



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Annual Review of City Council Priority Calendar

Step two: Reviewing the Projects and Finalizing the List to be ranked by Council

RECOMMENDED MOTION:

Move to approve the 2010 -11 Priority Calendar projects that will be ranked individually by the City Council prior the May 18th Council meeting and delivered to the City Clerk.

SUMMARY

The City Council at its Council meeting on April 20, 2010, began the process of reviewing the proposed Priority Calendar for 2010-2011. The Council reviewed forty (40) proposed projects, took the opportunity to ask staff for clarification, heard public comment and then added an additional twenty five (25) projects to the proposed Priority Calendar. After further discussion, the Council proposed a total of sixty (60) items for staff to review and analyze.

As part of Step Two in the Priority Calendar process, staff has reviewed the proposed sixty projects, and has made recommendations related to how many of the existing and new projects can be taken on given existing budgets, staffing and workloads and what timelines are realistic for achieving them. Attachment "A" provides the following information for Council's consideration:

- Title of the project
- Proposed action
- Time line
- Proposed cost and or resources needed to complete the project
- Staff's recommendation based on existing workloads

At the May 4th Council meeting, 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. Once the Council has reviewed the proposed Priority Calendar, staff is recommending that the Council move to individually rank the projects prior to the May 18th meeting.

It is worth noting as a reminder that projects are one-time in nature that:

- Require significant staff time and
 - Generally are placed on the Council agenda for action.
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Item #: 60
Meeting Date: 5-4-10
Page #: 1

The proposed program is a three step process, Step Three is outlined below:

- 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

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

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.

Item #: 6D
Meeting Date: _____
Page #: 2

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 originally 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

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:

- At the May 4th Council meeting, Staff will recommend 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.

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.

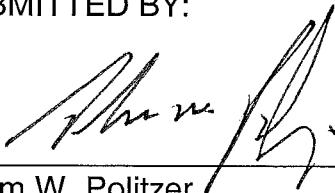
STAFF RECOMMENDATIONS

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

Item #: 6D
Meeting Date: _____
Page #: 5

PRIORITY CALENDAR WORKSHEETS
Alphabetical Listing

Council Deleted	ITEM	PROPOSED ACTION	TIMING	GENERAL FUND COST	DEPT RECOMMEND
	1. AB32 Task Force (DPW)	Sustainability Commission w/CDD	Ongoing regulatory compliance	Unable to estimate	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	2. ADA plan – Phase II implementation in progress (DPW)	DPW to request budget and implement timely phases of work	Next 6 months	\$200,000	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	3. Alcohol at City events – sale of and proceeds of (P&R)	Internal	Spring, 2010	0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	4. Anchorages and moorings, inventory of unpermitted (CDD)	Water survey of permitted moorings with RBRA staff ----- Request RBRA staff to conduct survey.	10 hours staff time between May and September	Negligible	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	5. Bathrooms downtown (DPW)	Consultant to acquire design review permits and prepare construction drawings	Multi-year	\$250,000	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	6. Bicycle Master Plan – Review and update to include downtown bicycle coordination plan; bike parking, signage, safety and enforcement (DPW)	Consultant	Depends on scope	Depends on scope	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	7. Bridgeway to Ferry Landing pedestrian and bike	Award contract and construct	Next 6 months	None	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

67

	improvement project <i>(DPW)</i>	Should be titled "Cass Marina AND Turney Street Dock"; Declare Surplus property and demolish	Spring/Summer 2010	Will require about 24 hours of staff time to submit to OMIT, develop staff reports and hand over to PW for demolition	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
8. Cass' Marina <i>(FIN)</i>					
9. Central waterfront master plan, Development of <i>(CDD)</i>		Prep of specific plan for waterfront area from Johnson to Napa.	Multi-year task. Actions would include retention of planning consultant, prep of specific plan and env review doc, public hearings by P/C and C/C.	\$150,000+, depending upon scope of plan. Partial funding may be solicited from property owners	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Task should be postponed if C/C opts to proceed with other long-range projects (e.g., Gen Plan review, Marinship SP update).
10. Certified Local Government for historic preservation <i>(CDD)</i>		Retain consultant to assist staff in submitting application to State Office of Historic Preservation for designation of Sausalito as Certified Local Gov't and becoming eligible for historic preserv grants.	30-40 hours staff time following adoption of Hist Design Guidelines and updated hist preserv regs	\$10,000	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Task should be postponed until C/C has adopted Hist Design Guidelines and updated hist preserv regs.
11. City Council committees,		* Review all "committees" and come up with a list	By 6/30/10 (approx 60 hrs staff time)	\$0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

