



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Discussion, Direction, and Appropriation
Temporary Office for Municipal Lot #1
(continued item 4B7 from January 12, 2010 meeting, 6C from February 2, 2010, and 6D from the February 23, 2010 meeting)

RECOMMENDED MOTION:

Adopt a Resolution of the City Council of the City of Sausalito Appropriating the Funds for and Authorizing the City Manager to Approve Installation of a Temporary Office for Municipal Lot #1

DISCUSSION

As Council is aware, the City of Sausalito's booth at Parking Lot 1 has outlived its useful life. Due to its age, the booth has a combination of dry rot as well as termite damage. At its meeting of January 27, 2009, the City Council adopted a Resolution authorizing purchase of a pre-fabricated booth from B.I.G. Enterprises. At its February 10, 2009 meeting, Staff reported on the status of the procurement. At its June 9, 2009 meeting, Council authorized Walker Parking to review the floorplans and planned location for the new booth in the context of its recommendations to eliminate parking gates as part of the Parking, Access and Revenue Control Systems (PARCS) procurement. On the basis of Walker's subsequent work, both the floorplan and the planned location will change from those approved in January, 2009.

Because of the planning and approvals necessary to design and locate a permanent replacement, as well as the impending Anchor Street Wastewater Lift Station Rehabilitation Project, Staff has proposed that the existing booth be replaced with a temporary office prior to the Spring 2010 parking season. Council received an analysis of alternatives and a recommendation from Staff on this matter at its January 12, 2010 meeting and continued the item in order to have Staff address questions and attempt to reduce the potential visual impact associated with the temporary office. At its February 2, 2010 meeting Council heard an update detailing the work the Staff was engaged in to address Council's comments of January 12th. At Staff's request, the item was continued from February 23rd.

Three types of alternative structures have been identified and evaluated. The evaluation criteria include minimum size requirements, ADA access, cost, infrastructure needs/site improvements, set-up/takedown costs, delivery time, and esthetics. The three types of

alternative structures are: remodeling the former *George Shima* wheelhouse, rental or lease of a temporary office structure, and purchase of new building. A tabular summary of the alternative structure types and their screening scores is presented below:

Alternative	Size	ADA	Cost	Infra/Site	Setup/Takedown	Delivery Time	Esthetics
Remodel Wheelhouse	+/-	+/-	\$20,000	++	+	+	+
Temp Office Building	+	+	\$10,000	++	++	+	-
New Structure	++	+	From \$10,000 to >\$30,000	-	--	--	+

New Structure A new structure would involve the combination of potentially high costs and the need for design, design review, potentially foundation sitework, and potentially unacceptably long lead time for delivery when compared with the anticipated schedule for the Anchor Lift Station Rehabilitation. Council could elect to have Staff attempt to accommodate an accelerated process for design, design approval, permitting, etc. of a new structure as part of



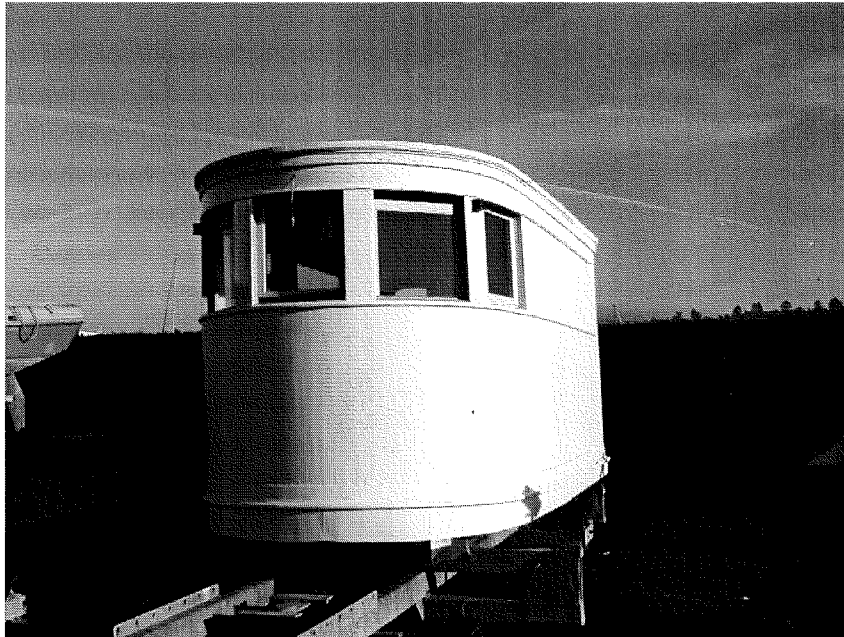
the existing Lot re-configuration project while attempting to schedule the need for demolition of the existing booth to the last possible date. The permanent structure design and construction activities are one of the City's adopted objectives under the Fiscal Sustainability Goal to "develop and present to the City Council for action a comprehensive Parking Plan for all lots and metered areas." Should Council direct Staff to pursue this option, Staff recommends that funds be appropriated to "shore-up" the

existing booth until the completion of the longer term plan can be adopted and delivered. Having the new Police Station available in late Spring or early Summer will aid in this matter.

