

**2021-2022**

**TOWN ADMINISTRATOR GOALS**

## #1 GOAL: INCREASE THE QUALITY OF LIFE FOR SILVERTONIANS

### 1.1 OBJECTIVE: AFFORDABLE HOUSING

- a. Work with the San Juan Development Coordinator and San Juan County on applying for grants to develop out Anvil Subdivision with an affordable housing project beginning in 2022.
- b. Work with a staff taskforce to develop affordable housing proposals for the trustees on an ongoing basis while evaluating municipal code barriers and affordable housing development opportunities.
- c. Form or become part of a Regional Housing Authority.

### 1.2 OBJECTIVE: INCREASE ECONOMIC DIVERSIFICATION

- a. Work with the San Juan Development Economic Development Association Coordinator and the Chamber on grant opportunities to help businesses recruit and retain workers including finding grant funding to help assist employers.
- b. Assist in creating opportunities for a robust economy in the fall, winter, and spring including the facilitation of town sponsored events.

### 1.3 OBJECTIVE FACILITATE THE FORMATION AND EXECUTION OF PLANS/PROJECTS

- a. Completion of the Master Plan in 2022.
- b. Continue implementing the Animas River Corridor Revitalization Project.
- c. Support Blair Street Revitalization reapplication.
- d. Explore funding for 2017 Wayfinding Plan.

## #2 GOAL: TRANSPARENT AND EFFICIENT GOVERNANCE

### 2.1 OBJECTIVE: CITIZEN ENGAGEMENT

- a. Hold regular office hours and attend gatherings in the community to become a resource for citizens.
- b. Create opportunities around citizen input on key 2022 projects with an engagement plan for each project.
- c. Streamline meetings by organizing a comprehensive agenda packet, fixing tech glitches, and publishing a monthly meeting calendar.

### 2.2 OBJECTIVE: STRENGTHEN TOWN'S ORGANIZATIONAL INFRASTRUCTURE

- a. Facilitate updates to Municipal Code, Development Standards, and Procedures.
- b. Update website with fillable forms, comprehensive instructions, and updated links.
- c. Organize and create Standard Operating Procedures for routine tasks in each department.

### 2.3 OBJECTIVE: ENSURE A COLLABORATIVE BUDGET PROCESS

- a. Start the 2022 Budget process with citizen engagement in August 2022.
- b. Facilitate the creation of a Capital Improvements Line Item for 2022 Budget with Trustees and Citizens.
- c. Include a detailed narrative of funds explaining where the money comes from and where it goes.

## #3 GOAL: ORGANIZATIONAL EXCELLENCE

### 3.1 OBJECTIVE: CYBER SECURITY

- a. Ensure that all staff can work remotely on town devices and not on their personal devices.
- b. In collaboration with local entities (County, School, etc.), create a cyber network plan for the Town.
- c. Include a device use and work from home policy in the new Personnel Manual.

### 3.2 OBJECTIVE: Refine Human Resource Management

- a. Rewriting of the Personnel Policy by January 2022.
- b. Support staff with professional development opportunities, rewards, and administrative support.
- c. Create and budget for succession plans for key roles in the organization.

### 3.3 OBJECTIVE: Plan for Deferred Maintenance and Infrastructure Needs

- a. Support Public Works with grant applications planning for a new wastewater treatment plant and collection system.
- b. Support Facilities, Parks and Recreation with the revitalization and upkeep of current assets and facilities.

