			Council Meeting Time Allotment		Level of Community	
	Board of Trustees CONCEPT 2019 Work Plan: Issues, Priorities, Time Allotment and Schedule					
	* These are sample ideas, to be fleshed out on Jan 13 at retreat*					
	Issue	Relative Priority(1)	Regular Meeting	Work Session	Engagement (4)	Schedule
1	Community engagement, effective communications and transparency policy	1	2	2	3	
2	Clarifying Board priorities and fostering constructive conflict	1	1	6	3	
3	Updating the Unified Development Code (UDC)	1	2	4	3	
4	Economic Development. Small business growth/updating business incentives.	1	2	3	4	
5	Organizational Health. Evaluate organizational structure	1	1	2	2	Q1
6	Housing diversity/attainable housing	1	4	4	3	
7	Place making	1	2	3	4	
8	Various sustainability initiatives	1	3	3	4	
9	Home Rule	1	3	3	5	
10	Broadband	1	1	3	4	
11	Open Space Trails	1	1	2	3	
12	Resolving remaining oil and gas operator agreements	1	5	5	3	
13	Long-term Plan for I-25 Property	1	3	3	4	
14	Program Budget (review of Objectives & Key Performance Indicators)		1	5	2	
15	Capital Improvement Plans (Project prioritization and funding options)		2	4	3	Q2
16	Emergency Preparedness Exercise		0	0	3	
17	Annual Budget		6	8	4	Q2 Q3 Q4
18	Liquor license applications		3	0	2	All Qs
19	Meetings with Boards and Commissions (early part of Budget process)		0	3	2	Q3
20	2020 Work Plan Development (Incorporate into Budget Process)		1	4	3	Q3 Q4
21	Governance Guide and Town Vision, Mission and Values		1	4	2	Q1
22	Public Comment (Items not on Agenda. 15? minutes average per meeting)		6	0	1	All Qs
23	BOT Reports (30 minutes per meeting X 24 meetings)		12	0	1	All Qs
24	Development applications (average of ??/yr)		12	0	3	All Qs
25	Potential litigation		5	0	1	All Qs
26	2019 Work Plan 1/4ly Status Report w Time Utilization & Reprioritization		4	0	1	All Qs
27	Proclamations for various issues		3	0	1	All Qs
28	Department Reports (discussion only by exception, and with Weekly Updates)		0	0	1	All Qs
29	Other?					
30	Contingency (25%) for managing routine and unanticipated issues		18	9		All Qs
		Total Time	104	80		
		Time Budget (2)	72	36		
		Total Unallocated Time (3)	-32	-44		

(1) 1=High, 2=Medium, 3=Low, 4=Other

(2) If the Board expects to have 1 Work Session and 2 Regular Meetings per month, and expects meetings to average 3 hours per each meeting (6:00PM to 9:00PM), annually there are 72 total hours (2X3X12=72) available for Regular meetings and 36 hours (3X12=36) for Work Sessions. This figure does not include the significant time Trustees spend outside of formal meetings. If the Board expects meetings to average 4 hours each, then there would be 96 hours and 48 hours respectively for each type of meeting.

(3) If this figure is a negative number, the Board's schedule is overloaded and the Board will not be able to consider issues effectively and the quality of decision making will suffer. Accordingly, the Board should strive to start the year with a managable schedule, with time available for contingencies, and when contingencies come up that consume all available time, the Board should 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".