



CITY OF MERCER ISLAND CITY COUNCIL MEETING AGENDA

Friday & Saturday,
January 26 & 27, 2018

Mayor Debbie Bertlin
Deputy Mayor Salim Nice
Councilmembers Tom Acker, Bruce Bassett,
Wendy Weiker, David Wisenteiner, and Benson Wong

Contact: 206.275.7793, council@mercergov.org
www.mercergov.org/council

This meeting will be held in the
Luther Burbank Room at the
Mercer Island Community & Event Center
at 8236 SE 34th Street, Mercer Island, WA.

In compliance with the Americans with Disabilities Act, those requiring
accommodation for Council meetings should notify the City Clerk's Office
at least 24 hours prior to the meeting at 206.275.7793.

2018 PLANNING SESSION

The annual planning session is designed for the Council and staff to spend 1 ½ days strategic planning and goal setting. Objectives for the planning session are to:

- *Strengthen the Council and staff team – One Team*
- *Review the progress and accomplishments of the Council's 2017-2018 Goals and Work Plan*
- *Identify goals for the 2018-2019 Goals & Work Plan*
- *Review emerging issues, the budget schedule for the 2019-2020 Biennium Budget and the City's preliminary list of capital levy projects*
- *Discuss Good Governance – One Team Model: Council-Staff Communications Guidelines, Council Rules of Procedure, boards and commission appointments, and subcommittees*

FRIDAY, JANUARY 26, 2018

3:00 pm	Call to Order
3:00 – 3:30 pm	Welcome/Agenda Review/Ice Breaker (Mayor/City Manager/Facilitator) <ul style="list-style-type: none">• Review meeting norms• What is your goal as a Councilmember?• What is your role in achieving your goal?
3:30 – 4:30 pm	Team Building Exercise: Strengths Deployment Inventory (Sara Wilson)
4:30 – 4:45 pm	Break
4:45 – 5:45 pm	Continue Team Building Exercise: Strengths Deployment Inventory (Sara Wilson)
5:45 – 6:15 pm	2017 Accomplishments/Lessons Learned (Facilitator/Staff) <ul style="list-style-type: none">• Celebrate successes• What could we have done better?
6:15 pm	Adjournment
6:30 – 8:30 pm	Private Dinner

Continued on next page

SATURDAY, JANUARY 27, 2018

8:15 – 8:30 am	Continental Breakfast
8:30 am	Call to Order
8:30 – 8:45 am	Welcome/Icebreaker (Facilitator)
9:00 – 10:30 am	2017-2018 Goals and Work Plan and 2018-2019 Goals (Facilitator/Council/Staff) <ul style="list-style-type: none">• Review 2017-2018 Goals and Accomplishments• Keep, Drop, Change• Identify “Must Dos” for 2018 Work Plan• Create 2018-2019 Goals
10:30 – 10:45 am	Break
10:45 – 11:45 am	Continue to Identify 2018-2019 Goals
11:45 am – 12:15 pm	Lunch/Break
12:30 – 1:30 pm	Emerging Issues for the 2019-2020 Biennium Budget (Staff) <ul style="list-style-type: none">• Review Infrastructure Needs, Personnel Costs, Changing Demographics, Service Level Impacts
1:30 – 2:00 pm	2019-2020 Budget & Schedule (Staff)
2:00 – 2:30 pm	Preliminary List of Capital Levy Projects (Staff)
2:30 – 2:45 pm	Break
2:45 – 4:15 pm	Good Governance – One Team (Facilitator/Staff) <ul style="list-style-type: none">• Review the Council-Staff Communications Guidelines• Discuss the Council Rules of Procedure (Mayoral Duties, Councilmember Absences, Audio and Video Recording, Proclamations, Agenda Preparation, Council-Staff Communication Guidelines)• Discuss Boards & Commission Appointment Process, Council Liaison Appointment Process, and Council Subcommittees
4:15 – 5:00 pm	Wrap-up/Citizen of the Year (City Clerk/Council)
5:00 pm	Adjournment



City Council Planning Session Norms

- Everyone participates and is engaged
 - Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably-look for opportunities to agree
- Questions of clarification are encouraged
- Disparaging comments and side conversations are discouraged
- Conflict must be focused on the issues, not on personalities
- Strive for consensus and provide clear direction
- Silence is agreement
- Remember the power of “and” & “if”
 - Practice “yes, and” rather than “yes/no, but”
 - In seeking consensus consider something that you may disagree with and consider “if” something changed how you might be able to move to consensus
 - Put another way, if you cannot live with the direction, you must offer an alternative
- Be productive and have fun!

Facilitator Biographies

Marci Wright

Marci Wright retired in 2014 after over 16 years as the City of Shoreline's first Human Resources Director. Previously, she worked for Thurston County as Director of Employee and Administrative Services (1987 - 1997) and Deputy Prosecuting Attorney (1980 - 1987). Currently volunteering for MRSC she continues to be interested in the full range of human resource issues, especially training, facilitation and problem resolution.

Sara Wilson

Sara Singer Wilson is the owner of SSW Consulting, LLC. Her consulting work focuses on building vibrant communities and shaping sustainable organizations with public, non-profit and private-sector clients. Prior to her consulting career, Sara spent 15 years working for local governments in Oregon, California, Kansas, and Missouri. Sara holds an MPA from the University of Kansas and a Bachelor's degree in Political Science from Benedictine College.

Sara's areas of expertise include facilitation, public involvement, project management, strategic planning, community branding, social media strategy and online engagement, grant writing and policy development. Through her extensive work in local government and with various community groups and stakeholders, she understands the importance of authentic community engagement and establishing strong community connections. She is experienced in working with councils and commissions to identify and road map ways to achieve shared goals.



2017 CITY OF MERCER ISLAND ACCOMPLISHMENTS

These accomplishments and workload achievements take a significant amount of teamwork between staff and the City Council, between City departments, with the community, and with outside agencies. Likewise, many of them have involved many years of work of past staff and City Councils.

CITY COUNCIL GOALS ACCOMPLISHMENTS

Goal 1. Preserve I-90 Access and Mobility and Prepare for Light Rail

- Initiated, defended and settled I-90 / East Link lawsuit resulting in a \$10.1 million settlement to address mitigation for light rail station impacts.
- Worked with Federal and State Delegation to obtain agency support of the Island Crest Way on-ramp for single occupant vehicles (letter sent to the U.S. Department of Transportation).
- Initiated several local legislative remedies to address mitigation, including approving an Essential Public Facilities Ordinance (adopted October 2017), a "P" Zone Amendment (interim measure adopted in April; ordinance expired in October) and a Transportation Concurrency Ordinance (initiated in March, but postponed to 2018 in order to obtain additional traffic data).
- Implemented extensive, months-long outreach to increase public awareness, including hosting "Meet the New City Manager and Discuss I-90" Meeting (January), distributing an all-Island mailer, holding citizen advisor meetings, I-90 updates during Council meetings, presentations by the City Manager at various group meetings (City's Boards and Commissions, Chamber, Rotary, Special K, Eastside Transportation Association, PTA Advocacy Group, Boy Scouts), providing frequent posts in the MI Weekly e-newsletter and social media platforms, and supporting countless media interviews and press coverage explaining City's position.
- Distributed communications regarding the Center Roadway closure, including posting A-frame signs, using electronic reader boards, and engaging the local media.
- Developed and implemented a traffic safety plan to mitigate the traffic impacts relating to the I-90 Center Roadway closure (Police deployed extra resources during the first few weeks of the closure).
- Hosted parking meeting with Town Center business, property owners, and managers prior to closure of I-90 Center Roadway (supported by Police, Public Works, City Manager Office).
- Hosted neighborhood meeting with adjacent Sound Transit Park & Ride neighborhood to address concerns of impacts resulting from the South Bellevue Park & Ride closure (supported by Police, Public Works, City Manager Office).
- Conducted online commuter survey and hosted two Traffic Mitigation Community Meetings (June, November 2017).
- Initiated partnership with the State to assist the City with the Aubrey Davis Park Master Plan.
- Worked with Sound Transit to identify Short Term Parking solutions.

- Co-hosted 630 Shuttle Community Meeting with King County Metro (May 2017), which resulted in changes and extension of route to better serve MI residents, and new buses ordered (available December 2017)
- Initiated exploration of various first/last-mile solutions, including reaching out with ride-share companies, UW's Mobility Innovation Center, and King County Metro.
- Provided Police Department feedback on safety concerns associated with the upcoming light rail system; Fire Department prepared a Sound Transit Operational Impact Study
- Approved temporary tax rate increase on City's water, sewer, and storm water utilities to generate \$700,000 to help fund I-90 litigation costs (effective 7/1/17 through 12/31/18).
- Collected traffic data, analyzed new traffic pattern changes, and identified potential Eastlink Mitigation Projects in preparation of the 2018 TIP.

Goal 2. Maintain the City's Residential Character

- Conducted significant outreach prior to adoption of new residential development standards (postcards, workshops (January, April 2017), online outreach, videos), as well as additional outreach with builders, arborists and architects to educate users regarding new code provisions (November, December 2017).
- Completed the Residential Development Standards Code Update (adopted September 2017).
- Worked with consultant to implement the Town Center Plan, including meeting with property owners and potential investors.

Goal 3. Enhance Communications and Opportunities for Community Engagement

- Conducted a communications assessment which included input from various community members and civic leaders.
- Expanded social media growth: Facebook followers (in 4 accounts) grew by 1,500 (or 30%), Twitter grew by 350 (33%).
- Launched new Facebook page for Fire Department and recruited followers.
- Published 53 editions of MI-Weekly E-Newsletter (250+ stories).
- Piloted new outreach channels and engagement tools (e.g. Telephone Town Hall; Poll Everywhere, City Manager Facebook videos) and instituted City Manager's Report at each regular Council meeting.
- Facilitated the work of the Youth and Family Services Community Advisory Board to include conducting community forums to engage parents and community adults in addressing youth and vulnerable population risk behaviors.
- Promoted emergency preparedness through local media – King 5 featured Mercer Island for several morning news stories.
- Created video highlighting the Police Department's updated immigration policy.
- Supported numerous Neighborhood Crime Watch / Map Your Neighborhood meetings and provided residents with information on crime prevention and emergency management.
- Visited 60 kindergarten classrooms (over 1,200 students), the JCC Truck Day and the Factoria Child Safety Fair to teach water safety (Marine Patrol Unit).
- Worked closely with Jewish community facilities to address a nationwide wave of bomb threats; the Police Department and Jewish community facilities staff implemented security planning as well as successfully handled an actual bomb threat.

- Hosted the Police Department's Citizens Academy - City featured on KIRO 7 (28 citizens completed the seven-week course).
- Supported bike/walk to school day at all Mercer Island Elementary Schools and taught bike safety at the Lakeridge Elementary Bike Rodeo (Police Department's Bike Team).
- Hosted National Night Out at the Police Department (included 14 neighborhoods), first "Coffee with a Cop" event at McDonalds, and two drug takeback events (387 pounds collected).
- Conducted a Community Emergency Response Team training and three business preparedness workshops.
- Updated City's website to include steps for businesses to prepare, respond and recover from disasters, including updates in various languages.

Goal 4. Maintain Quality of Life Services by Addressing the City's Financial Challenges

- Revised Thrift Shop staffing pattern to stabilize revenues and build toward revenue growth.
- Organized the execution of MIYFS Foundation strategic planning to grow fundraising efforts and phase in increased financial commitment to the YFS Department.
- Increased MIYFS Foundation funded staffing for Development Officer, fundraising software and Administrative support to grow major donor fundraising initiative; MIYFS Foundation Breakfast raised \$345,000.
- Received clean audit opinion for 2015 financial report (audit concluded in Dec 2016, with an opinion issued in Jan 2017).
- Closed Criminal Justice Fund, folding it into the General Fund effective 1/1/17, which balanced the 2018 budget (originally adopted with an \$849,000 operating deficit).
- Refunded 2009 LTGO B bonds saving ratepayers \$586,000.
- Prepared various analyses for financial challenges presentations:
 - 2017 FTE staffing analysis (all FTES and administrative staff) comparing MI to other cities
 - 2017 tax revenue analysis comparing MI to other cities
 - 2017 tax burden calculation for typical MI household
 - 2017 property tax levy rate comparison (MI vs. other King County cities)
 - 2018 property tax impact of McCleary fix, Sound Transit 3, and King County Veterans & Human Services levy on a typical MI household
 - Updated 2017-2024 financial forecasts for General Fund and YFS Fund
 - Determined property tax impact of an operating levy lid lift and 3 capital levy lid lift scenarios
- Hosted a "Quality of Life" partners meeting to discuss the City's financial challenges and to obtain feedback on the public engagement process.
- Hosted the City's first "Telephone Town Hall" to inform the community about the City's financial challenges and to respond to questions.
- Recruited, appointed and kicked-off the City's Financial Challenges Community Advisory Group (November 2017).
- Developed 2018 water, sewer, storm water and EMS utility rates and secured Utility Board's support for staff's recommendation.
- Established contract with EF Recovery for cost recovery of motor vehicle accident and hazardous material calls (estimated to capture \$62,000 for the apparatus replacement fund).
- Successfully negotiated contracts with Police, Police Support, AFSCME, and Fire - all four contracts resulted in a savings to the City.

Goal 5. Strengthen and Realign City Manager Role and City Council-Staff Relations

- Held the first-ever Prospective Council Candidate Workshop.
- Developed New Council Candidate Orientation and Restructured Councilmember-Elect Orientation.
- Redesigned Planning Schedule.
- Approved amendments to the City Council Rules of Procedures.
- Promoted Boards and Commissions Open Government Training (Utility Board completed).

Goal 6. Address Outdated City Codes and Practices

- Successfully launched new online self-service public records request system.
- Prepared RFP, evaluated vendors and products, selected vendor, and implemented the City's new Enterprise Asset Management System to improve data collection and analysis, workflows, and overall asset management ("go live" target is March 2018).
- Signed contract and kicked-off the replacement of the City's Electronic Document Management (EDMS) and Legislative Management System (LMS) to improve viewing Council meetings online, agenda bill and other workflows, and storage of critical records.
- Received certification and consistency report from the Puget Sound Regional Council for the City's Comprehensive Plan.
- Adopted the National Pollutant Discharge Elimination System (NPDES) Code (June 2017).
- Adopted code amendments to streamline review and appeal processes for land use actions and development permits (May 2017).
- Adopted mandatory residential automatic fire-sprinkler ordinance.
- Adopted Crown Castle (small cell) and CenturyLink (cable) franchise agreements.
- Adopted two new municipal code chapters: 2.50 MICC pertaining to donations and 3.04 MICC pertaining to indemnification of city employees and officials.
- Implemented and trained staff on new Information Security Policy.
- Conducted confidence testing program for building systems.
- Purchased and kicked-off implementation of fire company inspection software.
- Implemented the building fire alarm system upgrade program.
- Prepared draft General Sewer Plan.
- Kicked-off the SCADA Master Planning Process to improve utility infrastructure.
- Updated the Cross-Connection Program and moved to online submittals for testing.
- Completed a full inspection/assessment of all the manholes in sewer system (approximately 2,500 manholes).
- Established cross-training of Public Works staff (PRV Maintenance, General Utility Operations, Water Quality, Confined Space Training).

OTHER ACCOMPLISHMENTS

GRANTS & AWARDS

- Earned reaccreditation by the Washington Association of Sheriffs and Police Chiefs (Police Department).
- Awarded national SolSmart Award from Department of Energy.
- Sustained 10th year as a Playful City USA.

- Awarded \$500,000 Recreation and Conservation Office (RCO) grant and \$20,000 Get Active/Stay Active King County Grant, and received \$150,000 in community donation for the Island Crest Park Project.
- Awarded \$500,000 grant from the Transportation Improvement Board (TIB) for SE 40th Corridor (Island Crest Way to Gallagher Hill Road).
- Awarded \$591,500 grant from King County Flood Control District for the Lincoln Landing Project.
- Received \$40,000 donation from Mercer Island Preschool Association to fund new playground equipment at South Mercer Playfields.
- Awarded \$40,000 grant for Marine Patrol from Washington State Parks to offset special event Seafair costs.
- Awarded \$23,660 grant from the Port of Seattle for Phase 2 of the City's Wayfinding Sign Project.
- Awarded \$12,500 grant from Washington Cities Insurance Authority for bollard removal project.
- Named an Association of Washington Cities "WellCity" earning a 2% premium discount on 2018 medical premiums (approximately \$65,000 savings).
- Received MI Community Partner Award (Youth & Family Services) by the Island-wide PTAs for the Community that Cares Program (now Healthy Youth Initiative).
- Received a donation of \$233,240 (Fire Department) from the Estate of Mary K. Vacchieri.
- Received new Cyclemates bike sculpture donated to the City's public art collection (valued at \$40,000).
- *Special Recognition:* Ryan Daly received Washington Recreation & Park Association "WRPA Young Professional Award"; Sgt. Brian Noel received the 2017 "Marine Law Enforcement Officer of the Year" award for Washington State.

OPERATIONAL / ORGANIZATIONAL / CAPITAL ACCOMPLISHMENTS

OPERATIONAL / ORGANIZATIONAL ACCOMPLISHMENTS

- Responded to approximately 738 records requests.
- Supported 47 Council meetings (average is 24).
- Completed the "Forward Looking Organization" initiative involving cross-department employee teams advising on benefits, facilities & workplaces, policies, interdepartmental relations and social interaction.
- Improved the interior of the Community & Event Center, including adding a new "free community coffee hour."
- Established a new Fire Department mental wellness program.
- Participated in the preparation of the New King County Automatic Aid Agreement for seamless response throughout King County.
- Worked with Zone 1 and NORCOM to implement Code3Simulator – a predictive software for FIRE/EMS Modeling and Analysis.
- Conducted a Fire Marshal Customer Service Study.
- Drafted the Fire Department's 5-year Strategic Plan.
- Updated the Fire Department's Standard Operating Guidelines manual.
- Implemented the Fire Department's new Pump Operator Certification Program and multi company operations training with Seattle Fire.
- Worked with Mercer Island High School to re-implement the annual DUI Drill and Think Again programs.
- Trained two new fire investigators.

- Instituted the new use of ArcCollector for sewer manhole inspections, PRV inspections, and water hydrant inspections in order to improve operations.
- Implemented the ROW Tree Boundary Assessment Program.
- Delivered pilot sustainability projects within City operations (e.g. additional EV chargers, additional food waste composting, energy efficiency planning).
- Reconvened and energized community members to engage in sustainability planning.
- Amplified Mercer Island voice by maintaining strong participation in regional King County-Cities Climate Collaboration (K4C) process.
- Researched, negotiated, implemented a 20-yr PSE wind-power contract (100% City usage) starting 2019.
- Raised current PSE green power offset purchase to 100% (manage through 2018).
- Conducted extensive data-gathering, problem-solving, design, and implementation of energy benchmarking software for largest City buildings.
- Successfully advocated for, coordinated and facilitated addition of 300 kilowatts of solar PV generation (City has gone from 32 known solar installations three years ago to 103).
- Completed the second 5-year Drug Free Communities Grant (ended 9/30/17) and transitioned from Communities That Care to a Department led Healthy Youth Initiative.
- Conducted Satisfaction Survey across volunteer corps, to ensure the Thrift Shop is a welcoming environment for volunteers of all ages.
- Completed SEPA review for the Mercer Island Center for the Arts zoning code text amendment and “agreement to lease,” created MICA project webpage including a FAQ, and addressed signage removal in Mercerdale Park.
- Issued a record 3,175 construction-related permits, including a record 81 new single-family homes.
- Completed 9,169 permit-related inspections.
- Reviewed 303 land use projects, including a record 13 accessory dwelling units, a record 13 appeals, 81 pre-application/informational meetings, and 6 plats/short plats creating 21 new lots.
- Issued 349 public notices: 269 for land use applications and 80 for building permits.
- Opened 143 code compliance cases and closed 97 cases.
- Reviewed and evaluated several medical insurance options, held multiple information sessions for employees, managed the enrollment of over 150 employees to new plans, and ensured a smooth transition to a new medical plan.
- Helpdesk tracking system hit 50,000 tickets (Director developed tool in 2004 and the City is still using it!).
- Upgraded to a new HRIS system, which revamped the entire payroll processing system without major interruptions or disruptions to the biweekly payroll process.
- Conducted 4th annual employee satisfaction survey with the highest response rate.
- Managed and facilitated in-house the Police Department’s promotional testing process for Lieutenant (the Commander position), Corporal and Sergeant, saving approximately \$12,000.
- Convened a Council Subcommittee to discuss issues of community diversity and inclusion, including assessing the City’s practices through the lens of the “November 2016 Proclamation” and issuing the Immigration Day of Action statement (March 2017) and Hate Speech Letter to the Community post Charlottesville (September 2017).

CAPITAL PROJECTS / PLANS

- Completed the Community & Event Center Parking Lot Drainage Project.
- Completed the I-90 Trail Bollard Removal Project.
- Completed the Homestead Safe Trails and Drainage Project.

- Completed the Roadside Shoulder Improvement - West Mercer Way Phase 1 Project and in final design of the East Mercer Way Shoulders Phase 10 Project.
- Initiated the Aubrey Davis Park Master planning process.
- Resolved the Freeman Avenue Landslide (*emergency/unplanned project*).
- Repaired the 8400 West Mercer landslide and constructed new retaining wall (*emergency/unplanned project*).
- Constructed new path for a JCC Evacuation route (*emergency/unplanned project*).
- Installed a Water Quality Analyzer at the Boat Launch.
- Installed new speed radar signs (Public Works and Police Department)
- Implemented Pilot Recycle Receptacle Program in the Town Center.
- Resolved partial lakeline sewer plug and backyard sewer (landslide impacting sewer infrastructure) (*emergency/unplanned project*).
- Successfully acquired all easements for the Glenhome Drive Water System Improvements.
- Completed 60% design of the SE 22nd St/SE 22nd Place Water System Improvements Project, design of Air Vac Upgrade - Phase 3 Project, and preliminary design of the Booster Chlorination Station.
- Completed Water Model Update.
- Completed design of the Sub Basin 51a & Sub Basin 49b Watercourse Improvement Project.
- Completed multiple pedestrian-bike facility improvements involving a cross-team of ROW, Parks and School District staff, including Homestead Park trail, SE 42nd paved pathway, SE 42nd stairs, SE 29th curve.
- Completed 3800 West Mercer Way Water System Improvements and Fire Hydrant Replacement Project (26 fire hydrants, 2 water services, and 1 blow-off assembly).
- Installed new Pedestrian Signal Improvements at Island Crest Way & SE 32nd.
- Completed Sub Basin 27 Phase 1 & Phase 2 - Watercourse and Sewer Main Improvements.



MEMORANDUM

2018 City Council Planning Session

TO: City Council

FROM: Julie Underwood, City Manager

RE: Proposed Goals and Work Plan Items for Council's Consideration

BACKGROUND:

Last year was a busy and productive year! Attached are the Council's 2017-2017 Goals and Work Plan; items that were completed/accomplished have a checkmark (see Exhibit 1).

Over the last few months, staff have met with residents who have an interest in influencing the City's Goals and Work Plan. When residents made requests, staff informed them that priorities, which were on the Council's Goals and Work Plan, garnered the staff's focus/attention as well as the City's limited resources. Naturally, our sophisticated and engaged community have provided their input in hopes of shaping the Council's 2018-2019 Goals and Work Plan. Likewise, Councilmember Acker prepared a list of Planning Session discussion items (see Exhibit 3). Their input is attached for Council's consideration (Exhibits 2-7; listed in alphabetical order).

EXHIBITS:

1. 2017 City Council Goals and Work Plan (showing work completed)
2. Proposed *New* City Council Goals and Work Plan (revised as of 1/22/2018)
3. Concerned Citizens for Mercer Island Parks
4. Councilmember Acker
5. Eric Radman
6. Neighbors In Motion (NIM) (two attached emails)
7. One MI & Mercer Island Democracy in Action (MIDA)
8. Sustainable Mercer Island (includes cover memo from Ross Freeman)



CITY OF MERCER ISLAND

2017-2018 CITY COUNCIL GOALS & WORK PLAN

The City's Comprehensive Plan states, "Mercer Island is not an island unto itself." While we are part of a complex regional system, we strive to maintain local control, preserve our safe, livable residential community, continuously provide and improve quality municipal services, foster fiscal responsibility, value excellence in education, act as stewards of the environment, and endeavor to be open and transparent and to balance the economic, environmental and social well-being of our entire community.

The City Council holds an annual planning session, where they discuss successes over the past year and identify priorities and goals ("the what") for the upcoming year. The Leadership Team takes that direction and creates a work plan ("the how"). Through a collaborative process, the Leadership Team develops budgets, capital improvement plans, departmental work plans, and special projects aimed at accomplishing the community's vision and Council goals.

Goal 1. Preserve I-90 Access and Mobility and Prepare for Light Rail

In 2008 Mercer Island voters supported the Sound Transit 2 funding package by 58%. While the City looks forward to the benefits of light rail, we must address the changes in the project, which directly affect residents and businesses who count on appropriate access to I-90. These project impacts have far-reaching consequences to pedestrian and cyclist safety and traffic congestion through school zones, neighborhoods, and Town Center, to sustaining our economic vitality, and preserving our exceptional quality of life.

Action Steps:

- ✓ 1. Initiate litigation and defend the City against litigation
- ✓ 2. Resume negotiations with Sound Transit and WSDOT to identify appropriate mitigation
- 3. Work with the State Delegation and Congressional Representatives to identify and implement state and federal remedies
- ✓ 4. Implement a transportation concurrency ordinance, amend the P-zone to allow light rail use of the corridor and adopt an essential public facilities code (*excluding Transportation Concurrency Ordinance*)
- ✓ 5. Partner with the community to identify resources, strategies, and mitigation
- 6. Provide ongoing communication to the community and region regarding the impacts and changes
- ✓ 7. Pursue funding for the Aubrey Davis Park Master Plan
- 8. Convene a design charrette of agencies and stakeholders to design the traffic flow in the North Mercer Way Park & Ride area, and to address bicycle, pedestrian, vehicular and transit interactions on streets surrounding the light rail station (*2018*)
- ✓ 9. Evaluate fire-life safety systems and operational impacts for the light rail system
- ✓ 10. Review and evaluate Sound Transit's Transit Oriented Development policies and past projects and determine if appropriate for Town Center

Goal 2. Maintain the City's Residential Character

Mercer Island is principally a low-density, single-family residential community. It is largely built out and significant new development opportunities are centered in the Town Center. However, as the region grows and Mercer Island's housing stock ages, property owners and investors are seeking opportunities to either remodel or tear-down-rebuild single-family houses, which are having impacts on the character of our neighborhoods.

Action Steps:

- ✓ 1. Complete the Residential Development Standards Code Update Project
- 2. Implement the Town Center Plan (*ongoing*)
- 3. Monitor activities related to establishing new growth targets (*2020*)

Goal 3. Enhance Communications and Opportunities for Community Engagement

The Council and staff value having an active and engaged community. Ensuring that residents and businesses are well-informed on a range of issues and projects can be a challenge in our rapidly changing "attention economy." Finding creative ways for communicating and seeking broad input is a goal worth striving for.

Action Steps:

- ✓ 1. Meet with key stakeholders and conduct social media poll to evaluate the City's communications program and identify areas for improvement
- 2. Initiate website update project by assessing websites to model and identifying vendors, costs and timeline (*2018*)
- 3. Launch a podcast, vlog, or other platform to promote the City's programs and services, highlight civic leaders and organizations, and share the talents of the community (*2018*)
- 4. Conduct the biennial citizen satisfaction survey (*2018*)
- ✓ 5. Ensure that significant initiatives include a robust community outreach component (i.e., Sound Transit, residential development code, solid waste contract, etc.)

Goal 4. Maintain Quality of Life Services by Addressing the City's Financial Challenges

The City faces projected operating budget deficits as well as aging infrastructure and other capital needs. This is largely due to the 1% annual growth limitation on property taxes and other revenues remaining flat. Having revenues keep pace with increasing operational expenses is a challenge, especially in delivering services that shape Mercer Island's quality of life.

Action Steps:

- ✓ 1. Convene a Citizen Advisory Committee to evaluate programs, services, and capital investments and consult on revenues and/or reductions
- ✓ 2. Respond to legislative changes that may adversely impact the City's revenues
- 3. Prepare rate studies for the City's utilities (water, sewer, storm water, and EMS) (*2018*)
- ✓ 4. Grow Thrift Shop sales 5% per year
- ✓ 5. Create the staffing support for the MIYFS Foundation infrastructure needed to increase revenues through fundraising over the next three biennia.

Goal 5. Strengthen and Realign City Manager Role and City Council-Staff Relations

Governance of a City relies on the cooperative efforts of elected officials, who set policy and priorities, and City staff, who analyze problems and issues, make recommendations, and implement and administer the Council's policies and priorities. Having a well-balanced distinction between policy-making and management roles fosters mutual trust and confidence and is paramount to maintaining an effective working relationship and an efficient government.

Action Steps:

- ✓ 1. Update and amend the City Council's Rules of Procedure (last updated 2006)
 - a) Re-evaluate Council subcommittee structure (2018)
 - b) Establish quarterly workshop (operational) meetings with Council and staff
 - ✓ c) Increase the use of study sessions and consent calendar for agenda items
- ✓ 2. Establish Council Candidate orientations and restructure Councilmember-Elect orientations
- 3. Prepare and distribute Staff-Council Communications Guidelines (2018)
- 4. Seek opportunities for joint Council and Commission/Board meetings and trainings (2018)

Goal 6. Address Outdated City Codes and Practices

When an organization is reactive and driven to put out the latest "fire," it means there is little energy or time left to put in place current policies and practices, redesigned processes, and technology solutions that help to prevent and avoid "fires." Addressing outdated codes and practices has now turned from a "nice to do" to a "must do," and requires the attention of Council and staff.

Action Steps:

- 1. Update and amend the following Mercer Island Codes and Policies:
 - ✓ a) National Pollutant Discharge Elimination System (NPDES) Code (last updated 2009)
 - b) Code Enforcement code provisions (2018)
 - ✓ c) Appeals and Processes code provisions
 - d) City's purchasing policy (2018)
 - e) Critical Areas Ordinance (last updated 2005) (2018)
- 2. Address obsolete systems and implement best practices throughout the organization:
 - ✓ a) Enterprise Asset Management System (Launch 2018)
 - b) Electronic document management and legislative system (Launch 2018)
 - ✓ c) Public records request tracking software
- ✓ 3. Initiate the Employee Handbook update (last updated 2012) (2018)
- 4. Implement and train staff on the newly adopted Information Security Policy
- 5. Update and implement the General Sewer Plan (last updated 2003) (2018)

Adopted April 2017

PROPOSED *NEW*
Council Goals and Work Plan
Revised as of January 22, 2018

Council-Identified

- Social Host Ordinance – Amendment to address marijuana
- Emergency Planning
- Economic Development
- Refocus on Sustainability
- Star Community
- First-Last Mile Solutions (e.g., electric bicycles, bicycle share, etc.)
- Sign Code Update
- Drone Ordinance
- Advance “Inclusivity” within the Culture of Our Community
- Town Center Code Update (Parking, “Brownstone” standards in TC-3, standards for in-building composting and electric vehicle charging)—requested by Council in 2016.
- Library Review (in order to address City’s financial challenges)

Staff-Identified

DSG Department Work Plan:

- Critical Areas Ordinance (discuss scope with Council in early 2018)*
- Code Enforcement Ordinance*
- 2018 Comprehensive Plan Amendment Docket
- Transportation Improvement Program (TIP)
- Shoreline Master Plan (initiate in 2018, complete in 2019)
- Wireless Communications Facility Code Update (need to comply with federal law)
- Development Fee/Cost of Service Review/Update
- Processes Update Ordinance (initiate early 2018)

Parks & Recreation Department Work Plan:

- Limited Availability of Alcohol in Certain City Parks – Amend Code
- Tree Canopy Study that will result in creating an Urban Forestry Plan
- Aging City Infrastructure: Parks & Recreation Facilities

Public Works:

- Adopt and implement the General Sewer Plan*
- Solid Waste Contract RFP
- Aging City Infrastructure: Utility Infrastructure

Citywide/General Work Plan:

- Consolidated Volunteer Appreciation Event (April)

- Code of Ethics and Training
- Fireworks Ban Ordinance
- Organizational Assessment: DSG
- Website Upgrade Project
- Comcast Franchise Agreement
- PSE Franchise Agreement
- World Peace 😊

*Items on current work plan and not yet complete

DRAFT

Julie Underwood

From: Struckmi <struckmi@aol.com>
Sent: Saturday, January 20, 2018 4:39 PM
To: Debbie Bertlin; Salim Nice; David Wisenteiner; Wendy Weiker; Benson Wong; Tom Acker; Bruce Bassett
Cc: Julie Underwood
Subject: Open Space Conservancy Trust Board Action
Attachments: CCMIP NEWS RELEASE 1-19-18 (short version).pdf

Madam Mayor, Mr. Deputy Mayor, Council members and City Manager Underwood:

Attached is a news release that the Concerned Citizens for Mercer Island Parks (CCMIP) sent to various media outlets for publication, including the Mercer Island Reporter. Briefly, it notes that the City of Mercer Island Open Space Conservancy Trust board (on 1/18/18) added an agenda item to its 2018 workplan to discuss the addition of parks and open spaces to the Trust. This item was added based on an Appearance by CCMIP whereby we suggested that all Mercer Island parks and open spaces should have the protections afforded them that is provided by the Trust. We believe the Trust is an excellent body to initiate that discussion for the community as it is citizen-led, and generally well versed in many of the issues surrounding the parks and open spaces today. We believe such a move has many benefits to the community, and look forward to contributing to that discussion.

