

FOLLOW UP LOG

Including

**Future Agenda Items
Strategic Plan Update
Project Ranking List**

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**PENDING AGENDA ITEMS
SEPTEMBER**

Date	Project	Dept	Comments
9/16/2008	Fourth Quarter Treasurer's Report for April – June '08	Finance Director	
9/16/2008	Grand Jury response on Marin on Fire	City Attorney/Assist to the CM /Fire	Marin on Fire awaiting SMFD approval - <i>(con't to October)</i>
9/16/2008	PD Stats	PD	<i>(con't from 9/2 due to Chief's absence)</i>
9/16/2008	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	presenting to Council at 7/15/08 meeting - continued to 9/16/08 - recommend continuing to a date uncertain
September	Joint PC and CC meeting		organize a joint meeting for a Saturday
9/2/2008	Award bid on PSF construction	CDD / Swinerton	Will require SPECIAL CITY COUNCIL MEETING in late September
9/2/2009	Second Unit Ordinance (11/07 SP)	CDD	

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**PENDING AGENDA ITEMS
OCTOBER**

Date	Project	Dept	Comments
10/7/2008	Report to the City Council a schedule of park improvements with dates for starting each one (4/08 SP)	Parks & Rec Director	<i>moved from a July pending list</i>
10/7/2008	Approve EPA Response		
10/7/2008	Professional Services agreement with MuniServices	Finance / City Attorney	
10/7/2008	Adoption of a revised Change Order Policy (as recommended by the Finance Committee	Finance	
10/7/2008	Approval of SYC parking agreement	Finance / City Attorney	
10/7/2008	Approval of changes to Area C Preferential parking (as recommended by the Finance Committee	Asst to the CM	
10/7/2008	Boards and Commissions update/issues	Asst to the CM	
10/7/2008	Castillo Project funding update	City Engineer / Arts Commission	
10/21/2008	First Quarter Treasurer's Report for July-Sept '08	Finance Director	
10/21/2008	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)	Administrative 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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**PENDING AGENDA ITEMS
OCTOBER**

10/21/2008	Completion of Ordinance revising regulations of Boards and Commissions	Administrative Services Manager	• Attending meetings of all boards/commissions to review changes collected & to solicit additional suggestions from those groups; Will request City Attorney review of draft Ordinance
10/21/2008	Message Parlor Ordinance	PD	
10/21/2008	Cafeteria Plan Update (11/07 SP)	Administrative Services Manager	1. Obtained price quote from consultant for preparation of Cafeteria Plan document 2. Working with consultant to compile information pertinent to Sausalito's Plan <i>(moved from a June pending list)</i>

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**PENDING AGENDA ITEMS
NOVEMBER**

Date	Project	Dept	Comments
11/18/2008	Receive Art Festival Report (requirement of License Agree)		
11/18/2008	Present to the City Council for direction and Enhancing Customer Service Action Plan (4/08 SP)	Administrative Services Manager	
11/21/2008	COUNCIL & MGMT STRATEGIC PLANNING SESSION		

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**PENDING AGENDA ITEMS
DECEMBER**

Date	Project	Dept	Comments
12/2/2008	5 Year Financial Plan, incl CIP (11/07 SP)	Finance Director	<i>con't from September pending list</i>

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STRATEGIC PLAN GOALS

(Past due / Does not require Council approval / COMPLETED)

