



Memorandum

Date: 8/2/2023
Meeting of: City Council

File No. AM No. 23-110
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
--------------	------------	--------------

DEPARTMENT STAFF:

Public Works	Emily Flanagan	Senior Surface Water Engineer
Public Works	John Shepard	Public Works Asset Manager
Public Works	Steve Hitch	Engineering Manager

TITLE:

Approval of Consultant Agreement with HDR in the Amount of \$180,000 for the Novelty Hill Water and Wastewater Strategic Asset Management Plan

OVERVIEW STATEMENT:

Novelty Hill is a County Urban Planned Development (UPD) located outside the limits of the City of Redmond. The City provides water and wastewater services to the Novelty Hill UPD. Customers within the UPD pay their utility bill to the City; the City treats these funds separately from other Redmond utility funds. For the 2023-2024 budget, Novelty Hill had funding available to cover this assessment. The Novelty Hill Water and Wastewater Strategic Asset Management Plan will review the existing utility system and develop a long-term plan for asset management. This work will include a condition assessment, prioritization of capital projects, and recommend improvements to operational processes. This project will be used as a pilot for future asset management plans within the City.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Contracts over \$50,000 require Council approval.
- **Council Request:**
N/A
- **Other Key Facts:**

We are requesting this item to be approved with Consent agenda at the August 2, 2023 Business Meeting.

OUTCOMES:

The deliverables for this work will be a Strategic Asset Management Plan, an Asset Management Program Roadmap, and an Asset Management Implementation Plan for the Novelty Hill Water and Wastewater systems.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$180,000

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:

The cost is split evenly between 0000147 Wastewater Management and 0000146 Service Enhancements.

Budget Priority:
N/A

Other budget impacts or additional costs: ☐ **Yes** ☐ **No** ☒ **N/A**

If yes, explain:
N/A

Funding source(s):
Novelty Hill Water and Wastewater Utility

Budget/Funding Constraints:
Project should be completed by end of 2024.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
7/11/2023	Committee of the Whole - Finance, Administration, and Communications	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

Funding was budgeted for this project for 2023-2024.

ANTICIPATED RESULT IF NOT APPROVED:

Asset management will continue as is.

ATTACHMENTS:

Attachment A: Novelty Hill SAMP Scope of Work
Attachment B: Novelty Hill SAMP Contract
Attachment C: Map of Novelty Hill Service Area