



CITY OF MORRO BAY CITY COUNCIL AGENDA

The City of Morro Bay provides essential public services and infrastructure to maintain a safe, clean and healthy place for residents and visitors to live, work and play.

Regular Meeting Tuesday, October 27, 2020 – 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 SEPTEMBER 22, 2020, CITY COUNCIL SPECIAL MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

- A-2 APPROVAL OF MINUTES FOR THE OCTOBER 13, 2020, CITY COUNCIL SPECIAL CLOSED SESSION MEETING; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

- A-3 REVIEW OF FOURTH QUARTER INVESTMENT REPORT (PERIOD ENDING JUNE 30, 2020) FOR FISCAL YEAR 2019/20; (CITY MANAGER)

RECOMMENDATION: Receive the Fourth Quarter Investment Report (period ending June 30, 2020) for Fiscal Year 2019/20 and provide comments and suggestions as appropriate.

- A-4 ADOPTION OF RESOLUTION NO. 92-20 APPROVING THE ASSIGNMENT AND ASSUMPTION AND CONDITIONALLY AUTHORIZING THE MAYOR TO EXECUTE DOCUMENTS NECESSARY FOR THE ASSIGNMENT AND ASSUMPTION AT LEASE SITE 91-92/91W-92W AND ACCEPTING DEEDS OF TRUST RELATED THERETO (ANDERSON INN, 897 EMBARCADERO), AND RESCINDING RESOLUTION NOS. 17-20 AND 76-20 THAT CONDITIONALLY APPROVED PREVIOUS ASSIGNMENTS AND ASSUMPTIONS OF LEASE SITE 91-92/91W-92W, BECAUSE THOSE ASSOCIATED SALES WERE NOT CONSUMMATED; (HARBOR DEPARTMENT)

RECOMMENDATION: Staff recommend the City Council adopt Resolution No. 92-20 allowing the Mayor to authorize the assignment and assumption, and authorizing the Mayor to execute necessary documents, and accepting deeds of trust related thereto regarding sale of the leasehold interest of Lease Site 91-92/91W-92W to a yet to be officially formed and registered limited liability company owned by Christopher and Cynthia KostECKa, with documents subject to approval of the City Attorney.

In addition, staff recommend the City Council rescind Resolution Nos. 17-20 and 76-20, which approved previous assignments and assumptions, because those associated lease site sales fell out of escrow and were not consummated.

- B. PUBLIC HEARINGS - NONE

C. BUSINESS ITEMS

- C-1 ADOPTION OF ORDINANCE NO. 640; AMENDMENTS TO MORRO BAY MUNICIPAL CODE TO REPEAL CHAPTER 5.47 (SHORT-TERM VACATION RENTAL PERMIT) AND ADDING CHAPTER 17.41 (SHORT-TERM VACATION RENTALS) SO AS TO PROVIDE REGULATIONS TO PROTECT THE QUALITY AND CHARACTER OF OUR RESIDENTIAL NEIGHBORHOODS THROUGH APPLICATION OF DENSITY LIMITATIONS, EXPANDED PERMIT REQUIREMENTS AND OPERATIONAL REQUIREMENTS; (CITY ATTORNEY/COMMUNITY DEVELOPMENT)

RECOMMENDATION: Staff recommends Council consider adopting, by second reading and by title only with further reading waived, Ordinance No. 640 entitled “An Ordinance of the City Council of the City of Morro Bay, California, repealing Chapter 5.47 (Short-Term Vacation Rental Permit) of Title 5 (Business Tax Certificates and Regulations), and adding Chapter 17.41 (Short-Term Vacation Rentals) of Title 17 (Zoning) of the Morro Bay Municipal Code relating to the Permitting and Operation of Short-Term Vacation Rentals.”

- C-2 REVIEW MORRO BAY EMERGENCY PLAN AND ADOPT RESOLUTION NO. 94-20 CITY OF MORRO BAY EMERGENCY MANAGEMENT PLAN ADDING PANDEMIC CONTINUITY OF OPERATIONS ANNEX L; (FIRE DEPARTMENT)

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 94-20, accepting the revised City of Morro Bay Emergency Management Plan (EMP), adding Annex L Pandemic Continuity of Operations Plan.

- C-3 CONSIDERATION OF RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION FOR CALPERS RETIRED ANNUITANT / INTERIM FINANCE DIRECTOR APPOINTMENT AND INTERIM FINANCE DIRECTOR AGREEMENT – KATIE LICHTIG; (CITY MANAGER)

RECOMMENDATION: Staff recommend the City Council: 1) Adopt Resolution No. 95-20 approving an exception to the 180-day waiting period for the position of Interim Finance Director; and 2) Approve the Interim Finance Director employment agreement between the City and Ms. Lichtig.

D. COUNCIL DECLARATION OF FUTURE AGENDA ITEMS

E. ADJOURNMENT

The next Regular Meeting will be held on **Tuesday, November 10, 2020 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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MINUTES - MORRO BAY CITY COUNCIL
SPECIAL MEETING – SEPTEMBER 22, 2020
TELECONFERENCE – 3:00 P.M.

AGENDA NO: A-1
MEETING DATE: October 27, 2020

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
 Robert Davis Council Member
 Jeff Heller Council Member
 Marlys McPherson Council Member

ABSENT: None

STAFF: Scott Collins City Manager
 Dana Swanson City Clerk
 Jennifer Callaway Finance Director
 Scot Graham Community Development Director
 Steve Knuckles Fire Chief
 Eric Endersby Harbor Director
 Sandra Martin Budget / Accounting Manager

ESTABLISH QUORUM AND CALL TO ORDER

Mayor Headding established a quorum and called the meeting to order at 3:07 p.m. with all members present.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

<https://youtu.be/8FMWktZRagA?t=117>

Mayor Headding opened public comment.

Erica Crawford, Morro Bay Chamber of Commerce, recognized the benefits and merits of the Utility Discount Program, as proposed, and requested the City develop a program with similar benefits for the business community.

The public comment period was closed.

SPECIAL MEETING AGENDA ITEM:

- I. UPDATE ON CITY OF MORRO BAY'S ROCK SOLID TOGETHER FINANCIAL AND ECONOMIC RECOVERY PLAN; (CITY MANAGER/FINANCE)
<https://youtu.be/8FMWktZRagA?t=263>

City Manager Collins introduced the item and turned it over to Finance Director Callaway to present the report.

The Mayor and Council commented on the report and established consensus to direct staff to bring forward for Council approval a micro-loan or grant program to support local businesses affected by COVID-19, utilizing available Economic Development funds.

- II. WATER AND SEWER RATE REVIEW; CONSIDER INCREASING THE UTILITY DISCOUNT PROGRAM RATE FROM 10% TO 25% AND EXTENDING THE COVID-19 UTILITY DISCOUNT, FOR QUALIFYING MORRO BAY RESIDENTS, THROUGH JUNE 30, 2021, THROUGH RESOLUTION NO 83-20; CONSIDER INCREASING UTILITY DISCOUNT PROGRAM ANNUAL REBATE TO \$180.00 FOR QUALIFYING MORRO BAY MOBILE HOME PARK AND APARTMENT RESIDENTS, THROUGH JUNE 30, 2021, THROUGH RESOLUTION NO. 84-20; (CITY MANAGER/FINANCE) <https://youtu.be/8FMWktZRagA?t=6297>

City Manager Collins introduced the item and turned it over to Finance Director Callaway to present the report.

MOTION: Mayor Headding moved to adopt Resolution No. 83-20 Extending the Temporary Morro Bay Cares COVID-19 Utility Discount Program through the June 2021 billing cycle and increasing the discount rate for all enrolled Utility Discount Program customers to 25% of the approved rates for FY 2020/21; and Resolution No. 84-20 Increasing the Utility Rebate Program to \$15 per month (\$180 per year) through the June 2021 billing cycle to eligible members of Mobile Home Parks and Apartments. The motion was seconded by Council Member Davis and carried 5-0 by roll call vote.

ADJOURNMENT

The meeting adjourned at 5:02 p.m.

Recorded by:

Dana Swanson
City Clerk

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 4:02 p.m.

Recorded by:

Dana Swanson
City Clerk



AGENDA NO: A-3

MEETING DATE: October 20, 2020

Staff Report

TO: Honorable Mayor and City Council

DATE: October 16, 2020

FROM: Scott Collins, City Manager

SUBJECT: Review of Fourth Quarter Investment Report (period ending June 30, 2020) for Fiscal Year 2019/20

RECOMMENDATION

Receive the Fourth Quarter Investment Report (period ending June 30, 2020) for Fiscal Year 2019/20 and provide comments and suggestions as appropriate.

FISCAL IMPACT

There is no fiscal impact associated with this recommendation.

DISCUSSION

Attached for your consideration is the Fourth Quarter Investment Report for FY 2019/20.

As of June 30, 2020, the City's weighted portfolio yield of 1.194% was below the Local Agency Investment Fund (LAIF) yield of 1.47%.

Staff has consciously decided to keep significant cash in the City's LAIF account in order to ensure cash flow for construction of the Water Reclamation Facility (WRF) project. Once final funding of the WRF project is determined, staff will further analyze cash needs and then determine if longer-term CD purchases should be made. At this point, staff has submitted all reimbursement requests to the State for State Revolving Fund (SRF) planning loan reimbursements. Reimbursements for these requests have not yet been received. Staff has also submitted five reimbursement requests for the WIFIA loan, and all five requests have been reimbursed thus far.

During the quarter, yields have generally been declining, potentially symbolizing a slowing of the economy. The City closed the year with interest earnings of \$510,948.08. This was distributed to the various interest earning funds based on cash balances at year end.

This report was reviewed by the Citizens Finance Advisory Committee on October 20, 2020 and approved for presentation to the City Council.

CONCLUSION

Staff recommends that the Committee receive the Fourth Quarter Investment Report (period ending June 30, 2020) for Fiscal Year 2019/20.

ATTACHMENT

1. Fourth Quarter Investment Report for FY 2019/20 (period ending June 30, 2020)

Prepared By: JC

Dept Review:

City Manager Review: SC

City Attorney Review: CFN

**CITY OF MORRO BAY
 QUARTERLY PORTFOLIO PERFORMANCE
 6/30/2020**

INVESTMENT OR CUSIP NUMBER	INSTITUTION	PURCHASE PRICE	COUPON INTEREST RATE	PURCHASE DATE	MATURITY DATE	DAYS TO MATURITY
LAIF	LOCAL AGENCY INVESTMENT FUND	\$ 15,568,190	\$ 1.47%	DAILY	DAILY	1
MONEY MARKET ACCOUNT:						
MM	MECHANICS BANK - MONEY MARKET	1,517,736	0.08%	DAILY	DAILY	1
SWEEP	MECHANICS BANK - SWEEP	5,522,244	0.10%	DAILY	DAILY	1
MM	OPUS BANK	5,295,360	1.26%	DAILY	DAILY	1
CERTIFICATES OF DEPOSIT:						
1404202A7	ZION BANK - CAPITAL ONE BANK	250,005	2.400%	4/12/2017	4/12/2022	651
949763XU5	Wells Fargo	249,000	2.800%	2/27/2019	2/28/2022	608
38148PGK7	ZION BANK - GOLDMAN SACHS BANK	250,003	1.550%	8/3/2016	8/3/2021	399
3090683803	STATE FARM BANK	250,435	3.050%	10/21/2013	10/24/2023	1,211
1731202F5	Citibank	246,000	3.200%	1/25/2019	1/25/2024	1,304
61690UDL1	Morgan Stanley N/A	246,000	3.100%	1/24/2019	1/24/2024	1,303
61760AUU1	Morgan Stanley Private Bank	246,000	3.000%	1/24/2019	1/24/2023	938
02007GHD8	Ally Bank UT	246,000	2.900%	1/24/2019	1/24/2022	573
		<u>\$ 29,886,972</u>				
			RECORDED INTEREST AS OF 6/30/2020	% OF LIQUID PORTFOLIO HOLDINGS	WEIGHTED AVERAGE RATE OF EARNINGS	WEIGHTED AVERAGE MATURITY
			<u>\$ 319,230.74</u>	<u>93.364%</u>	<u>1.194%</u>	<u>59</u>

Portfolio holdings as of the fourth quarter ended June 30, 2020, are in compliance with the current Investment Policy. With 93.364% 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-4

MEETING DATE: October 27, 2020

Staff Report

TO: Honorable Mayor and City Council

DATE: October 13, 2020

FROM: Eric Endersby, Harbor Director

SUBJECT: Adoption of Resolution No. 92-20 Approving the Assignment and Assumption and Conditionally Authorizing the Mayor to Execute Documents Necessary for the Assignment and Assumption at Lease Site 91-92/91W-92W and Accepting Deeds of Trust Related Thereto (Anderson Inn, 897 Embarcadero), and Rescinding Resolution Nos. 17-20 and 76-20 that Conditionally Approved Previous Assignments and Assumptions of Lease Site 91-92/91W-92W, Because Those Associated Sales Were Not Consummated

RECOMMENDATION

Staff recommend the City Council adopt Resolution No. 92-20 allowing the Mayor to authorize the assignment and assumption, and authorizing the Mayor to execute necessary documents, and accepting deeds of trust related thereto regarding sale of the leasehold interest of Lease Site 91-92/91W-92W to a yet to be officially formed and registered limited liability company owned by Christopher and Cynthia Kostecka, with documents subject to approval of the City Attorney.

In addition, staff recommend the City Council rescind Resolution Nos. 17-20 and 76-20, which approved previous assignments and assumptions, because those associated lease site sales fell out of escrow and were not consummated.

ALTERNATIVES

Do not approve Resolution No. 92-20.

FISCAL IMPACT

There is no fiscal impact to this action.

BACKGROUND

The Anderson Inn lease site has been under the ownership of the Anderson family for nearly 50 years, and has historically been one of the City's most productive and well-run lease sites. The site was completely redeveloped in 2004-2005, in conjunction with execution of a new 50-year master lease that expires in 2055.

The Andersons entered into two previous escrows for the sale of the lease site earlier this year, which associated assignments and assumptions were approved by the City Council on February 20 and August 11 by Resolutions 17-20 and 76-20, respectively. Both of those sale failures appear to have been caused by financial and other uncertainties of the COVID-19 pandemic.

Prepared By: EE

Dept Review: EE

City Manager Review: SC

City Attorney Review: JP

This assignment and assumption is subject to the normal assignment and assumption approval process as outlined in the lease. The Anderson Family Partnership is a tenant in good standing.

DISCUSSION

The Anderson Family Partnership has applied to have this lease agreement assigned to and assumed by Christopher and Cynthia Kostecka, who are forming a new limited liability corporation, Anderson Inn LLC, under which the lease will be held. The Kosteckas have successfully operated the Estero Inn lease site, Lease Site 53-56/53W-56W, under the ownership of Estero Inn LLC, since acquiring it in 2017, and are also tenants in good standing with their ~three year history operating that site.

As with all of our waterfront leases, this lease agreement stipules such an assignment and assumption approval cannot be unreasonably withheld by the City, provided the proposed new master tenant “is financially reliable and qualified to conduct the business” for which the lease was granted. The application fee and documents necessary for the assignment are submitted and financial and other reviews of the Kosteckas are complete, and, provided the Anderson Inn LLC is properly established and registered with the State of California Secretary of State and obtains a City of Morro Bay business license, staff see no reason the assignment and assumption should not be conditionally approved.

In addition, the Kosteckas/Anderson Inn LLC are requesting City Council approval of a new Deed of Trust with Pacific Premier Bank against the leasehold interest in the amount of \$1,800,000, in addition to approval of a second deed of trust of approximately \$1,325,000 being carried by the Andersons, for the purchase of the lease site. The Harbor Department Lease Management Policy stipulates the City will not approve financing related to a lease site, unless such financing is for sole investment in or upon the lease site, or for City requested public improvements. Resolution No. 92-20 will allow Anderson Inn LLC to record the necessary deeds of trust, as long as those deeds of trust and all relevant documents to be signed by the Mayor, including registration of the LLC with the Secretary of State and acquisition of a City business license, are reviewed and approved by the City Attorney.

CONCLUSION

Staff recommends the City Council adopt Resolution No. 92-20 approving the assignment and assumption and authorizing the Mayor to execute all necessary documents for the assumed and new debt to Anderson Inn LLC, as approved by the City Attorney, in addition to rescinding Resolutions 17-20 and 76-20 approving the two previous sales of the lease site that were not consummated.

ATTACHMENT

1. Resolution No. 92-20

RESOLUTION NO. 92-20

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
APPROVING THE ASSIGNMENT OF LEASE SITE 91-92/91W-92W TO ANDERSON
INN LLC; CONDITIONALLY AUTHORIZING THE MAYOR TO EXECUTE
DOCUMENTS NECESSARY FOR THE ASSIGNMENT AND ASSUMPTION, AND
ACCEPTING NEW DEEDS OF TRUST FOR FINANCING ON THE PROPERTY
RELATED THERETO AT LEASE SITE 91-92/91W-92W,
LOCATED AT 897 EMBARCADERO ROAD, MORRO BAY; AND RESCINDING
RESOLUTIONS NO. 17-20 AND 76-20**

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

WHEREAS, the City of Morro Bay is the lessor of certain properties on the Morro Bay Waterfront described as City Tidelands leases and properties; and

WHEREAS, for nearly 50 years, the Anderson Family and the Anderson Family Partnership have been the lessees of Lease Site 91-92/91W-92W, located at 897 Embarcadero Road; and

WHEREAS, first in February, 2020 and again in August, 2020 the Anderson Family Partnership previously attempted to sell their leasehold interest and improvements, as approved by the City Council in Resolution Nos. 17-20 and 76-20, but those sales fell out of escrow and were not consummated; and

WHEREAS, the Anderson Family Partnership now desires to sell those leasehold interest and improvements to Anderson Inn LLC; and

WHEREAS, Anderson Family Partnership and Anderson Inn LLC have satisfactorily submitted the necessary documents for the assignment and assumption, and the Anderson Family Partnership is a tenant in excellent standing; and

WHEREAS, Anderson Inn LLC is financing the purchase of the leasehold and improvements with a loan from Pacific Premier Bank, as well as a loan from the Anderson's for part of the purchase price, using the lease agreement and improvements as security; and

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

1. Resolutions No. 17-20 and 76-20 are hereby rescinded.
2. The City Council approves assignment and assumption of the leasehold interest to Anderson Inn LLC; provided, that all standard stipulations for assignment are met per the City's assignment application form and Anderson Inn LLC is officially formed and registered to do business in California and the City .
3. The Mayor is hereby authorized to execute said assignment and assumption, as approved by the City Attorney.

4. The Mayor is hereby directed to execute, as necessary, any and all documents, as approved by the City Attorney, necessary to consummate the lending deeds of trust desired by Anderson Inn LLC.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 27th day of October, 2020 on the following vote:

AYES:
NOES:
ABSENT:

John Heading, Mayor

ATTEST:

Dana Swanson, City Clerk

made by Council at the September 22, 2020 meeting. Links to those two meetings are listed at the end of this staff report.

On October 13, 2020, after another round of public comment and detailed Council discussion, the City Council made further revisions to the ordinance.

Below are the changes made to Ordinance No 640 on the floor by the City Council and which are reflected in the attached ordinance as redline. All these redlined changes were introduced by Council for a first reading and introduction of Ordinance No 640 at the October 13, 2020 Council meeting.

Note that the *previous* redlines presented in the staff report on October 13, 2020 (being the changes requested at the September 22, 2020 Council meeting) in Ordinance No. 640, that were accepted by the City Council on the floor at the October 13, 2020 meeting, are no longer in redline.

1. **Multi-family STRs** - prohibited in residential zones, “1/8th” rule applies in mixed-use or commercial zones, and “grandfathering” of existing multi-family STRs in good standing with the City
 - a. Section 17.41.050(A) – includes existing multi-family STRs as being “grandfathered”
 - b. Section 17.41.040(C) - applies the “1/8th” rule to multi-family developments in mixed-use and commercial zones
 - c. Section 17.41.040(E) - added to prohibit all multi-family STRs in residential zones (those with existing STR permits and in good standing would be grandfathered)
 - d. Section 17.41.030(O) - removed as specifically prohibited apartment STRs in residential zones, and apartments are now included in general prohibition of all multi-family STRs in residential zones as provided by Section 17.41.040(E)
2. **Separation Requirement for single family full-home STRs in Residential Zones**
 - a. Section 17.41.040(D)(1) - 175 foot distance between full-home single family STRs in residential zones measured by a radius
3. **Accessory Dwelling Units (“ADU”)** - allow existing ADU short-term vacation rentals (“STR”) in good standing with City, all such ADU STRs are including in cap of 175 and density restrictions, and otherwise prospectively prohibit new ADU STRs
 - a. Section 17.41.050(A) – now includes ADU STRs in good standing with City as being “grandfathered,” through removal of Section 17.41.050(B)
 - b. Section 17.41.030(N) - add language to provide for “grandfathering” of existing ADU STRs, through Section 17.41.050(A)
 - c. Section 17.41.040(D) – include all ADU STRs (being the ones “grandfathered”) within 175 feet radius buffer

- d. Section 17.41.020 (Definitions) – definition of “short-term vacation rental” keeps “accessory dwelling unit, or junior accessory dwelling unit” in the definition as some ADU STRs allowed through “grandfathering” provision
- e. Section 17.41.040(A) - add language to reflect 175 cap applies to all ADU STRs (being the ones “grandfathered”)

4. Noise Rules

- a. Section 17.41.090(H) - Revised to make noise rules - as provided for in local code - expressly applicable to STR guests.

CONCLUSION

Staff recommends that the City Council consider adopting Ordinance No. 640 by second reading and by title only, with further reading waived.

ATTACHMENT

- 1. Ordinance No. 640

LINKS

- September 22, 2020 Council meeting staff report item B-2 for Ordinance No. 640:
<http://www.morrobayca.gov/ArchiveCenter/ViewFile/Item/5443>
- October 13, 2020 Council meeting staff report item B-1 for Ordinance No. 640:
<http://www.morrobayca.gov/ArchiveCenter/ViewFile/Item/5456>

ORDINANCE NO. 640

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA REPEALING CHAPTER 5.47 (SHORT-TERM VACATION RENTAL PERMIT) OF TITLE 5 (BUSINESS TAX CERTIFICATES AND REGULATIONS), AND ADDING CHAPTER 17.41 (SHORT-TERM VACATION RENTALS) OF TITLE 17 (ZONING) OF THE MORRO BAY MUNICIPAL CODE RELATING TO THE PERMITTING AND OPERATION OF SHORT-TERM VACATION RENTALS

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

WHEREAS, the City of Morro Bay is a unique community that takes pride in its community character.

WHEREAS, a central and significant goal for the City is preservation of its housing stock for residents and preserving the quality and character of residential neighborhoods.

WHEREAS, the City is a popular tourist destination and derives part of its revenue and prestige from this.

WHEREAS, the City Council of the City of Morro Bay finds that it is important that visitors to the City feel welcome and have access to a range of accommodations.

WHEREAS, the City Council finds that the proliferation of short-term vacation rentals has the potential for negative impacts on the community associated with noise, parking, and traffic impacts.

WHEREAS, while the City Council recognizes that short-term vacation rentals can be conducted in harmony with surrounding uses, those activities must be regulated to ensure that these activities do not threaten the residential quality and character of the neighborhoods where they are operating, or otherwise harm the public health, safety, or general welfare.

WHEREAS, by the adoption of this Ordinance, the City Council wishes to strike the appropriate balance between welcoming visitors and maintaining the neighborhood character of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORRO BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council of the City of Morro Bay finds:

A. The above referenced recitals are true and correct and material to the adoption of this Ordinance, and are incorporated herein by reference.

B. The proposed Zoning Ordinance Amendments will not be injurious or detrimental to the health, safety, comfort, general welfare or well-being of the persons residing or working in the neighborhood.

C. The Local Coastal Plan Implementation Program Amendments are intended to further the goals of the California Coastal Act, as set forth in Section 30001.5 of the Public Resources Code, to:

1. Protect, maintain, and where feasible, enhance and restore the overall quality of the coastal zone environment and its natural and artificial resources.

2. Assure orderly, balanced utilization and conservation of coastal zone resources taking into account the social and economic needs of the people of the state.

3. Maximize public access to and along the coast and maximize public recreational opportunities in the coastal zone consistent with sound resources conservation principles and constitutionally protected rights of private property owners.

4. Assure priority for coastal-dependent and coastal-related development over other development on the coast.

5. Encourage state and local initiatives and cooperation in preparing procedures to implement coordinated planning and development for mutually beneficial uses, including educational uses, in the coastal zone.

D. Pursuant to Morro Bay Municipal Code Section 17.64.080, no amendment to the Zoning Ordinance shall be legally effective in the coastal zone until the amendment is certified by the Coastal Commission. If the Coastal Commission certifies this Ordinance conditioned on substantive changes being made, then the Council will consider the introduction and adoption of another ordinance to incorporate those substantive changes. If the Coastal Commission certifies this Ordinance conditioned on non-substantive changes being made to this Ordinance, then the City Clerk is authorized to amend this Ordinance to reflect those non-substantive changes.

SECTION 2. Chapter 5.47 (Short-term vacation rental Permit) of Title 5 (Business Tax Certificates and Regulations) of the Morro Bay Municipal Code is hereby repealed in its entirety upon both final certification by the California Coastal Commission, as well as the effective date as an operation of law, of a new Chapter 17.41 of the Morro Bay Municipal Code, relating to the permitting and operation of short-term vacation rentals, in a form substantially similar to the form contained herein.

SECTION 3. Chapter 17.41 (Short-term vacation rentals) of Title 17 (Zoning) is added to the Morro Bay Municipal Code, as follows:

17.41 Short-term Vacation Rentals

17.41.010 Purpose

The purpose of this chapter is to establish a set of regulations applicable to short-term vacation rentals. In the adoption of these standards the City Council finds that short-term vacation rentals support the City’s significant tourism industry, but also have the potential to be incompatible with surrounding residential uses, especially when several are concentrated in the same area, as they can have a deleterious effect on the adjacent full-time residents, and may alter the character of the neighborhoods within which they are located. To that end, the City Council with this Ordinance is adopting density limitations in residential zones, a permit scheme, and operational standards that strike the balance between these interests.

17.41.020 Definitions

The terms used in this chapter shall have the following meanings, as well as the meanings of the terms as defined in the chapter for “definitions” in the zoning title of this Code, unless the context clearly indicates otherwise; and, in the event of conflict this chapter shall govern unless specified.

“Affordable housing unit” means no more than 30% of the monthly household income for rent and utilities for individuals and families of moderate, low, very low, or extremely low incomes, as defined by State law.

