

# FUTURE GOALS/AGENDAS

BY

MEETING DATE

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

Item #: 7A2  
Meeting Date: 5-20-08  
Page No. 1

# MAY

|           |   |                |   |   |
|-----------|---|----------------|---|---|
| 5/6/08    | Pay phone contract renewal<br>(dept addition)   |                |   |   |
| 5/6/08    | Review of Fees for Appeals to CC<br>(11/07 SP)  | CDD            | *pursue with cost recovery*<br>Unassigned   | May 15, 2008  |
| 5/6/08    | Vina del Mar / Yee Tock Chee ADA Upgrades<br>(11/07 SP)                                       | Staff Engineer | Await Planning Commission review & HLB review   | May 2008  |
|           |   |                |   |   |
| 5/20/08   | 2006 Street Repair<br>(11/07 SP)  | Staff Engineer | Acceptance  | May 2008  |
| 5/20/08   | Fuelmaker<br>(11/07 SP)   | Staff Engineer | Need to prepare bid documents   | June 2008   |
| 5/20/08   | Lease agreement renewal with Dell<br>(dept addition)  |                |   |   |
|           |   |                |   | 1.  |
| 5-27-08   | Acknowledge Sister City Committee   |                |   | 2.  |
| 5-27-2008 | Biennial Budget for FY2009-10<br>(11/07 SP)   | Finance Dir    | 1. Meet with City Manager and Finance Committee to set budget priorities and instruction to departments<br>2. Send budget templates to departments<br>3. Budget templates due from departments<br>4. Assemble draft budget in February and March 2008<br>5. Review draft budget w/ City Mgr & Finance Com | 3. 12/31/2007<br>4. 2/15/2008<br>5. 2/29/2008<br>6. 3/31/2008<br>7. 4/3 & 4/4 |
| May 2008  | Identify an improved and more permanent permit tracking database system for CDD<br>(11/07 SP) | Tech Mgr       | Need to coordinate with CDD to establish needs & Finance, to identify funding   | June 30, 2008   |

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

Item #: 7A2  
Meeting Date: 5-20-08  
Page No. 3

# JUNE

|                   |  |   |  |  |
|-------------------|--|---|--|--|
| 6/1/08            | Identify "Imagine Sausalito" projects to be funded in FY2008-09 and present to the City Council<br>(4/08 SP)   | Councilmember Paul Albritton                |  |  |
| 6/01/08           | Take action on funding for continuing the "Imagine Sausalito" process<br>(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<br>(4/08 SP) | Senior Management Team                      |  |  |
| 6/1/08            | Recommend to the City Manager possible reallocation of staff resources among current vacancies<br>(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<br>(4/08 SP)            | City Manager                                |  |  |
| 6/10/08<br>CC Mtg | Grand Jury response on Animal Control & Veg Mgmt<br>(dept addition)  | City Attorney/<br>Assist to the CM/<br>Fire |  |  |

|                     |   |                                    |   |                              |
|---------------------|---|------------------------------------|---|------------------------------|
| 6/10/08<br>CC Mtg   | Bridgeway Ferry<br>Landing NMTTP<br>(dept addition)   | Engineer                           | Need to send funding<br>request   | December 2009                |
| 6/10/08<br>CC Mtg   | Cafeteria Plan<br>Update<br>(11/07 SP)  | Administrative<br>Services Manager | 1. Obtained price quote<br>from consultant for<br>preparation of<br>Cafeteria Plan<br>document<br>2. To meet with<br>consultant |                              |
| 6-10-08<br>CC Mtg   | Second Budget<br>Hearing<br>(dept addition)   | Finance Director                   |   |                              |
| 6-10-08<br>CCMtg    | General Fund<br>Operating Result as<br>of March 31, 2008<br>(dept addition)   | Finance Director                   |   |                              |
| 6-24-08<br>CC Mtg   | Budget Adoption<br>For FY2008-09<br>(dept addition)   |                                    |   |                              |
| 6/24/08<br>CC Mtg   | Report to the City<br>Council on<br>suggested<br>improvements to<br>city Hall<br>(4/08 SP)  | City Librarian                     |   |                              |
| 6/24/2008<br>CC Mtg | Temporary Part-time<br>Accountant<br>(11/07 SP)   | Finance Dir                        | Review the workload and<br>performance of finance staff   | 6/24/08                      |
| 6/24/2008<br>CC Mtg | Implement<br>Springbrook Finance<br>Software Upgrade<br>(11/07 SP)  | Finance Dir                        | 1. Attend Annual<br>Springbrook<br>Client Conference to receive<br>version 7 update<br>2. Start Implementation                  | 1. 5/31/2008<br>2. 6/30/2009 |
| 6/30/08             | Report to the City<br>Council on proposed<br>dates for<br>implementation of<br>CIP projects in the<br>2008-10 budget<br>(4/08 SP) | Engineer                           |   |                              |
| June 2008           | Bicycle Master Plan<br>update<br>(11/07 SP)   | Engineer                           | Council to approve Task<br>Force Membership   | June 2008                    |
| June 2008           | ADA Transition  | Engineer                           | Engineer to prepare   | ASAP                         |