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	consolidation of (CCrk)	to determine existence * Sunset or disband as appropriate * Begin contacting those "committees" still active and solicit input for consolidation * Recommend to Council any possible consolidations	By 9/14/10 (approx 20 hrs add'l staff time) By 10/19/10 (approx 40 hrs add'l staff time)	\$0 \$0 \$0	
	12. City committees, staffing of (CM)	At the discretion of the City Manager, Staff will continue to review the needs and resources required to support the various Boards, Commissions and committees. The manager working with the Department Heads will continue to review the resources request and evaluate the staffing needs based on works loads, works day schedule, and potential overtime cost associated with the assignment.	12/7/10 On-going	Potential Overtime and or professional services	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	13. City Hall energy efficiency (DPW)	Consultant to assist in bid document preparation (doors and windows) and additional energy use	Next 6 months	\$204,000	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	14. Design Review Board (DRB), re-establish (CDD)	Re-establish DRB to review architectural design of development projects	30+ hours of staff time to prepare draft ordinance, and review through Leg Cmte and public hearings	Negligible	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRB would extend City's development review process for Design Review Permits

56

						by 3+ weeks. Design review is currently handled by P/C.
	15. Disaster Preparedness facilitator (PD)	Hire a limited contract employee to focus on public outreach and coordination of the City's various disaster planning functions.	September 2010	\$6,000 annually. \$50 an hour at 10 hours a month.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	16. Prepare Baseline Downtown Map to include public and private improvements; all parcel lines (DPW)	Staff relies on Marin Map, a standard 1988 North American Datum, and land surveyors for maps and is satisfied with the state of baseline mapping available	Depends on scope	Depends on scope	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	17. Downtown Parking Plan, incl evaluating parking meter technology, pay for display options, and maximize number of spaces in the lots – explore downtown employee and merchant offsite parking options (DPW)	Parking Access and Revenue Control Equipment has been ordered and will be installed. Evaluation of operational information following start-up will allow Staff to optimize revenues and develop a range of alternatives for revenues from existing lots and spaces (on-street) as well as employee and merchant options	One year of operations history with new PARCS equipment will significantly improve any planning effort	Parking Fund – staff time for evaluation of PARCS data – consultant assistance probably warranted beginning in last quarter of operational year	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	18. Downtown Plan (DPW)	DPW is responsible for design and construction of capital maintenance and capital improvements on City property and in the public right-of-way. Before being transferred to DPW for delivery, these projects have been selected, prioritized and	The existing slate of capital maintenance and capital improvements on City property and in the public right-of-way downtown will require multiple	Mixed – Parking, General Capital, Streets, Storm drains, Tidelands, Parks --	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

		budgeted by the CC. Specific Plans, Area Plans, or Masterplans for design development are typically managed by CDD or a committee.	years of design and construction	
	19. Downtown projects, coordination of 11 studies recently completed, approved or ongoing (DPW)	DPW is responsible for design and construction of capital maintenance and capital improvements on City property and in the public right-of-way. Before being transferred to DPW for delivery, these projects have been selected, prioritized and budgeted by the CC. Specific Plans, Area Plans, or Masterplans for design development are typically managed by CDD or a committee.	The existing slate of capital maintenance and capital improvements on City property and in the public right-of-way downtown will require multiple years of design and construction. DPW is coordinating the projects selected, prioritized and budgeted by the CC	Mixed – Parking, General Capital, Streets, Storm drains, Tidelands, Parks -- <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	20. Economic Development Study – Working with the Chamber of Commerce, engage a consultant to address short-term business needs (FIN)	Monitor Business Advisory Committee progress and influence outcomes	Monitor Business Advisory Committee progress and influence outcomes	\$25,000 PLUS 8 – 24 hours each month working with Business Advisory Committee <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	21. Economic incentive for the maritime (FIN)	Retain consultant	6 month time frame	\$25,000 and staff time for input <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	22. EPA Order (DPW)	DPW (with counsel from CA) will continue to comply with and	On-going	Sewer Fund <input checked="" type="checkbox"/> YES

