



CITY OF MERCER ISLAND

CITY COUNCIL SPECIAL HYBRID MEETING - PLANNING SESSION

FRIDAY, MARCH 1, 2024 at 9:00 AM

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:

MICEC – Slater Room Council Chambers and via Zoom
8236 SE 24th Street | Mercer Island, WA 98040
206.275.7793 | www.mercerisland.gov

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Join in person: At the **Mercer Island Community & Event Center – Slater Room Council Chambers** at 8236 SE 24th Street, Mercer Island, WA 98040

MEETING AGENDA

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PLANNING SESSION BUSINESS

- 9:00 am **1. AB 6418: Review and Update of City Council Priorities**
Provide a focus and framework for the 2025-2026 Biennium
Recommended Action: Review and discuss the 2025-2026 City Council Priorities.
- 10:00 am **2. AB 6419: 2024 Legislative Session Update**
Review of 2024 Legislative Session
Recommended Action: Receive report.
- 10:30 am Break

- 10:45 am **3. 2025-2026 Preliminary Work Plan Discussion**
AB 6415: Work Plan Update
Brief update on the 2023-2024 Work Plan and review preliminary 2025-2026 Work Plan
Recommended Action: Receive report.
AB 6420: City Facilities Discussion
Recommended Action: Receive report.
AB 6428: Land Use Planning Work Plan Discussion
Recommended Action: Receive report.
Discussion on these items will continue after lunch.
- 11:45 am **4. AB 6417: 2023 Community Member of the Year Nomination**
Recommended Action: Receive nominations for the 2023 Community Member of the Year and vote to select one nominee for the award.
- 12:00 pm Lunch Break (lunch will be provided for Council and staff attending in-person)
- 12:45 pm **5. Continued 2025-2026 Preliminary Work Plan Discussion**
AB 6415: Work Plan Update
Brief update on the 2023-2024 Work Plan and review preliminary 2025-2026 Work Plan
Recommended Action: Receive report.
AB 6420: City Facilities Discussion
Recommended Action: Receive report.
AB 6428: Land Use Planning Work Plan Discussion
Recommended Action: Receive report.
- 2:30 pm Break
- 2:45 pm **6. AB 6416: Review of City Council Rules of Procedure**
Recommended Action: Review proposed amendments to the City Council Rules of Procedure and provide direction.

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6418
March 1, 2024
Special Business

AGENDA BILL INFORMATION

TITLE:	AB 6418: Review and Update of City Council Priorities	<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:	Review and discuss the suggested 2025-2026 City Council Priorities.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Suggested 2025-2026 City Council Priorities
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

At the March 1, 2024 Planning Session, the City Council will discuss the 2025-2026 priorities. These priorities are intended to guide planning and decision making through this year and the upcoming biennium. This includes working towards desired outcomes on a wide range of major projects, new activities, and ongoing work plan items.

BACKGROUND

2023-2024 City Council Priorities

As part of the [2023-2024 Biennial Budget process](#), the City Council adopted priorities for the upcoming year. The Council priorities are adopted during the 2023-2024 Biennial Budget process are as follows:

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

ISSUE/DISCUSSION

To help streamline the discussion at the Planning Session, City Councilmembers were invited to submit suggestions for revisions and updates to the 2025-2026 priorities to Executive Assistant Casey Thompson no later than 5:00 pm on Tuesday, February 20. Council suggestions were compiled as Exhibit 1.

NEXT STEPS

Staff will finalize the 2025-2026 City Council Priorities for final adoption at the April 5, 2024 Council meeting.

RECOMMENDED ACTION

Review and discuss the 2025-2026 City Council Priorities.

Log #	Received From	Comment/Question
1	Councilmember Jacobson	Complete the design and construction of the Long-Term Regional Transit Commuter Parking project.
2	Councilmember Jacobson	Develop and implement a comprehensive long-range plan identifying, prioritizing and pricing the replacement, repair, rehabilitation and/or progressive maintenance for each of the City’s Buildings and related facilities including, but not limited to, City Hall and the Public Works Building.
3	Councilmember Jacobson	Devise and implement a new zoning classification for the City’s Parks and Open spaces which permits the continuance and rehabilitation of existing uses and prohibits other changes to these assets for non-park uses without public consent.
4	Councilmember Jacobson	Continue planning and investments for capital projects to systematically update and modernize the City’s water, sewer, storm sewer, transportation, and other infrastructure systems.
5	Councilmember Jacobson	Engage the qualified expertise necessary to provide the guidance to enable the development a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing and parking uses.
6	Councilmember Jacobson	Complete a revised Housing Element for the City’s Comprehensive Plan which recognizes and protects the single-family residential character of the City.
7	Councilmember Jacobson	Continue to enhance the fiscal sustainability of the City and avoid the imposition of additional property taxes upon its residents.
8	Councilmember Jacobson	Continue to focus on and implement actions to meaningfully advance environmental sustainability.



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

**AB 6419
March 1, 2024
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 6419: 2024 Legislative Session 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:	Receive report. No action necessary.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager Robbie Cunningham Adams, Management Analyst Merrill Thomas-Schadt, Sr. Management Analyst
COUNCIL LIAISON:	n/a
EXHIBITS:	1. City of Mercer Island 2024 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 an update of the 2024 State Legislative Session and preview potential impacts to the City’s work plan.

- The 2024 Washington State Legislature Regular Session began January 8, 2024 and is scheduled to end on March 8, 2024.
- On November 7, 2023, the City Council adopted the City’s legislative priorities (Exhibit 1) for the 2024 State Legislative Session ([AB 6371](#))
- The 2024 State Legislative Session is continuing recent trends of intense volume of bills introduced and considered, especially on issues of housing and land use. City staff, lobbyists, and City Council leadership are dedicating 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.
- This report will update the Council and community on the outcomes of the legislative session as of the date of publishing of the agenda packet. Further updates may be provided during the staff presentation at the City Council Planning Session on March 1st. However, the legislative session is scheduled to end on March 8th, meaning there may be bills and budget outcomes not yet known.

BACKGROUND

On November 7, 2023, the City Council adopted the City's legislative priorities (Exhibit 1) for the 2024 State Legislative Session ([AB 6371](#)). The City identified seven legislative priorities:

- Increase Resources for Behavioral Health and Substance Use Disorder Treatment and Prevention
- Support for Affordable Housing
- Support Public Safety Measures on Auto Theft and Property Crime
- Capital and Grant Support for Essential Public Services
- Preserving and Protecting the Environment
- Opposition to Expansion of Tort Law Liability
- Revising the Property Tax Cap

The City retained the lobbying services of Nick Federici and Luke Esser again this year. The lobbying team assists with tracking and strategizing on bills of interest to the City, signing in on behalf of the City when needed, and scheduling meetings for City Council leadership and staff with representatives in Olympia.

ISSUE/DISCUSSION

The 2024 State Legislative Session is continuing a recent trend of an intense volume of bills introduced and considered, especially on issues of housing and land use. City staff, lobbyists, and City Council leadership are dedicating 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.

This report will update the Council and community on the outcomes of the legislative session as of the date of publishing of the agenda packet. Further updates may be provided during the presentation at the City Council Planning Session on March 1. However, the legislative session is scheduled to end on March 8, meaning there may be bills and budget outcomes not yet known.

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 testify in Olympia and engage directly with Representatives Senn and Thai, Senator Wellman, and with 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.
- Significant hours of advocacy with other mayors, council members, and legislative representatives outside of the City's district.
- Weekly meetings with AWC lobbyists, including providing individual technical and legal analysis and suggested amendments on housing bills to AWC.
- As bills are introduced, amended, stricken, and replaced, this triggers significant research and review effort by Council and staff, especially from CPD, GIS, and the City Manager's Office.
- Mayor Nice, Deputy Mayor Rosenbaum, and staff traveled to Olympia to meet with Representatives Senn and Thai, Senator Wellman, and the City's lobbyists.

- Mayor Nice and Councilmember Weiker attended AWC action days in Olympia.
- Mayor Nice wrote a letter to Representative Thai outlining the City's opposition to HB 1245.
- Public testimony was given by Mayor Nice in opposition to HB 2160 to the House housing and capital budget committees, and the Senate Local Government, Land Use & Tribal Affairs committee.
- Public testimony was given by Mayor Nice in opposition to HB 2474 and HB 2113 to the House housing and appropriations committees, and the Senate Local Government, Land Use & Tribal Affairs committee.
- Public testimony was given by Mayor Nice in support of SB 5770 and SB 5923 to the Senate Ways & Means Committee.
- Public testimony was given by Mayor Nice in support of SB 5334 to the House Local Government Committee.
- Public testimony was given by Mayor Nice in support of HB 1956 to the Senate Committee on Early Learning & K-12 Education.
- Providing public testimony requires significant effort by the Mayor and staff. Between Council and staff analysis, drafting and reviewing testimony, and waiting in line to testify during committee hearings, it typically required 5 to 10 hours of staff and Council time per public testimony.
- The City team addressed many other bills and legislative issues throughout the session – the volume of work was very high.

Substance Use Disorder Treatment and Prevention

Mayor Nice testified in support of [SB 5923](#), which was sponsored by Senator Wellman and aimed to update educational content in schools focusing on opioid and fentanyl prevention for seventh and ninth graders. This work is closely aligned with the prevention work the YFS team provides. Mayor Nice's testimony in support of the bill [was quoted in Governor Inslee's weekly legislative email](#), recognizing Mercer Island's support of this important work. This bill did not advance, but the City is supporting its companion bill, [HB 1956](#) which similarly focuses on fentanyl and opioid prevention education in schools. As of the publishing date of this agenda bill, HB 1956 has passed through the Senate Committee on Early Learning & K-12 Education and has been referred to the Senate Ways and Means Committee.

Public Safety Measures on Auto Theft and Property Crime

The City's legislative priorities called for further expanding the list of eligible offenses for police pursuits, including auto theft and some property crimes, allowing cities to develop policies tailored to their communities. This would have built on the work of the 2023 legislative session that provided police additional authority to conduct pursuits.

The 2024 session did not include a bill to expand pursuits to include auto theft and some property crimes, likely due to the possible upcoming [Initiative 2113](#) which will consider this issue on the statewide November 2024 ballot. There are reports that the legislature may hold a public hearing on this initiative and possibly hold a vote on implementing the initiative rather than send the initiative to the ballot. Staff and City lobbyists will continue to monitor this initiative's progress through the legislature.

Marine Patrol Vessel Replacement

The City prepared a budget request of \$1.2 million to partially fund the replacement of its aging Marine Patrol fleet. A similar request was included in last year's session and was not funded. At the recommendation of Senator Wellman's office, the City amended the request to \$500,000 through the State's operating budget, which would mostly fund the replacement of one Marine Patrol vessel. Sen. Wellman transmitted the request

on behalf of Mercer Island, but the request was ultimately not successful. The City's legislative team will strategize to make another request for this important funding in the 2025 session.

Capital and Grant Support for Essential Public Services

The City requested state funding for public safety programs and Climate Action Plan implementation, including funding for Seafair Water Safety program, an electrical vehicle infrastructure plan, and a compact electric sweeper.

While budget negotiations are still ongoing in the legislature, the City's representatives have indicated it is unlikely these requests will receive funding this year. The City will continue to pursue funding for these programs in future legislative sessions.

Revising the Property Tax Cap

[SB 5770](#) proposes to revise the property tax cap for local governments to account for inflation and population growth up to three percent. The City testified in support, but the bill did not advance this year.

Housing, Land Use, and Comprehensive Planning Bills

Housing is again a featured theme of this year's legislative session. The City is tracking several bills related to housing, land use, and comprehensive planning.

Bills Currently Active (as of writing of this agenda item)

[HB 2160](#) Promoting transit-oriented development around rapid transit stations (such as Sound Transit Light Rail). Would mandate a floor area ratio (FAR) of 3.5 within one-half mile walking distance of a stop on a light rail, commuter rail, or other rail system. Adds an affordability requirement of at least 10% of units constructed in a station area to be affordable to those at or below 60% AMI and includes other zoning incentives for affordable or family-sized units. Prohibits cities from requiring off-street parking within a half mile of rail stops. The bill would not go into effect for Mercer Island until 2029. The City testified against the bill and suggested several changes to be considered in future iterations of the bill, such as increased affordability requirements better tied to HB 1220 implementation.

[HB 1998](#) Cities must allow co-living housing on any lot located within an urban growth area (UGA) that allows at least six multifamily residential units. "Co-living housing" means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building. This building type is sometimes known as single room occupancy housing.

[HB 2270](#) Requires the state Office of Financial Management to contract with an external consultant to study and help facilitate the transition of state housing programs to a new consolidated state agency and identify gaps in current state housing programs. The new state Department of Housing will focus solely on housing and homelessness issues and bring together state programs that currently span multiple agencies and partners. City staff submitted to AWC several comments on, if a new agency were to be created, how that agency could best improve city and state cooperation on housing issues.

[SB 6015](#) Modifies how Cities can regulate how various parking typologies can count toward parking minimum regulations in residential developments. Examples include allowing tandem parking to count toward parking requirements, cities cannot require a garage or carport to meet parking

requirements, among others. The City worked with AWC to successfully narrow and improve the bill, removing several unworkable and unreasonable elements.

[SB 5334](#) Authorizes local governments to impose a special excise tax of up to 5 percent on the furnishing of short-term rentals (e.g. Airbnb) and to use those tax revenues only for affordable housing programs. The City testified in support, as the bill provides a tool the City could choose to implement to fund affordable housing programs.

[HB 2252](#) This bill originally mandated that cities allow small neighborhood cafes and other small businesses in residential zones, with some allowances for city regulations on noise, size of businesses, hours of operations, and parking. The bill passed the House but was amended in a Senate committee to be optional. The City will continue to monitor the bill, as City staff have heard of efforts to change the bill back to being a state mandate.

Bills that Did Not Advance

[HB 2113](#) Would mandate state agency oversight of city and county Housing Elements as part of the Growth Management Act (GMA) comprehensive planning process. Requires a city or county planning GMA to submit its housing element and any related development regulations to the Department of Commerce for a determination of housing element affordability compliance under HB 1220 and prohibits a city or county planning under the GMA from denying an affordable housing development unless the city or county has received a final determination of housing element compliance from Commerce, or certain other conditions are met. The City testified against the bill as duplicative of the growth management act in addition to undermining the principles of local governance and public involvement under the GMA.

[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.

[HB 2474](#) Creates a mechanism for the Department of Commerce to facilitate disputes between a City and a developer of permanent supportive housing, transitional housing, indoor emergency housing, or indoor emergency shelters. Would grant the Department of Commerce the ability to declare local land use regulations in noncompliance with state law and then deny certain state funds if the local government does not amend its land use regulations within 30 days and gives Commerce the authority to reverse a city's final decision on a project permit application, a development agreement, or another permitting process. The City testified against the bill as duplicative of the growth management act in addition to undermining the principles of local governance and public involvement under the GMA.

NEXT STEPS

The final impacts of the bills passed in the 2024 Legislative Session will continue to be discussed and shared with City Council as direction and implementation requirements become clearer. Staff will follow-up with City Council on any impacts to the work plan and will seek input and direction from the Council in late Q2 or early Q3.

City staff anticipate beginning work on the draft legislative priorities for the 2025 State Legislative Session this fall. This item will be presented to the City Council for review and approval in October or November.

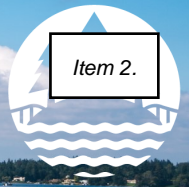
And finally, there is certainly a large body of work that occurs outside of and leading up to the next legislative session including a debrief with the City's lobbyists, meetings with legislators, engagement with AWC and other partners, and more.

RECOMMENDED ACTION

Receive report. No action necessary.

CITY OF MERCER ISLAND

2024 State Legislative Priorities



The City will advocate for the following issues and will include its support for the priorities of its partners the Association of Washington Cities and the Washington Cities Insurance Authority.

Increase Resources for Behavioral Health and Substance Use Disorder Treatment and Prevention

The City is a direct provider of mental health counseling services through school-based and community programs while also relying on regional public health infrastructure for specialized care and crisis response. Priorities include:

- **Increased prevention and intervention resources** targeting Fentanyl and other substances.
- **Funding to expand** community- and school-based mental health services for youth.
- **Opportunities to integrate** behavioral health and first responders for enhanced crisis response.

Support for Affordable Housing

The City champions a proactive stance, using novel tools and incentives to enhance housing supply and affordability. Priorities include:

- **Transit-oriented growth**, prioritizing housing and infrastructure investments near major transit, tying it either to affordability mandates or to the City's housing targets under ESSHB 1220 (2021). This harnesses regional transportation investments to boost mobility, expand affordable housing, and protect the environment.
- **Enhancing current programs** and supporting mechanisms that bolster state and regional housing programs, like the Regional Coalition for Housing (ARCH).
- **Flexible and adaptable funding methods**, including a local Real Estate Excise Tax (REET), ensuring revenues benefit low- to moderate-income households.
- **Local control** and acknowledgment of the work that cities are already doing to improve walkability and parking policies to support housing needs. The City opposes any blanket regulations that would overlook local nuances and requirements. The City opposes housing density increases outside of the Town Center.

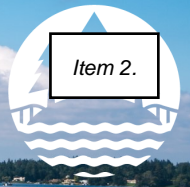
Support Public Safety Measures on Auto Theft and Property Crime

The City supports law enforcement strategies that protect our community and businesses. Priorities include:

- **Further expanding** the list of eligible offenses for pursuits, including auto theft and some property crimes, allowing cities to develop policies tailored to their communities.
- **Additional State resources** to fund auto theft and property crime reduction programs.
- **Revise the Public Records Act** to exempt Automatic License Plate Reader (ALPR) security footage from disclosure.

CITY OF MERCER ISLAND

2024 State Legislative Priorities



Capital and Grant Support for Essential Public Services

The City is seeking State funding for public safety programs and Climate Action Plan implementation, including:

- **Funding for Mercer Island Marine Patrol Boat Replacement:** 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 vessels are near the end of their useful life, and the City is seeking \$1.2 million for the estimated replacement costs.
- **Funding for Seafair Water Safety Program:** The City of Mercer Island Marine Patrol coordinates Seafair safety operations on Lake Washington, providing first responder and boating safety services. The City is seeking \$100,000 annually to support the funding needs for this critical public safety program.
- **Funding for Electrical Vehicle Infrastructure Plan:** The City adopted a Climate Action Plan in 2023 and is seeking \$300,000 to fund the development of an Island-wide Electrical Vehicle Charging Plan.
- **Funding for Compact Electric Sweeper:** The City is seeking \$310,000 to purchase a compact electric sweeper to clean sidewalks, paths, and park areas inaccessible to the large street sweeper. This specialized equipment will improve operations efficiency, reduce the use of gas-powered equipment, and aid in stormwater management.

