



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, February 9, 2021 – 5:30 P.M. Held Via Teleconference

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

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this Meeting will be conducted telephonically through Zoom and broadcast live on Cable Channel 20 and streamed on the City website (click [here](#) to view). Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Veterans' Hall will not be open for the meeting.

Public Participation:

In order to prevent and mitigate the effects of the COVID-19 pandemic, and limit potential spread within the City of Morro Bay, in accordance with Executive Order N-29-20, the City will not make available a physical location from which members of the public may observe the meeting and offer public comment. Remote public participation is allowed in the following ways:

- *Community members are encouraged to submit agenda correspondence in advance of the meeting via email to the City Council at council@morrobayca.gov prior to the meeting and will be published on the City website with a final update one hour prior to the meeting start time. Agenda correspondence received less than an hour before the meeting start time may not be posted until after the meeting.*
- *Members of the public may watch the meeting either on cable Channel 20 or as streamed on the City [website](#).*
- *Alternatively, members of the public may watch the meeting and speak during general Public Comment or on a specific agenda item by logging in to the Zoom webinar using the information provided below. Please use the "raise hand" feature to indicate your desire to provide public comment. Each speaker will be allowed three minutes to provide input.*

Please click the link below to join the webinar:

- <https://us02web.zoom.us/j/82722747698?pwd=aWZpTzcwTHlRTk9xaTlmWVNWRFUQT09>
Password: 135692
- Or Telephone Attendee: 1 (408) 638-0968 or 1 (669) 900 6833 or 1 (346) 248 7799;
Webinar ID: 827 2274 7698; Password: 135692; Press *9 to "Raise Hand" for
Public Comment

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 JANUARY 12, 2021, CITY COUNCIL SPECIAL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

- A-2 APPROVAL OF MINUTES FOR THE JANUARY 14, 2021, CITY COUNCIL SPECIAL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

- A-3 APPROVAL OF MINUTES FOR THE JANUARY 26, 2021, CITY COUNCIL SPECIAL CLOSED SESSION MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

- A-4 FIRST AND SECOND QUARTER INVESTMENT REPORTS (PERIOD FROM JULY 1, 2020 TO DECEMBER 31, 2020) FOR FISCAL YEAR 2020/21; (FINANCE DEPARTMENT)

RECOMMENDATION: Receive the attached First and Second Quarter Investment Reports (period from July 1, 2020 to December 31, 2020) for Fiscal Year 2020/21.

- A-5 ADOPTION OF RESOLUTION AMENDING CITIZEN'S FINANCE ADVISORY COMMITTEE ANNUAL MEETING SCHEDULE; ADOPTION OF RESOLUTION AMENDING COUNCIL POLICY RELATED TO COUNCIL VOTING PROCEDURES; AND, APPROVAL OF COUNCIL SUB-COMMITTEE TO REVIEW ADVISORY BOARD RECRUITMENT AND INTERVIEW PROCESS; (CITY CLERK/HUMAN RESOURCES MANAGER)

RECOMMENDATION: Staff recommends that the City Council: 1) Adopt Resolution No. 07-21 approving the Citizen's Finance Advisory Committee's meeting calendar to allow for review of Water Reclamation Facility (WRF) Quarterly Reports; and 2) Adopt Resolution No. 08-21 amending Council Policies & Procedures subsection 1.3.6.7 regarding City Council meeting roll call voting order; and 3) Establish a Council sub-committee to review advisory board member policies to consider alternative and improved board and commission applicant interview procedures and appoint Mayor Heading and Council Member Addis to that sub-committee.

B. PUBLIC HEARINGS - NONE

C. BUSINESS ITEMS

- C-1 REVIEW OF THE WATERFRONT RV CAMPING PILOT PROGRAM, AND CITY COUNCIL INPUT AND RECOMMENDATIONS ON THE FUTURE OF THE PROGRAM; (HARBOR DIRECTOR)

RECOMMENDATION: Staff recommends transitioning the Waterfront RV Camping pilot program to a permanent program, as recommended by the Harbor Advisory Board on December 3, 2020, including pursuing the necessary Coastal Development Permit from the California Coastal Commission.

- C-2 AUTHORIZATION TO ENTER THE COUNTY OF SAN LUIS OBISPO COVID-19 VACCINATION ASSISTANCE AGREEMENT; (CITY MANAGER / FIRE DEPARTMENT)

RECOMMENDATION: Staff recommends the City Council authorize the City Manager to sign the County of San Luis Obispo's COVID-19 Vaccination Assistance Agreement, and to make minor changes to the Agreement that may arise, pending formal adoption from the County Board of Supervisors and other participating agencies.

- C-3 DISCUSSION AND DIRECTION OF WASHINGTON DC REPRESENTATION TO SUPPORT CITY OF MORRO BAY PROJECTS AND ECONOMIC DEVELOPMENT INITIATIVES; (CITY MANAGER)

RECOMMENDATION: Staff recommends the Council authorize the City Manager to execute a modified 17-month retainer agreement (February 2021 – June 30, 2022) with The Ferguson Group to: 1) Support efforts to gain federal support and funding for the City's COVID-19 response effort, 2) Support offshore wind development and other economic development initiatives beneficial to Morro Bay, 3) Seek federal grants for the Wastewater Reclamation Facility (WRF) project and OneWater infrastructure projects, and 4) Keep the City apprised of other relevant federal legislation and funding opportunities.

D. COUNCIL DECLARATION OF FUTURE AGENDA ITEMS

E. ADJOURNMENT

The next Regular Meeting will be held on **Tuesday, February 23, 2021 at 5:30 p.m.** via teleconference.

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 UPON REQUEST BY CALLING THE CITY CLERK'S OFFICE AT 805-772-6205.

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.

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City Council conducted this meeting in accordance with Section 3 of California Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020 in response to the present State of Emergency in existence due to the threat of COVID-19. This meeting was held via teleconference for all participants.

PRESENT: John Headding Mayor
 Dawn Addis Council Member
 Laurel Barton Council Member
 Robert Davis Council Member
 Jeff Heller Council Member

ABSENT: None

STAFF: Scott Collins City Manager
 Dana Swanson City Clerk
 Katie Lichtig Interim Finance Director
 Scot Graham Community Development Director
 Eric Endersby Harbor Director

ESTABLISH QUORUM AND CALL TO ORDER

Mayor Headding established a quorum and called the meeting to order at 2:00 p.m. with all members present.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Mayor Headding opened public comment; seeing none, the public comment period was closed.

SPECIAL MEETING AGENDA ITEM:

I. **ADVISORY BODY INTERVIEWS**
<https://youtu.be/ydHQOXzxLds?t=137>

Planning Commission
<https://youtu.be/ydHQOXzxLds?t=398>

- Two (2) vacancies for a 4-year term ending January 31, 2025
- One (1) vacancy for the remainder of a term ending January 31, 2023

The following applicants were interviewed for the Planning Commission position: Bill Roschen, Jennifer Ford, Jesus “Jesse” Barron, and Sean Hanlon.

Following interviews, each Council Member voted aloud for two people that would serve 4-year terms on the Planning Commission and the City Clerk announced the results. Mr. Barron received five votes, Mr. Roschen received four votes (Headding, Heller, Addis and Barton) and Ms. Ford received one vote (Davis). Mr. Barron and Mr. Roschen were appointed to 4-year terms ending January 31, 2025. The Council voted aloud for one person to fill the current vacancy for a term ending January 31, 2023. Ms. Ford received four votes (Headding, Addis, Barton and Davis) and

Mr. Hanlon received one vote (Heller). Ms. Ford was appointed to fill the remainder of a term ending January 31, 2023.

Harbor Advisory Board

<https://youtu.be/ydHQOXzxLds?t=3193>

- One (1) Marine-oriented Business representative for a 4-year term ending January 31, 2025
- One (1) Member-at-Large for a 4-year term ending January 31, 2025
- One (1) Morro Bay Commercial Fishing Organization (“MBCFO”) representative for a 4-year term ending January 31, 2025

Mayor Heading recommended and received full Council support to waive the opportunity to interview and re-appoint Jeremiah O’Brien as the MBCFO representative for a 4-year term.

The following applicants were interviewed for the Marine-Oriented Business Representative position: Scott Mather and John Weiss. Following interviews, each Council Member voted aloud and the City Clerk announced the results. Mr. Mather received three votes (Heading, Addis and Davis) and Mr. Weiss received two votes (Heller and Barton). Mr. Mather was appointed to a 4-year term.

The following applicants were interviewed for the Member-at-Large position: John Weiss and Christopher Vaile. Following interviews, the Council voted aloud and the City Clerk announced the results. Mr. Vaile received three votes (Heading, Barton and Davis) and Mr. Weiss received two votes (Heller and Addis), Mr. Vaile was appointed to a 4-year term.

Public Works Advisory Board (“PWAB”)

<https://youtu.be/ydHQOXzxLds?t=7615>

- Four (4) vacancies for a 4-year term ending January 31, 2025
- One (1) vacancy for a 1-year term ending January 31, 2024

Mayor Heading recommended and received full Council support to waive the opportunity to interview the candidates and appoint John Erwin and Ian Gaffney to the PWAB for 4-year terms. The Clerk’s office will continue to accept applications to fill the remaining vacancies.

Recreation and Parks Commission

<https://youtu.be/ydHQOXzxLds?t=5346>

- Two (2) vacancies for a 4-year term ending January 31, 2025

The following applicants were considered for the Recreation and Parks Commission: Carol Ellis, Drew Sidaris, Melissa Davis, and Skip Sorich. Mr. Sorich was unable to attend interviews and submitted a written request to be considered for appointment to the Commission. Following interviews, the Council voted aloud and the City Clerk read the results. Mr. Sidaris and Ms. Davis each received full Council support and were appointed to 4-year terms.

Tourism Business Improvement District (“TBID”) Advisory Board

<https://youtu.be/ydHQOXzxLds?t=7780>

- One (1) Hotelier Member-at-Large for a 4-year term ending January 31, 2025

Steven Allen was unable to attend interviews and submitted a written request to be considered for re-appointment to the Board. Mayor Heading recommended and received full Council support to re-appoint Mr. Allen to the TBID Advisory Board for a 4-year term.

SLOCOG Citizens Transportation Advisory Committee (“CTAC”)

<https://youtu.be/ydHQOXzxLds?t=7853>

- One (1) vacancy for a 4-year term ending January 31, 2025

The following applicants were interviewed for the SLOCOG Citizens Transportation Advisory Committee: Jan Goldman and William Johnson. Following interviews, Ms. Goldman withdrew her application and the Council appointed Mr. Johnson to fill a 4-year term as the City’s representative to CTAC.

Citizens Oversight / Finance Advisory Committee (“CFAC”)

<https://youtu.be/ydHQOXzxLds?t=9272>

- One (1) vacancy for the remainder of a term ending January 31, 2023.

The following applicants were interviewed for the Citizens Oversight/Finance Advisory Committee: Stephen Peck and William Johnson. Following interviews, the Council voted aloud and the City Clerk announced the results. Mr. Peck received full Council support and was appointed to fill the remainder of a term ending January 31, 2023.

ADJOURNMENT

The meeting adjourned at 4:57 p.m.

Recorded by:

Dana Swanson
City Clerk

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City Council conducted this meeting in accordance with Section 3 of California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020 in response to the present State of Emergency in existence due to the threat of COVID-19. This meeting was held via teleconference for all participants.

PRESENT: John Headding Mayor
 Dawn Addis Council Member
 Laurel Barton Council Member
 Robert Davis Council Member
 Jeff Heller Council Member

ABSENT: None

STAFF: Scott Collins City Manager
 Dana Swanson City Clerk
 Katie Lichtig Interim Finance Director
 Jody Cox Police Chief

ESTABLISH QUORUM AND CALL TO ORDER

Mayor Headding established a quorum and called the meeting to order at 5:00 p.m. with all members present.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Mayor Headding opened public comment; seeing none, the public comment period was closed.

SPECIAL MEETING AGENDA ITEM:

- I. CONSIDERATION OF AUTHORIZING THE MAYOR TO SIGN A LETTER ON BEHALF OF CITY COUNCIL SUPPORTING THE IMPEACHMENT OF PRESIDENT TRUMP; (CITY MANAGER)
<https://youtu.be/D6y8XnG47vc?t=59>

City Manager Collins presented the item and responded to Council inquires.

MOTION: Council Member Addis moved the Council authorize the Mayor to send a letter to Senate and Congressional Representatives, including Representatives-elect, and that the language be updated to say that Council supports impeachment by the United States Representatives, urges the United States Senate to conduct a trial, urges the Senate to convict the President of incitement and insurrection, and urges the Senate to bar the President from holding office again. The motion was seconded by Council Member Heller and carried 5-0.

ADJOURNMENT

The meeting adjourned at 5:16 p.m.

Recorded by:

Dana Swanson
City Clerk

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MINUTES - MORRO BAY CITY COUNCIL
SPECIAL CLOSED SESSION MEETING –
JANUARY 26, 2021 – 3:00 P.M.
TELECONFERENCE

AGENDA NO: A-3
MEETING DATE: February 9, 2021

City Council conducted this meeting in accordance with Section 3 of California Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020 in response to the present State of Emergency in existence due to the threat of COVID-19. This meeting was held via teleconference for all participants.

PRESENT: John Headding Mayor
 Dawn Addis Council Member
 Laurel Barton Council Member (arrived at 3:13 p.m.)
 Robert Davis Council Member
 Jeff Heller Council Member

ABSENT: None

STAFF: Scott Collins City Manager
 Chris Neumeyer City Attorney
 Katie Lichtig Interim Finance Director
 Scot Graham Community Development Director
 Rob Livick City Engineer

ESTABLISH QUORUM AND CALL TO ORDER

Mayor Headding called the meeting to order at 3:00 p.m. with all but Council Member Barton present. Council Member Barton joined the meeting at 3:13 p.m.

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 CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOVERNMENT CODE SECTION 54956.8

Property: Assessor Parcel No. 066-331-046
Property Negotiators: Vistra Energy
Agency Negotiators: Scott Collins, City Manager; Rob Livick, City Engineer; Scot Graham, Community Development Director and Chris Neumeyer, City Attorney
Under Negotiation: Price and Terms of Payment – Easement Acquisition

CS-2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

- Paragraph (1) of subdivision (d) Government Code Section 54956.9
- Name of Case: City of Morro Bay vs. Vistra Energy Corp., Case No. 20CV-0127, San Luis Obispo County Superior Court

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 4:24 p.m.

Recorded by:

Dana Swanson
City Clerk

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AGENDA NO: A-4

MEETING DATE: February 9, 2021

Staff Report

TO: Mayor and City Council

DATE: January 14, 2021

FROM: Katie Lichtig, Interim Finance Director

SUBJECT: First and Second Quarter Investment Reports (period from July 1, 2020 to December 31, 2020) for Fiscal Year 2020/21

RECOMMENDATION

Receive the attached First and Second Quarter Investment Reports (period from July 1, 2020 to December 31, 2020) for Fiscal Year 2020/21.

FISCAL IMPACT

There is no fiscal impact associated with this recommendation.

DISCUSSION

Attached for your consideration are the First and Second Quarter Investment Reports for FY 2020/21.

As of December 31, 2020, the City's weighted portfolio yield of 0.566% was slightly above the Local Agency Investment Fund (LAIF) yield of 0.54%. During the quarter, yield was low, yet not unreasonably low given the safety and liquidity of the City's investments. As of December 31, 2020, the City has recorded \$54,832.77 in interest earnings. The portfolio is in compliance with the City's investment policy.