Item #: 7A2  
Meeting Date: 5-20-08  
Page No. 5

|  |   |  |                         |  |
|--|---|--|-------------------------|--|
|  | <b>Plan Update</b><br><b>(11/07 SP)</b> |  | <b>Programs Section</b> |  |
|--|---|--|-------------------------|--|

Item #: 7A2  
 Meeting Date: 5-20-08  
 Page No. 6

# July

|                   |   |                              |            |               |
|-------------------|---|------------------------------|------------|---------------|
| 7/1/08<br>CC Mtg  | Present to the City Council ways to increase citizen participation in the "Imagine Sausalito" process.<br>(4/08 SP)   | Councilmember<br>Herb Weiner |            |               |
| 7/1/08<br>CC Mgt  | 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<br>(4/08 SP)  | Police Captain               |            |               |
| 7/1/08<br>CC Mtg  | 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<br>(4/08 SP) | CDD                          |            |               |
| 7/1/08<br>CC Mtg  | Present a firm timeline for filling vacant staff positions<br>(4/08 SP)   | City Manager                 |            |               |
| 7/15/08<br>CC Mtg | Report on Options for Pursuing & Administering Grants<br>(11/07 SP)   | CDD                          | Unassigned | July 15, 2008 |

Item #: 1A2  
 Meeting Date: 5-20-08  
 Page No. 7

|                   |  |                        |  |  |
|-------------------|--|------------------------|--|--|
| 7/15/08<br>CC Mtg | Report to the City Council a schedule of park improvements with dates for starting each one<br>(4/08 SP)   | Parks and Rec Director |  |  |
| 7/15/08<br>CC Mtg | Set up, coordinate & implement Safety Credit Programs to help City meet safety goals & reduce liability costs<br>Required Plans:<br>1. Ergonomics Program<br>2. Hearing Conservation Program and<br>3. Streets Maintenance Program<br>(11/07 SP) | Admin Services Manager | <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 required Plans</li> <li>• Conferring with staff regarding specific info required by plans</li> <li>• Plans will be audited for content by Bay Cities in June; plans then to go to Council for presentation</li> </ul> |  |
| 7/15/08<br>CC Mtg | FY2008-09 Investment Policy (dept addition)  | Finance Director       | •  |  |



# AUGUST

|                |  |                |                                 |                  |
|----------------|--|----------------|---------------------------------|------------------|
| August<br>2008 | Sausalito Steps,<br>Lanes, Paths<br>(11/07 SP) | Staff Engineer | Await County issuance of<br>RFP | December<br>2009 |
|----------------|--|----------------|---------------------------------|------------------|

Item #: 7A2  
Meeting Date: 5-20-08  
Page No. 9

# 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                |  |  |
| 9/2/08<br>CC Mtg     | Second Unit Ordinance (11/07 SP)   | CDD                             | Unassigned   | September 15, 2008                                 |
| 9-16-08<br>CC Mtg    | 5 Year Financial Plan, incl CIP (11/07 SP)   | Finance Dir                     | 1. Prepare the plan with Department Heads to forecast revenues and expenditures<br>2. Review the plan with City Manager and Finance Committee<br>3. to Council   | 1. 7/31/2008<br><br>2. 8/30/2008<br><br>3. 9/30/08 |
| 9-16-08<br>CC Mtg    | Fourth Quarter Treasurer's Report for April – June '08 (dept addition)             | Finance Director                |  |  |
| September 2008       | Customer Service Training Program (11/07 SP)                                       | Administrative Services Manager | <ul style="list-style-type: none"> <li>• Having regular biweekly meetings of Customer Service Team to discuss elements of customer service and training requirements</li> <li>• Goal: draft outline of training program by June</li> </ul> |  |
| 1/29/08<br>September | Quarterly report on Code Enforcement Activities (dept addition)                    | Diane                           | (awaiting arrival of a new CDD)  |  |
| 9/30/08              | Define and articulate to staff, City Council and the public the "back to           | City Manager                    |  |  |

Item #: 7A2

Meeting Date: 5-20-08

Page No. 10

|  |   |  |  |  |
|--|---|--|--|--|
|  | basics' concept and how to implement it (4/08 SP) |  |  |  |
|--|---|--|--|--|

# 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<br>(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<br>(4/08 SP)  | City Manager                    |   |  |
| 10/15/08     | Submit reports required by EPA Administrative Order regarding compliance with the Clean Water Act<br>(4/08 SP)   | Engineer                        |   |  |
| 10-21-08     | First Quarter Treasurer's Report for July-Sept '08<br>(dept addition)  | Finance Director                |   |  |
| October 2008 | Completion of Ordinance revising regulations of Boards and Commissions<br>(dept addition)  | Administrative Services Manager | <ul style="list-style-type: none"> <li>• Getting on agendas with with all boards &amp; commissions to review changes collected &amp; to solicit additional suggestions from those groups</li> <li>• Will request City Attorney review of draft Ordinance</li> </ul> |  |

