



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Prioritization of projects as part of the FY 2009-10 Priority Calendar

RECOMMENDED MOTION:

Move to approve the Council Priority Calendar

SUMMARY

Staff recommended, as part of the 2008-09 budget process, that the City Council adopt a new administrative tool to prioritize projects that do not reflect routine provisions of City services. The goal of this process is for the Council to clearly state the priority for study, and to ensure there is effective workload planning. Last year, the City Council identified forty (40) priority calendar projects and ranked twenty-one (21) of those projects above the line. The City Council and Management Team held its six month Strategic Planning Session Retreat on April 10, 2009 and identified fifty-three (53) objectives, many of which do 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 the 2009-10 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 three step process, as outlined below:

- On May 5, 2009, the City 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 then vote to remove any current or new project(s) that are not a priority for consideration.
- On May 26, 2009, the Council will discuss and then individually rank all the remaining and new projects. After the priorities have been tallied and ranked, the Council will identify where to draw the line for "below the line" projects.
- Council will review the rankings and approve the 2009-10 priority calendar.

Attached is a summary of the current and proposed projects.

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BACKGROUND

The definition used for the priority calendar items:

- Requires at least 40 hours of staff time
- 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.

Projects to rank:

Staff is recommending that the City Council consider forty-four (44) projects. The projects 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 (3):

- EPA Order
- Heath Way
- Northern California River Watch – Compliance

City Ordinances and Policies (10):

- Code Enforcement Ordinance
- Construction Time Limit Ordinance
- Fire Sprinkler Policy
- Green Building Ordinance
- Historic Guidelines Ordinance
- Housing Element
- *Marinship Specific Plan – Review and Update*

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- Municipal Code Update
- Second Unit Ordinance
- Trees and Views Ordinance

Council and Staff Projects (17):

- ADA plan – Phase II implementation
- Antenna Leases, negotiate and renew
- Bridgeway to Ferry Landing pedestrian and bike improvement project, funded
- Code Enforcement Program
- *Cost Allocation Plan, Finance Department*
- *Downtown Bicycle coordination plan; bike parking, signage, safety and enforcement*
- Downtown Parking Plan, includes evaluating parking meter technology, pay for display options, and maximize number of spaces in the lots
- *Economic Development Study*
- *Employee Benefits, two tier program*
- *Financial Planning includes 5 year plan and strategies to stabilize revenues*
- *Fire Consolidation Study, Phase II*
- Marinship Inventory
- MLK Property Management, renew leases and address maintenance challenges
- Public Safety Facilities, includes project management, and budget oversight
- Sausalito Marine Property
- *Vegetation Management Plan*
- Volunteer Management Program, recruit, manage City volunteers

Community Projects: (14)

- City Hall Solar Energy program
- Emergency Preparedness, next steps
- Imagine Sausalito (5)
 - Transportation Action Committee
 - Technology Action Committee
 - Downtown and Harbor Action Committee
 - Waterfront and Marinship Steering Committee
 - Economic Development Action Committee
- *Library Facility Space Evaluation Study*
- Marin Clean Energy (CCA)
- *Park Improvement program – Robin Sweeny Park*
- Path and Stairway projects, funded
- *Private Sewer Lateral Program (revisit Point of Sale Ordinance)*
- Shoreline Protection, Public Fishing Pier & shoreline Restoration projects
- 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.

Staff is recommending, at the discretion of the City Council, to remove the following projects from the Priority Calendar:

- Alta Mira – settlement reached in 2009
- Bicycle Master Plan – approved by the City Council in 2008
- Castillo Sculpture – project complete in 2008
- Condo Conversion – approved by the City Council in 2009
- Light Brown Apple Moth – State reversed its decision in 2008
- Sausalito Cruising Club – Police Department and Building Department will continue to monitor activity.
- SHIP – Downtown and Harbor Action Committee to present report to the City Council in summer of 2009.

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 project(s) that are not a priority for consideration.

On May 26th, the Council will individually rank each project 1 – 48 or No Ranking (NR) for each of the proposed projects. Please note that 1 is low and 48 is high. The highest number value will result as the highest priority and the lowest number total will identify the lowest priority. Staff will total the rankings and provide the proposed priorities based on the 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 continue the Council Priority Calendar discussion to the May 26, City Council Meeting.

