

## 2019 Work Plan

<b>Issue (4):</b>	<b>Parks Funding for Maintenance &amp; Capital Projects.</b>
<b>Objective:</b>	Identify long-term capital and maintenance needs for parks, recreation, trails & open space, establishing priorities and identifying funding sources.
<b>Engagement:</b>	<u>Involve</u> interested parties.
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. TBD</li><li>2.</li><li>3.</li><li>4.</li></ol>
<b>Time Budget:</b>	Regular Meeting: 2 hour. Study Session: 3 hours (?)
<b>Resources:</b>	Existing staffing and budget.
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<b>Issue (10):</b>	<b>Provide Active Harmer Training and 1<sup>st</sup> Amendment Auditor Training</b>
<b>Objective:</b>	Train the Board of Trustees in the areas of Active Harmer and 1 <sup>st</sup> Amendment Auditors situations in order to enhance their safety.
<b>Engagement:</b>	Board of Trustees, Town Administrator, Town Attorney, Town Clerk and Town employees who comprise the Leadership Team
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. Provide Active Harmer Training followed immediately by a short drill. Q1</li><li>2. Provide 1<sup>st</sup> Amendment Auditors training. Q1</li></ol> <p>Note: Both of these segments could be completed easily in one study session. We would not want the public present.</p>
<b>Time Budget:</b>	Study Session: 2 hours maximum; probably closer to 1.5 hours
<b>Resources:</b>	Identified Erie PD members and Leadership Team (audience)
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<b>Issue (11):</b>	<b>Annual Budget.</b>
<b>Objective:</b>	Prepare and present 2020 budget to Board for their approval.
<b>Engagement:</b>	<u>Involve</u> interested parties.
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. Budget packet</li><li>2. TBD</li><li>3.</li><li>4.</li></ol>
<b>Time Budget:</b>	Regular Meeting: 1 hour. Study Session: TBD
<b>Resources:</b>	Existing staffing and budget.
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<b>Issue (12):</b>	<b>Capital Improvement Plan (CIP) for 2019-2023 or 2020-2024</b>
<b>Objective:</b>	Present capital needs of the Town over the next five years, seeking direction/prioritization from the Board where appropriate.
<b>Engagement:</b>	<u>Involve</u> interested parties.
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. CIP packet</li><li>2. TBD</li><li>3.</li><li>4.</li></ol>
<b>Time Budget:</b>	Regular Meeting: None. Study Session: 6 hours (?)
<b>Resources:</b>	Existing staffing and budget.
<b>Issue (13):</b>	<b>Granicus/Legistar Enhancements</b>

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**Objective:** Standardization of agenda items and increased functionality of the Granicus platform.  
**Engagement:** Involve interested parties.  
**Deliverables:**

1. Staff training (re-training) on agenda memo formats and required information. Q1
2. iLegislate installation and training for all BOT and interested staff. Q1
3. Interactive demonstration on available enhancements to Granicus: VoteCast, eComment, SpeakUp. Q1
4. Implementation and training on VoteCast and eComment. Q2
5. Assess SpeakUp's ability to integrate and/or enhance the Town's current citizen engagement

**Time Budget:** Regular Meeting: 0 hours. Study Session: ½ hours

**Resources:** Existing staffing, Granicus, and budget.

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**Issue (17):** **2019 Citizen Survey**

**Objective:** Compile anonymous results from Erie citizens to help us shape the future of Erie and by assessing the 8 facets of community livability. The survey will also help to: monitor trends in resident opinion; measure government performance; assess support for local policies; inform budget use; land use; strategic planning decisions; communicate with residents; and benchmark service ratings.

**Engagement:** Involve interested parties.

**Deliverables:**

1. Enter into contract agreement with NCS via National Research Center. Q1
2. BoTs to assess survey materials. Q1
3. Survey Cards mailed
4. Share Final Report

**Time Budget:** Regular Meeting: hours. Study Session: hours

**Resources:** Existing staffing, NCS, and budget.

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**Issue (20):** **Town Hall Expansion**

**Objective:** Update long-term needs assessment for expansion/renovation of Town Hall, update projected cost and develop financing plan.

**Engagement:** Involve interested parties.

**Deliverables:**

- 1.
- 2.
- 3.
- 4.

**Time Budget:** Regular Meeting: 1 Hour. Study Session: 2 hours

**Resources:** Existing staffing and budget.

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**Issue (29):** **Utility Rate Study**

**Objective:** Review of water, wastewater and storm drainage fees as required by Code (every 5 years) and our bond covenants.

**Engagement:** Involve interested parties.

**Deliverables:**

1. Formal rate study report by consultants
2. Recommendations for rate/fee changes from staff
- 3.
- 4.

**Time Budget:** Regular Meeting: 2 hours. Study Session: 2@2 hours each (Specific timeline TBD)

**Resources:** Consultants. Possibly PR assistance. Existing staffing and budget.

## 2019 Work Plan

**Issue (32): Adoption of Historic Preservation Master Plan**

**Objective:** To adopt a Historic Preservation Master Plan that aligns with the Board of Trustees' vision, and is both logistically and legally sound.

