

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
September	CD Dept Quarter Report, including Code Enforcement update	CDD	
September	Quarterly report on Emergency Preparedness	EOM	
September	Quarterly report from DPW	PWD	
September	Quarterly report on scanning (4/09 Ob)		
September	quarterly update on implementation of the Library Foundation grant (4/09 ob)		
September	PSF Update (incl cost vs budget) 4/09 ob		
September	monthly EPA update (4/09 ob)		
9/1/2009	intro new Library empl and Library Grant		
9/1/2009	Vegetation Management - how to spend \$10000	Cary Gloeckner	
9/1/2009	follow up to League of Women Voters request of 7/21/09		
9/ /2009	Second Unit Ordinance		
9/ /2009	construction limits ord		
9/15/2009	plan for Phase II improvements at City Hall (4/09 ob)		
9/15/2009	rec to CC action options for achieving compliance in parks and playgrounds (4/09 ob)		
9/15/2009	present action for a new phone system (4/09 ob)		

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**PENDING AGENDA ITEMS
OCTOBER**

Date	Project	Dept	Comments
October	quarterly report on implementation of green solutions from the Energy Audit (4/09 ob)		
October	PSF Update (incl cost vs budget) 4/09 ob		
October	monthly EPA update (4/09 ob)		
10/6/2009	present to CC purchase of Springbrook upgrade (4/09 ob)		
10/6/2009	begin review of the municipal code and report results to CC (4/09 ob)		
10/6/2009	present results of CERT Prog and Citizen Volunteer Program for Disaster Prepared to CC (4/09 ob)	Fire chief/Police	
10/6/2009	rec to CC next steps following receipt of Citygate report (4/09 ob)		
10/20/2009	Receive and file quarterly financial report ending 9/31/2009		
10/20/2009	Receive and file quarterly treasurer's report ending 9/31/2009		
10/20/2009	Receive and file quarterly PD statistical report ending		
10/20/2009	Receive Art Festival Report (requirement of License Agree)		
10/16/2009	COUNCIL & MGMT STRATEGIC PLANNING SESSION		

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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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CITY OF SAUSALITO ✪ **SIX-MONTH STRATEGIC OBJECTIVES**

April 10, 2009 – October 1, 2009

THREE-YEAR GOAL: *Attain fiscal stability and sustainability*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the April 22, 2009 Finance Committee meeting	Finance Director	Present to the City Council Finance Committee for action options for optimizing existing revenues and other new revenues and taxes.	X			Next steps: awaiting Springbrook upgrades; can't discussions on tier benefits
2. By June 30, 2009	Finance Director	Present to the City Council for action a report on the utilization of outside consultants for TOT services.	X			Draft report before Finance Committee
3. By June 30, 2009 Oct 20, 2009	Finance Director (lead), City Manager, working with the Council Finance Committee (Mayor Jonathan Leone, Council Member Mike Kelly)	Identify at least three tax revenue options to present to the City Council for their consideration.			X	Met with the Lew Edwards Group; returning to Finance Committee
4. By June 30, 2009	Public Works Director	Develop and present to the City Council for action a comprehensive Parking Plan for all lots and metered areas.		X		Will return to Council on 7/21/09 with a schedule for proceeding
5. By July 1, 2009	Community Development Director	Implement the time and materials fees and update software for building applications.			X	On hold until Springbrook upgrades are in place

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<p>6. By July 1, 2009 Sept 1, 2009</p>	<p>Community Development Director (lead), working with the City Engineer, Public Works Division Manager Director and Council Finance Committee (Mayor Jonathan Leone, Council Member Mike Kelly)</p>	<p>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.</p>			<p>X</p>	
<p>7. At the September 16, 2009 Finance Committee meeting</p>	<p>Finance Director</p>	<p>Present to the City Council Finance Committee for action the internal and external required resources and proposed scope of work to design, develop and implement a Long-Term Financial Management Plan.</p>		<p>X</p>		<p>In Finance Committee</p>
<p>8. By October 1, 2009</p>	<p>Technology Manager and Finance Director</p>	<p>Present to the City Council for action the purchase of a Springbrook Financial System software upgrade and a server hardware upgrade.</p>		<p>X</p>		

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Ongoing, as needed	Assistant to the City Manager	Advertise for appointees to City Boards and Commissions.		X		
2. Quarterly	Public Works Director, working with the Sustainability Committee	Report to the City Council on the implementation of "green" solutions recommended in the Energy Audit.		X		
3. By May 1, 2009	City Manager	Hire a Finance Director.	X			
4. By May 15, 2009	Assistant to the City Manager	Prepare and distribute to the City Council a list of Boards and Commissions and when vacancies will be occurring in the next six months.	X			
5. By May 31, 2009 July 31, 2009	Parks and Recreation Director	Hire a Special Events Coordinator.			X	
6. By May 31, 2009 July 21, 2009 Sept 1, 2009	Library Director	Present to the City Council how the Library Foundation grant to improve children's services will be implemented.			X	
7. By June 1, 2009	City Attorney and Deputy City Clerk	Present to the City Council for action a contract for a codification company to update the municipal code.	X			

