



# CITY OF MERCER ISLAND

## CITY COUNCIL SPECIAL HYBRID MEETING

Monday, October 03, 2022 at 5:00 PM

### MERCER ISLAND CITY COUNCIL:

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

### LOCATION & CONTACT:

Mercer Island City Hall and via Zoom  
9611 SE 36th Street | Mercer Island, WA 98040  
206.275.7793 | [www.mercerisland.gov](http://www.mercerisland.gov)

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

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

**Registering to Speak for Appearances:** Individuals wishing to speak live during Appearances (public comment period) must register with the City Clerk at **206.275.7793** or [cityclerk@mercerisland.gov](mailto:cityclerk@mercerisland.gov) before 4 PM on the day of the Council meeting.

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

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

**Join by Telephone at 5:00 PM (Appearances will start sometime after 6:00 PM):** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **818 6446 6524** and Password **730224** if prompted.

**Join by Internet at 5:00 PM (Appearances will start sometime after 6:00 PM):** To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **818 6446 6524**; Enter Password **730224**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

**Join in person at Mercer Island City Hall at 5:00 PM (Appearances will start sometime after 6:00 PM):** – Council Chambers - 9611 SE 36<sup>th</sup> Street

**Submitting Written Comments:** Email written comments to the City Council at [council@mercerisland.gov](mailto:council@mercerisland.gov).

## MEETING AGENDA

**CALL TO ORDER & ROLL CALL, 5:00pm**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

## STUDY SESSION

### 1. AB 6161: Town Center Parking Study Update

**Recommended Action:** Receive presentation and provide feedback on the draft strategies for the Town Center Parking Study.

## CITY MANAGER REPORT

### APPEARANCES

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

## CONSENT AGENDA

### 2. AB 6164: September 23, 2022 Payroll Certification

**Recommended Action:** Approve the September 23, 2022 Payroll Certification (Exhibit 1) in the amount of \$941,790.96 and authorize the Mayor to sign the certification on behalf of the entire City Council.

### 3. Certification of Claims:

A. Check Register | 213148-213215 | 9/16/2022 | \$819,018.06

B. Check Register | 213216-213217 | 9/23/2022 | \$16,093.71

**Recommended Action:** Certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

### 4. City Council Meeting Minutes of the September 20, 2022 Regular Hybrid Meeting

**Recommended Action:** Approve the minutes of September 20, 2022, Regular Hybrid Meeting.

### 5. AB 6162: Domestic Violence Action Month, Proclamation No. 297

**Recommended Action:** Proclaim October 2022 as Domestic Violence Action Month on Mercer Island.

### 6. AB 6140: 2021-2022 Work Plan Update

**Recommended Action:** Receive Report.

### 7. AB 6165: Arbor Day Proclamation

**Recommended Action:** Proclaim the third Saturday in October as Arbor Day in the City of Mercer Island.

## REGULAR BUSINESS

### 8. AB 6159: Introduction to Lobbying Team and Discussion on City's 2023 Legislative Priorities **REVISED 9/29/2022 - EXHIBITS 1 & 2**

**Recommended Action:** Receive presentation and provide input on the 2023 State legislative priorities.

### 9. AB 6163: Receive the 2023-2024 Preliminary Budget

**Recommended Action:** Receive the 2023-2024 Preliminary Budget available on the City website at [www.mercerisland.gov/budget](http://www.mercerisland.gov/budget). No additional action required.

## OTHER BUSINESS

### 10. Planning Schedule

### 11. Councilmember Absences & Reports

## ADJOURNMENT



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6161**  
**October 3, 2022**  
**Study Session**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6161: Town Center Parking Study Update	<input checked="" type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Receive presentation on community engagement findings and review the draft Town Center Parking Study Strategies.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Jason Kintner, Chief of Operations Jeff Thomas, Interim CPD Director Mike Seifert, Operations Commander, MIPD Sarah Bluvas, CIP Project Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Draft Town Center Parking Study Strategies 2. Summary of Public Participation Activities and Feedback
<b>CITY COUNCIL PRIORITY:</b>	1. Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ 80,000
<b>AMOUNT BUDGETED</b>	\$ 80,000
<b>APPROPRIATION REQUIRED</b>	\$ 0

### EXECUTIVE SUMMARY

The purpose of this agenda bill is to provide the second update on the Town Center Parking Study. The presentation will include a review of the draft Town Center parking strategies for City Council discussion (Exhibit 1).

