

City of Morro Bay

City Council Agenda

Mission Statement

The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life. The City shall be committed to this purpose and will provide a level of municipal service and safety consistent with and responsive to the needs of the public.

**NOTICE OF SPECIAL MEETING
TUESDAY, APRIL 26, 2016
MORRO BAY VETERAN'S HALL – 4:00 P.M.
209 SURF STREET, MORRO BAY, CA**

ESTABLISH QUORUM AND CALL TO ORDER

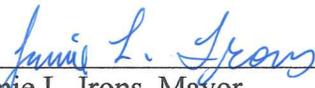
PUBLIC COMMENT RE: ITEMS ON THE AGENDA

SPECIAL MEETING AGENDA ITEM:

- I. APPROVAL OF FY17 ADVISORY BOARD WORK PLANS BASED ON COUNCIL-ADOPTED GOALS AND OBJECTIVES

ADJOURNMENT

DATED: April 22, 2016



Jamie L. Irons, Mayor

MATERIALS RELATED TO AN ITEM ON THIS AGENDA SUBMITTED TO THE CITY COUNCIL AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION AT CITY HALL LOCATED AT 595 HARBOR STREET; MORRO BAY LIBRARY LOCATED AT 625 HARBOR STREET; AND MILL'S COPY CENTER LOCATED AT 495 MORRO BAY BOULEVARD DURING NORMAL BUSINESS HOURS.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN A CITY MEETING, PLEASE CONTACT THE CITY CLERK'S OFFICE AT LEAST 24 HOURS PRIOR TO THE MEETING TO INSURE THAT REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.



AGENDA NO: I

MEETING DATE: April 26, 2016

Staff Report

TO: Honorable Mayor and City Council

DATE: April 22, 2016

FROM: David Buckingham, City Manager

SUBJECT: Approval of FY17 Advisory Body Work Plans based on Council-Adopted Goals and Objectives

BACKGROUND/DISCUSSION

In December, Council approved Resolution 79-15 adopting the Advisory Board Work Plan Development Structure as attached. Under that structure, the Council's goals and objectives inform the work conducted by staff and what items are brought before the advisory bodies. In order to provide a more orderly and functional system for addressing annual objectives, staff prepares annual work plans to meet said objectives. The advisory bodies review and provide input on the annual work plans. The Council then adopts the annual work plans. The structure also provides a mechanism for advisory bodies to recommend additional items to said work plans, which can be brought back to Council for approval.

Draft work plans were jointly reviewed by Council and each advisory board in a series of joint meetings in late March and mid-April, 2016.

Following those joint meetings, Department Heads edited the draft work plans to reflect discussion at those joint meetings. This included reformatting some drafts so all work plans have a generally consistent format that reflects Council-adopted objectives.

It is important to note that this was the staffs first time through this Advisory Board work plan process and we are learning some things. One thing we learned after the initial joint meetings is that a few departments were approaching this more from a *Departmental* work plan approach, not from an *Advisory Board* work plan approach. Thus, in the initial draft work plans, there were action items for the staff included that were staff-centric, not Advisory Board action items.

Based on that learning, the City Manager made additional edits to better reflect adopted Council priorities, to ensure departments and advisory boards are generally synchronized in their efforts, ensure work plans are consistent with current Advisory Board By-laws and especially to remove staff action items that may not require advisory board action.

Updated work plans are attached, as are the initial drafts reviewed by Council and advisory boards in

