

City of Olympia  
UAC 2020-2021 Draft Revised Work Plan

DRAFT REVISED

Month	Request/Description	Staff	Time Needed	UAC Action	Tier
<b>Apr-20</b>	<del>Storm &amp; Surface Water Rate Structure Change</del>	<del>Susan Clark</del>	<del>45 minutes</del>	<del>Review and provide feedback to Council through rate recommendation letter</del>	
	<del>Customer Assistance Program (Lifeline Rates)</del>	<del>Eric Christensen</del>	<del>30 minutes</del>	<del>Review and provide feedback to Council through rate recommendation</del>	
	Re-Draft UAC 2020-2021 Work Plan	Eric Christensen	45 minutes	Review and approve. Submit to General Gov't Committee	Tier 2 - Revisions to the UAC work plan will support the City's recovery from the COVID-19 emergency.
<b>May-20</b>	<del>Tour of Utility Facilities</del>	<del>Eric Christensen</del>	<del>2 hours</del>	<del>None</del>	
<b>Jun-20</b>	Utility Operating Budgets, Capital Facility Plan, Rates, and General Facility Charges (initial drivers and trends)	Eric Christensen & Gary Franks	30 minutes	Review and provide feedback to staff	Tier 3 - Capital facility projects will help in economic recovery, budgets and rates will need to account for economic conditions.
	Recycling and Waste ReSources Facility Program Update	Gary Franks & Ron Jones	30 minutes	Review and provide feedback to staff	Tier 3 - Long term financial viability and operating a sustainable recycle program is critical and capital facility projects will help aid economic recovery
	Sea Level Rise Update	Eric Christensen or Susan Clark	30 minutes	Review and provide feedback to staff	Tier 3 - Sea level rise adaptation projects may help in economic recovery and will build a more resilient community.
	Utilities - Quarterly Financial Update	Eric Christensen or Susan Clark	20 minutes	Review and provide feedback to staff	Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed.
<b>No meeting July 2020</b>					
<b>20-Aug</b>	Storm & Surface Water Rate Structure Change	Susan Clark	45 minutes	Review and provide feedback to Council through rate recommendation letter	Not applicable.
	Customer Assistance Program (Lifeline Rates)	Eric Christensen	30 minutes	Review and provide feedback to Council through rate recommendation	Tier 3 - Lifeline rates may help with economic recovery.
<b>Sep-20</b>	Utility Operating Budgets, Capital Facility Plan, Rates, and General Facility Charges (continued)	Eric Christensen & Gary Franks	60 minutes	Review and provide feedback to staff	Tier 3 - Capital facility projects will help in economic recovery, budgets, rates, GFCs may impact economic development.
	LOTT Rates, Capacity Development Charges ands Cost of Service	LOTT Staff	30 minutes	Review and provide feedback to Council through rate recommendation	Tier 3 - LOTT rates and CDCs may impact economic development.
	Utilities - Quarterly Financial Update	Eric Christensen	15 minutes	Review and provide feedback to staff	Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed.

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<b>Oct-20</b>	Utility Operating Budgets, Capital Facility Plan, Rates, and General Facility Charges (final)	Eric Christensen & Gary Franks	90 minutes	Review and provide feedback to Council through rate recommendation	Tier 3 - Capital facility projects will help in economic recovery, budgets and rates will need to account for economic conditions.
<b>Nov-20</b>	Water System Plan, Risk and Resiliency Assessment	Susan Clark	45 minutes	Review and provide feedback to staff	Tier 2 - Lessons learned during the COVID-19 Emergency will be integrated into the Water System Plan, Risk and Resiliency Assessment
	Sea Level Rise Update	Eric Christensen or Susan Clark	30 minutes	Review and provide feedback to staff	Tier 3 - Sea level rise adaptation projects may help in economic recovery and will build a more resilient community.
<b>Dec-20</b>	UAC Work Plan Development for 2020-2021	Eric Christensen	30 minutes	Review and provide feedback to staff	Tier 2 - Lessons learned during the COVID-19 emergency will be integrated into the work plan to support the City's recovery from the COVID-19 emergency.
	Waste ReSources Facility Update	Gary Franks	30 minutes	Review and provide feedback	Tier 3 - Capital facility projects will help aid economic recovery
	Utilities - Quarterly Financial Update	Eric Christensen	15 minutes	Review and provide feedback to staff	Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed.
<b>No meeting January 2021</b>					
<b>Feb-21</b>	Approve UAC Work Plan 2021-2022 and Elect Officers	Eric Christensen	15 minutes	Review, approve and forward to Council	Tier 2 - The UAC work plan will support the City's recovery from the COVID-19 emergency.
	Utility Operations and Scope of Services Updates	Eric Christensen	30 minutes	Review and provide feedback to staff	Tier 2 - Lessons learned during the COVID-19 Emergency will be communicated to the UAC.
	Recycling Program Update	Gary Franks	30 minutes	Review and provide feedback to staff	Tier 3 - Long term financial viability and operating a sustainable recycle program is critical to the City's mission
<b>Mar-21</b>	NPDES Annual Report	Jeremy Graham	30 minutes	Review and provide feedback to staff	Tier 2 - The COVID-19 emergency is likely to impact the City's ability to fulfill requirements of the NPDES permit.
	Utility Operations and Scope of Services Updates	Eric Christensen	30 minutes	Review and provide feedback to staff	Tier 2 - Lessons learned during the COVID-19 Emergency will be communicated to the UAC.
	Utilities - Quarterly Financial Update	Eric Christensen	15 minutes	Review and provide feedback to staff	Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed.

Highlighted items will require a quorum to provide feedback to City Council.

Staff will give updates at every meeting on the City's recovery from the Covid-19 pandemic.

WA State Utilities and Transportation Commission (UTC) will be monitored. As needed, the UAC may provide the UTC with feedback.

**TIERS (Guidance from the City's General Government Committee):**

- 1 - New work plan items that relate or seize on opportunities and/or learnings related to the COVID-19 emergency.
- 2 - Current work plan items that support the City's recovery from the COVID-19 emergency.
- 3 - Any items that are critical to advancing City Council priorities.