Preserving and Protecting the Environment

The City encourages **solar power usage**, equipment and **fleet vehicle electrification** and other legislation, partnerships, and funding that incentivizes and supports the City's adopted **Climate Action Plan**.

Opposition to Expansion of Tort Law Liability

The City's liability insurance pool costs continue to rise due to costly verdicts, inflation, and expanded liabilities imposed by legislative actions and judicial interpretation of the law. In partnership with Washington Cities Insurance Authority (WCIA), the City **opposes legislation expanding tort law liability** and the remedies available under tort law. If the legislature approves expansions, then special funds must be developed to cover these costs.

Revising the Property Tax Cap

With the recent and ongoing impacts of inflation, the City's ability to keep pace with growing costs is inhibited by the 1% property tax cap that has been in place for over 20 years. The City supports **tying the tax to inflation and population growth factors with a new cap not to exceed 3%**. This allows local elected officials to adjust the local property tax rate to better meet community needs and keep up with the costs of providing essential services like police, fire, transportation, and valued community amenities like parks. With the current 1% cap, the City's General Fund is projected to have a structural deficit in 2025-2026.



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

**AB 6415
March 1, 2024
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 6415: 2023-2024 Work Plan Update and Preview of 2025-2026 Work Plan	<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 report.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2023-2024 Work Plan Matrix 2. 2023-2024 Biennial Budget Work Plans by Department 3. Draft 2025-2026 Biennial Budget Work Plans by Department
CITY COUNCIL PRIORITY:	4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to provide a written update to the City Council on the status of major work items from the 2023-2024 Biennial Budget (see Exhibit 1) and preview the 2025-2026 work plan (see Exhibit 3).

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 2023-2024 biennium:

2023-2024 City Council Priorities	
Priority 1	Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas.
Priority 2	Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. Page 2
Priority 3	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.
Priority 4	Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

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

Major work items from the 2023-2024 biennium, as well as any work items and projects that carried over from the previous year, have been incorporated into the Matrix. The last update to the 2023-2024 Work Plan Matrix was at the October 3, 2023 Council Meeting ([AB 6345](#)).

The full list of 2023-2024 Work Plan Items, as adopted in the biennial budget, is available in Exhibit 2.

ISSUE/DISCUSSION

2023-2024 WORK PLAN UPDATES AND CHANGES

Highlights of Completed Work Items:

- Public Works completed work with King County and Recology to update solid waste rates per the new proposed solid waste rates anticipated in 2023 and 2024.
- The MICEC has exceeded its 2023 **rental booking goal** of 1,500 by 42%. For 2024, the facility has already reached 67% of the annual booking goal.
- Mercer Island Police Department has completed the implementation of the **Puget Sound Emergency Radio Network (PERSN)** for public safety communications.
- Although the litigation with Sound Transit has concluded, the City Attorney’s Office continues to assist the City Manager’s Office on effectuating and administering the terms of the 2017 Sound Transit Settlement agreement.
- The **Town Center Parking Plan** was adopted on November 21, 2023, and includes three strategies and several recommendations designed to make Town Center parking more functionally available, usable for different drivers, and supportive of other options for non-driving to and around Town Center. Some early actions from the Plan have been completed, such as installing new wayfinding signage in Town Center to direct community members to public parking garages, and work continues to implement other actions, such as updating the Town Center parking citation fees and scheduling 2024 parking counts. Work plan items related to the Plan are being developed for the 2025-2026 work plan now.
- The **Mercer Island Thrift Shop** exceeded its goal of increasing revenue by 10% in 2023, by increasing it 16%.

- The Fire Department purchased and deployed 22 new **automatic emergency defibrillators** in Fire vehicles and City facilities.
- The **Puget Sound Emergency Radio Network** (PSERN) for public safety communications was successfully implemented.

Updates to Work Items:

- The Recreation Division implemented the **Civic Optimize software tool**. This tool has significantly improved the ease of submitting and processing event permit requests and athletic field and MICEC rental requests. Moving through 2024, staff will implement this tool to capture data around user experience and satisfaction.
- Work on the **interlocal agreements with MISD** has stalled due to changing priorities. This has delayed the development of a revised funding plan for the Turf Sinking Fund. In 2024, the Recreation Division will continue to track and document usage, maintenance, and anticipated replacements for synthetic turf facilities to inform on future development of the funding plan.
- **Parks Levy:** Parks and Recreation Staff will continue public engagement for the design of First Hill Park and Deane's Children's Park playgrounds and construct the Roanoke Park and First Hill Park playground replacements. Staff will continue working with contractors to advance progress on the Pioneer Park Forest Health Plan and hold volunteer forest stewardship events in open spaces across Mercer Island.
- **Financial Management Software:** Work is on track to implement the City's new enterprise-wide financial management software systems called Enterprise ERP (EERP). Core project team members converted financial data for fiscal years 2021 and 2022 from old software into EERP. Work to convert fiscal years 2023 and 2024 financial data will continue through the calendar year while staff determines the best way to consistently pull financial information from third party software into EERP. Overall, EERP is fully configured. The project team is busy testing and fine-tuning software, so it organized to best serve Mercer Island. Staff trainings are scheduled for the second half of 2024 in preparation of a go-live date with core financial software systems January 1, 2025. The core project team is scheduled to provide the City Council with a project update later this summer.
- **Cost Allocation Plan:** The City Council Finance Ad Hoc committee met in January and February to discuss how the City accounts for full allocated costs of a public service by including indirect or "overhead" costs in addition to direct service costs. The Ad Hoc committee provided feedback that improved both the cost allocation plan's policy language and the basis of allocating internal service costs. Staff will bring the cost allocation plan and resulting updates to the City's Financial Management Policies for City Council review and adoption later this year.
- The City Council Finance Ad Hoc Committee will be meeting to review the **citywide compensation plan** in the next two months. Following the Committee's review and feedback, staff will bring the plan to the entire City Council for approval. Once adopted, the City Manager will begin implementing the new classification and compensation plan.
- Communications staff are beginning work on the **2024 community survey** to help inform the 2025-2026 biennial budget process.
- The City Attorney's Office has been supporting the City Manager's Office on real estate matters that have been triggered and accelerated by the closure of City Hall.
- The City Manager's Office, with staff support from other departments, is continuing oversight of the development of the Town Center Long-Term Regional Transit Commuter Parking Project, a surface

commuter parking lot on the former Tully's and adjacent City owned properties in Town Center. This project is eligible for reimbursement under the City's settlement agreement with Sound Transit. The project is in design phase in Q1/Q2 of 2024, with the City likely beginning construction in Q4 of 2024.

- Community Planning and Development is scheduled to bring the **Comprehensive Plan Periodic Update** for City Council Review beginning in July 2024 with adoption planned for September-October 2024.
- The City Council re-adopted the **2021 Construction Codes Update** according to state requirements after the Washington State Building Code Council delayed their findings and guidelines last spring and last fall to consider modifications to the energy codes. The updated codes go into effect March 15, 2024.
- **Luther Burbank Docks Reconfiguration and Repair Project:** The Luther Burbank Park Waterfront construction is broken into two phases. The construction bid for the boiler building was recently awarded, and this first phase is anticipated for completion in Q3 2025. The second phase of construction is dependent on permit "fish windows" limiting construction timeframes for in-water work. Completion anticipated by Q4 2025.
- **Complete the Water Meter Replacement Project by Q3 2024:** Meters are expected to be replaced by Q4 2024, and the supporting infrastructure is anticipated to be complete by Q4 2025. A Study Session with the City Council to discuss this project is scheduled for March 5, 2024.
- The City Manager's Office is overseeing the development of the **Town Center Long-Term Regional Transit Commuter Parking Project**, a surface commuter parking lot on the former Tully's and adjacent City owned properties in Town Center to serve auto and bicycle commuters using the future Sound Transit light rail station. This project is eligible for reimbursement under the City's settlement agreement with Sound Transit. City Council has approved the site concept and directed the City Manager to proceed with design. The project is currently in design phase through Q1/Q2 of 2024, with the City likely beginning construction in Q4 of 2024.
- **YFS' Food Security Program** has undergone a few changes. The HopeLink Mobile Market delivers and distributes fresh and shelf stable food items to Island residents in need twice a month at the Community Center. This is a trial phase help to address food security needs on Mercer Island as the Program moves away from the use of grocery gift cards.
- Youth & Family Services Leadership are beginning work on the **Community Needs Assessment** with BERK Consulting. The City Council funded this work with ARPA dollars with the approval of the budget proposal in May 2023. Staff will return to the Council in Q3 2024 with the results of the Assessment.

Items Related to the Closure of City Hall

The entirety of the City's Work Plan for 2023-2024 has been affected by the closure of City Hall, which is impacting every department across the organization. The City Manager's Office is managing the City's response to the closure of the building and is sharing long-term facilities planning changes and updates with the City Council and staff. The City continues to track expenditures, manage obstacles created by the closure, and is working on solutions to the City Hall closure and future facility needs.

- Mercer Island Police Department will continue to work with City Leadership to provide adequate, temporary facilities for Police operations and continue planning for future improved accommodations. The closure of City Hall has resulted in many challenges for the Police Department. These challenges include completely vacating the former police department building, moving operations to a Parks building and other remote locations, dealing with no police lobby to meet

community members, adjusting to working with no booking facility, and dealing with limited access to locker rooms, storage, and equipment.

- The City Manager’s Office is adjusting 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. The Long-Range Facility Planning project, initiated in 2023, was intended to be completed in two phases, the first phase focusing on comprehensive Facilities Conditions Assessment (FCAs) for each of six buildings. The second phase of facilities planning work included the development of a Long-Range Facilities Plan for the six facilities based on assessments and data collected from the FCA process. The Long-Range Planning Work was intended to be completed in 2024 and anticipated an extensive public engagement process. The closure of City Hall in early 2023 redirected the trajectory of the planning process. In 2024, work will continue on the Facilities Conditions Assessments, as initially planned in 2023, with a primary focus on the Public Works Building. Meanwhile, the City will likely undertake a planning exercise to consider building replacement strategies for City Hall. The approach is to be confirmed with the City Council in early 2024.
- City Manager’s Office staff have continued to work with outside consultants on short- and long-term rental and real estate opportunities and as well as planning for and completing necessary facility upgrades for relocating displaced staff.
- The Recreation Division provided staffing and facility support to the closure of City Hall. The team collaborated with project managers to provide additional office space, meeting space, and facility access to the MICEC. Despite the associated challenges recreation service levels were maintained.
- The City Clerk’s office is hiring a trained Records Business Systems Analyst to manage records management, destruction, and scanning for all City Hall records.
- The Mercer Island Municipal Court staff moved into their new office suite in the Newcastle City Hall building in January and have been holding court proceedings in the Newcastle Council Chambers.
- The Slater Room at the Mercer Island Community & event Center has been transformed into the temporary Council Chambers for City Council and boards and commission meetings.

2025-2026 WORK PLAN DEVELOPMENT

Attached as Exhibit 3 are the preliminary department work plans for 2025-2026. Staff have collected work items that will need to be addressed in the upcoming biennium for the City Council to review in advance of the biennial budget process this fall. The preliminary drafts will help inform Council discussions of proposed initiatives and projects for the 2025-2026 biennium.

NEXT STEPS

The next update to the 2023-2024 Work Plan is scheduled for Q3 2024. The 2025-2026 Work Plan will be reviewed and adopted by the City Council during the 2025-2026 Biennial Budget process in the fall.

RECOMMENDED ACTION

Receive report. No action necessary.



City of Mercer Island

2023-2024 Work Plan Matrix

Item 3.

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.	50%	Jan-21	Sep-24					■	■	■					
Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing.	80%	Jan-21	Dec-24					■	■	■	■				
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-24	Dec-24					■	■	■	■				
Conduct a Citywide Classification & Compensation Study.	80%	Feb-21	Jun-24					■	■						
Develop a citywide compensation policy and philosophy subject to review and approval by the City Council.	50%	Apr-22	Apr-24					■	■						
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.	100%	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.	100%	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.	100%	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.	20%	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		Item 3.	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
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.	Ongoing	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.	100%	Jan-23	Jun-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.	30%	Nov-22	Jan-26												
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.	20%	Jan-24	Feb-25												
Community Planning and Development															
Complete 2024 Comprehensive Plan Periodic Update by Q2 2024 as directed by the City Council in March 2022.	50%	Mar-22	Oct-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.	80%	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.	Ongoing	Sep-22	Dec-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.	25%	Jan-23	Dec-24												
Update the construction codes according to state requirements by Q2 2023.	90%	Jan-23	Jun-24												
Complete a Parking Study for Town Center.	100%	May-22	Dec-23												
Business Code Zone Amendment.	100%	Oct-22	Jun-23												

Project	PROGRESS	START	END	2023				2024				2025		Item 3.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
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.	50%	Dec-22	Dec-25											
Complete a cost allocation methodology analysis to identify the full costs of services provided by internal service departments by Q4 2024.	90%	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.	25%	Jan-23	Dec-24											
Assist Public Works with the completion of the Water Meter Replacement Project by Q3 2024.	40%	Jul-21	Dec-25											
Transition to monthly financial reports. Implementation of this goal is tied to procurement and implementation of the new financial software.	50%	Dec-22	Dec-25											
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.	100%	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.	100%	Jan-23	Jul-23											
Purchase King County Public Health certified defibrillators for 911 response by Q3 2023.	100%	Oct-22	Nov-23											
Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education etc.) by Q4 2024.	100%	Jan-23	Sep-23											
Municipal Court														
Conduct court security assessment. Work to improve court security in line with Washington State General Court Rule guidelines.	100%	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.	75%	Dec-22	Dec-24											

Project	PROGRESS	START	END	2023				2024				2025		
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
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.	75%	Apr-22	Jun-24											
Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022.	100%	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.	Ongoing	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.	Ongoing	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.	20%	Jan-24	Feb-25											
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.	25%	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.	30%	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.	100%	Jan-23	Mar-24											
Implement the Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q4 2023.	75%	Jan-21	Nov-25											
Complete the Water Meter Replacement Project by Q3 2024.	40%	Jul-21	Dec-25											
Luther Burbank Docks reconfiguration and repair project.	40%	Jun-20	Dec-25											
Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks by Q4 2023.	20%	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.	80%	Jan-21	Dec-26											
Begin to implement the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.	Ongoing	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.	75%	Jan-23	Ongoing											

Project	PROGRESS	START	END	2023				2024				2025		Item 3.		
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2			
Adopt the Climate Action Plan by Q2 2023. Begin Council directed implementation of strategies and actions from the adopted Plan by Q4 2024.	95%	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.	Ongoing	Jan-23	Dec-24													
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.	95%	Jun-22	Oct-24													
Reservoir Pump Replacements.	45%	Mar-22	Dec-24													
Reservoir Improvements.	45%	Mar-22	May-25													
First Hill Booster Station Generator Replacement.	25%	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.	75%	Jan-23	Ongoing													
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.	75%	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.	100%	Jan-23	Dec-23													
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.	100%	Jan-23	Sep-23													
Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024.	100%	Jan-23	Mar-24													
Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.	90%	Jan-23	Ongoing													
Expand and enhance opportunities for recreation service sponsorships and park asset and property donations.	75%	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.	Ongoing	Jan-23	Dec-24													

Project	PROGRESS	START	END	2023				2024				2025	2026	Item 3.	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
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.	80%	Jan-23	Jun-24												
Integrate and expand Trauma-Informed Approaches (TIA) Organizational Development.	100%	Jan-23	Jun-23												
Increase Thrift Store annual revenues by 10% each year of the biennium based on FY 2022 gross revenues.	50%	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.	100%	Apr-21	Nov-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.	100%	Oct-21	Nov-23												

2023-2024 Biennial Budget Work Plans by Department

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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.



Administrative Services

Preliminary 2025-2026 Work Plan

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- 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 2027-2028 budget recommendation.
 - 1.2 Review and update citywide policies (Employee Handbook, Sustainable Purchasing Policy, Expense and Travel Policy).
 - 1.3 Review and update the Mercer Island City Code for outdated and obsolete references. This work is ongoing.
 - 1.4 Update the Interlocal Agreement for Municipal Court Services with the City of Newcastle based on adoption of the new Cost Allocation Policy (anticipated in 2024).
 - 1.5 Administer the Interlocal Agreement with Eastside Fire & Rescue for fire and emergency medical services.
 - 1.6 Provide oversight of the Youth & Family Services Department.
 - 1.7 Split supervisory responsibilities with Finance to help the Mercer Island Thrift Shop enhance operations.
- 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 citywide support for special projects and routine records maintenance.
 - 2.6 Hold weekly interdepartmental training opportunities to improve response percentages by 1-3% over prior year for categories that are below 70%.
- 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 Q1 2025.
 - 3.2 Research recruiting and hiring module in ADP for implementation by Q1 2026.
 - 3.3 Negotiate new Collective Bargaining Agreements with bargaining groups:
 - 3.3.1 Police and Police Support bargaining groups for the years 2027 through 2029.
 - 3.3.2 AFSCME bargaining group for the years 2027 through 2029.
 - 3.4 Develop and implement succession planning strategies including intentional hire ahead policies, retirement notification incentives, and planning for upcoming retirements for non-represented staff. This work is ongoing.
 - 3.5 Administer citywide training programs and develop standard supervisor training by Q1 2026.
 - 3.6 Develop a comprehensive onboarding program for new employees by Q2 2025.
 - 3.7 Create and implement employee benefit statements to communicate the value of employees' total compensation package by Q4 2025.



Administrative Services

Preliminary 2025-2026 Work Plan

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- 3.8 Manage the citywide performance evaluation process and employee recognition and service award programs. This work is ongoing.
- 3.9 Review and digitize human resources and payroll records, identifying destruction and/or archival requirements. This work is ongoing.
- 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 Conduct a biennial public opinion survey in 2026 to inform the 2027-2028 budget process; collaborate on promotion and assist with distribution and explanation of results.
- 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 training and 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 Manage the digitization of City records including indexing, digitizing, preparing for destruction and/or long-term storage.
- 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 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

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- 6.3 Update data for interactive map services (WebGIS, Cityworks, ArcGIS Hub, GeoEvent, Image Server).
- 6.4 Maintain and enhance mapping software (ESRI and VertiGIS) including procurement, licensing, and administration.
- 6.5 Consult with staff on implementing projects approved in the Capital Improvement Plan and provide project management support when needed.
- 6.6 Assist staff in identifying and prioritizing technology projects for the 2027-2028 biennium.



