehicles and Wastewater Treatment Plant **(No more than $12,000)**
- Provide continuation of City phone and internet services by providing generator back-up power for City Hall or provide logistics to move City phone and internet services to the Harbor Street Fire Station. (**No more than $24,000**)

9

9

Electrical Power Shut-Off Plan
Recommendations

Staff Recommends Council:


City of Morro Bay

Comprehensive Emergency Management Plan

Basic Plan

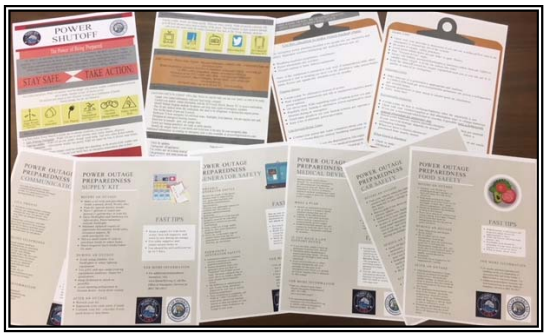
- Adopt Resolution **No. 89-19**, accepting the revised City of Morro Bay Emergent Management Plan adding Annex K Electrical Power Shut-Off Continuity of Operations Plan; and
- Adopt Resolution **No. 90-19** approving a budget adjustment not to exceed $36,000 from General Fund emergency reserves to a new PSPS capital project to assist staff maintaining critical City functions during an electrical power shut-off.

10

10

Electrical Power Shut-Off Plan

More Information



Checkout	Follow on Twitter	Sign Up
www.MorroBayCa.gov	@CityofMorroBay	PulsePoint
www.pge.com	@PGE4me	Reverse 911 thru
www.ready.gov	@MorroBayFire	www.slosheriff.org

11

AGENDA NO: C-3

MEETING DATE: October 22, 2019

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 15, 2019**

FROM: **Jennifer Callaway, Finance Director**
Dana Swanson, City Clerk/Human Resources Manager

SUBJECT: **Adoption of Resolution No. 90-19 approving FY 2019/20 Budget Adjustment for Employee Lump Sum and Equity Payments Per Negotiated Memoranda of Understanding and Unrepresented Confidential and Management Benefits Resolutions, and Authoring One-Time Lump Sum Payments To All Qualifying Full-Time Employees**

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 90-19 approving FY 2019/20 budget adjustment for employee lump sum and equity payments per negotiated Memoranda of Understanding and unrepresented Confidential and Management Benefits Resolutions, and authorizing one-time lump sum payments to all qualifying full-time employees.

BACKGROUND/DISCUSSION

In 2017, the City successfully negotiated 3-year agreements with two of its represented bargaining groups, Service Employees International Union Local 620 (SEIU) and Morro Bay Firefighters Association IAFF Local 3725 (MBFFA). With the 10-year financial forecast firmly in mind, the Council authorized staff to negotiate multi-year contracts that balanced the City's financial position while recognizing the importance of fairly compensating its employees. They encouraged staff to develop terms that limited long-term exposure to CalPERS liabilities.

Multi-year contracts benefit the City by bringing stability to the organization, reducing the time and expense of conducting negotiations on an annual basis, and improving morale. Following City Council direction to be creative in meeting the needs of employees and reducing City financial liabilities, the agreements included potential for 2% cost of living adjustments ("COLA") per year, provided the City met projected revenues and there were no unexpected major negative impacts to the General Fund. In addition, if the City performed at or above revenue projections, the agreements provided a potential for a "lump sum" bonus to employees in addition to the 2% COLA. A link to the September 26, 2017 staff report and meeting minutes are provided as Attachments 1 and 2, and a link to the current MOUs is provided as Attachment 3. 2% COLAs were approved by the Council as part of the budget process and implemented on July 1st of each year as it was clear the City would be within the range; however, the determination as to whether the lump sum non-PERSable payouts would occur could not be made until year-end close. It's important to note one-time lump sum payments do not impact the City's PERs obligations.

The Morro Bay Peace Officers' Assocation (MBPOA) elected to negotiate a one-year contract in FY

Prepared By: ___JC/DS_____	**Dept Review: ___JC___**
City Manager Review: _SC_____	**City Attorney Review: __MCH____**

2017/18 with differing terms; however, a 2-year contract was negotiated for FY 2018/19 and 2019/20 that included employee cost sharing of PERS costs, as well as the opportunity for a lump sum non-PERSable bonus for FY 2018/19 based on financial triggers agreed to previously by SEIU and MBFFA.

Finally, it has been the City's practice that unrepresented employees who do not have the ability to formally "negotiate" employment contracts as well as the Executive Team and City Manager, be provided the same salary benefits as those negotiated by SEIU.

