

Review Panel July 24 Discussion of Rate Design Project

Draft dated July 16, 2018

Deliverables:

1. Initial Report to Council by 1/15/19 including but not limited to a comparison of what other utilities of similar size do
 - *The basic data compilation can be accomplished by Utility staff. Panel will need to discuss the scope of this work product with staff (only looking at utilities of “similar size”? What data will be compiled?)*
 - *Panel could forward interim work products with this report—as proposed, those would include (1) a problem statement, (2) a summary of stakeholder input received, and (3) proposed goals and principles.*
2. Final recommendations report to Council by 4/1/19
 - *A report from the Rate Panel. Policy level – it is not going to be a detailed rate design proposal.*
 - *Report may be co-signed by General Manager – or not. They may have a different set of priorities in mind for rate design than the Panel and we do not know how soon they will be on board.*
 - *Will need to determine Mayor’s interest in previewing/discussing the Panel’s report before it is submitted.*

Panel Work Plan in next 9 months, summarized:

- Submit work plan to Mayor and Council (July)
- Agree upon items to be included in tracking report format, frequency of reporting (July)
- Launch and complete rate design work (July-April)
- Track strategic plan progress (quarterly)

Rate Design Work Plan Goals:

- Provide a thoughtful Panel response to Council, focusing on policy issues, and consistent with the Panel’s role as a “lay” group of citizen volunteers, making most efficient possible use of Panel’s time.

Rough Draft Rate Design Work Plan

(blue text is suggested Panel deliverables on the path to completing rate design; red text is unrelated items that must be completed by Panel; green relates to UDP)

<p>July</p> <p>1 meeting</p> <p><i>Panel reviews Council request, proposed work plan, gets grounded on rate design</i></p>	<ul style="list-style-type: none"> • Review draft work plan for Panel 2018-2020 • Review Council resolution • Discuss scope and focus of effort • Review draft outline of work plan <ul style="list-style-type: none"> ○ Offer suggestions, identify questions • Review 2017 letter from stakeholders • Rate Design 101 • Discuss tracking report data/format
<p>August</p> <p>1 meeting</p> <p><i>Panel gets grounded on rate design, adopts work plan, scope</i></p>	<ul style="list-style-type: none"> • Finalize work plan to submit to Mayor Council • Rate Design 201 • Review schedule of UDP interdepartmental team work plan and determine how and when Panel should engage with them • Reach consensus on scope and work plan • Review and revise outline of draft scope of work and problem statement • Brainstorming goals and objectives related to rate design • Reach out to key stakeholders re: plans for outreach • Review Tracking report roll-up for 2017 (current format + anything easily added).
<p>September</p> <p>2 meetings</p> <p><i>Panel adopts draft problem statement, draft goals and objectives; identifies stakeholders to reach out to; identifies questions to ask stakeholders</i></p>	<ul style="list-style-type: none"> • Communicate scope and work plan to Council • Review Q1&2 tracking report using new format • Adopt project scope of work and DRAFT problem statement. • Adopt DRAFT PRELIMINARY statement of goals and objectives related to rate design • Review draft Framework Matrix on major components of rate design-- levers, how they are used, what they produce, trade-offs. Reach consensus on this basic framework of things to be explored—it's a scoping document • Identify initial list of key issues and questions to be resolved in order to reach a consensus recommendation • Agree on scope for Utility's research on comparable utilities • Agree on list of stakeholders to be conferred with and list of questions to ask them (to be sent ahead of time)
<p>October</p> <p>2, possibly 3 meetings</p> <p><i>Panel hears from wide range of stakeholders</i></p>	<ul style="list-style-type: none"> • Two 3-hour sessions where Panel hears from stakeholder group representatives: responding to list of questions in writing and in person. <ul style="list-style-type: none"> ○ For example: <ul style="list-style-type: none"> ▪ five 30-40 minute panels, or ▪ Seven 20 minute panels with fewer participants on each ○ Additional written input would still be taken and considered

<p>November</p> <p><i>1 meeting</i></p> <p><i>Discuss stakeholder, other inputs. Refine problem statement and goals.</i></p>	<ul style="list-style-type: none"> • Panel discussion: <ul style="list-style-type: none"> ○ Identify key points of agreement/ disagreement amongst stakeholders. ○ Agree upon major takeaways/themes from stakeholder input. • Review draft of comparative utility report (prepared by SCL) • Consider refinements to draft problem statement based on stakeholder input. • Consider refinements to draft goals and objectives statement based on stakeholder input • Discuss/Identify Panel key points of agreement, disagreement on Framework Matrix, remaining questions.
<p>December</p> <p><i>1 meeting</i></p> <p><i>Decide what to present to Council in January as interim report; Deliberations</i></p>	<ul style="list-style-type: none"> • Determine what to send Council accompanying initial report. • Deliberations on rate design: preferred approaches. • Review annual progress report on strategic plan • Q3 2018 tracking report
<p>January</p> <p><i>1 or 2 meetings</i></p> <p><i>Deliberations</i></p>	<ul style="list-style-type: none"> • Deliberations on rate design: preferred approaches • Develop interim presentation to Council on what was heard in outreach, refinements to problem statement, framework matrix. • Potential check back with stakeholders
<p>February</p> <p><i>1 or 2 meetings</i></p> <p><i>Deliberations</i></p>	<ul style="list-style-type: none"> • Deliberation on rate design, preferred approaches • <i>Opportunity for Additional Stakeholder input to Panel</i>
<p>March</p> <p><i>1 or 2 meetings</i></p> <p><i>Finalize report</i></p>	<p>Review draft report to Council and provide direction to finalize. Develop presentation to Council.</p>
<p>April</p>	<p>Present to Council</p>