

FUTURE GOALS/AGENDAS

BY

MEETING DATE

(including goals/objectives from
November '07 and April '08 Strategic Plans)

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MAY

5/6/08	Pay phone contract renewal (dept project)			
5/6/08	Lease agreement renewal with Dell (dept project)			
5/6/08	Review of Fees for Appeals to CC (11/07 SP)	CDD	*pursue with cost recovery* Unassigned	May 15, 2008
5-6-2008	Biennial Budget for FY2009-10 (11/07 SP)	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. 2/15/2008 3. 2/29/2008 4. 3/31/2008 5. 4/3 & 4/4
5/6/08	Vina del Mar / Yee Tock Chee ADA Upgrades (11/07 SP)	Staff Engineer	Await Planning Commission review & HLB review	May 2008
5/6/06	PD qrtly stats (dept project)			
4/22/08 5/6/08	Purchase of DocuWare System (11/07 SP)	IT and DP (Business item)	Council requested this be a discussion item	5/6/08
5/20/08	2006 Street Repair (11/07 SP)	Staff Engineer	Acceptance	May 2008
5/20/08	Fuelmaker (11/07 SP)	Staff Engineer	Need to prepare bid documents	June 2008
May 2008	Identify an improved and more permanent permit tracking database system for CDD (11/07 SP)	Tech Mgr	Need to coordinate with CDD to establish needs & Finance, to identify funding	June 30, 2008

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May 2008	2008 Street Repair Project (dept project)	Staff Engineer	30% plans and specs	October 2008
May 2008	ADA R.O.W. Improvement (dept project)	Staff Engineer	Need to prepare RFP	October 2008
May 2008	2005 Sewer Repair Project (dept project)	Engineer	Need to find data files	September 2008

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JUNE

6/1/08	Identify "Imagine Sausalito" projects to be funded in FY2008-09 and present to the City Council (4/08 SP)	Councilmember Paul Albritton		
6/01/08	Take action on funding for continuing the "Imagine Sausalito" process (4/08 SP)	City Council		
6/1/08	Include a discussion of "Imagine Sausalito", how to integrate it into the work of the staff, and identify opportunities for collaboration (4/08 SP)	Senior Management Team		
6/1/08	Recommend to the City Manager possible reallocation of staff resources among current vacancies (4/08 SP)	Mgmt Team		
6/1/08	Convene a meeting between the City and PG&E executives to discuss solutions to the failures in their electrical infrastructure (4/08 SP)	City Manager		
6/10/08	Grand Jury response on Animal Control & Veg Mgmt (dept project)	City Attorney/ Assist to the CM/ Fire		

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6/10/08	Bridgeway Ferry Landing NMTTP (dept project)	Engineer	Need to send funding request	December 2009
6/10/08	Cafeteria Plan Update (11/07 SP)	Administrative Services Manager	<ol style="list-style-type: none"> 1. Obtained price quote from consultant for preparation of Cafeteria Plan document 2. To meet with consultant 	
6/24/08	Report to the City Council on suggested improvements to city Hall (4/08 SP)	City Librarian		
6/24/2008	Temporary Part-time Accountant (11/07 SP)	Finance Dir	Review the workload and performance of finance staff	6/24/08
6/24/2008	Implement Springbrook Finance Software Upgrade (11/07 SP)	Finance Dir	<ol style="list-style-type: none"> 1. Attend Annual Springbrook Client Conference to receive version 7 update 2. Start Implementation 	<ol style="list-style-type: none"> 1. 5/31/2008 2. 6/30/2009
6-24-2008	5 Year Financial Plan, incl CIP (11/07 SP)	Finance Dir	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. 7/31/2008 2. 8/30/2008 3. 9/30/08
6/30/08	Report to the City Council on proposed dates for implementation of CIP projects in the 2008-10 budget (4/08 SP)	Engineer		
June 2008	Bicycle Master Plan update (11/07 SP)	Engineer	Council to approve Task Force Membership	June 2008
June 2008	ADA Transition Plan Update (11/07 SP)	Engineer	Engineer to prepare Programs Section	ASAP

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July

7/1/08	Present to the City Council ways to increase citizen participation in the "Imagine Sausalito" process. (4/08 SP)	Councilmember Herb Weiner		
7/1/08	Perform a focused study on the parking fees and fines and recommend to the City Council for action adjustments, taking into account other communities' fees (4/08 SP)	Police Captain		
7/1/08	Compare and recommend adjustments to Sausalito's Bldg, Planning, Engineering and PW fees and fines, taking into account other Marin communities and recovery costs, and present to the CC for action (4/08 SP)	CDD		
7/1/08	Present a firm timeline for filling vacant staff positions (4/08 SP)	City Manager		
7/15/08	Report on Options for Pursuing & Administering Grants (11/07 SP)	CDD	Unassigned	July 15, 2008