ATTACHMENTS

1. 2008-09 Priority Calendar

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

SUBMITTED BY:

Adam W. Politzer
City Manager

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PRIORITY CALENDAR PROJECTS RANKED BY COUNCIL

Project	Ranking	Comments
Public Safety Facilities	33.2	monthly updates to Council
EPA Order	30.8	monthly updates to Council
Alta Mira	30	on-going
No California Riverwatch	25.4	PROJECT COMPLETED
MLK property mgmt	24	April/May to OMIT - report to CC to follow
Funded paths & Stairs	23.1	plan contr awarded 1/27; return to CC 4/27 for input
ADA Plan - update & implement	23	update provided at 10/2/08 CC mtg
Condo Conversion Ordinance	22.6	to PC 3/11; to CC 3/24
Construction Time Limit Ord	22.2	to Code Review Committee; to CC 4/7
Housing Element	22	to CC 2/24 for an update
Emergency Preparedness	21.4	quarterly reports to CC beginning 2/24
CNG Fueling Station	20.7	to CC 4/21
Funded Bridgeway bike/ped	20.5	Ferry to Gate 6 2/10; B'way to ferry 3/10
Antenna Leases - negotiate/renew	20	
Downtown Parking Plan	19.8	return to CC 3/24
Code Enforcement Program	19.6	provide quarterly reports
Code Enforcement Ordinance	19.4	provide quarterly reports
Solar Energy	19.2	on-going; nearing construction
Historic Guidelines Ordinance	18.8	to HLB 3/28; to CC 4/21
Marinship inventory	17.7	to Code Review Committee
Municipal Code update	16.4	RFP received and under review; to CC 2/24
<i>(line moved by Council on 5/27/08)</i>		
Sausalito Marine Property	16.2	
Imagine Saus - Marinship	15.4	
Fire Sprinkler Policy	15.3	
Trees and Views Ordinance	15	to Code Review Committee
Second Unit Ordinance	14.8	to Code Review Committee
Shuttle Service	14.8	
Imagine Saus - Transportation	14.2	to BAC
Imagine Saus - Technology	14.2	to BAC
Marin Clean Energy (CCA)	13.8	to Code Review Committee
Bicycle Master Plan update	13.4	Adopted Bicycle Master Plan at their 9/2/08 CC mtg
Imagine Saus - Downtown	12.8	to BAC
Green bldg ord	12.5	to Code Review Committee
Imagine Saus - Economic	12	to BAC
Castillo Sculpture	12	Project completed
Volunteer Management Program	10.8	
Heath Way	10.2	return to OMIT - CC update 2/24
Light Brown Apple Moth	9.6	completed
Sausalito Cruising Club compliance	8.6	
SHIP	1.8	

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New and Current Priority Calendar Items Listed in Alphabetical Order

1. ADA plan – update and implementation (DPW)
2. Alta Mira (CA)
3. Antenna Leases, negotiate and renew (ADMIN)
4. Bicycle Master Plan update (DPW)
5. Bridgeway to Ferry Landing pedestrian & bike improvement project (DPW)
6. Castillo Sculpture (P&R)
7. City Hall Solar Energy Program (DPW & CDD)
8. CNG Fueling Station (DPW)
9. Code Enforcement Ordinance (CDD & CA)
10. Code Enforcement Program (CDD)
11. Condo Conversion Ordinance (CA & CDD)
12. Construction Time Limit Ordinance (CA & CDD)
13. *Downtown Bicycle Plan; bike parking, signage, safety & enforcement (PD)*
14. Downtown and Harbor Action Committee - Imagine Sausalito (CDD)
15. Downtown Parking Plan, includes evaluating parking meter technology, pay for display options, and maximize number of spaces in the lots (DPW)
16. Economic Development Action Committee - Imagine Sausalito (CDD)
17. *Economic Development Study (CDD & ADMIN)*
18. Emergency Preparedness, next steps (PD & SMFPD)
19. *Employee Benefits, two tier program (ADMIN)*
20. EPA Order (DPW, ADMIN & CA)
21. *Financial Planning, 5 year plan and strategies to stabilize revenues (ADMIN)*
22. *Fire Consolidation Study, Phase I and Phase II (SMFPD & ADMIN)*
23. Fire Sprinkler Policy (SMFPD & CDD)
24. Green Building Ordinance (CDD)
25. Heath Way (CA)
26. Historic Guidelines Ordinance (CDD & CA)
27. Housing Element (CDD)
28. *Library Facility Space Evaluation Study (LIB)*
29. Light Brown Apple Moth – LBAM (CDD)
30. Marin Clean Energy (CDD)
31. Marinship Inventory (CDD)
32. *Marinship Specific Plan – Review and Update (CDD & CA)*
33. MLK Property Management (ADMIN, CA & DPW)
34. Municipal Code Update (CA & ADMIN)
35. Northern California River Watch - Compliance (CA)
36. *Park Improvement Program – Robin Sweeny Park (P&R)*
37. Path and Stairway Projects, funded (DPW)
38. *Private Sewer Lateral Program - revisit Point of Sale Ordinance (DPW & CA)*
39. Public Safety Facilities, management, & budget oversight (DPW & ADMIN)
40. Sausalito Cruising Club compliance with License Agreement (CDD)
41. Sausalito Marine Property (ADMIN & CA)

