



CITY OF MERCER ISLAND

CITY COUNCIL SPECIAL HYBRID MEETING - MID-YEAR PLANNING SESSION

Tuesday, May 23, 2023 at 1:00 PM

MERCER ISLAND CITY COUNCIL:

Mayor Salim Nice, Deputy Mayor David Rosenbaum,
Councilmembers: Lisa Anderl, Jake Jacobson,
Craig Reynolds, Wendy Weiker, and Ted Weinberg

LOCATION & CONTACT:

Mercer Island Community & Event Center and via Zoom
8236 SE 24th Street | Mercer Island, WA 98040
206.275.7793 | www.mercerisland.gov

We strive to create an inclusive and accessible experience. Those requiring accommodation for meetings should notify the City Clerk's Office 3 days prior to the meeting at 206.275.7793 or by emailing cityclerk@mercerisland.gov.

The hybrid meeting will be broadcast live on MITV Channel 21 and live streamed on the City Council's [YouTube Channel](#)

Registering to Speak for Appearances: Individuals wishing to speak live during Appearances (public comment period) must register with the City Clerk at **206.275.7793** or cityclerk@mercerisland.gov before 12 PM on the day of the Council meeting.

Please reference "Appearances" on your correspondence and state if you would like to speak either in person at the Mercer Island Community & Even Center or remotely using Zoom. If providing your comments using Zoom, staff will be prepared to permit temporary video access when you enter the live Council meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be emailed to council@mercerisland.gov.

Each speaker will be allowed three (3) minutes to speak. A timer will be visible to online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

Join by Telephone at 1:00 PM (Appearances will start sometime after 1:00 PM): To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **867 3643 9382** and Password **730224** if prompted.

Join by Internet at 1:00 PM (Appearances will start sometime after 1:00 PM): To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **867 3643 9382**; Enter Password **730224**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

Join in person at Mercer Island Community & Even Center at 1:00 PM (Appearances will start sometime after 1:00 PM): --
8236 SE 24th Street, Mercer Island, WA 98040

Submitting Written Comments: Email written comments to the City Council at council@mercerisland.gov.

MEETING AGENDA

CALL TO ORDER & ROLL CALL, 1:00 PM

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

APPEARANCES

(This is the opportunity for anyone to speak to the City Council on any item. As it is election season, however, please be reminded that state law (specifically, RCW 42.17A.555) prohibits the use of City facilities for campaign-related purposes with limited exceptions. Accordingly, please do not make campaign-related comments during this time.)

REGULAR BUSINESS

1. AB 6256: 2023-2024 Work Plan Update

Recommended Action: Receive report. No action necessary.

2. AB 6257: Recap of 2023 State Legislative Session

Recommended Action: Receive report.

3. AB 6259: 2024 Comprehensive Plan and Development Code Amendments Docket Preview

Recommended Action: Receive report and provide feedback on possible City initiated items for 2024 Comprehensive Plan and development code amendments docket consideration.

4. AB 6255: Disposition of FY 2022 Year-end Surplus and Direction on Deferred 2022 Budget Proposals

Recommended Action: Receive report and provide direction to staff on (1) surplus replenishments and strategic uses of 2022 year-end savings and (2) deferred 2022 Budget Proposals as outlined in Exhibits 1 and 2 of AB 6255.

Sample motion for budget proposals: "Move to approve budget proposal [insert budget proposal #] and direct staff to include in a subsequent budget amending ordinance."

5. AB 6254: 2022 Community Member of the Year

Recommended Action: Receive nominations for the 2022 Community Member of the Year and vote to select one nominee for the award.

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6256
May 23, 2023
Regular Business

AGENDA BILL INFORMATION

| | | |
|----------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TITLE: | AB 6256: 2023-2024 Work Plan Update | <input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |
| RECOMMENDED ACTION: | No action necessary. Receive update. | |

| | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| DEPARTMENT: | City Manager |
| STAFF: | Jessi Bon, City Manager |
| COUNCIL LIAISON: | n/a |
| EXHIBITS: | 1. 2021-2023 Work Plan Matrix 2. 2023-2024 Work Plan Matrix 3. 2023-2024 Biennial Budget Work Plans by Department |
| CITY COUNCIL PRIORITY: | n/a |

| | |
|-------------------------------|--------|
| AMOUNT OF EXPENDITURE | \$ n/a |
| AMOUNT BUDGETED | \$ n/a |
| APPROPRIATION REQUIRED | \$ n/a |

EXECUTIVE SUMMARY

The purpose of this agenda item is to provide an update to the City Council on major work plan items, including:

- Closing out the 2021-2022 work plan (Exhibit 1)
- Reviewing the 2023-2024 work plan (Exhibit 2)

BACKGROUND

As part of the year-long process leading up to the adoption of the biennial budget, staff work with the City Council to develop priorities that guide the budget process and the City’s biennial work plan.

The City’s work plan is developed to meet legal (federal, state, and local) requirements as well as to achieve the City Council’s priorities. Below are the adopted City Council Priorities and primary areas of focus for the 2021-2022 and 2023-2024 biennium, respectively:

| 2021-2022 City Council Priorities | 2023-2024 City Council Priorities |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Priority 1 - Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.</p> <p>Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.</p> <p>Priority 3 - Implement an economic development program.</p> <p>Priority 4 - Provide emergency response services related to the COVID-19 Pandemic.</p> | <p>Priority 1 - Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas.</p> <p>Priority 2 - Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.</p> <p>Priority 3 - Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.</p> <p>Priority 4 - Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.</p> |

In 2021, staff created a streamlined work plan tool to better visualize and track major work plan items, now commonly referred to as the Work Plan Matrix (see Exhibit 1 and 2).

Staff have tracked, updated, and presented the Work Plan Matrix to the City Council five times since 2021, including:

- [April 27, 2021 Mid-Year Planning Session](#)
- [September 21, 2021 Council Meeting](#)
- [February 1, 2022 Council Meeting](#)
- [March 26, 2022 Council Planning Session](#)
- [October 3, 2022 Council Meeting](#)

The 2021-2022 Work Plan Matrix has been updated and is available to review as Exhibit 1. A list of completed work plan items from the 2021-2022 biennium are also summarized below.

Major work plan items from the 2023-2024 biennium as well as any work plan items and projects that are carrying over from the previous year, have been incorporated into a new matrix, Exhibit 2. The full list of 2023-2024 Work Plan Items, as adopted in the biennial budget is available in Exhibit 3.

ISSUE/DISCUSSION

The following is a snapshot of 2021-2022 work plan items that have been completed.

Administrative Services

- Created a [master fee schedule](#) for City Council adoption (included CPD planning and permitting, impact, licensing, and parks fees).
- Researched and presented options for the City Council's biennial public opinion survey; collaborated on promotions and assisted with distribution and explanation of results. Conducted a [biennial public opinion survey](#) in 2022 to inform the 2023-2024 budget process.

City Manager's Office

- Implemented the organizational structure as approved in the 2021-2022 budget.

- Worked with the City Council and staff on the transition to in-person meetings.
- Developed a strategy and evaluated options to upgrade the technology in Council Chambers to allow for Councilmembers and/or staff to participate remotely if unable to attend a meeting in-person.
- Provided ethics training for all public officials.

Community Planning and Development

- Coordinated with King County jurisdictions on regional growth planning (including growth target development and adoption by the Growth Management Planning Council 2021).
- Reported to City Council on implementation of a permit fee analysis and level of service analysis.
- Hired a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.
- Administered a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center.
- Conducted a public engagement process to solicit input to write the Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12).

Finance

- Conducted a request for proposals to assess and evaluate software solutions to upgrade or replace the City's financial management system.
- Purchased new Enterprise Resource Planning Software.
- Reviewed and updated the City's current budget policies and presented new financial management policies to the City Council.
- Developed the 2023-2024 biennial budget and improved the internal process related to budget development.

Fire

- Utilized Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program.
- Worked with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023.
- Developed lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education, etc.)
- Deployed personnel and resources in an efficient and effective manner to remain responsive to community needs during the COVID-19 Pandemic.

Parks & Recreation

- Worked with the City Manager's office to develop a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restored recreation programs and services.
- Implemented organizational improvements by developing and implementing policies and procedures for differential service pricing, allocation and use of the City's recreation facilities, and community special event administration, to align with meeting cost recovery goals and community needs
- Implemented programs and services and partnerships to meet the arts and culture priorities established by the Mercer Island Arts Council (1. Stabilize Arts Council Membership, volunteers and operations; 2. Developed the 2023 City Arts and Culture Work Plan; 3. Garner community input and support of City arts and culture initiatives; 4. Address City arts policy and procedure needs.
- Completed an assessment of the operating challenges, safety concerns, and potential improvements to the Bike Skills Area at Upper Luther Burbank Park. Received City Council direction on the future of the Bike Skills Area in Mercer Island. Design is underway.

Police

- Achieved reaccreditation for the Police Department, ensuring compliance with State standards.
- Worked with regional partners to develop “lessons learned” from the COVID-19 Pandemic to prepare for future pandemic outbreaks.
- Restored the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out.

Public Works

- Completed the [Parks, Recreation and Open Space \(PROS\) Plan](#) update.
- Developed and adopted the Transportation Improvement Program (TIP), which is an annual and recurring work item.
- Completed the Risk & Resiliency Assessment.
- Updated the Emergency Response Plan (RRA & ERP Plan).
- Completed the [ADA Transition Plan](#).
- Numerous capital project milestones met and many more projects underway.

Youth and Family Services

- Developed policies and procedures to comply with HIPAA standards for YFS client and case management.
- Updated the Thrift Shop operations recovery plan; expanded retail sales and donations processing per the guidelines of the Governor’s Safe Start Plan.

COVID-19 Pandemic Response

A major part of the City’s work plan for the 2021-2022 Biennial Budget was managing the COVID-19 pandemic and emergency, which affected every department across the organization. Emergency Management, housed within the Police Department, along with the City Manager’s office, oversaw and managed the City’s response to and recovery from the pandemic including keeping the City Council and community apprised of city service changes and updates, monitoring current health conditions, and implementing additional protective measures.

On October 31, 2022, the State ended the Declaration of Emergency and the City followed suit on November 18, 2022. While no longer listed in the Work Plan Matrix as major work plan items, the City continues to track ARPA expenditures through the 2025 deadline as determined by the federal government.

NEXT STEPS

The next update to the Work Plan is scheduled for September 19, 2023.

RECOMMENDED ACTION

Receive report. No action necessary.



City of Mercer Island

2021-2022 Work Plan Matrix

| Project | PROGRESS | START | END | 2021 | | | | 2022 | | | | 2023 | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|---------|------|----|----|----------|------|----|----|---------------------|------|---------------------|---------------------|----|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Administrative Services | | | | | | | | | | | | | | | |
| Create a master fee schedule for City Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees) by the end of Q4 2022. | 100% | Jun-22 | Dec-22 | | | | | | | | Complete | | | | |
| Assist in updating citywide policies regarding finances, purchasing, utility billing policies, fleet, and others. | 75% | Jan-21 | Jun-23 | | | | | | | | | | Expected Completion | | |
| Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q2 2022. (Work item suspended.) | Suspended | Mar-21 | Jun-22 | | | | | | | | Suspended | | | | |
| Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing. | 80% | Jan-21 | Jun-23 | | | | | | | | | | Expected Completion | | |
| Negotiate new Collective Bargaining Agreements with Fire (2023-2025). 2022-2024 Police and Police Support CBA completed December 2021. AFSCME (2022-2024) completed June 2022. | 66% | Jan-21 | Dec-23 | | | | | | | | | | Expected Completion | | |
| Conduct a Citywide Classification & Compensation Study. | 80% | Feb-21 | Jun-23 | | | | | | | | | | Expected Completion | | |
| Develop a citywide compensation policy and philosophy subject to review and approval by the City Council. | 0% | Apr-22 | Jun-23 | | | | | | | | | | Expected Completion | | |
| Research and present options for the City Council's biennial public opinion survey; collaborate on promotion and assist with distribution and explanation of results. Conduct a biennial public opinion survey in 2022 to inform the 2023-2024 budget process. | 100% | Oct-21 | Sep-22 | | | | | | | | | | | | |
| Complete GIS Utility Network Data Upgrade Project by Q2 2023. * | 70% | Feb-22 | Jun-23 | | | | | | | | | | | Expected Completion | |
| City Attorney's Office | | | | | | | | | | | | | | | |
| Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents. | 99% | Jan-21 | Ongoing | | | | | | | | | | | | |
| Continue to oversee the City's emergency response to the COVID-19 Pandemic (Pandemic). Participate in regular EOC meetings to review and provide direction on operational strategies and to address urgent issues. | 99% | Mar-20 | Oct-22 | | | | | | | | Expected Completion | | | | |
| City Manager's Office | | | | | | | | | | | | | | | |
| Implement the organizational structure as approved in the 2021-2022 budget. | 100% | Jan-21 | Jul-21 | | | | Complete | | | | | | | | |
| Prepare for the opening of the Sound Transit Light Rail Station in 2023. Work with internal teams and other agencies to ensure safe design and implementation. | 75% | Jan-21 | Jun-23 | | | | | | | | | | | | |

| Project | PROGRESS | START | END | 2021 | | | | 2022 | | | | 2023 | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|---------|------|----|----|----------|------|----|----------|----------|---------------------|----|----|----|--|--|--|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | | | |
| Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices. | Ongoing | Jan-21 | Ongoing | | | | | | | | | | | | | | | |
| Continue to oversee the City's emergency response to the COVID-19 Pandemic (Pandemic). Participate in regular EOC meetings to review and provide direction on operational strategies and to address urgent issues. | 100% | Mar-20 | Oct-22 | | | | | | | | Complete | | | | | | | |
| Work with the City Council and staff on the transition to in-person meetings. | 100% | Jan-21 | Dec-22 | | | | | | | | Complete | | | | | | | |
| Develop a strategy and evaluate options to upgrade the technology in Council Chambers to allow for Councilmembers and/or staff to participate remotely if unable to attend a meeting in-person. | 100% | Jan-21 | Sep-21 | | | | Complete | | | | | | | | | | | |
| Provide ethics training for all public officials. Initial work is complete. | Ongoing | Jan-21 | Dec-23 | | | | | | | | | | | | | | | |
| Prepare a recommendation to the City Council regarding the future use of the Tully's Property, acquired by the City in 2020. A capital project is proposed in the 2023-2024 budget. | 10% | Jan-21 | Mar-22 | | | | | | | | | | | | | | | |
| Community Planning and Development | | | | | | | | | | | | | | | | | | |
| Implement organizational improvements based on the permit fee revisions and the department assessment to better align department service levels with permit revenues while optimizing service delivery by Q4 2022. | Ongoing | Jan-21 | Dec-22 | | | | | | | | | | | | | | | |
| Prioritize staff focus on highest value plan review, inspection, and enforcement objectives. | Ongoing | Jan-21 | Ongoing | | | | | | | | | | | | | | | |
| Coordinate with King County jurisdictions on regional growth planning (including growth target development and adoption by the Growth Management Planning Council 2021). Ratification by City Council scheduled for March 1, 2022. | 100% | Jan-21 | Mar-22 | | | | | | | Complete | | | | | | | | |
| Report to City Council on implementation of permit fee analysis and level of service analysis. | 100% | Jan-21 | Dec-21 | | | | Complete | | | | | | | | | | | |
| Major Comprehensive Plan Update: Begin work on the full update that is required every nine years in Q3 2022. A 24-month review process will include public engagement, Planning Commission review, and City Council adoption by Q2 2024. Included in this update will be substantial rewrites of the Economic Development Element and the Housing Element/Housing Needs Assessment. | 25% | Jan-21 | Jun-24 | | | | | | | | | | | | | | | |
| Hire a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021. | 100% | May-21 | Jul-21 | | | | Complete | | | | | | | | | | | |
| Administer a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center. | 100% | Mar-22 | Oct-22 | | | | | | | Complete | | | | | | | | |
| Conduct a public engagement process to solicit input to write the Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12). | 100% | Apr-22 | Dec-22 | | | | | | | | Complete | | | | | | | |
| Complete a Parking Study for Town Center.* | 90% | May-22 | Dec-23 | | | | | | | | | Expected Completion | | | | | | |
| Business Code Zone Amendment.* | 60% | Oct-22 | Jun-23 | | | | | | | | | | | | | | | |
| Residential Development Standards Assessment.* | 10% | Apr-22 | Jun-25 | | | | | | | | | | | | | | | |

| Project | PROGRESS | START | END | 2021 | | | | 2022 | | | | 2023 | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|---------|------|----|----------|----|------|----|----------|----------|-----------|----|----|----|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Finance | | | | | | | | | | | | | | | |
| Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City's financial management system. | 100% | Jan-21 | Sep-21 | | | Complete | | | | | | | | | |
| Phase 1: Purchase new Enterprise Resource Planning Software by Q1 2022. | 100% | Jan-21 | Dec-22 | | | | | | | Complete | | | | | |
| Phase 2: Implement Enterprise Resource Planning Software by Q4 2024. | 21% | Dec-22 | Dec-24 | | | | | | | | | | | | |
| Review and update the City's current budget policies and present new financial management policies to the City Council. | 100% | Mar-21 | Sep-21 | | | Complete | | | | | | | | | |
| Develop the 2023-2024 biennial budget with a new internal process by Q3 2022. | 100% | Jan-22 | Oct-22 | | | | | | | | Complete | | | | |
| Transition to monthly financial reports. Implementation of this goal is tied to procurement and implementation of the new financial software. | 21% | Oct-22 | Jun-24 | | | | | | | | | | | | |
| Administer American Rescue Plan Act (ARPA) Funding by Q4 2026. | Ongoing | Jun-21 | Dec-24 | | | | | | | | | | | | |
| Continue work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor's Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. This work is ongoing. | Ongoing | Jan-21 | Ongoing | | | | | | | | | | | | |
| Fire | | | | | | | | | | | | | | | |
| Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs during the current COVID-19 Pandemic. | 100% | Jan-21 | Oct-22 | | | | | | | | | Complete | | | |
| Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program, or contract with Bellevue Fire Department CARES program for Mercer Island residents pending consideration and acceptance by the City Council by Q2 2021. | 100% | Jan-22 | Jan-23 | | | | | | | | | Complete | | | |
| Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023. | 100% | Jan-21 | Mar-23 | | | | | | | | | Complete | | | |
| Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education, etc.) by Q4 2022. | 100% | Jan-21 | Dec-22 | | | | | | | | | Complete | | | |
| Municipal Court | | | | | | | | | | | | | | | |
| Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services in Q2 2022. (This work item is suspended.) | Suspended | Mar-21 | Jun-22 | | | | | | | | | Suspended | | | |
| Police Department | | | | | | | | | | | | | | | |
| Update Animal Control Ordinance in conjunction with the City Attorney's office by Q2 2022. | 100% | Jan-21 | May-22 | | | | | | | | Complete | | | | |
| Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing. | 90% | Jan-21 | Mar-25 | | | | | | | | | | | | |

| Project | PROGRESS | START | END | 2021 | | | | 2022 | | | | 2023 | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|---------|------|----------|----|----------|----------|----------|----|----------|----------|----|----|---------------------|---------------------|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | |
| Continue to ensure the Police Department complies with State accreditation standards and achieve reaccreditation in Q3 2021. | 100% | Jan-21 | Nov-21 | | | | | Complete | | | | | | | | |
| Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022. | 80% | Jan-21 | Dec-23 | | | | | | | | | Complete | | | | |
| Work with regional partners to develop “lessons learned” from the COVID-19 Pandemic to prepare for future pandemic outbreaks. Update the City’s Pandemic plan. | 100% | Jan-21 | Dec-22 | | | | | | | | | Complete | | | | |
| Restore the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out. Conduct one Citizens Academy by Q4 2022. | 100% | Jan-21 | Mar-23 | | | | | | | | | Complete | | | | |
| Public Works | | | | | | | | | | | | | | | | |
| Complete the Parks, Recreation and Open Space (PROS) Plan by Q2 2022. | 100% | Jan-21 | Apr-22 | | | | | | Complete | | | | | | | |
| Develop and adopt the Transportation Improvement Program (TIP) by July each year. | 100% | Jan-21 | Ongoing | | | | | | | | | | | | | |
| Implement the Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q4 2023. | 50% | Jan-21 | Dec-23 | | | | | | | | | | | | | Expected Completion |
| Complete the Water Meter Replacement Project by Q3 2024. | 30% | Jul-21 | Dec-24 | | | | | | | | | | | | | |
| Complete the Risk & Resiliency Assessment by Q2 2021. | 100% | Jan-21 | Jun-21 | | Complete | | | | | | | | | | | |
| Update the Emergency Response Plan (RRA & ERP Plan) by Q4 2021. | 100% | Jan-21 | Dec-21 | | | | Complete | | | | | | | | | |
| Continue with ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from Department of Ecology. | 75% | Jan-21 | Dec-24 | | | | | | | | | | | | | Expected Completion |
| Complete the ADA Transition Plan by Q4 2022. | 100% | Jan-21 | Jun-22 | | | | | | Complete | | | | | | | |
| Complete the Site Characterization for soil and groundwater at Fire Station 91 by Q4 2022. | 95% | Jan-21 | Dec-24 | | | | | | | | | | | | | Expected Completion |
| Implement 2021 sustainability work plan as adopted on March 2, 2021. | 100% | Jan-21 | Dec-22 | | | | | | | | | | | | Expected Completion | |
| Luther Burbank Docks reconfiguration and repair project.* | 30% | Jun-20 | Dec-24 | | | | | | | | | | | | | Expected Completion |
| Deconstruction of Surplus Property at 4004 Island Crest Way by end of Q4 2022.* | 100% | Jul-22 | Jun-22 | | | | | | | | | | | | Expected Completion | |
| Assess operating challenges, safety concerns, and potential improvements to Bike Skills Area at Upper Luther Burbank Park by Q2 2022.* | 100% | Oct-21 | Dec-22 | | | | | | | | Complete | | | | | |
| MICEC Annex Building Assessment.* | 10% | Mar-22 | Dec-24 | | | | | | | | | | | | Expected Completion | Expected Completion |

| Project | PROGRESS | START | END | 2021 | | | | 2022 | | | | 2023 | | | | Item 1. | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|---------|------|----|----|----|------|----|----|----|----------|----|----|----|---------|--|---------------------|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | | | |
| Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks by Q4 2023.* | 15% | Mar-22 | Dec-24 | | | | | | | | | | | | | | | |
| Athletic Field Replacement Projects as included in the 2022 PROS Plan. Projects include: (1) Island Crest Park North Field Turf and (2) South Mercer Playfields Turf Replacement & Ballfield Backstop Update.* | 75% | Jun-22 | Dec-23 | | | | | | | | | | | | | | | Expected Completion |
| Reservoir Pump Replacements.* | 25% | Mar-22 | Dec-24 | | | | | | | | | | | | | | | |
| Reservoir Improvements.* | 25% | Mar-22 | May-25 | | | | | | | | | | | | | | | |
| First Hill Booster Station Generator Replacement.* | 20% | Jun-22 | Dec-24 | | | | | | | | | | | | | | | |
| Parks & Recreation | | | | | | | | | | | | | | | | | | |
| Work with the City Manager's office to develop a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services. | 100% | Jan-21 | Dec-22 | | | | | | | | | Complete | | | | | | |
| Continue to administer the grant and other reimbursement programs related to the COVID-19 Pandemic. This work is ongoing. | 95% | Mar-20 | Ongoing | | | | | | | | | | | | | | | |
| Implement organizational improvements by developing and implementing policies and procedures for differential service pricing, allocation and use of the City's recreation facilities, and community special event administration, to align with meeting cost recovery goals and community needs | 100% | Nov-22 | Dec-23 | | | | | | | | | Complete | | | | | | |
| Implement programs and services and partnerships to meet the arts and culture priorities established by the Mercer Island Arts Council (1. Stabilize Arts Council Membership, volunteership and operations; 2. Develop 2023 City Arts and Culture Work Plan; 3. Garner community input and support of City arts and culture initiatives; 4. Address City arts policy and procedure needs. | 100% | Jan-22 | Dec-22 | | | | | | | | | Complete | | | | | | |
| Youth and Family Services | | | | | | | | | | | | | | | | | | |
| Work with the City Council on a recovery plan for YFS services, continue to partner and collaborate with the YFS Foundation on community fundraising campaigns, and develop a recommendation to establish and grow a YFS Reserve Fund. This work is ongoing. | Ongoing | Jan-21 | Dec-23 | | | | | | | | | | | | | | | |
| Transition YFS operations to ensure compliance with HIPAA standards by Q4 2022. | 90% | Apr-21 | Jun-23 | | | | | | | | | | | | | | | Expected Completion |
| Complete the update to the YFS policy and procedures manual by Q4 2022. Policies related to financial assistance programs may require City Council review and approval. | 90% | Oct-21 | Jun-23 | | | | | | | | | | | | | | | Expected Completion |



