Ronald Wastewater District Assumption Transition Work Plan - February 2016

Transition Plan Task	Project Manager	Project Support			Year 2016						Year	ar 2017				Year 2018					
			Jan Feb	Mar	Арг Мау	u la .	Aug	Oct Nov Dec	Jan Feb	Mar Apr	May Jun	Jul	Sep	Nov Dec	Jan	Mar	Apr May	u lu	Aug	Sep	No oct
inancial Policies																					
Management and Maintenance of RWD Cash Reserve Level	RWD General Manager																				
Notification of Debt Issuance, if Needed	RWD General Manager	Assistant City Manager																			
Draft and Adopt City Wastewater Utility Debt and Financial Policies, Including Industry Review	ASD Director	RWD General Manager																			
Update of Partial Hydraulic Analysis	RWD General Manager	RWD Maintenance Manager																			-
Update of Full Hydraulic Analysis and Comprehensive Plan	Utility and Ops Manager	PW Director and City Engineer																			
Cost of Service Analysis and Rate Study	Utility and Ops Manager	PW Director, ASD Director and RWD General Manager																		2019	9
Review and Discussion of Assumption Costs, if Incurred	RWD General Manager	ASD Director																			
Discussion of Accounting Treatment	ASD Director	RWD General Manager																			
Personnel																					
Provide Ongoing Communication to District and City Staff About the Assumption	Assistant City Manager and RWD General Manager	City Manager and Communication Program Manager																			
Provide Communication Letter to District and City Staff about Planning Phase Ending and Transition Phase Beginning	Assistant City Manager and RWD General Manager	City Manager and Communication Program Manager																			
Provide Opportunities for Cultural Integration Between District and City Staff	City Manager and RWD General Manager	Assistant City Manager and Communication Program Manager																			
Review District Job Descriptions and Create Commensurate City Job Descriptions	HR Director	Assistant City Manager and RWD General Manager																			
Review the Differences in the Benefits Package and Employee Policies Between the District and City	HR Director	Assistant City Manager and RWD General Manager								(/							
Review the RWD Organizational Chart and Determine How the Wastewater Utility Will be Structured Within the City's Organization	Assistant City Manager	City Manager, HR Director, PW Director, ASD Director and RWD General Manager												//	$\Lambda \Lambda$						
Conduct Job Evaluation on District Jobs and Determine Range Placement for District Staff Within City's Salary Structure, Including Appropriate Step Placement, and Benefits Information	HR Director	Assistant City Manager, ASD Director, Budget Supervisor, and RWD General Manager												4							
Get RWD Employee Data Files, Personnel Files, Benefit Files and Prepare for Personalized Employee Transition Process	HR Director	Assistant City Manager and RWD General Manager																			
Conduct Personalized Employee Transition Process, Including Classification and Compensation, Benefits, Leave Disposition, Organizational Chart Structure, New Reporting Structure, Work Location, City Employment Policies, Etc.	HR Director	City Manager, Assistant City Manager, PW Director, ASD Director and RWD General Manager																			
Budget and Capital Improvement Plan																					
Partner on City and District Annual Budget Process and Budget Development Methodology and Systems, Including Citywide Overhead Allocations and Vehicle Replacement and Maintenance Charges, for the Wastewater Fund Budget	ASD Director	Budget Supervisor, Budget Analyst, Fleet and Facilities Manager, Utility and Ops Manager and RWD General Manager																			
	ASD Director	Budget Supervisor, IT Systems Analyst, and RWD General Manager																			
Develop Accurate Revenue and Expenditure Projections (Including Salaries and Benefits) for the Partial October - December 2017 Budget and the Full 2018 Budget (Accounting for Timing of Revenue Receipts and Expenditure Payments)	ASD Director	Budget Supervisor, Utility and Ops Manager and RWD General Manager																			
	ASD Director	Budget Supervisor and RWD General Manager																			
Partner on City and District Annual CIP Processes	ASD Director	City Engineer, Budget Supervisor and RWD General Manager																			
Have RWD Budget Align with Wastewater Utility Debt and Financial Policies	RWD General Manager	ASD Director																			
Consider Having District Staff Present 2017 RWD Budget to City Council	RWD General Manager	ASD Director																			

