



**COMMUNITY DEVELOPMENT COMMITTEE
MEETING AGENDA
City Hall – 1104 Maple Street
August 24, 2022 5:00 PM**

The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's meeting in-person at City Hall (First Floor)

<https://sumnerwa-gov.zoom.us/j/8970321699>

Meeting ID: 897 032 1699

One tap mobile: +12532158782,,8970321699# US (Tacoma)

Find your local number: <https://sumnerwa-gov.zoom.us/j/8970321699>

COMMITTEE MEMEBERS: Curt Brown, Cindi Hochstatter, Charla Neuman, Pat Cole (Alternate)

COMMITTEE BUSINESS

1. Finance Specialist Compensation Approval

Adrienne McNeilly, Human Resources Manager, presented: The City has engaged in an open recruitment process for a Finance Specialist position. This position was approved as part of the Second Quarter 2022 budget amendment. The candidate will be tasked with a variety of duties in the department but will primarily be administering the City's payroll system. After two rounds of interviews, the top candidate is currently a Payroll and Accounting Specialist for Valley Communications Center, where she has worked for over eight years. Beyond the education requirement for the position, she also holds a Certified Payroll Professional certificate. The 2022 compensation schedule range (42) for a Finance Specialist is \$5,826 (Step 1) to \$7,280 (Step 5). The candidate's current salary is above our hiring range and the City desires to offer compensation that is commensurate with this candidate's background, education, and experience. Personnel Policies adopted by the Council (2.100.310) requires Council approval for any newly hired employee starting above step 3 in the respective range of the compensation schedule. The Committee unanimously approved a Do Pass recommendation.

2. Seibenthaler Park –Phase 1 Spray Park - 2023/2024 Biennial Budget Reserve

Derek Barry, Community Services Manager presented: Sumner submitted a Recreation & Conservation Office (RCO) grant application for phase 1 improvements of the approved Seibenthaler Park Master Plan. The improvements were identified in the recently approved Seibenthaler Park Master Plan and were part of the Six Year Parks Improvement Plan. The improvements include modifying the basketball court to a multipurpose court and creating room for a permanent restroom facility for Sumner's first spray park. Other improvements include moving the temporary dog park to its permanent location in the north section of the park, providing two on-street ADA parking spaces, and creating 485 LF of ADA compliant walkways connecting the sidewalk, spray park and multipurpose court. The cost of this project will be approximately \$1,525,000.00. If selected for funding, the City will utilize a \$25,000 donation from the Rotary Club of Sumner, RCO Funding, REET funds and existing Park Impact Fees to make these improvements. Funding would be available in 2024 requiring the \$737,500 to be earmarked for the 2023-2024 Budget. The CD Committee unanimously approved a Do Pass recommendation.

3. Bennett Property – Acquisition & Phase 1 Development - 2023/2024 Biennial Budget Reserve

Derek Barry, Community Services Manager presented: Sumner submitted a Recreation & Conservation Office (RCO) grant application for acquiring the 0.25 acre parcel to the north of the Bennett property and completing phase 1 development of the approved Bennett Property Master Plan. The improvements were identified in the recently approved Bennett Property Master Plan and were part of the Six Year Parks Improvement Plan. The

improvements will provide better access to the site for pedestrians and vehicles as well as provide on-site parking, portable restroom facility, a 0.30 mile ADA compliant walkway with exercise equipment. The cost of this project will be approximately \$868,170.00. If selected for funding, the City will utilize a \$25,000 donation from the Rotary Club of Sumner, RCO Funding and existing Park Impact Fees to make these improvements. Funding would be available in 2024 requiring the \$409,085 to be earmarked for the 2023-2024 Budget. The CD Committee unanimously approved a Do Pass recommendation.

4. Contract Amendment for 902 Kincaid – Right of Way Relocation Services

Ryan Windish, CD Director presented: The motion would be to amend the contract with Tierra Right of Way Services, Ltd. for the performance of relocation assistance services in accordance with federal, state, and local laws, including the Uniform Act, Washington State Department of Transportation Right of Way Manual, the Local Agency Guidelines, and Chapter 8.26 RCW for two businesses and one personal property only displacement. The fee for the additional work is \$63,280. The Committee had questions about the need to complete this if the tenant had moved out. Mr. Windish responded that it is not likely that they would utilize the entire budget, but it is the best to protect the city against any liabilities for not handling the relocation correctly. The CD Committee unanimously approved a Do Pass recommendation.

5. BusUp Master Services Agreement--MIC Transit

Ryan Windish, CD Director presented: The motion authorizes the Mayor to enter into a contract with BusUp, Inc. to operate and manage a micro-transit system that would serve the City of Sumner Manufacturing/ Industrial Center and the employees in this area. The employers will pay the fare for the employees and this money will go toward offsetting the costs to the City. The fee for the initial 6 month pilot project will be \$60,000 (\$10,000 per month) and the following 6 months will be for \$82,500 (\$13,750 per month). The City will monitor the success of the program and can terminate service if ridership is insufficient. The Committee discussed the proposal with Deputy Mayor Hochstatter expressing concerns with the City funding a transit system and being obligated in the future to continue to fund the system. She felt that the businesses should pay for this service if it is needed. The CD Committee voted 2-1 with DM Hochstatter voting no. The Committee requested that the item be a Regular Business item on future Council agendas and not on the Consent Agenda.

REPORTS

1. Permit Activity Report--July 2022

ADJOURNMENT

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact the City Clerk at (253) 299-5590, 24 hours in advance.