Prepared By: DWB

Dept Review: _____

City Manager Review: DWB

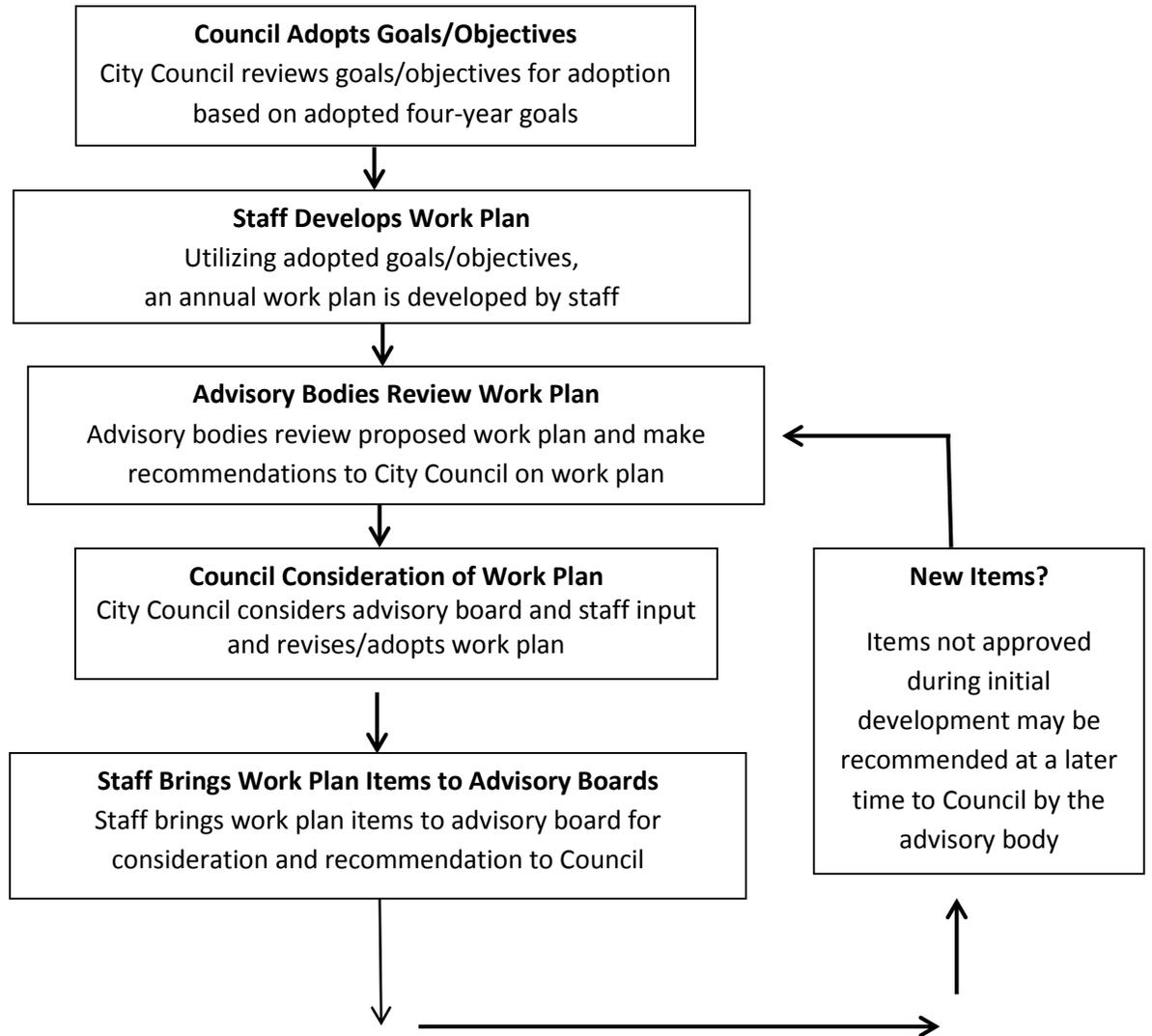
City Attorney Review: _____

their joint meetings.

ATTACHMENTS

1. Advisory Body Work Plan Development Structure
2. Final Draft Work Plans for Council Consideration and Approval
3. Initial Draft Work Plans for reference.

Advisory Board Work Development Structure



Item	Description	Expected PWAB Review
Public Works Advisory Board Work Plan based on City Council 2016/17 Objectives		
Street Summit	Hold a “streets summit” to inform residents and work various street improvement approaches including financing and a possible funding revenue measure on the Nov. 2018 ballot.	<i>(Qtr 1)</i> - September 2016
Traffic Calming	Review traffic calming projects at appropriate locations. Include San Jacinto/Main for primary consideration.	<i>(Qtr 1)</i> - September 2016
41/Main Street Intersection Funding	Provide recommendations for the required 50-percent local match (~ \$2M) to the Highway 41, Main Street and Highway 1 (ramp) Intersection improvement project. (Moved from Goal 4, otherwise unchanged.)	<i>(Qtr 1)</i> - September 2016
Bike Needs	Provide input on the unmet bike needs list that are funded in the FY16/17 budget process. Include Highway 1 and Yerba Buena, Bike Parking at public buildings, and traffic calming on San Jacinto for primary consideration.	<i>(Qtr 1)</i> - September 2016
Construction Timing	Provide a recommendation to Council regarding existing City-imposed restrictions on timing of street work so that some paving, patching and painting work can be performed at appropriate times during shoulder and summer seasons.	<i>(Qtr 1)</i> - September 2016
Market Street Bluff / Centennial Parkway Area Revitalization	Hold a public meeting for revitalization of the city owned properties adjacent to Centennial Parkway, including the Front Street parking lot, the Branigan’s / Distasio’s building, and the City-owned parking lot at Market and Pacific. Depending on public input and funding, review design on various projects including Centennial Parkway revitalization and the Embarcadero Promenade concept	<i>(Qtr 2)</i> - October 2016
ADA Compliance Improvements	Review the ADA compliance assessment, recommend projects to complete (\$50K or as set by the FY2016/17 budget) for ADA compliance improvements	<i>(Qtr 2)</i> - November 2016
Harbor Maintenance	Review and provide recommendations to City Council regarding transferring Harbor maintenance functions to Public Works.	<i>(Qtr 2)</i> - November 2016
Improve Trash Collection and Public Restroom Cleaning	Provide recommendations to Council for funding proposals to increase the frequency of public trash collection in public areas and the cleaning of public restrooms	<i>(Qtr 3)</i> - January 2017
Tree Trimming	Review the frequency of tree trimming in the downtown, that continues City tree management and planting consistent with the Urban Forest Management plan.	<i>(Qtr 3)</i> - February 2017
Vehicle Replacement	Review City vehicle requirements, then determine replacement costs over a 15-year period to estimate the total costs required to fund replacements on an annual basis, provide recommendations to City Council.	<i>(Qtr 3)</i> - March 2017
Facility Maintenance Program	Review the Facility Maintenance Program using priority setting in time to influence the 2017/18 budget cycle and provide recommendations to City Council	<i>(Qtr 4)</i> - April 2017
State Water Planning	Review the long-term requirements for continued participation in the State Water Project, including what level of participation is appropriate in the long term.	<i>(Qtr 4)</i> - May 2017
“One Water” Planning	Review the Master Plans for Water Supply, Water System, Wastewater Collection, and stormwater as a “One Water” Plan.	<i>(Qtr 1 or 2)</i> - May 2017
Desal Location	Review the options to relocate the City desal plant.	<i>(Qtr 4)</i> - May 2017
Routine Items		
WEU Evaluation	Evaluation and Recommendations to Council regarding WEU allocations	May-17
Budget	Review and provide Recommendations to Council regarding the Operating and Capital Budget	Apr-17

