

FOLLOW UP LOG

Including

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

7AZ
9-15-09

**PENDING AGENDA ITEMS
SEPTEMBER**

Date	Project	Dept	Comments
September	CD Dept Quarter Report, including Code Enforcement update	CDD	DONE
September	Quarterly report on Emergency Preparedness	EOM	DONE
September	Quarterly report from DPW	PWD	DONE
September	Quarterly report on scanning (4/09 Ob)		
September	quarterly update on implementation of the Library Foundation grant (4/09 ob)		TO OCTOBER
September	PSF Update (incl cost vs budget) 4/09 ob		DONE
September	monthly EPA update (4/09 ob)		
9/1/2009	intro new Library empl and Library Grant		TO OCTOBER 20
9/1/2009	Vegetation Management - how to spend \$10000	Cary Gloeckner	CON'T TO DATE UNCERTAIN
9/1/2009	follow up to League of Women Voters request of 7/21/09		CONTINUING RESEARCH
9/1/2009	Intro ordinance amending Purchasing Policy		TO OCTOBER
9/1/2009	Intro amended TOT ordinance		SET FOR SEPTEMBER 15
9/1/2009	Springbrook Upgrade Purchase		TO OCTOBER 6
9/ /2009	Second Unit Ordinance		Postponed until 2010
9/ /2009	construction limits ord		SET FOR SEPTEMBER 15
9/ /09	monthly and quarterly financial reports		DONE

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**PENDING AGENDA ITEMS
SEPTEMBER**

9/ /2009	Adoption of plans, specs and working details and authroization to invite bids for Priority 1 Sewer Rehab Project		SET FOR OCTOBER 6
9/ /2009	PSA for 10/2009 EPA Order deliverables		DONE
9/ /2009	authorization for a negotiated purchase order for Nevada Street Bus shelter rehab		SET FOR SEPTEMBER 15
9/ /2009	amend to the joint exercise of powers agreement relating to the Marin County Stormwater Pollution Prevention Program		SET FOR SEPTEMBER 15
9/ /2009	adoption of revisions to Public Works Fees		TO OCTOBER
9/ /2009	Procurement of Parking and Revenue Control systems equipment and software		SET FOR SEPTEMBER 15
9/ /2009	procurement of certain furniture, fixtures and equipment for the Public Safety Facilities		SET FOR SEPTEMBER 15
9/ /2009	Authorization for a negotiated purchase order for maintenance repainting of Olde City Hall		SET FOR SEPTEMBER 15
9/ /2009	authorization for addendum to Power Purchase Agreement with SolarCity for photovoltaic installation at City Hall		DONE
9/ /2009	adoption of Plans, specs and working details and authroization to invite bids for NMTTP Bridgeway to Ferry Landing Project		TO OCTOBER
9/ /2009	authorization to withdraw Prospect Steps Project from the NMTTP Program		TO OCTOBER

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**PENDING AGENDA ITEMS
SEPTEMBER**

9/ /2009	acceptance of conservation easement for mono marsh		OFF
9/ /2009	approval of memorandum of understanding with Sausalito Police Association for FY2009-10		OCTOBER
9/ /2009	approval of memorandum of understanding with IAFF Local 1775 for FY2009-10		OCTOBER
9/15/2009	plan for Phase II improvements at City Hall (4/09 ob)		SET FOR SEPTEMBER 15
9/15/2009	rec to CC action options for achieving compliance in parks and playgrounds (4/09 ob)		TO OCTOBER
9/15/2009	present action for a new phone system (4/09 ob)	hold to October	SET FOR OCTOBER 20
9/15/2009	time construction limit ord		SET FOR SEPTEMBER 15

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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)		INCORPORATED WITH CITY HALL PHASE II AT SEPTEMBER 15 MTG
October	Humboldt Street Right-of-Way		
10/6/2009	PSF Update (incl cost vs budget) 4/09 ob		
10/20/2009	monthly EPA update (4/09 ob)		
10/6/2009	Adoption time construction limit ord		
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)		STATUS DATE TO BE REVISED
10/6/2009	Adoption of plans, specifications and working details and authorization to invite bids for NMTTPP Bridgeway-to-Ferry Landing Project	1 hr	

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**PENDING AGENDA ITEMS
OCTOBER**

10/6/2009	Adption of Plans, Specifications, and ovrking details and authorization to l;nvite bids for priority I sewer rehabilitation projects	30 min	
10/6/2009	procurement of certain furniture, fixtures and equipment for the public safety facilities	35 min	
10/6/2009	introduction of new Parks & Rec Special Events person		
10/6/2009Public Works contracts		consent (Jonathon G.)
10/6/2009	prefunding post employee benefits		
10/6/2009	Police & Fire MOU's		
10/6/2009	purchasing policy		
10/6/2009	Antenna leases		
10/20/2009	Receive and file quarterly financial report ending 9/31/2009		TO NOVEMBER
10/20/2009	Receive and file quarterly treasurer's report ending 9/31/2009		TO NOVEMBER
10/20/2009	Receive and file quarterly PD statistical report ending		
10/20/2009	quarterly report from Library board		
10/20/2009	Receive Art Festival Report (requirement of License Agree)		
10/20/2009	maintenance repainting of old City Hall - award of contract		
10/16/2009	COUNCIL & MGMT STRATEGIC PLANNING SESSION		

