

Master Planning
Sarah Young, Planning Services Manager

Function	Sub Function	Position (Title) Responsible for Managing and Implementing Sub Function	Data Systems & Software Utilized	Level of Service		Dept & Div. with Primary Responsibility (dept/div)	Cross Departmental Coordination (Department)	Inner Departmental Coordination (Group/Division)	Individuals with Notable Responsibility	Current Status	Known Gaps	Notes	
				Existing	Target								
Manage Master Planning Program Element	Oversee All Planning Studies	Planning Services Manager	N/A	N/A	N/A	AW Planning	PW, Parks, Planning	AW Engineering, Project Delivery	Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		(COA) We should consider just making sure that the gaps are reflected in the Gap Analysis Tech Memo and focus these matrices on roles & responsibilities.	
	Prioritize Planning Studies	**	N/A	Annual	Annual	AW	None	**	Kelly Neumann, Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	1. Studies are not ranked on economic/social/ environmental factors.		
												3. Consider risk based planning when prioritizing studies	
												4. Consider setting level of service relative to risk and cost	
												5. Add new criteria developed for prioritizing planning studies.	
												6. Add parameters needed for the CIP prioritization study.	
	Manage ISWMP Preparation and Updates	Planning Services Manager	N/A		Bi-Annual (?)	AW Planning	PW Engineering	AW Engineering, Project Delivery	Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Currently no ISWMP in place, Phase 2 underway, Phase 3 to be scheduled, and updates subsequently	(COA) We need to decide on a final name for the infrastructure plan (ISWMP/SWMP?) and define acronyms (glossary table?) on Matrices where they appear.	
	Define Conditions That Warrant New Studies Or Revision Of Existing	**	SW Ops Maintenance Logs		Ongoing Evaluation	**	**	**	Sarah Young, Kevin Wegener, Bill McCormick	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Currently no defined conditions/criteria for revision of master plans(?)		
	Define Scope, Oversee Selection Of Consultant	**	N/A		As-Needed	**	PW Engineering, Purchasing Services	AW Engineering, Project Delivery, Business Services	Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Need standardized and consistent consultant rating process and spreadsheet.	(COA) These are very similar, may be better off combined? Also move to UDFCD & Specialty Design report sections, combine with relevant items there?	
	Oversee RFP Process, Review Studies, Manage Referrals	**	Historical consultant rating spreadsheets		As-Needed	**	PW Engineering, Purchasing Services	**	Sarah Young, RB Simmons	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	**	**	
Manage or Oversee Schedules, Budgets, and Reviews	**	N/A		As-Needed	**	Purchasing Services	**	Sarah Young, Project Manager (As-Assigned)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		**		
Manage UDFCD & City Driven Master Plans (MDP, OSP, FHADS, etc.)	Requests And Reviews 5-Yr Proposed Planning Studies UDFCD	Planning Services Manager	N/A	Annual	Annual	AW Planning	PW Engineering	AW Engineering, Project Delivery, O&M	Sarah Young, Steve Fiori, Joe McCleary, Bill McCormick	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	No standard/defensible process and participants for selecting 5-year basin planning proposals.		
	Manage Budget And Schedule for Individual Studies	UDFCD Senior Project Manager, Master Planning	N/A	Ongoing	Ongoing	UDFCD	AW Planning & Engineering, PW Engineering	N/A	Shea Thomas	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	City may need to complete more studies and updates than the UDFCD budget allows. These studies would be funded and managed by the City. UDFCD may be able to manage some of these studies if they have available project managers.		
	Participate In Scoping And Consultant Selection	**	N/A	As-Needed	As-Needed	**	PW Engineering	AW Engineering, Project Delivery	**	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Provide Public Involvement And Education	Public Relations Manager		None (?)	As-Needed	AW Public Relations?	N/A	AW Planning, Water Conservation?	Greg Baker	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	We don't currently do this with respect to master planning, to my knowledge.		
	Coordinate With Floodplain Administration	City Floodplain Administrator	N/A	As-Needed	As-Needed	PW Engineering	AW Planning & Engineering	N/A	Kevin Wegener, Bill McCormick	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Coordinate With MS4 Permit To Ensure Reqmts. Are In Plans	Regulatory Compliance Manager?	N/A	As-Needed	As-Needed	AW Regulatory Compliance	N/A	AW Planning, Engineering, Project Delivery, Regulatory Compliance	Sean Lieske	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	No established pipeline/process for MS4 review of UDFCD master plans.		