Item	Description	Expected PC Review
Planning Commission Work Program for City Council 2016/17 Goals & Objectives		
Goal 3	Review and Update Significant City Land Use Plan	N/A
a. GP/LCP	Continue work on the GP/LCP update, completing the alternatives analysis and administrative draft of the blue print/Green Print: and administrative draft of the Program EIR, while pursuing robust public input in the entire process.	Starting Q3-Q4 of 2016 thru Q-4 2017
b. Zoning Options for GP/LCP	Bring to Council for consideration a budget decision to add a full zoning update/overhaul to the GP/LCP contract. [Incorporated into Draft FY 16/17 budget]. Include update of the Boat & RV parking requirements, hedge height review and review of trashcan screening requirements	(Q3 - Q4 2016), Q1-Q3 of 2017
c. WRF/Righetti Property Master Plan.	Complete site master plan for the entire Righetti property should the Council decide to construct the WRF at that site.	Q4 2016 - Q3 2017
d. Wireless Ordinance	Update wireless ordinance and process through Coastal Commission	Q4 2016 - Q2 2017
e. Downtown/Waterfront Strategic Plan (DWSP)	Consider incorporating the DWSP into the GP/LCP process. Complete DWSP part of the plan. [Cost estimate anticipated within 2-weeks]	Q3-Q4 2016
f. 2016 Building Code	Review and adopt the 2016 California Building and Standards Code. Consider integrating green building incentives and greywater/solar-ready initiatives if not included in the state revisions.	Q4 2016
Sign Ordinance	Complete Sign Ordinance update and bring to Council for adoption	Q3 - Q4 2016
Housing Element Implementation	Review with Planning Commission and bring forward to Council possible affordable housing incentives	Q1- Q3 2017
Other Objectives that May Require PC review		
Goal 6. Support Economic Development		
g. Aquarium Project	Work closely with the Central Coast Aquarium to bring a concept Plan for approval to the Council and Coastal Commission.	Q4 2016
I. Economic Development Code Scrub	Complete a high level analysis of the Morro Bay Municipal Code to revise/remove policies that impede or hamper an improved business climate. (items will be identified as part of the Economic Development Strategic Plan Process).	Q1 - Q2 2017
m. Food Trucks	Research and bring to Council for consideration a change to the MBMC to allow "food trucks" during approved events.	Q2 - Q3 2017
Goal 7. Improve City Infrastructure, Facilities and Public Spaces		
a. Market Street Bluff/Centennial Parkway Area Revitalization	Begin a public process and bring to Council ideas for revitalization of the City owned properties adjacent to Centennial Parkway, including the Front Street lot, the Branigans/Distasio's building, and the City owned Lot at Market and Pacific	Q3 2016