- The City Council approved \$80,000 in the 2021-2022 biennial budget to conduct a new Town Center Parking Study (50% funded by General Fund via the Street Fund and 50% funded by Sound Transit Mitigation dollars for study elements related to mitigation impacts).
- On July 19, the City Council received preliminary data findings and led a study session to identify a preferred list of recommendations to explore further in the parking study.
- Additional community feedback has been collected via Let's Talk engagement tools and six focus groups conducted in August (Exhibit 2).
- This second study session will include a presentation on the findings from the public engagement activities and review a list of draft Town Center parking strategies for discussion and feedback.
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## BACKGROUND

On July 19, the City Council received a presentation on the findings from the Town Center parking inventory and observations collected in June 2022 (see [AB 6118](#) | [Meeting Recording](#)). During that discussion, the City Council expressed support for and provided the following direction on alternatives for further study:

- Improve wayfinding and signage to available public parking;
- Update parking time limits and clarify/reduce complexity in the various regulated parking zones;
- Increase parking enforcement of regulations, leading with education;
- Explore options for additional commercial loading and delivery as well as short-term drop-off/pickup zones (rideshare, food pickup, etc.);
- Develop shared parking agreements with private garages for public parking to improve efficiency and utilization of existing parking assets;
- Permit parking code reforms to allow certain new developments on underutilized lots (such as reducing/eliminating the parking requirement for restaurants or implementing private parking agreements);
- Explore opportunities to “park once” and then partake in numerous Town Center businesses and destinations;
- Explore street reconfigurations as a tactic to increase on-street parking supply, calm traffic, add bikeways, provide greater access to transit, and improve Town Center’s character; and
- Monitor Park & Ride use and anticipate further parking management steps once the Mercer Island Light Rail Station opens. Provide greater access to transit for residents by improving bus or shuttle connections; avoid premature anticipation of increased demand.

## SUMMARY OF PUBLIC PARTICIPATION ACTIVITIES

The following summarizes the public participation opportunities since June 2022 (see Exhibit 2 for additional public participation details):

- Maintained an active [Let’s Talk project page](#) that has been viewed by more than 700 unique visitors since August 2021
- Managed three (3) Let’s Talk engagement tools to gauge community need and interest in key issues such as on-street public parking supply and wayfinding/navigating to available public parking; and
- Hosted two (2) general focus group meetings and five (5) community presentations virtually using Zoom and the engagement platform Mentimeter.

Additionally, many comments related to Town Center parking were received during the 2022 Economic Development Vision Survey conducted as part of the [periodic update to the Comprehensive Plan](#). Staff shared relevant survey findings with the consultant to further inform recommendations that will be included in the Town Center Parking Study final report. (The Economic Development Vision Survey Report is not available for public distribution at this time; it will be delivered to the Economic Development Work Group at a future work group meeting.)

## ISSUE/DISCUSSION

At the City Council meeting on Tuesday, Council will receive a presentation on the draft Town Center Parking Study Strategies (Exhibit 1). The list describes potential near-term, long-term, and ongoing policies, management, and design alternatives that could be considered for implementation in the Town Center.

Staff are seeking feedback from the City Council on the list of alternatives. These strategies will also be presented to the community for additional comment and feedback in October 2022. Results will be compiled

and use to inform the draft Town Center Parking Report, tentatively scheduled for presentation to the City Council in December.

## **NEXT STEPS**

The staff intend to compile feedback from the October 3 Study Session and the ongoing community engagement process to prepare the draft Town Center Parking Study Report. The draft report is tentatively scheduled to come to the City Council in December. This schedule may need to be adjusted based on other Council work items and agendas. Final adoption of the Town Center Parking Study is anticipated no later than Q1 2023.

## **RECOMMENDED ACTION**

Receive presentation and provide feedback on the draft strategies for the Town Center Parking Study.

