



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Prioritization of projects as part of the FY 2008-09 Priority Calendar

RECOMMENDED MOTION:

Move to approve the Council Priority Calendar

SUMMARY

Staff is recommending that the City Council adopt a new administrative tool to prioritize projects that do not reflect routine provisions of City services. The City Council and Management Team held its 6 month Strategic Planning Session Retreat in April and identified thirty-four (34) projects that did not reflect "routine" City services. Based on the discussions at the retreat, Staff is recommending that the City Council review the list of current and proposed projects and rank them in an effort to establish a priority calendar.

Projects are one-time in nature that:

- Require significant staff time and
- Generally are placed on the Council agenda for action.

The proposed program is a two step process, and outlined below:

- Council will review all current and proposed projects, ask for clarification, add new projects that are not listed and solicit input from the public. Council will vote to remove any current or new projects that are not a priority for consideration, discuss and then rank all the remaining new and below the line projects. "Below the line" projects are projects that are not acted on, but are kept on the master list for the next annual review.
- Council will review the rankings and approve an annual calendar.

Attached is a summary of all current and proposed projects.

BACKGROUND

The definition used for the priority calendar items:

- Require at least 40 hours of staff time
-

Item #: 6E
Meeting Date: 5-20-08
Page #: 1

- Are one time in nature
- Have been directed by Council, City Manager or Commission through specific action, including the budget
- Do not reflect the routine provisions of City Services
- Are mandates imposed by state or federal government, or other funding agencies
- Are major capital improvements

To insure the system captured all issues, a "below the line" category of projects was created. These are items that are not expected to be started within the next year. These items are not acted on, but are kept on the master list for the next annual review by the Council. This ranking process goes hand in hand with the City Budget process.

One of the purposes of the Priority Calendar is to ensure Council and staff are on the same page with regard to the scope of a project and what it takes to complete it to Council's satisfaction (including timeframe). Thus, it is important that every project is reviewed by Council.

Issue to rank:

There are a total of thirty-four (34) projects to rank and they have been divided into four categories:

1. Legal items that require the City to take action and are not in the adopted budget
2. Updating or establishing new City ordinances
3. Council or Staff generated projects that do not reflect routine City services
4. Community generated projects that do not reflect routine City services

Legal Items (4):

- Alta Mira
- EPA Order
- Heath Way
- Northern California River Watch

City Ordinances and Policies (8):

- Code Enforcement Ordinance
- Condo Conversion Ordinance
- Construction Time Limit Ordinance
- Historic Guidelines Ordinance
- Housing Element
- Municipal Code, update
- Second Unit Ordinance
- Trees and Views Ordinance

Council and Staff Projects (11):

- ADA plan – update and implementation
- Antenna Leases, negotiate and renew
- Bicycle Master Plan – update
- Downtown Parking Plan, includes evaluating parking meter technology, pay for display options, maximize number of spaces in the lots, and updating fees and fines
- MLK Property Management, renew leases and address maintenance challenges
- Public Safety Facilities, project management, and budget oversight
- Sausalito Marine Property, negotiate price and terms
- Shuttle service, work with Parks Service, Chamber of Commerce and County of Marin to operate shuttle program to reduce traffic impacts in Sausalito during peak season.
- Volunteer Management Program, develop a program that recruits, screens, provides placement and manages City volunteers.
- Sausalito Cruising Club compliance with License Agreement
- Code Enforcement Program

Community Projects: (11)

- Imagine Sausalito (5)
 - Transportation Action Committee
 - Technology Action Committee
 - Downtown and Harbor Action Committee
 - Marinship Waterfront Steering Committee
 - Economic Development Action Committee
- Marin Clean Energy (CCA)
- Emergency Preparedness, next steps and follow-up to block party event
- Light Brown Apple Moth, continue to work with County and local officials to understand impacts from the State's proposal to eradicate the LBAM.
- Solar Energy for City Hall and other public facilities, Sustainability Commission
- SHIP, separate from the Downtown and Harbor Action Committee
- Castillo Sculpture restoration project and park improvements

ISSUES

Next Steps: The Council will review all current and proposed projects, ask for clarification, add new projects that are not listed and solicit input from the public. Council will vote to remove any current or new projects that are not a priority for consideration, discuss and then rank all the remaining new and below the line projects.

