



# *City Council Agenda*

City of Campbell, 70 N. First St., Campbell, California

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## **SPECIAL MEETING OF THE CAMPBELL CITY COUNCIL**

Thursday, March 6, 2025 – 9:00 AM

Orchard City Banquet Hall

1 W. Campbell Ave., Campbell, CA 95008

### **CALL TO ORDER**

### **ROLL CALL**

### **PUBLIC COMMENT**

### **NEW BUSINESS**

#### **1. FY2025-2026 City Council Priority Discussion**

Recommended Action: That the City Council receive an update on the Fiscal Year 2025 workplans and provide feedback on Council priorities for the upcoming fiscal year.

### **ADJOURN**

**IMPORTANT NOTICE:** Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of City Clerk's Office, 70 N. First Street, Campbell, CA 95008, during normal business hours. These materials will also be available on the City website at <https://www.ci.campbell.ca.us/agendacenter> with the agenda packet following the last item of the agenda, subject to staff's ability to post the documents prior to the meeting. All documents not posted prior to the meeting will be posted the next business day.

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# City Council Report

Item: 1  
Category: NEW BUSINESS  
Meeting Date: March 6, 2025

**TITLE: FY2025-2026 City Council Priority Discussion**

## RECOMMENDED ACTION

That the City Council receive an update on the Fiscal Year 2025 workplans and provide feedback on Council priorities for the upcoming fiscal year.

## BACKGROUND

Every year, the City Council conducts a special meeting to review the priorities for the current fiscal year and considers the priorities for the upcoming fiscal year.

## DISCUSSION

On March 6, the City Council will be conducting a special meeting to review the FY2024-2025 City Council priorities and the FY2024-2025 adopted workplans. The Council will also be considering the City's priorities for the upcoming 2025-2026 fiscal year (beginning on July 1, 2025). To assist the City Council in this discussion, staff developed the attached City Council priorities matrix. This matrix provides status updates for all workplan items, sorted and color coded by City Council priority. The workplan items that fulfill an operational need were left uncolored. The City Council priorities for fiscal year 2024-2025 include:

- Long Term Land Use Planning and Housing
- Measure O
- Financial Stability
- Sustainability
- Community Health and Safety

Senior staff will be available at the special meeting to answer any questions from the City Council related to the workplan updates and the City Council's existing priorities. As the Council considers Council priorities for the upcoming FY2025-2026, staff will also be available to discuss and answer questions, including but not limited to, workload capacity, staff coordination, and any challenges that may be presented by the discussion.

At the meeting on March 6, it is anticipated that the City Council will provide feedback on the priorities for FY 2025-2026. However, a follow-up item will be brought back to

the City Council on March 18, for the City Council to consider formal adoption of the proposed priorities.

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

**Jose Zetino**

Prepared by:

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Jose Zetino, Administrative Analyst

Approved by:

  
\_\_\_\_\_  
Brian Loventhal, City Manager

**Attachment:**

- a. FY 2025 Workplan Update

FY 2025 Workplan Updates

<u>Department</u>	<u>Budget Unit</u>	<u>Workplan</u>	<u>Progress</u>	<u>Comments</u>
<b>Council Priority - Long-Term Land Use Planning and Housing</b>				
Community Development	101.550 (Administration)	In coordination with the Finance Department, City Council, key stakeholders, and outside consultants (as needed), develop funding strategies and options to support Housing Element programs <b>LEAD DEPARTMENTS - Community Development and Finance [Council Priorities –Long-Term and Land Use Planning and Housing and Financial Stability]</b>	In Progress	Study Session on Housing Program finance with City Council conducted on February 20, 2024. Inclusionary Housing Ordinance and Commercial Linkage fees adopted in August 2024. Department continues to pursue housing program grant opportunities.
Community Development	101.552 (Policy Development)	In coordination with the Public Works Department, start preparation of Hamilton Avenue Precise Plan <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	Staff is finalizing the procurement process for a Consultant, targeting completion by April.
Community Development	101.552 (Policy Development)	Support the Recreation and Community Services and Public Works Departments to prepare a Citywide Parks and Recreation Facilities Master Plan <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	In progress, supporting Recreation and Community Services Department.
Community Development	101.552 (Policy Development)	In coordination with the Public Works Department and contingent on grant funding, start preparation of a Citywide Multimodal plan with bicycle and pedestrian improvements <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	Awarded Sustainable Transportation Grant in 2024 to fund effort. Issued RFP for consultant on January 3, 2024, currently in process of selecting consultant.
Community Development	101.552 (Policy Development)	Complete updates to the City’s Multifamily Residential Development and Design Standards (MFDDS) – <b>[Council Priority – Long Term Land Use Planning and Housing]</b>	In Progress	Updates in Progress, anticipate completion by Fall 2025.
Community Development	101.552 (Policy Development)	Complete updates to the City’s Historic Preservation Ordinance and Mills Act Program <b>[Council Priority – Long Term Land Use Planning and Housing]</b>	Not Started	Anticipated start date for mid to late 2025.
Community Development	233.557 (Housing Assistance)	Implement BMR Housing program improvements as identified in Housing Program audit in association with Housing Element implementation <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	Not Started	Planned start in January 2025 to complete first phases prior to end of FY 25.
Community Development	233.557 (Housing Assistance)	Complete ordinance code updates to implement modifications to the City’s Inclusionary Housing Ordinance and a Commercial Linkage Housing Fee to support Affordable Housing production <b>[[Council Priority – Long - Term Land Use Planning and Housing]</b>	Completed	Modified Inclusionary Housing Ordinance and Commercial Linkage Fees adopted by City Council in August 2024.

