



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Annual Review of City Council Priority Calendar
Step One: Reviewing the Projects

RECOMMENDED MOTION:

Move to approve the items to be Considered for the 2010-11 Priority Calendar and approve Priority Calendar setting process as outlined in the Staff Report.

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-seven (47) priority calendar projects and ranked twenty-five (25) of those projects above the line. The City Council and Management Team held its six month Strategic Planning Session Retreat on March 1, 2010 and identified nineteen (19) 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 2010-11 priority calendar. The proposed projects were generated by Council members, City Staff, and by City Commissions. The Following City Commissions provided priority Calendar recommendations (attachment a):

- Business Advisory Committee
- Historic Landmarks Board
- Parks and Recreation Commission
- Planning Commission

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 April 20, 2010, 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. A

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majority vote is taken by the Council to remove or modify any current or new project(s) that is listed as a priority for consideration.

- Prior to the May 4th Council meeting Staff will review the proposed list and determine how many of the existing and new items can be taken on given existing budgets, staffing and workloads and what timelines are realistic for achieving them. Staff will report on the proposed Priority Calendar and provide recommendations to the City Council. The City Council will review the proposed projects, ask for clarification, and solicit input from the public. A majority vote is taken by the Council to remove or modify any current or new project(s) that is listed as a priority for consideration.
- Prior to May 18th the Council will individually rank all the remaining and new projects. Staff will tabulate the Council priorities and distribute the individual tallies and produce the collective ranking for Council's review at the May 18th meeting. The Council will then review the final ranking and by majority vote identify where to draw the line for "below the line" projects and approve the 2010-11 priority calendar.

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 usually not acted on unless funding is identified, 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 (40) 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

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Legal Items (2):

- EPA Order
- Heath Way

City Ordinances and Policies (13):

- Code Enforcement Ordinance
- Fire Sprinkler Policy
- ***Adopt Green Building Regulations***
- Historic Guidelines Ordinance – in progress
- ***Historic Preservation Regulations – Update and revisions to the Municipal Code***
- Housing Element – in progress
- Marinship Specific Plan – Review and Update
- Municipal Code Update – in progress
- ***Review and Update General Plan – (potentially a two year project)***
- ***Amend Zoning Ordinance to restrict new Single Family Dwellings in R2 Districts***
- ***Amend Municipal Code to allow P/C to take action by a majority of vote of the quorum; not majority vote of the membership.***
- Amend Zoning Ordinance to establish Second Dwelling Unit regulations
- Trees and Views Ordinance

Council and Staff Projects (16):

- ADA plan – Phase II implementation in progress
- Review and Update Bicycle Master Plan to include updated ***Downtown Bicycle coordination plan; bike parking, signage, safety and enforcement***
- Bridgeway to Ferry Landing pedestrian and bike improvement project – in progress
- Expand Code Enforcement Program (at present this is budgeted as a half time position)
- ***Certified Local Government – application to protect historic resources***
- Downtown Parking Plan, includes evaluating parking meter technology, pay for display options, and maximize number of spaces in the lots – in progress
- ***Explore Downtown Employee and merchant offsite parking options***
- ***Local Economic Development Study – Working with the Chamber of Commerce, engage a consultant to address short-term business needs***
- Financial Planning includes 5 year plan and strategies to stabilize revenues
- Fire Consolidation Study, Phase II
- Marinship Inventory of businesses and land uses
- ***Marinship Historic Inventory***
- ***MLK Property Long term Operation Plan – to address maintenance and leases.***
- Public Safety Facilities includes project management, budget oversight and facilitate transition from construction to operations.
- ***Vegetation Management Plan***
- Volunteer Management Program, recruit, manage City volunteers and Interns – in progress

Community Projects: (9)

- Waterfront and Marinship Steering Committee – Receive Report and provide direction
- *Library Facility Space Evaluation Study*
- *Park Improvement program – Harrison Park, Robin Sweeny Park*
- *Community Garden – Explore locations, and programs and identify potential operator*
- *Facilitate the creation of a Native Plant Demonstration Garden at the vacant lot adjacent to Dunphy Park*
- *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
- *Establish and foster a Sister City program with Vina del Mar*

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

- City Hall Solar Energy program – complete winter of 2009
- Antenna Leases, negotiate and renew – process approved by City Council
- *Cost Allocation Plan, Finance Department - complete*
- *Employee Benefits, two tier program – report delivered to Council in spring of 2010*
- Northern California River Watch – On-going Compliance
- Marin Clean Energy (MEA) – Council provided direction in spring 2010
- Sausalito Marine Property – Council provided direction to Staff in spring of 2010
- Path and Stairway projects – Staff has brought forward three stairs projects for Council direction in 2009-10.
- Emergency Preparedness, Staff has assigned operational duties, and Disaster Preparedness Committee has been reestablished by the Council.