Employee Lump Sum Payments

In accordance with negotiated memorandums of understanding (MOU) for the MBPOA, NBFFA and the SEIU and Resolution Nos. 54-17 and 55-17, five major General Fund revenue sources were identified which would trigger both COLAs and potential lump sum payments to employees if those revenue triggers were met or exceeded. The major revenue triggers are Property Tax, Property Tax In-Lieu (VLFAA), Sales Tax, Proposition 172 Sales Tax and Transient Occupancy Tax as illustrated below:

COLA Year Affected	FY18-19	FY19-20
Combined Receipts Forecast	FY17-18 Budget	FY18-19 Forecast
Property Tax	2,944,306	3,034,754
Property Tax In-Lieu (VLFAA)	1,004,328	1,037,401
Subtotal Property Tax	3,948,634	4,072,155
Sales Tax (local & triple-flip)	1,777,664	1,745,439
Sales Tax (Prop 172-Safety)	127,345	123,525
Subtotal Sales Tax	1,905,009	1,868,964
Transient Occupancy Tax	3,552,551	3,454,787
Combined Total Threshold	$9,406,194	$9,395,906

Per language in the MOUs, if "…*total major General Fund Revenues for FY 2018/19 are above forecast, then in addition to the 2% COLA, 20% of the amount above the forecast amount will be divided equally by the number of full-time equivalent (FTE) employees then working at the CITY and paid to UNIT members in the form of a one-time lump sum payment which shall not be PERSable compensation and shall not be treated as off-salary schedule pay as defined under Section 571 of the California Code of Regulations."* Similar language is included in Resolution Nos. 54-17 and 55-17 for unrepresented confidential employees and unrepresented management employees.

Staff analyzed the FY 18-19 year-end actuals for the major general fund revenue categories defined in the MOUs and reflected above and determined that actual year-end receipts were $713,882 above the forecasted amounts in the MOUs, with the 20% allocation amount totaling $142,776 as illustrated below:

Revenue Source	FY 18/19 Actual Receipts	MOU Forecast	Difference
Property Tax	$ 3,309,980	$ 3,034,754	$ 275,226
Property Tax In_Lieu (VLFAA)	$ 1,109,479	$ 1,037,401	$ 72,078
Sales Tax	$ 1,945,359	$ 1,745,439	$ 199,920
Prop 172 Sales Tax	$ 168,848	$ 123,525	$ 45,323
TOT	$ 3,576,121	$ 3,454,787	$ 121,334
Total	**10,109,787.76**	**9,395,906.00**	**$ 713,882**
20% of Overage	**$**		**142,776**
Per Eligible FTE (93 Recipients)			**$ 1,535.23**

Consistent with prior practice, by means of extension the COLA triggers and MOU salary adjustment language for employees represented by SEIU is typically extended to the City's Director group and City Manager, although this is not specifically provided for in the department heads benefits resolution (Resolution No. 60-16) or City Manager employment agreement. However, it should be noted that when this item was negotiated, City and employee representatives anticipated department heads and the City Manager would be factored into the number of full time employees used to calculate the lump sum. As such, staff recommends that this practice be maintained and the $142,776 be evenly divided among the 93 FTE positions currently filled in the City for a total distribution amount per employee equaling $1,535.23. All employees will be paid from the General Fund excess revenue rather than the fund to which they are currently charged.

In review of the FY 2018/19 Major revenues for year-end and in accordance with the terms of the MOUs (and confidential and management benefits resolutions), staff realized that similar language existed for FY 2017/18 major revenues, however no analysis had been completed during the FY 2017/18 year-end close process to determine if major revenues exceed forecasted amounts. As agreed to by the MOUs and Resolution Nos. 54-17 and 55-17, staff has retroactivly reviewed the FY 2017/18 major revenue triggers and a lump sum distribution of 20% of revenues over forecasted amounts. For the retroactive lump sum distribution based on FY 2017/18 forecast, only eligible FTE's from the SEIU, MBFFA, and unrepresented confidential and management employees are eligible for distribution. As with FY 2018/19, members of the Director's Group as well as the City Manager were anticipated to be included in the number of FTEs, although this was not specifically provided for in the department heads benefits resolution (Resolution No. 60-16) or City Manager employment agreement. The MBPOA did not have a contract in place during this period which included the distribution language for FY 2017/18.

Based on staff's review of the FY 17/18 year-end actuals for the major general fund revenue categories defined in the MOUs and reflected above and determined that actual year-end receipts were $191,289 above the forecasted amounts in the MOUs with the 20% allocation amount totaling $38,258 as illustrated below:

Revenue Source	FY 17/18 Actual Receipts	MOU Forecast	Difference
Property Tax	$ 3,149,075	$ 2,944,306	$ 204,769
Property Tax In_Lieu (VLFAA)	$ 1,048,184	$ 1,004,328	$ 43,856
Sales Tax	$ 1,811,884	$ 1,777,664	$ 34,220
Prop 172 Sales Tax	$ 159,154	$ 127,345	$ 31,809
TOT	$ 3,429,186	$ 3,552,551	$ (123,365)
Total	**9,597,482.63**	**9,406,194.00**	**$ 191,289**
20% of Overage	**$**		**38,258**
Per Eligible FTE (80 Recipients)*			**$ 478.22**

*SEIU, MBFFA, Confidential, Management, Director Group and City Manager

There are 80 eligible recipients of the lump sum distribution making the total distribution amount for FY 2017/18 is $478.22 per recipient.

Lastly, by means of a side-letter agreement, the Harbor employees that are members of SEIU, entered into a side-letter agreement on July 18, 2019 with the City regarding equity adjustment for Harbor personnel in accordance with section 18.13 of SEIU MOU 2017-20. Per this side letter agreement, if Harbor Operating Fund revenues over expenditures totaled $16,000 or more for FY 18/19, then the five affected employees would receive $2,000 each in one-time lump sum non-PERSable compensation (five total FTE). These payments would be funded out of the Harbor Accumulation Fund totaling $10,000.