Item	Description	Expected CFAC Review
Citizens Oversight/Finance Advisory Committee Work Program for City Council 2016/17 Goals & Objectives		
Goal 5	Ensure fiscal Sustainability	
a. Budget Forecast	Attend budget forecast presentation, and review model.	Starting Q3 of 2015/16
b. Budget Transparency	Recommend a budget document that is more easily understood by the general public. Form a subcommittee to research and present ideas to the CFAC on innovative budget presentations and provide to City Manager by Jan 2017 to influence FY2017/18 Budget preparations.	Starting Q3 of 2015/16 thru Q2 2016/17
c. CFAC Review	Quarterly reviews of budget performance, investment portfolio performance, and contract expenditures, and prepare comments, if any, to present to the City Council. Annual review of City audits.	Starting Q2 of 2015/16 thru Q4 2016/17
e. Budget Policies	Review and organize existing policies, research and recommend additional.	Starting Q4 2015/16 thru Q4 2016/17

Item	Description	Expected HAB Review
Harbor Advisory Board Work Program for City Council 2016/17 Goals & Objectives		
As amended by the Harbor Advisory Board on 4/7/16		
Goal 3	Review and Update Significant City Land Use Plans	N/A
e. Downtown/Waterfront Strategic Plan (DWSP)	Consider incorporating the DWSP into the GP/LCP process. Complete DWSP part of the plan. WPE1 provide staff input to consultants as-required. WPE2 Obtain HAB review/input on work products as-required.	N/A
	WPE1 - Provide staff input to consultants as-required.	Q3-Q4 2016
	WPE2 - Obtain HAB review/input on work products as-required.	Q3-Q4 2016
Goal 4	Maintain Core Public Safety Services	N/A
d. Public Safety Scrub of Morro Bay Municipal Code	Complete a review of all public safety ordinances in the MBMC, including various sections of the MBMC that currently require first offense warning for violations of code, and bring recommended changes to Council for decision.	N/A
	WPE1 - Harbor element already begun in 2015 with HAB review and input on MBMC Chapter 15 and Harbor Dept. Rules and Regulations. First-round staff and HAB review of all sections complete.	
	WPE2 - Staff to bring first-round draft of recommended changes back to HAB.	Q2 2016
	WPE3 - Bring HAB-inputted and recommended changes to Council for approval.	Q4 2016
Goal 5	Ensure Fiscal Sustainability	N/A
a. Budget Forecast	Complete a professional, external 10-year budget forecast in Jan-Mar 2017 with new Council.	N/A
	WPE1 - Research and update current capital planning needs assessment and modeling with HAB Finance & Budget Ad-Hoc Committee assistance.	Q3-Q4 2016
	WPE2 - Complete capital assessment for HAB review and recommendation into FY 2017/2018 budgeting process for Council.	Q1-Q2 2017
	WPE3 - Research and update current Master Fee cost recovery estimating and modeling with HAB Finance & Budget Ad-Hoc Committee assistance.	Q3-Q4 2016
	WPE4 - Complete Master Fee cost recovery estimating for HAB review and recommendation into FY 2017/2018 budgeting process for Council.	Q1-Q2 2017
	WPE5 - Research/Investigate new and/or enhanced revenue streams with HAB input and recommendation.	Q3-Q4 2016
	WPE6 - Bring HAB revenue stream recommendations into FY 2017/2018 budgeting process for Council.	Q1-Q2 2017
Goal 6	Support Economic Development	N/A
g. Aquarium Project	Work closely with the Central Coast Aquarium to bring a concept Plan for approval to the Council and Coastal Commission.	N/A
	WPE1 - HAB review and recommendations to Council on CCA proposal after submission (est. Q4 2016).	Q4 2016
	WPE2 - Staff begin lease negotiations after Concept Plan level approval (est. Q3-Q4 2017).	Q4 2017

j. Maritime Museum	Update the current MOU and complete a license agreement with the Central Coast Maritime Museum.	N/A
	WPE1 - Staff to complete MOU currently in draft form for Council consideration and approval.	Q2 2016
	WPE2 - Staff to complete a License Agreement for administrative approval.	Q2 2016
k. Marine Services Facility	Contract for, complete and bring to Council for consideration a full feasibility study for the proposed Marine Services Facility.	N/A
	WPE1 - HAB Boatyard/Marine Services Facility Ad-Hoc Committee and staff identify potential outside private interest in facility construction and operation. If such interest exists, consider waiting for private proposals before paying for an internally funded feasibility study.	Q2-Q4 2016
	WPE2 - With Boatyard/Marine Services Facility Ad-Hoc Committee participation and input, develop RFP for financial feasibility study for Council approval.	Q2 2016
	WPE3 - With Boatyard/Marine Services Facility Ad-Hoc Committee participation and input, evaluate RFP responses, get consultant under contract and complete study.	Q3-Q4 2016
	WPE4 - With Boatyard/Marine Services Facility Ad-Hoc Committee evaluation and recommendations, bring completed study to HAB for recommendations, and to Council for consideration and direction on next steps and possible site commitment.	Q4 2016
Goal 7	Improve City Infrastructure, Facilities and Public Spaces	N/A
h. ESH Fencing	Fence the environmentally sensitive habitat (ESH) between the Embarcadero dirt extension and the Morro Bay Power Plant property in the same manner as the ESH fencing on the opposite side of the road.	N/A
	WPE1 - Obtain cost estimate.	Q2 2016
	WPE2 - Bring to Council for budgeting (Harbor Fund or General Fund, or possible grant funding?).	Q2 2016
	WPE3 - Install.	Q3-Q4 2016
Goal 8	Enhance Quality of Life	N/A
c. Sea Otter Awareness	Take specific actions to raise awareness of sea otter protection practices and participate in the 2016 Sea Otter Awareness Week.	N/A
	WPE1 - Continue current efforts with State Parks and Fish and Wildlife regarding establishing Morro Bay-specific sea otter awareness materials.	N/A
	WPE2 - Engage stakeholders, identify opportunities and ideas, and bring to HAB for input and recommendation.	Q2-Q3 2016
	WPE3 - Implement recommendations.	Q3 2016
	WPE4 - Participate to the extent possible in Sea Otter Awareness Week 2016 (typically the 4th week in September).	Q3 2016
Goal 10	Improve City Operations	N/A
c. Records Management	Develop a prioritized, budget short- and long-term plan for improving records management policies and procedures, including development of a trustworthy electronic records system, and staff education regarding legal requirements and best practices. Begin digital scanning of Harbor Dept. records.	N/A