Attachment: FY 2025 Workplan Update (FY2025 Workplan Updates)

Community Development	233.557 (Housing Assistance)	Begin work on homelessness programs including hiring of an unhoused specialist <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	Completed	City's Unhoused Coordinator, Chris Miranda, started in October 2024. Contracts executed with consultants to implement hotel voucher program, safe park program support, and study shelter options in December 2024.
Community Development	233.557 (Housing Assistance)	Prepare Ordinances to implement State Laws (SB 10 & 684) addressing missing middle housing <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	Urgency ordinance implementing provisions addressing SB 684 adopted by Council on July 16, 2024. Additional missing middle provisions to be implemented with updates to the MFDDS
Community Development	233.557 (Housing Assistance)	Conduct outreach to increase community awareness of housing assistance programs available in Campbell, including resources to support development of ADU's <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	Department in process of implementing express plan check program for ADU's and is planning outreach event with other West Valley Cities and Project Sentinel and House Keys on tenant protection and affordable housing services planned for Spring 2025.
Community Development	233.557 (Housing Assistance)	Pursue Pro-Housing Designation from State Housing and Community Development <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	City Council authorized submittal of application at December 3, 2024 Meeting. Prohousing Application submitted January 2025.
Community Development	233.557 (Housing Assistance)	Pursue programs and actions that preserve existing affordable housing units that will convert to market rate housing by 2026 <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	City Staff contacted property owners and managers of at-risk units and has started investigation into potential programs / funding sources to mitigate conversion.
Community Development	233.557 (Housing Assistance)	Complete ordinance updates addressing rent modifications for Below Market Rate (BMR) Housing <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	Completed	Updates to Ordinance code addressing "Rent Shock" issues adopted by City Council in August 2024.
Community Development	233.557 (Housing Assistance)	In Coordination with the Recreation and Community Services (RCS) Department as well as community groups and potential outside service providers, pursue the establishment of cold weather shelter in Campbell. Additionally, collaborate with the County and other West Valley cities in establishing a regional homeless shelter. <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	Contract executed with SVILC to oversee cold weather shelter program using hotel vouchers in December 2024. Contract executed with Good City Co. to conduct feasibility study of regional shelter in December 2024. MOU with WV Cities to support feasibility study under preparation.
Community Development	233.557 (Housing Assistance)	Begin initial work on establishing a potential Housing Commission. <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	Not Started	Anticipated start date including study session with Council in late Spring / early Summer 2025.

Attachment: FY 2025 Workplan Update (FY2025 Workplan Updates)