Staff continues to keep significant cash in the City's LAIF account to ensure cash flow for the ongoing Water Reclamation Facility (WRF) project. Reimbursement has been received from the State Revolving Fund (SRF) planning loan. Staff have also been regularly submitting reimbursement requests for the WIFIA loan, seven requisitions have been disbursed thus far. While the picture looks promising for investing additional cash in higher yield instruments, staff recommends that no immediate actions be taken for two reasons. First, additional liquidity is likely required after the next round of SRF loan(s) are secured and reimbursements are sought from the State of California. Historically the State takes a minimum of two months to process reimbursement requests before disbursement is made to the City. A representative of the SRF program has indicated that this process has slowed due to COVID-19. Secondly, it is prudent to await the onboarding of a permanent Finance Director so that this person can assess cash flow needs and research prudent ways to balance Council adopted investment goals of safety, liquidity and yield.

These two Quarterly Investment Reports have been reviewed and received by the Citizens Finance Advisory Committee (CFAC).

Prepared By: KL

Dept Review: _____

City Manager Review: SC

City Attorney Review: CFN

CONCLUSION

Staff recommends that the Council receive and file the First and Second Quarter Investment Reports for Fiscal Year 2020/21 (July 1, 2020 to December 31, 2020).

ATTACHMENT:

1. First and Second Quarter Investment Report for FY 2020/21 (period ending December 31, 2020)

Prepared By: <u>KL</u>	Dept Review: _____
City Manager Review: <u>SC</u>	City Attorney Review: <u>CFN</u>

**CITY OF MORRO BAY
 QUARTERLY PORTFOLIO PERFORMANCE
 9/30/2020**

INVESTMENT OR CUSIP NUMBER	INSTITUTION	PURCHASE PRICE	INTEREST RATE	PURCHASE DATE	MATURITY DATE	DAYS TO MATURITY
LAIF	LOCAL AGENCY INVESTMENT FUND	\$ 25,625,713	0.685%	DAILY	DAILY	1
MONEY MARKET ACCOUNT:						
MM	MECHANICS BANK - MONEY MARKET	1,444,914	0.08%	DAILY	DAILY	1
SWEEP	MECHANICS BANK - SWEEP	8,577,456	0.01%	DAILY	DAILY	1
CERTIFICATES OF DEPOSIT:						
38148PGK7	ZION BANK - Goldman Sachs	250,003	1.550%	8/3/2016	8/3/2021	307
02007GHD8	ZION BANK - Ally Bank UT	246,000	2.900%	1/24/2019	1/24/2022	481
949763XU5	ZION BANK - Wells Fargo	249,000	2.800%	2/27/2019	2/28/2022	516
1404202A7	ZION BANK - Capital One	250,005	2.400%	4/12/2017	4/12/2022	559
61760AUU1	ZION BANK - Morgan Stanley	246,000	3.000%	1/24/2019	1/24/2023	846
61690UDL1	ZION BANK - Morgan Stanley	246,000	3.100%	1/24/2019	1/24/2024	1,211
1731202F5	ZION BANK - Citibank	246,000	3.200%	1/25/2019	1/25/2024	1,212
3090683803	STATE FARM BANK	250,435	3.050%	10/21/2013	10/24/2023	1,119
		<u>\$ 37,631,526</u>				
			RECORDED INTEREST AS OF 9/30/2020	% OF LIQUID PORTFOLIO HOLDINGS	WEIGHTED AVERAGE RATE OF EARNINGS	WEIGHTED AVERAGE MATURITY
			<u>\$ 7,359.44</u>	<u>94.729%</u>	<u>0.617%</u>	<u>42</u>

Portfolio holdings as of the quarter ended September 30, 2020, are in compliance with the current Investment Policy. With 94.729% of the portfolio held in liquid instruments, the City's portfolio is well above the 65% to 70% target liquidity rate approved by the City Council in March 2018.

**CITY OF MORRO BAY
 QUARTERLY PORTFOLIO PERFORMANCE
 12/31/2020**

INVESTMENT OR CUSIP NUMBER	INSTITUTION	PURCHASE PRICE	INTEREST RATE	PURCHASE DATE	MATURITY DATE	DAYS TO MATURITY
LAIF	LOCAL AGENCY INVESTMENT FUND	\$ 29,665,776	0.540%	DAILY	DAILY	1
MONEY MARKET ACCOUNT:						
MM	MECHANICS BANK - MONEY MARKET	1,445,179	0.06%	DAILY	DAILY	1
SWEEP	MECHANICS BANK - SWEEP	5,047,287	0.01%	DAILY	DAILY	1
CERTIFICATES OF DEPOSIT:						
38148PGK7	ZION BANK - Goldman Sachs	250,003	1.550%	8/3/2016	8/3/2021	215
02007GHD8	ZION BANK - Ally Bank UT	246,000	2.900%	1/24/2019	1/24/2022	389
949763XU5	ZION BANK - Wells Fargo	249,000	2.800%	2/27/2019	2/28/2022	424
1404202A7	ZION BANK - Capital One	250,005	2.400%	4/12/2017	4/12/2022	467
61760AUU1	ZION BANK - Morgan Stanley	246,000	3.000%	1/24/2019	1/24/2023	754
61690UDL1	ZION BANK - Morgan Stanley	246,000	3.100%	1/24/2019	1/24/2024	1,119
1731202F5	ZION BANK - Citibank	246,000	3.200%	1/25/2019	1/25/2024	1,120
3090683803	STATE FARM BANK	250,435	3.050%	10/21/2013	10/24/2023	1,027
		<u>\$ 38,141,684</u>				
			RECORDED INTEREST AS OF 12/31/2020	% OF LIQUID PORTFOLIO HOLDINGS	WEIGHTED AVERAGE RATE OF EARNINGS	WEIGHTED AVERAGE MATURITY
			<u>\$ 54,832.77</u>	<u>94.800%</u>	<u>0.566%</u>	<u>37</u>

Portfolio holdings as of the quarter ended December 31, 2020, are in compliance with the current Investment Policy. With 94.800% of the portfolio held in liquid instruments, the City's portfolio is well above the 65% to 70% target liquidity rate approved by the City Council in March 2018.



AGENDA NO: A-5

MEETING DATE: February 9, 2021

Staff Report

TO: Honorable Mayor and City Council **DATE:** February 2, 2021

FROM: Dana Swanson, City Clerk/Human Resources Manager

SUBJECT: Adoption of Resolution amending Citizen's Finance Advisory Committee Annual Meeting Schedule; Adoption of Resolution Amending Council Policy related to Council Voting Procedures; and, Approval of Council Sub-committee to Review Advisory Board Recruitment and Interview Process

RECOMMENDATION

Staff recommends that the City Council:

1. Adopt Resolution No. 07-21 approving the Citizen's Finance Advisory Committee's meeting calendar to allow for review of Water Reclamation Facility (WRF) Quarterly Reports; and
2. Adopt Resolution No. 08-21 amending Council Policies & Procedures subsection 1.3.6.7 regarding City Council meeting roll call voting order; and
3. Establish a Council sub-committee to review advisory board member policies to consider alternative and improved board and commission applicant interview procedures and appoint Mayor Headding and Council Member Addis to that sub-committee.

ALTERNATIVES

The Council may amend or choose to not approve the resolutions and recommendations provided and direct staff accordingly.

FISCAL IMPACT

There is no fiscal impact as a result of this action.

BACKGROUND/DISCUSSION

Citizens Finance Advisory Committee Meeting Schedule

In January 2020, the Council approved a reduced meeting schedule for the Citizen's Finance Advisory Committee (CFAC) to meet seven times per year in January, February, April, May, July, October, and December.

At the November 10, 2020 Regular Meeting, the Council voted unanimously to eliminate the WRF Project monthly reports and receive quarterly reports as a business item delivered to the CFAC and Council two months after the close of each quarter. Due to the complexity of construction invoices, the WRF Program Manager requires the extra time to receive and review construction invoices so that the Project financials can be accurately reported. The revised reporting schedule for 2021 would

Prepared By: DS

Dept Review: _____

City Manager Review: SC

City Attorney Review: CFN

be as follows (while maintaining CFAC meetings in January, April and December, thus keeping seven CFAC meetings total for 2021):

Reporting Period	Type of Report	CFAC	City Council
December 2020	Quarterly	February 16, 2021	February 23, 2021 (Business)
March 2021	Quarterly	May 18, 2021	May 25, 2021 (Business)
June 2021	Quarterly	August 17, 2021	August 24, 2021 (Business)
September 2021	Quarterly	November 16, 2021	December 14, 2021 (Business)

The CFAC reviewed the proposed schedule at its December 15, 2020 and agreed to a revised meeting schedule that would coincide with review of the WRF Quarterly Reports and will hold regular meetings during the months of January, February, April, May, August, November and December. Staff has presented Resolution No. 07-21 to revise the CFAC Bylaws accordingly.

Council Policies & Procedures – Roll Call Voting Order

Section 1.3.6 of the Council Policies & Procedures establishes the City Council's roll call voting procedures. Specifically, subsection 1.3.6.7 provides guidance for the order in which a roll call vote be taken and currently reads as follows:

1.3.6.7 A roll call vote may be taken at the discretion of the Presiding Officer. The City Clerk will call the roll call vote in the following manner: 1) Maker of the motion; 2) Member who has seconded the motion; 3) Additional Council Members in alphabetical order by last name; and, 4) Mayor last. The City Clerk shall state for the record the name of any Council Member who is recused or has abstained.

A recent survey of 57 California cities indicated the most common roll call voting order is: 1) Council by alphabetical (last name), 2) Mayor Pro Tem, and 3) Mayor last. The results of that survey are provided as Attachment 3 and it was also noted none of the responding cities reported using the voting order currently provided in the Council Policies & Procedures. It is staff's assessment the more common method is favorable for running an efficient meeting and is therefore bringing this forward to Council consideration and approval. Staff proposes adoption of Resolution No. 08-21 to amend subsection 1.3.6.7 of the City Council Policies and Procedures Manual to read as follow:

1.3.6.7 A roll call vote may be taken at the discretion of the Presiding Officer. The City Clerk will call the roll call vote in the following manner: 1) Council Members in alphabetical order by last name; 2) Mayor Pro Tem; and 3) Mayor last. The City Clerk shall state for the record the name of any Council Member who is recused or has abstained.

Council Sub-committee – Advisory Board Recruitments

At the January 12, 2021 Regular Meeting, Council Member Addis requested and received full Council support to bring back a future agenda item to create a sub-committee that would analyze advisory board policies and make recommendations for improving the advisory board recruitment and applicant interview procedures. Council Policies & Procedures Section 3.13 provides the City Council may appoint a sub-committee to address a particular issue, especially if the issue requires additional

work or research. The Policy further states, establishing a subcommittee requires the body to define the purpose, parameters, and duration of the sub-committee. The purpose of this sub-committee would be to identify ways to improve outreach, attract a broad pool of applicants, and consider alternative and improved board and commission applicant interview procedures. It is estimated the timeframe for this sub-committee work would be 2-3 months at which time the recommendations would be brought back to Council for discussion and approval.

Council Member Addis and Mayor Headding showed an interest in participating on this sub-committee at the January 12 meeting and, therefore, staff brings forward this as a recommendation.

CONCLUSION

Staff recommends that the City Council:

1. Adopt Resolution No. 07-21 approving the Citizen's Finance Advisory Committee's meeting calendar to allow for review of WRF Quarterly Reports; and
2. Adopt Resolution No. 08-21 amending Council Policies & Procedures subsection 1.3.6.7 regarding roll call voting order; and
3. Establish a Council sub-committee to review advisory board member recruitment and interview procedures and appoint Mayor Headding and Council Member Addis to that sub-committee.

ATTACHMENT

1. Resolution No. 07-21
2. Resolution No. 08-22
3. League of CA Cities Survey – Roll Call Voting Order
4. [Link](#) to Advisory Bodies Handbook and By-laws
5. [Link](#) to Council Policies & Procedures

RESOLUTION NO. 07-21

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
AMENDING THE ADVISORY BODIES HANDBOOK AND BY-LAWS
REGARDING MEETING FREQUENCY OF THE CITIZENS OVERSIGHT COMMITTEE
ACTING IN THE CAPACITY OF A CITIZENS FINANCE ADVISORY COMMITTEE**

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

WHEREAS, to ensure all Advisory Board Members are familiar with and understand the City of Morro Bay's philosophies and policies regarding serving on an Advisory Board, and to establish consistency throughout the by-laws for all commissions and advisory boards, the City of Morro Bay adopted the first Advisory Boards Handbook and By-Laws on August 12, 2002; and

WHEREAS, the Handbook has been amended several times throughout the years, and the Council most recently readopted an amended Handbook on October 13, 2020; and

WHEREAS, the Advisory Boards Handbook and By-Laws for the City of Morro Bay is a composite of the City Council actions, policies, references, and information regarding the City Advisory Boards; and

WHEREAS, at a regular meeting of the City Council ("Council") held on November 10, 2020, the Council approved a revised schedule for review of the WRF Quarterly Update Reports delivered to the Citizens Finance Advisory Committee ("Committee") and Council two months after the close of the month; and

WHEREAS, at the regular meeting of the Committee held on December 15, 2020, the Committee reviewed and approved a revised meeting schedule to coincide with review of the WRF Quarterly Report and, beginning January 2021, will hold regular meetings during the months of January, February, April, May, August, November and December.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Morro Bay does hereby amend the first paragraph of the Procedure section of the Citizens Finance Advisory Committee Bylaws (page 42 of the City of Morro Bay Advisory Bodies Handbook and By-Laws [October 13, 2020]) regarding meeting frequency to read as follows:

PROCEDURE

Regular meetings shall be held monthly on a regular schedule during the months of January, February, April, May, ~~July~~August, ~~October~~November and December. The meetings shall be open to the public. The date, time and location along with the meeting agenda shall be noticed in accordance with Government Code Sections 54970-54975. If the Committee desires to change its meeting times, dates, or location, it must also seek prior approval from the Council.

PASSED AND ADOPTED by the City Council, City of Morro Bay at a regular meeting thereof held on the 9th day of February 2021 by the following vote:

AYES:
NOES:
ABSENT:

JOHN HEADDING, Mayor

ATTEST:

DANA SWANSON, City Clerk

RESOLUTION NO. 08-21

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
AMENDING THE CITY COUNCIL
POLICIES AND PROCEDURES MANUAL**

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

WHEREAS, the Council Policies and Procedures Manual for the City of Morro Bay (the "Manual") is a combination of City Council actions, policies, references, and information regarding the City Council; and

WHEREAS, to ensure all Councilmembers are familiar with and understand the City of Morro Bay's philosophies and policies regarding serving on the City Council, on July 23, 2001, the City Council adopted Resolution 47-01 approving an early version of the Manual; and

WHEREAS, the Manual has been amended several times throughout the years; and

WHEREAS, subsection 1.3.6.7 of the Manual currently establishes a roll call vote be called in the following order: 1) Maker of the motion; 2) Member who has seconded the motion; 3) Additional Council Members in alphabetical order by last name; and, 4) Mayor last.

WHEREAS, the City Council desires to amend subsection 1.3.6.7 to establish a more consistent method used by a majority of cities in California whereby the City Clerk will call for a roll call vote in the following manner: Council Members in alphabetical order by last name, followed by the Mayor Pro Tem, and the Mayor last.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay does hereby amend the Council Policies and Procedures section regarding roll call voting order to read as follows:

1.3.6.7 A roll call vote may be taken at the discretion of the Presiding Officer. The City Clerk will call the roll call vote in the following manner: 1) Council Members in alphabetical order by last name; 2) Mayor Pro Tem; and 3) Mayor last. The City Clerk shall state for the record the name of any Council Member who is recused or has abstained.

