

Utility Advisory Committee (UAC)
April 2020 - March 2021 Work Plan

Items highlighted below are recommendations to City Council. The other items are secondary policy and program matters for UAC review. Items 3, 5, 6 and 9 are routine in nature and come before the UAC every year.

Unless otherwise noted, there is sufficient staff time to accomplish all the items in the UAC Work Plan.

UAC Staff Liaison: Water Resources Director, Eric Christensen

Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications	Tier
April and May 2020 meetings cancelled due to Covid-19. Special meeting held on May 21, 2020 to discuss draft work plan.					
1. Customer Assistance Program (Lifeline Rates) Staff briefing on the current program and ideas to expand financial assistance to multi-family renters. Deliverable: Review and provide feedback to City Council through recommendation letter.	30 minutes	Eric Christensen	June 2020	If needed, incorporate into utility rates as appropriate.	Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed.
2. Waste ReSources Maintenance Facility Update Staff will provide a briefing on the status of the Carpenter Road facility. Deliverable: Review and provide to staff	75 minutes total	Gary Franks	June 2020 & December 2020	Potential Rate implications to be determined	Tier 3 - Long term financial viability and operating a sustainable recycle program is critical and capital facility projects will help aid economic recovery.
3. Utilities Quarterly Financial Update Provide quarterly updates on City finances. Deliverable: Review and provide to staff	15 minutes	Eric Christensen	June, September, December 2020 & March 2021	None	Tier 2 - Revenue impacts due to deferred or delinquent bill payment will be discussed.

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4. Storm & Surface Water Rate Structure Change Review the staff's proposed information on rates, general facility charges for storm and surface water finances. Deliverable: Review and provide feedback to City Council through rate recommendation letter.	45 minutes	Susan Clark	August 2020	None at this time. The proposed rate structure will be designed to be revenue neutral.	Not applicable.
5. Utility Operating Budgets, Rates, Capital Facilities Plan and General Facilities Charges <u>August:</u> Review initial drivers and trends for the City's proposed utility budgets, rates, CFP and GFCs. <u>September:</u> Continue discussion and provide feedback. <u>October:</u> See deliverable below. Deliverable: Review and provide feedback to City Council through rate recommendation letter.	120 minutes total	Eric Christensen and Gary Franks	August, September & October 2020	To be determined.	Tier 3 - Capital facility projects will help in economic recovery, budgets and rates will need to account for economic conditions.
6. LOTT Rates, CDCs & Cost of Service Briefing on LOTTs 2021-2022 rates, increases to the CDCs and cost of service. Deliverable: Review and provide feedback to City Council through rate recommendation letter.	30 minutes	LOTT Staff	September 2020	Incorporate into 2021 LOTT charges in the City's utility rates.	Tier 3 - LOTT rates and CDCs may impact economic development.
7. Water System Plan – Risk & Resiliency Assessment Receive a briefing and review the assessment. Deliverable: Review and provide feedback to staff.	45 minutes	Susan Clark	November 2020	To be determined.	Tier 2 - Lessons learned during the COVID-19 Emergency will be integrated into the Water System Plan, Risk and Resiliency Assessment.

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8. Sea Level Rise Update Provide an update on the progress in implementing the Sea Level Rise Response Plan. Deliverable: Review and provide feedback to staff.	30 minutes	Susan Clark and Eric Christensen	November 2020	\$500,000 (2020 – 2024) \$26M (2025 – 2049) \$350M (2050 – 2100)	Tier 3 - Sea level rise adaptation projects may help in economic recovery and will build a more resilient community.
9. UAC Work Plan Development & Officer Elections <u>December:</u> Develop the 2021-2022 UAC work plan. <u>February:</u> Finalize workplan and elect UAC Chair and Vice Chair. Deliverable: Approve work plan and forward to Council's General Government Committee.	60 minutes total	Eric Christensen	December 2020 & February 2021	None	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.
10. Utility Operations and Scope of Services Update Provide an overview of typical utility operations. Deliverable: Review and provide feedback to staff.	30 minutes	Eric Christensen	February and March 2021	None	Tier 2 - Lessons learned during the COVID-19 Emergency will be communicated to the UAC.
11. Recycling Program Update Provide a briefing on the status of the City's recycling program. Deliverable: Review and provide feedback to staff.	30 minutes	Gary Franks and Ron Jones	February 2021	To be determined.	Tier 3 - Long term financial viability and operating a sustainable recycle program is critical to the City's mission.
12. 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: Review and provide feedback to staff.	30 minutes	Jeremy Graham	March 2021	The Storm and Surface Water utility funds the majority of compliance with the NPDES permit.	Tier 2 - The COVID-19 emergency is likely to impact the City's ability to fulfill requirements of the NPDES permit.

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