Finance	101.535 (Accounting Services)	In coordination with the Community Development Department, City Council, key stakeholders, and outside consultants (as needed), develop funding strategies and options to support Housing Element programs. <b>LEAD DEPARTMENTS - Community Development and Finance [Council Priorities –Long-Term and Land Use Planning and Housing and Financial Stability]</b>	In Progress	Support CDD efforts as needed regarding funding options and analysis for Housing Element programs and projects.
Legal Services	101.560 (Legal Services)	Review Community Development Department’s updates to the City’s Multifamily Residential Development and Design Standards (MFDDS) – [Council Priority – Long Term Land Use Planning and Housing]	Not Started	Awaiting draft from Community Development.
Legal Services	101.560 (Legal Services)	Review Community Development Department’s updates to the City’s Historic Preservation Ordinance and Mills Act Program [Council Priority – Long Term Land Use Planning and Housing]	Not Started	Awaiting draft from Community Development.
Legal Services	101.560 (Legal Services)	Work with Community Development and Public Works to finish update of Subdivision Ordinance [Council Priority - Long-Term Land Use Planning and Housing]	In Progress	Drafts have been exchanged. Awaiting further revisions from Community Development as part of updates to comply with new State Laws.
Legal Services	101.560 (Legal Services)	Review Hamilton Avenue Precise Plan [Council Priority – Long - Term Land Use Planning and Housing]	Not Started	Awaiting draft from Community Development.
Legal Services	101.560 (Legal Services)	Review Community Development Department ordinances to implement State Laws (SB 10 & 684) addressing missing middle housing [Council Priority – Long - Term Land Use Planning and Housing]	In Progress	Have reviewed interim ordinances. Awaiting final ordinance drafts from Community Development.
Legal Services	101.560 (Legal Services)	Review Community Development Department’s ordinance updates addressing rent modifications for Below Market Rate Housing [Council Priority – Long - Term Land Use Planning and Housing]	Completed	
Public Works	101.701 (Administration)	Represent Campbell in long range regional transportation planning efforts - Envision Silicon Valley and Plan Bay Area 2050 process [Council Priority - Long-Term Land Use Planning and Housing]	In Progress	
Public Works	101.720 (Transportation Engineering)	Manage, design, and implement bicycle and pedestrian enhancements and safety improvements [Council Priority - Long-Term Land Use Planning and Housing]	In Progress	This item is an ongoing responsibility.
Public Works	101.720 (Transportation Engineering)	Manage Hamilton Avenue/State Route 17 Bicycle Overcrossing Planning Study (tentative, pending VTA scoring committee results) and revisit priority and resource allocation [Council Priority - Long-Term Land Use Planning and Housing]	In Progress	Estimated completion date is December 2025; since grant was awarded, we could delete "(tentative, pending VTA scoring committee results) and revisit priority and resource allocation" from Work Plan description.

Public Works	101.730 (Engineering)	In coordination with the Recreation and Community Services Department, prepare a Citywide Parks and Recreation Facilities Master Plan <b>[Council Priority – Long - Term Land Use Planning and Housing]</b>	In Progress	
Public Works	101.740 (Land Development)	Review development proposals for compliance with the reissued Storm Water Municipal Regional Permit (MRP 3.0), including necessary updates to the Green Infrastructure Plan <b>[Council Priority – Long-Term Land Use Planning and Housing]</b>	In Progress	
Recreation and Community Services	101.524 (RCS Administration)	In coordination with Public Works, prepare a Citywide Parks and Recreation Facilities Master Plan. <b>[Council Priority – Long-Term Land Use Planning and Housing]</b>	In Progress	Completed data collection and analysis; completed community engagement and needs assessment; and currently working on visioning, priorities and implementation strategies. Plan is set to be completed by July 2025.
<b>Council Priority - Measure O</b>				
City Manager's Office	448.518 (Measure O)	Provide overall coordination of Measure O Police, Library, and related projects <b>[Council Priority – Measure O]</b>	In Progress	This is an ongoing task.
City Manager's Office	448.518 (Measure O)	Provide support to the Measure O Citizens' Oversight Committee <b>[Council Priority – Measure O]</b>	In Progress	This is an ongoing task.
City Manager's Office	647.547 (Information Technology)	Provide IT consultation regarding Measure O projects <b>[Council Priority – Measure O]</b>	In Progress	
Legal Services	101.560 (Legal Services)	Provide support on implementation of Measure O <b>[Council Priority – Measure O]</b>	In Progress	Legal work has been completed barring any contract disputes.
Public Works	101.701 (Administration)	Manage Measure O capital projects; overseeing construction contracts and associated project budgets <b>[Council Priority - Measure O Implementation]</b>	In Progress	
Public Works	448.518 (Measure O – PW)	Complete construction phase for both Police and Library buildings <b>[Council Priority - Measure O]</b>	In Progress	The library will be complete in Q1 FY2026 and PD Phase 1 will be complete in Q2 FY2026.
Public Works	448.518 (Measure O – PW)	Manage the construction contracts for both the Library and Police Building projects, including change order management and contract administration <b>[Council Priority - Measure O]</b>	In Progress	Ongoing. Library project will receive additional funding from Santa Clara County Library for additional upgrades.
Public Works	448.518 (Measure O – PW)	Implement Civic Center site staging plan to accommodate City Hall customers and employee parking <b>[Council Priority - Measure O]</b>	In Progress	Ongoing. Kept as much parking as possible during the early phases of construction and created temporary ADA parking. The final portion of City Hall parking will be installed this summer with the balance of PD's Phase 1 site work.
Public Works	448.518 (Measure O – PW)	Provide support to the Citizens' Oversight Committee <b>[Council Priority - Measure O]</b>	In Progress	Provided financial information as required and a tour of the facilities to observe progress.