Staff recommends that the City Council adopt Resolution No. 90-19 authorizing a budget adjustment in FY 2019/20 of $181,034 to undistributed other pay with an offsetting transfer from the General Fund Emergency Reserve Fund and approve payment of the one-time lump sum to all FTE employees based on the General Fund Revenues exceeding expectations. In addition, staff recommends that the Council authorize a $10,000 budget adjustment from the Harbor Accumulation fund for FY 2019/20 to fund the lump-sum equity payments to the five affected Harbor employees. With approval, payments will be processed for the pay period ending November 1, 2019.

CONCLUSION

Staff recommends that the City Council adopt Resolution No. 90-19 approving FY 2019/20 Budget Adjustment for Employee Lump Sum and equity Payments Per Negotiated Memorandua of Understanding and Unrepresented Confidential and Management Benefits Resolutions, and Authorizing One-Time Lump Sum Payment to All Qualifying Full Time Employees

ATTACHMENTS

1. September 27, 2017 Staff Report (Item A-5)
2. September 27, 2017 Meeting Minutes
3. Employment Agreements/ Benefits Resolutions/ Memoranda of Understanding
4. Resolution No. 90-19 Approving FY 2019/20 Budget Adjustments for Employee Lump Sum and Equity Payments Per Negotiated Memorandua of Understanding and Unrepresented Confidential and Management Benefits Resolutions, and Authoring One-Time Lump Sum Payments To All Qualifying Full-Time Employees

RESOLUTION NO. 90-19

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA,
APPROVING FISCAL YEAR 2019/20 BUDGET ADJUSTMENTS
FOR EMPLOYEE LUMP SUM AND EQUITY PAYMENTS
PER NEGOTIATED MEMORANDA OF UNDERSTANDING AND UNREPRESENTED
CONFIDENTIAL AND MANAGEMENT BENEFITS RESOLUTIONS, AND AUTHORIZING ONE-TIME
LUMP SUM PAYMENTS TO ALL QUALIFYING FULL TIME EMPLOYEES**

**T H E C I T Y C O U N C I L
City of Morro Bay, California**

WHEREAS, the City has entered into Memoranda of Understanding with the Morro Bay Peace Officers' Association ("MBPOA"), Morro Bay Firefighters Association ("MBFFA") and Service Employees International Union Local 620 ("SEIU"); and

WHEREAS, the level of compensation and benefits for the City's unrepresented confidential employees and unrepresented management employees are established by Resolution Nos. 54-17 and 55-17, respectively; and

WHEREAS, it is the City's practice to extend salary benefits negotiated by SEIU to the City's Executive Team, including Department Directors and City Manager, subject to the approval of the City Council; and

WHEREAS, the City has entered into a side-letter agreement dated July 18, 2019 with represented members of the Harbor Department to receive equity pay if Harbor operating fund revenues exceed expenditures for FY 2018/19; and

WHEREAS, the Memoranda of Understanding and Resolution Nos. 54-17 and 55-17 prescribed that if FY 2018/19 Year-End actual receipts for the five Major General Fund Revenue Sources of Property Tax, Property Tax In-Lieu, Sales Tax, Proposition 172 Sales Tax and Transient Occupancy Tax exceed forecasted stipulated amounts, 20% of the excess amount would be split evenly amount full-time equivalent positions filled at the time of determination; and

WHEREAS, the five Major General Fund Revenue forecasted amounts totaled $9,395,906 and actual receipts for FY 2018/19 totaled $10,109,788 or $713,882 above previously forecasted amounts; and

WHEREAS, twenty percent of $713,882 totals $142,776 in funds to be evenly distributed amongst current full-time equivalent employees; and

WHEREAS, including Directors and the City Manager, there are currently 93 full-time equivalent filled positions; and

WHEREAS, $142,776 divided among 93 currently filled full-time equivalent employees totals non-PERSable lump-sum payments of $1,535.23 for each of the 93 full-time equivalents; and

WHEREAS, the $142,776 in lump-sum payments is to be paid to all full-time equivalent employees out of the City's General Fund; and

WHEREAS, the Memoranda of Understanding with SEIU and MBFFA and Resolution Nos. 54-17 and 55-17, prescribed that if FY 2017/18 Year-End actual receipts for the five Major General Fund Revenue Sources of Property Tax, Property Tax In-Lieu, Sales Tax, Proposition 172 Sales Tax and

Transient Occupancy Tax exceed forecasted stipulated amounts, 20% of the excess amount would be split evenly amount full-time equivalent positions filled at the time of determination; and

WHEREAS, the FY 2017/18 year-end actual revenues were not reviewed in the prior years nor were lump sum distributions made in accordance with the Memorandum of Understanding language and the five Major General Fund Revenue forecasted amounts totaled $9,406,194 and actual receipts for FY 2017/18 totaled $9,597,483 or $191,289 above previously forecasted amounts; and

WHEREAS, twenty percent of $191,289 totals $38,258 in funds to be evenly distributed amongst current full-time equivalent employees in the SEIU and MBFFA and unrepresented confidential employees and unrepresented management employees; and