PASSED AND ADOPTED by the City Council, City of Morro Bay at a regular meeting thereof held on the 9th day of February 2021 by the following vote:

AYES:
NOES:
ABSENT:

JOHN HEADDING, Mayor

ATTEST:

DANA SWANSON, City Clerk

Roll Call Voting Order

	City	Council (alpha), MPT and Mayor last	Council (tenure), MPT and Mayor last	Seat Order, MPT and Mayor last	Seat Order, Mayor last	Mayor, MPT and Council (alpha/district)	Alpha only	Council (alpha), Mayor last	District, Mayor Last	Mayor sets the order, Mayor last	MPT, Council, Mayor last
1.	Napa	x									
2.	San Mateo		x								
3.	Buena Park	x									
4.	South Lake Tahoe	x									
5.	Aliso Viejo	x									
6.	Fullerton	x									
7.	Dana Point	x									
8.	Saratoga			x							
9.	Pismo Beach	x									
10	Belmont				x						
11	Sierra Madre					x					
12	Port of San Diego						x				
13	Palm Springs	x									
14	Santa Monica							x			
15	Capitola	x									
16	Kingsburg			x							
17	Highland						x				
18	Scotts Valley					x					
19	Antioch			x							
20	Grand Terrace	x									
21	Benicia	x									

Roll Call Voting Order

51	La Habra		x								
52	Stanton	x									
53	San Bernardino							x			
54	Loma Linda	x									
55	Palmdale					x					
56	Rio Dell										x
57	Menlo Park	x									

Fresno has a Strong Mayor form of government, their Mayor does not participate in decision making nor does he sit on the dais on a regular basis. The order of their votes are Council Vice President next to last and the Council President last.



AGENDA NO: C-1

MEETING DATE: February 9, 2021

Staff Report

TO: Honorable Mayor and City Council

DATE: January 28, 2021

FROM: Eric Endersby, Harbor Director

SUBJECT: Review of the Waterfront RV Camping Pilot Program, and City Council Input and Recommendations on the Future of the Program

RECOMMENDATION

Staff recommends transitioning the Waterfront RV Camping pilot program to a permanent program, as recommended by the Harbor Advisory Board on December 3, 2020, including pursuing the necessary Coastal Development Permit from the California Coastal Commission.

ALTERNATIVES

- A. Council may elect to direct staff to continue the Waterfront RV Camping program in a manner different or modified from that recommended by staff in this staff report.
- B. Council may elect to cease the Waterfront RV Camping program, and direct staff accordingly.
- C. Council may elect to continue the Waterfront RV Camping program on a pilot basis.

FISCAL IMPACT

Space rental is \$75/night for the premium Coleman Park spaces, and \$65/night for the Morro Creek and Maritime Museum RV/tent spaces, in addition to Transient Occupancy Tax (TOT) of 10% on every overnight stay and the San Luis Obispo County Tourism Marketing District (TMD) assessment of 1.5% on every overnight stay. Between the initiation of the program on September 10, 2020, through mid-December 2020 (the pilot program was shut-down mid-December due to new regionwide COVID restrictions) the approximate fiscal impact of the program is as follows:

Pilot Revenues (3 months of Revenue):

- \$32,200 total gross revenues received (had COVID not shut the program down in mid-December, an additional \$4,500 would have been booked in December and January, but instead was refunded to those campers)
- \$3,200 TOT and \$485 TMD assessments paid

Pilot Expenses (Start-up and 3 months of operation costs):

- \$1,000 credit card fees
- \$1,500 annual subscription fee for the online reservation system
- \$30,000 in expenses, primarily one-time start-up costs (land/hardscaping, signage, graphics, reimbursement of the Recreation Department for services rendered)
- \$10,000-\$15,000 expected funds to be transferred from the City's Low-Cost Accommodation Fund to help offset the initial start-up costs

Total Impact of 3-month Pilot:

- **\$6,000-\$11,000 approximate net revenues** to the Harbor Fund after all costs are deducted

Prepared By: <u>EE</u>	Dept Review: <u>EE</u>
City Manager Review: <u>SC</u>	City Attorney Review: <u>CFN</u>

and Low-Cost Accommodation Funds allocated

Depending on how the COVID-19 pandemic continues to affect the economy, in a first year of operation approximately \$100,000 of gross revenues would be expected from the current 19 RV spaces being operated, and \$31,000 of ongoing costs (not including start-up costs). If continued as a permanent program, as the program matures into year two and beyond, approximately \$135,000-\$185,000 in annual gross revenues would be expected, with \$35,000-\$40,000 in annual ongoing costs. Thus, in the first full year, the Harbor Fund would net \$70,000 and \$100,000-\$150,000 in subsequent years. That is without the benefit of any marketing of the program or expansion into other waterfront sites. With targeting advertising and site expansion, the annual net revenues would likely increase.

To establish additional sites and spaces, depending on the locations, number of sites/spaces and site needs, additional one-time costs of \$10,000-\$25,000 would be expected.

BACKGROUND

On August 1, 2019, the Harbor Advisory Board (HAB) considered a proposal from staff for a limited recreational vehicle (RV) camping program at several locations on the Morro Bay waterfront as a revenue-generating enterprise. At that meeting, the HAB voted unanimously to support such a program, and for HAB members to work with staff in refining it, including the removal of the Rock parking lot for consideration as a camping venue, to be presented to the City Council for approval. Over the subsequent fall and winter, staff refined the program for consideration by the City Council in the FY 2020/2021 budgeting process. At the April 28, 2020 City Council session discussing the City's "Rock Solid Together Economic and Financial Recovery Plan," the Council expressed interest in a Waterfront RV Camping pilot program, in part because of COVID-19 pandemic travel habits favoring a trend towards RV's, camping and outdoor activities.

Then, on June 3, 2020 during approval of the City's Fiscal Year 2020/2021 budgets, there was Council consensus to move forward with an RV camping pilot program. At that time, the six sites under consideration were:

1. Target Rock
2. Coleman Park parking lot
3. Morro Creek near the Harbor Department's storage yard and building
4. The "Pit" open areas adjacent to Morro Dunes trailer/RV park
5. In the Triangle parking lot near the Maritime Museum
6. In the public boat Launch Ramp parking lot for recreational boaters utilizing their RV's as boat tow vehicles during the recreational fishing season (currently April through December), and for RV's only during the fishing off-season (currently January through March).

Over the summer of 2020, Harbor Department staff developed the program to include creation of rules and regulations for site users, an online reservation system (the same subscription program system, "Bonfire," used by Port San Luis's RV program), professional program graphics and site signage and site improvements and amenities. The City's Recreation Division provided significant assistance in setting up the City's website page and in establishing the Bonfire programming. Links to the City's Waterfront RV Camping web page and the Bonfire booking site are included below:

<https://www.morrobayca.gov/1026/12233/Waterfront-RV-Tent-Camping>

<https://book.rvspots.com/CityofMorroBay>

In addition to developing the program, California Coastal Commission emergency permitting for the pilot program (for all six sites) was sought and obtained last summer by the Morro Bay Community Development Department, with the understanding that if the City wished to make the program permanent, a regular Coastal Development Permit (CDP) would be needed. The Coastal Commission also requested to include tent camping as an option, which was implemented in the Maritime Museum spaces. The City received temporary approval from Coastal for outdoor dining on the waterfront and the pilot RV program in the summer of 2020, and that temporary permit has been extended several times by Coastal, remaining in effect until the end of March 2021.

Due to several issues, primarily not taking on too much at the outset, staff ultimately decided to only implement RV camping at the Coleman parking lot, Morro Creek/storage yard and Maritime Museum sites. Three camp spaces were established at the Coleman location, nine at the Morro Creek site and seven at the Maritime Museum site, for a total of 19 spaces on the waterfront. The location/site map and campsite details graphic used on the City website and reservations system are included with this report as Attachment 1. Attachment 2 includes overhead drone photos of the campsites with the space numbers overlaid on the photos.

The first reservations were taken for September 10, 2020, with the program initiating on that date.

On December 3, 2020, HAB reviewed the RV pilot program for the board's input and recommendations to the City Council. A summation of the HAB's December 3 input is included in a memo from HAB Chair Reisner to the City Council, included with this report as Attachment 3. The HAB voted to support continuing the program on a permanent basis (by a 4 to 3 vote), and included other comments and recommendations as outlined in Chair Reisner's memo.

In addition, all the public comments received for the December 3, 2020 HAB meeting are included with this report in Attachment 4. And finally, comments solicited by City staff and received from Waterfront RV Camping customers are included in Attachment 5 to provide a "user" perspective of the program.

DISCUSSION

As with most new programs, there were teething pains both physically and administratively, but nothing staff view as program-enders. Most of the campers adhered to the rules and were grateful for the new, unique camping opportunity. Other than a few suggestions for improvements, staff have not received any negative comments from camping customers. The "Bonfire" software program has been easy to use both for campers and staff, and provides good "back office" data collection and support.

For those campers found breaking or bending the rules, all complied after being asked. Most instances of rule-breaking were a matter of misunderstanding or just unfamiliarity with a new program. In addition, the fine for illegally vehicle camping within Morro Bay's City Limits was increased from \$60 to \$250 last summer (with improved signage), primarily in response to the unprecedented numbers of RV campers illegally camping in various locations throughout the City.

This enabled effective enforcement of illegal camping by Morro Bay Police and the Harbor Patrol staff, while the Waterfront RV Camping program provided an alternative to illegal camping, easing the enforcement issue.

The three Coleman spaces are the most popular, and controversial, due to their pristine views and

proximity to the bay, public boardwalk, bike path and Morro Rock. During the first month of operation several weekends sold out all 19 spaces. However, with the summer ending and travel slowing down, bookings significantly lessened into the fall, with the Coleman spaces continuing to be the most regularly booked spaces. In addition, as the wildfires in California raged in September, several smoke refugees and at least one fire evacuee stayed for extended periods.

Additionally, the program has not been without criticism and complaint, primarily from citizens who believe the program is inappropriate, particularly during a pandemic. Others have pointed out instances of perceived camper wrongdoing or interference with their enjoyment of the community. While some residents have voiced wholesale opposition to the program, , others have offered suggestions to make it more palatable, chiefly, to eliminate or modify the Coleman spaces because they are so visible and close to the public walkway and bike path.

Compliments and support from citizens were also received, including some bookings from local (SLO County) residents. Positive input has been largely along the lines that a new revenue source is being developed in a relatively low-impact manner that is providing an affordable new recreational camping opportunity in the area.

Finally, input from Morro Bay Police Commander Amy Watkins is as follows: “Since the start of the waterfront camping program in September of 2020, the Morro Bay Police Department has responded to limited calls for service related to the activity. Calls for service have been limited to loud music and dogs off leash while in the camping areas. Officers have experienced minimal impact to daily operations as a result of the new camping program. The Harbor Department has done an excellent job of managing the program resulting in minimal impact on police services..”

CONCLUSION AND CITY COUNCIL DIRECTION

The COVID-19 pandemic has driven an unprecedented increase in RV camping where travelers are seeking outdoor recreation both close to and away from home in a socially distant world. This increase is fueled by new technology that makes RV camping more accessible and comfortable. This trend was evident throughout 2020 with never-before-seen numbers of campers visiting Morro Bay, camping both legally and illegally. It is a trend not likely to go away after the pandemic subsides. However, with the continued enhanced enforcement (and the additional spaces of this program) staff remain hopeful that trend of illegal camping will continue to abate overtime. RV camping popularity continues, as evidenced by the fact that in the two days beginning January 26, 2021 that the Waterfront RV Camping website began taking reservations again after the State’s loosened the pandemic restrictions, over \$1,000 in bookings have been made.

The pilot RV program essentially paid for itself in terms of setup costs in the short time it was active, and would expect to net significant revenue to the City if continued on as a regular program. From a program management standpoint, while staff duties and workload increased as a result of the pilot it has not been excessive and appears well worth the effort given the revenues received to date and considering we “lost” the prime summer months.

Due to missing those months of December and January, and with the COVID-induced increase in RV travel in 2020 factored on top, it is difficult to precisely estimate how a permanent program would do financially in the long run. What is clear, however, is there appears sufficient demand to justify continuing the program on a permanent basis as both a critically needed revenue-generating program for the City (Harbor Fund in particular), in addition to providing an affordable waterfront accommodation opportunity. If operated year-round, staff still anticipate at least \$100,000 in gross revenues the first trial year, and \$135,000 to \$185,000 in subsequent years, and more if additional

sites are utilized, especially if the industry-predicted increase in outdoor recreation and RV camping continues.

As such, staff are seeking Council direction to pursue the Waterfront RV Camping program on a permanent basis in accordance with the HAB's input and recommendations, and including consideration of the three additional site locations previously approved for the pilot program but not yet implemented in order to add future capacity. If the Council concurs, staff propose the following process:

- A. The Emergency CDP obtained for the pilot program is currently valid through the end of March, 2021, and bookings are being taken through that period. Should the Council elect to not continue the program, any reservations through March 31 would be honored, then the program shut-down.
- B. If the Council elects to continue the program as-recommended, or with modifications, staff propose to continue taking reservations past March 31 for the three current sites, with Coastal Commission's concurrence, while a permanent CDP is sought for the six sites originally approved by the Council for the pilot program and as discussed in this report. If the Coastal Commission denies a regular CDP for the program, it would be shut-down when the Emergency CDP terminates (Emergency CDP's generally must be followed by a regular CDP if the permitted activity/development is to become permanent). Coastal staff have indicated support for the program generally.
- C. Concurrent with seeking the CDP, staff will develop a formal draft budget for continuing the program for integration into the City's FY 2021/2022 budgeting process.
- D. Marketing to date has mostly relied on the web presence of the program on the City's website, and word-of-mouth. Future marketing would primarily include establishing a presence on prominent RV, camping and outdoor recreation websites.
- E. Regarding the program sites, as previously indicated the Council conceptually OK'd six sites (listed in the "background" section of this report). Staff propose to continue operating the three currently active sites as previously described, while exploring potential expansion into some or all of the additional sites. If additional sites are implemented as described below, Council input and approval would be sought once exact site layouts and needs are assessed, and costs determined.
- F. Potential additional sites operation considerations:
 - i. Coleman Park - Modification of the Coleman Park spaces to incorporate the little-used basketball court as a means to bring the spaces back from the boardwalk/bike path and closer to the roadway, in addition to utilizing a plant or hedge barrier between the spaces and boardwalk to better isolate the two. Such measures would be implemented in other sites as well to minimize the impact on the community and enhance the visitor experience.
 - ii. Launch Ramp - If Launch Ramp spaces are utilized, ensuring that no RV vehicles use or impact the limited regular public parking spaces that are also used by our commercial fishermen in their slips nearby. Also, if Launch Ramp spaces are provided for RV usage, establish their location and operation to minimize impacts on the upland neighborhood. The proposed Launch Ramp site is shown in Attachment 6. An alternative to the Launch Ramp could be to utilize a portion of the mostly under-used public parking lot adjacent to and immediately south of the 456 Embarcadero Inn and Suites.
 - iii. Triangle Lot - Removal of Triangle Lot spaces should they be in conflict with future, approved plans for Maritime Museum operations and/or expansion.
 - iv. Target Rock – staff considered the Target Rock area for the pilot program, but

ultimately decided against it because significant ground preparation work was required in the area under consideration at the time (immediately west of the boardwalk/bike path turn to cross the road). Staff continue to explore some portion in the area between there and Target Rock proper. An alternative to this could be reconsideration of several spaces against the Rock opposite the Target Rock area, as numerous RV's and other vehicles utilize that area during the day, thus no appreciable new impact would be realized other than revenue-generating overnight stays. These areas are shown in Attachment 6, in addition to a drone photo of one of the more crowded weekend days at the Rock this past summer with the RV's highlighted.

