

DRAFT - Utility Advisory Committee (UAC)
April 2015 - March 2016 Workplan

SECTION 1. Recommendations to City Council

Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2015-2016.

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
Clerical Support - Lindsay Marquez

Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p>1. a. Draft Waste ReSources Management Plan * Review draft plan and provide recommendations. Also includes a discussion on unsolicited publications (junk mail)♦ Deliverable: Recommendation City Council.</p>	60 minutes	<p>Staff: Ron Jones Staff Hrs: Greater than 100</p>	April 2015	Identified during development of Plan.
<p>1. b. Water System Plan * Review draft plan and provide recommendations. Deliverable: Recommendation City Council.</p>	60 Minutes	<p>Staff: Laura Keehan Staff Hrs: Greater than 100</p>	June 2015	Identified during development of Plan.
<p>1. c. Capital Facilities Plan (CFP) Review * Review City's Draft 2016-2021 CFP 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.</p>	60 minutes	<p>Staff: Andy Haub Staff Hrs: Greater than 100</p>	June 2015	Budget implications identified during development of the CFP.
<p>1. d. Utility Budgets, Rates, GFC Review (including LOTT) * Review staff recommendations for 2016 utility budgets, rates and general facilities charges. Also includes rate proposals for LOTT wastewater treatment services. Deliverable: <u>Rates & GFCs</u>: Provide a recommendation to City Council regarding the utility rates, including LOTT. <u>Budget</u> is briefing only; no recommendation to Council.</p>	45 minutes	<p>Staff: Andy Haub, Dan Daniels & Karla Fowler/LOTT Staff Staff Hrs: Greater than 100</p>	October 2015	Budget implications identified during the utility rate and budget review.

* Staff requested items

♦ UAC requested/supported items

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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
2. a. City Action Plan * Review draft Action Plan to implement the Comprehensive Plan. Provide feedback on draft actions and performance measures. Deliverable: Review and provide feedback to staff.	30 minutes	Staff: Stacey Ray Staff Hrs: Greater than 100	May 2015	None at this time.
2. b. Updates on Low Impact Development Code (LID) Revision Project * Provide feedback on draft LID policies and code revisions. Deliverable: Review and provide feedback to staff. Late 2015, provide recommendation to Planning Commission and Council.	Vary; 45-60 minute sessions	Staff: Laura Keehan Staff Hrs: Greater than 100	May, September, October, November and December 2015	None at this time. Adopted code revision will likely have budget implications in future years.
2. c. Engineering Design & Development Standards (EDDS) * Presentation on proposed changes to the EDDS. Deliverable: Review and provide input to staff.	30 minutes	Staff: Steve Sperr Staff Hrs: 100	May 2015	None at this time.
2. d. Integrated Rebate Program ♦ Briefing on setting up a collaborative rebate programs between the City, LOTT and PSE for water conservation. Deliverable: Review and provide input to staff.	60 minutes	Staff: Meliss Maxfield Staff Hrs: 25	September 2015	None at this time.

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SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p>2. e. Municipal Fiber ♦</p> <p>Overview of the City's fiber network and the benefits to the City from expanding it, potential partnerships, uses of such a network by the City, local businesses and citizens. Briefing would include suggestions from staff for possible next steps to explore the costs and benefits of such an expansion.</p> <p>Deliverable: Status report and briefing.</p>	60 minutes	<p>Staff: Shawn Ward</p> <p>Staff Hrs: 10</p>	November 2015	None at this time.
<p>2. f. Transportation Mobility Indicators ♦</p> <p>Update on the number of people walking, biking, riding the bus and driving in Olympia. Item relates to stormwater runoff and groundwater protection.</p> <p>Deliverable: Briefing</p>	45 minutes	<p>Staff: Sophie Stimson</p> <p>Staff Hrs: 10</p>	November 2015	None at this time.
<p>2. g. Dry Anaerobic Composting ♦</p> <p>Preliminary exploration of the possible benefits of the City's constructing a plant to process some or all of its organic waste, perhaps in partnership with Evergreen or other jurisdictions - providing a very rough initial estimate of costs and savings.</p> <p>Deliverable: Review & provide input to staff.</p>	45 minutes	<p>Staff: Presenter TBD</p> <p>Staff Hrs: 10</p>	December 2015	None at this time.
<p>2. h. Storm and Surface Water Finances *</p> <p>Review consultant analysis of stormwater rates, general facilities charges and near-term strategy for the Utility.</p> <p>Deliverable: Review and provide input.</p>	60 minutes	<p>Staff: Eric Christensen</p> <p>Staff Hrs: Greater than 100</p>	January 2016	None at this time.
<p>2.i. UAC Workplan Development *</p> <p>Develop the 2016-2017 UAC workplan.</p> <p>Deliverable: Create draft workplan with final review and officer elections at January 2016 meeting.</p>	30 minutes	<p>Staff: Andy Haub</p> <p>Staff Hrs: 15</p>	December 2015 and January 2016	None

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SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p>2. j. Downtown Strategy * Provide an update on the development of the City's Downtown Strategy.</p> <p>Deliverable: Review and provide input to staff.</p>	30 minutes	Staff: Amy Buckler Staff Hrs: Greater than 100	January 2016	None.
<p>2. k. Community Based Social Marketing ♦ Presentation from staff on the utilities' approach and experience in fostering sustainable behaviors through community based social marketing strategies.</p> <p>Deliverable: Briefing</p>	45 minutes	Staff: Joe Roush Staff Hrs: 15	February 2015	None
<p>2. l. Update on LOTT Reclaimed Water Infiltration Study ♦ Provide an update on the progress of the Study.</p> <p>Deliverable: Briefing</p>	60 minutes	Staff: Donna Buxton Staff Hrs: 10	February 2016	None
<p>2. m. Smart Meters (including paperless & monthly billing) ♦ Update on how new City software for utility billing can give customers feedback on usage patterns and encourage conservation. Also discuss paperless and monthly billing (rather than bi-monthly) cycles.</p> <p>Deliverable: Briefing</p>	45 minutes	Staff: Bill Sampson Staff Hrs: 15	March 2016	None
<p>2. n. 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>	15 minutes	Staff: Jeremy Graham Staff Hrs: Greater than 100	March 2016	None
<p>2. o. Storm and Surface Water Management Plan * Review progress on the Storm and Surface Water Plan and provide staff with policy direction.</p>	45 minutes	Staff: Laura Keehan Staff Hrs: Greater than 100	March 2016	None at this time

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Deliverable: Review and provide input.				
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