



## Legislation Details (With Text)

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**File created:** 8/6/2020      **In control:** Town Council  
**On agenda:** 8/11/2020      **Final action:**  
**Title:** 2020 Work Plan 2nd Quarter Status Review  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2020 Work Plan 2020.08.06 w Meeting Time Budget & Dates, 2. 2020 Work Plan Detailed Descriptions 2020.05.pdf

Date	Ver.	Action By	Action	Result
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**SUBJECT: General Business**  
**2020 Work Plan 2<sup>nd</sup> Quarter Status Review**

**DEPARTMENT: Administration**

**PRESENTER: Malcolm Fleming, Town Administrator**

**TIME ESTIMATE: 10 Minutes**

**FISCAL INFORMATION: N/A**

**STAFF RECOMMENDATION:**

**Presentation on 2<sup>nd</sup> Quarter status of the 2020 Work Plan, followed by Board questions, discussion and direction as necessary.**

### **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

As part of the 2020 Budget process, the Board considered all the issues and projects confronting the Town, and then adopted the 2020 Work Plan. That Plan included 27 projects/issues listed in order reflecting the emphasis Board members had ranked each issue. The Work Plan is intended to ensure staff stays focused on the Board's top priorities.

During the Board's May 15/16 2020 retreat, the Board reviewed an updated version of the Work Plan including the initial 27 issues, plus new issues the Town has encountered, such as the COVID-19 pandemic and the Community Conversations to address racism and racial injustice. To better reflect the overall workload staff is managing, the updated Work Plan also includes other significant issues staff is working on. The Work Plan now covers 47 issues. During the retreat, the Board grouped the

updated Work Plan issues into the following nine high-level priority focus areas:

1. **Attractive Community Amenities**
2. **Engaged and Diverse Community**
3. **Prosperous Economy**
4. **Well-Maintained Transportation Infrastructure**
5. **Small Town Feel**
6. **Safe and Healthy Community**
7. **Effective Governance**
8. **Environmentally Sustainable**
9. **Fiscally Responsible**

The attached summary table of the 2020 Work Plan reflects each issue, which of the 9 focus areas the issue address, as well as the schedule for Board discussion / consideration of each issue. The Work Plan also shows the issues the Board agreed to defer until 2021, as well as the issues staff has completed so far in 2020.

The schedule and meeting time allocation suggests there will not be sufficient time for the Board to adequately address all issues. Accordingly, staff will identify a few issues that we may have to move forward on without Board study session discussions, or may need to defer to next year.

Staff's intent in this review is to provide a quick update, address questions the Board may have, and confirm Board direction on the highest priorities.

**ATTACHMENTS:**

1. 2020 Work Plan 2<sup>nd</sup> Quarter Status Report
2. 2020 Work Plan Issue Descriptions