



CITY COUNCIL WORKSHOP MEETING

Monday, April 22, 2024 at 6:00 PM

City Hall

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Presentations**
5. **Discussion**

A. Bin There Consulting

B. Traffic Impact Fee Analysis - FCS

6. **Audience Participation**

The City Council encourages public participation during meetings of the City Council and welcomes your comments. This time is set-aside for you to speak to the City Council on any issue. The Council ordinarily takes non-agenda matters under advisement before taking action. You are also invited to comment on action items as they are considered during the meeting. Individual speakers will be limited to three (3) minutes each in addressing the City Council. When addressing the Council, please speak clearly and audibly and state your name and address for the record.

7. **Adjournment**



206-713-1411 ▪ Jeanette@EpicenterServices.net ▪ Edgewood, WA

EXHIBIT A: SCOPE OF WORK AND BUDGET

Project Name: Solid Waste Collection Contract Procurement

Services: The consultant shall assist the City with preparing for, implementing, and finalizing a competitive procurement process for the new solid waste collection contract.

Tasks:

- 1. Preparatory Work and Draft Document Set:** The consultant shall provide technical assistance to prepare initial groundwork for the competitive process for the City's new solid waste collection contract. This task shall include working with staff to confirm the framework for a fair and transparent competitive process, reviewing existing hauler collection data, reviewing the status of annexation franchises to determine the service area eligible for procurement, and other preparatory work related to the process.

The consultant shall develop a draft contract for the City's next solid waste collection agreement using consultant's current generation of collection contract templates that include updated labor disruption, inclement weather, customer service, range of recyclables, public education & outreach, administrative fee, and other elements. The consultant shall prepare an initial draft request-for-proposals (RFP) document for internal review, including a review of supporting data available such as customer counts and tonnages. The consultant shall review the draft document set with the City to tailor to meet the City's needs, prepare a successive draft incorporating City comments for City Attorney review, then incorporate all internal and legal comments into a draft document set to be released to prospective proponents. Industry comments shall then be collated and incorporated into the final RFP and contract, as appropriate, for formal release.

- 2. Procurement Process:** The consultant shall prepare responses to proponent questions and prepare any other addenda needed during the time the RFP is officially released to the due date for proposals. Once proposals are received, the consultant shall confirm pass/fail status of submittals and provide an analysis of rate proposals, including proposal alternatives, to review with staff.

In the event that acceptable contract exceptions are proposed by proponents or an RFP alternative with systemic impacts are desired by staff, the consultant shall prepare an RFP addendum with a revised base contract for an additional round of rate proposals, as decided by the City.

The initial proposal rates or the additional round rates submitted by proponents shall be evaluated by the consultant. The consultant shall prepare a scoring analysis along with an assessment of the new proposed rates compared with current rates. The results of the quantitative scoring analysis shall be combined with the City's evaluation committee's qualitative scoring analysis to determine overall proposal scoring to select the highest scored proponent.

The City shall form an evaluation committee to review and score the qualitative aspects of proposals. The consultant shall provide technical assistance (e.g. confirming proposed technologies or approaches) as needed by the City's evaluation committee, but shall not qualitatively score proposals. In addition to reviewing the proposals, the evaluation committee may choose to conduct interviews, on-site visits to proponent facilities, and check references to inform its scoring decisions.

- 3. **Contract Finalization and Award Process:** Once City staff have identified the preferred proponent, the consultant shall attend and support contract finalization meetings with City and the selected proponent. Those meetings will be used to resolve any outstanding issues related to the proponent's proposal, consider any revisions to the draft contract proposed by the contractor, provide analysis and assistance with any rate design modification to rates, commodity market adjustment mechanisms, and other activities necessary to produce an execution-ready contract package for Council review. The consultant shall assist with the development of the staff report and presentation in the format preferred by the City detailing the process, activities, and results for use during the Council review and approval process.

