

# **FOLLOW UP LOG**

**BY**

**MEETING DATE**

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# JANUARY

<u>CC Mtg Date</u>	<u>Project Description</u>	<u>Position Lead</u>	<u>Current Status</u>	<u>Anticipated Comp Date</u>
1/8/08	Marinship Tennis Court Resurfacing	P&R Director	Partnership with Sausalito Art Festival	1/1/08
1/29/08	Council Committee Assignments	Mayor/Debbie	Continued from 1/8/08 to next CC mtg	1/29/09
1/29/09	Hearings: Appeal of PC decision re: 108-110 Edwards Ave	Planning	Continued to 1/29 CC meeting for adoption of resolution approving project	1/29/08
1/29/08	Special Presentation: Supervisor McGlashan on State of the County			1/29/08
1/29/08	County Animal Control Ordinance	Mary W	Con't to 2/26/08 to allow for publication of notice	3/15/08
1/29/08	Quarterly report on Code Enforcement Activities	Diane	(awaiting arrival of a new CDD)	
1-29-2008	SEIU Compensation Study	Administrative Services Mgr	<ul style="list-style-type: none"> <li>• Collecting salary data &amp; job descriptions from other agencies</li> <li>• Preparing comparative data sheets as info available</li> <li>• Setting up meeting with SEIU team to review Draft Study</li> </ul>	1-30-2008
1/29/08	Review of Staff Interpretation of Historic District Ordinance	City Attorney	Con't to 2/26/08 to allow for coordination w/CDD staff	
1/29/08	Solar Panels on City Hall, new Fire Station, and new Police Station	Dep Planning Director/Asso Planner	Planning Commission, Sustainability Commission, and HLB members gave held information meetings with vendors about funding options; will prepare a recommendation to City Council to pursue an RFP	July 1, 2008

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			for a power purchase agreement (PPA)	
1-29-2008	Sewer Truck Replacement	SSC	SSC distributing bid documents	June 2008
1-29-2008	Schoonmaker Bus Shelter	Engineer	CA to review participation agreement	May 2008
1-29-2008	100 South Street Boardwalk	Engineer	Repair notices sent 11/28/07	April 2008

# FEBRUARY

2/12/08	Update of Building Codes	CDD	New Codes have been received; review of existing Sausalito exceptions next	March 1, 2008
2/12/08	Business: Quarterly PD Stats report	Scott		
2/12/08	Special Presentation: Senator Migden on Legislative Updates			
2-12-08	Special Presentations: Swearing in of two new Police Officers	Police Chief		
2/26/08	County Animal Control Ordinance	Mary W	Con't from 1/29/08 to allow for publication of notice	Approx 4/1/08
2-26-2008	Cafeteria Plan	Administrative Services Mgr	<ul style="list-style-type: none"> <li>• Review of sample plan to prepare a plan tailored for the City;</li> <li>• Will obtain review by Finance Director prior to forwarding to Council</li> </ul>	
2-26-08	Business: Receive Update on amount expended, to date, on Public Safety Bldg Funds	Kevin/Louise		
2-26-08	Business: Update on Status of Mid-year Budget	Louise		
2/26/08	Condo Conversion Moratorium/Ordinance	City Attorney	Scheduled for consideration by PC in January	3/4/08
2/26/08	Hotel Condo Conversion Ordinance	CDD/Contract Planner	Scheduled for Planning Commission review 1/23/08	April 1, 2008
2/26/08	Construction Time Limits Ordinance	CDD	Scheduled for Planning Commission review 1/23/08	April 1, 2008
2/26/08	Social Host Ord	Police Chief		4/1/08
2-26-	MLK Slide Repair	Engineer	Engineer to get estimates	September

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2008				2008
2/26/08	Review of Staff Interpretation of Historic District Ordinance	City Attorney	Con't from 1/29/08 to allow for coordination w/CDD staff	
2/26/08	2 <sup>nd</sup> qtr treasurer's report	Finance Director		
2-26-08	Appeal 2 Alexander	CDD		
2-26-08	Appeal 160 Currey	CDD		

February 2008	Lot #1 Booth	Engineer	Awaiting Planning Commission review	May 2008
February 2008	Sewer Infiltration and Inflow Study	Staff Engineer	Need to prepare RFP	September 2008
February 2008	After School Program	Recreation Supervisor		TBD
February 2008	2008 Event Season Report	Special Events Coordinator		
February 2008	Implement faster, more reliable & functional backup/disaster recovery system	Tech Mgr	Awaiting final proposal from Marin.org on the Marin County based disaster recovery system. Need to identify funding source and take to Council.	April 1 2008

