



# Utility Advisory Committee (UAC) – 2009 Work Plan

## APPROVED

SECTION 1. 2009 Special Areas of Emphasis Estimated Percent of Overall Committee Effort: 70%					
Title Description	Committee Commitment	Staff Commitment	Schedule	Budget Implications	Council Goals
<p><b>2009.01 Sesquicentennial Celebration</b></p> <p><b>UAC Role:</b> Discuss options for an event or program to celebrate the City's 150<sup>th</sup> birthday.</p> <p><b>Deliverable:</b> An event or program to commemorate the City's 150<sup>th</sup> birthday.</p>	1 hour	<p>Staff: Jay Burney</p> <p>Staff Hrs: 40</p>	January	None identified at this time.	Capital City
<p><b>2009.02 Drainage Manual Revisions</b></p> <p><b>UAC Role:</b> Review staff and consultant Drainage Manual recommendations.</p> <p><b>Deliverable:</b> Provide a recommendation to Council regarding revisions to the Drainage Manual.</p>	1.5 hours	<p>Staff: Andy Haub/Craig Tosomeen</p> <p>Staff Hrs: 100+</p>	January	The revisions have significant financial implications to public and private projects.	Sustainability and Government Efficiency
<p><b>2009.03 Onsite Sewage System (OSS) Conversion Program</b></p> <p><b>UAC Role:</b> Revisit the proposed OSS Conversion Program to understand financial implications and consider modifications.</p> <p><b>Deliverable:</b> Provide a recommendation to Council regarding the OSS Conversion Program.</p>	1.5 hours	<p>Staff: Andy Haub/Eric Christensen</p> <p>Staff Hrs: 100+</p>	February	The City will be subsidizing the OSS Conversion Program, but actual budget impacts are unknown at this time.	Sustainability and Government Efficiency
<p><b>2009.04 Groundwater Protection Ordinance Changes</b></p> <p><b>UAC Role:</b> Review proposed changes to Olympia Municipal Code 18.32 Wellhead Protection and Critical Areas Ordinance 14.20 Wellhead Protection.</p> <p><b>Deliverable:</b> Provide a recommendation to the Planning Commission and Council regarding ordinance changes.</p>	2 hours	<p>Staff: Liz Hoenig</p> <p>Staff Hrs: 100</p>	February	Future impacts depending on outcome, but actual budget impacts are unknown at this time.	Sustainability and Government Efficiency

**SECTION 1. (Continued)**  
**2009 Special Areas of Emphasis**

Title Description	Committee Commitment	Staff Commitment	Schedule	Budget Implications	Council Goals
<p><b>2009.05</b>  <b>Storm and Surface Water Utility Funds</b></p> <p><b>UAC Role:</b> Review roles and financial responsibilities between the Storm and Surface Utility and Transportation.</p> <p><b>Deliverable:</b> Review and provide comments to staff and a recommendation to Council.</p>	1 hour	<p>Staff: Andy Haub/Rich Hoey</p> <p>Staff Hrs: 40</p>	March	None identified at this time.	Sustainability
<p><b>2009.06</b>  <b>NPDES Annual Report</b></p> <p><b>UAC Role:</b> Review NPDES Annual Report as part of the official public involvement process as required by the City's permit.</p> <p><b>Deliverable:</b> Review and provide comments to staff.</p>	1 hour	<p>Staff: Joe Roush</p> <p>Staff Hrs: 3</p>	March	None identified at this time.	Sustainability
<p><b>2009.07</b>  <b>Onsite Conversion/Sewer Extension</b></p> <p><b>UAC Role:</b> Review staff recommendations on highest-priority sewer extension projects.</p> <p><b>Deliverable:</b> Provide feedback to staff regarding sewer extension projects.</p>	30 minutes	<p>Staff: Eric Christensen/Diane Utter</p> <p>Staff Hrs: 100</p>	March	Funding provided in the CFP for onsite-related sewer extensions.	Sustainability and Government Efficiency
<p><b>2009.08</b>  <b>Recycling Materials and Prices</b></p> <p><b>UAC Role:</b> Receive a briefing on recent trends in recycling prices.</p> <p><b>Deliverable:</b> Informational – learn about recent trends in recycling prices as they may affect future services.</p>	1 hour	<p>Staff: Ursula Euler</p> <p>Staff Hrs: 15</p>	March	None identified. Information only.	Sustainability
<p><b>2009.09</b>  <b>Storm and Surface Water Planning</b></p> <p><b>UAC Role:</b> Review various elements of the Storm and Surface Water Program.</p> <p><b>Deliverable:</b> Provide feedback to staff regarding various Storm and Surface Water program elements.</p>	2 hours 1 hour	<p>Staff: Andy Haub</p> <p>Staff Hrs: 100</p>	April July	None identified at this time.	Sustainability and Government Efficiency

