
From: Charlie Bush
Sent: Friday, February 10, 2023 12:58 PM
To: CityCouncil
Cc: AllStaff
Subject: Weekly Update

Follow Up Flag: Follow up
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Council,

Here are this week's items:

Information Technology (from Director Bill Chambers)

- City Website Redesign Project Started
- Transition to DocuWare Cloud Underway
- Exploring Upgrades to Citywide Security Camera System
- Deploying New Desktop Computers
- Working with Contractor to Complete Council Chambers Video Display Integration
- Providing Training Opportunities for Staff on Core Information Systems

Fire (from Chief Frank Wagner)

Fire Department Staffing/Personnel:

- Past two weeks we have had 72 hours of shifts that we were unable to fill.
- Had a Volunteer Testing scheduled for this next weekend, but due to a lack of applicants are moving it back.

Events/Training/Public Outreach:

- Final Inspections for the New Starbucks completed
- Final Inspections for the DEPOT (5 story building on Hodgins) completed.
- This past week's training consisted of Self-Contained Breathing Apparatus quarterly training and our Ongoing EMS Training practical skills and class.

Equipment:

- Through a major collaboration with Kelly Kohnken, Bill Chambers, Mayor Johnson, Charlie Bush, Nikki Thompson we were able to meet a strict timeline for an Assistance to Firefighters Grant within a two-week period. This included an agreement with Hospital District 304 to use their grant writer Amy Wilcox and tons of data collection and leg work by all. This grant will be for approximately \$120,000 to purchase a Vehicle Exhaust Collection System for each of our apparatus at both stations.
- Still awaiting two ambulances ordered November 2021, with chassis shortages delivery pushed back to May 2023, with recent stories published in Skagit Valley Herald and on [KING5](#).

Police (from Chief Dan Mcilraith)

- On 01-25-23, an Officer conducted a traffic stop in the area of HWY 20 and Holtcamp Rd. The driver was arrested on a DOC warrant. Officers requested and received a search warrant for the vehicle. Inside Officers located fentanyl powder and “perc 30s”. Perc 30s is a common term for fake prescription pain medication normally containing fentanyl.
- On 01-25-23, Officers were dispatched to a robbery in the area of the 900 block of Marshall St. The registered owner of a vehicle had driven home with an acquaintance. The acquaintance asked to take the vehicle and the registered owner refused. There was a struggle in which the acquaintance was able to take the vehicle and leave the area at a high rate. The vehicle was later located just east of town on HWY 20. The acquaintance was taken into custody for robbery 2nd and taking a motor vehicle without permission.
- On 01-27-23, Officers responded to a home invasion robbery in the 900 block of Alderwood Ln. Officers were able to locate and stop the two suspect vehicles on limited information from an uncooperative victim. One driver fled on foot but was later identified. Patrol and Investigations worked throughout the day to piece together what happened without being able to contact the victim, who was avoiding police for minor warrants. Officers were able to surround the home, were granted a warrant, and ultimately one subject was negotiated out by Det MCCOMBS but two more had to be pulled from the attic. Three people were booked. The vehicles were seized and warrants on those revealed stolen firearms, burglary tools, and evidence of the robbery. Also, in the vehicles Officers located different colored pills. These pills are known to contain fentanyl and it is the first time Sedro- Woolley Officers have recovered pills like this. The SCSO and Upper Tribal Police Dept with Anacortes’ K9 arrived to assist. Two officers worked 17 hours days on 1/27 to get warrants served on vehicles. Detectives worked 17+ hours on 1/26 to get the home searched and evidence logged.
- An officer had to miss work for a family emergency and 3 shifts had to be filled with overtime to maintain two officer minimums as training was also scheduled. Two officers picked up an extra 12-hour shift on their weekend and one officer worked a 16-hour day and a Sgt adjusted down to come in 4 hours early. Day shift and night shift this weekend were minimum staffing with 2 officers and a sergeant on.

Public Works (from Director Mark Freiberger)

- SR20/SR9-Township Intersection Improvements Project No change. Final signal sequencing was completed the evening of January 5, 2023. Punchlist work is complete except for minor cleanup, and touch up of the pavement markings, which will need to wait on better weather.
- WWTP Lab/Operations Building and Public Works Building No change. Punchlist work for the buildings is mostly complete. There are some warranty items outstanding, including some leakage around the WWTP Building windows. The 2nd Floor improvements for the Public Works Building are estimated at \$237,000 to \$257,000. Operations staff have completed framing and plumbing rough in. Ceiling Tile/Drywall, Electrical and HVAC work bids closed on 1/19/23 and are on the 1/24/23 agenda for award. Bids came in under budget and materials are available; the contracts are to be complete by May 31, 2023. We will schedule a grand opening event after the 2nd Floor is complete.
- Skagit County – Cook Road Pedestrian Improvements Project No change. The damaged central sign has been replaced with a temporary non-flashing sign. The other lighted signs on the north and south side are still operational. The new sign is ordered and about 7 weeks out.
- Design Projects
 - Design work for the **SR9/Township and McGarigle/John Liner Rd Intersection Improvements Project** has resumed with approval of the TIB Scope Change Request by TIB on 1/27/23. TIB did approve the lower 80% grant ratio, keeping our added local cost to \$173,055. The WSDOT review process and potential revisions have already cost us the 2023 construction year; we would expect that the design

and right of way for the roundabout would happen in 2023 and the construction in 2024. I have requested an updated design schedule from the consultant, and there will be a supplemental agreement to deal with the additional work to revise the design. We have already submitted the updated ICE to WSDOT.