City Attorney's Office

Preliminary 2025-2026 Work Plan

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- 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 citywide incident reports for potential liability. The City receives an average of 20 claims and 27 incident reports per year.
 - 1.6 Continue to assist the City Manager's Office on effectuating and administering the terms of the 2017 Sound Transit Settlement agreement.
 - 1.7 Support the City Manager's Office on real estate matters related to the closure of City Hall.
- 2. Represent the City in civil litigation and prosecution of criminal citations.**
 - 2.1 Advise and represent the City in civil lawsuits, administrative appeals, and employment matters.
 - 2.2 Monitor and enforce terms of the Sound Transit Settlement Agreement.
 - 2.3 Manage representation and work assigned to outside legal counsel.
 - 2.4 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.
 - 2.5 Administer contracts for prosecutorial and public defense services.
- 3. Respond to public records requests pursuant to Public Records Act.**
 - 3.1 Coordinate timely response to public records requests.
 - 3.2 Ensure compliance with the Public Records Act and proper application of exemptions.
 - 3.3 Stay current with changes to public records laws.
 - 3.4 Review and identify destruction and/or archival requirements for records. Provide support to City departments for records retention.
 - 3.5 Develop a citywide training schedule for employees regarding records storage, retention, and destruction.
 - 3.6 Develop/update policies that identify the 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 Manager's Office

Preliminary 2025-2026 Work Plan

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Note: The City Manager's Office work plan is usually framed around the adopted City Council priorities. The framework will be updated for the 2025-2026 Budget once the City Council Priorities are updated. In the meantime, the 2023-2024 Priorities are still included for reference.

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) (Priorities to be updated, per City Council direction.)

- 1.1 Implement the adopted 2025-2026 budget with a continued focus on fiscal sustainability.
- 1.2 Prepare and transmit a 2027-2028 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 Implement the organizational structure as approved in the 2025-2026 budget.
 - 1.5.1 Provide support to the organization to ensure succession planning remains a priority to address upcoming retirements, particularly in the Public Works, Police, and Youth and Family Services Department, where near-term retirement projections are high.
 - 1.5.2 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) (Priorities to be updated, per City Council direction.)

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) (Priorities to be updated, per City Council direction.)

The City is facing unprecedented challenges related to the unexpected closure of City Hall in 2023 and the top priority for the biennium is to address the City's facility needs.

- 2.1 Develop a replacement plan for City Hall and the Public Works Building to include consideration of Town Center for the future location of some City services.
- 2.2 Continue work on the Comprehensive Facilities Assessment for other City Buildings including the Annex Building at the Mercer Island Community & Event Center, the Thrift Shop, the Luther Burbank Administrative Building, and both Fire Stations. The Fire Station assessment is needed to inform the shared capital project responsibilities related to the contract for fire and emergency medical services with Eastside Fire & Rescue. This project will evaluate the remaining useful life of these buildings and identify alternatives to replace or repair. The project is anticipated to be completed by Q4 2026. The Mercer Island Community and Event Center will likely be assessed in the next biennium.
- 2.3 Support the Public Works Department in the delivery of capital projects.
- 2.4 Support the Public Works Department in the implementation of the parks levy initiatives.



City Manager's Office

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- 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) (Priorities to be updated, per City Council direction.)**
 - 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. Complete the Tully's Commuter Parking Project in Town Center.
 - 3.3 Continue to work on implementation of the programs and policies identified in the Town Center Parking Plan. (Specific work items to be identified for inclusion in the final budget document).
- 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 develop advocacy strategies.

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Community Planning & Development

Preliminary 2025-2026 Work Plan

Item 3.

- 1. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB6064) (Priorities to be updated, per City Council direction.)**
 - 1.1 Implement state legislation related to changes in the Growth Management Act, affordable housing initiatives, and other regulatory changes by the mandated deadlines.
 - 1.2 Implement the 2024 Comprehensive Plan Periodic Update including economic development and housing strategies.
 - 1.3 Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendation.
 - 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 Collaborate with the Finance Department to implement a Special Revenue Fund to track permit revenues for implementation by Q1 2025.
 - 1.7 Complete annual docket process and work towards completion of work program additions. Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate. This work is ongoing.
 - 1.8 Support City Council with legislative reviews and other matters of local, regional, and state interest.
 - 1.9 Provide administrative support to the Planning Commission as well as staff recommendations for legislative reviews.
 - 1.10 Provide administrative support to the Design Commission as well as staff recommendations for design review permits.
 - 1.11 Provide administrative support to the Hearing Examiner as well as staff recommendations for land use permits and appeals.
 - 1.12 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).
 - 1.13 Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).
 - 1.14 Collaborate with Administrative Services on succession planning strategies including; intentional hire ahead policies, planning for upcoming retirements, and retirement notification incentives. Identify and nurture talent, cross-train staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.
 - 1.15 Align department staff and resources to business and work program needs.
 - 1.16 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.



Community Planning & Development

Preliminary 2025-2026 Work Plan

Item 3.

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) (Priorities to be updated, per City Council direction.)**
 - 2.1 Support implementation of the actions identified in the Town Center Parking Study. Strengthen the relationship between the City and the local business community by providing transparent and timely information.
 - 2.2 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 inquiries 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 when in-person customer services resume.
 - 3.5 Update the construction codes according to state requirements by Q2 2026.
 - 3.6 Continue to participate in and track efforts for online permit software options at the regional and state levels.

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Finance

Preliminary 2025-2026 Work Plan

Item 3.

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). (Priorities to be updated, per City Council direction.)**
 - 1.1 Oversee the mid-biennial budget update and develop the 2027-2028 biennial budget using the new financial management software.
 - 1.2 Complete annual financial reports as specified by the State Auditor's Office each year.
 - 1.3 Assist City Manager's Office with short and long-term financing strategies to address replacement of City Hall and the Public Works Building. This work is ongoing through the biennium.
 - 1.4 Implement new financial management software modules to simplify the process of accepting payments for municipal services and streamline business and occupation tax processing by Q4 2025.
 - 1.5 In tandem with Public Works, conduct a utility rate study to inform utility rate adjustments for review by the Utility Board for the 2027-2028 biennium by Q3 2026.
 - 1.6 Track the disposition of the City's American Relief Plan Act (ARPA) funds through Q4 2026 and meet all federal reporting requirements. This work is ongoing through the biennium.
 - 1.7 Oversee the State Auditor's Office (SAO) Annual Financial audit, Accountability audit, and in years where the City spends \$750,000+ in Federal dollars, the Federal Single audit, as required. Provide all documentation, resources, and staff support as required. This work is ongoing.
 - 1.8 Review and update the City's financial management policies regarding the following:
 - 1.8.1 Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2026.
 - 1.8.2 Long-term funding mechanism for ongoing technology expenses by Q4 2026.
 - 1.8.3 Purchasing and procurement procedures and written policies by Q4 2026.
 - 1.9 Collaborate with Administrative Services on succession planning strategies including; intentional hire ahead policies, planning for upcoming retirements, and retirement notification incentives. Identify and nurture talent, cross-train staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.
 - 1.10 Cross-train staff in utility billing, payroll management, month-end reconciliation, financial reporting, 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 Administrative Services to help the Mercer Island Thrift Shop enhance operations.
 - 2.2 Beginning Q3 2025, implement quarterly staff trainings to develop advanced use of the new financial management software. This work is ongoing through the biennium.
 - 2.2.1 Conduct on-boarding training for new hires using the financial management software. This work is ongoing.
 - 2.2.2 Maintain user permissions in the financial management software with employee turnover. This work is ongoing.



Finance

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- 2.3 In concert with Youth and Family Services, connect utility billing customers in need of financial assistance with available programs and resources. This work is ongoing.
- 2.4 Incorporate monthly financial reporting by Q4 2025 into City operations. Implementation of this goal is tied to use of the new financial software system.
- 2.5 Provide collective bargaining support for the Administrative Services Department. This work is ongoing.
- 2.6 Provide regular opportunities for City staff to provide feedback on interdepartmental budget development and financial system trainings throughout the biennium.
- 2.7 Assist the Police Department with invoicing and processing payment for marine patrol services from contract cities. This work is ongoing through the biennium.
- 2.8 Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement by Q4 2025.
- 2.9 Support Administrative Services as the City transitions from bi-weekly to semi-monthly payroll processing by Q1 2025.

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Municipal Court

Preliminary 2025-2026 Work Plan

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- 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 and submit monthly reports 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 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) (Priorities to be updated, per City Council direction.)**
 - 2.1 Implement paperless court file maintenance, including outside pleading filings, discovery and records request transfers, and court file depository and usage.
 - 2.2 Continue to upgrade court technology to allow for limited remote hearings for more immediate access to the Court for in-custody defendants and limit jail and transport costs.
 - 2.3 Continue to 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 2026.
- 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) (Priorities to be updated, per City Council direction.)**
 - 3.1 Support the City Manager's Office in the Comprehensive Facilities Assessment related to future municipal court needs.



Police

Preliminary 2025-2026 Work Plan

Item 3.

1. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

- 1.1 Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
- 1.2 Work with City Leadership to provide adequate, temporary facilities for Police operations and continue planning for future improved accommodations.
- 1.3 Collaborate with Administrative Services on succession planning strategies including intentional hire ahead policies, planning for upcoming retirements, and retirement notification incentives. Identify and nurture talent, cross-train staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.
- 1.4 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.
- 1.5 Prepare for the new light rail station (opening date set for early 2025) including, response protocols for the two Town Center officers as well as plan for pedestrian and vehicles safety.
- 1.6 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.
- 1.7 Update the Interlocal Agreements for Marine Patrol Services with Renton, Bellevue, Hunts Point, Medina, and Yarrow Point based on adoption of the new Cost Allocation Policy (anticipated in 2024).
- 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 Support implementation of the actions identified in the Town Center Parking Study.

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

- 2.1 Recruit and retain officers to maintain minimum authorized staffing level requirements.
- 2.2 Recruit volunteers for Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams. This work is ongoing.
- 2.3 Update the City's Emergency Management plans.
- 2.4 Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing.
- 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.



Police

Preliminary 2025-2026 Work Plan

Item 3.

- 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 community outreach events including Coffee with a Cop, Paws on Patrol, National Night Out and the community drug-takeback event. Support the Parks and Recreation Department through participation in community-wide special events.
- 2.9 Participate and engage in educational efforts related to drowning prevention and water safety, to include annual classroom presentations in area Kindergarten classes.
- 2.10 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.

3. Goal: Enhance public safety technology and communication.

- 4.1 Develop a proposal for a body-worn camera program to include funding options, policy considerations, and staff support in anticipation of public records requests. This item will be considered as part of the 2025-2026 budget process.
- 4.2 Replace the outdated in-car camera system with an updated system that can integrate with the body-worn camera system by Q4 2026.
- 4.3 Update digital evidence management system to allow for better storage, ease of indexing and retrieval, and the ability to interface with the body-worn camera and in-car camera systems by Q4 2026.
- 4.4 Support citywide communications by preparing timely content on public safety matters.



Public Works

Preliminary 2025-2026 Work Plan

Item 3.

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) (Priorities to be updated, per City Council direction.)

- 1.1 Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendations.
- 1.2 Work with the City Manager's Office to complete the Facilities Condition Assessment and develop a long-range facility plan for facility reinvestment needs. This work is ongoing through the biennium.
- 1.3 Continue to improve the utility and efficiency of the Cityworks platform for asset management and work tracking.
 - 1.3.1 Increase staff skill, competency, and consistency of use in the Cityworks platform through ongoing trainings. This work is ongoing.
 - 1.3.2 Refine Cityworks integration with other City software systems (e.g. SeeClickFix, finance system) to enhance operational efficiency. This work is ongoing.
- 1.4 Collaborate with Administrative Services on succession planning strategies including intentional hire ahead policies, planning for upcoming retirements, and retirement notification incentives. Identify and nurture talent, cross-train staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.
- 1.5 Pursue grant opportunities and alternate funding sources that support Council-approved projects and initiatives.

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) (Priorities to be updated, per City Council direction.)

- 2.1 Develop and adopt the Transportation Improvement Program (TIP) by July 1 each year.
- 2.2 Develop and begin implementation of near-term recommendations from the Water System Reliability Action Plan to improve resiliency within the distribution system.
- 2.3 Support the Finance Department with work on a utility rate study to inform utility rate adjustments for review by the Utility Board for the 2027-2028 biennium by Q3 2025.
- 2.4 Complete a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.
- 2.5 Complete the Mercer Way Shoulders Improvement Program. East Mercer Way Roadside Shoulders Phase 11 will complete the Mercer Ways loop by Q3 2026.
- 2.6 Complete the sewer system Supervisory Control and Data Acquisition Project ("SCADA" Project) by Q4 2025.
- 2.7 Complete the Luther Burbank Docks and Waterfront Renovation project by Q4 2026.
- 2.8 Complete the Water Reservoir Improvements project to replace and improve aging components, notably the interior and exterior coatings, by Q2 2025.
- 2.9 Complete the Reservoir Booster Pump Station Upgrade project by Q1 2025.



Public Works

Preliminary 2025-2026 Work Plan

Item 3.

- 2.10 Complete the Water Meter Replacement data collector infrastructure by Q4 2025.
- 2.11 Continue implementation of the voter approved parks levy including the “base levy”, playground replacement, and forest management at Pioneer Park and Engstrom Open Space. Provide an annual report to the City Council on progress and impact of the parks levy. Playground projects to include:
 - 2.11.1 Complete the Deane’s Childrens Park assessment, including recommendations on playground design, restroom and picnic shelter replacement, and ADA accessibility. Complete a public engagement process and present a project recommendation to the City Council by Q1 2025.
 - 2.11.2 Begin design and public engagement process for Aubrey Davis Park Lid B playground.
- 2.12 Complete the Groveland and Clarke Beach Joint Master Plan by Q4 2025 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.
- 2.15 Complete the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility by March 31.
- 2.16 Continue the implementation of the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.

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 Implement Council-directed strategies and actions from the adopted Climate Action Plan (CAP) by Q4 2026. Continue annual tracking and reporting on greenhouse gas emissions and maintain a public dashboard report. This work is ongoing.
 - 4.1.1 Work with the City Manager’s Office and Finance Department to pursue grants and additional funding that further the implementation of the CAP, including those related to municipal retrofits, EV charging, fleet electrification, and renewable energy generation and storage.
- 4.2 Continue implementation of the following initiatives:
 - 4.2.1 Participate in partnerships that promote residential energy-efficient electrification.
 - 4.2.2 Increase community and City operations’ rate of waste diversion from the landfill through recycling events, enhanced compost education, expanded curbside options and other alternative recycling programs.
 - 4.2.3 Support legislation and programs that align with actions identified in the CAP.



Public Works

Preliminary 2025-2026 Work Plan

Item 3.

4.2.4 Work towards the CAP goal of carbon neutral municipal operations by 2030. Actions include promoting energy efficient operations, performing energy efficiency retrofits, and using sustainable approaches to building design and deconstruction.

4.3 Research and implement mobility initiatives that help commuters access regional transit at the Town Center without single occupant vehicle usage.

4.4 Continue collaboration between the Parks Natural Resources, Stormwater Operations, and Capital Project teams to effectively coordinate 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) (Priorities to be updated, per City Council direction.)

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 2026.

5.3 Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park by Q4 2026.

5.4 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.

5.5 Continue efforts to preserve and enhance the City's urban forest. Increase community outreach, education, and incentives to encourage tree planting on private land. Continue robust replanting and tree maintenance program on public lands.

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) (Priorities to be updated, per City Council direction.)

6.1 Support implementation of the actions identified in the Town Center Parking Study.

6.2 Continue to implement beautification projects in Town Center including hanging flower baskets, planted median beds, and seasonal tree illumination.



Recreation Division

Preliminary 2025-2026 Work Plan

Item 3.

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) (Priorities to be updated, per City Council direction.)**
 - 1.1 Work with the Parks and Recreation Commission and Arts Council to develop and update policies identified in the Recreation Reset Strategy.
 - 1.1.1 Collaborate with the Parks Maintenance Team to identify opportunities for community donations of park assets and establish an annual process of updating the "Gift Needs Inventory" by Q2 2026.
 - 1.1.2 Evaluate and update the Athletic Facilities Allocation and Use Policy and implement procedure changes as applicable. This work is ongoing.
 - 1.1.3 Facilitate and promote comprehensive and engaging arts and culture experiences through ongoing community partnerships which are aligned with the biennially established Arts and Culture Priorities. This work is ongoing.
 - 1.1.4 Develop policy and procedures to support reduced-cost rental access to the MICEC for 3rd party coordinated/partnered community events by Q4 2026.
 - 1.2 Expand drop-in programming and rental opportunities for the Mercer Island Community and Event Center and outdoor facilities.
 - 1.2.1 Achieve and maintain annually MICEC rental occupancy level of 2,200 bookings by end of Q4 2025.
 - 1.2.2 Achieve and maintain annual drop-in program participation of 15,000 by Q4 2025.
 - 1.2.3 Implement various daily (non-athletic) drop-in opportunities for senior-adults.
 - 1.2.4 Evaluate and develop plans for seasonal and year-round programming at the Luther Burbank Docks and Boiler Building.
 - 1.2.5 Create and implement a web-based calendar for the MICEC and athletic fields to enhance ease of access and booking of facilities.
 - 1.3 Develop and implement recreation programming through targeted rentals, community partners, and vendors.
 - 1.3.1 Implement four (4) senior-adult recreation programs by Q4 2025.
 - 1.3.2 Implement four (4) preschool-aged recreation programs by Q4 2026.
 - 1.3.3 Implement two (2) specialized recreation programs by Q4 2026.
 - 1.3.4 Implement six (6) family-oriented special events at the MICEC by Q4 2025.
 - 1.4 Collaborate with local community organizations to implement ten (10) community events annually in park spaces through the application of the Special Event Sponsorship Policy.
 - 1.5 Develop and implement comprehensive marketing and communication plans for Division services focusing on strategies & methods to engage diverse sections of the population by Q4 2026.
 - 1.6 Achieve and maintain post-rental and program participant satisfaction levels of 90% by Q4 2025.
 - 1.7 Develop and implement fifteen (15) City-coordinated community special events annually by Q4 2025.
 - 1.8 Provide staff support for the Parks & Recreation Commission and the Arts Council.



