



**CITY OF MOUNT VERNON
CITY COUNCIL STUDY SESSION**

Agenda

July 17, 2019 – 7:00 p.m.

Police/Court Campus

- A. **Approval of Reclassification of City Positions**
(Staff is requesting that Council approve the reclassification of two positions.)
(*required action – motion*)
(*staff contact – Erin Keator*)

- B. **Appointment of Kathleen Bisagna to the Design Review Board**
(Staff is requesting that Council confirm the appointment of Kathleen Bisagna to the Design Review Board.)
(*required action – motion*)
(*staff contact – Rebecca Lowell*)

- C. **Approval of Property Disposition and Public Benefit Agreement**
(Staff is requesting that Council approve a resolution authorizing the Mayor to approve Real Property Disposition and Public Benefit Agreements containing the terms and conditions upon which City property will be vacated and surplused, and the improvements the City will receive in exchange, as part of the development of the Alfco Property.)
(*required action – resolution*)
(*staff contact – Rebecca Lowell*)

- D. **Public Hearing – Vacation of a portion of 6th Street and an Unnamed Alley**
(This is a public hearing to allow testimony regarding the vacation of a portion of 6th Street and an unnamed alley. Staff is requesting that Council approve an ordinance to vacate.)
(*required action – ordinance*)
(*staff contact – Rebecca Lowell*)

COMMITTEE MEETINGS

Development Services

6:00 p.m.

Next Ordinance 3787

Next Resolution 368



DATE: July 17, 2019
TO: Mayor Boudreau and City Council
FROM: Erin Keator, Human Resources Director
SUBJECT: RECLASSIFICATION OF POSITIONS

RECOMMENDED ACTION:

Staff recommends that Council approve the reclassification of two positions.

INTRODUCTION/BACKGROUND:

Public Works: When the Assistant Public Works Director retired, the Public Works Department reviewed the classification and determined that it would benefit the department and the City to reclassify that position to a Capital Programs Manager/City Engineer position. This reclassification would remove the Assistant Director job functions allowing the position to focus on Capital Programs. Public Works worked with Human Resources to revise the job description and determine appropriate placement on the City Salary Schedule.

Human Resources: Human Resources has a Generalist position which is vacant. The City has reviewed the current Human Resources Generalist job classification and determined that the duties outlined in the job classification do not accurately reflect the duties that are required of the position. Human Resources has evaluated the job classification and revised it to fully capture the essential elements and job functions of the position. In addition Human Resources reviewed the qualifications and requirements needed to be able to perform the essential functions of the position. After the job classification was revised Human Resources conducted a salary survey to determine an appropriate salary that aligns within our current pay structure and one which will be competitive in the market place.

FINDINGS/CONCLUSIONS:

Public Works: It was determined that the Assistant Public Works Director classification, currently placed on the Exempt Supervisions Classification Plan at S11, should be reclassified to Capital Programs Manager/City Engineer and placed on the Exempt Supervisors Classification Plan at Step S10. This will place the Capital Programs Manager/City Engineer in the same grade as the Engineering Services Manager which requires similar minimum qualifications and has the same scope of responsibility.

Comparing Step 1 of Grade 11 and Step 1 of Grade 10, this would provide an annual savings of \$7,728.

Human Resources: After review of the comparable job descriptions and salary it was determined that the Human Resources Generalist position, currently on the Non-Exempt Non-Union Classification Plan at Grade 20, should be reclassified to a Human Resources Analyst position and placed on the Non-Exempt Non-Union Classification Plan at Grade 26. Comparing Step 1 of Grade 20 and Step 1 of Grade 26, the annual expense for this position would be \$8,712.

Since both of these positions are included in the General Fund, the City is not requesting a budget amendment for 2019 since the adjustments essentially offset each other. These positions would be included as stated in the 2020 budget.

RECOMMENDATION:

Staff recommends that Council approve the reclassifications.

ATTACHED:

Job Description for Capital Programs Manager / City Engineer

Draft job description for Human Resources Analyst



DATE: July 17, 2019
TO: Mayor Boudreau and City Council
FROM: Rebecca Lowell, Development Services
SUBJECT: APPOINTING A NEW MEMBER TO THE DESIGN REVIEW COMMITTEE

RECOMMENDED ACTION:

Staff recommends Council approval of a new member of the City's Design Review Committee.

INTRODUCTION/BACKGROUND:

In December of 2018 City Council approved Ordinance 3773 that, among other things, created a Design Review Board. The Design Review Board consists of five members that interpret, review and implement design review as provided by the City's design standards adopted in Chapter 17.70 MVMC.

MVMC Chapter 2.61 requires members of the committee be selected by the Mayor and confirmed by the Council.

Former member Stacie Zinn Roberts resigned from the Board earlier in the month.

Kathleen Bisagna, a business and property owner in downtown, has agreed to be part of the board.

FINDINGS/CONCLUSIONS:

The requirements of MVMC Chapter 2.61 have been satisfied with the recommended appointment of the Kathleen Bisagna.

RECOMMENDATION:

Approval of Kathleen Bisagna to the Design Review Board.

ATTACHED:

Not Applicable



DATE: July 17, 2019

TO: Mayor Boudreau and City Council

FROM: Rebecca Lowell, Development Services

SUBJECT: AGREEMENTS WITH VISCONSI REGARDING DEVELOPMENT OF THE ALFCO, LLC PROEPRTY

RECOMMENDED ACTION:

Staff recommends Council make a motion to authorize the Mayor to sign the accompanying Real Property Disposition and Public Benefit Agreements.

INTRODUCTION/BACKGROUND:

The City has been working with Visconsi, an Ohio based development company, for nearly two years as they have completed the entitlements necessary develop the northern portion of the ALFCO property with freeway oriented commercial uses.

The accompanying Real Property Disposition Agreement, and its associated Public Benefit Agreement, contain the terms and conditions upon which Visconsi will build public improvements for the City that have a value not less than the value of the City's right-of-way and surplus property the City will transfer to Visconsi.

FINDINGS/CONCLUSIONS:

Staff finds that approval of the accompanying agreements will result in public benefits to the citizens of Mount Vernon as a result of vacant property being developed with commercial uses resulting in new jobs, increased tax base, and the creation of enhanced pedestrian amenities in the City's downtown core.

RECOMMENDATION:

Council move to authorize the Mayor to sign the accompanying Agreements.

ATTACHED:

- Real Property Disposition Agreement
- Public Benefit Agreement



DATE: July 17, 2019
TO: Mayor Boudreau and City Council
FROM: Rebecca Lowell, Development Services
SUBJECT: PUBLIC HEARING FOR STREET VACATIONS

RECOMMENDED ACTION:

Staff recommends Council make a motion to authorize the Mayor to sign the accompanying Ordinance approving the vacation of a portion of South 6th Street and an unnamed alley.

INTRODUCTION/BACKGROUND:

An application to vacate portions of South 6th Street and a nearby unnamed alley were submitted and process by the City (the attached legal description and map identify the areas proposed to be vacated).

FINDINGS/CONCLUSIONS:

Chapter 35.79 of the Revised Code of Washington outlines the process for street right-of-way vacations. The Ordinance before Council documents compliance with State law and the Mount Vernon Municipal Code.

RECOMMENDATION:

Council move to authorize the Mayor to sign the accompanying Ordinance approving the proposed vacations.

ATTACHED:

- Proposed Ordinance
- Legal descriptions and a map showing the proposed street vacation area(s)