ISSUES

Next Steps: The proposed program is a three step process, as outlined below:

- On April 20, 2010, 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. A majority vote is taken by the Council to remove or modify any current or new project(s) that is listed as a priority for consideration.
- Prior to the May 4th Council meeting Staff will review the proposed list and determine how many of the existing and new items can be taken on given existing budgets, staffing and workloads and what timelines are realistic for achieving them. Staff will report on the proposed Priority Calendar and provide recommendations to the City Council. The City Council will review the proposed projects, ask for clarification, and solicit input from the

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public. A majority vote is taken by the Council to remove or modify any current or new project(s) that is listed as a priority for consideration.

- Prior to May 18th the Council will individually rank all the remaining and new projects. Staff will tabulate the Council priorities and distribute the individual tallies and produce the collective ranking for Council's review at the May 18th meeting. The Council will then review the final ranking and by majority vote identify where to draw the line for "below the line" projects and approve the 2010-11 priority calendar.

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 4, 2010 City Council Meeting.

ATTACHMENTS

1. List of Proposed Projects Alphabetically Listed
2. Commission Recommendations
 - a. Business Advisory Committee
 - b. Historic Landmarks Board
 - c. Parks and Recreation
 - d. Planning Commission
3. 2009-10 Priority Calendar

SUBMITTED BY:



Adam W. Politzer
City Manager

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**New and Current Priority Calendar Items
Listed Alphabetically**

Attachment A

1. ADA plan – Phase II implementation in progress (DPW)
2. Bicycle Master Plan - Review and Update Bicycle Master Plan to include updated *Downtown Bicycle coordination plan; bike parking, signage, safety and enforcement (DPW & PD)*
3. Bridgeway to Ferry Landing pedestrian and bike improvement project (DPW)
4. *Certified Local Government – application to protect historic resources (CDD)*
5. Code Enforcement Program (CDD)
6. Code Enforcement Ordinance (CDD)
7. *Community Garden – Explore locations, and programs and identify potential operator (DWP & Parks and Recreation)*
8. *Demonstration Garden - Facilitate the creation of a Native Plant Demonstration Garden at the vacant lot adjacent to Dunphy Park (DWP & Parks and Recreation)*
9. Downtown Parking Plan, includes evaluating parking meter technology, pay for display options, and maximize number of spaces in the lots (DPW)
10. *Explore Downtown Employee and merchant offsite parking options (DPW)*
11. *Economic Development Study – Working with the Chamber of Commerce, engage a consultant to address short-term business needs (Admin)*
12. EPA Order (DPW & CA)
13. Financial Planning includes 5 year plan and strategies to stabilize revenues (Admin)
14. Fire Consolidation Study, Phase II (SMFD & Admin)
15. Fire Sprinkler Policy (SMFD & CDD)
16. *General Plan Review and Update– (potentially a two year project) (CDD & CA)*
17. *Green Building - Adopt Regulations (CDD)*
18. Heath Way (DPW & CA)
19. Historic Guidelines Ordinance – (CDD)
20. *Historic Preservation Regulations – Update and revisions to the Municipal Code (CDD & CA)*
21. Housing Element – (CDD)
22. *Library Facility Space Evaluation Study (Library)*
23. Marinship Inventory of businesses and land uses (CDD)
24. *Marinship Historic Inventory (CDD)*
25. Marinship Specific Plan – Review and Update (CDD & CA)
26. *MLK Property Long term Operation Plan – to address maintenance and lease (Admin)*
27. Municipal Code Update – (City Clerk & CA)
28. *Amend Municipal Code to allow P/C to take action by a majority of vote of the quorum; not majority vote of the membership (CDD)*
29. *Park Improvement program – Harrison Park, Robin Sweeny Park (P&R)*
30. *Private Sewer Lateral Program - revisit Point of Sale Ordinance (DPW)*
31. Public Safety Facilities includes project management, budget oversight and facilitate transition from construction to operations (DPW & Admin)

32. Second Dwelling Unit - Amend Zoning Ordinance to establish Second Dwelling Unit regulations (CDD)
33. ***Single Family Dwellings - Amend Zoning Ordinance to restrict new Single Family Dwellings in R2 Districts***
34. Shoreline Protection, Public Fishing Pier & shoreline Restoration projects
35. 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
36. Trees and Views Ordinance – Review and Update
37. Vegetation Management Plan
38. ***Vina del Mar - Establish and foster a Sister City program with Vina del Mar Chile***
39. Volunteer Management Program, recruit, manage City volunteers and Interns
40. Waterfront and Marinship Steering Committee – Receive Report and provide direction

MEMORANDUM

DATE: April 9, 2010

TO: Adam Politzer, City Manager

FROM: Jeremy Graves, Community Development Director

SUBJECT: Business Advisory Committee Ranking of Projects for FY 2010-11 Prioritized Project List

On April 8, 2010 the Business Advisory Committee reviewed the Prioritized Project List and recommended inclusion of the following projects.

