

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