As you know, any transfer of City land to the Trust is predicated upon the approval and action by the Council. Therefore, the community will look for your leadership and support as this discussion moves forward.

Sincerely, Peter Struck co-chair, CCMIP, & mid-Island resident

Attachment (1)

Concerned Citizens for Mercer Island Parks**January 19, 2018**

It's Time To Preserve and Protect Mercer Island Parks & Open Spaces

At the January 18, 2018 meeting of the Open Space Conservancy Trust (Trust), its board voted to add an agenda item to their 2018 work plan to discuss the addition of parks and open spaces to the Trust. This action was prompted by the Concerned Citizens for Mercer Island Parks (CCMIP) requesting such an action. Peter Struck, co-chair of CCMIP, said, "We believe now is the time to create a higher threshold to preserve our remaining open space by placing them in the Trust."

The Trust was created by the City almost 30 years ago whereby City lands are transferred to the Trust for ownership and management with the express intent of preserving open spaces and protecting the character of the Island. Pioneer Park is currently the only parcel of land that is in the Trust. "Why should Pioneer Park be the only space afforded the added protections provided by the Trust?" asked Meg Lippert, co-chair of CCMIP.

While City Council action will be needed to transfer additional lands into the Trust, the Trust is an appropriate setting to introduce and begin the conversation as it is a public body entrusted with the preservation of parks and open spaces.

The benefits of the proposed action includes increasing the economic and environmental benefits of these lands, sustaining the ability for every-day citizens, as well as park staff, to directly influence how our parks are maintained and used, and ensuring that parkland and open space, which together represent the City's single largest asset, receives the special community oversight that the Trust can provide

By placing this proposal on their agenda, the Trust board, with guidance from the City Council and City staff, can establish a process of public engagement, legal and regulatory review (as necessary), and develop a well-defined plan to move forward.

CCMIP stands ready to assist in this discussion, and move the proposal forward as expeditiously as possible.

Who Is CCMIP?

CCMIP (Concerned Citizens for Mercer Island Parks) was formed in the summer of 2015 to "Protect Our Parks" through full and robust engagement of Island residents and voters. Most recently, CCMIP has focused on efforts to stop a proposed private development on an acre of public parkland in Mercerdale Park. In addition, CCMIP, under the direction of the Mercer Island Parks Department, has sponsored over 200 hours of volunteer labor to rehabilitate the Native Garden in Mercerdale Park. Please visit our website, www.ProtectMIParks.org for further information.

DRAFT - 2018 Planning Session Discussion Topics around priorities				
Major Category	Topic	Notes	Ease of implementation (Easy, Moderate, Difficult)	Priority (High/Med/Low)
Administration	Lean/Six Sigma/Configuratin Management: Does the city have any in-house expertise in these areas? Is there an opportunity for the City Council, and City Staff, to work more efficiently?			
Administration	Workflow management: How much work is planned work vs. ad hoc work? Example: The city new Sound Transit Negotiations were coming for years, was there a plan to address it? Now that ST negotiations are done, where do the FHWA negotiations come into play? These are critical items to community members and there should be both long and short term plans to address these issues.			
Administration	Staff time clarification. Need to be realistic about how/where/when staff spends their time. The perception is that some council members consume more time than others - this may or may not be true but council members and the community should be aware of where time is being spent. Also, if there is an inordinate amount of time being spent on a particular activity, and it isn't part of the annual priority list, or even categorized as a top priority, should it be done at all?			
Administration	Voting Record / Ledger: Need to develop a tool that shows exactly how council members vote. Nothing overly sophisticated. An on-line excel spreadsheet that tracks the topic, the details, and the vote results should be available each year for all to see. Recommend city manager actively record vote resultes by council member from every meeting and keep record on-line for public.			
Administration	Emergency Preparedness. Need to continue building on emergency preparedness drills. Does everyone understand the plan, worst case scenarios, role of council, neighborhood leads? Do all council members and staff keep hardcopies of the plans at their house in the event power is lost?			
Administration	Implement a management or governance process for City Council: Recommend using a model like the Star Sustainability Model or another existing model that is easily replicated to reduce confusion, streamline work flow, and have a change control process.			
Administration:	Data, Benchmarking and Audits: Would like to establish a process where independent and professional audits are conducted once every 5 years. Are there opportunities for MI to be more forward thinking our planning process? Can we enhance partnerships with School District and Chamber of Commerce on Demographics and projections as well. This is not only finanical audits by the state where they are just checking to make sure we are inline with the law. This needs to include effecieny and performance audits as well. What about comprable cities like Bainbridge Island, Vashon Island, Lake Oswego, Tiburon, and other communities of the same size with the same tax base? Can we use these as benchmarks? For labor costs, because we need to pull resources from the region, comp/ben benchmarks can stay the same.	There are several items on this list that have benchmarking and SLAs embedded into them. What are the specific measurements that document success/quality/service levels? EVERY service needs to be evaluated. What does the council		

DRAFT - 2018 Planning Session Discussion Topics around priorities				
Major Category	Topic	Notes	Ease of implementation (Easy, Moderate, Difficult)	Priority (High/Med/Low)
Bike Safety, Support and Compliance	How can the city better coordinate with the biking advocacy group to keep cars, pedestrians, and bicyclists safe? Would like to have a brief discussion on compliance and cities responsibility.			
City Council Strategy	Vision, Mission, Values: Should we look at the city mission, strategy, and vision statements at the beginning of the planning session. What are the characteristics that make Mercer Island special, why do people live here, what is the city council's role in preserving these values/perspectives?			
City Council Strategy	Is there a uniform approach or a prioritized list of where MI representatives must or need to spend their time as compared to what is optional?			
Civic Engagement	Consider creating a partnership or "regular meeting" between the Chamber of Commerce and the City to look at impacts and opportunities related to revenue growth, density, impacts to town center infrastructure.			
Civic Engagement	Consider creating a partnership between Jobline and the chamber of commerce to support increased hiring of local youth.			
Communication resources	SLA, Review process, charter. Also, who approves communications? How does communication process work, what is the process?			
Comp Plan / GMA	Reducing Population Growth Numbers: Can the city reduce the numbers? Is there a desire to do so? Need to verify what is in and out of the calculations? E.G. where do DADU/ADUs? What is the impact of growth on schools and infrastructure? Mercer Island is not like Bellevue or Seattle.			
Compliance	Ensure the work done on issues of code compliance isn't lost. The city relies on a complaint based system which doesn't work and follow thorough and up is not consistent.			
Council Process	Board s and Board Appointments: Current Structures, additions, appointments. Increase collaboration and selection process enhancements. Recommend the process be completely revisited including the application process, the screening process, and the appointment process. It seems like there should be a more robust and equitable process in place to handle board / commission appointments. Does the city have the right boards and commissions in place? Is staff time being burnt up supporting too many boards? Should there be a transportation/parking committee as it has been one of the communities highest priorities?			
Council Process	Proclamations: What is their purpose? Seems like they are nationally or regionally focused. How are they approved? Who writes them? When/How do they get reviewed prior to council meetings? Is any staff time spent on them?			
Council Process	Special Council Member or Department interests: What is the role of city council as it relates to supporting special interests? Can it be defined? Does the city have a comprehensive code of conduct, ethics review, and conflict of interest review? When do / should council members recuse themselves? What is the "role of city council members in disclosing special interests and financial relationships", because it's about individuals not the City Council as a whole.	There have been several examples over the last 4 years that could be reviewed.		

DRAFT - 2018 Planning Session Discussion Topics around priorities				
Major Category	Topic	Notes	Ease of implementation (Easy, Moderate, Difficult)	Priority (High/Med/Low)
Council Process	Mayoral Position / Roles: Can we put a list of roles and responsibilities on-line for the community? There are 7 equal members on the city council with a Mayor that is decided by the majority votes of the Council. What else, if anything, differentiates the Mayor from the other council members?	What are the differences between Mayor, Deputy Mayor		
Council Process	Is there or should there be a process in place if a City Council Member wanted to champion a project or activity that does not consume city resources. For example, if I wanted to pursue my earlier proposal to partner with the School District on Internship Proposals or an Audio Visual Challenge, how would that work? I would like for it to be a sanctioned activity, done in a very transparent manner, and then come back to the City Manager and Council for approval. A council member could be an "Executive Champion" for any number of activities and if they were willing to do the work without burdening the staff, it could yield very positive results. Thoughts?			
DSG	Should discuss compliance monitoring, Service levels, performance metrics, funding mechanisms, contracted services, impact fees and other topics.	What are benchmarks for		
East Seattle School Development	Need to put together a timeline and Q&A for the public. People need to understand the history as this will be a hot topic. Also, if the owner was willing to sell, can we acquire the property either through bond or using ST \$\$\$?			
Engagement, Culture and Transparency	<p>What is the engagement strategy and plan for the community? There are quite a few high impact issues coming up over the next 2 years and how is the community going to be engaged? What tools and applications will the city use?</p> <p>there needs to be a better way to communicate than next door.....would keep seeking to find it (could be a simple as starting a blast email that goes to every resident on MI -not just those that are on Dan G's list.</p> <p>Why can't all meetings be livestreamed and/or recorded? Facebook app can livestream. Could the IT folks train some of us who participate in the meeting to handle the monitoring and turning on of AV equipment?</p>	Also, what is the review process for communication releases? Do council members review communications in advance of release to be prepared? Is		
Engagement, Culture and Transparency	Where do council members need to personally invest time in building relationships to build bridges within the community.	This item is not set up to establish a practice for		
Engagement, Culture and Transparency	<p>Video Streaming and Archiving: City Council and other critical meetings need to be available in live stream and be stored.</p> <p>All meetings including planning, design, council, and special council meetings should be livestreamed. What prevents this from happening? Is there an exhorbitant cost? Let's find out. People need to understand the decision making processes.</p>			
Engagement, Culture and Transparency	Should consider starting an intern program for local high-school students.			
Engagement, Culture and Transparency	At a very young age I went through training and became a crossing guard at West Mercer Elementary. The Chief of Police and maybe the city manager signed a certificate recognizing the accomplishment. Could programs like this be implemented to increase civic engagement and responsibility?			

DRAFT - 2018 Planning Session Discussion Topics around priorities				
Major Category	Topic	Notes	Ease of implementation (Easy, Moderate, Difficult)	Priority (High/Med/Low)
Engagement, Culture and Transparency	Can a few simple charts be put on-line that clearly articulate the tax rates for Mercer Island, show how much of the property taxes stay local, show the total amount of taxes for average house cost (\$1.3 Million), and show what/how city builds projections?			
High School Audio Visual Challenge	Understanding the City is strapped for money, could the city look at approaching the high-school Audio Visual Club to find a practical, affordable and easy solution to live-streaming and memorializing city Council Meetings?			
Infrastructure	Water/Sewer/Electric/Cable: What is the plan to replace water and sewer pipes? How does city determine most critical areas? What is the exact breakout of the current utilities (new, critcal replacement need, ok for now)? Should electrical wires and cable be above or below ground? What are the thoughts on reducing chlorine in water, having electrical lines underground given the number of trees may need to be considered.			
IT	Websupport & communication tools	What is the overall IT Strategy? Not		
Parking / Concurrency	Town Center Parking Strategy is still needed along with concurrency plan. Parking in the Town Center and mobility within the Town Center continue to be priorities for the council to resolve. This has been noted in surveys and during the Town Center Liason Group Process. A transportation concurrency ordinance is overdue under the GMA. The majority of the Town Cetner feedback pointed out the previous, and potentially unwise five story mixed use development in our town center has exhausted our street and intersection levels of service. If the LOS are not at their minimum under the comp. plan -- level C -- then the city either cannot approve new development or cannot require impact fees from new development for degrading our levels of service (both Sammamish and Issaquah when faced with this dilemma instituted years long moratoria on development). The city does not have any money to improve our LOS, and our street and intersection LOS were never designed for five story mixed use development. The council will be asked to either reduce our LOS (which must go through the comp. plan amendment process which takes at least 18 months), exempt intersections, or waive the requirements.			
Parks - Protection	Begin a concentrated effort to protect the parks. Put them all in trusts and ensure the Master Park Plans are updated and solidified. Look at making sure that before parks are changed it takes a vote/ballot measure.			
Parks - Right of way.	Park/Public Property Ownership: Who owns what property along the i-90 corridor? Where is the map and when will this be completed? The question was asked during the summer of 2016 and is on the November 2017 docket for discussion. In order to manage public land it's important to know who owns what? What fees will the state or FHWA cover for maintenance of land across the island? is it enough? Is it too much?			

DRAFT - 2018 Planning Session Discussion Topics around priorities				
Major Category	Topic	Notes	Ease of implementation (Easy, Moderate, Difficult)	Priority (High/Med/Low)
Parks - Strategic Enhancements	Groveland/Luther/Clarke/Other Docks, Beach, Improvements. Should there be docks? How are parks being utilized? What can we do to make parks more accessible? What will happen to Luther Burbank when light rail is implemented? Will utilization go up significantly and how is the city planning for the future to address these changes?			
Project - MICA	What is the plan for MICA? What is City Council's role? How would/could MICA be integrated into the original Town Center Community Vision? Also, can the city look at developing a concurrent/alternative plan for Youth Theatre Northwest? It seems like there is a lot of support for YTN.			
Public Property	What is being done to ensure no more public property will be sold? Is there a plan to look at acquiring/protecting more land for public? Town Center land? Park Land?			
Town Center Revitalization	There are still opportunities to achieve community objectives. The work started prior to the TCLG taking over should be revisited. Need to find ways to support reasonable and appropriate growth and debvelopment. Evaluate what type of enhancemnants can be made to improve retail options in the downtown business core. (e.g. Parking). What are the specific issues? Proactively work with Chamber of Commerce on developing a retail strategy that supports community interests. What are barriers? What is the "Vibe" we want as a community? Weekly art walks? More friendly integration? Better connectivity between properties? Better retail options? The first Town Center visioning group had great ideas and seem to have been lost.			
Transportation	Intra-Island mobility - The Lyft/Uber discussions are a first step.			
Transportation	On/Off Island: How can the system(s) best serve residents. What multi-model options are available and realistic for citizens now and in the future. Understand Lift and Uber are being looked at but there are a lot of other variables that could be considered. Partnerships with other cities and/or large companies to implement shuttle services - this will become a bigger issue once the bus tunnel is shut down in 2019. Is there a need to create a Transportation committee with local experts?			
Transportation	Sound Transit Mitigation: When the agreement is approved and signed, need to have a clear process on going forward plan(s). How will council define the best use of resources to address challenges? When does money need to be spent? What are the stipulations? Can we look at public/private partnerships for parking and is there time to even do something creative or are there limitations on how/when the money is spent?	My personal preference is not to push parking out to the neighborhoods and would		
Transportation	HOV Access, I-90 SOV access from ICW: These issues should be a priority along with parking. Survey data has shown, as well as feedback from the Town Center Process, that parking and transportation are two of the highest priorities locally. Parking includes Town Center Parking and Commuter Parking. Have had multiple complaints from shoppers in TC that it is difficult to even get into their favorite shops and that people prefer to park above ground within TC. The most vital retail areas all have street level parking but due to the density, and the design of the streets, this likely isn't possible.			

Julie Underwood

From: Eric Radman <eric.summit@gmail.com>
Sent: Tuesday, December 26, 2017 4:26 PM
To: Council
Cc: Kari Sand; Julie Underwood; Steve Heitman; Eric Radman
Subject: Fireworks on Mercer Island

TO: Mercer Island City Council,
 Kari Sand, City Attorney
 Julie Underwood, City Manager
 Steve Heitman, Mercer Island Fire Chief

RE: Banning Fireworks
From: Eric Radman

Dear Mercer Island City Council,

I hope all of you had a good holiday season...

I've personally met with many of you to talk about MI's policy on the sale and discharge of fireworks.

With climate changing and so many destructive fires this past year, it's time to reconsider the city's policy on allowing the sale and discharge of fireworks.

At the very least, MI should ban sparklers (they burn from 1800-3000 F)

With a little outreach, I believe we can educate the MI community about the dangers of fireworks and bringing dangerous fireworks onto the Island.

Here's a short video I made explaining why Mercer Island should reconsider its position on allowing fireworks.

<https://www.youtube.com/watch?v=DKHg-mqB4VM&feature=youtu.be>

Thank you for your consideration on this important issue....

Sincerely,

Eric Radman
 9043 SE 50th Street
 Mercer Island
 206.275.0553

Other data here:

* Sparklers burn from 1800 – 3000 degrees F.

<https://en.wikipedia.org/wiki/Sparkler>

Year	Estimated Injuries	% Estimated Sparklers-Related Injuries on all Fireworks-Related Injuries	% Estimated Sparklers-Related Injuries for children under 6 years old
2011 ^[7]	1100	17 %	36 %
2012 ^[8]	600	12 %	30 %
2013 ^[9]	2300	31 %	79 %
2014 ^[10]	1400	19 %	61 %

The devices burn at a high temperature (as hot as 1000°C to 1600°C, or 1800°F to 3000°F), depending on the fuel and oxidizer used.

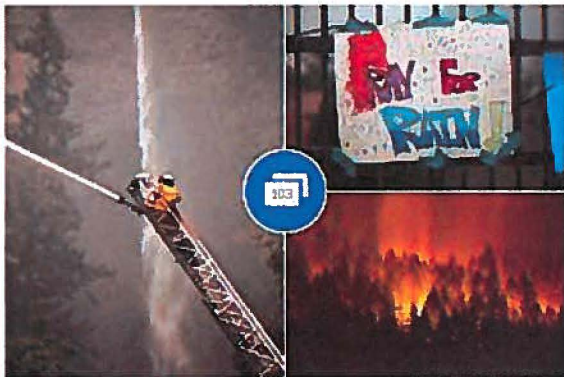
* The Eagle Creek fire this past summer was started by fireworks.

http://www.oregonlive.com/wildfires/index.ssf/2017/09/public_demands_consequences_fo.html

<https://www.npr.org/sections/thetwo-way/2017/09/06/548857077/teenage-boy-id-ed-in-oregon-wildfire-that-stranded-more-than-100-hikers>

Public demands consequences for 15-year-old Eagle Creek fire suspect

Updated on September 6, 2017 at 12:48 AM. Posted on September 7, 2017 at 6:20 PM.



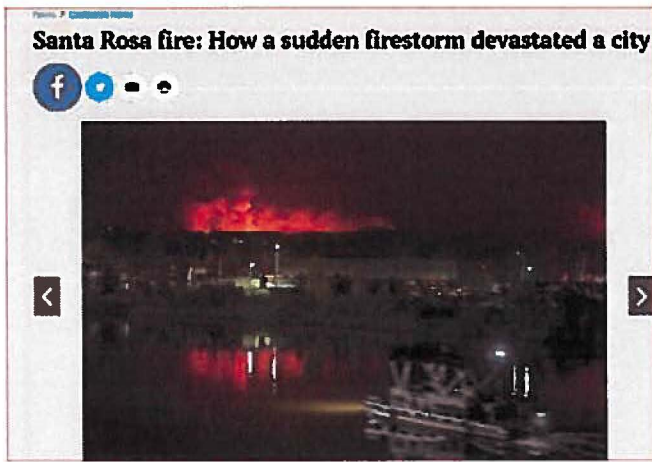
Gallery: Eagle Creek fire ravages Oregon's Columbia gorge

* King County cities that ban fireworks

<http://q13fox.com/2017/06/16/are-fireworks-legal-seattle-everett-tacoma-marysville-snohomish/>

* Santa Rosa Fire- How a sudden firestorm obliterated a city

<https://www.mercurynews.com/2017/10/09/santa-rosa-fire-how-a-sudden-firestorm-obliterated-a-city/>



* Wildfires in California keep shattering records

<http://www.cnn.com/2017/12/26/us/2017-california-wildfire-records-trnd/index.html>



TO: Mercer Island City Council and City Manager Julie Underwood (via email)
 FROM: Neighbors in Motion (NIM)
 DATE: January 21, 2018
 RE: NIM Recommendations for City Council Consideration at its Planning Retreat, 1/26-27/2018

INTRODUCTION

Neighbors in Motion (NIM) is an organization of Mercer Island residents whose goal is to make the Island safer and more user-friendly for bikes, pedestrians, and cars. Since 2010 we have worked with MI City Staff and the Council to improve transportation infrastructure and best practices in the use of our roads. The City Council recognized our efforts in 2012 with the attached Proclamation. Also attached is a one-page summary of programs we support that we prepared for the 2016 Leap for Green event.

We recently met with City Manager Julie Underwood to discuss current transportation issues and were advised of the upcoming City Council Planning Retreat to be held January 26-27, 2018. This memo contains our recommendations on transportation issues for the Council's consideration and incorporation into its Goals and Work Plan for this year.

In the event the subject of the City's recent settlement with Sound Transit arises at the retreat, we have also addressed how, where and why some of the \$ 10 M in funds now available to the City from that settlement can be used to fund the projects we recommend. According to Ms. Underwood's summary of the Sound Transit Agreement contained in her memo to the Council, AB 5370 (December 5, 2017), the funds are divided into the following categories and amounts which we have identified by the abbreviation *ST* #:

<i>ST 1</i>	First-Last Mile Solutions	\$ 226,900	see note below
<i>ST 2</i>	Traffic & Safety Enhancements	\$ 5,100,000	see note below
<i>ST 3</i>	Short-Term Parking	\$ 240,000	
<i>ST 4</i>	Permanent Parking	\$ 4,410,000	
<i>ST 5</i>	Aubrey Davis Park	\$ 50,000	

The amount of funds for *ST 1* could be increased if it is determined that the amount needed for *ST 2* is less than \$ 5.1M. Where funds have been provided from other sources, we have noted that as well.

We hope you find our memo helpful in your planning effort.

RECOMMENDATIONS

1. Enhance and improve access to the future Light Rail Station and current North end Park and Ride lot by means other than Single Occupancy Vehicles . *ST 1* can provide the funds for any of the following projects.

1.1 By Bus

1.1.1 Continue the Metro 630 shuttle bus.

1.1.2 Initiate a van/bus line running between the South and North ends of the Island with limited stops at high density areas.

1.1.3 Insure that all buses have bike racks.

1.1.4 Schedule buses and vans to run most frequently during am and pm rush hours.

1.2 By Bike

1.2.1 Construct more bike parking/storage spaces in or near the current Park and Ride lot and maximize bike parking/storage spaces in the new Light Rail Station, current Park and Ride lot and any new Park and Ride lot. Lack of bike storage suppresses commuting by bicycle and transit. Each bike used to reach the East Link train is one less car that has to be accommodated in a parking garage. *ST 2, ST 3 and ST 4* funds can be used for this purpose.

1.2.2 Consider a dock-less Bike Share program like the one now in use in Seattle and the pilot project to be started in Bellevue in May, 2018.

1.2.3 Investigate an e-Bike Share program.

1.2.4 Develop incentive programs that encourage residents to use transportation options, like bikes, other than single occupancy vehicles to reach the East Link station.

2. Continue and finish improvements to the proposed Island North/South Bike Route. The City has identified and is in the process of finishing the signing and marking of parts of a North/South bike route that extends from Lakeridge Elementary School to the Central Business District (CBD). Two major sections need to be addressed and funded: SE 40th Street and the “missing link” described below. We urge the City to continue with the improvements and finish the project by taking the following steps. Additional funds from *ST 1 and ST 2* can be used for this purpose.

2.1 Complete the signage and street markings currently under way that are part of this year’s 6-year plan.

2.2 Undertake, fully fund and complete the SE 40th Street Project as now funded by the Transportation Improvement Board in its \$500,000 grant to the City.

2.3 Pave the gravel trail running east/west along the southern border of the new Funny Farm horse facility.

2.4 Maintain and enhance the signage of bike lanes on 77th Ave. SE in the CBD.

2.5 Complete the “missing link” on Island Crest Way between SE 62nd Street (just south of the Funny Farm horse facility) and 90th Avenue SE (by the mailbox). City Engineering has indicated it intends to apply for TIB funding. The City should commit to fund any balance. Completion of this link would provide a seamless safe route along the middle of the Island all the way from the South to the North that could be used for both recreation and reaching the East Link light rail station.

2.6 Promote and publicize the route by, for example, preparing a map that shows the route and sponsoring an “all Island” walk and bike day similar to a Volksmarch.

2.7 Consider a public/City Council bike ride on the new route, perhaps in conjunction with the Leap for Green event this year (April 14, 2018).

3. Finish paving shoulders on East and West Mercer Ways. This project has been underway for years as part of the Transportation Improvement Plan passed each year by the Council and is close to being finished. The City should aggressively allocate funding so that the project can be finished as soon as possible. Since the Mercers are used by many bicyclists for commuting to both Seattle and Bellevue, additional funds to complete this work can be found in *ST 1 and ST 2*.

4. Improve the bike and pedestrian route/trail in Aubrey Davis Park. The City has committed to funding a Master Plan study to determine the legal relationships that govern this important connection between Seattle and the Eastside. *ST 5* provides some of the funds for this purpose. Additional funds can be found in *ST 1 and ST 2* since the bike and pedestrian path that goes through the Park (the I-90 Trail) is an integral part of this connection and is used by bicyclists for commuting to and from work. The City should improve the I-90 Trail by taking the following actions:

4.1 Finish the Master Plan to enhance standards and to ensure state and King County construction projects meet those higher standards.

4.2 Coordinate with King County regarding the installation of a new sewer line that will parallel and in some areas go beneath the I-90 Trail. The City should insure that the re-constructed path is improved by making it wider (possibly with separate lanes for pedestrians and bikes), with lighting, signs, and directions thus making it safer and more usable by more pedestrians and bicyclists.

4.3 Reconfigure the intersection of SE 26th Street and Island Crest Way and the area in front of the North End Park and Ride lot to separate pedestrians waiting for buses from bicyclists using the I-90 Trail that currently goes through this area. Plans are already available for such separation.

4.4 Include consideration of e-bikes in infrastructure planning and regulation. E-bikes are the fastest growing segment in bicycling, and this year state law will likely be revised to conform with standards adopted by other states.

5. Investigate the process to become recognized as a Bike Friendly Community by the League of American Cyclists. The state of Washington was recently recognized as the Number 1 Bike Friendly State in the nation by the League of American Cyclists. The League also recognizes cities and communities with the same designation. Mercer Island should strive to be so recognized.

6. Adopt a Complete Streets Policy and Ordinance. The state of Washington, Pierce County and 15 cities in Washington (including Seattle, Renton, Redmond, Kirkland and Issaquah) have adopted (as of 2012) the Complete Streets Program which assures that any improvements to streets will consider ALL modes of transportation. Mercer Island should not be the outlier but should join the ranks of these progressive communities by adopting this worthwhile program. As a guide, see the award-winning policy recently adopted by the City of Wenatchee.

CLOSING

NIM is committed to assisting the City in any way it can to implement these recommendations. Please let us know if you want further information or clarification or if you have any questions. Thank you for your consideration.

Neighbors in Motion:

Jim Stanton	jlstanton@gmail.com
Kirk Griffin	kirk.griffin@outlook.com
Jeff Koontz	Jeff_Koontz@msn.com
Mark Clausen	mclausen@clausenlawfirm.com
Bob Olson	robertleeolson@gmail.com

Mercer Island
Leap For Green.
April 2017

Neighbors In Motion

"Safe Transportation For People...And People On Bikes"

Who We Are:

We are avid cyclists and walkers who care about safe and healthful transportation on Mercer Island. For the past five years we have worked with City leaders and engineering staff on the following issues:

- Writing Best Road Safety Practices adopted by City Proclamation in April 2012.
- Prioritizing shoulder improvements on the Mercer Ways and the elimination of "button" reflectors on roadways.
- Collaborating with Cascade Bicycling Club to encourage bike and pedestrian improvements on Mercer island and the Eastside.



Use of The Roads: Bike and pedestrian traffic on and across Mercer Island will increase substantially due to population growth in the region, new investments in non-motorized infrastructure by neighboring cities and the I-90 light rail construction. As the gateway to both Seattle and the Eastside, Mercer Island is in the middle of this growth and will experience increased pressure on its public roadways and facilities.

Action: We need to invest now in facilities and programs that guarantee the efficient and safe means of travel for bicyclists and pedestrians on and across Mercer Island.

Programs We Support

- Improvements to the I-90 Trail (striping, lights, way-finding signs).
- Improvements to the Mercer Island Park & Ride (bike parking, storage and the safe routing of bikes through the Park & Ride so as to avoid pedestrian conflicts).
- A dedicated South-North biking and pedestrian route.
- Investments in bike paths and "sharrows" to provide safe transportation routes for children attending school, bicycle commuters and recreational riders.
- Education campaigns concerning safe practices for cars, bikes and pedestrians.



Interested in hearing more about bike and pedestrian issues on Mercer Island?

Contact us at:

info@neighborsinmotion.org

See the Resource Links on the reverse side of this flyer

Neighbors in Motion

Mercer Island

Resource Links:

- Neighbors in Motion:
 - info@neighborsinmotion.org
- NIM/CBC September 2015, Bicycle Survey Results:
 - www.surveymonkey.com/results/SM-WXTN5DS2/
- MI_Cycling Google Group (Mailing list). Join by emailing either:
 - Jeff Koontz: Jeff_Koontz@msn.com
 - Jim Stanton: jlstanton@gmail.com
- Mercer Island Links
 - Proclamation 164: www.mercergov.org/files/proc164signed.pdf
 - Best Road Practices: www.mercergov.org/Page.asp?NavID=2225
 - Town Center Visioning Report: www.mercergov.org/Page.asp?NavID=3084
 - Pedestrian and Bicycle Facilities Plan (2010):
www.mercergov.org/files/MI%20PBF%2007012010%20web.pdf
- King County Links
 - www.kingcounty.gov/environment/wtd/Construction/East/NMIEnatai.aspx
 - www.kingcounty.gov/transportation/kcdot/MetroTransit/InMotion/MercerIsland.aspx
- Cascade Bicycle Club
 - www.cascade.org

ATTACHMENT A

Mercer Island Best Road Safety Practices

This list is based on the first Road Safety Forum held on April 26, 2011 at the Mercer Island public library. Attendees included Mercer Island residents, two city council members, representatives from off island bicycle clubs, and the MI police department.

BEST PEDESTRIAN PRACTICES

I subscribe to the following safe practices when walking, jogging or running on Mercer Island. I will:

- Wear bright clothing, and lights or reflective clothing when visibility is limited by darkness, rain or fog
- Walk predictably and cross at crosswalks or intersections
- Keep pets from darting into streets or across trails
- Stop, look and listen when crossing streets, roads or trails
- Use less than half of a walking trail or shoulder
- Avoid talking on cell phones or listening to music when walking or running in busy areas

BEST CYCLING PRACTICES

I subscribe to the following safe practices when riding on Mercer Island. I will:

- Wear a helmet
- Ride predictably and use hand signals
- Stay alert for other users
- Never use headphones, earbuds or Bluetooth-type device while riding
- Stop at all red lights, stop signs and school buses with flashing red lights
- Ride no more than 2 abreast, and pull into a single line for motorists waiting to pass
- Move over on to paved shoulders when available and safe, if motorists are waiting to pass
- Ride in groups of no more than 6 cyclists
- Pull off if more than 5 motorists are waiting to pass
- Use flashing lights from dusk to dawn
- Wear brightly colored clothes
- Give 3' of space when passing pedestrians, and announce when passing a pedestrian from behind

BEST DRIVING PRACTICES

I subscribe to the following safe practices when driving on Mercer Island. I will:

- Stay alert for cyclists and pedestrians, and respect their right to use the road
- Stay off the cell phone when driving through school zones and in areas where there are lots of cyclists and pedestrians
- Give at least 3' of space when passing a cyclist or pedestrian and give room for other users to avoid obstacles
- Avoid turning right in front of a cyclist who is going straight
- Look for cyclists before opening the door if parked along a street or road
- Stop for all pedestrians and cyclists in a crosswalk or waiting to use one
- Look both ways for other users when entering an arterial from a side street or driveway
- Travel at 20 mph or slower in school areas during school hours, and allow for the inexperience of children

**CITY OF MERCER ISLAND
RESOLUTION NO. 1452**

**A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON
ESTABLISHING A POLICY FOR BEST ROAD SAFETY PRACTICES.**

WHEREAS, the City Council of the City of Mercer Island adopted the Mercer Island Pedestrian and Bicycle Facilities Plan Update in May, 2010; and

WHEREAS, the implementation of the Bicycle and Pedestrian Facilities Plan sparked discussion among Mercer Islanders regarding use of the City's rights of way and the competing needs of motorists, bicyclists and pedestrians; and

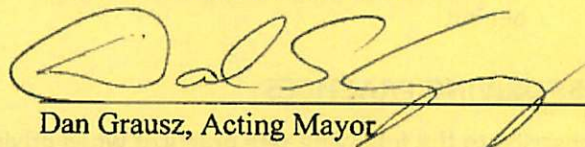
WHEREAS, a volunteer forum of local cyclists, motorists and city staff developed expectations of each right of way user and the "best practices" each could employ to make co-existence a peaceful, safe and productive set of relationships;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AS FOLLOWS:

Section 1: The policy for Mercer Island Best Road Safety Practices attached hereto as Attachment A and incorporated herein by this reference as if set forth in full is hereby adopted as official policy for the list of practices reflecting voluntary commitments by individuals and groups to partake in certain behaviors or "best practices" that will make the rights of way safer for all.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON,
AT ITS REGULAR MEETING ON THE 2nd DAY OF APRIL, 2012.