- Local economic development studies by Robert Eyer, Ph.D. of the Marin Economic Forum (\$25,000) and targeted actions by a business consultant to address short-term business needs (\$20,000). Cost: City funding requested for up to \$20,000 of total costs; local businesses to fund the balance of total costs.
- Update of Bike Plan. Cost: Not defined.
- Explore offsite parking options for downtown merchants and employees. Cost: Not defined.
- Prepare a "How To Start a Business in Sausalito" packet for distribution to entrepreneurs. The packet would include information on community demographics, City regulations, County Environmental Health regulations, Chamber of Commerce, utilities, et cetera. Cost: City staff time and printing costs.

c: Business Advisory Committee

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MEMORANDUM

CITY OF SAUSALITO

TO: Adam Politzer, City Manager

CC: Jeremy Graves, CDD
Historic Landmarks Board

FROM: Heidi Burns, Associate Planner

DATE: March 30, 2010

SUBJECT: Historic Landmarks Board Priorities List

This memo was prepared pursuant to direction from Community Development Director, Jeremy Graves.

On March 10, 2010 and March 24, 2010, the Historic Landmarks Board reviewed their priorities list for the 2010-2011 fiscal year. The following provides a list of the Boards priority ranking and description:

1. **New Historic Preservation Regulations.** The Municipal Code provides eight different chapters/sections/policies regarding Historic Preservation as follows:
 - a. Chapter 2.24, Historic Landmarks Committee
 - b. Chapter 2.28, Historic Landmarks Board
 - c. Chapter 8.44, Preservation of Historic Landmarks
 - d. Section 10.28.040, Historic Overlay District
 - e. Chapter 10.46, Historic Overlay District and Local Register
 - f. Section 10.54.050, Design Review Permits
 - g. Section 10.80.060, Historic Landmarks Board
 - h. October 1999 Interim Policy on the Review of Properties 50-Years or older.

Many of the chapters/sections/policies in the Municipal Code regarding Historic Preservation are redundant, inconsistent, and not clear. The Historic Landmarks Board is requesting as a number one priority, funding in order for the City to hire a consultant with experience in Historic Preservation, to analyze our current regulations, compare them with the State recommended Historic Preservation Model Ordinance, and create a comprehensive Historic Preservation Ordinance in order to provide clear and concise regulations located in one section of the Municipal Code.

The anticipated costs to consolidate the City's Historic Preservation regulations range from \$15,000 to \$30,000.

2. Certified Local Government Status. The Historic Landmarks Board is requesting funding for a consultant with experience in preparing an application to the State of California's Historic Preservation Office to become a Certified Local Government (CLG). Once the City has a CLG status, then the City is eligible for funding to achieve other future priorities, such as updating the City's Historic Resources Inventory, or provide a Mills Act property tax incentive to encourage the preservation of historic properties.

The anticipated cost to prepare the CLG application is \$10,000.

3. Training and Implementation of the Historic Design Guidelines. The Historic Landmarks Board is requesting funding for training and the implementation of the Historic Design Guidelines. The training would be for staff, Boards and Commissions, as well as the general public, on the new historic design guidelines and how to use them. The training would consist of Nore Winter from Winter & Co., the City's consultant preparing the Historic Design Guidelines, providing a series on workshop training session over a period of a day or two. The anticipated cost associated with the training sessions is \$5,000.
4. Marinship Historic Inventory. The Marinship is a significant part of Sausalito's history. Staff estimates there are 10 to 20 buildings related to historic events, notable persons, and contain important architectural vernacular. The issue is the City does not have an accurate inventory on what buildings may retain a high level of historical significance within the Marinship. The purpose of the inventory would be to complete Historic Resource Inventory evaluation forms for properties that may warrant significance to determine what historic resources the City may have within the Marinship.

The anticipated cost to prepare the inventory ranges from \$10,000 to \$15,000.