## #1 GOAL: INCREASE THE QUALITY OF LIFE FOR SILVERTONIANS

	2021				2022							
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP
<b>1.1 OBJECTIVE: AFFORDABLE HOUSING</b>												
a. Work with the San Juan Development Coordinator and San Juan County on applying for grants to develop out Anvil Subdivision with a project being started in 2022.	CHAFA application and technical assistant grant for design and feasibility.				Apply DOH Grant			Begin project				
b. Work with a staff taskforce to develop affordable housing proposals for the trustees on an ongoing basis while evaluating municipal code barriers and affordable housing development opportunities.	Evaluate barriers for increasing affordable housing and identify opportunities				Correct code barriers			Begin approved projects				
c. Form or become part of a Regional Housing Authority.					Begin the process of creating a housing authority, or, if the opportunity presents, join an existing authority							
<b>1.2 OBJECTIVE: INCREASE ECONOMIC DIVERSIFICATION</b>												
a. Work with the San Juan Economic Association Development Coordinator and the Chamber on grant opportunities to help businesses recruit and retain workers including finding grant funding to help assist employers.	Main Street Open for Business Grant Award announcement		Explore more funding for incentivizing businesses to stay open					Funds for MSOB spent				
b. Assist in creating opportunities for a robust economy in the fall, winter, and spring including the facilitation of town sponsored events.	ONGOING											
<b>1.3 OBJECTIVE: FACILITATE THE FORMATION AND EXECUTION OF PLANS/PROJECTS</b>												
a. Completion of the Master Plan in 2022.	Work with Community Builders on Completion of Master Plan											
b. Continue implementing the Animas River Corridor Revitalization Project.	Provide updates on R&PP Land and support work days on trail				Explore funding for project implementation			Set workdays, and secure funding				
c. Support Blair Street Revitalization reapplication.	Assist in the reapplication to CDOT for Blair Street Revitalization											
d. Explore funding for 2017 Wayfinding Plan.								Apply for money with SJC Tourism				

## #2 GOAL: TRANSPARENT AND EFFICIENT GOVERNANCE

	2021				2022							
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP
<b>2.1 OBJECTIVE: CITIZEN ENGAGEMENT</b>												
a. Hold regular office hours and attend gatherings in the community to become a resource for citizens.	Hold office hours and reach out to the community ONGOING											
b. Create opportunities around citizen input on key 2022 projects with an engagement plan for each project.												Hold community workshops on key 2023 projects
c. Streamline meetings by organizing a comprehensive agenda packet, fixing tech glitches, and publishing a monthly meeting calendar.	ONGOING											
<b>2.2 OBJECTIVE: STRENGTHEN TOWN'S ORGANIZATIONAL INFRASTRUCTURE</b>												
a. Facilitate updates to Municipal Code, Development Standards, and Procedures.	Redline Current Code			Consultant hired on to help with revisions (DOLA funded)					Code Revisions Published			
b. Update website with fillable forms, comprehensive instructions, and updated links	ONGOING											
c. Organize and create Standard Operating Procedures for routine tasks in each department.	ONGOING											
<b>2.3 OBJECTIVE: ENSURE A COLLABORATIVE BUDGET PROCESS</b>												
a. Start the 2023 Budget process with citizen engagement in August 2022.												Hold community workshops on key 2023 projects
b. Facilitate the creation of a Capital Improvements Line Item for 2022 Budget with Trustees and Citizens.												Hold community workshops on key 2023 projects
c. Include a detailed narrative of funds explaining where the money comes from and where it goes.	Include narrative in 2022 Budget											Include in 2023 Budget

**#3 GOAL: ORGANIZATIONAL EXCELLENCE**

	2021				2022							
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP
<b>3.1 OBJECTIVE: CYBER SECURITY</b>												
a. Ensure that all staff can work remotely on town devices and not on their personal devices.	Evaluate department needs and present IT budget needs to Trustees											Reevaluate IT needs
b. In collaboration with local entities (County, School, etc.), create a cyber network plan for the Town.	Hold stakeholder meetings and evaluate Wi-Fi and broadband proposals								Present plan to Trustees			
c. Include a device use and work from home policy in the new Personnel Manual.	Include in rewrite											
<b>3.2 OBJECTIVE: Refine Human Resource Management</b>												
a. Rewriting of the Personnel Policy by January 2022.	Rewrite Personnel Policy											
b. Support staff with professional development opportunities, rewards, and administrative support.	ONGOING											
c. Create and budget for succession plans for key roles in the organization.	ONGOING											
<b>3.3 OBJECTIVE: Plan for Deferred Maintenance and Infrastructure Needs</b>												
a. Support Public Works with grant applications planning for a new wastewater treatment plant and collection system.	ONGOING											
b. Support Facilities, Parks and Recreation with the revitalization and upkeep of current assets and facilities.	Tree Assessment at Molas			Begin Grant for Library			Start on Columbine Park	Tree Mitigation at Molas	Kendall Deck		Plan for 2023 Projects	