

Board of Trustees 2019 Work Plan January 16, 2019 Draft							
Issue	Team	Relative Priority(1)	Council Meeting Time Allotment		Level of Community Engagement (4)	Schedule (Still to be Finalized)	Notes
			Regular Meeting	Work Session			
1 Updating the Unified Development Code (UDC)*	FS, FB, TF, KC, BP	13	2	4	3	Q1 Q2 Q3	
2 Economic Development. Small business growth/updates business incentives.	BP, SF,TF, FS	12	1	4	3	All Qs	More time at the staff level.
3 Community engagement, effective communications and transparency policy*	MF, AL, JK, AT, BP, FB	11	1	2	3	Q1	Overall approach and tools to use in specific instances
4 Citizen engagement/communication methods on hot topics*	MF, AL, JK, AT, BP, FB	10	2	1	4	All Qs	ID approach to use on each hot topic and BOT approval engagement plans.
5 Parks funding for maintenance and capital projects	FB, SF, TF	10	2	3	5	Q2 Q3	
6 Transportation downtown, Highways 7, 52, 36, I-25 and CDOT interchange	TF, FS, BP	9	1	1	3	All Qs	Include Erie Parkway?
7 Open Space Trails and acquisition	FB, SF	9	1	0	3	Q2	
8 Oldtown development related issues, including parking resolution	BP, FS, SF, TF	8	2	6	4	Q1	Time is in addition to outside hot topic sessions
9 Streets funding for maintenance and capital projects	TF, SF	8	2	3	5	Q2 Q3	
10 Active harmer training and 1st Amendment Audit training	KS	7	0	2	3	Q1	
11 Annual Budget	SF, MF	7	1	4	3	Q2 Q3 Q4	
12 Staffing Plan*	AM, MF	6	0	1	3	Q1	
13 Granicus/Legistar Enhancements	AT, JK	6	1	1	2	Q1 Q2	
14 Capital Improvement Plans (Project prioritization and funding options)	SF, TF, FB	6	2	4	4	Q2	
15 Broadband and Small Cell	MF, BP, KC, KF, TF	6	2	4	4	Q2 Q3	Staff level work on strategic initiatives
16 Long-term Plan for I-25 Property	FS, BP, SF, TF	5	1	4	4	All Qs	Includes Erie Gateway. I25 Masterplan translation to UDC & other development regs
17 2019 Citizen Survey	AL, FB	5	2	2	2	Q1	
18 Water/Wastewater Infrastructure	TF, SF, MF, FS	5	1	1	1	Q1 Q2	
19 Comcast Franchise renewal (previously part of Broadband)	KC, MF	5	1	1	2	Q2	
20 Various sustainability initiatives	TF, BP, SF	4	3	3	4	All Qs	Including trash/recycling/composting.
21 Clarifying Board priorities and fostering constructive conflict	MF	4	1	2	1	Q1	
22 Town Hall Expansion	SF, TF, KS	4	1	2	5	Q4	Need to work toward coordinated elections
23 2019 Work Plan 1/4ly Status Report w Time Utilization & Reprioritization	MF	3	4	0	1	All Qs	
24 Organizational Health. Evaluate organizational structure*	MF, AM	3	0	0.1	2	Q1	
25 Resolving remaining oil and gas operator agreements	FB	3	5	5	3	Q1-Q3	Needs lots of outreach and engagement.
26 Preventative Asset Management, espially for capital infrastructure	TF, FS	3	0	0	1	Q1 Q2	Incorporated into capital planning.
27 Housing diversity/attainable housing	FS, BP, KC	3	0	1	3	Q2	Boulder County presentation, include senior housing
28 2020 Work Plan Development (Incorporate into Budget Process)	MF, SF	3	1	4	3	Q3 Q4	
29 Place making	BP, FS, MF	2	0	0	4	All Qs	Important and should be part of all other initiatives.
30 Governance Guide and Town Vision, Mission and Values*	MF	2	1	4	2	Q1	
31 Adoption of Historic Preservation Master Plan	JK, FB, KC, FS, MF, BP	2	1	1	2	Q1	
32 Utility Fund Rates	SF, TF, AL	2	2	3	4	Q2	Need lots of outreach at the staff level to inform/explain.
33 Development Review Process	FS, KC	2	0	1	2	Q2 Q3	Process overview
34 Airport Development	TF, SF, FS, BP	2	1	0	3	Q3	Staff level. Reduce monthly report to quarterly.
35 2040 Comprehensive Plan For Erie	FS, TF, BP	2	0	0	4	Q4	Tee up for 2020
36 Program Budget (review of Objectives & Key Performance Indicators)	MF, SF	1	0	0	2	Q3	
37 Meetings with Boards and Commissions (early part of Budget process)	JK, MF	1	0	3	2	Q3	
38 Home Rule	JK, KC, AT	1	0	2	1	Q4	Presentation on issues, pros and cons and process. Sam Light to present.
39 Proclamations for various issues	JK	0	1	0	1	All Qs	
40 Liquor license applications	JK	-2	0	0	2	All Qs	
41 BOT Reports (30 minutes per meeting X 24 meetings)	ALL	-2	2	0	1	All Qs	
42 Public Comment (Items not on Agenda. 15? minutes average per meeting)			6	0	1	All Qs	
43 Development applications (average of ??/yr)	FS		22	0	3	All Qs	
44 Executive Sessions	KC		15	0	1	All Qs	
45 Department Reports (discussion only by exception, and with Weekly Updates)	All		0	0	1	All Qs	
46 Building Permit efficiencies and processing times.	FS		0	0	3	Q2	
47 Contingency (25%) for managing routine and unanticipated issues			24	18		All Qs	
Total Time			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.							