

| City Clerk | | | | | | | |
|-----------------|------------|--|--|--|-----------------|-----------------------|-----------------------|
| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | MILESTONES FOR 2026-27 | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
| \$40,000 | | 2026 Election | 2 Elected Council Members (new) | Establish Ballot for Upcoming Election | City Clerk | | City Clerk-30 |
| \$45,000 | | 2026 Volunteer Dinner | Successful Dinner | Host Successful event | City Clerk | | City Clerk-30 |
| \$45,000 | | 2027 Voluntter Dinner | Successful Dinner | Host Successful event | City Clerk | | City Clerk-30 |
| \$15,000 | | Edisclosure Software exchange | Streamlined collection of Ethics and SH training | Implement new software | City Clerk | | City Clerk-30 |
| \$60,000 | | Safe Storage of records at the Corp Yard | Better retention and more accesible files | Onboard and bring proposal to council | City Clerk | | City Clerk-40 |
| \$10,000 | X | Update PRA Software | Faster PRA response time | Find and implement new software | City Clerk | | City Clerk-30 |

BEYOND CAPACITY

| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
|---|------------|--------------------------|-------------|--------------------------|-----------------------|-----------------------|
| Core Day-Day Operations (Running list) | | | | | | |
| TASK NAME | | | | STAFF INVOLVEMENT | | |
| Respond to Committee Emails | | | | City Clerk | | |
| Build Agendas for City Council | | | | City Clerk | | |
| Draft Minutes for Consideration | | | | City Clerk | | |
| Publish Notices for Meetings | | | | City Clerk | | |
| Update Municode | | | | City Clerk | | |
| Notary Requests | | | | City Clerk | | |
| PRAs | | | | City Clerk | | |
| Reconcile Credit Card Logs | | | | City Clerk | | |
| Add Records to Laserfiche | | | | City Clerk | | |
| Update Town Calendar with Meetings | | | | City Clerk | | |

| LEGEND | |
|--------|---|
| | In Progress/Carry-Over From Previous Workplan |
| | Listed By Committee as a Goal/Project |
| | New Projects |
| | Deferred to Committee |
| | Added During February 4th Goal Setting Workshop |

| CMO | | | | | | | |
|-----------------|------------|--|---|--|-----------------|-----------------------|---------------------------------|
| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | MILESTONES FOR 2026-27 | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
| \$49,000 | X | Our Town Publication | Phase out the Quarterly and Increase Our Town to four issues a year | Finalize RFP for new editor/designer for Our Town | CMO | | CMO- 10hrs City Clerk- 10hrs |
| | | | | Enter into contract with new editor/deisgner for Our Town, ongoing review of publication | | | CMO- 30hrs City Clerk- 30hrs |
| \$5,200,000 | X | Renegotiate New Contract with SCC Sheriff's Department | Engage in a new contract with the Sheriff's Office | Establish Ad Hoc Committee and have Ad Hoc Committee report to City Council progress on negotiations | CMO | | CMO- 50hrs |
| | | | | Continue Discussion with City Council on key issues | | | CMO- 50hrs |
| | | | | Engage in new Contract with Sheriff's Office | | | CMO- 30hrs |
| | | Emergency Preparedness | Keep the Town Safe and prepared for emergencies with a full-time emergency manager position | Ensure that their is continuity within the Emergency Management position | CMO | EPRC | CMO- 80hrs |
| ~\$40K | X | Town Hall Facility Security Camera Upgrade | Bring Town facility security systems under one platform | Continue review and discussion with the Tech Committee on which vendor to move forward with | CMO | Tech Committee | Completed |
| | | | | Present item to City Council | | | Completed |
| | | | | Town Hall installation | | | CMO- 8hrs |
| | | | | Corpyard Insatallation | | | CMO- 8hrs |
| | | | | Weswind Barn Installation | | | CMO- 8hrs |
| | | | | Access Panel Upgrades | | | CMO- 8hrs |
| | X | Re-evaluate ALPR System | Discuss possibility of removing Flock Cameras | | GMO | Tech Committee | GMO-30hrs |
| \$60K | | Fire Service Review | Maximize taxpayer dollar for fire and emergency response services | Pending- Complete Service Review | GMO | EPRC | GMO-50hrs GDD-50hrs |
| \$60K | | Emergency Communication items from the EPRC (Sound Study, ALERT SCC) | Improve the Town's emergency response framework | Engage with a vendor | CMO | EPRC | CMO- 40hrs |
| \$10K | X | Check-in on cultural reset items-stay interviews + new round | Maintain recruitment and retention efforts | Complete 2026 round and implement any suggestions | CMO | | CMO- 20hrs |
| | X | Green Sheets | Gain Council consensus on how to codify document | City Council discussion at CC meeting | CMO | | CMO- 60hrs |

| BEYOND CAPACITY | | | | | | | |
|-----------------|------------|--------------------------|--|------------------------|-----------------|-----------------------|-----------------------|
| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | MILESTONES FOR 2026-27 | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
| | | AI Workshop | Identify possible areas of AI implementation within the organization to help in staff's day-to-day workload and projects | | CMO | | CMO- 20hrs |