WHEREAS, including Directors and the City Manager, 80 full-time equivalent currently filled positions are eligible for a non-PERSable lump-sum payment based on the City's FY 2017/18 year-end actual revenues; and

WHEREAS, $38,258 divided among 80 full-time equivalent employees totals non-PERSable lump-sum payments of $478.22 for each of the eligible 80 full-time equivalents; and

WHEREAS, the $38,258 in retroactive lump-sum payments are paid to all full-time equivalent employees out of the City's General Fund; and

WHEREAS, the Harbor Operating Fund Revenues over Expenditures exceed $16,000 for FY 2018/19 thereby permitting a one-time equity lump sum payment to the five affected Harbor employees of $2,000 each for a total payout of $10,000 from the Harbor Accumulation Fund.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay, California, as follows:

1. The foregoing recitals and true and correct, and are incorporated herein by reference.

2. Based on year-end actual revenues for FY 2017/18, the City Council hereby authorizes a non-PERSable lump-sum payment to the eligible 80 full-time equivalent employees in the amount of $478.22 each for the payroll ending November 2, 2019. This payment is based on the following:
    a. The requirements of the Memoranda of Understanding between the City and the MBFFA and SEIU.
    b. The requirements of unrepresented confidential employees benefits resolution (Resolution 54-17) and unrepresented management employees benefits resolution (Resolution No. 55-17).
    c. For City department heads and the City Manager, the City Council's authorization for the one-time lump sum payment described in this Section 2 is based on the City's practice to extend salary benefits negotiated by SEIU to unrepresented Executive Directors and the City Manager and its desire to encourage retention of its employees by doing so.

3. Based on year-end actual revenues for FY 2018/19, the City Council hereby authorizes a non-PERSable lump-sum payment to 93 full-time equivalent employees in the amount of $1,535.23 each for the payroll ending November 2, 2019. This payment is based on the following:
    a. The requirements of the Memoranda of Understanding between the City and the MBPOA, MBFFA and SEIU.
    b. The requirements of unrepresented confidential employees benefits resolution (Resolution 54-17) and unrepresented management employees benefits resolution (Resolution No. 55-17).
    c. For City department heads and the City Manager, the City Council's authorization for the one-time lump sum payment described in this Section 3 is based on the City's practice to extend salary adjustments/ bonuses negotiated by SEIU to unrepresented Executive

Directors and the City Manager and its desire to encourage retention of its employees by doing so.

d. Consistent with the requirements of the side-letter agreement on July 18, 2019 between the City and SEIU represented Harbor Department employees, including Harbor Patrol Officers, Harbor Patrol Supervisor and Harbor Business Coordinator, the City Council hereby authorizes a non-PERSable lump-sum equity payment to the 5 full-time equivalent Harbor employees in the amount of $2,000 each for the payroll ending November 2, 2019.

4. In order to effectuate the foregoing non-PERSable lump sum payments to City employees, the City Council hereby authorizes the following budget adjustments for FY 2019/20:
   a. to the General Fund Undistributed account in the amount of $181,034;
   b. to transfer funds from the General Fund Emergency Reserve to the General Fund in the amount of $181,034;
   c. to the Harbor Operating fund in the amount of $10,000; and
   d. to transfer $10,000 from the Harbor Accumulation Fund to the Harbor Operating fund.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 22nd day of October 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
JOHN HEADDING, Mayor

ATTEST:

_____
DANA SWANSON, City Clerk

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AGENDA NO: C-4

MEETING DATE: October 22, 2019

Staff Report

TO: **Honorable Mayor and City Council** **DATE: October 15, 2019**

FROM: **Scott Collins, City Manager**
Jennifer Little, Tourism Manager

SUBJECT: **Accept Public Testimony regarding the inclusion of Vacation Rentals (VR's) in the Existing 3% Tourism Business Improvement District (TBID) Annual Assessment and Continuation of the Existing TBID Assessment for Fiscal Year 2019/20**

RECOMMENDATION

Staff recommends the Council allow public testimony regarding the inclusion of Vacation Rentals (VR's) in the existing 3% TBID Annual Assessment and continuation of the existing TBID Assessment for Fiscal Year 2019/20.

ALTERNATIVES

No alternatives are recommended.

FISCAL IMPACT

A 3% TBID assessment on VRs would result in approximately $165,000 per fiscal year. However, with it being estimated that VRs will be added around mid-fiscal year this year, and accounting for City Council's direction to honor contracts executed prior to the VR's being part of the TBID, staff estimates added revenues will be approximately $40,000 for the remainder of FY 2019-20.

BACKGROUND

At its October 8, 2019 meeting, the City Council adopted Resolution No. 83-19 (Attachment 1) approving the Supplemental Fiscal Year 2019/20 Annual Report for expenditure of funds to be derived from the proposed addition of Vacation Rental businesses (as defined in Chapter 5.47 of the Morro Bay Municipal Code) to the 3% TBID Annual Assessment, and declaring the intent to continue the program and levy assessments for the remainder of Fiscal Year 2019/20. As required by Streets & Highway Code section 36523, staff mailed a complete copy of Resolution No. 83-19 by first-class mail to each business owner in the area on October 10, 2019 and will publish the Resolution in a newspaper of general circulation once, at least seven days before the public hearing, scheduled for November 12, 2019.