CITY OF MERCER ISLAND


Dan Grausz, Acting Mayor

ATTEST:


Allison Spietz, City Clerk

Julie Underwood

From: Jeff Koontz <Jeff_Koontz@msn.com>
Sent: Monday, January 8, 2018 5:48 PM
To: Julie Underwood
Cc: Jim Stanton (jlstanton@gmail.com); Jeff Koontz
Subject: NIMs: Bicycle Friendly Community program
Attachments: BFC_Application_Spring_2018_BFC_only.docx

Hello Julie,

We're writing to determine the City's interest in supporting the Bike Friendly Community ("BFC") program sponsored by the League of American Bicyclists. The program asks that Cities respond to a cycling questionnaire which is then evaluated by the League. If sufficient, the League awards a cycling status (Bronze, Silver, Gold, etc.) to the City which then may be promoted in its signage, brochures, programs, etc. Several cities in the Seattle area have gone through the certification process including Seattle, Redmond, Bellevue, Kenmore and Kirkland. Although there is much that can be done to further support cycling on the Island, we believe that the Island has a solid cycling story and it's possible we could qualify for one of the BFC designations. For example, Bellevue, Kenmore and Kirkland are all "Bronze" level cities and we have similar attributes that might move us into that category. Even if unsuccessful in achieving a Bronze designation, the application process itself is a primer as to what it would take to support community based cycling and would be a great organizing tool for future bicycling investments. Information about the program follows.

BFC Background. The League of American Cyclists has been in existence since the 1880s and is considered one of the premier bicycling advocacy and safety training organizations in the country. The League's BFC program awards certification status to cities/communities, businesses and colleges ranging from "Diamond" to "Platinum," "Gold," "Silver," "Bronze" and "Honorable Mention." Since the creation of the BFC program in 1995 there have been over 1500 community applications processed by the League. There are currently 430 recognized BFC's and over 100 Honorable Mention communities. There are no Diamond awards at this point and only a handful of Platinum's. Most fall within the Bronze category. Washington has 17 communities, 35 businesses and 1 university in the program. The State of Washington is identified as the number one State in the Bicycling Friendly program. Participating Washington Cities and their status follows:

- **Gold:** Seattle
- **Silver:** Port Townsend, Redmond, Bellingham, Ellensburg,
- **Bronze:** Spokane, Liberty Lake, Tacoma, Bellevue, Jamestown (S'Klallam Tribe), Anacortes, Wenatchee, Walla Walla, Kenmore, Kirkland, Sequim

Application Process. Cities can apply in the Spring or Fall with the next application deadline scheduled for Feb. 13, 2018. The fall deadline is August 9, 2018. The application itself is 41 pages long and quite detailed. There is currently no cost to apply as a city (business applicants pay a fee based on head count). The designation (Gold/Silver/Bronze) is good for 4 years after which the city must apply again. All applicants are given a score card that identifies their status, how they compare with other communities and steps that need to be taken to move to the next level. A link to the score card for Bellevue is below.

NIMs Recommendation. Reviewing the application, it's apparent that Mercer Island has work to do, but on the other hand, we do have solid infrastructure in the I-90 trail, the new (partial) north-south trail and expanded shoulders around the Mercers; additionally, there is school support for biking, a detailed Bike-Ped plan (2010), community advocacy (NIMs) and recent allocations of City and State money to fund biking improvements. While there is room for improvement, these are successes and we might have enough to achieve a Bronze or at least an Honorable Mention status. Whatever the status, it could serve as a baseline for future improvements and applications.

The timeline for the Spring application is tight, but if you were supportive and could allocate city personnel time (perhaps Ross and Casey), we would also support the project. Ultimately the application is made by the City, but we would assist. If not possible for the Spring, we could aim for the Fall deadline. We might also use the BFC application process as a way to educate City Council members about what other cities have done and the range of possibilities open to Mercer Island.

We think this is a good step and look forward to your thoughts.

Neighbors in Motion: Jim Stanton, Kirk Griffin, Mark Clausen, Robert Olson, Jeff Koontz

Attachments

Application attached.

The link to the League BFC site is: <http://bikeleague.org/bfa#community>

The report card for Bellevue's program

is: http://bikeleague.org/sites/default/files/bfareportcards/BFC_Spring_2015_ReportCard_Bellevue_WA.pdf

Bicycle Friendly Community

APPLICATION PREVIEW

Updated September 8, 2017

TO APPLY

Applications are only accepted online. To submit an application, visit apply.bikeleague.org

Access additional resources at bikeleague.org/community

Email questions regarding the BFC application or process to bfa@bikeleague.org

UPCOMING APPLICATION CYCLES

Spring 2018

Open: September 2017

Deadline: February 13, 2018

Awards announced: May 2018

Fall 2018

Open: February 2018

Deadline: August 9, 2018

Awards announced: November
2018

APPLICATION TIPS

- The application will refer to your type of jurisdiction as ‘community’ throughout the application, for a lack of a better term. So when the application asks about bicycle amenities, services and other resources in your community, **please only list what is provided within your jurisdiction’s boundaries**. However, if there is a significant bicycle amenity close by, you can tell us about it in the bonus point question at the end of each ‘E’ section.
- The application is designed **for communities of all sizes**. The conditions that make your community unique -- size, type, location, climate -- are important when determining how to best encourage and support bicycling, and will be taken into consideration when we review your application.
- **It is not necessary to be able to check every box on this application.** We’ve provided a comprehensive menu of all the ways a community can be bicycle-friendly, and some options are more valuable than others, but we don’t expect any community to do everything on the list.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- Unless a question specifically asks about plans for the future, **only check boxes for things that are already being done**. So if most improvements for bicyclists are still in the planning stage, you can either wait a year or two before you apply to increase your chances to receive an award, or you can apply now to benchmark and watch your community move up in award levels in the future (which can be a powerful way to show the impact of investments).
- If your community is doing something that isn't listed in the checkboxes, or that goes above and beyond any of the check box options, please tell us about it! **Use the bonus point questions at the end of each 'E' section and the 'Final Overview' section at the end of the application to give us more details**. This not only helps us to better understand your community, it also helps improve the program by identifying new trends and best practices.
- If you would like to share any documents such as a community bike map or a file with photos with the reviewers, **please include a link or upload the file** either under the relevant question (if possible) or in the designated space at the end of the Final Overview section. We recommend using a service such as TinyURL (tinyurl.com/) to shorten any long links.
- Don't be shy to **tell us about your community's weaknesses**. This gives us a more accurate snapshot of your community, and displays that you are critically evaluating the community's internal efforts, which is an important component of the final 'E', Evaluation & Planning.

To submit an application, visit apply.bikeleague.org.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

APPLICATION CONTENT

TO APPLY	1
UPCOMING APPLICATION CYCLES	1
APPLICATION TIPS	1
APPLICATION CONTENT	3
APPLICATION INTRO.....	5
CONTACT INFORMATION	5
Primary Application Contact	5
Additional Community Contacts	5
COMMUNITY PROFILE.....	6
ENGINEERING.....	7
Policies and Design Standards	7
End-of-Trip Facilities	9
Bicycle Access to Public Transportation.....	11
Off-Street Bicycle Facilities	12
On-Street Bicycle Facilities.....	14
Other Bicycle Accommodations.....	16
Bike Sharing.....	17
Other Bicycle-Related Amenities	19
Engineering Bonus Points	20
EDUCATION	20
Youth Bicycle Education.....	20
Adult Bicycle Education.....	23
Motorist Education	25
Bicycle Safety Education Resources.....	26
Education Bonus Points	26
ENCOURAGEMENT	26
	3

Visit <http://bikeleague.org/community> for more information, or contact bfa@bikeleague.org with questions.

Text in green has been updated in the Spring 2018 round.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted
online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

Encouragement Policies, Programs and Partnerships	26
Route-Finding Support	27
Bicycle Culture and Promotion	27
Access to Bicycle Equipment and Repair Services	30
Encouragement Bonus Points	31
ENFORCEMENT & SAFETY	31
Public Outreach	31
Bicycle-Related Training for Law Enforcement Personnel	32
Bicycle-Related Laws	32
Bicycle-Related Enforcement Practices and Programs	33
Bicycle Safety Policies and Programs	34
Crash and Fatality Reporting	34
Enforcement & Safety Bonus Points	34
EVALUATION & PLANNING	34
Staffing and Committees	34
Planning, Funding, and Implementation	36
Evaluating Ridership	38
Evaluating the Bicycle Network	40
Evaluation & Planning Bonus Points	40
FINAL OVERVIEW	41
SUPPLEMENTARY MATERIALS	42



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

APPLICATION INTRO

Name of Community:

Has the community applied to the Bicycle Friendly Community program before?

- ☐ Yes
- ☐ No

Community Website:

Community's Twitter URL:

Community's Facebook URL:

CONTACT INFORMATION

Primary Application Contact

Applicant First Name

Applicant Last Name

Title

Department

Employer

Street Address (No PO Box, please)

City

State (drop-down menu)

Zip

Phone

Email

Additional Community Contacts

Did you work with any advocacy organizations on this application?

- ☐ Yes*
- ☐ No

*If Yes, provide the following information for each contact:

First Name, Last Name, Organization, Title, and Email

Are there bicycle, active transportation, or transportation equity advocacy groups in your community not already identified?

- ☐ Yes*
- ☐ No

*If Yes, provide the following information for each contact:



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

Name of Primary Contact, Organization, and Email

COMMUNITY PROFILE

A1. Community Name: (Please omit “City of”, “Town of”, etc.)

A2. County/ Borough/Parish:

A3. State: (Drop Down Menu)

A4. Link to map of community boundaries: (e.g. [Google Maps](#))

A5. If your community spans multiple jurisdictions or does not align with the name of your community given in Question A1, please specify your census geography(ies) here. *We'll use this to collect commuter and demographic data to accompany your application.*

A6. Type of Jurisdiction

- ☐ Town/City/Municipality
- ☐ County/Borough/Parish
- ☐ Metropolitan Planning Organization/
Council of Governments
- ☐ Regional Planning Organization
- ☐ Rural Planning Organization
- ☐ Census Designated Place (not age-restricted)
- ☐ Census Designated Place (age-restricted)
- ☐ Indian Country
- ☐ Military Base

Please note: The application will refer to your type of jurisdiction as ‘community’ throughout the application, which should not include any bicycle amenities, services and other resources outside your boundaries.

A7. Size of community: *(in sq. mi. of land area)*

A8. Total Population:

A9. Population Density: *(Person per sq. mi. of land area)*

A10. Which of the following best describe your community?

Check all that apply.

- ☐ Urbanized area
- ☐ Urban core surrounded by low density suburban areas
- ☐ Low density suburban
- ☐ Small town
- ☐ Rural

A11. What is the street network density?

(centerline miles of road per sq. mi. of land area)



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Less than 5.0
- ☐ 5.1-10.0
- ☐ 10.1-15.0
- ☐ More than 15.0

A12. Mayor or top elected official

Note: For internal use only.

Name

Title

Street Address

City

State (Drop down menu)

Zip

Phone

Email

ENGINEERING

Policies and Design Standards

B1. Does your community currently have any of the following policies in place?

- ☐ Local Complete Streets ordinance adopted by local governing body*
- ☐ Local Complete Streets policy*
- ☐ Local bicycle routine accommodation policy*
- ☐ Local Complete Streets or bicycle routine accommodation resolution*
- ☐ None of the above

***B1a. What year was the ordinance, policy, or resolution adopted or passed?**

***B1b. Please provide a link to the ordinance, policy, or resolution.**

***B1c. Since the adoption of the ordinance, policy, or resolution, what percentage of the implemented road projects (where bicycle facilities were considered) have included bicycle facilities?**

- ☐ 0-10%
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ More than 75%
- ☐ Unknown

Please note: Dependent questions will only appear in the online application when their corresponding answer option above is checked.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

B2. Does your community have bicycle facility selection criteria that increases separation and protection of bicyclists based of levels of motor vehicle speed and volume?

- ☐ Yes*
- ☐ No

***B2a. Please describe.**

B3. Does your community currently have any of the following policies in place that promote shorter distances between homes and destinations?

Check all that apply.

- ☐ Mixed-use zoning or incentives
- ☐ Planned Unit Development zoning
- ☐ Transit Oriented Development ordinance or program
- ☐ Form-based/design-based codes
- ☐ Connectivity policy or standards
- ☐ None of the above

B4. Does your community currently have any of the following street design policies in place that promote a more comfortable cycling environment?

Check all that apply.

- ☐ Design manual that incorporates the AASHTO Guide for the Development of Bicycle Facilities, 4th Edition
- ☐ Design manual that incorporates the NACTO Urban Bikeway Design Guide
- ☐ Design manual that incorporates the NACTO Urban Street Design Guide
- ☐ Design manual that incorporates the FHWA's Small Town and Rural Multimodal Network Guide
- ☐ Streetscape design guidelines
- ☐ None of the above

B5. Does your community currently have any of the following additional policies in place?

Check all that apply.

- ☐ Policy to preserve abandoned rail corridors for multi-use trails
- ☐ Policy to utilize utility corridors for multi-use trails
- ☐ Accommodation of bicyclists through construction sites in the public right-of-way
- ☐ Maximum car parking standards
- ☐ No minimum car parking standards
- ☐ Paid public car parking
- ☐ Shared-parking allowances
- ☐ Congestion charges



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ None of the above

B6. How do engineers and planners learn how to accommodate bicyclists according to the most current [AASHTO](#) or [NACTO](#) standards?

Check all that apply.

- ☐ FHWA/National Highway Institute Training Course
- ☐ Portland State University Initiative for Bicycle and Pedestrian Innovation Training Course
- ☐ Staff participate in bicycle-specific conferences/trainings/educational tours
- ☐ Webinars
- ☐ Internal peer training
- ☐ Training by outside consultant/advocate
- ☐ Require project consultants to have bike/ped qualifications
- ☐ None of the above

End-of-Trip Facilities

B7. What policies or programs increase the amount of end-of-trip facilities for bicyclists?

Check all that apply.

- ☐ Bike parking ordinance for existing buildings specifying amount and location
- ☐ Bike parking ordinance for all new developments specifying amount and location
- ☐ Ordinance requiring showers and lockers in existing non-residential buildings
- ☐ Ordinance requiring showers and lockers in new non-residential buildings
- ☐ Building accessibility ordinance (Bicycles are allowed to be parked inside non-residential buildings)
- ☐ Public uncovered bike racks
- ☐ Public covered bike racks
- ☐ Bike valet parking available at community events
- ☐ Ordinance that allows on-street bike parking/bicycle corrals
- ☐ Ordinance that allows bike parking to substitute for car parking
- ☐ Requirement for new developments to meet LEED-Neighborhood Development silver standards or higher
- ☐ Developers are eligible for density bonuses for providing end-of-trip facilities
- ☐ Subsidy program for private bike parking installation
- ☐ Public or private program that provides grants for bike racks or free bike racks upon request
- ☐ None of the above



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

B8. What, if any, end-of-trip facilities are available to the general public in your community?

Check all that apply.

- ☐ Publicly accessible bicycle repair stations
- ☐ Publicly accessible air pumps
- ☐ Bicycle Station or Hub that provides lockers and/or showers for commuters
- ☐ None of the above

B9. Do your standards for bicycle parking:

Check all that apply.

- ☐ Conform with [APBP Guidelines](#)?
- ☐ Address the need for parking spaces for cargo bicycles?
- ☐ Address the need for facilities to recharge electric assist bicycles?
- ☐ No standards

B10. What percentage of public and private bike racks conform with [APBP Guidelines](#)?

- ☐ 10% or less
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ More than 75%
- ☐ Unknown

B11. Is there a program (e.g. publicly funded, public-private partnership, or development regulation) that provides or increases bike parking at any of the following locations? *Check all that apply.*

- ☐ Public & private schools (K-12)
- ☐ Day care, child care centers and preschools
- ☐ Higher Education Institutions
- ☐ Libraries
- ☐ Hospitals and medical centers
- ☐ Parks & recreation centers
- ☐ Other government-owned buildings and facilities
- ☐ Event venues (e.g. convention center, movie complex)
- ☐ Hotels & restaurants
- ☐ Office buildings
- ☐ Retail stores (excluding grocery stores)
- ☐ Grocery stores
- ☐ Multi-family housing (excluding subsidized or public housing, if any)



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Subsidized or public housing
- ☐ None of the above

Bicycle Access to Public Transportation

B12. Does your community have a rail transit or bus system?

- ☐ Yes*
- ☐ No

***B12a. Are bikes allowed *inside* transit vehicles?**

Check all that apply.

- ☐ Yes, at all times in buses
- ☐ Yes, at all times in rail vehicles
- ☐ Only outside of rush hour service in buses
- ☐ Only outside of rush hour service in rail vehicles
- ☐ Folding bikes are allowed in folded position in buses
- ☐ Folding bikes are allowed in folded position in rail vehicles
- ☐ There is specialized space (e.g. hooks or luggage space) for bikes in buses
- ☐ There is specialized space (e.g. hooks or luggage space) for bikes in rail vehicles
- ☐ None of the above

***B12b. What percentage of buses are equipped with bike racks?**

- ☐ None
- ☐ 10% or less
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

***B12c. What percentage of transit stops are equipped with secure and convenient bike parking, including bus stops?**

- ☐ None
- ☐ 10% or less
- ☐ 11-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%
- ☐ Unknown



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

***B12d. Has your community made specific bicycle infrastructure investments around major transit stops to improve accessibility?**

- ☐ Yes*
- ☐ No

***Please describe any bicycle infrastructure investments around major transit stops that have improved accessibility.**

***B12e. How are residents and visitors encouraged to combine cycling and public transportation?**

Check all that apply.

- ☐ Cyclists can practice mounting their bike on a bus bike rack at community events
- ☐ Brochure describing bike rack use/how to store bikes inside a transit vehicle
- ☐ Video describing bike rack use/how to store bikes inside a transit vehicle
- ☐ Information on bike racks/storage provided on transit schedules
- ☐ Stickers on the outside of buses with bike racks that say bicycles are welcome
- ☐ None of the above

Off-Street Bicycle Facilities

B13. Are there any off-street facilities within your community's boundaries that can be legally used by bicyclists?

- ☐ Yes*
- ☐ No

***B13a. How many miles of the following off-street accommodations that can be legally used by bicyclists are within your community's boundaries?**

Answer all that apply. (in miles)

Paved shared use paths (≥10 feet) (# only)

Paved shared use paths (≥ 8 and <10 feet) (# only)

Natural surface shared use paths (≥10 feet) (# only)

Natural surface shared use paths (≥ 8 and <10 feet) (# only)

Singletrack (# only)

***B13b. Which of the following features are provided for bicyclists and pedestrians at off-street path crossings of roads with posted speed limits above 25 mph?**

Check all that apply.

- ☐ Bike/pedestrian overpasses/underpasses
- ☐ Raised path crossings



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Refuge islands
- ☐ Path crossing with high visibility markings/signs/ HAWK signals/ Rapid Flashing Beacons
- ☐ Curb extensions
- ☐ Signalized crossings
- ☐ None of the above
- ☐ N/A – no crossings of roads with posted speed limits above 25 mph

***B13c. What measures have been taken to improve the safety and convenience of bicyclists on off-street paths?**

Check all that apply.

- ☐ “Cut-throughs” that improve network connectivity for bicyclists (e.g. connecting dead-ends or cul-de-sacs)
- ☐ Off-street way-finding signage with easily visible distance and/or riding time information for bicyclists while riding
- ☐ Parallel but separated paths for bicyclists and pedestrians
- ☐ Signage or markings to designate right-of-way on shared-use paths
- ☐ Education/awareness campaign about shared-use path etiquette
- ☐ None of the above

***B13d. What maintenance practices ensure the off-street bicycle facilities remain usable and safe?**

Sweeping

- ☐ Quarterly or more frequently
- ☐ Annually
- ☐ As needed
- ☐ Never

Vegetation maintenance

- ☐ Quarterly or more frequently
- ☐ Annually
- ☐ As needed
- ☐ Never

Snow and ice clearance

- ☐ N/A - No snow or ice
- ☐ Before roadways
- ☐ Same time as roadways
- ☐ After roadways
- ☐ Never

Surface repair

- ☐ Within 24 hours of complaint



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Within one week of complaint
- ☐ Within one month of complaint or longer
- ☐ Never

On-Street Bicycle Facilities

B14. What is the centerline mileage of your total road network (including federal, state, county and private roads)?

(# only)

B15. How many miles of road network fall within the following posted speed limits?

(in centerline miles)

≤ 25mph (# only)

>25mph and ≤35mph (# only)

>35mph (# only)

B16. Does your community have on-street bicycle facilities?

- ☐ Yes*
- ☐ No

***B16a. Are there any on-street bicycle facilities on roads with posted speeds of ≤ 25mph?**

- ☐ Yes**
- ☐ No

****B16a1. On streets with posted speeds of ≤ 25mph, how many miles of each of the following bicycle facilities are there that meet or exceed current AASHTO or NACTO standards?**

(Answer in centerline miles. Write "0" if facility is not present in community.)

Bike boulevards (# only)

Shared lane markings (not counted under Bicycle Boulevards) (# only)

Wide paved shoulders (ridable surface ≥4 feet, and minimum clear path of ≥4 feet between rumble strips) (# only)

Bike lanes (incl. standard, contra-flow, left-side) (ridable surface ≥4 feet) (# only)

Buffered bike lanes (# only)

Protected bike lanes (one-way or two-way) (# only)

Raised cycle tracks (one-way or two-way) (# only)



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

***B16b. Are there any on-street bicycle facilities on roads with posted speeds of >25mph and ≤35mph?**

- ☐ Yes**
- ☐ No

****B16b1. On streets with posted speeds of > 25mph and ≤ 35mph, how many miles of each of the following bicycle facilities are there that meet or exceed current [AASHTO](#) or [NACTO](#) standards?**

(Answer in centerline miles. Write "0" if facility is not present in community.)

Shared lane markings (# only)

Wide paved shoulders (ridable surface ≥4 feet, and minimum clear path of ≥4 feet between rumble strips) (# only)

Bike lanes (incl. standard, contra-flow, left-side) (ridable surface ≥4 feet) (# only)

Buffered bike lanes (# only)

Protected bike lanes (one-way or two-way) (# only)

Raised cycle tracks (one-way or two-way) (# only)

***B16c. Are there any on-street bicycle facilities on roads with posted speeds of >35mph?**

- ☐ Yes**
- ☐ No

****B16c1. On streets with posted speeds of > 35mph, how many miles of each of the following bicycle facilities are there that meet or exceed current [AASHTO](#) or [NACTO](#) standards?**

(Answer in centerline miles. Write "0" if facility is not present in community.)

Wide paved shoulders (ridable surface ≥4 feet, and minimum clear path of ≥4 feet between rumble strips) (# only)

Bike lanes (incl. standard, contra-flow, left-side) (ridable surface ≥4 feet) (# only)

Buffered bike lanes (# only)

Protected bike lanes (one-way or two-way) (# only)

Raised cycle tracks (one-way or two-way) (# only)

***B16d. What maintenance practices ensure that any on-street bicycle facilities (including shoulders) remain usable and safe?**

Sweeping

- ☐ Before other travel lanes
- ☐ Same time as other travel lanes
- ☐ After other travel lanes
- ☐ Never

Snow and ice clearance



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ N/A - No snow or ice
- ☐ Before other travel lanes
- ☐ Same time as other travel lanes
- ☐ After other travel lanes
- ☐ Never

Pothole maintenance/ surface repair

- ☐ Within 24 hours of complaint
- ☐ Within one week of complaint
- ☐ Within one month of complaint or longer
- ☐ Never

B17. Within the last five years, has your community ever removed a bicycle facility without an improved replacement?

- ☐ Yes*
- ☐ No

*If yes, please explain.

Other Bicycle Accommodations

B18. How has your community calmed traffic?

Check all that apply.

- ☐ Speed limits 20 mph or less on residential streets
- ☐ Used lower design speeds when designing for new roadways
- ☐ Physically altered the road layout or appearance
- ☐ Converted one-way streets to two-way traffic
- ☐ Road diets
- ☐ Lane diets
- ☐ Speed feedback signs/cameras
- ☐ Car-free/Car-restricted zones
- ☐ Shared Space/Home Zone/Living Street/Woonerf
- ☐ None of the above

B19. In what other ways has your community improved riding conditions and amenities for on-street bicyclists?

Check all that apply.

- ☐ Roundabouts that accommodate bicycles
- ☐ Colored bike lanes outside of conflict zones
- ☐ **Contra-flow bike lanes (e.g. a one-way bike lane installed heading the opposite direction of the adjacent one-way street)**



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Removal of on-street car parking
- ☐ Advisory bike lanes
- ☐ Bicycle left turn lanes
- ☐ Shared bicycle/bus lanes
- ☐ Reverse angle parking
- ☐ On-street way-finding signage with distance and/or time information
- ☐ Signed bike routes
- ☐ Bicycle-friendly storm sewer grates
- ☐ None of the above

B20. Are there any signalized intersections in your community?

- ☐ Yes*
- ☐ No

***B20a. Which of the following accommodations are available at signalized intersections to improve conditions for bicyclists?**

- ☐ Video or microwave detection for demand-activated signals
- ☐ Demand activated signals with loop detector (and marking)
- ☐ Push-buttons that are accessible from the road
- ☐ Timed signals
- ☐ Signals timed for bicycle speeds
- ☐ Bicycle Signal Heads
- ☐ Advanced Stop Line or Bike Box
- ☐ Protected intersection
- ☐ Colored bike lanes in conflict areas
- ☐ Intersection crossing markings for bicycles
- ☐ Refuge islands
- ☐ Right corner islands ("pork chops")
- ☐ None of the above

Bike Sharing

B21. Does your community currently have a community-wide bike sharing program that is open to the general public?

- ☐ Yes*
- ☐ No
- ☐ Launching in the next 12 months**

**If yes:*

***B21a. Please provide a link to your bike sharing program website.**

Please note: Exclude private bike sharing systems that are limited to employees of a certain business or students of a certain university.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

***B21b. What is the name of your city's bike share program?**

***B21c. Who is involved in implementation of this program? Implementation includes operation and financial support.**

- ☐ Government
- ☐ Non-profit organization

***B21d. What type of system is your bike sharing program?**

- ☐ Automated kiosk-style bike share system
- ☐ GPS-enabled bike share system
- ☐ Short-term bike rentals
- ☐ Long-term bike rentals
- ☐ Bike library (free rentals)
- ☐ Unregulated program (i.e. Yellow Bike)

***B21e. How many bikes are in the system?**

(# only)

***B21f. How many stations are in the system?**

***B21g. What is the average station density? (number of stations per square mile)**

***B21h. How many trips were made in the last calendar year?**

***B21i. Are there options for transporting children as passengers?**

- ☐ Yes
- ☐ No

***B21j. What specific efforts, if any, have been implemented to make the bike sharing program accessible to low-income populations your community?**

Check all that apply.

- ☐ Cash or non-credit card dependent payment system
- ☐ Subsidized bike share memberships
- ☐ Community outreach
- ☐ Walkable station spacing in low-income communities
- ☐ None of the above

***B21k. Does your bike share program make ridership publicly available online?**

- ☐ Yes
- ☐ No



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ N/A – no ridership data collected

****If launching in next 12 months:**

****B21l. Expected launch date:**

****B21m. Please provide a link to your bike sharing program website.**

****B21n. What is the name of your city's bike share program?**

****B21o. Who is involved in implementation of this program?**

Implementation includes operation and financial support.

- ☐ Government
☐ Non-profit organization

****B21p. What type of system will your bike sharing program be?**

- ☐ Automated kiosk-style bike share system
☐ GPS-enabled bike share system
☐ Short-term bike rentals
☐ Long-term bike rentals
☐ Bike library (free rentals)
☐ Unregulated program (i.e. Yellow Bike)

****B21q. How many bikes will be in the system?**

(# only)

****B21r. How many stations will be in the system?**

****B21s. Will there be options for transporting children as passengers?**

- ☐ Yes
☐ No

***B21t. What specific efforts, if any, are being planned to make the bike sharing program accessible to low-income populations your community?**

Check all that apply.

- ☐ Cash or non-credit card dependent payment system
☐ Subsidized bike share memberships
☐ Community outreach
☐ Walkable station spacing in low-income communities
☐ None of the above

Other Bicycle-Related Amenities



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

B22. Which of the following bicycling amenities are available within your community boundaries?

Check all that apply

- ☐ BMX track
- ☐ Velodrome
- ☐ Indoor cyclist training facility
- ☐ Cyclocross course
- ☐ Mountain bike park
- ☐ Pump tracks
- ☐ Bicycle-accessible skate park
- ☐ Snow/Fat tire bike trails
- ☐ Signed loop route(s) around the community
- ☐ None of the above

B23. Which of the following safety amenities are available in your community?

Check all that apply

- ☐ Emergency call boxes/phones along trails
- ☐ Street lighting on most arterials
- ☐ Street lighting on most non-arterials
- ☐ Lighting of most shared-use paths
- ☐ None of the above

Engineering Bonus Points

B24. Describe any *other* policies, amenities, infrastructure improvements or maintenance programs that your community provides or requires that create a comfortable and attractive bicycling environment for bicyclists of all ages and abilities. Use this space to expand on answers checked above, or to describe additional facilities or physical amenities provided that have not yet been covered.

EDUCATION

Youth Bicycle Education

C1. Do any public or private elementary schools offer regular bicycle education to students?

- ☐ Yes*
- ☐ No
- ☐ N/A - No elementary schools



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

***C1a. What percentage of your public and private elementary schools offer bicycle education?**

- ☐ 1-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

***C1b. What type of bicycle education is offered?**

- ☐ Mandatory on-bike education
- ☐ Optional on-bike education
- ☐ Bicycle safety presentation with no on-bike component

***C1c. Are bicycles provided to students by the school district, police, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- ☐ Yes, bicycles are provided to all students
- ☐ Yes, a limited number of bicycles are available for students in need
- ☐ No, bicycles are not provided

C2. Do any public or private middle schools offer regular bicycle education to students?

- ☐ Yes*
- ☐ No
- ☐ N/A - No middle schools

***C2a. What percentage of your public and private middle schools offer regular bicycle education?**

- ☐ 1-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

***C2b. What type of bicycle education is offered?**

- ☐ Mandatory on-bike education
- ☐ Optional on-bike education
- ☐ Bicycle safety presentation with no on-bike component



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

***C2c. Are bicycles provided to students by the school district, police, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- ☐ Yes, bicycles are provided to all students
- ☐ Yes, a limited number of bicycles are available for students in need
- ☐ No, bicycles are not provided

C3. Do any public or private high schools offer regular bicycle education to students?

- ☐ Yes*
- ☐ No
- ☐ N/A - No high schools

***C3a. What percentage of your public and private high schools offer regular bicycle education?**

- ☐ 1-25%
- ☐ 26-50%
- ☐ 51-75%
- ☐ 75-99%
- ☐ 100%

***C3b. What type of bicycle education is offered?**

- ☐ Mandatory on-bike education
- ☐ Optional on-bike education
- ☐ Bicycle safety presentation with no on-bike component

***C3c. Are bicycles provided to students by the school district, police, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- ☐ Yes, bicycles are provided to all students
- ☐ Yes, a limited number of bicycles are available for students in need
- ☐ No, bicycles are not provided

C4. Outside of schools, how are children and youth taught safe cycling skills?

Check all that apply.

- ☐ Learn to ride classes
- ☐ Bike clinics or rodeos
- ☐ ABCs of Family Biking, family bike show-and-tell, or similar program focused on families with toddlers and young children
- ☐ Youth bike clubs
- ☐ Scouts bicycle training



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Youth development road or cross racing teams
- ☐ Youth development mountain bike racing teams
- ☐ Helmet fit seminars
- ☐ Safety town area
- ☐ Trail riding classes
- ☐ Summer camps
- ☐ Bicycle-related after school programming
- ☐ Bicycle safety is taught as part of driver education curriculum
- ☐ None of the above

Adult Bicycle Education

C5. Are bicycle safety or riding skills-related classes or hands-on instruction offered to adults in your community?

- ☐ Yes*
- ☐ No

***C5a. What type of classes are available for adults? Check all that apply.**

- ☐ Classes that include on-bike instruction
- ☐ Classroom-based classes
- ☐ Information sessions/workshops

***C5b. What topics are covered in these classes? Check all that apply.**

- ☐ Introduction to bicycling/Learn to ride/Bike handling basics
- ☐ Safe riding skills/habits
- ☐ Bicycle maintenance
- ☐ Sharing the road, trail, or path with vehicles or pedestrians
- ☐ Bike commuting basics

***C5c. Who teaches these classes? Check all that apply.**

- ☐ League Cycling Instructor
- ☐ Local bike shop employee
- ☐ Local bicycle advocate
- ☐ Local law enforcement officer

***C5d. On average, how often are these classes offered?**

- ☐ Monthly or more frequently
- ☐ Quarterly
- ☐ Semi-annually
- ☐ Annually
- ☐ Less than annually



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ On demand

***C5e. Are bicycles provided to adults by the community, police, non-profit or other entity to allow every resident to participate in on-bike instruction?**

- ☐ Yes
☐ No

C6. Which of the following communications methods are used to share bicycle information with adults in your community?

Check all that apply.

- ☐ Community-wide public education campaign
- ☐ Community-wide Bicycle Ambassador program
- ☐ Educational group rides
- ☐ Videos on community website/TV channel/social media
- ☐ Bike-specific website or social media accounts for community
- ☐ Neighborhood listserves
- ☐ Community newsletter (print or digital)
- ☐ Community maps (print or digital)
- ☐ Handouts or brochures
- ☐ Welcome packet for new residents
- ☐ Permanent signage, displays, or information kiosks
- ☐ Table or booth at community events
- ☐ None of the above

C7. Which of the following information is shared using the methods checked above?

Check all that apply.

