

UAC 2016-2017 Workplan

- Workplan timeframe is April 2016 – March 2017
- No UAC meetings July and August
- Requests received from UAC members and staff



Condensed Version (staff use for creating monthly agendas)

Month	Request/Description	Staff	Time Needed	UAC Action
Apr-14	Wastewater Municipal Code updates - On site septic systems	Diane Utter	45 minutes	Review & provide input to staff and City Council.
	Wastewater Volume Based Billing Proposal	Andy Haub	45 minutes	Review & provide input
	WasteResources Master Plan Update	Ron Jones	60 minutes	Review & provide input
May-14	Comprehensive Plan/Action Plan Update	City Staff	30 minutes	Review & provide input
	Water System Plan Update (Focus on Reclaimed Water Financing)	Andy Haub	45 minutes	Review & provide input
	Strong Towns Presentation (possible joint meeting with OPC)	City Staff/UAC/OPC/BPAC and neighborhoods	60 minutes	Briefing
Jun-14	Review Draft LOTT 2014 Capital Improvements Plan	LOTT staff	30 minutes	Review & provide input
	Waste Resources Master Plan Update	Ron Jones	60 minutes	Review & provide input
	Review City's Draft Capital Facilities Plan	Andy Haub	90 minutes	Recommendation to Planning Commission and City Council



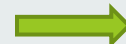
JULY & AUGUST - NO MEETINGS (Field Trips to Facilities)

Sep-14	Storm and Surface Water Utility Management Plan - Draft	Andy Haub
	Storm and Surface Water Utility CFP priorities/policies and GFCs	Andy Haub
Oct-14	Utility Budgets, Rates and GFCs (including LOTT rates)	Andy Haub, Dan Daniels & Karla Fowler/LOTT Staff
	Water Turn-on Penalties - Municipal Code Update	Ernie Klimek
	Wastewater Volume-based Billing Proposals	Andy Haub
Nov-14	Climate Change/Sea Level Rise Update	Andy Haub
Dec-14	2014-2015 UAC Workplan Development	City Staff/UAC

03/10/2014

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Long Version (General Government/Council format)



Utility Advisory Committee (UAC)
April 2014 - March 2015 Workplan

SECTION 1. Recommendations to City Council

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
1.a. Wastewater Municipal Code Update (On-Site-Septic systems) * Provide policy direction on potential changes in onsite septic system regulations. Changes would allow greater use of septic systems. Deliverable: Provide comments to staff and recommendations City Council.	45 minutes	Staff: Diane Utter	April 2014	None
1.b. Capital Facilities Plan (CFP) Review * 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. Deliverable: Provide comments and recommendations to the Planning Commission and City Council.	90 Minutes	Staff: Andy Haub Staff Hrs: 30	June 2014	Budget implications identified during development of the Capital Facilities Plan.
1.c. Waste ReSources Master Plan Update * Present draft plan outline of refined/proposed goals and objectives. Deliverable: Recommendation to City Council.	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

REQUIRED WORKPLAN ITEMS

Reviewed Annually by UAC

- NPDES Annual Report/Stormwater Permit – MARCH
- Capital Facilities Plan (CFP) – JUNE
- Utility Rates and GFCs – SEPT and OCTOBER
- UAC Workplan – DECEMBER and JANUARY

CITY STAFF WORKPLAN REQUESTS

- Side Sewer Ownership & Maintenance Policies
- Storm & Surface Water Management Plan 2-3 meetings
 - Includes financial analysis
- Critical Areas Ordinance
(Community Planning & Development)
- Climate Change & Sea Level Rise Management Plan
(2-3 meetings)
- LOTT's Water Conservation Program Update
- Onsite Septic Conversion Strategy (1-2 meetings)
- Utility Financial Policies

UAC 2016-2017 Workplan

Timeline

- **December 1st** – Requests due to Lindsay
- **December 3rd** – UAC Meeting
- **January 7th** - UAC Meeting
 - Review & make adjustments to draft workplan
 - Finalize workplan
- **End of January** - Staff submits final UAC Workplan to General Government Committee
- **February** - General Government Committee reviews all advisory committee workplans
- **March** – Final approval of workplans by Council