



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Review and Approval of revised temporary parking management plan with the Sausalito Yacht Club

RECOMMENDED MOTION:

Move to approve the recommended improvements of the Sausalito Yacht Club's parking agreement with the City and the outlined plan for working with the leadership of the Sausalito Yacht Club to resolve ongoing concerns regarding parking issues.

SUMMARY/BACKGROUND

On November 18, 2008, the City Council, by minute motion action, approved the revised parameters of the Sausalito Yacht Club's (SYC) parking agreement with the City and the outlined plan for working with the leadership of the Sausalito Yacht Club to resolve ongoing concerns regarding parking issues. Specifically, the City Council:

1. Approved staff's recommendation to accept \$4,800 as a settlement from October 2007 to September 2008.
2. Approved staff's recommendation to set the monthly overflow parking charges for Tuesday, Thursday and Friday nights between 6:00 and 11:00 PM, from variable charges to a fixed \$400 per month charge, through June 2009.
3. Approved staff's recommendation to allow the creation of up to five "Committee Member Cards" to be part of the existent 26 free spaces, effective through June 2009.
4. Direct parking staff to conduct monthly meeting with SYC for a period of at least seven months (thru June 2009) to address the outstanding SYC parking issues and provide the OMIT committee with a three month update.

Accordingly, the City has received Sausalito Yacht Club's payment of \$4,800 as settlement for the overage charges from October 2007 to September 2008. Also, the SYC has paid and kept current with the \$400 per month charge. The City issued and monitored the use of the Committee Member Cards, and met at least monthly with SYC members and staff to review parking issues.

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As City staff and SYC met and conferred during the review period through June 2009, there was considerable discussion regarding overage charges for the other days and times of the week not covered by the former agreement. Another item that was discussed were overage charges by certain individuals who were billed for time that would have been covered by the use of Committee Cards, had they been issued during the previous time period. These robust discussions, supported by documentation and analysis by City parking staff led to recommendations for further improvements to the parking agreement. The recommendations are:

1. SYC to pay immediately the \$805 balance due on outstanding invoices for all validation charges.
2. Prospectively, effective July 1, 2009, set the monthly overflow parking charges for parking on all days and nights from variable to a fixed \$500 per month charge.
3. Retroactively, set the monthly overflow parking charges for parking on all days and nights from variable to a fixed \$500 per month charge, creating a credit of \$2,635 against the current outstanding invoice.
4. SYC to pay immediately \$900 that is the retroactive 9 month cumulative marginal difference between the current \$400 per month charge and the recommended \$500 per month charge.
5. Provide the SYC with an additional Committee Card making the total Committee Cards 6. There will be a monthly accounting of Committee Card usage.
6. Credit approximately \$200 in resident charges for Tim Prouty and Melissa Mooney for charges incurred that would have occurred if Committee Cards were in existence.
7. The City and the SYC will initiate negotiations in good faith upon release by the City of the Request for Proposals for the purchase of the new parking equipment for Lot 1.
8. Term of the agreement to be one year or until until new parking equipment is installed in Lot I, whichever is soonest.
9. Continue conducting monthly meetings between the SYC, City parking staff and the Administrative Services Director to:
 - a. Identify horizon special events and negotiate to mitigate any additional impact on the City's finances through the SYC's use of parking Lot 1.
 - b. Review validations
 - c. Provide for a written "minutes" audit trail of issues and resolution of issues
 - d. Other City/SYC parking related issues.

FISCAL IMPACT

These recommendations improve regular revenue cash flows to the City, whilst continuing to fully capture overage charges incurred through the year by the SYC. The recommendations make adjustments for retroactivity of the improvements. Finally the recommendations improve management and reporting while reducing sources of conflict between the City and SYC.

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STAFF RECOMMENDATIONS

Staff recommends that the City Council for the City of Sausalito make a motion to approve the staff and SYC recommended improvements of the Sausalito Yacht Club's parking agreement with the City as outlined in the staff report.

Specifically, those recommendations are:

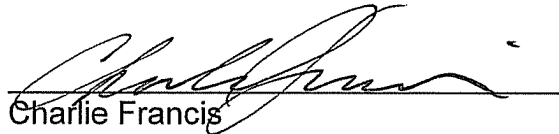
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7. The City and the SYC will initiate negotiations in good faith upon release by the City of the Request for Proposals for the purchase of the new parking equipment for Lot 1.
8. Term of the agreement to be one year or until until new parking equipment is installed in Lot I, whichever is soonest.
9. Continue conducting monthly meetings between the SYC, City parking staff and the Administrative Services Director to:
 - a. Identify horizon special events and negotiate to mitigate any additional impact on the City's finances through the SYC's use of parking Lot 1.
 - b. Review validations
 - c. Provide for a written "minutes" audit trail of issues and resolution of issues
 - d. Other City/SYC parking related issues.