**Engagement:** Involve interested parties.

**Deliverables:**

1. Evaluate the accepted 2017 Historic Preservation Master Plan for legal and logistical conflicts. Q1
2. Reach out to Mark Rodman of History Colorado to gain an understanding of what is standard for Historic Preservation Master Plans. Q1
3. Work with Historic Preservation Advisory Board to go through legal concerns and edits. Q2
4. Develop a plan for how the Historic Preservation Master Plan will be applied, and the logistics of the application. Q2
4. Adopt revised Historic Preservation Advisory Board. Q3

**Time Budget:** Regular Meeting: 1 hour. Study Session: 1 hour

**Resources:** Existing staffing and budget.

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**Issue (34): Home Rule**

**Objective:** To become a home rule municipality to create solutions that fit Erie's needs, respond quickly to a rapidly changing environment, and gain greater flexibility and freedom.

**Engagement:** Involve interested parties.

**Deliverables:**

1. Preparation in anticipation of home rule election and process. Q2
  - a. Create a timeline
  - b. Election Cost Estimates
  - c. Election form and process development
2. Initiate home rule process
  - a. Board of Trustees adopt an ordinance to initiate home rule process
3. Election to elect charter commission
  - a. Board of Trustees call an election within 30 days after adoption of ordinance, election must be held in 120 days
  - b. Publish first notice of election at least 60 days before election
  - c. Within 30 days of first notice of election, nomination and consent to serve statements are due to Town Clerk.
  - d. After filing of submissions, publish second notice of election with the names of nominated candidates.
7. Charter Commission
  - a. Board of Trustees call first meeting of the charter commission with a resolution following the conclusion of the election.
  - b. First meeting of charter commission will be held with 20 days of certification of election results.
  - c. Charter Commission must have at least one public hearing while writing the charter.
  - d. Charter commission may utilize staff and counsel as well as conduct interviews while preparing the charter.
  - e. Charter commission must submit a proposed charter to the Board of Trustees within 180 days after the election.
12. Election to adopt proposed charter
  - a. Board of Trustees call for election within 30 days after submission of proposed charter.
  - b. Publish notice of election of charter with the full text of home rule charter.

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- c. Within 60 days after submission, the Board of Trustees sets the ballot title for the proposed charter.
- d. Election on the charter must be held not less than 30 days, nor more than 185 days after the publication of the notice of election

16. After adoption of proposed charter

- a. Once approved, file a certified copy of the adopted charter with the secretary of state and the town clerk within 20 days after the election approving the proposed charter.
- b. If adopted charter is contested, the proceedings must be commenced within 45 days after the election approving the proposed charter.

**Time Budget:** Regular Meeting: 1 hour. Study Session: 4 hours

**Resources:**

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**Issue (38):** **Meetings with Boards and Commissions**

**Objective:** To educate voluntary board and commission members on running a meeting, taking minutes, the implications of Colorado Open Records Act and the Open Meetings Law, and ensure they are receiving the support and resources they need to be effective.

**Engagement:** Involve interested parties.

**Deliverables:**

- 1. Create an alternating schedule of quarterly meetings with the voluntary boards and commissions. Q1
- 2. Set up educational study sessions with each voluntary board and commission to address meeting flow, Colorado Open Records Act, and Open Meetings Law. Q2
- 3. Attend one regular meeting of each board and commission. Q2
- 4. Compile voluntary board and commission feedback to present to the Board of Trustees. Q3

**Time Budget:** Regular Meeting: 1 hour. Study Session: 0 hour (voluntary board and commission time budget is not accounted for)

**Resources:**

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**Issue (39):** **Proclamations for various issues**

**Objective:** To standardize and simplify the process of scheduling proclamations.

**Engagement:** Involve interested parties.

**Deliverables:**

- 1. Creation of an annual proclamation calendar. Q1
- 2. Seek feedback from Trustees on requested proclamations. Q1
- 3. Plan standard and requested proclamations in anticipation of meeting dates. Q2

**Time Budget:** Regular Meeting: 0 hours. Study Session: 1/2 hour

**Resources:**

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**Issue (40):** **Liquor License Applications**

**Objective:** To effectively manage liquor license applications, improve available information, and standardize the process while working with Economic Development to ensure the process is new business friendly.

**Engagement:** Involve interested parties.

**Deliverables:**

- 1. Check in with Economic Development to go over the liquor license application process, and see where improvement is needed to make the process business friendly. Q1
- 2. Create a new local liquor license application. Q2

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3. Create a robust liquor license webpage with all necessary information. Q2
4. Create an online presence for the Liquor License Authority. Q3
5. Present improvements to the Board of Trustees? Q3

**Time Budget:** Regular Meeting: 0 hours. Study Session: 1/2 hour

**Resources:**