| Core Day-Day Operations (Running list) | | | | | | | |
|---|--|--|--|--------------------|--|--|--|
| TASK NAME | | | | STAFF INVOLVEMENT | | | |
| Emergency Preparedness/Keeping the Town Prepared for emergencies | | | | City Manager | | | |
| Continue Employee Enhancement &Retention Program + Onboarding New Employees | | | | City Manager | | | |
| Work on the Weekly Invoices | | | | Management Analyst | | | |
| Grant Management | | | | Management Analyst | | | |
| Speed Feedback Sign Data Analysis | | | | Management Analyst | | | |
| Ai Chatbot Session Analysis | | | | Management Analyst | | | |
| Wesbite Updates (Events, Archive Center, Dept Updates, Staff Directory, Project Workplan Tracker, Alerts, Homepage, Document Uploads, New Webpage Buildout) | | | | Management Analyst | | | |
| Updating Digital Billboard | | | | Management Analyst | | | |
| KMVT Scheduling for Town Meetings | | | | Management Analyst | | | |
| Eaton and IT support Assignments | | | | Management Analyst | | | |
| Miscellaneous Cross Dept Tasks (ex. Picking up orders, going to the County Recorders Office) | | | | Management Analyst | | | |

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| | New Projects |
| | Deferred to Committee |
| | Added During February 4th Goal Setting Workshop |

| CDD | | | | | | | |
|---------------------|--------------|---|--|--|-----------------|-----------------------|----------------------------------|
| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | MILESTONES FOR 2026-27 | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
| \$30,000 | X | CDD Listening Response Session | Prepare and publish updated informational handouts, checklists, workflow charts, and staff schedules | Have current information on the site development process and key requirements of the municipal code | CDD | None | CDD - 120hrs |
| \$20,000 | | | Expired Permit Management | Conduct an assessment of expired Town permits | CDD | None | CDD - 80hrs |
| \$15,000 | | | Conduct a satisfaction survey of planning/development services in the past three years | Complete a digital survey | CDD | None | CDD - 50hrs |
| No Cost | | | Updated ADU Permit streamlining processes | Audit and updated of the Town's ADU in formational handouts, appointment scheduling, and website resources | CDD | PC | CDD - 80hrs |
| \$26,000 | | TRAKit & eTRAKit upgrades | TRAKit & eTRAKit upgrades | Increased tracking and efficiency | CDD | None | CDD - 80hrs |
| \$1,000,000 | X | Complete Permit Fee Assessment and Issue Reimbursements | Complete an assessment of outstanding reimbursements to residents for overcharged services | Issue reimbursements | CDD | FIC | CDD - 240hrs Finance - 120hrs |
| \$60,000 | X | Complete Safety Element | Have a completed GP element | Creation of draft document | CDD | EPRC | CDD - 240hrs |
| \$40,000 | X | Department of Forestry Community Wildfire Risk Reduction List | Maintain compliance with California State fire policy and focus on reducing wildfire risks by modifying the immediate surroundings of a property ignition from embers and radiant heat | Code Amendment | CDD | EPRC | CDD - 160hrs |
| \$17,000 | X | Green House Gas Inventory | Conduct Inventory Review to track GHG Emissions | Partner with EIC and CSG for completion of GHG Inventory | CDD | EIG | CDD - 120hrs |
| \$30,000 | | | Objective Design Standards | Establishment of methodology; creation of draft document | CDD | PC, EDPC | CDD - 80hrs |
| CIP | | | Zoning Ordinance (Multi-Family) (CIP) | Creation of draft document | CDD | PC, EDPC | CDD - 80hrs |
| \$30,000 | | | Inclusionary Housing / Feasibility | Identify relevant example policies; craft draft policy | CDD | PC, EDPC | CDD - 80hrs |
| \$12,000 | | | ADU Ordinance Update | Creation of draft document | CDD | PC, EDPC | CDD - 120hrs |
| \$7,500 | | | Density Bonus Ordinance and Incentives for ELLs | Identify relevant example policies; craft draft policy | CDD | PC, EDPC | CDD - 50hrs |
| \$7,500 | | | (A-4) By-right Approval Ordinance | Creation of draft document | CDD | PC, EDPC | CDD - 120hrs |
| \$4,500 | | | SB 35 and SB 330 Application Streaming Procedure | Identify relevant example policies; craft draft policy | CDD | PC, EDPC | CDD - 80hrs |
| \$1,500 | | | No Net Loss Monitoring | Identification of project and permit tools to assess activity against existing inventory | CDD | PC, EDPC | CDD - 5hrs |
| \$4,500 | | | Pre-approved ADU Plans | Develop standards for pre-approval of ADUs | CDD | PC, EDPC | CDD - 80hrs |
| \$7,500 | | | Education, Outreach, and Information Exchange for housing resources | Establish scope/parameters for each task; identify relevant examples; prepare outline to execute programs | CDD | PC, EDPC | CDD - 120hrs |
| \$6,000 | | | A-1 Prepare report for Mid-Cycle review of Housing Element implementation | Report for HCD on program status with letters of intent from developers | CDD | PC, EDPC | CDD - 160hrs |
| \$900 | | | A-3 Annual report and review of surplus lands | Report to include with APR | CDD | PC, EDPC | CDD - 25hrs |

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| CIP |
| \$4,500 |
| \$100,000 |
| \$1,500 |
| No Cost |
| \$7,500 |
| No Cost |
| No Cost |
| \$600 |
| No Cost |
| No Cost |
| No Cost |

