

# **FOLLOW UP LOG**

**Including**

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

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10-2009  
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## PENDING AGENDA ITEMS OCTOBER

Date	Project	Dept	Comments
October	Humboldt Street Right-of-Way		???
	begin review of the municipal code and report results to CC (4/09 ob)		????
	present results of CERT Prog and Citizen Volunteer Program for Disaster	Fire chief/Police	????
	Police & Fire MOU's		????
	Antenna leases		Verizon at CC on 10/20; AT&T in Nov; balance in Jan

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**PENDING AGENDA ITEMS  
NOVEMBER**

	Project	Dept	Comments
10/20/2009	Adoption of Plans, Specifications, and working details and authorization to invite bids for priority I sewer rehabilitation projects	30 min	<b>TO NOVEMBER</b>
	rec to CC next steps following receipt of Citygate report (4/09 ob)		<b>TO NOVEMBER</b>
	Receive and file quarterly financial report ending 9/31/2009		<b>TO NOVEMBER</b>
	Receive and file quarterly treasurer's report ending 9/31/2009		<b>TO NOVEMBER</b>
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		
	Adoption of plans, specs & working details; authorize invite bids for NMTTP Bridgeway-to-Ferry Landing Project	1 hr	<b>TO NOVEMBER 10</b>
<del>10/20/2009</del>	maintenance repainting of old City Hall - award of contract		<b>TO NOVEMBER 10</b>
11/17/2009	Annual Report on Development Impact Fees	City Eng	
<del>10/6/2009</del>	prefunding post employee benefits		at Finance Committee to CC on 11/17/09
11/17/2009	Downtown Holiday Parking		Currently at Finance Committee
November	Bay Cities Refuse Rate Increase		in Finance Committee; to CC 11/17/09
<del>10/6/2009</del>	procurement of certain furniture, fixtures and equipment for the public safety facilities	35 min	<b>HOLD SPECIAL CC MEETING IN NOVEMBER</b>

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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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**PENDING AGENDA ITEMS**  
**No Dates Associated**

Date	Project	Dept	Comments
	Council discussion on meeting protocols	CA - DP	temporarily on hold
	SP from RBRA - Ben Berto		
	Quarterly report on scanning (4/09 Ob)		
	follow up to League of Women Voters request of 7/21/09		<b>CONTINUING RESEARCH</b>
	Second Unit Ordinance		Postponed until 2010
	authorization for a negotiated purchase order for Nevada Street Bus shelter rehab		
	adoption of revisions to Public Works Fees		
	present action for a new phone system (4/09 ob)		

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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. <del>By June 30, 2009</del> 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. <del>By July 1, 2009</del>	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>		X	
<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>	X		In Finance Committee
<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>	X		Presented to Council on 10/6/09

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

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## line set May 26, 2009

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

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