Council Priority - Financial Stability				
City Manager's Office	101.510 (CM Administration)	In coordination with Legal Services, City Clerk's Office, Finance, and outside consultants (as needed), provide overall guidance in the evaluation and development of potential ballot measures for November 2024 ballot <b>[Council Priority – Financial Stability]</b>	Completed	Measure K placed on November Ballot and passed.
City Manager's Office	101.515 (Human Resources)	In collaboration with the Finance Department and Information Technology (IT) Division as well as other key stakeholders, complete the implementation, testing, and training for a new Human Resources Information and Payroll System <b>LEAD DEPARTMENTS – HR and Finance [Council Priority – Financial Stability]</b>	In Progress	Implementation targeted for March 2025.
City Manager's Office	647.547 (Information Technology)	In collaboration with the Finance Department and Human Resources (HR) Division as well as other key stakeholders, complete the implementation, testing, and training for a new Human Resources Information and Payroll System <b>LEAD DEPARTMENTS – HR and Finance [Council Priority – Financial Stability]</b>	In Progress	
City Manager's Office	647.547 (Information Technology)	Adapt Zero-Trust security stance for all enterprise technology platforms <b>[Financial Stability]</b>	Completed	MFA was established on enterprise systems.
City Manager's Office	647.547 (Information Technology)	Purchase and deploy replacement Network Firewall system <b>[Financial Stability]</b>	Completed	Network Firewall Replacement was replaced June 2024.
City Manager's Office	101.556 (Economic Development)	Begin Implementation of the City's 2024 Economic Development Plan, including website improvements, creating a business guide, conducting outreach with brokers, and collaborating with the business stakeholders on upcoming events. <b>[Council Priority-Financial Stability]</b>	Not Started	Staff currently recruiting for Economic Development Manager who will take on this task. Recruitment closes on January 24, 2025.
City Manager's Office	101.556 (Economic Development)	Begin work on potential branding and promotion of Dell / McGlincy area, including outreach and survey of existing businesses <b>[Council Priority-Financial Stability]</b>	Not Started	Staff currently recruiting for Economic Development Manager who will take on this task. Recruitment closed on January 24, 2025.
City Clerk's Office	101.511 (City Clerk)	Support and assist internal and external teams with potential placement of revenue ballot measure <b>[Financial Stability]</b>	Completed	Placed on November 2024 ballot and passed by voters at 72%.

Attachment: FY 2025 Workplan Update (FY2025 Workplan Updates)