42. Second Unit Ordinance (CDD & CA)
43. SHIP, separate from the Downtown and Harbor Action Committee (CDD)
- 44. Shoreline Protection, Public Fishing Pier & Shoreline Restoration Projects (DPW)*
45. 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. (ADMIN & P&R)
46. Technology Action Committee - Imagine Sausalito (PD/IT)
47. Transportation Action Committee - Imagine Sausalito (DPW & CDD)
48. Trees and Views Ordinance (DPW & CA)
- 49. Vegetation Management Plan (SMFPD)*
50. Volunteer Management Program, recruits, manages City volunteers. (ADMIN)
51. Waterfront and Marinship Steering Committee - Imagine Sausalito (CDD)

New projects listed in italics.

CITY ATTORNEY

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Alta Mira	Remove from Priority List – Settlement Agreement Reached	Completed	N/A
Northern California River Watch	Settlement Agreement Compliance	Current and on-going	Hourly fees for City Attorney; staff costs (particularly DPW)
EPA Administrative Order	Compliance with regulatory agency administrative order	Current and on-going	Hourly fees for City Attorney; staff costs (particularly DPW)
Heath Way	Real property negotiations	Current and on-going	Hourly fees for City Attorney; staff costs (particularly DPW)
Condo Conversion Moratorium Ordinance	Remove from Priority List – Ordinance adopted and in effect	Completed	N/A
Code Enforcement Ordinance Update	Review and revise City's existing code enforcement regulations	Fall 2009	Hourly fees for City Attorney; staff costs (particularly CDD)
Trees and Views Ordinance	Review and revise City's existing trees and views regulations	Fall 2009	Hourly fees for City Attorney; staff costs (particularly DPW and CDD)
Municipal Code Update ¹	Retain outside consultant to update and maintain codifications of City regulations	December 2009	\$15,000 for consultant; City Attorney hourly fees, and staff time to review proposed modifications
Construction Time Limit Ordinance	Present proposed regulations to Planning Commission for recommendation and to City Council for consideration and adoption	May 2009 to Planning Commission; June/July 2009 to City Council	Hourly fees for City Attorney; staff costs (particularly CDD)

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COMMUNITY DEVELOPMENT

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Housing Element	City Council adoption of housing element	July 2008- February 2010	\$20,000 (includes possible consultant costs for HCD certification) – Approved in 2008-09 Budget
Second Unit Ordinance	City Council adoption of ordinance	Follows adoption of Housing Element	CDD staff costs; hourly fees for City Attorney
Historic Design Guidelines	City Council adoption of guidelines	Spring 2010	\$50,000 – Approved in 2008-09 Budget for consultant; CDD staff costs
Construction Time Limit Regulations	City Council adoption of ordinance	May 2009 to Planning Commission; June/July 2009 to City Council	CDD staff costs; hourly fees for City Attorney
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
City Hall Solar Energy Program	Transfer to DPW – CIP Project		
<ul style="list-style-type: none"> • Imagine Sausalito • Downtown & Harbor Action Committee • Economic Development Action Committee • Technology Action Committee • Transportation 	City Council prioritization of the Action Committees implementation programs to be recommended by the Business Advisory Committee	Ongoing	\$10,000 for BAC operating costs for FY 2009-10, plus additional implementation funds necessary for the Action Committee programs as prioritized by the City Council.

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Action Committee Economic Development Study	City Council approval of consultant contract; City Council acceptance of consultant report	September 2009 – Contract Spring 2010 - Report	\$50,000 for consultant; CDD and Admin staff costs
Waterfront and Marinship (WAM) Steering Committee	City Council review and approval of WAM recommendations for amendment of Marinship Specific Plan.	Winter 2010 – WAM recommendations	CDD staff costs
Marinship Specific Plan Update	City Council approval of consultant contract	Spring 2010	Funding to be determined following City Council review of WAM recommendations
Marinship Inventory	Inventory of Marinship activities (e.g., businesses, land uses, signage)	Summer 2010	To be prepared by Planning Intern (volunteer)
Sausalito Cruising Club	Remove from Priority Calendar		
Code Enforcement Program	City Council approval of code enforcement policy	October 2009	\$500 training for code enforcement responsibilities
Code Enforcement Regulations Update	Review and revise City's existing code enforcement regulations	Fall 2009	CDD staff costs; hourly fees for City Attorney
Green Building Regulations	City Council adoption of ordinance for use of green materials for new construction; higher standards for recycling of construction demolition debris	Follows adoption of Housing Element	CDD staff costs; hourly fees for City Attorney
Light Brown Apple Moth	Remove from Priority Calendar		
SHIP	Remove from Priority Calendar		