X

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|---------------------------------|---|---|-----|-------------------------|---|
| Housing Element Programs | A-5 Minimum Zoning Density | Ensure Zoning Code complies with a establish minimum densities to ensure that parcels are able to be developed at appropriate densities for lower-income | CDD | PC, EDPC | CDD - 80hrs |
| | A-11 Continued outreach to large site owners | Maintain list of prospective RHNA backup sites for remainder of 6th and 7th cycle | CDD | PC, EDPC | CDD - 50hrs |
| | A-12 Conversion to Duplex or Triplex | Rezoning for conversion of Duplexes or Triplexes | CDD | PC, EDPC, OSC, Pathways | CDD - 320hrs |
| | B-1 Permit Streamlining | Establish and implement expedited permit processing for affordable housing projects, including projects that qualify for density bonuses (in compliance with SB 35 and SB 330). Advertise the expedited permit process on the Town's website and circulate a notice with the Building Industry Association and Chamber of Commerce. | CDD | PC, EDPC | CDD - 80hrs |
| | B-3 Density Bonus Updates | Amend the Zoning Ordinance to update density bonus regulations to meet updated state requirements | CDD | PC, EDPC | CDD - 80hrs |
| | B-4 Development of User guides for multifamily objective design standards | Updated MF ODS webpage and user guides | CDD | PC, EDPC | CDD - 40hrs |
| | B-6 ADU Ordinance Update to Meet State Law | Annual review of current ADU policy and amendments to remain in compliance with state law | CDD | PC, EDPC | CDD - 80hrs |
| | B-7 Public Fees | Town will compile all development standards, plans, fees, and nexus studies in an easily accessible online location. The Town will update its zoning and general plan maps to provide a high quality, parcel-specific reference | CDD | PC, EDPC | CDD - 80hrs Public Works - 60hrs Finance - 40hrs |
| | B-8 Development of long-range sewer plan to accommodate for multifamily opportunity sites | Publish final schedule and user guide | CDD | PC, EDPC | CDD - 80hrs Public Works - 80hrs |
| | B-10 SB 9 Ordinance Amendments | Annual review of current SB 9 policy and amendments to remain in compliance with state law | CDD | PC | CDD - 80hrs |
| | B-13 Finalize Fee Nexus study publish final schedule and user guide | Publish final schedule and user guide | CDD | PC, EDPC | CDD - 80hrs Finance - 80hrs Public Works - 300hrs |
| | C-1 At risk housing preservation | Inclusion of reporting in the APR | CDD | PC, EDPC | CDD - 10hrs |

| \$1,500 | | | F-2 Housing Mobility | In coordination with programs A-1, A-3, and A-6, allow multi-family residential opportunities in the Town. Additionally, in coordination with programs G-1 and G-3, maintain an education program to inform tenants of the 2019 Tenant Protection Act and provide information on the Town webpage | CDD | PC, EDPC | CDD - 10hrs |
|------------------------|------------|---|--|---|-----------------|-----------------------|-----------------------------------|
| \$15,000 | | | F-5 Transit improvements with Plan Bay Area | Engage in Planning Collaborative and VTA working groups for multifamily housing transit connection | CDD | PC, EDPC | CDD - 80hrs Public Works - TBD |
| \$15,000 | | | Legislative updates | Provide bi-annual reports on recent legislation to the Planning Commission | CDD | PC, EDPC | CDD - 80hrs |
| \$30,000 | | | Housing mobility and working group participation to support a variety of ongoing and previously implemented Housing Element programs | Continue regular engagement with the Santa Clara County Planning Collaborative, County Office of Supportive Housing, VTA, and Santa Clara County Association of Planning Officials | CDD | PC, EDPC | CDD - 120hrs |
| No Cost | | Municipal Code Updates: In Alignment with California State Law | Muni Code Update - Firescape | Update code | CDD | None | CDD - 240hrs |
| No Cost | | | Muni Code Update - Landscape (Guide 2.1) | Update code | CDD | None | CDD - 240hrs |
| No Cost | | | Muni Code Update - Ridgelines/Hilltops | Update code | CDD | None | CDD - 240hrs |
| No Cost | | Prepare the HCD Annual Progress Report | Complete HCD Annual Report | Complete HCD Annual Report | CDD | None | CDD - 240hrs |
| No Cost | | Prepare the LCI General Plan Annual Progress Report | Prepare LCI General Plan Annual Report | Prepare LCI General Plan Annual Report | CDD | None | CDD - 240hrs |
| \$15K | X | Inspection scheduling system | Improve inspection scheduling system | Software to improve UI and accessibility for applicants | CDD | None | CDD - 50hrs |
| \$15K | X | Improve deposit management for current projects | Track deposit accounts for building, planning and public works and improve efficiency of deposit returns | Improve backend management for staff to process deposits on a regular cadence | CDD | FIC | CDD - 100hrs |
| \$15K | X | Heat pump rebates/Whole Home assessment/administration | Promote the use of heat pumps (~10 rebates a year) | Continue to provide funding for electrification of heat pumps in Town | CDD | EIC | CDD - 50hrs |
| BEYOND CAPACITY | | | | | | | |
| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
| No Cost | | Grant Reimbursements | Submit reimbursements for grant money that the Town has available | | CDD | None | CDD - 25hrs |
| \$15K | X | AI plan review tools and user guides | Write and administer AI tools SOPs | | CDD | Technology | CDD - 50hrs |
| No Cost | | Assess inter-agency processes | Improve inter-agency cooperation with partners | | CDD | None | CDD - 50hrs |
| No Cost | | Administer bi-annual assessment of planning feedback surveys | Send and review bi-annual planning feedback surveys | | CDD | None | CDD - 25hrs |
| \$15K | | Prepare and publish eTRAKiT user guides | Prepare and publish eTRAKiT user guides | | CDD | None | CDD - 50hrs |
| \$40K | | GIS Updates (Civ Check from Camino) | Increased accuracy and efficiency from planning staff; satisfaction of HCD Requirements | | CDD | Pathways, PC | CDD - 80hrs |
| No Cost | | Update Municipal Code in alignment with California State law | Muni Code Update - Views | | CDD | EDPC | CDD - 240hrs |
| No Cost | | | Muni Code Update - Historic Preservation | | CDD | History | CDD - 240hrs |
| No Cost | | | Muni Code Update - Lightwells | | CDD | EDPC | CDD - 240hrs |
| No Cost | | | Muni Code Update - Fences | | CDD | PC, EDPC, Open Space | CDD - 240hrs |
| No Cost | | | Muni Code Update - Parking | | CDD | PC | CDD - 240hrs |
| No Cost | | | Muni Code Update - Creeks/Swales | | CDD | PC | CDD - 240hrs |
| No Cost | | | | | | | |