The purpose of this meeting is to provide an additional opportunity to allow public testimony on the addition of VRs to the TBID at the existing assessment rate. A link to the October 8, 2019 staff report with complete background information is provided as Attachment 2.

CONCLUSION

The Morro Bay TBID assessment is a crucial, protected revenue stream that allows the City to market Morro Bay to tourists. Morro Bay Municipal Code (MBMC) Chapter 3.60 outlines the

Prepared By: _DS_____ **Dept Review: _____**

City Manager Review: __SC_____ **City Attorney Review: __CFN_____**

creation of the TBID, the assessment, and the way the funds can be used.

The use of funds is designed to enhance tourism in the community, which should increase overall Transient Occupancy Tax revenues and directly benefit the community's hotels and vacation rentals, which are anticipated to see an increase in overnight stays.

ATTACHMENTS

1. Resolution No. 83-19
2. Link to October 8, 2019 Staff Report (Item C-4)

RESOLUTION NO. 83-19

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA, DECLARING THE INTENTION TO CONTINUE THE MORRO BAY TOURISM BUSINESS IMPROVEMENT DISTRICT (MBTBID), CHANGE THE BASIS AND METHOD OF LEVYING MBTBID ASSESSMENTS AND THE CLASSIFICATION OF BUSINESSES SO AS TO ADD VACATION RENTAL BUSINESSES TO THE ANNUAL ASSESSMENT, AND LEVY SUCH ASSESSMENTS FOR THE REMAINDER OF 2019/20 FISCAL YEAR FOR THE MBTBID; AND, SETTING A PUBLIC MEETING DATE FOR TESTIMONY ON THAT ASSESSMENT AND A PUBLIC HEARING DATE TO RECEIVE PROTESTS TO THAT ASSESSMENT

THE CITY COUNCIL
City of Morro Bay, California

WHEREAS, the Parking and Business Improvement Area Law of 1989, section 36500 *et seq.*, of the California Streets and Highway Code, authorizes cities to establish and review business improvement areas for the purpose of promoting tourism; and

WHEREAS, on April 13, 2009, City Council held a public hearing for the introduction and first reading of Ordinance 546 amending the Morro Bay Municipal Code (MBMC) to add a new Chapter 3.60 to establish the Morro Bay Tourism Business Improvement District ("MBTBID"), and adopted Ordinance 546 at its April 27, 2009 meeting, which set the MBTBID assessments at 3% from June 1, 2009 to May 31, 2010, and 2% from June 1, 2010 and thereafter; and

WHEREAS, on June 1, 2010, the MBTBID assessments returned to the 2% level, as established by Ordinance 546; and

WHEREAS, on September 13, 2010, the City Council held a public hearing and first reading of Ordinance 562 to amend MBMC section 3.60.050, changing the assessment percentage to 3%, and adopted Ordinance 562 at its September 27, 2010, meeting; and

WHEREAS, on May 16, 2019, at a duly noticed public meeting, the MBTBID advisory board, formed pursuant to MBMC, section 3.60.100, recommended the renewal of the MBTBID for Fiscal Year (FY) 2019-20 to continue its activities, and the City Council has approved that renewal for the past eight years; and

WHEREAS, all other findings of Ordinances 546 and 562 remain unchanged except as provided herein; and

WHEREAS, on May 28, 2019, City Council conducted a public meeting where staff presented the annual assessment report, which provides a full and detailed description of activities to be provided during the FY 2019-20, as provided in the proposed budget for that Fiscal Year, and available for review in the City Clerk's office, and the City Council approved that Annual Assessment Report and declared its intention to renew the Morro Bay Tourism Business Improvement District for the 2019/20 Fiscal Year, and to levy and collect 3% assessments from hoteliers calculated in the manner set forth in MBMC, section 3.60.050.; and

WHEREAS, that budget generally described the funded activities to be marketed, which attract and extend overnight stays in Morro Bay hotels, and are consistent with the authorized uses for the assessment revenue set forth in MBMC, section 3.60.030; and

WHEREAS, it was the intention of the City Council to levy and collect 3% assessments from the hoteliers within the TBID for the FY 2019-20; and

WHEREAS, at the public meeting held on May 28, 2019, City Council additionally set a public hearing, for the intent to levy the MBTBID assessment for Fiscal Year 2019/20, to be held at the Morro Bay Veterans Memorial Hall located at 209 Surf Street, Morro Bay, California, in accordance with the California Streets and Highway Code, sections 36534 and 36535; and

WHEREAS, that public hearing to adopt a resolution to reaffirm the MBTBID, and levy and collect the 3% assessments from hoteliers, was held on Tuesday, June 11, 2019. Before or at this public hearing written protests to the continuation of the MBTBID and the levy of the assessment were considered, consistent with the requirements of Streets & Highways Code, sections 36524 and 36525 and MBMC, section 3.60.060, and written protests were not received from hoteliers which pay 50% of more of the proposed continued assessment, and as such the annual assessment was continued for FY 2019-20; and

WHEREAS, on September 19, 2019, at a duly noticed public meeting, the TBID advisory board, formed pursuant to MBMC, section 3.60.100, pursuant to the request of the City Council at its August 27, 2019 regular meeting, considered the addition of vacation rentals ("VRs") to the existing Morro Bay Tourism Business Improvement District ("TBID") at the existing TBID assessment rate of 3% levied on hotels; and

