

Utility Advisory Committee (UAC)
April 2016 - March 2017 Workplan

SECTION 1. Recommendations to City Council					
<p>Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2016-2017. Items c. and d. 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</p>					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
1. a. Aquatic Habitat Stewardship * Review and discuss the future of the pilot program. Deliverable: Recommendation to City Council.	60 minutes	Staff: Joe Roush Staff Hrs: Greater than 100	April 2016	Evaluate potential long-term funding needs and opportunities.	Inspire strong relationships. Adopt a sustainable budget
1. b. Review Capital Facilities Plan (CFP) * Review City's Draft 2017-2022 CFP in regards to utility capital project priorities, consistency with approved master plans and appropriate funding levels. Deliverable: Provide recommendations to the Planning Commission and City Council.	60 minutes	Staff: Andy Haub Staff Hrs: Greater than 100	June 2016	Identified during development of the CFP.	Adopt a sustainable budget
1. c. Utility Budgets, Rates, GFC Review (including LOTT Rates) * Review staff recommendations for 2017 utility budgets, rates and general facilities charges. Also includes rate proposals for LOTT wastewater treatment services. Deliverable: <u>Rates & GFCs</u> : Provide recommendation to City Council regarding the utility rates and GFCs. Budget is briefing only; no recommendation to Council.	45 minutes (Sept) and 60 minutes (Oct)	Staff: Andy Haub & Dan Daniels Staff Hrs: Greater than 100	Briefing: September 2016 Recommendation to Council: October 2016	Identified during the utility rate and budget review.	Adopt a sustainable budget
1. d. Climate Change/Sea Level Rise Plan * Work with staff to define a draft master planning process for sea level rise response. Deliverable: Briefings and then a UAC recommendation to Council.	240 minutes spread out over three meetings	Staff: Andy Haub Staff Hrs: Greater than 100	Briefings: May and October 2016 Recommendation to Council: February 2017	Evaluate next steps and associated funding needs.	Champion downtown. Adopt a sustainable budget.

* Staff requested items

◆ UAC requested/supported items

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SECTION 2. CONTINUED					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<p>1. e. Storm and Surface Water Plan * Review and comment on scope of Storm & Surface Water Plan update.</p> <p>Deliverable: Staff provide briefings and then a recommendation to Council.</p>	180 minutes spread out over three meetings	Staff: Laura Keehan Staff Hrs: Greater than 100	Briefings: June and November 2016 Recommendation to Council: March 2017	Plan scope and direction will guide funding requirements.	Inspire strong relationships. Adopt a sustainable budget.

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SECTION 2. Program Implementation and/or Input to Staff

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	Council Priorities
<p>2. a. Critical Areas Ordinance *</p> <p>Review draft Action Plan to implement the Comprehensive Plan. Provide feedback on draft actions and performance measures.</p> <p>Deliverable: Briefing</p>	30 minutes	<p>Staff: Linda Bentley</p> <p>Staff Hrs: Greater than 100</p>	April 2016	None at this time.	Deliver proactive community development
<p>2. b. Side Sewer Ownership & Maintenance *</p> <p>Discuss current policy on side sewer ownership and maintenance. Develop a proposal for changing the policy or confirm the current policy meets the needs of the City and its customers.</p> <p>Deliverable: Review and provide feedback to staff.</p>	45 minutes	<p>Staff: Diane Utter</p> <p>Staff Hrs: Greater than 100</p>	May 2016	None at this time.	Deliver proactive community development
<p>2. c. LOTT Cost of Service *</p> <p>Review new cost of service analysis for the LOTT facility. Consider during City budget process.</p> <p>Deliverable: Briefing</p>	45 minutes	<p>Staff: LOTT staff</p> <p>Staff Hrs: 100</p>	June 2016	Potential incorporation into rate and budget analysis.	Adopt a sustainable budget
<p>2. d. Financial Incentives - Storm and Surface Water *</p> <p>Briefing on potential approaches for better incentivizing storm and surface water requirements and voluntary actions.</p> <p>Deliverable: Briefing</p>	60 minutes	<p>Staff: Laura Keehan</p> <p>Staff Hrs: 100</p>	September 2016	Incorporate into City Storm and Surface Water Plan.	Adopt a sustainable budget

* Staff requested items

◆ UAC requested/supported items

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SECTION 2. CONTINUED					
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications	Council Priorities
<p>2. e. UAC Workplan Development * Develop the 2017-2018 UAC workplan.</p> <p>Deliverable: Create draft workplan with final review and officer elections at December 2016 meeting.</p>	30 minutes per meeting	Staff: Andy Haub Staff Hrs: 15	November and December 2016	None	Meets all council priorities.
<p>2. f. Private Utility Franchises ♦ Briefing on public and private utility dynamics in the public right-of-way.</p> <p>Deliverable: Briefing</p>	30 minutes	Staff: Steve Sperr Staff Hrs: 15	December 2016	None at this time.	Deliver proactive community development
<p>2. g. Utility Finances - Public Involvement * Description of overall public involvement work of the Utilities including costs and outcomes.</p> <p>Deliverable: Briefing</p>	45 minutes	Staff: Andy Haub Staff Hrs: 80	December 2016	None at this time.	Adopt a sustainable budget
<p>2. h. NPDES Annual Report * 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.</p> <p>Deliverable: Briefing</p>	30 minutes	Staff: Jeremy Graham Staff Hrs: Greater than 100	March 2016	None	Deliver proactive community development

* Staff requested items

♦ UAC requested/supported items