**Town Center Parking Study**  
**Draft Strategies**  
**September 22, 2022**

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This document provides a summary of potential strategies to address Town Center parking issues. The list describes potential near-term, long-term, and ongoing policies, management, and design alternatives that could be considered for implementation in the Town Center. These strategies will be discussed with the Mercer Island City Council during a Study Session on the Town Center Parking Study scheduled for Monday, October 3, at 5pm.

**NEAR-TERM STRATEGIES**

- Revise parking time limits and implement stronger enforcement: Adjust parking time limits to meet the needs of intended users (customers, employees, commuters, etc.) and boost the education/enforcement tactics necessary to improve compliance.
- Revisit the use of parking permit areas: Consider eliminating the commuter permit 7-9am area due to redundancy with the official Park & Ride and incompatibility with the objective of designating most on-street parking for short-term Town Center parking.
- Implement wayfinding improvements to destinations: Improve the wayfinding to various parking areas as well as wayfinding to Town Center destinations to boost the viability of “park once” behavior and decrease the traffic generated by people circulating for parking.
- Expand short-term pickup/drop-off areas: Explore new locations for both on-street and off-street pickup/drop-off zones to accommodate a demonstrated demand for rideshare, food delivery, and other quick parking needs
- Improve biking and walking conditions around Town Center and to transit: This is both a near- and long-term strategy, with near-term steps including “quick fix” pilot projects that could include crosswalk painting, curb extensions, traffic speed control devices, bike parking, and other pilots.

**LONG-TERM STRATEGIES**

- Reconfigure some streets to include parking / use parking as traffic calming: Consider options to redesign 77<sup>th</sup> Ave SE, SE 27<sup>th</sup> Street, and other locations with new on-street parking, lane and/or road reconfigurations, traffic calming, improved bikeways, and streetscape improvements.
- Implement Transportation Demand Management (TDM) programs with new development and employers: Consider pursuing partnerships with new projects to encourage reduced drive-alone mode share (potentially linked to reduced parking requirements, promotion of transit and walk/bike use, and related parking demand-shifting methods).
- Pilot the use of paid parking and parking monitoring: Implement paid parking using parking technology (e.g. smart meters, license-plate-recognition, etc.) in high-demand locations to improve compliance and promote parking space turnover.
- Add bicycle parking: Increase the supply of public and private bicycle parking to make bike trips to Town Center more appealing.
- Monitor Park & Ride use and anticipate further parking management steps once light rail opens: Provide greater access to transit for residents by improving bus or shuttle connections; avoid premature anticipation of increased demand.
- Create more community gathering spaces: Maximize use of existing and consider creating new community gathering spaces near busy business areas to promote economic activity and livability.

**ONGOING STRATEGIES**

- Support shared parking agreements: The City should devote resources toward creating a simple, viable shared parking framework that can allow multiple businesses and destinations to share parking supply across users (e.g. daytime and nighttime users).
- Provide flexibility in parking requirements for new and modified development: Continue to fine-tune base parking requirements for different uses in Town Center (for example reducing or eliminating parking requirements for restaurants).
- Review parking design to create a comfortable and safe parking environment.

## Town Center Parking Study

### Summary of Public Participation Activities

#### September 22, 2022

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Since June 2022, the Town Center Parking Study community engagement process has included multiple opportunities to collect community and business feedback. This document summarizes the public participation activities conducted and feedback collected to-date. These findings will be presented to the Mercer Island City Council during a Study Session on the parking study scheduled for Monday, October 3, at 5pm.