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FY 2011 Priority Calendar, Parks and Recreation

- Harrison Park
- Robin Sweeny Park
- Cazneau park
- Langendorf park
- Cloudview park
- Southview Park
- Community Garden
- Native Plant Demonstration Garden
- Southern Marin Toy Drive
- Public Safety Building Grand Opening
- LED Lighting at Marinship Tennis Courts
- LED Lighting at City Hall Basketball Courts
- Vina del Mar Sister City relationship
- Sakaide Sister City Program

Submitted By:

Mike Langford
Parks and Recreation Director
City of Sausalito

MEMORANDUM

DATE: March 26, 2010
TO: Adam Politzer, City Manager
FROM: Jeremy Graves, Community Development Director
SUBJECT: Planning Commission Ranking of Projects for FY 2010-11 Prioritized Project List

On March 24, 2010 the Planning Commission reviewed the Prioritized Project List and established the ranking shown on the attached list. Projects with funding implications are marked with an asterisk(*). The remaining projects require staff time without additional funding requirements.

Attachment: Planning Commission Ranking of Projects for FY 2010-11 Prioritized Project List,
dated March 24, 2010

c: Planning Commission

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**Planning Commission Ranking of Projects for
FY 2010-11 Prioritized Project List
March 24, 2010**

Projects with funding implications are marked with asterisk(*)

Ranking	Project
1	Housing Element* (\$20,000 in FY 2009-10 Budget) <i>[In progress]</i>
2	Marinship Specific Plan review and update* (\$ To Be Determined)
3	Amend Zoning Ordinance to restrict new Single Family Dwellings in R-2 Districts. Currently new single family residences in the R-2 Districts are allowed to comply with the more flexible R-2 District standards (i.e., lot coverage and floor area ratios) established for duplexes. Hence larger single family residences can be constructed in the R-2 Districts than in the R-1 Districts.
4	Amend Zoning Ordinance regarding projects requiring Heightened Design Review to preclude variances to the standards regarding height, side setbacks, rear setbacks, floor area ratio, or building coverage (Ref: Section 10.54.050.E).
4	Amend Zoning Ordinance to make the definition of "Formula Retail" more legally enforceable.
6	Historic Design Guidelines* (\$50,000 in FY 2009-10 Budget) <i>[In progress]</i>
7	Amend Zoning Ordinance to clarify whether an unimproved "paper street" is a street for setback purposes and what constitutes an unimproved street.
8	Amend Zoning Ordinance regarding Heightened Design Review standards to require greater community benefits such as "greener" buildings.
9	Expand Code Enforcement Program <i>[In progress]</i>
10	Amend Municipal Code to allow P/C to take actions by a majority vote of a quorum; not majority vote of membership. (Ref Section 2.20.050). This would allow 2-1 votes on projects when a less-than-full membership are available to vote on a project due to abstentions or absences. The Municipal Code currently states that "no action may be taken except by a majority vote of the total membership of the commission [i.e., 3 affirmative votes]"
11	Adopt Green Building Regulations
12	Amend Zoning Ordinance to clarify that Building Coverage standards should use "net" parcel area instead of "gross" parcel area (Ref: Section 10.40.050.A).
13	Sausalito Marine Property
14	Amend Zoning Ordinance to establish Second Dwelling Unit regulations
14	Waterfront and Marinship Steering Committee – Imagine Sausalito <i>[In progress]</i>
16	Marinship Inventory of businesses and land uses <i>[In progress]</i>
17	Update the General Plan* (\$ To Be Determined)
18	Amend Municipal Code to lower the threshold for requiring the undergrounding of overhead utilities.
19	Amend Zoning Ordinance to clarify whether the definition of "floor" a floor covered with some dirt can be counted for FAR purposes.
20	Ensure downtown commercial buildings are properly maintained. Actions include: Inspections by the Building Division and Fire District staff; Code enforcement actions pursuant to the nuisance regulations of Municipal Code Chapter 12.20; and Amendment of Municipal Code to establish property maintenance regulations.
21	Prepare an Economic Development Study* (\$ To Be Determined) <i>[In progress]</i>
22	Improve the electrical power infrastructure system to reduce power outages*
23	Prepare an application to be a "Certified Local Government" for protection of historic resources* (\$ To Be Determined)
24	Marin Clean Energy <i>[In progress]</i>

