

FOLLOW UP LOG

Including

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

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**PENDING AGENDA ITEMS
FEBRUARY**

Date	Project	Dept	Comments
2/10/2009	Professional Services Contract with Jan Burke	IFD	moved to 2/24/08
2/24/2009	Update on Heath Way	CA	
2/24/2009	Mid year budget	IFD	move to 3/10/09
2/24/2009	Award contract for recodifications (2/24)	CA	move to 3/10/09
2/24/2009	Council discussion on meeting protocols	CA - DP	temporarily on hold
2/24/2009	take action to terminate members from the Arts Commission and announce beginning anew with Disaster		move to 3/10/09
2/24/2009	Housing Element Update Status Report	Assoc Planner Burns	before CC 2/24
2/24/2009	Code Enforcement Program Status Report (SP)	Assoc Planner Schinsing	moved to 3/10 and incorp in CDD Qrtly Rpt
2/24/2009	CD Dept Quarter Report	CDD Graves	moved to 3/10
2/24/2009	Quarterly Report on Emergency Preparedness	Sgt Fraass	before CC 2/24
2/24/2009	appt to HLB		continuing to recruit
2/24/2009	SP from RBRA - Ben Berto		move to later date
2/24/2009	Monthly update on PSF	I umbertis	before CC 2/24
2/24/2009	Quarterly Reports from BAC committees		moved to 3/10

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**PENDING AGENDA ITEMS
MARCH**

Date	Project	Dept	Comments
March	Update on PSF		
March	Update on EPA		
March	update on park improvement schedule (SP)	P&R Dir	
March	Quarterly report from DPW	PWD	
3/10/2009	Bridgeway Bike Plan	CE	
3/10/2009	40 Alexander Ave Lease	CA	
3/10/2009	Utilization of outside consultants for TOT services	Interim FD	
3/10/2009	City Engineering and Public Works Fees to CC (SP)	DPW	
3/10/2009	CIP project update (SP)		
3/24/2009	1st reading of Hotel/Motel Condo Conv Ord (from 11/25/08 minutes)	CA / CDD	
3/24/2009	parking program - (Walker returns with program) (SP)	PWD	
3/24/2009	Identify equipment needs, cost and sources of money for EOC (SP)	IT / EOM	
3/24/2009	Updat to CC on VOIP action plan (SP)	IT	
3/24/2009	Appeal of PC denial of Subway Restaurant at 1907 Bridgeway	CDD	

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**PENDING AGENDA ITEMS
APRIL**

Date	Project	Dept	Comments
April	Award of contract for preparation of Historic Design Guidelines	Assoc Planner Burns	
April	EPA Update		
April	PSF Update		
April	Report on MLK occupancy rate, etc. (SP)		
April	update on development of a 3-yr vegetation management plan	Fire	
April	present action plan for park improvements at Harrison Park (SP)	P&R Dir	
4/7/2009	ADA Update	CE	
4/7/2009	draft (?) Construction Time Limits Ord (from 11/25/08 minutes)	CA/CDD	
4/7/2009	Identify at least three tax revenue options (SP)	CM/Finance Comm	
4/7/2009	Appointments to Disaster Committee (SP)		
4/7/2009	present green solution from energy audit (SP)	DPW	
4/7/2009	award contract for development of a work scope for street rehab (SP)	CE	
4/7/2009	Special Presentation by the Library Board of Trustees		
4/7/2009	Appeal of PC approval of Chris Henry second story offices at 660 B'way	CDD	
4/21/2009	R/F qtrly financial report ending 3/31/2009; qtrly treasurer's report ending 3/31/09		
4/21/2009	Receive and file quarterly PD statistical report ending 3/31/2009		
4/21/2009	CNG Fueling funding	CE	
4/21/2009	Award contract for preparation of Historic Guidelines		

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**PENDING AGENDA ITEMS
JUNE**

Date	Project	Dept	Comments
June	EPA Update		
June	PSD Update		
June	Quarterly report form DPW	PWD	
6/7/2009	ADA - authorize advertising for bids	CE	
6/14/2009	ADA - stairs project	CE	

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**PENDING AGENDA ITEMS
JULY**

Date	Project	Dept	Comments
July	Update on T&M Planning Fees (six months from implementation) exp late Feb	CDD	
July	Sewer Lateral Report		
July	EPA Update		
7/21/2009	Receive and file quarterly financial report ending 6/30/2009		
7/21/2009	Receive and file quarterly treasurer's report ending 6/30/2009		
7/21/2009	Receive and file quarterly PD statistical report ending 6/30/2009		