ATTACHMENTS

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PREPARED BY:



Charlie Francis
Director of Administrative Services / Treasurer

SUBMITTED BY:



Adam Politzer
City Manager

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STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Approval of temporary parking management plan with the Sausalito Yacht Club

RECOMMENDED MOTION:

Move to approve the parameters of the Sausalito Yacht Club's parking agreement with the City and the outlined plan for working with the leadership of the Sausalito Yacht Club to resolve ongoing concerns regarding parking issues.

SUMMARY/BACKGROUND

Currently, the Sausalito Yacht Club issues non-resident members proximity parking cards (SYC cards) that allow members to park in the parking lot adjacent to the SYC, entering and exiting through Municipal Parking Lot #1. The installation of the current computerized parking system has allowed the City to monitor the usage of SYC members, both resident and non-resident.

As detailed in a letter dated November 23, 2003 that was sent to the Commodore of the SYC, it was determined 26 cars could fit in the SYC lot. This same letter from the City also outlined an agreement for the SYC to pay a flat charge of \$360.00 per month for **unlimited "overflow" parking** in Municipal Parking Lot #1 on **"Tuesday, Thursday and Friday nights between 6:00 and 11:00 PM."**

That overflow agreement was changed by mutual agreement between the City and the SYC by action of the City Council on June 28, 2005. The current lease and subsequent agreements allow 26 SYC members to park in the SYC lot for free. Then, beginning with the 27th SYC card, the parking computer starts accruing a charge at the retail rate for parking in Municipal Parking Lot #1. The SYC is responsible for payment of the resulting invoice for any and **all "overflow" parking charges.**

The SYC has questioned the reliability of the overflow invoices, citing faulty data that has resulted in possible overbilling. Parking staff has determined that some errors have occurred, resulting in overbilling of an undetermined amount. "Passback" errors resulting from software errors have occurred, and the entrances and/or exits of vehicles have therefore not been reported (and subsequently invoiced) with 100% accuracy.

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In addition, the SYC has indicated that a number of members or employees are present at the SYC for extended period of time. The SYC has requested that they be able to create 5 "Committee Cards" which would (presumably) be used by resident SYC members. This is a change of the current issuance restrictions of the SYC cards. These cards would be counted against and be included with the allotted 26 free spaces.

As a result the OMIT Committee has recommended: That the monthly charges for **SYC overflow parking** be changed from **variable to a fixed \$400.00 per month**, retroactive to September 2007; that the SYC be allowed to create up to 5 "Committee Member Cards" to be part of the 26 spaces; and that the parking staff conduct monthly meetings with the SYC for the current fiscal year to address any issues that may arise. The flat monthly charge of a fixed \$400 will be reviewed at the end of the fiscal year.

ISSUES

SYC Overflow Parking

Invoices issued to the SYC for overflow parking dating from October 2007 to July 2008 totaling \$6,198 remain unpaid. This total does not include invoices for August 2008 and further does not include any finance charges. Staff is recommending that \$400.00 per month payments (\$4,800.00) be accepted as payment in full for overflow parking for the period of October 2007-September 2008. Furthermore, staff recommends that \$400.00 per month payments be accepted as payment in full for overflow parking for the current fiscal year. **In accordance with the current agreement, this payment would only apply to parking overflow on Tuesday, Thursday and Friday nights from 6:00 to 11:00 PM.**

FISCAL IMPACT

The immediate financial impact of the actions proposed above: is receipt of \$4,800 in revenue for the time period in question. Upon auditing the SYC overages for the time period in question (12 months) and for the Tuesday, Thursday, and Friday night overflow specifically. We have arrived at an average error ratio of approximately 20%. If we factor the 20% against the open billing we arrive at the adjusted billing of \$4,958 – which is only a \$158 difference from the proposed amount.

SYC Billed	Error Ratio 20%	Adj Billing	Proposed	Net Adj
\$6,198	\$ 1,240	\$4,958	\$4,800	\$158

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STAFF RECOMMENDATIONS

1. Approve staff's recommendation to accept \$4,800 as a settlement from October 2007 to September 2008.
2. Approve staff's recommendation to set the monthly overflow parking charges from variable to a fixed \$400 per month charge, through June 2009.
3. Approve staff's recommendation to allow the creation of up to five "Committee Member Cards" to be part of the existent 26 free spaces, effective through June 2009.
4. Direct parking staff to conduct monthly meeting with SYC for a period of at least seven months (thru June 2009) to address the outstanding SYC parking issues and provide the OMIT committee with a three month update.

ATTACHMENTS

- City letter to the SYC dated November 24, 2003
- Staff Report to City Council for June 28, 2005 City Council meeting

PREPARED BY:

REVIEWED BY (Department Head):

Jean Schurtz
Parking Analyst

Laurie Ireland-Ashley
Interim Finance Director

SUBMITTED BY:

Adam Politzer
City Manager

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