	Coordinates With 404 Permits For Location And Design Issues.	Project Delivery Services Manager and Project Manager (As-Assigned)	National Wetlands and Surface Waters Maps	As-Needed	As-Needed	AW Project Delivery	N/A	AW Planning, Engineering, Regulatory Compliance, O&M	Steve Fiori, Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	No established pipeline/process for 404 review of UDFCD master plans.	Does UDFCD have a process or scope item for considering 404 issues during planning?	
	Coordinate With O & M For Maintenance Related Design Issues.	Stormwater Superintendent	N/A	As-Needed	As-Needed	AW SW O&M	N/A	AW Planning, Engineering, Project Delivery	Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	No established pipeline/process for O&M review of UDFCD master plans.	O&M is frequently called upon for information and review of basin master plans, but could be more integrally involved in review.	
	Coordinate With Land Acquisition For Siting Issues.	Real Property Services Manager?	County Assessor's Database	As-Needed	As-Needed	PW Real Property	AW Planning & Engineering	N/A	Joani Cravens	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	This is something that doesn't seem to be very well coordinated and can result in missed opportunities, higher costs, etc.		
	Coordinates With Streets Department And CDOT	City Engineer	N/A	As-Needed	As-Needed	PW Engineering	CDOT, AW Planning & Engineering	N/A	Kevin Wegener	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	No designated CDOT contact for planning-related issues. ?	These issues are probably all being relayed through the PW rep for each UDFCD planning study (i.e. Bill McCormick).	
	Coordinates With Parks And Open Space	PROS Principal Planner	N/A	As-Needed	As-Needed	PROS Planning	AW Planning & Engineering, PW Engineering	N/A	Curtis Bish	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Coordination with Parks needs to be implemented earlier in the process of plans with which current or future Parks property is involved.		
	Coordinates With All Utilities	Misc Utility Reps	Public Utility Maps	As-Needed	As-Needed	Various	AW Planning & Engineering	N/A	Various	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		Coordination with outside utilities should be the responsibility of the master plan consultant?	
	Regular Project Meetings To Review Work, Schedule, And Budget.	Planning Services Manager	N/A	As-Needed	As-Needed	AW Planning & Engineering	PW Engineering	N/A	Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		(COA) Repeat?	
	Complete Draft Study For Review	UDFCD Senior Project Manager, Master Planning	Dropbox	As-Needed	As-Needed	UDFCD	AW Planning & Engineering, PW Engineering	N/A	Shea Thomas, AW Project Manager (As-Assigned)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
Revise Draft Report And Publish Final Report	**	UDFCD Electronic Data Management Map	As-Needed	As-Needed	**	N/A	N/A	Shea Thomas	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study				
Provides Asset-Management-Information-To-Study-Team	Planning Services Manager	AW-GIS-SDE-Info	As-Needed	As-Needed	AW Planning & Engineering	N/A	N/A	Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study				
Provides Master Development Drainage Plans And Other Documents Related To Study Area To Study Team.	**	AMANDA, AW Engineering Paper Files	As-Needed	As-Needed	**	PW Engineering	N/A	Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study				
After Study is Completed Evaluate Master Plans and Generate List of Future CIP Projects, Enter into DMP	**	ISWMP				AW	PW, AP	O&M	Sarah Young, Steve Fiori, Joe McCleary	<input type="checkbox"/> Functioning as Needed		We need to be sure that th	
Manage Specialty Design Reports	Manage Special Design Reports	Engineering Services Manager	N/A	Ongoing	Ongoing	AW Planning & Engineering	PW Engineering?	AW Project Delivery Services	Vern Adam	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Coordinates With Appropriate Departments	**	N/A	As-Needed	As-Needed	**	PW, PROS, Planning, ODA	AW Project Delivery Services, O&M, Regulatory, Business Services	**	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Manage Budget And Schedule for Individual Studies	**	N/A	Ongoing	Ongoing	**	N/A	AW Project Delivery Services	**	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Participate In Scoping And Consultant Selection	**	Consultant Selection Spreadsheet	As-Needed	As-Needed	**	PW Engineering	**	**	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Provide Public Involvement And Education	Public Relations Manager?		As-Needed	As-Needed	AW Public Relations?	N/A	AW Planning, Water Conservation?	Greg Baker	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Coordinate With Floodplain Administration	City Floodplain Administrator	N/A	As-Needed	As-Needed	PW Engineering	AW Planning & Engineering	N/A	Bill McCormick	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			