City of Mercer Island

2023-2024 Work Plan Matrix

| Project | PROGRESS | START | END | 2023 | | | | 2024 | | | | 2025 | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|--------|------|----|----|----|------|----|----|----|------|----|----|----|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Administrative Services | | | | | | | | | | | | | | | |
| Review and update citywide policies regarding human resources, finance, purchasing, fleet, and others. | 75% | Jan-21 | Jun-23 | | █ | | | | | | | | | | |
| Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing. | 80% | Jan-21 | Jun-23 | | █ | | | | | | | | | | |
| Negotiate new Collective Bargaining Agreements with bargaining groups: (1) Police and Police Support bargaining groups for the years 2025 through 2027. (2) AFSCME bargaining group for the years 2025 through 2027. (3) Fire bargaining group for the years 2023 through 2025. | 10% | Jan-23 | Dec-27 | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | |
| Conduct a Citywide Classification & Compensation Study. | 80% | Feb-21 | Jun-23 | | █ | | | | | | | | | | |
| Develop a citywide compensation policy and philosophy subject to review and approval by the City Council. | 0% | Apr-22 | Jun-23 | | █ | | | | | | | | | | |
| Conduct a biennial public opinion survey in 2024 to inform the 2025-2026 budget process. | 0% | Jan-24 | Dec-24 | | | | | █ | █ | █ | █ | | | | |
| Complete GIS Utility Network Data Upgrade Project by Q2 2023. | 70% | Feb-22 | Jun-23 | | █ | █ | | | | | | | | | |
| City Attorney's Office | | | | | | | | | | | | | | | |
| Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents. | 99% | Jan-21 | Jun-25 | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | |
| Support the City Manager's Office as they evaluate the leadership structure of the Fire Department and prepare a long-term recommendation. Fire Department leadership is current performed through contract with Eastside Fire & Rescue. | 50% | Jan-23 | Dec-23 | | █ | █ | █ | | | | | | | | |
| Support Administrative Services as they negotiate new Collective Bargaining Agreements with bargaining groups: (1) Police and Police Support bargaining groups for the years 2025 through 2027. (2) AFSCME bargaining group for the years 2025 through 2027. (3) Fire bargaining group for the years 2023 through 2025. | 10% | Jan-23 | Dec-27 | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | |
| Support Community Planning & Development in their efforts to complete 2024 Comprehensive Plan Periodic Update by Q2 2024 as directed by the City Council in March 2022. | 25% | Mar-22 | Jun-24 | | █ | █ | █ | █ | | | | | | | |
| Support Community Planning & Development in their efforts to review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes. | 10% | Jan-23 | Jun-25 | | █ | █ | █ | █ | █ | █ | █ | █ | | | |

| Project | PROGRESS | START | END | 2023 | | | | 2024 | | | | 2025 | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|--------|------|----|----|----|------|----|----|----|------|----|----|----|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| City Manager's Office | | | | | | | | | | | | | | | |
| Prepare for the opening of the Sound Transit Light Rail Station in 2025. Work with internal teams and other agencies to ensure safe design and implementation. | 75% | Jan-21 | Jun-25 | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |
| Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices. | 99% | Jan-21 | Jun-25 | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |
| Evaluate the leadership structure of the Fire Department and prepare a long-term recommendation. Fire Department leadership is current performed through contract with Eastside Fire & Rescue. | 50% | Jan-23 | Dec-23 | | █ | █ | █ | | | | | | | | |
| Oversee the Comprehensive Facilities Assessment to include the Annex Building at the Mercer Island Community & Event Center, City Hall, the Maintenance Facility, and the Luther Burbank Administrative Building. This project will evaluate the remaining useful life of these buildings and identify alternatives to replace or repair. The project is anticipated to be complete by Q2 2024, with initial recommendations capital project recommendations prepared for the 2025-2026 budget. | 25% | Nov-22 | May-24 | | █ | █ | █ | █ | █ | | | | | | |
| Support Community Planning & Development in their efforts to review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes. | 10% | Jan-23 | Jun-25 | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |
| Oversee the activation of the former Tully's Property to serve as a satellite police precinct. Evaluate the potential expansion of the police volunteer program to include volunteers at the satellite police precinct to include preparation of a 2025-2026 budget proposal. | 0% | Jan-24 | Dec-24 | | | | | █ | █ | █ | █ | | | | |
| Community Planning and Development | | | | | | | | | | | | | | | |
| Complete 2024 Comprehensive Plan Periodic Update by Q2 2024 as directed by the City Council in March 2022. | 25% | Mar-22 | Jun-24 | | █ | █ | █ | █ | █ | | | | | | |
| Coordinate with the State Department of Commerce, the Puget Sound Regional Council, King County, and other King County jurisdictions on regional growth planning including affordable housing target development. | 20% | Jul-21 | Dec-24 | | █ | █ | █ | █ | █ | █ | █ | | | | |
| Review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes. | 10% | Jan-23 | Jun-25 | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |
| Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate. | 55% | Jan-23 | Dec-25 | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |
| Index and digitize old records to make them easily accessible to the public and continue to provide support for public records requests. This work is ongoing. | 75% | Sep-22 | Jun-23 | | █ | | | | | | | | | | |
| Analyze and implement measures to reduce building, planning, and land-use permit plan review times through appropriate staffing and on-call support levels. Routinely analyze data and gather feedback from customers to inform decision-making and process improvements. | 10% | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | █ | | | | |
| Update the construction codes according to state requirements by Q2 2023. | 60% | Jan-23 | Jun-23 | | █ | | | | | | | | | | |
| Complete a Parking Study for Town Center. | 90% | May-22 | Dec-23 | | █ | █ | █ | | | | | | | | |
| Business Code Zone Amendment. | 60% | Oct-22 | Jun-23 | | █ | | | | | | | | | | |
| Residential Development Standards Assessment. | 10% | Apr-22 | Jun-25 | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ |

| Project | PROGRESS | START | END | 2023 | | | | 2024 | | | | 2025 | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|---------|------|----|----|----|------|----|----|----|------|----|----|----|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Finance | | | | | | | | | | | | | | | |
| Conduct a phased implementation of the new financial management software system. This entails grouping software system modules that power core business processes being phased into production while progressively going live with additional ancillary modules as the implementation progresses. Completion date for core financials is Q4 2023, with the entire financial management software system going live in Q3 2025. | 30% | Dec-22 | Sep-25 | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | |
| Complete a cost allocation methodology analysis to identify the full costs of services provided by internal service departments by Q4 2024. | 30% | Jan-21 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | |
| Engage the City Council and organization for the highest and best use of the City’s American Relief Plan Act (ARPA) fund allocation. Track all funds and meet all federal reporting requirements. This work is ongoing through the biennium. | Ongoing | Jan-23 | Ongoing | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | |
| Develop a Special Revenue Fund to track permit revenues in the Community Planning and Development Department for implementation by Q1 2025. | 15% | Jan-23 | Mar-25 | | █ | █ | █ | █ | █ | █ | | | | | |
| Assist Public Works with the completion of the Water Meter Replacement Project by Q3 2024. | 30% | Jul-21 | Sep-24 | | █ | █ | █ | █ | █ | █ | | | | | |
| Transition to monthly financial reports. Implementation of this goal is tied to procurement and implementation of the new financial software. | 21% | Oct-22 | Jun-24 | | █ | █ | █ | █ | █ | | | | | | |
| Fire | | | | | | | | | | | | | | | |
| Review and provide data driven updates specific to fee collection policies (transport fee, Fire Marshals permitting, GEMT, etc.), new or updated requests for contracts, and/or strategies to the City Manager in September of each year. | 90% | Jun-22 | Sep-24 | | █ | █ | █ | █ | █ | █ | | | | | |
| Coordinate with Administrative Services and Finance to update the new Master Fee Schedule annually to include all associated fire permit fees. | Ongoing | Jan-22 | Ongoing | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | |
| Engage with regional partners to train up to six personnel to become Red Card certified to assist with both Mercer Island and regional urban interface and wildland related emergencies by Q4 2023. This type of training will be ongoing. | 50% | Jan-23 | Jul-23 | | █ | █ | | | | | | | | | |
| Purchase King County Public Health certified defibrillators for 911 response by Q3 2023. | 50% | Oct-22 | Sep-23 | | █ | █ | | | | | | | | | |
| Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education etc.) by Q4 2024. | 80% | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | |
| Municipal Court | | | | | | | | | | | | | | | |
| Conduct court security assessment. Work to improve court security in line with Washington State General Court Rule guidelines. | 50% | Feb-23 | Ongoing | | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | |
| Assess, plan, and implement updated procedures and technology of the Court. Move to add audio and video upgrades with grant funding recently received from the State. Utilize the grant funding to implement paperless court file maintenance which will include outside pleading filings, discovery and records request transfers, and court file depository and usage. | 25% | Dec-22 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | |

| Project | PROGRESS | START | END | 2023 | | | | 2024 | | | | 2025 | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|---------|------|----|----|----|------|----|----|----|------|----|----|----|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Police Department | | | | | | | | | | | | | | | |
| Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing. | 90% | Jan-21 | Mar-25 | | | | | | | | | | | | |
| Continue the Interlocal Agreements for Marine Patrol Services with Hunts Point, Medina, and Yarrow Point. Track time and resources spent in each marine jurisdiction to inform the cost allocation model the City utilizes to charge contract cities. Work with the Finance Department to complete an overhead cost analysis to inform updates to the Interlocal Agreements by Q4 2023. | 20% | Apr-22 | Dec-23 | | | | | | | | | | | | |
| Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022. | 80% | Jan-21 | Dec-23 | | | | | | | | | | | | |
| Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing. | 15% | Jan-23 | Dec-24 | | | | | | | | | | | | |
| Continue the Community Academy, Coffee with a Cop, Paws on Patrol, Community Emergency Response Team (CERT), and National Night Out. Support the Parks and Recreation Department through participation in community-wide special events. | 20% | Jan-23 | Dec-24 | | | | | | | | | | | | |
| Collaborate with the City Manager’s Office on the activation of the former Tully’s Property to serve as a satellite police precinct. Evaluate the potential expansion of the police volunteer program to include volunteers at the satellite police precinct to include preparation of a 2025-2026 budget proposal. | 0% | Jan-24 | Dec-24 | | | | | | | | | | | | |
| Public Works | | | | | | | | | | | | | | | |
| Develop Standard Operating Procedures for Cityworks (asset management system) by Q3 2023. - Develop Key Performance Indicators (KPI’s) for Cityworks by Q3 2023. - Increase staff skill and competency in the Cityworks platform through ongoing trainings. This work is ongoing. | 10% | Jan-23 | Dec-24 | | | | | | | | | | | | |
| Collaborate with the City Manager’s Office on the development of the Comprehensive Facilities Assessment to include the Annex Building at the Mercer Island Community & Event Center, City Hall, the Maintenance Facility, and the Luther Burbank Administrative Building. | 25% | Nov-22 | May-24 | | | | | | | | | | | | |
| Work with King County and Recology to update solid waste rates per the new proposed solid waste rates anticipated in 2023 and 2024. | 5% | Jan-23 | Dec-24 | | | | | | | | | | | | |
| Implement the Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q4 2023. | 50% | Jan-21 | Dec-23 | | | | | | | | | | | | |
| Complete the Water Meter Replacement Project by Q3 2024. | 30% | Jul-21 | Sep-24 | | | | | | | | | | | | |
| Luther Burbank Docks reconfiguration and repair project. | 30% | Jun-20 | Dec-24 | | | | | | | | | | | | |
| Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks by Q4 2023. | 15% | Mar-22 | Dec-24 | | | | | | | | | | | | |
| Continue with ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from Department of Ecology. | 75% | Jan-21 | Dec-24 | | | | | | | | | | | | |
| Begin to implement the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing. | 5% | Jan-23 | Ongoing | | | | | | | | | | | | |
| Work proactively with King County Metro and Sound Transit to minimize impacts to City infrastructure (streets and utilities), traffic (cars, pedestrians, bicycles), and the public by the sewer interceptor and MITI projects and ensure that City infrastructure is restored to City standards. This work is ongoing. | 40% | Jan-23 | Ongoing | | | | | | | | | | | | |

| Project | PROGRESS | START | END | 2023 | | | | 2024 | | | | 2025 | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|--------|------|----|----|----|------|----|----|----|------|----|----|----|--|--|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | | |
| Adopt the Climate Action Plan by Q2 2023. Begin Council directed implementation of strategies and actions from the adopted Plan by Q4 2024. | 50% | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |
| Complete costing analysis, review interlocal agreements, and work with the Mercer Island School District (MISD) to draft a new Master Facility Use Agreement to include facilities shared/jointly maintained between the MISD and the City by Q4 2023. | 10% | Jan-23 | Dec-23 | | █ | █ | █ | | | | | | | | | | |
| Complete the Site Characterization for soil and groundwater at Fire Station 91 by Q4 2022. | 95% | Jan-21 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |
| Athletic Field Replacement Projects as included in the 2022 PROS Plan. Projects include: (1) Island Crest Park North Field Turf and (2) South Mercer Playfields Turf Replacement & Ballfield Backstop Update. | 75% | Jun-22 | Dec-23 | | █ | █ | █ | | | | | | | | | | |
| Reservoir Pump Replacements. | 25% | Mar-22 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |
| Reservoir Improvements. | 25% | Mar-22 | May-25 | | █ | █ | █ | █ | █ | █ | █ | █ | | | | | |
| First Hill Booster Station Generator Replacement. | 20% | Jun-22 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |

Parks & Recreation

| | | | | | | | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|---------|--|---|---|---|---|---|---|--|--|--|--|--|--|--|
| Complete implementation and integration of Civic Optimize, a software tool which will enhance the permit and rental process, increase customer satisfaction, and optimize staff review efficiency. Research, develop and implement procedures for the use of technology-based tools by Q4 2024 to improve customer service and reduce permit turnaround times. | 20% | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |
| Establish resource needs, program implementation, and evaluation tools in preparation for the future expansion of recreation services to include various youth, senior, and adult programs. | 30% | Jan-23 | Jun-24 | | █ | █ | █ | █ | █ | | | | | | | | |
| Achieve MICEC rental occupancy level of 1,500 bookings by end of Q4 2023; 2,000 bookings by end of Q4 2024. | 80% | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |
| Achieve drop-in programming participation of 2,000 individuals to the fitness room and 6,000 drop-in sports participants by end of Q4 2023. | 70% | Jan-23 | Dec-23 | | █ | █ | █ | | | | | | | | | | |
| Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024. | 10% | Jan-23 | Mar-24 | | █ | █ | █ | █ | | | | | | | | | |
| Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities. | 50% | Jan-23 | Ongoing | | █ | █ | █ | █ | █ | █ | | | | | | | |
| Expand and enhance opportunities for recreation service sponsorships and park asset and property donations. | 65% | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |
| In collaboration with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields. | 10% | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |

Youth and Family Services

| | | | | | | | | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|--|---|---|---|---|---|---|--|--|--|--|--|--|--|
| Work with the City Manager on a stabilization plan for YFS revenues. This work is tied to recovery of Thrift Shop operations and development of a long-term funding strategy. This work is ongoing. | Ongoing | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |
| Provide food support for residents facing food insecurity, which currently includes grocery gift cards. Re-evaluate food pantry operations as Pandemic recovery efforts allow as part of the comprehensive Emergency Assistance policy update. | 0% | Jan-23 | Dec-24 | | █ | █ | █ | █ | █ | █ | | | | | | | |

| Project | PROGRESS | START | END | 2023 | | | | 2024 | | | | 2025 | | | | Item 1. | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|--------|------|----|----|----|------|----|----|----|------|----|----|----|---------|--|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | | |
| Integrate and expand Trauma-Informed Approaches (TIA) Organizational Development. | 10% | Jan-23 | Dec-24 | | | | | | | | | | | | | | |
| Increase Thrift Store annual revenues by 10% each year of the biennium based on FY 2022 gross revenues. | 25% | Jan-23 | Dec-24 | | | | | | | | | | | | | | |
| Grow Thrift Store volunteer service hours by 15% in 2023 and 10% in 2024 to increase engagement of the volunteer labor pool by Q4 2024. | 50% | Jan-23 | Dec-24 | | | | | | | | | | | | | | |
| Transition YFS operations to ensure compliance with HIPAA standards by Q4 2022. | 90% | Apr-21 | Jun-23 | | | | | | | | | | | | | | |
| Complete the update to the YFS policy and procedures manual by Q4 2022. Policies related to financial assistance programs may require City Council review and approval. | 90% | Oct-21 | Jun-23 | | | | | | | | | | | | | | |

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Administrative Services

- 1. Goal: Coordinate and oversee the internal and support services and teams for the City of Mercer Island.**
 - 1.1 Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
 - 1.2 Review and update citywide policies regarding human resources, finance, purchasing, fleet, and others.
 - 1.3 Lead the citywide customer service initiative, including trainings for employees, focusing on improving and strengthening overall customer experience for internal and external customers.
 - 1.4 Review and update the Mayor's Emergency Powers code (MICC 9.40) by Q4 2024.
- 2. Goal: Provide a single and centralized location for Mercer Island residents, businesses, and visitors to access City services.**
 - 2.1 Provide a consistent customer service experience, while creating efficiencies and reducing redundancies.
 - 2.2 Maintain customer relationship management (CRM) software to track and manage customer interactions.
 - 2.3 Track progress through data collection of calls and emails and establish performance objectives.
 - 2.4 Provide one-stop shopping and relieve multiple staff teams from working on the same request.
 - 2.5 Provide citywide support for the re-opening of City facilities and the ongoing transition back to in-person services.
- 3. Goal: Administer uniform Human Resources policies, procedures, and programs and process the payroll for all City employees.**
 - 3.1 Implement a semi-monthly payroll process by Q4 2024.
 - 3.2 Implement HRIS software to centralize employee data, payroll, and benefits by Q2 2023.
 - 3.3 Negotiate new Collective Bargaining Agreements with bargaining groups:
 - 3.3.1 Police and Police Support bargaining groups for the years 2025 through 2027.
 - 3.3.2 AFSCME bargaining group for the years 2025 through 2027.
 - 3.3.3 Fire bargaining group for the years 2023 through 2025.
 - 3.4 Continue to monitor near-term retirements and coordinate with department directors on succession planning strategies. This work is ongoing.
 - 3.5 Administer citywide training programs and conduct an annual employee survey.
 - 3.6 Manage the citywide performance evaluation process and employee recognition and service award programs. This work is ongoing.
 - 3.7 Review and digitize human resources and payroll records, identifying destruction and/or archival requirement. This work is ongoing.
 - 3.8 Conclude the Citywide Classification & Compensation Study by Q2 2023.
 - 3.9 Develop a citywide compensation policy and philosophy subject to review and approval by the City Council by Q4 2023.
 - 3.10 Develop a comprehensive onboarding program for new employees by Q2 2023.

Administrative Services Work Plan Cont.

4. **Goal: Plan, organize, and supervise the City's community outreach efforts and media relations to educate residents and encourage informed input from the Mercer Island community.**
 - 4.1 Develop and manage communications plans and provide support or outreach/engagement management for other departments.
 - 4.2 Maintain range of communications platforms (website, Let's Talk, social media, MI Weekly, news releases, etc.).
 - 4.3 Develop, deploy, and ensure consistent branding across departments and materials.
 - 4.4 Oversee the City's website, adding news and calendar items, updating content, and designing new webpages as needed. Continue citywide partnerships and training to ensure department staff are regularly updating and monitoring website content.
 - 4.5 Partner internally to develop and manage targeted outreach, including small business relations and cross-agency collaboration.
 - 4.6 Research and present options for the City Council's biennial public opinion survey; collaborate on promotion and assist with distribution and explanation of results.
 - 4.7 Conduct a biennial public opinion survey in 2024 to inform the 2025-2026 budget process.
5. **Goal: Serve the public by striving for excellence in preparation of agendas and minutes of meetings and provide complete and accurate information while preserving the records of the City.**
 - 5.1 Coordinate City Council meeting agenda packet creation and distribution and assist with hybrid meeting management.
 - 5.2 Manage the City's municipal code and official City records including ordinances, resolutions, agreements, and minutes.
 - 5.3 Provide administrative support to the City Manager, Chief of Administration, and City Council.
 - 5.4 Advertise, recruit, and fill vacancies for the City's boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs, ensure Code of Ethics compliance, and train support staff.
 - 5.5 Assist with processing public records requests.
 - 5.6 Provide training to employees regarding City Clerk and City Council policies and procedures, including Public Records Act training.
 - 5.7 Provide ethics training for all public officials. Identify a Washington Cities Insurance Authority (WCIA) training consultant, establish curriculum that supports the adopted Code of Ethics, and develop a training schedule.
6. **Goal: Provide excellent support and management of the City's technology, operations, and initiatives and the City's Geographic Information System and related products and services.**
 - 6.1 Procure, implement, maintain, and support all information and technology infrastructure, systems, and software that enables City service delivery to the public.
 - 6.2 Implement technology projects approved in the Capital Improvement Plan, including a new financial system, a new cybersecurity system, and the technology equipment replacement program.
 - 6.3 Assist staff to identify and prioritize technology projects for the 2025-2026 biennium.
 - 6.4 Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct ongoing training for all technology users (employees, volunteers, City Council, and boards and commissioners) on cyber and information security.

Administrative Services Work Plan Cont.

- 6.5 Ensure that mobile computer systems in emergency vehicles and field reporting systems are dependable, well-maintained, and functional.
- 6.6 Continue to provide technology and staffing support for remote and hybrid public meetings (City Council, Boards and Commissions, etc.)
- 6.7 Maintain and administer all online map services to ensure WebGIS, Cityworks, and Online maps are operational.
- 6.8 Maintain and enhance mapping software (ESRI and VertiGIS GeoCortex) including procurement, licensing, maintenance, and administration to ensure GIS software and WebGIS software are operational.