- ☐ Introduction to bicycling/Learn to ride/Bike handling basics
- ☐ Safe riding skills/habits
- ☐ Bicycle maintenance
- ☐ Sharing the road, trail, or path with vehicles or pedestrians
- ☐ Commuting tips and resources
- ☐ Traffic laws/ rules of the road
- ☐ Bicycle purchase and fitting guidance
- ☐ Equipment, gear, and accessories
- ☐ Theft prevention
- ☐ Riding in inclement weather
- ☐ Family biking
- ☐ None of the above



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

C8. Do any of the above educational classes, resources, or programs for adults specifically target any of the following traditionally-underrepresented groups?

Check all that apply.

- ☐ Women
- ☐ People of Color
- ☐ Seniors
- ☐ Non-English speakers
- ☐ Low-income populations
- ☐ University students
- ☐ LGBT+ community
- ☐ ADA community
- ☐ Homeless community
- ☐ None of the above

Motorist Education

C9. In what ways have motorists in your community been educated on sharing the road safely with bicyclists of all ages and abilities?

Check all that apply.

- ☐ Public service announcements
- ☐ Community-wide public education campaign
- ☐ Share the Road educational videos on community website/TV channel/social media
- ☐ Dedicated Share the Road website or social media sites
- ☐ Neighborhood listserves
- ☐ Community newsletter/magazine article/blog
- ☐ Community maps (print or digital)
- ☐ Information in new resident packet
- ☐ Information for students and parents from the school system
- ☐ Utility bill insert
- ☐ Flyer/handout
- ☐ Info sessions/lunch seminars
- ☐ Billboards
- ☐ Share the Road Signs
- ☐ Share the Road information in driver's education and testing
- ☐ None of the above

C10. Which of the following groups of professional drivers receive training that includes information on sharing the road with bicyclists?

Check all that apply.

- ☐ Local government staff

Visit <http://bikeleague.org/community> for more information, or contact bfa@bikeleague.org with questions.

Text in green has been updated in the Spring 2018 round.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Taxi drivers
- ☐ Transit operators
- ☐ School bus operators
- ☐ Delivery/Commercial drivers
- ☐ Emergency vehicle drivers
- ☐ None of the above

Bicycle Safety Education Resources

C11. How many [League Cycling Instructors](#) are active (have taught a class in the last year) in your community? (# only)

C12. Are any of the following educational materials published by the League of American Bicyclists provided to community residents and/or businesses?

- ☐ [Smart Cycling Quick Guide](#)
- ☐ Smart Cycling Student Manual
- ☐ [Smart Cycling Education videos](#)
- ☐ None of the above

Education Bonus Points

C13. Describe any other education efforts in your community that promote safe cycling. Use this space to expand on answers checked above, or to describe additional educational programs or services that have not yet been covered.

ENCOURAGEMENT

Encouragement Policies, Programs and Partnerships

D1. Which of the following community-wide bicycle encouragement programs or policies exist in your community?

Check all that apply.

- ☐ Trip reduction ordinance or incentive program
- ☐ Guaranteed Ride Home program
- ☐ Local business incentive program that rewards customers arriving by bicycle
- ☐ Local recognition program for businesses that are bicycle-friendly for their employees and/or customers
- ☐ Locally-designated Bicycle Friendly Business District
- ☐ None of the above



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

D1a. Please provide links for any programs checked above:

D2. What other groups actively promote bicycling in the community?

Check all that apply.

- ☐ Chamber of Commerce
- ☐ Downtown Business Association/Business District
- ☐ Tourism Board
- ☐ Other civic associations (e.g. Rotary, Lion's Club, etc.)
- ☐ None of the above

D3. Does your community actively promote the League of American Bicyclists' [Bicycle Friendly Business](#) (BFB) or [Bicycle Friendly University](#) (BFU) programs in your community?

- ☐ Yes
- ☐ No

Route-Finding Support

D4. What up-to-date mapping and route-finding information is available for your community?

Check all that apply.

- ☐ Web-based route finding service
- ☐ Smart phone app
- ☐ Printed/digital bicycle network map
- ☐ Printed/digital mountain bike trails map
- ☐ Printed/digital greenways and trails map
- ☐ Printed/digital Safe Routes to Schools map(s)
- ☐ None of the above

Bicycle Culture and Promotion

D5. How is National Bike Month/your own dedicated Bike Month promoted in your community?

Check all that apply.

Learn about National Bike Month and see the League's National Bike Month Guide for ideas to improve your community's Bike Month efforts.

- ☐ Official Proclamation
- ☐ Community-wide Bike to Work Day/Week
- ☐ Bike to School Day/Week
- ☐ Bike to Church Day or similar



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Community Rides
- ☐ Mayor-led/Council-led Ride
- ☐ Public Service Announcements
- ☐ Videos promoting bicycling on community website/TV channel
- ☐ Publish a guide or calendar of Bike Month Events
- ☐ Bike Month Website
- ☐ Commuter Challenge
- ☐ Challenges aimed at students biking to school
- ☐ Non-commuting related (i.e. errand-running) biking challenges and programs
- ☐ [National Bike Challenge](#) / [Global Bike Challenge](#)
- ☐ Bike Commuter energizer stations/breakfasts
- ☐ Car-free days
- ☐ CycloFemme Ride
- ☐ Kidical Mass Ride
- ☐ Open Streets/Ciclovia/Sunday Parkways
- ☐ Mentoring program for new riders
- ☐ Bike valet parking at events
- ☐ Bicycle-themed festival/parade/show
- ☐ Public education campaign relating to cycling (e.g. with a focus on public health or environmental benefits)
- ☐ Trail construction or maintenance day
- ☐ None of the above

D6. How is bicycling promoted in your community *outside* of Bike Month?

Check all that apply.

- ☐ Community and charity rides
- ☐ Mayor-led/Council-led rides
- ☐ Videos on bicycling on community website/TV channel
- ☐ Public Service Announcements
- ☐ Trail construction or maintenance day
- ☐ Kidical Mass Ride
- ☐ Open Streets/Ciclovia/Sunday Parkways
- ☐ Commuter Challenge
- ☐ Non-commuting related (i.e. errand-running) challenges and programs
- ☐ Challenges aimed at students biking to school
- ☐ [National Bike Challenge](#) / [Global Bike Challenge](#)
- ☐ Business program that provides discounts for customers arriving by bicycle
- ☐ Triathlons and bicycle races
- ☐ Bike commuter events



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Car-free days
- ☐ Publish a guide or calendar of community bicycle events
- ☐ Mentoring program for new riders
- ☐ Bike valet parking at events
- ☐ International Bike to School Day in October
- ☐ Winter Bike to Work/School Day(s)
- ☐ Bicycle-themed festivals/parades/shows
- ☐ Public education campaign related to cycling (e.g. with a focus on public health or environmental benefits)
- ☐ Community celebration/ride each time a bicycle project is completed
- ☐ None of the above

D7. Are any bicycle events specifically marketed to any of the following traditionally underrepresented groups?

Check all that apply.

- ☐ Women
- ☐ People of Color
- ☐ Seniors
- ☐ Families with toddlers and young children
- ☐ Non-English speakers
- ☐ Low-income populations (as defined by local regulations)
- ☐ LGBT+ community
- ☐ ADA community
- ☐ Homeless community
- ☐ None of the above
- ☐ N/A - No bicycle events

D8. How does the municipality sponsor or actively support bicycle events in the community?

Check all that apply.

- ☐ Organize event(s)
- ☐ Fund event(s)
- ☐ Contribute in-kind funding (i.e. police presence, closing roads, etc.)
- ☐ Assist in promoting event(s)
- ☐ None of the above
- ☐ N/A - No bicycle events

D9. Are any of the following cycling clubs/groups active in your community?

Check all that apply.

- ☐ Recreational bike clubs



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Mountain bike clubs
- ☐ Cyclocross clubs
- ☐ Friends of the Trail groups
- ☐ National Mountain Bike Patrol
- ☐ Racing clubs or teams
- ☐ Kidical Mass, Family Bike Party, or other family-oriented groups
- ☐ Senior ride groups
- ☐ Women-only ride groups
- ☐ LGBT+ ride groups
- ☐ People of Color ride groups
- ☐ Bike polo/La Crosse clubs
- ☐ Slow ride group
- ☐ None of the above

D10. Does your community have any of the following youth programs centered on encouraging bicycling for children and youth?

Check all that apply.

- ☐ Safe Routes to School program
- ☐ Trips for Kids chapter
- ☐ Earn a Bike program
- ☐ Create a Commuter program
- ☐ None of the above

Access to Bicycle Equipment and Repair Services

D11. What is the ratio of for-profit specialty bicycle retailers (shops dedicated primarily to selling bikes and bike-related equipment) to population within your community's boundaries?

- ☐ 1 shop for every 1 -15,000 residents
- ☐ 1 shop for every 15,001-30,000 residents
- ☐ 1 shop for every 30,001-50,000 residents
- ☐ 1 shop for more than 50,001 residents
- ☐ There are no specialty bicycle retailers located within the community's boundaries, but there is at least one shop close by.
- ☐ There are no specialty bicycle retailers located within or near the community's boundaries.

D12. Is there at least one bike co-op or non-profit community bike shop within the community's boundaries?

- ☐ Yes*
- ☐ No

Visit <http://bikeleague.org/community> for more information, or contact bfa@bikeleague.org with questions.

Text in green has been updated in the Spring 2018 round.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

***D12a. Do(es) the co-op/non-profit community bike shop(s) receive any of the following support from the local government?**

Check all that apply.

- ☐ Grants
- ☐ Free or subsidized property/space for a duration of at least 5 years
- ☐ Contracts for services, e.g. bicycle skills or maintenance education, event support, etc.
- ☐ Free bicycle safety accessories for distribution, e.g. helmets or lights
- ☐ Provision of abandoned or impounded bicycles for resale
- ☐ Free PSA or advertising space
- ☐ None of the above

Encouragement Bonus Points

D13. Describe any other events, programs or policies your community has to encourage bicycling. *Use this space to expand on answers checked above, or to describe additional encouragement efforts that have not yet been covered.*

ENFORCEMENT & SAFETY

Public Outreach

E1. How does your police department interact with the local cycling community?

Check all that apply.

- ☐ A police officer is an active member of or regularly attends meetings of the bicycle advisory committee
- ☐ Identified law-enforcement point person to interact with bicyclists
- ☐ Identified law-enforcement point person to Safe Routes to Schools program
- ☐ Police department assist with bicycle events/rides
- ☐ Police department hosts bicycle events/rides
- ☐ Officers provide bike safety education
- ☐ Officers distribute bike safety/theft deterrent information
- ☐ Police officers report potential hazards to traffic engineers and planners to identify sites in need of safety improvements for bicyclists
- ☐ None of the above

E2. What percentage of patrol officers are regularly on bikes?

- ☐ None



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ 1- 20%
- ☐ 21-50%
- ☐ More than 50%

E3. What other public or private bicycle safety programs are in place?

Check all that apply.

- ☐ Helmet giveaways
- ☐ Light giveaways
- ☐ Volunteer trail watch programs/patrols
- ☐ None of the above

Bicycle-Related Training for Law Enforcement Personnel

E4. What kind of bicycle-related training is offered to police officers?

Check all that apply.

- ☐ Basic academy training
- ☐ International Police Mountain Bike Association training
- ☐ Law Enforcement Bicycle Association training
- ☐ National Highway Traffic Safety Administration Law Enforcement Training
- ☐ Smart Cycling course
- ☐ Completion of League Cycling Instructor certification by one or more officers
- ☐ Presentation/Training by League Cycling Instructor or local bicycle advocate
- ☐ Institute for Police Training and Development bicycle training
- ☐ Training on racial profiling awareness in multimodal transportation enforcement
- ☐ Training on bicycle crash types, numbers and locations
- ☐ None of the above

Bicycle-Related Laws

E5. Are there any local ordinances or state laws that protect bicyclists in your community?

Check all that apply.

- ☐ Specific penalties for failing to yield to a cyclist when turning
- ☐ It is illegal to park or drive in a bike lane (intersections excepted)
- ☐ Penalties for motor vehicle users that 'door' bicyclists
- ☐ Ban on cell phone use while driving
- ☐ Ban on texting while driving
- ☐ Vulnerable road user law
- ☐ Safe passing distance law
- ☐ It is illegal to harass a cyclist

Tip: You can learn about your state's laws that protect bicyclists at bikeleague.org/StateBikeLaws.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Photo enforcement for red lights and/or speed
- ☐ None of the above

E6. Do any local ordinances in your community place restrictions on bicyclists?

Check all that apply.

- ☐ Local law requires bicyclists to use side paths regardless of their usability
- ☐ Local law requires bicyclists to use bike lanes when provided
- ☐ Local law requires that bicyclists are required to ride as far to the right of the road as practicable without exceptions
- ☐ Local law restricts usage of electric-assist bicycles
- ☐ Mandatory bike registration
- ☐ Mandatory helmet use for all ages
- ☐ Restrictions on sidewalk riding outside of the Central Business District
- ☐ Restrictions on sidewalk riding inside the Central Business District
- ☐ Dismount zones/regulations on shared-use paths
- ☐ Local or school policies restrict youths from riding to school
- ☐ Bicycles are banned from one or more road that is open to vehicles
- ☐ None of the above

Bicycle-Related Enforcement Practices and Programs

E7. Which of the following bicycle-related enforcement practices exist in the community?

Check all that apply.

- ☐ Data-driven enforcement of traffic violations most likely to lead to crashes, injuries, and fatalities
- ☐ Positive enforcement ticketing
- ☐ Ticket diversion program for bicyclists
- ☐ Ticket diversion program for motorists with educational content specifically related to interacting and sharing the road with bicyclists
- ☐ None of the above

E8. How does your community use traffic citation data?

Check all that apply.

- ☐ Raw data is published and made available to the public on a regular basis
- ☐ Analysis and reports are published and made available to the public on a regular basis
- ☐ Data is only available to the public by FOIA request
- ☐ Analysis and reports are developed but not shared/ are only used internally
- ☐ Data/reports are shared with transportation agencies to improve infrastructure
- ☐ Data is not collected



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Unknown

Bicycle Safety Policies and Programs

E9. Is there a specific plan, policy or program to further increase bicycle safety in your community?

- ☐ Vision Zero policy/Policy to eliminate traffic fatalities within a specific time frame not to exceed 20 years*
- ☐ Towards Zero Deaths program or similar data-driven, interdisciplinary approach that targets areas for improvement and employs proven countermeasures, integrating application of education, enforcement, engineering, and emergency medical and trauma services*
- ☐ Traffic safety plan*
- ☐ None of the above

***E9a. Please provide a link or upload the policy/program/plan document.**

Crash and Fatality Reporting

E10. Do police officers report bicyclist crash data?

- ☐ Yes*
- ☐ No

***E10a. On average over the past five calendar years, how many bicyclists have been in a crash involving a motor vehicle annually?**

(# only)

E11. On average over the past five calendar years, how many bicyclists have died due to a crash involving a motor vehicle annually?

(# only)

Enforcement & Safety Bonus Points

E12. Describe any other enforcement or safety programs/policies relating to bicycling. *Use this space to expand on answers checked above, or to describe additional enforcement or safety programs or policies that have not yet been covered.*

EVALUATION & PLANNING

Staffing and Committees



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

F1. Is there a bike program manager or primary point of contact for bicycling issues at your local government?

- ☐ There is a full-time, paid bike program manager whose primary role is helping the community become bicycle-friendly and encouraging ridership.*
- ☐ Promoting bicycling is a part of someone's official job description but they have other responsibilities as well.*
- ☐ Helping the community become bicycle-friendly and encouraging ridership is a responsibility shared among multiple staff.
- ☐ Promoting bicycling is not a part of anyone's official job description, but at least one staff member has permission to help the community become bicycle-friendly during working hours.
- ☐ A citizen volunteer is appointed by the government to help the community become bicycle-friendly.*
- ☐ Currently, no one is focused on encouraging ridership or helping the community become more bicycle-friendly.

***F1a. Provide contact information if different from applicant.**

F2. Is there a Safe Routes to School Coordinator?

- ☐ There is a full-time, paid Safe Routes to School Coordinator.*
- ☐ Promoting Safe Routes to School educational programs and infrastructure improvements is a part of someone's official job description but they have other responsibilities as well.*
- ☐ Promoting Safe Routes to School educational programs and infrastructure improvements is a responsibility shared among multiple staff.
- ☐ Promoting Safe Routes to School educational programs and infrastructure improvements is not a part of anyone's official job description, but at least one staff member has permission to help the business become bicycle-friendly during working hours.
- ☐ A citizen volunteer is appointed by the government to promote Safe Routes to School educational programs and infrastructure improvements.*
- ☐ Currently, no one is focused on Safe Routes to School educational programs and infrastructure improvements.

***F2a. Provide contact information if different from applicant.**

F3. How many government employees (including the Bicycle Program Manager and the Safe Routes to Schools Coordinator), expressed in full-time equivalents (FTE), work on bicycle issues in your community? NOTE: A person that spends 1/10 of their time on bicycle issues would be counted as 0.1 FTE. (# only)



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

F4. Does your local government provide any of the following professional development opportunities for employees who have bicycle-related responsibilities?

Check all that apply.

- ☐ [League Cycling Instructor](#) (LCI) certification
- ☐ Association of Pedestrian and Bicycle Professionals (APBP) membership
- ☐ Other professional memberships/accreditations related to bicycles
- ☐ Attend bicycle-related webinars/trainings
- ☐ Attend bicycle-related conferences
- ☐ Present at bicycle-related webinars, trainings, or conferences
- ☐ None of the above

F5. Does your community have an officially-recognized Bicycle Advisory Committee?

- ☐ Yes*
- ☐ No

***F5a. How often does the committee meet?**

- ☐ Monthly or more frequently
- ☐ Every two months
- ☐ Quarterly
- ☐ Annually
- ☐ Irregularly

***F5b. Provide contact information for the Bicycle Advisory Committee Chair.**

F6. Does your local government have an internal equity, diversity, and inclusion (EDI) initiative, committee, or position?

- ☐ Yes*
- ☐ No

***F6a. Provide the name and email address of the primary contact.**

***F6b. Please describe how, if at all, the EDI initiative, committee, or position supports equitable bike planning or outreach in the community.**

Planning, Funding, and Implementation

F7. Does your community have a comprehensive bicycle master plan or similar section in another document?



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Yes*
- ☐ No
- ☐ Plan is currently under development**

If yes:

***F7a. What year was the plan adopted?**

***F7b. Provide a link to the plan.**

***F7c. Is there a dedicated budget for implementation of the plan?**

- ☐ Yes***
- ☐ No

*****F7c1. What is the designated annual budget?** (If budget is not consistent annually, provide the annual average from the last 10 years or length of plan.) (# only)

*****F7c2. List or describe funding source(s).**

***F7d. Does your plan include a goal to increase bicycle facilities?**

- ☐ Yes*
- ☐ No

***F7d1. Please list or describe these goals.**

***F7e. How have community planning staff reached out to minority, non-English speaking, and/or low-income communities to ensure that they are included in the decision-making process?**

If Plan is currently under development:

****F7f. Is there a planned budget for implementation of the plan?**

- ☐ Yes***
- ☐ No

*****F7f1. What is the planned annual budget? (# only)**

****F7g. How are community planning staff reaching out to minority, non-English speaking, and/or low-income communities to ensure that they are included in the decision-making process?**

F8. What other local agencies have a bicycle master plan or similar section in another transportation demand management document?

Check all that apply.



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

- ☐ Transit agency
- ☐ School district
- ☐ Higher education institution(s)
- ☐ Hospital or medical center(s)
- ☐ Parks & Recreation
- ☐ Metropolitan Planning Organization
- ☐ Regional Planning Commission
- ☐ County/Borough/Parish
- ☐ None of the above

F9. Is community-wide bicycle planning integrated with planning for any of the following:

Check all that apply.

- ☐ Transit stops
- ☐ Public & private schools (K-12)
- ☐ Higher education institutions
- ☐ Hospitals and medical centers
- ☐ Parks & recreation centers
- ☐ Subsidized or public housing
- ☐ None of the above

F10. What percentage of the community's total annual transportation budget – on average over the last five fiscal years – was invested in bicycle projects?

(drop-down menu: "unknown" and 0-100% options)

F11. Is bicycle-related funding specifically allocated to underrepresented areas of your community? (e.g. low-income neighborhoods, etc.)

- ☐ Yes*
- ☐ No

***F11a. Please describe.**

F12. How many lane miles of planned bicycle facilities does your community expect to have installed in the next four years? (# only) Write "0" if there are no specific goals or plans for additional bicycle facilities to be installed in the next four years.

F13. How many lane miles of bicycle facilities has your community installed in the last two years? (# only) Write "0" if no new bicycle facilities have been installed in the last two years.

Evaluating Ridership

F14. How does your community collect information on bicycle usage?



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

Check all that apply.

- ☐ Automated /electronic bicycle counters
- ☐ Regular statistically-valid community bicycle surveys
- ☐ Travel diaries
- ☐ Household travel surveys that include bicycle trips
- ☐ App-based or other opt-in electronic data collection (e.g. Strava, Zap, etc.)
- ☐ Regular manual counts of bicyclists on trails
- ☐ Regular manual counts of bicyclists on the road
- ☐ Regular counts of parked bicycles at transit stations (if applicable)
- ☐ Regular counts of parked bicycles at schools
- ☐ Regular counts of parked bicycles at other destinations (downtown business district, etc.)
- ☐ Manual counts that include demographic data collection (e.g. gender, race, age, etc.)
- ☐ Manual counts that specifically target traditionally underrepresented neighborhoods
- ☐ Cordon counts that include bicyclists
- ☐ Any other type of count that includes bicyclists
- ☐ None of the above

If the community has collected ridership data locally for any of the following categories, please provide up to one PDF or excel file for each category where ridership data is available: *(file uploads only available through online application – additional files may be uploaded at the end of the application.)*

F14a. Utilitarian ridership data collected locally (e.g. bicycle rides for commuting, running errands, transportation, etc.)

F14b. Recreational ridership data collected locally (e.g. rides solely for exercise or fun.)

F14c. Demographic ridership data collected locally (e.g. rider age, race, gender, etc.)

F14d. School ridership data collected locally (e.g. rides by or with K-12 or younger children – either riding on their own or being carried in a child seat, trailer, etc.)

F14e. Other ridership data (e.g. any other bicycle ridership data collected locally that doesn't fall under the above categories.)

F15. Does your community establish target goals for bicycle use? (e.g. a certain level of bicycle mode share)

- ☐ Yes*
- ☐ No

***F15a. Please list or describe these goals.**



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

Evaluating the Bicycle Network

F16. Does your community routinely conduct pre/post bicycle mode share evaluations of bicycle-related road projects?

- ☐ Yes
- ☐ No

F17. Which of the following mechanisms are in place for bicyclists to identify problem areas or hazards to traffic engineers, planners, and police?

Check all that apply.

- ☐ Online reporting system (e.g. SeeClickFix)
- ☐ Mobile app
- ☐ Hotline
- ☐ Regular meeting
- ☐ Contact directly via call/voicemail/fax/email/text/social media
- ☐ None of the above

F18. How has your community conducted a network analysis to evaluate current conditions for bicyclists and identify significant infrastructure barriers to bicycling?

Check all that apply.

- ☐ GIS-based network analysis
- ☐ Level of Traffic Stress analysis
- ☐ Bicycle Level of Service for roads
- ☐ Bicycle Level of Service for intersections
- ☐ Multi-modal Level of Service
- ☐ None of the above

Evaluation & Planning Bonus Points

F19. Besides the Bicycle Friendly Community program, what other national programs does your community participate in to improve for bicycling?

Check all that apply.

- ☐ U.S. DOT Mayor's Challenge for Safer People and Safer Streets
- ☐ National League of Cities/*Let's Move!* Cities, Towns and Counties
- ☐ LEED® for Neighborhood Development
- ☐ NACTO Cities for Cycling
- ☐ None of the above



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

F20. Describe any other efforts by your community to evaluate and/or plan for bicycle ridership and/or networks. Use this space to expand on answers checked above, or to describe any additional evaluation & planning efforts that have not yet been covered.

FINAL OVERVIEW

G1. What are the *top three* reasons your community has made bicycling a priority?

Click up to three.

- ☐ Improved quality of life
- ☐ Improving public health
- ☐ Community connectivity
- ☐ Provide affordable transportation options
- ☐ Reduce car-parking demands
- ☐ Climate change/environmental stewardship concerns
- ☐ Decrease traffic congestion
- ☐ Increase tourism
- ☐ Increase property values
- ☐ Cooperation with adjacent communities
- ☐ Public demand
- ☐ Economic development
- ☐ Support Smart Growth or other growth management goals
- ☐ Traffic and bicycle/pedestrian safety
- ☐ Meet local or state requirements
- ☐ None of the above

G2. Briefly describe the most positive outcome of your community's support for bicycling.

G3. Describe any improvements that have occurred for cycling in your community since your last application. (Write N/A if this is your first time applying.)

G4. What could be done differently in order to make bicycling safer, more enjoyable and/or more convenient in your community?

G5. What specific bicycle-related improvements are planned in the next 12 months that directly affect your community?

G6. We often get requests for example BFC applications from aspiring communities. Are you willing to share your application?

- ☐ Yes
- ☐ No



BICYCLE FRIENDLY COMMUNITY

Spring 2018 APPLICATION

For review only. Only applications submitted online will be considered for designation.

Apply online at <http://apply.bikeleague.org>.

G7. How did you hear about the Bicycle Friendly Community program?

SUPPLEMENTARY MATERIALS

Optional: If you would like to share any supplemental material to support your application, please provide links or upload files.

By submitting photos here, you are granting the League of American Bicyclists the right to use your images to promote bicycling.

Please note this document is a preview only. Applications must be submitted through the online form, available at apply.bikeleague.org.

January 18, 2018

Dear Mayor Bertlin, Deputy Mayor Nice, and City Council Members Bassett, Wong, Weiker, Wisenteiner and Acker,

Thank you for your service to our community, we are grateful to have such a diverse representation of our community leading us in these changing times. As you head into your annual goal-setting/planning meeting, we ask that you actively prioritize equity and inclusivity as you formulate your vision for our city.

Mercer Island is a vibrant and diverse island, and is rapidly becoming more so. Nearly 20% of our residents are foreign-born, and nearly a third are over 65. Comparing data between 2010 and 2016 demonstrates how rapidly our demographics are changing:

	2010	2016
White alone	82.8%	72.1%
Asian alone	11.8%	19.4%
Latino	1.9%	2.4%
Black alone	1.1%	1.8%
American Indian alone	0.2%	N/A
Other race alone	0.2%	.04%
Two or more races	1.9%	3.6%
Native Hawaiian and Other Pacific Islander alone	0.07%	.2%

These changes reflect the increasing diversification of suburbs across America. In some cities, this has led to increased segregation and polarization; in others, it has created vibrant communities of cultural exchange, engagement and opportunity. Intentional planning by city leadership can be a decisive force in how demographic changes affect a city.

It has been a tumultuous year in our community, with bomb threats at our schools and our Jewish Community Center, incidents of racial slurs and racial confrontations among children and adults, and an acrimonious election season with hurt feelings and strong words impacting the entire community. Over the last five years, our school district and city has reacted to lawsuits and incidents by forming committees or having isolated gatherings in an attempt to react and manage discord in the aftermath of negative incidents. This shows that we are long past due in taking proactive steps to foster unity and cultivate inclusive civic engagement at all levels. In order for our city to move productively forward in any aspect of our growth, we need to come together as a community in which every voice

is valued and respected, and every islander is insured the opportunity to pursue their lives free from social isolation, harassment and stigma.

We, the undersigned, see our cultural and generational diversity as one of our greatest strengths, to be nurtured and embraced. We urge the city to undertake a study in how best to engage our schools, community groups, faith-based organizations and government in a comprehensive plan to grow diversity, inclusivity and equity on Mercer Island. Given our small size, active community organizations, and overlapping school district and city boundaries, we are uniquely situated to become a city that others point to as a benchmark for the new cosmopolitan suburb, where people from all age groups and cultural backgrounds work together to create a welcoming and thriving community.

Sincerely,

1. Robin Li
2. Gillian Peckham
3. Jennifer Flood
4. Tracy Sigmon
5. Craig W. Reynolds
6. Leslie Dammeier
7. Carrie Bowman
8. Kevin Hockley
9. Jessica Wedvik
10. Leah Gale
11. Aidee Barrera
12. Lisa Wood
13. Norma Bergquist
14. Rebecca Okelo
15. Tumaini R. Coker
16. Alice Finch
17. Patrick Allcorn
18. Jody Lee
19. Mala Raman
20. Melissa Neher
21. Lesley Poole
22. Maggie Tai Tucker
23. Jennifer Merritt
24. Joy E. Langley
25. Tracy Drinkwater
26. Deborah Lurie
27. Rachel Schwartz
28. Robin Klevansky
29. Elizabeth Loiselle
30. Victoria Huang

31. Lisa Li
32. Alexis O'Dell
33. Jen Giannini Upton
34. Tanya Aggar
35. Beth Drummond
36. Cara Phillips
37. Kate Gordon
38. Daniel DiPasquo
39. John Mertel
40. Lisa Kodama
41. Jeanette Svensk Li
42. Margaret Li
43. Wei-i Li
44. Pam Hinnen
45. Sarah Mangold
46. Danielle Damasius
47. Mina Velamoor
48. Maria Schönander
49. Michael Martinez
50. Jolene Cooke
51. Sandra Selby
52. Kathryn Lerner
53. Gregg Selby
54. Tahmina Watson
55. Xixi Shakes
56. Tracy Samuels
57. Julie Newcomer
58. Christopher Kodama



MEMORANDUM

City Manager's Office

TO: City Council
FROM: Ross Freeman, Sustainability Manager
DATE: January 18, 2018
RE: Renewed Citizen Energy Around City Sustainability Program

Early in 2017, the City began hearing from community members eager to assist with local sustainability matters and interested in rekindling previous successful efforts at collaborative citizen action. A number of individuals had become concerned that the pace of the City's response was not commensurate with the urgency of the issues at hand, and several wanted to know how to accelerate City action.

Since 2013, the City's 0.4FTE Sustainability Manager has worked to implement local environmental initiatives, carbon footprint programs, as well as large-scale climate policy objectives at the regional and state level. In order to make the best use of scarce resources and amplify the City's influence, much of this work has been accomplished through participation in the King County-Cities Climate Collaboration (K4C) --of which Mercer Island is a founding member--or via other inter-jurisdictional partnerships.

Over the past 18 months, some of the more visible day-to-day environmental accomplishments that were common in prior years had dwindled due to the scarcity of staff resources devoted to these issues: just one 0.4FTE.

Acknowledging these concerns, and aware that significant capacity in the community was going untapped, staff resolved to plan a sustainability summit last September to provide an update to interested residents on the status of the City's planning and accomplishments, and explore future actions necessary to meet greenhouse gas goals and other sustainability targets.

The "Gathering of the Greens" drew about 40 attendees, including four Councilmembers, and the discussion among attendees underscored the need to reprioritize sustainability at the highest levels of the City. To achieve this, several near-term actions were identified:

- a) The City's Sustainability Manager would assist community-members in self-organizing under the "Sustainable-Mercer Island" banner, and facilitate ongoing collaboration in drafting a Sustainability Action Plan in 2018.
- b) A core group of attendees would draft a letter to Council (see attached), asking Council to reprioritize sustainability by elevating it to a goal on the 2018-2019 Council Workplan. Volunteers would then circulate this letter for endorsement by interested community groups and individuals.

- c) Based on research of current best practices, participants determined that using the STAR Communities framework to draft the City's sustainability plan would be the most efficient path forward and help identify programmatic gaps – as reflected in the community's letter. The STAR framework was designed by cities for cities, in order to promote the most comprehensive sustainability planning process possible. There is tremendous potential to learn from approximately 100 other cities (large and small) across the nation who are already using the STAR framework and language. While Mercer Island could in the future choose to apply for certification through the STAR Community Rating System, there is no financial cost if we choose only to use it as a guide for City planning and a shared strategy with our community. In addition, King County is an avid STAR practitioner and could provide both data and coaching as we move forward. See attached 2-pager overview of the STAR system, and www.starcommunities.org
- d) The citizen letter also suggests that the key components contained within the STAR framework may serve as a very useful filter in other cyclical City planning processes to help ensure that issues such as equity, diversity, civic engagement, affordability, etc., receive due consideration when relevant. This filter would hold equal weight and significance as the other filters (e.g. financial impacts, staff capacity) that are applied to prospective City projects and programs.
- e) Various sub-groups of volunteers interested in key topic areas (e.g. clean energy, recycling efficiency, waste reduction, transit, education, etc.) are already developing brief research papers on initiatives that could help the City attain its sustainability goals, and that should be considered for inclusion in the City's sustainability plan.

Since September, there have been three more full meetings of the entire Sustainable-MI group to pursue and refine the above goals, various meetings by sub-committees, the creation of a group list serve for communications, a website (www.sustainable-mi.org), and the drafting of numerous preliminary research documents hosted online. In December 2017, an entire evening was devoted to a presentation by two King County experts on the use of the STAR Communities framework for sustainability planning; these staff helped King County become a STAR-Certified Community. [View King County's report: <https://reporting.starcommunities.org/communities/2-washington-king-county>]

In early 2018, the Sustainable-MI group intends to re-convene and use the STAR Communities framework to launch the research and drafting of a community-driven City sustainability plan, as well as identify timely initiatives that could be implemented before year's end.

To learn more about the broad range of general City programs with a sustainability component, visit: www.mercergov.org/sustainability

To learn specifically about the City's sustainability and climate program, and actions the City has taken over the past 10 years, visit: www.mercergov.org/Sustainability-Action

#

Rationale for Sustainability as a Framework for All Planning in the City of Mercer Island

A letter from the Community to the Mercer Island City Council

WHAT WE ARE ASKING

We ask that the City Council, in addition to choosing sustainability as one of its five or six priority goals at the annual planning meeting in late January, identify it as ***a fundamental organizing framework for all comprehensive city planning processes.***

We ask that our city take the first step towards adopting this framework by formally adopting the [STAR Community Rating System](#) as a ***ready-made tool for setting sustainability goals, measuring progress, and reporting to our citizens.***

We also hope that our city will soon join the more than 150 cities, large and small, who are leading on sustainability by committing to [renewable energy](#). [View a map](#) of US cities already powered by 100% renewable energy with others committed to get there.