WHEREAS, at that September 19, 2019 meeting, the TBID Board conducted a supplemental review of its Annual Report for FY 2019-20 (required by Section 3.60.060 of the Morro Bay Municipal Code and Streets & Highways Code section 36533 ("Section 36533")), which was initially approved by the TBID Board on May 7, 2019, and then subsequently approved by the City Council on May 28, 2019; and

WHEREAS, The Annual Report pursuant to Streets & Highways Code Section 36533(a) provides that the TBID Board "shall cause to be prepared a report for each fiscal year for which assessments are to be levied and collected to pay the costs of the improvements and activities described in the report." Subsection (b)(1-6) of Streets & Highways Code Section 36533 provides the Annual Report "shall contain" six elements. All six elements were addressed in the prior report submitted to, and approved by City Council, on May 28, 2019. Section 36533 also provides in subsection (a) that the TBID Board Annual Report submitted to the City Council "may propose changes, including, but not limited to, the boundaries of the parking and business improvement area or any benefit zones within the area, the basis and method of levying the assessments, and any changes in the classification of businesses."; and

WHEREAS, pursuant to the request from City Council to add VRs to the TBID, the TBID Board recommended at its September 19, 2019 meeting the Council should approve a Supplemental Annual Report for FY 2019-20. This supplemental report both provides a supplemental recommendation on changes to "the basis and method of levying the assessments, and any changes in the classification of businesses," so as to add VRs to the TBID at the existing assessment rate of 3%, and further addresses the effect of those proposed changes through a supplemental recommendation concerning the six required elements of an annual report.

WHEREAS, on October 8, 2019, City Council conducted a public meeting where staff presented the Supplemental Annual Report for FY 2019-20, attached to this Resolution as Exhibit A and available for review in the City Clerk's office; and

WHEREAS, the budget generally describes the funded activities to be marketed, which attract and extend overnight stays in Morro Bay hotels and vacation rentals, and are consistent with the authorized uses for the assessment revenue set forth in MBMC, section 3.60.030; and

WHEREAS, it is the intention of the City Council to continue the levy and collection of 3% assessments from the hoteliers within the TBID for the FY 2019-20, and to levy and collect 3% assessments from vacation rental businesses (as that term is defined in Chapter 5.47 (Short-Term Vacation Rental Permit) of the Morro Bay Municipal Code) within the TBID for the remainder of FY 2019-20 consistent with the effective date of an amendment of Chapter 3.60 (Tourism Business Improvement District Law) of the Morro Bay Municipal Code, so as to add vacation rental businesses to the TBID at the existing assessment rate of 3% and consistent with MBMC section 3.60.050; and

WHEREAS, at the public meeting held on October 8, 2019, City Council additionally set a public meeting date of October 22, 2019 to allow public testimony on, and a public hearing for November 12, 2019 to consider protests to, the intent to levy said MBTBID assessment for Fiscal Year 2019/20, to be held at the Morro Bay Veterans Memorial Hall located at 209 Surf Street, Morro Bay, California, in accordance with the California Streets and Highway Code, sections 36524 and 36525 and consistent with Government Code section 54954.6; and.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Morro Bay as follows:

1. The above recitations are true and correct, and incorporated herein by reference.

2. The City Council approves the attached Supplemental Annual Assessment Report and declares its intention to affirm the renewal of the Morro Bay Tourism Business Improvement District for the 2019/20 Fiscal Year, to continue the levy and collection of 3% assessments from hoteliers calculated in the manner set forth in MBMC, section 3.60.050, and to levy and collect 3% assessments from vacation rental businesses (as that term is defined in Chapter 5.47 (Short-Term Vacation Rental Permit) of the Morro Bay Municipal Code) for the remainder of FY 2019-20 consistent with the effective date of amendment of Chapter 3.60 (Tourism Business Improvement District Law) of the Morro Bay Municipal Code, so as to add vacation rental businesses to the TBID at the existing assessment rate of 3%, calculated in the manner set forth in MBMC, section 3.60.050; and

3. The City Council sets Tuesday, October 22, 2019 as the date of a public meeting on the addition of vacation rentals businesses to the Morro Bay Tourism Business Improvement District. At this public meeting the City Council will solicit and allow public testimony regarding the addition of vacation rental businesses to the Morro Bay Tourism Business Improvement District so as to levy an annual assessment on vacation rental businesses (as that term is defined in Chapter 5.47 (Short-Term Vacation Rental Permit) of the Morro Bay Municipal Code) at the existing TBID rate of 3% calculated in the manner set forth in MBMC, section 3.60.050; and.

