

| Board of Trustees 2019 Work Plan  |                        |                              |              |   |   |          |
|---|------------------------|------------------------------|--------------|---|---|----------|
| First Quarter Status Report   |                        |                              |              |   |   |          |
| Issue   | Team                   | Board Meeting Time Allotment |              | Status<br>(Done=3,<br>On Track=2,<br>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. <b>Need to finalize the public engagement plan.</b>   | 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. <b>Staff is developing proposed engagement plans and will present those to the BoT in Q2.</b>  | 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. <b>Need to finalize community engagement plan.</b>   | 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 NWRP 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. <b>Need to develop communications and engagement plan.</b> | 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.   |  |                            |     |       |   |   |          |