

Utility Advisory Committee (UAC)
April 2018 - March 2019 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. Items 1.a. and 1.c. are routine in nature and come before the UAC every year.

Estimated percent of overall committee effort for this section: 30%. UAC Staff Liaison: Andy Haub

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
1. a. Capital Facilities Plan (CFP) Review Draft 2019-2024 CFP in regards to utility capital projects. Deliverable: Recommendations to the Planning Commission and City Council.	60 minutes	Eric Christensen	May 2018	Incorporate Drinking Water, Wastewater and Storm and Surface Water capital projects into 2019 budget and utility rates as appropriate.
1. b. Sea Level Rise Response Plan Review and provide input/recommendations on the sea level rise response plan (developed in collaboration with LOTT and Port of Olympia). Deliverable: Recommendation to City Council	60 minutes	Susan Clark	September 2018	None at this time. Financial discussions are occurring between City, Lott and Port staff and the respective elected officials.
1. c. Utility Budgets, Rates & GFCs Review staff's 2019 recommendations for the four utility budgets, rates and general facilities charges. Deliverables: <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.	45 minutes	Andy Haub and Dan Daniels	October 2018	Incorporate financial discussions into 2019 budgets, rates and general facility charges recommendations.

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SECTION 2. Program Implementation and/or Input to Staff As staff develops programs and policies, consultation with committees for their input and perspective is a crucial step in the process. 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: 70%				
Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
2. a. Storm & Surface Water Finances Review potential approaches for incentivizing storm and surface water requirements and voluntary actions. Deliverable: Briefing and provide feedback	45 minutes	Eric Christensen	April 2018	None at this time.
2. b. Review Customer Assistance Program Review current income thresholds of the "Lifeline" utility assistance program. NOTE: Requested by Finance Committee Deliverable: Briefing and provide feedback	30 minutes	Andy Haub	April 2018	Subsequent changes could go into future budget and utility rates.
2. c. Long-term Utility Finance Strategies Review known long-term utility needs and obligations relative to potential rates. Deliverable: Briefing and provide feedback	30 minutes	Andy Haub	April 2018	None at this time.
2. d. Sea Level Rise Response Plan Update on the sea level rise response plan project. Deliverable: Briefing and provide feedback	60 minutes	Susan Clark	May 2018	None at this time. Financial discussions occurring between City, LOTT and Port staff and elected officials.
2. e. Utility Budgets, Rates & GFCs Review staff's 2019 recommendations for the four utility's budgets, rates and general facilities charges (GFCs). Deliverable: Briefing and provide feedback	60 minutes	Andy Haub and Dan Daniels	June 2018	Incorporate into 2019 utility budget and rates.
2. f. LOTT Clean Water Alliance Rates and Capacity Development Chargers (CDC) Review LOTT's proposals for 2019 rates for wastewater treatment services and CDCs. Deliverable: Briefing and provide feedback	45 minutes	LOTT Staff	June 2018	Incorporate into 2019 City utility wastewater collection rates.

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SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
2. g. Utility Budgets, Rates & GFCs Continued review and discussion of staff's 2019 recommendations for the four utility's budgets, rates and general facilities charges (GFCs). Deliverable: Briefing and provide feedback	90 minutes	Andy Haub and Dan Daniels	September 2018	Incorporate into 2019 utility budget and rates.
2. h. Water Quality-based Street Sweeping Program Program overview of the collaborative effort of the Storm and Surface Water Utility and Public Works Transportation on street sweeping to improve water quality. Deliverable: Briefing and provide feedback	30 minutes	Sue Barclift	October 2018	None at this time.
2. i. LOTT Reclaimed Water Infiltration Study Provide an update on the progress of the study. Deliverable: Briefing and provide feedback	45 minutes	LOTT Staff	October 2018	None.
2. j. Climate Action Plan Update on the City's development of a regional Climate Action Plan. Deliverable: Briefing and provide feedback	30 minutes	Danelle MacEwen	November 2018	None at this time.
2. k. City and Utility Energy Conservation Staff will provide information on the City's efforts to conserve energy and reduce emissions. Deliverable: Briefing and provide feedback	30 minutes	Andy Haub	November 2018	None.
2. l. UAC Workplan Development Develop the 2019-2020 UAC workplan. Deliverable: Develop a draft workplan.	30 minutes	Andy Haub	December 2018	None
2.m. City and Utility Development Charges Review the City's cost of permit and development fees for new residential construction. Deliverable: Briefing and provide feedback	30 minutes	Andy Haub	December 2018	None.

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SECTION 2. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
2. n. Approve UAC Workplan & Officer Elections Finalize and approve the 2019-2020 UAC workplan. Elect a Chair and Vice-Chair. Deliverables: Approve workplan and forward to Council's General Government Committee. Elect UAC officers.	30 minutes	Andy Haub	February 2019	None
1. o. Wastewater Plan Update Review draft goals and strategies of the update to the City's Wastewater Management Plan. Deliverable: Briefing and provide feedback	45 minutes	Susan Clark	February 2019	None at this time.
2. p. 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 and provide feedback	30 minutes	Jeremy Graham	March 2019	The Storm and Surface Water utility funds the compliance with the NPDES permit.