- v. The Pit – establishment of several spaces in the “Pit” area between the roadway and adjacent sand dunes, before one drives into the Pit beachfront parking lot proper as shown in Attachment 6. This area was heavily used by illegal overnight and day-use campers last year at the height of the illegal RV phenomena.
- vi. Camp Host - Establishment of a “camp host” system where a host (usually a retired individual or couple) is engaged to manage guests, conduct trash pickup and site maintenance and enforce camping rules, in exchange for using a camping space with their own RV for the duration of their hosting (usually a period of some months). Such hosts could also be tasked with periodic cleaning of the City's waterfront restrooms and trash pickup outside the camping areas. Nearly all State and Federal campgrounds utilize camp hosts to manage their grounds. This system is also utilized by Port San Luis's RV camping program.

ATTACHMENTS

1. Morro Bay Waterfront Camping location/site map and campsite details graphics
2. Overhead drone photos of the current Waterfront RV Camping sites
3. Harbor Advisory Board Chair memo to Council dated 12/17/2020
4. Public comments received for 12/3/2020 Harbor Advisory Board meeting
5. Waterfront RV Camping customer comments received
6. Overhead views of the Launch Ramp, Target Rock/Morro Rock and Pit Waterfront RV areas

MORRO BAY
HARBOR DEPARTMENT

WATERFRONT CAMPSITES




Morro Creek

MC 9	MC 8	MC 7	MC 6	MC 5	MC 4	MC 3	MC 2	MC 1
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Coleman Park

CP3
CP2
CP1

Maritime Museum

MM 5	MM 4	MM 3	MM 2	MM 1	MM 6	MM 7
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Waterfront Campsite Details



For reservations, information, rules and regulations, visit www.MorroBayCA.gov/1020/waterfront-rv-tent-camping

- Dry Camping Only. No Hookups.
- Online reservations only. Do not call or email for reservations or availability.
- Pad dimensions are approximate. Contact the Harbor Department at RVCamping@MorroBayCA.gov if in doubt.
- Do not park, overhang or encroach into neighboring spaces or adjacent public property or rights of way. Stay within the boundaries of your space.



Maritime Museum Dry Camping Only. No Hookups			
Space Number	Pad Size	Parking Style	Slide Outs
MM1	60' x 20'	Back-In	Yes
MM2	60' x 20'	Back-In	Yes
MM3	60' x 20'	Back-In	Yes
MM4	60' x 20'	Back-In	Yes
MM5	60' x 20'	Back-In	Yes
MM6	60' x 20'	Back-In	Yes
MM7	60' x 20'	Back-In	Yes

Morro Creek Dry Camping Only. No Hookups			
Space Number	Pad Size	Parking Style	Slide Outs
MC1	60' x 20'	Back-In	Yes
MC2	60' x 20'	Back-In	Yes
MC3	60' x 20'	Back-In	Yes
MC4	60' x 20'	Back-In	Yes
MC5	60' x 20'	Back-In	Yes
MC6	60' x 20'	Back-In	Yes
MC7	60' x 20'	Back-In	Yes
MC8	60' x 20'	Back-In	Yes
MC9	60' x 20'	Back-In	Yes

Coleman Park Dry Camping Only. No Hookups			
Space Number	Pad Size	Parking Style	Slide Outs
CP1	40' x 20'	Back-In	Yes
CP2	40' x 20'	Back-In	Yes
CP3	40' x 20'	Back-In	Yes
<i>Please Note: The Coleman Park spaces are not a uniform size. See map for layout.</i>			

Reservations: www.MorroBayCA.gov/1020/waterfront-rv-tent-camping
Questions: RVCamping@MorroBayCA.gov





7

6

1

2

3

4

5





CITY OF MORRO BAY

HARBOR ADVISORY BOARD

MEMO

To: Morro Bay City Council
Date: December 17, 2020 (Update of the December 16 Memo – see *italics* below)
From: Morro Bay Harbor Advisory Board
Re: Waterfront RV Camping Program

During its December 3, 2020 regular meeting, the Morro Bay Harbor Advisory Board (HAB) addressed the following agenda item (B-3): “Update and Review the Pilot Waterfront RV Camping Program, and Harbor Advisory Board Input and Recommendations to the City Council on the Future of the Program.”.

Following a thorough review of the Staff report, and subsequent discussion, the HAB approved the following motion:

That the HAB send a memo to the MBCC recommending formalizing the program for waterfront camping. In addition, direct staff to present the Council with a formal budget plan including marketing, improving the camping experience, and proposed expansion plans for the current and upcoming fiscal years.

During discussion, HAB members made the following points:

- The approved motion noted above incorporates support for the Program modifications noted in the “Conclusion” portion of the Staff report – items A. through E.
- The HAB recommends adding the following additional modifications to the program: F. Increase focus on spaces for tent and bicycle camping; G. Conceptual expansion of the Program – identifying additional non-intrusive sites; H. If future consideration is given to RV camping in the launch ramp parking lot – reserve the parking spaces along the revetment on the west side of the lot for commercial fishing vessel moorage tenants.
- Various HAB members voiced their concerns and/or objections to the following: 1. RV camping in the launch ramp parking lot due to neighborhood noise concerns, and concerns for interference with commercial fishing operations; 2. The Coleman Park sites, advocating their relocation to the east side of the Rock parking lot; (*please note that a HAB member contacted me following the December 16 publication of this memo, pointing out that their input was to utilize the east side of the Rock parking, not the “west” side*); 3. Any RV camping in the Rock parking lot; 4. Ensuring the Triangle lot spaces be designated as temporary, so as to not interfere with the location of a future marine services facility.

Ron Reisner, Chairman
Harbor Advisory Board

Heather Goodwin

Subject: FW: HAB Agenda Item B-3 (Waterfront Camping Pilot Program)

From: Smith Held [REDACTED]
Sent: Wednesday, December 2, 2020 10:58 AM
To: Lori Stilts <lstilts@morrobayca.gov>
Subject: HAB Agenda Item B-3 (Waterfront Camping Pilot Program)

Dear Chairman Reisner and Commissioners;

This letter is encourage you to send a favorable review of the Waterfront Camping program to the City Council.

Financially, the program a boon to your budget on the order of getting a free new lease site to collect rent on. Top tier leases on the Embarcadero contribute more than \$100,000 annually to City coffers. The camping program is forecast to add \$130,000, with virtually no expense. It is a slam dunk of a good idea from a fiscal perspective.

Importantly, too, it meets the City goal of offering our visitors something to do along our bay in addition to our shopping and dining opportunities. While we usually think of kayaking/fishing/whale-watching/etc. as primary ocean-dependent recreational opportunities, it is not a stretch to consider bayside "camping" a related recreational opportunity.

I think the program is a bright light, and I hope you will urge Council to adopt it on a more-permanent basis.

Thank you,

Smith Held
Leaseholder on Embarcadero

Lori Stilts

From: Merrill [REDACTED] >
Sent: Monday, November 30, 2020 2:57 PM
To: HAB
Subject: Coleman Park R V Camping

If you are sensitive to your surroundings, you'd have to admit that RVs parked along the walk out to Morro Rock, somewhat spoil the natural beauty on the scene. Additionally, for me, walking through campgrounds or RV camping areas makes me uncomfortable. Its like I'm infringing on peoples' privacy. So I don't walk through the Morro Bay State Park camp ground nor now do I walk along the RV camping you have created in Coleman Park. I'm not a tourist. I just live here so maybe you don't care that I now avoid Coleman Park. But consider, just maybe, some of our visitors feel as I do.

Frank Merrill

[REDACTED]
Morro Bay

Lori Stilts

From: Sean Green [REDACTED] >
Sent: Wednesday, December 2, 2020 7:11 PM
To: HAB
Cc: Eric Endersby; Scott Collins; Council
Subject: 12/3/20 HAB Agenda Item B-3: RV camping pilot program

Follow Up Flag: Follow up
Flag Status: Flagged

HAB and staff,

I very much thank this group for consistently pushing forward creative, entrepreneurial ideas. As far as pilot programs go, much of the city-run RV camping effort should be considered successful thus far, though some clear drawbacks have emerged that make unconditional extension of all aspects of the current pilot program unwise at this time. In order for HAB and Council to determine which aspect to retain and which to eliminate, I ask you to please consider the following pros and cons of the current program:

The pros of city-run RV camping include a great new revenue stream for Harbor with very few costs or management requirements. Additionally, two of the three campground locations chosen haven't seemed to significantly impact the city thus far, as they are tucked away in areas out of public view and traffic while still very close to desirable tourist amenities. As such, I support a 2-year or 3-year extension of the program at the Morro Creek and Maritime Museum locations.

The cons of city-run RV camping be reduced to three major negatives that impact general planning, hospitality, parking, and public enjoyment of the waterfront:

1. location of sites CP1-3 (Coleman Park)
2. cost/benefit of sites CP1-3 (Coleman Park)
3. long-term land use options

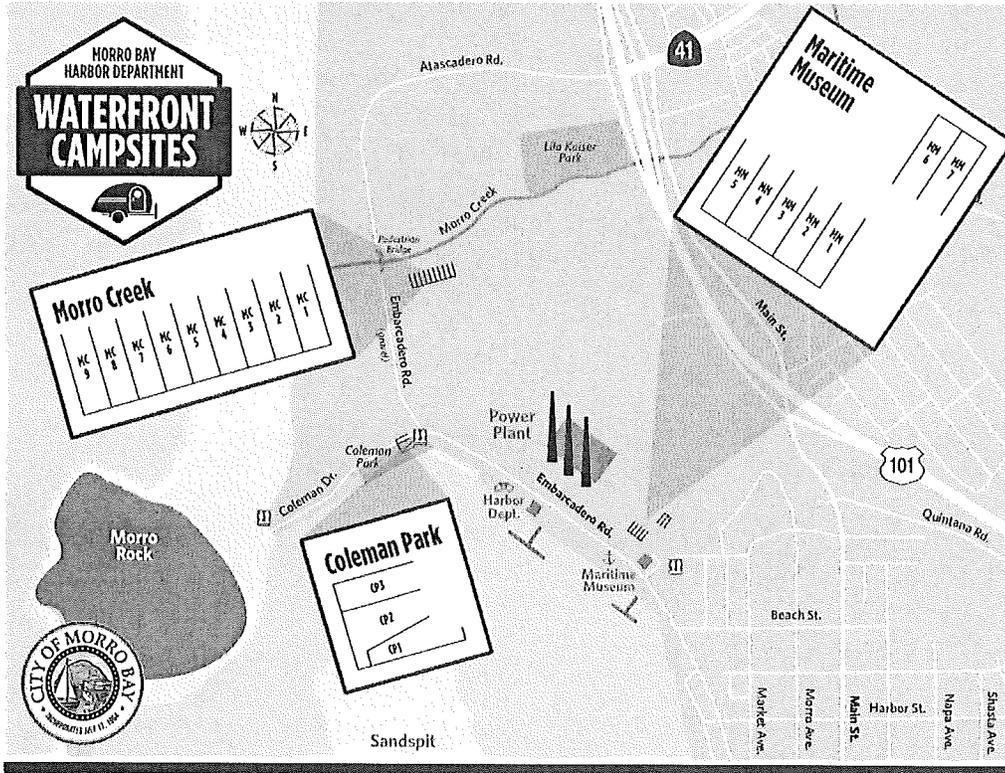
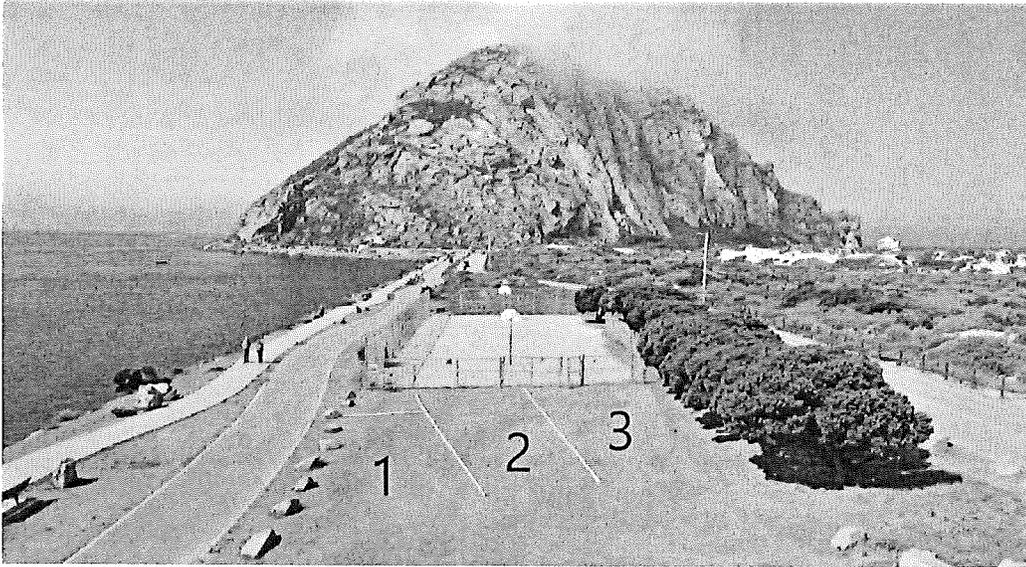
The 3-space Coleman Park campground begins less than 3' from the public pathway at the heart of the Morro Bay waterfront. The sub-optimal use of this promising Harbor-controlled space may be okay for now, possibly for another 6-month extension while we brainstorm other uses, but three huge RVs + related gear in tiny Coleman Park feels generally inconsistent with the otherwise lovely pedestrian-friendly setting and leaves passersby feeling as if we are intruding on campers rather than the other way around. Regarding cost/benefit, the combined \$195/night that three Coleman Park campsites take in (at \$65/night) fails to offset the tangible and intangible impacts to the waterfront landscape and pedestrian dynamic. If Harbor's \$135-185k/year revenue projection for 19 camping spaces is accurate, then \$100-150k/ for a reduced 16 spaces (excluding Coleman Park) seems like a far better plan for Morro Bay moving forward. Meanwhile, general planning is currently in progress, as is brainstorming of potential upgrades to visitor-serving areas (boatyards, sidewalks, parking, lateral access, etc), so to make this pilot program permanent may mean eliminating important options for HAB and other decision-makers down the road. For these reasons, I oppose any inclusion of Coleman Park sites CP1-3 beyond June 2021 and oppose (at least for now) any extension of the entire program beyond June 2023.

Somewhat related to the above commentary, I teach 100 Cal Poly students per quarter who may be eager to help brainstorm alternative uses for Coleman Park and other Harbor-controlled spaces. Should HAB wish to discuss a potential collaboration for next quarter, I am open to your ideas in the weeks ahead.