Council will individually rank each project 1 – 34 or No Ranking (NR) for each of the proposed projects. Please note that 1 is low and 34 is high. The highest number value will result as the highest priority and the lowest number total will identify the lowest

Item #: 6E
Meeting Date: 5-20-08
Page #: 3

total points. The Council then will discuss and confirm the final ranking including determining what items fall below the line.

FISCAL IMPACT

There is no direct fiscal impact to this report. Individual projects have a cost estimate associated with them, which will be incorporated into the budget as feasible.

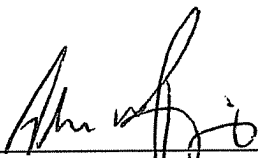
STAFF RECOMMENDATIONS

Move to approve the Council Priority Calendar

ATTACHMENTS

1. Community Development list with timing and cost
2. City Attorney list with timing and cost
3. All other department lists

SUBMITTED BY:



Adam W. Politzer
City Manager

Item #: 6E

Meeting Date: 5-20-08

Page #: 4

ADMINISTRATION

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Cellular Antenna Leases	City Council adoption of updated lease agreements	July 2008-June 2009	Staff time (possible increase in revenues)
Martin Luther King properties	City Council adoption of new and updated lease agreements and addressing maintenance challenges	July 2008-June 2009	Staff time; cost to clean up property (ie: removal of hazardous waste materials) (possible increase in revenues)
Shuttle Program	City Council approval of a shuttle program which involves working with Parks Service, Chamber of Commerce and County of Marin to operate shuttle(s) to reduce traffic impacts in Sausalito during peak season.	July – October 2008	(Donations and possible matching grant monies are being sought in order to begin this project)
Sausalito Marineways	City Council direction continues to be sought on payable terms and price	On-going	Unknown at this time
Light Brown Apple Moth	Continue to work with County and local officials to understand impacts from the State's proposal to eradicate the LBAM	May – August 2008	Staff time
SHIP	SHIP is currently working in concert with the Downtown & Harbor Committee – However SHIP is, in fact, an entity of their own	On-going	

10/1

<p>1. <u>Introduction</u></p> <p>The purpose of this report is to provide a comprehensive overview of the current state of the market for [Product/Service]. This report will analyze the market's growth, key players, and future prospects.</p>	<p>2. <u>Market Overview</u></p> <p>The market for [Product/Service] has shown significant growth over the past five years, driven by increasing demand and technological advancements. Key players in the market include [Company A], [Company B], and [Company C].</p>	<p>3. <u>Market Analysis</u></p> <p>The market is characterized by high competition and rapid technological change. Key factors influencing market growth include [Factor 1], [Factor 2], and [Factor 3]. The market is expected to continue to grow at a steady pace over the next five years.</p>
<p>4. <u>Market Segments</u></p> <p>The market is divided into several segments, including [Segment 1], [Segment 2], and [Segment 3]. Each segment has its own unique characteristics and growth potential.</p>	<p>5. <u>Key Players</u></p> <p>The key players in the market are [Company A], [Company B], and [Company C]. Each company has a strong market presence and a diverse product portfolio.</p>	<p>6. <u>Future Prospects</u></p> <p>The market is expected to continue to grow at a steady pace over the next five years. Key factors influencing market growth include [Factor 1], [Factor 2], and [Factor 3].</p>
<p>7. <u>Conclusion</u></p> <p>The market for [Product/Service] is a highly competitive and rapidly growing market. Key players in the market include [Company A], [Company B], and [Company C].</p>	<p>8. <u>References</u></p> <p>[Reference 1], [Reference 2], [Reference 3]</p>	<p>9. <u>Appendix</u></p> <p>[Table 1], [Table 2], [Table 3]</p>
<p>10. <u>Disclaimer</u></p> <p>This report is for informational purposes only and does not constitute an investment recommendation. The information contained herein is based on publicly available data and is subject to change without notice.</p>	<p>11. <u>Author</u></p> <p>[Author Name]</p>	<p>12. <u>Date</u></p> <p>[Date]</p>

