

Board of Trustees 2019 Work Plan						
First Quarter Status Report						
Issue	Team	Board Meeting Time Allotment		Status (Done=3, On Track=2, Delayed=1)	Notes	Schedule
		Regular Meeting	Work Session			
1 Updating the Unified Development Code (UDC)*	FS, FB, TF, KC, BP	2	4	2	Identifying sections needing amendments. Convening Joint Review Committee (JRC) with HBA. Need to finalize the public engagement plan.	Q1 Q3 Q4
2 Economic Development. Small business growth/updating business incentives.	BP, SF, TF, FS	1	4	2		All Qs
3 Community engagement, effective communications and transparency policy*	MF, AL, JK, AT, BP, FB	1	2	2		Q1 Q2 Q3
4 Citizen engagement/communication methods on hot topics*	MF, AL, JK, AT, BP, FB	2	1	1	Engagement HQ software purchased/received. Staff is developing proposed engagement plans and will present those to the BoT in Q2.	All Qs
5 Parks funding for maintenance and capital projects	FB, SF, TF	2	3	2	RFQ being prepared	All Qs
6 Transportation downtown, Highways 7, 52, 36, I-25 and CDOT interchange	TF, FS, BP	1	1	2	Working with stakeholders and internal staff on BRT for HWY 7, Ben wrapping up downtown parking plan, Malcolm attending HWY 52 planning, discussing Moffatt Bridge with developer.	All Qs
7 Open Space Trails and acquisition	FB, SF	1	0	2	Continue to work on Letters of Intent	All Qs
8 Oldtown development related issues, including parking resolution	BP, FS, SF, TF	2	6	2	Secured agreements with two new mixed use/restaurant developers. Staff received quotes on parking/traffic analysis and is contracting with the selected firm.	All Qs
9 Streets funding for maintenance and capital projects	TF, SF	2	3	2		Q2 Q3 Q4
10 Active harmer training and 1st Amendment Audit training	KS	0	2	3		Q1
11 Annual Budget	SF, MF	1	4	2		Q2 Q3 Q4
12 Staffing Plan*	AM, MF	0	1	2		Q2 Q3
13 Granicus/Legistar Enhancements	AT, JK	1	1	2	BOT Training on updated systems planned for 6/4 study session	Q1 Q2
14 Capital Improvement Plans (Project prioritization and funding options)	SF, TF, FB	2	4	2	Will be presented as part of the 2020 budget process in the 3rd quarter.	Q1 Q2
15 Broadband and Small Cell	MF, BP, KC, KF, TF	2	4	2		Q1 Q2 Q3
16 Long-term Plan for I-25 Property	FS, BP, SF, TF	1	4	2	We have been meeting with adjacent property owners to understand their developemnt related needs. This will help formulate an understanding of infrastructure needs in the corridor. Need to finalize community engagement plan.	All Qs
17 2019 Citizen Survey	AL, FB	2	2	2	Materials finalized and postcards will be mailed mid/late April	Q1 Q2
18 Water/Wastewater Infrastructure	TF, SF, MF, FS	1	1	2	Wastewater Plant Master Plan and Expansion will be presented in April. We will request funding to begin design. Water Plant Design is at 90% we will request funding for construction in May. Water Supply Planning project is well underway, will present next steps at April 9 Exec. Water system, Collections system, and Re Use Master Plans in the works. Received proposals for drought and water conservation plans. Working on contracting.	Q1 Q3 Q4
19 Comcast Franchise renewal (previously part of Broadband)	KC, MF	1	1	2		Q1 Q2 Q3
20 Various sustainability initiatives	TF, BP, SF	3	3	2	Requesting approval of Sustainability Master Plan contract at April 9 meeting, engaging NCWCD on hydro turbine at WTF feasibility study wrapping up and planning to request design funding, discussing alternative billing structures and use of United Power's battery to shave peaks at NWRF and cut electrical costs by 20%, discussing possibility of composting at landfill with new biosolids, added gate at recycle center, looking to purchase or lease an EV in 2019. Need to develop communications and engagement plan.	All Qs

21	Clarifying Board priorities and fostering constructive conflict	MF	1	2	2	Presented draft to BoT on 4/2.	Q1 Q2 Q3
22	Town Hall Expansion	SF, TF, KS	1	2		Action will be Q3/Q4 and 2020.	Q3 Q4
23	2019 Work Plan 1/4ly Status Report w Time Utilization & Reprioritization	MF	4	0	2		All Qs
24	Organizational Health. Evaluate organizational structure*	MF, AM	0	0.1	2	Implemented new Org Structure. Employee Survey is underway.	All Qs
25	Resolving remaining oil and gas operator agreements	FB	5	5	2	Next Update at June 11 BOT Meeting	All Qs
26	Preventative Asset Management, espically for capital infrastructure	TF, FS	0	0	2	Working with GIS Dept to evaluate if Cityworks could be ideal solution, will determine if this system interfaces with existing CMMS systems in place, working with Finance to expand use of Intergov.	Q2 Q3
27	Housing diversity/attainable housing	FS, BP, KC	0	1	2	Will be presenting initial information to BOT at Study Session in May.	Q2 Q3 Q4
28	2020 Work Plan Development (Incorporate into Budget Process)	MF, SF	1	4			Q3 Q4
29	Place making	BP, FS, MF	0	0	2	Will be scheduling time w BoT	All Qs
30	Governance Guide and Town Vision, Mission and Values*	MF	1	4	2	4/2 presentation to BoT	Q2 Q3 Q4
31	Adoption of Historic Preservation Master Plan	JK, FB, KC, FS, MF, BP	1	1	1	Study session will be held in Q2 to review proposed changes to Master Plan	Q1 Q2 Q3
32	Utility Fund Rates	SF, TF, AL	2	3	2		Q2 Q3 Q4
33	Development Review Process	FS, KC	0	1	2	This is an on-going process. Have been meeting with applicants to get feedback on process improvement ideas.	Q1 Q2
34	Airport Development	TF, SF, FS, BP	1	0	2	Early discussions with Jason Hurd and Ben Pratt. Not considered high priority.	All Qs
35	2045 Comprehensive Plan For Erie	FS, TF, BP	0	0		Q4	Q4
36	Program Budget (review of Objectives & Key Performance Indicators)	MF, SF	0	0		Q4	Q4
37	Meetings with Boards and Commissions (early part of Budget process)	JK, MF	0	3	2	1/2 done with meeting with B&Cs	Q1 Q2 Q3
38	Home Rule	JK, KC, AT	0	2	2	On tracw w detailed description	Q4
39	Proclamations for various issues	JK	1	0	1	Study session will be held in Q2 to review proposed changes to Master Plan	Q1 Q2 Q3
40	Liquor license applications	JK	0	0	2	1/2 done with revamping liquor license process	Q1 Q2 Q3
41	BOT Reports (30 minutes per meeting X 24 meetings)	All	2	0			All Qs
42	Public Comment (Items not on Agenda. 15? minutes average per meeting)	All	6	0			All Qs
43	Development applications (average of ??/yr)	FS	22	0			All Qs
44	Executive Sessions	KC	15	0			All Qs
45	Department Reports (discussion only by exception, and with Weekly Updates)	All	0	0			All Qs
46	Building Permit efficiencies and processing times.	FS	0	0	2	This is an on-going process. Have been meeting with applicants to get feedback on process improvement ideas.	Q1 Q2
47	Contingency (25%) for managing routine and unanticipated issues		24	18			All Qs
			115	97.1			
		Time Budget (2)	96	72			
		Total Unallocated Time (3)	-19	-25.1			

(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.