|         |  |                    |  |  |
|---------|--|--------------------|--|--|
| 11/1/08 | Monitor and ensure completion of retaining walls, demolition of existing structures at 29 Caledonia and 333 Johnson and complete the foundations for the new public safety buildings<br>(4/08 SP)                | CDD / Swinerton    |  |  |
| 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<br>(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%<br>(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<br>(4/08 SP)  | Tech Manager       |  |  |
| 11/1/08 | Present to the City Council for direction and Enhancing Customer Service Action Plan<br>(4/08 SP)  | Admin Services Mgr |  |  |

|                   |   |                  |                  |           |
|-------------------|---|------------------|------------------|-----------|
| 12/2/08<br>CC Mtg | Historic Guidelines<br>(11/07 SP)   | CDD              | Not fully funded | June 2009 |
| 12-2-08<br>CC Mtg | FY2007-08<br>Comprehensive<br>annual Financial<br>Report<br>(dept addition) | Finance Director |                  |           |

## PROJECT NOT DATED

|         |   |                |  |                |
|---------|---|----------------|--|----------------|
| 2/12/08 | Update of Building Codes<br>(dept addition)       | CDD            | New Codes have been received; review of existing Sausalito exceptions next | March 1, 2008  |
| 2-26-08 | Sewer Infiltration and Inflow Study<br>(11/07 SP) | Staff Engineer | On 2/26 sent to committee;<br>Need to prepare RFP                          | September 2008 |

|                   |   |               |   |               |
|-------------------|---|---------------|---|---------------|
|                   | Housing Element<br>(11/07 SP)                             | CDD           | Have been provided our Regional Housing Needs Assessment numbers  | June 30, 2009 |
|                   | Pay-Per-Space<br>(11/07 SP)                               | 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> |               |
| 2/26/08<br>4-1-08 | Hotel/Condo Conversion Moratorium/Ordinance<br>(11/07 SP) | City Attorney | Update given 4-1-08; contract planner working on draft ordinance Originally scheduled for consideration by PC in March  |               |

Item #: 7A2  
 Meeting Date: 5-20-08  
 Page No. 15

|                               |  |                          |  |                            |
|-------------------------------|--|--------------------------|--|----------------------------|
| 3-25-08<br>unknown            | After School Program<br>(11/07 SP)   | Recreation<br>Supervisor | This item will be held over<br>until a Rec Supervisor is<br>hired  | July 08                    |
| 3/25/08                       | Municipal Code<br>Update (Outside<br>Consulting Firm)<br>(11/07 SP)        | City Attorney            | First step will be to go out<br>with RFP the CC will act on<br>hiring of outside company to<br>do update | 3/25/08 for<br>first steps |
| 3/25/08                       | Business: Present<br>City Outreach<br>Manual to Council<br>(dept addition) | Dale                     |  |                            |
| <del>2-26-08</del><br>3/25/08 | MLK Slide Repair<br>(dept addition)  | Engineer                 | Engineer to get estimates  | September<br>2008          |
| 3-25-08                       | Lot #1 Booth<br>(11/07 SP)   | Engineer                 | Awaiting Planning<br>Commission review   | May 2008                   |

|                                |  |               |   |              |
|--------------------------------|--|---------------|---|--------------|
| 4-1-08                         | Construction Time<br>Limits Ordinance<br>(11/07 SP)  | CDD           | Discussion held at the CC<br>mtg of 2/12/08 – will be<br>scheduled for PC review<br>in March, prior to CC<br>introduction   | June 1, 2008 |
| 4/22/08                        | Code Enforcement<br>Ordinance Update<br>(11/07 SP)   | City Attorney | Obtain input from the City<br>PC<br>Ordinance will first go to<br>PC for input  | 4/22/08      |
| 4/22/08                        | Trees and Views<br>Ordinance<br>(11/07 SP)   | City Attorney | Obtain input from T & V<br>Pending staff discussion<br>and discussion with TVC  | 5/6/08       |
| <del>Feb 2008</del><br>4/22/08 | Implement faster,<br>more reliable &<br>functional<br>backup/disaster<br>recovery system<br>(11/07 SP) | Tech Mgr      | Awaiting final proposal<br>from Marin.org on the<br>Marin County based<br>disaster recovery system.<br>Need to identify funding<br>source and take to<br>Council. | April 1 2008 |

Item #: 7A2  
Meeting Date: 5-20-08  
Page No. 16



**COMPLETED PROJECTS**  
**Since 4/25/08**

|                   |  |                              |  |        |
|-------------------|--|------------------------------|--|--------|
| 5/6/06            | PD qrtly stats<br>(dept addition)            |                              |  |        |
| 4/22/08<br>5/6/08 | Purchase of<br>DocuWare System<br>(11/07 SP) | IT and DP<br>(Business item) | Council requested this be a<br>discussion item | 5/6/08 |

Item #: 7A2  
Meeting Date: 5-20-08  
Page No. 17

THE UNIVERSITY OF CHICAGO  
LIBRARY

UNIVERSITY OF CHICAGO  
LIBRARY  
5408 S. UNIVERSITY AVE.  
CHICAGO, ILL. 60637  
TEL: 773-936-3200

UNIVERSITY OF CHICAGO  
LIBRARY

UNIVERSITY OF CHICAGO  
LIBRARY