City Attorney's Office

- 1. Provide legal advice and guidance to the City Council, the City Manager, and City departments, as well as boards and commissions.**
 - 1.1 Conduct legal research for civil matters, and ensure actions taken by the City are consistent with state and federal laws.
 - 1.2 Attend City Council meetings, Executive Sessions, and other meetings as needed; provide legal guidance and advice.
 - 1.3 Prepare draft ordinances for City Council consideration and adoption as City law.
 - 1.4 Negotiate contracts in a variety of areas, including ROW franchises, real estate and development services, land use, environmental law, public works, and professional services.
 - 1.5 Manage administrative claims and advise the City Manager and departments on risk management. Reviews incident reports City-wide for potential liability. The City receives an average of 25 claims and 75 incident reports per year.
- 2. Support comprehensive efforts relating to the future of the Bus/Rail Interchange along North Mercer Way.**
 - 2.1 Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents.
- 3. Represent the City in civil litigation and prosecution of criminal citations.**
 - 3.1 Advise and represent the City in civil lawsuits, administrative appeals, and employment matters.
 - 3.2 Monitor and enforce terms of the Sound Transit Settlement Agreement.
 - 3.3 Manage representation and work assigned to outside legal counsel.
 - 3.4 Oversee prosecution of misdemeanor citations issued by the Mercer Island Police Department and management of criminal cases and infractions before the City's municipal court.
 - 3.5 Administer contracts for prosecutorial and public defense services.

City Attorney's Office Work Plan Cont.

4. Respond to public records requests pursuant to Public Records Act.

- 4.1 Coordinate timely response to public records requests.
- 4.2 Ensure compliance with the Public Records Act and proper application of exemptions.
- 4.3 Stay current with changes to public records laws.
- 4.4 Review and identify destruction and/or archival requirements for records. Provide support to City departments for records retention.
- 4.5 Develop a citywide training schedule for employees regarding records storage, retention, and destruction.
- 4.6 Develop/update policies that identify the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period.

City Council

1. **Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas.**
2. **Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.**
3. **Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.**
4. **Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.**

City Manager's Office

1. **Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
 - 1.1 Implement the adopted 2023-2024 budget with a continued focus on fiscal recovery of services and operations impacted by the COVID-19 pandemic.
 - 1.2 Prepare and transmit a 2025-2026 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.
 - 1.3 Continue work on long-term financial strategies; including ongoing implementation of policies related to the long-term forecast, reserves, and operating contingencies.
 - 1.4 Provide support to the Finance Department and Administrative Services Department in developing and revising financial and operational policies.
 - 1.5 Evaluate the leadership structure of the Fire Department and prepare a long-term recommendation. Fire Department leadership is current performed through contract with Eastside Fire & Rescue.

City Manager's Office Work Plan Cont.

- 1.6 Provide support to the Public Works, Finance, and Youth & Family Services Department to continue rebuilding Thrift Shop operations.
- 1.7 Collaborate with the Finance Department to engage the City Council and organization for the highest and best use of the City's American Relief Plan Act (ARPA) fund allocation. Track all funds and meet all federal reporting requirements. This work is ongoing through the biennium.
- 1.8 Complete the Classification and Compensation Study and the accompanying Recruitment and Retention Strategy. Provide policy recommendations to the City Council by Q2 2023.
- 1.9 Implement the organizational structure as approved in the 2023-2024 budget.
 - 1.9.1 Continue to work towards filling interim/vacant positions.
 - 1.9.2 Provide support to the organization to ensure succession planning remains a priority to address upcoming retirements.
 - 1.9.3 Emphasize building and developing future leaders throughout the organization through continuing education, cross-training, and identifying other opportunities for professional growth.
- 2. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB 6064)**
Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (Adopted City Council 2023-2024 Priority, see AB 6064)
 - 2.1 Oversee the Comprehensive Facilities Assessment to include the Annex Building at the Mercer Island Community & Event Center, City Hall, the Maintenance Facility, and the Luther Burbank Administrative Building. This project will evaluate the remaining useful life of these buildings and identify alternatives to replace or repair. The project is anticipated to be complete by Q2 2024, with initial recommendations capital project recommendations prepared for the 2025-2026 budget.
 - 2.2 Support the Public Works Department in the delivery of capital projects.
 - 2.3 Support the Public Works Department in the implementation of the parks levy initiatives.
- 3. Goal: Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas. (Adopted City Council 2023-2024 Priority, see AB 6064)**
 - 3.1 Continue to prepare for the opening of the Sound Transit Light Rail Station. Work with internal teams and other agencies to ensure safe design and implementation.
 - 3.2 Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.
 - 3.3 Support the Community Planning and Development Department (CPD) in the completion of the Comprehensive Plan update, to include an updated to the Economic Development Element. Support the development of specific economic development strategies. (See CPD work plan).
 - 3.4 Oversee the activation of the former Tully's Property to serve as a satellite police precinct. Evaluate the potential expansion of the police volunteer program to include volunteers at the satellite police precinct to include preparation of a 2025-2026 budget proposal.

City Manager's Office Work Plan Cont.

4. Goal: Provide leadership and planning support to the City Council.

- 4.1 Manage the City Council Planning Schedule to ensure timely delivery of work plan items. Evaluate the need for Special Meetings and "Joint Meetings" with other boards or governing bodies.
- 4.2 Provide support to the City Council in setting the agendas and preparing for the Annual Planning Session.
- 4.3 Prepare the annual legislative priorities with direction from the City Council. Respond to legislative activity at the State and Federal level and coordinate lobbyist activity.

Community Planning & Development

1. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB6064)

- 1.1 Complete 2024 Comprehensive Plan Periodic Update by Q2 2024 as directed by the City Council in March 2022.
- 1.2 Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
- 1.3 Coordinate with the State Department of Commerce, the Puget Sound Regional Council, King County, and other King County jurisdictions on regional growth planning including affordable housing target development.
- 1.4 Continue representation on the ARCH Executive Board and serve as the liaison between the City Council and ARCH. Support City Council with review and approval of the annual ARCH work program and budget, and the allocation to the Housing Trust Fund.
- 1.5 Coordinate with intergovernmental organizations and other local government jurisdictions on legislative advocacy and provide support to the City Council for such.
- 1.6 Review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes.
- 1.7 Collaborate with the Finance Department to develop a Special Revenue Fund to track permit revenues for implementation by Q1 2025.
- 1.8 Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate.
- 1.9 Work with the City Attorney's Office to analyze potential improvements to the nuisance codes.
- 1.10 Support City Council with legislative reviews and other matters of local, regional, and state interest.
- 1.11 Provide administrative support to the Planning Commission as well as staff recommendations for legislative reviews.
- 1.12 Provide administrative support to the Design Commission as well as staff recommendations for design review permits.
- 1.13 Provide administrative support to the Hearing Examiner as well as staff recommendations for land use permits and appeals.

Community Planning & Development Work Plan Cont.

- 1.14 Work with the Mercer Island School District (MISD) to update school impact fees as necessary in coordination with the annual adoption of its Capital Facilities Plan (Q3-Q4).
 - 1.15 Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).
 - 1.16 Ensure ongoing workforce development through training and job growth opportunities. Develop internal candidates for anticipated vacancies and plan for upcoming retirements.
 - 1.17 Index and digitize old records to make them easily accessible to the public and continue to provide support for public records requests. This work is ongoing.
- 2. Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 2.1 Develop an Economic Development Implementation Strategy to follow the 2024 Comprehensive Plan Periodic Update in Q2 2024.
 - 2.2 Establish an on-call Economic Development professional services contract to support efforts for a healthy and sustainable Town Center commercial environment through retail demand strategy and analysis.
 - 2.3 Support implementation of the actions identified in the Town Center Parking Study (Note: The Town Center Parking Study is anticipated to be completed in Q4 2022).
 - 2.4 Strengthen the relationship between the City and the local business community by providing transparent and timely information.
 - 2.5 Collaborate with the Mercer Island Chamber of Commerce to continue supporting local businesses.
- 3. Provide basic permitting service levels (including construction permit reviews, land use decisions, inspections, code compliance, noticing and public outreach, customer service and data reporting).**
- 3.1 Analyze and implement measures to reduce building, planning, and land-use permit plan review times through appropriate staffing and on-call support levels. Routinely analyze data and gather feedback from customers to inform decision-making and process improvements.
 - 3.2 Strive to provide responses to all general inquires within one business day. Collaborate with the Customer Service team to improve access to frequently asked questions.
 - 3.3 Maintain current service levels of “next day” inspections through appropriate staffing and on-call support levels.
 - 3.4 Reestablish the “over-the-counter” (OTC) permit program by Q2 2023.
 - 3.5 Restore the Code Compliance position to 1.0 FTE to address ongoing service needs.
 - 3.6 Update the construction codes according to state requirements by Q2 2023.
 - 3.7 Prepare for TrakIT permit software replacement in 2025-2026, including development of workflow mapping. Collaborate with the IT team to prepare for the implementation

Finance

- 1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community (Adopted City Council 2023-2024 Priority, see AB 6064).**
 - 1.1 Oversee the mid-biennial budget update and develop the 2025-2026 biennial budget.

Finance Work Plan Cont.

- 1.2 Complete annual financial reports as specified by the State Auditor's Office each year.
 - 1.3 Transition the City's annual financial report from Generally Accepted Accounting Practices (GAAP) full accrual financial statements to the modified cash-basis method by Q4 2023.
 - 1.4 Oversee the State Auditor's Office (SAO) Annual Financial audit, Accountability audit, and in years where the City spend \$750,000+ in Federal dollars, the Federal Single audit, as required. Provide all documentation, resources, and staff support as required. This work is ongoing.
 - 1.5 Conduct a phased implementation of the new financial management software system. This entails grouping software system modules that power core business processes being phased into production while progressively going live with additional ancillary modules as the implementation progresses. Completion date for core financials is Q4 2023, with the entire financial management software system going live in Q3 2025.
 - 1.6 In tandem with Public Works, conduct a utility rate study to inform utility rate adjustments for review by the Utility Board for the 2025-2026 biennium by Q3 2024.
 - 1.7 Complete a cost allocation methodology analysis to identify the full costs of services provided by internal service departments by Q4 2024.
 - 1.8 Engage the City Council and organization for the highest and best use of the City's American Relief Plan Act (ARPA) fund allocation. Track all funds and meet all federal reporting requirements. This work is ongoing through the biennium.
 - 1.9 Review and update the City's financial management policies regarding the following:
 - 1.9.1 Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2024.
 - 1.9.2 Long-term funding mechanism for ongoing technology expenses by Q4 2024.
 - 1.9.3 Utility billing policies and procedures by Q4 2024.
 - 1.9.4 Purchasing and procurement procedures and written policies by Q4 2024.
 - 1.10 Cross-train staff in utility billing, payroll management, and other internal service workflows within the department. This work is ongoing.
- 2. Goal: Provide excellent service to internal and external customers.**
- 2.1 Split supervisory responsibilities with the Public Works Department to help the Mercer Island Thrift Shop fully recover operations.
 - 2.2 Ensure staff is properly trained leading up to go-live dates with the new financial management software. This work is ongoing through the biennium.
 - 2.3 In concert with the City Manager's Office, facilitate utility billing customers in need of financial assistance with the variety of City resources. This work is ongoing.
 - 2.4 Transition to monthly financial reports by Q4 2024. Implementation of this goal is tied to implementation of the new financial software system.
 - 2.5 Provide collective bargaining support for the Administrative Services Department. This work is ongoing.
 - 2.6 Develop a Special Revenue Fund to track permit revenues in the Community Planning and Development Department for implementation by Q1 2025.
 - 2.7 Provide regular opportunities for City staff to provide feedback on interdepartmental budget development and financial system implementation work throughout the biennium.
 - 2.8 Assist the Police department with completion of a marine patrol cost allocation model to charge contract cities for marine patrol services by Q4 2023.

Finance Work Plan Cont.

- 2.9 Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement by Q4 2024.
- 2.10 Assist Public Works to update solid waste rates per the new proposed solid waste rates from King County and Recology, anticipated in 2023 and 2024.
- 2.11 Support implementation of the Supervisory Control and Data Acquisition (SCADA) System conducted by Public Works through project completion.
- 2.12 Support Administrative Services as the City transitions from bi-weekly to semi-monthly payroll processing.

Fire

1. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
 - 1.1 Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs. Continue to respond and address surges and deviations during the COVID-19 Pandemic. This work is ongoing.
 - 1.2 Review and provide data driven updates specific to fee collection policies (transport fee, Fire Marshals permitting, GEMT, etc.), new or updated requests for contracts, and/or strategies to the City Manager in September of each year.
 - 1.3 Plan for anticipated retirements by identifying departure dates as early as possible. Develop succession plans for all ranks within the department and identify pathways to achieve each of those ranks. This work is ongoing.
 - 1.4 Coordinate with Administrative Services and Finance to update the new Master Fee Schedule annually to include all associated fire permit fees.
2. **Goal: Keep the Mercer Island community safe through effective planning, training, response, and mitigation of emergencies.**
 - 2.1 In collaboration with regional partners and emergency management, develop “lessons learned” from COVID-19 to prepare for potential future pandemic outbreaks with respect to personal protective equipment (PPE) usage, its reuse, as well as decontamination protocols by Q2 2023.
 - 2.2 Engage with regional partners to train up to six personnel to become Red Card certified to assist with both Mercer Island and regional urban interface and wildland related emergencies by Q4 2023. This type of training will be ongoing.
 - 2.3 Resume CPR, AED, Rescue Diver, and technical rescue certifications for personnel and research and implement training opportunities designed to further improve performance outcomes in each of these disciplines by Q4 2023.
 - 2.4 Focus on the physical and mental wellness of firefighters by developing the MIFD PEER Support Team and offer quarterly webinars on mental health and wellness. This work is ongoing.

Fire Work Plan Cont.

- 2.5. Assess MIFD current baseline performance metrics and establish new baseline response metrics for both stations by Q4 2023.
 - 2.5.1. Attain a 90% fractal response time¹ (time of call to on scene) of 6:30 for EMS responses.
 - 2.5.2. Attain a 90% fractal response time (time of call to on scene) of 7:30 for Fire responses.
 - 2.5.3. Attain a 90% fractal turnout time of 75 seconds for daytime and 90 seconds for nighttime for EMS responses.
 - 2.6 Attain a 90% fractal turnout time of 105 seconds for daytime and 150 seconds for nighttime for Fire responses.
 - 2.7 Study the feasibility of modifying the geographical response boundary of Fire Station 92 to balance the call volumes between Stations 91 and 92 by Q4 2023.
 - 2.8 In partnership with the Youth and Family Services Department, utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program beginning Q1 2023.
- 3. Goal: Maintain or increase cardiac survival rates.**
- 3.1 Continue to participate in cardiac survival studies through King County Emergency Medical Services (KCEMS). This work is ongoing.
 - 3.2 Support Citizen initiated CPR by reimplementing MIFD instructed classes by Q4 2023 utilizing a full cost recovery model. Continue to review the effectiveness of Pulse Point App for citizen-initiated CPR prior to MIFD arrival to increase patient survivability. This is ongoing
 - 3.3 Purchase King County Public Health certified defibrillators for 911 response by Q3 2023.
- 4. Goal: Emphasize community risk reduction through fire prevention and public education.**
- 4.1 Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by Q2 2024. This work is ongoing.
 - 4.2 Work with Zone 1 Fire Marshals on the Puget Sound Emergency Radio Network (PSERN) in-building radio coverage for the new County radio system, to be completed by Q4 2023.
 - 4.3 Continue to work towards improving the Washington Surveying & Rating Bureau (WSRB) rating from a class 4 to a class 3 city with the intent to lower insurance costs for Mercer Island residents.
 - 4.4 Train one Inspector per shift (A, B and C) to become a certified International Code Council (ICC) Inspector 1 by Q4 2024.
 - 4.5 Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education etc.) by Q4 2024.
 - 4.6 Work with the Community Planning & Development Department and the City Council to adopt the 2021 Fire Code by Q2 2023.

Municipal Court

1. **Goal: Resolve cases in a fair and just manner in accordance with the laws of Washington State and provide a legal venue for individuals to adjudicate civil infractions and criminal cases.**
 - 1.1 Hold court hearings in a timely fashion as required by the Washington State Supreme Court.
 - 1.2 Adjudicate civil infractions and set hearing dates.
 - 1.3 Prepare monthly reports and submit to the Office of Administrator of the Courts.
 - 1.4 Facilitate probation and court monitoring services to ensure compliance with judgments and sentencings. Set and hold post-sentence compliance review hearings when appropriate.
 - 1.5 Collect court fines.
 - 1.6 Continue to provide municipal court services to the City of Newcastle via the current interlocal agreement.
 - 1.7 Conduct court security assessment. Work to improve court security in line with Washington State General Court Rule guidelines.
 - 1.8 Adjudicate certain identified civil code infractions and set hearing dates.
2. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
 - 2.1 Assess, plan, and implement updated procedures and technology of the Court. Move to add audio and video upgrades with grant funding recently received from the State. Utilize the grant funding to implement paperless court file maintenance which will include outside pleading filings, discovery and records request transfers, and court file depository and usage.
 - 2.2 Upgrade court technology to allow for limited remote hearings opening more immediate access to the Court for in-custody defendants and limit jail and transport costs.
 - 2.3 Update court operations procedures to allow better notice to defendants, counsel, and the Police Department to increase access to justice and improve court time efficiency for all parties.
 - 2.4 Support the Finance Department in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle is fully cost recovering. Complete by Q4 2023.
 - 2.5 Increase community engagement and outreach including Mercer Island public and private schools, Mercer Island Youth and Family services, the Mercer Island local arts community, and others.
 - 2.6 Evaluate expending the suite of court services provided to the community, which may include wedding ceremonies, passport services, and other opportunities.
3. **Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB 6064)**
 - 3.1 Support the City Manager's Office in the Comprehensive Facilities Assessment related to future municipal court needs.

Police

1. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064).

- 1.1. Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
- 1.2. Recruit and retain officers to maintain minimum authorized staffing level requirements. Plan for anticipated retirements by identifying departure dates as early as possible. Develop succession plans for all ranks within the department and identify pathways to achieve each of those ranks. This work is ongoing.
- 1.3. Collaborate with Sound Transit (ST), King County Metro, and other agencies to ensure safe design and implementation of the Light Rail Station and bus intercept. This work is ongoing.
- 1.4. Prepare for the new light rail station with response protocols and pedestrian and vehicles safety considerations. This work is ongoing until the station is operational.
- 1.5. Provide each officer annual training each year of the biennium in State-mandated topics that include crisis intervention, de-escalation, cultural awareness, and anti-biased policing, updated Use of Force protocols, along with training required by accreditation to maintain certifications, and additional specialized continuing education.
- 1.6. Work closely with law enforcement partners and affiliated agencies to ensure a safe boating environment. Reduce boating collisions through proactive boating law enforcement and boater education.
- 1.7. Continue the Interlocal Agreements for Marine Patrol Services with Hunts Point, Medina, and Yarrow Point. Track time and resources spent in each marine jurisdiction to inform the cost allocation model the City utilizes to charge contract cities. Work with the Finance Department to complete an overhead cost analysis to inform updates to the Interlocal Agreements by Q4 2023.
- 1.8. Maintain proficiency with the special operations team, dive team, and bicycle team via monthly training sessions.
- 1.9. Support the City Manager's Office with the development of legislative priorities. Engage with the City Council and lobbyist team to develop strategies for successful implementation, to include providing testimony when legislation is being considered.
- 1.10. Ensure the Department complies with State accreditation standards. This work is ongoing.
- 1.11. Prepare an Annual Police Report to include highlights of significant case investigations, noteworthy training classes, community outreach efforts, and applications of force, and present an annual summary to the City Council by Q2.

2. Goal: Continue focus on community safety, outreach, and education.

- 2.1 Operate and oversee the City-wide emergency response to the COVID-19 Pandemic. This work is ongoing.
- 2.2 Work with regional partners to develop "lessons learned" from the COVID-19 Pandemic to prepare for future pandemic outbreaks. Update the City's Pandemic plan by Q4 2024.
- 2.3 Recruit volunteers for Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams. This work is ongoing.
- 2.4 Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing.

Police Work Plan Cont.

- 2.5 Increase safety in the schools by working with our partners in the MISD to identify and address gaps in training and other areas of need.
 - 2.6 Support the partnerships the School Resource Officer has with students and their families, the Mercer Island School District, and the Youth and Family Services Department. Maintain the focus on intervention, education, and ways to keep youth out of the Criminal Justice system. This work is ongoing.
 - 2.7 Conduct traffic safety emphasis patrols and public education to maintain a low motor vehicle collision rate. Continue to partner with Public Works and the Traffic Engineer to identify and mitigate traffic issues.
 - 2.8 Continue the Community Academy, Coffee with a Cop, Paws on Patrol, Community Emergency Response Team (CERT), and National Night Out. Support the Parks and Recreation Department through participation in community-wide special events.
 - 2.9 Conduct the annual community drug-takeback event.
 - 2.10 Participate and engage in educational efforts related to drowning prevention and water safety, to include annual classroom presentations in area Kindergarten classes.
- 3. Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 3.1 Implement the Town Center Officer program with two additional Patrol Officers assigned to the Sound Transit light rail station area when the station becomes operational.
 - 3.2 Collaborate with the City Manager's Office on the activation of the former Tully's Property to serve as a satellite police precinct. Evaluate the potential expansion of the police volunteer program to include volunteers at the satellite police precinct to include preparation of a 2025-2026 budget proposal.
 - 3.3 Support implementation of the actions identified in the Town Center Parking Study. (Note: The Town Center Parking Study is anticipated to be completed in Q4 2022.)
- 4. Goal: Enhance public safety communication.**
- 4.1 Collaborate with public safety partners to implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications. This work is ongoing.
 - 4.2 Support Citywide communications by preparing timely content on public safety matters.

Public Works

- 1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 1.1 Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
 - 1.2 Develop Standard Operating Procedures for Cityworks (asset management system) by Q3 2023.
 - 1.2.1 Increase staff skill and competency in the Cityworks platform through ongoing trainings. This work is ongoing.
 - 1.2.2 Develop Key Performance Indicators (KPI's) for Cityworks by Q3 2023.

Public Works Work Plan Cont.

- 1.3 Continue succession planning for staff within the Department to address upcoming retirements. Cross-train maintenance and operations staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with emphasis on leadership development training. This work is ongoing.
 - 1.4 Split supervisory responsibilities with the Finance Department to help the Mercer Island Thrift Shop thrive.
 - 1.5 Pursue grant opportunities and alternate funding sources that support Council approved projects and initiatives (i.e., the American Rescue Plan Act funded projects)
- 2. Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.**
- Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 2.1 Collaborate with the City Manager’s Office on the development of the Comprehensive Facilities Assessment to include the Annex Building at the Mercer Island Community & Event Center, City Hall, the Maintenance Facility, and the Luther Burbank Administrative Building.
 - 2.2
 - 2.3 Develop and adopt the Transportation Improvement Program (TIP) by July 1 each year.
 - 2.3 Complete the Island Crest Way Corridor Improvements, identified in the 2023 TIP, by Q4 2024.
 - 2.4 Support the Finance department with work on a utility rate study to inform utility rate adjustments for review by the Utility Board for the 2025-2026 biennium by Q3 2024.
 - 2.5 Work with King County and Recology to update solid waste rates per the new proposed solid waste rates anticipated in 2023 and 2024.
 - 2.6 Complete the West Mercer Way Roadside Shoulders Phase 4 by Q3 2024. This is the last segment of West Mercer Way without a paved shoulder. Complete the Sunset Highway/77th Ave. SE Intersection Improvements project by Q3 2023 to improve pedestrian and bicycle crossings and access to the East Link light rail station ahead of the station opening.
 - 2.7 Implement the water and sewer system Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q2 2023 and Q4 2024, respectively.
 - 2.8 Complete the Booster Chlorination System project by Q1 2023 to maintain and supplement chlorine levels throughout the water system.
 - 2.9 Complete the Water Reservoir Improvements project to replace and improve aging components, especially the interior and exterior coatings, by Q4 2024.
 - 2.10 Complete the Water Meter Replacement Project by Q3 2024.
 - 2.11 Actively pursue grants to support the Luther Burbank Docks and Waterfront Renovation project, currently estimated for completion in Q4 2024.
 - 2.12 Complete the Groveland and Clarke Beach Joint Master Plan by Q4 2023 and identify a preferred concept for shoreline improvements.
 - 2.13 Continue ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from Department of Ecology.
 - 2.14 Complete approved capital projects per the schedules identified in the capital improvement program (CIP). Provide regular updates to the City Council and the community on progress.