Finance	101.535 (Accounting Services)	In coordination with an outside consultant, the City Manager's Office, all members of the Executive Team, and other key stakeholders, explore potential new revenue sources to place on the 2024 General Election ballot <b>LEAD DEPARTMENTS – City Manager's Office and Finance Department [Council Priority – Financial Stability]</b>	Completed	Placed on November 2024 ballot and passed by voters at 72%. Currently working with the CDTFA to fully implement by April 2024, but placement and approval on ballot is completed. New tax will start to be collected April 1, 2025 and be sent to the City July 2025; with accrual back to April 2025. Pending litigation, fund will be placed into an interest-bearing escrow account untouched. Funds may be utilized upon a successful non-appealable decision. If the City receives an unfavorable decision, the accrued funds will be remitted back to the State for the State to refund to taxpayers.
Finance	101.535 (Accounting Services)	Develop strategies to systematically address Unfunded Pension Liabilities in the short- and long-term <b>[Council Priority – Financial Stability]</b>	In Progress	Working with GovInvest on pension funding policies and options with a follow up study session TBD; pending identification of funding sources and/or Measure K litigation. Will incorporate any funding decisions in FY 2025 budget process. The item though will likely continue into FY 2026.
Finance	101.535 (Accounting Services)	Using results of completed facilities condition assessment, collaborate with the Public Works and Recreation and Community Services Departments to prepare capital projects to address Citywide deferred maintenance issues in future Capital Improvement Plans (CIP) <b>LEAD DEPARTMENT - Public Works [Council Priority – Financial Stability]</b>	In Progress	Facilities Conditions Assessment has been completed and presented to Council. Will start to work on incorporating recommendations into the 2026-2030 CIP process.
Legal Services	101.560 (Legal Services)	Assist with development of potential ballot measures for November 2024 ballot; and prepare impartial analysis for ballot <b>[Council Priority – Financial Stability]</b>	Completed	
Public Works	101.720 (Transportation Engineering)	Apply for and manage grant funds as provided through VTA and other granting agencies <b>[Council Priority – Financial Stability]</b>	In Progress	This item is an ongoing responsibility.
Public Works	101.730 (Engineering)	Implement the Annual Street Maintenance Program <b>[Council Priority – Financial Stability]</b>	In Progress	
Public Works	101.745 (Maintenance)	Complete a comprehensive Inventory and Condition Assessment of all City Facilities <b>[Council Priority - Financial Stability]</b>	Completed	
Public Works	101.745 (Maintenance)	Create a proposed schedule of repairs and replacements for City-owned assets as outlined in the City's Asset Inventory Report <b>[Council Priority – Financial Stability]</b>	In Progress	
<b>Council Priority - Sustainability</b>				

Community Development	101.552 (Policy Development)	Continue preparation of a Citywide Climate Action Plan [Council Priority – Sustainability]	In Progress	Preparation of Climate Action Plan in progress, anticipate finalization and adoption in Fall of 2025.
Legal Services	101.560 (Legal Services)	Assist Community Development with/review Citywide Climate Action Plan [Council Priority – Sustainability]	In Progress	Some review of initial issues, but awaiting final draft from Community Development.
Public Works	101.745 (Maintenance)	Complete all approved Capital Improvement Projects, including Campbell Community Center and the Sunnyoaks Fire Station Roofing projects [Council Priority – Sustainability]	Completed	
Public Works	101.745 (Maintenance)	Implement water conservation strategies including turf and irrigation controller upgrades for the Community Center and sports fields [Council Priority – Sustainability]	In Progress	
Public Works	101.745 (Maintenance)	Complete the renovation of the Campbell Park pedestrian bridge [Council Priority – Sustainability]	Completed	
Public Works	209.715 (Environmental)	Provide solid waste, stormwater, and water conservation expertise for the Campbell Climate Action Adaptation Plan [Council Priority - Sustainability]	In Progress	Ongoing.
Public Works	209.715 (Environmental)	Coordinate and support efforts to implement the requirements of SB 1383 [Council Priority - Sustainability]	In Progress	Ongoing.
Public Works	209.715 (Environmental)	Coordinate and support the solid waste hauler rebranding effort [Council Priority - Sustainability]	In Progress	Nearly complete, we are waiting for all of the marketing materials to be completed.
Public Works	209.715 (Environmental)	Provide support to the Solid Waste Management Authority when implementing the new solid waste hauler agreement and associated requirements [Council Priority - Sustainability]	In Progress	Ongoing.
Public Works	209.715 (Environmental)	Coordinate and support the Planning and Building Divisions with trash enclosure plan reviews, project waste management plans, and the implementation of the newly updated construction and demolition program [Council Priority - Sustainability]	In Progress	Ongoing.
Public Works	209.715 (Environmental)	Provide support to the West Valley Clean Water Authority when implementing the regional stormwater MRP 3.0 [Council Priority - Sustainability]	In Progress	Ongoing. As a side note, the Authority's name has been changed to the West Valley Stormwater Authority.
Public Works	209.715 (Environmental)	Coordinate and support the West Valley Clean Water Authority and Campbell Street Division with the installation of full trash capture devices for State Water Board compliance [Council Priority - Sustainability]	Completed	This year's installations have been completed.
Council Priority - Community Health and Safety				

Attachment: FY 2025 Workplan Update (FY2025 Workplan Updates)

