



## REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 4/2/2024  
Agenda Section: Consent Agenda

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**Department Origination:** Public Works

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**Agenda Item:** Approve the SEH Professional Services Contract in the Not to Exceed Amount of \$7,500.00 for the Water Capital Asset Management Plan (CAMP) 2024 Update

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**Approval Required:** Simple Majority Vote

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### **BACKGROUND**

In 2022, the City retained the services of SEH to construct a capital improvements spreadsheet for the major assets within the City's water system. This was the first attempt at getting the City's major water assets identified in a comprehensive list with data pertinent to understanding remaining useful life and replacement cost of each asset. Construction of the CIP document was slow through 2022 as a good deal of the asset data required exhaustive research.

With the first version of the Water CIP in hand, the City has recognized that assets were added with constructed in 2023 and more asset information has been uncovered that should be added data needed to Water System CIP and so, the City retained the services of SEH to complete a 2023 update of the Capital Asset Management Plan (CAMP). Through this effort, the recognition has grown that the CAMP document should be updated every year to account for additions, changes, or retirement of capital assets.

### **FINANCIAL IMPLICATIONS**

Allocation of the \$7,500.00 expense will be covered by the City's Water Enterprise Fund. This expenditure was included in the City Council adopted 2024 Water Enterprise Fund budget.

### **STAFF RECOMMENDATIONS**

Maintenance and update of the Water System CAMP is anticipated to be an annual occurrence to help the City stay on top of its water asset management.

The Utilities Commission and staff recommends to approving the SEH Professional Services Contract in the Not To Exceed Amount of \$7,500.00 for the Water Capital Asset Management Plan (CAMP) 2024 Update.

The City Attorney has reviewed the proposed contract and does not have any concerns.

### **COUNCIL ACTION REQUESTED**

**MOTION** to approve the SEH Professional Services Contract in the Not To Exceed Amount of \$7,500.00 for the Water Capital Asset Management Plan (CAMP) 2024 Update.