Public Works Work Plan Cont.

- 2.14.1 Actively monitor potential supply chain delays and proactively identify strategies to reduce the impacts on construction schedules.
- 2.15 Monitor construction related inflation and bidding environment to support the development of market rate cost estimates and effective solicitation of bids. Complete the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility by March 31 annually.
- 2.16 Begin to implement the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.
- 2.17 Issue a Request for Proposals to evaluate contracting out utility locate services by Q2 2024.
- 3. Goal: Prepare for Sound Transit Interchange and King County Metro sewer construction.**
 - 3.1 Work proactively with King County Metro and Sound Transit to minimize impacts to City infrastructure (streets and utilities), traffic (cars, pedestrians, bicycles), and the public by the sewer interceptor and MITI projects and ensure that City infrastructure is restored to City standards. This work is ongoing.
- 4. Goal: Advance sustainable practices throughout the City organization and community, in partnership with regional initiatives.**
 - 4.1 Adopt the Climate Action Plan by Q2 2023. Begin Council directed implementation of strategies and actions from the adopted Plan by Q4 2024.
 - 4.2 Continue implementation of the following initiatives:
 - 4.2.1 Community solar campaign and green power for City facilities.
 - 4.2.2 Enhanced food waste and recycling options inside City and within the community.
 - 4.2.3 Support select K4C priorities and legislation.
 - 4.2.4 Implement bicycle wayfinding map and final Town Center/Mountains to Sound Greenway Trail signage.
 - 4.2.5 Continue work on energy efficiency retrofits within City facilities.
 - 4.3 Serve as the City program/contract manager for Metro #630 Commuter Shuttle.
 - 4.4 Research and implement mobility initiatives that help commuters access regional transit at Town Center without single occupant vehicle usage.
Manage the Recology contract and pursue joint community outreach and efficiency measures. This work is ongoing.
 - 4.6 Work with the Parks Natural Resources and Stormwater teams to improve coordination of maintenance and capital project work and adhere to stormwater best practices. Promote clean water and stormwater management initiatives in the community.
- 5. Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (Adopted City Council 2023-2024 Priority, see AB 6064)**
 - 5.1 Complete costing analysis, review interlocal agreements, and work with the Mercer Island School District (MISD) to draft a new Master Facility Use Agreement to include facilities shared/jointly maintained between the MISD and the City by Q4 2023.
 - 5.2 Implement the Parks, Recreation and Open Space (PROS) Plan.
 - 5.2.1 Establish level of service standards for parks maintenance operations consistent with PROS Plan by Q4 2024.

Public Works Work Plan Cont.

- 5.3 Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park by Q4 2024.
 - 5.4 Implement programs and services associated with the parks levy.
 - 5.5 Continue to implement habitat restoration work in accordance with the Open Space Vegetation Management Plan and the Pioneer Park Forest Management Plan. This work is ongoing.
 - 5.6 Establish Standard Operating Procedures for tree planting and care in street rights-of-way, including watering, maintenance, and structural pruning practices, by Q4 2024. Develop a list of preferred/recommended street tree species by Q4 2024.
- 6. Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 6.1 Support implementation of the actions identified in the Town Center Parking Study. (Note: The Town Center Parking Study is anticipated to be completed in Q4 2022.)
 - 6.2 Continue to implement beautification projects in Town Center including hanging flower baskets, planted median beds, and seasonal tree illumination.

Recreation Division

- 1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 1.1 Work with the Parks and Recreation Commission and Arts Council to develop policies identified in the Recreation Reset Strategy. This work began in the 2021-2022 biennium and will continue in 2023-2024.
 - 1.1.1 Complete implementation and integration of Civic Optimize, a software tool which will enhance the permit and rental process, increase customer satisfaction, and optimize staff review efficiency. Research, develop and implement procedures for the use of technology-based tools by Q4 2024 to improve customer service and reduce permit turnaround times.
 - 1.1.2 Establish resource needs, program implementation, and evaluation tools in preparation for the future expansion of recreation services to include various youth, senior, and adult programs.
 - 1.2 Expand drop-in programming and rental opportunities for the Mercer Island Community and Event Center and outdoor facilities.
 - 1.2.1 Achieve MICEC rental occupancy level of 1,500 bookings by end of Q4 2023; 2,000 bookings by end of Q4 2024.
 - 1.2.2 Achieve drop-in programming participation of 2,000 individuals to the fitness room and 6,000 drop-in sports participants by end of Q4 2023.
 - 1.2.3 Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024.
 - 1.3 Achieve post-rental and drop-in programming participation satisfaction levels of 85% by Q4 2023 and 90% by Q4 2024.
 - 1.4 Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.

Recreation Division Work Plan Cont.

- 1.5 Develop and enhance external communication and marketing for Division services to improve cost recovery levels.
- 1.6 Provide staff support for the Parks & Recreation Commission and the Arts Council.
- 1.7 Facilitate and promote comprehensive and engaging arts and culture experiences through ongoing community partnerships.
- 1.8 Expand and enhance opportunities for recreation service sponsorships and park asset and property donations.
- 2. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB 6064)**
 - 2.1 Collaborate with the City Manager's Office on the development of the Comprehensive Facilities Assessment to include the Annex Building and the Mercer Island Community & Event Center.
 - 2.2 Collaborate with the Finance Department to revise the replacement cycle for MICEC technology and equipment and ensure financial sustainability of the MICEC Technology and Equipment Fund to meet the long-term needs of the community.
 - 2.3 In collaboration with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields.
- 3. Goal: Provide emergency response services related to the COVID-19 Pandemic and other City emergencies.**
 - 3.1 Continue to support city-wide response and coordinate the Operations Section of the Emergency Operations Center.
 - 3.2 Utilize the MICEC to host shelter operations, and to meet cooling and warming center needs.

Youth & Family Services

- 1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
 - 1.1 Work with the City Manager on a stabilization plan for YFS revenues. This work is tied to recovery of Thrift Shop operations and development of a long-term funding strategy. This work is ongoing.
 - 1.2 Continue to partner and collaborate with the YFS Foundation on community fundraising campaigns. Meet regularly with the YFS Foundation to coordinate fundraising strategies to address both short-term and long-term funding needs. This work is ongoing.
 - 1.3 Explore new funding opportunities for YFS programming, including grants. This work is ongoing.
 - 1.4 Update the 2019 Community Needs Assessment by Q4 2024 to confirm that services and the funding model remain aligned with community needs and priorities.
- 2. Goal: Provide Access to Mental Health Services to all MISD Students**
 - 2.1 Renew the Interlocal Agreement with the Mercer Island School District (MISD) annually.

Youth & Family Services Work Plan Cont.

- 2.2 Ensure YFS mental health and substance use intervention/prevention counseling services are accessible to all students in the MISD by providing at least one Clinical Team staff member at each school.
- 2.3 Continue to monitor and integrate behavioral health disaster response data and intervention strategies to address adverse impacts from the COVID-19 Pandemic on youth mental health. This work is ongoing; current modeling anticipates elevated risk to continue 18-24 months post-pandemic.
- 3. Goal: Scale Community Based Mental Health Services to Meet Demand**
 - 3.1 Maintain the mental health services intern program, with two to four unpaid graduate level interns placed at YFS annually.
 - 3.2 Continue public outreach campaigns to address community mental health needs related to the COVID-19 Pandemic recovery and other emerging issues.
 - 3.3 Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to address the needs of low-acuity 9-1-1 callers and vulnerable community members by connecting these individuals with resources and referrals to health and human services providers. This program is in coordination with MIFD, and the work is ongoing.
- 4. Goal: Provide Emergency Assistance and Geriatric Case Management**
 - 4.1 Provide food support for residents facing food insecurity, which currently includes grocery gift cards. Re-evaluate food pantry operations as Pandemic recovery efforts allow as part of the comprehensive Emergency Assistance policy update.
 - 4.2 Provide emergency financial assistance support as available and meet community demand for case management and resource/referral support each year of the biennium. Continue collaboration with the YFS Foundation to raise funds to meet emergency assistance needs.
 - 4.3 Meet community demand for geriatric case management services.
- 5. Goal: Integrate and Expand Trauma-Informed Approaches (TIA) Organizational Development**
 - 5.1 Implement TIA organizational assessment for the YFS department by Q1 2023
 - 5.2 Continue bi-annual TIA trainings and consultation targeted for mental-health professionals and human services providers. This work is ongoing.
 - 5.3 Continue to integrate TIA concepts into weekly clinical team meetings, monthly YFS All Staff meetings and direct service clinical and case management work. This work is ongoing.
 - 5.4 Draft a two-year plan for organizational growth related to TIA by Q2 2023.
- 6. Goal: Seek Funding Sustainability for the Healthy Youth Initiative**
 - 6.1 Monitor SAMHSA federal funding opportunities for substance use prevention and mental health promotion programming to determine eligibility for available funding. This work is ongoing.
 - 6.2 Maintain regional and national relationships that are conducive to competitive grant applications. This work is ongoing.
 - 6.3 Apply for any eligible funding to sustain Healthy Youth Initiative programming beyond the 2023-2024 biennium. This work is ongoing.
 - 6.4 Develop a sustainable funding model for the Healthy Youth Initiative for the 2025-2026 biennium by Q3 2024.

Youth & Family Services Work Plan Cont.

7. Goal: Integrate and Expand Organizational Equity and Social Justice Practices

- 7.1 Schedule annual diversity, equity, and inclusion trainings and consultation targeted for mental-health professionals and human services providers.
- 7.2 Hold quarterly mental health-specific consultation sessions during clinical team meetings in partnership with regional human service organizations. This work is ongoing.
- 7.3 Support City of Mercer Island and Mercer Island School District organizational diversity, equity, and inclusion efforts. This work is ongoing.

8. Goal: Rebuild baseline operations at the Thrift Shop working towards optimizing sales into the next biennium.

- 8.1 Increase annual revenues by 10% each year of the biennium based on FY 2022 gross revenues.
- 8.2 Implement a new standardized staff training program to optimize donation processing and production output by Q2 2023.
- 8.3 Complete Thrift Shop facility capital improvements in both FY 2023 and FY 2024 that re-set the retail store, correct building deficiencies, enhance safety and aesthetics, and increase operational efficiencies. Strategize scheduling of capital program work to minimize downtime/closures.
- 8.4 Grow volunteer service hours by 15% in 2023 and 10% in 2024 to increase engagement of the Shop's volunteer labor pool by Q4 2024.
- 8.5 Decrease the amount of unsellable items received through donations 50% by Q4 2023, thereby reducing storage, transport, and disposal costs and using staff time on higher return-on-investment activities.
- 8.6 Strengthen the relationship between the community and Thrift Shop through education and communication in our newsletters and other social platforms. Utilize special events and sales to enhance community support to further the Mercer Island Youth & Family Services' mission.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6257
May 23, 2023
Regular Business

AGENDA BILL INFORMATION

| | | |
|----------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TITLE: | AB 6257: Recap of 2023 State Legislative Session | <input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |
| RECOMMENDED ACTION: | Receive report. | |

| | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEPARTMENT: | City Manager |
| STAFF: | Jessi Bon, City Manager Ed Holmes, Chief of Police Jeff Thomas, Community Planning and Development Director Robbie Cunningham-Adams, Management Analyst Merrill Thomas-Schadt, Sr. Management Analyst |
| COUNCIL LIAISON: | n/a |
| EXHIBITS: | 1. City of Mercer Island Legislative Priorities |
| CITY COUNCIL PRIORITY: | n/a |

| | |
|-------------------------------|--------|
| AMOUNT OF EXPENDITURE | \$ n/a |
| AMOUNT BUDGETED | \$ n/a |
| APPROPRIATION REQUIRED | \$ n/a |

EXECUTIVE SUMMARY

The purpose of this agenda bill is to provide a recap of the 2023 State Legislative Session and preview potential impacts to the City’s work plan.

- The 2023 Washington State Legislature Regular Session began January 2023 and ended on April 23, 2023.
- A special session was called by the Governor for May 16 where legislators passed a new drug possession law (“Blake Fix”), which the legislature was not successful in enacting during the regular session.
- Housing was the prominent focus of the legislative session, resulting in several bills related to housing, land-use, and permitting.
- The outcome of several of the bills passed this session will impact the City’s Work Plan. Staff will discuss these impacts and provide details on next steps.
- The City was successful in securing \$3.5 million in grant funding for waterfront improvements at Luther Burbank Park.

BACKGROUND

On November 1, 2022, the City Council adopted the City's legislative priorities (Exhibit 1) for the 2023 State Legislative Session ([AB 6178](#)). The City identified five legislative priorities:

- Funding for operations, basic infrastructure, and capital projects
- Support for mental and behavioral health services
- Policing for a safe Mercer Island
- Support for housing availability
- Preserving and protecting the environment

The City executed a contract with Federici, Esser & Gallagher for lobbyist services to assist with the legislative session ([AB 6114](#)).

On February 7, 2023, the City Council received an update on the legislative session, adopted a slight revision to the City's 2023 Legislative Priorities, and approved a letter of opposition to HB1110, regarding increasing middle housing in areas traditionally dedicated to single-family detached housing ([AB 6220](#)). The City consistently advocated against this bill in its original form and continued to do so throughout the session.

On March 7, 2023, the City Council approved talking points on SB 5466 related to Transit Oriented Development (TOD) ([AB 6243](#)). The City's advocacy position included increased flexibility on the placement of the TOD area and removal of restrictions on requiring parking. Council leadership, City staff, and the City's lobbyists used these talking points in communication with representatives in Olympia to advocate for important changes in the bill language. SB 5466 did not pass.

ISSUE/DISCUSSION

The 2023 State Legislative Session was unprecedented in terms of the volume of bills introduced for consideration. City staff, lobbyists, and City Council leadership dedicated a significant amount of time to tracking bills, connecting with representatives and elected officials in neighboring communities, and advocating for legislation that aligns with Mercer Island's priorities.

Advocacy

Mayor Nice, Deputy Mayor Rosenbaum, City staff, and the City's lobbying team were actively engaged for several months leading up to the start of the legislative session and throughout the session, tracking bills with potential impact to Mercer Island and the region. City Council leadership and staff teams collaborated extensively to propose amendments directly to Representatives Senn, and Thai, Senator Wellman, and to staff with the Association of Washington Cities (AWC) on a host of bills, but primarily related to housing and land use. The City's advocacy in Olympia and throughout the region included:

- Weekly meetings since January with the Mayor, Deputy Mayor, staff, and lobbyists.
- Regular calls with legislators on bills and emerging issues.
- Weekly meetings with AWC lobbyists, including providing individual technical and legal analysis and suggested amendments on housing bills to AWC.
- Several councilmembers traveled to Olympia for AWC lobby day. They met with Representative Thai, Senator Wellman, and Representative Berquist (Renton).
- City Council approved a letter opposing HB 1110 and talking points on SB 5466.

- City public communications were issued alerting the community to HB 1110 and potential impacts to the city.
- Mayor Nice contacted nearly every mayor in King County, and several mayors outside the County, summarizing the City's concerns with HB 1110 and HB 1245 and shared the City Council approved letter opposing HB 1110. This work enhanced regional-wide engagement on these issues.
- Public Testimony was given by Mayor Nice on HB 1110 to the House Appropriations Committee, Senate Housing Committee, and Senate Ways & Means Committee.
- Public Testimony was given by Mayor Nice on SB 5466 to the House housing and capital budget committees.
- Public Testimony given by the City's lobbyists opposing HB 1245 to the House housing committee.
- The City participated in the work group to improve SB 5466 with AWC lobbyists, SB 5466 bill sponsors, legislators, and the Governor's office.
- The City team addressed many other bills and legislative issues throughout the session – the volume of work was very high.

Police Vehicular Pursuits

[SB 5352](#). Prior to the passage of SB 5352, officers could only engage in vehicular pursuits if they had probable cause to believe a person in the vehicle had committed a violent offense, a sex offense, an escape, or if the officer had reasonable suspicion to believe the person was driving under the influence. SB 5352 now lowers the threshold to engage in pursuits for these offenses from probable cause to reasonable suspicion, and slightly expands the list of qualifying offenses for which an officer can pursue to include vehicular assault offenses and domestic violence assaults. Officers are still prohibited from engaging in pursuits for any other reason, to include pursuing for property crimes.

"Blake Fix" / Controlled Substances

[SB 5536](#) During the 2023 Special Session the legislature reached a compromise on controlled substance legislation. SB 5536 now makes it a gross misdemeanor to knowingly possess a controlled substance or to use such a substance in a public place. The penalty is set at a maximum of 180 days in jail, or up to 364 days in jail if the person has two or more prior convictions for violating this drug law. Possessing or selling prescription drugs is a misdemeanor unless the person has a prescription. Selling drug paraphernalia is a class 1 civil infraction unless such paraphernalia is distributed by public health or prevention programs. Additionally, local governments are preempted from enacting their own laws related to drug paraphernalia. Diversion to treatment services is encouraged for all violation of this new law.

Capital Budget Requests

The final Capitol Budget included \$3,513,000 for large capital projects at Luther Burbank Park. The grant funding, secured through the Recreation and Conservation Office and the Washington Trust for Historic Preservation, will support construction and renovation along the Luther Burbank Park waterfront, including:

- Dock replacement of a system that is at the end of its useful life.
- ADA-accessible ramps, routes, boat-loading features and shoreline and beach access.
- A new viewing deck, overwater platform, expanded beach access, and a new non-motorized small craft dock.
- Renovation and preservation of the Boiler Building for future use as classroom, meeting, and boat storage space, to include a new roof, seismic retrofitting, and utility work.

Public Works Assistance Account

The City supported [SB 5303](#), which would have established the Public Works Assistance Revolving Account. This is one of the City's highest priorities and would have created a permanent revolving fund for low interest infrastructure loans. If passed, the bill would have required an amendment to the Washington State Constitution, to go before the voters in November 2024 (SJR 8101). The bill did not pass this session, but the Public Works Assistance Account was fully funded in the Capital Budget.

Marine Patrol Unit Replacement

The City sought regional support, with the backing of Representative Senn, for funding the replacement of two of its three Marine Patrol vessels through the State's operating budget. Despite receiving strong support from Renton, Medina, and the Town of Yarrow Point, funding for this request was not included in the final budget approved by either the Senate or the House. Marine Patrol vessel replacement will remain a part of the regular fleet replacement cycle while City staff continues to seek alternative funding options where possible.

Revising the Property Tax Cap for Local Governments

[HB 1670](#) and [SB 5770](#) proposed to revise the property tax cap for local governments to account for inflation and population growth up to three percent. These bills did not advance.

Housing, Land Use, and Permitting Bills

Housing and land use were significant themes of this year's legislative session. The City tracked many bills related to housing, land use, and permitting.

Bills that Passed

[HB 1110](#) Mandates new middle housing density in single-family neighborhoods. Requires a two-unit minimum density on all city residential lots. Requires a four-unit minimum density within a ¼ mile walking distance of the future light-rail station. Allows four-units on all residential lots if one of the units is affordable at 60% AMI for renters or 80% AMI for ownership. The City's efforts played a significant role in reducing the negative impacts compared to the bill as it was originally presented. The original bill would have required a four-unit minimum citywide and six-unit minimum within a ½ mile of transit stops.

[HB 1337](#) Mandates removal of certain restrictions on ADU construction. Cities must allow both ADUs and DADUs, may not require owner occupancy, and also includes some restrictions on parking regulations. The City has clarified that the unit-per-lot restrictions of HB 1110 takes precedence over this bill. In other words, ADUs and DADUs each count toward the two-unit per lot restriction of HB 1110. However, in the ¼ mile walkshed of the light rail stations, HB 1337 would take full effect, allowing both an ADU and a DADU.

[SB 5290](#) Concerning consolidating local permit review processes. Bars site plan review of interior alterations under certain conditions, including that the project does not add bedrooms. The rest of the bill is focused on a new grant program to local governments to streamline their permitting process. Creates permit review time period requirements, with penalties to City if timelines are not met. The penalty is 10-20% of the permit fee depending on how late the decision is issued.

- [HB 1293](#) Cities must apply only clear and objective design review standards to the exterior of new development, with exceptions. Modifies project review provisions and adds expedited review of permit applications for some projects.
- [SB 5412](#) Exempts housing projects from the State Environmental Policy Act (SEPA) review if they comply with a local comprehensive plan that has been subject to SEPA review.
- [SB 5491](#) Allowing for residential buildings of a certain height to be served by a single exit under certain conditions. Requires the State Building Code Council to adopt, by rule, standards to allow for up to five stories of multifamily housing units to be served by a single exit no later than July 1, 2026, and make standards available for local adoption.
- [SB 5058](#) Exempting buildings with 12 or fewer units that are no more than two stories from the definition of multiunit residential building.
- [HB 1042](#) Seeks to facilitate the addition of housing units within envelope of existing buildings zoned for commercial or mixed-use. Prohibits cities from imposing certain restrictions such as density limits, parking mandates, and permitting and design standards beyond those generally applicable to all residential development within the building's zone. Will require some reconciliation of city code to implement.

Bills that Did Not Pass

- [HB 1026](#) Eliminating design review boards for residential development. While the bill did not pass, some elements of reducing and modifying the scope of design review boards were integrated into HB 1293.
- [SB 5235](#) Mandates removal of certain restrictions on ADU construction. This bill was not advanced in favor of another ADU bill, HB 1337.
- [HB 1351](#) Prohibiting the imposition of minimum parking requirements except under certain circumstances.
- [HB 1245](#) Mandates cities amend their codes and development regulations to allow for lot splitting, and restricts city's ability to regulate frontage, easements, parking, and right-of-way. The City testified against the bill.
- [SB 5466](#) Promoting transit-oriented development around rapid transit stations (such as Sound Transit Light Rail). The City was actively engaged through the session on this bill and anticipate a version may return next year.
- [HB 1167](#) Contained various changes regulations around building codes and design review for housing. While the bill died, many elements of the bills were incorporated into other bills.
- [HB 1628](#) Creates a new local option real estate excise tax (REET) & State REET increase for affordable housing. Additionally, harmonizes REET 1 & 2 and makes permanent temporary flexibility provisions.
- [HB 1149](#) Authorizes the State Finance Committee to issue up to \$4 billion in general obligation bonds to finance programs and projects that address housing insecurity. Requires the \$4 billion bond authorization to be submitted to the voters at the next general election.

Impacts to City's Work Plan

The outcome of this legislative session on the Community Planning & Development work plan is expected to be significant. The suite of land use and permitting bills passed will require significant adjustments to the comprehensive plan, city code, and permitting workflow. The effect of these bills needs to be accounted for

in the consideration of what packages of code amendments will be considered in the annual dockets for 2024 and 2025.

Staff recommend adding a study session at the end of September and prior to the docketing proposal deadline to provide the City Council with a more detailed overview of the expected impacts of these bills. Staff are still analyzing the bills, the potential impacts, and the timeline to implement.

