



Legislation Details (With Text)

**File #:** 160209. **Version:** 1 **Name:**

**Type:** Staff Recommendation **Status:** To Be Introduced

**File created:** 7/15/2016 **In control:** Utility Advisory Board

**On agenda:** 8/10/2017 **Final action:**

**Title:** Issues Arising from Board's New Meeting Schedule (B)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 160209 Proposed UAB Meeting Schedule 20160720, 2. 160209 Proposed UAB Meeting Schedule Change 20170614 - Revised

Date	Ver.	Action By	Action	Result
6/14/2017	1	Utility Advisory Board		

**Issues Arising from Board's New Meeting Schedule (B)**

At their June 14, 2017 regular meeting, the UAB voted to change their meeting schedule to the second Thursday each month. The change in schedule has raised some timing issues for staff, which need to be addressed. In particular, the prior month's operational data that staff presents at each meeting may not be available in time to supply it for the earlier meeting date. Additionally, the increased time period between the UAB's regular monthly meeting and the Commission's first meeting of the following month will result in staff having to wait three weeks for Commission approval of projects and other requests. At least four times a year, there will be four weeks between the two meetings, which will slow staff's productivity and decrease efficiency.

For the issue with the the operational updates, staff recommends that:

- 1) The data lag a month behind (e.g. submit August data in October); or
- 2) The data be attached to the agenda as a modification a couple of days before the meeting; or
- 3) The data be submitted to the board as a monthly report independent of the agenda.

For the issue with the time gap between taking action items to the UAB for recommendation and the City Commission for final approval, staff recommends that:

- 1) Items be submitted to the City Commission the week following the UAB meeting with a summary written by the Board chair; or
- 2) Make no change in the submittal process.