

# City of Sausalito 2015 Strategic Plan



City Council  
City of Sausalito  
420 Litho Street  
Sausalito, CA 94965

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## MISSION STATEMENT

The City of Sausalito serves those who live and work in the City by fostering new opportunities for improving the quality of life in its unique waterfront community.

## VISION STATEMENT

Sausalito will bring together its residents, commerce and visitors to create a thriving, safe, friendly community that cultivates its natural beauty, history, the arts and waterfront culture.

## CORE VALUES

The City of Sausalito values (not in priority order)...

- Innovation, creativity and informed risk taking
- Honest and open government
- Creating an environment where people excel to their full potential
- Professionalism
- A sense of community
- Quality public service
- Espirit de corps

## GOALS THAT CREATE THE CITY'S VISION

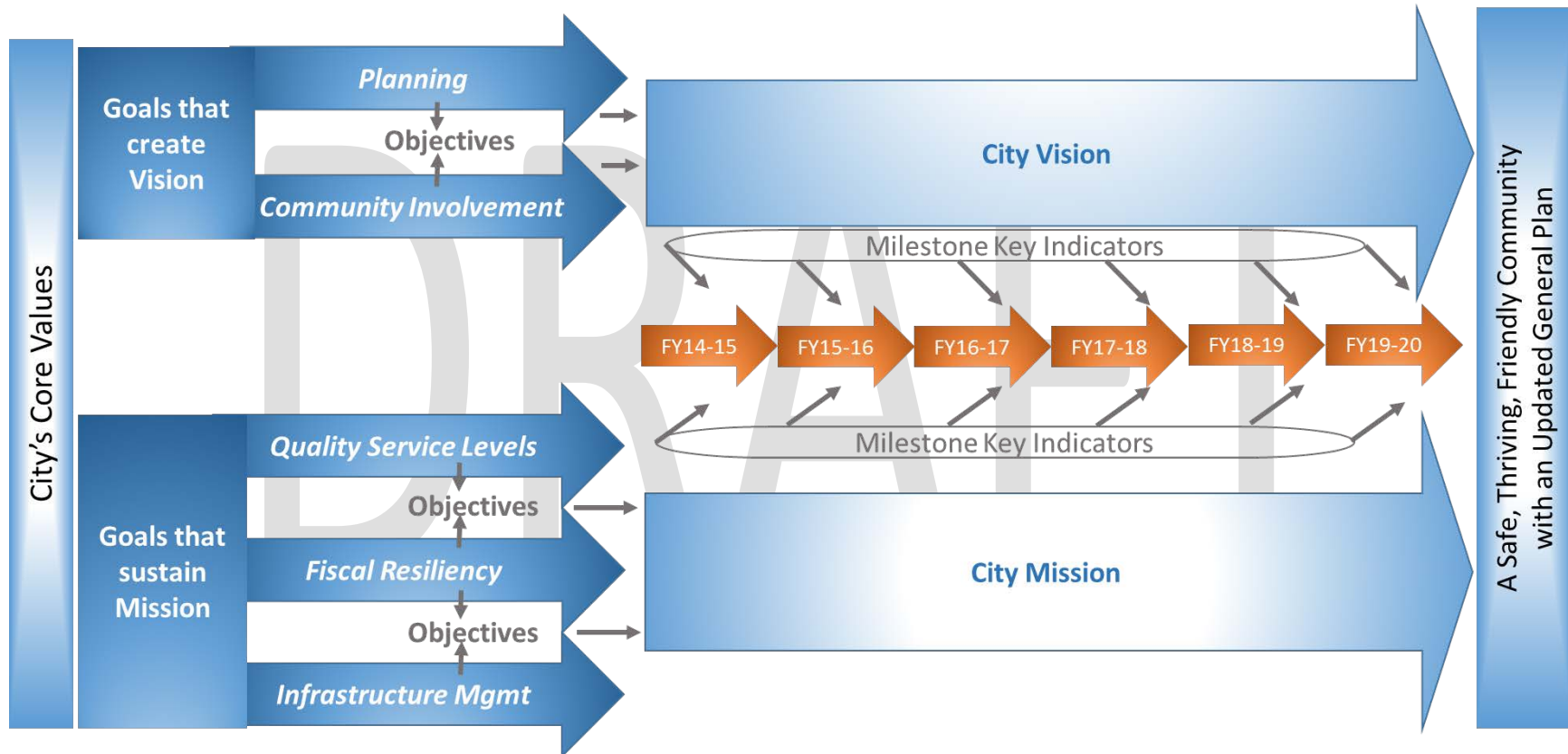
1. Utilize long-range comprehensive planning, including land use and transportation, to balance the community's character and diversity with its evolving needs.
2. Increase community involvement in City governance and decision-making through communication and technology.