We have prepared this letter and associated packet of community-driven project ideas ***endorsed by over (# residents and organizations)*** to demonstrate our determination to have our community lead on these issues.

Sustainability is a moral imperative. Climate change is accelerating. We must all do our part to reduce the greenhouse gas emissions that are contributing to global warming. If Mercer Island leads, many other communities in the region will take notice. The resulting coordinated effort could yield a flood of good ideas, greater efficiencies, and lower costs.

WHAT DO WE MEAN BY SUSTAINABILITY?

FOR THE ENVIRONMENT: Ecosystem integrity that is neither depleted nor degraded, with a social and physical infrastructure supporting ecological balance to ensure fresh air, clean water, and healthy soil, among other resources.

FOR THE ECONOMY: A vibrant, local, low carbon economy driven by clean renewable energy, with resource efficiency based on a “[circular economy](#),” and leapfrogging to “smart city” [technologies](#).

FOR EQUITY: A safe, healthy, cohesive, and productive community where all people have equitable opportunities to thrive. [King County is currently leading](#) on equity policy, programs,

and performance measures. This concept includes intergenerational equity as well, the idea that future generations have the same right to enjoy the bounty of our planet as we do.

BACKGROUND

In 2006, the City of Mercer Island made its first formal commitment to sustainability by adopting the following language to the City's Vision Statement in the Comprehensive Plan:

"Mercer Island strives to be a sustainable community: meeting the needs of the present while also preserving the ability of future generations to meet their own needs. We consider the relationship between the decisions we make as a community and their long-term impacts before committing to them. We understand that our strength is dependent on an open decision-making process that takes into account the economic, environmental and social well-being of our community."

In 2012, the City convened a [Sustainability Policy Task Force](#) charged with developing "sustainability policy that directs the City's actions and priorities for being a sustainable city...to reduce the Island's environmental impact, save money both for City operations and for residents, and improve Islanders' quality of life."

The approved document (AB 4770) incorporates specific recommendations relating to waste reduction, energy and water conservation, yard toxins, green building and sustainability communications.

Most recommendations have been acted on to some degree in the five years that have followed. ***However, the two most important recommendations developed by the Task Force have not yet been substantially acted on:***

1. Incorporating sustainability as a core concept that drives decision-making at all levels
2. Creating a comprehensive sustainability action plan that includes measurable quantitative and qualitative indicators to chart progress.

RATIONALE

We feel the time to act to deepen our community's commitment to sustainability is now, for the following reasons:

Political "stars" are aligning

Recent changes in the State Legislature will likely create a more favorable regulatory environment for sustainability. The City's voice and impact are amplified by our relationship with sustainability-minded neighboring jurisdictions through the nationally-recognized [King County-Cities Climate Collaboration](#) (K4C) process. And over the past year, citizen groups (Sustainable MI, Citizens Climate Lobby, Green Schools, Sustainability Ambassadors, 100% Clean

Energy-MI, Neighbors in Motion) have become more active on the Island, showing the depth of citizen support across multiple generations for this type of initiative.

A “turnkey” approach for sustainability success is available

Mercer Island does not have to “reinvent the wheel” to create an actionable, quantifiable sustainability plan. Many neighboring jurisdictions have successfully adopted the [STAR Community Rating System](#), the nation’s leading framework and certification program for local sustainability. We can learn a lot from their experience getting started with this program. The city already has much of the data needed to implement STAR, and is piloting a new software package (Scope 5) that allows comprehensive measurement and depiction of the community’s greenhouse gas (GHG) emissions. Data from this tracking system could help us track progress in many of the STAR categories.

We can enhance government and community resilience

Sustainability focuses on conserving resources rather than depleting or degrading them. It also emphasizes cooperation at all levels among community stakeholders. The level of planning and coordination required will strengthen the city’s ability to respond and to provide services during emergencies, when regular services may be cut off.

We can promote local awareness and action

The greatest threat to sustainable development is **carbon emissions**. We have begun to experience direct consequences of global warming , in the form of smoke from more extensive wildfires, heavy rain and flooding, drought, and heat waves. It is only through the collective efforts of hundreds of thousands of communities like Mercer Island that humanity has a chance of averting the most serious consequences of global warming.

We should aim as well to preserve the beauty and biodiversity of our wonderful island for future generations in addition to its natural capital. (Natural capital consists of natural resources, including plants, animals, minerals, and ecosystems, that function in a manner that produces ecosystem goods and services. A forest within a watershed, for example, filters the water that supplies nearby communities. See [Earth Economics.](#))

We can increase trust in government and confidence in its efficiency

Re-envisioning use of scarce public resources for societal and environmental benefit can enhance trust in government. Also, government leaders can demonstrate leadership to our sister communities in King County. An overall sustainability plan provides context that links individual actions to larger policy frameworks.

Sustainability strategies can have positive effects on organizations. They can create greater awareness of the importance of efficiency in operations. Once an organization learns new ways of prioritizing efficiency in one area, such as energy conservation, there can be positive “spillover” to other areas. Also, implementing sustainability tracking and data sharing can help break down organizational barriers.

Investing in smart city technologies for the future

Digital technology and intelligent design can be harnessed to create smart, sustainable cities with high-quality living and high-quality jobs. See the Wall Street Journal's article on [the rise of the smart city](#) from April 2017. City governments serve all citizens -- young and old, rich and poor. They must plan with an eye towards improving safety and the overall quality of life for all both now and in the future. To tap into the transformative power of smart technologies, cities need a visionary framework to guide decision-making.

Sustainability policies can promote economic growth

Sustainability policies can enhance the community's attractiveness as a livable community, and may bring more "green" businesses to the Island. Debt rating agencies look more favorably on cities that proactively adopt policies to reduce financial risks associated with extreme weather events.

CONCLUSION

Cities and their residents can only benefit from a comprehensive approach that reduces energy costs, dependence on fossil-fuel imports, and pollution; that improves coordination among and efficiency within local government departments; and that redirects resources to the task of improving living standards for everyone.

The prospects for transitioning to a low carbon future while maintaining economic development have never been brighter. Practicing sustainable values can enhance citizen stakeholding and trust in government.

Development must meet the needs of the present generation without compromising the ability of future generations to meet their own needs. Our City Council has the opportunity now to take a lead role in turning this vision of sustainable development into reality. We hope they will choose to do so.

Endorsements

See separate sheet

About the **STAR** Community Rating System

STAR = Sustainable Tools for Assessing and Rating

The STAR Community Rating System (STAR) is **the nation's first framework and certification program for local sustainability, built by and for local governments and the communities they serve**. The Rating System encompasses economic, environmental, and social performance measures for both local governments and the broader community.

Released in October 2012, STAR represents a milestone in the national movement to create more livable communities for all. The rating system's evaluation measures collectively define community-scale sustainability, and present a vision of how communities can become more healthy, inclusive, and prosperous across seven goal areas. The system's goals and objectives **provide a much-needed vocabulary** that local governments and their communities can use to more effectively strategize and define their sustainability planning efforts.

The intent of the rating system is to help communities identify, validate, and **support implementation of best practices** to improve sustainable community conditions. Over time, the program will **build a research model** that will allow STAR to expand national learning and drive ongoing improvements to sustainable community governance.

50 Certified Cities Milestone – 2016 (Includes Seattle and Tacoma)

More than 50 cities and counties have been certified under the STAR Community Rating System, with hundreds of others actively using the framework to guide local planning, decision-making, investment, and public engagement. See the map of participating cities: <https://reporting.starcommunities.org/>

The rating system's metrics and methods have inspired local leaders to be more inclusive, make equitable investments, advance work on climate, integrate health into sustainability considerations, collaborate within and across departments, and build broader community support, both with residents and the business community.

Learn about STAR: www.starcommunities.org

STAR's Goal Areas and Objectives

Built Environment: Achieve livability, choice, and access for all where people live, work, and play

Climate & Energy: Reduce climate impacts through adaptation and mitigation efforts and increase resource efficiency

Economy & Jobs: Create equitably shared prosperity and access to quality jobs

Education, Arts & Community: Empower vibrant, educated, connected, and diverse communities

Equity & Empowerment: Ensure equity, inclusion, and access to opportunity for all community members

Health & Safety: Strengthen communities to be healthy, resilient, and safe places for residents and businesses

Natural Systems: Protect and restore the natural resource base upon which life depends

An eighth category, **Innovation & Process**, supports the evolution of sustainability practice by recognizing best practices and processes, exemplary performance, local innovation, and good governance.

Each of the rating system's 7 goal areas is supported by 6-7 Objectives. Objectives are the clear and desired achievement intended to move the community toward the broader sustainability goal. Below are the system's 45 objectives, organized by goal area.

STAR Framework of Sustainability Goals & Objectives

Built Environment	Climate & Energy	Economy & Jobs	Education, Arts & Community	Equity & Empowerment	Health & Safety	Natural Systems	Innovation & Process
Ambient Noise & Light	Climate Adaptation	Business Retention & Development	Arts & Culture	Civic Engagement	Active Living	Green Infrastructure	Best Practices & Processes
Community Water Systems	Greenhouse Gas Mitigation	Green Market Development	Community Cohesion	Civil & Human Rights	Community Health	Biodiversity & Invasive Species	Exemplary Performance
Compact & Complete Communities	Greening the Energy Supply	Local Economy	Educational Opportunity & Attainment	Environmental Justice	Emergency Management & Response	Natural Resource Protection	Local Innovation
Housing Affordability	Energy Efficiency	Quality Jobs & Living Wages	Historic Preservation	Equitable Services & Access	Food Access & Nutrition	Outdoor Air Quality	Good Governance
Infill & Redevelopment	Water Efficiency	Targeted Industry Development	Social & Cultural Diversity	Human Services	Health Systems	Water in the Environment	
Public Parkland	Local Government GHG & Resource Footprint	Workforce Readiness	Aging in the Community	Poverty Prevention & Alleviation	Hazard Mitigation	Working Lands	
Transportation Choices	Waste Minimization				Safe Communities		



MEMORANDUM

2018 City Council Planning Session

TO: City Council

FROM: Kirsten Taylor, Chip Corder, Bruce Fletcher, Cindy Goodwin, Scott Greenberg, Jason Kintner, Kryss Segle

RE: **Emerging Issues for the 2019-2020 Biennium Budget**

BACKGROUND:

This memo is intended to provide Council early information on budgetary emerging issues as identified by leadership staff. The emerging issues may affect budget requests, department and City work plans, and priorities of work.

HUMAN RESOURCES/PAYROLL

The following Federal and State laws and mandates significantly impact the City's overall compensation and benefits. These are laws that the City of Mercer Island cannot change and must abide by:

New Laws and/or Rates

- **Washington State Minimum Wage & Surrounding Cities' Minimum Wage Laws.** The 2018 minimum wage for Washington State is \$11.50 and scheduled to increase up to \$13.50 by 2020. However, some surrounding cities, including Seattle require employers to pay a minimum wage of \$15.00. The minimum wage laws impact the City's budget by influencing our recruitment pay ranges in order to attract and retain seasonal and part-time employees. This also creates a domino effect on wages to prevent compression between job classifications.
- **Washington Paid Sick Leave Law.** This law requires the City to provide paid sick leave at a rate of 1 hour for every 40 hours worked. This law also restricts an employer's right to inquire about an employee's usage of sick leave.
- **State Pension Benefits.** Requires the City to pay for retirement benefits for employees who work at least 70 hours per month for any 5-months in one year. Pension rates are set by state actuary every two years. Currently, the City pays 5.43% of each public safety employees' gross pay and 12.7% of all other retirement-eligible employees' gross pay. In July, 2019 these rates will stay the same for public safety employees, and will increase to 13.23% for all other retirement-eligible employees.

Increasing Rates Predicted

- **Affordable Care Act.** Requires the City to provide medical insurance benefits to all employees who work 30 or more hours per week, for at least 6-months in any given calendar year. Due to the uncertainty created in the national political environment, insurance companies are expected to raise rates each year for the foreseeable future.

Ongoing Impacts

- **Mandatory Federal Social Security & Medicare Taxes.** Requires the City to pay Social Security (6.2%) and Medicare (1.45%) taxes on employees' gross wages.
- **Fair Labor Standards Act (FLSA).** Requires the City to pay 1.5x the hourly rate of Non-Exempt employees for hours worked beyond a specific number of hours in a week. This law primarily impacts the Police and Fire Department budgets. The City must maintain minimum staffing requirements for both Police and Fire on a 24-hour, 7 days per week basis, and the City is required to backfill unexpected absences (due to sick leave usage) with an employee working overtime hours, paid at 1.5x that employee's hourly pay rate.
- **Family Medical Leave Act (FMLA) & Washington Leave Act (WLA).** Requires the City to provide up to 3-months of leave due to illness and/or injury; or to care for an ill and/or injured family member. Employers who provide paid sick leave, are required to allow the employee to use paid leave to cover his/her extended absence. This creates significant costs for public safety departments primarily due to over-time impacts.
- **Labor & Industries Workers' Compensation (L&I).** Requires the City to pay a tax that is calculated on employee hours worked based on various worker classifications. L&I tax rates are based on individual worker classifications and the workplace's "experience" rating. L&I rates for Police, Fire and Public Works employees is significantly higher than those for administrative employees, due to the higher risk of injuries in those professions.
- **Washington State Collective Bargaining Laws.** The collective bargaining laws require an employer to formally bargain all things related to wages, hours and working conditions for all represented employees (49% of the City's workforce). Various elements of the law include:
 - Governed by the Public Employment Relations Commission (PERC)
 - Interest arbitration for Police & Fire
 - Settlement mediation for other bargaining groups
 - Constraints
 - City cannot engage in "direct dealing" with union employees
 - City is unable to make unilateral decisions
 - Past practice considerations (bound to precedent)
 - Forecasted inability to pay is an insufficient reason for reducing pay & benefits
 - Costly Consequences
 - Lost trust/poor relationship between labor groups & management
 - Unfair labor practice (ULP) complaints

HUMAN SERVICES

Over the past 10 years, beginning with the great recession, the service needs of Mercer Island residents have shifted in several ways. Three trends for service needs are most prominent:

Increase in number of requests for services/ presentation of higher needs

Requests for all Youth and Family Services have increased over the past 10 years. The Island population has grown while the YFS staffing configuration has remained flat with the exception that a fourth counselor was added in 2016 to serve Northwood Elementary. In the last 10 years the student populations increased at the middle and high schools as well though the staffing level to serve these schools remained the same. As the school age population grew, requests for collaborative and complementary Family and Emergency Assistance, family counseling and diversion services increased at the Luther Burbank building.

Food pantry use has increased over 400% over the past ten years (27% over the past year), requests for family and child counseling has increased over 100%. These demands have not abated with the economic recovery.

Concurrent to the increase in service requests is the level of difficulty and distress experienced by families seeking services. Counselors in the schools as well as the Luther Burbank offices report that the number of families facing multiple stressors with multi system involvement has increased. Families with this profile present with food insecurity, reduced income and involvement with larger systems such as Child Protective Services or the judicial system as well as one of the parents being affected by a mental health or substance abuse issue. Serving these families is staff and resource intensive. YFS' strategic plans outline the needs for a Case Manager/Therapist for high needs families.

Seniors

Island seniors are aging in place as active, healthy, engaged and independent (with light assistance) residents. While the group of "young-old" is doing well and continues to thrive, thought and effort is needed now to develop a network that will sustain this population as they age into the older senior population and want to remain staying on-Island.

Youth well-being

Anxiety among middle and high school youth is above the state average; elevated anxiety among elementary school aged children is also notable. There are several reasons that contribute to this situation though the pressure to succeed is the one most often cited by youth and professionals. In the school-based setting this results in a disproportionate amount of services going to high need children with less services to children at other points on the need spectrum.

Drinking and overall drug use is at the state average, the drinking rate of juniors and seniors came down significantly in the past ten years. Even with this good news, some behaviors such as binge drinking remain above state average. Prevention and intervention efforts continue to be needed here if Island youth are to develop into adults with average or below levels of adult substance abuse and dependency.

Sustained levels of anxiety and binge drinking pose a serious threat to an individual's long-term well-being with several negative adult health outcomes. Future services will require a continued focus on both prevention and intervention in mental health and youth substance abuse.

UTILITY AND PARKS INFRASTRUCTURE

Large portions of Mercer Island were built out in the 1960's, 70's and 80's. Much of the street and utility infrastructure dates from that time period. Most parks on the island were developed in the same timeframe. These facilities are coming to the end of their projected useful lifecycles, creating risk management concerns and challenges. Some capital projects have already renovated or replaced old systems such as Reach 3 of Sewer Lake Line (completed in 2011) and Island Crest Park Sportsfield Light Replacement (completed 2018), while other projects have been delayed (Reach 4 of Sewer Lake Line and Groveland Beach Dock Repairs). Regardless, infrastructure challenges remain as an emerging issue amongst our community and throughout the region.

Water Utility

The City owns and operates the water utility under provisions of the Washington Department of Health. Most of the distribution system was constructed between 1956 and 1960 by utility local improvement districts (ULID). Approximately 63% of the City's water mains are cast iron while 30% are of ductile iron. The adopted 2015 Water System Plan has identified \$15.6 million in capital projects to be constructed between 2015 and 2020, including a list of approximately 200 segments of sub-standard watermain with deteriorating conditions.

Sewer Utility

Like the water utility, the City's sewer system was constructed in the 1950's and 1960's by ULID's. The sewer utility includes over 115 miles of collection system, 17 Sewer Pump Stations to convey sewage around the island through the 16.7 miles of Sewer Lake Line. The Lake Line is located in Lake Washington. Approximately 57% of the sewer gravity mains (collection system) are comprised of Asbestos Cement (AC pipe). The estimated useful life for AC pipe is 75 years. The current General Sewer Plan was completed in 2003. Staff is currently updating the General Sewer Plan and is expected to return to the Council in February 2018.

Street Fund

Competing needs and available funding remain constant challenges. In recent years, the Transportation Improvement Program (TIP) have projected negative fund balances in "out" years of the six-year plan. The TIP also includes unfunded projects as future needs, or projects that are unfunded pending further evaluation of scope and confirmation of need. The TIP generally balances revenues and expenditures within the Street Fund through programming and phasing of construction projects.

Parks

The 2014-2019 Parks and Recreation Plan included \$11 million dollars of capital projects; reinvestment necessary to maintain the integrity of existing recreational infrastructure. Types of projects include: repaving pathways, renovating restrooms, resurfacing sports courts, repairing or replacing docks and bulkheads, replacing bridges, replacing rotting wood structures, renovating buildings, and replacing playground equipment. These were only the projects that were considered priority in that timeframe. Only a fraction of these projects has been funded to date. Capital reinvestment needs are expected to grow substantially in the next planning interval (2020-2025). Current capital funding available through REET2 cannot address the shortfall. In the meantime, Parks and Recreation staff work to address the immediate safety issues that arise from deteriorating infrastructure.

FINANCIAL

The emerging operating issues in 2019-2020 include the following:

Service level reductions if an operating levy lid lift is placed on the November 2018 ballot and fails

- The preliminary 2019-2020 budget will be balanced assuming service level reductions are required
- \$1.0 million is set aside in the Contingency Fund to temporarily extend General Fund and YFS Fund service levels through 6/30/19, if needed (reminder that the projected operating deficit in 2019 is \$2.0 million)
- The remaining \$1.0 million gap could be bridged by: 1) tapping the Contingency Fund for \$1.0 million, or 2) making the temporary utility tax rate increase from 5.3% to 8.0% on the City's utilities permanent (\$500,000), eliminating the \$150,000 B&O tax gross receipts exemption (\$200,000), and cutting services or tapping the Contingency Fund for the balance (\$300,000).
- The time required to work through the alternative service delivery models noted above would take 12-18 months (i.e., they couldn't help bridge the gap in 2019)

Exploring alternative service delivery models for the following:

- **Library services** (what's involved in leaving KCLS; what would Island residents be financially liable for if they voted to leave KCLS; what are the service alternatives and how much would they cost; would the service alternatives be able to provide the same level of service as KCLS; would de-annexing address the City's financial challenges)
- **Fire/EMS** (consolidating/contracting with City of Bellevue or Eastside Fire & Rescue or forming a regional fire authority)
- **Marine patrol** (contracting with King County Sheriff's Office)

DEVELOPMENT SERVICES GROUP

Recent code updates have resulted in increased community involvement in permit activities. Staff has seen increased frustration on the part of neighbors who are notified about projects but are not able to change the outcome of certain permits.

Public frustration regarding ministerial permits

- New regulations requiring issuance of public notices for new single-family homes, major residential remodels and small cells have created additional scrutiny over these ministerial permits.
- Residents are becoming increasingly frustrated over the inability to have a significant impact on these proposals due to their ministerial nature. Staff has very little if any discretion to require modifications outside of adopted code requirements.
- Staff is spending more time discussing these proposals with residents leading to delays in overall permit processing.



MEMORANDUM

2018 City Council Planning Session

TO: City Council

FROM: Chip Corder, Assistant City Manager/Finance Director

RE: **2019-2020 Budget Preview**

BACKGROUND:

In 2018, staff will prepare the 2019-2020 Preliminary Budget, which represents the City Manager's proposed budget for the 2019-2020 biennium. The 2019-2020 budget calendar is attached as Exhibit 1, noting key Council meeting dates. Given the City's operating budget challenges as well as having two new Council members since the 2017-2018 budget was adopted, the budget calendar assumes the Council will want to review the operating budget by department (which would be a more detailed review) rather than by operating fund (which would be a higher level review). The "by department" approach will require an additional Council budget review meeting on Oct 23.

EXHIBITS:

1. 2019-2020 Budget Calendar (Operating Budget Review by Department)

2019-2020 Budget Calendar
Operating Budget Review by Department

Date	Council Meeting Agenda Item
Mar 6	2019-2024 Capital Improvement Program (CIP) Kick-off
Jun 9	2019-2020 Operating Budget Kick-off (Council Mini-Planning Session)
Jun 19	2019-2024 CIP “Preview” <ul style="list-style-type: none"> ▪ Review CIP revenue forecasts ▪ Focus on 2019-2020 projects (project review by exception) ▪ Highlight new, unfunded, partially funded, and significantly modified projects ▪ Note significant budget policy changes/issues
Oct 2	2019-2020 Budget Overview <ul style="list-style-type: none"> ▪ City Manager & Finance Director review Budget Message ▪ Distribute budget document to Council
Oct 16	2019-2020 Operating Budget Review <ul style="list-style-type: none"> ▪ Review following departments: City Attorney’s Office, City Council, City Manager’s Office, DSG, Finance, Fire, Human Resources, IGS, and Municipal Court ▪ Focus on the following for each department: <ul style="list-style-type: none"> ▫ Major revenue estimates ▫ Expenditure summary ▫ Operating budget analysis (1-2 page expenditure summary) ▫ Service enhancement & reduction packages ▫ Significant budget policy changes/issues
Oct 23	2019-2020 Operating Budget Review <ul style="list-style-type: none"> ▪ Review following departments: Non-Departmental, Parks & Recreation, Public Works, Police, and YFS ▪ Focus on the following for each department: <ul style="list-style-type: none"> ▫ Major revenue estimates ▫ Expenditure summary ▫ Operating budget analysis (1-2 page expenditure summary) ▫ Service enhancement & reduction packages ▫ Significant budget policy changes/issues
Nov 6	2019-2024 CIP Review (includes 2019-2020 Capital Budget) <ul style="list-style-type: none"> ▪ Review updated CIP revenue forecasts ▪ Review changes to CIP “Preview” by Council & staff ▪ Focus on 2019-2020 projects (project review by exception) ▪ Highlight new, unfunded, partially funded, and significantly modified projects ▪ Note significant budget policy changes/issues
Date	Council Meeting Agenda Item

Nov 20	Council Action Required <ul style="list-style-type: none">▪ Finalize changes to operating budget and CIP▪ Pass NORCOM 2019 budget resolution▪ Adopt 2019 utility rates (water, sewer, storm water, and EMS)▪ Adopt 2019 property tax levy
Dec 4	Council Action Required <ul style="list-style-type: none">▪ Adopt 2019-2020 Budget ordinance



MEMORANDUM

2018 City Council Planning Session

TO: City Council

FROM: Chip Corder, Assistant City Manager/Finance Director
Francie Lake, Deputy Finance Director

RE: **Preliminary List of Capital Levy Lid Lift Projects**

COUNCIL DISCUSSION/QUESTION PRESENTED:

1. Does the Council have any feedback for staff regarding the preliminary list of capital levy lid lift projects and the potential formation of a Capital Levy Stakeholder Group to review/vet the preliminary list and to make a recommendation on which projects to include in a capital levy lid lift?

BACKGROUND:

At the direction of the Council, a preliminary list of capital levy lid lift projects was put together by staff following the June 11, 2016 Council Mini-Planning Session. This list was reviewed by the Capital Levy Sub-committee, which consisted of Dan Grausz, Benson Wong, and Wendy Weiker, and was presented to the full Council at its September 30, 2016 Micro-Planning Session. Since then the list has gone through a number of iterations, adding more pedestrian and bicycle facility projects, adding more arts projects, re-visiting staff's prioritization of each project, updating cost estimates (which are all very preliminary), and removing priority 3 projects from the list (because the total costs for priority 1 and 2 projects amount to \$37.3 million in inflated dollars). The current list, which will be finalized by mid-February 2018, is attached as Exhibit 1.

The Community Advisory Group (CAG) will review the list at a summary level on March 3, 2018 to see what kinds of projects are unfunded or partially funded and to weigh the importance of the City's capital funding needs relative to its operating funding needs. Staff will walk the CAG through 3 capital levy lid lift scenarios (\$10 million, \$12.5 million, and \$15 million in capital projects), noting the property tax impact of each scenario on a typical homeowner. Ultimately, the CAG will make recommendations to the City Manager on April 2, 2018 regarding the following:

1. Whether or not to place an operating levy lid lift on the November 2018 ballot;
2. The amount and term of an operating levy lid lift, if supported by the CAG;
3. Whether or not to place a capital levy lid lift on the November 2018 ballot; and
4. The amount and term of a capital levy lid lift, if supported by the CAG.

If the CAG supports placing a capital levy lid lift on the November 2018 ballot, a Capital Levy Stakeholder Group will be formed in April 2018. This group would be comprised of a wide range of Island residents who would be charged with reviewing/vetting the preliminary list and recommending which projects to include in a capital levy lid lift by May 25, 2018. This would give the group only 5 weeks to reach a consensus recommendation. The recommended list would then be presented to the Council as part of the proposed levy lid lift ordinance(s) agenda bill, which is tentatively scheduled for June 5, 2018 (first reading) and June 19, 2018 (second reading). If necessary, this agenda bill could be pushed to July 2018; however, many families go on vacation in July following the conclusion of the school year, which is mid-June 2018. Ballot measures for the November 6, 2018 election are due to the King County Elections Office by August 7, 2018.

A revised public engagement and levy lid lift timeline is attached as Exhibit 2.

EXHIBITS:

1. Preliminary List of Capital Levy Lid Lift Projects
2. Summary of Capital Levy Lid Lift Projects: By Project Type and By Project Category
3. City's Financial Challenges: Revised Public Engagement & Levy Lid Lift Timeline

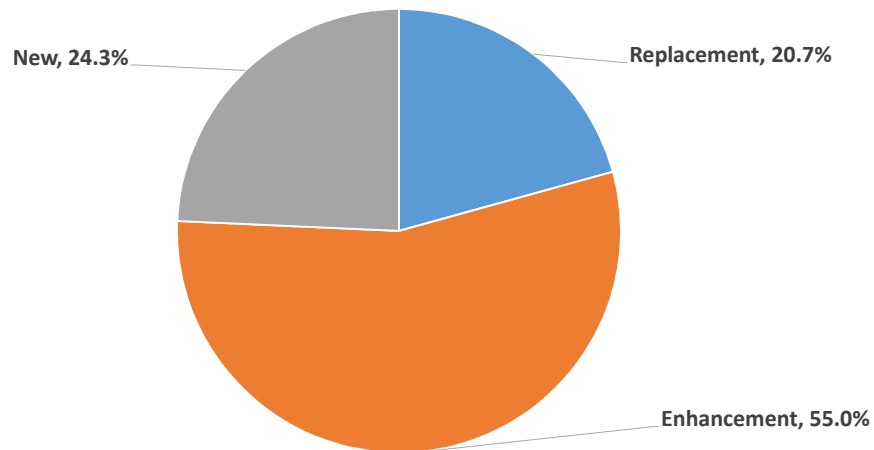
Preliminary List of Capital Levy Lid Lift Projects

Project Category / Project	2017 Cost	Inflated Cost (2023 Ave)	Priority	Note	Type of Project (Replace, Enhance, New)
Sports Fields:					
Island Crest Park South Synthetic Turf and Lights	\$2,930,600	\$3,927,284	1	North field done 2017; larger more complex field	Enhancement
Aubrey Davis Park Area C Synthetic Turf	\$732,000	\$980,950	1	Needs WSDOT approval	Enhancement
Aubrey Davis Park Area C Restroom	\$477,600	\$640,030	2	Needs WSDOT approval	New
Aubrey Davis Park Area B Field Construction	\$786,600	\$1,054,119	2	Level grass field. Partially funded by REET (\$414,000), needs WSDOT approval	Enhancement
Synthetic Turf Field Safety Upgrades (SMP and ICP North infield)	\$527,000	\$706,230	1	New school district agmt means that fewer fields will need this	Enhancement
Ballfield Backstop Safety Upgrades (SMP, ADP, ICP)	\$775,200	\$1,038,842	1	7 fields with taller backstops; Requires larger engineered poles and welded connections	Enhancement
South Mercer Playfields Ballfields Lighting	\$1,683,000	\$2,255,381	2	Three fields	New
Waterfront:					
Luther Burbank Park Swim Beach	\$1,107,700	\$1,484,424	1	Partially funded by REET (\$500,000)	Enhancement
Groveland Swim Beach Improvements	\$1,201,615	\$1,610,279	1	Remove bulkhead; zero entry beach	Enhancement
Groveland Restroom & Lifeguard Office	\$448,000	\$600,363	2	Partially funded by REET (\$50,000)	Replacement
Clarke Beach Shoreline Redevelopment	\$1,050,000	\$1,407,100	2	Remove shoreline armoring and replace with natural shoreline & access. Candidate for habitat grants.	Enhancement
Luther Burbank Dock Reduction and Repair	\$875,000	\$1,172,584	1	Tall piers are reduced and replaced with more floats. Remaining piers are repaired.	Enhancement
Luther Burbank Shoreline Phase 3	\$425,000	\$569,541	2	Partial funding could come from grants	Enhancement
Luther Burbank Boating Facility Phase 1	\$375,000	\$502,536	1	Includes seismic retrofits, new roof, hazmat abatement of the Boiler Building. No change of use as storage/concession	Replacement
Recreation Trails:					
Upper Luther Burbank Ravine Trail Phase 2	\$150,000	\$201,014	1	Connect ravine to Shorewood	New
I-90 Lid Connector Trail	\$150,000	\$201,014	1	Connect South Luther to Lid Overlook	New
I-90 Bike Trail Overlay	\$350,000	\$469,033	1	Repair asphalt in failing areas	Replacement
Hollerbach Trail	\$300,000	\$402,029	2	East-West connection at 45th	New
Mercerdale Hillside Trails Renovation	\$250,000	\$335,024	2	Rebuild stairs and other constructed trail features	Replacement
Mercerdale Park Loop Trail	\$100,000	\$134,010	2	Widen main circular path to 8 feet	Enhancement

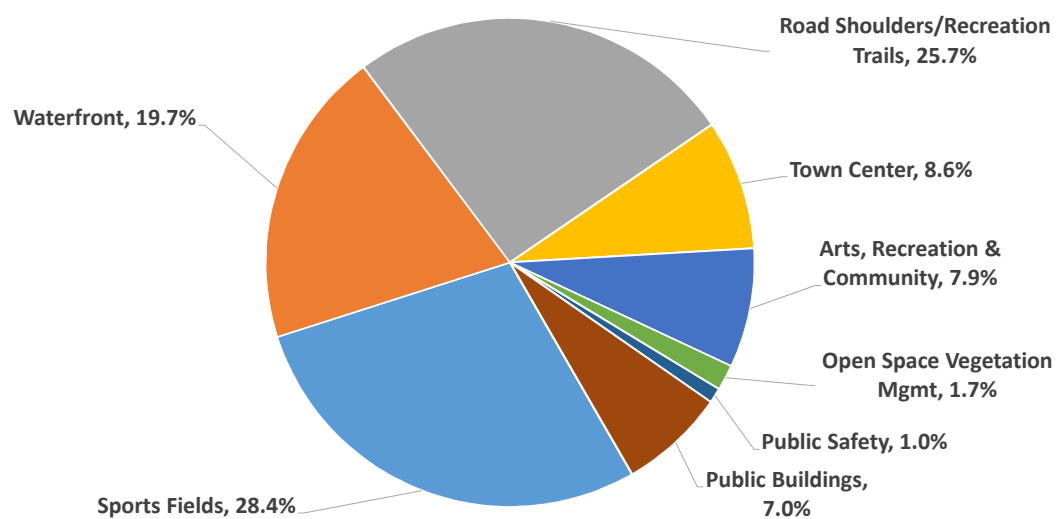
Preliminary List of Capital Levy Lid Lift Projects