ATTACHMENT 2

	WPE1 - Identify Harbor records to be scanned, including reconciliation of duplicate lease files in Harbor and Legal departments.	Q3-Q4 2016
	WPE2 - Obtain cost estimate to scan identified records.	Q1 2017
	WPE3 - Bring to Council for budgeting.	Q2 2017
	WPE4 - Complete scanning.	Q3 2017
h. Harbor Maintenance	Evaluate transferring Harbor maintenance functions to Public Works.	N/A
	WPE1 - Identify functions contemplated for transfer using the Harbor Department Level of Service document developed in 2010/2011.	Q3 2016
	WPE2 - Working with Public Works' management, develop potential models, including consideration of performance parameters, efficiencies and financials, for transferring functions to Public works, including HAB review, input and recommendation to Council.	Q1 2017
	WPE3 - Bring HAB recommendations to Council for consideration and recommendation.	Q2 2017

Item	Description	Expected RPC Review
Recreations & Parks Commission Work Plan for City Council 2016/17 Goals & Objectives		
Goal 5	Ensure Fiscal Sustainability	N/A
a. Budget Forecast	WPE1 – Review budget forecast for Recreation Services Division with RPC for their information in April 2017.	Q2 2017
g. Recreation Programming	Evaluate partnerships and/or contracting opportunities to increase the range of recreation programming through the use of external service providers. WPE1 – Review existing recreational programming with RPC including sports, classes and youth offerings, seek feedback on existing offerings and receive suggestions on potential other offering ideas in August 2016. WPE2 – Utilizing RPC suggestions, begin to review, research and analyze additional programming offerings and determine potential partnerships, report to RPC Q3-Q4 of 2016. WPE3 – Should there be feasible partnerships or contracting opportunities, prepare relevant budget documents for RPC review Q1-Q2 of 2017. Seek RPC recommendation to City Council to be utilized at either Mid-Year Budget Review or FY2017-18 Budget consideration.	Q1 2016 - Q2 2017
Goal 6	Support Economic Development	
m. Food Trucks	Research and bring to Council for consideration a change to the MBMC to allow “food trucks” during approved events. WPE1 – Research, evaluate, and report to RPC relevant code sections to be modified to allow for food trucks to participate in approved special events in Q3-Q4 of 2016. RPC recommendation to Council on potential modifications at this time.	Q3-Q4 2016
Goal 8	Enhance Quality of Life	
a. Community Pool Planning	Prepare for, and enact, the overall management of community access at the new Morro Bay High School/Community Pool. WPE1 – Report to RPC in Q1-Q2 of 2017 regarding pool management plans.	Q1-Q2 2017
b. City-Sponsored/Partnered Events	Execute the following City/Partnered Events: Fourth of July, Rock to Pier Run, Dixon Spaghetti Dinner, Downtown Trick-Or-Treat (partner with Chamber of Commerce), Lighted Boat Parade/Christmas Tree lighting (partner with Rotary). WPE1 – Report on quarterly basis to RPC regarding execution of each City/Partnered Event in FY2016-17. Seek feedback regarding events.	Quarterly Report
d. Pickleball Court Space	Research and present to Council opportunities for additional, future Pickleball court space. WPE1 – Research and present to RPC for consideration of recommendation to Council regarding opportunities for additional, future Pickleball court space by Q2 2017.	Q2 2017
e. Recreation Guide	Sponsor / publish the Morro Bay Recreation Programs Guide in Fall, Winter, and Spring, beginning Fall 2016. WPE1 – Report to RPC on Rec Guide development and execution Q2-Q3 2016 prior to initial Fall 2016 publication.	Q2-Q3 2016
Additional Items	Annual Tour – July 2016: RPC members will tour various park locations with Rec and Public Works staff.	Jul-16

