



Staff Report

December 15, 2025 Council Workshop Meeting

Professional Services Agreement Amendment General Sewer Plan Update

Presenter: Rob Charles, Utilities Manager

Time Estimate: 10 minutes

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BACKGROUND: The General Sewer Plan Update (GSPU) is a required chapter of the Comprehensive Plan Update showing that there is sufficient sewer capacity for growth demands in the City's 20 year planning period from 2026-2046. The plan models sewer lift station capacities, sewer pipe capacity and age, and reviews future growth areas for construction of new infrastructure. A separate facility plan is also required for the Waste Water Treatment Plant (WWTP) to address capacity needs at the plant. Recommendations for Capital Improvements are created for the GSPU within the planning period. A contract for Carollo was approved in November of 2024 to complete the GSPU in the amount of \$583,298.

SUMMARY: As Carollo has advanced the GSPU, additional scope items have been identified as necessary to complete the plan due to delays in the Comprehensive Plan update and resulting changes to future growth assumptions. The Comprehensive Plan establishes updated land-use designations, densities, and service area boundaries that directly influence wastewater flow projections, hydraulic modeling, and capacity evaluations. Because the GSPU must reflect where and how growth will occur, certain tasks could not be finalized until updated information was available. This has required additional consultant effort to refine wastewater projections, update model routing, revise calibration, and coordinate assumptions with the Comprehensive Plan team. In addition to the major technical components outlined below, the amendment also includes supporting project management, planning considerations, and plan development tasks necessary to integrate these updated growth assumptions and ensure the GSPU remains accurate, compliant, and complete.

- Review sewer system drawings and studies and meet with operators to define sewer basin boundaries that are not clear from GIS records. This includes Basins 10 and 11 in the southwest portion of the City, Basin 12 near Prune Hill, and future basins in North Shore. Redraw sewer basins. This effort will aid in the City's continued efforts to develop the GIS of the collection system and improve understanding of wastewater flow through the system.
- Update wastewater flow factors, future flow projections, and hydraulic model to reflect newly defined sewer basin boundaries and additional water billing information provided from the recently converted billing system.

- Identify parcels connected to the collection system using aerial imagery and water billing records.
- Check that the hydraulic model is within dry weather and wet-weather calibration parameters and update, as needed.
- Update the Wastewater Treatment Facility (WWTF) Hydraulix and Biowin models with updated future flow projections.
- All updates to the models and system analyses will be reflected in the GSP Update report deliverable.

BENEFITS TO THE COMMUNITY: The plan provides a roadmap for the City to build and maintain infrastructure necessary to meet growth demands over the next 20 years.

STRATEGIC PLAN: This project aligns with the Stewardship of City Assets from the City's Strategic Plan.

POTENTIAL CHALLENGES: None known.

BUDGET IMPACT: The cost of the amendment is \$162,667 and will be covered out of revenue from the sewer fund. There is sufficient revenue to cover this expense. The amendment will bring the total cost of the project to \$745,965.

RECOMMENDATION: Staff recommends this item be placed on the January 4th Regular Meeting Consent Agenda for Council's consideration.