Recreation Division

Preliminary 2025-2026 Work Plan

Item 3.

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) (Priorities to be updated, per City Council direction.)

- 2.1 Collaborate with the City Manager's Office on the development of the Comprehensive Facilities Assessment to include the Annex Building.
- 2.2 Collaborate with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields.
- 2.3 Review user satisfaction and the operational effectiveness of the Division's registration and facility booking software (PerfectMind/Xplore Recreation) by Q2 2025.
 - 2.3.1 Collaborate with the IT Department to identify opportunities for integration with other tools and opportunities to increase staff efficiency in booking and registration processes by Q4 2025.
 - 2.3.2 Dependent on outcomes of 2.3 and 2.3.1, implement RFQ process to expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software by Q4 2026.
- 2.4 Collaborate with the Support Services Division to identify and plan for capital reinvestment at the MICEC. This work is ongoing.

3. Goal: Provide emergency response services related to City emergencies.

- 3.1 Support the citywide response to the closure of City Hall.
- 3.2 Utilize the MICEC to host shelter operations, and to meet cooling and warming center needs. Provide staffing support and access to the MICEC for board, commission, and city council meetings.
- 3.3 Provide facility access and booking support to other City departments.
- 3.4 Enable and provide community engagement opportunities to other City departments.



Youth & Family Services

Preliminary 2025-2026 Work Plan

Item 3.

- 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) (Priorities to be updated, per City Council direction.)**
 - 1.1 Work with the City Manager on a stabilization plan for YFS revenues. This work is tied to Thrift Shop operations and development of a long-term funding strategy. This work is ongoing.
 - 1.2 Continue to partner and collaborate with the MIYFS Foundation on community fundraising campaigns. Meet regularly with the MIYFS 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 Collaborate with Administrative Services on succession planning strategies including intentional hire ahead policies, planning for upcoming retirements, and retirement notification incentives. Identify and nurture talent, cross-train staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.
- 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.
 - 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 elementary school and two staff members at the middle school and high school.
 - 2.3 Continue to monitor and integrate behavioral health data and emerging intervention strategies to address the ongoing youth mental health crisis and adverse impacts from the COVID-19 Pandemic. This work is ongoing.
- 3. Goal: Scale Community Based Mental Health Services to Meet Demand**
 - 3.1 Maintain outpatient mental health services and the clinical intern program, with two to four unpaid, 9-12-month, graduate level interns placed at YFS one time.
 - 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 Update department outcome/output tracking and develop template for annual reporting mechanism by Q1 2025.
- 4. Goal: Provide Emergency Assistance and Geriatric Case Management**
 - 4.1 Provide food support for residents facing food insecurity.
 - 4.2 Provide emergency financial assistance support as available including case management and resource/referral support each year of the biennium. Continue collaboration with the YFS Foundation to raise and pass through funds to meet additional emergency assistance needs.
 - 4.3 Provide geriatric case management services and resources/referral each year of the biennium
- 5. Goal: Implement Trauma-Informed Approaches (TIA) Organizational Development**
 - 5.1 Re-implement TIA organizational assessment for the YFS department by Q2 2026



Youth & Family Services

Preliminary 2025-2026 Work Plan

Item 3.

5.2 Continue to integrate TIA concepts into weekly clinical team meetings, monthly YFS All Staff meetings, administrative operations, and direct clinical and case management work. This work is ongoing.

6. Goal: Seek Funding Sustainability for the Healthy Youth Initiative

6.1 Monitor regional and 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 2025-2026 biennium. This work is ongoing.

7. Goal: Integrate 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 or providers/experts. This work is ongoing.

8. Goal: Grow Thrift Shop operations and work towards optimizing sales.

8.1 Increase annual revenues by 10% each year of the biennium based on FY 2024 gross revenues.

8.2 Utilize sales and special events to draw customers for high-impact sale days.

8.3 Implement a standardized volunteer training program and schedule to optimize production output and retail sales by Q2 2025.

8.4 Identify strategy for Thrift Shop facility capital improvements to correct building deficiencies, enhance safety and aesthetics, and increase operational efficiencies.

8.5 Educate and communicate with the community to continue to reduce the amount of unsellable items, thereby reducing storage, transport, and disposal costs and using staff time on higher return-on-investment activities.

8.6 Develop a marketing and education strategy to better inform the community about the Thrift Shop and its mission to support YFS services and programs.

8.7 Collaborate with YFS to support added community benefits of volunteerism at the Thrift Shop: job experience, social connection, and sense of community.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6420
March 1, 2024
Special Business

AGENDA BILL INFORMATION

TITLE:	AB 6420: City Facilities Discussion	<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. No action necessary.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager Jason Kintner, Chief of Operations
COUNCIL LIAISON:	n/a
EXHIBITS:	1. City Facility Descriptions & Map
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

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

EXECUTIVE SUMMARY

At the March 1, 2024 Planning Session, the City Council will discuss City Facilities, with a primary focus on the replacement of City Hall and the Public Works Building.

- In early 2023, the City began a process to complete Facility Conditions Assessments for various municipal buildings and to develop a Long-Range Facilities Plan for select City facilities.
- The planning process was interrupted due to the unexpected closure of City Hall in April 2023.
- A preliminary Facility Conditions Assessment (FCA) was recently completed for the Public Works Building which has identified multiple systems that are failing or in need of significant repair or investment. This information was presented to the City Council on February 6, 2024 (AB 6402).
- Based on these preliminary findings, the City Manager is recommending that the City Council prioritize the Public Works Building for replacement.
- Preliminary assessments are underway for the Annex Building at the Mercer Island Community & Event Center, the Luther Burbank Administrative Building, and the Mercer Island Thrift Shop.
- A second phase of assessment work is scheduled for Fire Station 91, Fire Station 92, and the Mercer Island Community & Event Center.
- Given the facility planning priorities that have emerged related to the closure of City Hall and the poor condition of the Public Works Building, work on the Facility Conditions Assessments will span the next two to three years with a goal of completion by the end of 2026.

A series of questions are included in the Issues Section below to guide this discussion.

BACKGROUND

Long-Range Facility Planning

In early 2023, the City began a process to complete Facility Conditions Assessments for various municipal buildings and to develop a Long-Range Facilities Plan for select City facilities. The project scope included Mercer Island City Hall, the Public Works Building, the Annex Building at the Mercer Island Community & Event Center, the Luther Burbank Administrative Building, the Mercer Island Thrift Shop, and the former Tully's Building. A second phase will include Facility Conditions Assessments for Fire Station 91, Fire Station 92, and the Mercer Island Community & Event Center. Northwest Studio was selected as the consultant for this project and is supported by a variety of specialized consultants.

The Long-Range Facility Planning project was intended to be completed in two phases, the first phase focusing on comprehensive Facility Conditions Assessments (FCAs) for each of the six buildings in 2023. The purpose of an FCA is to inventory and evaluate building and site infrastructure conditions, document observed deficiencies, and develop a recommended strategy for renovation or replacement to extend the life of the asset and ensure continuity of services.

The second phase of facilities planning work included the development of a Long-Range Facilities Plan for these six facilities based on assessment and data collected from the FCA process. The Long-Range Planning Work was intended to be completed in 2024 and anticipated an extensive public engagement process. Unfortunately, just as the facilities planning work was kicking off in early 2023, City Hall was closed due to asbestos contamination.

City Hall Closure

In April 2023, City Hall was closed after asbestos was detected in several locations in the building, including in the HVAC system. Although airborne asbestos was not detected during air quality tests, abatement at City Hall would be required to re-open the facility. City staff and outside experts worked extensively to identify solutions to address the asbestos contamination and evaluate the best path forward for City Hall. Two scenarios for re-occupying the City Hall building, either fully or partially, were evaluated for timeline, preliminary costs, and impact to City operations. Unfortunately, the cost of both scenarios to re-occupy City Hall exceeded the benefits due to the age and condition of the building.

On October 2, 2023, [Resolution No. 1650](#) was approved to cease City operations at City Hall and permanently close the building. The facility closure and the associated work items (both short-term and long-term) have had a significant impact on the 2023-2024 work plan, including redirecting staff resources and adding new work items and projects to the schedule. The long-range facility planning work anticipated for 2023-2024 was also impacted.

Facility Conditions Assessment – Partially Resumed for Public Works Building

Given the age and condition of the Public Works Building, the City Manager directed the staff and consulting teams to proceed with the FCA for this building, while pausing assessment work on the other buildings. The Preliminary Facility Conditions Assessment for the Public Works Building was presented to the City Council on February 6, 2026 (AB 6402).

The City has ten facilities ranging in age, condition, and use. Each facility serves an individual purpose (see Exhibit 1) and collectively they support the efficient delivery of essential municipal services to the Mercer Island community.

ISSUE/DISCUSSION

Given the current condition of the Public Works building and unexpected closure of City Hall in 2023, these two buildings and the services they house are the top priority for replacement. As the City contemplates replacement of these buildings, there is a unique opportunity to evaluate operational efficiency and explore a centralized service model. These questions were developed to guide the City Council discussion:

- Where should future City facilities be located? Should some City services be located in the Town Center? How should the existing City Hall property be used?
- Should short-term reinvestments be made in the Public Works Building to extend the service life? Or should alternatives be explored, and the Public Works Building be permanently closed? What additional information is needed to inform this decision?
- What City teams and services should be located together? Where can operational efficiencies be gained?
- Are there services and teams occupying other facilities that should be considered for relocation as part of this process (e.g. YFS at the Luther Burbank Building)?
- How will the replacement buildings be funded? How will the work be prioritized and phased?
- What additional short-term and medium-term measures need to be taken to stabilize City services?

NEXT STEPS

City staff will take the input from the City Council Planning Session and continue work on the replacement strategy for City Hall and the Public Works Building.

RECOMMENDED ACTION

Provide input on the City Hall and Public Works Building Replacement Strategy.

Exhibit 1: City Facility Descriptions & Map

Public Works Building

Constructed primarily as a mechanic and workshop facility in 1981, the Public Works building has been repurposed to meet the changing needs of City operations. Among the issues identified in the preliminary FCA as requiring repair or reinvestment, several major systems need immediate attention including the roof, the electrical service and distribution, and the HVAC system.

Roofing is at the end of its projected useful life and leaks are prevalent throughout the building. Exterior walls of the building are painted Concrete Masonry Unit (CMU) and cast-in-place concrete and have minimal insulation value. The building and related outbuildings, while identified by the project team as not in danger of collapse under normal building operation, do possess seismic vulnerabilities.

The current 150kVA electrical service is insufficient to support the current needs of the facility. The electrical distribution system is aged, with some critical components at the end-of-life. Numerous modifications have been made to meet the changing demands of the building, resulting in uncertainty of remaining capacity, if any. In its current state, the electrical system prohibits the significant alteration or expansion of the lighting, HVAC, and vehicle charging systems.

The original HVAC system is mostly obsolete throughout the building, delivering poor performance, high energy consumption, and marginal air quality. The lower level, where most staff are housed, has no cooling, and efforts to install temporary cooling units in the summer months have been unsuccessful due to the lack of exterior ventilation and the limited duct distribution. While many of the operational teams perform field work for a large portion of each shift, having adequate conditioned space for team meetings, engineering/administrative work, and rest areas is required. Plumbing is inadequate to meet the staffing levels for the building, requiring the use of portable toilets to meet sanitation requirements.

Luther Burbank Administrative Building

The Luther Burbank Administrative Building, located in Luther Burbank Park, is a brick building that was constructed as a dormitory in 1928. The 9,400 square foot building, which housed the Parks and Recreation and YFS departments for many years, continues to serve as the home base for the YFS department, as well as the Police department and other staff who were displaced by the closure of City Hall. The structure was designated as a historic building by the City Council in 2002.

This facility does not have an elevator and is inaccessible. The masonry walls need cleaning, sealing and mortar repairs. Many areas of the building lack mechanical ventilation and power to ensure proper working conditions. While the building is currently supporting essential City operations, it does not have a generator back up and limited data system support.

Caretaker's House

While not included in the scope of the FCA, the Caretaker's House, located in Luther Burbank Park south of the main parking lot, is a hub for Parks Operations. This 1,800 square foot former residence, constructed in 1977, is two levels: the lower level is a large garage and small workshop area, and the upper level consists of one large common area, three small rooms, a kitchen, bathroom, and dining area. Currently the building is used as the home base for the Natural Resources Team, and one to two members of the Parks Maintenance Team, whose primary responsibilities are the care and maintenance

of Luther Burbank Park. The common area on the upper level is currently being used by the MI Historical Society for storage.

Mercer Island Community & Events Center (MICEC)

The Mercer Island Community & Event Center was constructed in 2004-2005. The 42,000 square foot building serves as a community gathering space and is used as a venue for City recreation programs and classes, private events and meetings, and drop-in sports programs. The structure contains a 3,335 square foot multi-purpose room, a 10,500 square foot gymnasium, a full-service commercial kitchen, five meeting rooms, a fitness center, locker and shower rooms, and an outdoor terraced patio. The MICEC houses Recreation Team staff and is open to the public Monday-Saturday.

Given the building's current age and condition, the centralized air and HVAC system is likely in need of replacement. It is also anticipated that other building improvements will be needed to sustain operations and meet the demands of the facility including flooring, paint, and other general site improvements. Further analysis will be included as part of the FCA.

MICEC Annex Building

The Annex Building is located on the north side of the Mercer Island Community & Event Center. This building, which is currently leased to two childcare programs, is a single-story building constructed in 1960. The 4,800 square foot structure is made up of four classrooms with kitchenettes and restrooms.

Identified needs include plumbing modifications, improved ventilation to meet building code requirements, as well as other general site improvements such as paint, lighting, and flooring. Future considerations should include potential use by the City or as a continued leased space.

Mercer Island Thrift Shop

The Mercer Island Thrift Shop has been operating since 1975 with proceeds supporting community services provided by the Mercer Island Youth and Family Services (YFS) Department.

In 2013, the City Council considered a potential capital project to expand the Thrift Shop, but the project did not move forward. In 2018, a consultant was hired to update the scope of work and cost estimate for the expansion project, but the project was not considered any further.

In 2020-2021, the City Council discussed funding for a capital project to remodel the Thrift Shop and the former Recycle Center (in the northwest corner of Mercerdale Park). The proposed project included a minor remodel of the Thrift Shop, for expanded retail floor space, restroom relocation, and addressed other facility needs. The project also included a remodel and activation of the former Recycle Center to support donation processing; the project was not pursued.

In addition to the limited retail space, the building currently needs roof repairs, flooring improvements, and other general improvements to sustain operations. Further analysis will be completed as part of the FCA.

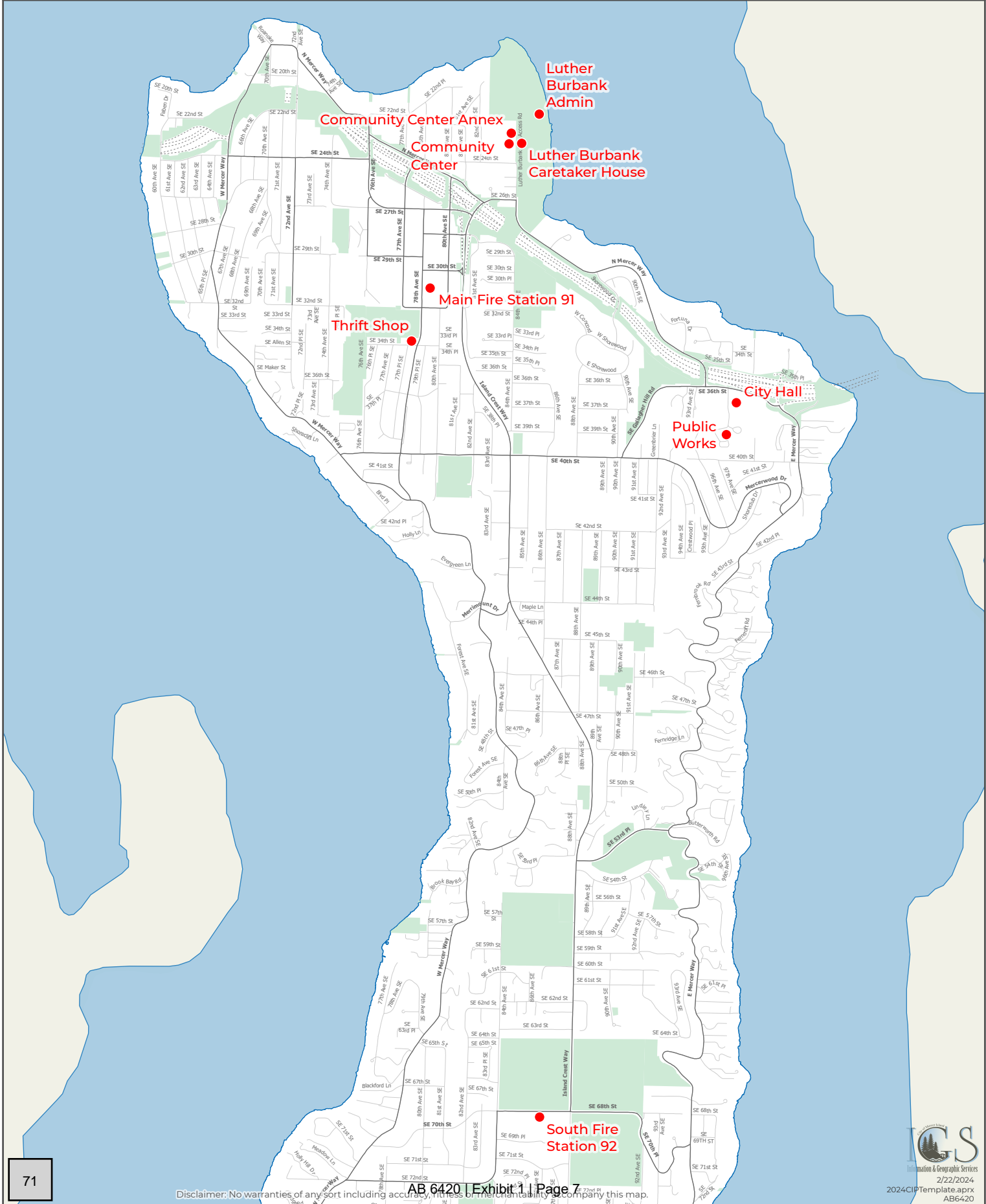
Fire Station 91

Renovated in the early 2000s, this facility serves as the primary Fire Station for the island. Anticipated improvements for this facility include the removal of the underground fuel tanks and associated remediation as well as central HVAC system upgrades. Further analysis of this facility will be completed in Phase 2 of the FCA.