Shima Wheelhouse Remodeling the *Shima* wheelhouse represents an acceptable esthetic alternative, with cost, size and accessibility restrictions posing the challenges. While Staff does

not yet have a proposal from a contractor to perform the necessary work to remodel the wheelhouse, the following tasks would have to be accomplished in order to satisfy the project objectives:

- Repair/replace leaking roof
- Repair/replace dry rotted rafter and joist
- Remove and Replace interior paneling
- Install electrical and data systems
- Install insulation on roof and in walls
- Install accessible point of sales window(s) for customers
- Install compliant access/egress for employees



At \$150 per square foot, budget for 100 square feet would be \$15,000 for remodeling. Additional costs for ADA-compliant temporary site work, landscaping, contingencies, etc. would warrant a budget of \$20,000. Without having an end-use for the structure in mind, the investment in remodeling the *Shima* wheelhouse might have little salvage value – if the intent is to include the wheelhouse in a permanent structure at a future date,

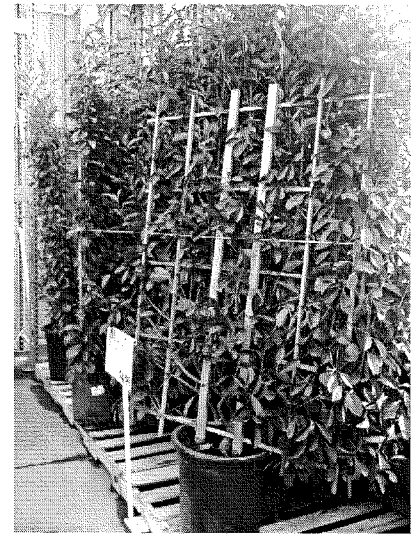
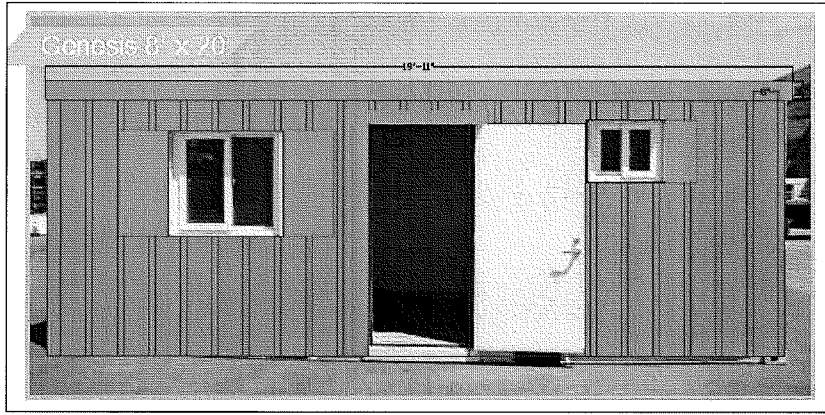
much of the work associated with the remodel might require modifications to adapt to the configuration of the new structure (an employee restroom being one requirement avoided by the temporary office use). Further, time is truly of the essence if the wheelhouse remodel is to be completed in time to avoid disruptions in service during the upcoming peak parking season. At an absolute minimum, two full weeks of work would be necessary following issuance of permits. Were Council to direct Staff to pursue this option this evening, it is expected that the remodel would not be ready for use until mid-April.

Temporary Office Building A temporary office building would be expected to cost less, but be less restrictive in terms of size and accessibility and more uncertain with respect to esthetics. In response to concerns raised regarding the appearance of a portable office structure, Staff has identified a wide range of alternative treatments to reduce potential visual impacts (see next page).

