

Utility Advisory Committee (UAC)  
April 2019 - March 2020 Workplan

<b>SECTION 1. Recommendations to City Council</b> Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section 1. Items 1.b. 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: Water Resources Director, Eric Christensen				
Title/Description	Estimated Committee Time	Staff Lead	Month	Potential Budget Implications
<b>1. a. Wastewater Management Plan</b> Review goals and strategies for the update to the City's Wastewater Management Plan.  <b>Deliverable:</b> Recommendation to City Council	30 minutes	Susan Clark	April 2019	None at this time.
<b>1. b. Feedback on Utility Finances</b> Staff briefing and review includes: <ul style="list-style-type: none"> <li>- Draft 2020-2025 Capital Facilities Plan (CFP)</li> <li>- 2020 Utility Operating Budgets</li> <li>- 2020 Utility Rates</li> <li>- 2020 General Facility Charges (GFC)</li> </ul> <b>Deliverable:</b> <u>CFP, Rates &amp; GFCs</u> : Recommendation to City Council. Budget: Briefing only.	180 minutes total	Eric Christensen	June 2019 September 2019 October 2019	Incorporate Drinking Water, Wastewater and Storm and Surface Water capital projects into 2020 budget and utility rates as appropriate.
<b>1. c. LOTT Rates and CDCs</b> Incorporate into 2020 City utility wastewater collection rates. <b>Deliverable:</b> Feedback to City Council through rate recommendation.	45 minutes	LOTT Staff	June 2019	Incorporate into 2020 City utility wastewater collection rates.

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<b>SECTION 2. Program Implementation and/or Input to Staff</b> 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
<b>2. a. Recycling Strategy</b> Recycling Markets Update and City’s Response to recycling crisis.  <b>Deliverable:</b> Briefing	30 minutes	Ron Jones	April 2019	No budget impacts at this time
<b>2. b. Tour Water Facilities</b> UAC member tour of City drinking water facilities.  <b>Deliverable:</b> None	120 minutes	Eric Christensen	May 2019	None
<b>2. c. Sea Level Rise Response Plan Implementation</b> Provide an update on next steps and progress in implementation of the Sea Level Rise Response Plan.  <b>Deliverable:</b> Briefing and provide feedback	45 minutes	Susan Clark and Eric Christensen	October 2019	\$625,000 (2019 – 2024) \$26M (2025 – 2049) \$350M (2050 – 2100)
<b>2. d. LOTT Reclaimed Water Infiltration Study</b> Provide an update on the progress of the study.  <b>Deliverable:</b> Briefing	30 minutes	LOTT Staff	November 2019	None
<b>2. e. Water Resources Asset Management</b> Provide an update on the progress of asset management activities including new software (CityWorks) implementation.  <b>Deliverable:</b> Briefing	60 minutes	Eric Christensen and Jeff Coleman	November 2019	\$50,000 annually
<b>2. f. Update on New Waste ReSources Facility</b> Share results from consultants of 30% design review and associated costs to understand future rate increase options.  <b>Deliverable:</b> Briefing	45 minutes	Gary Franks	December 2019	Eventually incorporate into City solid waste utility rates.

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Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>2. g. UAC Workplan Development</b> Develop the 2020-2021 UAC workplan.</p> <p><b>Deliverable:</b> Develop a draft workplan.</p>	20 minutes	Eric Christensen	December 2019	None
<p><b>2. h. Approve UAC Workplan &amp; Officer Elections</b> Finalize and approve the 2020-2021 UAC workplan. Elect Chair and Vice-Chair.</p> <p><b>Deliverables:</b> Approve workplan and forward to Council's General Government Committee. Elect UAC officers.</p>	20 minutes	Eric Christensen	February 2020	None
<p><b>2. i. Storm and Surface Water Program Implementation</b> Provide an update on the status of implementation of the 2018 Storm and Surface Water Plan</p> <p><b>Deliverable:</b> Briefing</p>	30 minutes	Joe Roush	February 2020	<p>None at this time.</p> <p>This work effort is incorporated into Staff's regular work flow.</p>
<p><b>2. j. Recycling Program Update</b> Progress update in response to recycling crisis</p> <p><b>Deliverable:</b> Briefing and provide feedback</p>	30 minutes	Gary Franks/Ron Jones	February 2020	Any rate increase recommendations will coincide with budget process.
<p><b>2. k. NPDES Annual Report</b> 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.</p> <p><b>Deliverable:</b> Briefing and provide feedback</p>	30 minutes	Jeremy Graham	March 2020	The Storm and Surface Water utility funds the compliance with the NPDES permit.