



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 1/22/2019**

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**File #: 19-060, Version: 2**

**SUBJECT:**

**Board of Trustees 2019 Work Plan**

**DEPARTMENT:** Administration

**PRESENTER:** Malcolm Fleming, Town Administrator

**FISCAL INFORMATION:**

Cost as Recommended: To be determined

Balance Available:

Budget Line Item Number:

New Appropriation Required:

**STAFF RECOMMENDATION:**

Staff would appreciate Board review and quick comment on the 1<sup>st</sup> draft (work in progress) of the detailed descriptions of each Work Plan issue/project to confirm the information reflects what the Board wants to see. If so, staff will finalize the detailed descriptions of all issues/projects for Board consideration at the February 12<sup>th</sup> meeting.

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

During the Board's January 13, 2019 retreat, the Board adopted a preliminary 2019 Work Plan that (1) lists projects/issues in priority order, (2) budgets the hours of Board meeting time the Board expects to spend on each issue, and (3) reflects the level of community engagement the Board wants to pursue for each issue. The attachments to this agenda item reflect the following versions of that preliminary Work Plan.

1. Sorted by Priority (with meeting notes from the Retreat)
2. Sorted by Quarter (preliminary/tentative schedule, subject to revision)
3. Sorted by level of community engagement

Staff is also preparing more detailed descriptions of each issue and the key objectives and deliverables associated with that project/issue. The current preliminary draft list (also a work in progress) of those detailed descriptions is also attached

**ATTACHMENTS:**

1. Work Plan sorted by priority (with notes)
2. Work Plan sorted by Quarter (tentative schedule)
3. Work Plan sorted by level of community engagement
4. Preliminary list of detailed descriptions