

### **PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

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| <b>Lead Department:</b>            | Public Works  |
| <b>City Council Goal / Tactic:</b> | Goal 5 – Long Term Planning / Create and Maintain Enterprise Master Plans |
| <b>Project Summary:</b>            | Update Water Master Plan  |
| <b>Estimated Completion:</b>       | December 2022   |

  

| <b>ACTION PLAN</b>   |
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| <b>1. Background of Project:</b> <ul style="list-style-type: none"><li>• The current water master plan was completed in 2011. Several changes have occurred impacting the water system since this time. It is good practice to update these plans every 10-15 years to ensure that priority projects are being addressed and to accommodate growth.</li><li>• The updated water system master plan will guide the management and implementation of the water facilities, policies, programs and projects within St. Helens over the next 20 years and shall accommodate the expected 20-year growth in population.</li></ul> |
| <b>2. Current Status of Project:</b> <ul style="list-style-type: none"><li>• The project is In Process</li><li>• An RFQ/P will be developed and issued in early 2021</li><li>• Anticipate a consultant to be selected in the first half of 2021</li><li>• Master plans typically take 12-18 months to complete</li></ul>   |
| <b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"><li>• Develop a comprehensive scope of work</li><li>• Issue an RFQ/P</li><li>• Select qualified consultant</li><li>• Work with the consultant do refine the master plan, identify capital improvements, determine what projects are eligible for system development charges.</li></ul>  |
| <b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"><li>• Estimated cost is \$150,000</li></ul>   |
| <b>5. Barriers to Complete:</b> <ul style="list-style-type: none"><li>• None</li></ul>   |