Project Category / Project	2017 Cost	Inflated Cost (2023 Ave)	Priority	Note	Type of Project (Replace, Enhance, New)
Road Shoulders:					
Mercer Way Shoulders	\$1,500,000	\$2,010,143	1	Multiple projects in PBF Plan.	New
SRTS – 92 nd Ave SE (SE 40 th – 41 st)	\$250,000	\$335,024	1	Unfunded project in TIP. Project C9 in PBF Plan.	New
SRTS – 86 th Ave SE (ICW-SE 42 nd)	\$900,000	\$1,206,086	1	Project C5 in PBF Plan.	New
SRTS – Madrona Crest (86 th Ave – SE 36 th -39 th) Phase 2	\$340,000	\$455,633	2	Unfunded project in TIP. Project N22 in PBF Plan.	New
ICW Sidewalk Improvements (SE 53 rd – SE 62 nd)	\$1,600,000	\$2,144,153	1	Projects ICW4, X13 and X14 in PBF Plan	Enhancement
Sidewalk & Bike Facility Improvements – 78 th Ave SE (WMW-SE 40 th)	\$550,000	\$737,053	2	Project C1 in PBF Plan.	Enhancement
Sidewalk & Bike Facility Improvements – 78th Ave SE (SE 40th-SE 34th)	\$700,000	\$938,067	2	Project N16 in PBF Plan.	Enhancement
Town Center:					
Sidewalk & ADA Improvements	\$1,900,000	\$2,546,182	1	Town Center Improvements, SE 36 th Street (CH), SE 24 th , South End locations)	Replacement
Town Center Crossing Improvements	\$500,000	\$670,048	2	Estimate based on proposed new mid-block locations to facilitate circulation.	New
Arts, Recreation & Community:					
Luther Burbank Amphitheater	\$981,200	\$1,314,902	2		Replacement
MICEC Multipurpose/Art Room	\$500,000	\$670,048	2		New
Skate Park Redevelopment	\$712,500	\$954,818	2	Could include bike pump track for \$240,000 additional	Replacement
Open Space Vegetation Mgmt:					
Open Space Vegetation Mgmt	\$480,000	\$643,246	1	Maintain current function only, does not include enhanced service recommended in 2015 plan update	Replacement
Public Safety:					
Self-Contained Breathing Apparatus	\$266,000	\$356,465	1	Represents 50% of total cost estimate	Replacement
Public Buildings:					
Maintenance Building Renovation/Expansion	\$1,950,000	\$2,613,186	1	Represents 50% of total cost estimate	Enhancement
Total Project Costs (Priority 1-2)	\$27,824,015	\$37,286,841	35		
Total Project Costs (Priority 1)	\$17,145,115	\$22,976,094	18		
Total Project Costs (Priority 2)	\$10,678,900	\$14,310,747	17		

Project Type: Replacement, Enhancement, New
Includes Priority 1 and 2 Projects



Project Category
Includes Priority 1 and 2 Projects



City's Financial Challenges: Revised Public Engagement & Levy Lid Lift Timeline

Description	Date (2018)
Community Advisory Group (CAG) meetings: <ul style="list-style-type: none"> ▪ City budget 101, HR focus, and General Fund & YFS Fund forecasts ▪ Staffing level comparison, staffing history, staff reduction challenges, services matrix (mandatory vs. discretionary vs. essential), service level cut scenario, and alternative service delivery options ▪ Other operating needs, new revenue options, operating levy lid lift scenarios, and capital funding challenges & funding options ▪ Deliberate & make recommendations to City Manager on an operating levy lid lift and a capital levy lid lift 	<p>Jan 6</p> <p>Feb 5</p> <p>Mar 3</p> <p>Apr 2</p>
Other public engagement: Hold 3 community meetings, hold a second Telephone Town Hall meeting, and meet with various Island community groups	Jan-Mar
Capital Levy Stakeholder Group formation: If the CAG supports placing a capital levy lid lift on the Nov 6, 2018 ballot, the City Manager will appoint a wide range of Island residents to serve on this group	Apr 16
Biennial community survey: Include special issue questions to gauge public support for an operating levy lid lift and a capital levy lid lift	Apr 22-28
Capital Levy Stakeholder Group meetings: Review/vet preliminary list of capital levy lid lift projects, choosing which projects to include in the levy by May 25, 2018	Apr 23 - May 25
Council meeting: Review community survey results, review CAG's recommendations, review City Manager's recommendations, and decide whether or not to direct staff to prepare levy lid lift ordinance(s) for Nov 6, 2018 ballot	May 15
Council meetings: If the Council favors going to the voters, conduct first & second readings of proposed levy lid lift ordinance(s)	Jun 5 Jun 19
King County Elections Office: Submit levy lid lift ordinance(s), ballot measure(s), explanatory statement for voter's pamphlet, and pro/con committee appointments	Aug 7
King County Elections Office: Submit pro/con statements for voter's pamphlet	Aug 14
King County Elections Office: Submit rebuttal statements for voter's pamphlet	Aug 16
General election	Nov 6



Council-Staff Communications Guidelines

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies and priorities consistent with Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

- Channel communications through the appropriate City staff.
While any staff member is available to answer Council questions and requests for information, the City Manager is the primary information liaison between the Council and City staff as outlined in RCW 35A.13. Questions of City staff should be directed to the City Manager, Assistant City Manager, or Department Directors. When a Councilmember makes a request to a particular staff member, it is important to inform/copy the City Manager. In addition, staff will inform/copy the City Manager so that s/he is aware of Council's requests and needs.
- All Councilmembers should have the same information with which to make decisions.
When one Councilmember has an information request, the response will be shared with all members of the Council so that each member may be equally informed.
- Depend upon the staff to respond to citizen concerns and complaints as fully and as expeditiously as practical.
A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

Operational/Maintenance Complaints

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608. In the evening or on weekends, a member of the City's 24-hour Customer Response Team (CRT) can be dispatched by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

Code Compliance Complaints

The Development Services Group's Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form and fill it out as completely as possible. Go to www.mercergov.org/complaintform to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

Complaints/Concerns Directed to Council

Often City Council will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, these are disseminated to the appropriate department to prepare a formal response on behalf of the Council. The Assistant City Manager oversees the process and ensures a uniform standard. On occasion, a letter or email is directed specifically to a Councilmember. The Councilmember may choose to work directly with the Assistant City Manager to provide a response. All correspondence is copied to all members of Council, regardless of whom it was addressed to.

- The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.

The role of the Council is as the legislative body. The Council is responsible for approving the budget, setting the vision and goals, and adopting policy and strategic plans. The primary functions of staff are to execute Council policy and actions taken by the Council and to keep the Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director.

Individual Councilmembers should not knowingly or willfully interfere with the administration of City business including, but not limited to, coercing or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, or permits, and the interpretation and implementation of Council policy.

- In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the Council meeting.
Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting. Having a practice of “no surprises” between the Council and City staff and vice versa fosters a productive working relationship.
- Respect the will of the “full” City Council.
City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree either in terms of workload or policy, it will need to come before the “full” Council. The City Manager takes direction from the full Council and not from individual Councilmembers. If this should occur, the City Manager will prepare a memorandum or email to the City Council informing them of the request. The City Manager will consult with the Mayor, Deputy Mayor, and Councilmember with the request to determine when it is appropriate to bring it before the full Council for discussion and direction.
- Depend upon the staff to make independent and objective recommendations.
Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this occurs, please refrain from

attacking the messenger. Staff respects the role of Council as policy makers for the City and understands that the Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

- The City Manager and staff are supporters and advocates for adopted Council policy.
Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted Council policy and direction, even if this may cause concern by the Council minority on controversial issues.
- Use social media with caution.
Social media accounts operated by Councilmembers should not be used as mechanisms for conducting official City business, other than to informally communicate with the public. When Councilmembers use it to discuss City business, Councilmembers should clarify that the views expressed are solely their own.

In addition, direct communication between Councilmembers on social media may constitute a "meeting" under the OPMA, and should be avoided. In addition, any content or post related to City business may be subject to disclosure under the Public Records Act, regardless of whether it occurs on a personal account or page.

- Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
All critical comments about staff performance should be made only to the City Manager through private correspondence or conversation.
- Seeking political support from staff is not appropriate.
The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager and the Assistant City Manager) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.
- Support life-family-work balance.
In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. It is preferable to have staff respond to nonemergency emails or calls, which occur in the evening or over the weekend, on the next business day.

(January 2018)



MEMORANDUM

2018 City Council Planning Session

TO: City Council

FROM: Julie Underwood, City Manager & Ali Spietz, City Clerk

RE: City Council Rules of Procedure – Proposed Amendments

COUNCIL DISCUSSION/QUESTION PRESENTED:

1. Does the Council agree with the proposed amendments to the City Council Rules of Procedure?

BACKGROUND:

In 2004, the City Council adopted Rules of Procedures (“Rules”) in accordance with MICC 2.06.050(A), which reads, in part, “The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.” The Rules were amended in 2004 and 2006 regarding: (1) Boards and Commissions and the role of the Council Liaison and (2) first and second readings of ordinances.

In 2016, the Organizational Effectiveness Committee, comprised of Councilmembers Wendy Weiker and Dave Wisenteiner, former Councilmember Dan Grausz, Assistant City Manager Kirsten Taylor and Police Chief Ed Holmes, formed to review and propose amendments to the Rules identified by the Council and updates suggested by the City’s staff Leadership Team. The City Council adopted numerous amendments to the Rules on June 19, 2017.

Since the committee’s review in 2016 and the Council’s adoption in June 2017, the need for additional amendments has been identified by staff and Council. Details and background information about the proposed amendments are set forth herein.

Mayoral Duties

When the Rules were first adopted in 2006, they were adapted from another City that was a Mayor-Council form of government. In those cities, the Mayor usually does not make motions. In the Council-Manager form of government, however, during discussion and deliberation, the Mayor acts as a councilmember and can move and second any actions. The Rules have been amended to remove the provision prohibiting the Mayor from making a motion. *See the orange highlighting on Page 7 [Section 2.3(1)] in the attached exhibit.*

Councilmember Absences

During the Rules revision in 2017, the Council asked staff to research alternatives to the current process for excusing absences from Council meetings. RCW 35A.12.060¹, vacancy for nonattendance, provides that: “. . . a council position shall become vacant if the councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.” This law calls for the recognition of a councilmembers’ absences as either excused or unexcused. After contacting nine King County cities and researching alternatives on MRSC, staff proposes the earlier recommendation to add language to the Rules to include a requirement that in order to be excused, a Councilmember must notify the Mayor or City Manager by 5:00 pm on the day of a regular meeting if s/he will not be in attendance. Staff further recommends that the Mayor simply note whether a councilmembers’ absence is excused or unexcused during Councilmember Absences rather than call for a Council vote to excuse the absence. *See the green highlighting on page 9 [Section 3.1(4)]; page 11 [Section 3.3(1)]; and page 14 [Section 3.3(11)] in the attached exhibit.*

Audio and Video Recording

The City Hall Council Chambers is equipped to video and audio record Council Meetings. Staff has hired a professional videographer to run the equipment and broadcast the meetings on Channel 21, MI-TV. To clarify when Council meetings will be video recorded and broadcast, audio recorded, or not recorded at all, staff recommends adding the following table to Section 3.1, General Meeting Guidelines in the Rules:

Meeting Type	Recording Type
Regular Meeting	Video recorded and broadcast on Channel 21 (MI-TV)
Special Meeting with action to be taken	Video recorded and broadcast on Channel 21 (MI-TV)
Special Meeting with no action to be taken	Audio recorded (available upon request)
Special Meeting held outside of the Council Chambers	No recording or use portable audio recording equipment (on a case-by-case basis)

In all cases and regardless of meeting type, the meetings will be publicly noticed and minutes of the meeting will be produced. Washington State law does not require video and/or audio recording of City Council meetings, only that a record of the proceeding be captured and then adopted by the Council. *See the gray highlighting on page 10 [Section 3.1(8)] in the attached exhibit.*

Proclamations

The Mayor and the City Manager’s Office is contacted often to issue proclamations for a variety of topics, issues, and special events. Proposed language will help the Mayor and staff determine if the request pertains to Mercer Island, is timely and appropriate. In addition, a list of

¹ Note that RCW 35A.12.060, which pertains to the Mayor-Council Plan of Government, applies to a Council-Manager Plan of Government pursuant to RCW 35A.13.020.

proclamations to be made annually has been included as Exhibit D. This list will allow the Council to recognize important historical, national, regional and local issues to celebrate and acknowledge in the community. *See the yellow highlighting on page 12 [Section 3.3(5)] and page 31 [Appendix D] in the attached exhibit.*

Agenda Preparation

Staff is recommending edits to Section 4, Agenda Preparation, to clarify how items are added to the agenda and how to determine agenda order. *See the blue highlighting on page 15 [Section 4] in the attached exhibit.*

Council-Staff Communication Guidelines

Section 7 of the Rules pertains to communication. Staff has prepared a standalone document, "Council-Staff Communication Guidelines," to help elected officials and staff facilitate effective communications. It is recommended that the Communication Guidelines be reviewed during Councilmember-Elect and new staff orientations and added as Appendix E to the Rules. Deleted subsections 7.1 through 7.10 have been added to the Communication Guidelines. In addition, subsections 7.6 and 7.7 will be added to the Code of Ethics when developed. *See the purple highlighting on pages 19-20 [Section 7] and pages 32-34 [Appendix E] in the attached exhibit.*

Following discussion of the topics above and direction from Council, staff will return at a regular Council meeting with the proposed amendments to the City Council Rules of Procedure for Council adoption.

EXHIBIT:

Proposed amendments to the June 19, 2017 City Council Rules of Procedure

- Orange highlighting: Mayoral Duties, Page 7 [Section 2.3(1)]
- Green highlighting: Councilmember Absences, page 9 [Section 3.1(4)]; page 11 [Section 3.3(1)]; and page 14 [Section 3.3(11)]
- Gray highlighting: Audio and Video Recording, page 10 [Section 3.1(8)]
- Yellow highlighting: Proclamations, page 12 [Section 3.3(5)] and page 31 [Appendix D]
- Blue highlighting: Agenda Preparation, page 15 [Section 4]
- Purple highlighting: Council-Staff Communication Guidelines, pages 19-20 [Section 7] and pages 32-34 [Appendix E]

MERCER ISLAND CITY COUNCIL RULES OF PROCEDURE



ADOPTED

April 19, 2004

AMENDED

August 2, 2004

February 21, 2006

June 19, 2006

June 19, 2017

TABLE OF CONTENTS

<u>SECTION NO.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
1	Governance and Authority	3
2	Council Organization	4
3	Council Meetings	6
4	Agenda Preparation.....	11
5	Council Protocols.....	12
6	City Documents	14
7	Council Relations with City Staff.....	15
8	City Boards and Commissions	16
9	Council Subcommittees	18
10	Suspension and Amendment of Rules.....	19
11	Sanctions for Rule Violations	20
Appendix A	Parliamentary Rules and Motions.....	21
Appendix B	Council Chambers Code of Conduct	23
Appendix C	Process to Fill a Mercer Island City Council Vacancy	24
<u>Appendix D</u>	<u>Annual Proclamations</u>	<u>28</u>
<u>Appendix E</u>	<u>Council-Staff Communication Guidelines.....</u>	<u>29</u>

SECTION 1 GOVERNANCE AND AUTHORITY

1.1 Council-Manager Form of Government

The City of Mercer Island is a Council-Manager form of government. As described in the municipal code and chapter 35A.13 of the Revised Code of Washington (“RCW”), certain responsibilities are vested in the City Council and the City Manager. This form of government prescribes that a City Council’s role is that of a legislative policy-making body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

1.2 Rules of Procedure

The Mercer Island City Council hereby establishes the following Rules of Procedure (“Rules”) pursuant to the authority set forth in Mercer Island City Code (“MICC”) 2.06.050(A), for the conduct of Council meetings, proceedings and business. These Rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules are adopted in the manner provided by these Rules.

1.3 Orientation of New Councilmembers

The City Manager will host an orientation program for newly-elected or appointed Councilmembers, including guidance on the Open Government Trainings Act, which requires training in the fundamentals of the Open Public Meetings Act (OPMA), Public Records Act (PRA), and records retention requirements.

1.4 Mentoring of New Councilmembers

Current Councilmembers shall seek out opportunities to mentor newly elected or appointed Councilmembers to help them gain an understanding of their role as Councilmember.

SECTION 2 COUNCIL ORGANIZATION

2.1 Swearing-In. New Councilmembers shall be sworn in by the City Clerk.

2.2 Election of Mayor and Deputy Mayor. The Council shall elect a Mayor and Deputy Mayor for a term of two years. The City Clerk shall conduct the elections for Mayor and Deputy Mayor at the first Council meeting of each even-numbered year as follows:

- (1) Any Councilmember may nominate a candidate; no second is needed.
- (2) Nominations are closed by a motion, second and 2/3 vote of Council.
- (3) If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination. Approval is by majority vote of Councilmembers present.
- (4) If more than one (1) nomination is made, an open election is conducted by roll call vote.
- (5) To be elected, the nominee needs a majority vote of the Council.
- (6) Elections will continue until a Mayor and Deputy Mayor are elected by a majority vote of the Council.
- (7) The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The new Mayor shall declare the nominee receiving the majority vote as the new Deputy Mayor. The Clerk shall swear the individuals into office.

2.3 Duties of Officers.

- (1) **Mayor.** The Mayor serves as the Presiding Officer and acts as chair at all meetings of the Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings, unless a conflict of interest exists. The Mayor does not possess any power of veto. ~~The Mayor may not move an action, but may second a motion.~~ The Mayor is assigned as the ceremonial representative at public events and functions. The Mayor is vested with the authority to initiate and execute proclamations.
- (2) **Deputy Mayor.** The Deputy Mayor serves as the Presiding Officer in the absence of the Mayor and assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor will appoint another Councilmember as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.
- (3) **Presiding Officer.** The Presiding Officer shall:
 - a. Preserve order and decorum in the Council Chambers;
 - b. Observe and enforce these Rules;
 - c. Call the meeting to order;
 - d. Keep the meeting to its order of business;

- e. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers;
- f. Appoint Councilmembers to serve on Council Subcommittees, ad hoc committees and to serve as liaisons to advisory boards and commissions; Appoint citizens to serve on advisory boards and committees (with affirmation from the Council); and
- g. Impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules.

2.4 Filling a Council Vacancy. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form. The Process to Fill a Mercer Island City Council Vacancy is outlined in Appendix C to these Rules.

SECTION 3. COUNCIL MEETINGS

3.1 General Meeting Guidelines

- (1) **Open Public Meeting Act.** All Council meetings shall comply with the requirements of the Open Meetings Act (chapter 42.30 RCW). All regular meetings and special meetings of the Council shall be open to the public.
- (2) **Meeting Cancellation.** Any Council meeting may be canceled by a majority vote or consensus of the Council. The Mayor or City Manager may cancel a Council meeting for lack of agenda items, adverse weather conditions or due to an emergency.
- (3) **Quorum.** Four members of the Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- (4) **Attendance and Absences.** Councilmembers shall notify the Mayor and City Manager's office no later than 5:00 pm of the day of the meeting requesting he/she be excused from the meeting and stating the reason for such absence. Failure to comply, except in cases of emergency, shall result in an unexcused absence (see RCW 35A.12.060). During Roll Call absences will be noted and during Councilmember Absences (under Other Business), the Mayor shall note if Councilmember's absence is excused or unexcused. The City Clerk will make the appropriate notation in the minutes.
- (45) **Councilmember Seating.** At the dais, the Mayor shall sit in Chair #4, the center seat at the dais, the Deputy Mayor shall sit to the Mayor's right or left, in Chair #3 or #5. The Mayor will determine the seats of the remaining Councilmembers.
- (56) **City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special Council meetings and keep an account of all proceedings of the Council (minutes) in accordance with the statutory requirements RCW 35.23.151 and RCW 42.32.030. The minutes from previous meetings will be posted on the City website in draft format prior to Council meetings as part of the Council packet. Councilmembers are encouraged to inform the City Clerk and City Manager of any errors or proposed changes in advance of the meeting. If a Councilmember wishes to make any corrections to the minutes, they must request to have the set of minutes pulled from the Consent Calendar and make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.

- (7) **Council Chambers Code of Conduct.** The City Hall Council Chambers Code of Conduct is attached as Appendix B to these Rules.

(8) Audio and Video Recording. City Council meetings will be recorded as follows:

<u>Meeting Type</u>	<u>Recording Type</u>
<u>Regular Meeting</u>	<u>Video recorded and broadcast on Channel 21 (MI-TV)</u>
<u>Special Meeting with action to be taken</u>	<u>Video recorded and broadcast on Channel 21 (MI-TV)</u>
<u>Special Meeting with no action to be taken</u>	<u>Audio recorded (available upon request)</u>
<u>Special Meeting held outside of the Council Chambers</u>	<u>No recording or use portable audio recording equipment (on a case-by-case basis)</u>

3.2 Types of Meetings

- (1) **Regular Meetings.** The Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall Council Chambers (9611 SE 36th Street, Mercer Island). Regular meetings will begin at 7:00 p.m. If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 7:00 p.m. on the first business day following the holiday, or on another day designated by a majority vote of the Council.
- (2) **Special Meetings.** A special meeting is any Council meeting other than a regular Council meeting. Notice shall be given at least 24 hours in advance specifying the time and place of the meeting and the business to be transacted. A special Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the Council.
- (3) **Emergency Meetings.** An emergency meeting is a special Council meeting called without 24-hour notice. An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor. The minutes will indicate the reason for the emergency.
- (4) **Executive (Closed) Sessions.** An executive session is a portion of a Council meeting that is closed except to the Council, City Manager, City Attorney and staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive sessions may be held during regular or special Council meetings and will be announced by the Mayor or the Chair. Executive session may be held for limited purposes consistent with RCW

42.30.110(1) and RCW 42.30.140(4)(a). Permissible topics include: considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, review of collective bargaining agreements, public employment applications and evaluations, and certain attorney-client discussions. Before convening an executive session, the Mayor or Chair shall announce the purpose of the meeting. Pursuant to RCW 42.23.070(4), Councilmembers must maintain the confidentiality of all written materials and verbal information provided during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the Public Records Act, chapter 42.56 RCW. If a Councilmember unintentionally discloses executive session material with another party, that Councilmember shall promptly inform the City Manager and/or the Council of the disclosure.

- (5) **Planning Sessions.** Each year the Council shall hold an annual planning session (2- or 3-day retreat) during the first quarter of the year. During this planning session, the Council will agree upon City Council Goals for the next two years. The Council may hold additional planning sessions during the year.

3.3 Order of Regular Council Meeting Agenda

- (1) **Call Meeting to Order & Roll Call.** The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present and absent in the minutes. The Mayor will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance and whether or not the Councilmember has an excused absence.
- (2) **Agenda Approval/Amendment.** Agenda items may be added to a regular Council meeting agenda after the meeting notice is published, if a Councilmember or City Manager explains the necessity and receives a majority vote of the Council. The Mayor may, with the concurrence of the Councilmembers, take agenda items out of order.
- (3) **Executive Sessions.** Executive sessions may be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2(4).
- (4) **Study Sessions.** Study sessions will be held, when needed, from 6:00-7:00 p.m. before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions will be informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions can be made at a study session. Decisions on those issues will be scheduled for a regular or special Council meeting.

- (5) **Special Business ~~and Proclamations~~.** Special Business items may include the presentation of a proclamation or other presentation to elected officials, staff, or the public by the City or presentations to the City or any official made by someone else.

a. Proclamations. ~~A~~ Proclamations ~~is~~ are generally broad statements expressing local government support for particular issues defined as an official announcement made by the Mayor on behalf of the Council. See Appendix D to these Rules for a list of annual proclamations. Requests to proclaim certain events or causes will be considered when such proclamations:

- (i) pertain to a Mercer Island event, person, organization, or cause with local implications,
- (ii) are timely,
- (iii) have potential relevance to a majority of Mercer Island's population, and
- (iv) either forward positive messages or call upon the support of the community. ~~The purpose of a Proclamation is to recognize the efforts of a particular group or increase awareness of an activity.~~

The Mayor, ~~and~~ City Manager, and/or staff designee shall determine approval of Proclamation requests. Proclamations shall be publicly read at a Council meeting and presented to a representative of the event during the Council meeting.

- (6) **City Manager Report.** In an effort to keep the Council and public informed of City business, the City Manager may provide an oral report, make comments, extend compliments, express concerns, or make announcements concerning any topic during this time.
- (7) **Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the Council regarding any matter, except items before the Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person addressing the Council will step up to the podium, give their name and address for the record, and shall limit their comments to three (3) minutes. No speaker may convey or donate his or her time for speaking to another speaker. The Mayor may grant additional time for citizen comments. The Mayor may allow citizens to comment on individual agenda items at times during any regularly scheduled Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the Council as a whole, and not to individual Councilmembers or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested by the Mayor to leave the meeting. The Council cannot accept comments on any campaign-related matters

(elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the Council agenda. RCW 42.17A.555.

The City Clerk will summarize all citizen comments in the minutes. Traditionally, the Council does not respond to comments made at the meeting, however the City Manager may direct staff to follow up with the speaker as appropriate.

- (8) **Consent Calendar.** Consent calendar items have either been fully considered by a Council Subcommittee and are routine and non-controversial are approved by one motion. Items on the consent calendar include, without limitation, payables, payroll, minutes, resolutions and ordinances discussed at a previous Council meeting, bid awards, and previously authorized agreements. A Councilmember may remove an item from the consent calendar for separate discussion and action. If removed, that item will become the first item of regular business of the same meeting.
- (9) **Public Hearings.** There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. Comments are limited to the subject of the public hearing.
 - a. **Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative or policy decisions, including without limitation, review by the Council of its comprehensive plan or biennial budget.
 - b. **Quasi-Judicial Public Hearings.** The purpose of a quasi-judicial public hearing is to decide issues involving the rights of specific parties including, without limitation, certain land use matters such as site specific rezones and preliminary long plats.

The Council's decision on a quasi-judicial matter must be based upon and supported by the "record" in the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted.

In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the appearance of fairness doctrine (chapter 42.36 RCW). The appearance of fairness doctrine prohibits ex parte (outside the hearing) communications with limited exceptions requiring disclosure on the record; prohibits a Councilmember from making a determination on the matter in advance of the hearing; requires the hearing to be fair and impartial; and prohibits the participation of any Councilmember who has a conflict of interest or financial interest in the outcome of the hearing.

A Councilmember shall consult with the City Attorney to determine whether or not he or she should recuse themselves from the quasi-judicial hearing discussion and decision.

- (10) **Regular Business.** Regular Business items are all other regular Council business, including resolutions and ordinances requiring Council action.
- (11) **Other Business.** The Council will discuss upcoming Councilmember absences (and the Mayor will note excused or unexcused absences), the Planning Schedule, Board and/or Commission appointments and Councilmember reports. During Councilmember reports, Councilmembers may report on significant activities since the last meeting; provided, however, that Councilmembers may not enter into debate or discussion on any item raised during a Council report.
- (12) **Adjournment.** With no further business to come before the Council, the Mayor adjourns the meeting.

SECTION 4. AGENDA PREPARATION

- 4.1** The City ~~Clerk, under the direction of the City Manager in consultation with the Mayor and Deputy Mayor~~ will prepare an agenda and packet for each Council meeting. ~~The City Clerk will prepare an agenda packet for each Council meeting~~ specifying the time and place of the meeting. Each item shall be titled to ~~include a brief description of~~ the item to be considered by the Council.
- 4.2** An item may be placed on a Council meeting agenda by any of the following methods:
- a. Majority vote of the Council.
 - b. By the City Manager.
 - c. By the Mayor or Deputy Mayor (when acting in the absence of the Mayor).
 - d. By any two Councilmembers, in writing or with phone confirmation, no later than 12:00 pm seven (7) days prior to the meeting. The names of the requesting Councilmembers shall be set forth in the agenda bill. ~~(1) the City Manager; (2) the Mayor; or (3) two or more Councilmembers.~~
- 4.3** Staff reports shall be in a standard format approved by the City Manager.
- 4.34** Agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list (including Council and staff) by 5:00 p.m. on the Thursday before the meeting. If the deadline cannot be met, the Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up in the HAM radio room in the Police Department lobby upon Councilmember request.
- 4.45** The City Manager will prepare and keep current the Planning Schedule, the calendar of agenda items for all Council regular and special meetings.

SECTION 5. COUNCIL PROTOCOLS

- 5.1 Roberts Rules/Council Rules.** All Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Attorney shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature that may arise during a Council meeting.
- 5.2 Appearances (Public Comment).** Council agrees to adhere to the following protocols during Appearances:
- (1) Council shall listen attentively to the citizen comments.
 - (2) Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions when citizens are speaking.
 - (3) Council shall not engage in debate or discussion with any individual citizen but may be recognized by the Mayor in order to ask the citizen clarifying questions.
- 5.3 Discussion Protocols.** Council agrees to adhere to the following protocols for Council discussion and debate:
- (1) Be courteous and professional at all times.
 - (2) Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - (3) Be recognized by the Mayor before speaking.
 - (4) Be respectful of the City Manager and staff.
 - (5) Speak in turn after being recognized.
 - (6) Do not personally criticize other members who vote against or disagree with you.
 - (7) Do not be repetitive in your arguments or discussion.
 - (8) Respect each other's differences, honor disagreements, vote and move on.
- 5.4 Council Decisions.** Councilmembers recognize that they are part of a legislative or corporal body. As such, when the Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such Council action or take other action adversely impacting staff resources. Councilmembers may not bring any approved action up for reconsideration following Council review and approval of such agenda item except by majority vote. The Council's goal is to make final decisions and not to revisit or reconsider such decisions.
- 5.5 No Surprise Rule.** Councilmembers should use best efforts to contact the City Manager to advise of emerging issues. Generally, Councilmembers agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff 24-hours' advance notice to review any written proposal. To provide staff the necessary preparation time, Councilmembers will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting, if possible.

- 5.6 Possible Quorum.** Any member of the Council can attend any City board, commission, ad hoc, or subcommittee meeting; however, if a quorum of the Council (4 or more Councilmembers) is present at any of these meetings, Councilmembers shall “self-police” by not sitting together and not discussing City business. For community or regional meetings where there may be 4 or more Councilmembers in attendance, the City Clerk may notice the meetings for possible quorum.
- 5.7 Councilmember In-Person Representation.** If a Councilmember appears on behalf of the City before another governmental agency or, a community organization, for the purpose of commenting on an issue, the Councilmember must state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position but rather those of the individual Councilmember. Councilmembers must obtain other Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.
- 5.8 Use of City Letterhead.** Use of City letterhead by the Council shall be confined to conduct of official City business or communicating messages of the City. City letterhead of any kind shall only be used by the Council at the direction of the Mayor or his or her designee. Individual Councilmembers shall not use City letterhead to communicate individual or personal messages or opinions.
- 5.9 Mail.** Mail which Councilmembers receive during the week will be placed in their respective mailboxes at City Hall (located outside the City Manager's office) as it arrives. Councilmembers will have access to their mailboxes during regular business hours. Accumulated mail will be included with hard copy agenda packets or placed on the dais before Council meetings.

SECTION 6. CITY DOCUMENTS

- 6.1 Review.** All ordinances, resolutions, contracts, motions, amendments and other City documents shall be reviewed by the City Attorney. An individual Councilmember may contact the City Attorney to request the preparation of motions for a Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the Council, unless requested by a majority of the Council or by the City Manager.
- 6.2 Signing.** The Mayor, City Clerk and City Attorney sign all ordinances and/or resolutions approved by the Council, immediately following the meeting. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions.
- 6.3 Ordinances.** The following rules shall apply to the introduction, adoption and/or amendment of all ordinances:

- (1) First Reading of Ordinances.** An ordinance shall be scheduled for first reading at any regular or special Council meeting. A majority of the Council may direct the City Manager/City Attorney to prepare any amendments to the ordinance for consideration during second reading and adoption.
- (2) Second Reading/Adoption of Ordinances.** An ordinance that has previously been introduced for first reading may be scheduled for second reading and adoption at any regular or special Council meeting as either regular business or as a part of the consent calendar.

Any amendments that a majority of the Council has directed the City Manager/City Attorney to prepare will be included as proposed amendments in the Council packet for the Council's consideration. If further amendments (other than clerical, punctuation or other non-substantive amendments) are requested at second reading, the ordinance may be continued to the next regular Council meeting for adoption.

- (3) Exceptions.** This Rule shall not apply to:
- (i) any housekeeping ordinances that the City Manager recommends be adopted at first reading;
 - (ii) any budget amending ordinances; or
 - c. any ordinances that Council determines require an effective date precluding a second reading;
- so long as Council suspends this Rule pursuant to Section 10 before adopting the ordinance.

This Rule shall not apply to public emergency ordinances, necessary for the protection of public health, public safety, public property or public peace consistent with RCW 35A.11.12.

SECTION 7. ~~COUNCIL-STAFF RELATIONS/~~ COMMUNICATION GUIDELINES ~~WITH CITY STAFF~~

Governance of a City relies on the cooperative efforts of elected officials, who set policy and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies and priorities.

The following are general guidelines to help facilitate effective communications between the City Council and City staff:

- Channel communications through the appropriate City staff.
- All Councilmembers should have the same information with which to make decisions.
- Depend upon the staff to respond to citizen concerns and complaints as fully and as expeditiously as practical.
- The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.
- In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the Council meeting.
- Respect the will of the “full” City Council.
- Depend upon the staff to make independent and objective recommendations.
- The City Manager and staff are supporters and advocates for adopted Council policy.
- Use social media with caution.
- Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
- Seeking political support from staff is not appropriate.
- Support life-family-work balance.