“Accessory dwelling unit” shall have the same meaning as the term is defined in Section 65852.2 of the Government Code.

“Bedroom” means any habitable space in a dwelling unit other than a kitchen or living room that is intended for or capable of being used for sleeping, is at least 70 square feet in area, meets all

requirements of the California Residential Code, and has a window or opening that can be used for emergency egress.

“Booking transaction” means any reservation or payment service provided by a company that facilitates a short-term vacation rental transaction between a prospective visitor and a host.

“City Manager,” as the term is defined in Chapter 2.12 of this Code, shall include his/her designee.

“Finance Director,” as the term defined in Section 2.16.090 of this Code, shall include his/her designee.

“Full-home rental” means a short-term vacation rental of no more than 30 consecutive days of a home, in whole or in part, for exclusive transient use. The guest enjoys the exclusive private use of the dwelling, and the host is not present.

“Guest” means a person who rents a short-term vacation rental.

“Host” means the owner or his/her authorized agent, of a short-term vacation rental, who is responsible for its operation. A host can include the property owner, a tenant, or a management company.

“Home-sharing rental” means a short-term vacation rental within a dwelling that is the host’s primary residence, and where the host is on site throughout the guest’s stay. Home-sharing rentals include guest houses when the host is on site in the primary residence throughout the guest’s stay in the guest house, and any unit in a multifamily dwelling of no more than four units, where the host lives in the primary residence or in one of the units.

“Hosting platform” means a company that participates in the short-term vacation rental business by collecting or receiving a fee, directly or indirectly through an agent or intermediary, for conducting a booking transaction using any medium of facilitation.

“Junior accessory dwelling unit” shall have the same meaning as the term is defined in Section 65852.22 of the Government Code.

“Local contact person” means an individual who is personally available by telephone on a 24-hour basis and who maintains the ability to initiate corrective action within one hour of being notified of a concern or complaint and who has authority to address violations of this Ordinance or any disturbance or problem at a short-term vacation rental.

“Multi-family dwelling” means a residential development with two or more attached dwellings, such as apartment or condominium buildings, duplexes, triplexes, fourplexes, and townhouses. Any Zoning Ordinance definition of “multi-family dwelling” that may be inconsistent with this definition shall govern.

“Primary residence” means the usual place of return for housing of an owner or long-term resident as documented by at least two of the following: motor vehicle registration, driver’s license, California state identification card, voter registration, income tax return, or property tax bill. A person can only have one primary residence.

“Property owner” or “owner” means the person or entity holding single or unified beneficial title to a property.

“Short-term vacation rental” means a single family dwelling, multi-family unit, bedroom of a primary residence, accessory dwelling unit, or junior accessory dwelling unit, which is rented to a guest for compensation for the purpose of lodging for a period of thirty (30) or fewer consecutive days. “Short-term vacation rental” encompasses home-sharing and full-home rentals. “For compensation” includes, but is not limited to, rental of the property for any form of monetary or non-monetary consideration, including but not limited to money, goods, or services, as well as in-kind exchanges of goods, services, or premises.

“Single family dwelling” means a dwelling unit that is designed for occupancy by one household with private yards on all sides. This classification includes individual manufactured housing units. Any Zoning Ordinance definition of “single family dwelling” that may be inconsistent with this definition shall govern.

17.41.030 Short-term Vacation Rentals — General

- A. Short-term vacation rentals may only be operated pursuant to a current and valid short-term vacation rental permit from the City of Morro Bay, as well as a current and valid City business license, in accordance with all the requirements of this chapter. Permits shall be obtained by the property owner. Permits shall be valid for no more than 12 months, unless renewed.

- B. Permits are non-transferable and are unique to the specific property and property owner. A permit for a property shall not be valid for a successor owner or host.
- C. Short-term vacation rentals are permitted in residential, mixed use, and commercial zones only. Full-home short-term vacation rentals in residential zones shall be subject to the density limitations of Section 17.41.040, below.
- D. Short-term vacation rentals shall not be operated in vehicles or in non-habitable or illegally constructed structures, such as sheds, unconverted garages, cars, vans, or trucks, unpermitted attached or detached accessory dwelling units, unpermitted rooms or patios, etc.
- E. Short-term vacation rentals shall not be operated from dwellings that are designated as affordable housing units, or out of mobile home parks.
- F. Short-term vacation rentals may not be operated from boats in the harbor, or from recreational vehicles unless permitted through the Conditional Use Permit process.
- G. Operation of short-term vacation rentals in housing developments shall be permitted to the extent they are permitted by the development's CC&Rs. All provisions of this chapter shall apply. In case of conflict between this chapter and the development's CC&Rs, the more restrictive provisions shall apply. The City shall not be responsible for enforcing CC&R provisions relating to short-term vacation rentals.
- H. The City shall provide public information regarding validly permitted short-term vacation rentals.
- I. The provisions of this chapter shall apply to both home-sharing and full-home short-term vacation rentals, unless otherwise indicated.
- J. The host, and the property owner, if different, have the responsibility to ensure that the short-term vacation rental and its guests comply with all the provisions of this Ordinance. The City must have current contact information for both the local contact person and the host, if they are different. Any change in contact information must be provided to the City forthwith.
- K. Transient occupancy tax, Morro Bay Tourism Business Improvement District assessments and San Luis Obispo County Tourism Marketing District (SLOCTMD) assessment shall

be collected on short-term vacation rentals in accordance with Chapters 3.24 (Transient Occupancy Tax) and 3.60 (Tourism Business Improvement District Law) of the Morro Bay Municipal Code. Short-term vacation rentals must contribute a minimum of \$500 of TOT annually to maintain a valid permit.

- L. The City Council may by resolution promulgate additional regulations relating to the operation of permitted short-term vacation rentals, including but not limited to, a training program for current and potential hosts, content guidelines for an informational brochure to be provided to guests (Good Neighbor Brochure), and additional reporting requirements.
- M. The use of a guest house as a short-term vacation rental is prohibited, unless the guest house is rented as a home-share vacation rental with the host on site in the primary residence throughout the guest's stay in the guest house.
- N. “Notwithstanding any other provision herein, §short-term vacation rentals shall not be operated out of accessory dwelling units or junior accessory dwelling units, as provided in state law, except as provided for in Section 17.41.050(A).
- ~~O. Short-term vacation rentals shall not be operated in residential zones out of apartments or apartment houses.~~

17.41.040 Short-term Vacation Rentals — Density Limitations

- A. The maximum allowable number of full-home short-term vacation rentals in residential zones is 175, subject to Section 17.41.050 (Nonconforming short-term vacation rentals). No new permit applications for full-home short-term vacation rentals in a residential zone will be accepted until the number of active permits drops below 175. This limitation shall not apply to home-share short-term vacation rentals in residential zones. This limitation applies to all accessory dwelling units or junior accessory dwelling units. No maximum number of short-term vacation rentals applies to the commercial and mixed-use zones.
- B. Property owners who wish to apply for short-term vacation rental permits for property in a residential zone shall be issued permits on a first-come, first-served basis, provided the proposed short-term vacation rentals do not violate the density limitations herein. Applicants who are not eligible for a permit due to these density limitations shall be placed on a chronologically maintained waiting list.

- C. Multi-family developments in ~~residential-mixed-use and commercial~~ zones. No more than 12.5% (1/8th) of the total number of units in a multi-family dwelling in a ~~residential mixed-use or commercial~~ zone can be operated as a short-term vacation rental. Multi-family dwellings of fewer than 8 units shall have no more than one unit operating as a short-term vacation rental. Any ~~residentially-mixed-use or commercially~~ zoned lot with a single family dwelling and a multi-family dwelling shall also be subject to these density limitations.
- D. Full-home single-family dwellings in residential zones.
1. Single family dwelling full-home short-term vacation rentals in residential zones must be separated ~~by no fewer than three lots without full home short term vacation rentals, or~~ by a 175 feet ~~radius (as measured from exterior property line) from any other full-home short-term vacation rental in a residential zone, whichever is greater. A full-home single family dwelling short term vacation rental may not abut another such full home short term vacation rental in front, behind, or kitty corner from each other, including across a street or alley.~~ This limitation applies to a single family dwelling used as a full-home rental, and this limitation does not apply to a single family dwelling used as a home-share rental. This limitation applies to all accessory dwelling units or junior accessory dwelling units. Abutting or intervening lots with multi-family dwellings are also subject to this spacing limitation.
 2. Only one full-home short-term vacation rental shall be permitted on any property with a single-family dwelling.
- E. Multi-family developments in residential zones may not be used as short-term vacation rentals.

17.41.050 Nonconforming Short-Term Vacation Rentals

- A. Short-term vacation rentals lawfully permitted by the City prior to the effective date of this ordinance, and in good standing with the City on the effective date of this ordinance, shall be considered legal nonconforming uses not subject to the limitations of Section 17.41.040, provided they obtain a new short-term vacation rental permit pursuant to this Ordinance within 1 year of its effective date. The permit application in conformance with this chapter should be filed in lieu of a renewal application.

17.41.060 Permit Application and Renewal

- A. A completed application for a short-term vacation rental permit shall be submitted by the property owner to the Finance Director on a form provided by the City, and shall include the following information:
1. Name, address, and current contact information of the property owner/applicant. Any change in this information must be provided to the City forthwith. The application must be signed under penalty of perjury by the property owner. A permit application may not be submitted or signed by a property management company or other commercial agent.
 2. If different from the property owner, name and address of the host, including current contact information.
 3. Address and description of the property that will be used as a short-term vacation rental. The description shall include number of rooms, maximum guest occupancy, amenities, and available parking for guests.
 4. Whether the short-term vacation rental will be operated as a home-sharing or full-home rental.
 5. The house rules for the short-term vacation rental and any other information that will be provided to the guest.
 6. Proof that the property owner has insured the property as a short-term vacation rental.
 7. Hosting platforms that will advertise the property.
 8. A copy of any valid and current short-term vacation rental permit held by the applicant for any other property in the City.
 9. Information on any short-term vacation rental permits that have been suspended or revoked as to the host or the property owner anywhere in the State of California, or as to the property, within the previous two years, and the reasons therefor.

10. If the property owner has been asked or been compelled to no longer advertise with a hosting platform within the previous two years, and the reasons therefor.

B. Inspection.

1. A completed application shall include a completed inspection report. The report shall include:
 - a. Number of exits
 - b. Conformance with application information
 - c. Sufficient off-street parking
 - d. Signage, per requirements
 - e. A Good Neighbor Brochure
 - f. Compliance with any other applicable code requirement
 2. Short-term vacation rentals shall be inspected as part of the initial application, and every 4 years thereafter at the time of renewal. Each renewal application when a City inspection is not required will include a self-inspection form to be filled out and signed under penalty of perjury by the property owner.
 3. Properties may be additionally inspected to ensure that any violations are timely corrected.
- C. Any change in the information in the application, whether the change occurs while the application is pending, or at any time after the permit issues, must be provided to the City forthwith.
- D. The City shall review the application for completeness. If the application is incomplete, the City shall inform the applicant in writing within 30 days of receipt of the application, articulating the necessary additional information for completeness. An application that is found to be incomplete upon a second submission shall be deemed abandoned.
- E. The City shall deny, conditionally approve, or approve an application within 45 days of receipt of a completed application. Conditions imposed shall be aimed at ensuring that the

short-term vacation rental does not create a disturbance in the neighborhood, and is not operated in a manner that will undermine the character of its neighborhood.

F. Renewals.

1. Permit renewals shall be submitted 60 days prior to permit expiration on a form provided by the City and signed by the property owner. Renewal forms must detail any changes in the short-term vacation rental (bedrooms, ownership, number of guests, parking, etc.), and shall otherwise certify that other than what is listed as a change, the information in the original application remains the same.
2. Permit renewals that are not timely submitted per Subsection F.1. may experience a delay in reissuance. In the event a permit expires before the renewal permit is issued because of a delay in renewal submittal, the permit shall be deemed suspended until the renewal issues, and the short-term vacation rental may not be rented as such.
3. Any permit whose renewal application is submitted after the permit's expiration shall be deemed abandoned. Reapplication shall only be accepted in full compliance with all the provisions of this chapter, including the density limitations.

G. Permit applications and renewals shall be subject to permit fees in accordance with the City's Master Fee Schedule. Permit fees shall include, but not be limited to, the reasonable cost of processing the application and inspection fees, as applicable.

17.41.070 Permit Denial, Suspension, and Revocation

A short-term vacation rental permit may be denied, suspended, or revoked based on the following grounds:

- A. A material misrepresentation on the application or renewal materials.
- B. The dwelling that is the subject of the application or permit is not in full compliance with all applicable local, state, and federal regulations.
- C. The host has violated, or has permitted his/her guest to violate, the terms of the hosting platform, and as a result the hosting platform has withdrawn its permission to advertise on that platform.

- D. The host has violated, or has permitted his/her guest to violate, any of the operational requirements in Section 17.41.090. A host is presumptively permitting violations of the applicable regulations under the following circumstances:
1. If the violation consists of conduct by the guest that is disturbing the peace and quiet of the neighbors, or that constitutes an immediate threat to the health and safety, and the host does not initiate corrective action within one hour of being notified of the disturbance; or,
 2. If the noticed violation is not corrected before the next guest arrives at the property.
- E. The property owner has had a short-term vacation rental permit revoked or suspended in the preceding two years.
- F. Grounds for suspension. The City may initiate suspension proceedings for minor violations of this chapter, or of any applicable code, that are not timely corrected. Additional guidance on the grounds for suspension may be provided in the implementing regulations. A permit may be suspended for up to 180 days.
- G. Grounds for revocation. The City may initiate revocation proceedings for repeated or serious violations of this chapter or of any applicable code. Serious violations include any condition that is a threat to the guest's, the neighbors', or the public's health, safety, and welfare; or, conditions that constitute a public nuisance. Additional guidance may be provided in the implementing regulations.
- H. A notice of intent to suspend or revoke, and the reasons therefore, shall be provided to the permit holder. The permit holder shall have 15 days to submit relevant evidence for the City Manager's consideration. The City Manager shall issue a written decision articulating the grounds therefor within an additional 15 days, taking into consideration any relevant evidence submitted by the permit holder.
- I. Any property owner whose permit is revoked may not reapply for a short-term vacation rental for the property for which the permit was revoked, or for any other property, for two years following the date of revocation. Revocation of a permit shall not affect any other current and valid short-term rental vacation permits by that property owner.

17.41.080 Appeal of Permit Denial, Suspension, or Revocation

Any person whose permit application was denied, or whose permit was suspended or revoked, may appeal the decision as follows.

- A. An appeal must be submitted in writing to the City Manager within 15 days of the date of the decision. The appeal must articulate the reasons therefor, and shall be accompanied by an appeal fee in accordance with the City's Master Fee Schedule.
- B. The City Manager shall schedule an appeal hearing within 30 days of receipt of the appeal before an independent hearing officer, at which hearing the host will have an opportunity to be heard and to present evidence. Compensation for the independent hearing officer shall not be determined by the outcome of any appeal.
- C. The host shall be provided with notice of the hearing no later than 10 days prior to the hearing. The hearing may be postponed for good cause.
- D. The hearing officer shall not be bound by the formal rules of evidence. The hearing officer may consider all relevant evidence, and may exclude repetitive or irrelevant evidence.
- E. The hearing officer shall provide a written decision within 10 days of the hearing, and shall articulate the reasons therefor. The decision of the hearing officer shall be final. The hearing officer's decision may be challenged pursuant to Sections 1094.5 and 1094.6 of the Code of Civil Procedure, which shall be referenced in the written decision.

17.41.090 Operational Requirements

Short-term vacation rentals must comply with the following requirements.

- A. A copy of the short-term vacation rental permit must be posted in a prominent location within the short-term vacation rental.
- B. The host shall use reasonably prudent business practices to ensure that the short-term vacation rental is used in a manner that complies with all applicable laws, rules, and regulations pertaining to its use and occupancy.
- C. Parking.
 - 1. Short-term vacation rentals must provide sufficient onsite parking spaces for their guests; no offsite or other street parking is allowed.

2. Onsite parking should be only in legal spaces required for the applicable housing type.
- D. Short-term vacation rental operators must notify guests of the City’s licensing requirement. The permit number must be included in the hosting platform advertisement.
 - E. No one under the age of 21 years shall be permitted as the primary renter of a short-term vacation rental.
 - F. The host shall use reasonably prudent business practices to ensure that short-term vacation rental guests do not violate the provisions of this ordinance, or violate provisions of the code or any state law, such as but not limited to, regulations pertaining to noise, disorderly conduct, overcrowding, the consumption of alcohol, or the use of illegal drugs.
 - G. Occupancy for each full-home rental shall be limited to two individuals per bedroom, plus two, for a maximum of 10 guests; occupancy for home-share rentals shall be limited to two individuals per bedroom. Children under 3 years of age are excluded from the occupancy limits but children three and older are included.
 - H. ~~The City’s current noise ordinance requires reduced noise between 7:00 p.m. and 7:00 a.m.; “noise” is defined as sounds that are audible within 50 feet of the source of the sound.~~ Guests must comply with all local noise restrictions.
 - I. While a short-term vacation rental unit is rented, a local contact person shall be available 24 hours per day, 7 days per week, to respond to complaints or notification of violations, and if appropriate initiate corrective action regarding the conduct of the occupants or their guests, or the condition or operation, of the short-term vacation rental, within one hour of being notified.
 - J. The host shall:
 1. Prior to occupancy:
 - a. Obtain the contact information of the guest.
 - b. Require the guest to execute a written acknowledgment that he or she is legally responsible for compliance by all occupants of the short-term

vacation rental with all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term vacation rental.

2. Maintain the information required in item 1, above, for a period of two years, and make such information available upon request to any officer of the City responsible for the enforcement of any provision of this Ordinance or any other applicable local, state, or federal regulations.
 3. Provide guests with the Good Neighbor Brochure, the name and number of the local contact person where problems can be reported, the City's hotline number, and the short-term vacation rental's house rules.
- K. A sign shall be posted in a location visible and legible from the public right-of-way that contains the following information:
1. Identification as a short-term vacation rental, including the permit number.
 2. 24-hour contact information in case of problems or complaints, in conformance with Subsection I, above.
- L. Short-term vacation rentals shall be subject to the provisions of Chapter 8.16 (Solid Waste Management); in addition, short-term vacation rentals shall not leave their solid waste containers curbside any earlier than the day before pickup, or any later than one day after pickup. If this requirement cannot be met, the host must provide for concierge trash service, if this service is available at the property.

17.41.100 Advertising

- A. All short-term vacation rental advertisements shall include the permit number.
- B. Advertising of unpermitted short-term vacation rentals is prohibited.

17.41.110 Penalty and Enforcement

- A. Violations of this chapter are deemed a public nuisance, and may be abated as such. Each day a violation continues is deemed a new violation.
- B. Violations of this chapter may be punishable as infractions or misdemeanors, pursuant to Chapter 1.16 of this code.

- C. Violations of this chapter may be punishable thorough administrative fines, in accordance with Chapter 1.03, as may be set by City Council resolution.
- D. The owner of any illegally operated short-term vacation rental that is on the wait-list for a permit is presumed to have actual knowledge of the permit requirement. The owner of the illegally operated short-term vacation rental, as well as the unpermitted short-term vacation rental, shall be removed from the permit waiting list, and the host may not reapply for a short-term vacation rental permit for any property for two years. Any application for the same property shall also be barred for two years, irrespective of ownership.

SECTION 4. CEQA Findings. The Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, sections: 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); 15060(c)(3) (the activity is not a project as defined in Section 15378); and 15061(b)(3) (the activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment). The proposed ordinance maintains the status quo and prevents directly related changes in the environment. Because there is no possibility that this ordinance may have a significant adverse effect on the environment, the adoption of this ordinance is exempt from CEQA.

SECTION 5. Severability. If any section, subsection, phrase, or clause of this ordinance or any part thereof is for any reason held to be unconstitutional or otherwise unenforceable, such decision shall not affect the validity of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed this ordinance and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses be declared unconstitutional or otherwise unenforceable.

SECTION 6. Effective Date. This Ordinance shall take effect 30 days after its adoption and upon certification required as an operation of law.

SECTION 7. Certification. The City Clerk shall certify as to the passage and adoption of this Ordinance and shall cause the same to be posted as the designated locations in the City of Morro Bay.

INTRODUCED at a regular meeting of the City Council held on the 13th day of October 2020, by motion of Councilmember McPherson and seconded by Councilmember Davis.

PASSED AND ADOPTED on the ____ day of _____, 2020, by the following
vote:

AYES:
NOES:
ABSENT:

JOHN HEADDING, MAYOR

| ATTEST:

| _____
DANA SWANSON, City Clerk

APPROVED AS TO FORM:

CHRIS F. NEUMEYER, City Attorney

STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO)
CITY OF MORRO BAY)

I, Dana Swanson, CITY CLERK OF THE CITY OF MORRO BAY, DO HEREBY CERTIFY that the foregoing Ordinance Number 640 was duly adopted by the City Council of the City of Morro Bay at a regular meeting of said Council on the ____ day of _____2020, and that it was so adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

City Clerk, Dana Swanson

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AGENDA NO: C-2

MEETING DATE: October 27, 2020

Staff Report

TO: Honorable Mayor and City Council

DATE: October 27, 2020

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

SUBJECT: Review Morro Bay Emergency Plan and adopt Resolution No. 94-20 City of Morro Bay Emergency Management Plan adding Pandemic Continuity of Operations Annex L.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 94-20, accepting the revised City of Morro Bay Emergency Management Plan (EMP), adding Annex L Pandemic Continuity of Operations Plan.

FISCAL IMPACT

If approved, no fiscal impact will occur

BACKGROUND/DISCUSSION

On March 16, 2020, Morro Bay's Emergency Operations Center (EOC) was opened supporting the City, San Luis Obispo County, and State Public Health Emergency Declarations. Each critical position within the City's EOC was staffed with City employees and volunteers in accordance with Morro Bay's Emergency Management Plan (EMP).

On March 23, 2020, the EOC became 100 percent virtual using available technology to assist in keeping Morro Bay's EOC staff safe and healthy. Each operational period from one to two weeks is supported by a National Incident Management System (NIMS) recognized Incident Action Plans (IAP). In addition, each operational period is supported by virtual operational meetings for the complete EOC staff and multiple weekly EOC command and planning staff meetings to ensure our City staff's efforts will be focused on serving, safeguarding and protecting the community of Morro Bay while we strive to reduce the spread of COVID-19 and ultimately return to our normal way of life.

To date during the pandemic, our EOC has been open for 226 days using our EMP as a guidance. Since March 16th, 2020, our City staff and volunteers have addressed many complex issues concerning the pandemic. These actions and responses include:

- Created a safer working environment for our employee workforce and their families.
- Maintained our state of readiness to handle the increased emergency services demand while maintaining current safety guidelines.

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

- Provided new protection policies and supply Personnel Protection Equipment (PPE) to the City workforce.
- Developed programs to support our vulnerable population with the use of Morro Bay's Community Emergency Response Team (CERT), community volunteers, and City staff.
- Worked side-by-side with SLO County Public Health Department in interpreting and developing countywide policies.
- Coached and encouraged the business community through our different tiers of re-opening.
- Worked with our business community to enhance outdoor commerce and dining and a phased return to indoor commerce and dining.
- Developed traffic and Morro Rock parking plans to keep up with the increased traffic especially on weekends.
- Kept the public informed through an aggressive public information program including our "Morro Bay Face Mask Hero / Trash Hero" program, and a pending "Morro Bay Roll Up Your Sleeve" program to promote future inoculations.
- Supported our community's children through enrichment programs and educational pods through partnerships with the County, School District, and our Recreation Department.
- Developing a Drive-Through Point of Distribution plan for future influenza and potentially for COVID inoculations.
- Maximizing our cost recovery through FEMA and Cares funding by maintaining accurate financial documentation.

City command staff recognizes the hard work of all City employees, volunteers, and community members. Their passion to protect and help others in need is remarkable. The physical and financial hardship of our community is felt by all and our temporary "New Normal" is affecting 100% of our citizens and City workforce. The Morro Bay EOC will remain open to the end of our Public Health Emergency.

PREPARATION SUMMARY

Since first learning about the worldwide COVID-19 pandemic in late 2019, City staff has been preparing. Morro Bay opened its Emergency Operations Center (EOC) on March 16, 2020 using the guidelines in our Emergency Management Plan (EMP) and Draft Pandemic Continuity of Operations Annex.

Staff recognized the importance of following the guidelines set by our EMP – an EMP that was updated and approved by the City Council in January 2019.

In addition, staff recognized both a regional approach, as well as partnerships in managing a pandemic, are key to all communities within our county and state, with the limited resources available to us. Staff developed a Draft Pandemic Continuity of Operations Plan that is in concert with the format of the City's Basic Plan and other Hazard Specific Annexes.

The addition of the Pandemic Continuity of Operations Annex to our EMP is brought to City Council for review and approval, with the understanding that the components of our Pandemic Continuity of Operations Annex are tactical (not policy) and are subject to adjustment and change by City staff. Council action amends the Basic Plan (Part I), which is policy, and staff is authorized to add or amend specific elements of the annexes in Hazard Specific Annexes (Part II) which is tactical. Tonight's requested action from Council is to amend the Basic Plan (Part I) by resolution - and staff will then at same time by ministerial action amend the tactical section in the Hazard Specific Annexes (Part II).

The City's EMP, including the Hazard Specific Annexes, was developed using State Multiple Hazard Functional Planning guidelines, and as such, complies with state and federal mandates. Compatibility with the San Luis Obispo County Emergency Management Plans was designed into the City's EMP.

Common elements in the Plan include: 1) an annual review and update of all plans; 2) regular field or tabletop exercises for all plans; 3) automatic Emergency Operations Center (EOC) activation trigger points; and, 4) incident management, using both the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) at the Emergency Operations Center (EOC) level and the Incident Command System (ICS) at the field response level.