Police	101.601 (Police Administration)	Implement new technologies including Axon Computer Aided Dispatch (CAD) system, Real Time Information Center (RTIC), and Next Generation 911 <b>[Council Priority – Community Health and Safety]</b>	In Progress	Unfortunately, Axon discontinued their CAD system which has caused us to re-evaluate our current system and work to upgrade it while we look for other options. Our RTIC is up and running, however, there is no staffing other than on special events at this point. Next Gen 911 equipment is installed and ready, however, the City is waiting on CalOES' testing before we go live.
Police	101.601 (Police Administration)	Recruit and hire qualified candidates for vacancies and upcoming retirements <b>[Council Priority – Community Health and Safety]</b>	In Progress	The City has continued working with All-Star Recruitment for reaching potential candidates. The City has had success with recruitment and in the first half of FY25 has received 384 applications (Police Officer & Dispatcher), and hired 5 positions, with the latest hire starting on March 17.
Public Works	101.720 (Transportation Engineering)	Review and consider revisions to the City's Traffic Calming Policy <b>[Council Priority – Community Health and Safety]</b>	Not Started	Will likely require some direction from Council. May be a candidate for a study session.
Public Works	101.720 (Transportation Engineering)	Manage, design, and implement traffic calming improvements <b>[Council Priority – Community Health and Safety]</b>	Completed	This item is an ongoing responsibility.
Public Works	101.720 (Transportation Engineering)	Manage Safe Routes to School Maps Project <b>[Council Priority – Community Health and Safety]</b>	In Progress	Estimated completion date is December 2025.
Public Works	101.745 (Maintenance)	Complete preventative maintenance work in Maintenance Zones 10 & 11, including the removal and replacement of displaced sidewalks, curb and gutter and structural tree trimming <b>[Council Priority – Community Health and Safety]</b>	In Progress	Concrete work and tree trimming are moving along with a completion date of June 30, 2025 for Maintenance Zones 10 & 11.
Public Works	101.745 (Maintenance)	Complete installation of new Tesco Battery Backup Systems in all 43 signalized intersections <b>[Council Priority – Community Health and Safety]</b>	In Progress	
Public Works	101.745 (Maintenance)	Complete repair and replacement of a storm drain outfall in Los Gatos Creek at the County Park <b>[Council Priority – Community Health &amp; Safety]</b>	Not Started	Waiting for feedback from several regulatory agencies.
Recreation and Community Services	101.524 (RCS Administration)	Explore programming opportunities to expand inclusivity through therapeutic and adaptive recreation programming <b>[Council Priority – Community Health and Safety]</b>	In Progress	Programs for therapeutic recreation are being piloted in Winter/Spring 2025.
<b>Operational Need</b>				
City Manager's Office	101.510 (CM Administration)	Provide staff support to the Civic Improvement Commission <b>[Operational Need]</b>	In Progress	This is an ongoing task. CIC meets monthly.
City Manager's Office	101.510 (CM Administration)	Coordinate, plan, and provide staff support for the State of the City event and All Hands Meeting <b>[Operational Need]</b>	Completed	State of the City completed in September 2024. Fall All Hands Meeting completed in October 2024 (Employee Service Awards).

Attachment: FY 2025 Workplan Update (FY2025 Workplan Updates)