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		document compliance with the EPA Order and applicable or relevant and appropriate environmental laws, regulations, and settlement conditions related to the operation and maintenance of the City's wastewater enterprise			<input type="checkbox"/> NO
	23. Financial Planning incl: 5 year plan and strategies to stabilize revenues (FIN)	<ul style="list-style-type: none"> Develop governance and process Develop Financial forecasting and analysis tools Implementation Communications, calibration 	1 year time frame	Substantial staff involvement across departments and levels of organization; \$50,000+ investment in tools, consultants and process	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	24. Fire Consolidation Study, Phase II (SMFD)				<input type="checkbox"/> YES <input type="checkbox"/> NO
	25. Fire Sprinkler Policy (SMFD)				<input type="checkbox"/> YES <input type="checkbox"/> NO
	26. General Plan Review and Re-affirmation (multi-year project) (CDD)	Review and re-affirm that policies and programs in General Plan reflect current community concerns and priorities	Multi-year task involving C/C appointment of citizen advisory committee, retention of planning consultant, review of Gen Plan policies, prep of env rev document, and public hearings by P/C	\$300,000+, depending upon scope of review	<input type="checkbox"/> YES <input type="checkbox"/> NO

	<p>27. Green Building Regulations – adopt (CDD)</p>	<p>Adopt BERST bldg code recommendations (i.e., energy efficiency stds for residences; pre-wiring for solar systems; insulating hot water pipes; updating construction debris recycling rgmts)</p>	<p>and C/C. 20+ hours staff time. Adopt by September 2010.</p>	<p>Negligible</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>28. Heath Way (DPW)</p>	<p>DPW continues to support conclusion of the transfer of Heath Way to private ownership</p>	<p>Ongoing – opportunity for construction in conjunction with Gate 5 Road sewer project in FY11 DPW continues to support conclusion of the transfer of Heath Way to private ownership</p>	<p>Difficult to estimate</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>29. Historic Design Guidelines (CDD)</p>	<p>Guidelines for the rehabilitation, remodeling, and additions of historic structures.</p>	<p>Public hearings by HLB, P/C, and C/C in June – July 2010, followed by C/C adoption.</p>	<p>\$50,000 in FY 09-10 Budget. No supplemental request at this time</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>30. Historic Preservation – Regulations – update of the Municipal Code (CDD)</p>	<p>Updates of Muni Code to clarify Historic Preserv regs including designation of historic structures and responsibilities of HLB</p>	<p>Prep of updates should be initiated following adoption of Historic Design Guidelines. 60-80 hours staff time if prepared by staff; completion by summer 2011. 30-40 hours staff time if prepared by consultant</p>	<p>Negligible costs if prepared by CDD staff and City Attorney \$15,000-30,000 if prepared by consultant</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>

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				completion by spring 2011			
	31. Housing Element (CDD)	Update of Housing Element, adoption by C/C, and certification by HCD		HEC and staff preparing draft. Workshops in summer/fall 2010 and winter 2011. P/C and C/C public hearings in spring 2011.	\$20,000 in FY 09-10 Budget. No supplemental request at this time	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	32. Library Facility Space Evaluation Study (LIB)	Evaluate existing space & propose alternate layouts to maximize & update its use.		By December, 2010	\$0 at this time. Applying for a grant from the Sausalito Library Foundation	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	33. Marinship Inventory of businesses and land uses (CDD)	Survey of existing businesses and land uses to determine compliance with zoning regs and policies of Marinship Specific Plan.		In April 2010 CDD intern completed survey of businesses and provided findings to Muni Services for collection of business license fees. Survey of land uses will be undertaken by a future CDD intern.	Negligible	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	This is baseline data collection. Findings will be used to determine if <u>existing</u> businesses are in compliance with City zoning regs. CDD staff currently reviews all new occupational permits to ensure <u>new</u> businesses are in compliance with zoning and Marinship

