



**City of Palo Alto**  
**Utilities Advisory Commission Staff Report**

**(ID # 13957)**

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**Meeting Date: 2/2/2022**

**Title: Staff Recommends the Utilities Advisory Commission Review and Approve the Utilities Advisory Commission's 2022-2023 Annual Work Plan, and Recommend the City Council Review the Work Plan and Provide Feedback**

**From: Director of Utilities**

**Lead Department: Utilities**

**Recommendation**

Staff Recommends the Utilities Advisory Commission Review and Approve the Utilities Advisory Commission's 2022-2023 Annual Work Plan, and Recommend the City Council Review the Work Plan and Provide Feedback

**Background**

**ANNUAL WORKPLAN AND PERFORMANCE MEASURES**

In accordance with the [2020 City Boards, Commissions, and Committees Handbook](#), each Board and Commission should prepare an annual work plan for proposal to the City Council by the second quarter of the calendar year. The Council will review the work plan and provide feedback annually at a dedicated City Council meeting. The annual report should include the results of the prior year's plan. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan.

Council expects Boards and Commissions to work on items in the approved workplan. In addition, Council may refer additional items to the Boards and Commissions in response to new developments. Boards and Commissions should refrain from expending their time and that of the staff liaison on items that have not been approved by the City Council. If the Board or Commission would like to add an issue for review after an annual workplan has been approved by the City Council, a prompt request by the Board or Commission Chair to the City Council is required and the item will then be addressed by the City Council as a whole.

**Attachments:**

- Attachment A: Work Plan



**Draft Work Plan  
July 2022-June 2023  
Utilities Advisory Commission**

**Staff Liaison Name and Contact Information:** Dean Batchelor, Director of Utilities – 650.496.6981

**General Purpose and/or Purview of Board/Commission:**

The Utilities Advisory Commission (UAC) is charged with providing advice on long range planning and policy matters, acquisition, development and financial review of electric, gas and water resources; joint action projects with other public or private entities which involve electric, gas or water resources; environmental implications of proposed electric, gas or water utility projects; and conservation and demand management. Additionally, the UAC is charged with providing advice on the acquisition, development and financial review of the dark fiber network and wastewater collection utilities. As a highly regulated industry, there may be matters not listed below that will be presented to the UAC in accordance with current or future (local, state or federal) legislative requirements.

<b>Section A: Standing topics</b>	<b>Description</b>
Annual Budget	Rate changes to Water, Gas, Electric, Wastewater collection, and Fiber services.
Water Supply	Consider potential future sources of water supply. This includes recycled water, demand management programs, grey water, treatment efforts, and use of effluent.
Electric Supply	Consider updates to the electric supply portfolio and issues relating thereto.
Gas Supply	Consider aspects of the gas supply portfolio, such as the carbon offset program.
Utilities CIPs	Discuss CIP projects.
Reliability & Resiliency	Ongoing discussions regarding the reliability and resiliency of the utilities.
Legislative initiatives	The Utility tracks many local, state and federal bills that touch on utilities. Should any new laws, regulations, or ordinances pass during the year, the UAC may need to discuss the changes.
Council-driven initiatives	The UAC will address any matter assigned by the City Council.
Staff-driven initiatives	The UAC will address matters as requested by staff.

<b>Section B: FY2023 topics</b>	
CA Renewable Energy Credits (RECs)	Review progress with the sale of Bucket 1 and 3 RECs. Provide recommendations for discontinuance (or continuance) of revenue program.
S/CAP support	Discuss community engagement, technology (current & emerging), finance, and community scaling of S/CAP plans to meet the City's goals for sustainability and climate action. This includes electrification efforts, possible code modifications, potential full or partial retirement of the gas distribution system, and electrification of gas appliances. It also includes permitting and inspection processes for customers wishing to upgrade panels, electrify appliances, or install solar PV, energy storage, and/or EV charging systems.

Advanced Metering Infrastructure Project	Discuss the launch and deployment of the utility's AMI project.
Fiber to the Premises	Discuss the proposal for launching and deploying fiber to support AMI and possibly City-wide FTTP.
Climate impacts	Discuss impacts of climate change, including sea level rise, drought, and wildfires, on the utilities.

<b>Section C: Potential topics</b>	
Undergrounding	Discuss the progress and potential acceleration of undergrounding electric infrastructure.
Cybersecurity	Discuss issues related to the cybersecurity of utility operations.
Workforce	Discuss ongoing issues with hiring and retaining qualified utility workers.
Water quality	Discuss community concerns with water quality.