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Function	Sub Function	Position (Title) Responsible for Managing and Implementing Sub Function	Data Systems & Software Utilized	Level of Service		Dept & Div. with Primary Responsibility (dept/div)	Cross Departmental Coordination (Department)	Inner Departmental Coordination (Group/Division)	Individuals with Notable Responsibility	Current Status	Known Gaps	Notes
				Existing	Target							
	Coordinate With MS4 Permit To Ensure Reqmts. Are In Plans	Regulatory Compliance Manager?	N/A	As-Needed	As-Needed	AW Regulatory Compliance	N/A	AW Planning, Engineering, Project Delivery, Regulatory Compliance	Sean Lieske	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Coordinates With 404 Permits For Improvement Location And Design Issues.	Project Delivery Services Manager?	National Wetlands and Surface Waters Maps	As-Needed	As-Needed	AW Project Delivery	N/A	AW Planning, Engineering, Regulatory Compliance, O&M	Steve Fiori, Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Coordinate With O & M For Maintenance Related Design Issues.	Stormwater Superintendent	N/A	As-Needed	As-Needed	AW SW O&M	N/A	AW Planning, Engineering, Project Delivery	Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Coordinate With Land Acquisition For Siting Issues.	Real Property Services Manager?	County Assessor's Database	As-Needed	As-Needed	PW Real Property	AW Planning & Engineering	N/A	Joani Cravens	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Coordinates With Streets Department And CDOT	City Engineer	N/A	As-Needed	As-Needed	PW Engineering	CDOT, AW Planning & Engineering	N/A	Kevin Wegener	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Coordinates With Parks And Open Space	PROS Principal Planner	N/A	As-Needed	As-Needed	PROS Planning	AW Planning & Engineering, PW Engineering	N/A	Curtis Bish	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
Coordinates With All Utilities	Misc Utility Reps	Public Utility Maps	As-Needed	As-Needed	Various	AW Planning & Engineering	N/A	Various	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Regular Project Meetings To Review Work, Schedule, And Budget.	Engineering Services Manager	N/A	Ongoing	Ongoing	AW Planning & Engineering	PW Engineering	N/A	Vern Adam	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(COA) Repeat - combine with item three in this section?	
Manage IGA and Annexation Related Master Studies & Commitments	Coordinate With Planning and Public Works to Identify and Track IGA & Annex. Agreements	Planning Services Manager	IGA Tracking Spreadsheet		Ongoing	AW Planning & Engineering	PW Engineering, Real Property, Planning & Development	N/A	Planning Services Manager (Sarah Young)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	IGA/Annexation agreement tracking process is poorly understood/documented.	
	Identify IGAs and Annexations with Master Planning Implications	**	**		Ongoing	**	PW Engineering	N/A	**	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Add Annexation and IGA Related Master Planning to Overall Prioritization	**	**		Ongoing (?)	**	N/A	N/A	Kelly Neumann, Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
Provide Staffing Resources and Systems	Provide Staff Training	Planning Services Manager	N/A	Annual Plan	Annual Plan	AW Planning & Engineering	PW Engineering	AW Project Delivery, O&M	Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Schedule Staff Activities	**	N/A	Ongoing	Ongoing	**	N/A	N/A	**	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Evaluate Staffing Needs and Track Staff Productivity	**	N/A	Ongoing	Ongoing	**	N/A	AW Project Delivery Services	**	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Provide Staff Supervision	**	N/A	Weekly	Weekly	**	PW Engineering	AW Project Delivery Services	Sarah Young, Bill McCormick	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Manage HR Functions	**	N/A	As-Needed	As-Needed	**	N/A	Human Resources	Sarah Young, Sheri Martin	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Establish Levels of Training for All Staff	**	N/A	Annual	Annual	**	N/A	AW Project Delivery Services	Kelly Neumann, Sarah Young, Steve Fiori	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
										<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		