						Specific Plan regs
	34. Marinship Historic Building Inventory (CDD)	Survey of approx 20 buildings in Marinship to determine eligibility for listing on local historic register or National Register. Survey needs to be conducted by qualified architectural historian.	Consultant contract could be initiated in winter 2011. 20-30 hours staff time	\$10,000-15,000 for consultant		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Task should be postponed until Hist Design Guidelines and Hist Preserv Regs are completed.
	35. Marinship Specific Plan – Review and update (CDD)	Review and update of Marinship SP.	Multi-year task would be initiated following C/C review of WAM's final report and recommendations. Tasks would include C/C appointment of citizen advisory committee, retention of planning consultant, review and update of specific plan, prep of env rev document, and public hearings by P/C and C/C.	\$250,000+, depending upon scope of update. Partial funding may be solicited from property owners		<input type="checkbox"/> YES <input type="checkbox"/> NO Marinship SP needs to be updated to reflect current community concerns
	36. MLK Property Long term Operation Plan – to address maintenance and lease	Develop a comprehensive financing and operation and capital plan for the property	1 year time frame	Requires 80 to 160 hours combined staff time to analyze issues and develop plan		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

	<p>(FIN)</p> <p>37. Municipal Code Update (CCrk)</p>	<p>Currently being proof-read. By mid-May, City should have first draft for reviewing. From there it moves to Legal Review.</p>	<p>Unknown as to how much staff time will be required for review of the 1st draft (will depend on the number of questions raised by publisher); will then be in legal review for 4-6 weeks</p>	<p>\$15,000 (on-going cost of approx \$350 annually for web hosting)</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>38. Amend Municipal Code to allow P/C to take action by a majority of vote of the quorum; not the majority vote of the membership (CDD)</p>	<p>Muni Code needs to be amended to resolve conflicting sections which indicate action by P/C requires vote by majority of quorum and by majority of membership.</p>	<p>This issue will be incorporated into Omnibus Zoning Ordinance amendment. Final determination will be made by C/C.</p>	<p>Negligible</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Issue will be resolved as part of Omnibus Zoning Ord amendment and does not need to be on Priority Calenda</p>
	<p>39. Parks and cost to upgrade to current safety standards, study to determine (P&R)</p>	<p>RFP for Robin Sweeney to go out this Spring. Suggest additional RFP to determine stability of retaining walls at South View Park. All other parks to be handled internally</p>	<p>FY 2010-2011</p>	<p>\$50,000 (have \$70,000 from FY 2010) Internal estimate to upgrade smaller parks: \$30K per Park = \$120K total</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>40. Park improvement program - Harrison Park & Robin Sweeney Park (P&R)</p>	<p>RFP for Robin Sweeney to go out this Spring. Harrison Park plan to go public hearings at P&R Commission and Planning Commission this spring. Construction to begin once funds are raised</p>	<p>Spring 2010 +</p>	<p>Currently \$70,000 budgeted in FY 2010 for Robin Sweeney RFP and related services.</p>	<p><input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>

				<p>Construction costs will depend on design and features chosen could be \$100,000 to \$500,000+.</p> <p>\$15,000 from Bond funds dedicated to Harrison park. Lions Club will assist with fundraising efforts but additional City or bond funds may be necessary. Estimated cost: \$20,000 for play equipment, \$100,000 for hardscape.</p>	
	<p>(41-duplicated)</p> <p>42. Pension Funding – more information on alternatives and scenarios, ie: develop long term plan and how to manage pension funding (FIN)</p>	<ul style="list-style-type: none"> • Integrate with FY2010-12 budget • Integrate with long-term financial planning • Incorporate into labor negotiation strategy • Implementation 	<p>6 months to 1 year time frame</p>	<p>Substantial staff involvement across departments and levels of organization; could reduce General Fund expenses if pension</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>