#### LET'S TALK ACTIVITIES

The City launched a [Let's Talk project page](#) in August 2021, with 713 unique visitors. Let's Talk featured three engagement tools to gauge the community's needs on key issues such as on-street public parking supply and wayfinding/navigation:

1. **Share Your Ideas:** Community members responded to the prompt, "What does a successful parking and transportation system in Town Center look like to you?" (17 comments)
2. **Take a Quick Survey:** Four quick polls asked the public how they travel to Town Center, how they make their travel decisions for the day, which parking management goal should be prioritized, and their feeling on prioritizing on-street parking over other uses of the right-of-way. (232 responses)
3. **Map Your Input:** Community members pinned areas where parking is challenging, where new mobility options are needed, where parking works, and more around the Town Center zone. (32 pins)

#### Key Takeaways from the Quick Polls

- When asked which mobility option they use most frequently to travel to or around Town Center, 84 percent of respondents reported using a personal vehicle.
- The top three factors influencing their transportation decisions were their schedule and obligations for the day, the reliability and convenience of the travel choice, and the travel time.
- Forty-seven percent of survey respondents identified making it easier to find parking as the most important goal for parking management.

#### FOCUS GROUPS AND PUBLIC COMMENT

From August 8-19, the City hosted two (2) general focus groups and five (5) community group presentations with approximately 30 participants. Each meeting was held virtually via Zoom and included a brief presentation, opportunities to engage via the digital platform Mentimeter, and open discussion for participants to share needs and concerns.

Through the focus group participation and public comments shared via Let's Talk, community members expressed support for the following parking management strategies.

#### Implementing Shared Parking

Shared parking was among the most popular strategies identified during the community engagement process. When asked to what extent they agree or disagree with various statements, the statement with which focus group participants agreed most strongly was, "It makes sense for all parking facilities in the Town Center to be shared among multiple uses if they can be."

### Prioritizing Parking for Certain Groups

Among survey respondents, another popular goal for parking management was prioritizing parking for certain groups, such as customers in a business district. On average, focus group respondents also agreed with the statement, “The most convenient parking in Town Center should be prioritized for visitors and customers.” Many community members expressed concern that off-island commuters would park and occupy key spaces in the Town Center all day to use transit. They emphasized the following strategies to encourage long-term parkers to park off-street and ensure the availability of convenient parking for local visitors:

- Parking Time Restrictions: Community members noted the role parking time limits could play in reducing long-term parking and ensuring turnover and availability of on-street spaces.
- Enforcement: Several comments mentioned how regulations must be consistently enforced to be effective.
- Wayfinding and Signage: A relatively simple strategy suggested by many focus group participants and survey respondents was to improve signage and wayfinding to help drivers find available off-street parking, and to locate public off-street garage spaces nearer the garage entrances.
- Restriping: Some residents were frustrated by the narrowness of certain garage parking spaces and explained how this resulted in unused spaces, effectively reducing the capacity of garages. Several mapping activity inputs pointed out areas where restriping garage spaces may be especially beneficial in making off-street parking more attractive.

### Deploying Paid Parking

Focus group participants generally agreed with the statement, “I'd support paid parking if it benefited the community in tangible ways, like making it easier to get places and supporting community initiatives.” Some community members envisioned a successful parking management program as one that used pricing as a strategy to ensure regular availability of convenient spaces.

### Updating Development Standards

Several participants expressed concerns about seeing more unappealing and inaccessible private parking lots associated with new development. People tended to prefer requiring new parking be located underground and shared with the public.

### Enhancing Bicycle and Pedestrian Infrastructure

Along with shared parking, bike-ability was the most often repeated theme shared by focus group participants describing their visions of what transportation and mobility success would look like in Town Center. There was a strong desire for infrastructure that would allow residents of all ages to feel safe bicycling to and around Town Center by designating more bike lanes and creating more convenient and secure bike parking. Participants also envision a Town Center where they can park once and walk from one destination to another. Several Let's Talk comments were received on the need for wider sidewalks and streetlights along all major streets.

### Creating Community Gathering Spaces

Throughout the engagement process, a common theme was the desire for Town Center to become more of a “destination” – not only a place to shop and do errands but also an enjoyable place to spend time with others. Community members mentioned outdoor seating and gathering spaces as one way to achieve this, and most focus group participants indicated a preference for enabling more public right-of-way spaces in the Town Center to be used for outdoor dining. On average, respondents agreed with the

statement, “It makes sense to create more community gathering spaces in Town Center, even if parking has to be moved to do so.”