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7/15/08	Report to the City Council a schedule of park improvements with dates for starting each one (4/08 SP)	Parks and Rec Director		
7/15/08	Set up, coordinate & implement Safety Credit Programs to help City meet safety goals & reduce liability costs Required Plans: 1. Ergonomics Program 2. Hearing Conservation Program and 3. Streets Maintenance Program (11/07 SP)	Admin Services Manager	<ul style="list-style-type: none"> • Reviewed criteria with Bay Cities Joint Power Insurance Authority representatives; • Preparing draft information specific to Sausalito for required Plans • Conferring with staff regarding specific info required by plans • Plans will be audited for content by Bay Cities in June; plans then to go to Council for presentation 	

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AUGUST

August 2008	Sausalito Steps, Lanes, Paths (11/07 SP)	Staff Engineer	Await County issuance of RFP	December 2009
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September

9/1/08	Fill the Public Works Director position (4/08 SP)	City Manager		
9/1/08	Have a Document Management System operational and provide staff training (4/08 SP)	Assist to the CM		
September 2008	Customer Service Training Program (11/07 SP)	Administrative Services Manager	<ul style="list-style-type: none"> • Having regular biweekly meetings of Customer Service Team to discuss elements of customer service and training requirements • Goal: draft outline of training program by June 	
9/2/08	Second Unit Ordinance (11/07 SP)	CDD	Unassigned	September 15, 2008
1/29/08 September	Quarterly report on Code Enforcement Activities (dept project)	Diane	(awaiting arrival of a new CDD)	
9/30/08	Define and articulate to staff, City Council and the public the "back to basics" concept and how to implement it (4/08 SP)	City Manager		

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October - December

10/1/08	Develop a list of needs and potential solutions to promote staff development, well-being and succession planning to present to the Management Team for consensus on what is going to be implemented (4/08 SP)	Admin Services Mgr		
10/1/08	Identify at least three tax revenue options to present to the City Council for their consideration (4/08 SP)	City Manager		
10/15/08	Submit reports required by EPA Administrative Order regarding compliance with the Clean Water Act (4/08 SP)	Engineer		
October 2008	Completion of Ordinance revising regulations of Boards and Commissions (dept project)	Administrative Services Manager	<ul style="list-style-type: none"> • Getting on agendas with with all boards & commissions to review changes collected & to solicit additional suggestions from those groups • Will request City Attorney review of draft Ordinance 	
11/1/08	Monitor and ensure completion of retaining walls, demolition of existing structures at	CDD / Swinerton		

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	29 Caledonia and 333 Johnson and complete the foundations for the new public safety buildings (4/08 SP)			
11/1/08	Identify and present to the City Council's Public Safety Facilities Committee required furnishings, fixtures and equipment for new public safety facility buildings and proposed sources of funding (4/08 SP)	Police Lieutenant		
11/1/08	Increase occupancy to 100% of available space at the MLK property and improve overall revenue by at least 5% (4/08 SP)	Finance Director		
11/1/08	Begin to implement the plan to upgrade hardware and software that are fully compatible and supportable on a citywide basis (4/08 SP)	Tech Manager		
11/1/08	Present to the City Council for direction and Enhancing Customer Service Action Plan (4/08 SP)	Admin Services Mgr		
12/2/08	Historic Guidelines (11/07 SP)	CDD	Not fully funded	June 2009

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PROJECT NOT DATED

2/12/08	Update of Building Codes (dept project)	CDD	New Codes have been received; review of existing Sausalito exceptions next	March 1, 2008
2-26-08	Sewer Infiltration and Inflow Study (11/07 SP)	Staff Engineer	On 2/26 sent to committee; Need to prepare RFP	September 2008
	Housing Element (11/07 SP)	CDD	Have been provided our Regional Housing Needs Assessment numbers	June 30, 2009
	Pay-Per-Space (11/07 SP)	Captain	<ul style="list-style-type: none"> • 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. • Assessment is continuing 	
2/26/08 4-1-08	Hotel/Condo Conversion Moratorium/Ordinance (11/07 SP)	City Attorney	Update given 4-1-08; contract planner working on draft ordinance Originally scheduled for consideration by PC in March	

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3-25-08 unknown	After School Program (11/07 SP)	Recreation Supervisor	This item will be held over until a Rec Supervisor is hired	July 08
3/25/08	Municipal Code Update (Outside Consulting Firm) (11/07 SP)	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
3/25/08	Business: Present City Outreach Manual to Council (dept project)	Dale		
2-26-08 3/25/08	MLK Slide Repair (dept project)	Engineer	Engineer to get estimates	September 2008
3-25-08	Lot #1 Booth (11/07 SP)	Engineer	Awaiting Planning Commission review	May 2008

4-1-08	Construction Time Limits Ordinance (11/07 SP)	CDD	Discussion held at the CC mtg of 2/12/08 – will be scheduled for PC review in March, prior to CC introduction	June 1, 2008
4/22/08	Code Enforcement Ordinance Update (11/07 SP)	City Attorney	Obtain input from the City PC Ordinance will first go to PC for input	4/22/08
4/22/08	Trees and Views Ordinance (11/07 SP)	City Attorney	Obtain input from T & V Pending staff discussion and discussion with TVC	5/6/08
Feb-2008 4/22/08	Implement faster, more reliable & functional backup/disaster recovery system (11/07 SP)	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

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