Thank you for your consideration,

Sean Green
Morro Bay, CA

Attached:
Campground Map
Coleman Park Sites CP1-3



Lori Stilts

From: Dana Stein
Sent: Wednesday, December 2, 2020 2:31 PM
To: Lori Stilts
Subject: Fw: Morro Bay Waterfront R.V. Parking

Follow Up Flag: Follow up
Flag Status: Flagged

Dana Stein

Harbor Patrol Officer
Morro Bay Harbor Department
805-772-6254
dstein@morrobayca.gov

From: mbtog@aol.com <mbtog@aol.com>
Sent: Wednesday, December 2, 2020 1:34 PM
To: Dana Stein <dstein@morrobayca.gov>
Cc: eendersby@morro-bay.ca.us <eendersby@morro-bay.ca.us>
Subject: Morro Bay Waterfront R.V. Parking

RE: Agenda Item B3

Friends,

Please see that all members of the Harbor Advisory Board receive a copy of the following email.

Dockside Restaurant would like to strongly express our support for for the Waterfront R.V./Camping Program. We believe it to be long overdue and should be expanded to include the vast parking at the Morro Rock. We do believe it important that the profits it generate stays within the Harbor Fund and not be co-mingled with the City's General Fund.

We do have reservations on the use of the Triangle Lot. In the beginning the Triangle Lot was supposed to help ease some of the parking congestion on the northern end of the Embarcadero. However with the Maritime Museum, (which we support) vessel storage, and now camping spaces this lot has lost much of it's original goal. The city has allowed a net gain 5 or 6 new business on the Northern end of the Embarcadero yet done nothing to provide additional parking. The signage is and always has been done so poorly that many, including locals don't even know it exists.

We also believe that some type of paid parking for vehicles should be instated at the Rock Parking Lot, at least on summer weekends. A inexpensive "locals" permit for surfers and others could be so reasonable it would not cause any objections.

Finally, the parking on the south side of Morro Rock, beyond the LOCKED gate. The City or State can make up whatever excuse they want for it's closure but the bottom line is it is the elderly and handicap that have had their access eliminated. Those that deserve that access more than any able body person. In a day when coastal access is promoted by the California Coastal Commission and other agencies how this access has been denied to locals and visitors is a tragedy and makes no sense to us.

Mark Tognazzini
F.V. Bonnie Marietta
Dockside Restaurants

Lori Stilts

From: Dana Stein
Sent: Thursday, December 3, 2020 11:47 AM
To: Lori Stilts
Subject: Fw: Morro Bay RV Camping

Dana Stein

Harbor Patrol Officer
Morro Bay Harbor Department
805-772-6254
dstein@morrobayca.gov

From: Ed Boies [REDACTED]
Sent: Thursday, December 3, 2020 10:01 AM
To: Dana Stein <dstein@morrobayca.gov>
Subject: Morro Bay RV Camping

Dear Harbor Advisory Board Members,

We have been residents of Morro Bay for seven years. Over the last 20 years we have been involved in trailer and RV camping throughout many parts of the United States. Premium official campsites with beautiful surroundings and no trains running by during the night are needed.

The Pandemic has encouraged family camping as a way to self isolate, but still be outside in beautiful areas like Morro Bay. Dollars spent in our city campsites add extra revenue for city services with a minimum of capital investment. Also, those campsite dollars translate into more dollars for our local businesses.

As citizens of Morro Bay we support the Harbor Department with its campsite program.
Pam and Ed Boies

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,


Michael Henzler


Atascadero

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

We had an awesome time staying at that camp spot. It was close to everything. They were big and roomy.

Thank you,

Joseph Fay



Visalia CA 93292



January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program. We are all safe; staying to our selves and following the Covid-19 Safety Protocol procedures.

Thank you,

Richard & Vicki Harrison

[REDACTED]
Shell Beach, CA 93448
[REDACTED]

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,



George Chovan

Veteran



Santa Clarita, CA 91390

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,


Name James Hunt

Address 
Merced, CA 95340

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay in a regularly patrolled camping spot and enjoy the health benefits of our own home away from home while visiting your beautiful Morro Bay sights and patronize local businesses.

Camping is a great way to enjoy family time. We appreciate the benefits of Morro Bay Waterfront Camping for offering same day booking and a place to stay so close to the attractions and a peaceful setting.

To insure success of the camping program, the pricing and amenities should be comparable and competitive to the surrounding camping facilities.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,

[REDACTED]

Keith and Diane Chagnon

[REDACTED]

Azusa, CA 91702

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,



Clay Huffman 



Bakersfield, CA 93311

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

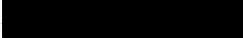
Thank you,



Eddie De Leon



Clovis CA 3619



JANUARY 25, 2021

DEAR MORRO BAY CITY COUNCIL,

I would like to speak out in support of Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

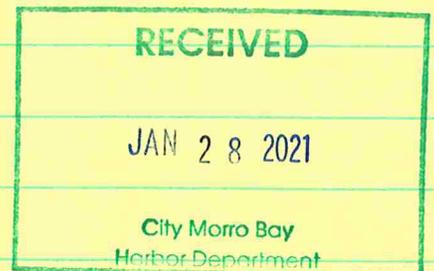
Please consider long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,

John + Bambi Wade



CGARSEgold, Ca. 93614



Lori Stilts

From: Becka Kelly
Sent: Monday, January 25, 2021 11:04 AM
To: Lori Stilts
Subject: Fw: Morro Bay RV Camping

From: Lisa Rayfield [REDACTED]
Sent: Saturday, January 23, 2021 8:38 AM
To: Becka Kelly <bkelly@morrobayca.gov>
Subject: Re: Morro Bay RV Camping

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future. The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment. Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full. Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,
Lisa and George Rayfield
[REDACTED]
Visalia, CA 93277

Sent from my iPhone

Michael de Rooij, PhD

Playa Del Rey, CA 90293

January 24, 2021

Morro Bay City Council
595 Harbor St
Morro Bay, CA 93442

Re: Morro Bay Waterfront Camping Program

Dear City Council Members,

I hereby express my support for the Morro Bay Waterfront Camping Program. I made use of this program this past December when I was unable to find any local RV accommodations. We arrived in the early evening and had to leave our site the very next morning. Had this program not been available for us, we would have left without the opportunity to fall in love with your beautiful city. We were made aware of this program and immediately booked a night. As a result we spend not only spent the one night but changed our plans and extended our visit to 50% of our total trip time. I am hopeful and looking forward to be able to camp here in the near future.

The camping sights provide easy coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost-effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you, and Yours sincerely,



Dr. Michael de Rooij



January 25, 2021

Dear City Council:

As a resident of Morro Bay for more than 11 years I would like to provide feedback on and indicate my support of the Morro Bay Waterfront Camping Program.

I understand that the program is being considered for discontinuance. I would like to take this opportunity to express my disapproval, as do many of my neighbors as well as my local and out of town friends. It was refreshing to see the program established in the first place, setting the tone for welcoming campers to come see, enjoy and stay in our quaint little community and to be able to share a piece of the rock that we are so fortunate to have in our backyards.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost-effective environment.

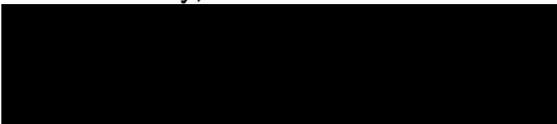
Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

If you have any questions, or if I may provide you with any additional information, please feel free to contact me.

Thank you.

Sincerely,



Susie Flynn



Morro Bay, CA 93443



Lori Stilts

From: Becka Kelly
Sent: Monday, January 25, 2021 11:00 AM
To: Lori Stilts
Subject: Fw: Morro Bay RV Camping

From: Lisa Rayfield <[REDACTED]>
Sent: Saturday, January 23, 2021 8:46 AM
To: Becka Kelly <bkelly@morrobayca.gov>
Subject: Re: Morro Bay RV Camping

January 23, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I had the pleasure of joining my parents and their friends this year camping at the waterfront campsite. I was able to bring my daughter and feel safe and comfortable in such a small camping area near the beach. The campsites were clean and well kept with respectful quiet guests who kept the noise level down and were respectful of each other. Harbor patrol checked campsites daily and asked for any input to improve our stay, which was addressed that we were very happy and we could think of nothing. I want the opportunity to make more memories camping here with my 6 year old daughter Ava and my parents. Vacationing these days on a budget is tough and Harbor Patrol made it a very budget friendly and welcoming spot to enjoy. We vacationed 3 times here and always enjoyed our visits. Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,
Alyssa and Ava Rayfield
[REDACTED]
Visalia, CA. 93277

Sent from my iPhone

Lori Stilts

From: Becka Kelly
Sent: Monday, January 25, 2021 11:04 AM
To: Lori Stilts
Subject: Fw: Morro Bay RV Camping

From: Matt Casey [REDACTED]
Sent: Saturday, January 23, 2021 8:42 AM
To: Becka Kelly <bkelly@morrobayca.gov>
Subject: Re: Morro Bay RV Camping

Hello,

I love the Morro Bay camping sites. The facilities were able to accommodate a last minute mini surge of guests for a memorial we held for my late wife. I have since used the sites for personal recreation. Love Morro Bay! (I live in Los Osos)

Thank you!
Matthew S Casey

January 23, 2021

Dear Morro Bay City Council,

We would like to speak out in support of the Morro Bay Waterfront Camping Program. We camped here in November 2020, and it was an extremely positive experience. We are hopeful to be able to camp here again in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors, and are in walking and bicycling distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time and quiet “couple” time. The proximity of the Morro Bay Waterfront Campgrounds to the coast inspires appreciation for the marine flora and fauna, and a desire to keep this special environment clean and protected from destruction.

Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,

Susan and Sande Burke

Palmdale, CA 93551

Lori Stilts

From: Becka Kelly
Sent: Monday, January 25, 2021 10:58 AM
To: Lori Stilts
Subject: Fw: Morro Bay RV Camping

From: Bob Pastor [REDACTED]
Sent: Saturday, January 23, 2021 8:29 PM
To: Becka Kelly <bkelly@morrobayca.gov>
Subject: Re: Morro Bay RV Camping

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,

Name Robert L. Pastor
Address [REDACTED]
Las Vegas, Nevada 89123

To:
Becka Kelly
Harbor Patrol Supervisor
Morro Bay Harbor Department
1275 Embarcadero
Morro Bay, CA. 93442

1/24/2021

From:
Richard and Karen Kendall
[REDACTED]
Norco, CA 92860
[REDACTED]



We are writing this letter to let you know how much we support the continued opportunity to camp around your beautiful Morro Bay. We have been camping in our RV for years on the Central Coast because both our son and grandson attended Cal Poly. But long before our association with Cal Poly, we fell in love with the beautiful central coast. Like other campers, the campgrounds in your area are often full months ahead and there are a limited number of public and private campgrounds.

Last fall we were fortunate to camp right along side your lovely bay. It was so convenient to walking on the path to the Rock, enjoying the beach, and still within walking distance of town. So even with covid restrictions we felt very safe and grateful for this chance to enjoy your beautiful bay.

We are hoping that you will vote to reopen this camping opportunity. We are definitely in support of the Morro Bay Waterfront Camping Program. We are hopeful to be able to camp here in the near future. Camping is a great way to enjoy family time. Many campgrounds require booking months in advance and we appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full. Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,

Richard and Karen Kendall
[REDACTED]

January 22, 2021



Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,

[Redacted signature]

Name

SCOTT LAUNEY

Address

[Redacted address]

SAN DIEGO, CA 92107

We really enjoyed our stay in November 2020. We needed a spot same day and got it on your web site. Thanks.

[Redacted signature]

January 22, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future. The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost-effective environment. Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full. Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,

Name
Address



Monterey, CA 93940



January 22, 2021

Dear Morro Bay City Council,

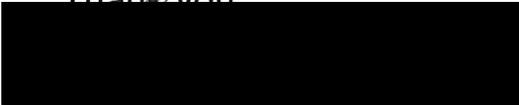
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Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you



Stephanie Muse



Vacaville, CA 95687



January 22, 2021

Dear Morro Bay City Council,

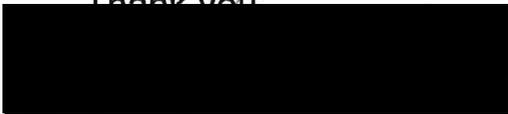
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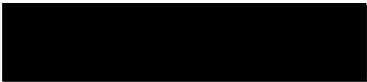
Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you



Patrick Muse



Vacaville, CA 95687



January 26, 2021

Dear Morro Bay City Council,

I am writing in support of the Morro Bay Waterfront Camping Program. My family has utilized these camping sites multiple times in 2020. I am originally from Atascadero and I attended Cuesta College and both my husband and myself graduated from Cal Poly in 2001 & 2002. We have since moved to Fresno county, but still love to camp and recreate on the Central Coast. Camping is hard to find since most campgrounds book way in advance and others like the Oceano Dunes have been shut down. While we are in Morro Bay, my kids love to walk from the campground to the beach to surf, we go for walks along the beach, ride out bikes, dine in the many restaurants the city has to offer and shop in stores while we are here. Our family would love for the Morro Bay Waterfront Camping to stay open to allow for our family and many others to utilize this convenient camping option. Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank You, [REDACTED]

[REDACTED]
Heather Brockman

[REDACTED]
Piedra, Ca 93649



January 26, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost- effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,



Stephanie Hustler

Oceanside, CA



February 2, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to have my family and friends camp here in the near future. The camp spots provide coastal access for family and friends to be able to recreate outdoors and to be walking distance to restaurants and shops. Best of all they are able to safely stay and enjoy the health benefits of their own home away from home in a more cost-effective environment. Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place for my family and friends to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,

[Redacted signature]

Sharon Brown

[Redacted address line]

Morro Bay, CA 93442



February 2, 2021

Dear Morro Bay City Council,

I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to have my family and friends camp here in the near future. The camp spots provide coastal access for family and friends to be able to recreate outdoors and to be walking distance to restaurants and shops. Best of all they are able to safely stay and enjoy the health benefits of their own home away from home in a more cost-effective environment. Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place for my family and friends to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

[REDACTED]
Timothy Brown

[REDACTED]
Morro Bay, CA 93442



February 3, 2021

Dear Morro Bay City Council,

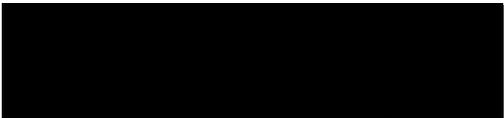
I would like to speak out in support of the Morro Bay Waterfront Camping Program. I am hopeful to be able to camp here in the near future.

The camp spots provide coastal access for friends and family to be able to recreate outdoors and are in walking distance to restaurants and shops. Best of all we are able to safely stay and enjoy the health benefits of our own home away from home in a more cost-effective environment.

Camping is a great way to enjoy family time. Many campgrounds require booking months in advance, which is often difficult to plan for. We appreciate the Morro Bay Waterfront Camping for offering same day booking and a place to legally stay when all other campgrounds and RV Parks are full.

Please consider the long-term implementation of the Morro Bay Waterfront Camping Program.

