



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Annual Review of City Council Priority Calendar

Step Three: Approval of the Annual Priority Calendar - Review the final rankings and identify where to draw the line for “below the line” projects and approve the 2010-11 Priority Calendar.

### RECOMMENDED MOTION:

Move to approve the 2010 -11 Priority Calendar.

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### SUMMARY

The City Council at its Council meeting on May 4, 2010 reviewed the proposed projects, took public comment and approved forty three (43) priority calendar projects to be ranked for final consideration at the May 18<sup>th</sup> Council meeting.

As part of Step Three in the Priority Calendar process, the City 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 18<sup>th</sup> meeting. The Council will then review the final ranking, take public comment and by majority vote identify where to draw the line for “below the line” projects and approve the 2010-11 priority calendar.

To insure the system captured all issues, a “below the line” category of projects is 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.

### BACKGROUND

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 had reviewed the proposed sixty projects, and made recommendations related to how many of the existing and new projects could

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be taken on given existing budgets, staffing and workloads and what timelines are realistic for achieving them.

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 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.

## ISSUES

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

- At the May 4<sup>th</sup> Council meeting Staff recommended 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 has reported on the proposed Priority Calendar and provided recommendations to the City Council. The City Council will review the proposed projects, ask for clarification, and solicit input from the public. Prior to May 18<sup>th</sup> 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

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collective ranking for Council's review at the May 18<sup>th</sup> 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.

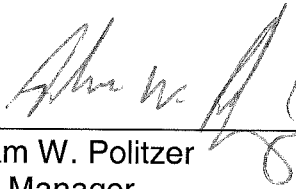
## **STAFF RECOMMENDATIONS**

Move to approve the 2010 -11 Priotity Calendar.

## **ATTACHMENTS**

1. List of Proposed Projects Alphabetically Listed
2. City Council individual project rankings
3. 2009-10 Priority Calendar

SUBMITTED BY:



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Adam W. Politzer  
City Manager

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**PRIORITY CALENDAR PROJECT LIST 2010-11**

1	AB32 Task Force
2	ADA plan – Phase II implementation in progress
3	Bathrooms downtown
4	Bridgeway to Ferry Landing pedestrian and bike improvement project
5	Cass' Marina
6	Certified Local Government for historic preservation
8	City Council committees, consolidation of
9	City Hall energy efficiency
7	Community Garden
10	Downtown Baseline Map to include public and private improvements; all parcel lines 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
11	options
12	Downtown projects, coordination of 11 studies recently completed, approved or ongoing Economic Development Study – Working with the Chamber of Commerce, engage a consultant to
13	address short-term business needs
14	Economic incentive for the maritime
15	EPA Order
16	Financial Planning incl: 5 year plan and strategies to stabilize revenues
17	Fire Consolidation Study, Phase II
18	Green Building Regulations – adopt
19	Heath Way
20	Historic Design Guidelines
21	Historic Preservation Regulations – update of the Municipal Code
22	Housing Element
23	Library Facility Space Evaluation Study
24	Marinship Inventory of businesses and land uses
25	Marinship Historic Building Inventory
26	MLK Property Long term Operation Plan – to address maintenance and lease
27	Municipal Code Update
28	Parks and cost to upgrade to current safety standards, study to determine
29	Park improvement program – Harrison Park & Robin Sweeny Park Path Projects incl: Scenic Lane, Wray Lane, Prospect/Sausalito Blvd, Marion/Sausalito Blvd, South St,
30	167 Cazneau Pension Funding – more information on alternatives and scenarios, ie: develop long term plan and how
31	to manage pension funding
32	Private lateral strategies
33	Public lands for private use, Policy of Public Safety Facilities incl: project management, budget oversight and facilitate transition from
34	construction to operations
35	Single family Dwellings – Amend Zoning Ordinance to restrict new single family dwellings in R2 Districts
36	Shoreline Protection & shoreline restoration projects Shuttle service, work with Parks Service Chamber of Commerce and County of Marin to operate shuttle
37	program to reduce traffic impacts in Sausalito during peak season
38	Storm Water
39	Undergrounding policy
40	Vegetation Management Plan
41	Vina del Mar – establish and foster a Sister City program with Vina del Mar, Chile
42	Water efficiency policy
43	Zoning Ordinance, Omnibus Amendment of

