

Board of Trustees 2019 Work Plan					
Year End Status Report					
	Issue	Team	Status	Notes	
1	Updating the Unified Development Code (UDC)*	FS, FB, TF, KC, BP	3	10/18 Presentation to BoT summarized sections needing amendments and plan for finalizing the update. Taking proposed amendments to Planning Commission in February and to Bot in March 2020.	Q1 Q3 Q4
2	Economic Development. Small business growth/updating business incentives.	BP, SF,TF, FS	4	10/18 Presentation summarized accomplishments to date and action plan. Will present 2020 implementation plan on 1/24.	All Qs
3	Community engagement, effective communications and transparency policy*	MF, AL, JK, AT, BP, FB	4	Adopted policy, developed community engagement plans for hot topics. TA is accessible, meeting with interested residents and attends most Town sponsored community events. Weekly Update covers all aspects of Town government, the good, and the not so good.	Q1 Q2 Q3
4	Citizen engagement/communication methods on hot topics*	MF, AL, JK, AT, BP, FB	4	Completed especially successful community engagement, including Engagement HQ software, on Town Center Master Plan with the design charrette. Demonstrated successful engagements on several other topics (Old Town Parking, Oil and Gas, UDC update, Weekly Update).	All Qs
5	Parks funding for maintenance and capital projects	FB, SF, TF	3	Revised timeline in mid 2019 based on ballot measure training staff attended suggesting that 2020 election would be most likely to have success if the BoT wants to pursue a ballot measure. Based on that, we will start Community Engagement in Q1 2020, conduct Spring 2020 study session on options, and complete other objectives by June/July for consideration of a Fall 2020 measure.	All Qs
6	Transportation downtown, Highways 7, 52, 287, I-25 and CDOT interchange	TF, FS, BP	4	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/Malcolm attending NATA, and Malcolm attending Commuting Solutions; CDOT is installing signal at Erie Parkway and I-25. DPZ developed Transit Network plan with Old Town and Town Center Loops and connection to RTD Jump route.	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 on 105 Wells; Echo Brewing utility easement resolved and plan submittal anticipated; other development plans in the works. Outlined action plan for Old Town infrastructure needs and financing plan.	All Qs
9	Streets funding for maintenance and capital projects	TF, SF	3	Able to almost double mileage resurfaced in 2019. Increased budget funding for 2020. Will present 5-yr Streets CIP and revenue options in 2020	Q2 Q3 Q4
10	Active harmer training and 1st Amendment Audit training	KS	4	Training complete.	Q1
11	Annual Budget	SF, MF	4	Approved by BoT on 10/22/19	Q2 Q3 Q4

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12	Staffing Plan*	AM, MF	3	All project actions on track, but new Finance Budget Manager position needed to validate 5-year staffing plan and incorporate into long-range forecast.	Q2 Q3
13	Granicus/Legistar Enhancements	AT, JK	3	VoteCast implemented in August. E-Comment will be implemented.	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	4	Consultant completed evaluation of Comcast's cable system. On 11/12 BoT approved UDC Amendments for Wireless Communication Facilities (WCF). Staff has identified several actions to further improve service and implement small cell in select areas in 2020.	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
17	2019 Citizen Survey	AL, FB	4	Results presented to BoT on August 13.	Q1 Q2
18	Water/Wastewater Infrastructure	TF, SF, MF, FS	4	Objective and deliverables complete.	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 Q1 2020.	Q1 Q2 Q3
20	Various sustainability initiatives	TF, BP, SF	4	SAB presented draft plan to BoT on 8/20. SAB conducted Open House in October. Final Plan adopted by BoT on December 10, 2019.	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, which showed high levels of employee satisfaction. Implemented several actions to address areas needing additional work, including benefits.	All Qs
25	Resolving remaining oil and gas operator agreements	FB	4	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. No additional operator agreements have been proposed.	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	4	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	4	Based on BoT comments on 10/15, finalized priorities and Board approved Work Plan on 11/12.	Q3 Q4
29	Place making	BP, FS, MF	4	ULI-TAP provided excellent start. DPZ CoDesign brought internationally respected firm to Erie and worked with BoT, Residents, Developers and staff to develop--through the 7-day charrette/community engagement--the Town Center Master Plan that will make it the "go to" place in the region.	All Qs

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30	Governance Guide and Town Vision, Mission and Values*	MF	4	BoT approved consultant on 9/6. They conducted retreat with staff representatives from all departments on 12/19/2019. Staff has final draft of read for presentation to BoT.	Q2 Q3 Q4
31	Adoption of Historic Preservation Master Plan	JK, FB, KC, FS, MF, BP	3	Based on BoT direction on 9/24, staff has identified proposed edits to Plan to address BoT concerns. HPAB is reviewing those and staff anticipates presenting the Plan to the BoT for consideration in February, 2020.	Q1 Q2 Q3
32	Utility Fund Rates	SF, TF, AL	2	Had to engage new consultant. New consultant is starting work.	Q2 Q3 Q4
33	Development Review Process	FS, KC	3	Town/HBA task force worked 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. Staff will present proposed UDC updates to BoT in Q1, 2020.	Q1 Q2
34	Airport Development	TF, SF, FS, BP	4	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	4	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 and then staff turnover. Project will be finalized in 2020.	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, Schedule Delayed=2 Problems=1					