

Roles & Responsibilities

REVISED 07/21/10

City Staff

	Number of meetings	Meeting / Task Type	When	Approximate Time Commitment
Kickoff Meeting to Confirm Work Plan	1	Project Team Meeting	July 2010	2
Monthly PM Meetings	24	Phone / In-Person	Monthly	24
Data Gathering / Strategy Development	N/A	Research, Strategy Development	Fall '10 through summer '11	10
Utility Committee Coordination & Logistics	N/A	Phone Calls, Research	July 2010	2
Community Outreach & Educational Materials	N/A	mailings, flyers, website	Ongoing, TBD	10
Pilot Implementation Activities (TBD)	TBD	TBD	Fall '11, winter 2012	10
	25			Total 60 hours *

City Council

Council Study Sessions	2	Study Session	Fall '10, winter '11	6
Potential Attendance at Community Workshop(s)	3	Open House	Winter, summer '11, summer '12	6
Recommendations Review	2	Report / Concepts	Spring 2011	4
Council "Pulse Check"	1	Presentation & Q&A	Spring 2011	1
	12			Total 20 hours

Planning Commission

Planning Commission Participation at Council Meetings	3	PC Meeting	Fall '10, winter '11, spring '11	6
Planning Commission Study Sessions	2	Study Session	Fall '10, winter '11	6
Alternative Regulatory Concepts Review	2	Report / Concepts	Fall '10, winter '11	4
Participation at Council Pulse Check	1	Presentation & Q&A	Spring 2011	1
Potential Attendance at Community Workshop(s)	3	Open House	Winter, summer '11, summer '12	6
	13	Total Hours		Total 20 hours

Utility Committee

Utility Committee Workshops & Meetings	3	study session, workshop, presentation, site tour, other	Fall '10, spring '11, fall '11	6
Draft Strategy Review	1	Report / Concepts	Summer 2011	4
Code Elements Review	1	Report / Concepts	Spring 2011	4
Potential Attendance at Community Workshop(s)	3	Open House	Winter, summer '11, summer '12	6
		Total Hours		20 hours

General Public

Stakeholder Interviews	1	Phone Interviews	September '10	1
Invited to attend all Utility Committee & Council meetings	3 + 5	UC/ PC Meeting	Fall '10, spring '11, fall '11	16
Code Refinement Educational Materials	N/A	Education	Fall '10 through spring '11	2
Community Workshop & Feedback	3	Open House	Winter, summer '11, summer '12	6
Community Surveys	2	SurveyMonkey	Fall '10 & summer '11	2
		Total		30 hours

Stakeholders

Stakeholder Interviews	1	Phone Interviews	September '10	1
Invited to attend all Utility Committee & Council Meetings	3 + 5	UC/ PC Meeting	Fall '10, spring '11, fall '11	16
Potential Attendance at Community Workshop(s)	3	Open House	Winter, summer '11, summer '12	6
Pilot Implementation Activities (TBD)	TBD	TBD	Fall '11, winter 2012	2
		Total		25 hours

* Staff time can range anywhere between 2 hours to 60+ hours, depending on the staff's role in developing, reviewing, testing and/or implementing the Code Update or EECS work.