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CITY OF SAUSALITO ✪ SIX-MONTH STRATEGIC OBJECTIVES

November 21, 2008 – May 1, 2009

THREE-YEAR GOAL: *Attain fiscal stability*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By January 31, 2009	Interim Finance Director	Present to the City Council for action a report on the utilization of outside consultants for TOT services.			3/10/09	
2. By February 1, 2009	Community Development Director (lead), working with the City Engineer, Public Works Division Manager and Council Finance Committee (Mayor Amy Belser, Council Member Mike Kelley)	Compare and recommend adjustments to Sausalito's Building, Planning, Engineering and Public Works fees and fines, taking into account other Marin communities and recovery costs, and present to the City Council for action.		X		Planning fees adopted; needs to go before Finance Committee before implementation City Engineer & Public Works fees to be presented to Council on 3/10/09
3. By April 1, 2009	City Manager, working with the Council Finance Committee (Mayor Amy Belser, Council Member Mike Kelley)	Identify at least three tax revenue options to present to the City Council for their consideration.		X		To Finance Committee in March; to Council on 4/7/09
4. By May 1, 2009	Police Captain	Develop and present to the City Council for action a comprehensive Parking Plan for all lots and metered areas.		X		To OMIT first and then to Council 3/27/2009

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5. By May 1, 2009	Technology Manager	Implement a Springbrook Financial System upgrade and server upgrade.		X		To Finance Committee in March
6. By May 1, 2009	Finance Director, working with the Council OMIT Committee (Council Members Jonathan Leone and Mike Kelley)	Increase occupancy to 95% of available space at the MLK properties and maintain the same level of revenue.		X		On-going – Status report to be presented to Council in April
7. By May 1, 2009	Interim Finance Director	Assess the City's banking relationships and identify cost savings and possible revenue for the City.		X		

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THREE-YEAR GOAL: Increase effectiveness and efficiency of the organization

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Monthly	City Manager, working with the Senior Management Team	Define and articulate to staff, City Council and the public the "back to basics" concept and how to implement it.				
2. By January 15, 2009	Community Development Director	Revise and begin implementation of a Code Enforcement Program.		X		To become a quarterly report by CDD
3. By February 1, 2009	Assistant to the City Manager	Hold training on the Document Management System.				
4. By February 1, 2009	City Attorney	Recommend to the City Council for action a consultant to perform a municipal code update.			March	
5. By February 1, 2009	Assistant to the City Manager	Hire and train a new HR Technician.	X			
6. By February 1, 2009	City Manager	Hire a Finance Director.				On-going
7. By February 28, 2009	Community Development Director	Fill the vacant Deputy Planning Director position.				Frozen at the request of the Community Development Director
8. By March 1, 2009	City Council (Councilmember Weiner-lead)	Appoint 5 public members to the Disaster Preparedness Committee.			X	Begin interviews in March – appoint in April

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9. By March 1, 2009	Parks and Recreation Director	Hire a Special Events Coordinator.			X	Revised to April/May
10. By March 1, 2009	Technology Manager, working with the Emergency Operations Manager	Identify the equipment needs, cost and sources of money and present to the City Council for action.	X			Present to Council on 3/24/09
11. By April 1, 2009	Technology Manager	Determine the cost of rewiring City Hall to accommodate a VOIP phone system, identify source(s) of funding and report to the City Council for action.	X			Update to Council on 3/24/09
12. By April 1, 2009	Emergency Preparedness Manager, in coordination with internal and external stakeholders	Identify Block Captains throughout the city to address disaster preparedness.	X			
13. By April 1, 2009	Public Works Director	Implement at least 3 "green" solutions recommended in the Energy Audit.	X			Energy Audit update presented at 2/10/09 CC mtg
14. By April 1, 2009	Police Chief (lead) and Public Works Division Manager, working with the new Finance Director	Review and recommend to the City Council for action tiering benefits for new hires.	X			To Finance Committee in March and then to Council in April
15. By May 1, 2009	Fire Chief, working with a consultant	Present to the City Council for action options regarding fire services consolidation.			X	Move to June
16. By May 1, 2009	City Council (Council Member Leone-lead)	Ensure that each Board and Commission has sufficient members to achieve a quorum.	X			

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THREE-YEAR GOAL: Improve the infrastructure, with emphasis on finishing the public safety building

