



## Utility Advisory Committee

### Development of Utility Advisory Committee Work Plan

**Agenda Date:** 12/1/2022  
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#### **Title**

Development of Utility Advisory Committee Work Plan

#### **Recommended Action**

Begin developing the UAC Draft Work Plan for 2023-2024

#### **Staff Contact:**

Eric Christensen, Water Resources Director, 360.570.3741

#### **Background and Analysis:**

##### Work Plan Development

The Utility Advisory Committee is expected to propose an annual work plan to the City Council for consideration early each year. Advisory committee work plans cover the upcoming April 2023 to March 2024 time period. Utility staff and Utility Advisory Committee (UAC) members develop the draft UAC work plan with input from the Finance Committee, which is the UAC's liaison committee. In developing the work plans, committees are to consider:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.
- Departmental work priorities.
- Committee member knowledge, interest, and expertise. The work plans are formally reviewed and adopted by the City Council. The Council has asked that when the plans are transmitted, each be accompanied by a letter from:
  - The committee chair outlining the past year accomplishments and highlighting the top two proposed priorities; and
  - The respective department director or staff liaison addressing resource availability to accomplish the work items and relationship of the proposed items to planned departmental activities for the year.
- During its review, the City Council may change or modify the committee's proposed work plan so that it reflects Council priorities, available resources, and emerging issues.
- Work plans are reviewed by the Community Livability and Public Safety Committee and adopted by City Council in March.

- The work plan serves as the basis for a committee's focus and effort during the following year, although the Council may, from time-to-time, refer other issues to the committee during the course of a year.
- Additional work items that will require Council action cannot go into the work plan without Council's approval.

Utility staff drafted the attached UAC work plan that includes items that go before the UAC every year including, utility rates, budget, the Capital Facilities Plan and other regulatory items. UAC members can use the attached work plan request form to suggest additional topics for UAC consideration. Staff will incorporate any revisions to work plan for further review at the February 2, and March 2, 2022 UAC meetings. After UAC approval of the work plan, Staff will forward it to the Community Livability and Public Safety Committee, with Council adoption on March 21, 2023.

**Attachments:**

Draft 2023-2024 UAC Work Plan  
Work Plan Request Form