



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE: Update of ordinances; discussion of Council committee creation

RECOMMENDED MOTION:

1. Approve proposed timelines for project completion.
 2. If the Council desires to utilize outside consultant services/additional city attorney services to complete the identified projects direct the Finance Committee to identify funding sources or other alternatives.
 3. Discuss the creation of a Council committee to oversee these matters and if desired appoint 2 members to the Committee.
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BACKGROUND

The Agenda setting Committee (Mayor Belser and Vice Mayor Albritton) directed staff to summarize the status of the projects which were established by the City Council on May 27, 2008 as priorities ("above the line projects") and which involve modifications to the Sausalito Municipal Code. The Council is also being asked to discuss the creation of a Council committee to oversee these types of issues and it desired to appoint members to the committee.

The attached table provides the requested information regarding the priority projects including suggested staffing options, a proposed timeline for completion and an estimate of the costs to utilize outside consultants to assist with these projects where applicable.

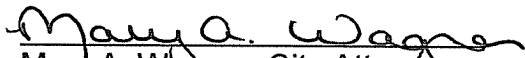
FISCAL IMPACT

The fiscal impact of each item is identified in the table.

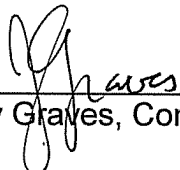
STAFF RECOMMENDATIONS

1. Approve proposed timelines for project completion.
2. If the Council desires to utilize outside consultant services/additional city attorney services to complete the identified projects direct the Finance Committee to identify funding sources or other alternatives.
3. Discuss the creation of a Council committee to oversee these matters and if desired appoint 2 members to the Committee

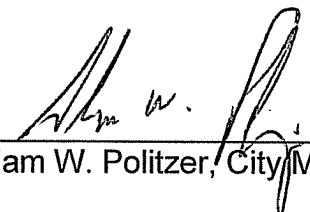
PREPARED BY:


Mary A. Wagner, City Attorney

REVIEWED BY;


Jeremy Graves, Community Development Director

REVIEWED AND SUBMITTED BY;


Adam W. Politzer, City Manager

Attachment: Project Status Table

Topic Council Consultant Estimated
 Prioritization Status/Staffing Cost

Timeline

<p>Hotel/Motel Condominium Conversion</p>	<p>Ranked 8th in priority by Council on 5/27/08</p>	<p>Outside planning consultant prepared initial draft. Council reviewed the draft and remanded to OMIT. City Attorney received direction from OMIT on revisions. Ordinance to be redrafted to incorporate OMIT direction and then return to Council for approval. Staffing Options: - Utilize the services of an outside planning consultant to complete the process. - Have the City Attorney complete the process. - Use in house planning staff once both Associate Planner positions have been filled.</p>	<p>Outside Consultant or City Attorney: Revised draft to Council on November 18th or 25th. Review by Planning Commission on January 14th and 28th. First reading by Council February 3rd Second reading by Council February 17th Effective March 19, 2009 Existing moratorium expires June 18, 2009. In House Planning Staff: Staff believes that if the Council elects to wait to use the services of in house planning staff the revisions to the Zoning Code could not be made in time to ensure that the new regulations are in place before the moratorium expires.</p>	<p>Approximately \$3500 - \$5000</p>
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Estimated Cost

Timeline

Council Consultant Status/Staffing

Topic

<p>Construction Time Limit Ordinance</p>	<p>Ranked 9th in priority by Council on 5/27/08</p>	<p>Then Interim Community Development Director, Diane Henderson prepared initial draft. Council reviewed the draft and gave direction to staff.</p> <p>Ordinance to be redrafted to incorporate Council direction and then return to Council for approval.</p> <p>Staffing Options:</p> <ul style="list-style-type: none"> - Utilize the services of an outside planning consultant to complete the process. Diane Henderson has indicated that she is available to assist the City in completing this project - or - - Have the City Attorney complete the process – or- - Use in house planning staff once both Associate Planner positions have been filled 	<p>Outside Consultant or City Attorney: Revised draft to Council on November 18th or 25th.</p> <p>Review by Planning Commission on January 14th and 28th.</p> <p>First reading by Council February 3rd</p> <p>Second reading by Council February 17th</p> <p>Effective March 19, 2009</p> <p>In House Planning Staff: If the Council elects to wait to use the services of in house planning staff it will take longer to complete this project due to the fact that the new Assistant Planner has just been hired and the interviews for the new Associate Planners begin on October 17th. It is likely that the earliest that a new Associate Planner will begin work in January, 2009. Once they begin they will need to get up to speed on a number of projects and priorities including this project.</p>	<p>Approximately \$5000.</p>
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Topic Council Prioritization Consultant Status/Staffing Timeline Estimated Cost

<p>Housing Element</p>	<p>Ranked 10th in priority by Council on 5/27/08</p>	<p>Upon filling the vacant Associate Planner positions one of the new planners will be assigned to this task.</p> <p>Staffing Options -- Utilize the services of an outside planning consultant to complete the process</p> <p>-Use in house planning staff once both Associate Planner positions have been filled</p>	<p>The next Housing Element cycle is to be completed by June 30, 2009. Staff believes that this will be a difficult timeline to meet even if the services of an outside consultant are used.</p> <p>Outside Consultant Unknown but staff will work to try and accomplish certification of the Housing Element within the time requirements established by the State.</p> <p>In House Planning Staff: If the Council elects to wait to use the services of in house planning staff only it will take longer to complete this project due to the fact that the new Assistant Planner has just been hired and the interviews for the new Associate Planners begin on October 17th. It is likely that the earliest that a new Associate Planner will begin work in January, 2009. Once they begin they will need to get up to speed on a number of projects and priorities including this project.</p>	<p>Approximately \$50,000 total (\$20,000 is currently budgeted for this project)</p>
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Topic **Council** **Consultant** **Estimated**
Prioritization **Status/Staffing** **Timeline** **Cost**

<p>Code Enforcement Program/Ordinance</p>	<p>Ranked 17th in priority by Council on 5/27/08</p>	<p>The new Assistant Planner, Lilly Schinsing, will be handling code enforcement matters for the City. This will include developing and implementing any changes to the existing program and regulations.</p>	<p>The Community Development Director anticipates that the new Assistant Planner will be able to devote 1/2 of her time to code enforcement matters once the 2 Associate Planner positions have been filled – approximately Spring 2008.</p>	<p>No additional cost at this time.</p>
<p>Historic Guidelines Ordinance</p>	<p>Ranked 19th in priority by Council on 5/27/08</p>	<p>Upon filling the vacant Associate Planner positions one of the new planners will be assigned to this task and will work with the HLB and an outside consultant to complete this project.</p>	<p>Anticipate sending out an RFP for consultant services in Spring, 2009. Anticipated project completion Spring, 2010.</p>	<p>Unknown at this time - \$50,000 is currently budgeted for this project.</p>
<p>Municipal Code Update</p>	<p>Ranked 21st in priority by Council on 5/27/08</p>	<p>City Attorney and Assistant to the City Manager are in the process of drafting an RFP.</p>	<p>Council review of RFP November 18th or 25th.</p>	<p>Unknown at this time - \$10,000 is currently budgeted for this project.</p>

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