With the failure of SB 5466 this session, the most impactful bill to the Town Center parking study is no longer relevant. However, HB 1110 will have impacts on Town Center and the City may want to consider extending the pause on the Town Center parking study until it can be reconciled with the impact of HB 1110. Staff will be prepared to make a recommendation to the City Council on the path for the Town Center Parking Study in July.

Additionally, there are multiple bills including HB 1110 that will have impacts to residential development standards. Therefore, pausing of the residential development standards (RDS) review until the bills from the current legislative session are appropriately reviewed and analyzed is recommended. During the Mid-Year Planning Session, AB 6259 will include a discussion on items to be included in the 2024 docketing process related to the legislative session.

HB 1293, SB 5290, and SB 5412 have 90-day implementation deadlines. This only gives staff until late July to have the regulatory changes in place. Staff will bring interim regulations to the City Council on July 18 to comply with State law. The interim regulations will be in effect for 12 months, allowing time for the items to be docketed and permanent regulations developed.

HB 1110, HB 1337, and HB 1042 have implementation deadlines of 6 months after the Comprehensive Plan periodic update deadline, i.e., June 30, 2025. Staff will bring a 2024 docket request this fall to address these future work items.

NEXT STEPS

The final impacts of the bills passed in the 2023 Legislative Session will continue to be discussed and shared with City Council as direction and implementation requirements become clearer.

Staff will continue to provide context and information for City Council awareness on the impacts to the work plan, police operations, and grant project timelines, and will seek input and direction from the Council at future meetings as needed. As already noted, there are significant impacts to the CPD work plan that will be further discussed in AB 6259.

City staff anticipate beginning work on the draft legislative priorities for the 2024 State Legislative Session this fall. This item will be presented to the City Council for review and approval in October or November.

And finally, there is certainly a large body of work that occurs outside of and leading up to the next legislative session including a debrief with the City's lobbyists, meetings with legislators, engagement with AWC and other partners, and more. City staff are also working on thank you letters to all of the entities that supported the various grant applications for Luther Burbank Park.

RECOMMENDED ACTION

Receive report and discuss.

CITY OF MERCER ISLAND

2023 State Legislative Priorities



Item 2.



Funding for Operations, Basic Infrastructure, and Capital Projects

The City supports legislation that provides funding to support city operations and to finance basic infrastructure such as water, sewer, stormwater, parks, transportation, and green infrastructure projects. Priorities include:

- a. Fully funding the **Public Works Assistance Account** and refraining from fund transfers or diversions.
- b. Supporting the once in a generation **\$7.5 million Luther Burbank Park Waterfront and Dock Replacement Project** by fully funding the following grant programs:
 - *Washington Wildlife and Recreation Program (WWRP) Water Access grant*: \$1.5 million funding request, project is ranked 7 out of 10.
 - *Boating Facilities Program (BFP)*: \$1 million funding request, project is ranked 4 out of 14.
 - *Aquatic Lands Enhancement Account (ALEA) grant*: \$500,000, project is ranked 2 out of 4.
- c. Supporting the **\$2 million Luther Burbank Park Boiler Building Renovation Project** by fully funding the Heritage Capital Grant Program: \$500,000 funding request, project ranked 22 out of 30.



Support for Mental and Behavioral Health Services

The City is committed to providing access to quality mental and behavioral health services through the Youth & Family Services Department. Continued state funding is needed to help communities provide options for individuals suffering from behavioral health issues. Priorities include:

- **Funding to expand and enhance community-based behavioral health services**, including mental health, substance use disorder, and dual diagnosis treatment facilities.
- Supporting resources for **certification and training to increase the number of behavioral health professionals** available to the community.



Policing for a Safe Mercer Island

The City encourages legislation and resources to ensure a safe community for residents, businesses, and visitors. Priorities include:

- Supporting **clarification around the ability for law enforcement to conduct effective and safe vehicle pursuits** using a reasonable suspicion standard in specific circumstances when there is an immediate threat to public safety.
- Requesting **clarification around the crime of possessing a controlled substance** so that individuals, law enforcement, and treatment providers can respond appropriately.
- The City of Mercer Island State-certified Marine Patrol Unit was founded in 1982 and provides marine patrol services to Medina, Bellevue, Renton, Yarrow Point, and Hunts Point for their water-based services with just three vessels. Two of the vessels are near the end of their useful life and the City is **seeking funding for the \$1.1 million in estimated replacement costs**.



Support for Housing Availability

The City supports a proactive, collaborative, and flexible approach that creates new tools, incentives, and revenues that cities can use to help increase housing supply and address affordability. Priorities include:

- The City supports **solutions that enhance already successful state and regional programs** such as *A Regional Coalition for Housing (ARCH)*, serving cities in east King County since 1992.
- The City encourages the legislature to **review the impacts of E2SHB 1220 in collaboration with local jurisdictions** to ensure the legislation will produce housing for all income levels.



Preserving and Protecting the Environment

It is essential to preserve and protect the environment today and for future generations with equity in mind. The City encourages legislation, partnerships, and funding that incentivizes and supports clean energy, carbon reduction and the implementation of potential climate action plan programs, including but not limited to heat pump adoption and electric vehicle charging infrastructure.



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND**

**AB 6259
May 23, 2023
Regular Business**

AGENDA BILL INFORMATION

| | | |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TITLE: | AB 6259: 2024 Comprehensive Plan and Development Code Amendments Docket Preview | <input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |
| RECOMMENDED ACTION: | Receive report and provide feedback on possible City initiated items for 2024 Comprehensive Plan and development code amendments docket consideration. | |

| | |
|-------------------------------|------------------------------------------------------------------------------|
| DEPARTMENT: | Community Planning and Development |
| STAFF: | Jeff Thomas, CPD Director |
| COUNCIL LIAISON: | n/a |
| EXHIBITS: | 1. 2024 Docket Preview Summary 2. Docket Progress Report (2020 – Present) |
| CITY COUNCIL PRIORITY: | n/a |

| | |
|-------------------------------|--------|
| AMOUNT OF EXPENDITURE | \$ n/a |
| AMOUNT BUDGETED | \$ n/a |
| APPROPRIATION REQUIRED | \$ n/a |

EXECUTIVE SUMMARY

The purpose of this agenda bill is to preview possible City initiated items for 2024 docket consideration.

- The docket is the City’s annual process for soliciting proposals for Comprehensive Plan and development code amendments each year.
- The docket process for 2024 commences in August with notification sent to the community inviting docket proposals. Proposals are due to the City by October 1.
- In late October, the Planning Commission reviews and makes docket recommendations to the City Council.
- The City Council reviews the Planning Commission recommendation and makes a final decision on the docket in December.
- Items approved by the City Council for the docket are added to the Community Planning and Development (CPD) work program for legislative review, which includes consideration by the Planning Commission and final review and disposition by the City Council.
- The City Council has no obligation to approve or adopt an item that is added to the docket.
- There are nine possible City initiated items to preview for the 2024 docket, of which five have been previously considered and two are in direct response to the 2023 State legislative session (see Exhibit 1).

BACKGROUND

The City provides an annual opportunity to propose amendments to the Comprehensive Plan and development regulations. Amendment proposals are solicited each year from the community during the month of September as described in [MICC 19.15.230\(D\)\(1\)](#). The proposed amendments are compiled, along with the City's proposed amendments, into a docket. The docket is preliminarily reviewed by the Planning Commission and then by the City Council for a determination on which, if any, proposed amendments will be advanced for full legislative review. Docket proposals selected by the City Council for the "final docket" are approved by resolution and added to the CPD work program for legislative review, which typically occurs during the following year and as time and resources permit.

City Council Role

The City Council's role in the docketing process is described as follows in MICC 19.15.230(D)(1)(d):

"The city council shall review the preliminary docket at a public meeting. By December 31, the city council shall establish the final docket based on the criteria in subsection E of this section. Once approved, the final docket defines the work plan and resource needs for the following year's comprehensive plan and code amendments."

Docketing Criteria

The MICC states (19.15.230(E)) states that Comprehensive Plan and code amendments should only be placed on the final docket if the proposed amendment will meet the specified criteria:

"E. Docketing Criteria. The following criteria shall be used to determine whether a proposed amendment is added to the final docket in subsection D of this section:

1. *The request has been filed in a timely manner, and either:*
 - a. *State law requires, or a decision of a court or administrative agency has directed, such a change; or*
 - b. *All of the following criteria are met:*
 - i. *The proposed amendment presents a matter appropriately addressed through the comprehensive plan or the code;*
 - ii. *The city can provide the resources, including staff and budget, necessary to review the proposal, or resources can be provided by an applicant for an amendment;*
 - iii. *The proposal does not raise policy or land use issues that are more appropriately addressed by an ongoing work program item approved by the city council;*
 - iv. *The proposal will serve the public interest by implementing specifically identified goals of the comprehensive plan or a new approach supporting the city's vision; and*
 - v. *The essential elements of the proposal and proposed outcome have not been considered by the city council in the last three years. This time limit may be waived by the city council if the proponent establishes that there exists a change in circumstances that justifies the need for the amendment."*

Tracking Docket Progress

Since 2020, the City has tracked the outcome of every docket request submitted whether a request was placed on a final docket or not (Exhibit 2). This docket progress report assists in not only managing the current work program, but also serves as a complete inventory for future reference.

ISSUE/DISCUSSION

There are a total of nine possible City initiated items to preview for the 2024 docket. A table summary of these items is provided (Exhibit 1) and further summarized below.

Items 1 through 5: These items all involve existing residential development standards in Mercer Island City Code (MICC) 19.02 and have all been submitted for docket consideration each of the past three years. As part of the City Council’s approval of the final docket for 2023, City Council directed staff to include these items in the broader Residential Development Standards (RDS) analysis, work that was originally anticipated to commence in 2023.

Due to the projected significant impact of the 2023 State legislative session on residential development standards in Title 19, staff are proposing to docket these five items separately from the broader item 9 below which will expedite legislative review rather than leave combined with the RDS analysis and wait until late 2024 / early 2025 to commence legislative review.

Item 6 – Residential Development Standards – MICC 19.02.020 (E)(1) and (2): This item also involves an existing residential development standard, but unlike the first five items it has not been previously submitted for docket consideration. This item would eliminate the current provision for measuring downslope building height and clarify how overall building height is measured. The words “downhill” and “façade” have been particularly problematic in administering MICC 19.02.020(E)(2). By eliminating these words and focusing only on building height from both the lowest and average elevations to the highest point on the roof, clarity and certainty in this code will be achieved for both customers and staff alike.

Similar to item 5 above, staff are proposing to docket this item separately from the broader item 9 below.

Item 7 – Town Center Development Standards – MICC 19.11: This item involves adding a Town Center development standard for a “government services” use and provides an allowance for structures to be primarily used for such to build to the maximum allowable building height for the TC zone in which it is located, rather than the current 2 stories / 27 feet limit. Government services are already defined in MICC 19.16. Currently, structures without residential components must comply with this limit. Depending on the specific TC zone, government services buildings could be up to 39, 51, or 63 feet in height.

Item 8 – 2023 State Legislative Session Responses (HB 1293, SB 5290, SB 5412) – MICC 19.11, 19.12, 19.15, 19.16, 19.21: This item is responsive to the 2023 State legislative session, specifically for enacted bills which have an implementation deadline 90 days after the end of the legislative session. To meet the 90-day implementation deadline, interim regulations will need to be adopted in July 2023. This item will also be docketed this fall to commence work on permanent regulations. Additional work would also be done in the administrative code sections to correct errors as well as improve clarity and consistency.

Item 9 – 2023 State Legislative Session Responses (HB 1042, HB 1110, HB 1337) – MICC 19.01, 19.02, 19.03, 19.04, 19.05, 19.08, 19.11, 19.12, 19.15, 19.16, Unified Land Development Appendices): This item is responsive to the 2023 State legislative session, specifically for enacted bills which have an implementation deadline of 6 months after the Comprehensive Plan Periodic Update deadline (June 30, 2025). Additional work would also be done to implement directed changes in MICC 19.02 and 19.16 from the Residential Development Standards (RDS) analysis. Should this item be docketed for 2024, it is anticipated legislative review will commence in late 2024 / early 2025.

NEXT STEPS

Based on the feedback received from the City Council, staff will refine and finalize City initiated items for 2024 docket consideration.

RECOMMENDED ACTION

Receive report and provide feedback on possible City initiated items for 2024 Comprehensive Plan and development code amendments docket consideration.

Possible City Initiated Items for 2024 Annual Docket Consideration

| Item No. | Potentially Affected Section, Goal or Policy | Summary of Proposal | Notes |
|----------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Residential Development Standards – MICC 19.02.020(D)(2)(a) | This item would reduce ceiling height from 12 feet to 10 feet before it is counted as clerestory space at 150% of gross floor area (GFA). | This item has been proposed to the City three previous times (2020, 2021 and 2022) for docketing. After the City Council finalized the 2023 annual docket, staff were directed to include this item as part of the recommendations for the Residential Development Standards (RDS) analysis in 2023. Given the current recommendation to defer the RDS until necessary code amendments resulting from the 2023 State legislative session are scoped, it is recommended this item moves forward for 2024 annual docket consideration. |
| 2 | Residential Development Standards – MICC 19.02.020(D)(2) and 19.16.010(G)(2)(b) | This item would include exterior covered decks in the definition of GFA and include covered porches on the first level in the calculation of GFA. | Please see Item No. 1 notes. |
| 3 | Residential Development Standards – MICC 19.02.040(D)(1) | This item would either eliminate the ability to build garages and carports within 10 feet of the property line of the front yard, or, alternatively, eliminate this option for waterfront lots that have flipped their front and back yards per MICC 19.02.020(c)(2)(a)(iii). | Please see Item No. 1 notes. |
| 4 | Residential Development Standards – MICC 19.02.020(D)(3)(b) | This item would limit the GFA incentives for ADUs to lots 8,400 square feet or smaller. | Please see Item No. 1 notes. |
| 5 | Residential Development Standards – MICC 19.02.020(G)(2)(a) and (b) | This item would reduce the threshold for requiring only 2 parking spaces (1 covered and 1 uncovered) from 3,000 square feet to 2,000 square feet. | Please see Item No. 1 notes. |
| 6 | Residential Development Standards – MICC 19.02.020 (E)(1) and (2) | This item would eliminate the current provision for measuring downslope building height and clarify how overall building height is measured. | This item would be a new request for 2024 annual docket consideration. |

| Item No. | Potentially Affected Section, Goal or Policy | Summary of Proposal | Notes |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | Town Center Development Standards – MICC 19.11 | This item would add a “government services” use and provide an allowance for structures to be primarily used for such to build to the maximum allowable building height for the TC zone in which it is located, rather than the current 2 stories / 27 feet limit. | This item be a new request for 2024 annual docket consideration. |
| 8 | 2023 State Legislative Session Responses (HB 1293, SB 5290, SB 5412) – MICC 19.11, 19.12, 19.15, 19.16, 19.21 | This item is responsive to the 2023 State legislative session, specifically for enacted bills which have an implementation deadline 90 days after the end of the legislative session. Additional work would be done in the administrative code sections to correct errors as well as improve clarity and consistency. | The response to the 2023 State legislative session would be a new request for 2024 annual docket consideration. The specific administrative code item was originally made for 2023 annual docket consideration but was subsequently withdrawn prior to Planning Commission review. |
| 9 | 2023 State Legislative Session Responses (HB 1042, HB 1110, HB 1337) – MICC 19.01, 19.02, 19.03, 19.04, 19.05, 19.08, 19.11, 19.12, 19.15, 19.16, Unified Land Development Appendices) | This item is responsive to the 2023 State legislative session, specifically for enacted bills which have an implementation deadline of 6 months after the Comprehensive Plan Periodic Update deadline. Additional work would be done to implement directed changes in MICC 19.02 and 19.16 from the Residential Development Standards (RDS) analysis. | The response to the 2023 State legislative session would be a new request for 2024 annual docket consideration. While the RDS analysis is not a new work program item, proposing to docket directed changes would be a new item for 2024 annual docket consideration. |

COMPREHENSIVE PLAN AND DEVELOPMENT CODE DOCKET - PROGRESS REPORT

| | | | PC Recommendation | CC Decision | AB | Ord No. | Notes |
|----------------------------------------------------------|-----------|----------------------------------------------------------|----------------------|----------------|----------------------|------------------------|--------------------------------------------------------------------|
| 2020 PROPOSALS (2021 Docket) - Adopted 12/01/2020 | | | | | | | |
| 20-1 | CPA21-001 | Correct Comp Plan Land Use Map | Y | Y | 5971 | 21-26 | Complete, review of 20-1 and 20-8 was consolidated under CPA21-001 |
| 20-2 | ZTR21-004 | Town Center Commercial | Y | Y | 6102 | 22C-09 | Complete |
| | CPA22-001 | | | | 6172 | 22C-17 | Complete |
| 20-3 | ZTR21-007 | Transportation Impact Fee Rate Update | Y | Y | 6092 | 22C-06 | Complete |
| | ZTR21-008 | Park Impact Fee Rate Update | | | 6093 | 22C-07 | Complete |
| 20-4 | ZTR19-003 | Sign Regulations | Y | Y | 5952 | 21C-21 | Complete |
| 20-5 | ZTR19-004 | Wireless/Small Cell Regulations | Y | Y | 5929 | 21C-17 | Complete |
| 20-6 | ZTR21-001 | Implementation of Comp Plan Amendments | N | Y | 5866 | 21C-05 | Complete |
| 20-7 | ZTR21-002 | Conditional Use Permit Regulations | N | Y | 5867 | 21C-06 | Complete |
| 20-8 | CPA21-001 | Correct Comp Plan Land Use Map | N | Y | 5971 | 21-26 | Complete, review of 20-1 and 20-8 was consolidated under CPA21-001 |
| 20-9 | ZTR21-005 | Noise and Lighting | C | Y | 6019 | - | CC first reading completed, elected not to take further action |
| 20-10 | | Prioritization of the use of public ROW | N | N | - | - | |
| 20-11 | | RDS: GFA for Clerestory Space * | N | N | - | - | |
| 20-12 | | RDS: GFA for covered porches and decks * | N | N | - | - | |
| 20-13 | | RDS: Garages within 10 ft of front property line * | N | N | - | - | |
| 20-14 | | RDS: GFA for ADUs on small lots * | N | N | - | - | |
| 20-15 | ZTR21-006 | Land Use Review Types and Noticing * | N | Y | 6074 | 22C-05 | Complete |
| 20-16 | | RDS: parking requirements for smaller homes * | N | N | - | - | |
| 2021 PROPOSALS (2022 Docket) - Adopted 12/07/2021 | | | | | | | |
| 21-1 | | Increase Tree Retention to 50% | Y | N | - | - | |
| 21-2 | | New Impact Fee for Ped/Bike | N | N | - | - | |
| 21-3 | | Recategorize Intersections in Transportation Element | Y | N | - | - | |
| 21-4 | ZTR22-001 | Amend Business Zone to Allow Schools | Y | Y | 6270 | 23C-08 | Legislative review is underway |
| 21-5 | | Allow additions to nonconforming homes in critical areas | C | N | - | - | |
| 21-6 | | Require Electric Heating | C | N | - | - | |
| 21-7 | | RDS: GFA for Clerestory Space * | N | N | - | - | |

| | | | | | | | |
|-------|-----------|----------------------------------------------------|---|---|----------------------|------------------------|-------------------------------------------|
| 21-8 | | RDS: GFA for covered porches and decks * | N | N | - | - | |
| 21-9 | | RDS: Garages within 10 ft of front property line * | N | N | - | - | |
| 21-10 | | RDS: GFA for ADUs on small lots * | N | N | - | - | |
| 21-11 | | Land Use Review Types and Noticing * | N | N | - | - | Docketed in 2020, see ZTR21-006 |
| 21-12 | | RDS: parking requirements for smaller homes * | N | N | - | - | |
| 21-13 | | Bike/Ped Plan Update Schedule | Y | N | - | - | |
| 21-14 | ZTR21-003 | Remove Occupancy Limitations | Y | Y | 6146 | 22C-11 | Complete |
| 21-15 | ZTR21-003 | Allow 8 people in Adult Family Homes | Y | Y | 6146 | 22C-12 | Complete |
| 21-16 | ZTR22-003 | Transitional and Permanent Supportive Housing | Y | Y | (tbd) | (tbd) | Interim regulation to be renewed mid-2023 |

2022 PROPOSALS (2023 Docket) - Adopted (TBD)

| | | | | | | | |
|-------|-----------|-----------------------------------------------------|---|---|-------|-------|----------------------------------------|
| 22-1 | ZTR23-001 | Allow SCUPs for Marina and Swim Facilities | Y | Y | (tbd) | (tbd) | Planning Commission review is underway |
| 22-2 | | RDS: GFA for Clerestory Space ** | Y | N | | | |
| 22-3 | | RDS: GFA for covered porches and decks ** | Y | N | | | |
| 22-4 | | RDS: Garages within 10 ft of front property line ** | N | N | | | |
| 22-5 | | RDS: GFA for ADUs on small lots ** | Y | N | | | |
| 22-6 | | RDS: parking requirements for smaller homes ** | Y | N | | | |
| 22-7 | | Repeal Piped Watersource Regulations | Y | N | | | |
| 22-8 | | Amend Docketing Criteria | Y | N | | | |
| 22-9 | | Town Center Commercial Height Limit | - | - | - | - | withdrawn prior to PC consideration |
| 22-10 | | Administrative Code Corrections | - | - | - | - | withdrawn prior to PC consideration |
| 22-11 | | Update Legal Lot Provisions | - | - | - | - | withdrawn prior to PC consideration |
| 22-12 | | Temporary Use Regulations | - | - | - | - | withdrawn prior to PC consideration |

* Docket proposal in 2020 & 2021
 ** Docket proposal in 2020, 2021, & 2022
 Y Yes
 N No
 C Consider



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6255
May 16, 2023
Regular Business

AGENDA BILL INFORMATION

| | | |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TITLE: | AB 6255: Disposition of FY 2022 Year-end Surplus and Direction on Deferred 2022 Budget Proposals | <input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |
| RECOMMENDED ACTION: | Provide direction to staff on (1) surplus replenishments and strategic uses of 2022 year-end savings and (2) deferred 2022 Budget Proposals. | |

| | |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEPARTMENT: | Finance |
| STAFF: | Matt Mornick, Finance Director |
| COUNCIL LIAISON: | n/a |
| EXHIBITS: | <ol style="list-style-type: none"> Budget Proposals Climate Action Plan Early Action Items Financial Management Policies – Resolution No. 1602 |
| CITY COUNCIL PRIORITY: | 4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. |

EXECUTIVE SUMMARY

This agenda bill provides a summary of prior City Council actions and policies to guide the disposition of year-end surplus. During the May 23 City Council Mid-Year Planning Session, staff will facilitate a discussion with the City Council related to the 2022 year-end surplus and receive direction on the Budget Proposals (Exhibit 1) and Climate Action Plan (CAP) Early Action Items (Exhibit 2).

- On April 25, 2023, the City Council received the 2022 year-end Financial Status Update (see [AB 6251](#)).
 - The available unassigned balance in the City’s General Fund is \$1,523,370.
 - The City’s Contingency Fund target funding level is 12.5% of General Fund budgeted expenditures. With a \$4.6 M balance, the fund is \$217,725 over the target funding level.
 - Of the City’s American Rescue Plan Act (ARPA) federal stimulus allocation, \$1,938,254 remains unassigned. ARPA funds must be committed before December 2024 and spent by December 2026.
- On October 18, 2022, the City Council deferred consideration of General Fund and YFS Fund budget proposals (see [AB 6169](#)) to the second quarter of 2023.
- Exhibit 1 includes the 2022 budget proposals and relevant updates. Staff also propose the Climate Action Plan (CAP) early action items (see Exhibit 2) for City Council consideration.
- Section 6 of the City’s financial management policies (see [Exhibit 3](#)) detail the purpose of fund balances and reserves, indicate how they support City operations, and ways they should be used to advance and protect the City’s operations and overall financial position.