Morro Bay's Emergency Management Plan includes these parts:

- **Part 1 is the Basic Plan**, which serves as an overview for elements of response that are common to all types of emergencies. **This is the official portion of the Plan that is reviewed and adopted by the City Council.**
- **Part 2 Hazard Specific Annexes**, the hazard-specific plans that are used to implement the concepts and policies set forth in this Plan. Each Annex covers the response elements specific to the type of emergency addressed. **Staff is recommending an additional ANNEX for Pandemic Continuity of Operations Plan**
- **Part 3 Resource Directory** consists of support materials and references and is a stand-alone document. The materials are intended to provide emergency personnel with information and data to support the City's emergency response efforts.
- **Part 4 Recovery Resource Directory and Plan** consists of Recovery materials and references and is a stand-alone document. The materials are intended to provide information and data to support the City's emergency recovery efforts.
- **Part 5 Emergency Operations Center Position Checklists** consists of SEMS/NIMS Emergency Operations Center Position Checklists. The Checklists are intended to provide information to city Staff who are designated as Section Chief/Coordinators and their support staff.
- **Part 6 Debris Management** consists of Debris Management materials and references and is a stand-alone document. The materials are intended to provide information and data to support the City's Debris Management
- **Part 7 Shelter and Welfare** consists of Shelter and Welfare materials and references and is a stand-alone document. The materials are intended to provide information and data to support the needs of the City's emergency Care and Shelter efforts.
- **Part 8 Evacuation** consists of preplanned zones, routes and supplies needed for a systematic evacuation. In addition, guidelines are intended to clarify and explain the legal authority that our City and public safety agencies may use to initiate, maintain, and enforce restrictions on the movement of persons and property.

The Morro Bay Fire Department is responsible for Emergency Management and Preparedness coordination and will revise Hazard Specific Annexes and related support materials, as appropriate. That is tactical in nature (not policy), and as such revisions do not require City Council approval. The Fire Chief is required to review, maintain, and update the City's adopted EMP. The EMP Basic Plan

(Part 1) sets objectives and policy for the City, which are used during disasters and other large-scale emergencies. This document was adopted by resolution and, therefore, changes to the EMP Basic Plan with the addition of Annex L require the approval of the City Council. (Part 2) of Morro Bay's EMP covers all emergencies and it is broken down into the following types of major events including adding Pandemic Continuity of Operations Plan:

- A. Earthquake
- B. Hazardous Materials
- C. Multiple Casualty
- D. Flood
- E. Fire
- F. Tsunami
- G. Civil Disturbance
- H. Diablo Canyon Nuclear Power Plant
- I. Terrorism
- J. Adverse Weather
- K. Electrical Power Shut-Off Continuity of Operations Plan
- L. Pandemic Continuity of Operations Plan**

The Plan

Staff developed Annex L Pandemic Continuity of Operations for Morro Bay's EMP (Part 2). This annex provides guidance to the City of Morro Bay and may serve as the plan for maintaining essential functions and services during a pandemic. This annex neither replaces nor supersedes any current, or approved, continuity plan. This annex bridges the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This annex stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families, and similar approaches.

An infectious disease or influenza may not require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

Management Objectives

A clear definition of the City's emergency management goals enables unity of effort and consistency of purpose across our City departments and mutual aid received. By establishing SMART goals based on priorities within our City, we mark our expectations for success and move our planning process to a higher quality.

Staff created the following Management Objectives for Pandemic event in Morro Bay:

1. Provide for the safety of the public, agency employees, their families, and first responders at all times. Monitor the health of employees to ensure they receive proper and appropriate care.
2. Ensure that emergency service delivery efforts, both law enforcement, fire and emergency medical service, are uninterrupted.

3. Ensure continued public service and continuity of government capabilities to protect the citizens and to fulfill the City's mission including the provision of water and sewer services.
4. Institute preventive measures in all City workplaces, promoting proper hygiene to prevent the further spread of the diseases.
5. Provide for timely and accurate release of incident information to the public, media, first responders, agency administrators and cooperators by the EOC Public Information Office through a wide range of mediums.
6. Ensure coordination with law enforcement to maintain the protection of the public and maintain accountability in the event of shelter in place/isolation orders.
7. Ensure that the needs of medically dependent individuals and those with access and functional needs are provided information and assisted as needed/able.
8. Ensure close coordination and communication between Morro Bay EOC, County EOC, CHADOC, San Luis Coastal Unified School District and the City of Morro Bay.
9. Ensure the management actions and efforts will be focused on serving, safeguarding and protecting the community of Morro Bay.
10. Maintain accurate financial documentation which may be necessary for cost reimbursement.

CONTINUITY PLANNING

The plan emphasizes disease prevention for our workforce. Treatment options may be uncertain and may not be available. The actions outlined in this plan are intended to minimize the possibility of illness for City employees.

All City employees are Disaster Service Workers, as per California Government Code sections 3100 – 3109, who may be assigned non-traditional responsibilities. All the City employees must understand their potential role as a disaster service worker. When engaged as a disaster service worker, City employees performing duties are considered to be acting within the scope of disaster service duties while assisting any part of the organization or performing any act contributing to the protection of life or property or mitigating the effects of the emergency. This means that the duties assigned to City employees may be different than their traditional duties.

The City must plan to be self-sufficient. Limited availability of mutual aid resources and disruption of the supply chain will require that the City be prepared to operate independently for long periods of time. If supplies have not been acquired prior to an event, the City must purchase supplies as early as possible as early information of a pandemic becomes available.

CONCLUSION

Staff recommends the Council adopt Resolution No. 94-20, accepting the revised City of Morro Bay Emergency Management Plan (EMP), adding Annex L Pandemic Continuity of Operations Plan.

ATTACHMENTS

1. City of Morro Bay Resolution No. 94-20
2. City of Morro Bay Emergency Management, Part 1 Basic Plan
3. City of Morro Bay Emergency Management, Part 2 Annex L
4. Current Morro Bay EOC Incident Action Plan dated October 19, 2020
5. Staff Presentation

RESOLUTION NO. 94-20

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA,
ADOPTING THE OCTOBER 2020, REVISION OF THE MORRO BAY
EMERGENCY MANAGEMENT PLAN (EMP), PART 1, BASIC PLAN,
THE CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT
SYSTEM (SEMS), AND FEDERAL NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS),
ADDING A “PANDEMIC CONTINUITY OF OPERATIONS PLAN” ELEMENT TO THE EMP**

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

WHEREAS, the preservation of life and property is an inherent responsibility of local, state and federal governments, and

WHEREAS, no plan can prevent death and destruction, but good plans carried out by knowledgeable and well-trained personnel can and will minimize losses, and

WHEREAS, the City of Morro Bay has prepared an Emergency Management Plan (EMP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency, and

WHEREAS, Part 1 also known as the Basic Plan of the Emergency Management Plan, establishes the emergency organization, assigns tasks, specifies policies and general procedures, establishes emergency lines of Council member succession and provides for coordination for planning efforts of the various emergency staff and service elements, and

WHEREAS, the City of Morro Bay Emergency Management Plan establishes City policy and objectives for emergency management and response; and

WHEREAS, the City wants to assure the Emergency Management Plan reflects the City's use of the Federal National Incident Management System and State Standardized Emergency Management System as adopted by Resolution No. 05-19 on January 8, 2019; and

WHEREAS, the City desires through Council resolution to add Pandemic Continuity of Operations as new Section L in Part I (Basic Plan) of Morro Bay's Emergency Plan; and, the City desires to affirm the authorized addition by staff of a Pandemic Continuity of Operations Hazard Annex to Part II (Hazard Specific Annexes) of Morro Bay's Emergency Plan; and, the City desires to provide accurate updated data for compliance with state mandates, federal mandates, and San Luis Obispo County Emergency Management Plan to the City of Morro Bay Emergency Management Plan;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Morro Bay, California, that the City of Morro Bay hereby adopts the revised Part I (Basic Plan) of the City of Morro Bay Emergency Management Plan , California Standardized Emergency Management System, and Federal National Incident Management System (attached and incorporated by reference), adding a specific Pandemic Continuity of Operations component to the City of Morro Bay Emergency Management Plan.

PASSED AND ADOPTED by the City Council of the City of Morro Bay, at a regular meeting thereof held on the 27th day of October 2020 by the following vote:

AYES:
NOES:
ABSENT:

JOHN HEADDING, Mayor

ATTEST:

DANA SWANSON, City Clerk



City of Morro Bay

Comprehensive Emergency Management Plan

Basic Plan

Developed for:

Scott Collins
City Manager
City of Morro Bay
Morro Bay, CA

Developed by:

Steven C. Knuckles
Fire Chief
City of Morro Bay
Morro Bay, CA

October 20~~19~~²⁰

PLAN ADOPTION

This is the official City of Morro Bay Comprehensive Emergency Management Plan for responding to various emergencies causing damage in the City of Morro Bay. The Plan's responsibilities and authorities are effective as indicated below.

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The Morro Bay Fire Department is responsible for Emergency Management and Preparedness coordination and will revise Hazard Specific Annexes and related Support Materials, as appropriate. This Plan is Tactical in nature not Policy, and as such revisions does not require City Council approval.

The plan covers all emergencies and it is broken down into the following types of major events:

- A. Earthquake
- B. Hazardous Materials
- C. Multiple Casualty
- D. Flood
- E. Fire
- F. Tsunami
- G. Civil Disturbance
- H. Diablo Canyon Nuclear Power Plant
- I. Terrorism
- J. Adverse Weather
- K. Electrical Power Shut-Off
- L. Pandemic

The City of Morro Bay Comprehensive Emergency Management Plan, including the Hazard Specific Annexes, was developed using State Multiple Hazard Functional Planning guidelines, and as such, complies with state and federal mandates. Compatibility with the San Luis Obispo County Emergency Management Plans was designed into the City of Morro Bay Plan. Common elements in the Plan include an annual review and update of all plans, regular field or tabletop exercises for all plans, automatic Emergency Operations Center (EOC) activation trigger points, and incident management using both the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) at the Emergency Operations Center (EOC) level and the Incident Command System (ICS) at the field response level.

Steven C. Knuckles



Fire Chief
City of Morro Bay

Date: October ~~2227~~, 20192020

Basic Plan

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SECTION I - INTRODUCTION

A. Purpose

The purpose of the City of Morro Bay Emergency Management Plan (hereafter referred to as the “Plan”) is to describe the City of Morro Bay policies and concepts for responding to major emergencies that could affect the health, safety, and property of the public within the City of Morro Bay.

B. Objectives

The objectives of this Plan are to:

- Protect the public and property in the City of Morro Bay.
- Establish official City of Morro Bay policy for response to emergencies utilizing National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).
- Identify authorities and assign responsibilities for planning and response activities.
- Identify the scope of potential hazards which form a basis for planning.
- Identify other jurisdictions and organizations with which planning and emergency response activities should be coordinated.
- Establish the City of Morro Bay Emergency Organization that will lead the emergency response and recovery.
- Establish the City of Morro Bay policy for providing emergency information to the public.
- Outline pre-planned response actions that will be taken by the City of Morro Bay emergency personnel to mitigate the emergency's effects.
- Establish responsibilities for the maintenance of the overall City of Morro Bay emergency preparedness program.
- Establish basic operational protocols and guidelines for activating and operating the City of Morro Bay Emergency Operations Center.

C. Plan Organization

The City of Morro Bay’s Comprehensive Emergency Management Plan Basic Plan consists of eight parts.

An abstract of each part is provided below:

Part 1 – Basic Plan

The Basic Plan serves as an overview for elements of response that is common to all types of emergencies.

Part 2 - Hazard-Specific Annexes

The hazard-specific plans that are used to implement the concepts and policies set forth in this Plan. Each Annex covers the response elements specific to the type of emergency addressed. The annexes contained in Part 2 are as follows:

- Annex A. Earthquake
- Annex B. Hazardous Material
- Annex C. Multiple Casualty
- Annex D. Flood
- Annex E. Fire
- Annex F. Tsunami
- Annex G. Civil Disturbance
- Annex H. Diablo Canyon Nuclear Power Plant
- Annex I. Terrorism
- Annex J. Adverse Weather
- Annex K. Electrical Power Shut-Off Continuity of Operations
- Annex L. Pandemic Continuity of Operations

Part 3 – Resource Directory

City of Morro Bay Emergency Operations Center Resource Directory

The Resource Directory consists of support materials and references, and is a stand-alone document. The materials are intended to provide emergency personnel with information and data to support the City's emergency response efforts.

Resource Directory materials in Part 3 include:

1. City of Morro Bay Emergency Proclamations
2. City of Morro Bay Emergency Operations Center Communications and Messaging
3. City of Morro Bay Phone Directory (**Confidential Numbers-limited distribution**)
4. City of Morro Bay Reverse 911 Process
5. City of Morro Bay Faith Bases Organizations
6. Child Day Care Centers
7. ARES Activation
8. Senior Care Facilities
9. City of Morro Bay Police Volunteers
10. City of Morro Bay CERT activation process
11. City of Morro Bay Resources
12. Persons with Access and Function Needs
13. Emergency Alerting System (EAS)

Note: Parts 2 and 3, the Hazard Specific Annexes and Support Documents, are tactical contain information that changes frequently.

Part 4 – Recovery Resource Directory and Plan

Part 4 of this Plan consists of Recovery materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the City's emergency recovery efforts.

1. Concept of Operations
2. Recovery Operations Organization
3. Recovery Operations Responsibilities
4. Recovery Damage/Safety Assessment
5. Documentation
6. Disaster Assistance Process for Public Agencies
7. Hazard Mitigation – Planning and Prevention
8. After Action Reporting

Part 5 – Emergency Operations Center Position Checklists

Part 5 of this Plan consists of SEMS/NIMS Emergency Operations Center Position Checklists. The Checklists are intended to provide information to city Staff who are designated as Section Chief/Coordinators and their support staff.

Position Checklists include:

1. Emergency Operations Center Staff
2. Command Staff
3. General Staff
4. Operations Section
5. Logistics Section
6. Finance and Administration
7. Plans and Intelligence

Part 6 – Debris Management

Part 6 of this Plan consists of Debris Management materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the City's Debris Management.

The Debris Management Plan Consists of the following elements:

1. Applicant Eligibility
2. Concept of Operations
3. Temporary Debris Storage and Reduction (TSDR) Sites
4. Debris Removal
5. Eligible Work
6. Debris Reduction Methods
7. Demolition of a Damaged Public Facility or Privately Owned Building

8. Temporary Debris Storage and Reduction Site Closeout Procedures
9. Debris Forecasting and Estimating
10. Debris Monitoring
11. Organization and Responsibilities
12. Administration and Logistics
13. Authorities, References and Regulations

Part 7 – Shelter and Welfare

Part 7 of this Plan consists of Shelter and Welfare materials and references, and is a stand-alone document. The materials are intended to provide information and data to support the needs of the City's emergency Care and Shelter efforts.

The Care and Plan Directory consists of the following elements:

1. American Red Cross Activation Protocol
2. American Red Cross Shelters
3. Transportation Resources
4. Shelter Opening Checklist
5. Morro Bay Unified School District Telephone Numbers

Part 8 – Evacuation

Part 8 of this Plan consists of preplanned zones, routes and supplies needed for a systematic evacuation. In addition, guidelines are intended to clarify and explain the legal authority that our City and public safety agencies may use to initiate, maintain, and enforce restrictions on the movement of persons and property.

The Evacuation Plan Consists of the following elements:

1. City of Morro Bay Evacuation Zone Map
2. City of Morro Bay Evacuation and Repopulation Plan
3. California OES Legal Guidelines for Controlling Movement of People and Property

D. Persons with Functional and Access Needs

The Americans with Disabilities Act (ADA) of 1990 is incorporated into emergency preparedness plans. This law prohibits discrimination on the basis of disability. A best practice used to effectively address the needs of persons with disabilities or access and functional needs in emergency preparedness plans is establishing a process to pre-identify resources which may be used to fulfill requests from these individuals for reasonable accommodations they may need in emergency situations.

Functional Needs Support Services (FNSS) are defined as services that enable children and adults with or without disabilities who have access and functional needs to maintain their health, safety, and independence in a general population shelter. This may include personal assistance services (PAS), durable medical equipment (DME), consumable medical supplies (CMS), and reasonable

modification to common practices, policies and procedures. Individuals requiring FNSS may have sensory, physical, mental health, cognitive and/or intellectual disabilities affecting their capability to function independently without assistance. Additionally, the elderly, women in the late stages of pregnancy, and individuals requiring communication assistance and bariatric support may also benefit from FNSS.

On July 22, 2004, Executive Order 13347 was issued (Individuals with Disabilities in Emergency Preparedness), directing the federal government to work together with state, local and tribal governments, as well as private organizations, to appropriately address the safety and security needs of people with disabilities.

The City of Morro Bay will make every effort to comply with Title II of the Americans with Disabilities Act (ADA) and other applicable laws related to emergency and disaster-related programs, services and activities for individuals with disabilities, access and functional needs.

E. Plan Coordination

Almost all major emergencies result in response by more than one jurisdiction. The City of Morro Bay will ensure that program development is coordinated with surrounding jurisdictions. Response during an emergency must also be coordinated.

The following is a sample listing of jurisdictions where Plan development and response coordination is essential:

- Federal Emergency Management Agency (FEMA)
- Governor's Office of Emergency Services (CalOES)
- San Luis Obispo County Office of Emergency Services (OES)
- San Luis Obispo County Fire Department
- San Luis Obispo County Sheriff
- All Cities and Special Districts within San Luis Obispo County

F. Emergency Preparedness

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems.

Those identified in this plan, having either a primary or support mission relative to response and recovery, should prepare departmental Standard Operating Guidelines (SOGs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Department personnel should be acquainted with these SOGs and checklists through periodic training in the activation and execution procedures.

Preparedness activities are part of the implementation of the Emergency Services Act (ESA), the

Master Mutual Aid Agreement (MMAA), and the State Emergency Plan. This plan is considered in effect at all times to provide authorization to accomplish essential preparedness activities.

The receipt of a warning or the observation that a disaster is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOGs/EMPs/EOC Activation Plan.
- Dissemination of accurate and timely emergency public information.
- Accelerated training of permanent and volunteer staff.
- Inspection of critical facilities.
- Recruitment of additional staff and volunteers; as appropriate.
- Mobilization of resources.
- Testing warning and communications systems.

SECTION II - CONCEPTS OF OPERATION

This section outlines the concepts under which the City of Morro Bay will respond to emergencies. How the City of Morro Bay responds to emergencies will depend on the type and magnitude of the situation, many elements of response are similar.

A. Basic Elements of Emergency Response

Some of the basic elements of emergency response common to all types of emergencies include the following:

- Event Recognition
- Notification of Response Personnel
- Mobilization of Response Personnel
- Activation of Emergency Response Facilities and Resources
- Situation Reporting and Assessment
- Public Alerting and Information
- Protective Action Determination and Implementation
- Reentry and Recovery

Response to all emergencies involves the above elements. The type and magnitude of the emergency will determine the level of response necessary.

Some emergencies can be preceded with a buildup period lasting from hours to days, if recognized may provide advanced warning to the population groups which might be affected. In certain instances, all of the emergencies addressed in the Plan could be preceded by events that could be recognized as advance warning. These slow building events allow the emergency organizations and resources to be mobilized and prepare for emergency response. In other instances, emergencies can occur with little or no advance warning. This will require emergency organizations and resources to be mobilized just prior to or after the onset of the event.

Since Emergency Preparedness involves planning for worst-case events, the City of Morro Bay must be prepared to respond promptly and effectively and have a provision for mutual aid resources if the response effort requires resources beyond the City of Morro Bay capabilities.

The Hazard-Specific Annexes in Part 2 of this Plan provide the detailed concepts of operations for each type of emergency addressed in this Plan.

B. Mutual Aid Concepts

It is the policy of the City of Morro Bay to utilize Mutual Aid as the primary means to increase personnel and resources for the City of Morro Bay Emergency Organization. Mutual Aid procedures should be consistent with the California Master Mutual Aid Agreement, California Law Enforcement Mutual Aid Plan, California Fire and Rescue Mutual Aid System, and the San Luis Obispo County Fire, Rescue Mutual Aid Plan, and South San Luis Obispo County Coastal Incident Response Plan.

Mutual Aid assistance may be provided by one or more of the following:

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreements
- Medical/Health Mutual Aid Plan
- Public Works Mutual Aid Agreement and Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- California Fire Assistance Agreement

Mutual Aid, like the Incident Command System, is provided under the direct control of the requesting jurisdiction and Public Works Mutual Aid Plan under the broad direction of the Incident Commander.

C. San Luis Obispo County Office of Emergency Services

The Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at, 805. 781.1144.

The American Red Cross works together with the Shelter and Welfare Branch to identify and establish evacuation and general population shelter sites. In most cases the Shelter and Welfare Branch provides a supporting role to the American Red Cross.

SECTION III - HAZARD IDENTIFICATION AND ANALYSIS

This section provides a **general** overview of the potential threats presented by each of the types of emergencies listed in Part 1, Section I. A **detailed** hazard assessment for each type of emergency is presented in the hazard-specific annexes found in Part 2 of this Plan. Part 3, Support Materials is the Resource Directory for the Emergency Operations Center, Part 4, Recovery Resource Directory and

Plan, Part 5 Emergency Operations Center Position Checklists, Part 6 Debris Management Plan, Part 7 Shelter and Welfare, and Part 8 Evacuation Plan. The content is intended to provide information to support the City's recovery and continuity efforts. Each Part of the Plan is intended to be stand-alone documents. Each the hazard annex examines the potential effects that could result if an emergency of that type were to occur.

A. Earthquake

Hazard Analysis

1. Situations

Earthquakes are considered to be a threat to the city of Morro Bay due to a number of fault zones in the vicinity.

2. Potential Threats – Fault Systems

There are a number of active or potentially active fault systems throughout the region. Small earthquakes, in the range of about magnitude 2.0 – 2.7 and smaller, occur occasionally throughout and near Morro Bay.

There are four (4) known seismically active faults that run through San Luis Obispo County. These include the San Andreas Fault, the Nacimiento- Rinconada Fault, the Hosgri Fault, and the San Simeon Fault. The San Andreas Fault capable of an 8.5 magnitude earthquake is the best known of these four and potentially poses the greatest threat. Increases along this fault between Parkfield and Cholame indicate that we are past due for a 5.5 to 7.4 Richter magnitude earthquake in this area. The 6.55 San Simeon Earthquake of December 2003 damaged the Morro Bay Headquarters fire station and caused two fatalities in Paso Robles.

3. Potential Range of Damage

Potential emergencies or problems that may be triggered as a result of a light-to-heavy damage earthquake impacting the City include: building collapse (particularly un-reinforced masonry structures) causing need for rescue; mass injuries; hazardous materials releases; major fires; utility disruptions; major natural gas leaks; communication disruptions; need for evacuation; command and coordination problems; roadway and transportation system disruptions; and hospital/school disruptions to list a few.

The potential direct and indirect consequences of a major earthquake will severely stress the resources of the City and will require a high level of self- help, coordination and cooperation. Out-of-city assistance from other local, regional, state, federal and private agencies may be delayed by more than 72 hours, depending on the regional severity of the earthquake.

For the purpose of this Plan, earthquakes will be divided into four categories as follows:

a. No Damage Earthquake – Ground motion causes no damage (e.g., no deaths, 6 or less injured, no structural collapse, or no failure of communications, transportation, or utility systems).

b. Light Damage Earthquake – Ground motion causes isolated damage (e.g., 1 or

more deaths, 6 or more injured, 1 or more structures suffering partial or complete collapse, or any failure of communications, transportation, or utility systems).

c. Moderate Damage Earthquake – Ground motion causes widespread damage (e.g., several deaths, several injuries, several structures suffering partial or complete collapse, or major failures of communication, transportation, or utility systems).

d. Heavy Damage Earthquake – Ground motion causes catastrophic damage (e.g., massive fatalities, massive injuries, massive structural collapse, or long term failure of communication, transportation, or utility systems).

e. Aftershocks “aftershocks” are common and may last for days, weeks, or months intermittently. These aftershocks are less intense but can be as damaging as the primary shock wave due to weakened structures.

The Richter scale is a method of rating earthquakes based on strength using an indirect measure of released energy. Each one-point increase, on the Richter scale, corresponds to a 10-fold increase in the amplitude of the seismic shock waves and a 32-fold increase in energy released. As an example, an earthquake registering 7.0 on the Richter scale releases over 1,000 times more energy than an earthquake registering 6.0.

Liquefaction occurs when ground shaking causes loose, saturated soils to lose strength and act like viscous fluid. Liquefaction causes two types of ground failure: lateral spread and loss of bearing strength. Loss of bearing strength causes structures to collapse.

Unified Command will provide leadership of an Earthquake emergency with the Fire Chief or designee providing guidance to the Unified Command Staff.

B. Hazardous Materials

Hazard Analysis

1. Potential Threats

A hazardous material is any substance, natural or man-made, that may be harmful to life or to the environment. A hazardous materials incident is any emergency where these substances are involved. Hazardous materials incidents may occur at fixed facilities, along any air or land transportation route, and in unpredictable areas relatively inaccessible by ground transportation. The City contains two (2) major transportation arteries, Highway 1 and Highway 41, where thousands of tons of hazardous materials are transported annually through and into densely populated areas of the City. In 2001 an anhydrous ammonia leak at a fixed facility on Beach Street caused the evacuation of over 3,000 people in Morro Bay.

Pesticides and chemicals are stored at numerous sites around the City. Fixed facilities are found mainly in two areas: the Morro Bay Power Plant and the waterfront area. Air transportation of hazardous materials poses a small but still potential hazard. Hazardous waste is occasionally shipped along Highway 1, as an alternate to US 101 to a major dumpsite located in the Kettleman Hills near Highway 5.

2. Potential Range of Impacts

The vast majority of Hazardous Materials events may have little or no impact. However, Hazardous Materials events that are severe in nature may result in impacts ranging from evacuation to serious injuries to citizens and first responders.

The potential for a hazardous materials emergency exists primarily through transportation accidents of surface vehicles. Although the probability for a disastrous hazardous materials incident is low, the probability for extreme risk to life and property is high should such an emergency occur.

The City of Morro Bay Fire Department has the responsibility for emergency planning for hazardous materials incidents and for the coordination among hazardous materials emergency response agencies during an incident in the City.

Unified Command will provide leadership of a Hazardous Materials Incident emergency with the Fire Chief or designee providing guidance to the Unified Command Staff.

C. Multiple Casualty

A Multiple Casualty Incident (MCI) is one which involves a sufficient number of injured persons to overwhelm the first responding medical resources. The incident may be a significant medical hazard to a large population (natural disaster, Hazardous Materials Incident, etc.), or involves evacuation of a medical facility (hospital, convalescent home, etc.).

Additionally, the Harbor Festival and other large public events, along with the seasonal dangerous surf conditions at the Harbor entrance dictate the need for a Multi-casualty Plan.

Hazard Analysis

1. Potential Threats

The potential for a Multiple Casualty Incident in the City of Morro Bay always exists.

Surface Roadways

US 1 and 41 are heavily traveled with trucks, private cars, and passenger buses.

Air

In addition to flights in and out of the municipal airport, commercial and private air traffic passes over the City of Morro Bay. Military aircraft utilizes Vandenberg Air Force Base.