Fire Station 92

Construction of the south Fire Station facility began in December 2013 following the demolition of the old building. The project was closed out in 2017. Given the current age and condition of the facility, anticipated upgrades or modifications are minimal at this time. Further analysis will be completed in Phase 2 of the FCA.

City Facilities Map





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6428
March 1, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6428: Land Use Planning Work Plan Discussion	<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 report.	

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Community Planning and Development Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Docket Tracker 2020 - 2023
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 information to support a City Council discussion on the prioritization of the land use planning work plan for 2024 and beyond.

- The City is part way through the Growth Management Act (GMA) mandated process to complete the required periodic update of the Comprehensive Plan by the December 31, 2024, deadline.
- There are four bills from the 2023 State legislative session related to land use planning and housing which have implementation mandates in 2025.
- There appears to be at least four more bills from the 2024 State legislative session related to land use planning and housing which may be enacted and have implementation mandates in 2024 or 2025.
- The City is currently carrying interim regulations for three items, all of which must have interim regulations renewed in 2024 and possibly beyond or permanent regulations adopted.
- In 2023, the City Council docketed a total of eight items for legislative review, of which six of these items were new matters separate from any State legislation matters. There are no mandates governing when docketed items are to be processed.

BACKGROUND

A brief description of each group of items to be discussed in the land use planning work plan is provided below.

Comprehensive Plan Periodic Update

Cities and counties planning under the GMA are required to periodically review and, if necessary, update their comprehensive plans. Cities in King County are required to complete periodic reviews and updates by December 31, 2024. The City Council approved a scope of work, public participation plan, and master schedule for the Mercer Island Comprehensive Plan periodic review with [Resolution No. 1621](#) in March 2022. A supplemental scope of work was approved with [Resolution No. 1646](#) in July 2023 specifically related to the Housing Element update. The work is on track to be completed by the December 31, 2024, deadline.

State Legislative Sessions – 2023 and 2024

Land use planning and housing matters have been a top priority of the Washington State Legislature in the past few years beginning with the enactment of [HB 1220](#) in 2021 which has fundamentally changed the way cities are completing periodic comprehensive plan updates and planning for future housing.

In the 2023 State legislative session, four bills were enacted related to land use planning and housing which have implementation mandates in 2025:

- [HB 1110](#) – Middle Housing (June 30, 2025)
- [HB 1293](#) – Design / Project Review (June 30, 2025)
- [HB 1337](#) – ADU / DADU (June 30, 2025)
- [SB 5290](#) – Permit Review Consolidation (July 23, 2023—Except for section 7, January 1, 2025)

Work on all four of the preceding items is scheduled to commence upon completion of the periodic update to the Comprehensive Plan.

In the 2024 State legislative session, there appears to be at least four more bills which may be enacted related to land use planning and housing and have implementation mandates in 2024 or 2025:

- [HB 1998](#) – Co-Living Housing (December 31, 2025)
- [HB 2252](#) – Small Business Establishment in Residential Zones (90 days after Governor signature)
- [HB 2321](#) – HB 1110 Clean Up (June 30, 2025)
- [SB 6015](#) – Residential Parking Configurations (90 days after Governor signature)

To comply with new legislation, it is anticipated most, if not all, the necessary code changes will be adopted as interim regulations and then docketed for permanent adoption in a future year. The 2024 Legislative Session concludes on March 8, 2024.

Interim Regulations

The City is currently carrying interim regulations for three items, including those for outdoor dining, permit processing and emergency, and transitional and permanent supportive housing. All these items must have interim regulations renewed in 2024 and possibly beyond or permanent regulations adopted.

Annual Docket

The City provides an annual opportunity to propose amendments to the Comprehensive Plan and development regulations. Amendment proposals are invited each year 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 City Council for a determination on which, if any, proposed amendments will be advanced for full legislative review in the coming year. Amendments selected by the City Council for the annual docket are then added to the Community Planning and Development work plan, typically for the next calendar year, or when time and resources permit.

In 2023, the City Council docketed a total of eight items for legislative review, of which six of these items were new matters separate from any State legislation matters.

- 23-6 – Downhill façade height on sloping lot
- 23-7 – Standards for government services use in Town Center
- 23-8 – State mandated amendments related to permit timelines, design review and SEPA
- 23-9 – State mandated amendments related to middle housing, ADUs and conversion residential uses
- 23-10 – Temporary Use Regulations
- 23-14 – Downhill façade height on sloping lot
- 23-15 – Temporary use or structure permits
- 23-18 – Land Use Map amendments for SJCC and MICC properties; Zoning Map amendment for SJCC property

There are no mandates governing when docketed items are to be processed. A complete accounting of the status of all proposed docket items dating back to 2020 is provided in Exhibit 1.

ISSUE/DISCUSSION

During the 2023 annual docket consideration by City Council on December 5, 2023 ([AB6389](#) and [AB6382](#)), staff recommended that should City Council docket any requests over and above those related to State legislative mandates, these items would receive the lowest priority for processing of all the items in the land use planning work plan unless otherwise directed. Staff did not receive such direction from City Council. Therefore, the current prioritization of the land use planning work plan is as follows:

1. Comprehensive Plan periodic update completion by the mandated December 31, 2024, deadline.
2. All State legislation enacted with 2024 or 2025 mandated implementation deadlines – HB 1110, HB 1293, HB 1337, SB 5290 and possibly HB 1998, HB 2252, HB 2321, and SB 6015.
3. Renewing interim regulations and/or adopting permanent regulations in 2024 and beyond for outdoor dining, permit processing and emergency, and transitional and permanent supportive housing.
4. Reviewing the docketed items from 2023 which were new matters separate from any State legislation matters – 23-6, 23-7, 23-10, 23-14, 23-15, 23-18. There are no mandates governing when docketed items are to be processed.

Should the City Council wish to reprioritize the above list and elevate the processing priority of docketed items, additional direction will need to be provided to staff as to which State legislative mandates will be postponed.

NEXT STEPS

Complete the City Council discussion on the land use planning work plan for 2024 and beyond at the March 1, 2024, Planning Session, and direct staff as appropriate.

RECOMMENDED ACTION

No action necessary. Receive report.

COMPREHENSIVE PLAN AND DEVELOPMENT CODE DOCKET - PROGRESS REPORT

			PC Recommendation	CC Decision	AB	Ord No.	Notes
2020 PROPOSALS (2021 Docket) - Adopted December 1, 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
20-15	ZTR21-006	Land Use Review Types and Noticing	N	Y	6074	22C-05	Complete
2021 PROPOSALS (2022 Docket) - Adopted December 7, 2021							
21-4	ZTR22-001	Amend Business Zone to Allow Schools	Y	Y	6270	23C-08	Complete
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 regulations renewed by Ord. No. 23C-11
2022 PROPOSALS (2023 Docket) - Adopted December 6, 2022							
22-1	ZTR23-001	Allow SCUPs for Marina and Swim Facilities	Y	Y	6340	23C-15	City review is complete, awaiting Dept. of Ecology approval

		PC Recommendation	CC Decision	AB	Ord No.	Notes
2023 PROPOSALS (2024 Docket) - Adopted December 5, 2023						
23-6	TBD	Downhill façade height on sloping lot	Y	Y	6382	will schedule for review in 2025 or later
23-7	TBD	Standards for government services use in Town Center	Y	Y	6382	will schedule for review in 2025 or later
23-8	TBD	State mandated amendments related to permit timelines, design review and SEPA	Y	Y	6382	will schedule for review in 2025 or later
23-9	TBD	State mandated amendments related to middle housings, ADUs and conversion of existing spaces to residential uses	Y	Y	6382	will schedule for review in 2025 or later
23-10	TBD	Temporary Use Regulations	Y	Y	6382	will schedule for review in 2025 or later
23-14	TBD	Downhill façade height on sloping lot	Y	Y	6382	will schedule for review in 2025 or later
23-15	TBD	Temporary use or structure permits	Y	Y	6382	will schedule for review in 2025 or later
23-18	TBD	Redesignate the SJCC and MICC properties as Commercial Office on the Comprehensive Plan Land Use Map; Rezone the JCC property to Commercial-Office	Y	Y	6389	will schedule for review in 2025 or later
ITEMS PROPOSED - NOT DOCKETED						
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	-	-
20-16		RDS: parking requirements for smaller homes	N	N	-	-
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	-	-
21-5		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

		PC Recommendation	CC Decision	AB	Ord No.	Notes
21-12	RDS: parking requirements for smaller homes	N	N	-	-	
21-13	Bike/Ped Plan Update Schedule	Y	N	-	-	
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 Watercourse Regulations	Y	N			
22-8	Amend Docketing Criteria	Y	N			
22-9	Town Center Commercial Height Limit	-	-	-	-	<i>withdrawn prior to PC consideration</i>
22-10	Administrative Code Corrections	-	-	-	-	<i>withdrawn prior to PC consideration</i>
22-11	Update Legal Lot Provisions	-	-	-	-	<i>withdrawn prior to PC consideration</i>
22-12	Temporary Use Regulations	-	-	-	-	<i>withdrawn prior to PC consideration</i>
23-1	RDS: GFA for Clerestory Space	N	N			
23-2	RDS: GFA for covered porches and decks	N	N			
23-3	RDS: Garages within 10 ft of front property line	N	N			
23-4	RDS: GFA for ADUs on small lots	N	N			
23-5	RDS: parking requirements for smaller homes	N	N			
23-11	<i>proposal withdrawn</i>	-	-	-	-	<i>withdrawn prior to PC consideration</i>
23-12	Prohibit rezoning of single family property	N	N			
23-13	Prohibit non-residential structures/uses from obtaining rezone	N	N			
23-16	Setbacks for piped watercourses	Y	N			
23-17	Parking for residential units outside Town Center	N	N			



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

**AB 6417
January 16, 2024
Special Business**

AGENDA BILL INFORMATION

TITLE:	AB 6417: 2023 Community Member of the Year Nomination	<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 2023 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 2023 Community Member of the Year award.

ISSUE/DISCUSSION

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. 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 for formal recognition.

RECOMMENDED ACTION

Receive nominations for the 2023 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

2022

The 2022 recipient is **Lola Deane**, for her long-time and wide-reaching support for the Mercer Island Community. She was a Mercer Island resident from 1957 - 1985, and during that time, she was the original owner of Island Books, helped found the Mercer Island Community Fund, helped launch the City's Youth and Family Services Department, and was active in the development of Dragon Park alongside her husband, which was later renamed Deane's Children's Park. Deane later returned to Mercer Island in 2019 and continues her lifelong passion for volunteering, currently with the Mercer Island Thrift Shop three days a week.

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 Aljoya 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 Mercersversery, 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.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6416
March 1, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6416: Review of City Council Rules of Procedure	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Review proposed amendments to the City Council Rules of Procedure and provide direction.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Draft City Council Rules of Procedure 2. Suggested Edits Matrix
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 review the City Council Rules of Procedure and discuss any proposed amendments.

BACKGROUND

In 2004 (see [AB 3855](#)), the City Council adopted Rules of Procedure (“Rules”) in accordance with MICC 2.06.050(A), which reads, in part: “The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.” The Rules were most recently amended on February 21, 2023 (see [AB 6230](#)).

ISSUE/DISCUSSION

Each year the City Council has the opportunity to review the City Council Rules of Procedure and propose amendments. In addition, staff has compiled (throughout the year) possible amendments for the Council to consider during the annual review.

Attached as Exhibit 1 is a draft version of the Rules of Procedure containing proposed amendments from Councilmembers and staff. Exhibit 2 is a matrix of these proposals for discussion or questions that have been

asked. The matrix log numbers are referenced in Exhibit 1 (yellow highlighted text in right column) to assist in referencing between the two documents.

Additional Items for Council Consideration

There are a few proposals from a councilmember that were not included in the matrix, but are included in the draft version. Staff would like Council direction on these items as a group rather than identifying each one.

1. All references to “they” and “their” should be changed to “he/she” and “his/hers” throughout the Rules. City Council could consider if Council wants to use “they” and “their” for referencing a single person when the gender is unknown or if the Council would like to revert to using “he/she” and “his/hers”. It should be noted that it is now grammatically acceptable to use “they” and “their” when referring to a single person when their gender is not known.
2. Change most actions to “shall” throughout the Rules:
 - Will to shall
 - May to shall
 - Should to shall
 - Is/are to shall be

The definitions of “will” and “shall” are equivalents, both are binding verbs. Changing of the word “will” to “shall,” would not change the intent or purpose of what has been written. The definitions of “may” and “should” are also equivalents, both are “could statements” and are not binding (“may” identifies an option, and “should” identifies a recommendation). Changing of the words “may” or “should” to “shall,” could change the intent or purpose of what has been written. Changing of the word “is” to “shall be,” could also change the intent or purpose of what has been written.

3. Capitalize “boards” and “commissions” and “committee” throughout the Rules. Where boards, commissions, and committees are currently not capitalized in the Rules, the text does not address the boards, commission, or committees as a proper noun. Boards, commission, and committees are only capitalized when referring to them as a proper noun.

NEXT STEPS

Following City Council direction on any proposed amendments and considerations listed above, staff will return at the March 19, 2024 City Council Meeting with a resolution to approve amendments to the Rules of Procedures.

RECOMMENDED ACTION

Review proposed amendments to the City Council Rules of Procedure and provide direction.

MERCER ISLAND CITY COUNCIL RULES OF PROCEDURE



ADOPTED

April 19, 2004

AMENDED

August 2, 2004

February 21, 2006

June 19, 2006

June 19, 2017

February 20, 2018

March 5, 2019

February 4, 2020, Resolution No. 1578

February 18, 2020, Resolution No. 1579

May 18, 2021, Resolution No. 1597

April 5, 2022, Resolution No. 1625

February 21, 2023, Resolution No. 1642

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SECTION 1. GOVERNANCE AND AUTHORITY

1.1 Council-Manager Plan of Government

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

1.2 Rules of Procedure

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

1.3 Orientation of New Councilmembers

The City Manager ~~shall~~will host an orientation program for newly-elected or appointed Councilmembers, including guidance on the [Open Government Trainings Act](#), which requires [training](#) in the fundamentals of the Open Public Meetings Act (OPMA), [Public Records Act](#) (PRA), and records retention requirements. The orientation will also include a presentation on the Code of Ethics

Jacobson

Staff - #1

1.4 Mentoring of New Councilmembers

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

Jacobson - #2

1.5 Code of Ethics

All City Councilmembers shall sign a statement acknowledging they have received, read, and agree to be bound by the City’s ~~e~~Code of ~~e~~Ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new Councilmembers ~~training a presentation~~ on the Code of Ethics. Staff - #3

SECTION 2. CITY COUNCIL ORGANIZATION

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

2.2 Election of Mayor and Deputy Mayor. The City Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year or upon vacancy or resignation of the Councilmember filling the Mayor or Deputy Mayor position. The City Clerk shall conduct the elections for Mayor as follows:

- A. Any Councilmember may nominate a candidate for Mayor; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination for Mayor. Approval ~~shall~~ beis by majority vote of Councilmembers present. Jacobson
Jacobson
- D. If more than one (1) nomination is made, an open election ~~shall beis~~ conducted by roll call vote.
- E. To be elected, the nominee ~~shall have~~ needs a majority vote of the City Council. Jacobson
- F. Elections will continue until a Mayor is elected by a majority vote of the City Council. Jacobson
- G. The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The City Clerk shall swear the individual into office.

This process ~~shall be is~~ repeated for the election of the Deputy Mayor. Jacobson

2.3 Duties of Officers.

- A. **Mayor.** The Mayor ~~shall~~ serves as the Presiding Officer and ~~shall~~ acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the City Council in the same manner Jacobson

as any other member and ~~mayis expected to~~ vote in all proceedings unless a conflict of interest exists. The Mayor does not possess any power of veto. The Mayor ~~shall serve asis assigned as~~ the ceremonial representative at public events and functions. The Mayor ~~shall have is vested with~~ the authority to initiate and execute proclamations. With direction from the majority of the Council, the Mayor ~~shall have is assigned~~ the responsibility to impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules. If the Mayor is the Councilmember who is the subject of sanctions, then sanctions shall be imposed by the Deputy Mayor.

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In consultation with the Deputy Mayor, the Mayor ~~shall~~ appoints Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing City Council committees, ad hoc committees, local committees, and certain regional committees. ~~(Sound Cities Association makes appointments to King County and other regional committees; only one Mercer Island Councilmember can apply for each of these committees).~~

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B. Deputy Mayor. The Deputy Mayor ~~shall~~ serves as the Presiding Officer in the absence of the Mayor and ~~shall~~ assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor ~~shallwill~~ appoint another Councilmember to serve as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

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C. Presiding Officer. The Presiding Officer shall:
1. Preserve order and decorum during City Council meetings;
2. Observe and enforce these Rules;
3. Call the meeting to order;
4. Keep the meeting to its order of business; and,
5. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

- D. City Council Leadership.** Together, the Mayor and Deputy Mayor comprise the “City Council Leadership” team and provide support to the City Manager in the leadership of the City. In addition to the duties described previously, the “City Council Leadership” may also provide the following:
1. Meet with the City Manager and staff to prepare for the City Council meetings. A third City Councilmember is invited to participate in these meetings and the schedule rotates throughout the year.
 2. Meet with the City Manager at other times of the year to discuss issues and strategies and to serve as a sounding board.
 3. Serve as the City Council representatives during the State Legislative Session, providing testimony in alignment with the City’s adopted Legislative Priorities. Other City Councilmembers are also invited to participate in legislative matters on behalf of the City in coordination with City Council Leadership and the City Manager.

Staff - #5

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

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SECTION 3. CITY COUNCIL MEETINGS

3.1 General Meeting Guidelines.

A. Open Public Meeting Act. All City Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the City Council shall be open to the public.

