



STAFF REPORT

TO: Board of Commissioners

FROM: Andrea K. Lueker, Harbor Manager

DATE: August 27, 2019

SUBJECT: **FY 2019/20 Annual Workshops, Associated Funding, and Scope of Work for Harford Pier Site Plan**

Recommendation / Proposed Motion

- Recommendation: Staff recommends the Board of Commissioners review and approve the draft Schedule of Workshops for FY 2019/20.
- Recommendation: Staff further recommends the Board approve the Harford Pier Site Plan Scope of Work and up to \$50,000 for an outside consultant to coordinate the site planning process for the Harford Pier.
- Motion: Approve the FY 2019/20 Schedule of Workshops.
- Motion: Approve the Harford Pier Site Plan Scope of Work and the expenditure of up to \$50,000 from unspecified reserves to hire an outside consultant to coordinate a Site Planning process for the Harford Pier.

District Major Objective/Goal

#3 – Ensure Efficient and effective Facilities to Deliver Critical District Services.

Policy Implications

Port San Luis Harbor District Port Master Plan

Fiscal Implications / Budget Status

The fiscal implications of Pension Liability, Fiscal Forecast, and Budget Workshops include District Staff time and District Treasurer time, which are accounted for in the FY 2019/20 budget.

The fiscal implication of the Goal Setting Workshop, up to \$10,000 for facilitation, is included in the FY 2019/20 budget with an increase in the consultant line item.

Staff estimates the fiscal implication of the Harford Pier Site Planning Process to not exceed \$50,000, and staff's recommendation is to fund that amount from unspecified reserves.

Alternatives Considered

The following actions were considered but are not recommended at this time:

- None.

Background

In addition to the public hearings held in conjunction with the budget process/adoption, over the years the District has added several other 'workshop' type meetings to concentrate on specific areas/topics. Several of those are the Financial Forecasting Workshop and Goal Setting Workshop. Because a number of the workshop areas are related or provide the "building blocks" for the next workshop, staff has prepared a synopsis of the workshops with a proposed schedule (Attachment 1).

Also, the Board of Commissioners has on several occasions indicated their interest in a focused planning session/process for the Harford Pier to determine what types of facilities are of interest to the stakeholders and how those can be realized. As a result, staff has prepared a draft Scope of Work (Attachment 2) to engage a firm to undertake the process of creating a site plan for the Harford Pier. The Harford Pier Site Plan would build upon the Master Plan, providing more specific detail on the amenities needed/desired for the Harford Pier. Staff expects this process to be set over the next fiscal year, culminating with a plan that will answer "What will the Harford Pier look like in the future?"

Discussion

Staff proposes the following workshops for FY 2019/20:

Pension Liability Workshop

Month: September/October 2019

Purpose: Following the identification of reserve funding availability (August Board of Commissioners' meeting), the purpose of this workshop will be to provide some scenarios for funding additional dollars toward the pension liability. The workshop will provide scenarios constructed using the GovInvest software.

Cost: District Staff and District Treasurer preparation time.

Goal Setting Workshop

Month: November/December 2019

Purpose: Determine District Objectives and Goals prior to the budget process. Staff recommends working with the facilitator used in the 2018 Goal Setting process.

Cost: An additional \$10,000 was included in the FY 2019/20 budget for a Goal Setting process; District Staff and District Treasurer preparation time.

Fiscal Forecast Workshop

Month: January 2020

Purpose: Review the state of the District's current and projected financial status.

Cost: District Staff and District Treasurer preparation time.

Budget Workshop(s) FY 2020/21

Month: February - June 2020

Purpose: Preparation/discussion of the FY 2020/21 budget is proposed to be completed through a series of step-by-step workshops scheduled separately from the Board of Commissioners' meetings. Adoption of the preliminary budget and final budget will be done at the Board of Commissioners' meeting.

Workshop 1 – Review the major maintenance and capital projects from FY 2019/20 and determine the same for FY 2020/21.

Workshop 2 – Confirm major maintenance and capital projects and tie in the operating budget.

Workshop 3 – Review draft of preliminary budget.

Workshop 4 – Review draft of the final budget.

Cost: District Staff and District Treasurer preparation time.

Staff also recommends the Board of Commissioners approve a site planning process for the Harford Pier. As indicated in the Background section of this staff report, the Board of Commissioners has shown interest in having a more specific site plan for the Harford Pier to help with future planning and budgeting.

Harford Pier Site Plan Workshop(s)

Month: 2019/2020

Purpose: Determine a more specific site plan for the Harford Pier using existing Harbor District planning documents for the basis of the project.

Cost: Staff recommends Board approval up to \$50,000 for this project. The Harford Pier Site Planning Scope of Work will be distributed to firms with a request for proposals on the project. District Staff and District Treasurer preparation time.

Attachment(s): 1) Timeline – District Workshops FY 2019/20
2) Scope of Work – Harford Pier Site Plan