4. The City Council sets Tuesday, November 12, 2019 as the date of the public hearing to adopt a Resolution to reaffirm the MBTBID, and to affirm the renewal of the Morro Bay Tourism Business Improvement District for the 2019/20 Fiscal Year, to continue the levy and collection of 3% assessments from hoteliers calculated in the manner set forth in MBMC, section 3.60.050, and to levy and collect 3% assessments from vacation rental businesses (as that term is defined in Chapter 5.47 (Short-Term Vacation Rental Permit) of the Morro Bay Municipal Code) for the remainder of FY 2019-20 consistent with the

effective date of amendment of Chapter 3.60 (Tourism Business Improvement District Law) of the Morro Bay Municipal Code so as to add vacation rental businesses to the TBID at the existing assessment rate of 3%, calculated in the manner set forth in MBMC, section 3.60.050; and

5. Before or at the public hearing set for November 12, 2019 written protests to the continuation of the MBTBID and the levy of the continued and proposed assessments may be made, consistent with the requirements of Streets & Highways Code, sections 36524 and 36525 and MBMC, section 3.60.060, and as provided below.

6. **Protest Procedures are as follows:**

    a. Before or at the public hearing set for November 12, 2019, written protests to the proposed addition of vacation rentals to the TBID may be made by any businesses subject to the existing or proposed assessment, and may be mailed or hand-delivered to the City Clerk as follows:

        City of Morro Bay
        Attn: City Clerk
        595 Harbor Street
        Morro Bay, CA 93442

    b. Streets and Highways Code Section 36524(c) further provides: "Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business. A written protest which does not comply with this section shall not be counted in determining a majority protest."

7. If written protests are received from the owners of business which will pay 50 percent or more of the existing and proposed assessments to be levied, and protests are not withdrawn so as to reduce the protests to less than that 50 percent, no further proceedings to levy the proposed assessment against vacation rental businesses shall be taken for a period of one year from the date of the finding of a majority protest by the Council.

8. If that protest threshold is not reached, the Council consistent with the requirements of the Parking and Business Improvement Law of 1989 (Streets and Highway Code sections 36500, *et seq.*) may introduce an ordinance to amend Chapter 3.60 (Tourism Business Improvement District Law) of the Morro Bay Municipal Code so as to add vacation rental businesses to the TBID at the existing assessment rate, calculated in the manner set forth in MBMC, section 3.60.050, subject to any temporary exemption authorized by City Council to honor certain executed contracts.

PASSED AND ADOPTED by the City Council of the City of Morro Bay, at a regular meeting thereof held on the 8th day of October, 2019, by the following vote:

AYES: Headding, Addis, Davis, McPherson
NOES: Heller
ABSENT: None

JOHN HEADDING, Mayor

DANA SWANSON, City Clerk

Exhibit A

Morro Bay Business Improvement District
Supplemental Annual Report for FY 2019-20

Presented to the Morro Bay City Council by the Morro Bay Tourism Business Improvement District Advisory Board

The City of Morro Bay's Tourism Business Improvement District Advisory Board ("TBIDAB") at its regularly scheduled meeting on September 19, 2019, pursuant to the request of the City Council at its August 27, 2019 regular meeting, considered the addition of vacation rentals ("VRs") to the existing Morro Bay Tourism Business Improvement District ("TBID") at the existing TBID assessment rate of 3% levied on hotels.

The TBIDAB conducted a supplemental review of its Annual Report for FY 2019-20 (required by Section 3.60.060 of the Morro Bay Municipal Code and Streets & Highways Code section 36533 ("Section 36533")), which was initially approved by the TBIDAB on May 7, 2019, and then subsequently approved by the City Council on May 28, 2019.

The Annual Report pursuant to Section 36533(a) provides that the TBIDAB "shall cause to be prepared a report for each fiscal year for which assessments are to be levied and collected to pay the costs of the improvements and activities described in the report." Subsection (b)(1-6) of Section 36533 provides the Annual Report "shall contain" six elements. All six elements were addressed in the prior report submitted on May 28, 2019. Section 36533 also provides in subsection (a) that the TBIDAB Annual Report submitted to the City Council "may propose changes, including, but not limited to, the boundaries of the parking and business improvement area or any benefit zones within the area, the basis and method of levying the assessments, and any changes in the classification of businesses."

Pursuant to the request from City Council to add VRs to the TBID, the TBIDAB now submits this Supplemental Annual Report for FY 2019-20. This supplemental report both provides a supplemental recommendation on changes to "the basis and method of levying the assessments, and any changes in the classification of businesses," and further addresses the effect of those proposed changes through a supplemental recommendation concerning the six required elements of an annual report.

The TBIDAB submits the following, as supplements to the Annual Report for FY 2019-20 (previously submitted on May 22, 2019) for approval or modification by the City Council, and as general recommendations for City Council action, consistent (as required by law) with the Parking and Business Improvement Area Law of 1989.

A. <u>Proposed Changes to the TBID (Streets & Highways Code §§ 36533(a), 36540)</u>

1. Basis and method of levying assessments under Chapter 3.60 (Tourism Business Improvement Law) of the Morro Bay Municipal Code ("MBMC"), pursuant to the authority of the Parking and Business Improvement Area Law of 1989 ("1989 Law"), shall include the assessment of vacation rental businesses at the existing rate of 3%, as the term "vacation rental" is used in Chapter 5.47 (Short-Term Vacation Rental Permit) of the MBMC.

2. Classification of businesses subject to the existing assessment provided for in Chapter 3.60 of Chapter 3.60 shall expressly include such vacation rental businesses as referenced above.

3. Amend Chapter 3.60 of the MBMC, and take any other necessary action as required by law, to implement the above proposed changes.

