
From: Charlie Bush
Sent: Thursday, November 10, 2022 1:00 PM
To: CityCouncil
Cc: AllStaff
Subject: Weekly Update

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Council,

Here are this week's items:

Fire Department (from Chief Wagner)

Fire Department Staffing/Personnel:

- Past 7 days we have had 40 hours of open shifts that were uncovered, as well as, 48 hours of overtime.
- Volunteer Association will have their annual Retired Firefighters dinner next Monday, where they invite past retirees for dinner in appreciation for their years of service, devotion and to share stories and experiences.

Events/Training/Public Outreach:

- Crews partnered with School District and Police Department to participate in the annual Veterans Day parade from Mary Purcell/Central School through downtown Thursday afternoon.
- This past week has been a focus on Vertical Roof Ventilation and Forcible Entry skills down at the training site on 3rd street.

Equipment:

- Our budgeted ERR replacement of our brush truck in 2023 - we have had issues procuring a chassis that meets our budget and needs, with availability issues. However, Glen has found a chassis on the state bid system that will work and will be presenting a memo to council to obtain approval to move forward due to a narrow window to purchase.
- Still awaiting two ambulances ordered November 2021, with chassis shortages delivery pushed back to early 2023.

Public Works (from Director Mark Freiberger)

- SR20/SR9-Township Intersection Improvements Project Colacurcio plans to replace a defective curb ramp at the northwest corner of the intersection during the period Nov. 9-11. Remaining work after the ramp replacement is final paving at the northwest and northeast corner shoulders and Janicki Logging driveway, remaining pavement markings, final activation of the signal system, and clean up and restoration.
- WWTP Lab/Operations Building and Public Works Building Substantial Completion for the buildings was granted on 10/21/2022. Punchlist work is continuing and should be complete the week of 11/21/22. Faber is also grading for final pavement for the future Public Works building area, and plans to complete this work by Thanksgiving. The furniture package for the buildings is scheduled for installation the first week of December. WWTP staff is in the process of moving the laboratory operation to the new WWTP building. Other crews will begin to occupy the building as furnishings arrive in early December. The WWTP crew will begin transitioning the SCADA systems to the new facility in November. Once the final change orders for the project

are settled, the final project cost will be set. We can then begin the 2nd floor improvements for the Public Works Building. At this point, it appears that we have sufficient budget remaining to complete the work. Operations staff have completed framing for the 2nd offices in the near future. Other trades will be bid under the Small Works Roster process after the final cost for Faber is confirmed.

- Skagit County – Cook Road Pedestrian Improvements Project The City has partnered with Skagit County to design and construct a new pedestrian crossing on Cook Road near the Pat Janicki Playground at Janicki Fields. Skagit County has contracted with Larry Brown Construction, Inc. to construct the project. Construction started on Monday, October 31st, 2022, and will continue for approximately two weeks. Cook Road will remain open to traffic during the work, but some delays can be expected due to flagging and lane shifting to allow construction of the improvements.
- Public Works Personnel Jacob Baker has been hired as our new Solid Waste Operator, and started work on Monday, November 7. This position was created by Cliff Hodgins' selection as the new Cemetery Lead. Cliff began transitioning to his new role as Cemetery Lead as soon as the new employee is on board. Assuming the 2023/2024 Budget is approved, we plan to advertise for a Wastewater Treatment Plant Operator, a Public Works Operations Operator and an Assistant City Engineer early in 2023.
- Design Projects
 - o Design work continues for the **SR9/Township and McGarigle/John Liner Rd Intersection Improvements Project**, scheduled for construction in 2023.
 - o We have requested a Sole Source determination to utilize the SR9/Township design firm for the **John Liner Road Bicycle/Pedestrian Improvements Project**, which we plan to design and construct in conjunction with the SR9/Township and McGarigle intersection project.
 - o David Lee continues design work on the **SR20/Cascade Trail Phase 2A, Holtcamp Road to Hodgins Street Project**. Consultant selection for right of way acquisition is planned for November 2023. Construction is planned for 2024, but may be accelerated to 2023 if the city is successful with a TIB Active Projects grant to be announced in November 2022.
 - o The **Olmsted Park Phase 1 Site Improvements Project** is at 100% design. SEPA is in process. We hope to advertise this for bids in December 2022.
 - o **Memorial Park Improvements**. Memorial Park final design is under way. The schedule calls for 100% plans by 2/1/2023, with construction scheduled for 2023.
 - o We have several **WWTP and Sewer projects** to design and construct in 2023. These include the **2023 Collection System Project** and the **Anoxic Tank Upgrade Project**. The latter will include demolition of the existing WWTP Lab/Operations building to allow the existing tank to be returned to service. The new Assistant City Engineer will be key to the completion of these projects.

Other Stuff (from me)

- New City Prosecution Contract - Thompson, Guildner, and Associates, Inc., the firm currently providing prosecution services for the City, notified staff of its intention to discontinue the service at the beginning of 2023. As a result, staff initiated a Request for Proposals (RFP) to assess interest from qualified firms in the area. We received two responses and have recommended a new firm to provide services starting in January. The recommended firm, which happened to be the lowest cost response received, came in slightly over our planned 2023 and 2024 budgeted amounts. We will be able to absorb these amounts through slight budget adjustments as we move forward. This action item will appear as an action item on the Council agenda for your meeting on November 22nd.
- Senior Center Interlocal Agreement Renewal (ILA) – We will also be bringing this ILA renewal to you for consideration on the 22nd. It has historically been an annual agreement and we are recommending that it become a two-year contract moving forward. The County Commission has already taken action on this item.

Thanks,

Charlie Bush

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