



STAFF REPORT

TO: Board of Commissioners
FROM: Suzy Watkins, Harbor Director
DATE: February 28, 2023
SUBJECT: **Draft Update of Policy Handbook**

Recommendations / Proposed Motion

1. Review and approve proposed updates to Policy 4060-Committees of the Board of Commissioners.

Proposed Motion: Approve staff recommendations.

Policy Implications

Confirm existing policies, and update to match current practices as needed.

Fiscal Implications / Budget Status

None at this time.

Alternatives Considered

The following actions were considered but are not recommended at this time:
None at this time.

Discussion

As a best practice, policies should be reviewed periodically to:

1. Determine whether the purpose and goal of the policy are still being met;
2. Determine whether the policy is still needed; and
3. Determine whether changes are required to improve the effectiveness, clarity or accuracy of the policy.

Many District policies have been updated over the years, and dates of revisions are noted in the document. However, many other policies have not been edited in some time and may not reflect current standards or processes.

At the request of your Board, staff is undertaking a comprehensive review of the District Policy Manual. This review includes standardizing the format of policies, adding the most recent review date to the heading of each policy, and updating to current practice, as well as correcting any typographic errors identified.

Staff has prepared recommended updates to the above-listed policy for review and discussion by your Board. The policy has been updated to reflect the current executive officer title of Harbor Director, and policy headings are revised to include the dates adopted, revised and most recent review.

In addition, revisions are proposed to the list of standing committees. The proposed update was made in consultation with the Board President based on current operations of the District and known projects that may require committee input. The following standing committees have been recommended for restructuring:

- **Personnel Committee:** The board as a whole provides input on labor negotiations, and a recruitment for the Harbor Director position was recently completed. There is no other work anticipated that will require a separate committee. This committee is recommended for dissolution.
- **Lighthouse Committee:** Oversight of the Lighthouse facility is anticipated to be consolidated with other District properties under the Property Committee.
- **Avila Pier Rehabilitation Committee:** The Avila Pier Rehabilitation is well underway, and anticipated new decisions on the project are contracts that are approved at the Board level. An ad-hoc Piers Rehabilitation Committee is proposed to provide input on both Avila Pier and Harford Pier projects as needed.

As noted in the policy, ad-hoc committees may be established to address specific projects as needed for the duration of the project.

Staff recommends approval of the proposed updates to the attached District policy.

Attachment(s): 1. Draft policy in redline markup
 2. Clean draft policy