Item	Description	Expected TBID Review
TBID Advisory Board Work Plan based on City Council 2016/17 Goals & Objectives		
Goal 1	Current Review & Annual Goals Development	N/A
a. Mid-Year Goal Review	<p>WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year goal review in December and make recommendations for any modifications to the current goals.</p> <p>WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.</p> <p>WPE3 - The goals will be incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.</p>	Q2 2016-Q4 2017
Goal 2	Annual Budget	
a. Review & Development	<p>WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year budget review in November and make recommendations for any modifications to the current budget.</p> <p>WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.</p> <p>WPE4 - The budget is incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.</p>	Q2 2016-Q4 2017
Goal 3	Annual Marketing, Public Relations & Sales Plan	
a. Current review and annual plan development	<p>WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year review of the annual marketing, public relations & sales plan (annual plan) in December and make recommendations for any modifications for the remainder of the fiscal year.</p> <p>WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.</p> <p>WPE3 - The annual plan is incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.</p>	Q2 2016-Q4 2017
Goal 4	China Readiness Program	

<p>a. Get China Ready</p>	<p>WPE1 – Research and find the proper industry resources to establish a viable China Readiness Program by mid-September.</p> <p>WPE2 – Assemble a committee consisting of the Tourism Business Improvement District Advisory Board, City Council, community business & industry partner organizations for an information meeting in September.</p> <p>WPE3 – The committee helps establish first year goals and objectives to execute within the community the first year by October.</p> <p>WPE4 – Identify opportunities within the business community to host and/or promote China Readiness Workshops by the end of December.</p> <p>WPE5 – Provide Phase I: China Readiness Informational Workshops for restaurants, retail and lodging in January & February.</p> <p>WPE6 – The committee evaluates feedback and begins designing Phase II: China Readiness Workshops for a more in-depth training for restaurants, retail and lodging by the end of March.</p> <p>WPE6 – The committee begins to work on the second year goals and objectives by the end of March, including a community residential component.</p> <p>WPE7 – Report the progress of this program to City Council in March.</p> <p>WPE8 - Create a shared resource guide for the business community by the end of April.</p> <p>WPE9 – The committee review and evaluates first year goals and objectives by the end of May and makes any modifications as necessary.</p> <p>WPE10 – A staff report is created and presented to both the Tourism Business Improvement District Advisory Board and City Council in May outlining the progress of year one and the presentation of the second year goals, objectives and community workshops.</p>	<p>Q2 2016-Q4 2017</p>
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Item	Description	Proposed PWAB Meeting
City Council 2016/17 Objectives		
Street Summit	Hold a "streets summit" to inform residents and work various street improvement approaches including financing and a possible funding revenue measure on the Nov. 2018 ballot.	Sep-16
Traffic Calming	Review traffic calming projects at appropriate locations. Include San Jacinto/Main for primary consideration.	Sep-16
41/Main Street Intersection Funding	Provide recommendations for the required 50-percent local match (~ \$2M) to the Highway 41, Main Street and Highway 1 (ramp) Intersection improvement project. (Moved from Goal 4, otherwise unchanged.)	Sep-16
Bike Needs	Provide input on the unmet bike needs list that are funded in the FY16/17 budget process. Include Highway 1 and Yerba Buena, Bike Parking at public buildings, and traffic calming on San Jacinto for primary consideration.	Sep-16
Construction Timing	Provide a recommendation to Council regarding existing City-imposed restrictions on timing of street work so that some paving, patching and painting work can be performed at appropriate times during shoulder and summer seasons.	Sep-16
Market Street Bluff / Centennial Parkway Area Revitalization	Hold a public meeting for revitalization of the city owned properties adjacent to Centennial Parkway, including the Front Street parking lot, the Branigan's / Distasio's building, and the City-owned parking lot at Market and Pacific. Depending on public input and funding, review design on various projects including Centennial Parkway revitalization and the Embarcadero Promenade concept	Oct-16
ADA Compliance Improvements	Review the ADA compliance assessment, recommend projects to complete (\$50K or as set by the FY2016/17 budget) for ADA compliance improvements	Nov-16
Harbor Maintenance	Review and provide recommendations to City Council regarding transferring Harbor maintenance functions to Public Works.	Nov-16
Improve Trash Collection and Public Restroom Cleaning	Provide recommendations to Council for funding proposals to increase the frequency of public trash collection in public areas and the cleaning of public restrooms	Jan-17
Tree Trimming	Review the frequency of tree trimming in the downtown, that continues City tree management and planting consistent with the Urban Forest Management plan.	Feb-17
Vehicle Replacement	Review City vehicle requirements, then determine replacement costs over a 15-year period to estimate the total costs required to fund replacements on an annual basis, provide recommendations to City Council.	Mar-17
Facility Maintenance Program	Review the Facility Maintenance Program using priority setting in time to influence the 2017/18 budget cycle and provide recommendations to City Council	Apr-17
State Water Planning	Review the long-term requirements for continued participation in the State Water Project, including what level of participation is appropriate in the long term.	May-17
"One Water" Planning	Review the Master Plans for Water Supply, Water System, Wastewater Collection, and stormwater as a "One Water" Plan.	May-17
Desal Location	Review the options to relocate the City desal plant.	May-17
Routine Items		
WEU Evaluation	Evaluation and Recommendations to Council regarding WEU allocations	May-17
Budget	Review and provide Recommendations to Council regarding the Operating and Capital Budget	17-Apr