**SECTION 1. (Continued)**  
**2009 Special Areas of Emphasis**

Title Description	Committee Commitment	Staff Commitment	Schedule	Budget Implications	Council Goals
<p><b>2009.10 McAllister Wellfield</b></p> <p><b>UAC Role:</b> Receive update on the status of the McAllister Wellfield project, including the associated mitigation plan, status of review by Department of Ecology, project timeline and costs, and public outreach strategy.</p> <p><b>Deliverable:</b> Provide feedback on the outreach strategy and project timing.</p>	45 minutes	<p>Staff: Rich Hoey</p> <p>Staff Hrs: 100+</p>	April	There are significant budget implications as this project is the largest capital project for the Drinking Water Utility over the next six years.	Sustainability
<p><b>2009.11 Automated Meter Reading</b></p> <p><b>UAC Role:</b> Review results from the Request for Qualifications on the Automated Meter Reading process.</p> <p><b>Deliverable:</b> Provide feedback on the preferred direction of the automated meters.</p>	2 hours	<p>Staff: Meliss Maxfield and John Holmes</p> <p>Staff Hrs: 200</p>	May	None identified at this time.	Sustainability and Government Efficiency
<p><b>2009.12 Multi-family Recycling</b></p> <p><b>UAC Role:</b> Receive a briefing on multi-family recycling including barriers encountered, benefits, and solutions.</p> <p><b>Deliverable:</b> Provide feedback on the multi-family recycling program.</p>	1 hour	<p>Staff: Ron Jones and Ursula Euler</p> <p>Staff Hrs: 20</p>	June	None identified at this time.	Sustainability
<p><b>2009.13 Canopy Cover</b></p> <p><b>UAC Role:</b> Receive a briefing on measuring and benchmarking canopy cover.</p> <p><b>Deliverable:</b> Provide feedback on the benchmark; review steps for making progress; and assist with community publicity.</p>	1 hour	<p>Staff: Andy Haub and Joe Roush</p> <p>Staff Hrs: 20</p>	June	None identified at this time.	Sustainability

**SECTION 1. (Continued)**  
**2009 Special Areas of Emphasis**

Title Description	Committee Commitment	Staff Commitment	Schedule	Budget Implications	Council Goals
<p><b>2009.14</b>  <b>Drop Box Service</b></p> <p><b>UAC Role:</b> Review the Drop Box Service study.</p> <p><b>Deliverable:</b> Provide a recommendation to Council on how to continue the service, alter the service provided, or eliminate the program all together.</p>	1 hour	<p>Staff: Ursula Euler</p> <p>Staff Hrs: 40</p>	July	None identified at this time.	Sustainability
<p><b>2009.15</b>  <b>Asset Management</b></p> <p><b>UAC Role:</b> Receive a briefing on asset management.</p> <p><b>Deliverable:</b> Informational – learn about the City’s efforts related to asset management and engage the committee on issues/areas of interest (e.g., embedded energy).</p>	1 hour	<p>Staff: Rich Hoey and Vince McGowan</p> <p>Staff Hrs: 20</p>	July	None identified. Information only.	Sustainability and Government Efficiency
<p><b>2009.16</b>  <b>Towards Zero Waste: Olympia’s Waste ReSources Plan</b></p> <p><b>UAC Role:</b> Review progress made towards new services and programs adopted through the Plan.</p> <p><b>Deliverable:</b> Provide feedback to staff on any issues with the new services and programs.</p>	1 hour	<p>Staff: Ursula Euler</p> <p>Staff Hrs: 20</p>	November	None identified at this time.	Sustainability
<p><b>2009.17</b>  <b>Review of Transition to Marginal Cost Pricing</b></p> <p><b>UAC Role:</b> Review affects of narrowing the drinking water consumption blocks in the residential structure and marginal cost pricing.</p> <p><b>Deliverable:</b> Provide a better understanding of the affects of the reduced consumption blocks and marginal cost pricing on consumption patterns of our customers, as well as an understanding of the impacts on water utility revenue.</p>	1 hour	<p>Staff: Chris Jackson</p> <p>Staff Hrs: 6</p>	December	None identified. Information only.	Sustainability and Government Efficiency