Date	Project (from 4/08 Strategic Plan unless otherwise noted)	Who	Comments
	Review of Fees for Appeals to CC (11/07 SP)	CDD	CURRENTLY UNASSIGNED - pursue with cost recovery <i>(removed from a May pending list)</i>
	Vina del Mar / Yee Tock Chee ADA Upgrades (11/07 SP)	Engineering	Awaiting Planning Commission and HLB Review <i>(removed from a May pending list)</i>
	2006 Street Repair (11/07 SP)	Engineering	<i>(removed from a May pending list)</i>
	Fuelmaker (11/07 SP)	Engineering	6/24/08 Council received updated on status with TAM funding - return mid-year for funding
	Identify an improved and more permanent permit tracking database system for CDD (11/07 SP)	IT	Contract recently signed in order to begin implementation of a software program
6/1/2008	Identify "Imagine Sausalito" projects to be funded in FY2008-09 and present to the City Council	Councilmember Paul Albritton	
6/1/2008	Take action on funding for continuing the "Imagine Sausalito" process	City Council	
6/1/2008	Include a discussion of "Imagine Sausalito", how to integrate it into the work of the staff, and identify opportunities for collaboration	Senior Management Team	
	Recommend to the City Manager possible reallocation of staff	Management Team	**COMPLETED**
	Convene a meeting between the City and PG&E executives to discuss solutions to the failures in their electrical infrastructure	City Manager	**COMPLETED**

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STRATEGIC PLAN GOALS

(Past due / Does not require Council approval / COMPLETED)

	Implement Springbrook Finance Software Upgrade (11/07 SP)	Finance Director	1. Attended Annual Springbrook Client Conference to receive version 7 update - 2. Implementation delayed to 2010
	Temporary Part-time Accountant (11/07 SP)	Finance Director	Approved in adoption of 2008-09 budget
	Report to the City Council on proposed dates for implementation of CIP projects in the 2008-10 budget	Engineering	<i>(removed from a June pending list)</i>
	Present to the City Council ways to increase citizen participation in the "Imagine Sausalito" process. (4/07	Councilmember Weiner	<i>(removed from a July pending list)</i>
	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	**COMPLETED**
	Report to the City Council on suggested improvements to city Hall (4/08 SP)	City Librarian	Council updated on 9/2 - PROJECT TO BEGIN
	Present a firm timeline for filling vacant staff positions (4/08 SP)	City Manager	**COMPLETED**
	Bicycle Master Plan update (11/07 SP)	Engineer	<i>processed through Chamber and Transportation Committee in August / RESOLUTION ADOPTED - COMPLETED</i>
9/2/2008	Sausalito Steps, Lanes, Paths (11/07 SP)	Engineering	Await County issuance of RFP
9/1/2008	Fill the Public Works Director position	City Manager	NEARING COMPLETION 9/1/08

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STRATEGIC PLAN GOALS

(Past due / Does not require Council approval / COMPLETED)

9/1/2008	Have a Document Management System operational and provide staff training	Assistant to the City Manager	(server purchased and received - awaiting software installation)
9/2/2008	ADA Transition Plan Update (11/07 SP)	Engineer	Engineer to prepare Programs Section (removed from September pending list)
9/2/2008	Special Presentation from Parks and Rec Commission		receive update from P&R Comm - continue to another date
9/16/2008	Report on Options for Pursuing & Administering Grants (11/07 SP)	CDD	moved from a July pending list
9/30/2008	Define and articulate to staff, City Council and the public the "back to basics" concept and how to implement it	City Manager	
Sept, 2008	Customer Service Training Program (11/07 SP)	Administrative Services Manager	• 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
10/1/2008	Develop a list of needs and potential solutions to promote staff development, well-being and succession planning to present to the Management Team for	Administrative Services Manager	
10/1/2008	Identify at least three tax revenue options to present to the City Council for their consideration	City Manager	
10/15/2008	Submit reports required by EPA Administrative Order regarding compliance with the Clean Water Act	Engineering	

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STRATEGIC PLAN GOALS

(Past due / Does not require Council approval / COMPLETED)

11/1/2008	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	CDD / Swinerton	
11/1/2008	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	Police Lieutenant	
11/1/2008	Increase occupancy to 100% of available space at the MLK property and improve overall revenue by at least 5%	Finance Director	
11/1/2008	Begin to implement the plan to upgrade hardware and software that are fully compatible and supportable on a citywide basis	Technology Manager	

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