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|--|--|---|------------------------|--------------------------|----|--------------|
| No Cost | | PGE Transformer "one year above ground" variance policy | PGE Transformer Policy | CDD | PC | CDD - 240hrs |
| No Cost | | Density Solutions | Density solutions | CDD | PC | CDD - 240hrs |
| Core Day-Day Operations (Running list) | | | | | | |
| TASK NAME | | | | STAFF INVOLVEMENT | | |
| Staff counter appointments and inquiries with residents | | | | CDD | | |
| Process, review, and issue all planning permits ~500 permits/yr | | | | CDD | | |
| Process, review, and issue all building permits ~600-800 permits | | | | CDD | | |
| Complete site visits for all major (public hearing) planning projects and all ADU projects ~100/yr | | | | CDD | | |
| Manage all agendas, reports, organization and scheduling public noticing for planning commission meetings ~16/yr | | | | CDD | | |
| Manage all Fast Track and Site Development agendas, reports, organization and scheduling public noticing ~30/yr | | | | CDD | | |
| Manage special informational meeting agendas, reports, organization and scheduling public noticing ~5/yr | | | | CDD | | |
| Facilitate property records requests | | | | CDD | | |
| General public facing administration | | | | CDD | | |
| Manage scheduling and completion of building inspections | | | | CDD | | |
| Code Enforcement (Historic preservation process update, leaf blower regulation implementation) | | | | CDD | | |
| Attend regular committee meetings for planning and building related functions | | | | CDD | | |
| Manage and prepare reports and public hearings for City Council meetings | | | | CDD | | |
| Building and planning records administration | | | | CDD | | |
| Training, Certification Maintenance, and Regional Collaboration | | | | CDD | | |

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| Finance | | | | | | | |
|--|------------|--|---|---|-----------------------|--|---|
| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | MILESTONES FOR 2026-27 | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
| | | Internal Purchasing Policy | Internal purchasing policy for goods, services, and public works projects | Council approval of internal purchasing policy | Finance | FIC | Finance - 96 hours |
| \$20K | X | New Building Permit Fee Schedule | Update the Town's Building Fee Schedule in line with the new COS Study | Solicit consultant support, execute contract to prepare draft Fee Schedule Update Fee Schedule and present to FIC and City Council | Finance, CDD | FIC | Finance - 40 hours CDD - 40 hours Finance - 120 hours CDD - 120 hours |
| \$20K | | Cost for Service Study | Complete a Cost of Service Study which is the basis to evaluate new fees | Solicit consultant support, execute contract to prepare Study Complete Cost of Service Study and Cost Allocation Plan Present final Cost of Service Study to FIC and City Council | Finance, CDD | FIC | Finance - 0 hours (complete) CDD - 0hrs (complete) Finance - 0 hours (complete) CDD - 0hrs (complete) Finance - 0 hours (complete) CDD - 0hrs (complete) |
| | X | Five-Year Financial Forecast | Prepare long-term fiscal projection for budget planning | Complete five-year financial forecast and present to FIC and City Council during budget presentations | Finance | FIC | Finance - 240 hours |
| | X | Finance Standard Operating Procedures | Complete SOPs for common Finance functions | Complete SOPs | Finance | FIC | Finance - 120 hours |
| \$20K | | Maximize functions of financial systems | Use and streamline functions of financial systems (Budget, Project Accounting, Purchasing, AP, Fixed Assets, Bank Reconciliation, ACFR) | Budget Payroll Accounts Payable Purchasing Bank and Cash Reconciliation ACFR | Finance | FIC | Completed Completed Completed Finance - 40 hours Finance - 80 hours Finance - 120 hours |
| | X | Financial Policies | Create Financial Policy for uncollectible Accounts Receivables, stale dated checks or escheatment process, and Purchasing Policy | Uncollectible Accounts Receivables Stale dated checks or escheatment process | Finance | FIC | Finance - 80 hours Finance - 80 hours |
| BEYOND CAPACITY | | | | | | | |
| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS | |
| \$30K | X | Complete and Implement Impact Fee Study for New Impact Fees | Complete an assessment of current impact fees as the basis to assess whether new or revised fees are warranted. Current impact fees include park, pathway, and drainage fees. | Finance | FIC | Finance - 120 hours CDD - 120 hours | |
| | | Maximize functions of financial systems | Use and streamline functions of financial systems (Fixed Assets, Project Accounting) | Finance | FIC | | |
| Core Day-Day Operations (Running list) | | | | | | | |
| TASK NAME | | | | STAFF INVOLVEMENT | | | |
| Accounts Payable Intake and Invoice Routing | | | | Accounting Technician | | | |
| Accounts Payable Processing | | | | | | | |
| AP Inquiry Response and Vendor Communication | | | | | | | |
| Check Run Documentation Assembly and Automation | | | | | | | |
| Invoice Matching and Coding | | | | | | | |
| Vendor Compliance Documentation | | | | | | | |
| Prep vendor form request for Senor Accountant to review and setup in Tyler | | | | | | | |
| 1099 preparation and mail before due date | | | | | | | |
| Unclaimed property research & reissued | | | | | | | |
| Assist with external audit | | | | | | | |
| Assist and prepare the out of state sales tax payment | | | | | | | |
| Monthly credit card recording | | | | | | | |
| Provided PRA report as requested | | | | | | | |
| Year-End Closing Entries AP Adjustments | | | | | | | |
| Assist with internal AP Automation inquiries and filing | | | | | | | |
| Cash Flow and Investment Monitoring | | | | | | | |
| Internal Control Monitoring | | | | | | | |
| Investment Reporting | | | | | | | |