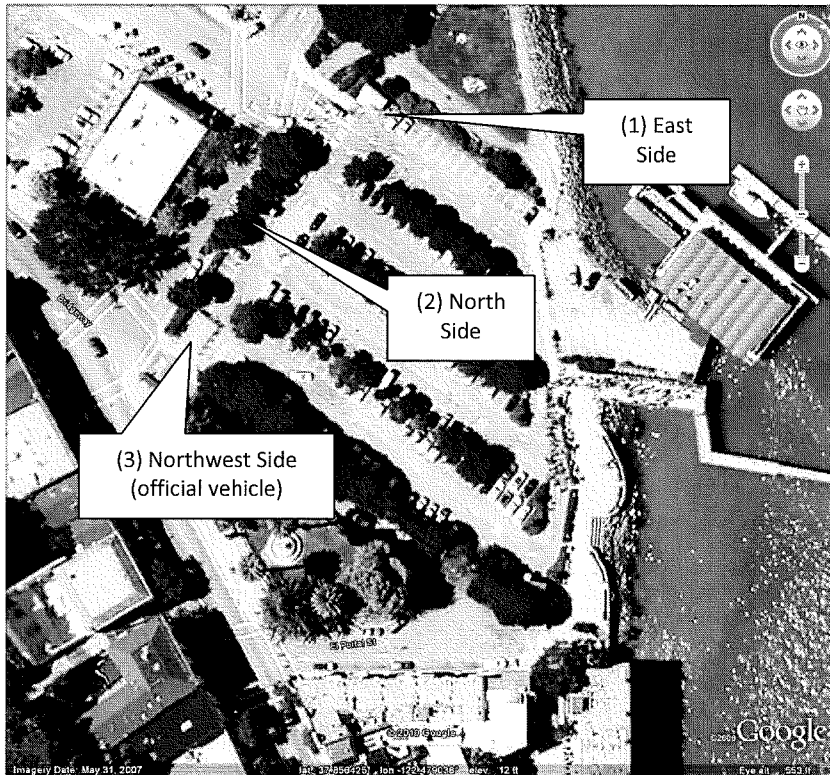
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Location In addition, to structure, three alternative locations for the temporary office have been identified and evaluated. These three areas are: (1) the east side of the Lot 1 adjacent to Gabrielson Park, (2) the north side of Lot 1, and (3) the northwest side of Lot 1 near Tracy Way (official vehicle parking). The alternative locations have been more qualitatively evaluated and Staff recommends that the temporary office be placed along north side of Lot 1 taking as few spaces as necessary with the east side being the second choice. The candidate locations are shown below.



ISSUES

As any temporary structure may bring objections based on its appearance, painting, cosmetic siding or shingling, hedges and trees will be used to minimize any adverse visual impact that the temporary office manifests. These actions need not be implemented at one time and can be directed of Staff at any time during the period the temporary office is onsite.

FISCAL IMPACT

The recommended expenditures are not included in the approved budget. Staff

requests that Council appropriate from the Parking Fund the necessary funds to implement the structural alternative selected.

Staff has concluded that while a reduction in the number of spaces in Lot 1 for any reason could, or certain occasions, create an inconvenience, for the City to see an actual revenue loss;

Lots 1, 2, 3, 4 and street parking would also need to be full. New PARCS equipment is intended to capture all of the potential revenue from spaces available in Lots 1-4 as well as the on-street spaces on Anchor – scheduled for operation by Memorial Day. Further, one of the reasons to have Staff in the Lot is the ability to minimize inconvenience by prompt posting of effective signage to direct parkers to the nearest available space as quickly as possible at peak parking times. Staff concludes that there will be no revenue lost by accommodating a temporary office when the existing booth must be vacated.

STAFF RECOMMENDATIONS

Staff recommends that Council Adopt a Resolution of the City Council of the City of Sausalito Appropriating the Funds for and Authorizing the City Manager to Approve Installation of a Certain Temporary Office for Municipal Lot #1 at a Certain Location

ATTACHMENTS

1. A Resolution of the City Council of the City of Sausalito Appropriating the Funds for and Authorizing the City Manager to Approve Installation of a Certain Temporary Office for Municipal Lot #1 at a Certain Location

PREPARED BY:


Kurtis Skoog, Sergeant

REVIEWED BY (Department Head):

Scott Paulin, Chief of Police

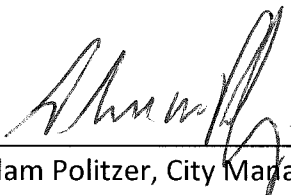
REVIEWED BY:


Jonathon Goldman, Director of Public Works

REVIEWED BY:

Charlie Francis, Administrative Services Director/Treasurer

SUBMITTED BY:


Adam Politzer, City Manager

RESOLUTION No. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO
RESCINDING RESOLUTION 4995, APPROPRIATING FUNDS FOR AND
AUTHORIZING THE CITY MANAGER TO INSTALL A TEMPORARY PARKING
LOT BOOTH FOR MUNICIPAL LOT #1**

WHEREAS, on June 24, 2008 the City Council adopted the 2008-2009 Annual Budget which included funding for replacement of the City's Booth in Parking Lot 1 (Parking Fund 220-420-7000-720 Building); and

WHEREAS, the City Engineer in collaboration with the Parking Division prepared a detailed specification for the replacement; and

WHEREAS, a custom, architect-designed booth was considered by City Staff but, the potential cost for construction alone was considered a significant disadvantage over a standard, pre-fabricated booth; and