	PRIORITIZED PROJECT LIST 2009-10	Ranking Total	<i>Status Comments</i>
1	EPA Order / Northern California Riverwatch	47.6	On target
2	Public Safety Facilities, management & budget oversight	46.8	On target
3	Housing Element Update	40	HEC appointments partially completed; HEC meetings underway; Update is 10% complete.
4	Vegetation Management Plan (SMFPD)	39.8	
5	Emergency Preparedness, next steps	38.8	partial committee appt'd - initial meeting held in March
6	Fire Consolidation Study, Phase I and Phase II	38.4	meeting/workshop held in March - sent to sub-committee for next steps
7	ADA Plan - update & implement	37.4	Draft Transisiton Plan transmitted 3/17/10
8	Historic Guidelines Ordinance	37.2	On target; Joint HLB/Plan Comm/City Council hearings tentatively scheduled for June 2010
9	Downtown Parking Plan, includes evaluating parking meter technology, pay for display options and maximize number of spaces in the lots	35.2	PARCS equipment on target for Memorial Day, Council authorization to e requested for additional design development in May, 2010
10	Marinship Specific Plan - review and update	34.4	On hold pending completion of WAM final report
11	Construction Time Limit Ordinance	32.4	Completed
12	Sausalito Marine Property	32.4	
13	Park Improvement Program - Robin Sweeny Park	30.2	Currently developing RFP for landscape Architectural design for Robin Sweeny Park. RFP to go out Spring 2010.
14	Alternative Funding Program - including grant writing	29.8	
15	Financial Planning, 5 year plan and strategies to stabilize revenues	29	Annual audit, mid-term budget review and strategic planning session all emphasized long-term financial planning, near and mid-term financial strategies and plans to stabilize revenue
16	Marinship Inventory	28.4	Inventory of businesses and land uses to be conducted by intern; Inventory of historic structures requires budget allocation
17	City Hall Solar Energy Program	27.6	Completed
18	Code Enforcement Ordinance/program	26.8	Assistant Planner is conducting weekly inspections
19	Path and Stairway Projects, funded	26.6	Path Plan 65% complete - 4 TAC mtgs held - 40% complete easement needed for Filbert Stairs

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20	Revenue Optimizing (i.e. Antenna Leases)	26.4	Ongoing/on target - two lease amendments, one new lease, and one renewal authorized letters of intent increasing GF revenues approximately \$65,000 per annum
21	Green Building Ordinance	25.2	Model ordinance prepared by BERST to be reviewed by Leg Committee
22	Employee Benefits, two tier program	24.6	A review of employee benefits reveals little budget savings from two-tier system, and also that Sausalito's program vis-à-vis other Marin cities is near most efficient/effective benefit. Recommend changing the scope of this to comprehensive classification and compensation system study
23	Shoreline Protection & Shoreline Restoration Projects	24.6	quotes requested
24	Telephone System Upgrade	24.4	PSF installations on target
25	Zoning Ordinance Amendment re: Single Family Dwellings in R-2 Districts (10.22.040)	20.2	No progress

line set May 26, 2009

26	Private Sewer Lateral Program - revisit Point of Sale Ordinance	24.2	
27	Downtown Bicycle Plan; bike parking, signage, safety and enforcement	23.8	Presenting updated plan to City Council on April 6. Implement by May 15.
28	City Hall Improvements, Phase II	22.6	continuing; on target
29	Fire Sprinkler Policy	22.2	
30	Economic Development Study	22	Ongoing/on target - working with BAC to revise scope with MEF and Consultant - BAC reviewing proposals
31	Golden Gate Ferry Terminal Project	20.8	
32	Closed Session Reporting Policy	19.8	
33	Bridgeway to Ferry Landing Pedestrian & Bike Improvement Project	18.6	Plans & Specs issued for BCDC permitting and CalTrans Funding
34	Volunteer Management Program, recruits, manages City volunteers	18.2	interviews in progress with applicants currently on file - appointments due to be completed by July
35	Certified Local Government - preparation of an application	17	To be initiated following approval of Historic Design Guidelines
36	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	17	
37	Project Homeless Connect	16.6	2nd successful program completed
38	Library Facility Space Evaluation Study	15.8	Library space planning in progress. Visiting other libraries over next several months. Will meet with consultants in early August, 2010.

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39	Marin Clean Energy (CCA)	15.8	Council action taken on 1/12/10
40	Second Unit Ordinance	15	To be prepared following adoption of updated Housing Element
41	Trees and Views Ordinance	14.2	
42	RBRA Mooring Field	13.4	
43	Municipal Code Update	12.6	All documents sent to Code Publishing - preliminary review has begun
44	Municipal Code Amendment re: Planning Commission Actions and Majority Votes	12.2	No progress
45	Public Fishing Pier	10.8	
46	Waterfront and Marinship Steering Committee - Imagine Sausalito	9.4	Presentation of final report scheduled for May 18
47	Heath Way	7.6	coordinating with stakeholders