

FOLLOW UP LOG

Including

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

7B2
10-21-08
1

**PENDING AGENDA ITEMS
OCTOBER**

Date	Project	Dept	Comments
10/21/2008	Adoption of a revised Change Order Policy (as recommended by the Finance Committee	Finance	
10/21/2008	Boards and Commissions update/issues	Asst to the CM	
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	•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
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 (moved from a June pending list)
10/25/2008	Joint PC and CC meeting		organize a joint meeting for a Saturday

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**PENDING AGENDA ITEMS
NOVEMBER**

	Project	Dept	Comments
11/18/2008	Receive Art Festival Report (requirement of License Agree)		
11/18/2008 or 11/25/08	Present to the City Council for direction and Enhancing Customer Service Action Plan (4/08 SP)	CDD	Date
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
10/7/2008	Approval of SYC parking agreement	Finance	at their 10/7/08 meeting, Council referred this back to the OMIT Committee
9/16/2008	Grand Jury response on Marin on Fire	Fire	Marin on Fire awaiting SMFD approval - (con't to October)
11/18/2008	Update on humanitarian services for "homeless" as provided by the Police Department	Police Chief / Sgt Stacie Gregory	(item recommended at an SMT meeting in 12/07)
11/18/2008	PD Stats for 3rd qtr	Police Chief	
11/18/2008	Annual Report on Development Impact Fees	City Eng	
11/18/2008	Completion of Ordinance revising regulations of Boards and Commissions	City Attorney	
11/18/2008	Downtown Holiday Parking		
11/18/2008	Approval of RFP for Fire Consolidation	Fire	
11/18/2008	P&R update (presentations)		
11/18/2008	Intro of Recreation Superv		

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**PENDING AGENDA ITEMS
NOVEMBER**

11/21/2008	COUNCIL & MGMT STRATEGIC PLANNING SESSION		
11/25/2008	Massage Parlor Ordinance	PD / City Atty	

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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
	Second Unit Ordinance (11/07)	CDD	bring to Council September 2009
	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**

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STRATEGIC PLAN GOALS

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

	Convene a meeting between the City and PG&E executives to discuss solutions to the failures in their electrical infrastructure	City Manager	**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 /</i> RESOLUTION ADOPTED - COMPLETED

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STRATEGIC PLAN GOALS

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

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	JOB OFFER GIVEN 9/08
9/4/2008	Have a Document Management System operational and provide staff training	Assistant to the City Manager	<i>(training begins 10/15/08)</i>
9/2/2008	ADA Transition Plan Update (11/07 SP)	Engineer	Update presented to Council at their 10/2/08 cc mtg
9/2/2008	Special Presentation from Parks and Rec Commission		receive update from P&R Comm - <i>continue to another date</i>
9/16/2008	Report on Options for Pursuing & Administering Grants (11/07 SP)	CDD	<i>moved from a July pending list</i>
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) (see also 4/07 goals)	<i>Administrative Services Manager - switched to CDD</i>	<i>updated to be provided in November, 2008</i>
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 consensus on what is going to be implemented	Administrative Services Manager	

STRATEGIC PLAN GOALS

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

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	Response approved at their 10/2/08 CC mtg
10/21/2008	Report to the City Council a schedule of park improvements with dates for starting each one	Parks & Rec Director	<i>moved from a July pending list</i>
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	

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STRATEGIC PLAN GOALS

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

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	
12/2/2008	5 Year Financial Plan, incl CIP (11/07 SP)	Finance Director	

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PROJECTS RANKED BY COUNCIL

Project	Ranking	Comments
Public Safety Facilities	33.2	contract for construction awarded
EPA Order	30.8	response approved 10/2/08
Alta Mira	30	
No California Riverwatch	25.4	
MLK property mgmt	24	
Funded paths & Stairs	23.1	
ADA Plan - update & implement	23	update provided at 10/2/08 CC mtg
Condo Conversion Ordinance	22.6	
Construction Time Limit Ord	22.2	
Housing Element	22	
Emergency Preparedness	21.4	
CNG Fueling Station	20.7	
Funded Bridgeway bike/ped	20.5	
Antenna Leases - negotiate/renew	20	
Downtown Parking Plan	19.8	
Code Enforcement Program	19.6	
Code Enforcement Ordinance	19.4	
Solar Energy	19.2	
Historic Guidelines Ordinance	18.8	
Marinship inventory	17.7	
Municipal Code update	16.4	
<i>(line moved by Council on 5/27/08)</i>		
Sausalito Marine Property	16.2	
Imagine Saus - Marinship	15.4	
Fire Sprinkler Policy	15.3	
Trees and Views Ordinance	15	
Second Unit Ordinance	14.8	
Shuttle Service	14.8	
Imagine Saus - Transportation	14.2	
Imagine Saus - Technology	14.2	
Marin Clean Energy (CCA)	13.8	
Bicycle Master Plan update	13.4	Adopted Bicycle Master Plan at their 9/2/08 CC mtg
Imagine Saus - Downtown	12.8	
Green bldg ord	12.5	
Imagine Saus - Economic	12	
Castillo Sculpture	12	Project completed
Volunteer Management Program	10.8	
Heath Way	10.2	
Light Brown Apple Moth	9.6	
Sausalito Cruising Club compliance	8.6	
SHIP	1.8	

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