Deliverables:

- 1. **Draft Document Set Deliverables:** The consultant shall coordinate with staff to finalize the process as needed and create four successive versions of the RFP documents: (1) the initial staff review set of RFP documents; (2) the legal review set of RFP documents; (3) an industry review set of RFP documents; and (4) a final release version of the RFP. All documents shall be provided in Microsoft Word and Excel. Virtual attendance at up to one Council meeting is included in this task.
- 2. **Procurement Process Deliverables:** The consultant shall produce draft answers to proponent questions in addendum form, provide the City with an analysis of initial rate proposals and alternatives, provide an RFP addendum for an additional rate proposal round (including a new draft contract incorporating City decisions) if requested by staff, and provide final rate scoring for City use in determining the preferred proponent. All documents shall be provided in Microsoft Word and Excel.
- 3. **Contract Finalization Deliverables:** The consultant shall attend up to four contract finalization meetings between City staff and the selected proponent, draft and incorporate revisions to the final contract, assist in the preparation of Council materials (such as a staff report and presentation for the review/approval process), and attend up to two Council meetings, as directed. All documents shall be provided in Microsoft Word, Excel, and PowerPoint.

Excluded Tasks: Qualitative review and scoring of the proposals is not included in this scope of work. In the event of litigation, the City and consultant shall determine the consultant’s role in the proceedings and determine a separate scope and budget based on the emerging situation.

Timeline: All work shall be completed by December 31, 2024 to allow for an minimum 18-month mobilization period prior to the start of the new solid waste collection contract.

Work Location: All services shall be performed remotely including virtual meetings with the exception of Council meetings which may be in-person as directed.

Compensation: All tasks shall not exceed \$45,000. All travel and incidental costs are included in the flat rate tasks. Each task shall be billed upon completion.

Task	Amount
1: Prep Work and Release Document Set	\$20,000
2: Procurement Process	\$12,000
3: Contract Finalization and Award	\$13,000
Total:	\$45,000



10509 32nd St E, Edgewood, WA 98372 ▪ 206-713-1411 ▪ Jeanette@BinThereConsulting.com

EXHIBIT A: SCOPE OF WORK AND BUDGET

PROJECT NAME: 2024 Solid Waste Collection Contract On-Call Technical Assistance

TASKS: The consultant shall provide on-call technical assistance related to the solid waste collection contract as requested by the City. Assistance may include a wide variety of projects related to the solid waste contract which may include, but is not limited to:

- Review of solid waste collection contract language, rates, reports, performance metrics, contract violations, waste hauler’s records, annual service mailers, educational materials, and other requests from the City.
- Preparation of documents related to the solid waste collection contract which may include amendments, findings from contract review, performance fee notifications, or communications for a variety of audiences including internal staff, City Committees or Council, and/or the general public.
- Meet with the solid waste hauler to discuss and resolve any solid waste collection contract issues as directed by the City.

EXCLUDED TASKS: This scope is focused solely on the solid waste collection contract. Non solid waste-related work and direct education/outreach are not included in this scope.

DELIVERABLES: The consultant shall provide technical assistance reports, memos, or updates as requested by City staff.

TIMELINE: This contract is for services through December 31, 2024.

WORK LOCATION: All meetings and services shall be performed remotely unless requested by City staff.

COMPENSATION: The consultant shall bill at an hourly rate of \$155.65 per hour, either monthly or at the end of a specific task. Pre-approved mileage expenses shall be billed at the standard federal rate.



10509 32nd St E, Edgewood, WA 98372 ▪ 206-713-1411 ▪ Jeanette@BinThereConsulting.com

EXHIBIT A: SCOPE OF WORK AND BUDGET

PROJECT NAME: 2024 Solid Waste Collection Contract Management

TASKS: The consultant shall provide the City with ongoing solid waste collection contract management to ensure regular monitoring and contract compliance. There are multiple levels of contract management available to best fit the City’s needs.