POLICE DEPARTMENT

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Emergency Preparedness	Update Plan where needed; follow-up to block party event (coordination with Administration required)	July 2008-June 2009	Staff time
Downtown Parking Plan	Evaluate parking meter technology, pay for display options, maximize number of spaces in the lots, and recommend appropriate fines and fees (coordination with Administration required)	July 2008-June 2009	Staff time; cost to replace equipment if recommended (possible increase in revenues)

10/12

<p>1. The first part of the paper discusses the importance of the research and the objectives of the study.</p>	<p>The second part of the paper discusses the methodology used in the study and the results of the research.</p>	<p>The third part of the paper discusses the conclusions of the study and the implications of the findings.</p>
<p>2. The paper is well-structured and easy to read. The authors have done a good job of explaining the concepts and the findings.</p>	<p>The data is presented clearly and the analysis is thorough. The authors have provided a good overview of the research.</p>	<p>The conclusions are well-supported by the evidence. The authors have provided a good summary of the findings.</p>
<p>3. The paper is a good example of a well-written research paper. The authors have done a good job of explaining the concepts and the findings.</p>	<p>The data is presented clearly and the analysis is thorough. The authors have provided a good overview of the research.</p>	<p>The conclusions are well-supported by the evidence. The authors have provided a good summary of the findings.</p>
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10/12

COMMUNITY DEVELOPMENT

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Housing Element (Consultant option)	City Council adoption of housing element	July 2008-June 2009	\$50,000
Housing Element (Staff option)	City Council adoption of housing element	July 2008-June 2009	\$5,000 + possible consultant costs for HCD certification
Second Unit Ordinance	City Council adoption of ordinance	Follows adoption of Housing Element	Prepared by staff
Historic Guidelines	City Council adoption of guidelines	Winter 2009, following Housing Element adoption	\$50,000 (\$20,000 previously allocated, plus \$30,000 to be allocated)
Construction Time Limits	City Council adoption of ordinance	October 2008	Prepared by staff
Marin Clean Energy (MCE)	Commence outreach program to acquaint citizens with MCE	City Council action on participation in MCE by November 2008. Action on approval of JPA by December 2008.	\$3,000 for city-wide mailings and community workshops
Solar	City Council approval of contract for installation of solar panels on City facilities	July 2008	\$1000 to secure solar rebate
Imagine Sausalito	City Council prioritization of the Action Committee implementation programs presented to City Council on March 25, 2008 (Staff supports some meetings)	Ongoing	\$10,000 for BAC operating costs for FY 2008-09, plus any additional funds necessary for implementation of the proposed Action Committee programs as prioritized by the City Council.
<ul style="list-style-type: none"> • Transportation Action Comm • Technology Action Comm • Downtown & Harbor Action Comm • Marinsip Waterfront Steering Comm • Economic Development Action Comm 	Construction of Public Safety Facilities	May 2008- Sept 2009	TBD