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| Long-Term Financial Planning and Forecasting | Finance Director |
| Property Tax Monitoring | |
| Revenue Tracking and Variance Review | |
| Risk Management and Insurance Administration | |
| Strategic Planning and Council Goals Support | |
| Technology System Administration | |
| Financial Systems Modernization and Process Improvement Initiatives | |
| Annual Budget Preparation | |
| Budget Monitoring and Adjustments | |
| Classification and Compensation Analysis | |
| Cost Allocation Plan Development | Finance Director, Management Analyst |
| Council Agenda Item Preparation | |
| Finance and Investment Committee Meeting Support | |
| Finance Weekly Update Preparation | |
| Financial Policy and Procedure Updates | |
| HR Policy and Procedure Updates | |
| Monthly Treasurer's and Disbursements Reports | |
| Procurement Compliance and Oversight | |
| User Fee Study Support | |
| Annual ACFR Preparation | |
| Audit Preparation (Interim and Year-End) | Finance Director, Senior Accountant |
| Bank Reconciliation | |
| Background Check Coordination and Compliance | Management Analyst |
| Candidate Screening and Interview Scheduling | |
| Capital Project Budget and Expenditure Tracking | |
| Contract Review and Tracking | |
| Developer Deposit Tracking | |
| Employee Onboarding and Training Documentation | |
| Grants and Restricted Funds Monitoring | |
| HR Analytics and Workforce Reporting | |
| Job Description Development and Updates | |
| Purchase Order Review and Release | |
| Recruitment Coordination and Job Posting Management | Senior Accountant |
| State Controller's and Regulatory Financial Reports | |
| Unclaimed Property Tracking | |
| Accounts Payable Payment Batch Processing | |
| Accounts Receivable Billing | |
| Benefit Enrollment and Status Change Processing | |
| Cash Receipts Posting and Daily Deposits | |
| Employee Benefits Reconciliation | |
| Employee Records Maintenance and Compliance | |
| Fixed Asset and Capital Asset Accounting | |
| Grant Billing and Drawdowns | |
| Journal Entry Preparation | |
| Payroll Journal Entry Posting | |
| Payroll Processing Review | |
| PERS Reporting and Payments | |
| Quarterly and Annual Payroll Filings | |
| Year-End Closing Entries and Adjustments | |