CONTRACT MANAGEMENT TASKS	PREMIUM	STANDARD	BASIC
Review reports, customer complaints, and contract performance metrics. Work with hauler to resolve issues.	X	X	X
Regularly meet with solid waste hauler to discuss matters related to the collection contract.	X	X	X
Review and approve annual rate increases and annual comprehensive service mailers to each sector.	X	X	X
Research and answer contract-related questions for staff.	X	X	X
Draft Council documents (staff reports, agenda bills, presentations) related to solid waste.	X	X	
Issue performance fees to hauler as needed to ensure compliance with contract violations.	X	X	
Mediate any unresolved issues between hauler and customers to ensure satisfaction.	X	X	
Assist with inclement weather planning including coordinating drop-off sites, plow schedule, and recovery.	X	X	
Co-develop, review, and approve annual solid waste education and outreach plan with solid waste hauler. Review and approve all printed material and communications developed by the solid waste hauler. Coordinate messaging with City’s Communications Department.	X		
Coordinate with solid waste hauler for service disruption communications related to weather, labor strikes, disaster/emergencies, or other issues. Provide Public Works and Communications staff with morning and evening summary during service disruptions.	X		
Review customer solid waste invoices to ensure correct rates, fees, and taxes are charged.	X		
Assist City in evaluating municipal garbage, recycling, and compostable collection under the contract.	X		
Attend Council meetings and present on solid waste issues.	X		
Monthly Cost & Estimated Hours	\$3,000 ~21 Hrs	\$2,000 ~14 Hrs	\$1,000 ~7 Hrs

EXCLUDED TASKS: This scope is focused solely on the management of the solid waste collection contract. Non solid waste-related work, direct education/outreach, code changes, grant management/reporting, and legislative work are not included in this scope.

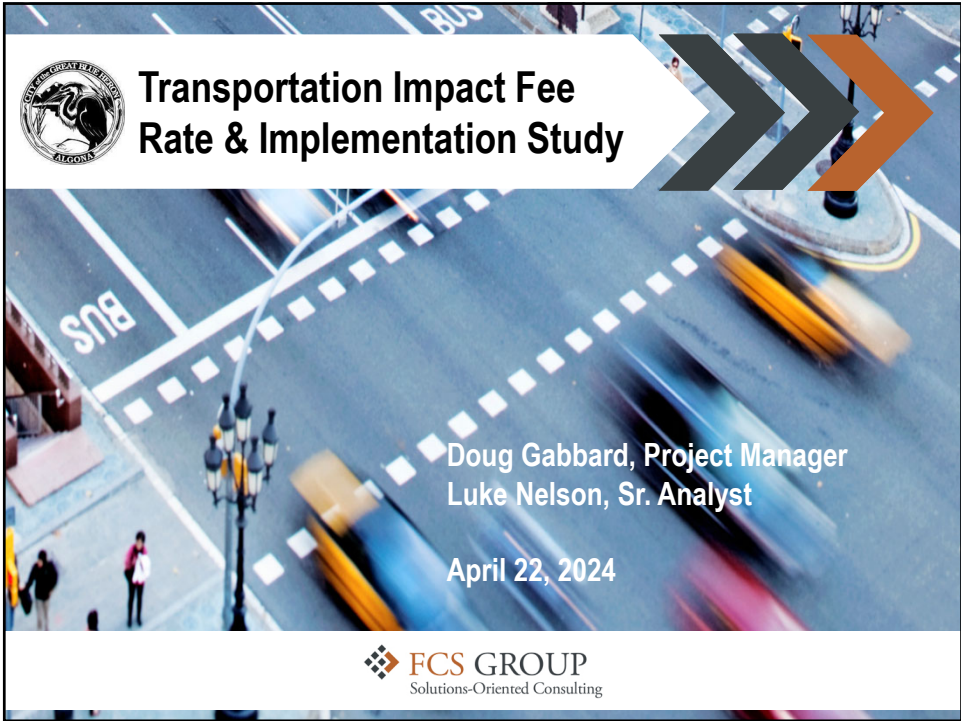
DELIVERABLES: The consultant will manage the solid waste collection contract and provide the applicable deliverables at the level selected above.


PROGRESS REPORTS: The consultant will provide minimum monthly updates, or more frequently upon request by City staff. Progress reports may be provided in regularly scheduled meetings, emails, or in another method as requested by City staff.

TIMELINE: This contract is for services through December 31, 2024.

WORK LOCATION: All meetings and services shall be performed remotely. The consultant shall attend in-person Council meetings if requested by the City.


COMPENSATION: Consultant's compensation is at a flat rate per month for all tasks listed above at the service level selected by the City. This is the consultant's sole compensation, including travel and all other expenses. Consultant will bill the City quarterly.