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8.	Beginning June 30, 2009 and quarterly thereafter	Assistant to the City Manager	Begin the in-depth scanning of permanent documents and update the City Council on the progress.	X			
9.	By July 1, 2009 By July 1, 2009 July 31, 2009	Technology Manager	Convert workstations to laptops and add 5 workstations to better equip the City for emergency situations.	X		X	Part one completed: Dell contract approved and forwarded
10.	By July 1, 2009	Police Chief	Conduct Pedestrian Safety Enforcement and Bike Checkpoint.	X			
11.	By July 1, 2009	Finance Director (lead), Police Chief and Public Works Division Manager	Review and recommend to the City Council for action tiering benefits for new hires.	X			
12.	Beginning in September 2009 and quarterly thereafter	Library Director	Present to the City Council an update on the implementation of the Library Foundation grant to improve children's services.	X			
13.	By October 1, 2009	Fire Chief	Ensure that 3 CERT classes and 6 "Get Ready" classes are presented to the community.	X			
14.	By October 1, 2009	City Attorney, working with the codification consultants	Begin review of the municipal code and report the results to the City Council.	X			
15.	By October 1, 2009	Community Development Director	Present to the City Council for action a code enforcement policy.	X			
16.	By October 1, 2009	Fire Chief and Police Chief	Coordinate CERT Program and Citizen Volunteer Program for Disaster Preparedness and present the results to the City Council.	X			

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FUTURE: In November 2009	Police Chief	Ensure that the City participates in a Countywide Emergency Preparedness exercise.		X		
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THREE-YEAR GOAL: Improve the infrastructure, with emphasis on sewers and finishing the public safety building

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Contingent upon City Council approval	Fire Chief	Begin implementation of the Vegetation Management Plan.		X		Began presentations at the May 5 City Council meeting
2. Monthly	Public Works Director and Finance Director	Provide to the City Council construction progress and costs vs. budget for the Public Safety Facilities.		X		
3. Monthly Quarterly	Public Works Director	Ensure compliance with EPA order and River Watch settlement, including implementation of the private lateral inspection and repair program, and report the results to the City Council.		X	X	Revised to quarterly updates
4. By May 15, 2009	Police Lieutenant 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			
5. By May 15, 2009	City Engineer	Present to the City Council for action street rehabilitation priorities.	X			
6. By May 31, 2009	Technology Manager, working with Department Heads	Submit projects to Marin Telecommunications Authority for funding of the City's Emergency Operations Center and telecommunications upgrades.	X			

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7. By June 1, 2009 July 15, 2009	Public Works Director	Provide a Quarterly Spill Report to the EPA per EPA order.		X	X	
8. By June 1, 2009	City Engineer	Recommend to the City Council for action the awarding of contracts for the Non-Motorized Transportation Pilot Program projects.	X			
9. By July 1, 2009 September, 2009	Parks and Recreation Director, working with the Lions Club	Settle on park design and begin construction on Harrison Park improvements.		X		
10. By August 1, 2009	Technology Manager	Submit a plan to the City Council for action to finalize the Disaster Recovery Backup System.		X		
11. By September 1, 2009	Parks and Recreation Director	Prepare and present a plan to the City Council for action, including the costs, for improvements to the playground area of Robin Sweeney Park.		X		
12. By October 1, 2009	Parks and Recreation Director	Evaluate all City Parks and Playgrounds and recommend to the City Council for action options for achieving compliance.		X		
13. By October 1, 2009	Technology Manager	Present to the City Council for action a new phone system.		X		
14. By October 1, 2009	Library Director	Appoint a Library Space Plan Committee.		X		
15. By October 1, 2009	Library Director	Present to the City Council for direction a plan for Phase II improvements at City Hall.		X		

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<p>16. By October 1, 2009</p>	<p>City Engineer, working with Department Heads</p>	<p>Assess recommendations from the ADA Transition Plan update and recommend actions to the City Council Outreach MLK Information Technology and Transportation Committee (OMIT).</p>	<p>X</p>		
<p>FUTURE: By October 15, 2009</p>	<p>Public Works Director</p>	<p>Initiate construction of Priority I Sewer Rehab projects.</p>	<p>X</p>		

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THREE-YEAR GOAL: Balance the retention of Sausalito's unique character with change

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By May 15, 2009	Waterfront and Marinship Committee	Present a progress report to the City Council.	X			Progress report presented to Council on May 26, 2009
2. By July 1, 2009 September 2009	Community Development Director	Convene the Housing Element Committee to review the draft text of the Housing Element.			X	
3. By July 1, 2009	Community Development Director	Present to the City Council for action a consultant to prepare the draft Historic Design Guidelines.		X		Before Council on July 21, 2009
4. By July 1, 2009	City Attorney	Present to the City Council for action a Construction Time Limit ordinance.		X		Introduction at the July 7 Council meeting
5. By July 31, 2009	City Council (Mayor Jonathan Leone-lead)	Provide direction for desired work products and timeline for Waterfront and Marinship Committee.		X		
6. By September 1, 2009	Community Development Director, working with the consultant	Prepare and present to the Historic Landmarks Board an administrative draft of the Historic Design Guidelines.		X		

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