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| Parks and Rec | | | | | | | | | |
|--|------------|---|--|---|--|--------------------|--------------------------|--|---------------|
| MANDATED/BUDGET | CC Project | KEY PROJECTS/INITIATIVES | KEY OUTCOME | MILESTONES FOR 2026-27 | QUARTER OF COMPLETION | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS | Tier (1 or 2) |
| | | Community Building through Town-wide Events and Activities | Host Community Events throughout the year | High-quality, well-attended community events that foster resident engagement and connection. | Ongoing | CS | PRCEC | Community Services- 95 | 1 |
| | | | Continue to produce the Activity Guide 2x a year | Reliable, biannual communication of Town programs and services to support participation and community engagement. | Ongoing | CS | | Community Services- 20 hrs | 1 |
| | | Renew Los Altos/Los Altos Hills Little League Contract | Clear terms outlining use, maintenance responsibilities, and cost-sharing | A renewed agreement that clearly defines field use, maintenance responsibilities, and cost-sharing. | Q2 2026 | CS | FIC, Open Space, PRCEC | Community Services- 6hrs CMO- 10hrs | 1 |
| | | Renew Victoria Dye Equestrian Concession Agreement | A revised agreement reflecting operational needs, community input, and long-term barn sustainability | A renewed agreement that clearly defines maintenance responsibilities, cost-sharing, and supports continued equestrian programming. | Q2 2026 | CS | FIC, Open Space, PRCEC | Community Services- 6hrs CMO- 10hrs | 1 |
| | | | Ongoing, reliable operation of equestrian programs and services at Westwind Community Barn | A renewed agreement that clearly defines maintenance responsibilities, cost-sharing, and supports continued equestrian programming. | Q2 2026 | CS | FIC, Open Space, PRCEC | Community Services-10hrs CMO- 10hrs | 1 |
| | | Develop a comprehensive Bench Donation Policy | Create clear, consistent guidelines for bench placement, design standards, fees, and maintenance | A comprehensive bench donation policy that clearly defines placement, design standards, fees, and maintenance responsibilities to support community benefit | Q3 2026 | CS | FIC, Open Space, PRCEC | Community Services- 10 hrs | 2 |
| | | Establish senior-focused programs and activities at Heritage House that support engagement, learning, and social connection. | Launch new senior programs aligned with interests and community needs | Develop program schedule and secure instructors/volunteers | Q3 2026 (Depends on Heritage House Remodel Completion) | CS | PRCEC, History Committee | Community Services- 8 hrs Engineering- 8 hrs | 1 |
| | | | Regular participation from senior residents and measurable engagement outcomes | Pilot at least one senior program or activity at Heritage House | Q3 2026 (Depends on Heritage House Remodel Completion) | CS | PRCEC, History Committee | Community Services- 20 hrs Engineering- | 1 |
| | | | Enhanced use of Heritage House as a recreational and community resource for older adults | Evaluate engagement, participation trends, and program effectiveness | Q3 2026 (Depends on Heritage House Remodel Completion) | CS | PRCEC, History Committee | Community Services- 10 hrs Engineering- 10 hrs | 1 |
| BEYOND CAPACITY | | | | | | | | | |
| MANDATED/BUDGET | CC Project | KEY PROJECTS/INITIATIVES | KEY OUTCOME | | | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS | |
| | | Assess the potential addition of pickleball courts at Purissima Park to support expanded recreational amenities, including evaluation of site feasibility, design alternatives, and capital impacts | Completion of a feasibility study evaluating location, design options, and estimated costs | | | CS | PRCEC, FIC | Community Services- 40 hrs | |
| | | | Recommendation to Council on whether and how to proceed with concept development or capital planning | | | CS | PREC | Community Services- 10 hrs | |
| Core Day-Day Operations (Running list) | | | | | | | | | |
| TASK NAME | | | | | | STAFF INVOLVEMENT | | | |
| Coordinate, manage, and implement Town events, programs, and community activities | | | | | | Community Services | | | |
| Oversee vendor coordination, contract management, procurement, and invoicing | | | | | | Community Services | | | |
| Recruit, schedule, and oversee volunteers and Youth Commission members | | | | | | Community Services | | | |
| Develop, schedule, and support recreation programming and community services | | | | | | Community Services | | | |
| Prepare staff reports, agreements, resolutions, and supporting documentation | | | | | | Community Services | | | |
| Serve as staff liaison to Town committees: Senior Commission, Youth Commission, Parks, Recreation & Community Events Committee | | | | | | Community Services | | | |
| Coordinate with internal departments including Public Works, Finance, and the City Manager's Office | | | | | | Community Services | | | |
| Manage partnerships and contracts such as Little League and Westwind/VDE | | | | | | Community Services | | | |

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|---|--------------------|
| Draft and distribute community communications, outreach materials, and marketing content | Community Services |
| Respond to resident inquiries and service requests | Community Services |
| Track program budgets, expenses, cost recovery, and revenue | Community Services |
| Develop and update policies and procedures related to community services | Community Services |
| Oversee facility operations, scheduling, and logistics for community spaces | Community Services |
| Support Town-wide initiatives and interdepartmental projects as needed | Community Services |
| Manage all camp registrations, program registrations, and class enrollment through CivicRec/Rec1 | Community Services |
| Coordinate instructor contracts, class scheduling, and program logistics | Community Services |
| Oversee waitlists, refunds, transfers, and registration-related financial reconciliation | Community Services |
| Maintain accurate program rosters and communicate updates to instructors and partners | Community Services |
| Track enrollment trends and adjust programming based on participation | Community Services |
| Coordinate with Sheriff's Office, Fire District, and other safety partners for event logistics and public safety planning | Community Services |
| Prepare Youth Commission agendas and materials, and take meeting minutes for PRCEC | Community Services |
| Collaborate with schools, nonprofits, and regional partners on joint programming and community initiatives | Community Services |

| LEGEND | |
|--------|---|
| | In Progress/Carry-Over From Previous Workplan |
| | Listed By Committee as a Goal/Project New Projects |
| | Deferred to Committee |
| | Added During February 4th Goal Setting Workshop |

