

## SECTION 1. Recommendations to City Council

The UAC has scheduled 9 regular meetings to accomplish this work plan. Consistent with past practice, committee recommendations are forwarded to the full Council, often as a memo authored by the Chair and approved by the committee. Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2014-2015.

Items b, d & f within this section are routine in nature and come before the UAC every year. Estimated percent of overall committee effort for this section: 50%

UAC Staff Liaison - Andy Haub  
Clerical Support - Lindsay Marquez

Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>1.a. Wastewater Municipal Code Update (On-Site-Septic systems) *</b></p> <p>Provide policy direction on potential changes in onsite septic system regulations. Changes would allow greater use of septic systems.</p> <p><b>Deliverable:</b> Provide comments to staff and recommendations City Council.</p>	45 minutes	Staff: Diane Utter	April 2014	None
<p><b>1.b. Capital Facilities Plan (CFP) Review *</b></p> <p>Review City's Draft 2015-2020 Capital Facilities Plan in regards to utility capital project priorities, level of service standards, consistency with approved master plans and appropriate funding levels.</p> <p><b>Deliverable:</b> Provide comments and recommendations to the Planning Commission and City Council.</p>	90 Minutes	Staff: Andy Haub  Staff Hrs: 30	June 2014	Budget implications identified during development of the Capital Facilities Plan.
<p><b>1.c. Waste ReSources Master Plan Update *</b></p> <p>Present draft plan outline of refined/proposed goals and objectives.</p> <p><b>Deliverable:</b> Recommendation to City Council.</p>	60 minutes	Staff: Ron Jones  Staff Hrs: 20	June 2014	Plan scope and direction will guide funding requirements.

\* Staff requested items

◆ UAC requested/supported items

# Utility Advisory Committee (UAC) - 2014 Workplan

DRAFT TO COUNCIL

SECTION 1. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>1.d. Utility Budgets and Rates Review (including LOTT) *</b></p> <p>Review staff recommendations for 2015 utility budgets, rates and general facilities charges. Also includes rate proposals for LOTT wastewater treatment services.</p> <p><b>Deliverable:</b> <u>Rates:</u> Provide a recommendation to City Council regarding the utility rates, including LOTT. <u>Budget</u> is briefing only; no recommendation to Council.</p>	90 minutes	<p>Staff: Andy Haub, Dan Daniels &amp; Karla Fowler/LOTT Staff</p> <p>Staff Hrs: 40</p>	October 2014	Budget implications identified during the utility rate and budget review.
<p><b>1. e. Wastewater Volume Based Billing Proposal *</b></p> <p>Prepare recommendations for Council regarding potential tiered rate system.</p> <p><b>Deliverable:</b> Recommendation to City Council.</p>	30 minutes	<p>Staff: Andy Haub</p> <p>Staff Hrs: 20</p>	October 2014	Budget implications identified during the utility rate and budget review.
<p><b>1.f. Finalize UAC Workplan &amp; Officer Elections *</b></p> <p>Review and finalize the 2015-2016 UAC workplan and vote for UAC Chair &amp; Vice-Chair</p> <p><b>Deliverable:</b> Recommendation and final workplan to Council's General Government Committee.</p>	30 minutes	<p>Staff: Andy Haub</p> <p>Staff Hrs: 12</p>	January 2015	None

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◆ UAC requested/supported items

<b>SECTION 2. Program Implementation and/or Input to Staff</b>				
As programs are implemented and policies developed, staff often consults with committees for their input and perspective. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.				
Unless otherwise noted, there is sufficient staff time/resource available to accomplish or advance these items.				
Estimated Percent of Overall Committee Effort for this section: 50%				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<b>2. a. Waste ReSources Master Plan Update *</b> Present draft plan outline of refined/proposed goals and objectives.  <b>Deliverable:</b> Review and provide input to staff.	60 minutes	Staff: Ron Jones  Staff Hrs: 20	April 2014	Plan scope and direction will guide funding requirements.
<b>2. b. Wastewater Volume-Based Billing Proposal *</b> Discussion of converting wastewater rates to a volume-based rate structure consistent with policies in the 2014 Wastewater Management Plan.  <b>Deliverable:</b> Review and provide policy input to staff.	45 minutes	Staff: Andy Haub  Staff Hrs: 20	April 2014	None
<b>2.c.Comprehensive Plan/Action Plan Update *</b> Update on City's Comprehensive Plan adoption process and subsequent implementation.  <b>Deliverable:</b> Review and provide input to staff.	30 minutes	Staff: Public Works & CP&D Staff  Staff Hrs: 20	May 2014	None
<b>2. d. Water System Plan Update *</b> Review and comment on scope of 2015-2020 Water System Plan update. Also discuss finances of the reclaimed water program.  <b>Deliverable:</b> Review and provide input to staff.	45 minutes	Staff: Laura Keehan  Staff Hrs: 10	May 2014	Plan scope and direction will guide funding requirements.