City Manager's Office	101.510 (CM Administration)	Coordinate tracking of state legislation (that may impact City) with Legislative Subcommittee <b>[Operational Need]</b>	In Progress	This is an ongoing task. The Subcommittee meets monthly.
City Manager's Office	101.510 (CM Administration)	Continue to provide guidance and support for labor related issues <b>[Operational Need]</b>	In Progress	This is an ongoing task.
City Manager's Office	101.510 (CM Administration)	Promote City Council initiatives through various forms of media <b>[Operational Need]</b>	In Progress	Staff work with Communications & Public Engagement Coordinator to regularly promote Council initiatives.
City Manager's Office	101.515 (Human Resources)	Coordinate and plan Benefits Fair and Volunteer Program for City staff <b>[Operational Need]</b>	Completed	Health Fair / Open Enrollment held in October 2024.
City Manager's Office	101.515 (Human Resources)	Work with Liebert Cassidy Whitmore on meet and confer items with CMEA, CPCEA, CPOA, and CARP <b>[Operational Need]</b>	In Progress	This task is ongoing and depends on issues that arise requiring meet and confer.
City Manager's Office	101.515 (Human Resources)	Open negotiations with CMEA, CPCEA, CPOA, and CARP for bargaining agreements expiring at the end of FY 2025 or the middle of FY 2026 <b>[Operational Need]</b>	In Progress	Staff is in early stages of discussing meeting dates with bargaining units.
City Manager's Office	101.515 (Human Resources)	Launch citywide mandatory training to cover essential topics such as Harassment Prevention, Ethics, Anti-bias, Front Counter Security Training, and Active Shooter Training <b>[Operational Need]</b>	In Progress	Staff working with DuAll & LCW, as appropriate, to hold and schedule required trainings
City Manager's Office	647.547 (Information Technology)	Replace 25% of antiquated desktop computers <b>[Operational Need]</b>	Not Started	
City Manager's Office	647.547 (Information Technology)	Continue public meeting recording and management <b>[Operational Need]</b>	In Progress	Replacement of the Agenda system and integrating recording equipment in spring 2025.
City Manager's Office	647.547 (Information Technology)	Replace public meeting video and recording systems <b>[Operational Need]</b>	Completed	A/V systems replacement in the Council Chambers was completed September 2024.
City Manager's Office	647.547 (Information Technology)	PD - Upgrades related to DOJ mandates (NIBRS) <b>[Operational Need]</b>	In Progress	
City Clerk's Office	101.511 (City Clerk)	Carry-forward from FY 2023 - Comprehensive review of citywide records; coordinating and implementing a revised records retention schedule and procedures <b>[Operational Need]</b>	In Progress	All Clerk and Planning microfiche records have been digitized and incorporated into the Laserfiche records repository. Records consultants have been reviewed. Next steps would be entering into a contract with our selected records consultant. Ongoing organization and scanning of hard copy files in the Clerk's office and Vault. This will be a carry-forward to next year.
City Clerk's Office	101.511 (City Clerk)	Conduct the November 5, 2024, Municipal Election for Districts 1 and 2 <b>[Operational Need]</b>	Completed	Successfully conducted the November 5, 2024 Election. Election results were certified at the December 17, 2024 City Council meeting.

Attachment: FY 2025 Workplan Update (FY2025 Workplan Updates)

City Clerk's Office	101.511 (City Clerk)	Review and evaluate new agenda management software <b>[Operational Need]</b>	In Progress	Have entered into contract with eScribe and are beginning configuration/implementation. Estimated completion date July 1, 2025.
Community Development	101.550 (Administration)	Upgrade permit tracking system to create greater efficiencies and increase performance in permit processing including establishing and tracking metrics for permit processing and inspections. <b>[Operational Need]</b>	In Progress	Department is starting comprehensive update to the Building Module of MGO in January - expected to be complete in six months.
Community Development	101.550 (Administration)	Complete ordinance and policy updates to implement procedures for pass through funded technical studies <b>[Operational Need]</b>	Completed	Updates to Municipal Code adopted by City Council on 10/1/24. Associated Administrative Policy being finalized.
Community Development	101.551 (Current Planning)	Create checklists and ordinance code updates for streamlining CEQA review of development projects consistent with the 2040 General Plan <b>[Operational Need]</b>	In Progress	Contract with Ascent Environmental to support effort executed in December 2024, work starting in January 2025.
Community Development	101.551 (Current Planning)	Implement annual code updates to comply with new state laws and implement streamlining to meet the city's economic development goals. <b>[Operational Need]</b>	In Progress	Miscellaneous Ordinance update being finalized - tentative schedule for Commission Council Hearings in Spring 2025. Urgency Ordinance addressing new State Law scheduled for 1/13 Council.
Community Development	101.551 (Current Planning)	Coordinate with the Planning Commission on evaluating and implementing modifications to Site and Architectural Review Committee. <b>[Operational Need]</b>	Completed	Study Session with Planning Commission conducted 11/26/24 and received direction on revisions on SARC.
Community Development	101.552 (Policy Development)	Contract with Geologist to complete mapping of Cascade Fault and prepare any necessary policies to address identified geologic hazards <b>[Operational Need]</b>	Not Started	Work to be deferred until FY26.
Community Development	101.554 (Building)	Complete necessary ordinance code updates and begin implementation of state laws requiring streamlined permitting for Photovoltaic and EV Charging projects. <b>[Operational Need]</b>	Completed	Department has implemented streamlined permitting for PV systems and related EV projects.
Community Development	101.554 (Building)	Establish a staff training, leadership, and continuing education program for Building staff. <b>[Operational Need]</b>	In Progress	Staff training program is ongoing.
Community Development	101.554 (Building)	Complete integration of Code Enforcement with the Building Division processes to address violations. <b>[Operational Need]</b>	In Progress	Most integration completed, finalizing implementation of software upgrades in permit system to complete process.
Legal Services	101.560 (Legal Services)	Review Community Development Department's ordinance and policy updates to implement procedures for pass through funded technical studies <b>[Operational Need]</b>	Completed	
Legal Services	101.560 (Legal Services)	Assist City Clerk with revised records retention schedule and procedures <b>[Operational Need]</b>	Not Started	Awaiting draft from Clerk's Office.