# MARCH

3-04-2008	Set up, coordinate & implement Safety Credit Program to help City meet safety goals & reduce liability costs (required Ergonomics Program, Hearing Conservation Management Program and Streets Maintenance Program	Administrative Services Mgr	<ul style="list-style-type: none"> <li>• Reviewed criteria with Bay Cities Joint Power Insurance Authority representatives;</li> <li>• Preparing draft information specific to Sausalito for Ergonomics Plan</li> <li>• Setting meetings with Engineering, Public Works, Police and Fire staff to proceed on all three required plans</li> </ul>	2-12-2008
3/4/08	Code Enforcement Program	Dep Planning Director	Initial meeting with Police Department; need to work further with PD on program and personnel	March 15, 2008
3/25/08	Municipal Code Update (Outside Consulting Firm)	City Attorney	First step will be to go out with RFP the CC will act on hiring of outside company to do update	3/25/08 for first steps
Tentative 3-25-2008	Completion of Ordinance revising regulations of Boards and Commissions	Administrative Services Mgr	<ul style="list-style-type: none"> <li>• Setting meetings with all boards/commissions to review changes collected to date &amp; to solicit additional suggestions from those groups</li> <li>• Will request City Attorney review of draft Ordinance</li> </ul>	Tentative 3-14-2008
3/25/08	Business: Present City Outreach Manual to Council	Dale		
March 2008	2006 Street Repair	Staff Engineer	Underway	May 2008
March 2008	Vina del Mar / Yee Tock Chee ADA Upgrades	Staff Engineer	Await Planning Commission review	May 2008

# APRIL

4-22-2008	Customer Service Training Program	Administrative Services Mgr	<ul style="list-style-type: none"> <li>• Biweekly meetings of Customer Service Team to discuss elements of customer service and training requirements</li> </ul>	4-30-2008
4/22/08	Code Enforcement Ordinance Update	City Attorney	Ordinance will first go to PC for input	4/22/08
4/22/08	Trees and Views Ordinance	City Attorney	Pending staff discussion and discussion with TVC	5/6/08
April 2008	ADA Transition Plan Update	Engineer	Engineer to prepare Programs Section	ASAP
April 2008	Fuelmaker	Staff Engineer	Need to prepare bid documents	June 2008
April 2008	Bridgeway Ferry Landing NMTTP	Engineer	Need to send funding request	December 2009

# MAY

5/6/08	Review of Fees for Appeals to CC	CDD	Unassigned	May 15, 2008
5-6-2008	Biennial Budget for FY2009-10	Finance Dir	1. Meet with City Manager and Finance Committee to set budget priorities and instruction to departments 2. Send budget templates to departments 3. Budget templates due from departments 4. Assemble draft budget in February and March 2008 5. Review draft budget with City Manager and Finance Committee	1. 12/31/2007  2. 1/31/2008 3. 2/15/2008 4. 3/31/2008 5. 4/18/2008

May 2008	Identify an improved and more permanent permit tracking database system for CDD	Tech Mgr	Need to coordinate with CDD to establish needs & Finance, to identify funding	June 30, 2008
May 2008	2008 Street Repair Project	Staff Engineer	30% plans and specs	October 2008
May 2008	ADA R.O.W. Improvement	Staff Engineer	Need to prepare RFP	October 2008
May 2008	2005 Sewer Repair Project	Engineer	Need to find data files	September 2008



# JUNE

6/24/2008	Temporary Part-time Accountant	Finance Dir	Review the workload and performance of finance staff	6/24/08
6/24/2008	Implement Springbrook Finance Software Upgrade	Finance Dir	1. Attend Annual Springbrook Client Conference to receive version 7 update 2. Start Implementation	1. 5/31/2008 2. 6/30/2009
6-24-2008	5 Year Financial Plan, incl CIP	Finance Dir	1. Prepare the plan with Department Heads to forecast revenues and expenditures 2. Review the plan with City Manager and Finance Committee 3. to Council	1. 4/30/2008 2. 5/31/2008 3, 6/24/08
June 2008	Bicycle Master Plan update	Engineer	Council to approve Task Force Membership	June 2008

# July – Dec, 2008

7/15/08	Report on Options for Pursuing & Administering Grants	CDD	Unassigned	July 15, 2008
August 2008	Sausalito Steps, Lanes, Paths	Staff Engineer	Await County issuance of RFP	December 2009
9/2/08	Second Unit Ordinance	CDD	Unassigned	September 15, 2008
12/2/08	Historic Guidelines	CDD	Not fully funded	December 2008