- B. **Meetings.** All meetings as described in Section 3.2 may be held in-person, remotely, or as a hybrid to the extent permitted by law.
- C. **Meeting Cancellation.** Any City Council meeting may be canceled by a majority vote of the City Council. The Mayor or City Manager may cancel a City Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- D. **Quorum.** Four members of the City Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the members present ~~shall~~ may adjourn that meeting to a later date. Jacobson
- E. **Councilmember Seating.** At the dais, the Mayor shall sit in Chair #4, the center seat at the dais, the Deputy Mayor shall sit to the Mayor’s right or left, in Chair #3 or #5. The Mayor ~~shall~~ will determine the seats of the remaining Councilmembers. Jacobson
- F. **City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special City Council meetings and keep an account of all proceedings of the City Council (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings ~~shall~~ will be posted on the City website in draft format prior to City Council meetings as part of the City Council packet. Councilmembers are encouraged to inform the City Clerk and City Manager of any errors or proposed changes in advance of the meeting. If a Councilmember wishes to make any corrections (except scrivener) to the minutes, ~~he/she/they~~ must request to have the set of minutes pulled from the Consent Agenda and make a motion to revise the minutes. Any corrections to the minutes ~~shall~~ will be so noted and the draft minutes ~~shall~~ will be revised with the corrections. Once the City Council has approved the minutes (as presented or revised), the final version of the minutes ~~shall~~ will be posted to the City’s website and archived as the City’s official record. Jacobson
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- G. **City Council Meetings Code of Conduct.** The City Council Meetings Code of Conduct is attached as Appendix B to these Rules, which outlines acceptable City Council Meeting ~~acceptable~~ behavior ~~while in a City Council Meeting~~. Jacobson - #6

H. Attendance. Councilmembers may attend meetings in person or remotely using the City's preferred videoconferencing platform (not by telephone) subject to the following:

Staff - #7

- 1. A Councilmember shall contact the Mayor, the City Manager, and the City Clerk at least one day prior to the meeting if attending remotely or as soon as possible due to an emergency.
- 2. A Councilmember's camera should be turned on when participating in the meeting.
- 3. A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
- 4. A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.

~~Remote Attendance.~~ Remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:

- 1. ~~Notice:~~ A Councilmember shall contact the Mayor and the City Manager at least one day prior to the meeting for which he/shethey will attend remotely or as soon as possible due to an emergency. After the City Clerk has called the roll at a meeting, the Mayor shall indicate any Councilmember attending remotely, which will be noted in the minutes. If joining after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.
- 2. ~~Remote Attendance Requirements:~~
 - a. ~~Remote attendance by a Councilmember shall be through the City's preferred teleconferencing platform.~~
 - b. ~~A Councilmember's camera should be turned on when participating in the meeting.~~
 - c. ~~A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if he/shethey were physically present.~~
 - d. ~~A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.~~
 - e. ~~A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.~~

I. **Roll Call Voting.** All City Council voting will be done by roll call. Once a motion has been made and seconded, the Mayor ~~shall will~~ ask the City Clerk to call the roll. The City Clerk ~~shall~~ calls the roll, and each Councilmember, as ~~he/her~~their name is called, answers "aye" or "nay," or "abstain," if ~~he/she~~ they does not wish to vote, and the Clerk ~~shall record each vote. notes the answers.~~ Councilmembers shall refrain from additional comments about the motion or ~~he/her~~their vote when voting. If the vote count is not clear, the City Clerk ~~shall~~ reads the names of those who ~~voted answered~~ in the affirmative, and afterwards those ~~who voted~~ in the negative, and then those who ~~voted answered~~ "abstain," and the Mayor ~~shall~~ announces the result.

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3.2 Types of Meetings.

A. **Regular Meetings.** The City Council's regular meetings ~~shall will~~ be held the first and third Tuesdays of each month in the ~~City Hall Slater Room~~ City Council Chambers (9611 SE 368236 SE 24th Street, Mercer Island) ~~when permissible~~. Certain circumstances (weather, emergencies, etc.) may require that City Council meetings be held remotely using a videoconferencing platform. Regular meetings ~~shall will~~ begin at 5:00 p.m. or as set by [MICC 2.06.010](#). If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 5:00 p.m., or as set by MICC 2.06.010, on the first business day following the holiday, or on another day designated by a majority vote of the City Council.

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B. **Special Meetings.** A special meeting is any City Council meeting other than a regular City Council meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special City Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the City Council and pursuant to [RCW 42.30.080](#).

C. **Emergency Meetings.** An emergency meeting is a special City Council meeting called without 24-hour notice. An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impractical~~le~~ and increase the likelihood of

Jacobson - #13

such injury or damage. Emergency meetings may be called by the City Manager or the Mayor. The minutes ~~shall~~will indicate the reason for the emergency. Jacobson

D. Executive Sessions. An executive session is a portion of a City Council meeting that is closed except to the City Council, City Manager, City Attorney, and staff members and/or consultants authorized by the City Manager. The public ~~shall be~~is restricted from attendance. Executive sessions may be held during regular or special City Council meetings and ~~shall~~will be announced by the Mayor or the Chair. Executive sessions may be held for limited purposes consistent with [RCW 42.30.110\(1\)](#) and [RCW 42.30.140\(4\)\(a\)](#). Permissible topics include considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, review of collective bargaining agreements, public employment applications and evaluations, and certain attorney-client discussions. Before convening an executive session, the Mayor or Chair shall announce the purpose of the meeting. Pursuant to [RCW 42.23.070\(4\)](#), Councilmembers ~~shall~~must maintain the confidentiality of all written materials and verbal information provided during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the [Public Records Act](#), chapter 42.56 RCW. If a Councilmember unintentionally discloses executive session material ~~to any person(s) not a party to the executive session~~with another party, that Councilmember shall promptly inform the City Manager and/or the City Council of the disclosure. Jacobson
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E. Planning Sessions. Each year the City Council shall hold an annual planning session during the first quarter of the year, or as soon as practicable thereafter. Potential topics for the Planning Session include City Council Goals, Priorities, and the Work Plan for the next two years. The City Council may hold additional planning sessions during the year.

3.3 Order of Regular City Council Meeting Agenda

A. Call Meeting to Order & Roll Call. The Mayor ~~shall~~calls the meeting to order. The City Clerk ~~shall~~will take roll call and record names of those present (~~noting if attending in-person or remote~~) and ~~those~~absent in the minutes. ~~If a Councilmember joins after roll call, the City Clerk shall note~~ Jacobson
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Staff - #15

the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.

B. Pledge of Allegiance. The Mayor or a designated Councilmember ~~shall~~will lead the Pledge of Allegiance at the beginning of the meeting.

Jacobson

C. Agenda Approval/Amendment. Agenda items may be added to a regular City Council meeting agenda after the meeting notice is published if a Councilmember or City Manager explains the necessity and receives a majority vote of the City Council. The Mayor may, with the concurrence of the majority of the Council, take agenda items out of order.

D. Executive Sessions. Executive sessions may be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2(D).

E. Study Sessions. Study sessions ~~may~~will be held, when needed, before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions ~~are~~will ~~be~~ informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions ~~shall~~can be made at a study session. Decisions on those issues ~~may~~will be scheduled for a regular or special City Council meeting.

Jacobson - #16

F. Special Business. Special Business items may include the presentation of a proclamation, the key to the City, community member of the year, or other presentation to elected officials, staff, or the public by the City or presentations to the City or any official made by someone else.

- 1. **Proclamations.** Proclamations are generally broad statements expressing local government support for particular issues. Requests to proclaim certain events or causes will be considered when such proclamations:
 - a. Pertain to a Mercer Island event, person, organization, or cause with local implications,
 - b. Are timely,

- c. Have potential relevance to the City Council’s Goals, Legislative Priorities, or Mercer Island’s community values, and
- d. Either forward positive messages or call upon the support of the community.

The Mayor, Deputy Mayor, City Manager, and/or a staff designee shall determine approval of proclamation requests. Proclamations are placed on the Consent Agenda and may be publicly read at a City Council meeting and presented to a representative of the event during the City Council meeting.

2. **Key to the City.** The Key to the City is the City’s most prestigious award and will only be used to recognize distinguished persons and honored guests of the City of Mercer Island. The “Key to the City” is intended to honor:

- a. A Mercer Island resident with significant accomplishments in military service, or public service;
- b. A Mercer Island resident reaching the age of 100 years;
- c. A person who performed an act of heroism while in the City limits; or
- d. A dignitary or celebrity visiting the City.

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Jacobson
Jacobson

The City Council shall determine approval of Key to the City requests. Keys shall be presented by the Mayor or designee to the recipient at a City Council meeting or at an event sponsored by or affiliated with the recipient.

3. **Community Member of the Year.** 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 for the benefit of Mercer Island residents within the past year;
- b. The quality, scale, and duration of the benefits to the community resulting from the accomplishments;

Reynolds - #17

- 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”).

Councilmembers ~~may~~will make nominations and shall select an honoree at the annual City Council Planning Session or a Regular Meeting. Councilmembers or candidates for councilmember, are not eligible for ~~this honor~~nomination. The honoree(s) shallwill be recognized at a City Council Meeting and a ~~photo of the honoree will be posted on the website framed photo of the honoree is hung in the City Council Chambers lobby~~ to commemorate this distinction.

Jacobson - #18

Jacobson
Staff - #19

4. Other Presentations. From time to time, the CM may add to the agenda presentations to Council from other officials or agencies on matters of importance to the City. In order to be added to the agenda, presentation materials must be submitted to the City Clerk by 2:00 pm on the Wednesday prior to the City Council meeting for inclusion in the agenda packet.

Staff - #20

F. City Manager Report. To keep the City Council and the public informed of City business, the City Manager may provide an oral report, make comments, extend compliments, express concerns, or make announcements concerning any topic during this time.

G. Appearances (Public Comment). During the Appearances section of the regular meeting agenda, members of the audience are invited to address the City Council regarding any matter, except items before the City Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address the City Council should register with the City Clerk by 4 pm on the day of the City Council meeting. When the speaker’s name is called, the speaker shallwill give their name and city of residence for the record and shall limit his/hertheir comments to three (3) minutes. No speaker shallmay convey or donate time for speaking to another speaker. The Mayor may grant additional time for comments. The Mayor may allow speakers to comment

Jacobson
Jacobson

on individual agenda items at times during any regularly scheduled City Council meeting other than the regularly scheduled Appearances period.

Jacobson

All remarks ~~shall~~ be addressed to the City Council as a whole, and not to individual Councilmembers or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested by the Mayor to leave the meeting. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda pursuant to [RCW 42.17A.555](#).

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

Staff - #21

Written testimony is also accepted and should be sent to the City Council at council@mercerisland.gov or cityclerk@mercerisland.gov. Written testimony received after 2pm on the day of the City Council meeting will not be sent to the City Council until the next business day.

H. Consent Agenda. Consent agenda items have either been previously considered by the City Council or are routine and non-controversial and are approved by one motion. Items on the consent agenda may include, without limitation, payables, payroll, minutes, proclamations, resolutions, ordinances discussed at a previous City Council meeting, bid awards, and previously authorized agreements.

Jacobson - #22

A Councilmember may remove an item from the consent agenda for separate discussion and action. If removed, that item ~~shall~~ become the first item of regular business of the same meeting.

Jacobson

I. **Public Hearings.** There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. Comments are limited to the subject of the public hearing.

1. **Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative or policy decisions, including without limitation, review by the City Council of its comprehensive plan or biennial budget.

2. **Quasi-Judicial Public Hearings.** The purpose of a quasi-judicial public hearing is to decide issues involving the rights of specific parties including, without limitation, certain land use matters such as site-specific rezones.

Jacobson

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

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

Jacobson - #23

Jacobson

A Councilmember shall consult with the City Attorney to determine whether the Councilmember should recuse ~~himself/herself~~**themselves** from the quasi-judicial hearing discussion and decision.

Jacobson

J. **Regular Business.** Regular Business items are all other regular City Council business, including without limitation ~~s,~~ resolutions, ordinances, staff presentations, board and/or commission appointments, and regional board and committee reports requiring City Council action.

Jacobson - #24

K. **Other Business.** The City Council will note upcoming Councilmember absences and make a motion to excuse or not excuse a Councilmember’s absence. ~~They will also discuss it~~The Planning Schedule shall also be discussed. During Councilmember reports, Councilmembers may report on significant activities since the last meeting; provided, however, that Councilmembers may not enter into debate ~~or discussion~~ on any item raised during a City Council report.

Jacobson

Jacobson

L. **Adjournment.** With no further business to come before the City Council, the Mayor shall adjourns the meeting.

SECTION 4. AGENDA PREPARATION

4.1 The City Manager, in consultation with the Mayor and Deputy Mayor, ~~shall will~~ prepare an agenda for each City Council meeting. The City Clerk ~~shall will~~ prepare an agenda packet for each City Council meeting specifying the date, time, and place of the meeting. Each item shall be titled to describe the item to be considered by the City Council and supporting materials for each agenda item shall be included in the packet.

Jacobson

Jacobson

Jacobson - #25

4.2 An item may be placed on a City Council meeting agenda by any of the following methods:

- A. Majority vote of the City Council.
- B. By the City Manager.
- C. By the Mayor or Deputy Mayor (when acting in the absence of the Mayor).
- D. By any two Councilmembers, in writing or with phone confirmation, no later than 12:00 pm seven (7) days prior to the meeting. The proposed item will be added to the agenda (without an agenda bill) for the whole City Council to determine if the item should be brought back for discussion and/or action. If the City Council agrees to add the item to a future agenda, staff will prepare an agenda bill based on the City Council’s direction.

4.3 Staff reports (agenda bills) shall be in a standard format approved by the City Manager.

- 4.4 Agenda materials ~~shall will~~ be posted to the City's website and a link to the online packet will be emailed to an established mailing list (including City Council and staff) by 5:00 p.m. on the Wednesday before the meeting. If the deadline cannot be met, the City Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up at the Mercer Island Community & Event Center Front Desk~~in the HAM radio room in the Police Department lobby~~ upon Councilmember request. Jacobson
Staff/Reynolds/
Jacobson - #26
- 4.5 The City Manager ~~shall will~~ prepare and keep current the Planning Schedule, which is the long-term calendar of agenda items for all City Council regular and special meetings. Jacobson/Staff -
#27

SECTION 5. CITY COUNCIL PROTOCOLS

- 5.1 **Roberts Rules/City Council Rules.** All City Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are as shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Clerk or City Attorney shall answer questions of a parliamentary nature that may arise during a City Council meeting. The City Attorney shall decide all questions of interpretations of these Rules. Jacobson
- 5.2 **Appearances (Public Comment).** The City Council agrees to adhere to the following protocols during Appearances:
 - A. The City Council shall listen attentively to the speaker's comments.
 - B. The City Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
 - C. The City Council shall not engage in debate or discussion with any individual but may be recognized by the Mayor to ask the speaker clarifying questions.
- 5.3 **Discussion Protocols.** The City Council ~~shall observe~~agrees to adhere to the following protocols for City Council discussion and debate: Jacobson - #28
 - A. Be courteous and professional at all times.:- Jacobson

- B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking;~~;~~ Jacobson
Jacobson
- C. Be recognized by the Mayor before speaking;~~;~~ Jacobson
- D. Be respectful of the City Manager, ~~and staff,~~ and other Councilmembers; Reynolds - #29
- E. Speak in turn after being recognized;~~;~~ Jacobson
- F. Do not personally criticize other members who vote against or disagree with you;~~;~~ Jacobson
- G. Do not be repetitive in your arguments or discussion;~~;~~ and Jacobson
- H. Respect each other’s differences, honor disagreements, vote and move on.

5.4 City Council Decisions. Councilmembers recognize that they are part of a legislative or ~~corporal~~ corporate body. As such, when the City Council has voted to approve or pass an agenda item, the members ~~shall agree~~ not ~~to~~ contact staff to encourage actions inconsistent with such City Council action or take other action(s) adversely impacting staff resources. Councilmembers, who voted on the prevailing side, may bring any approved action up for reconsideration, on the same day that the vote was taken, following City Council review and approval of such agenda item. The City Council’s goal is to make final decisions and not to revisit or reconsider such decisions. (See [Appendix A](#) for more details). Jacobson - #30
Jacobson
Jacobson

5.5 No Surprise Rule. Councilmembers ~~shall~~ ~~should~~ use best efforts to contact the City Manager to advise of emerging issues. Generally, Councilmembers ~~shall agree~~ not ~~to~~ propose substantial amendments and/or revisions to any agenda item unless ~~he/she/they~~ provide each other and City staff at least ~~48~~ 36-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Councilmembers ~~shall will~~ use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting. Jacobson
Jacobson
Jacobson/Reynolds - #31
Jacobson

5.6 Possible Quorum. Any member of the City Council can attend any City board, commission, ad hoc, or standing committee meeting; however, if a quorum of the City Council (4 or more Councilmembers) is present at any of these meetings, Councilmembers shall “self-police” by not sitting together and not discussing City business. For community or regional meetings where there may be four (4) or more Councilmembers in attendance, the City Clerk may notice the meetings for possible quorum.

5.7 Councilmember In-Person Representation. If a Councilmember appears on behalf of the City before another governmental agency or, a community organization, for the purpose of commenting on an issue, the Councilmember ~~shall~~**must** state the majority position of the City Council, if known, on such issue. Personal opinions and comments which differ from the City Council majority may be expressed if the Councilmember clarifies that these statements do not represent the City Council's position but rather those of the individual Councilmember. Councilmembers ~~shall~~**must** obtain an other Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.

Jacobson

Jacobson - #32

Staff - #33

5.8 Issuance of Statements. From time to time, the Mayor and Deputy Mayor may wish to issue a statement on recent events or issues. For timely issuance, the Mayor and Deputy Mayor may sign a statement on behalf of the City Council when there is not sufficient time to bring the statement to the next Regular City Council meeting.

5.9 Use of City Letterhead. Use of City letterhead by the City Council shall be confined to conduct of official City business or communicating messages of the City. City letterhead of any kind shall only be used by the City Council at the direction of the Mayor or his or her designee. Individual Councilmembers shall not use City letterhead to communicate individual or personal messages or opinions.