| Public Works | | | | | | | |
|---|------------|--|--|---|---------------------------------------|-------------------------------------|---|
| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | MILESTONES FOR 2026-27 | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
| CIP Budget Approved | | Annual Pavement Rehabilitation and Drainage Improvement | FY 2026 Pavement Rehab and Drainage Improvement Project | Design | Public Works- Engineering | | 125 |
| | | | | Construction | | | 340 |
| | | | FY 2027 Pavement Rehab and Drainage Improvement Project | Evaluate and secure potential grants | | | 80 |
| | | | | Design | | | 230 |
| | | | | Construction | | | 410 |
| CIP Budget Approved | | Road Safety and Traffic Calming | Implement traffic and calming safety measures | Signage and striping improvements at seven (7) street curve sections | Public Works- Engineering | | 70 |
| | | | | Implement other traffic calming and safety measures | | | 440 |
| \$225k (80% grant funded) | | Local Roads (Traffic) Safety Plan (LRSP) | Traffic (Local Roads) Safety Plan | Hire a Traffic Consultant for Traffic Safety Plan | Public Works- Engineering | | 80 |
| | | | | Finalize local roads (traffic) safety plan | | | 230 |
| \$200k (80% grant funded) | | Townwide Guardrail Upgrade | Townwide Guardrail Upgrade (pending approval of HSIP federal grant) | Grant Application | Public Works- Engineering | | 90 |
| | | | | Final Design | | | 120 |
| | | | | Construction | | | 70 |
| CIP Budget Approved | | Replacement of Road Signage Across the Town | Meet State's reflective code requirements | Sign replacement | Public Works- Engineering | | 130 |
| CIP Budget Approved | | Measure B Bike/Ped Education & Encouragement (E&E) Program | Programs to encourage and educate alternative modes of transportation | E&E Program 2026 | Public Works- Engineering | | 40 |
| | | | | E&E Program 2027 | | | 75 |
| CIP Budget Approved | | Los Altos Hills Community Fiber Installation | Install Los Altos Hills Community Fiber infrastructure near Town Hall on Fremont Road, Stonebrook/Prospect/La Loma, and Stonebrook to ARK. | Remaining work at the Fremont Road and Stonebrook/Prospect/La Loma segments; and final connection to ARK building | Public Works- Engineering | Tech Committee | 50 |
| TBD | X | Undergrounding Utilities - Rule 20A (Phase 2) | Utility Undergrounding with remaining Rule 20A (Phase 2) | Scoping for Phase 2 Rule 20A Project | Public Works- Engineering | Utility Undergrounding Subcommittee | 200 |
| | | | | Preliminary Design | | | 100 |
| CIP Budget Approved | | Parks & Rec Center Renovation | Replace with new pre-fabricated building | Hire a design team | Public Works- Engineering | | 120 |
| | | | | Concept Design for pre-fab building and site CUP Planning Process | | | 180 |
| | | | | Select general contractor/prefab vendor | | | 170 |
| | | | | Construction | | | 390 |
| | | | | | | | 300 |
| CIP Budget Approved; \$20k | | Corporation Yard Improvements | Corporation Yard Improvements | Removal of propane tank and additional storage bin | Public Works- Maintenance/Engineering | | 25 |
| CIP Budget Approved; \$20k | | | | Second Automatic Gate | | | 60 |
| CIP Budget Approved; \$20k | | | | Yard Pavement Overcoat | | | 120 |
| \$100k | | | | EV Chargers | | | 140 |
| \$200k | | | | Backup Power- solar with battery | | | 100 |
| CIP Budget Approved | | Westwind Community Barn Improvements | Westwind Community Barn Improvement | Paddock Repair | Public Works - Engineering | | 80 |
| | | | | Paddock Repair | | | 80 |
| CIP Budget Approved; \$40k | | Purissima Park Improvement Program | Purissima Park Improvements | Fence repair for Fields 1 and gate repairs at Fields 3 and 4 | Public Works- Maintenance | | 35 |
| \$80k | | | | Parking Lot Maintenance | | | 30 |
| \$400k | | HVAC Upgrade at Town Hall & Council Chambers | Electrification of Town Hall and Council Chambers | Design | Public Works - Engineering | EIC | 90 |
| | | | | | | | Electrification of Town Hall & Council Chambers |
| CIP Budget Approved; \$100k | | Fleet & Equipment Procurement | Replace old trucks and equipment per Town policies. | Replace Chipper | Public Works- Maintenance | | 15 |
| \$80k (SVCE Grant) | | | | Replace a light-duty truck w/ electric vehicle | | | 0 |
| \$80k (SVCE Grant) | | | | Replace a light-duty truck w/ electric vehicle | | | 35 |
| \$5,000 | X | Bike Advisory Signages for Pathways | Install bike advisory signs at specific pathways per Pathways Committee | Recommendation from Pathways Committee | Public Works- Engineering | PWC | 10 |
| | | | | Install advisory signs | Public Works- Maintenance | | 60 |
| CIP Budget Approved; Additional Budget Required | | Summerhill Avenue Pathway - Phase II | Construct Summerhill Pathway, Phase II | Design | Public Works- Engineering | | 70 |
| | | | | Obtain encroachment permit from Santa Clara County | | | 50 |
| | | | | Construct Phase 2 | | | 155 |
| CIP Budget Approved | | Magdalena Avenue Pathway Project | Installation of 2,000 linear foot 2B Pathway along Magdalena Avenue from Camino Hermoso Drive. | Survey Staking + Topographic Survey | Public Works- Engineering | PWC | 0 |
| | | | | Design | | | 180 |
| | | | | Construction | | | 160 |
| CIP Budget Approved | | Middle Fork to Maple Leaf Court Pathway | Construct Middle Fork to Maple Leaf Court Path | Environmental Initial Study | Public Works- Engineering | PWC | 80 |
| | | | | Master Path Plan Amendment | | | 55 |
| | | | | Design | | | 130 |
| | | | | Construction | | | 140 |