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PENDING AGENDA ITEMS NOVEMBER

	Project	Dept	Comments
November	Vegetation Management/(firefighter ???)		
November	Bay Cities Refuse Rate Increase		
November	Lifeline rates re: sewer fees		
11/10/2009	Holiday Closure		
11/10/2009	Adoption of job descriptions for new sewer positions		
11/10/2009	return of appeal of 600 Locust St		
11/17/2009	Annual Report on Development Impact Fees	City Eng	
11/17/2009	Downtown Holiday Parking		

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**PENDING AGENDA ITEMS
DECEMBER**

Date	Project	Dept	Comments
December	CD Dept Quarter Report, incl update on Code Enforcement	CDD	
December	Quarterly Report on Emergency Preparedness	EOM	
December	Quarterly Report from DPW	PWD	

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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 institute 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 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	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		X	
9. 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	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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<p>FUTURE: In November 2009</p>	<p>Police Chief</p>	<p>Ensure that the City participates in a Countywide Emergency Preparedness exercise.</p>		<p>X</p>		
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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	
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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16. By October 1, 2009	City Engineer, working with Department Heads	Assess recommendations from the ADA Transition Plan update and recommend actions to the City Council Outreach MLK Information Technology and Transportation Committee (OMIT).	X		
FUTURE: By October 15, 2009	Public Works Director	Initiate construction of Priority I Sewer Rehab projects.	X		

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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			Council approved consultant contract on 7/21/09
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 November 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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	PRIORITIZED PROJECT LIST 2009-10	Ranking Total	<i>Status Comments</i>
1	EPA Order / Northern California Riverwatch	47.6	
2	Public Safety Facilities, management & budget oversight	46.8	
3	Housing Element	40	
4	Vegetation Management Plan (SMFPD)	39.8	
5	Emergency Preparedness, next steps	38.8	
6	Fire Consolidation Study, Phase I and Phase II	38.4	
7	ADA Plan - update & implement	37.4	
8	Historic Guidelines Ordinance	37.2	
9	Downtown Parking Plan, includes evaluating parking meter technology, pay for display options and maximize number of spaces in the lots	35.2	
10	Marinship Specific Plan - review and update	34.4	
11	Construction Time Limit Ordinance	32.4	
12	Sausalito Marine Property	32.4	
13	Park Improvement Program - Robin Sweeny Park	30.2	
14	Alternative Funding Program - including grant writing	29.8	
15	Financial Planning, 5 year plan and strategies to stabilize revenues	29	
16	Marinship Inventory	28.4	
17	City Hall Solar Energy Program	27.6	
18	Code Enforcement Ordinance/program	26.8	
19	Path and Stairway Projects, funded	26.6	
20	Revenue Optimizing (ie Antenna Leases)	26.4	
21	Green Building Ordinance	25.2	
22	Employee Benefits, two tier program	24.6	
23	Shoreline Protection & Shoreline Restoration Projects	24.6	
24	Telephone System Upgrade	24.4	
25	Zoning Ordinance Amendment re: Single Family Dwellings in R-2 Districts (10.22.040)	20.2	

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line set May 26, 2009

26	Private Sewer Lateral Program - revisit Point of Sale Ordinance	24.2	
27	Downtown Bicycle Plan; bike parking, signage, safety and enforcement	23.8	
28	City Hall Improvements, Phase II	22.6	
29	Fire Sprinkler Policy	22.2	
30	Economic Development Study	22	
31	Golden Gate Ferry Terminal Project	20.8	
32	Closed Session Reporting Policy	19.8	
33	Bridgeway to Ferry Landing Pedestrian & Bike Improvement Project	18.6	
34	Volunteer Management Program, recruits, manages City volunteers	18.2	
35	Certified Local Government - preparation of an application	17	
36	Shuttle Service, work with Parks Service, Chamber of Commerce and County of Marin to operate shuttle program to reduce traffic impacts in Sausalito during peak season	17	
37	Project Homeless Connect	16.6	
38	Library Facility Space Evaluation Study	15.8	
39	Marin Clean Energy (CCA)	15.8	
40	Second Unit Ordinance	15	
41	Trees and Views Ordinance	14.2	
42	RBRA Mooring Field	13.4	
43	Municipal Code Update	12.6	
44	Municipal Code Amendment re: Planning Commission Actions and Majority Votes	12.2	
45	Public Fishing Pier	10.8	
46	Waterfront and Marinship Steering Committee - Imagine Sausalito	9.4	
47	Heath Way	7.6	