

2021 Core Departmental Work

Town Administration Town Administrator	Coordinate actions to achieve BoT 2021 Work Plan outcomes & Departmental Priorities
	Onboard Communications & CE Director & Conduct Communications Audit
	Support DEI Advisory Board and lead Town's internal DEI efforts
	Coordinate efforts for BoT consideration of Inclusionary/Affordable Housing Ordinance
	Community Engagement to finalize Metro District Review Policy for BoT Consideration Pursue Erie's interests on transit & other issues at RTD, DRCOG, NATA & other venues
Town Administration Deputy Town Administrator	Maintain/improve employee culture
	Process improvements
	Home Rule Initiative
	Long term funding solutions
	Oil and Gas long term projects
Planning & Development	Comp Plan Update (18-Month Project)
	UDC Changes: (name specific sections to update)
	Development Review and Building Fees Update
	Food Truck Policy
	Impact Fee Study (update classifications) Online permitting system (3)
Economic Development	Town Center, Nine Mile/TEBO Development - Business Attraction
	Old Town Infrastructure Community Engagement & Implementation of Improvements
	I-25 Plan B- Due Diligence and CDG Coordination
	CoSolve Erie – Incubator, Accelerator, Erie Evergreen Fund & Makerspace Implementation
	Business Outreach: Business Retention and Expansion
Public Works	NWRF Expansion and Permit Correction
	Boulder Creek Well Project
	Streets Rehab and Repairs Program
	Maintain 100% Operations through pandemic
	Expand Conservation Program
Parks & Recreation	Capital Projects (ECP the big one)
	Asset/Land Management for Parks and Open Space
	COVID Action Plan for Operations
	Update Cost Recovery using new software
	Finalize Long Term Financial Plan for Parks and Recreation Adopt new UDC for Parks – deferred by planning from 2020
Finance	Finance Department Team Building/Training
	Participate in long range financial studies/implement plans
	URA Reimbursement framework, 5 year budget, CIP as required
	Research/Implement new financial tools for budgeting, ERP, CAFT, Amilia, ERP
	Update internal processes/policies/procedures <i>*Finance has significant involvement in many items listed as Departments top priorities and the work plan</i>
Police Department	Provide public safety for community members, Town staff and visitors during these continuous tumultuous times (COVID, Black Lives Matter, Divisive Political Beliefs, Police Integrity Concerns and a host of other priority issues).
	Continue to work extremely hard to become fully staffed and remain fully staffed. Over-hire if possible as all of LE continues to lose police officers.
	Hire Mr. Tyrone Campbell to provide training on ethics, communications, procedural justice and other topics for all department members.
	Create the first-ever department traffic team (1 Sergeant/2 Officers).
	Successfully complete our 2021 Strategic Plan goals even in the face of COVID.

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Town Administration Communications & Marketing	Review/Update internal marketing/community efforts
	Establish standardized community engagement expectations/plans
	Community Survey
	Create audience based communication/marketing plans utilizing most effective tools
	Implement Emergency Alerts (Smart911, Everbridge, Rave)
Town Administration Town Clerk	Overhaul and improve Records Process-
	Coordinate Elections ballot measures
	Create Division-wide SOPs and documentation of all procedures
	Update and implement Liquor license processes
	Create and implement Advisory Board and Commission onboarding process
	Establish all internal protocols and updated processes for Board of Trustee meetings and study sessions
IT	Migration of new File Server and folder structure
	Migration Email and SharePoint to Microsoft Office G3 & G1 Client
	Rebuild SharePoint after migration
	Broadband Action Plan – (including Public Policy, Community Survey, inquiry the cost of a survey for Middle Mile and PPP).
	Activate Laserfiche – Public Portal
	<i>*Support all Departments with their 2021 project requirements</i>
Human Resources	Employee Survey and implementation based on results
	Supervisor 101 training to include
	Complete Policy updates
	Develop a comprehensive ADA (Title I and II) program (internal and external)
	Succession Planning
	DHS options for consideration (security) (Department of Homeland Security)
	Property Inventory/valuation
	Ergonomics Assessments for Town Employees