 **Transportation Impact Fee
Rate & Implementation Study**

Doug Gabbard, Project Manager
Luke Nelson, Sr. Analyst

April 22, 2024

 **FCS GROUP**
Solutions-Oriented Consulting

 **Agenda**

- **Impact Fee Characteristics**
- **Impact Fee Calculation**
- **Assumptions**
- **Study Results**
- **RCW Compliance and Residential Scaling**
- **Comparison Survey**

FCS GROUP Slide 2

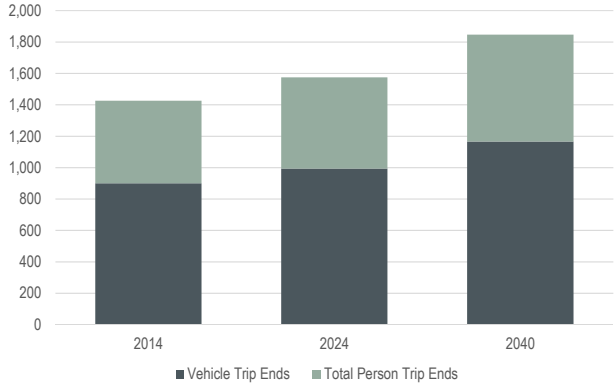
Impact Fee Characteristics

- Impact Fees are one-time charges, not ongoing rates. Paid at the time of development (or re-development)
- Impact Fees are available for Transportation, Parks, Schools, and Fire services.
- Impact Fees are for capital only, in both their calculation and in their use.
- Impact Fees include both existing and future (planned) infrastructure cost components.
- Impact Fees are for "system" facilities, not "local" facilities.

Transportation Impact Fee Calculation

$$\frac{\text{Eligible Project Costs}}{\text{Growth in Person Trips}} = \text{Impact Fee per Trip}$$

Projected Growth in Algona



	Expected Growth in Trips (16 Years)			Growth %
	2024	2040		
PM peak hour vehicle trip ends	994	1,166	172	15%
PM peak hour person trip ends	1,574	1,847	272	15%

FCS GROUP

Slide 5

Project List

Project Name	Type	Total Cost Estimate
7th Avenue N to Algona Blvd	New Street Connection	\$3,250,000
Broadway Blvd to Celery Ave, sidewalk from Algona to Celery	New Street Connection, New Sidewalk	5,150,000
7th Ave N and Chicago Ave to Milwaukee Ave	New Street Connection	7,850,000
Algona Blvd N from Boundary Blvd to 5th Ave S	New Sidewalk, Bike Lane	16,800,000
Seattle Blvd from 1st Ave N to 5th Ave S	New Sidewalk	1,800,000
Tacoma Blvd from Milwaukee Blvd S to 5th Ave S	New Sidewalk	1,650,000
Celery Ave from Boundary Blvd to Broadway Blvd	New Sidewalk	2,800,000
Main Street from Algona Blvd to 1st Ave S	New Bike Lane	4,000,000
Milwaukee Blvd from 1st Ave N to 5th Ave S	New Bike Lane	3,500,000
Algona Blvd/Main St/Broadway*	Intersection Improvement	717,986
Total		\$47,517,986