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6164**  
**October 3, 2022**  
**Consent Agenda**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6164: September 23, 2022 Payroll Certification	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Approve the September 23, 2022 Payroll Certification in the amount of \$941,790.76.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Human Resources
<b>STAFF:</b>	Nicole Vannatter, Sr. Payroll Analyst
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. September 23, 2022 Payroll Certification 2. FTE/LTE Counts
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

### EXECUTIVE SUMMARY

This is an approval of the payroll certification for the City of Mercer Island for the period from September 3, 2022 through September 16, 2022 in the amount of \$941,790.76. (see Exhibit 1).

### BACKGROUND

[RCW 42.24.080](#) requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. [RCW 42.24.180](#) allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting. The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a bi-weekly payroll schedule with payments every other Friday.

### ISSUE/DISCUSSION

Each payroll varies depending on several factors (i.e., number of employees, pay changes, leave cash outs, overtime, etc.). In addition to regular pay for employees, this payroll has variants that are outlined on the next page.

**Additional payments:**

- \$9,597.10 in leave cash outs for current employees.
- \$4,930.27 in service and recognition awards.
- \$83,773.12 in overtime earnings (see chart for overtime hours by department).

**Overtime hours by department:**

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Fire	767.00
Municipal Court	
Police	269.00
Public Works	42.75
Thrift Shop	
Youth & Family Services	
<b>Total Overtime Hours</b>	<b>1078.75</b>

**FTE/LTE COUNTS**

The table in Exhibit 2 shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Casual labor employees (temporary and seasonal) are not included in the counts.

Casual Labor

In addition to FTE and LTE employees, the City utilizes casual labor to address workload needs that exceed the capacity or expertise of the City's regular staff and that are time limited or seasonal. Casual labor is used primarily to address seasonal workload needs and short-term workload issues created by special projects or position vacancies. Compared to an LTE position, a casual labor position has limited benefits and is filled for a shorter period of time (1-3 months, 6 months, or 9 months). The departments/divisions that utilize casual labor the most are Parks Maintenance, Recreation, Public Works, and the Thrift Shop.

Thrift Shop Recovery and Staffing

The 2021-2022 Thrift Shop Budget does not include an FTE/LTE headcount, with the exception of two 0.5 FTEs in 2021 and 2.0 FTEs in 2022. This is because the Thrift Shop is recovering operations that were impacted by the Pandemic and the staff positions were not known at the time the budget was adopted. Although the positions were not identified in the budget, resources were set aside to staff the Thrift Shop and that is accomplished using FTEs, LTEs, and seasonal staff. For example, the staffing budget (salaries and benefits) for 2022 is \$1,034,422 and currently funds 2.0 FTEs, 8.0 LTEs, and seasonal staff.

The table in Exhibit 2 reflects the LTE headcount of employees currently working at the Thrift Shop. Seasonal staff are not included in the head count. As Thrift Shop recovery work continues, it is anticipated that the 2023-2024 budget will once again include an FTE/LTE headcount, similar to what is currently done in other departments.

**RECOMMENDED ACTION**

Approve the September 23, 2022 Payroll Certification (Exhibit 1) in the amount of \$941,790.96 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND PAYROLL CERTIFICATION

Item 2.