Attachment: FY 2025 Workplan Update (FY2025 Workplan Updates)

Legal Services	101.560 (Legal Services)	Review Community Development Department’s annual code updates to comply with new state laws and implement streamlining to meet the city’s economic development goals <b>[Operational Need]</b>	In Progress	Major streamlining is complete. Have reviewed interim ordinances. Awaiting draft of final updates from Community Development.
Public Works	101.730 (Engineering)	Manage and implement all other approved Capital Improvement Projects <b>[Operational Need]</b>	In Progress	
Public Works	101.745 (Maintenance)	Complete installation of Calsense Irrigation Controllers for John D Morgan Park and Jack Fischer Park <b>[Operational Need]</b>	In Progress	
Public Works	101.730 (Engineering)	Continue update of City Standard Details and Technical Specifications for Public Works Construction <b>[Operational Need]</b>	In Progress	
Public Works	101.730 (Engineering)	Review applications and issue permits for wireless facilities/small-cell wireless projects in the public right-of-way <b>[Operational Need]</b>	Not Started	No applications to review.
Public Works	101.730 (Engineering)	Review encroachment permit applications and issue permits for construction within the public right-of-way <b>[Operational Need]</b>	In Progress	
Public Works	101.730 (Engineering)	Perform field inspections of construction operations within the public right-of-way <b>[Operational Need]</b>	In Progress	
Public Works	101.740 (Land Development)	Review and approve land development projects for compliance with City policies adopted plans, and City standard plans and details, and identify associated improvements on public rights-of-way <b>[Operational Need]</b>	In Progress	
Public Works	101.740 (Land Development)	In coordination with the Community Development Department, facilitate construction of any remaining Semi-permanent Parklets in Downtown Campbell <b>[Operational Need]</b>	Completed	
Public Works	101.745 (Maintenance)	Support volunteer events such as Keep America Beautiful and Campbell Garage Sale <b>[Operational Need]</b>	In Progress	
Public Works	101.745 (Maintenance)	Complete all approved vehicle and equipment purchases and lease acquisitions as budgeted <b>[Operational Need]</b>	Completed	
Public Works	101.745 (Maintenance)	Complete replacement of three diesel-powered heavy-duty trucks with gasoline powered vehicles to meet EPA Tier 4 motor requirements <b>[Operational Need]</b>	In Progress	1 diesel powered truck has been replaced to date. 1 diesel powered truck was removed from fleet and will not be replaced. Only 1 diesel powered truck to replace to complete project.
Public Works	101.745 (Maintenance)	Complete asphalt repairs, seal coating, and striping for the Campbell Community Center Parking Lot <b>[Operational Need]</b>	Not Started	Need to confirm it will be done in FY25.
Public Works	101.745 (Maintenance)	Complete Annual Crack Seal Project <b>[Operational Need]</b>	Completed	Project was completed by outside contractor, Engineering overseen project.

Attachment: FY 2025 Workplan Update (FY2025 Workplan Updates)

Public Works	101.745 (Maintenance)	Complete installation of Calsense Irrigation Controllers for John D Morgan Park and Jack Fischer Park <b>[Operational Need]</b>	In Progress	
Recreation and Community Services	101.524 (RCS Administration)	Renew Age-Friendly Cities designation with World Health Organization (WHO) <b>[Operational Need]</b>	In Progress	Completed community and stakeholder engagement process and identified key workplans for next designation. Staff is working on Mayor's letter of support to submit to AARP for the application process to begin. Scheduled to be completed by July 2025.
Recreation and Community Services	101.528 (Museum)	Increase accessible searchable Museum collection records by 5% <b>[Operational Need]</b>	Completed	On going work plan item staff has completed the 5% and continues to increase access.