WHEREAS, B.I.G. Enterprises, Inc. prepared a preliminary design identified as "Big Booth – Ocean Park" referred to the Planning Commission by the City Council at its regular meeting of November 13, 2007; and

WHEREAS, at its January 9, 2008 regular meeting, the Planning Commission of the City of Sausalito approved the conceptual application for both the B.I.G. Enterprises, Inc. pre-fabricated booth and the relocation of the booth within the lot, subject to the requirement for submittal of final plans for further consideration once they have been prepared; and

WHEREAS, with Resolution 4995 of January 27, 2009 the City Council awarded a Purchase Order to B.I.G. Enterprises in the amount of \$65,053 for purchase of the Pre-Fabricated Parking Booth; and

WHEREAS, with Resolution 5036 of June 16, 2009 the City Council accepted a report from Walker Parking Consultants Inc. recommending that the gates be removed from Parking Lots 1 and 3 as part of a program to replace Parking Access and Revenue Control Systems for the City; and

WHEREAS, with said Resolution 5036 of June 16, 2009 Walker Parking Consultants Inc. was authorized to perform a submittal review for the new parking booth approved for Lot 1 and provide recommendations for possible booth floor plan modifications based on intended use and final booth location selected by the City; and

WHEREAS, Walker Parking Consultants, Inc. met with City Staff including Public Works, Police and Parking Division employees and has determined that neither the floor plan nor the planned location for the new B.I.G. pre-fabricated booth satisfy the City's requirements at this time; and

WHEREAS, the City has imminent plans to perform construction in the area of the existing booth in conjunction with rehabilitation of the Anchor Street Wastewater Lift Station; and

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WHEREAS, City Staff including Public Works, Police and Parking Division employees have identified and evaluated alternative courses of action to accommodate Parking Lot personnel during the upcoming peak parking season; and

WHEREAS, the alternatives evaluated included attempting to remain in the existing booth, purchasing the approved B.I.G. Enterprises booth and attempting to use it at a temporary location until a longer-term solution can be developed, renting modular office space pending a longer-term solution, or leasing a skid-mounted temporary structure for use until a permanent solution can be developed; and

WHEREAS, Staff recommends that leasing the twenty-foot "Genesis" shipping-container temporary structure available from Global Portable Buildings of Santa Rosa, California for a one-year initial term for the sum of \$2,067 plus tax and with an allowance of \$8,000 for electrical service, landscaping, cosmetic improvements and other contingencies will provide the best value to the City; and

WHEREAS, Staff recommends that the temporary structure be placed in the along the north side of Parking Lot 1 as close as possible to the existing booth location; and

WHEREAS, the booth approved from B.I.G. Enterprises is no longer needed, Staff recommends that the Purchase Order be cancelled, design fees in the amount of \$1,000 be paid to fully-compensate B.I.G. Enterprises for its work in designing the cancelled booth, and that the remaining funds encumbered for the booth purchase be released to the Parking Fund; and

WHEREAS, with the release of the B.I.G. booth funds Staff recommends that funds for the one-year lease of the skid-mounted structure as well as an allowance for electrical service, landscaping and other cosmetic improvements be appropriated from the Parking Fund for the proposed project; and

WHEREAS, the existing booth structure is no longer needed, cannot be repaired, and is of no apparent salvage value, Staff recommends that it be demolished and properly disposed of.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sausalito:

1. Rescinds Resolution 4995 of January 27, 2009.
2. Authorizes the City Manager to execute a lease for the shipping-container type temporary office structure described in the attached and incorporated by reference hereunder quotation number 120209-1 dated December 2, 2009 from Global Portable Buildings for a term of one (1) year.
3. Authorizes the Administrative Services Director/Treasurer to: (a) pay B.I.G. Enterprises up to \$1,000 for its work in designing the booth approved for purchase under Resolution 4995, (b) release the remainder of the appropriated funds to the Parking Fund, and (c) appropriate funds for: (i) the one (1) year lease (\$2,067 plus tax), (ii) an allowance of \$8,000 for establishment of temporary electrical service for the leased office and other expenditures necessary.
4. Authorizes the Director of Public Works to make accommodations for the acceptance, set-up and provision of electrical service to the temporary booth in the northern edge of

Parking Lot 1 as soon as practicable in order to be prepared for the upcoming peak parking season; and to further demolish and properly dispose of the existing booth structure once the temporary structure has been rendered operational in order to accommodate both the impending rehabilitation of the Anchor Street Wastewater Lift Station and to replace as many of the parking spaces lost to the temporary booth as possible in advance of the upcoming peak parking season. Costs to make such accommodations shall be charged to the Parking Fund.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Sausalito on the 2nd day of March, 2010 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSTAIN: Councilmembers:
ABSENT: Councilmembers:

MAYOR OF THE CITY OF SAUSALITO

ATTEST:

CITY CLERK