Thank you,



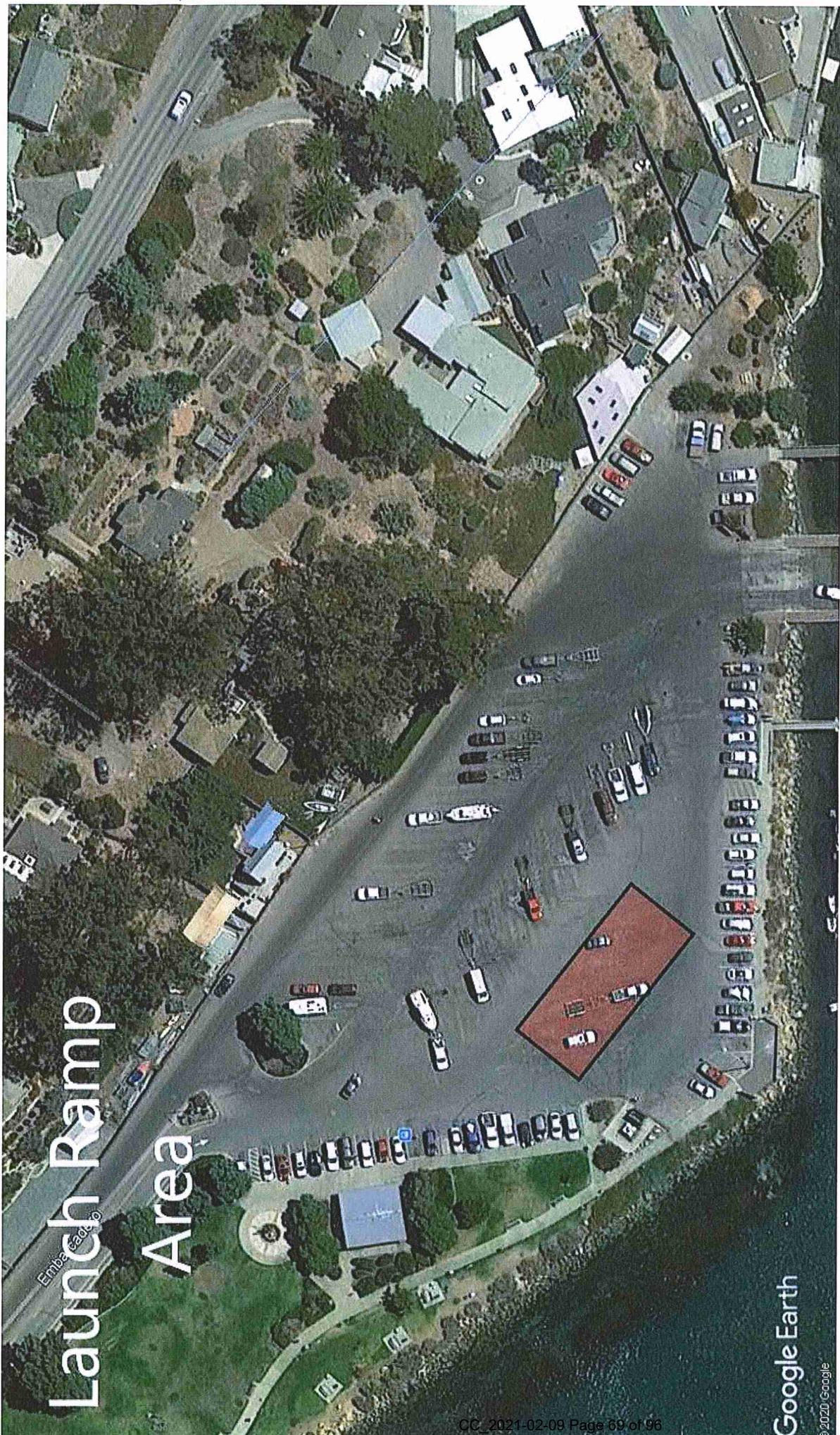
Brian Mahoney



Reno, NV 89523



Launch Ramp Area



Embarcadero

Google Earth

©2020 Google

Target Rock & Morro Rock Areas







Pit Area



AGENDA NO: C-2

MEETING DATE: February 9, 2021

Staff Report

TO: Honorable Mayor and City Council

DATE: February 2, 2021

FROM: Scott Collins, City Manager
Steve Knuckles, Fire Chief

SUBJECT: Authorization to Enter the County of San Luis Obispo COVID-19 Vaccination Assistance Agreement

RECOMMENDATION

Staff recommends the City Council authorize the City Manager to sign the County of San Luis Obispo's COVID-19 Vaccination Assistance Agreement, and to make minor changes to the Agreement that may arise, pending formal adoption from the County Board of Supervisors and other participating agencies.

ALTERNATIVES

Do not participate in the County's Vaccination Assistance Agreement. This is not recommended as it will prevent the City's ability to seek reimbursement from the County for costs associated in the City's response and preclude the City's ability to assist in an essential effort to protect the health and safety of the Morro Bay community.

FISCAL IMPACT

While the City's participation in the County's COVID-19 vaccination effort has not been budgeted, the assistance agreement helps ensure maximum reimbursement for costs associated with the City's response. Per the agreement, the amount of reimbursement will be contingent on the amount of financial assistance the County receives from the State and Federal Government. If the County receives 100% of the total vaccination effort costs, the City will receive 100% of its eligible costs. If the County receives less than 100%, the City will receive the percentage of funding that was provided to the County. For example, if the County receives 75% of the total costs incurred by participating agencies, the County will reimburse each of those agencies 75% of their individual agency eligible costs. Any costs not recovered from the County can be submitted for COVID-19 cost reimbursement through the Federal Emergency Management Agency (FEMA) and/or the State of California. At the time of this report, the potential budget impacts are not known; any budget adjustments related to this effort will be brought to Council for approval.

In addition to receiving federal funding from H.R. 133, the County may receive additional funding for vaccine distribution from the State and Federal government. Governor Newsom's proposed state

Prepared By: <u>SC</u>	Dept Review: _____
City Manager Review: <u>SC</u>	City Attorney Review: <u>CFN</u>

budget for FY 2021-22 includes \$350 million for State-sponsored vaccine distribution efforts and President Biden has indicated that additional federal funding may be made available to states and local agencies to support vaccination efforts.

BACKGROUND

Throughout the COVID-19 Pandemic the City of Morro Bay (City) and County of San Luis Obispo (County), and other cities within the County, have taken a unified approach to help protect the health and safety of the community. This same approach will be essential with the COVID-19 vaccination response to protect public health and safety of City and County residents and to fully reopen local businesses and schools to support the economic recovery process for our region and return daily life to as close to that which existed prior to the onset of the COVID-19 pandemic.

Following announcement at the Federal level of approved vaccinations, work began integrating the County's Incident Management Team ("IMT"), which includes leadership from Morro Bay Fire Department, to assist with the planning and logistics to support County Public Health Department's goal to provide 15,000 COVID-19 vaccines weekly. Planning for IMT started on January 4, 2021, with a Letter of Expectation established. The IMT used multi-jurisdictional members from several SLO County communities using the same Incident Command System required by the Federal Government. The IMT established objectives to develop and implement an operations plan to manage vaccine clinics in Arroyo Grande, Cuesta College, and Paso Robles. Vaccine administration and training has been established throughout the County, including Morro Bay, and a joint effort between our County's EOC and the IMT coordinates scheduling for the 47 personnel needed daily for each vaccine clinic. Today, three vaccination clinics in our County are operational as vaccine supply allows. Morro Bay has provided personnel to participate with the IMT, including Paramedics who will administer inoculations, and EMTs to provide medical monitoring. This exercise is a great example of collaboration within all levels of government.

The coordination mentioned above, was needed based upon the timing and scale of a countywide vaccination effort exceeds the operational capacity of the County and its Public Health function. Through the COVID-19 Vaccination Assistance Agreement (Agreement) (Attachment 1) the City of Morro Bay would commit to assist this effort with City resources that would be reimbursable in whole or in part by the County with federal or state funding they receive that is dedicated to pay for this vaccination effort. Beyond providing leadership through the IMT, the County needs assistance at the vaccination clinics to give shots and support the overall logistics effort.

The Agreement outlines eligible versus non-eligible costs for reimbursement and the process in which the County will provide reimbursement to participating agencies. The Agreement, which still requires approval from the County of San Luis Obispo Board of Supervisors, is drafted to initially include the Cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo, and the Five Cities Fire Authority.

The City's participation in the vaccination effort will likely come from Fire Department personnel time. The Fire Chief is a member of the County's Multi-Jurisdictional All-Hazard Incident Management Team which has taken over the management of the vaccination effort through Public Points of Distribution (PPOD).

Additionally, Paramedics and EMTs will be tasked with providing vaccines at the various PPOD locations throughout the County.

Policy Context

The Consolidated Appropriations Act, 2021 (H.R. 133) was signed into law on December 27, 2020 and includes \$4.5 billion in funding to be allocated to states, localities, and territories to plan, prepare for, administer, monitor and track COVID-19 vaccines and ensure broad distribution and access.

President Biden has indicated that there may be additional direct or indirect funding available for vaccination administration. On February 1, 2021, the California Department of Finance issued a letter to the state legislature recommending an additional \$1.7 billion be allocated to support pandemic response efforts, of which \$1.18 billion will go to local governments. While staff are determining how much SLO County will receive, it is staffs' understanding that, at minimum, several million will go to SLO County to help support the vaccination efforts at this time.

ATTACHMENTS

1. Covid-19 Vaccination Assistance Agreement
2. Letter of Expectations for the COVID-19 Vaccinations from County of San Luis Obispo Health Agency Public Health Department

**AGREEMENT BETWEEN THE COUNTY OF SAN LUIS OBISPO, THE CITIES OF ARROYO GRANDE,
ATASCADERO, GROVER BEACH, MORRO BAY, PASO ROBLES, PISMO BEACH, SAN LUIS OBISPO, AND
THE FIVE CITIES FIRE AUTHORITY FOR COUNTYWIDE COVID-19 VACCINATION EFFORT ASSISTANCE**

THIS AGREEMENT (“Agreement”) is made and entered into on February 2, 2021 by and between the Cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, and San Luis Obispo (collectively, the “Cities” or individually, a “City”), the County of San Luis Obispo (“County”), and the Five Cities Fire Authority (“Authority”).

WITNESSETH:

WHEREAS, the Cities, County, and Authority (collectively, the “Parties” or individually, a “Party”) agree that a coordinated and cooperative vaccination response to the COVID-19 pandemic is in the best interest of all residents of San Luis Obispo County; and,

WHEREAS, the Parties agree that an expedited COVID-19 vaccination effort is essential to protect public health and safety of San Luis Obispo County residents and to fully reopen local businesses and schools to support the economic recovery process for our region and return daily life to as close to that which existed prior to the onset of the COVID-19 pandemic; and,

WHEREAS, the Parties understand that the timing and scale of this countywide vaccination effort exceeds the operational capacity of the County and its Public Health function and the Cities and Authority commit to assist this effort with resources that would be reimbursable by the County with Federal and/or State funding received that was dedicated to pay for this vaccination effort; and,

WHEREAS, the Consolidated Appropriations Act, 2021 (H.R. 133), which was signed into law on December 27, 2020 by President Trump, includes \$4.5 billion in funding to be allocated to states, localities, and territories to plan, prepare for, administer, monitor, and track coronavirus vaccines and ensure broad distribution and access; and,

WHEREAS, in addition to receiving Federal funding from H.R. 133, a Party may receive additional funding for vaccine distribution from the Federal government as well as from State government such as through Governor Newsom’s proposed State budget for FY 2021-22, which includes \$350 million for State-sponsored vaccine distribution efforts; and,

WHEREAS, President Biden has indicated that additional Federal funding may be made available to states and local agencies to support vaccination efforts and defray or cover all costs; and

WHEREAS, the Parties agree to work together to support this significant and historic vaccination effort with resources specified below at the request of the County Public Health Officer and consistent with the “Vaccination Letter of Expectation” approved by the Public Health Officer and the County’s Incident Management Team to protect the health and safety of all San Luis Obispo County residents.

NOW, THEREFORE, the Parties agree as follows:

1. RECITALS: The above recitals are true and correct and are incorporated hereby by this reference.

2. ASSISTANCE AGREEMENT: The following is an Assistance Agreement between the above-named Parties negotiated specifically for the COVID-19 vaccination of citizens of San Luis Obispo County (“Incident”).
3. SCOPE OF ASSISTANCE: The Parties commit to providing necessary resources to carry out the COVID-19 vaccination effort throughout the County as requested in the “Vaccination Letter of Expectation” approved by the County Public Health Department and the County’s Incident Management Team and attached hereto as Exhibit A. These resources include staffing and out of pocket expenses such as Personal Protective Equipment that represent marginal costs for the vaccination effort as set forth in Sections 4 and 5 below. Staffing assistance from the Cities and Authority will largely come from each Party’s respective fire department, though staffing from other Party departments may also be used if necessary. Necessary resources will be determined by each Party in consultation with the County and the County Incident Management Team based on resource capacity and availability, as some Parties do not have a separate fire department but are served by a multi-agency fire service or are themselves a fire department/authority.
4. REIMBURSABLE COSTS: Additional costs being borne by a Party related to the incident will be included in those considered for reimbursement. The following items are reimbursable costs to a Party by the County for assistance to the County in this COVID-19 vaccination effort which would be similar to reimbursable costs incurred by the County:
 - a. Additional staff hired specifically to support the Incident.
 - b. Additional staff hired to provide substitute/backfill for existing Party staff who are assigned to support the Incident.
 - c. Existing staff that is furloughed or otherwise unable to work due to COVID-19 restrictions or office closures, but brought back to support the Incident.
 - d. Salary (including both base pay and any applicable overtime incentives, but excluding Party overheads such as employee benefits, insurance and payroll taxes) for staff working on the Incident who are not relieved of normal duties.
 - i. Because assignments of hourly personnel are anticipated to be in addition to normal duties, and not instead of, in all cases where staff is eligible for overtime incentives, cost for both base pay and overtime incentives will be included, regardless of whether the individual is being paid overtime.
 - e. Cost for equipment, consumables, and other needs specifically purchased for use while providing support to the Incident including, but not limited to: Personal Protective Equipment (PPE), food, water, paper, pencils, and pens.
 - f. Cost for equipment and consumables taken for use at the Incident that will require replacement at the end of the Incident such as items listed in subsection 4.e above.
5. EXCLUDED FROM REIMBURSABLE COSTS: The following items are Party expenses that will not be eligible for reimbursement by the County with Federal or State funding associated with vaccination efforts. Where appropriate, such expenses will be tracked, and documentation of such expenses will be provided to the County, as they may be reimbursable through the Federal Emergency Management Agency (FEMA) or the State of California and information related to the types of costs will be provided by each Party to the County:
 - a. Staff assigned to the Incident who are relieved of normal duties.
 - b. Agency and management overhead for staff assigned to the Incident.
 - c. Existing equipment and consumables that are not purchased for the Incident and do not

- require replacement at the end of the Incident.
 - d. Costs for non-expendable property purchases made by a Party that can be repurposed for non-Incident purposes.
 - e. Costs incurred by a Party not directly related to COVID-19 vaccination activities.
- 6. REIMBURSEMENT: The County commits to reimburse the Cities and Authority for eligible costs defined in Section 4 using Federal or State funding received by the County dedicated to COVID-19 vaccination efforts. In the event that Federal or State funding does not fully cover the reimbursable costs incurred by the Cities or Authority for the vaccination efforts, the County will reimburse Cities or Authority based on the formula defined below in subsection 6.b. The County agrees it will pursue additional reimbursement from FEMA and the State of California for all such costs on behalf of all the Parties. Where reimbursement is received from FEMA or the State, the County will provide funds to all Parties in accordance with this Agreement.
 - a. To ensure timely and accurate cost tracking for reimbursement, all Parties agree to provide the County with documentation of ongoing total eligible costs/expenditures incurred within thirty (30) days of each completed quarter and within thirty (30) days of the termination of the County led vaccination effort, hereinafter referred to as the "Final Cost Reporting." Should a cost be excluded due to untimely submission, such costs will still be included with costs submitted for COVID-19 cost reimbursement through FEMA and/or the State of California.
 - b. In the event that Federal or State funding provided to the County is less than the total costs incurred by all Parties, the County will reimburse each City or the Authority the proportion of the funding received in comparison to the total costs.
 - i. Example: If the County receives 75% of the total costs incurred by Parties, the County will reimburse each Party 75% of their individual agency eligible costs.
 - 1. If the total vaccination effort cost is equal to \$5,000,000 and the total Federal and State funding received by the County is \$3,750,000, a Party with an eligible total cost to provide assistance of \$500,000 would be reimbursed \$375,000 by the County.
 - c. Reimbursement will be issued within sixty (60) days following the receipt by the County of eligible Federal or State funding, or within sixty (60) days of the Final Cost Reporting if Federal or State funding is received by the County prior to the termination of the County led vaccination effort.
 - d. The Parties acknowledge that other eligible funding received for vaccination work will be applied towards reimbursement of eligible costs identified in Section 4.
- 7. OTHER PARTIES: Should the County seek the assistance from other government agencies located in the San Luis Obispo County in relation to the County-wide vaccination efforts not party to this agreement, including special districts, an amendment of this agreement adding said party should be completed in agreement by all existing Parties.
- 8. LIABILITY AND INDEMNITY: Nothing in this Agreement shall be deemed to create an employee/employer relationship between the Parties or as between any Party and another Party's respective employees. All third-party claims against any Party shall be adjudicated pursuant to the applicable tort claims act and shall be referred to the agency or agencies whose employees or agents were involved in the incident that gave rise to the claim. Each Party shall be solely responsible for the acts, errors or omissions of its participating employees and agents and shall be solely responsible for any claims or liabilities arising out of the services and activities of its participating employees and agents, including but not limited to worker's compensation. No Party shall seek indemnification from

another Party for, and shall hold each other Party harmless against the acts, errors or omissions of the Party's employees and agents.