## GOALS THAT SUSTAIN THE CITY'S MISSION

3. Fiscal resiliency
4. Improve and continue to maintain the infrastructure
5. Continually assess and deliver effective, efficient, and environmentally sustainable municipal services.

## STRATEGIC PLANNING

The art of leveraging the City's core values to develop objectives for each of the citywide goals, with the specific milestone key indicators that measure accomplishment of the objectives, in order to energize the City's mission to produce a snapshot picture of the City vision at the end of the next five years.



## STRATEGIC PLAN

The vision for the City's FY 2014-2020 strategic plan is to complete a comprehensive General Plan update by the year 2020. The City's General Plan has not been comprehensively updated since its adoption in 1995. The General Plan is the City's most important planning tool, and a comprehensive update would help ensure that information in the Plan is current and that the Plan's goals and action items are consistent with current City policy. In addition, a General Plan update will allow Sausalito to add and strengthen policies related to sustainability and economic development.

## GOALS THAT CREATE THE CITY'S VISION

**Goal 1. Utilize long-range comprehensive planning, including land use and transportation, to balance the community's character and diversity with its evolving needs.**

City planning is a dynamic process that works to improve the welfare of people and their communities by creating more convenient, equitable, healthful, efficient, and attractive places for present and future generations. Planning enables civic leaders, businesses, and citizens to play a meaningful role in creating communities that enrich people's lives. Good planning helps create communities that offer better choices for where and how people live. Planning helps communities to envision their future. It helps them find the right balance of new development and essential services, environmental protection, and innovative change.

**Goal 2. Increase community involvement in City governance and decision-making through communication and technology.**

Civic engagement is important in Sausalito and exists not only because it is a core principle of democracy, but also because it actually produces more effective and efficient decisions. The City is focused on not only providing information, but also creating opportunities for involvement regarding the generation and allocation of precious and limited resources. Existing and emerging collaborative and social technologies are transitioning the way we govern, and more importantly they enable enhanced transparency in government.

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## GOALS THAT SUSTAIN THE CITY'S MISSION

### Goal 3. Fiscal resiliency

The current recession has taught us that sustainability is a necessary but insufficient condition to ensure the ongoing financial health of the City. A sustainable system is balanced, but an external shock (like a severe economic downturn) can unbalance the system and perhaps even collapse it. The City of Sausalito will continue to face serious challenges from outside, including but not limited to economic adjustments, natural disasters, and important policy changes by other levels of government. As such, the City must strive to go beyond sustainability to a system that is adaptable and regenerative – in a word: resilient.

### Goal 4. Improve and continue to maintain the infrastructure

Infrastructure includes the basic physical structures, systems, and facilities needed to provide services to residents and for the functioning of a community and its economy, such as sidewalks, streets, storm drains, parks, police facilities, and sewer systems. Infrastructure impacts the public health, safety, and the quality of life for Sausalito citizens as well as the tourism industry which is an important part of the City's economy. Decisions made regarding infrastructure projects are very important because they are generally large and expensive, and the assets they create will likely be required for decades of public use.