					obligation bonds are issued	
	43. Private Sewer Lateral Program – revisit Point of Sale Ordinance (DPW)	DPW staff remains available to respond to suggestions for revisions to the existing Ordinance from the community.	On-going		Sewer Fund	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	44. Private lateral strategies (DPW)	DPW, working with the CA and the Legislative and Finance Committees will bring forward refined recommendations for improvements to the Sewer Ordinance including funding for private lateral improvement programs beyond those currently in place	Sewer Ord Amendment next 6 months		Sewer Fund	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	45. Public Fishing Pier (DPW)	DPW recommends action to retain a viable pier	Budget		Tidelands	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	46. Public lands for private use, Policy of (CA)	Staff would first seek input from the Council to determine the parameters of the proposed policy - for example does it include all City owned/leased lands such as MLK, Old City Hall, Fire Station 2 and the submerged tidelands or some sub-set thereof. Staff would take the Council input and working with the appropriate Council sub-committee (proposed would be Legislative Committee or OMIT) staff would develop a policy for Council consideration.	Somewhat dependent on the scope of the policy. Potentially 6 months.		Cost for legal services which could range from \$2000 - \$5000 depending on the scope of the policy and the number of meetings required.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	47. Public Safety Facilities incl: project	DPW will continue to coordinate with other departments, contractors, consultants,	Next 6 months		GO Bonds	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

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80

	management, budget oversight and facilitate transition from construction to operations <i>(DPW)</i>	vendors, etc. to transition from construction to operations			
	48. Second Dwelling Unit – amend Zoning Ordinance to establish second dwelling unit regulations <i>(CDD)</i>	Amend Zoning Ordinance to establish second dwelling unit regulations	Issue will be included in Housing Element Update. Zoning Ord should be initiated following adoption of Housing Element	Negligible	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Task should be postponed until Housing Element is updated.
	49. Senior Citizen coordinated strategies ie: Sausalito Village <i>(P&R)</i>	Hire additional Coordinator to run senior programs and Coordinate with other agencies/groups offering Senior programs.		\$78,000	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	50. Single family Dwellings – Amend Zoning Ordinance to restrict new single family dwellings in R2 Districts <i>(CDD)</i>	Amend Zoning Ordinance to ensure new single family dwellings in R-2 Districts comply with more-restrictive standards (e.g., lot coverage, FAR) for single family dwellings in R-1 Districts.	This issue will be incorporated into Omnibus Zoning Ordinance amendment	Negligible	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Issue will be resolved as part of Omnibus Zoning Ord amendment and does not need to be on Priority Calendar
	51. Shoreline Protection & shoreline restoration projects <i>(DPW)</i>	Shoreline protection on the water side of Lot 3 is inadequate and requires permitting and repair	Next 6 months	Tidelands - \$150,000	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	52. Shuttle service,	The City Manager working the	Spring of 2011	TBD	<input checked="" type="checkbox"/> YES

6
190

	<p>work with Parks Service Chamber of Commerce and County of Marin to operate shuttle program to reduce traffic impacts in Sausalito during peak season (CM)</p>	<p>Council will continue to explore opportunities to partner with the National Parks Service and the County of Marin to improve transportation services with an emphasis of providing shuttle service during the peak season.</p>			<input type="checkbox"/> NO
<p>53. Storm Water (DPW)</p>		<p>Funding for capital rehabilitation is inadequate, water quality is poor. Sea level rise, land subsidence and increasing regulatory trend warrant action to develop both local and other funding for design development and construction.</p>	<p>Next 6 months</p>	<p>Staff develop funding strategies</p>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<p>54. Trees and Views Ordinance - review and update (CA)</p>		<p>This item original was placed on the priority calendar at the request of the Trees and Views Committee. The Committee asked the Council to consider adding language to the ordinance regarding preservation of views. After considering the item the Council determined to leave the ordinance unchanged. Staff subsequently recommended that the item remain on the calendar to allow time for "clean up" changes to the ordinance. At this time staff recommends that any clean up changes be made as part of the update to the Municipal Code and that a</p>	<p>Next 6 months.</p>	<p>A full review and modification of the ordinance would require legal services which could range from \$1000 - \$5,000 depending on the scope of the modifications proposed.</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

