

FY 2016-17 Portland Utility Board Workplan -- DRAFT

Major Task	Subtasks	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September
PUB BoardAdministration	Recommend members for council consideration															
	Recommend cochairs members for council consideration															
	Adopt annual procedures															
	Annual Review															
	Annual Report and Work Plan															*
Finanacial Planning and Budgeting	Develop and discuss guiding principles of CIP and budget development with staff															
	CIP Annual Report															
	Review Bureau's Draft CIP's															
	5 Year Financial Plan															
	Forecast Model and Assumptions															
	Review Bureau Budget Development															
	Reflection on Budget Info Presented															
	Draft and Deliver a Budget Advisory Letter to City Council															
	Participate in Proposed Budget Hearing															
	Participate in Mayor's Budget Meetings															
	Recieve quarterly updates on CIP budget expenditures															
	Rate Setting and Debt Service	Rate Guidance and Targets														
Rate Methodology																
Board Reflection on rate equity and affordability strategies proposed by the Bureaus																
Prepare recommendation regarding rate setting and affordability to City Council																
Strategic and Resiliency Planning	Condition Assessment															
	Strategic Plan Updates BES															
	Construction Performance															
	Reflection on Strategic Planning and Resiliency															
Bureau Performance	Water Bureau Key Service Levels															
	Staffing Decisions and Recruitment															
	Equity and Workforce Planning															
	Communications and Customer Relations															
	Reflection on Bureau Performance															
Bureau Engagement and Oversight	Stormwater System Plan															
	Clean River Rewards															
	Summer Supply Plan															
	Groundwater															
	Intro to Watershed Services															
	Water Quality and Compliance															
	Sewer 101 and CSP Systems Operation															
	Introduction to Pollution Prevention with On-site Inspection of PCL															
	Reveg/Greenstreets															
	Facilities Plan Update															
	Habitat Conservation															
	TCWTP Petmit Renewal															
	Variance															
	General Policy Advisory Duties	Offer budget feedback to Mayor if requested														
Provide information, present to city council as requested																
Special Circumstances	TBD as requested															
	Portland Harbor															
	Terminal 1															

\* Official report to Council

Table 4: FY 2016-17 Proposed Monthly Topics

<b>July</b>	<b>January</b>
<ul style="list-style-type: none"> <li>Adopt Annual Procedures</li> <li>Begin discussion of annual review</li> <li>Stormwater System Plan</li> <li>Clean River Rewards</li> <li>Portland Harbor</li> <li>Water Key Service Levels</li> </ul>	<ul style="list-style-type: none"> <li>Adopt letter to Council re budget submissions</li> <li>CIP Quarterly update</li> <li>Condition Assessment</li> <li>Equity and Workforce Planning</li> </ul>
<b>August</b>	<b>February</b>
<ul style="list-style-type: none"> <li>Summer Supply Plan</li> <li>Groundwater</li> <li>Intro to Watershed Services</li> <li>Terminal 1</li> <li>Annual Review, Report, and Workplan</li> </ul>	<ul style="list-style-type: none"> <li>Prepare for comments to proposed budget hearing</li> <li>Rate Methodology</li> <li>Strategic Plan Update BES</li> </ul>
<b>September</b>	<b>March</b>
<ul style="list-style-type: none"> <li>Annual Report and Workplan</li> <li>Broad review of CIP proposals</li> </ul>	<ul style="list-style-type: none"> <li>Participate in proposed budget hearing</li> <li>Participate in mayor's budget meetings</li> <li>Board reflection on rate, rate equity, and rate affordability</li> <li>Construction Performance</li> <li>Communication and Customer Relations</li> <li>Reveg</li> </ul>
<b>October</b>	<b>April</b>
<ul style="list-style-type: none"> <li>CIP Annual reports and Quarterly Update</li> <li>Follow up PUB feedback on CIPs</li> <li>5 Year Financial Plan</li> <li>Board Discussion rate guidance</li> <li>Strategic Plan Update BES</li> <li>Sewer 101 and CSO System Operations</li> <li>Set dates for 2017 meetings</li> </ul>	<ul style="list-style-type: none"> <li>Consideration for member appointments</li> <li>Co-Chair considerations</li> <li>Participate in mayor's budget meetings</li> <li>CIP Quarterly update</li> <li>Prepare and adopt comments for rate hearing</li> <li>Facilities Plan Update</li> <li>TCWTP Permit Renewal</li> </ul>
<b>November</b>	<b>May</b>
<ul style="list-style-type: none"> <li>Follow up PUB feedback 5 year Financial Plans</li> <li>Forecast Model and Assumptions</li> <li>Operating Budget Development and CIP update</li> <li>Intro to Pollution Prevention (On-site Inspection)</li> </ul>	<ul style="list-style-type: none"> <li>Participate in Rate Hearing</li> <li>Council action for appointments</li> <li>PUB recommendation of chairs and new members</li> <li>Board reflections on Performance and Strategic Planning</li> <li>Variance</li> <li>Habitat Conservation</li> </ul>
<b>December</b>	<b>June</b>
<ul style="list-style-type: none"> <li>Review Budget Development</li> <li>Board discussion on Budget Info presented to date</li> <li>Draft Budget Letter</li> <li>Staffing Decisions and Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>Begin discussion of Annual Review</li> </ul>