BACKGROUND

Financial Management Policies

On March 16, 2021, the City Council established a three-member Finance Committee to draft new financial management policies (see [AB 5829](#)). The City Council adopted [Resolution No. 1602](#) updating the City’s financial management policies (see [AB 5943](#)) on September 21, 2021.

The policies strategically direct financial resources towards meeting the City's long-term goals. Specifically, section 6 presents guidance on replenishing the City's fund balances and reserves and ways to strategically use one-time year-end savings (see Exhibit 3).

American Rescue Plan Act (ARPA)

On March 11, 2021, ARPA was signed into law in response to the economic and public safety impacts of the COVID-19 Pandemic (pandemic). The \$1.9 trillion federal legislation included \$19.53 billion to cities and towns with less than 50,000 residents to aid in their response and recovery from the pandemic. Of this amount, the City of Mercer Island received \$7,235,318 in fiscal recovery funds.

With the City Council's direction, these one-time resources helped respond to immediate community needs and stabilize government operations. Staff equipped first responders with personal protective equipment while public facilities were reconfigured and reopened to ensure shared safety. Maintenance services in parks, public spaces, and right of way were reinstated. Staff reopened recreation facilities, the Thrift Shop, and began incrementally rebuilding both recreation programming and Thrift Shop operations.

What is more, the City provided direct relief to hundreds of households impacted by the Pandemic. This included restoring mental health and counseling services to community schools and residents in need to meet pre-pandemic service levels. Households who incurred past due utility bills during the pandemic received support through the City's utility relief grant program, all funded by the American Rescue Plan Act.

Most of the ARPA funds that have been spent or committed to date have gone to critical investments in the City's public facilities, water distribution system, and sewer conveyance infrastructure. For example, ARPA funds will support the replacement of many of the antiquated pressure reducing valves (PRVs) that maintain pressure within the Island's water distribution system. These are critical long-term investments. With routine maintenance, the life span of new PRVs is between 50 to 60 years.

Of the \$5,297,065 that has been spent or committed in the 2023-2024 biennial budget, a total of \$1,938,254 in ARPA funds remain unassigned. These resources may be used for general government services. Per the direction from the U.S. Treasury, the City's remaining unassigned balance must be encumbered in third-party agreements before December 2024 and spent no later than December 2026.

Deferred Budget Proposals

At the March 26, 2022 Planning Session (see [AB 6044](#)), the City Council approved a list of potential work plan items and projects to include as budget proposals for funding consideration during the 2023-2024 biennium. Staff and the City Manager also evaluated additional budget proposals and advanced several for City Council consideration during the 2023-2024 biennial budget workshops this past fall.

Last fall, the City Council approved six budget proposals tied to the Capital, Street, and Utility Funds (see [AB 6177](#)). The City Council deferred consideration of General Fund and YFS Fund budget proposals (see [AB 6169](#)) until the second quarter of 2023, due to the pace of inflation and a projected operating deficit in two of the City's operating funds.

2022 Year-end Financials

On April 25, 2023, the City Council received a 2022 year-end financial status update (see [AB 6251](#)). Despite a period of economic uncertainty with rising interest rates and persistently high inflation, the City's financial position is healthy.

The largest fund that accounts for most of the City’s general government operations is the General Fund. At the end of 2022, the General Fund unassigned fund balance was \$1,523,370. This was due to a combination of expenditure savings and revenues coming in higher than expected.

The City’s Contingency Fund includes resources to address a significant revenue shortfall, an unforeseen expenditure, or a significant increase in the costs to deliver services. Per adopted policies, the target balance for the Contingency Fund is set at 12.5% of General Fund budgeted expenditures. With a \$4,567,264 fund balance at the end of 2022, the Contingency Fund is \$217,725 above the target funding level.

ISSUE/DISCUSSION

Adequate fund balance is a key element of the City's financial management policies. In times when prudent management results in year-end savings, section 6.2 “replenishment guidance” of the City’s financial management policies (see [Exhibit 3](#)) provides suggestions on how to use year-end savings. During the May 23 Mid-Year Planning Session, staff seeks City Council direction to strategically use the following resources:

| Surplus Resources | Total |
|-----------------------------------------------------|-------------|
| Unassigned General Fund Balance | \$1,523,370 |
| Contingency Fund balance above target funding level | \$217,725 |
| Unassigned ARPA funds | \$1,938,254 |

Examples for one-time uses include replenishing operating reserves to target levels, increasing fund balance targets to buffer against economic pressures such as the current pace of inflation, addressing long-term risks such as a correction to the real estate market activity, or investing in one-time work items.

Exhibit 1 includes the deferred 2022 budget proposals along with updates provided by staff. Staff also prepared a list of Climate Action Plan (CAP) early action items (see Exhibit 2) for City Council consideration. Exhibits 1 and 2 include estimated costs for each fiscal year, identifies whether the associated costs are anticipated to be one-time or ongoing, the potential funding source, the Department responsible for overseeing the work, the City Manager’s recommendation, and additional staff notes or comments on each proposal.

NEXT STEPS

During the May 23, 2023 Mid-Year Planning Session, the City Council will provide staff direction regarding the disposition of year-end surplus and strategic uses of these resources. The City Council will also provide direction on the deferred 2022 budget proposals. Staff will return at a future City Council meeting with budget amending ordinances to reflect the direction received at the Mid-Year Planning Session.

RECOMMENDED ACTION

Receive report and provide direction to staff on (1) surplus replenishments and strategic uses of 2022 year-end savings and (2) deferred 2022 Budget Proposals as outlined in Exhibits 1 and 2 of AB 6255.

Sample motion for budget proposals: “Move to approve budget proposal [insert budget proposal #] and direct staff to include in a subsequent budget amending ordinance.”

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|-----|------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|-----------------|------------|---------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 | Develop a Diversity, Equity and Inclusion Plan | City Council 2022 Planning Session | <p>Develop a scope of work for a Diversity, Equity & Inclusion (DEI) plan to inform internal policies and procedures. The City currently has no such plan.</p> <p>Proposed Scope Engage with a contracted firm to develop a DEI plan to identify areas of improvement within the City organization and recommend updates to City policies and procedures. Deliverables may include an assessment of existing practices, identifying new policies, developing clearly stated values and expectations, recommendations regarding training for staff and elected officials, and a phased implementation plan.</p> <p>This proposal anticipates up to two community meetings and two to three presentations to the City Council.</p> | City Manager | \$0 | \$50,000 | ARPA Funds | One-Time | Recommend | <p>If approved, staff recommends beginning work in late 2024 and completing the plan in 2025.</p> <p>The proposed scope of work does <u>not</u> include a statistically valid survey. If that tool is desired, the budget proposal needs to be increased by \$20k.</p> |
| 2.2 | Ban Personal Fireworks | City Council 2022 Planning Session | Implement a year-round ban on personal use of fireworks. Results in a quieter and safer community. | City Manager & Fire | \$0 | \$0 | - | One-Time | Recommend | This work item is proposed to be done in-house and will be supported by the Management Analyst (see budget proposal #2.13) and Fire Department leadership. |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|-----|----------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|-----------------|------------|---------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.3 | Park Land Acquisition Strategy and Land Donation Program | City Council 2022 Planning Session | The recently adopted 2022 PROS Plan included the following goals: Prepare a Parks Property Acquisition Strategy to meet the future parks, trails, open space, and facility needs of the Mercer Island community. Include guiding factors such as level of service standards, connectivity, geographic distribution, preservation, and recreation needs. Develop policies to support donation and gifting of land. | Public Works | \$0 | \$20,000 | ARPA Funds | One-Time | Recommend | <p>This work item is proposed to be done both in-house and with outside support for geographic information mapping system (GIS) and real estate title services.</p> <p>This work item will be supported by the Management Analyst (see budget proposal #2.13) and begin in 2024, likely to conclude in 2025.</p> |
| 2.4 | Expand Curbside/Doorstep Recycling Options | City Council 2022 Planning Session | <p>The City would contract with Ridwell to offer a minimum of two focused recycling events per year (one event in 2023) wherein “difficult-to-recycle” materials are collected directly from a resident’s doorstep (both house and apartments/condos).</p> <p>Collectable items would be identified using Ridwell’s market data which are not easily recycled by other means. Ridwell focuses on items that are not accepted by the City’s contacted curbside hauler, Recology.</p> | Public Works | \$12,500 | \$25,000 | - | One-Time | N/A | <p>This item was proposed prior to the adoption of the Climate Action Plan (CAP). Staff recommend City Council instead consider the "early Action Items" from the CAP as reflected in Exhibit 2.</p> |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|-----|-----------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------|-----------------|------------|---------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.5 | Housing Element Implementation Strategy | Staff Submittal | <p>The purpose of a Housing Element Implementation Strategy is to guide carrying out the goals and policies adopted in the Housing Element of the 2024 Comprehensive Plan update.</p> <p>In addition to the new policy framework, it allows the City to further respond to recent market trends, economic data, and legislation. A Housing Element Implementation Strategy serves as a 3 to 5 year work plan that helps the City transform policies into near-term actions and determine priorities for the preferred strategies.</p> <p>Specific implementation actions related to each strategy area will be determined based on more detailed study, funding, and opportunities for more community input as each strategy is evaluated.</p> | CPD | 0 | \$50,000 | ARPA Funds | One-Time | Not Recommend | <p>Given the periodic comprehensive plan deadline being extended through 2024, staff recommends first completing the comprehensive plan update and then considering development of a Housing Element Implementation Strategy as a potential work plan item for the 2025-2026 biennial budget.</p> <p>Staff anticipate preparing a new budget proposal and updated scope of work for consideration during the 2025-2026 biennial budget process.</p> |
| 2.6 | Retail Strategy | Staff Submittal | <p>The purpose of developing a Retail Strategy is to:</p> <p>(1) assess the current conditions of the Town Center’s retail, restaurant and service ecosystem.</p> <p>(2) determine the ideal mix and size of uses for the Town Center, supported by market data and trends as well as stakeholder and consumer input.</p> <p>(3) determine how to emphasize the Town Center’s strengths and improve weaknesses.</p> | CPD | 0 | \$100,000 | ARPA Funds | One-Time | Not Recommend | <p>Given the periodic comprehensive plan deadline being extended through 2024, staff recommends first completing the comprehensive plan update and then considering development of a Retail Strategy as a potential work plan item for the 2025-2026 biennial budget.</p> <p>Staff anticipate preparing a new budget proposal and updated scope of work for consideration during the 2025-2026 biennial budget process.</p> |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|-----|-----------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|----------------------|--------------|---------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.7 | Restoration of I-90 ICW SOV access to WB I-90 HOV | City Council 2022 Planning Session | <p>From the 2022 Planning Session The 1976 Memorandum Agreement provided for the construction of two-lane center roadway on I-90 for transit use, high-occupancy vehicles "HOV", and also for traffic that had Mercer Island as its origin or designation, including single occupancy vehicles "SOV".</p> <p>In June 2017, Sound Transit and WSDOT closed the Center Roadway and opened two-way HOV lanes to begin construction of the East Link Project on Mercer Island, eliminating use by SOV's per the 1976 Agreement. This project will look at alternatives to restore loss of I-90 access following the closure of the center roadway.</p> | City Manager | TBD | TBD | ARPA Funds | Ongoing | No Recommendation, defer to City Council for Policy Direction | Work would be supported by the Management Analyst (see budget proposal #2.13) and the City's lobbyists. |
| 2.8 | Establish a Town Center Police Precinct Volunteer Program | City Council- 2022 Planning- Session | <p>From the 2022 Planning Session This includes establishment of a Town Center Police Precinct Volunteer Program that includes uniforms and equipment for desk volunteers.</p> | Police | TBD | TBD | General Fund | Ongoing | - | Withdrawn. |
| 2.9 | School Zone Cameras | City Council- 2022 Planning- Session | <p>The City would conduct a competitive process to install speed enforcement cameras on city streets around island schools. The cameras would operate during the morning drop-off and afternoon pick-up of students. These times would mimic the current 'flashing yellow lights' indicating the school zone is active.</p> | Police | \$864,000 | \$864,000 | General Fund | Ongoing | - | Withdrawn. Staff conducted initial research on this program. Implementation is cost prohibitive, even with the anticipated revenue offset from citations. |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|------|-----------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------------|----------------------------------------------|---------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.10 | Body Worn Cameras | City Council 2022 Planning Session | <p>The project includes acquisition of a body worn camera (BWC) system, acquisition of a cloud based digital evidence management system, and replacement of the in-car camera system for patrol vehicles. The project also includes a software interface with software used by the dispatch center.</p> <p>BWCs would assist with meeting the 2021 State Legislative requirements to electronically record all interviews conducted by law enforcement</p> <p>The projected timeline for this proposal includes policy development, system acquisition and integration, training, and IT assistance in 2023. "Go live" is anticipated in 2024.</p> | Police | TBD | TBD | General Fund, Legislative Priorities PD Fund | Ongoing | Not Recommend | <p>City staff support this technology, but more time is needed to fully assess the impacts and costs, in addition to identifying potential funding sources.</p> <p>Staff recommend preparing a budget proposal for consideration during the 2025-2026 biennial budget process. City staff are prepared to provide an update on this initial research in early 2024 and ahead of the 2025-2026 budget process.</p> <p>Grants and State funding may be available and will be included in the staff research.</p> |
| 2.11 | Early Action GHG-Reduction Initiatives & Programs from the City's CAP | City Council 2022 Planning Session | <p>From the 2022 Planning Session</p> <p>The City's first Climate Action Plan will be completed in Q1 2023 and will include a slate of actions to reduce the City's and the Community's climate footprint. These actions will be ranked according to factors such as ROI, Community Support, Feasibility, etc. Some actions will be flagged as early actions for implementation upon adoption of the plan.</p> | TBD | TBD | TBD | - | One-Time | N/A | Please refer to Exhibit 2 <i>Staff Recommendations for Climate Plan Early Action Items</i> . |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|------|---------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------|-----------------|------------|---------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.12 | Establish a 0.5 LTE Town Center CPD Liaison | City Council 2022 Planning Session | <p>Establish a Town Center CPD Liaison that allows for enhanced customer service for retail/restaurant business in Town Center.</p> <p>The 2021-2022 budget included funding for a 1.0 LTE Economic Coordinator.</p> <p>The 2023-2024 budget proposal is for a 0.5 LTE Economic Development/Business Liaison.</p> | CPD | \$38,000 | \$68,000 | ARPA Funds | Ongoing | No Recommendation, defer to City Council for Policy Direction | <p>Currently CPD staff oversee liaison duties with the Chamber of Commerce. Otherwise, work as outlined in the 2023-2024 CPD work plan related to economic development activities is unresourced.</p> <p>This proposal is for a 0.5 LTE position and the cost estimate includes salary and benefits.</p> <p>The scope of this position is anticipated to serve primarily as a liaison to the Mercer Island business community. If the City Council desires a higher level of expertise as it relates to economic development, then the position, salary, and scope will need to be discussed.</p> |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|------|----------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|-----------------|------------|---------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.13 | Continue 1.0 LTE Management Analyst Position | Staff Submittal | <p>The City Council funded a 1.0 LTE Management Analyst position in the City Manager's Office in 2022 to assist with special projects, including development of the parks levy renewal.</p> <p>The continuation of this position is needed to support the following work items in 2023-2024:</p> <ol style="list-style-type: none"> 1. If adopted, the fireworks Ban (2.2) 2. If adopted, Parks Land Acquisition Strategy and Land Donation Program (2.3) 3. If adopted, restoration of I-90 ICW SOV access to WB I-90 HOV to reduce Town Center Traffic following loss of access to center roadway (2.7) 4. Renegotiation of the WSDOT Maintenance Agreement for Aubrey Davis Park (PW work plan) 5. Renegotiation of the Interlocal Agreement with MISD for maintenance (PW work plan) 6. RFP for Regional Fire Services and development of the City's updated cost allocation plan. | City Manager | \$52,000 | \$137,000 | ARPA Funds | One-Time | Recommend | <p>The cost estimate includes salary and benefits.</p> <p>There was unspent funding in 2022 for this position that will carry forward to 2023. This is the reason for the difference between the budget years.</p> <p>This position is recommended to support budget proposals #2.2, 2.3 and 2.7.</p> <p>Please note, this position also provides support for the State legislative session, and is currently the lead on the Regional Fire Service Proposal process.</p> |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|------|-----------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|----------------------|--------------------|---------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 2.14 | New 1.0 FTE Custodian | New Budget Proposal— Submitted by staff | Add one custodian (1.0 FTE) to ensure full coverage of custodial and light maintenance tasks across nine City facilities. This would increase the custodial staff from 3.0 FTE to 4.0 FTE positions. Custodial services were brought in house in 2021, during the pandemic shutdown. A small staff was initially adequate given that buildings were closed to the public and employee occupancy was low. As staff return to in-person work and buildings are re-opened to the general public, additional staff is needed to maintain minimum service levels and ensure that our custodial team can adequately sustain services when staff are on leave. | Public Works | \$87,801 | \$96,278 | General Fund | Ongoing | - | Withdrawn by staff. Staffing needs within the Public Works department have changed. Refer to proposal 2.18. |
| 2.15 | New 1.0 LTE Assistant Planner Position | New Proposal City Council Submittal | This is a new LTE position in CPD to support the following permitting work: - General Development Related Customer Service - Building Permit Review - Land Use Permit Review - Process Improvement Initiatives | CPD | \$72,000 | \$132,000 | Permit Fee Reserve | One-Time | Recommend | The estimate includes fully burdened salary and benefits. This position will be predominantly supported by permit fee revenue. |
| 2.16 | New 1.0 LTE Management Analyst Position | New Proposal— City Council Submittal | New LTE position in CPD to support the following policy and technical work: — Comprehensive Plan Periodic Update — Annual docket policy work and other code amendments — Process Improvement Initiatives — Permit Software Replacement Preparation (to occur > 2025) | CPD | \$129,000 | \$137,000 | General Fund | Ongoing | - | Withdrawn by staff. |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|------|--------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|-----------------|------------|---------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.17 | Gun Buyback program | New Proposal City Council Submittal | This proposal is modeled after the City of Kirkland's gun buyback program. The program includes a monetary incentive (e.g., gift card) for each gun relinquished via two gun buyback weekend events each year. | Police | \$15,000 | \$15,000 | ARPA Funds | One-Time | No Recommendation, defer to City Council for Policy Direction | Staff anticipates conducting two weekend events each year with approximately 12% of the total proposed budget for administering the program. Program will be geared towards Mercer Island residents. |
| 2.18 | New 1.0 LTE Support Services Foreman | Staff Submittal | <p>In 2023, staff hired a 1.0 LTE support services foreman (1.0 LTE) to ensure full coverage of facility and other support services needs. Costs for the position were absorbed by the Public Works department.</p> <p>The position includes backfilling for custodial and light maintenance tasks as well as assisting with small capital work including advertisement, bidding, procurement, and contract management across nine City facilities.</p> <p>The position coordinates the development and implementation of the annual work program and assists the Support Services Manager in managing work orders and service requests for the facilities. Funding this limited-term position through 2024 ensures resources are available to implement the Public Works work plan.</p> | Public Works | \$0 | \$146,000 | ARPA Funds | One-Time | Recommend | The estimate includes fully burdened salary and benefit costs. |

AB 6255 Exhibit 1 - Budget Proposals - General Government

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|------|----------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|-----------------|------------|---------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.19 | City Hall Closure - Emergency Response | Staff Submittal | <p>In April 2023, staff discovered disturbed tiles and materials in City Hall that were later confirmed to contain asbestos. This resulted in the immediate closure of City Hall.</p> <p>The staff team has brought in specialists to evaluate the situation within the building and begin working on a hazardous materials remediation strategy. This proposal covers the associated anticipated costs for abatement.</p> | Public Works | \$150,000 | \$0 | ARPA Funds | One-Time | Recommend | <p>The initial funding request is for the asbestos testing and abatement of the Boiler Room at City Hall. Staff are aware that additional abatement work will be required associated with the City's HVAC system, but the scope and cost estimates for that work is not yet available.</p> <p>This proposal was added for awareness as funds were not budget for this purpose.</p> |

AB 6255 Exhibit 1 - Budget Proposals - Youth Family Services

| No. | Title | Origin | Description, Scope, and Outcomes | Dept | FY 2023 Request | FY 2024 Request | Fund(s) | One-Time or Ongoing | City Manager Recommendation | Staff Notes |
|-----|--------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------|-----------------|------------|---------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 | YFS Program Evaluation | Staff Submittal | Engage with a contracted consultant to develop a comprehensive evaluation program for YFS clinical and case management services. Potential components of such an evaluation program may include outputs, outcomes, and resulting community impacts. | YFS | 0 | 30,000 | ARPA Funds | One-Time | Recommend | If this work item is supported by the City Council, staff will first engage the YFS Foundation about funding all or part of this work. They have previously expressed interest in this planning work. This project may also be suitable for ARPA Funding. |
| 3.2 | YFS Community Needs Assessment | Staff Submittal | <p>Community Needs Assessments are critical tools for understanding health and human services needs within a specific population. This assessment will inform current programming and identify where future needs are likely to materialize.</p> <p>Engage with a contracted firm to update the 2019 Community Needs Assessment. This assessment will include a quantitative data analysis and qualitative data collection and analysis to develop a community demographic profile and assessment of the current health and human services needs of City residents.</p> <p>The data analysis will be consolidated into a final report, executive summary, and presentation to Council, and will be available to other City departments and community service providers for use in collaborating and planning services and programs.</p> | YFS | 0 | 50,000 | ARPA Funds | One-Time | Recommend | If this work item is supported by the City Council, staff will first engage the YFS Foundation about funding all or part of this work. They have previously expressed interest in this planning work. This project may also be suitable for ARPA Funding. |

AB 6255 Exhibit 2 - Climate Action Plan Early Action Items

| Item No. | Title | Description | FY 2023 Cost Estimate | FY 2024 Cost Estimate | Fund(s) | City Manager Recommendation | Staff Notes |
|----------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CD1.2 | Composting/ Recycling | Phase in new state mandates for residential and commercial recycling and composting, and enforce waste sorting by an identified year, especially for multifamily buildings and commercial properties where contamination is high. | \$25,000 | \$25,000 | ARPA Funds | Recommend | This item must be completed by July 2024 and will draw on existing partnerships (Recology, Chamber of Commerce, King County) to support waste diversion from landfills, particularly through renewed composting and recycling efforts at City facilities and multi-family/commercial properties. |
| NS2.5 | Monitoring and maintenance baseline for all City open spaces | Complete an assessment of all City open spaces to establish a baseline for monitoring and maintenance phase. | \$5,000 | \$65,000 | ARPA Funds | Recommend | This item must be completed in order to pursue Natural Systems targets for restoration of open space land. |
| CC3.1 | GHG tracking & reporting | Continue to maintain a publicly available online dashboard that tracks and reports on CAP and GHG reduction progress on an annual basis. Report to City Council and the community on progress annually. | \$15,000 | \$15,000 | ARPA Funds | Recommend | City is partnering with Eastside cities to work with Cascadia to do this analysis. Data for 2022 has been collected and will be sent to Cascadia in the coming months. City should continue tracking year-to-year GHG emissions as a metric set to determine GHG impact of city sustainability initiatives (such as fleet electrification, waste diversion, etc.) |
| TR1.6 | Elimination of gas powered blowers | Phased elimination of gas-powered blowers from City operations | \$4,500 | \$4,500 | ARPA Funds | Recommend | Begin pilot program to test electric alternatives to gas blowers for all City operations. A key outcome from the pilot program will be a schedule to replace all gas-powered blowers with electric alternatives. Additional funding will be needed for the replacement of this equipment in future years. |

AB 6255 Exhibit 2 - Climate Action Plan Early Action Items

| | | | | | | | |
|-------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BE1.7 | Green Power Program | Host education programs and conduct outreach events to encourage businesses and residents to enroll in the PSE Green Power Program. Partner with other neighboring communities served by the utility to advocate directly with PSE to expand renewable energy production that is local to Mercer Island. | \$12,000 | \$12,000 | ARPA Funds | Recommend | City's partnership with Green Power program and related outreach efforts are ongoing; this program matches up to 100% of participants' energy use with regionally harvested renewable energy. The program has low barriers to participation for individuals, and the City receives an annual report containing the data of our energy usage. |
|-------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**CITY OF MERCER ISLAND
RESOLUTION NO. 1602**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERCER ISLAND,
WASHINGTON, ADOPTING FINANCIAL MANAGEMENT POLICIES**

WHEREAS, the City Council supports the establishment of standalone financial management policies; and,

WHEREAS, the City's fiscal health is a critical factor in ensuring the efficient, effective, and equitable delivery of essential municipal services; and,

WHEREAS, the City must make strategic decisions, such as how to respond to emergencies, invest in infrastructure, and reserve funds for long-term liabilities to ensure long-term fiscal sustainability; and,


WHEREAS, the City Council desires to establish policies that guide financial decisions, make clear what actions are and are not acceptable, identify lines of responsibility between the City Council and the City Manager, and increase transparency and accountability;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, as follows:

Financial Management Policies of the City of Mercer Island are adopted as set forth in Exhibit One to this resolution.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS REGULAR MEETING ON THE 21ST DAY OF SEPTEMBER 2021.

