

Board of Trustees 2019 Work Plan

Third Quarter Status Report

	Issue	Team	Status	Notes	
1	Updating the Unified Development Code (UDC)*	FS, FB, TF, KC, BP	3.5	10/18 Presentation to BoT summarized sections needing amendments and plan for finalizing the update.	Q1 Q3 Q4
2	Economic Development. Small business growth/updating business incentives.	BP, SF,TF, FS	3.75	10/18 Presentation summarized accomplishments to date and action plan.	All Qs
3	Community engagement, effective communications and transparency policy*	MF, AL, JK, AT, BP, FB	3.5	Adopted policy, developed community engagement plans for hot topics. Working to schedule training on policy and tools. TA is accessible, meeting with interested residents and attends most Town sponsored community events.	Q1 Q2 Q3
4	Citizen engagement/communication methods on hot topics*	MF, AL, JK, AT, BP, FB	3.75	Demonstrated successful engagements on several topics (Old Town Parking, Oil and Gas, UDC update). Will use Engagement HQ software for Town Center Master Plan/DPZ Charrette.	All Qs
5	Parks funding for maintenance and capital projects	FB, SF, TF	3	Hired consultant and work is in process	All Qs
6	Transportation downtown, Highways 7, 52, 287, I-25 and CDOT interchange	TF, FS, BP	3.75	Working with stakeholders and internal staff on BRT for Hwy 7 and Hwy 287/Arapahoe; Downtown parking and traffic study complete with preliminary action plan; Joe attending HWY 52 planning, Todd attending NATA, and Malcolm attending Commuting Solutions; CDOT is installing signal at Erie Parkway and I-25.	All Qs
7	Open Space Trails and acquisition	FB, SF	4	Purchased Wise Farm!	All Qs
8	Oldtown development related issues, including parking resolution	BP, FS, SF, TF	4	Parking/traffic analysis complete and action plan identified; Significant attendance & helpful comments at Downton Parking and Traffic Open Houses. Construction underway on 615 Briggs mixed-use restaurant; Resolved infrastructure funding for Birdhouse mixed-use restaurant and they submitted permit application. Letter of Intent pending on 105 Wells; Echo Brewing utility easement resolved and plan submittal anticipated; other development plans in the works.	All Qs
9	Streets funding for maintenance and capital projects	TF, SF	3	All project actions on track. Able to almost double mileage resurfaced in 2019. Increased budget funding for 2020.	Q2 Q3 Q4
10	Active harmer training and 1st Amendment Audit training	KS	4	Training complete.	Q1
11	Annual Budget	SF, MF	4	Will be complete with BoT's 10/22 approval	Q2 Q3 Q4
12	Staffing Plan*	AM, MF	3.75	All project actions on track, but new Finance Budget Manager position needed to valadate 5-year staffing plan and incorporate into long-range forecast.	Q2 Q3
13	Granicus/Legistar Enhancements	AT, JK	3.75	Votecast implemented in August. E-Comment will be im	Q1 Q2
14	Capital Improvement Plans (Project prioritization and funding options)	SF, TF, FB	4	Included in the 2020 budget.	Q1 Q2
15	Broadband and Small Cell	MF, BP, KC, KF, TF	3.75	Consultant has started evaluation of Comcast's cable system. On 10/16 the Planning Commission adopted resolution recommending BoT approval of UDC Amendments for Wireless Communication Facilities (WCF). BoT consideration scheduled on 11/12.	Q1 Q2 Q3
16	Long-term Plan for I-25 Property	FS, BP, SF, TF	1	Weld County objects to TIF financing plan. Staff is working on plan B (public private partnership).	All Qs