### Goal 5. Continually assess and deliver effective, efficient, and environmentally sustainable municipal services.

The City of Sausalito provides a broad range of high-quality municipal services including: police, library, recreation, infrastructure maintenance, code enforcement, current and advance planning, parking, and asset maintenance. The delivery of municipal services is through deployment of human resources, vehicles, equipment and infrastructure resources and technology resources.

## GOALS, OBJECTIVES, MILESTONE KEY INDICATORS THAT CREATE THE CITY'S VISION

**Goal 1. Utilize long-range comprehensive planning, including land use and transportation, to balance the community's character and diversity with its evolving needs.**

City planning is a dynamic process that works to improve the welfare of people and their communities by creating more convenient, equitable, healthful, efficient, and attractive places for present and future generations. Planning enables civic leaders, businesses, and citizens to play a meaningful role in creating communities that enrich people's lives. Good planning helps create communities that offer better choices for where and how people live. Planning helps communities to envision their future. It helps them find the right balance of new development and essential services, environmental protection, and innovative change.

### **Objective 1.1: General Plan Update.**

The General Plan underwent a comprehensive update culminating with its adoption in September 1995. The update process and milestones listed below apply to six of the seven required General Plan elements (i.e., land use, circulation, open space, safety, noise, and conservation), as well as two optional elements (i.e., community design/historic preservation, economic development). The housing element will not need to be updated until 2020 due to its recent update in October 2013 and pending update in January 2015. The current general plan has combined some of the required elements into single elements (e.g., Environmental Quality, Health and Safety) and staff supports continuing this format for closely-related topics.

#### **Milestones**

<b>Milestone</b>	<b>Fiscal Year</b>
a) Staff prepares work program for GP Update, including options for: a) targeted update of selected issues and/or elements; and b) comprehensive update of elements. b) Solicitation and retention of GP Update consultant (if necessary) c) C/C establishes citizen advisory committee with C/C and P/C representatives d) Preparation of background and technical studies*	FY 2014-15
e) Community outreach on goals and policies f) Preparation of preliminary goals and policies g) Citizen advisory committee reviews preliminary goals and policies and holds workshops	FY 2015-16



Milestone	Fiscal Year
h) Preparation of preliminary draft general plan, including goals, policies, maps, and existing conditions. i) Preparation of preliminary CEQA analysis, including analysis of alternatives j) Citizen advisory committee reviews preliminary draft general plan and preliminary CEQA analysis and makes refinements	FY 2016-17
k) Preparation of public review draft general plan and EIR l) P/C and C/C public hearings on public review draft general plan and EIR m) C/C adoption of general plan and EIR	FY 2017-18

\* Technical studies may include traffic (existing and projected), noise (existing and projected), biological resources, archeological resources, economic projections, infrastructure deficiencies, and infrastructure investment scenarios. These studies will also be used in the CEQA analysis.

#### Objective 1.2: Marinship Specific Plan Update

The Marinship Specific Plan Update will be reviewed as part of the City Council’s review of the Marinship Specific Plan Steering Committee’s recommendations in January 2015, including options for: a) Revision of the Marinship Specific Plan and b) integration of the Marinship Specific Plan into the General Plan Update.

#### Objective 1.3: Protection of Historic Resources

The Legislative Committee with representative from the Planning Commission and Historic Landmarks Board are currently reviewing updates of the Historic Preservation Regulations. It is anticipated public hearings will commence in spring 2015 with adoption of the regulations in summer 2015. The Mills Act program is scheduled to precede the nominations of the Marinship properties and downtown district to the National and State Historic Registers in order to strengthen the benefits realized by owners of historic properties for participating in programs to protect the community’s historic resources.