CITY OF MERCER ISLAND



BENSON WONG, MAYOR

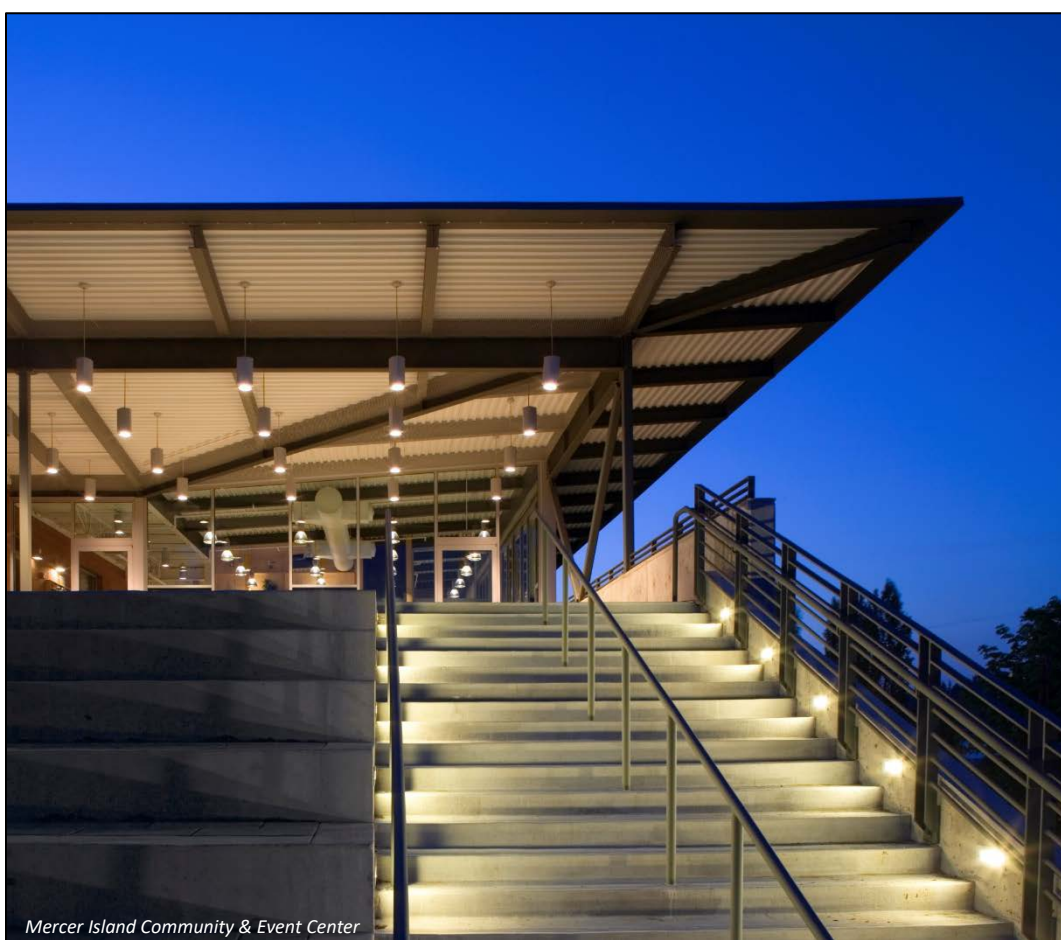
ATTEST:



DEBORAH A. ESTRADA, CITY CLERK

EXHIBIT ONE TO RESOLUTION NO. 1602

CITY OF MERCER ISLAND FINANCIAL MANAGEMENT POLICIES



Adopted
09/21/2021

Amended

CITY COUNCIL

Benson Wong
Mayor

Wendy Weiker
Deputy Mayor

Lisa Anderl
Jake Jacobson
Salim Nice
Craig Reynolds
David Rosenbaum

FINANCE AD HOC COMMITTEE

Wendy Weiker *Deputy Mayor*
Salim Nice *Councilmember*
Craig Reynolds *Councilmember*
Matthew Mornick *Finance Director*

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Financial Management Policies

1. Background and Purpose

The Financial Management Policies (Policies) of the City of Mercer Island (City) serves as a blueprint for City staff to draft the biennial budget, achieve goals set forth in budget work plans, the Comprehensive Plan, and other City planning documents by maintaining sound financial practices in accordance with all Federal, State, and local laws. The Policies are set by City Council and strategically direct financial resources towards meeting the City’s long-term goals.

Should any requirement in these Policies conflict with powers, authority, or discretion granted to the City Manager by law, such requirement should be considered guidance or a recommendation from the City Council to the City Manager. If the Policies conflict with state, federal law, or with regulations promulgated thereunder, then the Policies will be interpreted to the maximum extent possible without being in conflict. Once adopted by the City Council, the City’s Financial Management Policies will be amended as needed and reviewed every five to seven years with modifications submitted to the City Council for approval.

2. Fiscal Sustainability Philosophy

Mercer Island is committed to fiscal sustainability. Fiscal sustainability means maintaining a long-term view of financial planning for current and future generations that anticipates risks and preserves and enhances services and quality of life as prioritized by the City Council. The City strives for:

- 2.1. **Informed decision-making.** City administration will provide the City Council in depth analysis of both the short-term and long-term financial impacts of issues brought before the Council for consideration.
- 2.2. **Transparency.** The City will conduct public business with transparency and seek opportunities for citizen education, public participation, and public problem solving. The City will make financial information publicly available pursuant to applicable local and State laws as well as pursue new ways to make the City’s finances more accessible and easier to understand.
- 2.3. **Aligned investments.** The City will seek opportunities to invest in ways that do not conflict with community values and priorities as reflected in the City’s Comprehensive Plan.
- 2.4. **Diversified revenue sources.** The City will pursue diversified revenue sources and cost-containment measures to protect the delivery of public goods and services and safeguard against changing economic conditions.
- 2.5. **Managing long-term liabilities.** The City will proactively identify and monitor long-term financial liabilities and seek to mitigate these impacts, when possible, while accruing assets to fund these liabilities in a fiscally responsible and intergenerationally equitable manner.



Financial Management Policies

- 2.6. **Shared Responsibility.** The City recognizes a shared responsibility between the employee and employer to appropriately fund employee compensation to attract and retain employees while maintaining a long-term sustainable and balanced budget.
- 2.7. **Equity, efficiency, and effectiveness.** The City will continuously explore new ways to improve day-to-day operations and provide more equitable, efficient, and effective delivery of public goods and services.

3. Operating Budget

The operating budget is the central financial planning document that embodies all operating revenue and expenditure decisions. It establishes what programs, projects, and operations will be funded in each department within the confines of anticipated municipal revenues. The policies below guide how the City organization develops and implements the operating budget.

- 3.1. The Biennial Budget will be balanced with resources in that biennium, and the City will adopt the Biennial Budget before January 1st of its initial fiscal year of the biennium budget-cycle.
- 3.2. The City Council will adopt a Biennial Budget that reflects estimated revenues and expenditures for the ensuing two years. A mid-biennium review and update will take place as prescribed by State law during the first year of the biennium.
- 3.3. The Biennial Budget will establish municipal service levels and priorities for the ensuing two years.
- 3.4. **Expenditure control budgeting** is a budgeting approach that promotes sound fiscal management and offers flexibility and resources to respond to emerging or changing needs. When implemented, at the end of each fiscal year, the City will return one-third of each department’s non-salary operating budget savings back to the respective department. Upon City Manager approval, such General Fund savings may be used at the department director’s discretion to fulfill the mission of the department. The remaining two-thirds of such savings will return to the General Fund Balance to replenish City reserves and support the Emerging Innovations Reserve, consistent with adopted policies.
- 3.5. The Biennial Budget will establish measurable work plan goals and allow reasonable time to accomplish those goals within the biennium. The City Manager will report back to the City Council on work plan progress during the biennium and report any potential issues in a timely manner.
- 3.6. Prior to budget adoption, the City Council will review and provide the City Manager feedback on the preliminary Biennial Budget.
- 3.7. The City will work proactively with the State, County, and local government agencies, and bodies, such as Association of Washington Cities and Sound Cities Association, to monitor and, when appropriate, act on legislation that may impact the City financially.



Financial Management Policies

4. Revenues and Expenditures

Annual revenues are estimated using established best practices as a basis for preparation of the Biennial Budget. Expenditures approved by the City Council in the Biennial Budget define the City's spending limits for the upcoming biennium. Beyond legal requirements, the City will maintain an operating philosophy of controlling the City's costs and maintaining diverse revenues. The following policies apply to the City's management of revenues and expenditures.

- 4.1 The City will maintain revenue and expenditure categories according to State statute and administrative regulation.
- 4.2 The City will endeavor to maintain a diversified and stable revenue system to minimize the impact of short-term fluctuations in any one revenue source.
- 4.3 Current revenues will be sufficient to support current expenditures.
- 4.4 One-time revenues will be used only for one-time expenditures.
- 4.5 The City will investigate potential new revenue sources and partnerships, particularly those that will not add to the tax burden of residents and local businesses.
- 4.6 Fees for service may be reviewed and adjusted annually to ensure cost recovery goals are being met. At minimum, fees for service shall be re-evaluated (where needed) every three years.
- 4.7 All revenue forecasts will be performed using established local government best practices.
- 4.8 The City will review and update, as needed, its cost allocation methodology at least every five years, which outlines the process of accounting and recording the full costs of an internal service by including indirect costs or "overhead" in addition to direct costs of service. The cost allocation methodology will capture these indirect costs to ensure that the respective Funds or departments are accurately paying for the services they receive.
- 4.9 Credit card fee surcharges, cash discounts, and online payment methods shall be reviewed and evaluated at least every five years to ensure that the cost of service is being covered and the City is taking advantage of improving technology and market developments.
- 4.10 Grants to fund new service programs will be reviewed by the City, as they become available, with due consideration given to whether they are cost effective, meet City goals, and are sustainable in the long-term.
- 4.11 The City will establish and maintain Special Revenue Funds to account for proceeds received from a substantial restricted or committed revenue source used to finance designated activities that are required by statute, ordinance, resolution, or executive order.
- 4.12 Investment earnings are distributed based on the percent each Fund makes up of the City's total investments (e.g., if General Fund dollars make up 20% of the City's total investments, then 20% of investment earnings are returned to the General Fund).



Financial Management Policies

- 4.13 Excess investment earnings above Fund and Reserve balance thresholds may be used to finance one-time capital investments or time-limited services at the City Council’s discretion.
- 4.14 If decisions are needed to balance a proposed Biennial Budget, the City Council will provide policy direction to the City Manager as to the priority order and combination for raising revenues, reducing expenditures, and/or using reserves.
- 4.15 The use of reserve balances will only be authorized to address temporary revenue shortfalls and/or temporary expenditure increases, or in response to evidence-based revised reserve targets.
- 4.16 The Biennial Budget will be formally amended by the City Council as needed to reflect unforeseen expenditures or revenues. Funding requests will be analyzed by the Finance Department and approved by the City Manager. The City Council will be provided with a review of the legality and/or policy basis for the expenditure, the recommended funding source and fiscal impact, and previously approved amendments since budget adoption.
- 4.17 The City Council will be presented with timely financial status updates and year-end budget reviews including budget amendments, as necessary, to ensure that expenditures are within budget authority.

5. Capital Budget

Every two years, the City develops a Capital Improvement Program (CIP) for City Council review and approval as part of the Biennial Budget process. The City is responsible for considerable investments related to the acquisition, expansion, or rehabilitation of land, technology, buildings, and other major public infrastructure. The preservation, qualified maintenance, and future improvement of these facilities is the focus of the CIP and resulting capital budget.

Planning and implementing sound capital improvement practices and programs will help the City avoid unforeseen costs in the future. The following policies apply:

- 5.1. The City will establish and implement a comprehensive multi-year CIP.
- 5.2. Per State law, the City will develop and annually adopt a six-year Transportation Improvement Program (TIP), which becomes a component of the CIP (RCW 35.77.010).
- 5.3. The CIP will be prepared biennially concurrent with the development of the Biennial Budget. A mid-biennium review and update will take place during the first year of the biennium to reflect any changes in the updated Capital Improvement Program.
- 5.4. The City Council will designate annual ongoing funding levels for each of the major project categories within the Capital Improvement Program. Financial analysis of funding sources will be conducted for all proposed capital improvement projects.



Financial Management Policies

- 5.5. A CIP outlines specific resources to maintain and enhance public infrastructure, including but not limited to prior money in reserves, State and Federal grants, long-term leases, low-interest loans, and debt financing.
- 5.6. The CIP will incorporate City Council priorities and community objectives for the acquisition, expansion, and/or rehabilitation of land, technology, buildings, and other major public infrastructure. The Capital Improvement Program will be consistent with the Capital Facilities Element of the Comprehensive Plan.
- 5.7. The City will maintain an inventory of physical assets, their condition, and remaining useful life.
- 5.8. Consistent with best practices, budgets for capital projects will include appropriate contingency budget between 10 – 20% of the total estimated project budget. Staff will provide additional analysis and context to the City Council for capital projects with contingency estimates greater than 20% of the total estimated budget.
- 5.9. The City will strive to maintain all assets at a sufficient level to protect the City’s capital investment and to limit future maintenance and replacement costs.
- 5.10. When evaluating capital investments, the City will elect options with due consideration of long-term cost of ownership and expected useful life or regulatory constraints.
- 5.11. The City Manager may authorize the reallocation of CIP project funds between CIP projects within a CIP category. Funding may only be reallocated within a CIP project category (e.g., within Parks, Recreation, and Open Space Projects, or Sewer Projects, or Water Projects, etc.) when one project is over budget and, in the same period, a second project within the same CIP category has been completed under budget. The City Council will be informed when funds are reallocated between projects as part of the Quarterly reporting process.

6. Reserves and Fund Balance

Adequate fund balance and reserves are a core element of the City's fiscal management strategy and a vital measurement of the City's financial position (outlined in [Appendix A – Fund Balances and Reserves](#)). City and State regulations allow the City to create and maintain specific reserves. Reserves and Fund Balances provide the City with options to respond to unexpected issues, natural disasters, ensure adequate resources for cash flow purposes, afford a buffer against economic duress and other forms of risk, and fund long-term liabilities over time. Reserve and Fund Balances should not, however, grow beyond established policy levels.

The following policies outline reasonable measures that protect the City’s financial position and the continued provision of public goods and services from calculated risks.



Financial Management Policies

- 6.0.1. The City will not hold a surplus of public funds to the detriment of providing public goods and services the community has come to expect.
- 6.0.2. The City will establish minimum fund balance targets for each Fund based on the Fund’s cash flow requirements, with all fund balances included in the Biennial Budget. The minimum fund balance will be attained and maintained through expenditure management, revenue management, and/or contributions from the General Fund.
- 6.0.3. The City will fully fund reserves for the planned replacement of vehicles, heavy equipment, and radios as well as computer-related hardware and equipment (e.g., servers, networks, PCs, laptops, printers, and phones). Contributions will be made through assessments to each respective department.
- 6.0.4. Additional reserves may be created to fund future known expenditures, special projects, or other specific purposes.
- 6.0.5. All Reserves and Fund Balances and guiding policies will be presented in the Biennial Budget.

6.1. Terminology of Fund Balance

- 6.1.1. **Fund Balance** is an accounting term defined as the excess of assets over liabilities in a Fund.
- 6.1.2. A **Reserve** is typically a portion of total fund balance with a use specified by the Administration, City Council, or by the restricted nature of the funds.
- 6.1.3. **Non-spendable Fund Balance** cannot be spent, such as the long-term portion of loans receivable, the principle of an endowment, and inventories.
- 6.1.4. **Restricted Fund Balance** has externally enforceable limitations on the use of fund balance, imposed by parties such as creditors, grantors, laws, or regulations of other governments.
- 6.1.5. **Committed Fund Balance** encompasses long-term limitations imposed by the City Council. For example, the City Council has committed a portion of the General Fund Balance to offset the long-term liability from the Washington Law Enforcement Officers' and Firefighters' System (the LEOFF Retirement Plan).
- 6.1.6. **Assigned Fund Balance** includes the portion of fund balance that is earmarked for an intended use that may be temporary or short-term in nature. The intent is established by the City Council.
- 6.1.7. **Unassigned Fund Balance** comprises all fund balances that are left after considering the other four categories. Use is least constrained in this category of fund balance.

6.2. Replenishment Guidance

Reserve replenishments occur in three ways during periods of economic recovery:



Financial Management Policies

- 6.2.1 A **planned replenishment** is a specific one-time contribution included in the adopted Biennial Budget.
- 6.2.2 A **scheduled replenishment** establishes a schedule to repay the use of Reserves or Fund Balances over a specific time.
- 6.2.3 A **surplus replenishment** occurs when ending prior year fund balances are higher than budgeted, either due to greater than budgeted revenues, expenditure savings, or both.

All expenditures drawn from Fund Balances and Reserves shall require prior City Council approval unless previously authorized by the City Council for expenditure in a Biennial Budget or otherwise provided for by City policies. In terms of priority for replenishing the individual reserves, the following guidelines shall be collectively considered:

- 6.2.4 If the Contingency Fund is below target, replenish to target at the start of each biennium.
- 6.2.5 If committed funds are available because planned reserve uses did not occur, those funds should be maintained in the source reserve.
- 6.2.6 The degree to which an individual reserve is below target (for example, the reserve that is furthest from its target level on a percentage basis might receive a larger share of the funds).
- 6.2.7 Decisions on how replenishments are allocated to specific reserves will be based on where available funds came from and on each reserve's status at the time the decision is made.
- 6.2.8 City Council may take action to suspend replenishment policies if it is found that special conditions exist warranting such action.

Once reserves reach target levels, remaining funds shall be available for one or more of the following needs, depending on the nature of the funds available (one-time or ongoing) and in the following suggested order of priority:

- 6.2.9 Reduce liabilities related to sinking funds.
- 6.2.10 Fund one-time investments, projects, or studies.
- 6.2.11 Make a one-time contribution to the Emerging Innovations Investments Reserve.
- 6.2.12 Increase funding for capital purposes.
- 6.2.13 Restore previous program service reductions.
- 6.2.14 Create program and service enhancements.



Financial Management Policies

7. Long-term Financial Planning

The City develops and maintains a six-year Financial Forecast that estimates resource and expenditure behavior for the two biennia beyond the current budget period. **Financial forecasting** is the process of projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient factors. The Financial Forecast will provide City leadership with an indication of the long-term fiscal impact of current policies and budget decisions.

- 7.1. **Time Horizon.** The Financial Forecast looks six-years into the future.
- 7.2. **Scope.** The Financial Forecast includes all appropriated Funds.
- 7.3. **Frequency.** The Financial Forecast is updated at least once a year to inform budget development, though it may be updated more often as circumstances warrant.
- 7.4. **Content.** A Financial Forecast includes an analysis of the financial environment, revenue forecasts, personnel, other significant operating costs and when appropriate, strategies for achieving and maintaining a balanced budget in future years.
- 7.5. **Visibility.** The Financial Forecast will be presented at a City Council meeting to ensure that the community is informed of the long-term financial prospects of the government.

8. Accounting, Financial Reporting, and Auditing

The City of Mercer Island will establish and maintain a high standard of accounting practices. At all times, the City’s accounting and budgetary systems will conform to Generally Accepted Accounting Principles, the State of Washington Budgeting Accounting Reporting System (BARS), and local regulations.

- 8.1. The City will employ cash basis reporting, as prescribed in the Washington State *Budgeting, Accounting, and Reporting System (BARS)*, for external and audit purposes.
- 8.2. The City will maintain an accounting system that provides comprehensive financial information to effectively operate the City and provide accountability, oversight, and internal controls over financial transactions.
- 8.3. The City will meet the financial reporting standards set by the Washington State Auditor’s Office for Cash-Basis Financial Statements.
- 8.4. The City will be transparent and accurate in all City financial reports and bond representations based on the State Auditor’s Office established best practices.
- 8.5. An annual audit will be performed by the State Auditor's Office and will include the issuance of an audit opinion for financial and accountability reports.



Financial Management Policies

8.6. The City will strive to provide timely and quarterly and year-end financial reporting with a long-term goal to provide monthly reporting.

9. Investments

Per Washington State law, all municipal corporations are empowered to invest in certain types of securities. Within the confines of State law, the City will invest public funds in a manner that will provide a competitive rate of return after prioritizing investment instruments safety and liquidity needed to meet the daily cash flow demands of the City. Key principles that guide investment of public funds are listed below.

- 9.1. The City's cash will be invested in accordance with the City Council's [Adopted Investment Policies](#). Absent investment policies or staff trained to actively invest public funds; cash will be invested in the Local Government Investment Pool of the Washington State Treasurer.
- 9.2. Sufficient cash or other readily liquid instruments shall be maintained to provide for a minimum of 45-days of General Fund expenditures.
- 9.3. The City will manage the risk-reward tradeoff in financial decision making and will exercise good judgment, discretion, and intelligence, not for speculation but for investment, prioritizing safety of the City's investments while targeting an attractive risk-adjusted rate of return derived from investment decisions.
- 9.4. **Net investment income** is the amount of annual investment proceeds after first providing for all costs and expenses incurred in the administration of the City's investments. Net investment income will be allocated quarterly based on each funds relative cash balance as a percentage of the total invested assets. For example, if the Contingency Fund balance is only 10% of the City's total cash investments for a quarter, it would only receive 10% of the investment earnings for that quarter.

