



CITY COUNCIL STRATEGIC PRIORITIES IMPLEMENTATION PLAN
as of 2/2/2022

VALUE/PRIORITY AREA: Maintain Quality of Life and Community Character
POLICY VALUE STATEMENT: Better leverage healthy relationships with community members and maintain rural atmosphere in Town

	KEY PROJECTS/INITIATIVES	KEY OUTCOME	MILESTONES FOR 2022	QUARTER OF COMPLETION	LEAD DEPARTMENT	STAFF EFFORT small, med, large	MULTI-YEAR PROJECT?
§	Increase Civic Leadership Capacity	Increase effectiveness of volunteers	Create Internship program Develop Citizen Academy	Q4 Q4	CM / ASD	Med	Yes
§	Conduct Community Events	Increase the social capital of the Town	Host the Volunteer Dinner Put on the Town Picnic	Q3 Q3	P&R	Med	Yes
* §	Update Housing Element	Update Housing Element and comply with State Law	Conduct two (2) Community workshops and draft element for public comment Planning Commission and City Council - Joint Session Housing Element Screencheck CEQA Have discussion with Foothill College regarding RHNA Obtain a legal opinion on ballot initiative and green sheets Planning Commission public hearing	Q2 Q1 Q2 Q3 Q2 Q2 Q3	Planning	Large	Yes
*	Monitor SB 9	Maintain local control over development, where possible	Conduct Study Sessions Planning Commission public hearing on permanent Ordinance - PC making recommendation to the City Council City Council adoption	Q1, Q2 Q3 Q2, Q3	Planning	Large	No
* §	Implement Climate Action Plan	Reduce Carbon Imprint	Complete the battery back-up energy storage system Convert Town Fleet to Green Vehicles Simplify city permitting processes and reduce permit fee for electrification conversions	Q4 Q2 Q3	Building	large	Yes
*	Establish Legacy Giving Ad Hoc Committee	Explore legacy giving program	Establish AdHoc Committee	Q1	Clerk	Small	Yes

LEGEND	
	New Project/Initiative
	Current In-Motion Project/Initiative
*	Legally Mandated/Directed by Council
§	New Budget Resources Required



CITY COUNCIL STRATEGIC PRIORITIES IMPLEMENTATION PLAN
as of 3/31/2022

VALUE/PRIORITY AREA: Promote Public Safety
POLICY VALUE STATEMENT: Maintain the high level of public safety in the Town.

	KEY PROJECTS/INITIATIVES	KEY OUTCOME	MILESTONES FOR 2022	QUARTER OF COMPLETION	LEAD DEPARTMENT	STAFF EFFORT small, med, large	MULTI-YEAR PROJECT?
*	Install Automatic License Plate readers	Decrease residential burglaries	Complete Install of 40 cameras	Q1	CM	Large	No
			Conduct 60 Day review of Cameras	Q2			
* §	Begin Sheriff's Contract Review	Maintain High Level of Public Safety	Analyze Contract Options	Q4	CM	Med	No
			Write new contract	Q4			
* §	Continue Emergency Prep	Enhance preparation for emergency response	Conduct an emergency drill	Q4	CM	Large	Yes
			Conduct FEMA training for staff	Q4			
			Consolidate Committees on public safety	Q4			
			Hire a consultant emergency manager	Q2			
*	Participate in Fire Service Review	Maintain local control of fire services	Participate in county/LAFCO review	Q4	CM	Small	Yes
* §	Update Safety Element	Update Safety Element and Comply with State Law	Draft Safety Element and consultation with Cal Fire; Planning Commission Public Hearing	Q4	Planning, Public Works and Fire	Med	Yes
			Final Safety Element adoption by the City Council	Q4			

LEGEND	
	New Project/Initiative
	Current In-Motion Project/Initiative
*	Legally Mandated/Directed by Council
§	New Budget Resources Required



CITY COUNCIL STRATEGIC PRIORITIES IMPLEMENTATION PLAN
as of 2/2/2022

VALUE/PRIORITY AREA: Increase Effective Service Delivery & Governance
POLICY VALUE STATEMENT: Advance Town operations to better serve the community