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|--|---|--|--|---|---------------------------------------|--------------|----------------|
| CIP Budget Approved; \$30k | | Miscellaneous Pathways | Construction of other priority MPP pathways and miscellaneous pathway projects. | Staking of pathways | Public Works- Engineering/Maintenance | PWC | 125 |
| TBD | X | | | Altamont Road | | | 365 |
| TBD | | | | Fremont Road Path Reconstruction | | | 200 |
| | | | | Evaluate/update Pathway Standards & Processes | | | 190 |
| \$20k | | Update Sewer Construction Standards | Update Sewer Construction Standards | Update Sewer Construction Standards | Public Works- Engineering | | 60 |
| CIP Budget Approved; \$900,000 | | Sewer Rehabilitation and Repair | 2026 Sewer CIP | Design | Public Works- Engineering | | 120 |
| | | | | Construction | | | 240 |
| \$900,000 | | O'Keefe Sanitary Sewer Lift Station Upgrade | 2027 Sewer CIP | Design | Public Works- Engineering | | 130 |
| \$90,000 | | | | Construction | | | 210 |
| | | | Replace Control Panel | Design/Procurement/Installation | | | 30 |
| | | | Install Backup power source for O'keefe Sanitary Sewer Lift Station (Multijurisdictional Hazard Mitigation Plan Action Item) | Procurement/Installation of Backup Power Generator | Public Works- Engineering | | 30 |
| \$10,000 | | Septic Tank Guide | Develop a septic tank guidelines for developers | Septic Tank Guide | Public Works- Engineering | | 60 |
| | | Sewer Rate Study | Sewer rate study | Hire sewer rate consultant | Public Works- Engineering | FIC | 70 |
| \$80K | | | | Sewer rate study | | | 280 |
| TBD | X | Sewer Processing and Conveyance Charge Negotiations with Palo Alto and Los Altos | Sewer Treatment and Conveyance Charge Negotiations | Consultant review of current charges and recommendation on proposed | Public Works - Engineering | Sewer Ad Hoc | 150 |
| TBD | | | | Negotiations with Palo Alto and Los Altos | | | 180 |
| CIP Budget Approved | | Storm Drain Improvements | Storm Drain Improvements to prevent failures | 2026 Storm Draining Improvement Project | Public Works- Engineering | | 100 |
| CIP Budget Approved | | | | 2027 Storm Draining Improvement Project | | | 110 |
| CIP Budget Approved | | Matadero Creek Erosion Project | Maintenance & monitoring of mitigation measures | Mitigation Measure - Monitoring | Public Works- Engineering/Maintenance | | 200 |
| \$25,000 (equipment/materials) + \$10,000 (staff overtime) | X | Phase II Native Garden | Install new (and renew existing) native plantings along with irrigation and rain harvesting features | EDPC to specify native plantings, irrigation system, and rain harvesting features for Public Works Maintenance staff to install. Staff involvement would need to be overtime due to limited staff capacity. | Public Works- Engineering/Maintenance | EDPC | 100 (overtime) |

BEYOND CAPACITY

| MANDATED/BUDGET | CC PROJECT | KEY PROJECTS/INITIATIVES | KEY OUTCOME | LEAD DEPARTMENT | COMMITTEE INVOLVEMENT | ESTIMATED STAFF HOURS |
|------------------------|------------|---|---|---------------------------|-----------------------|-----------------------|
| TBD | X | Los Altos Hills Community Fiber Installation (NEW-Post January 2026 addition) | Expand Broadband coverage to entire community | Public Works- Engineering | Tech Committee | TBD pending scope |
| CIP Budget Approved | | Water Well at Purissima Park | Water Well at Purissima Park | Public Works- Engineering | | 150 hours |
| | | Long-Term Plan for Pathways | Develop long-term plan for pathways construction | Public Works- Engineering | PWC | 100 hours |
| \$100,000 to \$200,000 | | Geotechnical Reivew of Page Mill Road Corridor | Conduct geotechnical review of Page Mill Road to identify risks to roadways and determine improvements needed (Multijurisdictional Hazard Mitigation Plan Action Item) | Public Works- Engineering | | 100 hours |
| TBD | | Signage Plan for Evacuation Routes | Add signage to identify evacuation routes out of Town (Multijurisdictional Hazard Mitigation Plan Action Item) | Public Works- Engineering | EPRC | TBD pending scope |
| TBD | | New Program to Remove Banned Eucalyptus Trees from Public Right-of-Way | Create a program to encourage removal of banned eucalyptus trees and highly flammable and invasive treets from public right-of-way (Multijurisdictional Hazard Mitigation Plan Action Item) | Public Works- Engineering | Open Space and EPRC | 100 hours |
| TBD | | Update the Storm Drain Master Plan | Updated Storm Drain Master Plan / Update GIS records | Public Works- Engineering | | 150 hours |

Core Day-Day Operations (Running list)

| TASK NAME | STAFF INVOLVEMENT |
|---|-------------------|
| Land Development Reviews | Engineering |
| Land Development Projects (including Erosion Control Inspections) | Engineering |
| Review and Issue Encroachment Permits | Engineering |
| Inspection of Encroachment Permits | Engineering |
| Review and Inspection of Sewer Connection Applications | Engineering |
| Review and Inspection of Sewer Main Expansions | Engineering |
| Sewer System Operations and Maintenance | PWD |
| Sewer Tax Roll | Engineering |
| Storm System Operations and Mainteneace | PWD |
| Annual Water Board Report | Engineering |

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| Transportation Reporting - Measure B LSR, E&E, SB-1, TDA3, P-TAP, TFCA, CMP, other | Engineering |
| Pavement Maintenance | Maintenance |
| Signage Maintenance | Maintenance |
| Facility Maintenance | Maintenance |
| Fleet & Equipment Maintenance | Maintenance |
| Parks Maintenance | Maintenance |
| Open Space Maintenance | Maintenance |
| Pathways Maintenance | Maintenance |
| Responding and Addressing Resident Requests and Questions | PWD |
| Processing Work Orders | Maintenance |
| Vegetation Management/Weed Abatement/Brushing | Maintenance |
| Tree Survey and Notifications | Engineering |
| Tree Removal | Maintenance |
| City Manager Weekly Reports | PWD |
| Support Committees | Engineering |
| Support City Council (including staff reports) | Engineering |
| Coordination with Utilities | PWD |
| Public Works Staff Meetings | PWD |
| Special Events | PWD |
| Administrative Tasks (fiscal budgets, Work Plans, HR related, Training, Emergency Prep, etc.) | PWD |

| LEGEND | |
|---|--|
| In Progress/Carry-Over From Previous Workplan | |
| Listed By Committee as a Goal/Project | |
| New Projects | |
| Deferred to Committee | |
| Added During February 4th Goal Setting Workshop | |