**SECTION 1. (Continued)**  
**2009 Special Areas of Emphasis**

Title Description	Committee Commitment	Staff Commitment	Schedule	Budget Implications	Council Goals
<p><b>2009.18</b>  <b>Rate Communications</b></p> <p><b>UAC Role:</b> Review rate communication strategies.</p> <p><b>Deliverable:</b> Provide staff feedback on communication strategies regarding the utility rates.</p>	30 minutes	<p>Staff: Bonnie Herrington</p> <p>Staff Hrs: 10</p>	December	\$2,500 – lower due to all design work being done by Gateway Services.	Government Efficiency

**SECTION 2.**  
**2009 Routine Work Items**  
**Estimated Percent of Overall Committee Effort: 30%**

Title Description	Committee Commitment	Staff Commitment	Schedule	Budget Implications	Council Goals
<p><b>2009.19</b>  <b>Capital Facilities Plan Review</b></p> <p><b>UAC Role:</b> Review <i>Capital Facilities Plan</i>.</p> <p><b>Deliverable:</b> Provide comments/recommendations to the Planning Commission and Council regarding priorities, level of service standards, and appropriate funding levels to ensure consistency with approved Master Plans.</p>	2 hours	<p>Staff: Fran Eide, Kin Tam, and Rich Hoey</p> <p>Staff Hrs: 30</p>	August	Budget implications identified during development of the <i>Capital Facilities Plan</i> .	Government Efficiency
<p><b>2009.20</b>  <b>Operating Budget Review</b></p> <p><b>UAC Role:</b> Review for consistency with Master Plans.</p> <p><b>Deliverable:</b> Informational – understand the proposed budgets as they pertain to utility goals and customer rates.</p>	2 hours	<p>Staff: Rich Hoey, Dan Daniels, and Nanci Lien</p> <p>Staff Hrs.: 40</p>	September	None identified. Information only.	Government Efficiency
<p><b>2009.21</b>  <b>Customer Rates Review</b></p> <p><b>UAC Role:</b> Review staff recommendations for 2010 utility rates.</p> <p><b>Deliverable:</b> Provide a recommendation to Council regarding the 2010 utility rates.</p>	2 hours	<p>Staff: Rich Hoey, Dan Daniels, and Nanci Lien</p> <p>Staff Hrs: 40</p>	October	Budget implications identified during the budget and rate process.	Government Efficiency

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2009 Routine Work Items**

Title Description	Committee Commitment	Staff Commitment	Schedule	Budget Implications	Council Goals
<p><b>2009.22 2010 Work Plan Development</b></p> <p><b>UAC Role:</b> Generate project ideas and coordinate with Public Works staff on a work plan proposal.</p> <p><b>Deliverable:</b> Develop a prioritized work plan of projects for 2010 in collaboration with Public Works staff to present to the General Government Committee and Council.</p>	1 hour	<p>Staff: Jay Burney</p> <p>Staff Hrs: 40</p>	November	None.	Sustainability and Government Efficiency
<p><b>2009.23 Officer Elections</b></p> <p><b>UAC Role:</b> Elect 2010 officers.</p> <p><b>Deliverable:</b> New or re-elected UAC officers for 2010.</p>	30 minutes	<p>Staff : Jay Burney</p> <p>Staff Hrs: 1</p>	December	None.	
<p><b>2009.24 Rules of Procedure and Ordinance</b></p> <p><b>UAC Role:</b> Review the UAC ordinance and Rules of Procedure.</p> <p><b>Deliverable:</b> The UAC Chair will report any recommendations to the Chair of the City Council's General Government Committee.</p>	30 minutes	<p>Staff: Jay Burney</p> <p>Staff Hrs: 1</p>	December	None.	Government Efficiency