	KEY PROJECTS/INITIATIVES	KEY OUTCOME	MILESTONES FOR 2022	QUARTER OF COMPLETION	LEAD DEPARTMENT	STAFF EFFORT small, med, large	MULTI-YEAR PROJECT?
*	Improve Financial Transparency	Enhance financial integrity and transparency	Develop Financial policy	Q3	ASD	Large	No
			Approve FY 22/23 Budget	Q2			
			Conduct FY 22/23 Interim/Audit	Q1 & Q4			
\$	Improve Communication - staff, council, community	Improve communication between council, staff, and the community	Improve City Manager Weekly Update Template	Q1	Clerk/CM	Med	Yes
			Produce Post Council Meeting Review	Q1			
			Assess Town website upgrade	Q3			
* \$	Complete Community Survey	Understand Town priorities for residents	Complete Survey	Q4	P&R / CM / PW	Med	No
\$	Improve Legislative Advocacy	Provide the Town with legislative representation	Identify and Procure legislative policy for the Town and create/maintain grants list	Q2	CM	Med	Yes
* \$	Improve Employee Retention	Recruit good staff members and maintain current staff	Send Employees to Santa Clara County Leadership Prog.	Q4	ASD	Large	Yes
			Adopt Employee Enhancements based on Comp Study	Q1			
			Update employee handbook	Q3			
\$	Promote Emerging Technologies	Approve efficiency of administrative procedures through the use of technology	Create an esignature Policy	Q3	ASD / PW	Med	Yes
			Secure a new IT services model	Q3			
			Update Technology in Conference Rooms	Q2			
			Adopt an IT retention policy	Q3			
			Prepare IT Master Plan	Q3			
*	Improve Contract Management	Ensure all Town contracts are up to date and be aware of any that may be expiring soon	Conduct GreenWaste Negotiations	Q1	CM / PW	Med	No
			Award contract for sewer service maintenance (west Bay)	Q2			
			Review Westwind barn Agreement	Q3			
\$	Increase Effective Use of Committees	Improve Services for the Community	Standardize meeting & Create Committee Norms	Q2	Clerk	Med	Yes
			Hold an annual Committee Roundtable	Q3			
			Hold an annual City Council meeting with Committees	Q1			
* \$	Relocate Non-Digital Records for Safety/Security	Improve the safe keeping of Town historical documents	Move non-digital historical documents into safe storage	Q4	Clerk	Med	Yes

LEGEND	
	New Project/Initiative
	Current In-Motion Project/Initiative
*	Legally Mandated/Directed by Council
\$	New Budget Resources Required



CITY COUNCIL STRATEGIC PRIORITIES IMPLEMENTATION PLAN
as of 2/2/2022

VALUE/PRIORITY AREA: Protect & Maintain Infrastructure
POLICY VALUE STATEMENT: Maintain and expand Town assets through new technology and processes

	KEY PROJECTS/INITIATIVES	KEY OUTCOME	MILESTONES FOR 2022	QUARTER OF COMPLETION	LEAD DEPARTMENT	STAFF EFFORT small, med, large	MULTI-YEAR PROJECT?
* \$	Consider Improvements to Town Facilities	Improve Services to Community	Reorganize workspace	Q2	CM / PW / P&R	Med	Yes
			Upgrade Corp Yard Facilities	Q4			
			Establish a Town Hall Committee to evaluate 10 year plan on facilities needs, staffing and Parks and Recreation programs and space	Q2			
* \$	Continue work on Undergrounding Utilities	Power resiliency	Progress the 20A project (icebreaker)		PW	Large	Yes
			Provide undergrounding study	Q4			
* \$	Formalize 10 Pathway Segments	Increase the Pathways in Town	Monitor / Report on progress and hire contractors needed	Q4	PW	Large	Yes
*	Review & Update Sewer Fees	Maintain sewer system for the Town	Conduct a sewer rate study	Q4	PW	Med	No

LEGEND	
	New Project/Initiative
	Current In-Motion Project/Initiative
*	Legally Mandated/Directed by Council
\$	New Budget Resources Required