B. Six Elements of Annual Report (Streets & Highways Code § 36533(b)(1-6)

1. The Morro Bay Tourism Business Improvement District (MBTBID) Advisory Board did not propose any changes in the Boundaries of the TBID, which were established in MBMC Section 3.60.040 to be the boundaries of the City of Morro Bay.
2. The improvements and activities to be provided for in Fiscal Year FY 2019/20 are those services and activities permitted under Section 3.60.030 of the Morro Bay Municipal Code, which include:

    1. The general promotion of tourism within the district to include costs as specified in the business plant to be adopted annually; and
    2. Implementation of the strategic plan; and
    3. Marketing of Foreign Independent Travelers (FIT), conference, group, and film business that benefits local tourism and the local lodging (hotel/motel/vacation rentals) industry in the district; and
    4. The marketing of the district to the travel industry in order to benefit local tourism and the local lodging industry in the district

    GOALS & OBJECTIVES for FY 2019/20

    1. Continue to implement the Tourism Strategic Plan, adopted by City Council in 2019.
    2. Increase overall occupancy & lodging revenues, especially during midweek and shoulder season through our new destination assets such as the website and implementation of the strategic plan and new branding.
    3. Midweek – be more aggressive through digital media to increase stays plus grow mid-week stays through FIT and group longer stays.
    4. Extend the number of average lodging room nights beyond the current level of 1.8 (this is an increase from 2018/19 at 1.5).
    5. Help incrementally increase the lodging Average Daily Rate (ADR) through the promotion and elevation of the destination.
    6. Bring exposure to Morro Bay as a viable domestic and international destination for individuals and groups which will increase longer stays.
    7. Assist with the development and growth of athletic competitions and events that attract overnight guest and that fit in our strategic plan model.
    8. Create opportunities to positively impact sales tax businesses & drive economic development in the City of Morro Bay such as new or upgrade of hotel stock, grow the quality of events to entice a higher level of visitor.
    9. Positively impact transient occupancy tax (TOT) for the City of Morro Bay.

3. An estimate of the cost of providing the improvements and the activities for that fiscal year (as described below with the FY 2019/20 Revised Budget).

FY 2019-20 Approved Budget -

Sources: The FY 2019-20 revised projected actual sources include total sources of $939,644, made up of $863,643 from TBID assessment revenues ($40,000 additional funds

by adding vacation rentals), $60,000 from the City's General Fund and $6,000 from advertising revenue, and $10,000 from the TBID Accumulation Fund.

Uses: The FY 2019/20 projected actual expenditures are $939,086, netting no change to the fund balance.

The below budget shows FY 2019/20 revised budget, projected actuals, and the variance of the projected actuals compared to the revised budget.

City of Morro Bay
FY 2019/20 TBID Proposed Budget
Operating Revenues vs. Operating Expenditures

		FY19/20 Approved Budget	FY19/20 Revised Budget
Revenues			
Advertising - Guides and Magazines	$	6,000	$ 6,000
Transient Occupancy Tax (TBID Assessment)		823,644	$823,644
Transient Occupancy Tax (VR Assessment)			40,000
Interest			-
Transfers In - General Fund Contribution		60,000	60,000
Transfer In - Accumulation Fund			10,000
Total Revenues	**$**	**889,644**	**$939,644**
Expenditures			
Salaries & Benefits	$	219,087	219,087
General Office Supplies		3,000	3,000
Forms Printing		500	500
Consulting Services		11,600	11,600
Contractual Services		165,000	165,000
Promotion & Advertising		12,000	12,000
Print Ads		4,500	4,500
Digital Media		272,000	289,000
Out of Home		6,600	6,600
Digital Services		45,000	45,000
Digital Assets		-	7,000
Marketing Consulting		-	4,375
Community Event Support		50,000	54,000
Promotion Media		8,000	8,000
Promotion Other		13,000	20,630
Promotion Visiting Journalist		10,000	20,000
Trade Shows - Space Rent		7,600	7,600
Trade Shows - Trans		500	500
Advertising Sponsorships		13,000	13,000
Professional Development		500	500
Other Professional Services		500	500
Postage		700	700
Utilities (Internet & Cell)		2,000	2,000
Workers Comp Insurance		1,200	1,200
Unemployment Insurance		900	900
Meetings and Conferences		2,000	2,000
Mileage Reimbursement		500	500
Meals & Lodging		4,500	4,500
Travel Expense		2,000	2,000
Association Memberships		1,500	1,500
Total Operating Expenditures	**$**	**857,687**	**$907,692**
Transfer to Accumulation Fund		-	0
Transfer Out		31,394	31,394
Total Operating Expenditures Including	**$**	**889,081**	**$939,086**
Net Operating Revenues over Expenditu	**$**	**563**	**$ 558**

4. The Morro Bay TBID Advisory Board approved a motion to recommend that the 3% Assessment be continued in FY 2019/20. The assessment will continue to apply to hotels, motels and bed and breakfasts (as presently defined in the MBMC) and now

also shall include vacation rentals as the term "vacation rental" is used in Chapter 5.47 (Short-Term Vacation Rental Permit) of the MBMC.

5. The TBID budget for FY 2018/19 is projected to include $0 surplus left over for carryover into FY 2019/20.
6. The TBID FY 2019/20 Budget also includes revenues of $60,000 from the City's General Fund and $4,000 from advertising revenue.