FOLLOW UP LOG

May through November
Including

Future Agenda Items
Strategic Plan Update
Project Ranking List

Item #: 7A2
Meeting Date: 6-10-08
Page No. 1

PENDING AGENDA ITEMS
JUNE

Date	Project	Dept	Comments
6/10/2008	Grand Jury response on Animal Control & Veg Mgmt	City Attorney/Assist to the CM /Fire	moved to 6/24/08 in order to review latest information received for responses
6/10/2008	Bridgeway Ferry Landing NMTPP	Engineering	Need to send funding request
6/10/2008	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
6/10/2008	Second Budget Hearing	Finance	
6/10/2008	General Fund Operating Result as of March 31, 2008	Finance	
6/24/2008	Budget Adoption for FY2008-09	Finance	
6/24/2008	Report to the City Council on suggested improvements to city Hall (4/08 SP)	City Librarian	
6/24/2008	Bicycle Master Plan update (11/07 SP)	Engineer	
6/24/2008	ADA Transition Plan Update (11/07 SP)	Engineer	Engineer to prepare Programs Section

Item #: 7A2
Meeting Date: 6-10-08
Page No. 3

PENDING AGENDA ITEMS
JULY

Date	Project	Dept	Comments
7/1/2008	Present to the City Council ways to increase citizen participation in the "Imagine Sausalito" process. (4/07 SP)	Councilmember Weiner	
7/1/2008	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	
7/1/2008	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	
7/1/2008	Present a firm timeline for filling vacant staff positions (4/08 SP)	City Manager	
7/15/2008	Report on Options for Pursuing & Administering Grants (11/07 SP)	CDD	
7/15/2008	Report to the City Council a schedule of park improvements with dates for starting each one (4/08 SP)	Parks & Rec Director	

Item #: 7A2
Meeting Date: 6-10-08
Page No. 4

PENDING AGENDA ITEMS
JULY

7/15/2008	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 Programm (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
7/15/2008	FY2008-09 Investment Policy	Finance Director	

PENDING AGENDA ITEMS
AUGUST

Date	Project	Dept	Comments
8/5/2008	Award bid on PSF construction	CDD / Swinerton	SPECIAL CITY COUNCIL MEETING

Council in Recess

Item #: 7A2
Meeting Date: 6-10-08
Page No. 6

PENDING AGENDA ITEMS
SEPTEMBER

Date	Project	Dept	Comments
9/2/2008	Second Unit Ordinance (11/07 SP)	CDD	
9/16/2008	5 Year Financial Plan, incl CIP (11/07 SP)	Finance Director	
9/16/2008	Fourth Quarter Treasurer's Report for April – June '08	Finance Director	

Item #: 7A2
Meeting Date: 6-10-08
Page No. 7

PENDING AGENDA ITEMS
OCTOBER

Date	Project	Dept	Comments
10/21/2008	First Quarter Treasurer's Report for July-Sept '08	Finance Director	
10/21/2008	Completion of Ordinance revising regulations of Boards and Commissions	Administrative Services Manager	• Attending meetings of all boards/commissions to review changes collected & to solicit additional suggestions from those groups; Will request City Attorney review of draft Ordinance

Item #: 7A2
Meeting Date: 6-10-08
Page No. 8

PENDING AGENDA ITEMS
NOVEMBER

Date	Project	Dept	Comments
11/18/2008	Receive Art Festival Report (requirement of License Agree)		
11/18/2006	Present to the City Council for direction and Enhancing Customer Service Action Plan (4/08 SP)	Administrative Services Manager	

Item #: 7A2
Meeting Date: 6-10-08
Page No. 9

STRATEGIC PLAN UPDATES

(Not currently set for Council meeting)

Date	Project (from 4/08 Strategic Plan unless otherwise noted)	Who	Comments
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	
6/1/2008	Recommend to the City Manager possible reallocation of staff resources among current vacancies	Management Team	**DONE**
6/1/2008	Convene a meeting between the City and PG&E executives to discuss solutions to the failures in their electrical infrastructure	City Manager	**Presentation scheduled for June 10**
6/24/2008	Temporary Part-time Accountant (11/07 SP)	Finance Director	Review the workload and performance of finance staff
6/24/2008	Implement Springbrook Finance Software Upgrade (11/07 SP)	Finance Director	1. Attended Annual Springbrook Client Conference to receive version 7 update - 2. Start Implementation
6/30/2008	Report to the City Council on proposed dates for implementation of CIP projects in the 2008-10 budget	Engineering	
8/1/2008	Sausalito Steps, Lanes, Paths (11/07 SP)	Engineering	Await County issuance of RFP

Item #: 7a2
Meeting Date: 6-10-08
Page No. 10

STRATEGIC PLAN UPDATES

(Not currently set for Council meeting)

9/1/2008	Fill the Public Works Director position	City Manager	
9/1/2008	Have a Document Management System operational and provide staff training	Assistant to the City Manager	
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)	Administrative Services Manager	• Having regular biweekly meetings of Customer Service Team to discuss elements of customer service and training requirements; •Goal: draft outline of training program by June
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	
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	
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	

STRATEGIC PLAN UPDATES

(Not currently set for Council meeting)

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	
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	

Item #: 7A2
Meeting Date: 6-10-08
Page No. 12

PROJECTS RANKED BY COUNCIL

Project	Ranking	Comments
Public Safety Facilities	33.2	
EPA Order	30.8	
Alta Mira	30	
No California Riverwatch	25.4	
MLK property mgmt	24	
Funded paths & Stairs	23.1	
ADA Plan - update & implement	23	
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	
		(line moved by Council on 5/27/08)
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	
Imagine Saus - Downtown	12.8	
Green bldg ord	12.5	
Imagine Saus - Economic	12	
Castillo Sculpture	12	
Volunteer Management Program	10.8	
Heath Way	10.2	
Light Brown Apple Moth	9.6	
Sausalito Cruising Club compliance	8.6	
SHIP	1.8	