## No Dates Set

	Lot #1 booth	Tech Mgr	Coordinating with Engineering, Parking and Transportation	Unknown
	Memorandum re: Public Contracts Code & Bldg Process	City Attorney		12/21/07 – to PSF Committee
	Housing Element	CDD	Have been provided our Regional Housing Needs Assessment numbers	June 30, 2009
	Pay-Per-Space	Captain	<ul style="list-style-type: none"> <li>• Continuing to work out bugs in the system; power issues with Luke (appears to be corrected), power issues with Shelby (working with vendor), keypad issue with Shelby (replacement on order [second replacement for this machine], unable to add time (working with vendor), reprogrammed both machines to accept “40 minute” time (completed), continuing to distinguish systems issues between operator error vs. technology error.</li> <li>• Assessment is continuing</li> </ul>	

## FROM PRIOR UNDATED PENDING LISTS

- Proposal for tracking and following up on customer satisfaction and dissatisfaction (Vaughn)
- Receive City's written customer service protocol for addressing phone calls, emails, letter and personal contacts (Politzer; Vaughn will assist)
- Present report on why employees are leaving employment with the city of Sausalito (Bryant/Vaughn)
- Adopt policy requiring ethics and Brown Act training for Boards , Commissions, committees and advisory bodies (Wagner)
- Report on options for pursuing and administering grants (Bryant)
- Appointment of Chairs and Vice Chairs to the remaining Vision Action Committees (continued from 10-2-07)
- Scope of Arts Commission / Art Walk
- Invite Cavallo operators for discussion re: shuttle services through Sausalito
- Receive final report on 4<sup>th</sup> of July events
- Summary report on the work and progress accomplished by the Citizens' Community Center Task Force
- Reconsider parking rates for Lot #2 (present first at OMIT committee and then return to City Council; amend Master Fee Schedule as required)
- Report on Municipal Parking Lot #3 Commuter Rates (to OMIT committee and then to Council)
- Consider update to City Sign Ordinance
- Community Development Director interpretation of Code regarding vertical tandem parking
- Review of fee for Appeals to City Council
- Crime report on Marinship
- Marinship inventory
- Explanation of the conditions that trigger the requirement to install fire sprinklers
- Draft plan on how the Building Division can conduct its activities differently and how plans and plan checks can be routed more efficiently; include statistics on how long the plan check and building permit issuance process has been taking (Community Development Director)
- Discussion/direction to staff regarding the code enforcement fee structure and methods of enforcement in other local agencies and the criteria for triggering the requirement for a plan check on small building projects
- Consider incorporating "green" aspects of the County of Marin's Building code
- Consider a Sausalito skatepark
- Discussion/direction to staff regarding a possible "Social Host Responsibility" Ordinance
- Currey Lane street failure
- Bus Stops
- Enroachments: fees for use of public land
- Grant for CNG fueling station

- Programming of Proposition A monies
- Water taxis
- Sister City in Italy
- Approve County health services agreement
- Amend Smoking Ordinance to prohibit smoking outside all commercial buildings
- Authorization to house OES Satellite Telephone Trailer at Spencer Fire Station (rent free)
- Convene a broad and inclusive community dialogue to get input on the future of the Marinship
- Newsrack Ordinance
- Update on TMDL in Richardson Bay
- Review of staff interpretation of Historic District Ordinance; include report on obligation to maintain buildings in the Historic District historic buildings; recommendation on how to proceed
- Report to Council on status of wireless leases and reports for cell site testing

# COMPLETED

12/11/07	Park Bond Monies	Special Events Coordinator	Staff report written <b>COMPLETED</b> 12/11/07	Council discussion
	Integrate Fiber Installation at 420 Litho & 330 Johnson	Tech Mgr	<b>COMPLETED</b> December 7 <sup>th</sup> , '07	
12/18/07	PSF Management	Dep Planning Director / Police Chief	Design Development Drawings currently being reviewed; special Council meeting to direct architect to proceed with construction drawings  <b>AUTHORIZED / COMPLETED THIS PHASE</b>	September 2009
1/8/08	Special Presentation: Firefighths (con't item)		<b>COMPLETED</b>	1/8/08
1/8/08	Special Presentation: Amgen TOC		<b>COMPLETED</b>	1/8/08
1/8/08	Hearings: Appeal of PC decision re: 103 Bonita	Planning	Remanded back to PC	1/8/08
1/8/08	Amgen Tour of California <i>(2 consent items: Contract approval for TOC gala caterer and Tent production company)</i>	Special Events Coordinator	Presentation on event status and contracts for consent <b>COMPLETED THIS PHASE</b>	1/1/08