5.910 Mail. Mail addressed to Councilmembers will be placed in their respective mailboxes at the Mercer Island Community & Event Center City Hall (located in the City Council lunchroom outside of the Slater Room Council Chambers~~outside the City Manager's office~~) and is available for pickup during regular business hours. Accumulated mail ~~may~~**will** be included with hard copy agenda packets, placed on the dais before City Council meetings, or mailed to a Councilmember's residence.

Staff/Reynolds/
Jacobson - #34

Jacobson

Jacobson

5.1011 Social Media. Social media accounts operated by Councilmembers ~~shall~~**should** not be used as mechanisms for conducting official City business, other than to informally communicate with the public. When Councilmembers use social media accounts to discuss City business, Councilmembers should clarify that the views expressed are solely their own. In addition, direct communication between a majority of the City Council on social media may constitute a "meeting" under the OPMA and ~~shall~~**should** be avoided. In addition, any content or post related to City business may be subject to disclosure under the Public

Jacobson

Jacobson

Records Act, regardless of whether it occurs on a personal account or page. Councilmembers ~~shall be~~ are responsible for capturing and retaining any City business-related posts on social media or private email accounts for public records preservation purposes.

Jacobson - #35

The NextDoor.com (“NextDoor”) social media platform does not function in the same manner as the City’s other social media outlets (i.e., Facebook, X (formerly Twitter), Instagram). NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor also makes it difficult and potentially risky for Councilmembers to post about City business and/or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period. See Appendix E for further details.

Staff - #36

SECTION 6. CITY DOCUMENTS

6.1 Review. All ordinances, resolutions, contracts, motions, amendments, and other City documents shall be reviewed by the City Attorney. An individual Councilmember may contact the City Attorney to request the preparation of motions for a City Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the City Council, unless requested by a majority of the City Council or by the City Manager.

6.2 Signing. The Mayor and City Clerk sign all ordinances and/or resolutions approved by the City Council, immediately following the meeting. In addition, the City Attorney ~~shall sign~~ all ordinances as to form. If the Mayor is unavailable, the Deputy Mayor shall ~~signs~~ the ordinances and/or resolutions.

Jacobson - #37

Jacobson

6.3 Ordinances. The following shall apply to the introduction, adoption and/or amendment of all ordinances:

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

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

- C. Exceptions.** Sections A and B above shall not apply to:
 1. Any housekeeping ordinances that the City Manager recommends be adopted at first reading;
 2. Any budget ordinances; or
 3. Any ordinances that the City Council determines require an effective date precluding a second reading.

This Rule shall not apply to public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace consistent with [RCW 35A.11.090](#).

SECTION 7. CITY COUNCIL & STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze_s problems and issues, make_s recommendations, and implement_s and administer_s the City Council’s policies and priorities consistent with the City Council goals.

Jacobson - #38

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

- A. Channel communications through the appropriate City staff.
- B. All Councilmembers should have the same information with which to make decisions.
- C. Depend upon the staff to respond to community concerns and complaints as fully and as expeditiously as practical.
- D. The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.
- E. To provide the City Council with timely information, whenever possible, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting. Jacobson - #39
- F. Respect the will of the “full” City Council.
- G. Depend upon the staff to make independent and objective recommendations.
- H. The City Manager and staff shall be supporters and advocates for the adopted City Council policy. Jacobson
- I. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
- J. Seeking political support from staff is not permitted~~appropriate~~. Jacobson - #40
- K. Support life-family-work balance.

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

SECTION 8. CITY ADVISORY BOARDS AND COMMISSIONS

- 8.1 Mercer Island's advisory ~~B~~boards and ~~C~~ommissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the City Council in the decision-making process. Effective resident participation is an invaluable tool for representative~~local~~ government. Jacobson
Jacobson - #41

8.2 These advisory bodies originate from different sources. Some are established by [Title 3](#) of the Mercer Island City Code while others are established by motion or ordinance of the City Council. It is at the discretion of the City Council as to whether any advisory body should be established by ordinance. The following advisory boards and commissions are established:

- A. Design Commission
- B. Planning Commission
- C. Utility Board
- D. Mercer Island Arts Council
- E. Open Space Conservancy Trust Board
- F. Parks & Recreation Commission

8.3 Each ~~B~~board and ~~C~~commission shall adopt rules of procedure (or bylaws) to guide governance of ~~its~~their ~~B~~board or ~~C~~commission, including the number of meetings unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager. Jacobson
Jacobson

8.4 The City Council may dissolve any advisory body that, in ~~its~~their opinion, has completed its working function or for any other reason. Jacobson

8.5 Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended.

8.6 All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, [Open Public Meetings Act](#), and require a minimum 24-hour advance ~~written~~ notice. Jacobson - #42

8.7 Members may be removed, ~~r~~ from any advisory board or commission, ~~r~~ prior to the expiration of their terms ~~s~~ of office, in accordance with the provisions of the ordinance or resolution establishing such advisory board or commission. Staff/Jacobson - #43

8.8 All members of advisory boards and commissions shall sign a statement acknowledging they have received, read, and agree to be bound by the City's ~~code~~Code of ~~ethics~~Ethics, MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new members ~~a presentation~~training on the Code of Ethics. ~~If~~ Staff - #44
Staff - #45

the required Code of Ethics presentation has not been completed within 45 days of appointment, the member will be referred to City Council Leadership for removal.

8.9 The City Council transmits referrals for information or action through the City Manager and the City Council liaison to the advisory ~~B~~boards and ~~C~~ommissions. Staff ~~Liaisons~~liaisons, on behalf of advisory ~~B~~boards and ~~C~~ommissions transmit findings, recommendations, reports, etc., to the full City Council as part of the City Council Agenda Packet. Jacobson/Staff - #46

8.10 The City Manager shall appoint City staff to assist advisory ~~B~~boards and ~~C~~ommissions. City staff are not employees of ~~such bodies~~that body and take direction only from the Department Director or the City Manager. Boards and ~~C~~ommissions shall not direct City staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the City Council or City Manager. Jacobson Jacobson - #47 Jacobson

8.11 ~~As part of the biennial budget process, the City Council adopts a citywide work plan. Staff liaisons shall present the work plan to the boards and commissions and set the appropriate meeting schedule to achieve the deliverables in the work plan. Annually, staff for the Parks and Recreation Commission, Planning Commission, and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the City Council for review, possible amendments, and approval.~~ Staff - #48

8.12 **Appointment Process.** Annually, the City Clerk will advertise for applicants to fill expiring positions on the ~~B~~boards and ~~C~~ommissions as follows, unless otherwise provided by law: Jacobson

- A. Available positions are advertised.
- B. Once the application deadline has passed, all applications received by the deadline ~~shall~~will be forwarded to the City Council for review. Jacobson
- C. The City Clerk ~~shall~~will include the appointment process on the agenda for the next regularly scheduled City Council meeting. Jacobson
- D. The City Clerk ~~shall~~will prepare a ballot for each board or commission, listing applicants alphabetically by last name. Jacobson
- E. The voting process for appointment to each board and commission shall be as follows:

- 1. Each City Councilmember ~~shall~~ ~~completes~~ a written ballot, casting a vote for the identified open seat on the ~~B~~board or ~~C~~ommission. If there is more than one open seat on a ~~B~~board or ~~C~~ommission, then each position ~~shall~~~~will~~ be voted on separately. If there are multiple positions open for a given Board or Commission, the position(s) with the longest term shall be voted on first. Jacobson
Jacobson
Jacobson
- 2. The City Clerk ~~shall~~~~will~~ collect the ballots, tally the votes, and read aloud the votes and outcome of the voting process. Jacobson
- 3. The applicant that receives the most votes, provided they have received a minimum of four votes, ~~shall~~~~will~~ be appointed to the open seat on the board or commission. In the event of a tie or if no applicant receives four votes, the procedures in Section 8.12(E)(4) and (5) shall be followed. Jacobson
- 4. If no applicant receives a minimum of four votes, a second round of voting ~~shall~~~~will~~ take place utilizing the following process: Jacobson
 - a. Applicants receiving one or no votes in the first round ~~shall~~~~will~~ be dropped from the ballot and Councilmembers ~~shall~~~~will~~ re-vote on the remaining applicants. If more than one candidate has only one vote, the Mayor ~~shall~~~~will~~ recommend an appropriate procedure for breaking the tie, subject to approval by the Council. Jacobson
Jacobson
Jacobson
 - b. Voting ~~shall~~~~will~~ continue until an applicant receives the four-vote minimum. Jacobson
- 5. If a tie exists after the first vote or in a subsequent round of voting, and a tiebreaker is necessary to make an appointment, a tiebreaker vote ~~shall~~~~will~~ be conducted utilizing the following process: Jacobson
 - a. Councilmembers ~~shall~~~~will~~ vote on the applicants that are tied and all other applicants will be eliminated from the voting process. Jacobson
 - b. If after three successive votes a tie still exists, the names of all the applicants that are tied ~~shall~~~~will~~ be put into a hat and the City Clerk will draw out one of the names. The name that is drawn ~~shall~~~~will~~ be appointed to the open seat. Jacobson
- 6. The Mayor may call for a recess at any time during the voting process to allow Councilmembers to caucus. Caution should be exercised during a caucus to avoid “serial meetings” as these types of discussions are not allowed under the Open Public Meetings Act. Jacobson

7. The names of the applicant(s) selected ~~shall will~~ be added to a Resolution, with final approval required by a vote of the City Council. Jacobson

F. Letters ~~shall will~~ be sent to all applicants informing them of their appointment or thanking them for applying. Staff liaisons ~~shall will~~ contact new appointees in advance of the first board or commission meeting. Jacobson
Jacobson

8.13 Vacancies.

A. When vacancies occur, they ~~shall beare~~ filled for the unexpired terms in the same manner as described in Section 8.12. If there is more than one vacancy to fill on a board or commission, the position with the longest term ~~shall will~~ be voted on first. The City Council ~~shall will~~ be notified of vacancies so they may encourage residents to apply. Jacobson
Jacobson

B. In the event a vacancy occurs mid-term, the City Council shall appoint a person to fill the unexpired term within 60 days, or as soon as reasonably practicable.

C. If the mid-term vacancy occurs for a position with six months or less remaining in the term, the City Council may elect to fill the unexpired term and the next four-year term concurrently.

8.14 Open Government Training Requirement. Within ~~90~~45 days of the appointment to a board or commission, all new members ~~shall must~~ complete the Open Government Trainings Act requirements, which includes training on the Open Public Meetings Act, the Public Records Act, and public records retention. training required by the Open Government Trainings Act and Members will provide proof of completion of ~~such these~~ trainings to the City Clerk. If the required Open Government Trainings have not been completed within 45 days of appointment, the member will be referred to City Council Leadership for removal. Staff - #49
Jacobson/Staff
- #49

8.15 City Council Liaison Roles & Duties. The Mayor (in consultation with the Deputy Mayor) may appoint a City Council liaison for certain ~~B~~boards or ~~C~~commissions. The City Council liaison shall report objectively on the activities of both the City Council and the advisory group. The specific duties of a City Council liaison are as follows: Staff - #50
Jacobson

A. Attend meetings of the ~~B~~board or ~~C~~commission and report back to the City Council on the business that is being discussed on a regular basis and sit at the table or dais, as applicable. Jacobson/

- B. ~~May P~~participate in the discussion ~~and debate~~ of the ~~B~~board or ~~e~~Commission to represent the position of the majority of the City Council (if known), but and will be cognizant not to influence the discussion of the board or commission. Liaisons will not vote on any matter (except for the Open Space Conservancy Trust as the City Council Liaison is a voting member). Staff/Jacobson
- C. Represent the majority City Council position, if known.
- D. Participate in a manner that will not intimidate, influence, or inhibit the members, meetings ~~and or the~~ operations of the ~~B~~board or ~~C~~commission. Make comments in a positive manner to promote positive interaction between the City Council and the ~~B~~board or ~~C~~commission. Staff
Jacobson
Jacobson
- E. ~~Be prepared to give the City Council~~Provide regular and timely reports to the City Council at regular City Council meetings. Take the lead on discussion items before the City Council which pertain to the assigned ~~B~~board or ~~C~~commission. Staff
Jacobson
- F. Provide input to the City Council regarding potential candidates for appointment to the ~~b~~Bboard or ~~C~~commission. Jacobson

SECTION 9. CITY COUNCIL COMMITTEES

- 9.1 City Council ~~C~~committees, which are created by the City Council, operate as policy review and discussion arms of the City Council. The ~~C~~committees enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation to the full City Council. City Council Committees are expected to anticipate the full range of considerations and concerns related to various policy questions. Jacobson
Jacobson
- 9.2 Committees do not replace the City Council as final decision makers on behalf of the full City Council. City Council Committees give no staff direction on administrative matters, specific assignments, or work tasks. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the full City Council.
- 9.3 There are two forms of City Council Committees:
 - A. Standing Committees: these are permanent and meet regularly on policy matters pertaining to the designated subject.

B. Ad Hoc Committees: these are short-term in nature and advise on a specific policy matter or concern. Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.

9.4 Committees ~~shall~~ will be established by a charter containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule. Jacobson

9.5 Committee appointments (chairs and members) shall be made by the Mayor (in consultation with the Deputy Mayor). The Mayor ~~shall~~ will consider the interests, experience, and requests of individual Councilmembers in making ~~C~~committee assignments. No more than three (3) Councilmembers shall serve on any ~~C~~committee. Jacobson - #51
Jacobson
Jacobson

9.6 Committees ~~shall~~ will have staff support assigned by the City Manager. Staff ~~shall~~ will work with the ~~C~~committee chairs to set agendas, provide support materials, and prepare reports. Jacobson
Jacobson

9.7 In January of even years, the Mayor, in consultation with the Deputy Mayor, ~~shall~~ will review ~~C~~committees for relevancy and make appointments or reassignments, as necessary. The City Clerk ~~shall~~ will maintain the list of appointments (City Council Liaison Appointments) to established ~~C~~committees. Jacobson
Jacobson
Jacobson

SECTION 10. SUSPENSION AND AMENDMENT OF RULES

10.1 Any provision of these ~~R~~rules not governed by state law or ordinance may be temporarily suspended by a two-thirds (2/3) majority vote of the City Council. Jacobson - #52

10.2 These rules may be amended, or new rules adopted, by a majority vote of the City Council.

SECTION 11. SANCTIONS FOR RULE VIOLATIONS

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

- A. Executive Session.** Two (2) or more Councilmembers may call an executive session under RCW 42.30.110(f) to discuss complaints brought against a public officer.
- B. Public Censure.** If a majority of the City Council supports public censure, the Mayor shall, during a regular City Council meeting, state in detail the Rule(s) violated and the Councilmember’s conduct resulting in violation of the Rule. The Councilmember who is the subject of the sanction shall have the opportunity to rebut. If the Mayor is the Councilmember who is subject of the sanction, then the Deputy Mayor shall preside over the public censure.
- C. Other.** Any other appropriate action decided by a majority of the City Council.

APPENDIX A - PARLIAMENTARY RULES AND MOTIONS

- (1) Following the presentation of the item and questions of staff, a motion ~~may~~should be made before Council Jacobson begins discussion so as to frame and guide the discussion. |
- (2) If a motion does not receive a second, it dies and ~~shall~~will not be included in the minutes. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order. Jacobson |
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) No comments may be made or heard until there is a second on the motion.
- (5) After a motion and second, the Mayor ~~shall~~will indicate the names of the Councilmembers making the motion and second. Jacobson |

- (6) When the City Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Councilmembers may object to such summary if any feel the summary does not reflect the City Council consensus.
- (7) If the maker of a motion wishes to withdraw ~~his/her~~their motion, the Mayor shall ask the City Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the City Council will vote whether the motion ~~may~~can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal ~~shall~~will not be included in the minutes. Jacobson
Jacobson - #53
Jacobson
- (8) A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- (9) A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed ~~shall~~must be considered at a later time at the same meeting, or to a time certain at a future regular or special City Council meeting. Jacobson
- (10) A **motion to postpone indefinitely** ~~shall~~beis debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote. Jacobson
- (11) A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion ~~shall~~must receive a second and fails without a two-thirds' (2/3) vote; debate ~~shall~~beis reopened if the motion fails. Jacobson
- (12) A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

- (13) Motions that cannot be amended, include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment ~~shall is~~ not be in order. Staff
Jacobson
- (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (15) The motion maker, Mayor, or City Clerk ~~shall should~~ repeat the motion prior to voting. Jacobson
- (16) All votes of the City Council ~~shall will~~ be conducted by roll call voting. Jacobson
- (17) When voting Councilmembers will reply with “aye,” “nay,” or “abstain” and shall refrain from additional comments about the motion or their votes. Jacobson
- (18) At the conclusion of any vote, the Mayor ~~shall will~~ announce the results of the vote. Jacobson
- (19) A motion that receives a tie vote ~~shall be is~~ deemed to have failed. Jacobson
- (20) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- (21) A **motion for reconsideration** can only be made by someone who voted on the prevailing side, and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion ~~shall be is~~ stopped at the time that reconsider is made and seconded. Jacobson

APPENDIX B - CITY COUNCIL MEETING CODE OF CONDUCT

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

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

1. Appearances Ground Rules:

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

- A. Each person wishing to address the City Council ~~shall~~should register with the City Clerk by 4 pm on the day of the City Council meeting;:- Jacobson
Jacobson
- B. Please (1) speak audibly, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes;:- Jacobson
- C. Traditionally, the City Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed;:- Jacobson
- D. Comments should be addressed to the entire City Council, not to individual Councilmembers, staff members, or the audience;:- Jacobson
- E. Audience members should refrain from applause, video comments, or disapproval of individuals' comments;:- Jacobson
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested to leave the meeting;:- and
- G. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda. [RCW 42.17A.555](#). Jacobson

2. General Rules:

- A. ~~Please silence~~ All cell phones, computers (other than City Councilmember's computers), tablets, and cameras shall be silenced while in the City Council meetings.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

Jacobson - #54

APPENDIX C - PROCESS TO FILL A MERCER ISLAND CITY COUNCIL VACANCY

PURPOSE

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

APPOINTMENT PROCESS

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

Jacobson

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

Jacobson

Jacobson

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

Jacobson

NOTIFICATIONS AND SCHEDULING

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

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

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

INTERVIEWS

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

Jacobson - #55

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

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

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

Jacobson

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

Jacobson

DELIBERATIONS AND VOTING

Upon completion of the interviews, and as provided in the Open Public Meetings Act at RCW 42.30.110(1)(h),

Councilmembers may convene ~~into~~ executive session to evaluate the qualifications of the applicants. However, Staff all interviews and final action appointing a person to fill the vacancy shall be in a meeting open to the public.