#### *Milestones*

Milestone	Fiscal Year
a) Adopt Mills Act program to reduce prop taxes for owners of historic properties in exchange for rehab of property b) Marinship historic district and historic register nomination	FY 2015-16

Milestone	Fiscal Year
<ul style="list-style-type: none"> <li>i. Retain consultant to work with property owners and to prepare nomination materials</li> <li>ii. Conduct public hearings</li> <li>iii. C/C approval of nomination (Local Register only)</li> <li>iv. Property owner consent required (National and State Register nominations)</li> <li>v. Submit National and State Register nominations to State Office of Historic Preservation for approval</li> </ul> <p>c) Downtown historic overlay zoning district National Register Nomination</p> <ul style="list-style-type: none"> <li>i. Retain consultant to work with property owners and to prepare nomination materials</li> <li>ii. Conduct public hearings</li> <li>iii. 51% property owner consent required for National and State Register District nominations</li> <li>iv. Submit National and State Register nominations to State Office of Historic Preservation for approval</li> </ul> <p>d) Machine shop designation – Ongoing monitoring</p>	
<p>e) Noteworthy Structures</p> <ul style="list-style-type: none"> <li>i. Retain consultant to determine eligibility for Local Historic Register</li> <li>ii. Conduct HLB, P/C, &amp; C/C public hearings if property is eligible for Local Historic Register</li> </ul>	FY 2016-17

#### Objective 1.4: Bicycle and Pedestrian Plan

The City's current bicycle and pedestrian plan was adopted in 2008<sup>1</sup> and is in the process of being updated with funding from the Transportation Authority of Marin ("TAM") using State funds made available with passage of the Mills-Alquist-Deddeh Act (SB 325) -- enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act ("TDA") of 1971<sup>2</sup>, this law provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans. It is federal policy that increased bicycling and walking be promoted as a component of federally-funded Statewide Transportation Improvement Program ("STIP") and Metropolitan Transportation Improvement

<sup>1</sup> <http://www.walkbikemarin.org/documents/Plans/Sausalito%2BBike%2BPlan%2BDocument%2BComplete2008%2BUpdate.pdf>

<sup>2</sup> [http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA\\_4-17-2013.pdf](http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA_4-17-2013.pdf)

Program ("TIP") projects including those under the California Bicycle Transportation Act and the federal Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU).

*Milestones*

Milestone	Fiscal Year
a) Second Public Workshop with City Pedestrian Bicycle Advisory Committee by TAM update consultant	November 3, 2014
b) TAM Technical Advisory Committee meeting	14-15
c) Third public meeting with City Pedestrian Bicycle Advisory Committee by TAM update consultant	14-15
d) Present draft Sausalito Bike/Pedestrian Plan Update to City Council and community	14-15
e) Council adopts final 2015 Bike/Pedestrian Plan	14-15

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**Goal 2. Increase community involvement in City governance and decision-making through communication and technology.**

Civic engagement is important in Sausalito and exists not only because it is a core principle of democracy, but also because it actually produces more effective and efficient decisions. The City is focused on not only providing information, but also creating opportunities for involvement regarding the generation and allocation of precious and limited resources.

**Objective 2.1: Gather community feedback through annual surveys**

Gathering community feedback through annual surveys is important to: improving performance by better understanding what the public wants and expects from its government; understanding community attitudes about a variety of service needs and ensure services and service levels reflect citizens' priorities; recognizing public priorities in planning, budgeting, and managing services, including their interest in additional revenue generation opportunities; and, establishing long term strategies to provide for a fiscally sustainable future for the jurisdiction.

*Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) Conduct community survey	Annual as part of budget process

**Objective 2.2: Identify technology that can help to inform and engage citizens.**

Existing and emerging collaborative and social technologies are transitioning the way we govern, and more importantly they enable enhanced transparency in government.

*Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) Conduct a Best Practice Study to identify collaborative and social technologies that better inform and engage citizens	FY15-16

## GOALS, OBJECTIVES AND MILESTONE KEY INDICATORS THAT SUSTAIN THE CITY'S MISSION

### Goal 3. Fiscal resiliency

The current recession has taught us that sustainability is a necessary but insufficient condition to ensure the ongoing financial health of the City. A sustainable system is balanced, but an external shock (like a severe economic downturn) can unbalance the system and perhaps even collapse it. The City of Sausalito will continue to face serious challenges from outside, including but not limited to economic adjustments, natural disasters, and important policy changes by other levels of government. As such, the City must strive to go beyond sustainability to a system that is adaptable and regenerative – in a word: resilient.

#### Objective 3.1: Maintain an adequate level of highly competent and motivated staff to continue to provide high quality services to Sausalito citizens and businesses

Strategic workforce planning is the essential link between the levels of municipal services that the City desires to deliver to its citizens, with the City's human capital. Accordingly, the City develops a comprehensive Labor Negotiation Strategy process that includes analytical review of all existing classifications, a compensation comparison of peer city agencies, actuarial analyses of the city's pension plans and Other (than pensions) Post-Employment Benefits (OPEB). The city collects and analyzes actual labor salaries and benefits from the previous 10 years, and made five-year projections. Staff collects and examines current compensation plans across the state and nation government sector. Finally, the City develops a conceptual framework to create a Sausalito workforce that delivers high-performance and high-quality government services at a sustainable cost for the City. Sausalito's labor agreements are typically two to three years. The current Memorandums of Understanding expire on June 30, 2015. The City's intent is to continue the 2 to 3 year cycle meaning that the milestones will be repeated at least once during the five year horizon of the strategic planning process.

#### *Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) Review classifications	Jul-Nov, 2014
b) Review compensation comparisons	Jul-Nov, 2014
c) Review CalPERS and OPEB valuations	Nov-Mar, 2015
d) Formulate Negotiation Strategy	Dec 2014-Mar 2015
e) Negotiate MOUs with labor groups	Jan-June 2015
f) Execute MOUs	End of FY15

### Objective 3.2: Maintain Operating Budget Structural Balance

A true structurally balanced budget is one that supports financial sustainability for multiple years into the future.

#### *Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) Maintain a calibrated 10 year financial forecasting model	Annually as part of budget process
b) Adopt a financial policy manual	14-15
c) Adopt a reserve policy based on risk analysis	14-15
d) Develop and deploy a fiscal health analysis tool	14-15
e) Upgrade the City's parking management system and infrastructure to enhance revenue generation, provide for excellent customer service, and minimize operation expense.	15-16
f) Develop a finance plan for the City's MLK facility	14-15
g) Adopt user-fee study	14-15

### Objective 3.3: Develop and Adopt a Strategic Long-Term Financial Management Plan

Strategic long-term financial planning uses financial forecasts and analysis to identify future challenges and opportunities, and then identifies Milestones to secure financial sustainability in light of the challenges and opportunities.

#### *Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) Identify and manage best options for ensuring economic resiliency	15-16
b) Identify most likely threats/risks to City finances and develop a plan to address them	15-16
c) Financial strategy workshop	15-16
d) Prepare, Adopt and Implement Long-Term Financial Plan	15-16 to incorporate into FY16-18 Biennial Budget

**Objective 3.4: Financing Plans for Infrastructure Investment**

Given the scarcity of public funds available to make even the most essential planned infrastructure investments, the City must explore all available financing tools to supplement traditional funding sources.

*Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) Develop a fiscal element for the City's General Plan	FY2018
b) In conjunction with the City's Asset Management Plan consider infrastructure fees to provide for continuing investment in infrastructure	FY2017

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#### Goal 4. Improve and continue to maintain the infrastructure

Infrastructure includes the basic physical structures, systems, and facilities needed to provide services to residents and for the functioning of a community and its economy, such as sidewalks, streets, storm drains, parks, police facilities, and sewer systems. Infrastructure impacts the public health, safety, and the quality of life for Sausalito citizens as well as the tourism industry which is an important part of the City's economy. Decisions made regarding infrastructure projects are very important because they are generally large and expensive, and the assets they create will likely be required for decades of public use.