As a result, the potential exists for a Multiple Casualty Incident that could quickly overrun the capabilities of the City of Morro Bay's fire departments.

2. Potential Range of Impacts

A Multiple Casualty Incident that occurs can result in considerable loss of life and property.

Unified Command will provide leadership of a Multiple Casualty Incident with the Fire Chief or designee providing guidance to the Unified Command Staff.

D. Flood

Hazard Analysis

The National Weather Service's definition of a flash flood is a flood occurring in a watershed where the time of travel of the peak of flow from one end of the watershed to the other is less than six hours.

Several creek drainage systems, including Chorro Creek, the Morro/Little Morro Creek convergence, No-Name Creek, Alva Paul Creek, Toro Creek, and San Bernardo Creek flow into and/or near the City. Chorro Creek is the largest and runs along the southern boundary of the City near two mobile home parks. Morro Creek runs parallel to Highway 41. Little Morro Creek runs parallel to Little Morro Creek Road and combines with Morro Creek within the City near Main Street. No-Name Creek runs through the City along Island Street. Alva Paul runs through the city along Whidbey and Yerba Buena Streets. Toro Creek runs along the farthest northern boundary of the City. San Bernardo Creek runs under Highway 1 south of the City. As seen in the 1995 Floods, these creeks can present varying hazards during a flood and can block access to and egress from the City.

When rainfall and surface run-off from a storm exceeds a drainage system's capacity to adequately channel and contain the water flooding may occur. Potential flood areas include: the South Bay Boulevard area between Highway 1 and State Park Road; the area between Highway 41/Atascadero Road and Radcliff Avenue; low-lying sections of Island Street and Beachcomber; Highway 1, at the northern City limits; and, Highway 1 south of the City limits. Other problems and hazards associated with flooding and inclement weather include utility disruptions, broken power lines lying on the ground, trees damaged and blown down, and transportation route disruptions.

1. Situations

Typical rainfall amounts average 17" per year over most of the City of Morro Bay. However, much higher amounts can be expected in the coastal area to the west of the City of Morro Bay. Winter rainfall season is generally from November to March

Several factors determine the severity of floods, including rainfall intensity and duration, surface permeability, and geographic characteristics of the watershed such as shape and slope. A large amount of rainfall in a short time can result in flash flood conditions, as can a dam failure, or other sudden spill.

2. Potential Threats

When rainfall and surface run-off from a storm exceeds a drainage system's capacity to adequately channel and contain the water, flooding may occur. In addition to the threat of standing and running water, storms may pose other, more serious threats to the City of Morro Bay. Because of the largely unconsolidated nature of the sedimentary soils, washout of the materials on which bridges and roads are built on may be a major problem. River channel banks currently abut several roads. A slipping of hillsides may result in sections of roads being blocked or carried away. High winds often accompany winter storms and may cause significant damage to the community.

Unified Command will provide leadership of a Flood emergency with the Public Works Director or designee providing guidance to the Unified Command Staff.

E. Fire

Hazard Analysis

1. Potential Threats

The potential for a major fire in the City of Morro Bay of Morro Bay always exists. Residential, wildland-urban interface, industrial, and commercial areas, along with transportation fires are the primary areas of concern. The City of Morro Bay's geographic location within the Morro Bay Valley has a threat from a wildland fire. There are a number of areas in the community where homes and businesses are built closely together, providing difficult access and with very little defensible space. In addition, the construction of many of these buildings, often wood-frame with wood siding and combustible roofs, would offer significant fuel to a wind or topographically driven fire.

The City of Morro Bay has a limited number of older, un-reinforced masonry buildings and a large number of wood framed structures spread throughout the community. Typically these buildings lack modern fire protection systems and given their construction type could pose challenges for the Fire Department. A significant number of very large buildings can be found in the commercial and industrial areas of the City of Morro Bay.

The area's most at risk for a wildfire event are the hillside homes of north Morro Bay, structures and vessels located on or adjacent to the waterfront areas of the City, the older businesses lining Morro Bay Boulevard, and the structures in and adjacent to the Morro Bay State Park.

As a result, the potential exists for a major fire that could quickly over-run the capabilities of both the City of Morro Bay's and other local government fire departments.

2. Potential Range of Impacts

Major structure fires and wildland-urban interface fires could have a significant fiscal impact on the City of Morro Bay.

Unified Command will provide leadership of a Fire with the Fire Chief or designee providing guidance to the Unified Command Staff.

F. Tsunami

A tsunami, or seismic sea wave, is a series of waves generated by seismic activity in or near the Pacific Ocean. They may be as far apart as one hour, and up to twenty feet high on this part of the coast. There is no way to determine in advance the amplitude or size of the waves. A small tsunami at one beach can be a giant a few miles away.

Tsunamis have done great damage to communities located on the California coast. A tsunami in 1964 killed 12 people in Crescent City and damaged piers and boats in Morro Bay. Damage

in Morro Bay was caused as the bay emptied and filled every 15 minutes for over an hour. A 1960 tsunami killed 61 people in Hawaii; six hours after a warning had been issued. Sooner or later, tsunamis strike every coastline in the Pacific, and for this reason they pose a threat to the citizens and visitors of Morro Bay. Should such an emergency occur, the risk to life and property could be extreme.

Unified Command will provide leadership of a tsunami with the Fire Chief or designee providing guidance to the Unified Command Staff.

G. Civil Disturbance

Civil Disturbance is the spontaneous disruption of normal, orderly conduct and activities in urban, areas or outbreak of rioting or violence that is of a large nature is referred to as civil disturbance or disorder. Civil disorder is a demonstration of popular unrest that may manifest itself in acts of violence and destruction against property and human life.

High-density event-oriented populations occur at various times throughout the year. They are events that attract large numbers of persons such as; school events, parades, and festivals.

The Harbor Festival can host as many as 20,000 people at a time. Because of the myriad events that are available that weekend, virtually any type of audience can be expected to be in attendance at any one time. The prospect of a large concentration of individuals who are of a mind set to cause a civil disorder is a real possibility.

Hazard Analysis

1. Potential Threats

The threat to the public, law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

2. Potential Impacts

Damage possibilities range from the loss of life, multiple casualties, significant property damage from fire and looting, or the loss of infrastructure (electric and water systems).

Looting and fires can take place as a result of perceived or actual non-intervention by authorities and could take place in both commercial and residential areas of the City of Morro Bay. The setting of fires is a common occurrence in these types of events. Major structure fires or conflagrations are a real threat as fire suppression efforts will often be hindered

Unified Command will provide leadership to a Civil Disturbance event with the Police Chief or designee providing guidance to the Unified Command Staff.

H. Diablo Canyon Power Plant

The Diablo Canyon Diablo Canyon Power Plant is operated by the Pacific Gas and Electric Company (PG&E). The plant is located in San Luis Obispo County approximately 50 miles northwest of the City

of Morro Bay. The plant consists of two nuclear power generating units. Both units are operational. Each unit is a pressurized water-type reactor having an electric power generating capacity in excess of 1,000 megawatts.

When any Nuclear Power Plant is operated, the potential for a radiological accident exists, though the probability of a serious accident is very low. The principal deterrent to an accident is prevention through conservative design, construction and operation, which assures that the integrity of the reactor system, is maintained. Protective systems are installed and are automatically activated to counteract the resulting effects when any part of the reactor system fails. Emergency planning is necessary to assure public safety in the unlikely event that reactor safety systems fail. The Nuclear Regulatory Commissions, working in concert with State and Local Agencies, are responsible for the development of the Diablo Canyon Power Plant Emergency Response Plan.

Protective actions are advised in the event that it is necessary to avoid or reduce a projected dose of radiation. A projected dose is an estimate of the potential radiation dose to affected individuals. Generally, protective actions will be either evacuation or sheltering in place. Federal and State guidance advises protective actions for the Protective Action Zone (PAZ) that lies entirely within San Luis Obispo County.

Protective actions for the City of Morro Bay are not anticipated during the plume phase of an incident. However, the city could be directly affected by protective actions taken in San Luis Obispo County including evacuation, and ingestion pathway exposure, covering food supplies, interdiction and decontamination.

Unified Command will provide leadership for a Diablo Canyon Power Plant event with the Fire Chief or designee providing guidance to the Unified Command Staff.

I. Terrorism

FEMA definition of Terrorism: Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom.

The effects of terrorist activities can vary significantly, depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries and the loss of lives.

The possibility of a terrorist action, which might have an impact on the City, cannot be discounted. Terrorist actions may include biological, chemical, incendiary, explosive, nuclear/radiological, or electronic (such as software system) attacks.

Hazard Analysis

1. Potential Threats

The threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

2. Potential Range of Impacts

Damage possibilities range from the loss of life and multiple casualties to significant property damage from fire and looting, or to the loss of infrastructure (electric and water systems) because of sabotage.

Looting and fires can take place as a result of perceived or actual non-intervention by authorities and could take place in both commercial and residential areas of the City of Morro Bay. The setting of fires is a common occurrence in these types of events. Major structure fires or conflagrations are a real threat as fire suppression efforts will often be hindered

Unified Command will provide leadership to a Terrorism event with the Police Chief or designee providing guidance to the Unified Command Staff.

J. Adverse Weather

Morro Bay is susceptible to the following Adverse Weather events in any given year:

Coastal Erosion

Coastal erosion is a natural geological process caused by currents, storms, earthquakes, winds, waves, tides, and the gradual movement of tectonic plates. It may take place slowly over thousands of years, or it may occur dramatically, as with landslides or severe storms.

It is important to note that coastal erosion occurs primarily during periods of intense wave action that coincides with high tides. Rates of erosion are reported as a yearly average. Local annual erosion rates range from three inches a year to over one foot. However, this pattern is not indicative of future annual changes.

Coastal Storm: Coastal storms usually do most of their damage on the coast, in the form of beach erosion and flooding. The winds originate from low-pressure systems offshore and circulate counterclockwise around the low. The duration of such a storm, the number of high tides through which it persists, can be the most significant measure of its destructiveness.

Wind Storms: Refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. Severe windstorms pose a significant risk to life and property in the region by creating conditions that disrupt essential systems such as public utilities, telecommunications, and transportation routes. High winds can and do occasionally cause tornado-like damage to local homes and businesses. Severe windstorms can present a very destabilizing effect on the dry brush that covers local hillsides and urban wildland interface areas. High winds can have destructive impacts, especially to property trees, power lines, and other utility services.

Severe Winter Storm: A Severe Winter storms are a combination of High Winds and Heavy Rains. These events occur on a regular basis when two fronts combine to create the storm.

Hazard Analysis

1. Potential Threats

Adverse Weather events may place the city piers, docks and commercial district in jeopardy. Single Family and Multi-Family residential units will also be in jeopardy during an Adverse Weather event. These events are of relatively short duration but nonetheless can create major recovery issues for the city. The risk of these events impacting Morro Bay is a concern as they occur on a frequent basis.

2. Range of Impacts

Adverse Weather events may impact housing, commercial, infrastructure and Tourism.

Unified Command will provide leadership for an Adverse Weather event with the Fire Chief or designee providing guidance to the Unified Command Staff.

K. Electrical Power Shut-Off Continuity of Operations

1. Summary

The City of Morro Bay is serviced by Pacific Gas and Electric (PG&E) utility company for electrical power. PG&E electricity is delivered to the City via a 115 kilovolt (kV) transmission lines from the California Electrical Grid. An electrical power shut-off can occur due to another hazard that can occur in Morro Bay or by a planned event, Public Safety Power Shut-Off (PSPS), by PG&E to reduce the risk of a fire ignition during high wind with high temperatures in our regional area. There is no backup facilities or resources for electrical service.

The Multi-Day Power Outage Contingency Plan was established to ensure protection of the community during a multi-day power outage to the best of our ability. The expectation is that City of Morro Bay, Pacific Gas & Electric (PG&E) and San Luis County OES will work together in the implementation of this plan to both protect the utilities' customers, and to ensure the overall health and safety of the communities. The City will make a full effort to coordinate with PG&E and San Luis Obispo County OES the overall protection of the public's health and safety. The City of Morro Bay is committed to working together to mitigate the impacts of a multi-day power outage.

2. Background

Given the continued and growing threat of extreme weather and wildfires, and as an additional precautionary measure following the 2017 and 2018 wildfires, PG&E is expanding and enhancing their Community Wildfire Safety Program to further reduce wildfire risks and help keep communities safe. This includes expanding the Public Safety Power Shutoff program beginning with the 2019 wildfire season to include all electric lines that pass through high fire-threat areas – both distribution and transmission.

The communities in San Luis Obispo County, City of Morro Bay and customers rely on electric service and recognize there are potential safety risks on both sides. PG&E has communicated they will only proactively turn off lines in the interest of safety to help reduce the likelihood of an ignition when extreme fire danger conditions are forecasted. While customers in high fire-threat areas are more likely to be affected, any of PG&E's more than 5 million electric customers could have their power shut off if their community relies upon a line that passes through a high fire-threat area.

The most likely electric lines to be considered for shutting off for safety will be those that pass-through areas that have been designated by the California Public Utilities Commission (CPUC) as at elevated (Tier 2) or extreme (Tier 3) risk for wildfire. In San Luis Obispo County these primary lines come in through Highway 41, Highway 46 and Highway 58 and pass through both Tier 2 and 3. See *Electrical Power Shut-off Annex Reference #1 – Tier Map*

3. Potential Impacts

This Hazard Annex attempts to present the most likely impacts from a Power Shut-Off event occurring in or near the City of Morro Bay. This Plan does not presume to predict the full range and depth of Power Shut-Off event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Power Shut-Off event occurring in, or threatening the City of Morro Bay.

L. Pandemic Continuity of Operations

1. Summary

The City of Morro Bay City Continuity of Operations Plan (COOP) for Pandemic events provides an overview of the City’s approach to COOP operations should a pandemic occur. It details COOP and City actions, describes the City organization, and assigns tasks. This plan provides guidance for implementing the COOP to ensure the orderly, rapid, and efficient actions of mission essential functions occur under the threat and condition of a pandemic and disruptions of City services to the best of our abilities. During a pandemic it is estimated that absenteeism can range from 10 to 40 percent. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on City of Morro Bay missions, personnel, and facilities.

2. Concept of Operations

The City of Morro Bay will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Continuity Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read in conjunction with the City of Morro Bay Local Emergency Operations Plan (EOP). It supplements the EOP by addressing considerations and elements specific to pandemic events and emerging infectious diseases.

This Plan does not presume to predict the full range and depth of a Pandemic event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Pandemic impacting event occurring in, or threatening the City of Morro Bay.

2. Coordinated Response

When a Pandemic event impacts the City of Morro Bay and surrounding jurisdictions, Unified Coordination will be established by the Morro Bay County Office of Emergency Services (OES) charged with coordinating the regional response with the County CHADOC¹. California Health and Safety Code gives broad authority to County Health Officers, including their authority to control

¹ CHADOC – County Health Agency Department Operation Center.

contagious, infectious, or communicable disease and may “take measures as may be necessary” to prevent and control the spread of disease within the territory under their jurisdiction.² It is the intent of the City of Morro Bay to ensure Community Members with Baseline Medical needs and Functional & Access Needs have equal services and are prioritized during a Pandemic emergency based on the individual’s needs.

SECTION IV – CONTINUITY OF OPERATIONS AND RECONSTITUTION OF GOVERNMENT

A. Continuity of Operations

A major disaster could include death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained. The California Government Code 8643(b) and the Constitution of the State of California provide authority for the continuity and preservation of State and local government.

Continuity of leadership and the government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure continuity of government (COG), seven elements must be addressed by government at all levels:

1. Succession to essential positions required in emergency management;
2. Pre-delegation of emergency authorities to key officials;
3. Emergency action steps provided in emergency plans and emergency action plans;
4. Emergency operations centers;
5. Alternate emergency operations centers;
6. Safeguarding vital records; and
7. Protection of government/industrial resources, facilities, and personnel

B. Reconstitution of Government

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. To this end, it is particularly essential that local units of government continue to function.

1. Lines of Succession

Article 15 of the California Emergency Services Act provides the authority, as well as the procedures

² [H&S §120175](#)

to be employed, to ensure continued function of government through the appointment of political positions, chief executives, and department heads should they be unable to serve in a locally declared state of emergency. In general the act allows for the governing body to designate and appoint up to three standby officers for positions it deems necessary. For City Council Members, if a quorum cannot be met due to injury, illness, or death during a locally declared state of emergency in Morro Bay, temporary appointments will be made to create a full City Council of five (5) members. The following Tables delineates the lines of succession for the City of Morro Bay.

2. Temporary City Seat of Government and EOC

Should, during any emergency situation, the normal seat of government be unusable, the seat of City government will be moved first to the Morro Bay Community Center and secondarily to the City of Atascadero.

Should, for any emergency situation, the city's primary EOC be unusable a back-up or secondary EOC will be established at the Fire Department or the San Luis Obispo County EOC.

3. Vital Records

The City Clerk is responsible for the vital Records of the City of Morro Bay. These records are routinely stored in the Clerk's office located at City Hall. Back-up data systems are stored off-site at a safe location.

LINES OF SUCCESSION

SERVICE / DEPARTMENT	TITLE- POSITION
Policy Group	1. Mayor and City Council Members 2. Planning Commission Chair 3. Public Works Advisory Board Chair 4. Recreation and Parks Commission Chair 5. Harbor Advisory Board Chair 6. Planning Commission Vice-Chair 7. Public Works Advisory Board Vice-Chair 8. Recreation and Parks Commission Vice-Chair 9. Harbor Advisory Board Vice-Chair
City Manager / Director of Emergency Services	1. City Manager 2. Fire Chief 3. Police Chief
City Clerk	1. City Clerk 2. Deputy City Clerk
Human Resources	1. Personnel Officer 2. Administration Technician
Fire	1. Fire Chief 2. Fire Marshall 3. Fire Captain
Police	1. Chief of Police 2. Police Commander 3. Police Sergeant
Harbor	1. Harbor Director 2. Patrol Supervisor 3. Harbor Business Coordinator
Finance	1. Finance Director 2. Budget/Accounting Manager 3. Senior Accounting Technician
Recreation	1. Recreation Services Division Coordinator 2. Sports Supervisor 3. Youth Services
SERVICE / DEPARTMENT	TITLE- POSITION

Public Works	<ol style="list-style-type: none"> 1. Public Works Director 2. City Engineer 3. Capital Project Manger
Information Systems	<ol style="list-style-type: none"> 1. Information Systems Manager 2. Computer Technician

SECTION V - EMERGENCY MANAGEMENT

A. Incident Management Systems (NIMS and SEMS)

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with the normal day-to-day activities associated with governing. Any emergency event of local consequence will more than likely overwhelm local government resources, requiring assistance from a multitude of agencies, initially from area mutual aid partners, then from the State and in major events the Federal Government. The Standardized Emergency Management System and the National Incident Management System have been adopted by the City of Morro Bay. These systems establish a state and nationwide standard response structure and basic protocols to be used by all agencies in both emergency response and recovery from a major event. Their authority and structure can be found in Title 21 of the California Code of Regulations the Homeland Security Act of 2002 and the Homeland Security Presidential Directive #5, 2004.

The intent of this system is a more coordinated effort of emergency management, first at the local level, then at the San Luis Obispo County level, then the state level, and when it is warranted at the national level.

B. Incident Command System

The Incident Command System (ICS) is a field-level emergency management system that consists of several components. When applied together, the following provide the basis for effective emergency management:

- Common terminology
- Modular organization
- Integrated communications
- Unified command structure
- Consolidated action plans
- Manageable span-of-control
- Comprehensive resource management

The modular aspect of The Incident Command System (ICS) establishes an emergency organization based on the resources needed to support all phases of an emergency. The organization's staff will be integrated from the top down. If a situation escalates, additional resources can be brought into the organization, and, likewise, when the situation de-escalates, resources can be released when they are no longer needed.

C. Department Operating Center (DOC)

The Department Operating Center (DOC) staff coordinates with the EOC to support the overall City emergency response and recovery activities. The DOC supports the EOC and is a conduit from the field to the EOC, and may support field operations, as appropriate.

NOTE: Tactical on-scene response decisions are made at the field Incident Command level—**NOT** by members of the DOC staff.

The following DOC's support the EOC:

- Fire DOC
- Law Enforcement DOC
- Harbor DOC
- Public Works DOC

D. City of Morro Bay Emergency Organization

The Emergency Operations Organizational Chart, at the end of this section, illustrates the City of Morro Bay's Incident Management Organization for various types of emergencies. The staffing and actual structure of the organization will vary based on the type and severity of an emergency.

Table V lists City personnel that will be trained to fill the emergency positions shown. Each position has an alternate. Some are cross-trained to fill several positions. The City of Morro Bay Emergency Operations Center is headed by the Emergency Operations Center Director. The Emergency Operations Center Director has overall responsibility for the City of Morro Bay Emergency Management. The City Manager is designated as the Director of Emergency Services. The Fire Chief is the Deputy Director of Emergency Services and is to provide policy guidance to the EOC and field Incident Commander(s).

The highest ranking on-duty Fire Officer or Police Officer will act as the field Incident Commander at the onset of an emergency. When the Emergency Operations Center is activated the Emergency Operations Center Director is supported by five functional groups.

The functional Emergency Operations Center groups are:

- Command Staff
- Operations Section
- Planning/Intelligence Section
- Logistics Section
- Finance/Administration Section

Except for Command, which includes the Emergency Operations Center Director and support staff, each of these groups is headed by a Section Coordinator. The Section Coordinators comprise the General Staff that is the management core under the Emergency Operations Center Director. The Section Coordinators may activate functions as needed to support Section operations.

E. Responsibilities

This section outlines the general responsibilities of the functional Incident Management Organization groups.

1. Director of Emergency Services

The Director of Emergency Services has responsibility for coordinating all emergency operations. Depending on the type of emergency, personnel authorized to act in the capacity of Emergency Operations Center Director are as follows:

- City Manager
- Fire Chief
- Police Chief
- Economic Development Director/Assistant City Manager
- Public Works Director
- Finance Director
- City Administration
- Designated Fire and Police Personnel
- City Attorney

The Director of Emergency Services responsibilities include:

- Directing the Command Staff and General Staff.
- Developing and implementing strategic decisions including prioritizing multiple needs for resource allocation.
- Approving the order and release of resources.
- Activating Incident Command System elements.
- Ensuring planning meetings are conducted.
- Approving and authorizing implementation of Incident Action Plans.
- Determining information needs and informing the Command Staff.
- Reviewing and authorizing the release of information to the news media and public.
- Ensuring the general welfare and safety of the Emergency Operations Center personnel.
- Approving the Plan for demobilization and recovery.

2. Field Incident Commander (IC)

The Incident Commander (IC) has responsibility for coordinating all field Emergency Operations. The Incident Commander (IC) must work in close accord with the Emergency Operations Center Director. Depending on the type of emergency, personnel authorized to act in the capacity of Incident Commander (IC) are as follows:

- Fire Chief
- Police Chief

- Public Works Director
- Designated Fire and Police Personnel

The Incident Commander's (IC) responsibilities include:

- Directing the operations in the field.
- Developing and implementing strategic decisions.
- Approving the order and release of resources.
- Activating Incident Command System elements.

3. Emergency Operations Center Safety and Security Officer/EWIC

The Emergency Operations Center Safety and Security Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring EOC personnel safety. The EOC Safety and Security Officer will make recommendations to the Director of Emergency Services to correct unsafe acts or conditions. The Safety and Security Officer may provide input in the development of Incident Action Plans regarding safe operations conduct. Additional responsibility includes the EMEC Coordinator for Diablo Canyon related event.

4. Public Information Officer

The Public Information Officer is responsible for formulating and releasing information about the emergency to the news media and the general public.

In some situations, the Public Information Officer and Liaison Officer may be handled by one person. In large-scale emergency situations, additional staff may be required in order for this function to operate effectively.

The Public Information Officer/Liaison Officer's Function responsibilities include:

- Gathering and disseminating emergency information.
- Activating a Joint Information Center (JIC) at a location remote from the Emergency Operations Center.
- Obtain approval for the release of information.
- Coordinating the release of emergency information to the public and news media with other agencies.
- Responding to special requests for information.
- Providing information about the emergency to the Incident Management Organization.

5. Liaison Officer

The Liaison Officer will be the primary contact for outside agencies. In large-scale emergency situations, additional staff may be required in order for this function to operate effectively.

- Identifying contacts and communication links with outside agencies and organizations.

- Providing information to and responding to requests from inter-agency and intra-agency contacts.

6. Policy Group

Led by the Mayor, assisted by the City Manager, City Council, City Clerk and City Attorney, this group will provide legal and long-range policy as the emergency effects the overall operation of the City. Direction, from the Administration/Policy Group, to the Emergency Operations Center Director and to the field Incident Commanders must be updated on a regular basis.

7. Operations Section

This section is headed by the Operations Section Coordinator, and is a member of the General staff. This section is responsible for the following operations:

- Providing and coordinating law enforcement services, including assisting other law enforcement agencies in traffic management.
- Providing and coordinating public works services, including providing and placing barricades and signs for traffic management activities.
- Providing and coordinating fire protection services.
- Providing and coordinating emergency medical services for the City.
- Establishing and managing staging areas.
- Ensuring the general welfare and safety of section personnel.
- Providing Care and Shelter for the City
- Providing Evacuation direction for the City

The Law Enforcement Branch, Fire and Rescue Branch, and Public Works Branch, are examples of functions that will operate under the direction of the Operations Section Coordinator.

8. Plans and Intelligence Section

This section is led by the Plans and Intelligence Section Coordinator and is a member of the General staff. The Section is responsible for obtaining, evaluating, disseminating and using information concerning the developing status of the emergency. This information is needed to have an understanding of the current situation and develop appropriate courses of action to effectively manage the emergency response.

The Situation/Status Unit, Advance Plans Unit, GIS/Mapping Unit Documentation Unit, are examples of functions that will operate under the direction of the Plans and Intelligence Section Coordinator.

9. Logistics Section

This section is led by the Logistics Section Coordinator and is a member of the General staff. The Logistics Section Coordinator, with assistance from several units, is responsible for providing logistical needs such as Facilities Unit, Communications/IT Unit, Transportation Unit, Supply Procurement Unit, and Personnel Unit. The Logistic Section Coordinator is also responsible for ensuring the general welfare and safety of section personnel.

The, Communications/IT Unit, Facilities Unit, and Supply Procurement Unit are examples of functions that will operate under the direction of the Logistics Section Coordinator.