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

The Mayor may poll the City Council to ascertain that Councilmembers are prepared to vote. If so, tThe City Clerk **Jacobson - #56** shall proceed with a roll-call vote.

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

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

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

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

APPENDIX D - CITY COUNCIL-STAFF COMMUNICATIONS GUIDELINES

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

Jacobson - #57

A. Channel communications through the appropriate City staff.

While any staff member is available to answer Councilmember questions and requests for information, the City Manager is the primary information liaison between the City Council and City staff as outlined in [RCW 35A.13](#). Questions of City staff should be directed to the City Manager and Department Directors. When a Councilmember makes a request to a particular staff member, ~~it is important to~~ the City Manager shall be simultaneously informed/copied on the request. ~~y the City Manager.~~ In addition, staff ~~shall~~will inform/copy the City Manager so that the City Manager is aware of the Councilmember’s requests and needs.

Jacobson - #58

Jacobson

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

When one Councilmember has an information request, the response ~~shall~~will be shared with all members of the City Council so that each member may be equally informed.

Jacobson

C. Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.

A key value in the City’s organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

D. Operational/Maintenance Complaints.

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608 or file an online report with MI-Connect (<https://www.mercerisland.gov/publicworks/page/submit-service-request>). In the evening or on weekends, a member of the City’s 24-hour Customer Response Team (CRT) can be dispatched

by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

E. Code Compliance Complaints.

The Community Planning & Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. To file a complaint, complete a Code Compliance Request Form or email codecompliance@mercergov.org. If you have questions about a potential Code Compliance issue or need assistance filing a complaint, contact the Customer Service Team at customerservice@mercerisland.gov or 206-275-7600. ~~If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible. [Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. [You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.~~

Staff/Reynolds/
Jacobson - #59

F. Complaints/Concerns Directed to City Council.

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

Reynolds/
Jacobson - #60

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

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

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

Jacobson

H. To provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.

Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond before or at the City Council meeting. Having a practice of “no surprises” between the City Council and City staff and vice versa fosters a productive working relationship.

I. Respect the will of the “full” City Council.

City staff ~~shall~~~~will~~ make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree either in terms of workload or policy, it will need to come before the “full” City Council. The City Manager takes direction from the full City Council and not from individual Councilmembers. If this should occur, the City Manager ~~shall~~~~will~~ prepare a memorandum or email to the City Council informing them of the request. The City Manager ~~shall~~~~will~~ consult with the Mayor, Deputy Mayor, and Councilmember with the request to determine when it is appropriate to bring it before the full City Council for discussion and direction.

Jacobson

Jacobson

Jacobson

Jacobson

J. Depend upon the staff to make independent and objective recommendations.

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this occurs, please refrain from attacking the messenger. Staff respects the role of the City Council as policy makers for the City and understands that the City Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

K. The City Manager and staff are supporters and advocates for adopted City Council policy.

Jacobson

Regardless of whether it was staff’s preferred recommendation or not, staff ~~shall~~**will** strongly support the adopted City Council policy and direction, even if this may cause concern by the City Council minority on controversial issues.

L. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.

Jacobson

All critical comments about staff performance ~~shall be~~**should be** made only to the City Manager through private correspondence or conversation.

M. Seeking political support from staff is not appropriate.

The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager, the Chief of Administration, Chief of Operations, and the City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

N. Support life-family-work balance.

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff ~~shall~~**will** respond to nonemergency emails or phone messages during business hours only.

Jacobson

~~(April 2021)~~ Staff - #61

APPENDIX E - HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City’s other social media outlets (i.e., Facebook, X (formerly Twitter), Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its “Agency Account,” but by design, NextDoor tightly limits Agency Accounts in important ways.

Staff - #62

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, X (formerly Twitter), YouTube, and other accounts to retrieve records if requested. Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Councilmembers and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

Staff - #62

If Councilmembers post on NextDoor about official City business, they ~~shall~~ must capture the text of the original post and all comments. If they comment on a post, they ~~shall~~ must capture the original post, all comments before AND after their comment. The City Clerk can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.

Jacobson
Jacobson

~~(July 2019)~~

Staff - #63

Log #	Received From	Section	Comment/Question	Staff Response
1	Staff	1.3	Include Code of Ethics in new Councilmember orientation	This rounds out Councilmember orientation and details current practices for required trainings and presentations.
2	Jacobson	1.4	Add parenthesis to “Councilmember(s)” and amend role to “role(s)”	Staff supports
3	Staff	1.5	Amend “training” to “a presentation” on the Code of Ethics”. Correct scrivener’s error in capitalization of Code of Ethics	Councilmembers and Board and Commission members watch a presentation and then acknowledge to the City Clerk. This is more consistent with current practices.
	Reynolds	1.5	“The City shall provide new Councilmembers a presentation on the Code of Ethics” Discuss whether this should be periodically repeated	Staff supports the Code of Ethics presentation being repeated every four years with the Open Government Trainings Act requirements.
4	Jacobson	2.3.A	Strike last sentence regarding Sound Cities Association appointments.	Staff supports
5	Staff	2.3.D	Add new section D to section 2.3 titled “City Council Leadership”.	Section will be used to describe how the Mayor and Deputy Mayor support the City Manager in the leadership of the City. .
6	Jacobson	3.1.G	Amend section as follows: “ City Council Meetings Code of Conduct. The City Council Meetings Code of Conduct is attached as Appendix B to these Rules, which outlines <u>acceptable City Council Meeting acceptable</u> behavior while in a City Council Meeting. ”	Staff supports
7	Staff	3.1.H	Staff propose revising Remote Attendance to “Attendance” and clarify the process. Staff also propose moving Councilmember attendance being noted in the minutes to Section 3.3.A Call to Order and Roll Call	Clarifies the process and aligns with current practices.
8	Jacobson	3.1.I	Amend end of second sentence as follows: “...and the Clerk <u>shall record each vote</u> notes the answers. ”	Staff supports.
9	Jacobson	3.1.I	Amend the last sentence as follows: “If the vote count is not clear, the City Clerk reads the names of those who <u>voted answered</u> in the affirmative, and afterwards those <u>who voted</u> in the negative, and then those who <u>voted answered</u> “abstain,” and the Mayor announces the result.”	Staff supports

Log #	Received From	Section	Comment/Question	Staff Response
10	Staff	3.2.A	Revise meeting location from City Hall Council Chambers to Mercer Island Community & Event Center	Consistent with Ordinance No. 23C-13 adjusting meeting location of the City Council.
11	Reynolds	3.2.A	Amend end of first sentence as follows: "...when <u>practical, permissible, or such other site approved by the majority of the Council.</u> "	Has not been added to Rules as conflicts with # 12
12	Jacobson	3.2.4	Amend end of first sentence as follows: "...when permissible, <u>or other location for which required written notice has been published.</u> "	Has not been added to Rules as conflicts with # 11
	Reynolds	3.2.A	"If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 5:00 pm, or as set by MICC 2.06.010, on the first business day following the holiday, or on another day designated by a majority vote of the City Council" Does this still count as a Regular Meeting?	Yes, this is still considered a Regular Meeting.
13	Jacobson	3.2.C	Change "impractical" to "impracticable"	
	Jacobson	3.2.D	"... Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the Public Records Act, chapter 42.56 RCW." Question the legality of this stricture.	
14	Jacobson	3.3.D	Amend the last sentence as follows: "If a Councilmember unintentionally discloses executive session material <u>to any person(s) not a party to the executive session</u> with another party , that Councilmember shall promptly inform the City Manager and/or the City Council of the disclosure."	

Log #	Received From	Section	Comment/Question	Staff Response
15	Staff	3.3.A	Amend section as follows: <i>“Call Meeting to Order & Roll Call. The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present (noting if attending in-person or remote) and those absent in the minutes. If a Councilmember joins after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.”</i>	This section will now address attendance being noted in the minutes, clarifies the process, and aligns with current practices.
16	Jacobson	3.3.E	Amend section as follows: <i>“Study Sessions. Study sessions maywill be held, when needed, before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions arewill be informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions shallcan be made at a study session. Decisions on those issues maywill be scheduled for a regular or special City Council meeting.”</i>	Staff supports
17	Reynolds	3.3.F.3.a	Amend as follows: <i>“Significant service accomplishments for the benefit of Mercer Island residents within the past year;”</i>	
	Reynolds	3.3.F.3	Have the photos of Community Member of the Year been relocated?	Photos are being digitized and will be displayed on the website. Framed photos will be stored until a location is determined.
18	Jacobson	3.3.F.3	Amend second to last sentence as follows: <i>“Councilmembers maywill make nominations and shall select an honoree at the annual City Council Planning Session or a Regular Meeting. Councilmembers or candidates for councilmember, are not eligible for this honornomination.”</i>	Staff supports

Log #	Received From	Section	Comment/Question	Staff Response
19	Staff	3.3.F.3	Amend last sentence as follows: <i>“The honoree(s) will be recognized at a City Council Meeting and a <u>photo of the honoree will be posted on the website framed photo of the honoree is hung in the City Council Chambers lobby</u> to commemorate this distinction.”</i>	Photos are being digitized and will be displayed on the website. Framed photos will be stored until a location is determined.
20	Staff	3.3.F.4	Add new section regarding requests for presentations to the City Council	This would give staff guidelines for when requests to present to the City Council are received and what the timeline for materials to be presented to the Council is. The intent is that presentation materials are received prior to packet publishing so the City Council is aware of the topic of the presentation.
21	Staff	3.3.G	Add sub section regarding acceptance of written testimony on agenda items being accepted.	To ensure compliance with RCW 43.30.240 adding the acceptance of written testimony before the meeting. Under subsection one of the statutes, “[the] public comment required under this section may be taken orally at a public meeting, or by providing an opportunity for written testimony to be submitted before or at the meeting.” By adding this sub section, we do not have to worry about the Council taking final action before Appearances or where in the agenda to put Appearances.
22	Jacobson	3.3.H	Amend second sentence as follows: <i>“Items on the consent agenda <u>may</u> include, without limitation,…”</i>	
23	Jacobson	3.3.1.2	Amend second sentence of third paragraph as follows: <i>“The appearance of fairness doctrine prohibits, <u>without limitation</u>, ex parte (outside the hearing)…”</i>	
24	Jacobson	3.3.K	Amend second sentence as follows: <i>“They will also discuss The Planning Schedule <u>shall also be discussed.</u>”</i>	Staff supports
25	Jacobson	4.1	Amend last sentence as follows: <i>“Each item shall be titled to describe the item to be considered by the City Council <u>and supporting materials for each agenda item shall be included in the packet.</u>”</i>	Staff supports
26	Staff/Reynolds/ Jacobson	4.4	Change HAM Radio room reference for packet pickup	Adjusted to MICEC Front Desk

Log #	Received From	Section	Comment/Question	Staff Response
27	Staff	4.5	Amend as follows: “The City Manager will prepare and keep current the Planning Schedule, <u>which is the long-term</u> calendar of agenda items for all City Council regular and special meetings.”	
28	Jacobson	5.3	Amend as follows: “ Discussion Protocols. The City Council <u>shall observe/agrees to adhere to</u> the following protocols for City Council discussion and debate.”	
29	Reynolds	5.3.D	Amend as follows: “Be respectful of the City Manager, <u>and staff, and other Councilmembers.</u> ”	
30	Jacobson	5.5	Change “corporal” to “corporate”	
31	Reynolds	5.5	Change “48 hours” to “36 hours”	
32	Jacobson	5.7	Amend as follows: “Councilmembers must obtain <u>another</u> Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.”	
33	Staff	5.8 (new)	Add new section as follows: “ Issuance of Statements. <u>From time to time, the Mayor and Deputy Mayor may wish to issue a statement on recent events or issues. For timely issuance, the Mayor and Deputy Mayor may sign a statement on behalf of the City Council when there is not sufficient time to bring the statement to the next Regular City Council meeting.</u> ”	Staff are seeking a mechanism to support Council Leadership in respond to current events and issues in a timely manner
34	Staff/Reynolds/Jacobson	5. 9 <u>10</u>	Updated City Council mail pickup location	Updated to Mercer Island Community & Event Center
35	Jacobson	5. 4 <u>11</u>	Amend last sentence of first paragraph as follows: “Councilmembers are responsible for capturing and retaining any City business-related posts on social media <u>or private email</u> accounts for public records preservation purposes.”	
36	Staff	5. 4 <u>11</u>	Update reference to Twitter to X to address rebranding of Twitter	Housekeeping

Log #	Received From	Section	Comment/Question	Staff Response
37	Jacobson	6.2	Amend second sentence as follows: "In addition, the City Attorney signs all ordinances <u>as to form.</u> "	
38	Jacobson	7	Grammar corrections	
	Reynolds	7.A	"Channel communications through the appropriate City Staff" This could use clarification	
39	Jacobson	7.E	Amend as follows: "To provide the City Council with timely information, <u>whenever possible</u> , Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting."	
40	Jacobson	7.J	Amend as follows: "Seeking political support from staff is not <u>permitted appropriate.</u> "	
41	Jacobson	8.1	Change "local" to "representative" in last sentence	
	Reynolds	8.2D	"Mercer Island Arts Council" Why is this the only one that specifies "Mercer Island"?	When it was created in 1985, that is the official name the body chose, which was adopted by the City Council
	Reynolds	8.4	Add "or commission" as follows: "The City Council may dissolve any advisory body or commission that..."	Change is not needed; the section is about Advisory Boards and Commissions and is referring to all with the reference "any advisory body."
42	Jacobson	8.6	Add "written" before "notice"	
43	Staff/Jacobson	8.7	Grammar corrections	Housekeeping
	Reynolds	8.8	Add: "Any Board or Commission member who has not signed the statement before their first meeting may be suspended from service by the Mayor until such time as the statement has been signed."	Staff recommend alternative language (see #45).
44	Staff	8.8	Correct capitalization of Code of Ethics	Housekeeping
45	Staff	8.8	Amend to revise "training" to "a presentation" and add to the end "If the required Code of Ethics presentation has not been completed within 45 days of appointment, the member will be referred City Council Leadership for removal."	Staff have spent a considerable amount of time contacting newly appointment board and commission members to complete the required training. This amendment is proposed as a resolution for members who refuse to complete required training.

Log #	Received From	Section	Comment/Question	Staff Response
46	Staff	8.9	Correct capitalization of liaisons	Housekeeping
47	Jacobson	8.10	Amend second sentence as follows: "City staff are not employees of such bodies that body and take direction only from the Department Director or the City Manager."	
	Reynolds	8.11	This seems like a good idea, but have we been consistently doing this?	Staff recommend a revision to this section (see #48). Work that needs to go before an advisory board or commission is incorporated into each Department's Work Plan that is adopted by the City Council as part of the biennial budget process.
48	Staff	8.11	Replace with: "As part of the biennial budget process, the City Council adopts a citywide work plan. Staff liaisons shall present the work plan to the boards and commissions and set the appropriate meeting schedule to achieve the deliverables in the work plan."	Current text in section 8.11 does not align with current procedures. This proposed text aligns with current practices.
49	Staff	8.14	Multiple amendments to capture all required training and provide for a consequence for not completing the training	Staff have spent a considerable amount of time contacting newly appointment board and commission members to complete the required training. This amendment is proposed as a resolution for members who refuse to complete required training.
50	Staff	8.15	Multiple amendments to clarify City Council Liaison role for boards and commissions	Staff have proposed several amendments to the City Council Liaison Roles & Duties section for clarification and current practices.
51	Jacobson	9.5	Add "experience" to second sentence.	
52	Jacobson	10.1	Capitalize "Rules"	
53	Jacobson	Appendix A.7	Amend second sentence as follows: "If there is objection, the City Council will vote whether the motion mayean be withdrawn."	
54	Jacobson	Appendix B.2.A	Amend as follows: " Please silence All cell phones, computers (other than City Councilmember's computers), tablets, and cameras <u>shall be silenced</u> while in the City Council meetings."	Staff supports

Log #	Received From	Section	Comment/Question	Staff Response
55	Jacobson	Appendix C	Amend first sentence of Interviews as follows: <i>“Each aApplicants shall <u>each</u> be given three to five minutes to introduce themselves and present their credentials and reasons for seeking appointment to the City Council.”</i>	Staff supports
56	Jacobson	Appendix C	Amend second sentence of the third paragraph in Deliberations and Voting as follows: <i>“If so, tThe City Clerk shall proceed with a roll-call vote.”</i>	Staff supports
57	Jacobson	Appendix D	Grammar corrections	Staff supports
58	Jacobson	Appendix D.A	Amend 3rd sentence as follows: <i>“When a Councilmember makes a request to a particular staff member, it is important to the City Manager shall be simultaneously informed/copied on the request. y the City Manager.”</i>	
	Jacobson	Appendix D.D	Check for currency	This section is correct.
	Reynolds	Appendix D.E	Should code compliance complaints be emailed to Customer Service instead of the code compliance email?	Addressed in staff’s proposed amendment (see #59).
	Jacobson	Appendix D.E	Is this current practice?	Addressed in staff’s proposed amendment (see #59).
59	Staff	Appendix D.E	Add Customer Service email for questions or assistance with Code Compliance complaints. Delete <i>“You may also come to City Hall to drop off or complete a paper copy”</i> .	Adds the Customer Service Team if assistance or questions arise regarding Code Compliance. Code compliance forms are now all submitted electronically.
	Reynolds	Appendix D.F	<i>“All correspondence is copied to all members of the City Council, regardless of whom it was addressed to.”</i> Should this be limited to “staff correspondence”?	
60	Jacobson	Appendix D.F	Amend end of last sentence as follows: <i>“...regardless of <u>to</u> whom it was addressed to.”</i>	Staff supports
	Jacobson	Appendix D.H	This appears duplicative of other like provisions	This language is specific to submitting questions on agenda items.
61	Staff	Appendix D Footnote	Delete <i>“April 2021”</i> footnote.	This reference should be removed given that there is an approval date on the cover sheet.
62	Staff	Appendix E	Update references to Twitter to X to address rebranding of Twitter	Housekeeping
63	Staff	Appendix E Footnote	Delete <i>“July 2019”</i> footnote.	This reference should be removed given that there is an approval date on the cover sheet.