##### Objective 4.1: Establish and maintain an Asset Management Plan for all City Infrastructure

Asset management is a recommended practice for effectively and sustainably managing assets at a desired level of service for the lowest life cycle cost. Asset Management provides needed information on existing assets, such as condition, so that City staff can develop optimal Milestones for maintenance and rehabilitation or replacement of assets. The City has an important Asset Management efforts underway, including conducting condition assessments and developing standard City-wide minimum guidelines for managing assets. Ultimately, Asset Management will provide a sound basis for the City to identify the magnitude of the backlog; prioritize needed capital projects; and effectively focus limited resources.

##### *Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) Develop a complete inventory of all assets to determine the scope of improvements needed to sustain the City's current infrastructure investment.	FY2015
b) Develop Storm Drain Master Plan	FY2015
c) Develop a Parks Master Plan	FY2015
d) Develop Robin Sweeny Park Improvements Funding Plan	FY2015
e) Implement Robin Sweeny Park Improvements	FY2016
f) Develop Dunphy Park Master plan	FY2016
g) Develop Dunphy Park Improvements Funding Plan	FY2017
h) Implement Dunphy Park Master Plan	FY2017-18
i) Develop an ADA Transition Plan update	FY2015
j) Implement ADA Barrier Removal Projects	Annual line item CIP in budget
k) Develop Streets Master Plan	FY2015
l) Construct accessibility improvements as required by litigation	14-15



Milestone	Fiscal Year
m) Explore creative financing options with private property owners amenable to share the costs associated with infrastructure improvements (i.e. assessment districts).	Annual budget and ad hoc reviews as identified
n) Perform periodic measurements to monitor and update each asset's condition and ensure adequate funding for repair and/or replacement costs in future budgets.	Annual departmental work plans
o) Develop, permit and construct the Ferry Terminal Landside Improvements project	15-16 16-17
p) Develop funding for the South City Limits to Richardson Street Improvements Project	15-16
q) Design, permit and construct the South City Limits to Richardson Street Improvements Project	16-17
r) Develop funding for the Richardson to Princess Infrastructure Improvements Project	15-16
s) Develop and implement the other elements of the City's Capital Improvement Program in coordination with the Asset Management and related Master Plans	Annual as part of budget process
t) Continue to work with the Rotary Club of Sausalito to renovate Cazneau Park	FY 2015
u) Contact Langendorf Foundation regarding funding for Langendorf Park renovations	FY 2015
v) Develop and implement Langendorf Park renovations	FY 2016

#### Objective 4.2: Manage Sewer Infrastructure Program

In keeping with asset management practice for effectively and sustainably managing assets at a desired level of service for the lowest life cycle cost, and in compliance with the EPA Administrative Order in force, Staff is transitioning to a common software framework for all assets and utilizing a continuous process cycle of maintenance, inspection (condition assessment), capital project prioritization, and capital project design, permitting, and construction.

#### *Milestones*

Milestone	Fiscal Year
a) Replace proprietary Computerized Maintenance Management System software with ESRI ArcGIS-based open-source software	14-15
b) Begin accumulation of private sewer lateral mapping and condition data in GIS	15-16
c) Issue \$5 million in debt	14-15
d) Retain designer for \$5 million in capital improvements	14-15

<b>Milestone</b>	<b>Fiscal Year</b>
e) Design, permit and construct \$5 million in capital improvements	15-16 16-17 17-18
f) Retain a consultant to prepare a feasibility study of consolidation of City of Sausalito sewer enterprise with Sausalito-Marin City Sanitary District	15-16

#### Objective 4.3: Remodel Civic Center and Library

The full ADA analysis and transition plan for Sausalito City Hall planned for FY 2015 is likely to reveal that remediation will cost the City hundreds of thousands – if not millions – of dollars to complete. Given the other, non-ADA deficiencies of City Hall and the Library, the required ADA remediation will present an efficient and opportune time to undertake a complete overhaul of the structure.