9. NON-DISCRIMINATION: All Parties shall not discriminate against any person or class of persons in violation of any and all Federal, State, and local non-discrimination laws.
10. COMPLIANCE WITH ALL LAWS: All Parties agree to abide by all laws and regulations applicable to the expenditure of public funds, including but not limited to, the audit of the expenditure of these funds by Federal, State, or County for compliance with regulations and the inclusion of provisions guaranteeing compliance with all labor laws and regulations pertinent to public funds.
11. SEVERABILITY: The invalidity of any provision of the Agreement shall not affect the validity or enforceability of any other provision of the Agreement.
12. TERM: This Agreement is effective as of the Effective Date above and shall continue in effect until terminated by all the Parties. Any Party may terminate their participation in this Agreement by sending written notice of termination to the other Parties. This Agreement shall automatically terminate upon the successful completion of the vaccination efforts and as determined by the County Public Health Department and the Incident Management Team.
13. NOTICES: Any notices required herein shall be sent to the following individuals:

If to County: Wade Horton Administrative Office 1055 Monterey St. D430 San Luis Obispo, CA 93408	If to City of Arroyo Grande:	If to City of Atascadero:
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If to City of Grover Beach:	If to City of Morro Bay:	If to City of Paso Robles:
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If to City of San Luis Obispo:	If to Five Cities Fire Authority:
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14. COUNTERPARTS AND EXECUTION: This Agreement may be executed in counterpart signatures and transmitted by electronic mail with the same force and legal effect as an original.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date:



COUNTY OF SAN LUIS OBISPO HEALTH AGENCY
PUBLIC HEALTH DEPARTMENT

Michael Hill *Health Agency Director*

Penny Borenstein, MD, MPH *Health Officer/Public Health Director*

To: Joshua Taylor, Incident Commander – XSL IMT3

Subject: Letter of Expectations for the COVID-19 Vaccinations

Your team is being requested to assist the San Luis Obispo County **Public Health Department (SLOPHD)** with the Public Points of Distribution (PPOD), to vaccinate the citizens of San Luis Obispo County.

I, Dr. Penny Borenstein, will serve as the Agency Administrator, under the authority of the San Luis Obispo County Board of Supervisors as outlined in H&SC Article 1. I expect you to take command of the on-site vaccination efforts no later than **January 18, 2021 at 0600 hours**.

You will work under the direction of the Denise Yi, Vaccination Division Supervisor (VAX). You may contact her at 805-266-0987 or at dji@co.slo.ca.us

I expect that your Incident Management Team (IMT) will provide command, leadership, and management of the PPODs. You have tactical authority and responsibility for managing the operations for your tasking within the framework of legal statutes, current county policies, and direction provided in both oral and written briefing materials.

Tactical authority is defined as limited to the detailed direction and control of movements within the POD to accomplish the efficient operations of a site. Any proposed changes to the PPOD or policy level decisions must be approved by the Agency Administrator as you are accountable to me.

You are expected to do a complete and efficient job while providing for SAFETY. Safety for your team, vaccination staff, and the public is and will remain a major concern throughout the incident.

Using doctrinal principles of incident management, you must ensure that all actions and consequences have been analyzed against risk to human life and other values. You are expected to provide clear leader's intent at all levels of your organization; use your experience and judgment and make timely and prudent decisions as the best course of action. You are expected to maximize opportunities for success through mindful decision making and heightened situational awareness, while minimizing exposure to risk. This document can be updated to identify any new issues arising that need to be added to address incident activity.

Public Health Department

2191 Johnson Avenue | San Luis Obispo, CA 93401 | (P) 805-781-5500 | (F) 805-781-5543

www.slopublichealth.org

CC_2021-02-09 Page 81 of 96

EXPECTATIONS

- You and your team shall work cohesively with the SLOPHD, the Emergency Operations Center (EOC), and other entities involved with the COVID-19 planning and response while communicating effectively and ensuring that all agency concerns are met.
- Provide information and data to SLOPHD when requested
- Provide daily (or when requested) briefings to the VAX and or others
- Timely information sharing is key. Please keep the VAX updated with the appropriate critical information. You may use texting, but please make positive contact when appropriate. Immediate notification will need to be made regarding any:
 - Significant incident(s) involving response personnel or the public
 - Political or public relations issues
 - Medical emergencies related to the vaccinations
 - Critical resource orders not being filled
- Fiscal integrity is a high priority in management of the incident. Maintain effective cost management based on incident needs and ensure all documentation is completed. You have the authority to purchase without seeking Agency Administrator approval up to \$5,000 dollars per purchase, including entering into agreements. Any purchase, including agreements, above \$5,000 will need Agency Administrator approval.
 - Amendment 1/8/2021: XSL IMT personnel are authorized to make necessary purchases subject to the existing \$5,000 single purchase threshold. All proposed purchases involving leases or other agreements will continue to be submitted to the EOC for processing.
- All personnel costs will be borne and tracked by the appropriate home agencies. Cost recovery may be available in the future if funding is made available. Weekly costs estimates will need to be provided to the EOC Finance Section Chief by the IMT.
- Ensure that PPOD sites used are returned to the property owner with no or minimal damage.
- Human Resource issues will be reported directly to the appropriate agency supervisor as soon possible (normally within 24 hours). The incident is to be managed with Zero Tolerance for Sexual Harassment. Incident personnel who demonstrate any type of inappropriate behavior should be released immediately with appropriate follow-up documentation. Inappropriate behavior would include alcohol use, drug use, sexual harassment, or any violation of personnel or laws. Please make sure I am advised of the incident.
- If a Union Representative is needed for any situation, please notify the appropriate agency supervisor and me immediately to have someone assigned.

- You may be required to work with additional agencies as the incident expands. An addendum letter will be issued as needed.
- Your team, and others involved, are expected to strictly follow COVID-19 precautions.

TASKING

1. Plan and execute the use of up to three Public Points of Distribution (PPOD) capable of vaccinating 5,000 people per PPOD/ per week for up to six-months. One in north SLO County, one in south SLO County, and one in central SLO County (overflow).
 - a. Sites need to be secured and ready to be operational by January 18, 2021. Pre-Existing MOUs will need to be evaluated and used if possible.
 - b. Sites preferred to be indoors with the ability to scale to a drive thru option should CDC Guidance change.
2. Develop PPOD site layout and patient flow including having a minimum 15 minute waiting area. Layout should be modeled after current PPOD plan (plan to be provided by SLOPHD). PPOD site layout plan needs to be completed by January 11th. Technical Assistance will be provided by SLOPHD. Plan will need to be scalable to match demand
3. Develop plan to administer two doses of COVID-19 vaccine, based on available supply, to residents of SLO County by June 30, 2021. Plan needs to be submitted to Agency Administrator for review by January 11th, 2021. Verbal presentation on plan provided by XSL to EOC Command & General Staff on January 13th for approval.
4. Develop PPOD staffing plan:
 - a. Staffing plan should be modeled after current PPOD staffing plan
 - b. SLOPHD will provide a co-Task Force Leader at each operational site.
 - c. Plan should be developed for 5 day a week 8-hour operational periods for six-months
 - d. Plan needs to be submitted to Agency Administrator for review by January 11th, 2021.
5. The IMT should coordinate staffing needs for PPOD using trained and certified medical professionals. IMT is responsible to coordinate with local fire agencies, private and public ambulance agencies and other public safety related agencies. Available resource staffing needs to meet the desired output of 1000 vaccinations per day/per site.
6. Ensure the appropriate transportation and storage of the vaccine while maintaining the cold chain management. Will need to provide logs to VAX.
7. The San Luis Obispo County Emergency Operations Center is the single ordering point for materials, supplies, and personnel (excluding public and private safety agencies). All orders will be placed through the EOC including positions that are UTF.

8. Provide VAX the following forms/data/reports daily (Separate detailed schedule will be forthcoming)::
 - a. Completed Vaccine Screening Forms from each site; delivered to 2191 Johnson Ave., SLO
 - b. Temperature logs for stationary refrigerator/freezer. (data logger will be provide by SLOPHD);delivered to 2191 Johnson St, SLO
 - c. If vaccines are being transported from SLOPHD in coolers, temperatures will need to be logged hourly to monitor for temperature excursions.
 - d. Number of doses administered by each PPOD
 - e. Number of doses wasted (defective equipment, dropped, etc.) at PPODs
 - f. Doses on hand at PPODs (count of vials remaining)

Your team's expertise and assistance are greatly appreciated.

Signed on December 30, 2020

 Recoverable Signature

X 

Joshua Taylor
Incident Commander- XSL IMT3
Signed by: b8743e50-312e-4fff-95c6-dc756e4e4ca0

X 

Penny Borenstein
Agency Administrator



AGENDA NO: C-3

MEETING DATE: February 9, 2021

Staff Report

TO: Honorable Mayor and City Council

DATE: February 2, 2021

FROM: Scott Collins, City Manager

SUBJECT: Discussion and Direction of Washington DC Representation to Support City of Morro Bay Projects and Economic Development Initiatives

RECOMMENDATION

Staff recommends the Council authorize the City Manager to execute a modified 17-month retainer agreement (February 2021 – June 30, 2022) with The Ferguson Group to:

- 1) Support efforts to gain federal support and funding for the City's COVID-19 response effort,
- 2) Support offshore wind development and other economic development initiatives beneficial to Morro Bay,
- 3) Seek federal grants for the Wastewater Reclamation Facility (WRF) project and OneWater infrastructure projects, and
- 4) Keep the City apprised of other relevant federal legislation and funding opportunities.

ALTERNATIVES

1. The City Council could choose not to authorize the City Manager to execute the agreement, or make modifications to the agreement.
2. The City Council could direct staff to release a request for proposals for federal representation.

FISCAL IMPACT

The contract cost for the recommended federal retainer representation is \$3,300/month, with up to \$2,000 in annual expenses. This represents a 30% reduction in the amount the City would pay for the retainer portion of the agreement with The Ferguson Group compared to the current agreement. It is recommended that the contract expenses be paid for 50% from the water and sewer funds and the other 50% from the City's Economic Development Fund. If the staff recommendation is approved by Council, staff will make the modifications to the funds through the Fiscal Year 2020/2021 mid-year budget process.

BACKGROUND

The City initiated an agreement with The Ferguson Group in March 2017 to retain their services and expertise to help secure federal funding for the new WRF program. City Council selected The Ferguson Group based on their demonstrated expertise with projects similar to our WRF, and their experience representing SLO County and other California cities. The original contract with The Ferguson Group was set for two years with an automatic 2-year renewal clause, which was triggered in 2019. The contract established a \$4,500/month retainer fee plus up to \$4,000 in expenses. Those expenses have been funded entirely from water and sewer funds, given the emphasis of their efforts on the WRF project.

Prepared By: SC City Attorney Review: CFN

As a side note, the City has federal representation for other projects. Our membership in CMANC, the California Marine Affairs and Navigation Conference, is, in effect, a federal advocacy group for our Harbor in general and dredging support in particular. Our \$1,350 annual membership in CMANC is an important investment in advocating for Federal funding for our dredging program of our Army Corps of Engineers-maintained channels. The City also pays into the CMANC pool to cover representation by Carpi and Clay, a government relations firm that specializes in harbor issues. Those costs are pooled between the CMANC represented harbors districts and cities like Morro Bay, at a cost of \$8,400 per year to the City. Annual dredging of our harbor entrance area at a cost of \$3 million, and every 5-7 years dredging of other bay channels at a cost of \$4 to \$6 million, represents a significant return on a modest annual investment. These Harbor specific representation service expenses are covered by the Harbor Fund.

The City also is a paying member of the League of California Cities, which among several other services, provides representation services for Morro Bay at the State government level. The total annual fee to be a member is \$6,170 per year to Morro Bay, which is covered by the General Fund.

DISCUSSION

The Ferguson Group has provided the City excellent service since 2017. The Ferguson Group provides City staff and the WRF team with regular updates on the water and sewer funding opportunities, while keeping the City abreast of other pertinent federal legislation. Further, they, have been instrumental in securing the City meetings with key Federal agencies and elected representatives to discuss WRF related items, including funding and permitting of the project. Finally, they connected directly with agency representatives to understand and help resolve issues that had delayed the WIFIA funding from being completed. Those efforts have paid huge dividends, as evidenced by the City securing a \$62 million near historic low-interest loan from the U.S. Environmental Protection Agency (Water Innovation and Finance Infrastructure Act loan – commonly referred to as WIFIA).

Since the time that the WIFIA loan was secured (March 2020), The Ferguson Group has been helpful in pursuing further funding for the WRF project (in particular, Bureau of Reclamation Title 16 grant funding) and other One Water projects (water and sewer projects), as well as informing the City about potential COVID-19 relief funding for municipalities like Morro Bay.

Given the new Presidential Administration's open and strong emphasis on infrastructure projects, green energy, and supporting local governments that have struggled financially as a result of the pandemic, staff believes retaining federal representation is even more important. The City has several economic development opportunities that are complex in nature, that will require federal support to move forward, including offshore wind development. The City has also struggled to maintain its current service levels due to the financial impact of COVID-19. Given all of this, City staff believe now is the appropriate time to reevaluate the agreement with The Ferguson Group as well as how their services are funded.

Understanding our current financial challenges, The Ferguson Group has graciously extended a 30% reduction of its current monthly retainer fee for the duration of the contract (17 months). Staff recommends moving forward with the proposal from The Ferguson Group at the reduced retainer rate. Staff further recommends that the contract be paid in equal parts from the Water/Sewer Funds and the Economic Development Funds, given that The Ferguson Group will support both the WRF and economic development aims of the City in their advocacy work.