Appendix D to these Rules contains the standalone Council-Staff Communication Guidelines document and provides greater detail about each guideline listed above.

~~7.1 — Councilmembers will focus primarily on policy matters and not administrative issues.~~

~~7.2 — The City Manager is the primary point of contact between the Council and the staff.~~

~~7.3 — There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.~~

~~7.4 — City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.~~

~~7.5 — Individual Councilmembers will copy the City Manager on any written requests for information. The City Manager shall copy the entire Council on written responses to an individual Councilmember's request for information.~~

~~7.6 — Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of~~

~~development applications, the granting of City licenses or permits, interpretation and implementation of Council policy, or in any other matter involving the administration of City business.~~

~~**7.7** The Council shall not attempt to change or interfere with the operating rules and practices of any City department.~~

~~**7.8** No Councilmember shall direct the City Manager or Department Directors to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council. A matter shall be deemed to be "significant" if it would require more than one (1) hour of staff time. Once notified that a request for information or staff support would require more than one (1) hour, the Councilmember may seek to place the request on an upcoming Council agenda consistent with Section 4.2.~~

~~**7.9** Individual Councilmember requests for information can be made directly to the Department Director unless otherwise determined by the City Manager. If the request would create a change in work assignments or require the Department Director or his or her staff to work in excess of 1 hour, the request must be made through the City Manager.~~

~~**7.10** Absent emergent situations, staff will respond to Councilmember emails or phone messages during business hours only.~~

SECTION 8. CITY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's boards, commissions and ad hoc committees provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.
- 8.2** These advisory bodies originate from different sources. Some are established by Title 3 of the Mercer Island City Code while others are established by motion or ordinance of the Council. It is at the discretion of the Council as to whether or not any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- (1)** Design Commission
 - (2)** Planning Commission
 - (3)** Utility Board
 - (4)** Community Advisory Board
 - (5)** Mercer Island Arts Council
 - (6)** Open Space Conservancy Trust Board
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of their board or commission.
- 8.4** The Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.
- 8.5** Members and alternate members of all advisory bodies are recommended for appointment by the Mayor, following consultation with the Council Liaison and staff, during a regularly scheduled meeting, subject to Council approval.
- 8.6** Vacancies are advertised so that any interested citizen may submit an application. Applicants must be citizens of the City of Mercer Island if required by the Mercer Island City Code or if required by the Mayor. Councilmembers will be notified of any vacancy in any board or commission. Councilmembers are encouraged to solicit applications from qualified citizens. Application forms shall be available from the City Clerk's Office. The City Clerk will retain completed applications for Council review.
- 8.7** Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended. On ad hoc committees, where a specific project is the purpose, there will not be terms of office.
- 8.8** All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, Open Public Meetings Act and require a minimum 24-hour advance notice.

- 8.9** The number of meetings related to business needs of the advisory group may be set by the individual body, unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.
- 8.10** Members may be removed, from any advisory committee, prior to the expiration of their term of office, by a majority vote of the Council.
- 8.11** All members of advisory bodies should be aware of the need to avoid any instance of conflict of interest. No individual should use an official position to gain a personal advantage.
- 8.12** The Council transmits referrals for information or action through the City Manager and the Council liaison to the advisory groups. These advisory groups transmit findings, reports, etc., to the Council through the City Manager and Council liaison.
- 8.13** While the City staff's role is one of assisting the boards and commissions, the City staff members are not employees of that body. Boards and commissions shall not direct City staff to perform research, gather information or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the Council or City Manager. The City staff members are directly responsible to his or her Department Director and the City Manager.
- 8.14** Annually, staff for the Planning Commission, Arts Council, and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the Council for review, possible amendments and approval.
- 8.15** **Roles & Duties for Council Liaison.** The Mayor may appoint a Council liaison for certain boards or commissions. The Council liaison shall report objectively on the activities of both the Council and the advisory group. The specific duties of a Council liaison are as follows:
- (1)** Attend meetings of the board or commission on a regular basis and sit or do not sit at the table or dais, as applicable.
 - (2)** Participate in discussion and debate of the board or commission, but not vote on any matter (except for the Open Space Conservancy Trust as the Council Liaison is a voting member).
 - (3)** Represent the majority Council position, if known.
 - (4)** Participate in a manner that will not intimidate or inhibit the meetings and operations of the board or commission. Make comments in a positive manner to promote positive interaction between Council and the board or commission.
 - (5)** Be prepared to give Council regular and timely reports at every regular Council meeting. Take the lead on discussion items before the Council which pertain to the assigned board or commission.
 - (6)** With the Mayor, evaluate potential candidates for appointment to the board or commission. Based upon liaison and Council input, the Mayor will recommend appointment of candidate's subject to Council affirmation.

SECTION 9 COUNCIL SUBCOMMITTEES

- 9.1** Council subcommittees are policy review and discussion arms of the Council. Subcommittees may study issues and develop recommendations for consideration by the Council. Subcommittees may not take binding action on behalf of the Council. Council Subcommittee structure shall be as determined by the Council in January of each year.
- 9.2** Subcommittees shall establish regular meeting schedules as determined by the Chair of the subcommittee.
- 9.3** Each subcommittee will have staff support assigned by the City Manager. Staff will work with the subcommittee chairs to set agendas, provide support materials and prepare reports.
- 9.4** The City Manager or Mayor may send issues directly to subcommittees for their review or a matter may be referred to a subcommittee by Council vote or consensus.
- 9.5** Subcommittee appointments (chairs and members) shall be made by the Mayor. The Mayor will consider the interests and requests of individual Councilmembers in making subcommittee assignments.
- 9.6** Membership of each subcommittee will consist of three (3) Councilmembers.
- 9.7** The Mayor will make subcommittee assignments each January in which there is an election of the Mayor and Deputy Mayor. The City Clerk will maintain the list of appointments to established subcommittees.

SECTION 10 SUSPENSION AND AMENDMENT OF RULES

- 10.1** Any provision of these rules not governed by state law or ordinance, may be temporarily suspended by a two-thirds (2/3) majority vote of the Council.
- 10.2** These rules may be amended or new rules adopted, by a majority vote of the Council.

SECTION 11 SANCTIONS FOR RULE VIOLATIONS

11.1 Councilmembers may be sanctioned for violation of these Rules in any of the following ways:

- (1) Executive Session.** Two (2) or more Councilmembers may call an executive session under RCW 42.30.110(f) to discuss complaints brought against a public officer;
- (2) Public Censure.** Public censure if a majority of Council supports public censure. During a regular Council meeting, the Mayor shall state in detail the Rule(s) violated and the Councilmember's conduct resulting in violation of the Rule. The Councilmember who is the subject of the sanction shall have the opportunity to rebut;
- (3) Liaison Termination.** The Mayor may terminate subcommittee, board or liaison assignments; and/or
- (4) Other.** Any other appropriate action decided by a majority of the Council.

APPENDIX A
PARLIAMENTARY RULES AND MOTIONS

- (1) If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- (2) A motion that receives a tie vote is deemed to have failed.
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (5) No further citizen comments may be heard when there is a motion and a second on the floor and Council should attempt to ask questions of staff prior to such motion and second.
- (6) When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Councilmembers may object to such summary if any feel the summary does not reflect the Council consensus.
- (7) If the maker of a motion wishes to withdraw their motion, the Mayor shall ask the Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the Council will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
- (8) A motion to table is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- (9) A motion to postpone to a certain time is debatable as to the reason for the postponement but not to the subject matter of the motion; is amendable; and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special Council meeting.

- (10) A motion to postpone indefinitely is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- (11) A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- (12) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (13) Motions that cannot be amended include: motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (15) The motion maker, Mayor or City Clerk should repeat the motion prior to voting.
- (16) At the conclusion of any vote, the Mayor will announce the results of the vote.
- (17) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- (18) Roll call votes will be taken if requested by a Councilmember.

APPENDIX B

CITY HALL COUNCIL CHAMBERS CODE OF CONDUCT

The Mercer Island City Council welcomes the public to Council meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during Council meetings. Audience members will be expected to treat all attendees with respect and civility.

Appearances Ground Rules:

Appearances is the time set aside for members of the audience to speak to the City Council about any issue during a Council meeting. The ground rules are:

- Please (1) speak audibly into the podium microphone, (2) state your name and address for the record, and (3) limit your comments to three minutes.
- Traditionally, the Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed.
- Comments should be addressed to the entire Council, not to individual Councilmembers, staff members, or the audience.
- Audience members should refrain from applause or disapproval of individuals' comments.
- Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- The Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the Council agenda. RCW 42.17A.555.

General Rules:

- Please silence cell phones, computers, tablets, and cameras while in the Council Chambers.
- Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

APPENDIX C

PROCESS TO FILL A MERCER ISLAND CITY COUNCIL VACANCY

PURPOSE

To provide guidance to the City Council when a Mercer Island Councilmember position becomes vacant before the expiration of the official's elected term of office.

APPOINTMENT PROCESS

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. Under authority of RCW 42.12.070, the remaining members of the Council are vested with the responsibility for appointing a qualified person to fill the vacant position. Accordingly, the process should include all of the remaining Councilmembers in Council interviews, deliberations, and votes to appoint someone to fill the vacant position.

The Council should direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity. After the schedule is established, staff will notify applicants of the location, date and time of the interviews.

Applications received by the deadline date and time will be copied and circulated to Councilmembers.

NOTIFICATIONS AND SCHEDULING

The notice of vacancy shall be posted on the City's website and published at least two times in the Mercer Island Reporter.

Council shall determine a regular meeting or set a special meeting for interviewing candidates and possibly appointing someone to the vacant position.

Interviews and the appointment process may be continued to another day if any Councilmember is not able to attend or if the selection process is not concluded.

INTERVIEWS

Each applicant shall be given three to five minutes to introduce themselves and present their credentials and reasons for seeking appointment to the City Council. They shall also address the answers to these questions during their allotted time:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council reserves the right to ask additional questions of candidates during the interview.

At the close of Council questions, applicants will be afforded an opportunity to comment on any additional issues relevant to their candidacy.

The applicants' order of appearance will be determined by a random lot drawing.

DELIBERATIONS AND VOTING

Upon completion of the interviews, and as provided in the Open Public Meetings Act at RCW 42.30.110(1)(h), Councilmembers may convene into executive session to evaluate the qualifications of the applicants. However, all interviews and final action appointing a person to fill the vacancy shall be in a meeting open to the public.

In open session, the Mayor shall ask for nominations from the Councilmembers. No second to the motion is needed. Nominations are closed by a motion, a second and a majority vote of the Council.

The Mayor may poll the Council to ascertain that Councilmembers are prepared to vote. The City Clerk shall proceed with a roll-call vote.

Nominations and voting will continue until a nominee receives a majority vote of the remaining Councilmembers.

At any time during the election process, the Council may postpone elections until another open meeting if a majority vote has not been received, or if one of the remaining Councilmembers is not able to participate in a particular meeting.

The Mayor shall declare the nominee receiving the majority vote of all of the remaining Councilmembers as the new Councilmember who shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled Council meeting.

Under RCW 42.12.070(4), if the Council fails to appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the authority of the City Council to fill the vacancy ends and the King County Council is given the authority to fill the vacancy.

APPENDIX D

ANNUAL PROCLAMATIONS

Annual City of Mercer Island Proclamations

- Martin Luther King Jr. Day Proclamation (1st Jan)
- Black History Month Proclamation (1st Feb)
- Women’s History Month & International Women’s Day Proclamation (1st Mar)
- Sexual Assault Awareness Month Proclamation (1st Apr)
- Earth Day Proclamation (2nd Apr)
- Volunteer Appreciation Week Proclamation (2nd Apr)
- Safe Boating and Paddling Week Proclamation (2nd May)
- Public Works Week Proclamation (2nd May)
- Parks and Recreation Month & Summer Celebration! Proclamation (1st Jul)
- National Night Out Proclamation (2nd Jul)
- Women’s Equality Day Proclamation (1st Aug)
- National Recovery Month Proclamation (1st Sep)
- Emergency Preparedness Month Proclamation (1st Sep)
- Day of Concern for the Hungry Proclamation (1st Sep)
- Domestic Violence Action Month Proclamation (1st Oct)
- Veteran’s Day Proclamation (1st Nov)

APPENDIX E

COUNCIL-STAFF COMMUNICATIONS GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the Council's policies and priorities consistent with Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

- **Channel communications through the appropriate City staff.**

While any staff member is available to answer Council questions and requests for information, the City Manager is the primary information liaison between the Council and City staff as outlined in RCW 35A.13. Questions of City staff should be directed to the City Manager, Assistant City Manager, or Department Directors. When a Councilmember makes a request to a particular staff member, it is important to inform/copy the City Manager. In addition, staff will inform/copy the City Manager so that s/he is aware of Council's requests and needs.

- **All Councilmembers should have the same information with which to make decisions.**

When one Councilmember has an information request, the response will be shared with all members of the Council so that each member may be equally informed.

- **Depend upon the staff to respond to citizen concerns and complaints as fully and as expeditiously as practical.**

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

Operational/Maintenance Complaints

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608. In the evening or on weekends, a member of the City's 24-hour Customer Response Team (CRT) can be dispatched by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

Code Compliance Complaints

The Development Services Group's Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form and fill it out as completely as possible. Go to www.mercergov.org/complaintform to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

Complaints/Concerns Directed to Council

Often City Council will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, these are disseminated to the appropriate department to prepare a formal response on behalf of the Council. The Assistant City Manager oversees the process and ensures a uniform standard. On occasion, a letter or email is directed specifically to a Councilmember. The Councilmember may choose to work directly with the Assistant City Manager to provide a response. All correspondence is copied to all members of Council, regardless of whom it was addressed to.

- **The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.**

The role of the Council is as the legislative body. The Council is responsible for approving the budget, setting the vision and goals, and adopting policy and strategic plans. The primary functions of staff are to execute Council policy and actions taken by the Council and to keep the Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director.

Individual Councilmembers should not knowingly or willfully interfere with the administration of City business including, but not limited to, coercing or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, or permits, and the interpretation and implementation of Council policy.

- **In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the Council meeting.**

Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting. Having a practice of “no surprises” between the Council and City staff and vice versa fosters a productive working relationship.

- **Respect the will of the “full” City Council.**

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree either in terms of workload or policy, it will need to come before the “full” Council. The City Manager takes direction from the full Council and not from individual Councilmembers. If this should occur, the City Manager will prepare a memorandum or email to the City Council informing them of the request. The City Manager will consult with the Mayor, Deputy Mayor, and Councilmember with the request to determine when it is appropriate to bring it before the full Council for discussion and direction.

- **Depend upon the staff to make independent and objective recommendations.**

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this occurs, please refrain from attacking the messenger. Staff respects the role of Council as policy makers for the City and understands that the Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

- **The City Manager and staff are supporters and advocates for adopted Council policy.**

Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted Council policy and direction, even if this may cause concern by the Council minority on controversial issues.

- **Use social media with caution.**

Social media accounts operated by Councilmembers should not be used as mechanisms for conducting official City business, other than to informally communicate with the public. When Councilmembers use it to discuss City business, Councilmembers should clarify that the views expressed are solely their own.

In addition, direct communication between Councilmembers on social media may constitute a "meeting" under the OPMA, and should be avoided. In addition, any content or post related to City business may be subject to disclosure under the Public Records Act, regardless of whether it occurs on a personal account or page.

- **Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.**

All critical comments about staff performance should be made only to the City Manager through private correspondence or conversation.

- **Seeking political support from staff is not appropriate.**

The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager and the Assistant City Manager) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

- **Support life-family-work balance.**

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. It is preferable to have staff respond to nonemergency emails or calls, which occur in the evening or over the weekend, on the next business day.

(January 2018)



MEMORANDUM

2018 City Council Planning Session

TO: City Council

FROM: Julie Underwood, City Manager & Ali Spietz, City Clerk

RE: Boards & Commissions Appointment Process, Council Liaison Appointment Process, and Council Subcommittees

COUNCIL DISCUSSION/QUESTIONS PRESENTED:

1. Does the Council wish to change the process for appointing residents to the City's advisory boards and commissions?
2. Does the Council wish to change the process for appointing Councilmembers as liaisons to the City's advisory boards and commissions and subcommittees?
3. Does the Council agree with staff's recommendation to sunset Council subcommittees and instead use ad hoc committees when needed?

BACKGROUND:

Boards & Commissions Appointment Process

Currently, residents are appointed to advisory boards and commissions by the Mayor and are subject to confirmation by the City Council. The process for appointments to expiring terms, as well as vacancies, is as follows:

1. Advertise the available positions;
2. Send email to members whose positions are expiring asking if they would like to be reappointed (with statement acknowledging that reappointments are not automatic and are at the Mayor's discretion);
3. Send email to all current members asking for help in recruiting applicants;
4. Once the application deadline has passed, staff liaisons review the applications and requests for reappointments and make a recommendation to the Mayor;
5. Staff liaison recommendations and all applications are forwarded to the Mayor and the entire City Council;
6. Councilmembers communicate any recommendations for appointment to the Mayor;
7. The Mayor reviews the applications, staff liaison recommendations, and Councilmember recommendations and forwards appointment decisions to the City Clerk;

8. The City Clerk prepares memo to Council on behalf of Mayor stating the Mayor's choice for appointment and includes it in agenda packet;
9. At the next Council meeting, the Council confirms the Mayor's choice for appointment by motion and vote; and
10. Once the appointments have been made, letters are sent to all applicants either informing them that they were appointed or thanking them for applying.

Currently, Title 3 of the Mercer Island City Code states that members are appointed by the Mayor, and are subject to confirmation by the City Council, to the following boards and commissions:

- Design Commission
- Planning Commission
- Utility Board
- Community Advisory Board (Youth and Family Services Advisory Board)
- Mercer Island Arts Council

The Open Space Conservancy Trust Board was created by Ordinance No. B-93, and the Mercer Island Library Board was created by Resolution No. 1519, and the applicable regulations for these Boards are not codified, although both follow the same appointment process as the rest of the boards and commissions.

In addition, Section 8.5 of the City Council Rules of Procedure states, “Members and alternate members of all advisory bodies are recommended for appointment by the Mayor, following consultation with the Council Liaison and staff, during a regularly scheduled meeting, subject to Council approval.”

Some Councilmembers have asked for a review of the appointment process and a possible change in the way appointments are made. In Council-Manager code cities, RCW 35A.13.080(2) provides that “the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens’ committees, commissions, and boards advisory to the city council.” Attached as Exhibit 1 (page 4) are examples of appointment processes from five other Council-Manager cities in Western Washington.

If the process for appointing residents to the City’s advisory boards and commissions were to change, staff would need to bring back ordinances to amend one or more of the following, as applicable: MICC Title 3 and the Open Space Conservancy Trust, a resolution to amend the Mercer Island Library Board charter, and the City Council Rules of Procedure.

Council Liaison Appointment Process

Councilmembers serve as liaisons to the City's advisory boards and commissions, Council subcommittees, local committees (i.e., MISD committees), and regional boards and committees to:

- a. Assist in transmitting referrals for information or action (through the City Manager) to the advisory groups;
- b. Assist in transmitting findings, reports, etc., to the Council (through the City Manager); and
- c. Represent the City of Mercer Island and/or the City Council's majority position, if known, on issues facing local and regional committees.

Section 2.3(3)(f) of the City Council Rules of Procedure states that the Presiding Officer (Mayor) shall, "Appoint Councilmembers to serve on Council Subcommittees, ad hoc committees, and to serve as liaisons to advisory boards and commissions."

Some Councilmembers have asked for a review of the appointment process and a possible change in the way appointments are made. Attached as Exhibit 2 (page 7) is the liaison spreadsheet for 2018 and attached as Exhibit 3 (page 8) are the descriptions of each boards/commissions/committees to which liaisons are appointed.

Council Subcommittees/Ad Hoc Committees

Due to increasing demands across the organization, limited staff resources and focus on the Council goals and work plan, staff is recommending sunsetting the following established Council subcommittees: Parks & Recreation and Public Safety Council Subcommittees. Attached as Exhibit 4 (page 16), staff documents the effort and time involved in preparing and staffing these subcommittees. Staff proposes changing the City Council Rules of Procedure to delete the Subcommittee information and instead add language to create Ad Hoc Committees to investigate and advise the whole Council on short-term issues and matters. A charter will be created for each Ad Hoc Committee containing the purpose, objectives/responsibilities, duration, and membership. See Exhibit 5 (page 17) for proposed amendments to Section 9, City Council Rules of Procedure. As to the Sustainability Council Subcommittee, Staff recommends converting it into an ad hoc committee to continue as a sounding board for policies, programs, services and funding opportunities that promote sustainability in the City of Mercer Island.

EXHIBITS:

1. Appointment process examples
2. 2018 Council liaison appointments
3. 2018 Council liaison appointment descriptions
4. City Council subcommittees staff time requirements
5. Proposed amendments to Section 9, City Council Rules of Procedure

Boards and Commissions Member Appointment Process Examples

City of Bothell

D. Council Action

1. Council Interview Period - It shall be the privilege of the Council to personally interview each applicant individually, at a time and place to be designated by the Council. However, the Council reserves the right to make appointments after reviewing applications and without conducting interviews. Prior to making selections pursuant to subsection 2 below, the Council further reserves the right to reduce the number of applicants by using a procedure chosen by a majority of Council without conducting interviews.
2. Council Evaluation & Selection - After each applicant or member is evaluated, the Council will deliberate and reach a decision at its earliest convenience, using the following procedure. Council Members will cast their votes using a written ballot to be provided by the City Clerk's Office. Each ballot will contain an alphabetical-by-last-name list of all applicants (primary and alternate interest) for that particular advisory body, and Council Members will cast the same number of votes as there are vacancies. For example, a ballot for the Parks & Recreation Board contains the names of all nine of the applicants who expressed either primary or alternate interest in serving on the Parks & Recreation Board. If there are only four vacancies on the Parks & Recreation Board, each Council Member would cast four votes on the Parks & Recreation Board ballot. After all votes are cast, staff will collect the ballots, tally the votes, and assign position numbers to the applicants who receive a majority of votes of Council Members voting. Following this tallying, the results of the voting and position numbers will be announced to the Council for subsequent action to ratify the results of the voting. All written ballots used to select board and commission members will be retained with the agenda packet for that Council meeting.
3. Decision & Announcement - Each applicant will be notified by mail of the decision of the Council. The City Clerk will also notify the Chair of the affected board or commission of its decision.

City of Bainbridge Island

Article 6: CITIZEN COMMITTEES, BOARDS AND COMMISSIONS

6.1 Approval of Appointees

6.1.1 Citizens on Standing Governing Bodies

All members of standing citizen committees, citizen boards, and citizen commissions which are, or which may hereafter be, required by State law or City ordinance or resolution, shall be appointed by the Mayor with confirmation by the Council.

City of Port Townsend

Appointments to most boards and commissions are made by the mayor, subject to the confirmation of the city council.

City of Shoreline

- 2.4 Appointments to Boards and Commissions. The Council will use the following process in managing the appointment of individuals to Boards and Commissions.
 - A. In closed session, the ad hoc subcommittee of Council members gathers and reviews the applications, and determines which applicants will be interviewed.

- B. Subcommittee members inform the City Manager which applicants they plan to interview so that she/he can inform the other Council members. If any Council member feels strongly that someone not on the interview list should be interviewed, she/he may make this known to the City Manager to relay to the subcommittee.
- C. "Notice" is then given to the public that the subcommittee shall conduct interviews of the "finalists."
- D. In open public meetings, the subcommittee interviews the "finalists." Ground rules will govern the conduct of the meetings and be communicated to all participants. These ground rules will notify audience members that they will not be asked to comment during the meeting, and must not do or say anything that creates the impression that they support or oppose any candidate.
- E. In a closed meeting the subcommittee members review the findings from the interviews and reach consensus on whom to recommend that the full Council appoint.
- F. In a regular public meeting of the Council, the subcommittee's recommendations are made an agenda item and discussed by the Council. Each Councilmember will have the ability to support, oppose, or amend the list of candidates proposed by the ad hoc committee. The recommendations will not be part of the "consent agenda" to ensure a full and thorough vetting of the subcommittee's recommendations. The Council will vote to appoint new members to the board or commission.

City of Spokane Valley

- A. Regional Committees, Commissions and Boards
 - 1. Committees

Spokane Valley Councilmembers and/or residents who seek representation on any standing committee, board, or commission required by state law, shall be appointed by the Mayor with confirmation by the Council.

Appointment Process: Any committee, board, commission, task force, etc., requiring Mayoral appointment of committee members, shall also require confirmation by the Council, which shall be by majority vote of those present at the time the confirmation vote takes place. By majority vote, Council can reject the appointment. If Council fails to confirm the recommended appointment, the Mayor could either make another recommendation, or the appointment may be postponed to a later date, giving City staff opportunity to further advertise for committee openings.

2017 City Council Liaison Assignments

Boards & Commissions Memo

Page 6

		Acker	Bassett	Bertlin	Nice	Weiker	Wisenteiner	Wong
City Boards and Commissions								
Arts Council (1)	2nd Wed 6:30 pm MICEC							
Community Services Board (1)	4th Tue of Sep-Nov, Jan-May 6-7:30pm MICEC							
Disability Board (2)	3rd Mon of EO Month* 8:00 am Police Library							
Library Board (1)	4th Mon of EO Month* 6-7:30 pm Library							
Open Space Conservancy Trust (1)	3rd Thu of EO Month* 6:00 pm City Hall							
Utility Board (1)	2nd Tue (as needed) 7:00 pm City Hall							
City Council Subcommittees								
# Parks & Recreation Subcommittee (3)	2nd Thu 7:30 am MICEC							
# Public Safety Subcommittee (3)	1st Wed Quarterly 7:30 am Police Dept							
Sustainability Subcommittee (3)	3rd Thu 9-10:30 am Farside Room							
Ad Hoc Committees								
Diversity & Inclusion Committee (3)	Varies							
Financial Challenges Committee (3)	TBD							
Local Assignments								
# City Council-School Board Partnership Committee (3)								
MISD Superintendent's Advisory Council (1)								
Mercer Island PTA Advocacy Committee (1)	3 rd Fri 9-10:30am (2017-2018)					Exp: 6/3/2018		
Regional Assignments (appointed by Mayor)								
ARCH Representative								
Eastside Transportation Partnership (2)	2nd Fri 7:30-9 am Bellevue							
Renton Airport Advisory Committee	Varies					Exp: 5/17/2019		
SCA Public Issues Committee (2)	2nd Wed 7-9 pm Renton City Hall							
WRIA 8 Salmon Recovery Council	3rd Thu of EO Month 3-5 pm Bellevue							
Regional Assignments (appointed by SCA)								
King County Domestic Violence Initiative Regional Task Force (DVI)^							Alternate	
King County Emergency Management Advisory Committee (EMAC)^						Alternate		
King County Growth Management Planning Council (GMPC)^								
King Conservation District Advisory Committee (KCDAC)^								
King County Flood Control District Advisory Committee (KCFCDAC)^								
King County Regional Transit Committee (RTC)^								
King County Regional Water Quality Committee (RWQC)^								
Puget Sound Regional Council Executive Board^			Alternate					
Puget Sound Regional Council Transportation Policy Board (TPB)^								Alternate

These committees will be discussed at the 2018 Planning Session

* Every Other Month = Jan/Mar/May/Jul/Sep/Nov

^Appointed through Sound Cities Association

Exhibit 2

CITY COUNCIL LIAISON DESCRIPTIONS

CITY BOARDS AND COMMISSIONS

Arts Council (1)

Date	Time	Location
2 nd Wednesday of every month	6:30 pm	Mercer Island Community & Event Center (8236 SE 24 th Street, Mercer Island 98040)

Advises the City Council on matters related to the arts; advocates the arts, artists and arts organizations of Mercer Island; stimulates community awareness and enjoyment of the fine arts; promotes community education, awareness and enjoyment of the arts; and supports performing, visual and literary arts programs, projects and events. Staffed by the Parks and Recreation Department. The Council consists of eleven members.

Community Advisory Board (1)

Date	Time	Location
4 th Tuesday of every month (Sep-Nov & Jan-May)	6:00 PM to 7:30 PM	Mercer Island Community & Event Center (8236 SE 24 th Street, Mercer Island 98040)

Makes recommendations regarding policies, programs, budget, public relations and fundraising for youth, senior and family programs through the Youth and Family Services Department. Staffed by the Youth and Family Services Director. The Board consists of twenty-four members (4 senior, 8 adult and 12 youth).

Disability Board (2)

Date	Time	Location
3 rd Monday of every other month (Jan, Mar, May, Jul, Sep, and Nov)	8:00 AM	Police Department Library (9611 SE 36 th Street, Mercer Island 98040)

Advises Council on matters related to law enforcement officers and firefighters retirement system. Members include representatives from the police and fire and their alternates as well as two City Councilmembers and a citizen representative. The Assistant City Attorney, Fire Chief, Police Chief and Human Resources Director staff the board. RCW 41.26 provides that each City having a population of 20,000 or more shall establish a Disability Board having jurisdiction over all members of the law enforcement officers and firefighter's retirement system.

Mercer Island Library Board (1)

Date	Time	Location
4 th Monday of every other month (Jan, Mar, May, Jul, Sep, and Nov)	6:00 PM to 7:30 PM	Mercer Island Library (4400 88 th Ave SE, Mercer Island 98040)

The board was established in 2014 to provide the residents of Mercer Island with a means to provide input and recommendations to the King County Library System on how to change the operations, services, and facilities of the Mercer Island Library so that it better meets the changing needs of the residents of Mercer Island. The board consists of seven members.

Open Space Conservancy Trust Board (1)

Date	Time	Location
3 rd Thursday of every other month (Jan, Mar, May, Jul, Sep, and Nov)	6:00 PM	City Hall Council Chambers (9611 SE 36 th Street, Mercer Island, 98040)

The Trust was created for the express purpose of receiving and holding such real property, as transferred for open space purposes; for protecting, maintaining and preserving the Open Space Properties; and insuring that the development and use of the Open Space Properties are both consistent and compatible with the intent and purpose of the Trust and the guidelines and policies enacted. Staffed by the Parks and Recreation Department. The board consists of seven members. *The Councilmember liaison to this board is a voting member.*

Utility Board (1)

Date	Time	Location
2nd Thursday (as needed) of every other month (Jan, Mar, May, Jul, Sep, and Nov)	7:00 PM	City Hall Council Chambers (9611 SE 36 th Street, Mercer Island, 98040)

The Utility Board recommends policies relating to all utilities, reviews all consecution plans and programs, examines petitions and requests for creation of local improvements districts. Staffed by the Maintenance and Finance Departments. The Board consists of seven members

CITY COUNCIL SUBCOMMITTEES

Parks & Recreation (3)

Three Councilmembers meet with Parks and Recreation staff quarterly to discuss current and emerging issues and projects in the Parks and Recreation Department.

Public Safety (3)

Three Councilmembers meet with Police and Fire staff quarterly (as needed) to discuss current and emerging issues and projects in the Police and Fire Departments.

Sustainability (3)

Three Councilmembers meet with sustainability staff quarterly to discuss current and emerging sustainability issues and projects.

LOCAL ASSIGNMENTS

City Council-School Board Partnership Committee (3)

The City Council-School Board Partnership Committee is the forum within which City and School officials undertake issues of mutual interest, conduct analyses, identify alternatives for action and devise mutually-agreeable proposals for consideration by the respective governing bodies. The Committee is intended to serve as a working group, delving into issues at a policy level and a detail level to the extent necessary to make

informed recommendations. Examples of topics that might be considered by the Committee include City-School partnerships in youth counseling; use, scheduling and maintenance of recreational facilities; transportation; and facilities and equipment maintenance.

The Committee is sanctioned to meet and undertake specific topics upon the mutual agreement of both governing bodies – the School Board and the City Council. All work performed by the Committee will be assigned by separate votes of the City Council and School Board. Committee membership will always have less than a quorum of School Board Directors and City Councilmembers. The School Superintendent and City Manager, or their designees, will attend all meetings. Membership of specific School Board Directors and City Council members will be determined according to the appointment processes of each governing body. Membership from one topic to another may change according to the appointment prerogatives of each governing body.

MISD Superintendent's Advisory Council (1)

Date	Time	Location
Unknown	9:00 AM to 11:00 AM	Board Room of the Mercer Island School District Administration Building (next to the PEAK at 4160 86th Ave SE).

The Superintendent's Advisory Council (SAC) is a representative body that will communicate on a variety of important topics raised by the Superintendent and raised by SAC members with stakeholder groups. The SAC will advise the Superintendent on policy matters as they pertain to topics discussed at the SAC meetings, generally held three times during the school year. Prior to fall, 2014, the SAC was known as the District Advisory Council.

The role of Superintendent's Advisory Council members is to advise the Superintendent on issues/decisions and/or policy matters that the district is facing, be informed about the background, rationale, and decision-making processes made by the district throughout the year as issues arise, communicate issues and concerns raised by various stakeholders as represented by Superintendent's Advisory Council members, share the District's vision/mission with a variety of representative groups, and accurately represent the whole constituency.

Mercer Island PTA Advocacy Committee (1)

Date	Time	Location
3rd Friday of every month	9:15 AM to 10:45 AM	Board Room of the Mercer Island School District Administration Building (next to the PEAK at 4160 86th Ave SE).

The PTA Advocacy Committee advocates for the interests of the PTA and students of the Mercer Island School District. We support solutions on issues impacting our schools and children. We facilitate communication within and from the PTA to the broader community. We take action for the development of the highest-quality learning environment. We support and speak on behalf of children and families to our school administration, government, and other organizations that make decisions impacting our schools.

Our committee is open to interested members of the PTA, and we collect input from the broader parent community. We work for positive and systemic impact. Listening, communication, and commitment to our children represent our core values.

REGIONAL ASSIGNMENTS (appointed by Mayor)

Please note that meeting times are set by the committees, and may be subject to change.