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Facilities																			
Plan for and Move District Administrative Staff to Shoreline City Hall	Fleet and Facilities Manager	ASD Director, PW Director, Utility and Ops Manager and RWD General Manager																	
Plan for and Move District Maintenance Staff to the North Maintenance Facility	PW Director	ASD Director, Fleet and Facilities Manager, Utility and Ops Manager, RWD General Manager and RWD Maintenance Manager																	
Financial Systems																			
Utilize Springbrook Financial Accounting System	RWD General Manager																		
Conduct Financial Accounting/Utility Billing System Replacement RFP	IT Manager	ASD Director, Finance Manager and RWD General Manager																	
Implement Financial Accounting/Utility Billing System, Including Configuration and Training	IT Manager	ASD Director, Finance Manager and RWD General Manager																	
Explore RWD Implementation of Track-IT Permit System	IT Manager	RWD General Manager, Planning Director, City Engineer, Utility and Ops Manager																	
Conduct Analysis and Implement Utility Billing Issuance, Bill Collection and Payment (Including Over the Counter Credit Card Payments) and Debt Collection Processes	Finance Manager	RWD General Manager, ASD Director, Utility and Ops Manager																	
Develop Process for Integrating Data Between the Financial Accounting/Utility Billing System and the Asset Management System (CityWorks)	IT Manager	ASD Director, Utility and Ops Manager and RWD General Manager																	
Conduct Analysis on Financial Accounting/Utility Billing System Accommodating Other Utility Billing	IT Manager	ASD Director and RWD General Manager																	
Asset Management and Public Records																			
Keep Infrastructure List Up to Date	RWD General Manager	RWD Maintenance Manager																	
Provide Infrastructure List to the City Annually	RWD General Manager	RWD Maintenance Manager																	
Identify and Manage All Public Records of District	RWD General Manager	City Clerk																	
Transfer all District Public Records	RWD General Manager	City Clerk and City Attorney																	
Explore CityWorks Asset Management System and Woolpert for System Support, Including Coordination with the City's Asset Management System and Use of City Staff to Support System Integration	IT Manager	ASD Director, RWD General Manager, Utility and Ops Manager																	
Purchasing and Contracts			一十																
Provide Contract List, Including When Entered Into and Termination Date	RWD General Manager	RWD Maintenance Manager, Finance Manager and ASD Director																	
Collaborate to Determine which Contracts should Extend Beyond Assumption, if Any	ASD Director	Utility and Ops Manager, RWD General Manager, RWD Maintenance Manager, Finance Manager and City Attorney																	
Identify Current Purchasing and Procurement Standards	RWD General Manager	RWD Maintenance Manager									7 /	\bigcap	7 =		T				
Evaluate District Procurement Practices and Incorporate Into City Procurement Standards/Address Conflicts	Finance Manager	RWD General Manager																	
Equipment, Furnishings and Fixtures																			
Provide Capital Asset Record List, Including When Purchased, Life Span and Maintenance Records, and Determine Commitments on Equipment	RWD General Manager	RWD Maintenance Manager																	
Keep Capital Asset Record List Up to Date	RWD General Manager	RWD Maintenance Manager																	
Plan for Transfer of District Assets (EF&F), including legal asset transfer, asset accounting and asset tagging	Fleet and Facilities Manager	RWD General Manager, Finance Manager, City Attorney and IT Manager																	
Coordinate Management of Future Tasks Regarding EF&F	Fleet and Facilities Manager	RWD General Manager, Finance Manager, City Attorney and IT Manager																	
Municipal Code and Utility Advisory Board																			
Review Current City Municipal Code and Draft Updated City Wastewater Code; Council Adoption	Utility and Ops Manager	PW Director, ASD Director, Planning Director, RWD General Manager and City Attorney																	
Utility Advisory Committee Exploration	Assistant City Manager	City Manager, RWD General Manager and City Attorney																	
Engineering Development Manual Update for Wastewater Utility	City Engineer	PW Director, Utility and Ops Manager and City Attorney																	