10. Finance and Administration Section

This section is led by the Finance and Administration Section Coordinator and is a member of the General staff; this section is responsible for all financial and cost aspects associated with the emergency. The Finance and Administration Section Coordinator manages and is assisted by three units: the Time Unit, Cost Accounting Unit, Compensation and Claims Unit. These are examples of functions that will be under the direction of the Finance/Administration Section Coordinator.

EMERGENCY OPERATIONS CENTER POSITION ASSIGNMENTS

The following section outlines position assignments for Incident Management Organization members. The assignments are made corresponding to position within the regular City of Morro Bay Emergency Management Organization Chart by position only. Members of the City of Morro Bay Emergency Management Organization that are As appointed to the Emergency Operations Center shall be made aware of their assignment and offered special training for their incident management function. These assignments are recommendations only. Any person familiar with the Incident Command System may be used to fill positions that are deficient on personnel, especially in the early stages of an incident.

EOC POSITION	JOB TITLE
Director of Emergency Services	City Manager
Deputy Director of Emergency Services	Fire Chief <i>Alternates: As appointed by Director of Emergency Services</i>
Public Information Officer	As appointed by Director of Emergency Services
Liaison Officer	As appointed by Director of Emergency Services
Legal Officer	City Attorney
EOC Safety	As appointed by Director of Emergency Services
Operations Coordinator (Fire)	Fire Chief
Operations Coordinator (Law Enforcement)	Police Chief
Operations Coordinator (Natural Disaster)	Public Works Director
Fire & Rescue Branch Director	Fire Representative
Law Enforcement Branch Director	Police Representative
Care & Shelter Branch Director	Recreation Representative
Harbor Branch	As appointed by Director of Emergency Services
Public Works Branch Director	Public Works
Planning/Intelligence Coordinator	As appointed by Director of Emergency Services
Situation/Status Unit Leader	As appointed by Director of Emergency Services
Advance Plans Unit Leader	As appointed by Director of Emergency Services
Documentation Unit Leader	Fire Administration
Damage Assessment	As appointed by Director of Emergency Services
GIS/Mapping Unit Leader	GIS
Logistics Coordinator	As appointed by Director of Emergency Services
Communications	Law Enforcement
IT Unit Leader	Information Systems
Transportation Unit Leader	As appointed by Director of Emergency Services

Facilities Unit Leader	As appointed by Director of Emergency Services
Supply/Procurement Unit Leader	Accounting
Personnel Unit	Human Resources
Finance/Administration Coordinator	Finance Director <i>Alternate: As appointed by Director of Emergency Services</i>
Time Unit Leader	Accounting
Compensation/Claims Unit Leader	Accounting
Cost Accounting Unit	Accounting

SECTION VI - PROGRAM MAINTENANCE

A. Disaster Council

Chapter 8.08.030 of the Morro Bay City Municipal Code designates that a Disaster Council be created to oversee and coordinate disaster preparedness measures in the City. The committee is chaired by the City Manager, who is the Director of Emergency Services, membership includes the Fire Chief who is the Deputy Director of Emergency Services, and one member from City Council. City Staff and Civic Representatives can be appointed by the Director of Emergency Services with the advice and consent of the City Council.

Chapter 8.08.040 of the Morro Bay Municipal Code empowers the Disaster Council to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and, regulations as necessary to implement such plans and agreements for the City.

B. Plan and Procedure Maintenance

This Plan, in its entirety, will be reviewed, maintained, and updated on an annual basis by the Fire Chief or designee. The Basic Plan (Part 1) sets objectives and policy for the City and therefore changes require the approval of the City Council.

The Hazard Specific Annexes (Part 2), the City of Morro Bay Emergency Operations Center Resource Directory (Part 3), the Recovery (Plan Part 4), Emergency Operations Center Position Checklists (Part 5), Debris Management Plan (Part 6), Shelter and Welfare (Part 7, and Evacuation Plan (Part 8) are tactical and reference documents containing information that changes frequently. As such they do not require City Council Approval.

C. Emergency Resources Maintenance

The Disaster Preparedness Committee shall direct City Departments to establish and maintain an Emergency Resources Directory (ERD) for the purposes of listing equipment, supplies, facilities, and communications systems for use in disaster situations. The Emergency Resources Directory shall contain vendor contacts, their phone numbers, and general information. The Emergency Resources Directory is located in City of Morro Bay Emergency Operations Center Resource Directory.

D. Training

It is the policy of the City of Morro Bay to sponsor and coordinate an annual exercise on a particular component of the City of Morro Bay Emergency Management Plan. The Fire Department will develop and administer the drills or exercises. The primary purpose of these events will be to evaluate and improve the particular Emergency Response Plan that the event may be based on. The exercise or drill should be a no fault training and learning experience to all its participants.

All actions during the exercise will be observed and recorded by an evaluator group comprised of Emergency Management Subject Matter Experts. A "no fault" discussion and critique will follow the exercise. This critique will afford department players and the evaluator group with an opportunity to jointly comment on perceived strengths, and what needs improvements on the particular Emergency Response Plan exercised. A closed evaluator group meeting will follow the critique for the purpose of recording on a consensus basis specific recommendations for Plan improvement. These recommendations will then be submitted to the Morro Bay Fire Department within 30 days after the actual exercise.

The Fire Department will also assist individual departments in developing training programs specific to both individuals and any position he or she may hold within the City of Morro Bay Emergency Management Organization.

The Fire Department will also be responsible for providing general training to the City Council and the employees as needs arise

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of Morro Bay. Please enter the revision number, revision title, page number revised date the revision was posted and the name of the person posting the revision.

The format for numbering revisions shall be a sequential number followed by the last two digits of the current calendar year (e.g., #1-15, #2-15, and so on). New sequential revision numbers will begin each January 1.

SECTION VII - AUTHORITIES AND REFERENCES

A. Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:

1. Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance
- Federal Disaster Relief Act
- Federal Civil Defense Act

2. State

- SEMS Regulations *California Code of Regulations (SEMS Guidelines)*.
- California Emergency Services Act
- California Emergency Plan
- California Disaster Assistance Act
- State Toxic Disaster Contingency Plan.
- California Health and Safety Code, (Division 20, Chapter 6.5, Sections 25115 (defines "Extremely Hazardous Waste") and 25117 (defines "Hazardous Waste"), Chapter 6.95, Sections 25500 et seq. (Business and Area Plans relating to the handling and release or threatened release of hazardous material), (Section 114705 et seq., dealing with Control of Radioactive Contamination of the Environment).
- Orders and Regulations, which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- California Master Mutual Aid Agreement

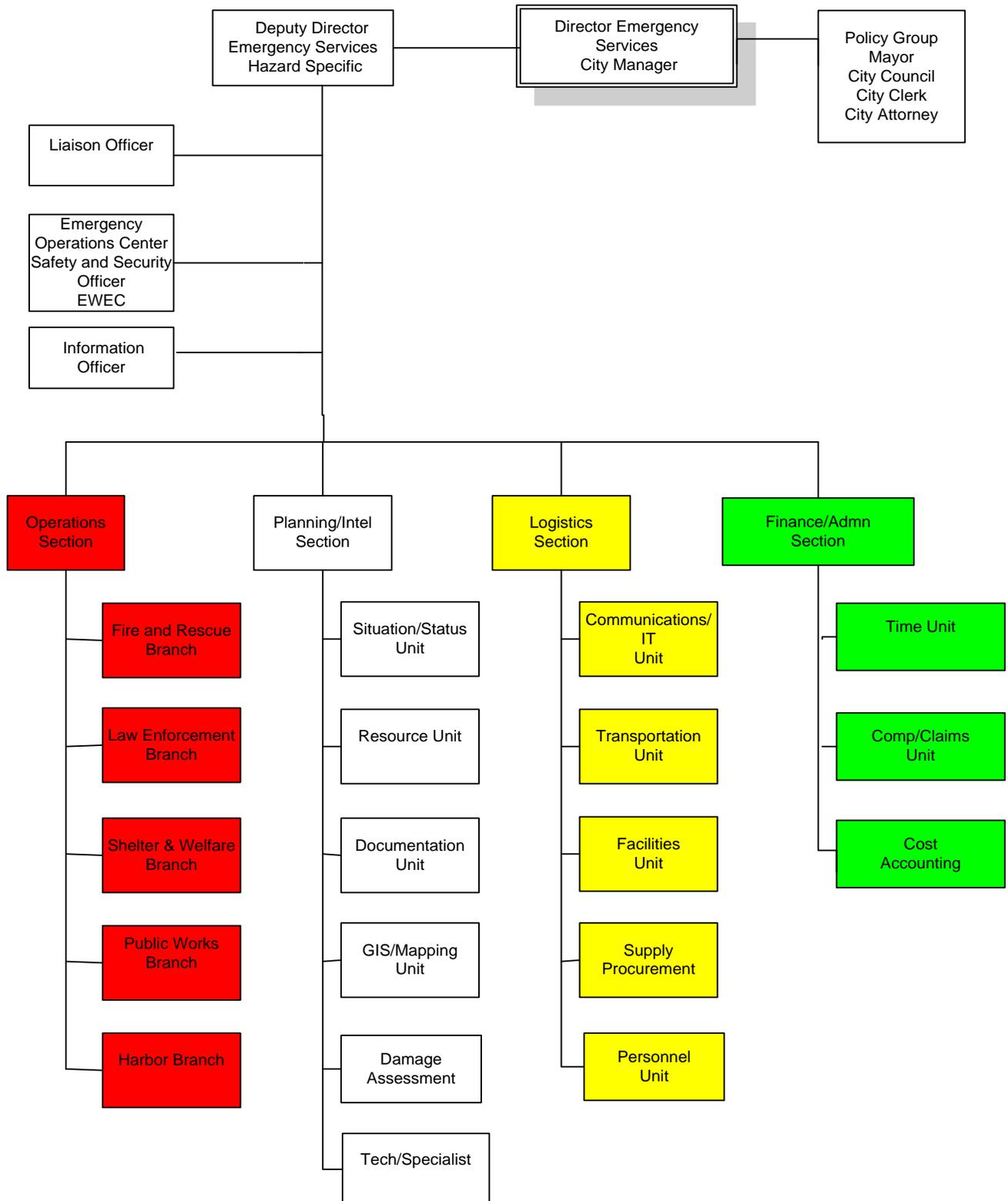
3. Local

- City of Morro Bay Municipal Code Title 8 Health and Safety, Chapter 8.08 Civil Defense and Emergency Services
- San Luis Obispo County Code - Emergency Organization and Functions

B. References

- California Emergency Plan, 2009
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid Agreement
- California Emergency Medical Services Authority Multi- Causality Incident Guidelines
- City of Morro Bay, Fire Department Policies and Procedures Manual.
- City of Morro Bay, Multi-hazard Emergency Response Plan, 2002

- FIRESCOPE Field Operations Guide - ICS 420-1
- San Luis Obispo County Emergency Operations Plan, 2016
- San Luis Obispo County Earthquake Emergency Response Plan, San Luis Obispo County Office of Emergency Services, 2015
- San Luis Obispo County Hazardous Materials Emergency Response Plan, San Luis Obispo County OES, 2013
- San Luis Obispo County/Cities Nuclear Power Plant Emergency Response Plan, 2014
- FEMA Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 2.0 November 2010
- San Luis Obispo County Tsunami Response Plan 2016
- San Luis Obispo County Disaster Response Plan
- Morro Bay Unified School District, Comprehensive Emergency Management Plan





City of Morro Bay

Comprehensive Disaster Management Plan

Pandemic

Continuity of Operations Plan

Developed for:
Scott Collins
City Manager
City of Morro Bay
Morro Bay, CA

Developed by:
Steven C. Knuckles
Fire Chief
City of Morro Bay
Morro Bay, CA

March 2020

APPROVAL AND IMPLEMENTATION

This Continuity of Operations Plan (COOP) for a Pandemic event was prepared by the City of Morro Bay Leadership Team to develop, implement, and maintain City operations.

This plan (annex) serves as an extension of the City of Morro Bay Emergency Operations Plan (EOP) and provides additional information specific to Pandemic’s in the City. It is implied that upon activation of this plan, the EOP will be active. This plan will be reviewed and exercised periodically and revised as necessary to satisfy changing conditions and needs.

The City Council, City Administration and City Departments give their full support to this plan. The City of Morro Bay Pandemic plan and its supporting contents are hereby approved to become an annex to the Morro Bay City EOP and is effective immediately upon the signing by all signature authorities below.

Steven C. Knuckles
Fire Chief
City of Morro Bay

Date

Scott Collins
City Manager
City of Morro Bay

Date

Comprehensive Emergency Management Plan**FORWARD**

The City of Morro Bay City Continuity of Operations Plan (COOP) for Pandemic events provides an overview of the City's approach to COOP operations should a pandemic occur. It details COOP and City actions, describes the City organization, and assigns tasks. This plan provides guidance for implementing the COOP to ensure the orderly, rapid, and efficient actions of mission essential functions occur under the threat and condition of a pandemic and disruptions of City services to the best of our abilities. During a pandemic it is estimated that absenteeism can range from 10 to 40 percent. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on City of Morro Bay missions, personnel, and facilities.

Coordinated Response

When a Pandemic event impacts the City of Morro Bay and surrounding jurisdictions, Unified Coordination will be established by the Morro Bay County Office of Emergency Services (OES) charged with coordinating the regional response with the County CHADOC¹. California Health and Safety Code gives broad authority to County Health Officers, including their authority to control contagious, infectious, or communicable disease and may "take measures as may be necessary" to prevent and control the spread of disease within the territory under their jurisdiction.²

ICS/SEMS/NIMS

The City of Morro Bay has adopted the Incident Command System (ICS), the Standard Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a Pandemic event impacting the City of Morro Bay.

Unified Incident Command Authority

In the event of a Pandemic Incident, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of Morro Bay's position as Incident Commander.

- No. 1 – The Acting Fire Chief or On-Duty Fire Officer
- No. 2 – The On-Duty Police/Fire Person as appointed by the Fire or Police Chief
- No. 3 – The On-Duty highest ranking Fire Officer or Police Officer

The Unified Incident Commander will alert the Morro Bay City Manager as to the severity of the incident.

Emergency Operations Center Leadership

The City Manager is the Director of Emergency Services. The Fire Chief is the Deputy Director of Emergency Services.

Persons with Baseline Medical, Access and Functional Needs

It is the intent of the City of Morro Bay to ensure Community Members with Baseline Medical needs and Functional & Access Needs have equal services and are prioritized during a Pandemic emergency based on the individual's needs.

¹ CHADOC – County Health Agency Department Operation Center.

² H&S §120175

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INTRODUCTION

Organizations across the nation perform essential functions and services that may be adversely affected in the event of a natural or human-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions and governance. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, humanmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for the City of Morro Bay (MRB) to have a Pandemic Continuity of Operations plan (annex) in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

PURPOSE

This plan/annex provides guidance to the City of Morro Bay and may serve as the plan for maintaining essential functions and services during an influenza pandemic. This annex neither replaces nor supersedes any current, or approved continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This annex stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing³, increased hygiene, the vaccination of employees and their families, and similar approaches. An infectious disease or influenza may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

CONCEPT OF OPERATIONS

The City of Morro Bay will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Continuity Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read in conjunction with the City of Morro Bay Local Emergency Operations Plan (EOP). It supplements the EOP by addressing considerations and elements specific to pandemic events and emerging infectious diseases.

The following discussions present the most likely impacts from a Pandemic event occurring in or threatening the City of Morro Bay. These potential emergencies are discussed in detail below as a basis for planning and response. This Plan does not presume to predict the full range and depth of a Pandemic event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Pandemic impacting event occurring in, or threatening the City of Morro Bay.

Leadership - The strain on local government and its emergency response organization to command and coordinate the response to an extreme Pandemic event could be immediate, severe, and overwhelming. It is critical that the City provide strong and decisive leadership in

³ Social distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and canceling events.

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order to ensure the needs of the City residents and guests are being met. Mutual Aid assistance from local, state, and federal, agencies will probably not be needed in anything but the most extreme events. If needed, the availability will be limited because of the far-reaching impacts of a pandemic. Logistical support and/or mutual aid requests may have extended reflex arrival time which should be considered in decision making.

Emergency Response - A Pandemic event may initiate or exacerbate emergencies over a widespread area. Such an occurrence is reasonably anticipated to overwhelm emergency response resources and necessitate a change to the traditional response protocol. Normal response to reported emergencies may overload resources.

Shelter in Place/Isolation - The purpose of a shelter in place is to maintain the population in isolation away from affected persons. It is a protective action taken to avoid or reduce the public's exposure to an infectious disease. Managed care facilities with vulnerable populations should activate their emergency exposure control plan. People can self-isolate or they can be ordered to isolate by the County Health Officer.

School Disruptions - Public and private schools may choose to close as the Pandemic threat increases. Communication and coordination between schools, the City of Morro Bay Liaison, County Health Agency Department Operations Center (CHADOC), County EOC and City of Morro Bay Liaison may be necessary. Additional consideration for school closure and the effects of City employees with school age children should be anticipated. School disruptions and closures are typically joint decisions between CHADOC and School Districts though the CHADOC or Public Health Director has the authority to close or modify school operations.

Emergency Services - Emergency medical services may become overwhelmed due to the number of infected, and ill community members. Additional consideration, coordination and communication will be necessary with local hospitals and ambulance.

Emergency Public Information - During a Pandemic event, the public will need basic emergency public information. This information will be provided by the City of Morro Bay's Public Information Officer via a wide range of both public notification systems and social media. The need for a staffed call center will be needed, this could be in conjunction with the County EOC and CHADOC. Typically, communications are centralized and a CHADOC website or <https://www.prepareslo.org/en/index.aspx> is used to centralize or disseminate information. The County is also capable of alerting the public using Reverse 911 and Wireless Emergency Alert System (WEA).

PLAN OBJECTIVES

1. Provide for the safety of the public, agency employees, their families, and first responders at all times. Monitor the health of employees to ensure they receive proper and appropriate care.
2. Ensure that emergency service delivery efforts, both law enforcement, fire and emergency medical service, are uninterrupted.
3. Ensure continued public service and continuity of government capabilities to protect the citizens and to fulfill the City's mission including the provision of water and sewer services.

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4. Institute preventive measures in all City workplaces, promoting proper hygiene to prevent the further spread of the diseases.
5. Provide for timely and accurate release of incident information to the public, media, first responders, agency administrators and cooperators by the EOC Public Information Office through a wide range of mediums.
6. Ensure coordination with law enforcement to maintain the protection of the public and maintain accountability in the event of shelter in place/isolation orders.
7. Ensure that the needs of medically dependent individuals and those with access and functional needs are provided information and assisted as needed/able.
8. Ensure close coordination and communication between Morro Bay EOC, County EOC, CHADOC, San Luis Coastal Unified School District and the City of Morro Bay.
9. Ensure the management actions and efforts will be focused on serving, safeguarding and protecting the community of Morro Bay.
10. Maintain accurate financial documentation which may be necessary for cost reimbursement.

CONTINUITY PLANNING

All City of Morro Bay personnel are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the City Manager or his/her designee. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided by the City Manager or his/her designee to assist in limiting the spread of the virus at the primary and alternate worksite.

The plan emphasizes disease prevention; workforce protection is critical. Treatment options may be uncertain and may not be available. The actions outlined in this plan are intended to minimize the possibility of illness for City employees.

All City employees are Disaster Service Workers⁴ who may be assigned non-traditional responsibilities. All the City employees must understand their potential role as a disaster service worker. When engaged as a disaster service worker, district employees performing duties are considered to be acting within the scope of disaster service duties while assisting any part of the organization or performing any act contributing to the protection of life or property or mitigating the effects of the emergency. This means that the duties assigned to City employees may be different than their traditional duties.

The City must plan to be self-sufficient. Limited availability of mutual aid resources and disruption of the supply chain will require that the City be prepared to operate independently for long periods of time. Stores of food, fuel, and PPE will be required to sustain independent operation. If supplies have not been acquired prior to an event, the city must purchase supplies as early as possible as early information of a pandemic becomes available.

The plan requires action before the event. Parts of the plan depend upon action taken prior to an event. For instance, the use of full PPE during an event depends on acquiring sufficient supplies of PPE beforehand. Pre-event actions are identified in low and medium impact level planning for each function.

⁴ California Government Code Section 3100-3109

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All supervisors are responsible to ensure pre-event actions are completed for each essential function in the City.

Within the workplace, social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between employees and customers to maintain three-foot spatial separation between individuals; and implementing strategies that request and enable employees with an infectious disease such as influenza to stay home at the first sign of symptoms.

City Department Heads are encouraged to communicate protective actions with their employees, particularly any who are in higher risk positions and provide them with necessary personal protective equipment. The messages should follow the City Manager message and should be in the same voice employees' associate with their leader.

Frequent, daily communication is important to keep employees informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to provide essential functions. City leadership and pandemic response teams should include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies such as:

1. Implement a formal worker and workplace protection strategy of cleanliness⁵.
2. Track and implement changes in approved or recommended protection measures.
3. Pre-position material and protective equipment onsite.
4. Ensure essential personnel are aware of safety measure at the primary worksite.
5. Ensure personnel have access to information/systems to work remotely when appropriate.
6. Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

The plan is scalable as actions outlined in this plan are based on the impact to the City; the greater the impact, the greater the level of action that will take place.

The plan is flexible as an infectious disease event is dynamic and unpredictable. Although the actions outlined in this plan are based upon specific impact levels, the plan is meant to be flexible. Some actions may need to be taken earlier than planned, and some actions may not be taken at all. In addition, other actions not specifically outlined in this plan may need to be taken as the need arises.

Department-specific risk assessments that identify actual control designations for all personnel and/or positions will be conducted initially and periodically thereafter for each department by the department head in coordination with the City Manager's message. These assessments should be kept as part of each departments action plan documentation.

Departments are encouraged to add their specific plan(s) and procedure(s) of their selected mitigation, prevention, protection, or control measures, to include those necessary during a pandemic.

⁵ Such as requiring surfaces be wiped down after every meeting, lunch hour, staying home when sick, etc.

Lastly, the plan recognizes that our actions are interdependent with the actions of other agencies such as County EOC, Local EMSA, SLO County Health Dept. and CHADOC. City of Morro Bay will cooperate with and assist other agencies whenever possible to best serve the public interest.

PANDEMIC PLANNING ASSUMPTIONS

National Assumptions

1. Susceptibility to the pandemic virus will be universal.
2. Efficient and sustained person-to-person transmission signals an imminent pandemic.
3. The clinical disease attack rate will likely be 35 percent or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children and the elderly (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
4. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
5. While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
6. Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
7. Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 35 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, school closures) are likely to increase rates of absenteeism.
8. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days, to as long as 14.
9. Persons who become ill may shed virus and can transmit infection before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
10. On average, infected persons will transmit infection to approximately two other people.
11. A pandemic outbreak in any given community will last about six to eight weeks or more for each wave of the pandemic.
12. Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have

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occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

Organizational Assumptions

1. Organizational communication on proper hygiene which greatly reduces the spread of disease.
2. Demand for Fire Department response will increase during the illness. This plan assumes an increase in emergency medical service calls during peak impacts of the disease cycle based on the predicted rates of infection.
3. Medical supplies such as Personal Protective Equipment (PPE) that are needed to respond to an infectious event may be in short supply. These include masks, goggles and gowns. The City may experience disruption of other support infrastructure and services during this event.
4. The City will be provided with guidance and/or direction by Local, State or Federal, governments regarding current pandemic status in our area.
5. The City will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities such as training, meetings and community events.
6. Hygiene protocols may include maintaining a 6-foot bubble between people, no handshaking, posters reminding people to properly wash their hands and readily available liquid hand sanitizers.
7. The City of Morro Bay has a viable Agency-wide continuity capability.
8. The City of Morro Bay will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and consider supporting social distancing operations, including telework and other virtual office options.
9. The City of Morro Bay controlled buildings will be accessible, but right of entry may be limited.
10. During plan implementation, the City of Morro Bay may make alternate facilities available for staff to implement social distancing protocols.
11. Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols. Utilities may implement its own or other operational plans in response to specific localized pandemics to continue to provide its essential functions.
12. Travel restrictions, such as limitations on mass transit, implemented at the Local, State, and Federal levels may affect the ability of some staff to report to work. Transit may implement its own or other operational plans to adjust to specific localized pandemics.
13. Additional funding will be budgeted for the acquisition of additional equipment required for a possible surge in teleworking capabilities.

Comprehensive Emergency Management Plan**PREVENTION STRATEGIES**

Prevention is the key to reducing the impact of this disease on the City's ability to perform its mission. It is also important in protecting our employees and family. The following prevention strategies are to be implemented

1. Training
 - a. Use of Protective Masks
 - b. Hygiene Techniques to Prevent Spread
 - c. Decontamination of Equipment and Workstations
 - d. Medical Equipment Replacement
2. Infected Patient Contact
 - a. Gloves, gown and eye protection will be worn for all patient contacts.
 - b. Properly placed N95 masks or oxygen mask will be worn on patients with a fever and cough or possible infectious illness.
 - c. Place masks on patient with symptoms of infectious disease
3. Public Safety Dispatch (ECC) will notify emergency responding units, when possible, if the reporting party indicated the patient may be symptomatic or the location previously had someone present who was symptomatic.
4. Limit the number of rescuers in contact with an infectious patient or possibly infectious patient.
 - a. One rescuer with full PPE within three feet of the patient when doing an assessment (gloves, N95 mask, gown, and eye protection).
 - b. If additional rescuers are needed within the three-foot bubble, full PPE is required.
5. Contaminated waste will be disposed of properly. Decontaminate eye protection with germicidal wipes.
6. Hygiene Etiquette
 - a. Hand washing is the single most important action to prevent transmission of infectious disease. All personnel should practice good hygiene by regularly washing their hands.
 - b. Always wash hands with soap and water or waterless instant hand antiseptic for a minimum of 20 to 30 seconds every time:
 - i. After any patient contact (in addition to wearing gloves)
 - ii. Before cooking or handling food, eating and drinking
 - iii. After using the restroom
 - iv. After any contact with apparatus and equipment, and when entering station offices and quarters
7. Coughing and sneezing
 - a. All employees will cough or sneeze into their shirt sleeve or wear a simple procedure mask (dust mask).
 - b. Any sick employees with symptoms indicative of flu (fever, headache, muscle aches, respiratory symptoms, sore throat) need to be sent home immediately. Exposing fellow workers and patients puts our workforce and vulnerable patients at risk.

WORK PRACTICES AND PROCEDURES

All Executive Managers shall ensure that their Departments are following preventive actions.

1. Staffing Reductions
 - a. The Fire Chief and Chief of Police will ensure that minimum staffing levels of emergency response personnel are met. Call back, staffing patterns and Mutual Aid may be utilized.