#### *Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) ADA analysis of City Hall deficiencies	14-15
b) Space needs assessment of City Hall departments & tenants	14-15
c) Architectural plans / cost projections / fundraising	15-16
d) Bond issue on November 2016 ballot (?)	16-17
e) Construction	17-18

**Goal 5. Continually assess and deliver effective, efficient, and environmentally sustainable municipal services.**

The City of Sausalito provides a broad range of high-quality municipal services including: police, library, recreation, infrastructure maintenance, code enforcement, current and advance planning, parking, and asset maintenance. The delivery of municipal services is through deployment of human resources, vehicles, equipment and infrastructure resources and technology resources.

Retaining structural balance and providing high quality services is accomplished by continual business process improvement. City departments annually refine goals and purposes (who are we, what do we do, and why do we do it?); then determines who the departmental customers or stakeholders are (who do we serve?); and then aligns the business processes to realize the department's goals (How do we do it better?)

**Objective 5.1: Establish and Maintain a Certified Local Hazard Mitigation Plan**

A Hazard Mitigation Plan's purpose is to fulfill the federal Disaster Management Act that calls for communities to prepare mitigation plans. The plan includes resources and information to assist City residents, public and private sector organizations, and others interested in participating in planning for hazards. The plan provides a list of mitigation activities that may assist the City in reducing risk and preventing loss from future hazard events. Without a FEMA-certified local hazard mitigation plan, the City is not eligible for federal hazard mitigation grants. Local jurisdictions are responsible for updating hazard mitigation plans every five (5) years<sup>3</sup>.

*Milestones*

<b>Milestone</b>	<b>Fiscal Year</b>
a) Identify, profile and map hazards that pose a risk to Sausalito	15-16
b) Assess the city's vulnerability to these hazards	15-16
c) Examine programs and measures to mitigate the potential impacts of these natural hazards.	15-16
d) Recommend programs and measures to mitigate the potential impacts of these hazards.	15-16
e) Plan submitted to State Emergency Management Agency for transmittal to FEMA review and notice that the plan is approvable pending adoption	15-16
f) City Council adopts the City's Hazard Mitigation Plan	16-17
g) Adopted plan submitted to State Emergency Management Agency and FEMA for final approval	16-17

<sup>3</sup> [http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema\\_local\\_mitigation\\_handbook.pdf](http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf)

Milestone	Fiscal Year
h) Initiate update	19-20

**Objective 5.2: Develop service level indicators for each major department/program**

Service level indicators measure performance and enable the City to improve performance, enhance accountability, stimulate productivity and creativity, and allocate resources more efficiently and effectively.

*Milestones*

Milestone	Fiscal Year
a) Review performance measures included in FY2014-16 Resource Allocation Plan	Annually in budget process
b) Identify new performance measures and revise existing performance	Annually in budget process
c) Update performance measures with most recent data	Annually in budget process
d) Publish performance measures in each year budget	Annually in budget process

**Objective 5.3: Implement On-Line Application Process for Minor Building and Land Use Permits**

The City's existing process for accepting applications for minor building and land use permits offers opportunities for improvements which would benefit applicants and City Staff. City staff will explore options used by other municipalities, the City's Geographic Information System, and financial software suppliers to provide a solution that streamlines the application process, fee collection, permit issuance and inspection scheduling for minor building and land use permits.

*Milestones*

Milestone	Fiscal Year
a) Perform feasibility analysis of online application process for minor building and land use permits	15-16
b) Recommend preferred alternative for implementation with mid-year budget	15-16
c) Roll-out implementation	15-16

**Objective 5.4: Identify technology that can improve service levels**

Identifying, selecting and implementing alternatives to existing means of communicating, exchanging resources, and issuing and regulating permits will improve service levels and reduce costs. Just as Sausalito's Library already provides significant benefits to the community without the requirement that a user be present at the Civic Center, all City services must be optimized for improved service levels, convenience, accuracy, transparency and reduced costs.