FCS GROUP

Slide 6

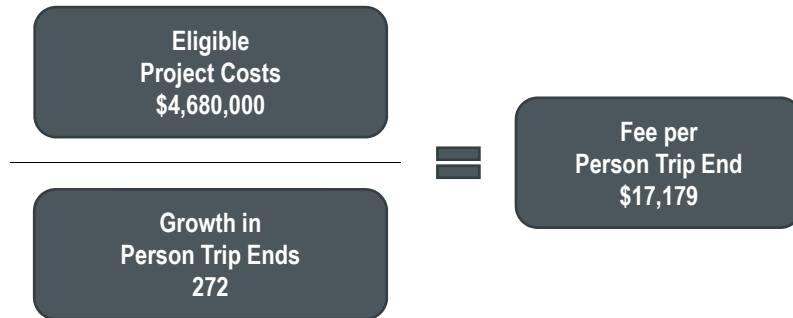
Project Eligibility

Project Name	Total Cost Estimate	DKS - TIF		TIF		TIF Eligible Cost
		Eligible %	Funding %	Eligible %	Funding %	
7th Avenue N to Algona Blvd	\$3,250,000	15%	90%	10%		\$325,000
Broadway Blvd to Celery Ave, sidewalk from Algona to Celery	5,150,000	15%	90%	10%		515,000
7th Ave N and Chicago Ave to Milwaukee Ave	7,850,000	15%	90%	10%		785,000
Algona Blvd N from Boundary Blvd to 5th Ave S	16,800,000	15%	90%	10%		1,680,000
Seattle Blvd from 1st Ave N to 5th Ave S	1,800,000	15%	90%	10%		180,000
Tacoma Blvd from Milwaukee Blvd S to 5th Ave S	1,650,000	15%	90%	10%		165,000
Celery Ave from Boundary Blvd to Broadway Blvd	2,800,000	15%	90%	10%		280,000
Main Street from Algona Blvd to 1st Ave S	4,000,000	15%	90%	10%		400,000
Milwaukee Blvd from 1st Ave N to 5th Ave S	3,500,000	15%	90%	10%		350,000
Algona Blvd/Main St/Broadway*	717,986	0%	90%	0%		0
Total	\$47,517,986					\$4,680,000

FCS GROUP

Slide 7

Calculated Impact Fee



FCS GROUP

Slide 8

RCW 82.02.050

Introduced this year:

The local ordinance by which impact fees are imposed:

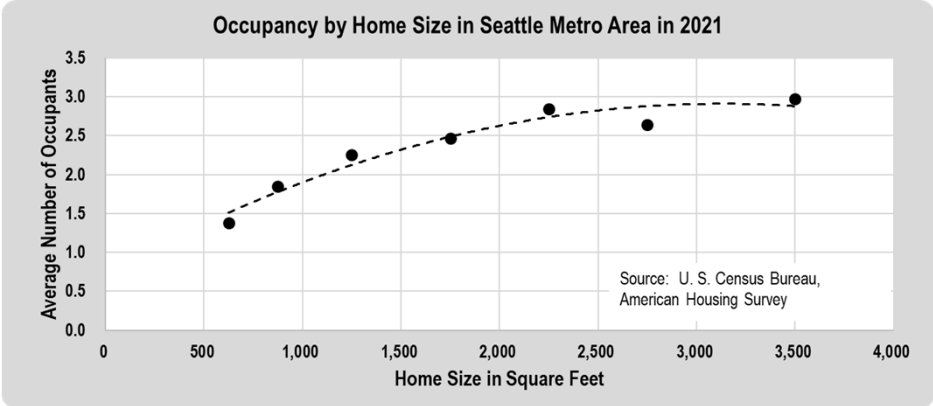
(1) Shall include a schedule of impact fees which shall be adopted for each type of development activity that is subject to impact fees, specifying the amount of the impact fee to be imposed for each type of system improvement. The schedule shall be based upon a formula or other method of calculating such impact fees. The schedule shall reflect the proportionate impact of new housing units, including multifamily and condominium units, based on the square footage, number of bedrooms, or trips generated, in the housing unit in order to produce a proportionally lower impact fee for smaller housing units. In determining proportionate share, the formula or other method of calculating impact fees shall incorporate, among other things, the following:

Trips Generated - Residential

	ITE Code	Unit of Measure	PM Peak Hour Person Trip Ends	Transportation TIF
Single-Family Detached Housing	210	Dwelling Units	1.49	\$25,577
Single-Family Attached Housing	215	Dwelling Units	0.90	\$15,509
Multifamily Housing (Low-Rise, not close to rail transit)	220	Dwelling Units	0.54	\$9,277
Multifamily Housing (Mid-Rise, not close to rail transit)	221	Dwelling Units	0.62	\$10,612
Multifamily Housing (High-Rise)	222	Dwelling Units	0.51	\$8,707
Affordable Housing	223	Dwelling Units	0.73	\$12,516
Residential Townhome/Plex	230	Dwelling Units	1.90	\$32,640
Mobile Home Park	240	Dwelling Units	0.92	\$15,781



American Housing Data Occupancy to Home Size



FCS GROUP

Slide 11



Proposed TIF Schedule – Scaled by Sq Ft

TIF by Square Footage Residential Housing		Assumed Residents
1 - 476	\$7,332	1.00
477 - 1069	16,451	2.24
1,070 - 1662	25,577	3.49
1,663 - 2250	34,626	4.72
2250 +	34,626	4.72

