

Utility Advisory Committee (UAC)
April 2017 - March 2018 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 2017-2018. 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: 40%. UAC Staff Liaison: Andy Haub

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
1. a. Capital Facilities Plan (CFP) Review Draft 2018-2023 CFP in regards to utility capital project priorities, consistency with approved master plans and appropriate funding levels. Deliverable: Recommendations to the Planning Commission and City Council.	60 minutes	Eric Christensen/Andy Haub	May 2017	Incorporate Drinking Water, Wastewater and Storm and Surface Water capital projects into 2018 budget and utility rates as appropriate.
1. b. Waste ReSources Rate Evaluation Review current rates and evaluate their distribution between various services. Deliverable: Recommendation to City Council.	45 minutes	Dan Daniels	June 2017	Integrate results into the 2018 Waste ReSources budget and utility rates.
1. c. LOTT Rates & Finances * Review financial structures and rate proposals for LOTT wastewater treatment services. Deliverable: Recommendation to City Council.	60 minutes	LOTT staff/Andy Haub	June 2017	Incorporate into 2018 budget and rate review.
1. d. Storm and Surface Water Plan Update Review and comment on the draft Storm & Surface Water Plan update. Deliverable: Recommendation to Council.	60 minutes	Susan Clark	September 2017	Guide future program and funding emphasis.
1. e. Utility Budgets, Rates & GFCs Review staff's 2018 recommendations for the four utility budgets, rates and general facilities charges. Deliverable: Recommendation to City Council	60 minutes	Andy Haub/Dan Daniels	September 2017	Incorporate financial discussions into 2018 budgets, rates and general facility charges recommendations.
1. f. Commercial Recycling Program Review staff recommendations for potential program changes. Deliverable: Recommendation to Council.	60 minutes	Dan Daniels	October 2017	Identify and integrate into the Waste ReSources rates.

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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: 60%

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
2. a. Sea Level Rise Planning Update on the sea level rise response planning project with focus on scope of work and public process. Deliverable: Briefing	60 minutes	Eric Christensen/Andy Haub	April 2017	None at this time. Continuing discussion and input to staff.
2. b. Storm & Surface Water Financial Incentives Review potential approaches for incentivizing storm and surface water requirements and voluntary actions. Deliverable: Briefing. Future recommendation to Council.	60 minutes	Eric Christensen	April 2017	None at this time. Continue discussion to draft Plan recommendations in September as well as 2018 budget and rate process.
2. c. Storm & Surface Water Plan Update Review and comment on scope and goals of the Storm and Surface Water Plan. Deliverable: Briefing	60 minutes	Susan Clark	May 2017	None at this time. Continue discussion to draft Plan recommendations in September.
2. d. LOTT Rates and Finances Review rates and finances for LOTT's wastewater treatment services. Deliverable: Briefing	60 minutes	LOTT staff/Andy Haub	May 2017	None at this time. Continue discussion in 2018 budget and rate process in September.
2. e. Utility Budgets, Rates & GFCs Review staff's 2018 recommendations for the four utility budgets, rates and general facilities charges (GFCs). Deliverable: Briefing	45 minutes	Andy Haub/Dan Daniels	June 2017	None at this time. Continue discussion in September.

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SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
2. f. Sea Level Rise Planning Update on the sea level rise response planning project with focus on risk and vulnerability assessments. Deliverable: Briefing	60 minutes	Eric Christensen/Andy Haub	September 2017	None at this time. Continuing discussion and input to staff.
2. g. Climate Change Mitigation Planning Review progress on Citywide work effort. Deliverable: Briefing	30 minutes	TBD	October 2017	None at this time.
2. h. City Action Plan - Utilities Review City Action Plan as it relates to utilities. Deliverable: Briefing	45 minutes	Stacey Ray, Community Planning and Development	November 2017	None at this time.
2. f. Sea Level Rise Planning Update on the sea level rise response planning project with focus on risk and vulnerability assessments. Deliverable: Briefing	60 minutes	Eric Christensen/Andy Haub	September 2017	None at this time. Continuing discussion and input to staff.
2. g. Climate Change Mitigation Planning Review progress on Citywide work effort. Deliverable: Briefing	30 minutes	TBD	October 2017	None at this time.
2. h. City Action Plan - Utilities Review City Action Plan as it relates to utilities. Deliverable: Briefing	45 minutes	Stacey Ray, Community Planning and Development	November 2017	None at this time.
2. i. Onsite Septic & STEP System Programs Update on onsite septic system conversion and STEP management program. Deliverable: Briefing. Potential future recommendations to Council.	45 minutes	Diane Utter	November 2017	None at this time.

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SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
2. j. UAC Workplan Development Develop the 2017-2018 UAC workplan. Deliverable: Develop a draft workplan.	30 minutes	Andy Haub	December 2017	None
2. k. Approve UAC Workplan & Officer Elections Finalize and approve the 2018-2019 UAC workplan. Deliverable: Approve workplan and forward to Council's General Government Committee. Elect UAC officers.	30 minutes	Andy Haub	February 2018	None
2. l. Wastewater Plan Update Review draft goals and strategies of the update to the City's Wastewater Management Plan. Deliverable: Briefing	45 minutes	Susan Clark	February 2018	None
2. m. Sea Level Rise Planning Update on the sea level rise response planning project. Deliverable: Briefing	60 minutes	Eric Christensen/Andy Haub	February 2018	Identified during the project.
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. Deliverable: Briefing	30 minutes	Jeremy Graham	March 2018	None