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- b. Department Heads will ensure that staff positions are adequately staffed to meet the department missions. Call back, telecommunicating and setting work priorities may be utilized.
 - c. If staffing shortages exist, priority duty positions will be identified, and personnel moved to fill them.
2. Essential Operational Programs and Functions
- a. Fire Stations – When identified by the Fire Chief or Acting Fire Chief, Fire Stations will be closed to the general public. Outreach programs will be cancelled. Families will not be allowed to visit.
 - b. Police Station – When identified by the Police Chief or Commander, the Police Station will be closed to the general public. Outreach programs will be cancelled. Families will not be allowed to visit.
 - c. Harbor Department – When identified by the Harbor Director or Harbor Patrol Supervisor, the Harbor Department will be closed to the general public. Outreach programs will be cancelled. Families will not be allowed to visit.
 - d. City Hall and City Support Facilities – When identified by the City Manager, the public access will be restricted to specific areas.
 - e. The Corporation Yard, Water Treatment, and Wastewater Treatment access will be closed to the general public and personnel will follow operational plans for assignments to maintain operational programs and functions.

Sharing of Information

1. Daily conference or webinar meetings with Department Heads, Executive Manager’s, and the City Manager as required by current situation.
2. Obtain updated information from Local and State Agencies.
3. Fire Chief or Acting Chief attends meetings/conference calls with MORRO BAY County Health Dept. and / or CHADOC.
4. Email information to all staff as appropriate.
5. Provide updates to Council.

Providing Supplies of Protective Equipment

1. Supplies will be provided by the Fire Department.
2. The Fire Department will maintain no less than a 50% reserve of all virus personal protective equipment.
3. Orders will be placed in a timely manner to ensure product turn-around times.

Items	100% Inventory	50% Inventory
N95 Masks	1,000	500
Simple Mask	500	250
Tyvek Suits/Gowns	100	50
Gloves	10 cases	5 cases
Goggles/Glasses	100	50

Comprehensive Emergency Management Plan**Employee Illness and Exposure**

1. If an employee becomes ill at work, they should be encouraged to go home and to seek medical care. Personal leave credits will be used. Backfill or coverage, if required, should be obtained through the regularly established methods.
2. If an employee feels they were exposed at work, the regular occupational exposure documents will be completed.
3. Family and Medical Leave Act (FMLA) policies should be adhered to.

ELEMENTS OF A VIABLE PANDEMIC CONTINUITY CAPABILITY**Essential Functions**

Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. The City has identified essential functions and services needed to sustain its mission and operations during a pandemic. The City Essential Functions are:

1. Police – Law enforcement and public safety
2. Fire – Emergency fire and rescue services
3. Utilities – Water and Wastewater Services
4. Administration – Information Technologies, Telephones, Radios, Dispatch
5. Finance – Payroll Processing, Emergency Payments, Requisitions, Contracts
6. Administration – Leadership, Public Information, Inter/Intra Agency Coordination.
7. City Attorney – Legal Affairs, Public Orders
8. Public Works – Vehicle and equipment maintenance
9. Maintenance Services – Custodial Staff responsible for sanitizing facilities
10. TBD by Pandemic Coordinator (City Manager)

Orders of Succession and Delegation of Authority

The City has identified orders of succession that is described in Section 1 Basic Plan. If it is necessary for a person to succeed due to a pandemic emergency, this document will serve as a delegation of authority to the successor.

Continuity Facilities

The traditional use of continuity facilities to maintain essential functions and services may not be a viable option during a pandemic. Rather, safe work practices, which include social distancing and transmission interventions, reduce the likelihood of contacts with other people that could lead to disease transmission. The City has developed preventative practices such as social distancing procedures, hygiene etiquette, and cancellation of organizations non-essential activities to reduce the spread of the pandemic. Plans shall also be established to relocate to an alternate facility, if applicable.

Continuity Communications

According to the National Strategy Implementation Guidance, workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person-to-person contact. The City has identified communication systems needed to perform essential functions. The City Continuity Communications plan for pandemic influenza is as follows:

Comprehensive Emergency Management Plan

- a. Land line phone (voice/fax) system
- b. Internet access, E-mail, and City website
- c. Two-way radios (public safety)
- d. Satellite phones (EOC and Fire Station)
- e. Amateur radios (EOC and Fire Station)
- f. Cell phones
- g. Wireless Emergency Alert (WEA)
- h. Reverse 911
- i. Emergency Alert System (EAS)
- j. Alerts on radio stations KCBX/KVEC
- k. Social Media, Twitter, Facebook, Next Door, City Website

Critical information systems used to accomplish mission essential functions during normal operations at the primary location must be accessible at the continuity facility. In addition, City personnel should make sure that critical data is stored in such a way that it can be backed up regularly. Each department will coordinate with the IT Department on the specific technical support needed during COOP activation.

Communication Disruptions

Telephone equipment, both hard wired, cellular and voice over internet (VOIP) could be adversely affected. Currently planning is taking place to recognize an electrical power source for our City's phone system located at our City Hall. City Hall does not have a source of back-up power.

Hard wired may remain in-service however overloading may occur. Currently our primary City Emergency Operations Center (EOC) at our Community Center at 1001 Kennedy Way has seven (7) phone lines that are hard wired.

- a. (805) 771-1900
- b. (805) 771-1901
- c. (805) 771-1902
- d. (805) 771-1903
- e. (805) 771-1904
- f. (805) 771-1905
- g. (805) 771-1906

Essential Records Management

The City shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. The City has an essential records plan for identified systems, databases, and files that are needed to ensure essential functions remain operational.

Human Resources

Although a pandemic outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak. The City will establish plans to protect the entire employee population and their

Comprehensive Emergency Management Plan

families, should a pandemic outbreak occur. This may include logistical support and housing for essential employees and their families in order to maintain critical services.

Delegation of Control and Direction

Delegation is the process of transferring operational control of one or more essential functions to a pre-determined responsible party or parties. Pandemic outbreaks will occur at different times, have variable durations, and may differ in the severity; therefore, full or partial delegation of essential functions may be necessary to continue essential functions and services. The City will establish plans and procedures for delegation, which identify how it will transfer operations, if pandemic influenza renders leadership and essential staff incapable or unavailable.

Proclamation of Emergency

The City Manager is authorized to Proclaim a Local Emergency. The proclamation must be ratified by the City Council within 7 days and reviewed every 60 days until the emergency is over. The City may request for a Cal OES Director's Concurrence, Governor's Proclamation of a State of Emergency, Executive Order, California Disaster Assistance Act (CDAA) funding, and/or a Presidential Declaration of an Emergency or Major Disaster. If the County Proclaims a Local Emergency, the City may be included in that proclamation.

SLO County Office of Emergency Services (OES)

The MORRO BAY County Office of Emergency Services (OES) coordinates all requests for assistance from Morro Bay County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from Morro Bay County OES, contact the Duty Officer at +1 (805) 781-1144.

Reconstitution

Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. The City has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return. The organization's reconstitution plan should consider the possibility that not all employees may be able to return to work at the time of reconstitution.

PANDEMIC RESPONSE**Emergency Operations Center Locations**

Primary function of our EOC will be virtual to protect the health of our employees and volunteers. If we are unable to provide a virtual platform, the following are the EOC locations for an emergency event. *(Note: These locations may be adjusted or changed depending on the specific circumstances of event).*

Primary: Morro Bay City Community Center
1001 Kennedy Way, Morro Bay, CA 93422

Secondary: Morro Bay Fire Department
715 Harbor Street, Morro Bay, CA 93422

Comprehensive Emergency Management Plan**Pandemic Coordinator and Pandemic Response Team**

The Pandemic Coordinator will oversee a Pandemic Response Team (PRT) to anticipate the impacts of a pandemic on the City and to assist with developing strategies to manage the effects of an influenza or viral outbreak. The City Manager has been designated as the agency Pandemic Coordinator who will work with a team of advisors from the City department head team or their designee.

Each department head or designee will participate on the Pandemic Response Team to support the Pandemic Coordinator. The City is comprised of the following departments:

- | | | |
|--------------------------|-----------------------------|--------------------|
| 1. Administration/IT | 2. City Attorney | 3. Human Resources |
| 4. Community Development | 5. Public Works / Utilities | 6. Harbor |
| 7. Finance | 9. Police | 10. Fire |

Risk Communications

The City will develop influenza pandemic risk communications procedures for communicating with all internal and external stakeholders. This includes the use of existing notification rosters with names and telephone numbers for personnel both working on site and those forced into emergency relocation. These rosters will be maintained and updated by the City Administration staff (PIO) and located on the database. Hardcopies are to be maintained at the City EOC.

City Overview Planning Sheet

The City will undertake actions at each impact level. These impact levels are designed to provide guidance for action timelines. Specific action timelines may be adjusted at the discretion of the City Manager and may vary by Department.

1. **Low Impact (Pre-event)**
 - a. Deliver infectious disease training
 - b. Determine and obtain critical resource stockpiles
 - c. Develop scalable response plans
 - d. Post handwashing signs and other information and City facilities
2. **Medium Impact**
 - a. Publish disease-specific treatment protocols for employees
 - b. Cross-train personnel in critical functions
 - c. Validate continuity plans
3. **High Impact**
 - a. Implement enhanced exposure protection
 - b. Reallocate personnel to support emergency response operations
 - c. Distribute critical resource inventories
4. **Severe Impact**
 - a. Implement strict exposure restrictions
 - b. Restrict public access
 - c. Execute scalable response plans

Pandemic Plan Activation

1. Operational Area Conference Call as necessary
 - a. Morro Bay City EOC Director or Designee

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- b. Morro Bay City Fire & Police Chief
 - c. SLO County OES Director or Duty Officer
 - d. SLO County Medical/Health Officer or Designee
 - e. CAL FIRE Chief or Duty Chief
 - f. San Luis Coastal School District Director or Designee
2. Objectives to be discussed during the conference call:
- a. Attain situational awareness on pandemic and declaration of emergency.
 - b. Identify incident-specific concerns, actions already taken and recommended courses of action.
 - c. Determine implementation of all or part of the COOP.
 - d. PIO implement crisis communications plan with Pandemic information from CHADOC, JIC, and/or CDC.
 - e. Notify Department Heads & Elected Officials by Morro Bay City EOC Director or Designee.
 - f. Morro Bay City EOC Director or Designee determines and communicates activation of EOC to appropriate level:
 - i. Department Heads or assignee report to EOC as required
 - ii. Section Coordinators or assignee report to EOC as required
 - iii. Elected Officials report to EOC as required
 - iv. Recall Safety Employees to duty as required
 - v. Notify SLO Co. OES and our ECC is activated

This tables outline the plan of action the City will take to minimize the effects of an infectious disease incident. Specific actions are outlined on individual Areas and Support Function. Actions are correlated with the potential “Operational Impact Level” of an event. The “Trigger Guidelines” are meant to provide guidance for action timelines. Specific “Action Items” may be adjusted at the discretion of the City Manager (EOC Director) and may vary by Department.

Additionally, The World Health Organization (WHO) has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

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	Response Level & Operational Impact	Trigger Point Guidelines <i>Any or all trigger points may initiate action</i>	Action Items
The risk for a pandemic is greatly increased but not certain. (WHO Level 1)	Level 1 Impact Level: “Normal” Regular City Operations	Daily operations, no impact	<ul style="list-style-type: none"> ● Pre-planning action completed <input type="checkbox"/> Pre-planning action incomplete ○ Imminent event prep action
Spread of disease between humans is occurring in more than one country of one WHO region. (WHO Level 2-3)	Level 2 Impact Level: “Low” Pre-event Planning	New infectious disease identified. Increasing public awareness exists.	<ul style="list-style-type: none"> ○ Program in effect - monitoring developing trends ● Obtain Critical resource stockpiles <input type="checkbox"/> Deliver infectious disease/ PPE training <input type="checkbox"/> Develop operational plan ○ Initiate City Dept awareness and ongoing updates <input type="checkbox"/> Review current plan for gaps <input type="checkbox"/> Train personnel in critical functions
Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way (WHO Level 5)	Level 3 Impact Level: “Medium” Specific Event Planning	City Manager to identify probable impact on departments based on communication from all agencies	<ul style="list-style-type: none"> ○ Supervisors finalize event prep and identified needs ○ Pre-event directives issued from City Manager ○ Verify critical resource inventories ○ Publish disease-specific treatment protocols ○ Prepare for protocol changes instituted by MORRO BAY Co. Health Dept and/or EMSA
The global pandemic has been transmitted to SLO County and is occurring and is localized. (WHO Level 6)	Level 4 Impact Level: “High” Event Response	FD identifies increased call volume. Disease spread in the public is increased significantly. Public health notification of incidence of infection with high mortality or hospitalization. Public Safety personnel symptomatic. Human Resources identify increasing or unusual absentee rates.	<ul style="list-style-type: none"> ○ Review and change specific treatment protocols determined by SLO Co Health Dept or EMSA. ○ Implement enhanced exposure protection ○ Reallocate personnel to support essential operations ○ Distribute critical resource inventories ○ Restrict public access

Comprehensive Emergency Management Plan

		Operations staffing is impacted.	
Localized pandemic is severely impacting population and city operations. (WHO Level 6)	Level 5 Impact Level: “Severe” Active Pandemic, High Lethality	City unable to maintain normal staffing. Departments unable to meet increased requests for service	<ul style="list-style-type: none"> o Evaluate staffing distribution matrix and/or reduction of service o Implement strict exposure restrictions

Emergency Operations Center Duties

EOC Director

1. Coordination and Response
 - a. Activate EOC / begin Incident Action Plan development
 - b. Review and set objectives
 - c. Direct EOC team
 - d. Set times utilizing Planning P
 - e. Monitor and assess situation
 - f. Continue coordination with Co. OES, CHADOC, Cal Poly and CAL FIRE
 - g. Coordinate public information
 - h. Order logistical supplies to support operations, EOC and field personnel
 - i. Request for Mutual Aid of non-FD/LE resources through County OES EOC
 - j. Determine need for Local Emergency Proclamation

Elected Officials

1. Determine Local Emergency Proclamation
 - a. Follow same procedures as other emergencies
 - b. Guide policy decisions specific isolation and exposure reduction that may be useful
 - i. To set curfews by resolution
 - ii. Acquisition of resources for public protection as recommended by Emergency Operations Director

*See SLO County Emergency Proclamation and Disaster Declarations guidance

EOC Public Information Officer

1. Communications
 - a. Avoid conflicting information, all public information should be provided by the Emergency Operations Center City of Morro Bay Public Information Officer and typically redirected to County of MORRO BAY website such as <https://www.prepareSLO.org/en/index.aspx>
 - b. Staff phone assistance centers to share critical and accurate information from a single point of contact with public
 - c. Message to coincide with County Health/CHADOC
 - d. Messaging mediums may include:
 - i. Sheriff Reverse 911 <https://SLOsheriff.onthealert.com/>
 - ii. Wireless Emergency Alerting (WEA)
 - iii. Emergency Alert System (EAS)
 - iv. Social Media
 - v. AM/FM Radio Stations

Comprehensive Emergency Management Plan

- vi. Local network television

EOC Liaison

1. EOC Liaison to coordinate as necessary with allied agencies representatives
 - a. SLO County EOC
 - b. CHADOC/EMSA
 - c. Hospitals & Ombudsman
 - d. Voluntary Organization Active in Disaster (VOAD)
 - e. San Luis Coastal School District
 - f. Cal Poly
 - g. SLO Downtown Association & Chamber of Commerce

EOC Operations

1. Support Field Operations
 - a. Communicate with field resources as to:
 - i. Establishing medical isolation areas with CHADOC
 - ii. Supporting CHADOC/Hospital needs (temporary field units)
 - iii. Logistical support needs
 - iv. Specialized decontamination equipment

EOC Planning

1. Establish Planning Coordinator Position
 - a. Assist in Incident Action Plan development
 - b. Review and set objectives
 - c. Monitor and assess situation
 - d. Direct EOC team/ Coordinate Command Staff
 - e. Set meeting times utilizing Planning-P
 - f. Order logistical supplies to support Planning of EOC and field personnel

Pandemic Reduced or Cancelled

1. Operational Area Conference Call Activation
 - a. Morro Bay City EOC Director or Designee
 - b. Morro Bay City Fire & Police Chief
 - c. Morro Bay County OES Director or Duty Officer
 - d. CAL FIRE Chief or Duty Officer
2. Actions to be taken
 - a. Department Heads & Elected Officials notified by Morro Bay City EOC Director or Designee
 - b. Media release messaging in parallel with County EOC & CHADOC
 - c. As incident deescalates
 - i. Systematically release all city staff
 - ii. EOC Director or Designee directs closure of EOC operations
 - iii. Restock and prepare for future Pandemic
3. Conduct after action review (Per EOC Director)

Comprehensive Emergency Management Plan**Recovery**

The City of Morro Bay has a Recovery Plan under development as part of the City of Morro Bay's Comprehensive Emergency Management Plan. The following points are a short overview of the recovery phase.

Demobilization

When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (Morro Bay City Manager) or the Deputy Emergency Services Director (Morro Bay Fire Chief) determines that the disaster has entered into a recovery phase, the command staff should develop a formal demobilization plan.

1. The City of Morro Bay Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC).
2. It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible.
3. The Unified Command Staff, as well as other City of Morro Bay agencies, will be heavily involved in short and long-term recovery operations.

Cost Recovery

If State or Federal reimbursement is authorized for the emergency, accurate accounting and records of effort must be maintained and collected. These reimbursable costs could include:

- Actual travel and per diem
- Supplies, materials, and equipment
- Repair, permanent restoration, and replacement costs for public facilities
- The cost of basic engineering services when necessary for construction projects
- Indirect and administrative costs (10% of total approved state share)
- Costs for work performed under interagency assistance agreements for which an eligible applicant is legally obligated to pay
- The local cost share required under federal public assistance programs

Final Report and Activity Log

All department heads from the City of Morro Bay departments involved in the Pandemic event response will be required to complete a narrative report and a master activity log 214. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Pandemic event. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs). A copy of the narrative report and activity logs should be forwarded to City Hall as soon as possible and will be part of the official record of the Pandemic event disaster.

CONCLUSION

Maintaining City of Morro Bay essential functions and services in the event of pandemic requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, a pandemic may

Comprehensive Emergency Management Plan

not directly affect the physical infrastructure of the organization. As such, a traditional “continuity activation” may not be required during a pandemic outbreak. However, a pandemic outbreak threatens an organization’s human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, the City continuity plan addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential functions and services in a pandemic should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel, ERG members, and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.

Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of Morro Bay. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Page Number Revised	Date	Name

APPENDIX 1: WORLD HEALTH ORGANIZATION PHASES

The World Health Organizations (WHO) developed an alert system to help inform the world about the seriousness of a pandemic. The alert system has six phases, with Phase 1 having the lowest risk of human cases and Phase 6 posing the greatest risk of pandemic. Organizations are encouraged to monitor the WHO phases and establish continuity “triggers” as deemed appropriate.

The phases are applicable globally and provide a framework to aid countries in pandemic preparedness and response planning. The use of a six-phased approach has been retained. However, the pandemic phases have been re-defined (Table 1). In addition, the time after the first pandemic wave has been elaborated into post peak and post pandemic periods.

Table 1: World Health Organization Pandemic Influenza Phases

Phase 1	No animal influenza virus circulating among animals has been reported to cause infection in humans.	Preparedness
Phase 2	An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.	
Phase 3	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.	
Phase 4	Human-to-human transmission (H2H) of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.	Response and Mitigation
Phase 5	The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region.	
Phase 6	In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.	
Post-Peak Period	Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.	Recovery
Possible New Wave	Level of pandemic influenza activity in most countries with adequate surveillance rising again.	
Post-Pandemic Period	Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.	

The WHO phases of pandemic alert:

In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly

Comprehensive Emergency Management Plan

signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in Phase 1 no viruses circulating among animals have been reported to cause infections in humans.

In Phase 2 an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and is therefore considered a potential pandemic threat.

In Phase 3, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause "community-level outbreaks." The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed, and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate "at-ease" signal may be premature.

In the post-pandemic period, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

APPENDIX 2: WEBSITES FOR PLANNING AND PREPAREDNESS

1. <http://www.opm.gov/pandemic/index.asp> - Links to policies on leave, pay, hiring, alternative work arrangements and other critical human capital issues in relation to pandemic influenza.
2. <http://www.pandemicflu.gov> - pandemic influenza related information (e.g., signs and symptoms of influenza, modes of transmission, developing individual and family plans, etc.).
3. <http://www.flu.gov/planning-preparedness/federal/index.html#> Pandemic influenza related information for Federal Government agencies to use for planning and preparedness. Links to other federal government agencies.

APPENDIX 3: LEGAL REFERENCE

1. **Morro Bay Municipal Code 8.08.010 Civil Defense and Emergency Services Purposes**
 - a. The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons. **(Ord 181 § 1, 1980)**

2. **CA Code of Regulations (Title 17: §2501 (a))**
 - a. Disease Investigation: The local health officer has the duty to investigate diseases, conditions or outbreaks.

3. **CA Code of Regulations (Title 17: §2515, §2516, §2518, §2520)**
 - a. Isolation, Strict Isolation, Modified Isolation, and Quarantine

4. **CA Health and Safety Code (§101025-101030)**
 - a. Enforcement: The health officer has the duty to enforce local ordinances concerning public health and sanitary matters as well as state statutes, orders and regulations related to public health including quarantine laws, and orders prescribed by CDPH

City of Morro Bay Emergency Operations Center Continuity of Operations

City of Morro Bay Pandemic 2020

Monday



***“Life doesn’t get easier or more forgiving,
we get stronger and more resilient.”***

**10/19/2020 1000 Hours
to
11/2/2020 1000 Hours**

Quote by Steve Maraboli

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: Pandemic 2020 Morro Bay EOC		2. Operational Period: Date From: 10/19/2020 Time From: 1000 Hours		Date To: 11/2/2020 Time To: 1000 Hours	
3. Incident Commander(s) and Command Staff:			7. Operation Section:		
Emergency Services Director	Scott Collins				
EOC Director	Steven Knuckles	Operations	Scott Subler		
EOC Deputy Director	Jody Cox	Deputy Operations	On Duty Fire Captain		
Safety Officer	Joe Mueller	Night Ops			
Information Officer	Jennifer Callaway / TBA	Staging Area			
VOAD Coordinator	Kirk Carmichael				
OP Area Liaison	Michael Kelly	Branch	Law	Watkins	
4. Agency/Organization Representatives:		Division/Group	Enforcement	Tony Mosqueda	
Agency/Organization	Name	Division/Group	MBPD Voluteers	Amy Watkins	
Coast Guard	Chief Ryan Widdows	Division/Group		Ryan Widdows	
EMSA	George Brown	Division/Group			
Public Health	Michelle Shoresman	Division/Group			
SLO County Governmer	Wade Horton	Branch	Public Works	Joe Mueller	
Red Cross	Tony Briggs	Division/Group	Utilities	Joe Mueller	
Senior Center	Kirk Carmichael	Division/Group	Facilities	Matt Bishop	
San Luis Coastal Unified	Ryan Pinkerton	Division/Group	Corp Yard	Matt Bishop	
Del Mar Elementary	Janet Gould	Division/Group	Engineering	Rob Livick	
MBHS	Kyle Pruitt	Division/Group			
CERT	Bob Neuman	Branch	Recreation	Carmichael	
MBPD Volunteers	Amy Watkins	Division/Group	Facilities	Charlee Lowe	
Op Area Volunteers	Megan Harrington 805.400.0849	Division/Group	Programs	Angelica Gallardo	
		Division/Group	Senior Food	Kirk Carmichael	
		Branch	Community Services	Graham	
		Division/Group	Planning	Cindy Jacinth	
5. Planning Section:		Division/Group	Code Enforcement	Jason Nefores	
Chief	Travis Hasch	Division/Group	Building Inspection	Chad Ouimet	
Deputy		Division/Group			
Contingency	Michael Talmadge	Division/Group			
Situation Unit	Vierra/Talmadge	Branch	Fire EMS	Subler/On-duty Fire Captain	
Documentation Unit	Vierra/Talmadge	Division/Group	EMS	Michael Talmadge	
Demobilization Unit		Division/Group	Facility	Michael Hoese	
GISS	Mike Brannagan	Division/Group	All Risk	Scott Subler	
FBAN		Division/Group	EMS Supplies	Micah Szopinski	
IMET		Division/Group	CERT	Mike Hoese/Sam Watson	
Training Tech Spec		Air Operations Branch			Director:
		Air Support Group Supervisor			
		Air Tactical Group Supervisor			
		Helibase Manager			
6. Logistics Section:					
Chief	Matt Bishop				
Deputy Chief					
		8. Finance/Administration Section:			
Facilities Unit	Matt Bishop	Chief	Jennifer Callaway		
Ground Support Unit	Pat Bernard	Time Unit	Valarie Webb		
Communications Unit	Brandon Kato	Procurement Unit	Sandi Martin		
Medical Unit	Micah Szopinski	Comp/Claims Unit	Dana Swanson		
		Cost Unit			
Prepared By: Name: Travis Hasch		Position/Title: PSC		Signature: _____	
ICS 203		Date/Time: 10/18/2020 2300 hours		NIMS IAP	

1. Incident Name: Pandemic 2020 Morro Bay EOC		2. Operational Period: Date From: 10/19/2020		Date To: 11/2/2020	
		Time From: 1000 Hours		Time To: 1000 Hours	
7. Operation Section:					
Chief	Scott Subler				
Deputy	On Duty Fire Captain				
Staging Area			Staging Area		
Branch	Harbor	Endersby	Branch	XII	
Division/Group	Facilities	Eric Endersby	Division/Group		
Division/Group	EMS Supplies	Dana Stein	Division/Group		
Division/Group	EMS Response	Becka Kelly	Division/Group		
Division/Group			Division/Group		
Branch	Tourism	Erica Crawford	Branch	XIII	
Division/Group	TBID	Erica Crawford	Division/Group		
Division/Group	Chamber of Commerce	Erica Crawford	Division/Group		
Division/Group			Division/Group		
Division/Group			Division/Group		
Branch	Community Recovery	Graham	Branch	XIV	
Division/Group	Local Government	Scott Graham	Division/Group		
Division/Group	Economic	Scott Graham	Division/Group		
Division/Group	Community Events	Kirk Carmichael	Division/Group		
Division/Group			Division/Group		
Branch	Fall Contingency	Vierra	Branch	XV	
Division/Group	POD	Hoese	Division/Group		
Division/Group	Continuation Plan	Vierra	Division/Group		
Division/Group			Division/Group		
Division/Group			Division/Group		
Branch	X		Branch	XVI	
Division/Group			Division/Group		
Division/Group			Division/Group		
Division/Group			Division/Group		
Division/Group			Division/Group		
Branch	XI		Branch	XVII	
Division/Group			Division/Group		
Division/Group			Division/Group		
Division/Group			Division/Group		
Prepared By:	Travis Hasch	Position/Title: PSC	Signature: _____		
ICS 203A		Date/Time:	10/18/2020	2300 hours	NIMS IAP

Healthy Workplace Checklist

1. Incident Name: City of Morro Bay Pandemic 2020	2. Operational Period:	Date From: 10/19/2020 Time From: 1000 Hours	Date To: 11/2/2020 Time To: 1000 Hours
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HEALTHY WORKPLACE CHECKLIST

Self-Awareness / Screening

- Separate yourself from others
- Notify your supervisor if you or others experience:
 - Cough, more than expected
 - Shortness of breath or difficulty of breathing
 - New loss of taste or smell
 - Fever
 - Chills
 - Sore throat
 - Muscle pain

Hygiene at Work

- Properly wash or sanitize your hands often, especially before and after eating or entering a public place, and after coughing or sneezing
- Avoid handshakes and communal use items
- Maintain Inventory of sanitizer and personnel protective equipment (PPE), notify the Fire Department in your inventory runs low
- Disinfect high touch surfaces often:
 - Phones, doors, desktops, equipment, vehicles, etc.