FCS GROUP

Slide 12

Proposed TIF Schedule – Trip Generation

	ITE Code	Unit of Measure	PM Peak Hour Person Trip Ends	Transportation TIF
Hotel	310	Rooms	0.93	\$16,053
Motel	320	Rooms	0.57	\$9,795
Golf Course	430	Acres	0.44	\$7,619
Multipurpose Recreational Facility	435	1,000 SFGFA	5.67	\$97,409
Multiplex Movie Theater	445	1,000 SFGFA	9.77	\$167,881
Soccer Complex	488	Fields	26.02	\$447,049
Health/Fitness Club	492	1,000 SFGFA	5.46	\$93,872
Recreational Community Center	495	1,000 SFGFA	3.49	\$59,955
Hospital	610	1,000 SFGFA	1.36	\$23,400
Nursing Home	620	1,000 SFGFA	0.93	\$16,053
Clinic	630	1,000 SFGFA	8.15	\$140,009
Animal Hospital/Veterinary Clinic	640	1,000 SFGFA	5.59	\$96,049
General Office Building	710	1,000 SFGFA	1.50	\$25,768
Small Office Building	712	1,000 SFGFA	3.42	\$58,772
Medical-Dental Office Building	720	1,000 SFGFA	6.22	\$106,933
Office Park	750	1,000 SFGFA	2.06	\$35,372
Business Park	770	1,000 SFGFA	1.93	\$33,195

FCS GROUP

Slide 13

Proposed TIF Schedule – Trip Generation

	ITE Code	Unit of Measure	PM Peak Hour Person Trip Ends	Transportation TIF
Construction Equipment Rental Store	811	1,000 SFGFA	1.57	\$26,937
Building Materials and Lumber Store	812	1,000 SFGFA	3.56	\$61,221
Free-Standing Discount Superstore	813	1,000 SFGFA	4.87	\$83,650
Variety Store	814	1,000 SFGFA	9.68	\$166,217
Free-Standing Discount Store	815	1,000 SFGFA	6.16	\$105,790
Hardware/Paint Store	816	1,000 SFGFA	3.49	\$60,002
Shopping Center	820	1,000 SFGLA	4.20	\$72,159
Factory Outlet Center	823	1,000 SFGFA	3.63	\$62,309
Automobile Sales (New)	840	1,000 SFGFA	5.13	\$88,128
Recreational Vehicle Sales	842	1,000 SFGFA	1.22	\$20,951
Automobile Parts Sales	843	1,000 SFGFA	0.82	\$14,100
Tire Store	848	1,000 SFGFA	4.45	\$76,526
Supermarket	850	1,000 SFGFA	10.61	\$182,262
Convenience Market	851	1,000 SFGFA	38.11	\$654,762
Discount Club	857	1,000 SFGFA	4.38	\$75,245
Wholesale Market	860	1,000 SFGFA	2.79	\$47,888

FCS GROUP

Slide 14

Proposed TIF Schedule – Trip Generation

	ITE Code	Unit of Measure	PM Peak Hour Person Trip Ends	Transportation TIF
Sporting Goods Superstore	861	1,000 SFGFA	3.01	\$51,709
Home Improvement Superstore	862	1,000 SFGFA	2.19	\$37,663
Electronics Superstore	863	1,000 SFGFA	4.04	\$69,384
Toy/Children's Superstore	864	1,000 SFGFA	7.92	\$136,047
Baby Superstore	865	1,000 SFGFA	2.88	\$49,521
Pet Supply Superstore	866	1,000 SFGFA	5.62	\$96,593
Office Supply Superstore	867	1,000 SFGFA	4.39	\$75,370
Book Superstore	868	1,000 SFGFA	25.07	\$430,723
Discount Home Furnishing Superstore	869	1,000 SFGFA	2.49	\$42,719
Bed and Linen Superstore	872	1,000 SFGFA	3.52	\$60,405
Department Store	875	1,000 SFGFA	3.09	\$53,058
Apparel Store	876	1,000 SFGFA	6.53	\$112,102
Arts and Crafts Store	879	1,000 SFGFA	9.84	\$168,970
Pharmacy/Drugstore without Drive-Through Window	880	1,000 SFGFA	6.34	\$108,829
Furniture Store	890	1,000 SFGFA	0.39	\$6,650
Medical Equipment Store	897	1,000 SFGFA	1.96	\$33,740
Liquor Store	899	1,000 SFGFA	29.16	\$500,938

