



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 4/9/2019

File #: 19-189, Version: 1

**SUBJECT: Staff Report
Town Administrator's 1st Quarterly Status Report on 2019 Work Plan**

DEPARTMENT: Administration

PRESENTER: Malcolm Fleming, Town Administrator

TIME ESTIMATE: 45 Minutes

FISCAL INFORMATION: N/A

Cost as Recommended:

Balance Available:

Budget Line Item Number:

New Appropriation Required:

STAFF RECOMMENDATION:

Presentation on current status on issues of note followed by Board questions, discussion and direction, if necessary, to update the schedule, time allotments, and/or project/issue priorities to ensure issues are evenly distributed during the remainder of the year and highest priorities come first.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

There are numerous issues competing for the Board of Trustees' and Town staff's attention. Unless the Board consciously prioritizes which issues to focus on, the magnitude of the work will undermine the Board's and staff's ability to accomplish the highest priorities. In her book The Outstanding Organization, Karen Martin states, "When everything is a priority, nothing is a priority".

With that quote in mind, on January 13, 2019 the Board considered all the issues and projects confronting the Town and then adopted the 2019 Work Plan. That Plan (attached) lists 46 projects/issues in priority order and sets a rough schedule for the Board to consider each issue. The attached version of the Plan reflects the current status of each issue/project. Also attached is a more detailed description of each project/issue and the key objectives and deliverables associated with that project/issue. During the Board meeting, the Town Administrator will provide a brief status report on projects of note. As the summary table indicates, most projects are on track and a few need additional work to get back on schedule.

ATTACHMENTS:

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1. Board of Trustees 2019 Work Plan
2. 2019 Work Plan Detailed Descriptions