

Legislative #
130677b

Proposed Timeline and Sample Tasks/Topics for Utility Governance Advisory Board

Date	Action Item
September 2014	City Commission provide final policy guidance on draft ordinance to create the utility governance advisory board (the "Board")
October/November 2014	City Commission adopt ordinance creating the Board and appoint Board members
November 2014	Board hold initial organizational meeting, select chairperson and vice-chairperson and review proposed timeline and tasks
December 2014	Facilitator and/or APPA webinars "How Public Power is Governed: Structures and Authorities of Utility Boards" and "Duties, Responsibilities and Legal Obligations of Public Power Governing Boards"
January 2015	Facilitator and/or APPA webinars "Performance Monitoring and Accountability for Boards" and "Achieving Excellence in Public Power Governance"
February 2015	Review current GRU governance model and function of City Commission as the GRU board; discuss pros and cons of current model; discuss whether a) operational changes to current governance model and/or b) governance model changes, are necessary or desirable
March 2015	No board meeting – individual research and site visits/meetings with management and/or governing board members of other public utilities in Florida
April 2015	Presentations on individual research and discussion; begin to draft preliminary findings and recommendations
May 2015	Continue to draft findings and recommendations
June/July 2015	Board present its findings and recommendations to the City Commission, City Commission discuss Board's findings and recommendations and provide direction to the City Attorney, if ordinance(s) are necessary
August/September 2015	Hear and adopt ordinance(s), if necessary, and sunset the Board
October 2015	If a charter amendment is necessary, request filing and support of local bill at first meeting of Alachua County Legislative Delegation.

Potential Facilitator for Utility Governance Advisory Board

In an email to the City Commission dated March 14, 2014, Kathy Viehe, Interim General Manager for Utilities, recommended APPA's Executive Consultant Dr. Jeff Tarbert as a potential educator/facilitator for governance discussions.

Dr. Tarbert worked for the APPA for over 37 years and upon retirement in 2013, now offers consulting services. During his career with the APPA, Dr. Tarbert led hundreds of courses and workshops on effective public power policy governance, strategic planning and executive leadership. In addition, Dr. Tarbert analyzed the sustainability of public power's business model in the context of the changing electric power industry. He previously led a year-long study of how public power should respond to the likely changes and challenges facing the industry, which resulted in the publication of *It's Your Future ... Lead It: Public Power in the 21st Century*.

Dr. Tarbert is well qualified to educate and facilitate discussions on:

- The evolution and definition of governance
- The fiduciary duties and policy responsibilities of public power governing bodies
- Characteristics of high performance governing boards
- Key indicators and metrics for evaluating the governing board itself
- Steps necessary to assure the board's plan and actions are mission focused, customer driven and address the value of community ownership of the utility
- Areas for consideration and options for the utility's future: operations/reliability, competitiveness, delivering value to customers, and the business and governance models most likely to achieve success
- An examination of the current governance needs and challenges facing the utility industry, the major issues that are likely to impact the utility and its governing body in the next 3-5 years, and the various options for the most effective structure of GRU's governance
- An in-depth discussion of the various authorities that are exercised through public power governance, as well as the types of governance structures (city commission or council, independent board or authority, municipal corporation, a hybrid model or other) that are most likely to result in the successful, long-term operation of GRU

Proposed Budget for Utility Governance Advisory Board

Item	Budget Estimate	Budget Amount
<p>Dedicated staff assistance – administrative assistance to take minutes, facilitate requests <i>(existing staff member would be budgeted at overtime hourly rate as regular duties continue)</i></p>	<ul style="list-style-type: none"> • Time and half rate of \$31.3876 x 14% = \$35.78/hr. (OT), assuming six to twelve meetings at three hours each • Two hours between each meeting for follow up and preparing notes, materials for next meeting 	<p>\$644 - \$1,288</p> <p>\$429 - \$858</p> <p>Total = \$1,073 - \$2,146</p>
<p>Expert governance resource – education, facilitation, research along with programs/sessions to cover important governance topics</p>	<ul style="list-style-type: none"> • One to three days research at @ \$1,500 day <i>(research, interviews, drafting programs and models)</i> • One to three Sessions @ \$4,000 on site/day <i>(designing curriculum, producing materials, conduct session, travel time)</i> 	<p>\$1,500 - \$4,500</p> <p>\$4,000 - \$12,000</p> <p>Total = \$5,500 - \$16,500</p>
<p>Governance series webinars (APPA) - Provides an introduction to policymaker responsibilities and the processes of electric utility governance and policy setting</p>	<ul style="list-style-type: none"> • Nine live webinars from January through December with the option to view past webinars for time management \$89 each or \$700 for series 	<p>\$89 - \$700</p>
<p>Other – Resources for the committee to use for additional training, research, travel reimbursement</p>	<ul style="list-style-type: none"> • Expenses related to duties 	<p>\$5,000</p>
<p>Total budget range</p>		<p>\$11,662 – \$ 24,346</p>