**PAYROLL PERIOD ENDING** **09.16.22**  
**PAYROLL DATED** **09.23.22**

Net Cash	\$ 629,613.91
Net Voids/Manuals	\$ 759.90
<b>Net Total</b>	<b>\$ 630,373.81</b>
Federal Tax Deposit	\$ 103,318.89
Social Security and Medicare Taxes	\$ 55,189.04
Medicare Taxes Only (Fire Fighter Employees)	\$ 2,604.21
State Tax (Oregon, Massachusetts and North Carolina)	\$ 109.43
Family/Medical Leave Tax (Massachusetts)	\$ 1.34
Public Employees' Retirement System (PERS Plan 2)	\$ 26,663.79
Public Employees' Retirement System (PERS Plan 3)	\$ 7,726.70
Public Employees' Retirement System (PERSJM)	\$ 553.96
Public Safety Employees' Retirement System (PSERS)	\$ 216.74
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$ 31,466.49
Regence & LEOFF Trust Medical Insurance Deductions	\$ 12,994.76
Domestic Partner Medical Insurance Deductions	\$ 994.44
Kaiser Medical Insurance Deductions	\$ 1,108.60
Health Care - Flexible Spending Account Contributions	\$ 1,580.95
Dependent Care - Flexible Spending Account Contributions	\$ 1,224.71
ICMA Roth IRA Contributions	\$ 569.23
ICMA 457 Deferred Compensation Contributions	\$ 34,891.32
Fire Nationwide 457 Deferred Compensation Contributions	\$ 11,416.94
Fire Nationwide Roth IRA Contributions	\$ 1,075.00
ICMA 401K Deferred Compensation Contributions	\$ -
Garnishments (Chapter 13)	\$ 1,455.88
Child Support Wage Garnishment	\$ 706.03
Mercer Island Employee Association Dues	\$ 215.00
AFSCME Union Dues	\$ 2,648.80
Police Union Dues	\$ 2,599.12
Fire Union Dues	\$ 2,086.56
Fire Union Supplemental Dues	\$ 150.00
Standard - Supplemental Life Insurance	\$ 386.90
Unum - Long Term Care Insurance	\$ 1,018.65
AFLAC - Supplemental Insurance Plans	\$ 238.52
Coffee Club Dues	\$ 144.00
Transportation - Flexible Spending Account Contributions	\$ 62.50
Fire HRA-VEBA Contributions	\$ 5,996.74
Miscellaneous	\$ -
GET	\$ -
Oregon Transit Tax and Oregon Benefit Tax	\$ 1.71
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$ 311,416.95</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 941,790.76</b>
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

## FTE AND LTE COUNTS AS OF 9/2/2022

Full Time Equivalents (FTEs)	2022 Budgeted	2022 Actual
Administrative Services	13.50	13.50
City Attorney's Office	2.00	2.00
City Manager's Office	4.00	4.00
Community Planning & Development <sup>3</sup>	17.50	17.50
Finance <sup>9</sup>	9.00	8.00
Fire	32.00	27.00
Municipal Court	3.30	3.10
Police <sup>1</sup>	37.50	37.50
Public Works <sup>10</sup>	62.80	56.80
Recreation <sup>6</sup>	10.25	10.00
Thrift Shop <sup>7</sup>	2.00	2.00
Youth & Family Services <sup>2</sup>	11.43	11.43
<b>Total FTEs</b>	<b>205.28</b>	<b>192.83</b>
Limited Term Equivalents (LTEs)	2022 Budgeted	2022 Actual
Administrative Services <sup>4</sup>	1.00	0.00
City Manager's Office <sup>8</sup>	1.00	1.00
Community Planning & Development <sup>3</sup>	1.50	0.50
Finance <sup>11</sup>		1.00
Thrift Shop	*	9.00
Youth & Family Services <sup>12</sup>	2.43	1.60
<b>Total LTEs</b>	<b>5.93</b>	<b>13.10</b>
<b>Total FTEs &amp; LTEs</b>	<b>211.21</b>	<b>205.93</b>

**Footnotes:**

- <sup>1</sup> 5/18/2021: Authorized hire ahead of two officers 2.0 FTE [AB 5874](#)
- <sup>2</sup> 1/5/2021: Authorized increase of 1.37 FTE in YFS [AB 5795](#)
- <sup>3</sup> 9/21/2021: Authorized increase of 2.0 FTE and 0.5 LTE in CPD [AB 5942](#)
- <sup>4</sup> 9/21/2021: Authorized increase of 1.0 LTE in Admin Services – HR [AB 5942](#)
- <sup>5</sup> 10/19/2021: Authorized increase of 0.5 FTE in City Manager's Office [AB 5961](#)
- <sup>6</sup> 11/1/2021: Authorized restoration of 9.5 FTE in PW – Recreation [AB 5954](#)
- <sup>7</sup> 12/7/2021: Authorized increase of 1.0 FTE in Thrift Shop [AB 5992](#)
- <sup>8</sup> 12/7/2021: Authorized increase of 1.0 LTE in City Manager's Office [AB 5992](#)
- <sup>9</sup> 3/1/2022: Authorized increase of 1.0 FTE in Finance [AB 6031](#)
- <sup>10</sup> 4/19/2022: Authorized 1.0 FTE hire ahead for Utilities Engineer and increase of 0.5 FTE for Stormwater Quality Technician [AB 6051](#)
- <sup>11</sup> 6/21/2022: 1.0 LTE hired instead of 1.0 FTE
- <sup>12</sup> 7/5/2022: Authorized 1.0 FTE hire ahead for Middle School Counselor [AB 6106](#)
- \* See note in AB 6072 re Thrift Shop staffing [AB 6072](#)