Social Distancing and Protective Equipment

- Initiate, practice, and remind other of social distancing
- Conduct briefings and conversations outdoors and at least 6 feet apart
- Utilize face coverings as a tool to protect yourself and coworkers
- Clean or replace dirty face coverings and PPE

Communications

- Face coverings and social distance complicate communications, ensure effective sender / receiver messaging

Protect yourself, your coworkers, and our community

Find more information: <https://readyslo.org>

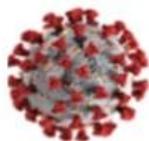
7. Prepared By:	Travis Hasch	Position/Title: PSC	Signature: _____
8. Approved by Incident Commander:	Steven Knuckles		Signature: _____

NIMS IAP

KNOW HOW TO PROTECT YOURSELF

1. Incident Name: City of Morro Bay Pandemic 2020	2. Operational Period:	Date From:	10/19/2020	Date To:	11/2/2020
		Time From:	1000 Hours	Time To:	1000 Hours

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 518937A 06/01/2020

cdc.gov/coronavirus

7. Prepared By:	Travis Hasch	Position/Title:	PSC	Signature:	_____
8. Approved by Incident Commander:	Steven Knuckles	Position/Title:		Signature:	_____

NIMS IAP

ASSIGNMENT LIST (ICS 204)

CONTROLLED UNCLASSIFIED
INFORMATION//BASIC

1. Incident Name: City of Morro Bay Pandemic 2020		2. Operational Period: Date From: 10/19/20 Date To: 11/02/20 Time From: 1000 Hours Time To: 1000 Hours			3. Branch: Law Div/Group: Enforcement Page 1 of 1		
4. Operations Personnel: Operations Section Chief: Scott Subler Branch Director: Watkins #REF! Division/Group Supervisor: Tony Mosqueda							
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **					
Resource Identifier	Leader	Personnel	Request #				
Canby, Nicole	43S2	1	805 458-6774	850 MBB			
Cullum, Dale	43S3	1	805 440-1855	850 MBB			
Martin, Mark	43S4	1	805 440-4106	850 MBB			
Place, Jerrod	43S5	1	805 423-0081	850 MBB			
Bower, Bill	43A2	1	805 459-3649	850 MBB			
Vasquez, Art	43A5	1	805 440-2856	850 MBB			
Stuart Gene	43A6	1	805 440-3594	850 MBB			
Hufstetler, Robert	43A7	1	805 748-3928	850 MBB			
Millar, Aaron	43A8	1	805 458-4981	850 MBB			
Marvos, Will	43A12	1	805 458-1532	850 MBB			
Galaz, Chris	43A13	1	805 550-6496	850 MBB			
Silva, Dustin	43A3	1	805 440 4022	850 MBB			
6. Work Assignments: Support EOC operations and functions as necessary							
<p>Maintain normal operations, obtain compliance for Local/State Orders related to COVID-19</p> <p>Protect employees, their families and our community while planning for long-term pandemic guidelines</p> <p>Continue emergency operations for public safety to minimize effects of the pandemic.</p> <p>Continue operations to provide expected levels of departmental services.</p> <p>Maintain phased re-opening strategies for local businesses while maintaining proper social distancing guidelines</p>							
7. Special Instructions:							
<p>Maintain adequate (and no less than minimum) staffing levels at all times.</p> <p>Assist other city departments and services as needed or required.</p> <p>Use appropriate PPE as needed to prevent exposure to COVID19 virus.</p>							
8. Communications Radio information needed for this assignment:							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
	#N/A						
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
	#N/A						
	15						
	16						
9. Prepared by: Name: Matt Vierra Pos/Title: RESL							
					Signature: _____		
ICS 204	Date/Time: 10/16/2020 2200			Personnel Count: 12			

NIMS IAP

CONTROLLED UNCLASSIFIED INFORMATION//BASIC

ASSIGNMENT LIST (ICS 204)

CONTROLLED UNCLASSIFIED
INFORMATION/BASIC

1. Incident Name: City of Morro Bay Pandemic 2020		2. Operational Period: Date From: 10/19/20 Date To: 11/02/20 Time From: 1000 Hours Time To: 1000 Hours			3. Branch: Public Works Div/Group: Facilities Page 1 of 1		
4. Operations Personnel: Operations Section Chief: Scott Subler Branch Director: Joe Mueller 805 820-5922 Division/Group Supervisor: Matt Bishop							
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **			Reporting Location, Special Equipment, Remarks, Notes, and Information Time Location		
Resource Identifier	Leader	Personnel	Request #	Corporation Yard			
Matt Bishop		1	805 441-3299				
6. Work Assignments: Support EOC operations and functions as necessary Ensure adequate staff to maintain city infrastructure by providing site access and ensuring public safety Provide for maximum safety of personnel from potential COVID-19 exposure. Ensure adequate supplies of products for sanitizing, disinfection and personal hygiene. Assign on-call positions and emergency response duties. Maintain city equipment readiness for potential emergency response.							
7. Special Instructions: Coordinate with engineering staff to ensure all facility directives are carried out in a safe and compliant matter whenever possible i.e closing facilities or blocking facility.							
8. Communications: Radio information needed for this assignment:							
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
	#N/A						
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
	#N/A						
	15						
	16						
9. Prepared by: Name: Matt Vierra Pos/Title: RESL <div style="text-align: right;">Signature: _____</div>							
ICS 204	Date/Time: 10/16/2020 2200			Personnel Count: 1			

MEDICAL PLAN (ICS 206)

1. Incident Name: Pandemic 2020 Morro Bay EOC		2. Operational Period: Date From: 10/19/20 Date To: 11/2/20 Time From: 1000 Hours Time To: 1000 Hours					
3. Medical Aid Stations:							
Name	Location	Contact Number/Freq	Paramedics				
Morro Bay Fire Station 53	715 Harbor Street	805 772-6242	Yes				
Urgent Care	783 Quintana	805 771-0108					
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number	Level of Service				
San Luis Ambulance	Bonita Street, Morro Bay	805 543-2626	ALS				
CHP 70	Paso Robles Airport	805 593-3344	ALS				
Cal Star 7	Santa Maria Airport	805 547-9331	ALS				
5. Hospitals:							
Hospital Name	Address, Lat & Long Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Sierra Vista Hospital		805 546-7651		15		<input type="checkbox"/>	<input checked="" type="checkbox"/>
French Hospital		805 543-8626		20		<input type="checkbox"/>	<input type="checkbox"/>
Twin Cities Hospital		805 434-3500		30		<input type="checkbox"/>	<input checked="" type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
6. Special Medical Emergency Procedures							

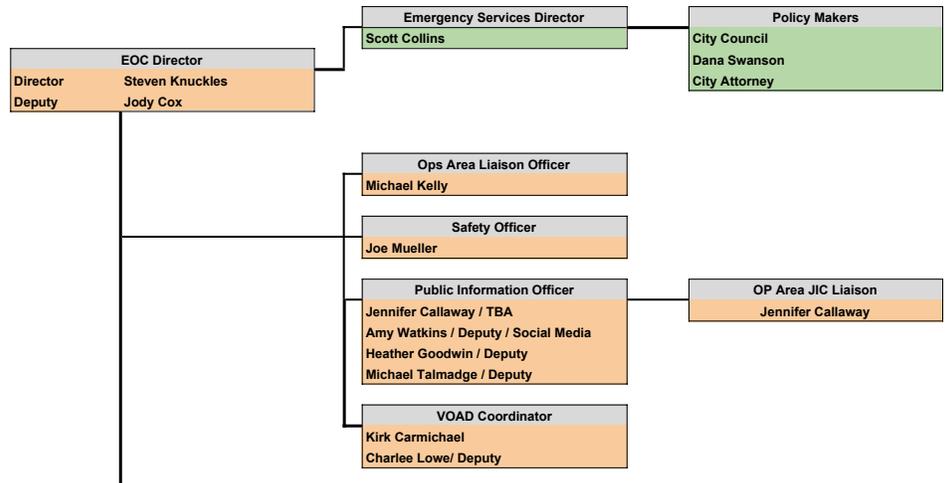
Pay attention for potential COVID-19 symptoms: including fever, cough, and shortness of breath. If you are developing symptoms, call your doctor. If you develop emergency warning signs for COVID-19 seek medical attention. These include; difficulty in breathing, persistent pain or pressure in the chest, confusion or inability to arouse and bluish lips or face. **If you get sick: Stay home.** Call your health care provider and let them know your symptoms. Tell them if you may have COVID-19 to help them care for you and keep other people from getting infected or exposed. Do not return to work. **If an employee tests positive:** Supervisors must provide a worker's compensation packet and notify our City Risk Manager and EOC Director. Sick leave benefits available to COVID-19 (Emergency Paid Leave) must be exhausted before any temporary disability benefits under Workers Compensation. **Exposed at work:** Contact your supervisor if exposed to individuals that may have COVID-19. Supervisor will contact the Branch Director (Phone and email describing situation) and Operations Section Chief. The EOC Director will communicate to SLO PH Liaison.

Employees are to call in daily from home while ill with flu symptoms OR are using FMLA to care for a sick family member. Department supervisor will need to fill out the electronic "**Daily Employee Wellness Check**" form until illness symptoms have abated: <https://forms.gle/eQLhuUkQpFsk7yPz8>

Return to Work Criteria: personnel with **confirmed or suspected COVID-19** will remain isolated at home for 10 days from the onset of symptoms OR until they have been without symptoms at least 3 days without medicine AND 7 days since the first onset of symptoms. The same rules apply to asymptomatic personnel who are at home directly caring for sick family members with confirmed or suspected COVID-19. If sick personnel or their family have tested **negative for COVID-19** during this time then return to work restrictions fall under normal work procedures.

7. Prepared by (Medical Unit Leader): Micah Szopinski Signature: _____	
8. Approved by (EOC Director): Steven Knuckles Signature: _____	
ICS 206 NIMS IAP	Date/Time: _____

Incident Name	
Pandemic 2020 Morro Bay EOC	
Operational Period	
From 10/19/2020 1000 Hours	To 11/2/2020 1000 Hours



Operations	
Chief	Scott Subler
Deputy	On Duty Fire Captain
Branch Law	Watkins
Division/Group Enforcement	Tony Mosqueda
Division/Group MBPD Volunteers	Amy Watkins
Division/Group	Ryan Widdows
Branch Public Works	Joe Mueller
Division/Group Utilities	Joe Mueller
Division/Group Facilities	Matt Bishop
Division/Group Corp Yard	Matt Bishop
Division/Group Engineering	Rob Livick
Branch Recreation	Carmichael
Division/Group Facilities	Charlee Lowe
Division/Group Programs	Angelica Gallardo
Division/Group Senior Food	Kirk Carmichael
Branch Community Services	Graham
Division/Group Planning	Cindy Jacinth
Division/Group Code Enforcement	Jason Nefores
Division/Group Building Inspection	Chad Ouimet
Branch Fire EMS	Subler/On-duty Fire Captain
Division/Group EMS	Michael Talmadge
Division/Group Facility	Michael Hoese
Division/Group All Risk	Scott Subler
Division/Group EMS Supplies	Micah Szopinski
Division/Group CERT	Mike Hoese/Sam Watson
Harbor	Endersby
Facilities	Eric Endersby
EMS Supplies	Dana Stein
EMS Response	Becka Kelly
Tourism	Erica Crawford
TBID	Erica Crawford
Chamber of Commerce	Erica Crawford
Community Recovery	Graham
Government	Scott Graham
Economic	Scott Graham
Community Events	Kirk Carmichael
Fall Contingency	Vierra
POD	Hoese
Continuation Plan	Vierra

Planning Section	
Chief	Travis Hasch
Deputy	
Contingency	
	Michael Talmadge
Situation Unit	
	Documentation Unit
	Vierra/Talmadge
Demobilization Unit	
	GISS
	Mike Brannagan

Logistics Section	
Chief	Matt Bishop
Deputy	
Signage	
	TBD
Facilities Unit	
	Ground Support Unit
	Pat Bernard
Communications Unit	
	Brandon Kato
	Medical Unit
	Micah Szopinski

Finance Section	
Chief	Jennifer Callaway
Deputy	Sandi Martin
Time Unit	
	Valarie Webb
Procurement Unit	
	Comp/Claims Unit
	Dana Swanson
Cost Unit	

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: Pandemic 2020 Morro Bay EOC	2. Operational Period:	Date From: 10/19/20 Time From: 1000 Hours	Date To: 11/2/20 Time To: 1000 Hours
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Some things we can do to maintain a healthy active lifestyle and routine while limiting exposure to COVID-19.

- **Stay active:** There are lots of safe alternatives to getting physical activity without going against the preventive best practices recommended by the CDC like social distancing and avoiding large crowds. An important point to consider is that avoiding crowds does not mean avoiding nature. Going for a brisk walk or jog outside in uncrowded areas outdoors is considered safe.
- **Adequate sleep:** Good sleep is essential to our overall health. While the amount of sleep needed for good health and optimum performance mostly depends on the individual, the CDC recommends adults age 18-60 years get seven or more hours of sleep per night.
- **Diet and nutrition:** Practicing self-discipline and avoiding "emotional eating" due to stress that may be related to the drastic changes surrounding the COVID-19 pandemic and how it affects our lives is imperative. According to the CDC, whole foods like dark, leafy greens, oranges and tomatoes—even fresh herbs—are loaded with vitamins, fiber and minerals. Make it a habit to try to eat more whole nutritious foods instead of processed snacks or fast food.
- **Self-care:** Take time to take care of yourself. Be supportive and suggest the same for those close to you. Meditation, relaxation, quality time with family, personal care of yourself promotes overall wellness.
- **Healthcare maintenance:** If you have medications prescribed for any condition, be sure to take them as directed by your provider. Chronic conditions such as hypertension, diabetes, asthma and many others should be kept in check with taking your medications as prescribed.
- **Cope with stress and anxiety:** Positively cope with stress and anxiety induced by new precautions we must all now take to combat the spread of COVID-19 in our communities. Positive coping mechanisms include exercise, meditation, reading, further developing certain skills or hobbies etc.
- **Stay connected:** Talking with loved ones about the pandemic can help reduce the anxiety and instances of feeling down. Remember we are all in this together, now is the time to support each other.

5. Prepared By: Joe Mueller	Position/Title: SOFR	Signature: _____
ICS 208	Date/Time: 10/18/2020 / 2030	

FINANCE MESSAGE

1. Incident Name: City of Morro Bay Pandemic 2020	2. Operational Period:	Date From: 10/19/20	Date To: 11/2/20
		Time From: 1000 Hours	Time To: 1000 Hours

1. Turn in coded/approved invoices to your Office Assistant by end of day Friday.

2. Create batches and input invoice information on Monday or Tuesday (depending when you have staff coming in the office to work).

3. Turn in completed batches to Finance by end of day Tuesday. Call Carly when you are ready to bring batches to Finance so she can open the door for you.

4. Finance will review and process batches on Wednesday for checks to be cut and mailed on Thursday.

Please note, City hall is staffed daily and processing mail daily. If you would like to pick up your mail just call over to City hall or knock on the door and someone will let you in!

4. Site Safety Plan Required? No

Approved Site Safety Plan(s) Located At:

5. Prepared By: Jennifer Callaway

Position/Title: Finance Director

Signature: _____

ICS 208

Date/Time: 10/18/2020 / 2030

Pandemic Continuity of Operations Plan

Mask up Morro Bay!

Thank You for Being A Morro Bay Face Makers Hero



**BE A HERO:
COVER
YOUR
FACE**



✓ cloth or
paper mask



✓ bandana



✓ scarf



✗ not the hero we
need right now

Face covering
dos and don'ts

**IF YOU'RE SAFE, WE'RE SAFE TOO!
#ROCKSOLIDTOGETHER**



Pandemic Continuity of Operations Plan Recommendations



Staff Recommends Council:

- Staff recommends the City Council adopt Resolution No. 94-20, accepting the revised City of Morro Bay Emergency Management Plan (EMP), adding Annex L Pandemic Continuity of Operations Plan.



2020 Pandemic Emergency Operations Center

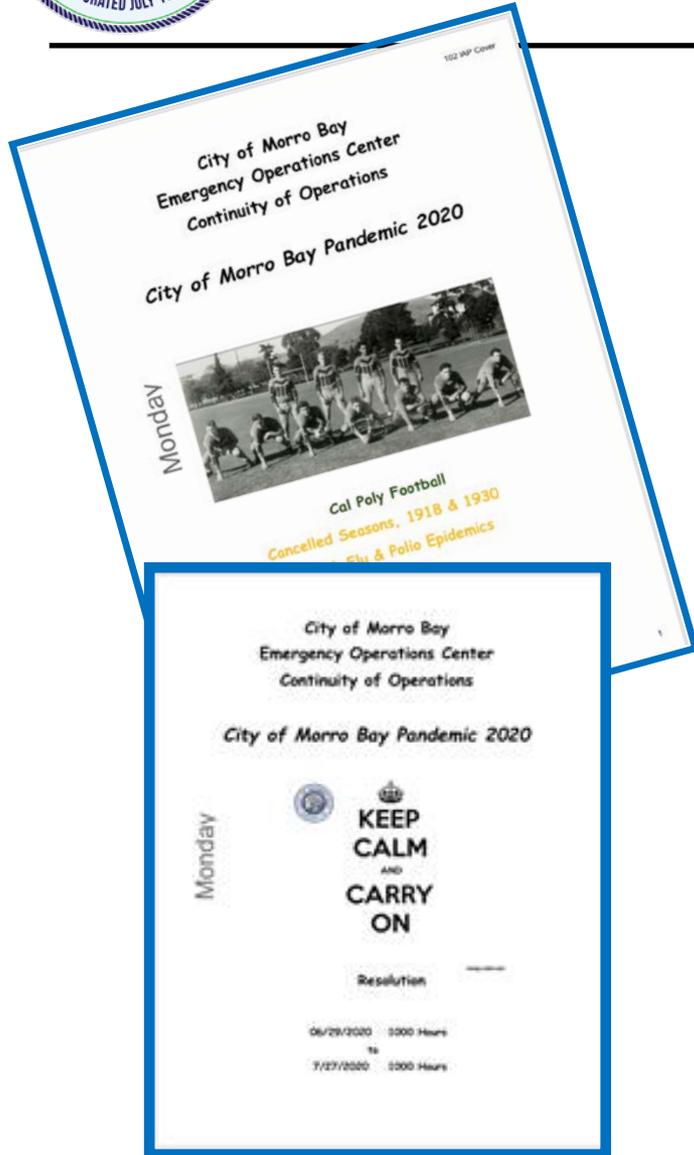
- On March 16th, Morro Bay's Emergency Operation Center opened supporting our Federal, State, and local Public Health Emergency Declarations.
- 100% Virtual.
- Operational Periods with clear objectives in Incident Action Plans (IAP) are developed.
- The EOC Command and Planning personnel meet multiple times a week virtually. (28 Employees and Volunteers)
- The EOC is focused on serving, safeguarding and protecting the community
- Our EOC has been operating for **226 days**





2020 Pandemic

What we have Accomplished



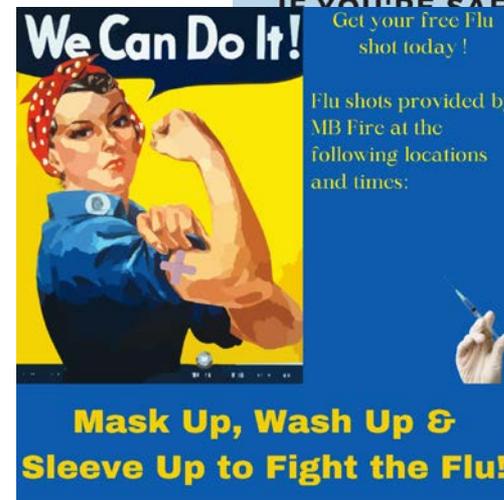
- Created a safer working environment
- Maintained a State of Readiness
- Provided New Protection Policies and provide 100% PPE to All City workforce and volunteers
- Developed Program to support our vulnerable population thru volunteerism (CERT)
- Work Side-by-Side with SLO County EOC and Public Health Department



2020 Pandemic

What we have Accomplished

- Developed Traffic and Rock Parking plans to assist in the high visitor rates
- Develop educational campaigns plus methods to recognize great actions in our community;
 - Morro Bay Face Mask Hero
 - Morro Bay Trash Hero
 - **(Soon)** Roll up your Sleeve – Rosie the Riveter



IF YOU'RE SAFE, WE'RE SAFE TOO!
#ROCKSOLIDTOGETHER





2020 Pandemic

What we have Accomplished

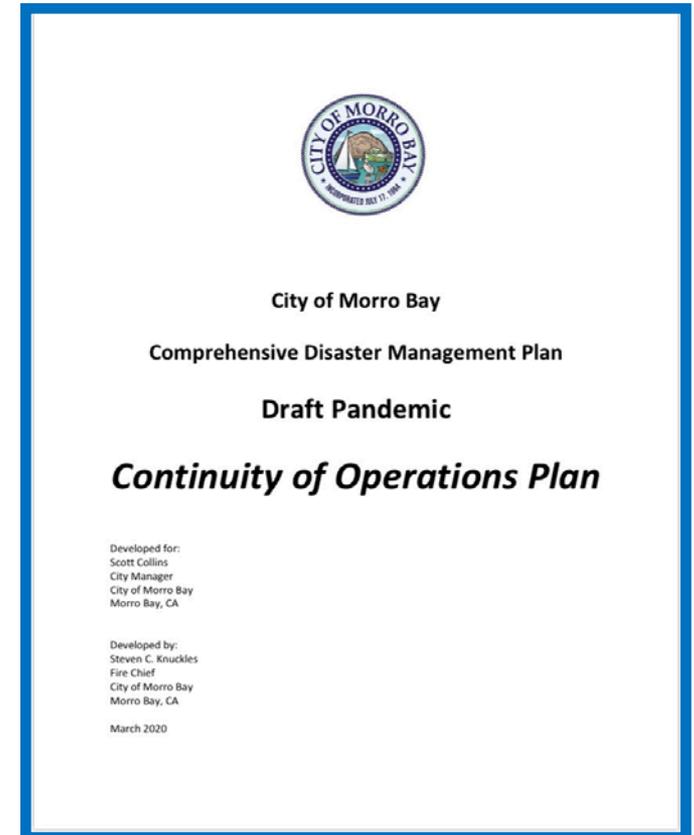


- Kept the Public and Workforce informed thru an aggressive Public and Social Media Program
- Coached and encouraged the business community through our different tiers of re-opening
- Supported our Community's Children by providing enrichment and distant learning programs
- Maximizing our Cost Recovery Programs through FEMA and Cares Funding



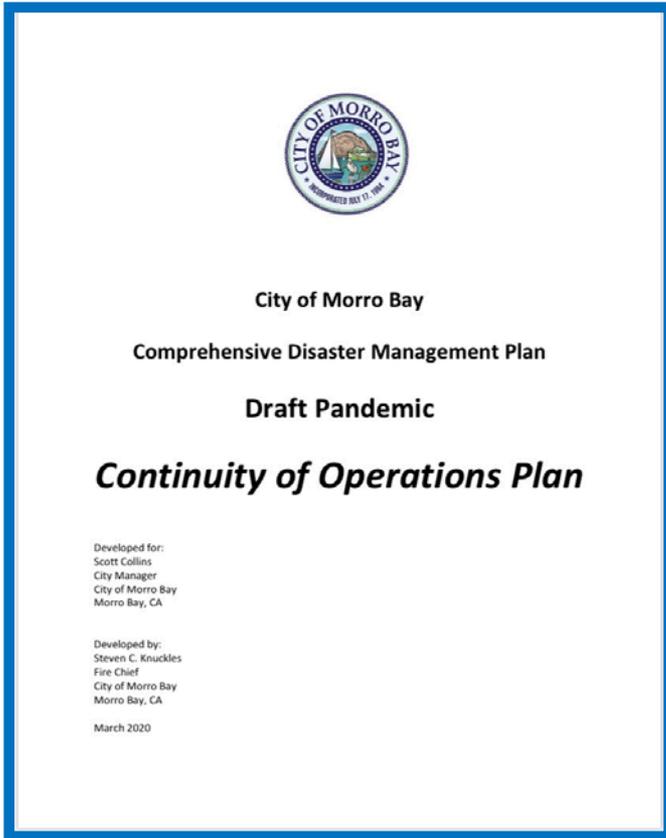
Electrical Power Shut-Off Plan Preparations

- We started our Pandemic Continuation of Operations Plan (COOP) in Late 2019
- Based off our 2009 Pandemic Influenza A (N1H1) Virus Planning and Response Plan
- We recognized both the regional and partnership approach with the limited resources
- We have been using our Pandemic Plan as a guideline because it complies with National Incident Management System (NIMS)





Electrical Power Shut-Off Plan Continuity of Operations Plan



- Adding a new Hazard Annex to our Morro Bay Emergency Management Plan (PART II, Hazard Annexes)
- Our new Hazard Annex is in concert with other identified hazards, i.e. Flood, Earthquake, Tsunamis.....
- Complies with State and Federal mandates that will function well regionally and would qualify for possible assistance
- The new addition does require our Council to re-adopt our Basic Plan (Part I) for our new addition



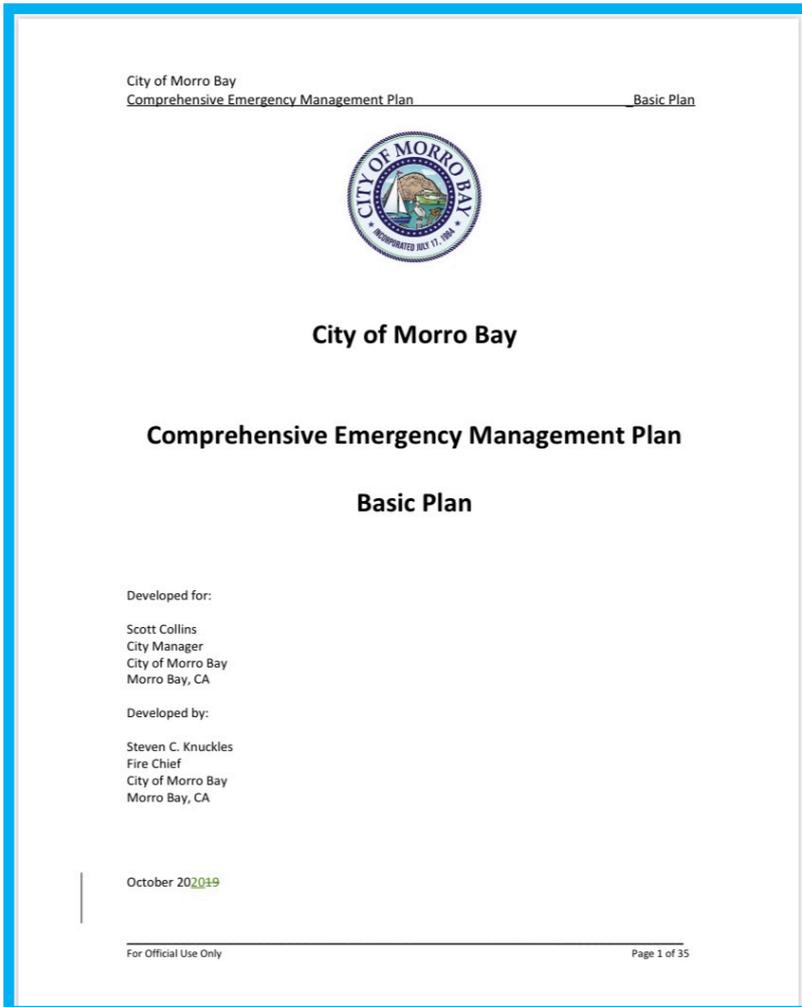
Pandemic COOP Annex L

Management Objectives

- a. Provide for safety for the public, employees, and volunteers
- b. Ensure uninterrupted Emergency Services; PD, FD, & Harbor
- c. Ensure continued continuity of government capabilities
- d. Institute preventive measures in all city workplaces
- e. Provide for timely and accurate information in all wide range of mediums.
- f. Ensure coordination with law enforcement to maintain protection.
- g. Ensure that the needs of medically dependent individuals and function needs are assisted
- h. Ensure close coordination and communications with all regional partners, i.e. County Health Department
- i. Ensure the management actions and efforts will be focused on serving, safeguarding and protecting the Community of Morro Bay
- j. Maintain accurate financial documentation which may be necessary for cost reimbursement.



