





## ORGANIZATIONAL HEALTH & SYSTEMS CONT.

- Labor Negotiations: Current contracts expire in June 2027.
- Municipal Code Updates: To reflect labor negotiations and state law changes. The Admin Services Director completed the LCW labor relations certification program in preparation for negotiations and is planning to attend the LCW Labor Relations conference in January to get up to date on recent labor issues.
- Enhance Town's Credit Card Processing & Payment Capabilities: 75% Complete - The new system is now functional. Staff are working on a training and roll-out plan. The Vendor was finally able to figure out how to get their system working.
- Complete Update of Town's New Budget Software: **80% Complete - Staff rolled budget into FY27 and provided trainings. Staff entered budget information and met internal deadlines. Finance staff will be ready for budget draft to go to Council at the end of May.**
- Implement Two-Year Budgeting
- Implementation of Retention Schedule on File Structure in Laserfische: **50% Complete - Records related to Town Council (agenda, minutes, resolutions and ordinances) have all been moved into a new folder structure with a workflow that automatically applies the retention schedule to each document. The clerk's department is now working on applying a new folder structure with the retention schedule to all recorded documents. After recorded documents, the clerks will focus on contracts and agreements.**
- AI Policy: **90% Complete - Final version has been distributed and is pending review and acceptance by each bargaining unit.**



## ORGANIZATIONAL ASSESSMENT

- Hiring: **95% Complete - A recruitment for a Building Manager, the last remaining new position, closed recently, and staff are evaluating applicants and if we need to expand our search.**
- Reclassification Studies - **Complete**
- Administrative Services Department Survey - **Complete**
- Policy Updates: **90% Complete – Updated policies returning to Council in May 2026.**



COLLABORATION WITH  
SPECIAL DISTRICTS

- Support Truckee Donner Park and Recreation District Master Plan Update: **Complete**