ARCH Representative

Date	Time	Location
Unknown	Unknown	Unknown

Eastside Transportation Partnership

Date	Time	Location
2nd Friday of every month	7:30 AM to 9:00 AM	Bellevue School District Office, Room 200 (Old Boardroom), 12111 NE 1st Street, Bellevue, WA 98005

The Eastside Transportation Partnership (ETP) was established through an Interlocal Agreement in 1987, which provided funds for a study that resulted in recommendations for transportation improvements on the Eastside. That study was completed, recommendations were adopted, and staffing responsibility was transferred in 1990 from the City of Redmond to King County. Efforts have continued to implement the recommended projects, and many of which have been completed or are currently underway. The mission of ETP is to provide an Eastside forum for inter-jurisdictional cooperation to implement coordinated, prioritized transportation plans and programs through leadership, education, and advocacy.

Renton Airport Advisory Committee

Date	Time	Location
As needed	TBD	Renton Airport

The Committee serves in an advisory capacity to the Mayor and City Council of the City of Renton on matters referred to the committee by the City Council. The primary function of this committee is to provide a forum for members of the community to discuss their concerns directly with airport operators and for collaborative problem solving and resolution of their issues. Members serve a 3-year term.

SCA Public Issues Committee

Date	Time	Location
2nd Wednesday of every month	7:00 PM	Renton City Hall, 1055 S Grady Way, Renton, WA 98057

The SCA Public Issues Committee (PIC) was established by SCA in 1995 as a standing board committee. Per SCA Bylaws, the PIC “shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions”; Governed by SCA Bylaws (adopted by membership as a whole at Annual Meetings), SCA Board Policies (adopted by Board), and PIC Operating Policies (adopted by PIC). The PIC includes a representative of each city in SCA. Each SCA member has a seat and equal vote at the PIC. It is the body responsible for making recommendations on policies and committee appointments to the Board. The PIC is SCA’s vehicle for bringing policies to member cities, and for member cities to bring policies to SCA.

The PIC not only evaluates and recommends policy positions, but it also recommends regional committee and board appointments to the SCA Board of Directors. A nominating committee of the Public Issues Committee consisting of one representative of each SCA Regional Caucus shall be appointed by the Chair of the Public Issues Committee in October to recommend appointments to the committee. Equitable geographic distribution shall be considered in recommending appointments to the Board of Directors.

WRIA 8 Salmon Recovery Council

Date	Time	Location
3rd Thursday of every other month	3:00 PM to 5:15 PM	Puget Sound Room-1ABC, Dept. of Ecology Northwest Regional Office, 3190 160th Ave. SE, Bellevue

The WRIA 8 Salmon Recovery Council is composed of elected representatives from 27 local cities and two counties (King and Snohomish), and concerned citizens, scientists, and representatives from environmental interests and state agencies. Established in 2007 when the WRIA 8 Steering Committee and WRIA 8 Forum were combined, the Salmon Recovery Council oversees implementation of the science-based Chinook Salmon Conservation Plan in the Lake Washington/Cedar/Sammamish Watershed. The watershed, also known as Water Resource Inventory Area (WRIA) 8, runs from the Puget Sound nearshore and inlands from the north end of Elliott Bay to south Everett, and east to the Bear Creek basin, the Issaquah Alps, and upper reaches of the Cedar River.

REGIONAL ASSIGNMENTS (appointed by SCA)

Please note that meeting times are set by the committees, and may be subject to change.

King County Domestic Violence Initiative Regional Task Force (DVI)

Date	Time	Location
Quarterly	TBD	Rotating sites around King County

DVI will be informed by a regional discussion about priorities for DV. Community meetings and digital networking tools will be used to identify barriers and find practical solutions to improve the response to DV. The meetings and networking tools will be tied to the 30th year anniversary of RCW 10.99, thereby recognizing how far we have come and planning for where we should go in the future. Efforts will also be made on a continuing basis to reach out to current DV committees/taskforces, community groups, and statewide organizations. This will not be a discussion committee or an informal coordinating body. Instead we will focus on practical improvements to our region's legal response to domestic violence.

King County Emergency Management Advisory Committee (EMAC)

Date	Time	Location
2nd Wednesday of every month	10:00 AM to 11:30 AM	King County Regional Communications and Emergency Coordination Center, 3511 NE 2nd Street, Renton, WA 98056

The Emergency Management Advisory Committee (EMAC) advises, assists, reviews, and comments on emergency management and homeland security issues, regional planning, and policies. They measure and prioritize core capabilities, and recommend homeland security allocations and work products to sustain and

enhance preparedness and operational levels. Members, as set forth in code, provide regional and multi-discipline perspective, and represent cities, fire service, law enforcement, hospitals, the Port of Seattle, government, special purpose districts, tribes, utilities, non-profit agencies, and the private sector.

King County Growth Management Planning Council (GMPC)

Date	Time	Location
4 times per year (TBD)	4:00 PM to 6:00 PM	PSRC, 1011 Western Ave, Suite 500, Seattle, WA 98104

The Growth Management Act (GMA), passed by the State Legislature in 1990, requires that counties and cities develop a collaborative set of framework policies to guide development of each jurisdiction's comprehensive plan. The Growth Management Planning Council (GMPC) is a formal body created by interlocal agreement, currently consisting of elected officials from King County, Seattle, Bellevue, other cities and towns in King County, and special purpose districts. Realization of a countywide vision involves collaboration, trade-offs and difficult choices about the appropriate level of growth, its location, the type of growth to be encouraged, public spending, governance decisions, environmental protection, and the quality of life in King County. Through the GMPC, jurisdictions within King County are working together to plan for economic and population growth in King County. The GMPC policies must be approved by the King County Council and ratified by King County cities.

King Conservation District Advisory Committee (KCDAC)

Date	Time	Location
3rd Wednesday 8 months of the year	4:00 PM to 6:00 PM	South Renton Treatment Plant Admin Building, 1200 Monster Road SW, Renton, WA 98057

The King Conservation District (KCD) was established in 1949 by the Washington Conservation Commission to provide landowners with assistance to protect and enhance natural resources. KCD serves 35 jurisdictions (34 cities and King County) with a combined population of 1.8 million. The District's mission is "to promote the sustainable uses of natural resources through responsible stewardship." More than 60 years after it was formed, increased urbanization, endangered salmon, loss of forest cover, threats to the health of Puget Sound, increased challenges from stormwater and flooding, and the need for a resilient, sustainable, and equitable food system make the King Conservation District's programs and services essential.

KCD collaborates with private landowners, member jurisdictions and nonprofit organizations to provide stewardship services. Because it is an independent, non-regulatory agency, KCD is seen by many landowners as a trusted mentor and partner, providing education, technical assistance, and financial incentives to help people implement measures to improve the sustainability and productivity of their land.

King County Flood Control District Advisory Committee (KCFCDAC)

Date	Time	Location
3-4 times between April and August and once in the Fall	Unknown	unknown

The King County Council governs the Flood District as a "District Board of Supervisors". The King County Flood Control District Advisory Committee (KCFCDAC) is charged with providing the King County Flood Control District Board of Supervisors with expert policy advice on regional flood protection issues. The committee

reviews and recommends an annual work program and budget for the district, including capital improvement program projects and funding levels, subject to approval or approval and modification by the District Board of Supervisors.

King County Regional Transit Committee

Date	Time	Location
3rd Wednesday of every month	3:00 PM to 5:00 PM	Council Chambers (10th Floor), King County Courthouse, 516 Third Avenue, Seattle, WA 98104

In the early 1990's following the merger of King County and Metro, in response to structural changes in King County government, three multijurisdictional policy committees were created to address transportation (transit), water pollution control, and regional issues. The Regional Transit Committee reviews and makes recommendations to the Metropolitan King County Council on policies and plans for the public transportation services operated by King County. These policies govern the planning and delivery of bus service, commuter vanpools, and van service for people with disabilities; establish the structure for transit fares; the purchase of new buses; and the construction of bus shelters, park and ride lots, and other transit facilities.

King County Regional Water Quality Committee

Date	Time	Location
1st Wednesday of every month	3:00 PM to 5:00 PM	Council Chambers (10th Floor), King County Courthouse, 516 Third Avenue, Seattle, WA 98104

The Regional Water Quality Committee develops, reviews, and recommends countywide policies and plans addressing wastewater treatment and sewer service issues, long range capital facilities plans, rate policies, and facilities siting. Additionally, the committee provides a forum for discussion and examination of broader issues of water quality, including pollution sources, surface and stormwater control, water supply, and regulatory issues.

Puget Sound Regional Council Executive Board (PSRC)

Date	Time	Location
4 th Thursday of every month	10:00 am to 11:30 am	PSRC, 1011 Western Ave, Suite 500, Seattle, WA 98104

The Puget Sound Regional Council Executive Board meets on the 4th Thursday of every month, from 10:00 AM to 11:30 AM, at PSRC, 1011 Western Ave, Suite 500, Seattle, WA 98104. Please note that this meeting time is set by the committee, and may be subject to change.

The Executive Board, chaired by the Regional Council president, meets monthly, and carries out delegated powers and responsibilities between meetings of the General Assembly. Executive Policy Board Make Up/Voting Rights: Each county, and each city of 70,000 + population are permanently assigned positions on the Executive Board pursuant to an Interlocal Agreement. For the remaining member cities and towns in each county, the method of appointment is at the discretion of the members immediately concerned.

Puget Sound Regional Council Transportation Policy Board

Date	Time	Location
2nd Thursday of every month	9:30 AM to 11:30 AM	PSRC, 1011 Western Ave, Suite 500, Seattle, WA 98104

The Transportation Policy Board (TPB) includes representatives of the PSRC's member jurisdictions and regional business, labor, civic and environmental groups. The TPB meets monthly to advise the Executive Board on key transportation issues.

City Council Subcommittees - Staff Time Requirements

Public Safety Committee

- The PD has a minimum of four staff at each meeting, and often more if a subject matter expert is presenting
- The FD has a minimum of two staff at each meeting, and may have more if they are presenting specific material
- The CM attends each meeting
- Other staff from other Departments occasionally attend (Chip / Ross / the CA's office)
- Prep time typically ranges from 2 to 3 hours for each meeting
- Each meeting is scheduled for one hour
- We used to meet once each quarter, but it has tapered off

Minimum staff time commitment per Public Safety Subcommittee meeting:

Staff prep time for PD & FD staff	Avg 2 hrs per Dept	4 hours
Actual staff time per meeting	Avg 7 staff x 1 hour	7 hours
Avg total staff time consumed by the Public Safety Subcommittee		11 hrs per meeting

Parks & Recreation Subcommittee

- P&R has its Management Team at all committee meetings
- The Assistant CM and/or CM attend the meeting
- Other staff occasionally attend (Usually a Finance Representative)
- Prep time 2 hours for each meeting
- Each meeting is schedule for 1.5 hrs, plus extra .5 hrs before/after meeting
- Meetings are scheduled 9 times per year (126 hours annually)

Minimum staff time commitment per Parks & Rec Subcommittee meeting:

Staff prep time	Avg 2 hrs	2 hours
Actual staff time per meeting	Avg 7 staff x 2 hours	14 hours
Avg total staff time consumed by the P&R Subcommittee		16 hrs per meeting

Sustainability Subcommittee

- Sustainability Manager and Assistant CM typically attend
- Prep time 2 hours for each meeting
- Each meeting is scheduled for two hours
- Meetings occur 8-10 times per year

Minimum staff time commitment per meeting:

Staff prep time	Avg 2 hrs	2 hours
Actual staff time per meeting	Avg 2 staff x 2 hours	4 hours
Avg total staff time consumed by the Sustainability Subcommittee		6 hrs per meeting

Three Short-Term Assignment Subcommittees met earlier this year, but are not scheduled for additional work:

- ✓ Diversity & Inclusion Subcommittee
- ✓ Organizational Effectiveness Subcommittee
- ✓ Financial Challenges Subcommittee

SECTION 9 COUNCIL AD HOC COMMITTEES ~~SUBCOMMITTEES~~

- 9.1** Council ad hoc committees are temporary committees established to investigate and advise on short-term issues and matters. Ad hoc committees may not take binding action on behalf of the Council.
- 9.2** Ad hoc committees will be established by a charter containing the purpose, objectives/responsibilities, duration, and membership. Ad hoc committees will be dissolved upon completion of the intended task.
- 9.4** Ad hoc committee appointments (chairs and members) shall be made by the Mayor. The Mayor will consider the interests and requests of individual Councilmembers in making assignments. No more than three (3) Councilmembers shall serve on an ad hoc committee.
- 9.3** Ad hoc committees will have staff support assigned by the City Manager. Staff will work with the committee chairs to set agendas, provide support materials, and prepare reports.
- 9.6** Ad hoc committees will be created as needed. The City Clerk will maintain the list of appointments.
- ~~**9.1** Council subcommittees are policy review and discussion arms of the Council. Subcommittees may study issues and develop recommendations for consideration by the Council. Subcommittees may not take binding action on behalf of the Council. Council Subcommittee structure shall be as determined by the Council in January of each year.~~
- ~~**9.2** Subcommittees shall establish regular meeting schedules as determined by the Chair of the subcommittee.~~
- ~~**9.3** Each subcommittee will have staff support assigned by the City Manager. Staff will work with the subcommittee chairs to set agendas, provide support materials and prepare reports.~~
- ~~**9.4** The City Manager or Mayor may send issues directly to subcommittees for their review or a matter may be referred to a subcommittee by Council vote or consensus.~~
- ~~**9.5** Subcommittee appointments (chairs and members) shall be made by the Mayor. The Mayor will consider the interests and requests of individual Councilmembers in making subcommittee assignments.~~
- ~~**9.6** Membership of each subcommittee will consist of three (3) Councilmembers.~~
- ~~**9.7** The Mayor will make subcommittee assignments each January in which there is an election of the Mayor and Deputy Mayor. The City Clerk will maintain the list of appointments to established subcommittees.~~



MEMORANDUM

2018 City Council Planning Session

TO: City Council

FROM: Ali Spietz, City Clerk

RE: **2017 Citizen of the Year Nominations and Selection**

COUNCIL DISCUSSION/QUESTION PRESENTED:

Who would the Council like to select as the 2017 Citizen of the Year?

BACKGROUND:

At the City Council's annual Planning Session, Councilmembers nominate and select a Mercer Island citizen to honor as the Citizen of the Year for the previous year. The selected nominee is honored at a Council meeting and rides in the first car in the Summer Celebration! parade in July. A framed photo of the honoree is hung in the Council Chambers lobby.

The City Council began recognizing outstanding efforts of citizens in 1990. The current criteria for nomination and selection is as follows:

- Honoree should be someone who is unrecognized for his/her contributions but is obvious to everyone as a good choice.
- Honoree should be someone who has given service to the community either on Mercer Island or in the broader community in such a way as to reflect on Mercer Island.
- Every attempt to de-politicize the nominee and their efforts in the community should be taken, but politics should not exclude a good candidate.
- The nominations are taken at the annual Council retreat. If no one person is an obvious choice, it is better to have no choice than a wrong choice.
- An attempt is made to recognize someone who has given a broad base of community service but has not been recognized in a lot of ways.
- No elected official in office or known to be candidate for elective office may receive the award. [Added 3/2001]
- Honoree should be someone who has had a significant impact on the community in the past year. [Added 1/2009]

The past recipients of the Citizen of the Year award are:

1990	Barbara Sweir & Phil Flash	2004	Aubrey Davis
1991	John Nelson	2005	Ben Wolfe (given posthumously)
1992	Dr. Floyd Short	2006	Kenneth & Margaret Quarles
1993	Anna Matheson & Delores Erchinger	2007	Jim Trombold
1994	Pam Eakes	2008	MI Farmers Market Committee
1995	John Steding	2009	Blair Rasmussen
1996	Fay Whitney	2010	Susan Kaplan and Terry Pottmeyer
1997	Pat Braman	2011	Michael K. Copass, M.D.
1998	Mercer Island Clergy Association	2012	Fran Call
1999	Aircraft Noise Abatement Committee	2013	Mercer Island Preschool Association
2000	Don Cohen	2014	Roger and Nancy Page
2001	Eugene Ferguson	2015	Nancy Stewart
2002	Jan Deveny	2016	Terry Moreman
2003	Myra Lupton		

Detailed information about each Citizen of the Year is below:

1990

The first citizen of the year was **Barbara Swier**. She was thanked by the Council for organizing daffodil bulb planting in Mercer Island's Central Business District. She had single-handedly organized volunteers to plant the Town Center with bulbs to make a great splash of color in the spring. Her work was done with little help from the City and was much appreciated. Since the Council did not have a citizen of the year award at that time, the Council recognized her at a regular meeting.

That same year, the Council also thanked **Phil Flash** for organizing a volunteer litter patrol along the sides of roads. He demonstrated his further commitment to Mercer Island as Santa at the Merchant's Munch, as member of the Historical Society and participant on many community occasions.

1991

The second year, the Council decided to pick a member of the community who had been active in many different ways. They chose **John Nelson** because he had served as founding member and president of the Arts Council, was a member at large for the Youth and Family Services Board, was active starting and running the Rotary Marathon, volunteered to be a starter at the annual all school track meet, was on the Community Fund board and as such had acted as auctioneer at various auctions. He also was very active in Mercerservsery, the occasion of the 25th year since the City of Mercer Island incorporated. Whenever there was a task for volunteers, John was there helping. John ran for City Council in 1994 and won. He served four years before stepping down to become a Regional Governor for Rotary.

1992

The third year the Fire Department brought the Council the name of an unsung hero that they wished to see honored – **Dr. Floyd Short**. He was the trainer for all the firefighters to become emergency medical technicians (EMT). He created the first trained EMTs who were able to provide first response before the Medic One arrived. When Hunter Simpson, then president of Physio-Control donated a defibrillator to the Mercer Island Fire Department, Dr. Short began training fire fighters in its use. His experiment got him a 20 year volunteer position as trainer.

1993

By 1993, the Council felt that rules of how and why we chose a Citizen of the Year would be helpful. At that time we felt that we wished to make the award fun and meaningful to us all. We agreed to a set of criteria that would guide the Council in its selection of its Citizen of the Year.

That year there were two nominations of people who had similar activities and were of similar advanced age. Instead of waiting for another year, we agreed to honor them both. **Anna Matheson** was very active in starting and maintaining the Council on Aging. This group had advocated for seniors and had been instrumental in starting Meals on Wheels, transportation for seniors by volunteers, and many other senior support activities. **Delores Erchinger** was volunteer extraordinaire for the Chamber of Commerce. She often called every business member to remind them of the monthly Chamber Meetings and worked countless hours answering the phones there. She further volunteered at the Council on Aging, and helped start the Historical Society.

1994

Pam Eakes was chosen this year because of her national activities for Mothers Against Violence in America (MAVIA). In the year that she started this organization, it had grown to 30 chapters across the state. This organization has grown nationally and has also created a school based group called Students Against Violence Everywhere (SAVE).

1995

The year that **John Steding** died, we realized that he had given many years of service to our community and that the Council had not yet recognized someone who was active in the schools. With this in mind, the Council posthumously awarded John Steding its Citizen of the Year. John was the keeper of the statistics for most sports at Mercer Island High School.

1996

Faye Whitney was honored for her 20 years of service to seniors and youth on Mercer Island. She had just completed Blossoms and Burgers, an event that partners the seniors at the Parks and Recreation Department with the Crest Learning Center. She helped start and run this event for many years. She also is active in the Council on Aging and Meals on Wheels program. She volunteered at the Mercer Island Thrift shop since 1978, raising funds for Youth and Family Services.

1997

Pat Braman was active for many years as a teacher and union activist. But her nomination came from a year of devoting personal time to bring the Youth Asset training to Mercer Island Schools. This program was part of another position she held as the City's only representative on the Community Network of Mid-East King County. These Networks were formed by the legislature to meet the challenge of increasing youth violence and teen pregnancy. Pat's work on both these projects took time and energy to find funds from the private sector and to advocate for people in the community to get trained to be more supportive of kids.

1998

The Clergy Association was chosen because the Council was so appreciative of their overwhelming support and advocacy for affordable housing. This group was not used to taking political or public stands and yet became a moving force in our community. Their support culminated in the purchase of Ellsworth House in 1999. They also had developed a chaplain support group for the Public Safety Department. Association members: **Bill Clements, Woody Carlson, Paul Fauske, Wynton Dunford, David Rose, Lisa Gelber, Richard Johnson, John Bowman, Carla Berkedal, Randal Gardner, Jack Olive,**

Eric Newberg, Jeff Holland, Michael Bush, Frederic Harder, Susan Price, Dale Sewall, Jean Davis, John Fellows, Kimbrough Besheer, and Marlow Schoop.

1999

For the second year in a row, the Citizen of the Year award went to a large group -- the **Aircraft Noise Abatement Committee**. This group of over 260 citizens vigilantly opposed operational and policy changes proposed by the Federal Aviation Administration that would cause increased aircraft noise over Mercer Island. Committee members: **Ira Appelman, Charlie Barb, Jim Gilchrist, Carol Heltzel, Tom Heltzel, Lorelei Herres, Tom Hildebrandt, Elizabeth Huber, Francoise Martin, Maxine Misselwitz, Ted Misselwitz, Phil Ohringer, Fran Ohringer, Kevin Peck, Sue Stewart, and Nick Vedder.**

2000

Don Cohen received the 2000 Citizen of the Year award for his decade of service on the Mercer Island Planning Commission. Having served as its Chairman for four years, Don contributed to the development of many important pieces of land use legislation including the Mercer Island Comprehensive Plan, Critical Lands Ordinance, Mega-House Ordinance and the Unified Land Development Code. Don garnered respect for his experience, sense of fairness, environmental advocacy, leadership and legal knowledge.

2001

The 2001 Citizen of the Year was **Eugene Ferguson**. Eugene "Gene" Ferguson received the Council's appreciation for his 25 years of service to the children and families of Mercer Island. As Band Director and long-time music educator, Eugene worked tirelessly to introduce music into the lives of thousands of Mercer Island students. He made great contributions to the success of the music program in the Mercer Island School District bringing it national, state and local acclaim.

2002

Jan Deveny was chosen as Citizen of the Year for 2002 in recognition of his 28 years of service as Mercer Island's Public Safety Director. His law enforcement career spanned almost 40 years, during which he was President of the Washington Association of Sheriffs and Police Chiefs and active in the International Association of Chief of Police. He was a tireless supporter of Special Olympics, and co-founded the Washington Law Enforcement Torch Run.

2003

City Council members honored **Myra Lupton** for being an involved citizen in every sense of the word. She was complimented for being an independent thinker. Mayor Alan Merkle said. "She is one person who has been able to praise and criticize in one breath, and we feel good about both." Ms. Lupton retired from teaching English in January 1992 after 31 years with the Bellevue School District. She has been active in numerous civic committees on Mercer Island, including the local chapter of the League of Women Voters.

2004

He's been called the godfather of Puget Sound transportation and credited with coining the phrase "we don't want to hear it, see it or smell it" as a condition of Interstate 90's expansion across the Island. His colleagues have said that, "He's flunked retirement several times", with a career in public service that has spanned six decades **Aubrey Davis** is honored with the 2004 Citizen of the Year Award.

Aubrey first moved to Mercer Island in 1960 and was elected to the Mercer Island City Council in 1968, remaining on the Council until 1978. He served as mayor for two terms from 1970 to 1973. Throughout

the years since leaving the Mercer Island City Council, he has headed the regional office of the U.S. Department of Transportation and has led the federal Urban Mass Transit Administration.

He served 32 years on the Group Health Board of Trustees, including eight terms as chair and in 1988, was named president and CEO of Group Health a position he held for four years. Aubrey retired after serving more than 12 years on the Washington State Transportation Commission and remained active on the transportation committee at the Puget Sound Regional Council and on the committee reviewing the options for replacement of the Highway 520 Bridge. He also served on the Citizens' Oversight Panel monitoring Sound Transit.

2005

The City Council chose **Ben Wolfe** as the 2005 Citizen of the Year. Ben was hired by the Mercer Island School District in 1963. For his first two years he taught French. In 1965 he was appointed as the Vice Principal of North Mercer Junior High. He worked in that position until 1980. During his time at North Mercer Junior High, Ben was in charge of much of the disciplinary process, as the Vice Principal. He was a very stern administrator as far as following the rules and the law. Ben developed a very close working relationship with the police and fire departments during this time. His quick wit and outstanding personality were always a hit.

Ben used to refer to himself as the "Captain of the North Precinct" because he felt as if he was the cop in the school for us at the Junior High School. Soon this nickname spread and Ben was proud of this nickname. Ben would call the department and say this is Captain Wolfe from the North Precinct and I have one in custody for you.

In 1980 Ben was appointed as the Director of Maintenance Operations for the Mercer Island School District. He worked in this capacity until he retired in June of 1992. Ben had 36 total years of working in the field of education, 29 of which were with Mercer Island. Ben made several trips to Europe and enjoyed talking about his experiences there. A good joke or war story usually started the meetings he attended serving as a citizen volunteer on the City's Police and Fire Disability Board. Ben served 15 years, and was the Board Chairman for many years.

2006

Longtime Mercer Island residents, **Margaret and Kenneth Quarles** were chosen as the 2006 Citizen of the Year for their generous and selfless contribution to the City's park and open space system this year. The Quarles' were the owners of pristine open space located west of East Mercer Way and adjacent to Pioneer Park. In 2006, the Quarles agreed to transfer this rare open space property consisting of nearly 7 acres to the City of Mercer Island in order to preserve this property for park and recreation purposes.

This significant gift to the City will serve as a lasting legacy to the family's strong ties to the Mercer Island community and represents their strong desire to preserve the property from potential future development while providing recreational trail opportunities for future generations.

2007

"Tonight we honor a fixture in our community who has been involved in almost everything for decades," said Mayor Jim Pearman in naming **Jim Trombold** the 2007 Citizen of the Year on June 16, 2008. In addition to being a respected physician and Rotarian, Trombold was a community activist, environmentalist and defender of Mercer Island parks.

Jim was a Rotarian who served as president from 2005 to 2006, the chair of the Planet Earth committee,

an avid lover and defender of the Mercer Island parks system. He fought to preserve and improve Mercerdale Park, including the establishment of a group native garden. He helped set up the display of crosses at Mercerdale Field by Vietnam Veterans against the war in Iraq. In 2005-06, when he was president of MI Rotary, he helped expand support for the Half-Marathon to raise money for colon cancer awareness.

2008

The 2008 Citizen of the Year Award honors not one, but dozens of Island residents. On Monday, July 6, 2009 the Mercer Island City Council announced “**the organizers and volunteers of the inaugural 2008 Mercer Island Farmers Market**” as the much anticipated Citizen of the Year. This group was recognized for their contributions to providing a vibrant community setting that offers fresh, locally grown foods, promotes and supports sustainable agriculture, and connects residents to each other and to local farmers. The Mercer Island Farmers Market enables residents to purchase local food from local farmers and in doing so, contribute to the local economy.

2009

The City Council presented the 2009 Citizen of the Year award to **Blair Rasmussen**, executive director of the Mercer Island Boys & Girls Club and former NBA player, in honor of his service to the community’s children and families. The award recognizes Rasmussen’s leadership as executive director of the Mercer Island Boys & Girls Club, where he spearheaded the development and construction of the PEAK youth facility. The 41,300-square-foot PEAK facility will house the new Mercer Island Boys Girls Club, a teen center, infant and child care centers, and a multi-sport field house. The \$15 million facility opened in August 2010. Prior to heading the PEAK project, Rasmussen helped lead the remodel of St. Monica’s, sat on the board of the Boys and Girls Club, and coached a number of Island youth sports teams. A 15-year resident of the Island, Rasmussen and his wife, Sarah, have five children, Christine, Sam, Sabrina, Joe and Jack.

2010

The City Council chose **Susan Kaplan and Terry Pottmeyer** as the 2010 Citizens of the Year for their decades of selfless service to the Mercer Island community. Susan and Terry chaired the Mercerversary 50 Committee in 2010 and helped provide a wonderful celebration that acknowledged the past and welcomed the future. Months of preparation, planning, and effort went into creating the anniversary event. A website was created to post stories and lists of longtime residents, a brief history of the Island, and celebration events. A hugely successful birthday party was planned with special recognitions of 80+ year residents and welcomes extended to those who had just arrived. Cakes were cut, candles blown out, and many recognitions were given to those instrumental in the development of Mercer Island as a City.

Susan and Terry have both been active in PTA at every level, from the Preschool Association to the Mercer Island High School and received recognition and numerous awards for their work. They have both been board members and the President of Mercer Island Schools Foundation, the Mercer Island School Board and the Mercer Island Community Fund. They have been members of the Committee for Mercer Island Public Schools (CIMPS) and the committee to raise money for the new Mercer Island High School Band uniforms. Susan and Terry have both been involved in the MIYFS Foundation and the Mercer Island Youth & Family Services Giving from the Heart Breakfast steering committee. Both Susan and Terry work to build a strong community. They make community connections, start and follow through with new initiatives, and have given countless hours and selfless acts to the betterment of our community.

2011

The City Council presented the 2011 Citizen of the Year award to **Dr. Michael Copass**. He is one of the founding fathers of the Medic One Program – a medical system that Medical Professionals worldwide continue to study and emulate. For thirty-five years, he was the Director of Emergency Services for Harborview Medical Center – the only Level 1 Trauma Center in a five state region. He continues to be the Medical Director of Medic One for the Seattle Fire Dept, and the UW Paramedic Training program which trains ALL of the paramedics in Seattle and King County. Dr. Copass founded Airlift Northwest in 1982, a nonprofit air ambulance service that is unrivaled anywhere in the United States and is responsible for saving thousands of lives. Dr. Michael Copass is a legend in the Fire and EMS community. He has demanded excellence from those that have worked for him or in his programs. His work ethic and devotion to patients is legendary. No single person has done more for the health of this community than Dr. Copass.

2012

The City Council selected **Fran Call** as 2012 Citizen of the Year in honor of her extensive service to the community. For 26 years Ms. Call taught English, history and outdoor fitness at the Junior High and Middle Schools on the Island and is known for her motivational talents and no-nonsense but caring nature. Always an outdoor enthusiast, she developed a legendary outdoor fitness program, a "*P.E. Plus*" class, that had kids running, bicycling, hiking, canoeing and learning survival skills. Motivated students could even join an annual self-supported bike ride led by Ms. Call to various destinations across the country. Since her retirement 20 years ago, Fran hasn't even considered slowing down, instead starting a walking group for people over 55, offered through the Mercer Island Parks and Recreation Department.

2013

This year, the Council selected **Mercer Island Preschool Association (MIPA)** as 2013 Citizen of the Year. Founded in the 1920's, MIPA was one of the first community groups to organize on the Island and has maintained an enduring focus on education and advocacy, community building and parks. As a group of volunteers, its guiding principle is an unswerving commitment to the education and well-being of children from birth through Kindergarten, often working in conjunction with the City. For example, in partnership with the City's Youth and Family Services Department, MIPA provides funding for pre-school scholarships for families in need; and with the City's assistance, MIPA supports emergency preparedness in the preschools. And annually MIPA recognizes an outstanding preschool teacher via its Exceptional Educator award. In October 2013, the City opened a very special, ADA-accessible, remodeled playground at Luther Burbank Park which celebrates the importance of play for children of all physical abilities: MIPA provided design assistance and almost \$100,000 in donations toward the project. In its 80+ years of existence, MIPA has been a tremendous contributor to the sense of community all Islanders enjoy, and fully deserves this honor.

2014

Council selected **Roger and Nancy Page** -owners of Island Books- as 2014 Citizens of the Year. Founded in 1973 by Lola Deane, Island Books was already a beloved fixture in the community when Roger Page came to work there as a part-time Christmas gift wrapper in 1984. Intrigued by the business, Roger was soon promoted to bookseller, then floor manager, and in 1991 he offered to buy the store. The Pages' business and personal goal is to serve the community in a welcoming and caring manner, which includes hosting special events and countless fundraisers over the years. Many Islanders, for example, will recall the 2,000 midnight attendees at a Harry Potter release, with bookstore staff in costume. To date, the Pages have raised more than \$300,000 in donations to a variety of community causes, are widely known by many Islanders.

2015

At the July 5, 2015 Council Meeting, the Council honored **Nancy Stewart** as the 2015 Citizen of the Year. Nancy Stewart moved to Mercer Island in 1981, with her husband Judge Wayne Stewart, and has used music and songwriting to build local community and bring generations together ever since. She's known for enthusiastic appearances at all manner of Island festivals and events, in the library, the local bookstore, and City's community center. Her Sing With Our Kids program began as a pilot project on Mercer Island in 2012, in which she created, tested, and documented singing events that foster early learning and literacy, while connecting children to their surroundings. Her program goal has always been to create a national model that any school, library, family or community can use – free of cost.

Nancy explains her passion: "Musicians don't choose to become musicians. It's what they are. What they are born to be. Music chooses them. It's not about money; it's about loving music. It's about getting to share something that they love more than themselves."

2016

At the June 5, 2017 Council Meeting, the Council named **Terry Moreman** as 2016 Citizen of the Year. She has advocated for Mercer Island residents big and small. She has appeared at numerous City Council meetings and served on countless boards and committees. She has influenced the decision-making process on everything from school functions to Town Center's revitalization.

Terry is a 38-year Island resident, and served as the Executive Director of the Mercer Island Chamber of Commerce for over 25 years, producing well-received events like Town Center trick-or-treating and Art UnCorked. In addition to building a strong and respected business core in Mercer Island, she has also played a significant role in the success of so many organizations: the Historical Society, Sister City Association, Farmers Market, Boys and Girls Club, PTA, Mercer Island Preschool Association, Community Fund, and the Mercer Island Schools Foundation.