- We have received approval of our Sole Source request 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 John Liner Rd/McGarigle Rd intersection project, now scheduled for construction in 2024. We have requested a scope and fee from Reichhardt & Ebe for the work, and are still waiting on this.
- David Lee continues design work on the **SR20/Cascade Trail Phase 2A, Holtcamp Road to Hodgin Street Project**. No change. Consultant selection for right of way acquisition advertised on 2/2/23, closing 2/23/23. Construction is planned for 2024, but may be accelerated to 2023 if the RW work completes early. The project is now fully funded with the recent TIB award.
- The **Olmsted Park Phase 1 Site Improvements Project** is at 100% design. SEPA published on 1/10/23, and the two-week publication period closed on 1/24/23. Following is a 14-day comment period closing 2/16/23. We hope to advertise this for bids in early 2023, pending environmental clearance. We received the Award letter on 1/24/23 for a \$500,000 Community Projects grant sponsored by Congressman Larsen; the grant form will be on the council agenda for 2/22/23. As discussed at council on 2/8/22, there are issues with use of two separate federal funding sources on the RCO project; I am working on a resolution for this.
- **Memorial Park Improvements**. Site work including demolition, rough grading for the splash pad and utility stubs have been completed. We will advertise for bids for the sidewalks and the Restroom building during the week of 2/13/23.
- No change. 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. We have requested a scope and fee from Brown & Caldwell for design of this project. The new Assistant City Engineer will be key to the completion of these projects.
- We continue to explore funding opportunities for the **Jones/John Line/Trail Road Corridor Projects**, including **Project C1B Jones/John Liner BNSF Railroad Undercrossing**. Richie Coleman is assisting Public Works with possible federal IJA funding to support these projects. The Notice of Funding Opportunity for the federal RAISE grant program has been published, with applications due February 28, 2023. We also plan to apply for TIB and SCOG federal funds for this project. We submitted a WA Legislature Transportation Budget request for the Jones Rd/John Liner Rd BNSF Railway Undercrossing and Roadway Extension Project through Senator Wagoner's office on 2/6/23. We also submitted on 2/9/23 a data request to Senator Cantwell's office highlighting the Corridor projects.

- Right of Way

- **Sapp Road Closure**. Notice of Closure was published on 1/24/23, with the comment period to close on 2/13/23. A resolution for the closure will be on the council agenda for the 2/22/23 council meeting. No change.
- **Nelson Property Acquisition**. This property has been secured with a Possession & Use Agreement. The judgement has been recorded and the title policy will be ordered shortly. Asbestos Abatement for the residence has been completed and demolition by city forces is being planned, along with abandonment of the existing septic system. We are also working on a lease with Sedro-Woolley School District for the shop building that ultimately will be a part of the boundary line adjustment for the road right of way for the North Trail Rd extension as discussed below.
- **Tuttle Property Acquisition**. Payment into the escrow account was completed on 1/10/23. Escrow closed on 1/23/22. The Tuttle lease has been executed.
- **Bucko Estates Right of Way Dedication**. Under terms of the Bucko Estates Developer Agreement, Bucko will dedicate the right of way for the proposed North Trail Road extension from Cook Road to the north Bucko property line. This will happen at Final Plat, which is expected in the Spring of 2023. Work is

under way by Bucko for the site improvements required before Final Plat acceptance. The dedication will involve a Boundary Line Adjustment with the Sedro-Woolley School District under terms of our Interlocal Agreement with the District. Bucko has hired an appraiser to determine if there will be any residual value for right of way beyond that required for their project alone, under the terms of the Developer Agreement.

- Miscellaneous

- Staff is preparing a one-page funding request for use during the City Action days at Legislature to support the completion of **the Public Works Vehicle Storage Building Project**. We applied for this project during the 2022 Legislative session; since that time we have completed the larger PW Building and Site Improvements project. We are now seeking funds to complete the structure itself.

- Public Works Personnel The Assistant City Engineer position was advertised on 1/24/23 and closes 2/13/23. We are receiving applications, many of which are from out-of-country applicants. The WWTP Operator II position to fill a recent resignation advertised on 1/13/23 closed on 1/27/23, with two applications received, neither of which met the requirements. The City Administrator is working on an AFSCME MOU to revise the salary range so we can readvertise shortly. Still to advertise are the new Wastewater Treatment Plant Operator-In-Training position and the Public Works Operations Operator I position. We also need to replace our part-time Mechanic position which has been vacant since December 2; hopefully with a full-time employee.

Other Stuff (from Me)

- Amendment to Agreement with YMCA for Old Library Building Use – Our existing agreement called for us to develop an amendment addressing how major system replacement inside the building would be funded. The building has a hot water heater that is failing and needs replacement. I will be providing an amendment to the agreement on a future consent agenda to address how we propose splitting this cost, and any future costs that may arise, with major systems inside the building.

Thanks,

Charlie Bush

City Administrator