

Board of Trustees 2019 Work Plan							
January 16, 2019 Draft							
			Council Meeting Time Allotment		Level of Community Engagement (4)	Schedule (Still to be Finalized)	
		Relative Priority(1)	Regular Meeting	Work Session			
	Issue	Team					
1	Economic Development. Small business growth/updating business incentives.	BP, SF,TF, FS	12	1	4	3	All Qs
2	Citizen engagement/communication methods on hot topics*	MF, AL, JK, AT, BP, FB	10	2	1	4	All Qs
3	Transportation downtown, Highways 7, 52, 36, I-25 and CDOT interchange	TF, FS, BP	9	1	1	3	All Qs
5	Long-term Plan for I-25 Property	FS, BP, SF, TF	5	1	1	4	All Qs
4	Various sustainability initiatives	TF, BP, SF	4	3	3	4	All Qs
7	2019 Work Plan 1/4ly Status Report w Time Utilization & Reprioritization	MF	3	4	0	1	All Qs
6	Place making	BP, FS, MF	2	0	0	4	All Qs
9	Proclamations for various issues	JK	0	1	0	1	All Qs
8	Liquor license applications	JK	-2	0	0	2	All Qs
10	BOT Reports (30 minutes per meeting X 24 meetings)	ALL	-2	2	0	1	All Qs
11	Public Comment (Items not on Agenda. 15? minutes average per meeting)			6	0	1	All Qs
14	Development applications (average of ??/yr)	FS		22	0	3	All Qs
13	Executive Sessions	KC		15	0	1	All Qs
12	Department Reports (discussion only by exception, and with Weekly Updates)	All		0	0	1	All Qs
15	Community engagement, effective communications and transparency policy*	MF, AL, JK, AT, BP, FB	11	1	2	3	Q1
16	Oldtown development related issues, including parking resolution	BP, FS, SF, TF	8	2	6	4	Q1
18	Active harmer training and 1st Amendment Audit training	KS	7	0	2	3	Q1
17	Staffing Plan*	MF, AM	6	0	1	1	Q1
19	2019 Citizen Survey	AL, FB	5	2	2	2	Q1
21	Clarifying Board priorities and fostering constructive conflict	MF	4	0	2	1	Q1
20	Organizational Health. Evaluate organizational structure*	MF, AM	3	0	0.1	2	Q1
22	Resolving remaining oil and gas operator agreements	FB	3	5	5	3	Q1
27	Governance Guide and Town Vision, Mission and Values*	MF	2	1	4	2	Q1
23	Adoption of Historic Preservation Master Plan	JK, FB, KC, FS, MF, BP	2	1	1	2	Q1
25	Granicus/Legistar Enhancements	AT, JK	6	1	1	2	Q1 Q2
28	Water/Wastewater Infrastructure	TF, SF, MF, FS	5	1	1	1	Q1 Q2
24	Preventative Asset Management, espically for capital infrastructure	TF, FS	3	0	0	1	Q1 Q2
26	Updating the Unified Development Code (UDC)*	FS, FB, TF, KC, BP	13	2	4	3	Q1 Q2 Q3
29	Open Space Trails and acqusition	FB, SF	9	1	0	3	Q2
30	Capital Improvement Plans (Project prioritization and funding options)	SF, TF, FB	6	2	6	4	Q2
34	Comcast Franchise renewal (previously part of Broadband)	KC, MF	5	1	1	2	Q2
31	Housing diversity/attainable housing	FS, BP, KC	3	0	1	3	Q2
32	Utility Fund Rates	SF, TF, AL	2	2	3	4	Q2
33	Building Permit efficiencies and processing times.	FS		0	0	3	Q2
35	Parks funding for maintenance and capital projects	FB, SF, TF	10	2	3	5	Q2 Q3
37	Streets funding for maintenance and capital projects	TF, SF	8	2	3	5	Q2 Q3
38	Broadband and Small Cell	MF, BP, KC, KF, TF	6	2	4	4	Q2 Q3
36	Development Review Process	FS, KC	2	0	1	2	Q2 Q3
39	Annual Budget	SF, MF	7	1	4	3	Q2 Q3 Q4
40	Airport Development	TF, SF, FS, BP	2	1	0	3	Q3
41	Program Budget (review of Objectives & Key Performance Indicators)	MF, SF	1	0	0	2	Q3
42	Meetings with Boards and Commissions (early part of Budget process)	JK, MF	1	0	3	2	Q3
43	2020 Work Plan Development (Incorporate into Budget Process)	MF, SF	3	1	4	3	Q3 Q4
44	Town Hall Expansion	SF, TF, KS	4	1	2	5	Q4
45	2040 Comprehensive Plan For Erie	FS, TF, BP	2	0	0	4	Q4
46	Home Rule	JK, KC, AT	1	0	2	1	Q4
47	Contingency (25%) for managing routine and unanticipated issues			24	18		All Qs
			Total Time	114	96.1		
			Time Budget (2)	96	72		
			Total Unallocated Time (3)	-18	-24.1		
(1) Total score based on Board dot exerisce with green dot=2, yellow dot=1, pink dot=-1							
(2)Assuming 2 Regular Meetings and 1 to 2 Work Sessions per month, averaging 4 hours per each meeting.							
(3) Because this figure is a negative number, it reflects the Board's schedule is overloaded. However, the regular meeting time deficit can be covered by the contingency, and the Work Session deficit can be covered by having additional Work Sessions. Additionally, as the year progresses, the Board may need to revisit the Work Plan and reprioritize to defer lower priority issues.							
(4) 1= Inform, 2= Consult, 3=Involve, 4=Collaborate, 5=Empower. See "A Strategic Framework for Public Engagement".							
*Selected by Board as Town Administrator performance goal with Administrator to prepare for Board approval SMART (Specific, Measureable, Attainable, Realistic and Time-bound) goal descriptions, including clear objectives, deliverables and deadlines.							