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Monthly	Public Safety Facilities Manager and Public Works Director	Provide the City Council an update on the public safety facilities construction.				
2. By December 15, 2008	Public Works Director	Implement flow monitoring in compliance per the EPA order.	X			
3. By January 15, 2009	Public Works Director	Provide a Quarterly Spill Report to the EPA per EPA order.		X		
4. At the January 20, 2009 City Council meeting	City Engineer	Recommend to the City Council for action the awarding of contracts for the Non-Motorized Transportation Pilot Program projects.		X		
5. By February 1, 2009	Library Director	Complete implementation of City Hall Improvements Phase I.			X	Present to Council on March 10
6. By February 1, 2009	Public Works Director	Report to the City Council on proposed dates for implementation of CIP projects in the 2008-2010 budget.		X		To Finance Committee in February and Council in March
7. By March 1, 2009	Police-Lieutenant Police Administrative Sergeant and Fire Battalion Chief	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.		X		

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8. By March 1, 2009	Parks and Recreation Director	Report to the City Council a schedule of park improvements with dates for starting each project.	X			Presented as a part of the CIP presentation
9. By March 1, 2009	Library Director, with input from the City Hall Improvement Committee	Review and recommend to the City Council for action improvements to City Hall in 2009-2010 to be in Phase II.	X			Moved to May
10. By April 1, 2009	City Engineer	Recommend to the City Council for action the awarding of a contract for the development of the work scope for the next phase of street rehabilitation.				
11. By April 1, 2009	Fire Chief	Develop a Three-Year Vegetation Management and Development Plan and present to the City Council for action.				
12. By April 1, 2009	Parks and Recreation Director	Recommend to the City Council for action park improvements for Harrison Park.				
13. By May 1, 2009	Technology Manager	Assess recommendations from the ADA Transition Plan update and recommend actions to the City Council Outreach MLK Information Technology and Transportation Committee (OMIT).	X			
14. By May 1, 2009	Parks and Recreation Director	Complete the 2002 Parks Bond Act projects.				Unknown – State monies frozen

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**PRIORITY CALENDAR
PROJECTS RANKED BY COUNCIL**

Project	Ranking	Comments
Public Safety Facilities	33.2	monthly updates to Council
EPA Order	30.8	monthly updates to Council
Alta Mira	30	on-going
No California Riverwatch	25.4	PROJECT COMPLETED
MLK property mgmt	24	April/May to OMIT - report to CC to follow
Funded paths & Stairs	23.1	plan contr awarded 1/27; return to CC 4/27 for input
ADA Plan - update & implement	23	update provided at 10/2/08 CC mtg
Condo Conversion Ordinance	22.6	to PC 3/11; to CC 3/24
Construction Time Limit Ord	22.2	to Code Review Committee; to CC 4/7
Housing Element	22	to CC 2/24 for an update
Emergency Preparedness	21.4	quarterly reports to CC beginning 2/24
CNG Fueling Station	20.7	to CC 4/21
Funded Bridgeway bike/ped	20.5	Ferry to Gate 6 2/10; B'way to ferry 3/10
Antenna Leases - negotiate/renew	20	
Downtown Parking Plan	19.8	return to CC 3/24
Code Enforcement Program	19.6	provide quarterly reports
Code Enforcement Ordinance	19.4	provide quarterly reports
Solar Energy	19.2	on-going; nearing construction
Historic Guidelines Ordinance	18.8	to HLB 3/28; to CC 4/21
Marinship inventory	17.7	to Code Review Committee
Municipal Code update	16.4	RFP received and under review; to CC 2/24
<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	to Code Review Committee
Second Unit Ordinance	14.8	to Code Review Committee
Shuttle Service	14.8	
Imagine Saus - Transportation	14.2	to BAC
Imagine Saus - Technology	14.2	to BAC
Marin Clean Energy (CCA)	13.8	to Code Review Committee
Bicycle Master Plan update	13.4	Adopted Bicycle Master Plan at their 9/2/08 CC mtg
Imagine Saus - Downtown	12.8	to BAC
Green bldg ord	12.5	to Code Review Committee
Imagine Saus - Economic	12	to BAC
Castillo Sculpture	12	Project completed
Volunteer Management Program	10.8	
Heath Way	10.2	return to OMIT - CC update 2/24
Light Brown Apple Moth	9.6	completed
Sausalito Cruising Club compliance	8.6	
SHIP	1.8	

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