10. Debt Management Policy

This debt management policy sets forth guidelines to issue and repay debt. It is designed to ensure all debt is issued prudently and cost effectively to provide flexibility, preserve financial stability, and maintain the City's bond credit rating. All debt issued will follow this policy and all other relevant State and Federal regulations.

The City maintains conservative financial policies to assure strong financial health both in the short and long-term. From a policy perspective, the City uses debt as a mechanism:



Financial Management Policies

- 10.0.1. To allocate the costs of needed improvements appropriately between present and future beneficiaries and users.
- 10.0.2. To reduce the immediate cash strain from substantial public improvements. This may include financing large capital investments such as construction of public infrastructure or significant property acquisitions.

10.1. Conditions of Debt Issuance

- 10.1.1. In the event there are any recommended deviations or exceptions from the Debt Management Policy when a certain bond issue is structured, those exceptions will be discussed in the agenda bills when the bond issue is presented for City Council’s consideration.
- 10.1.2. Long-term debt will be used for capital investments. It will not be used to support operations such as non-capital furnishings, supplies, maintenance, or personnel.
- 10.1.3. When issuing debt, the City shall strive to use the most favorable debt-funding mechanism given market conditions, costs of debt issuance, and whether it be general obligation bonds or special assessment, revenue, or other self-supporting bonds.
- 10.1.4. The decision on whether to assume new debt shall be based on costs and benefits, current conditions of the municipal bond market, and the City’s ability to afford new debt and service it as determined by an objective analytical approach. This process shall compare generally accepted measures of affordability to the current values for the City. These measures shall include:
 - 10.1.4.1. **Debt per capita** is a measure that describes the distribution of debt per capita of the community’s population.
 - 10.1.4.2. **Debt as a percent of assessed valuation** is outstanding principal as a percentage of the Community’s total assessed valuation.

10.2. Debt Limit

- 10.2.1. The City’s indebtedness is limited by Washington State law, which states the City’s bonded indebtedness may not exceed the sum of 7.5% percent of the total assessed valuation of taxable property within the City (outlined in the table below, reference RCW 39.36.020).

| Type of Debt | Statutory Limitations |
|---------------------|-----------------------|
| General Obligation: | 2.5% |
| Non-Voted | 1.5% |



| | |
|----------------------------|----------|
| Voted | 1.0% |
| Open Space & Parks | 2.5% |
| Utilities | 2.5% |
| Revenue | No limit |
| Local Improvement District | No limit |

- 10.2.2. Debt issuance will be based on a comprehensive multi-year Capital Improvement Program (CIP) and financial analysis to align appropriate funding sources with proposed capital improvements.
- 10.2.3. Where borrowing is recommended, the source of funds to cover debt service requirements must be identified for the length of the debt instrument, and the effects of that financing projected through six years of the CIP.
- 10.2.4. The City Council may consider using long term debt toward public improvements associated with economic development. To the extent new revenues from the project can be identified and agreed upon, a portion of said revenues could go to support the debt service.
- 10.2.5. The City will plan and direct the use of debt so that service payments will be sustainable.

10.3. Debt Structuring

- 10.3.1. Debt will be structured consistent with a fair allocation of costs to current and future beneficiaries or users.
- 10.3.2. Borrowings by the City should be of a term to maturity that does not exceed the useful life of the improvement that it finances and where feasible, should be shorter than the projected economic life. **Useful life** is how long the improvement will do what it is intended to do, life measured in time or in number of uses. **Economic life** is how long the improvement will do what it is intended to do at a cost that is comparable to alternatives.
- 10.3.3. The standard term of long-term borrowing is typically 15-30 years. Maturity of all assessed bonds shall not exceed statutory limitations (RCW 36.83.050).
- 10.3.4. The City shall pay all interest and repay all debt in accordance with the terms of the bond ordinance and bond covenants. To the extent possible, the City will seek level or declining debt service repayment schedules.
- 10.3.5. A **debt refunding** is a refinance of debt typically done to take advantage of lower interest rates. The City will use refunding bonds, where appropriate, when restructuring its current outstanding debt. Unless otherwise justified, such as a desire to remove or change a bond



covenant, a debt refunding will not be pursued without a positive net present value benefit after expenses.

- 10.3.6. Bond amortization schedules will be structured to minimize interest expense with the constraints of revenues available for debt service. The bonds may include call features to maximize the City's ability to advance refund or retire the debt early. However, call features should be balanced with market conditions to ensure that the total cost of the financing is not inappropriately affected.

10.4. Debt Issuance

- 10.4.1. City Council approval is required prior to the issuance of debt.
- 10.4.2. The City Manager, with in coordination with the Finance Director and the City's financial advisor and/ or bond counsel, shall determine the method of sale best suited for each issue of debt.
- 10.4.3. The City will generally issue its debt through a competitive process but may use a negotiated process under the following conditions:
 - 10.4.3.1. The bond issue is, or contains, a refinancing that is dependent on market/interest rate timing.
 - 10.4.3.2. At the time of issuance, the interest rate environment or economic factors that affect the bond issue are volatile.
 - 10.4.3.3. The nature of the debt is unique and requires specific skills from the underwriter(s) involved.
 - 10.4.3.4. The debt issued is bound by a compressed timeline due to extenuating circumstances such that time is of the essence and a competitive process cannot be accomplished, or a competitive process might result in selection of an underwriter or other situations inconsistent with City policies.
- 10.4.4. When determined appropriate by the City Manager and Finance Director, the City will negotiate financing terms with banks and financial institutions for specific borrowings on a private offering basis. Typically, private placements are carried out when extraneous circumstances preclude public offerings, such as an interim financing, or to avoid the costs of a public offering for smaller issuances. The Finance Director will consult with the City's Financial Advisor and/ or Bond Counsel on a case-by-case basis to determine an appropriate method of sale.
- 10.4.5. With City Council approval, financing for capital projects may be secured from the debt financing marketplace, public works trust funds, or other means including an interfund loan, as appropriate given the circumstances.



Financial Management Policies

- 10.4.6. A thorough financial analysis shall be conducted prior to the issuance of debt including, but not limited to, monitoring of market opportunities, and structuring and pricing of the debt.
- 10.4.7. All debt issued by the City will include a written opinion by the City’s financial advisor and/or bond counsel affirming that the City is authorized to issue the proposed debt. The opinion shall include confirmation that the City has met all City and State constitutional and statutory requirements necessary for issuance, a determination of the proposed debt’s Federal income tax status and is compliant with legal and regulatory requirements by the State of Washington and the Federal Government’s laws, rules, and regulations.
- 10.4.8. The Finance Director will confirm any debt issuance is conducted in compliance with the City’s Financial Management Policies.

10.5. Credit Ratings

The City will maintain good communication with bond rating agencies about its financial condition.

- 10.5.1. The City will provide periodic updates to the City Council on the City’s general financial condition, coordinating meetings, and presentations in conjunction with a new issuance.
- 10.5.2. The City will continually strive to maintain a Aaa bond rating by maintaining strong financial policies, budgets, forecasts, and improving the financial health of the City.
- 10.5.3. Credit enhancements may be used to improve or establish a credit rating on a City debt obligation. Credit enhancements should only be used if the enhancement will result in a net decrease in borrowing costs or otherwise provide significant benefits (e.g., making the bonds easier to sell).
- 10.5.4. The City will generally issue its debt through a competitive process. For any competitive sale of debt, the City will award the issue to the underwriter offering to buy the bonds at a price and interest rates that provides the lowest True Interest Cost (TIC).

10.6. Ongoing Debt Management Practices

The City shall comply with all applicable Federal, State, and contractual restrictions regarding the investment of bond proceeds, including City of Mercer Island’s Investment Policy.

- 10.6.1. Annual disclosure information will be provided to established national information repositories and compliant with State and national regulatory bodies. Disclosure shall take the form of the City’s Annual Financial Statements unless information is required by a particular bond issue that is not necessarily contained within the Annual Financial Statements.



Financial Management Policies

- 10.6.2. The City will, unless otherwise permissible and justified, use bond proceeds within the established timeframe pursuant to the bond ordinance, contract, or other documents to avoid arbitrage.
- 10.6.3. **Arbitrage** is the interest earned on the investment of the bond proceeds above the interest paid on the debt. If arbitrage occurs, the City will follow a policy of full compliance with all arbitrage rebate requirements of the Federal tax code and Internal Revenue Service regulations and will perform (internally or by contract consultants) arbitrage rebate calculations for each issue subject to rebate.
- 10.6.4. The City will take all necessary steps to preserve the tax-exempt status of its outstanding debt including, but not limited to, filing, and paying all necessary rebates when due. The City will communicate through its published Biennial Budget, Capital Improvement Program, and Annual Financial Statements the City's indebtedness.



Appendix A – Fund Balances and Reserves

| FUND | NAME | DESCRIPTION |
|---------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Fund | | |
| 001 | Fund Balance | The Fund Balance represents the working capital (e.g., current assets less current liabilities) in the General Fund established for cash flow purposes. It consists of non-spendable, assigned, committed, restricted, and unassigned amounts. |
| 001 | LEOFF-1 Long-term Care Reserve | <p>The Reserve is dedicated to pay for the aggregate annual long-term care expenditures for police officers and firefighters who retired under the LEOFF-1 state retirement system.</p> <p>The Reserve is funded by a committed \$83,000 annual contribution from property tax revenues plus a proportionate share of annual interest earnings each year until the Reserve balance is sufficient to fund all future LEOFF-1 long-term care obligations.</p> <p>All annual costs for long-term care (which include LEOFF-1 long-term care costs and the retirement excess compensation paid for by Fund 606 – Firefighter’s Pension Fund) that are above \$500,000 per year are covered by the LEOFF-1 Reserve and the Fund 606 Balance. All costs below this amount are covered by the General Fund.</p> |
| 001 | Compensated Absences Reserve | <p>The Reserve represents the City's actual liability for accumulated employee vacation and compensated time hours. The compensated absences liability will be measured using the pay or salary rates in effect at the balance sheet date.</p> <p>When the reserve is used, replenishment to the target of 50% of the total liability will be a priority, consistent with adopted policies.</p> |
| 001 | Emerging Innovations Investments Reserve | The Reserve is funded in part by the City’s Expenditure Control Budgeting program to fund projects with a tangible return on investment within a reasonable period, or projects that reduce ongoing expenditures while maintaining or enhancing service levels. When the reserve is used, replenishment will be tied to Expenditure Control savings, and one-time contributions, consistent with adopted policies. |
| Street Fund | | |
| 104 | Operating Fund Balance | The Fund Balance is based on a 45-day operating reserve for cash flow purposes. |
| 104 | Transportation Impact Fee Reserve | The Reserve includes fees collected from development projects to increase capacity in the City's transportation network. |
| 104 | Town Center Street (N) Reserve | The Reserve consists of fees collected from private developers for roadway repairs in specific locations in the Town Center. |



Appendix A – Fund Balances and Reserves

| FUND | NAME | DESCRIPTION |
|----------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Contingency Fund</i> | | |
| 130 | Contingency Fund | The City’s Contingency Fund is maintained in accordance with State law (RCW 35A.33.145) to meet any municipal expense, the necessity or extent of which could not have been reasonably foreseen at the time of adopting the biennial budget. The target balance is set to 12.5% of General Fund budgeted expenditures for a given fiscal year. |
| <i>Youth and Family Services Fund</i> | | |
| 160 | Operating Fund Balance | Fund Balance to address temporary revenue losses due to economic-cycles or other time-limited causes. The Fund Balance will be maintained with YFS revenues at a target threshold of six-months of average monthly YFS expenditures, evaluated each biennium. The Fund Balance provides adequate reserves to address the asynchronous nature between the City’s biennial budget and the Mercer Island School District’s academic year. The balance may be used in its entirety; however, replenishment will be a priority, consistent with adopted policies. |
| <i>Self-Insurance Claim Reserve</i> | | |
| 037 | Self-Insurance Claim Reserve | The Reserve Pays for insurance claims not covered under the City’s property insurance policy through WCIA as well as the \$5,000 deductible per claim. Set a new target funding level at \$60,000 (MICC 4.40.130). |
| <i>Capital Improvement Fund</i> | | |
| 343 | Operating Fund Balance | The Fund Balance is based on a 45-day operating reserve for cash flow purposes. |
| 343 | Field Replacement Reserve | The Reserve is a sinking fund for synthetic turf replacement at South Mercer Playfields and Island Crest Park. Funded by a portion of field use fees. |
| 343 | Park Impact Fees Reserve | The Reserve consists of fees collected from development projects for increasing capacity of publicly owned parks, open space, and recreation facilities (RCW 82.02.050(4) and RCW 82.02.090(7)). |
| 343 | KC Parks Expansion Levy Reserve | The Reserve is for protecting and preserving open space and developing regional trails. Funded by the King County Parks levy. |



Appendix A – Fund Balances and Reserves

| FUND | NAME | DESCRIPTION |
|----------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 343 | Freeman Landing Reserve | The Reserve includes proceeds for the vacation of a portion of Freeman Avenue SE sold to adjacent landowner. Sale proceeds must be used for acquiring additional beach or water access, acquiring additional public view sites to a body of water, or acquiring additional moorage or launching sites (RCW 35.79.040). |
| 343 | Reserve - RCO Property | The Reserve includes proceeds from the vacation of a portion of Clarke Beach Park at 7700 East Mercer Way sold to adjacent property owners. Sale proceeds must be used for acquiring additional beach or water access, acquiring additional public view sites to a body of water, or acquiring additional moorage or launching sites. |
| Technology & Equipment Fund | | |
| 345 | MICEC Equipment Replacement Reserve | The Reserve is a sinking fund to replace MICEC equipment and furnishings. Funded by \$40,000 in annual MICEC room rental revenue and \$18,000 in annual property tax revenue (based on long-term assessment). |
| 345 | State Seizure Funds Reserve | The Reserve consists of funds restricted to law enforcement activities related to controlled substance enforcement or education and cannot supplant existing funding. Funded by Eastside Narcotics Task Force drug seizures. |
| Water Fund | | |
| 402 | Operating Fund Balance | The Fund Balance is based on a 90-day operating reserve for cash flow purposes, revisited each biennium. |
| 402 | Water Fund Capital Reserve | The Reserve serves as contingency for unplanned major repairs or capital projects costs. The target is 1% of total asset value, revisited each biennium. |
| Sewer Fund | | |
| 426 | Operating Fund Balance | The Fund Balance is based on a 60-day operating reserve for cash flow purposes, revisited each biennium. |
| 426 | Sewer Fund Capital Reserve | The Reserve serves as contingency for unplanned major repairs or capital projects costs. The target is 2% of total capital assets, revisited each biennium. |
| 426 | Lake Line Reserve | The Reserve offsets the future cost to replace a portion of the Lake Line known as Reach-4. Reserve has been funded thru intentional rate increases as directed by the Utility Board. |
| Stormwater Fund | | |
| 432 | Operating Fund Balance | The Fund Balance is based on a 45-day operating reserve for cash flow purposes, revisited each biennium. |



Appendix A – Fund Balances and Reserves

| FUND | NAME | DESCRIPTION |
|---------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 432 | Storm Water Capital Reserve | The Reserve serves as contingency for unplanned major repairs or capital projects costs. The target is 2% of total capital assets, revisited each biennium. |
| 432 | Basin Improvement Reserve | The Reserve is for watercourse improvements on the Island that is funded by storm water in-lieu fees paid by developers. |
| <i>Equipment Rental Fund</i> | | |
| 503 | Vehicle Replacement Reserve | The Reserve is a sinking fund to replace fleet vehicles and equipment. Funded by internal service charges to each department. |
| 503 | Fire Apparatus Replacement Reserve | The Reserve is a sinking fund in an Internal Service Fund to replace fire apparatus. Funded by 1.65% dedicated property tax levy and the excess annual levy proceeds from the Fire State & Fire Rescue Truck levy lid lift from 2014-2021. |
| 503 | 800 MHz Radio Replacement Reserve | The Reserve is a sinking fund to replace 800 MHz radios used by Police, Fire, and Public Works staff. Funded by internal service charges to each department. Money earmarked for costs associated with transitioning to PSERN. |
| <i>Computer Equipment Fund</i> | | |
| 520 | Computer Replacement Reserve | The Reserve is a sinking fund to replace computer, phone, and network hardware. Funded by internal service rates charged to each user department. |



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND**

**AB 6254
May 23, 2023
Regular Business**

AGENDA BILL INFORMATION

| | | |
|----------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TITLE: | AB 6254: 2022 Community Member of the Year | <input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |
| RECOMMENDED ACTION: | Receive nominations for the 2022 Community Member of the Year award and select a nominee. | |

| | |
|-------------------------------|---------------------------------------------------|
| DEPARTMENT: | City Council |
| STAFF: | Salim Nice, Mayor Andrea Larson, City Clerk |
| COUNCIL LIAISON: | n/a |
| EXHIBITS: | 1. Community Member of the Year Recipient History |
| CITY COUNCIL PRIORITY: | n/a |

| | |
|-------------------------------|--------|
| AMOUNT OF EXPENDITURE | \$ n/a |
| AMOUNT BUDGETED | \$ n/a |
| APPROPRIATION REQUIRED | \$ n/a |

EXECUTIVE SUMMARY

This agenda bill is to receive nominations from City Councilmembers and to select a nominee for the 2022 Community Member of the Year award.

BACKGROUND

Each year, at the end of the City Council’s annual Planning Session, Councilmembers nominate and select a Mercer Island resident to honor as the Community Member of the Year for the previous year. The selected nominee is honored at a City Council meeting and a framed photo of the honoree is hung in the Council Chambers lobby to commemorate this distinction.

ISSUE/DISCUSSION

The past recipients of the award are listed in Exhibit 1. Section 3.3(F)(3) of the City Council Rules of Procedure outline the current criteria for nomination and selection of the Community Member of the Year as follows:

The Community Member of the Year is an annual tradition of recognizing an individual or group (“honoree”) who is otherwise unrecognized for his/her/their contributions to making the Mercer Island community a great place to live and work. The honoree shall be selected based on the following criteria:

- a. Significant service accomplishments within the past year,
- b. The quality, scale, and duration of the benefits to the community resulting from the accomplishments,
- c. The amount of time and energy devoted to the community beyond the scope of normal responsibilities,
- d. The nature of the challenges faced and overcome by the honoree, and
- e. The extent of previous recognition received by the honoree (e.g., the nominee is an “unsung hero”).

NEXT STEPS

Following the City Council’s selection of a nominee, staff will invite the nominee to an upcoming City Council meeting so the City Council may formally recognize their contributions to the Mercer Island community.

RECOMMENDED ACTION

Receive nominations for the 2022 Community Member of the Year and vote to select one nominee for the award.



CITY OF MERCER ISLAND COMMUNITY MEMBER OF THE YEAR AWARD RECIPIENTS

2021

The 2021 recipient is **Avi Schiffman**, for his efforts to make data on COVID-19 easily accessible to the global community. Avi built the nCoV2019.live website while he was a student at Mercer Island High School, which became one of the most popular information hubs tracking COVID-19 cases around the world. He spent countless hours working on the website and ensuring the information was accurate and current. He also turned down offers from advertisers to ensure nCoV2019.live remained ad-free and unbiased.

Avi is a champion for the web as a free source of information and data and he has continued to create sites that track and provide information. One of his recent projects is a collaboration on the Ukraine Take Shelter website, which connects Ukrainian refugees with potential hosts in neighboring countries. Avi hopes his work is an inspiration to other young people and shows that they too can make a difference. Through Avi's innovation and drive to problem solve, he has positively impacted the global community.

2020

The 2020 recipient is the **Mercer Island Community Fund (MICF)**. MICF exemplifies the very best of our community. When the adverse impact of the Pandemic was gripping our community along with the rest of the world, the MICF Board of Directors was among the first to step up to organize the community and to help those most hurt by the Pandemic. MICF showed the love that we need to have for each other especially during challenging times and illustrated the resiliency of our community. MICF led the way in collaboration with other groups in organizing and launching the WeLoveMI COVID Relief Campaign. This campaign continues today and has raised over \$260,000 for small businesses on the Island, and nonprofit organizations on the Island.

MICF was incorporated in 1985. In the past 35 years, it has raised over a million dollars for grants to community organizations that are involved in the arts, environment, community development, recreation, social services, education, and health. Led by an all-volunteer Board of Directors, who are Mercer Island residents, MICF allows Islanders to invest in a healthy and vibrant community to improve the quality of life on Mercer Island.

2019

The 2019 recipients are **David and Kendra Uhler**, who have gone above and beyond to make the Mercer Island community a great place to live. They accepted their award online during the July 21 (2020) Council Meeting, held by video conference due to the COVID-19 Pandemic.

Not only have the Uhler's given their own time and talent in 2019, but they have also been instrumental in coordinating a variety of all-volunteer efforts in response to the 2020 Coronavirus pandemic. David

has led City volunteers in responding to calls of service from our most vulnerable residents, distributing masks to every citizen in need, and assisting the Youth and Family Services Department with donations management. The Uhlers volunteered more than 500 hours during the Pandemic alone and are truly committed to the Mercer Island community - the depth and consistency of their support for all of their neighbors is commendable and deeply appreciated.

2018

The 2018 recipients are **Lisa and Rino Caruccio**, who have been greatly involved in the community since becoming residents in 2006, and who opened a unique state-of-the-art culinary event center (Caruccio's) in the Town Center in 2017 to expand their community support and involvement. Their children went through the Mercer Island Schools and have been involved in the City's VOICE service program, National Charity League, and high school sports. The Caruccio's are St. Monica parishioners, regular donors to Mercer Island Youth and Family Services, and key donors to the Mercer Island Schools Foundation.

Through their event center, Lisa and Rino are happy to nurture the community and encourage people to build relationships and treasure them. For example, they employ Fare Start employees, helping people with barriers to employment get the skills they need for a real career; prepare and donate 20 full Thanksgiving meals for Mercer Island Youth and Family Services; support local youth and schools by offering a special rate for school organizations; create an inviting space for "Celebration of Life" events on the island; and host the popular Wine Wednesday event, bringing 150-200 people together for food, wine, and live music at community tables. Lisa and Rino also take special care and interest in their senior friends across the street at the Aljoia retirement community, know them by name, and make sure they always feel treated like royalty. The Caruccio's are truly passionate about and committed to the Mercer Island community - the breadth and depth of their support for the people and the culture on this Island is commendable and deeply appreciated.

2017

The 2017 recipients are **Laurie and Victor Raisys**, who have made a significant impact on the community as residents and as owners of Island Books. As third generation Islanders, Laurie and Victor bought Island Books in July of 2015 after careers at Microsoft and have worked diligently to preserve the sense of community found at the bookstore and enhance this local legacy ever since.

Supporting the Mercer Island community and giving back to local organizations is second nature to Laurie and Victor. They have sponsored special events like the Mercer Island Youth and Family Services Giving From The Heart Breakfast & Shopping Day, the Mercer Island Schools Foundation Breakfast, the Farmers Market, Summer Celebration, and supported the local business community through the Mercer Island Chamber of Commerce, where Victor is a board member.

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: Historical Society, Sister City Association, Farmers Market, Boys and Girls Club, PTA, Mercer Island Preschool Association, Community Fund, and the Mercer Island Schools Foundation.

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."

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.

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.

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.

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.

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.

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 childcare 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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, Françoise Martin, Maxine Misselwitz, Ted Misselwitz, Phil Ohringer, Fran Ohringer, Kevin Peck, Sue Stewart, and Nick Vedder.**

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.**

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.

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.

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.

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).

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.

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.

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 Mercersery, 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.

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 a member of the Historical Society and participant on many community occasions.