Pandemic Continuity of Operations Plan Recommendations



Staff Recommends Council:

- Staff recommends the City Council adopt Resolution No. 94-20, accepting the revised City of Morro Bay Emergency Management Plan (EMP), adding Annex L Pandemic Continuity of Operations Plan.

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AGENDA NO: C-3

MEETING DATE: October 27, 2020

Staff Report

TO: Honorable Mayor and City Council

DATE: October 21, 2020

FROM: Scott Collins, City Manager

SUBJECT: Consideration of Resolution for 180-Day Wait Period Exception for CalPERS Retired Annuitant / Interim Finance Director Appointment and Interim Finance Director Agreement – Katie Lichtig

RECOMMENDATION

Staff recommend the City Council:

1. Adopt Resolution No. 95-20 approving an exception to the 180-day waiting period for the position of Interim Finance Director; and
2. Approve the Interim Finance Director employment agreement between the City and Ms. Lichtig.

ALTERNATIVES

The City Council may elect not to adopt Resolution No. 95-20 and direct staff accordingly.

FISCAL IMPACT

The City has included funds for the position of Finance Director in the budget for Fiscal Year 2020-2021. Under CalPERS guidelines, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate and, also, cannot receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate. In other words, the interim position, if this item is approved by Council, will receive only salary, not benefits, and that will save the City approximately \$1,800 per month compared to the fully benefited position, while the City conducts a recruitment for the permanent Finance Director position.

BACKGROUND

The City's current Finance Director, Jennifer Callaway, recently announced her resignation effective October 23, 2020, to accept the position of Town Manager for the Town of Truckee, CA. Following this announcement, the City began an open recruitment for the permanent Finance Director and commenced the search for an interim Finance Director. The City needs the services of an interim Finance Director following Ms. Callaway's departure to ensure City operations continue to run smoothly until the successor finance director begins working for the City, particularly in light of the state of emergency caused by the COVID-19 pandemic.

Prepared By: DS

Dept Review: _____

City Manager Review: SC

City Attorney Review: MCH

Ms. Lichtig, former City Manager for the cities of Malibu and San Luis Obispo, retired from her position as Assistant City Manager/Chief Operating Officer for the City of Santa Monica effective June 1, 2020. Ms. Lichtig is willing to work for the City as Interim Finance Director for a limited time to fill this critically needed position until a permanent Finance Director is hired. She has specialized skills in the area of municipal finance, and maintaining continuity of leadership and financial skill sets at this top finance position is especially critical now as the City continues to weather the financial impacts wrought by COVID-19. Ms. Lichtig's experience of leading cities through financially challenging times will serve the City and community of Morro Bay well over the next several months.

CalPERS Retired Annuitant Requirements and 180-Day Waiting Period Exception

California Government Code section 21221(h) allows public agencies to hire California Public Employees' Retirement System ("CalPERS") retirees for vacant positions subject to certain limitations. The limitations mandate that the employee be paid compensation no more than equivalent to an hourly rate within the salary range for the vacant position, that no benefits be provided or paid, and that the appointment be of limited duration. Also, under normal conditions, CalPERS retirees may only work a maximum of 960 hours per fiscal year.

Additionally, Government Code section 7522.56(f) provides that a CalPERS retiree may not be employed by a CalPERS employer for a period of 180 days following the date of retirement, unless he or she meets one of several exceptions specified in the law. One of the exceptions is where "[t]he employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting[.]" (Government Code §7522.56(f)(1).)

To secure a 180-day wait period exception, CalPERS requires that the employer submit a resolution-certification package to CalPERS, along with a copy of the retiree's employment agreement before the first day of employment.

Governor Newsom's Executive Order N-25-20

On March 4, 2020, Governor Newsom declared a statewide state of emergency due to the COVID-19 pandemic. To further enhance California's ability to respond to COVID-19, Governor Newsom issued Executive Order N-25-20 which, among other things, suspended reinstatement and the retired annuitant work hour limitation of 960 hours per fiscal year during the state of emergency. Under this executive order, the 180-day break in service requirement under Government Code section 7522.56(f) is also suspended for retired annuitants hired to ensure adequate staffing during the state of emergency. The suspension of the retired annuitant work hour limitation and wait period exceptions will remain in place until the state of emergency is lifted.

DISCUSSION

Two items are being presented for the City Council's consideration and approval: 1) a resolution certifying the nature of Ms. Lichtig's employment as interim finance director and that her appointment to this position is necessary to fill a critically needed position before 180 days have passed since her retirement, and 2) an interim finance director employment agreement for Ms. Lichtig whereby she would be appointed to the position of interim finance director.

As explained above, to be eligible for an exception to the 180 day waiting period following the date of retirement, the City must find that Ms. Lichtig's appointment to the position of interim finance director is necessary to fill a critically needed position. Filling the position of finance director position is critical to maintaining the basic operations and financial health of the City, particularly in light of the state of emergency caused by the COVID-19 pandemic. The City anticipates that the recruitment for the

permanent finance director position will conclude by May 31, 2021. Ms. Lichtig's appointment as interim finance director will automatically terminate when a permanent finance director begins working for the City.

Ms. Lichtig's employment with the City as a retired annuitant would be subject to CalPERS retired annuitant hiring limitations, except for waivers allowed under Governor Newsom's Executive Order N-25-20. Accordingly, the basic contract terms for Ms. Lichtig as interim finance director would be as follows:

- Anticipated hours of work/ 960 hour limitation: Ms. Lichtig anticipates working full time (40 hours per week) to ensure that the basic operations of the City continue to run smoothly. Under normal conditions, Ms. Lichtig would be limited to working 960 hours per fiscal year to comply with CalPERS retired annuitant hiring requirements. However, Executive Order N-25-20 suspends the 960 hour per fiscal year limit during the state of emergency to ensure adequate staffing and response during the COVID-19 pandemic.
- Limited duration appointment: the agreement would commence November 2, 2020 and would expire automatically on November 1, 2021, unless a permanent finance director begins working for the City before that date.
- Compensation: equivalent to the hourly rate for the finance director position in the City's salary schedule adopted September 24, 2020 (\$67.09/ hr.).
- No benefits would be paid.
- Employment status: Ms. Lichtig would serve as an at-will, exempt employee. The agreement could be terminated by either party at any time and would automatically terminate upon the commencement of a permanent Finance Director.

Staff has submitted a request for waiver of the work hour limitations to the California Department of Human Resources, as required by Executive Order No. N-25-20, and received acknowledgement the request was processed and forwarded to CalPERS. The intent is to request a waiver of the 960 hour requirement preemptively, as it is anticipated she will be doing work directly related to the COVID-19 emergency and should her work on COVID-19 related issues eventually require her to exceed the 960 hour limit that would otherwise apply.

In addition, if Council approves Resolution No. 95-20 and the Interim Finance Director agreement, these documents will be forwarded by staff to CalPERS in accordance with Government Code section 7522.56(f).

CONCLUSION

Staff recommend the City Council:

1. Adopt Resolution No. 95-20 approving an exception to the 180-day waiting period for the position of Interim Finance Director; and
2. Approve the Interim Finance Director employment agreement between the City and Ms. Lichtig.

ATTACHMENTS

1. Resolution No. 95-20
2. Interim Finance Director Employment Agreement

RESOLUTION NO. 95-20

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
FOR 180-DAY WAIT PERIOD EXCEPTION
G.C. SECTIONS 7522.56 & 21221(H)**

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

WHEREAS, in compliance with Government Code section 7522.56 the City of Morro Bay (“City”) City Council must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Katie Lichtig (CalPERS ID 5157809095) retired from the City of Santa Monica in the position of Assistant City Manager/Chief Operating Officer, effective June 1, 2020; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is November 29, 2020 (date of 181st day after retirement) without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the City Council of the City and Ms. Lichtig certify that she has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the City Council of the City hereby appoints Ms. Lichtig as an interim appointment retired annuitant to the vacant position of Finance Director for the City under Government Code section 21221(h), effective November 2, 2020; and

WHEREAS, an appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for a permanent replacement; and

WHEREAS, the current status of this recruitment is active; and

WHEREAS, this section 21221(h) appointment shall only be made once and therefore will end on November 1, 2021 if not automatically terminated earlier; and

WHEREAS, the entire employment agreement, contract or appointment document between Ms. Lichtig and the City of Morro Bay has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year, except as allowed by CalPERS pursuant to Executive Order N-25-20, which suspends the 960 hour per fiscal year limit during the state of emergency due to the COVID-19 pandemic; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum monthly base salary for this position is \$11,628.58 and the hourly equivalent is \$67.09, and the minimum base salary for this position is \$9,566.83 and the hourly equivalent is \$55.19; and

WHEREAS, the hourly rate paid to Ms. Lichtig will be \$67.09; and

WHEREAS, Ms. Lichtig has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City of Morro Bay City Council hereby certifies the nature of the employment of Katie Lichtig as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Finance Director for the City by November 2, 2020 because such position is essential to maintaining the basic ongoing operations and financial health of the City, ensuring adequate staffing during the state of emergency caused by the COVID-19 pandemic, and because a recruitment for the permanent position of Finance Director could not be completed by this date.

PASSED, APPROVED AND ADOPTED this 27th day of October 2020.

JOHN HEADDING, Mayor

ATTEST:

State of California)
County of San Luis Obispo) SS
City of Morro Bay)

I, Dana Swanson, City Clerk of the City of Morro Bay, California, do hereby certify that the City Council of the City of Morro Bay duly approved and adopted the foregoing Resolution No. 95-20 at a regular meeting of said Council held on the 27th day of October, 2020, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dana Swanson, City Clerk

CITY OF MORRO BAY
AT-WILL INTERIM FINANCE DIRECTOR
EMPLOYMENT AGREEMENT

This AT-WILL INTERIM FINANCE DIRECTOR EMPLOYMENT AGREEMENT (“Agreement”) is made by and between the CITY OF MORRO BAY (the “City”) and KATIE LICHTIG (“Employee”). The City and Employee may be referred to individually as a “Party” or collectively as “the Parties.”

WHEREAS, Government Code subdivision 21221(h) permits retired annuitants under the California Public Employees’ Retirement System (“CalPERS”) to be employed without reinstatement from retirement upon appointment by a public agency to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position;

WHEREAS, the City’s former Finance Director recently resigned from this position and as a result, the Finance Director position is presently vacant;

WHEREAS, the City is currently conducting an open recruitment to permanently fill the position of Finance Director;

WHEREAS, the City anticipates the Finance Director position will be filled with a permanent replacement by May 31, 2021;

WHEREAS, the duties of the Finance Director are set forth in full in Exhibit “A” to this Agreement;

WHEREAS, it is the desire of the City Manager to appoint Employee to serve as an at-will, temporary employee for the position of Interim Finance Director, which is a position that requires specialized skills and expert professional services for a definite period of time, effective November 2, 2020;

WHEREAS, as a CalPERS retired annuitant under Government Code subdivision 21221(h), Employee (i) possesses knowledge, skills and abilities necessary to fulfill the required duties of the Interim Finance Director, as demonstrated by her prior experience as a city manager and assistant city manager/chief operating officer for several California cities over an extensive period of time, (ii) desires to perform the duties of and assume responsibility for the position of Interim Finance Director, and (iii) acknowledges such employment is at-will and of a limited duration for a definite period of time, as described below; and

WHEREAS, the Parties wish to establish the terms and conditions of Employee’s services to the City, as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and Employee hereby agree as follows:

Section 1: TERM

The term of this Agreement shall commence on November 2, 2020 and shall automatically terminate on November 1, 2021 unless terminated prior to that date by either Party (the “Term”). The City shall terminate this Agreement in accordance with Section 4 of this Agreement upon the City appointment of a permanent replacement for the position of Finance Director. In no event shall the Term exceed the 960-hour per fiscal year limit under Government Code subdivision 21221(h) except as allowed by CalPERS pursuant to Executive Order N-25-20, which suspends the 960 hour per fiscal year limit during the state of emergency due to the COVID-19 pandemic. In the event Employee works 960 hours during the Term of this Agreement without CalPERS authorization, then this Agreement shall terminate automatically. November 2, 2020 shall be Employee’s “Hire Date” for purposes of this Agreement.

Section 2: DUTIES, RESPONSIBILITIES, AND WORK HOURS

A. Employee shall be appointed to the position of Interim Finance Director, the functions and duties of that position, as described in Exhibit “A” to this Agreement, and such other legally permissible and proper duties and functions as the City Manager shall, from time to time, direct or assign to Employee. Employee acknowledges the position of Interim Finance Director requires specialized skills and expert professional services for a definite period of time, as described above in Section 1 of this Agreement. Employee agrees to perform all such functions and duties to the best of Employee’s ability and in an efficient, competent, and ethical matter.

B. Employee acknowledges proper performance of the duties of Interim Finance Director will generally require Employee to observe normal business hours (currently 8:00 a.m. to 5:00 p.m., Monday through Friday, including a standard one hour lunch period), as set by the City, as well as regularly devote time outside of normal office hours, including attendance at City Council and other City or community meetings. Furthermore, the Interim Finance Director position remains an “exempt” classification under the overtime provisions of the federal Fair Labor Standards Act (“FLSA”) and Employee shall not be entitled to any compensation for overtime nor subject to such overtime provisions of the FLSA. Notwithstanding the foregoing, the Parties understand and agree, due to the CalPERS’ limitation on the number of hours Employee can work for the City, Employee may not be available during some hours or days, if extra time is required for attendance at meetings and other reasons relating to City-business.

C. All data, studies, reports, and other documents prepared and/or reviewed by Employee while performing her duties during the Term of this Agreement shall be furnished to and become the property of the City, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee to the extent permitted by applicable law. Such materials, without the prior written consent of the City, shall not be used by Employee for any purpose other than the performance of her duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

Section 3: COMPENSATION/ BENEFITS PROHIBITED

A. The City agrees to compensate Employee at approved rate of compensation for the Finance Director position, which is currently Eleven Thousand Six Hundred Twenty-eight Dollars and Fifty-eight Cents (\$11,628.58) per month (based on an annual salary of \$139,543.00), to equal an hourly rate of Sixty-seven Dollars and Nine cents (\$67.09; \$11,628.58 divided by 173.333). That calculated hourly rate is simply to show compliance with CalPERS' requirements (Gov't Code subdivision 21221(h)) and not to be construed as designating the Interim Finance Director position as hourly employment and anything other than salaried and exempt pursuant to the FLSA.

B. Employee shall not be eligible for any other benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate except for the above hourly rate and workers' compensation benefits.

Section 4: RESIGNATION/TERMINATION

A. Employee may resign at any time; provided, however, Employee shall reasonably provide the City Manager with at least **thirty-days' advance written notice unless otherwise shortened by the City Manager.**

B. Employee is an at-will employee and serves at the will and pleasure of the City Manager and may be terminated at any time, with or without cause, and with or without notice, at any time by the City Manager.

C. In accordance with state law and the requirements of the California Public Employees Retirement Law, Employee may not be reappointed to this position following the expiration of this Agreement, nor may this Agreement be modified to extend the term of the Agreement.

D. After notice of resignation or termination, Employee shall cooperate with the City, as requested by the City, to effect a transition of Employee's responsibilities and duties and to ensure the City is aware of all matters being handled by Employee.

E. Employee shall not be entitled to severance pay and Employee expressly waives any and all rights with respect to severance pay.

Section 5. NOTICES

Notices required to be served pursuant to this Agreement shall be served in person or by first-class U.S. mail addressed as follows:

City

City Manager
City of Morro Bay
595 Harbor Street
Morro Bay, California 93442

Employee

Katie Lichtig
Address on file with the City

Section 6: GENERAL TERMS AND CONDITIONS

The General Terms and Conditions of this Agreement are described as follows:

A. Indemnification. To the extent mandated by the California Government Code, the City shall defend, hold harmless, and indemnify Employee against any tort, professional liability, claim or demand, or other legal action arising out of an alleged act or omission occurring in the performance of Employee's services under this Agreement. This section shall not apply to any intentional tort or crime committed by Employee, to any action outside the course and scope of Employee's employment, or any other intentional or malicious conduct or gross negligence of Employee.

B. Entire Agreement. The text of this Agreement shall constitute the entire and exclusive agreement between the Parties regarding the subject matter hereof. All prior oral or written communications, understandings, or agreements between the Parties not set forth herein shall be superseded in total by this Agreement. No amendment or modification to this Agreement may be made except by a written agreement signed by the Employee and the City's Mayor and approved as to form by the City Attorney.

C. Assignment. This Agreement is not assignable by either the City or Employee.

D. Severability. In the event any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the Parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be illegal or void are wholly inseparable from the remaining portions of this Agreement.

E. Effect of Waiver. The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions in this Agreement by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other time or times.

F. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of California, which are in full force and effect as of the date of execution. Any action to interpret or enforce the terms of this Agreement shall be held exclusively in a state court in San Luis Obispo County, California. Employee expressly waives any right to remove any such action from San Luis Obispo County.

G. Effective Date. This Agreement shall not become effective until it has been signed by Employee and on behalf of the City.

H. Effect of Agreement on Employee's CalPERS Retirement Benefits. The City makes no representation on the impact, if any, this Agreement shall or may have upon her

CalPERS retirement benefits, status, duties, and/or obligations. Employee acknowledges that in entering into this Agreement, she has not relied upon any such representations (none of which being in existence) in assessing the CalPERS-related impact of her employment. Therefore, Employee releases the City from any and all CalPERS-related claims or liabilities that may arise in connection with her employment pursuant to this Agreement.

I. No Unemployment Insurance Benefits Received By Employee. Employee expressly certifies and warrants to the City that she has not received any unemployment insurance payments for retired annuitant work for any public employer within the 12 months prior to her appointment date.

J. Compliance With 960 Hours Per Fiscal Year Limit. Employee further certifies and warrants to the City her anticipated work schedule of 40 hours per week will not cause her to exceed the 960 hours per fiscal year limit pursuant to Government Code subdivision 21221(h), including work for any other CalPERS employer during the current fiscal year.

K. Conflicts Prohibited. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement. Employee shall comply with all requirements of law, including but not limited to, Sections 1090, 1125, and 87100 *et seq.* of the Government Code, and all other similar statutory and administrative rules.

L. Independent Legal Advice. The City and Employee represent and warrant to each other that each has received legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement or at least had the opportunity to do so, that each has carefully reviewed this entire Agreement, that each and every term thereof is understood, and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the Party or its representatives who drafted it or who drafted any portion thereof.

M. Government Code §§ 53243 - 53243.4. Government Code §§ 53243 - 53243.4 sought to provide greater transparency in local government and institute certain limitations on compensation paid to local government executives. Those statutes also require contracts between local agencies and its employees include provisions requiring an employee who is convicted of a crime involving an abuse of her office or position to provide reimbursement to the local agency. Those statutes are incorporated herein by reference. Accordingly, the Parties agree it is their mutual intent to fully comply with the cited Government Code sections and all other applicable law as it exists as of the date of execution of this Agreement and as such laws may be amended from time to time thereafter. Specifically, the following Government Code sections are called out and hereby incorporated by this Agreement:

§53243. Reimbursement of paid leave salary required upon conviction of crime involving office or position.

§53243.1. Reimbursement of legal criminal defense upon conviction of crime involving office or position.

§53243.2. Reimbursement of cash settlement upon conviction of crime involving office or position.

§53243.3. Reimbursement of noncontractual payments upon conviction or crime involving office or position.

§53243.4. "Abuse of office or position" defined.

Employee represents Employee has reviewed, is familiar with, and agrees to comply fully with each of these provisions if any of these provisions are applicable to Employee.

IN WITNESS WHEREOF, the City of Morro Bay has caused this Agreement to be signed and executed on its behalf by its City Manager, and approved as to form by the City Attorney, and executed by the Employee.

CITY OF MORRO BAY,

Dated: _____
Scott Collins,
City Manager

Attest:

Approved as to form:

Dana Swanson,
City Clerk

Chris F. Neumeyer,
City Attorney

[Signatures continued on Page 7]

[Signatures continued from on Page 6]

EMPLOYEE,

In signing this Agreement, Employee understands and agrees she is an **at-will, salaried and exempt employee** and her rights to employment with the City are governed by the terms and conditions of this Agreement rather than the ordinances, resolutions, and policies of the City, which might otherwise apply to classified or other employees of the City. Employee further acknowledges she was given the opportunity to consult with an attorney prior to signing this Agreement.

Dated: _____

Signed: _____

KATIE LICHTIG

FINANCE DIRECTOR

CITY OF MORRO BAY

FINANCE DIRECTOR

DEFINITION

Under administrative direction of the City Manager to plan, organize, and direct the activities of the Finance Department by performing responsible administrative work in fiscal and budget administration; and to do related work as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Plans, organizes, and directs activities related to the City's municipal finance system.
2. Formulates rules, procedures, and policies for the efficient operation of the department.
3. Manages departmental personnel including interviews, selection, training, evaluations, and discipline.
4. Prepares and administers annual departmental operating budget; manages operations to achieve goals within available resources.
5. Consults with governmental agencies, other staff members, and the public; attends meetings, makes presentations and recommendations to appointed and elected officials on departmental-related activities.
6. Evaluates the need for, and develops plans and budget schedules for, long-range programs.
7. Prepares grants, formal bid specifications, and request for proposals, and manages same.
8. Prepares and submits periodic reports, analysis, and recommendations, concerning departmental activities.
9. Administers the maintenance of financial records, including utility billings, business tax certificates, payables, receivables, collections, and payroll activities.
10. Acts as property manager, relating to City-owned property and rentals.
11. Acts as Purchasing Agent for the City.
12. Invests City funds, as the City Treasurer.
13. Responsible for data gathering and accumulation of information for annual budget; assists City Manager with presentation and production of proposed and final document.
14. Staff coordinator for the Citizens Oversight/Finance Advisory Committee, which entails preparing agendas, staff reports, scheduling and attending meetings, and providing reports as requested.
15. Responsible for City's computerized multi-fund municipal accounting system and upgrades.
16. Responsible for strategic financial focus including 10-year budget projection.
17. Responsible for the financial performance and reporting for major projects.

FINANCE DIRECTOR

18. Coordinates City audits, prepares or assists with State Controller's reports, CAFR or basic financial statements.

QUALIFICATIONS

Knowledge of:

Principles, problems, and methods of public and business administration, as applied to a municipality; general municipal revenue and accounting principles and practices; public purchasing requirements and procedures; laws, regulations, and ordinances affecting fiscal operations and audits; technology related to computerized financial systems; principles of supervision and training; investment portfolio management.

Ability to:

Learn, understand, interpret, and apply laws, rules, and regulations to specific accounting and financial situations; organize and supervise the work of staff, engaged in a variety of accounting and financial record-keeping operations; prepare accurate financial reports and analyses; prepare bid packages and oversee purchasing for City equipment and supplies; comprehend computer-generated financial data; establish and maintain cooperative relationships with those contacted during the course of work; supervise others.

Education and Experience:

Equivalent to graduation from an accredited college or university with major work in accounting, business administration, or closely related field; possession of an M.B.A., C.P.A., or M.P.A. desirable.

Five years of professional-level financial management experience in government or private industry requiring knowledge of accounting, purchasing, budgeting, and related central services, such as mail services and surplus property operations; two years of supervisory experience.

Possession of a valid and appropriate California driver's license.

TOOLS & EQUIPMENT USED

Personal computer including word processing and spreadsheet software; mainframe computer system; 10-key calculator; telephone; copy machine; fax machine; scanner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

FINANCE DIRECTOR

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council on August 23, 2016.