Planning Commission Work Plan for City Council 2016/17 Goals & Objectives		
Item	Description	Expected PC Review
Goal 3	Review and Update Significant City Land Use Plan	N/A
a. GP/LCP	Continue work on the GP/LCP update, completing the alternatives analysis and administrative draft of the blue print/Green Print: and administrative draft of the Program EIR, while pursuing robust public input in the entire process.	Starting Q3-Q4 of 2016 thru Q-4 2017
b. Zoning Options for GP/LCP	Bring to Council for consideration a budget decision to add a full zoning update/overhaul to the GP/LCP contract. [Incorporated into Draft FY 16/17 budget]	Review of updated Zoning Ord Q1-Q3 of 2017
c. WRF/Righetti Property Master Plan.	Complete site master plan for the entire Righetti property should the Council decide to construct the WRF at that site.	Q4 2016 - Q3 2017
d. Wireless Ordinance	Update wireless ordinance and process through Coastal Commission	Q4 2016 - Q2 2017
e. Downtown/Waterfront Strategic Plan (DWSP)	Consider incorporating the DWSP into the GP/LCP process. Complete DWSP part of the plan. [Cost estimate anticipated within 2-weeks]	Q3-Q4 2016
f. 2016 Building Code	Review and adopt the 2016 California Building and Standards Code. Consider integrating green building incentives and greywater/solar-ready initiatives if not included in the state revisions.	Q4 2016
Other Objectives that May Require PC review		
Goal 6. Support Economic Development		
g. Aquarium Project	Work closely with the Central Coast Aquarium to bring a concept Plan for approval to the Council and Coastal Commission.	Q4 2016
I. Economic Development Code Scrub	Complete a high level analysis of the Morro Bay Municipal Code to revise/remove policies that impede or hamper an improved business climate. (items will be identified as part of the Economic Development Strategic Plan Process).	Q1 - Q2 2017
m. Food Trucks	Research and bring to Council for consideration a change to the MBMC to allow "food trucks" during approved events.	Q2 - Q3 2017
Goal 7. Improve City Infrastructure, Facilities and Public Spaces		
a. Market Street Bluff/Centennial Parkway Area Revitalization	Begin a public process and bring to Council ideas for revitalization of the City owned properties adjacent to Centennial Parkway, including the Front Street lot, the Branigans/Distasio's building, and the City owned Lot at Market and Pacific	Q3 2016

CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE

Fiscal Year 2016/17 Draft Work Plan

TIME FRAME	TASK	DESCRIPTION
Q1 - Jul - Sep	Explore a more public-friendly budget document	<ol style="list-style-type: none"> 1. Subcommittee members meet monthly (Jul – Sep) to review more public-friendly budget documents 2. Recommendations due to City Manager in Jan 2017 for 2017/18 budget
Q2: Oct - Dec	1 st quarter budget review with City Manager - Oct 12, 2016	<ol style="list-style-type: none"> 1. Select members to attend department head presentation to City Manager
Q2: Oct - Dec	Regular meeting to review 1 st quarter budget performance - Oct 18, 2016	<ol style="list-style-type: none"> 1. Discuss 1st quarter budget performance; 2. Prepare comments to City Council, if any, to be presented with mid-year budget review (late Jan/early Feb)
Q2: Oct - Dec	Regular meeting to review 2015/16 & Y-T-D DTT performance - Dec 6, 2016	<ol style="list-style-type: none"> 1. Review Measure Q, FY 2015/16 and Y-T-D 2016/17 budget performance; 2. Prepare comments for presentation to City Council with mid-year budget review (late Jan/early Feb)
Q2: Oct - Dec	Recommend a more public-friendly budget document – Dec 6	<ol style="list-style-type: none"> 1. Subcommittee members meet monthly (Oct & Nov), and finalize recommendations in Nov; 2. Present Committee members on Dec 6; 3. Prepare recommendations to provide to City Manager in Jan 2017 for 2017/18 budget
Q3: Jan - Mar	Present recommendations for a more public-friendly budget document to City Manager - Jan	<ol style="list-style-type: none"> 1. Date to be determined (TBD)
	Mid-year budget review with City Manager - Jan 11, 2017	<ol style="list-style-type: none"> 1. Select members to attend department head presentation to City Manager
	Regular meeting to review mid-year budget performance – Jan 17, 2017	<ol style="list-style-type: none"> 1. Prepare comments for presentation to City Council with mid-year budget review (late Jan/early Feb)
Q4: Apr - Jun	3 rd quarter budget review with City Manager - Apr 12, 2017	<ol style="list-style-type: none"> 1. Select members to attend department head presentation to City Manager
	Regular meeting to review 3 rd quarter budget performance – Apr 18, 2017	<ol style="list-style-type: none"> 1. Prepare comments for presentation to City Council with mid-year budget review (late Jan/early Feb)
	Review preliminary 2017/18 budget – date TBD	