*Milestones*

Milestone	Fiscal Year
Perform comprehensive review of all content on City and departmental websites (update information, consolidate pages if warranted, improve presentation, identify information gaps etc.) Expand program of recording, broadcasting, and archiving City meetings and events using the video recording system in the Council Chambers.	Annually:  FY 2015
Information Technology <ul style="list-style-type: none"> <li>• Develop IT Strategic and Operation Plan                             <ul style="list-style-type: none"> <li>○ IT Disaster Recovery</li> </ul> </li> <li>• Citizen complaint tracking system</li> <li>• Software that allows citizens to snap a picture on their smartphone and file a service request easily along with it</li> <li>• Public Docuware-type access to official public records</li> <li>•</li> </ul>	FY 14-15
Library <ul style="list-style-type: none"> <li>• Implement credit-card address verification to allow new Library patrons to receive authentication for a full-feature library card without having to physically come to the Library.</li> <li>• Deploy “digital library card” app that allows a patron to use a mobile device to check out books at the Library’s check-out stations.</li> <li>• Create automated e-mail reminders for patrons with expiring Library cards and facilitate remote card renewal and contact information updates.</li> <li>• Deploy Library-specific email newsletters for adult and children’s weekly program schedules and Library news.</li> </ul>	FY 2015:  FY 2015:  FY 2015:  FY 2016:

Milestone	Fiscal Year
Perform comprehensive review of all content on City and departmental websites (update information, consolidate pages if warranted, improve presentation, identify information gaps etc.) Expand program of recording, broadcasting, and archiving City meetings and events using the video recording system in the Council Chambers.	Annually:  FY 2015
<ul style="list-style-type: none"> <li>Expand Library offerings of streaming and downloadable movies and music.</li> <li>Apply for a state grant for a digital Wi-Fi hotspot that could be checked out by boat dwellers.</li> </ul>	FY 2016: FY 2016:
Parks and Recreation <ul style="list-style-type: none"> <li>Research new recreations software programs for registration and facility management</li> <li>Implement change to new recreation software if determined</li> </ul>	FY 2015

**Objective 5.5: Develop/Update departmental strategic, operational, staffing plans**

The effective delivery of municipal services is crucial to creating cities that work. In the City of Sausalito, households and businesses depend on the provision of basic municipal services, including police, recreation, library, planning, code enforcement, roads and road maintenance, sewer collection systems, parking and building and grounds maintenance. These services support the economic development of the City. Poor levels of service, interruptions, low coverage levels, and other problems can undermine quality of life in municipalities and erode trust in local government. By developing and updating departmental strategic, operational and staffing plans, the City plans to continue the delivery of efficient and effective, qualitative and environmentally sustainable municipal services.

*Milestones*

Milestone	Fiscal Year
Update department-level strategic plans	Annually
Public Works <ul style="list-style-type: none"> <li>Evaluate efficiencies to fast track CIP projects</li> </ul>	FY2015
Police <ul style="list-style-type: none"> <li>Complete POST study and development of a long-term staffing plan for the Police Department</li> <li>Expand presence of Police Department on Social Media</li> <li>Completion of Beat Realignment to provide equitable police coverage throughout the City</li> </ul>	FY15-16 POST for FY 16-17 Staffing  FY 15-16 FY 15-16

<p>Library</p> <ul style="list-style-type: none"> <li>• Experiment with alternate staffing approaches to Library service desk to increase flexibility and cost efficiency, e.g. staffing the desk on Saturday mornings with two Library Assistants.</li> <li>• Perform study and review of Library open hours to determine if modification is warranted.</li> </ul>	<p>FY 2015 and FY 2016:</p> <p>FY 2016:</p>
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