

Board of Trustees 2019 Work Plan							
January 16, 2019 Draft							
	Issue	Team	Relative Priority(1)	Council Meeting Time Allotment		Level of Community Engagement (4)	Schedule (Still to be Finalized)
				Regular Meeting	Work Session		
							Notes
1	Updating the Unified Development Code (UDC)*	FS, FB, TF, KC, BP	13	2	4	3	Q1 Q2 Q3
2	Economic Development. Small business growth/updates business incentives.	BP, SF,TF, FS	12	1	4	3	All Qs
3	Community engagement, effective communications and transparency policy*	MF, AL, JK, AT, BP, FB	11	1	2	3	Q1
5	Citizen engagement/communication methods on hot topics*	MF, AL, JK, AT, BP, FB	10	2	1	4	All Qs
4	Parks funding for maintenance and capital projects	FB, SF, TF	10	2	3	5	Q2 Q3
7	Transportation downtown, Highways 7, 52, 36, I-25 and CDOT interchange	TF, FS, BP	9	1	1	3	All Qs
6	Open Space Trails and acquisition	FB, SF	9	1	0	3	Q2
9	Oldtown development related issues, including parking resolution	BP, FS, SF, TF	8	2	6	4	Q1
8	Streets funding for maintenance and capital projects	TF, SF	8	2	3	5	Q2 Q3
10	Active harmer training and 1st Amendment Audit training	KS	7	0	2	3	Q1
11	Annual Budget	SF, MF	7	1	4	3	Q2 Q3 Q4
14	Staffing Plan*	MF, AM	6	0	1	1	Q1
13	Granicus/Legistar Enhancements	AT, JK	6	1	1	2	Q1 Q2
12	Capital Improvement Plans (Project prioritization and funding options)	SF, TF, FB	6	2	6	4	Q2
15	Broadband and Small Cell	MF, BP, KC, KF, TF	6	2	4	4	Q2 Q3
16	Long-term Plan for I-25 Property	FS, BP, SF, TF	5	1	1	4	All Qs
18	2019 Citizen Survey	AL, FB	5	2	2	2	Q1
17	Water/Wastewater Infrastructure	TF, SF, MF, FS	5	1	1	1	Q1 Q2
19	Comcast Franchise renewal (previously part of Broadband)	KC, MF	5	1	1	2	Q2
21	Various sustainability initiatives	TF, BP, SF	4	3	3	4	All Qs
20	Clarifying Board priorities and fostering constructive conflict	MF	4	0	2	1	Q1
22	Town Hall Expansion	SF, TF, KS	4	1	2	5	Q4
27	2019 Work Plan 1/4ly Status Report w Time Utilization & Reprioritization	MF	3	4	0	1	All Qs
23	Organizational Health. Evaluate organizational structure*	MF, AM	3	0	0.1	2	Q1
25	Resolving remaining oil and gas operator agreements	FB	3	5	5	3	Q1
28	Preventative Asset Management, espially for capital infrastructure	TF, FS	3	0	0	1	Q1 Q2
24	Housing diversity/attainable housing	FS, BP, KC	3	0	1	3	Q2
26	2020 Work Plan Development (Incorporate into Budget Process)	MF, SF	3	1	4	3	Q3 Q4
29	Place making	BP, FS, MF	2	0	0	4	All Qs
30	Governance Guide and Town Vision, Mission and Values*	MF	2	1	4	2	Q1
34	Adoption of Historic Preservation Master Plan	JK, FB, KC, FS, MF, BP	2	1	1	2	Q1
31	Utility Fund Rates	SF, TF, AL	2	2	3	4	Q2
32	Development Review Process	FS, KC	2	0	1	2	Q2 Q3
33	Airport Development	TF, SF, FS, BP	2	1	0	3	Q3
35	2040 Comprehensive Plan For Erie	FS, TF, BP	2	0	0	4	Q4
37	Program Budget (review of Objectives & Key Performance Indicators)	MF, SF	1	0	0	2	Q3
38	Meetings with Boards and Commissions (early part of Budget process)	JK, MF	1	0	3	2	Q3
36	Home Rule	JK, KC, AT	1	0	2	1	Q4
39	Proclamations for various issues	JK	0	1	0	1	All Qs
40	Liquor license applications	JK	-2	0	0	2	All Qs
41	BOT Reports (30 minutes per meeting X 24 meetings)	ALL	-2	2	0	1	All Qs
42	Public Comment (Items not on Agenda. 15? minutes average per meeting)			6	0	1	All Qs
43	Development applications (average of ??/yr)	FS		22	0	3	All Qs
44	Executive Sessions	KC		15	0	1	All Qs
45	Department Reports (discussion only by exception, and with Weekly Updates)	All		0	0	1	All Qs
46	Building Permit efficiencies and processing times.	FS		0	0	3	Q2
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 exercise 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.							