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	Ranking Order
	1 (low) - 43 (high)
AB32 Task Force	31
ADA plan – Phase II implementation in progress	4
Bathrooms downtown	7
Bridgeway to Ferry Landing pedestrian and bike improvement project	8
Cass' Marina	13
Certified Local Government for historic preservation	30
City Council committees, consolidation of	6
City Hall energy efficiency	14
Community Garden	18
Downtown Baseline Map to include public and private improvements; all parcel lines	39
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	40
Downtown projects, coordination of 11 studies recently completed, approved or ongoing	22
Economic Development Study – Working with the Chamber of Commerce, engage a consultant to address short-term business needs	12
Economic incentive for the maritime	11
EPA Order	43
Financial Planning incl: 5 year plan and strategies to stabilize revenues	27
Fire Consolidation Study, Phase II	23
Green Building Regulations – adopt	16
Heath Way	20
Historic Design Guidelines	9
Historic Preservation Regulations – update of the Municipal Code	15
Housing Element	38
Library Facility Space Evaluation Study	24
Marinship Inventory of businesses and land uses	19
Marinship Historic Building Inventory	34
MLK Property Long term Operation Plan – to address maintenance and lease	35
Municipal Code Update	26
Parks and cost to upgrade to current safety standards, study to determine	32
Park improvement program – Harrison Park & Robin Sweeny Park	33
Path Projects incl: Scenic Lane, Wray Lane, Prospect/Sausalito Blvd, Marion/Sausalito Blvd, South St, 167 Cazneau	41
Pension Funding – more information on alternatives and scenarios, ie: develop long term plan and how to manage pension funding	42
Private lateral strategies	10
Public lands for private use, Policy of	1
Public Safety Facilities incl: project management, budget oversight and facilitate transition from construction to operations	37
Single family Dwellings – Amend Zoning Ordinance to restrict new single family dwellings in R2 Districts	21
Shoreline Protection & shoreline restoration projects	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	2
Storm Water	29
Undergrounding policy	17
Vegetation Management Plan	28
Vina del Mar – establish and foster a Sister City program with Vina del Mar, Chile	3
Water efficiency policy	25
Zoning Ordinance, Omnibus Amendment of	5

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	<b>PRIORITIZED PROJECT LIST 2009-10</b>	<b>Ranking Total</b>	<i>Status Comments</i>
1	<b>EPA Order / Northern California Riverwatch</b>	<b>47.6</b>	On target
2	<b>Public Safety Facilities, management &amp; budget oversight</b>	<b>46.8</b>	On target
3	<b>Housing Element Update</b>	<b>40</b>	HEC appointments partially completed; HEC meetings underway; Update is 10% complete.
4	<b>Vegetation Management Plan (SMFPD)</b>	<b>39.8</b>	
5	<b>Emergency Preparedness, next steps</b>	<b>38.8</b>	partial committee appt'd - initial meeting held in March
6	<b>Fire Consolidation Study, Phase I and Phase II</b>	<b>38.4</b>	meeting/workshop held in March - sent to sub-committee for next steps
7	<b>ADA Plan - update &amp; implement</b>	<b>37.4</b>	Draft Transition Plan transmitted 3/17/10
8	<b>Historic Guidelines Ordinance</b>	<b>37.2</b>	On target; Joint HLB/Plan Comm/City Council hearings tentatively scheduled for June 2010
9	<b>Downtown Parking Plan, includes evaluating parking meter technology, pay for display options and maximize number of spaces in the lots</b>	<b>35.2</b>	PARCS equipment on target for Memorial Day, Council authorization to e requested for additional design development in May, 2010
10	<b>Marinship Specific Plan - review and update</b>	<b>34.4</b>	On hold pending completion of WAM final report
11	<b>Construction Time Limit Ordinance</b>	<b>32.4</b>	Completed
12	<b>Sausalito Marine Property</b>	<b>32.4</b>	
13	<b>Park Improvement Program - Robin Sweeny Park</b>	<b>30.2</b>	Currently developing RFP for landscape Architectural design for Robin Sweeny Park. RFP to go out Spring 2010.
14	<b>Alternative Funding Program - including grant writing</b>	<b>29.8</b>	
15	<b>Financial Planning, 5 year plan and strategies to stabilize revenues</b>	<b>29</b>	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	<b>Marinship Inventory</b>	<b>28.4</b>	Inventory of businesses and land uses to be conducted by intern; Inventory of historic structures requires budget allocation
17	<b>City Hall Solar Energy Program</b>	<b>27.6</b>	Completed
18	<b>Code Enforcement Ordinance/program</b>	<b>26.8</b>	Assistant Planner is conducting weekly inspections
19	<b>Path and Stairway Projects, funded</b>	<b>26.6</b>	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	<b>Green</b> Building Ordinance	25.2	Model ordinance prepared by BERST to be reviewed by Leg Committee
22	<b>Employee</b> 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	<b>Shoreline</b> 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	<b>Private</b> Sewer Lateral Program - revisit Point of Sale Ordinance	24.2	
27	<b>Downtown</b> 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	<b>Fire</b> Sprinkler Policy	22.2	
30	<b>Economic</b> 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	<b>Bridgeway</b> to Ferry Landing Pedestrian & Bike Improvement Project	18.6	Plans & Specs issued for BCDC permitting and CalTrans Funding
34	<b>Volunteer</b> 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	<b>Shuttle</b> 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	<b>Library</b> 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	<b>Marin Clean Energy (CCA)</b>	<b>15.8</b>	Council action taken on 1/12/10
40	<b>Second</b> Unit Ordinance	<b>15</b>	To be prepared following adoption of updated Housing Element
41	<b>Trees</b> and Views Ordinance	<b>14.2</b>	
42	RBRA Mooring Field	<b>13.4</b>	
43	<b>Municipal</b> Code Update	<b>12.6</b>	All documents sent to Code Publishing - preliminary review has begun
44	Municipal Code Amendment re: Planning Commission Actions and Majority Votes	<b>12.2</b>	No progress
45	Public Fishing Pier	<b>10.8</b>	
46	<b>Waterfront</b> and Marinship Steering Committee - Imagine Sausalito	<b>9.4</b>	Presentation of final report scheduled for May 18
47	<b>Heath</b> Way	<b>7.6</b>	coordinating with stakeholders