



June 14, 2011

Jeremy Graves, AICP
Community Development Director
City of Sausalito
420 Litho Street
Sausalito, CA 94965
jgraves@ci.sausalito.ca.us
t 415/289-4133
f 415/339-2256

Hi Jeremy:

Please see the progress report below for the MEF project with Sausalito's public-private partnership to look at economic development. Once again, I am unable to join you at the BAC meeting on June 16th, but given where we are in the process, there is not a lot to discuss short of getting the draft done and the survey postcards out in the mail.

Survey Instrument

Thank you for letting me know the City Council approved the budget for the postcard mailing. I know the contract amendment is still in process per our original agreement, but I have ordered the postcards and they are to be delivered to the City offices c/o you (Jeremy Graves). From there, my understanding is as follows:

1. I will order the postcards with the postage attached;
2. The City of Sausalito will print the labels per their database on residential and commercial addresses; and
3. My intern and I will attach the labels (please be sure they are self-adhesive) and mail them once the postcards arrive. I can supervise the mailing directly that way.
4. Please print the labels ASAP so Ryan (my intern) and I can hit the ground running if that is ok.

Please let me know.

Report Draft

Per our discussions and updates, a tentative schedule to complete the contract is listed below.

1. By June 24, a BAC Review Draft will be provided to you to be disbursed to the BAC for comment. The BAC comment period will end on July 11.
2. All BAC comments will flow through you to MEF for integration into the Public Review Draft.
3. The BAC will review the BAC's comments at the July 21 BAC meeting.
4. Once the BAC's comments and the results of the survey are integrated, the Public Review Draft will be released for a 30-day public comment period.

555 Northgate Drive · San Rafael, CA 94903 · 415 479-5710 · www.marineconomicforum.org
Marin Economic Forum, a fiscal sponsorship Project of Center for Volunteer and Nonprofit Leadership



5. At the conclusion of the 30-day public comment period, the City Council will be asked to accept the report, which will end the contract obligation of MEF.

Two questions for BAC per the final draft process:

1. How long should be allowed for submittal of the survey?
2. Does the BAC want to discuss integration of the survey results and implications into the draft document at its meeting on July 21, 2011?

If the answer is no to Question 2, then we need to discuss what MEF will provide the BAC in terms of survey results and conclusions .

Thank you for your discussion and comments.

Sincerely,

A handwritten signature in black ink that reads "Robert Eyler". The signature is fluid and cursive.

Robert Eyler, Ph.D.
Interim CEO
Marin Economic Forum
eyler@marineeconomicforum.org
707-318-0348