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17	2019 Citizen Survey	AL, FB	4	Results presented to BoT on August 13.	Q1 Q2
18	Water/Wastewater Infrastructure	TF, SF, MF, FS	3.75	All project actions on schedule and under budget.	Q1 Q3 Q4
19	Comcast Franchise renewal (previously part of Broadband)	KC, MF	3	Negotiations continuing. Delayed to bring consultant on to conduct evaluation of Comcast's cable system (relevant to item 15 also). Anticipate proposed agreement ready for Board consideration in Q4 or Q1 2020.	Q1 Q2 Q3
20	Various sustainability initiatives	TF, BP, SF	3.5	SAB presentation to BoT on 8/20. Final meeting with SAB and Open House in October. Plan will be finalized for BoT consideration in December.	All Qs
21	Clarifying Board priorities and fostering constructive conflict	MF	2	Presented draft to BoT on 4/2.	Q1 Q2 Q3
22	Town Hall Expansion	SF, TF, KS	1	Anticipate action in 2021.	Q3 Q4
23	2019 Work Plan 1/4ly Status Report w Time Utilization & Reprioritization	MF	4	Reporting on time for all quarters	All Qs
24	Organizational Health. Evaluate organizational structure*	MF, AM	4	Implemented new Org Structure. Employee Survey results presented on 7/23. Action plan underway with several actions implemented.	All Qs
25	Resolving remaining oil and gas operator agreements	FB	3.75	10/15 Presented updated draft of Chapter 12 UDC Oil and Gas regulations and draft of Air Quality regulation. Proceeding on track using BoT approved community engagement plan.	All Qs
26	Preventative Asset Management, especially for capital infrastructure	TF, FS	2	Evaluating Cityworks solution and working with Finance to expand use of Intergov. Increased budget funding for street maintenance. Need additional Finance position to really pursue this.	Q2 Q3
27	Housing diversity/attainable housing	FS, BP, KC	3	Presented to BOT in May. Working with surrounding jurisdictions on strategy and with developers to incorporate attainable/affordable units into new developments.	Q2 Q3 Q4
28	2020 Work Plan Development (Incorporate into Budget Process)	MF, SF	3.75	Based on BoT comments on 10/15, will finalize priority and required resources and prepare detailed descriptions for BoT consideration in Q4.	Q3 Q4
29	Place making	BP, FS, MF	3.75	ULI-TAP provides excellent start. DPZ CoDesign brings internationally respected firm to Erie to work with BoT, Residents, Developers and staff to develop--through the 7-day charrette/community engagement--a master plan for Town Center that will make it the "go to" town in the region.	All Qs
30	Governance Guide and Town Vision, Mission and Values*	MF	3	BoT approved consultant on 9/6. They are working with staff on an engagement process to reflect BoT and staff interests and develop, refine and finalize a VMV in Q4.	Q2 Q3 Q4
31	Adoption of Historic Preservation Master Plan	JK, FB, KC, FS, MF, BP	2	Based on BoT direction on 9/24, staff will identify what is optional and what is required, implications on staff time, budget impact, and then bring back for BoT discussion.	Q1 Q2 Q3
32	Utility Fund Rates	SF, TF, AL	2	Had to engage new consultant. New consultant is starting work.	Q2 Q3 Q4

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33	Development Review Process	FS, KC	3.5	Town/HBA task force working through sections of UDC. Mapped out review process and established review schedule with specific deadlines for two way (Town and Developer) accountability; Implemented face-to-face Design Review Team meetings for major projects. Adopted new Development Agreement Format. Highlighted importance of customer services focus with staff. UDC updates will incorporate streamlined approach.	Q1 Q2
34	Airport Development	TF, SF, FS, BP	3	Working with Businesses interested in locating and expading in the Air Park. Scott deLuise appointed as Designee to the Metro Denver Aviation Coalition of the Metro Denver EDC.	All Qs
35	2045 Comprehensive Plan For Erie	FS, TF, BP	1	Need to focus on more current issues at this time.	Q4
36	Program Budget (review of Objectives & Key Performance Indicators)	MF, SF	1	New Finance Budget Manager needed to pursue this issue.	Q4
37	Meetings with Boards and Commissions (early part of Budget process)	JK, MF	3	Requested budget requests from B&Cs. TA has met with HPAB, OSAB, SAB, and Tree Board Chair. Need to work on Educational materials and training for B&Cs.	Q1 Q2 Q3
38	Home Rule	JK, KC, AT	4	Presentation on pros, cons, process, required budget. BoT asked for proposed schedule. Will present that on 10/22.	Q4
39	Proclamations for various issues	JK	4	Process is working.	Q1 Q2 Q3
40	Liquor license applications	JK	3	Most project actions on track; some delayed due to workload.	Q1 Q2 Q3
41	BOT Reports (30 minutes per meeting X 24 meetings)	All	4		All Qs
42	Public Comment (Items not on Agenda. 15? minutes average per meeting)	All	4		All Qs
43	Development applications (average of ??/yr)	FS	4		All Qs
44	Executive Sessions	KC	4		All Qs
45	Department Reports (discussion only by exception, and with Weekly Updates)	All	4		All Qs
46	Building Permit efficiencies and processing times.	FS	3	See notes on item 33.This is an on-going process. Have been meeting with applicants to get feedback on process improvement ideas. UDC changes will help.	Q1 Q2
47	Contingency (25%) for managing routine and unanticipated issues		1		All Qs

(1) Done=4, Almost Complete=3.5 or 3.75, On Track=3, Schedule Delayed=2 Problems=1