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		separate priority calendar item is not necessary.				
	55. Undergrounding policy (DPW)	Existing policy objective is not well met. Process evaluation recommended involving DPW, CDD and CA.	Budget next 6 months	Staff or consultant to recommend process improvements	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	56. Vegetation Management Plan (SMFD)				<input type="checkbox"/> YES <input type="checkbox"/> NO	
	57. Vina del Mar – establish and foster a Sister City program with Vina del Mar, Chile (P&R)	Collect list of volunteers at upcoming 50 th anniversary event. If there is interest offer support in same fashion that Sakaide program is supported – minimal staff time. Offer place to meet, duplicating, outreach.	FY 2011	\$1200 (same as Sakaide)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	58. Volunteer Management Program, recruit, manage City volunteers and interns (CCrk)	Continue recruiting and interviewing for boards and commissions; intern program well underway and being overseen by Admin Intern and HR	Routine boards and commissions will be filled by July 1		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	59. Water efficiency policy (DPW)	City irrigation	Next 6 months – Report on audit	Staff time	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	60. Waterfront and Mariship Steering Committee – receive report and provide direction (CDD)	Accept WAM's final report and provide direction to staff.	Presentation of final report scheduled for May 18	Dependent upon C/C direction	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Task will be completed with WAM's presentation to C/C	
	61. Zoning Ordinance,	Housekeeping amendments of	CDD staff and City	Negligible	<input checked="" type="checkbox"/> YES	

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	<p>Omnibus Amendment of (CDD)</p>	<p>Zoning Ordinance to address out-dated provisions, conflicting provisions, unclear wording, etc.</p>	<p>Attorney have initiated this task. Upcoming steps: proposed amendments will be reviewed by Leg Cmte; public hearings by P/C and C/C; adoption by C/C. The intention is to complete the task during summer 2010 so the updated wording can be included in the re-published Muni Code.</p>		<p><input type="checkbox"/> NO</p>
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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 Eyler, 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.

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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

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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>

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	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	40	partial committee appt'd - meetings underway
4	Vegetation Management Plan (SMFPD)	39.8	
5	Emergency Preparedness, next steps	38.8	partial committee appt'd - initial meeting being scheduled
6	Fire Consolidation Study, Phase I and Phase II	38.4	meeting / workshop scheduled in March
7	ADA Plan - update & implement	37.4	
8	Historic Guidelines Ordinance	37.2	On target
9	Downtown Parking Plan, includes evaluating parking meter technology, pay for display options and maximize number of spaces in the lots	35.2	Council updated scheduled in March
10	Marinship Specific Plan - review and update	34.4	
11	Construction Time Limit Ordinance	32.4	Completed
12	Sausalito Marine Property	32.4	
13	Park Improvement Program - Robin Sweeny Park	30.2	
14	Alternative Funding Program - including grant writing	29.8	
15	Financial Planning, 5 year plan and strategies to stabilize revenues	29	
16	Marinship Inventory	28.4	
17	City Hall Solar Energy Program	27.6	Completed
18	Code Enforcement Ordinance/program	26.8	
19	Path and Stairway Projects, funded	26.6	
20	Revenue Optimizing (ie Antenna Leases)	26.4	
21	Green Building Ordinance	25.2	
22	Employee Benefits, two tier program	24.6	
23	Shoreline Protection & Shoreline Restoration Projects	24.6	
24	Telephone System Upgrade	24.4	PSF installations on target

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25	Zoning Ordinance Amendment re: Single Family Dwellings in R-2 Districts (10.22.040)	20.2	
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	
28	City Hall Improvements, Phase II	22.6	
29	Fire Sprinkler Policy	22.2	
30	Economic Development Study	22	
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	
34	Volunteer Management Program, recruits, manages City volunteers	18.2	all boards and commission nearly filled
35	Certified Local Government - preparation of an application	17	
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	
39	Marin Clean Energy (CCA)	15.8	Council action taken on 1/12/10
40	Second Unit Ordinance	15	
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	
45	Public Fishing Pier	10.8	
46	Waterfront and Marinship Steering Committee - Imagine Sausalito	9.4	
47	Heath Way	7.6	

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