FCS GROUP

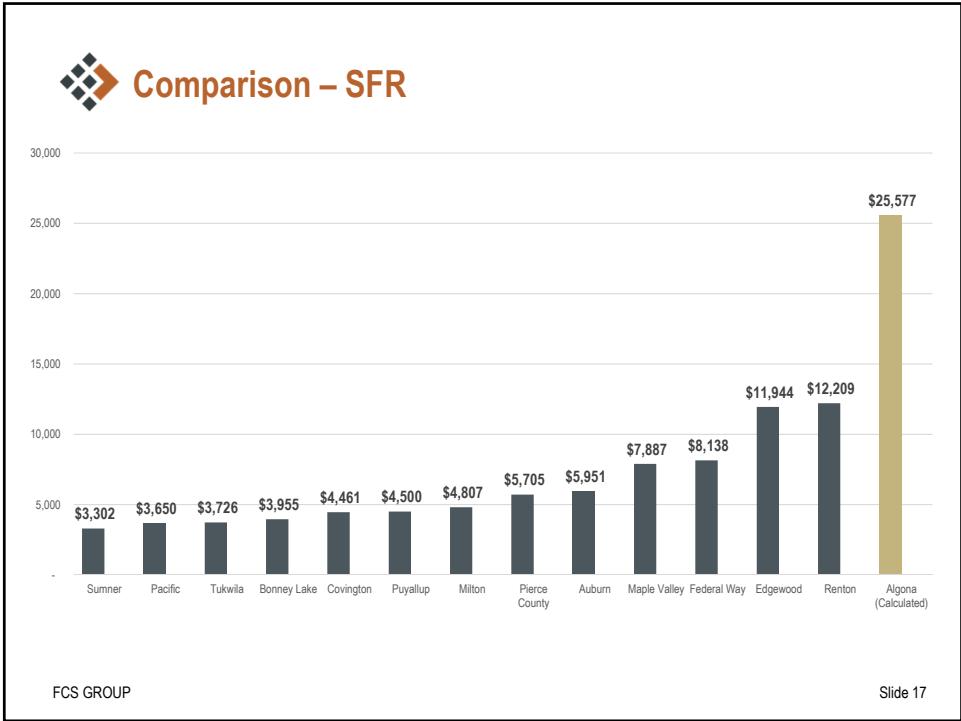
Slide 15

Proposed TIF Schedule – Trip Generation

	ITE Code	Unit of Measure	PM Peak Hour Person Trip Ends	Transportation TIF
Walk-in Bank	911	1,000 SFGFA	19.21	\$330,049
Hair Salon	918	1,000 SFGFA	2.30	\$39,453
Copy, Print, and Express Ship Store	920	1,000 SFGFA	11.75	\$201,893
Fast Casual Restaurant	930	1,000 SFGFA	19.88	\$341,477
Quality Restaurant	931	1,000 SFGFA	6.92	\$118,850
High-Turnover (Sit-Down) Restaurant	932	1,000 SFGFA	10.42	\$178,998
Fast-Food Restaurant without Drive-Through Window	933	1,000 SFGFA	52.60	\$903,621
Quick Lubrication Vehicle Shop	941	1,000 SFGFA	13.78	\$236,721
Automobile Care Center	942	1,000 SFGFA	4.93	\$84,621
Automobile Parts and Service Center	943	1,000 SFGFA	3.26	\$56,051
Gasoline/Service Station	944	Fueling Positions	8.15	\$140,038
Convenience Store/Gas Station	945	Fueling Positions	12.84	\$220,526
Automated Car Wash	948	Car Wash Tunnels	122.75	\$2,108,721
Truck Stop	950	Fueling Positions	24.42	\$419,567
Winery	970	1,000 SFGFA	11.58	\$198,900
Drinking Place	975	1,000 SFGFA	17.99	\$309,098

FCS GROUP

Slide 16



Thank you!

FCS GROUP
Solutions-Oriented Consulting