HARBOR DEPARTMENT FY 16/17 GOAL OBJECTIVE WORK PLANS

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

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

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

WPE1 – Provide staff input to consultants as-required.

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

Goal #4 – Maintain Core Public Safety Services

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

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

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

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

Goal # 5 – Ensure Fiscal Sustainability

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

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

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

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

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

Q1-Q2 2017.

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

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

Goal #6 – Support Economic Development

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

WPE1 – Develop staff internal draft in Q3 2016.

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

WPE3 – Final draft to Council in Q1 2017.

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

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

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

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

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

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

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

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

~~analysis work.~~

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

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

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

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

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

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

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

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

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

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

WPE1 – Obtain cost estimate in Q2 2016.

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

WPE3 – Install Q3-Q4 2016.

Goal #8 – Enhance Quality of Life

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

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

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

WPE3 – Implement recommendations in Q3 2016.

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

Goal #10 – Improve City Operations

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

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

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

WPE3 – Bring to Council for budgeting in Q2 2017.

WPE4 – Complete scan in Q3 2017.

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

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

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

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

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

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

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

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

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

Goal # 5 – Ensure Fiscal Sustainability

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

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

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

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

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

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

Goal #6 – Support Economic Development

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

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

Goal #8 – Enhance Quality of Life

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

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

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

RECREATION & PARKS COMMISSION FY 2016/17 DRAFT WORK PLAN

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

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

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

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

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

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

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

Goal # 1 – Annual Goals**a) Current review and annual goals development.**

WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year goal review in December and make recommendations for any modifications to the current goals.

WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.

WPE3 - The goals will be incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.

Goal # 2 – Annual Budget**a) Current review and annual budget development.**

WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year budget review in November and make recommendations for any modifications to the current budget.

WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.

WPE4 - The budget is incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.

Goal # 3 – Annual Marketing, Public Relations & Sales Plan**a) Current review and annual plan development.**

WPE1 – City Staff and the Tourism Business Improvement District Advisory Board conduct a mid-year review of the annual marketing, public relations & sales plan (annual plan) in December and make recommendations for any modifications for the remainder of the fiscal year.

WPE2 – The Tourism Business Improvement District Advisory Board will review in February and make recommendations to city staff for modifications or recommend to city council for approval.

WPE3 - The annual plan is incorporated within the full city budget and then reviewed, modified or approved by city council in May or June.

Goal # 4 – China Readiness Program

a) Preparation of the Morro Bay business community for the in-bound Chinese travel market.

WPE1 – Research and find the proper industry resources to establish a viable China Readiness Program by mid-September.

WPE2 – Assemble a committee consisting of the Tourism Business Improvement District Advisory Board, City Council, community business & industry partner organizations for an information meeting in September.

WPE3 – The committee helps establish first year goals and objectives to execute within the community the first year by October.

WPE4 – Identify opportunities within the business community to host and/or promote China Readiness Workshops by the end of December.

WPE5 – Provide Phase I: China Readiness Informational Workshops for restaurants, retail and lodging in January & February.

WPE6 – The committee evaluates feedback and begins designing Phase II: China Readiness Workshops for a more in-depth training for restaurants, retail and lodging by the end of March.

WPE6 – The committee begins to work on the second year goals and objectives by the end of March, including a community residential component.

WPE7 – Report the progress of this program to City Council in March.

WPE8 - Create a shared resource guide for the business community by the end of April.

WPE9 – The committee review and evaluates first year goals and objectives by the end of May and makes any modifications as necessary.

WPE10 – A staff report is created and presented to both the Tourism Business Improvement District Advisory Board and City Council in May outlining the progress of year one and the presentation of the second year goals, objectives and community workshops.