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Sausalito Cruising Club	Cruising Club compliance with License Agreement approved by City Council in 2002	September 2008	None
Code Enforcement Program	Dedicated staff position for code enforcement	Fall 2008	Assistant Planner position in proposed 2008-09 Budget
<p>Staffing for code enforcement program</p> <p>Code Enforcement Program</p> <p>Staffing for code enforcement program</p> <p>Code Enforcement Program</p> <p>Staffing for code enforcement program</p>	<p>Staffing for code enforcement program</p> <p>Code Enforcement Program</p> <p>Staffing for code enforcement program</p> <p>Code Enforcement Program</p> <p>Staffing for code enforcement program</p>	<p>Staffing for code enforcement program</p> <p>Code Enforcement Program</p> <p>Staffing for code enforcement program</p> <p>Code Enforcement Program</p> <p>Staffing for code enforcement program</p>	<p>Assistant Planner position in proposed 2008-09 Budget</p> <p>Assistant Planner position in proposed 2008-09 Budget</p> <p>Assistant Planner position in proposed 2008-09 Budget</p> <p>Assistant Planner position in proposed 2008-09 Budget</p>
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ENGINEERING

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Castillo Sculpture	Complete restoration project	May 2008 – July 2008	\$20,000 possible cost if fundraising efforts are not successful
Public Facilities ADA Requirements	Make Buildings, Parks, Streets ADA accessible and compliant with ADA guidelines	One to three projects per year until transition plan completed	\$0 within Public R.O.W. (picked up by CIP program funds (non-GF). \$100,000+/year for buildings, parks. \$100,000+/year on possible future claims. \$100,000+/year of Justice Compliance Decree issued
Bicycle Master Plan Update	Approved Revised Plan	June 2008	None if approved before 6/30/08 (Funded by TAM until 6/30/08) \$500 if approval occurs 6/30/08 after and adoption at first meeting

<p>1. <u>Introduction</u></p> <p>Background information about the project and the organization.</p>	<p>2. <u>Objectives</u></p> <p>Clear, measurable goals for the project.</p>	<p>3. <u>Scope</u></p> <p>Define the boundaries of the project, including what is included and excluded.</p>	<p>4. <u>Methodology</u></p> <p>Describe the approach and methods used to complete the project.</p>
<p>5. <u>Resources</u></p> <p>Identify the personnel, equipment, and materials needed for the project.</p>	<p>6. <u>Risks</u></p> <p>Identify potential risks and develop mitigation strategies.</p>	<p>7. <u>Timeline</u></p> <p>Develop a project schedule with milestones and deadlines.</p>	<p>8. <u>Budget</u></p> <p>Estimate the costs of the project and allocate resources accordingly.</p>
<p>9. <u>Conclusion</u></p> <p>Summarize the key findings and recommendations of the project.</p>	<p>10. <u>Appendix</u></p> <p>Include any additional information, such as charts, tables, or supporting documents.</p>	<p>11. <u>References</u></p> <p>List any sources of information used in the project.</p>	<p>12. <u>Signatures</u></p> <p>Obtain signatures from project stakeholders to approve the plan.</p>

CITY ATTORNEY

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Alta Mira	Existing litigation	Current and on-going	Hourly fees for outside counsel and City Attorney; staff costs
Northern California River Watch	Existing litigation	Current and on-going	Hourly fees for outside counsel and City Attorney; staff costs
EPA Administrative Order	Compliance with regulatory agency administrative order	Current and on-going	Hourly fees for City Attorney; staff costs (particularly Engineering)
Heath Way	Real property negotiations	Current and on-going	Hourly fees for City Attorney; staff costs (particularly Engineering)
Condo Conversion Moratorium Ordinance	Draft proposed revisions to Zoning Code regarding the conversion of hotels and motels to condominiums	Fall 2008	Hourly fees for City Attorney; staff costs (particularly planning)
Code Enforcement Ordinance Update	Review and revise City's existing code enforcement regulations	Fall 2008	Hourly fees for City Attorney; staff costs (particularly planning)
Trees and Views Ordinance	Review and revise City's existing trees and views regulations	Fall 2008	Hourly fees for City Attorney; staff costs
Municipal Code Update	Retain outside consultant to update and maintain codifications of City regulations	Fall 2008	Cost of outside consultant and City Attorney hourly fees
Use of volunteers for projects	Develop proposed policies and requirements regarding the use of volunteers for City projects	Fall 2008	City Attorney hourly fees