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ADMINISTRATION

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Antenna Leases	Negotiate and renew leases	April 2010	80 hours of Staff time (possible increase in revenues)
Martin Luther King Properties Management	City Council adoption of new and updated lease agreements and addressing maintenance challenges	July 2009-June 2010	Staff time; cost to clean up property (i.e.: removal of hazardous waste materials) (possible increase in revenues)
Employee Benefits, Two Tier Program	Working in collaboration with Marin County Managers Association, present options to the City Council for consideration of a two tier benefit program.	Spring of 2010	120 hours of Staff time
Sausalito Marine Property	Continue to work with owners of the Sausalito Marine Property to discuss the options to acquire property or portions of.	On-going	Unknown at this time
Volunteer Management Program	Recruit, schedule interviews, conduct orientation and manage volunteer program including boards and commissions.	On-going	100 hours of Staff time
Financial Planning, Long Range Plan	Develop a 5 year plan and strategies to stabilize the revenues. Provide executive summary and inaugural report	June 2010	\$50,000 professional services contract

POLICE DEPARTMENT

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Emergency Preparedness	Finalize Plan, coordinate block party II event, continue community outreach and education, recruit and fill position on the disaster preparedness committee, purchase equipment as needed. (coordination with Administration and SMFPD as needed)	On-going	Staff time (Sergeant designated as Emergency Operations Manager) \$1,000 for equipment and supplies.
Downtown Bicycle Plan	Council approved Pilot Program in Spring of 2009. City Council to receive program evaluation from Staff quarterly.	April 2009 – October 2009	100 hours of Staff time, \$1,000 for new signage

PARKS AND RECREATION

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Park Improvement Program – Robin Sweeny Park	Initiate Community workshops and develop fundraising strategy and conceptual design.	June of 2009	Staff time, community volunteers, grant funding and donations
Shuttle Program	The City 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 2010	120 hours of staff time (Donations and possible matching grant monies are being sought in order to begin this project)

CITY LIBRARY

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Library Facility Space Evaluation Study	Working with the Friends of the Library, the Library Board and the Library Foundation evaluate existing space and make recommendations to the City Council conceptual Plan and funding mechanism.	July 2009 – June 2010	120 hours of Staff time, volunteers, grants and donations

DEPARTMENT OF PUBLIC WORKS

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Bridgeway to Ferry Landing Construction Project	Approved By City Council in 2009. Projects to follow City protocols including Planning Commission and City Council approval.	November 2009	Funded by Marin County grant Funding to expire June 30, 2009
Path and Stairways Projects	Proposed projects to follow City protocols including Planning Commission and City Council approval.	Fall of 2009	Funded by Marin County grant
ADA Plan	Update and implementation	Phase I as approved in the Capital Improvements Projects schedule	As budgeted in the CIP budget
Private Sewer lateral Program	Revisit Point of Sale Ordinance and initiate new private lateral program	Summer of 2009	80 hours of Staff time

Downtown Parking Plan	Procurement and installation of new PARCS equipment in Lots 1-4, repair and regrading, re-striping and procurement and installation of a new booth. This will be coordinated with Bridgeway to Ferry Landing maintenance project.	July 2009-June 2009	\$50,000 in professional services and \$475,000 in capital costs to replace equipment (possible increase in revenues)
Public Safety Facilities	Construction of Public Safety Facilities	July 2009- June 2010	Approximately \$9.5 million
Shoreline Protection	Fishing Pier and BCDC compliance, and Shoreline rehabilitation projects.	July 2009 – June 2010	\$350,000

SOUTHERN MARIN FIRE PROTECTION DISTRICT

ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST
Fire Consolidation Study	Working with SMFPD, study options to provide fire services to the City of Sausalito, Professional Services agreement with City Gate has implemented Phase I	Fall of 2009	Professional Service Agreement, cost to be determined.
Fire Sprinkler Policy	Update policy to reflect current conditions and trends	Winter 2010	80 hours of Staff time
Vegetation Management	Public outreach campaign, mailing & enforcement. Program to include prescribed burns and chipping days.	Fall 2009 – spring 2010	120 hours of Staff time, \$30,000 Professional Services contract with the County of Marin.