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**From:** Charlie Bush  
**Sent:** Friday, October 14, 2022 2:18 PM  
**To:** CityCouncil  
**Cc:** AllStaff  
**Subject:** Weekly Update

Council,

Here are this week's items:

**Public Works (from Director Mark Freiberger)**

- SR20/SR9-Township Intersection Improvements Project Work continues this week with removal of existing pavement markings in preparation for new lane markings. Colacurcio will also remove asphalt and install curbs at the northwest corner near the ARCO station. Concrete ramps and walks on the west side of the intersection are scheduled for completion this week. Final pavement patching is scheduled for Friday, October 14. All work should be complete by October 21.
- WWTP Lab/Operations Building and Public Works Building Faber Construction is finishing the punch list work for the buildings and plans to request substantial completion on October 21. The remaining work to pave the area south of the new Public Works building will follow in late October. City crews will begin to occupy the building as furnishings arrive over the next month. The WWTP crew will begin transitioning the laboratory and SCADA systems to the new facility in November. Once the final change orders for the project are determined, the final project cost will be set. We can then begin planning for the 2<sup>nd</sup> floor improvements for the Public Works Building. At this point, it appears that we have sufficient budget remaining to complete the work.
- Public Works Personnel Jeff Moody, our longtime Cemetery Lead will retire at the end of the year. Selection is under way for a new Solid Waste Operator to replace the vacancy created by Cliff Hodgins' selection as the new Cemetery Lead. We plan to advertise for a Wastewater Treatment Plant Operator, a Public Works Operations Operator and an Assistant City Engineer early in 2023.
- Public Works Director Freiberger will be on vacation from October 12 through October 20. David Lee will be acting Public Works Director during this period.

**Fire (from Chief Frank Wagner)**

Fire Department Staffing/Personnel:

- Past 7 days we have had only one open shift.
- Volunteer Testing- Saturday with 5 prospective candidates.
- Continue to have one Paramedic on FMLA, which is affecting overtime and staffing.

Events/Training/Public Outreach:

- Crews have been performing their annual commercial fire inspections as assigned, with due dates of October 31<sup>st</sup>.

- Fire Prevention Week has been a great success with visits to Mary Purcell, Central and Evergreen Schools with plans to also visit Good Beginnings.
- Glen attended a class on WSRB which is the Washington Survey and Ratings Bureau. They are the entity that evaluates Fire Service Entities and their abilities to perform within their prospective vicinities. These ratings are utilized by the insurance industry to determine the protection class rating for a property, which affects Insurance Ratings and costs for consumers. The rating is split in four major categories; WATER SUPPLY, FIRE DEPARTMENT, EMERGENCY COMMUNICATIONS, and FIRE SAFETY CONTROL. The Protection Class Gradings are 1 through 10, where 1 indicates exemplary fire protection capabilities, and 10 indicates the capabilities, if any, are insufficient for insurance rating credit. We were last surveyed and rated in 2018, and are currently a Protection Class 5. We are scheduled for our next rating this next calendar year of 2023.
- The Skagit County EMS Department has partnered with PulsePoint, which is a company that registers AED-Automatic Defibrillation Devices that are available in the community. Once these are registered they can be accessed by responders and the public for use when a patient is in need. PULSEPOINT can register citizens that are CPR/AED trained, and if the person chooses can be alerted to emergencies nearby them (using their location via cell phone coordinates) to assist with. Making Public CPR/AED training that much more important. Our current CPR and future classes are on the city website. Pulsepoint is also sponsoring a contest right now to register any AEDs that are not already on their site.

**GOOD DEEDS DESERVE  
GREAT PRIZES.**

- Go to [aed.new](http://aed.new), or download the free PulsePoint AED app, and register an AED in your area.
- You will be automatically entered to win \$500.
- The more AEDs you register, the more chances you have to win.

[aed.new](http://aed.new) | [pulsepoint.org/AEDcontest](http://pulsepoint.org/AEDcontest) **PulsePoint**

Equipment:

- Received notice from North Region EMS that we have been awarded a grant to purchase pediatric and neo-nate transport devices, that will make is safer for our crews to transport sick children that cannot be secured in a car seat.
- Fire Engine E5512 is still in shop for repairs, after failing the annual Emergency Vehicle Certification, with a part issue its return has again been delayed.
- Still awaiting two ambulances ordered November 2021, with chassis shortages delivery pushed back to early 2023.

- Specifications on Fire Engine replacement that is scheduled for 2024 ER&R purchase is completed and after Council approval this week has been officially ordered with a projected completion of Spring 2024.

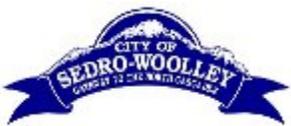
### Other Stuff (from me)

- 23-23 Budget – Last week, we were able to balance 2023 in the General Fund and 2024 is still approximately \$50,000 in the red. We are balanced for the biennium. We are taking a closer look at our General Fund's fund balance health in the context of leaving 2024 slightly in the negative. We will need your assistance in both years with property tax support for the General Fund to hold these budgets as they are presented. We will be recommending additional support for the Parks Fund, which remains negative, from the 2023 General Fund and from the Council Strategic Reserve. It will likely need more help in 2024 and we will need to assess options between now and the mid-biennium update (fall 2023) for providing that assistance. We've either balanced or will be recommending rate increases (in the utilities) to help balance the other funds. We've scoured every line item of this budget in detail for both years to come to these conclusions.
- Opportunity to Meet On the Budget – Finance Director Kelly Kohnken and I would welcome the opportunity to meet with you individually or in small groups at any point in the budget process. I know that for many of you, this is your first time reviewing and considering a biennial municipal budget. It can be complex and confusing, particularly with how money can move, or cannot move, between the funds and how many funds have unique revenue sources, purposes, and rules. In addition, there are also best practices to consider regarding how fund balances are managed. We are here to help you through the process of making the decisions necessary to ultimately pass a budget that reflects your policy priorities.
- 2023 Levy Lid Lift for Fire Department Staffing – We are planning to bring this item to the Council for further discussion at your November Work Session.

Thanks,

Charlie Bush

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*Pronouns: he; him; his*