CONCLUSION

Based on the demonstrated expertise and proven value of the Ferguson Group, and changing priorities and financial realities of the City, staff recommend the City move forward with a modified 17-month agreement with The Ferguson Group to represent the City at the federal level on key City projects and initiatives.

ATTACHMENTS

1. Proposed Letter of Agreement with The Ferguson Group
2. Proposed Scope of Work



February 1, 2021

Mr. Scott Collins
City Manager
City of Morro Bay
595 Harbor Street
Morro Bay, California 93442

Dear Scott:

We at The Ferguson Group (TFG) have appreciated the opportunity to assist the City of Morro Bay over the past several years in securing favorable consideration and WIFIA funding for the Water Reclamation Facility (WRF). As you know, our scope of work also broadened, and we assisted the City in communications with the Department of Defense and the Department of Energy regarding offshore wind energy. TFG also regularly briefs the City on other important developments at the federal level impacting Morro Bay, most recently regarding the federal response to the coronavirus epidemic and relief for local government.

Now that much of the substantive advocacy work on the WRF project is successfully concluded, the City and TFG are both interested in developing an updated federal agenda for the City's consideration. TFG worked with the City during the fall of 2020 to develop a federal agenda focusing on infrastructure and other community investment projects, as well as other legislative and regulatory action important to the City, and TFG provided a draft federal agenda and work plan (attached) for the City's consideration. TFG has continued providing professional services to the City during and subsequent to our agenda building work, including but not limited to updates regarding the federal response to the coronavirus pandemic.

On behalf of The Ferguson Group, LLC (TFG), I am pleased to submit this proposal to move forward with the work plan associated with the City's federal agenda. We recognize the pandemic has affected local government revenues; a significant portion of our work this year has focused on securing and enhancing federal relief for affected local governments. Our proposed professional service fees have been adjusted to reflect these impacts. In addition to advocacy services, TFG will continue providing all our regular weekly publications along with special reports and updates relevant specifically to Morro Bay. As always, the City may choose to terminate the agreement at any time with 30 days written notice.

City of Morro Bay
Letter of Agreement
February 1, 2021

Contract Period; Retainer Fee; Expenses; Termination

This agreement between TFG and the City of Morro Bay will commence on February 1, 2021 and continue until June 30, 2022. The City may choose to extend this agreement under terms agreeable to the City and TFG.

TFG will be compensated monthly on a retainer basis for all professional services provided. The City of Morro Bay will be billed \$3,300 per month during the term of this agreement for all professional services provided by TFG in furtherance of the City's federal agenda. The total fees for professional services under this agreement shall not exceed \$39,600 during a 12-month period; total fees for professional services under the full term of this agreement (17 months) shall not exceed \$56,100.

The City will reimburse expenses associated with TFG representing the City; reimbursable expenses shall not exceed \$2,000 during the entirety of the agreement period.

Either party may terminate this agreement at any time by giving the other at least thirty (30) days prior notice, in writing, of such termination.

Again, we appreciate the opportunity to represent the City of Morro Bay. If the terms of this letter of agreement are acceptable, please print two copies, sign both, and return one to us at your earliest convenience.

Sincerely,



W. Roger Gwinn
CEO

ACKNOWLEDGED AND AGREED TO BY:

THE FERGUSON GROUP, LLC

CITY OF MORRO BAY, CALIFORNIA



W. Roger Gwinn,
CEO

Scott Collins
City Manager

February 1, 2021
Date

Date



City of Morro Bay

Federal Agenda & Work Plan

February 1, 2021

The Ferguson Group (TFG) met with City of Morro Bay staff, identified the City’s top infrastructure and policy priorities, and identified federal funding opportunities and regulatory action related to City priorities. The result – the City’s Federal Agenda – is presented below in matrix format. Our proposed work plan for 2021 follows the matrix. The work plan outlines key advocacy milestones and activities.

Federal Agenda

Infrastructure & Community Investment Projects

<i>Project</i>	<i>Goal</i>	<i>Notes</i>
Water Reclamation Facility	Offset WIFIA loan with grant funding Water supply; injection/extraction feasibility study; potable reuse	<ul style="list-style-type: none"> • Bureau:¹ WaterSMART • Bureau: Title 16 • Bureau: RIFIA² • Bureau: Water Marketing • Corps:³ Section 206 EI • Corps: Section 219 • Corps: COE WIFIA⁴ • Corps 404 permitting (future) • EPA Multipurpose grants to states⁵ • USDA RUS:⁶ population waiver to qualify for possible grant • Economic stimulus

¹ Bureau of Reclamation

² RIFIA – Reclamation Infrastructure Financing and Innovation Act – pending in Congress

³ Corps of Engineers

⁴ Corps of Engineers WIFIA – pending in Congress

⁵ Environmental Protection Agency – funding via state

⁶ US Department of Agriculture - Rural Utilities Service



		<ul style="list-style-type: none"> • CARES Act⁷ funding: eligible use flexibility • Community-Focused Grant Program⁸
Water tank	New 1 million gallon water tank	<ul style="list-style-type: none"> • Bureau WaterSMART – drought resiliency, efficiency grants • FEMA: disaster mitigation • EPA: Multipurpose grants to states • USDA: RUS • Community-Focused Grant Program
Potable water system deficiencies	<p>Fire flow</p> <p>Transmission and redundancy⁹</p>	<ul style="list-style-type: none"> • Bureau WaterSMART: drought resiliency, efficiency grants • FEMA: disaster mitigation • EPA: Multipurpose grants to states • USDA: RUS • Community-Focused Grant Program
Flood control	Replace old stormwater infrastructure	<ul style="list-style-type: none"> • Corps: Sec. 205 • USDA: RUS • Community-Focused Grant Program
Fire flow	Embarcadero project – replace existing deficient infrastructure	<ul style="list-style-type: none"> • FEMA: AFG¹⁰ grants
Offshore Wind	<p>BOEM / Area restrictions</p> <p>Dynegy reuse – economic adjustment,</p>	<ul style="list-style-type: none"> • BOEM ¹¹ • DOD & Navy • Commerce - OEA¹² • Community-Focused Grant Program

⁷ Coronavirus relief – various legislation passed and pending

⁸ Formerly known as congressional earmarks

⁹ Chorro Valley, Cal Poly, Los Osos, County redundancy benefits

¹⁰ Assistance to Firefighters grants

¹¹ Bureau of Offshore Energy Management

¹² Office of Economic Adjustment



	<p>training, onshore connection</p> <p>Coordinate with CMANC</p>	
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Legislation and Regulation: Tracking & Advocacy

<i>Issue</i>	<i>Legislation</i>	<i>Notes</i>
<p>Coronavirus Response</p> <ul style="list-style-type: none"> - FMLA & credit - Local gov relief - Stimulus 		<p>TFG website link for all current information, enacted legislation and regulations</p> <p>Coordinate with NLC, NACo, Conf of Mayors, NGA</p>
<p>Appropriations</p>	<p>Interior, Energy & Water, DOD, CDBG</p> <p>Community-Focused Grant Program</p>	<p>Tracking and advocating for full funding for all programs relevant to water infrastructure grants and financing programs, including dredging (coordinate with CMANC)</p> <p>Community-Focused Grant Program</p>
<p>Transportation infrastructure</p>	<p>Economic stimulus, transportation legislation</p>	<p>Community-Focused Grant Program</p>
<p>Local Govt Tax-Exempt Status (SALT)</p>	<p>Municipal bonds tax status</p>	
<p>Siting for Small Cell Deployment</p> <p>Broadband</p>		<p>Local land use decision making protection</p>

Work Plan

Introduction. Much of the information in following paragraphs outlines TFG’s normal approach to developing and carrying forward our clients’ federal agendas, and the City will recognize many aspects of the work plan. However, as coronavirus continues to affect standard operating procedures on Capitol Hill and in the Administration, we will continue adapting our practices to the current work environment. We will also continue advocating for relief funding for local government as Congress continues negotiating on a relief package in the current lame duck session.

Another important change in 2021 is the likely reintroduction of congressionally directed spending, or congressional earmarks. As we have reported, there are strong indications that the FY 2022 appropriations process, along with water- and transportation-related authorizing legislation, will provide congressional offices the first opportunity in a decade to request budget earmarks for specific projects. House budget leaders have indicated earmarking will be limited to infrastructure projects requested by public entities – most likely local and state government. Essentially, this change means we will need to rapidly organize the City’s top infrastructure priorities and be prepared to both submit and advocate for the projects in both chambers of Congress. Morro Bay’s work plan takes earmark timing and activity into account.

The following paragraphs outline our work plan through which we will address and carry forward the City’s federal agenda. We have already concluded the first two action items – strategic assessment and Federal Agenda development.

Conduct Strategic Assessment of Opportunities. TFG met with City staff this fall to acquire a full understanding of your priorities in order to help define the desired federal goals and objectives.

Timeframe: Completed.

Develop Federal Agenda and Strategy. Based upon our meetings with Morro Bay TFG developed and delivered a written federal agenda (above) outlining your projects and matching them to funding opportunities and regulatory issues.

Timeframe: Completed.

Prepare Briefing Materials. TFG will work with the City to develop briefing materials needed to express and accomplish your federal agenda. This activity will initially focus on gathering project and budget information for infrastructure earmark requests which will likely be due in the March timeframe. After developing earmark request information, TFG will continue working with the City on other information items needed to assess and apply for competitive grants.

Timeframe: February 2021 – October 2021.

Task: TFG will work with your staff to develop all appropriate information and briefing materials required first for earmark requests as well as competitive grant applications.

Schedule Washington, D.C. Meetings. *As we move into the epidemic vaccination period it will become clearer when advocacy trips are advisable.* Under normal circumstances, TFG strongly encourages clients to travel to Washington, D.C. at least once annually for two to

three days of meetings to effectively advocate for projects and priorities on your Federal Agenda. We are currently successfully conducting virtual meetings with congressional and agency offices. When normal protocols and regular travel resumes, TFG will advise the City regarding travel to DC for meetings. In the interim, TFG will continue to coordinate communications with Members of the California congressional delegation, other targeted Members, congressional committee staff and leadership, and key federal agencies. We personally guide you through these communications – either via remote means or when in Washington, D.C., assist with related logistics, and provide all the necessary follow-up. Because we maintain a California office, TFG is available to coordinate and personally attend on-site visits from congressional members and key federal agency officials as well as meetings with officials and staff in field offices when travel options return.

Timeframe & Tasks: In the short term, TFG will work with Morro Bay to successfully advocate via teleconferences and other regular modes of communication until the current travel situation becomes more settled. Once short-term travel disruptions and other coronavirus considerations are resolved, TFG will work with the City to schedule trips and in-person Washington meetings as appropriate.

Advocacy Outside The Beltway. Our work with legislative and agency personnel located in regional offices has been productive over the years for many of our California clients and we will recommend communications and work with federal field offices.

Timeframe: Ongoing communications.

Task: TFG will prepare attendees with briefings, develop briefing packets, arrange all meetings with appropriate officials and staff in local and regional offices, and provide all follow up professional services.

Legislative Services. TFG will guide Morro Bay priorities through the markup of legislation in the relevant committees, track your specific initiatives and issues of interest as legislation progresses, and stay on top of your priorities through final passage and implementation. We alert you throughout the year to when and how to successfully advocate for your priorities at critical times.

Timeframe: Ongoing.

Task: TFG will coordinate all aspects of legislative efforts.

Enhance Relationships. Our team has strong relationships with Members of Congress, key congressional committee chairmen and staff, Administration officials within the Executive Office of the President, and key appointed officials and civil servants within virtually all federal agencies important to Morro Bay's federal agenda. We have existing relationships with stakeholder groups, trade associations, and issue-oriented coalitions. Through these contacts, we remain actively involved in the development of municipal government related legislation and regulations, as well as the preparation and adoption of the federal budget, annual appropriations bills, and competitive grant applications. By maintaining regular contact with your congressional delegation, we will keep them informed of your priorities and your developing positions on new issues that arise during the legislative year.

Timeframe: Ongoing.

Task: Develop and enhance relationships with congressional delegation, committees, federal agencies, and the Administration. Efforts will include meetings in Washington and in local and regional congressional and federal agency offices

Provide Grant Support and Advocacy. Our grants team will support Morro Bay to ensure all relevant competitive grant opportunities are explored. In most cases all of our grants services are included in our professional services contracts. However, we do note that, on occasion, our clients ask us to take over the grant application *entirely*, including writing the application narrative “from scratch” and developing the highly complex and required benefits/cost analysis. In cases when our clients need us to take over the grant application process entirely, we work with our client to develop a separate fee arrangement for services outside our standard contract; the separate fee is generally deeply discounted from fees for non-client grant application drafting and submittal. In most cases, the best value-add for our clients are the services outlined in the bullets below.

Every week we will send Morro Bay a list of newly published federal competitive grant solicitations; an example of our grant report is attached as an appendix to this proposal. TFG provides the following key competitive grant services:

- **Opportunities Analysis.** We provide a comprehensive approach to developing project priorities and identifying the best funding opportunities for those projects. The deliverable for this service is a full report of funding options and a recommended action plan that will improve award rates;
- **Project Evaluation.** The project evaluation focuses on identifying funding opportunities for your specific projects. TFG will provide a list of funding opportunities along with recommendations about the best approach based on the project;
- **Strategic Advice.** Once a grant opportunity is identified and the City decides to move forward, we guide you in positioning the application for success. Central to success is knowledge of the priorities of the grant making agency; and
- **Inside Track.** We help put you face-to-face with program officers and decision makers within funding agencies. TFG gives our clients a competitive advantage: we pitch your projects while enhancing your relationships with key agency officials and staff so you gain valuable insight into agency priorities.

Timeframe: Ongoing.

Task: Initial grants assessment is included in our federal agenda building process. TFG professionals, including our grants team, will provide grants support.

Impact Legislation and Regulations. In addition to seeking funding for the City through congressional appropriations and competitive grants, TFG will also counsel you on legislation and regulatory action that could be beneficial or harmful. Our clients find being directly involved in the legislative and regulatory process helps them prepare for changes affecting the way they do business and, in some cases, allows them to influence legislation to improve their position or mitigate potential harm.

Timeframe: Ongoing.

Task: TFG professionals will provide regular reports on relevant legislation and regulations, including our weekly legislative updates, resources reports, and grants updates.

Client Communications and Publications. TFG believes constant communication is essential to a successful business relationship with our clients. We will make certain the advocacy team understands your priorities and TFG deliverables. We provide status reports on your



priorities as well as recommendations for new initiatives. Based upon your needs, our reporting also includes, at the City's convenience, regularly scheduled conference calls, written status reports, special action alerts, free access to TFG subject matter webinars, and timely information on relevant grants, legislation and regulations, as well as congressional committee meetings, hearings, and conferences.

Morro Bay will continue receiving our weekly TFG Legislative Update providing a list of anticipated actions on Capitol Hill distributed on Mondays, as well as our special weekly update provided by the TFG Water and Natural Resources Team. Morro Bay will continue receiving TFG's Transportation Notes on Wednesdays, as well as our weekly TFG Grants Update. Also, TFG will continue providing our weekly Coronavirus Update (Thursdays).

Timeframe: Ongoing.

Task: TFG professional staff will be available for regular conference calls, email communications, and scheduled meetings in Morro Bay as necessary and appropriate. TFG professionals will also provide regular reports on relevant legislation and regulations, including our weekly transportation update, legislative updates, resources reports, and grants updates.