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◆ UAC requested/supported items

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SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>2. e. “Strong Towns” Presentation (possible joint meeting with other advisory committees) ♦</b></p> <p>Participate with other advisory committees/neighborhoods in a presentation by Strong Towns. The organization supports a growth model that helps towns to become financially stronger and resilient. <a href="http://www.strongtowns.org">www.strongtowns.org</a></p> <p><b>Deliverable:</b> Presentation</p> <p>NO STAFF IS AVAILABLE TO WORK ON THIS ITEM IN 2014.</p>	60 minutes	<p>Staff: Public Works &amp; CP&amp;D Staff</p> <p>Staff Hrs: No time programmed for this activity.</p>	May 2014	<p>None</p> <p>This item may require significant staff time for arrangements, publicity, etc. This is not a planned staff work effort for this year.</p>
<p><b>2.f. Review Draft LOTT 2015 Capital Improvements Plan (CIP) *</b></p> <p>Review LOTT Clean Water Alliance’s proposed 2015 Capital Improvement Plan</p> <p><b>Deliverable:</b> Review &amp; provide input.</p>	30 minutes	Staff: LOTT Staff	June 2014 (along with City utility CFP review)	Budget implications identified during the utility rate and budget review.
<p><b>2.g. Update on the Storm and Surface Water Utility Management Plan *</b></p> <p>Review potential goals, objectives, strategies and performance measures.</p> <p><b>Deliverable:</b> Review &amp; provide input.</p>	90 minutes	Staff: Laura Keehan	September 2014	Plan scope and direction will guide funding requirements.
<p><b>2.h. Storm and Surface Water Utility CFP Priorities/Policies and GFC’s ♦</b></p> <p>Revisit CFP annual allocations for storm and surface water and review the utilities’ GFC calculation.</p> <p><b>Deliverable:</b> Review &amp; provide input to staff.</p>	30 minutes	Staff: Andy Haub	September 2014	Budget implications identified during the utility rate and budget review.
<p><b>2.i. Water Turn-on Penalties - Municipal Code Update *</b></p>	30 minutes	Staff: Ernie Klimek	October 2014	Penalties could offset needed repairs if meters

\* Staff requested items

♦ UAC requested/supported items

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Evaluate if the penalties for customers turning off their own water should be increased. <b>Deliverable:</b> Review & provide input to staff.				are damaged from improper tampering.
<b>SECTION 2. CONTINUED</b>				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<b>2. j. Climate Change/Sea Level Rise Update *</b> Provide update on Olympia's sea level rise work. <b>Deliverable:</b> Review and provide input.	60 minutes	Staff: Andy Haub	November 2014	None at this time.
<b>2.k. 2015-2016 UAC Workplan Development *</b> Develop the 2015-2016 UAC workplan. <b>Deliverable:</b> Create draft workplan/review final draft workplan at January 2015 UAC meeting.	60 minutes	Staff: Andy Haub Staff Hrs: 12	December 2014	None
<b>2. l. 2010 - 2015 Water System Plan - Draft *</b> Review and comment the draft 2015-2020 Water System Plan <b>Deliverable:</b> Review and provide input to staff.	60 minutes	Staff: Laura Keehan Staff Hrs: 10	January 2015	Yes, long-term funding needs
<b>2. m. Utility Green Power ♦</b> Update on green power commitments. <b>Deliverable:</b> Status report and briefing.	60 minutes	Staff: Danelle MacEwan Staff Hrs: 10	February 2015	None
<b>2. n. NPDES Annual Report *</b> Annual review of the City's Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review. <b>Deliverable:</b> Review and provide input.	30 minutes	Staff: Joe Roush Staff Hrs: 4	March 2015	None
<b>2. o. Municipal Fiber ♦</b> Overview of the City's fiber network and the benefits to the City from expanding it, potential partnerships, and potential uses of such a network by the City, local businesses and citizens. Briefing would include suggestions from staff for possible	60 minutes	Staff: Shawn Ward Staff Hrs: 10	March 2015	None

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next steps to explore the costs and benefits of such an expansion. <b>Deliverable:</b> Status report and briefing.				
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