**FTE Vacancies:**

1.0 CIP Project Manager	2.0 Firefighter
1.0 Deputy Fire Chief (contracted out)	2.0 Parks Maintenance Team Member
1.0 Financial Analyst	0.25 Recreation Assistant (0.25 FTE)
1.0 Fire Chief (contracted out)	1.0 Utilities Engineer (Hire Ahead)
1.0 Fire Sr. Admin Assistant	2.0 Utilities Team Member

**LTE Vacancies:**

1.0 Economic Development Coord.	0.83 Middle School Counselor
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**Notes:**

Current Judge is 0.2 FTE less than budgeted

Casual Labor (temporary and seasonal employees) are not included in the counts.

## CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



\_\_\_\_\_  
Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	213148-213215	9/16/2022	\$819,018.06
			\$819,018.06

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 001000 - General Fund-Admin Key</b>				
P0115670	00213175	KC PET LICENSES	PET LICENSES AUGUST 2022	35.00
<b>Org Key: 402000 - Water Fund-Admin Key</b>				
P0115603	00213203	SEATTLE PUBLIC UTILITIES	AUG 2022 SPU CHARGE FOR RETAIL	3,744.00
P0115598	00213206	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	1,924.72
P0115595	00213155	CED INC	INVENTORY PURCHASES	1,025.25
<b>Org Key: AS1100 - Administrative Services</b>				
P0114403	00213162	DELL MARKETING L.P.	3 dell laptops PW CM and SS	2,252.33
P0115620	00213210	VERIZON WIRELESS	VERIZON JULY 24 - AUG 23 ANGIE	213.81
<b>Org Key: CA1100 - Administration (CA)</b>				
P0115627	00213181	Madrona Law Group, PLLC	Invoice #11519 Professional	18,377.81
P0115627	00213181	Madrona Law Group, PLLC	Invoice #11519 Professional	3,022.50
P0115629	00213198	RELX INC DBA LEXISNEXIS	Invoice #3094039926 Legal	363.33
P0115627	00213181	Madrona Law Group, PLLC	Invoice #11518 Professional	200.00
P0115627	00213181	Madrona Law Group, PLLC	Invoice #11563 Professional	50.00
P0115618	00213210	VERIZON WIRELESS	VERIZON JULY 24 - AUG 23 SWAN	47.20
<b>Org Key: CA1150 - Attorney-Litigation</b>				
P0115628	00213182	McNaul Ebel Nawrot	Invoice #105413 Professional	7,965.22
<b>Org Key: CA1200 - Prosecution &amp; Criminal Mngmnt</b>				
P0115630	00213190	MOBERLY AND ROBERTS	Invoice #1054 Professional Ser	7,308.32
<b>Org Key: CA1300 - Public Records</b>				
P0115664	00213152	Archive Social Inc	Invoice #23974 NextRequest Pub	11,465.29
P0115631	00213211	WAPRO	Invoice #5390 - WAPRO Fall	200.00
<b>Org Key: CM1100 - Administration (CM)</b>				
P0114403	00213162	DELL MARKETING L.P.	3 dell laptops PW CM and SS	2,186.08
P0115619	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 CM	168.80
<b>Org Key: CT1100 - Municipal Court</b>				
P0115617	00213210	VERIZON WIRELESS	VERIZON JULY 24 - AUG 23 MUNIC	42.20
<b>Org Key: DS0000 - Development Services-Revenue</b>				
	00213201	SEABORN PILE DRIVING CO	OVERPAYMENT	9,406.63
	00213159	CHAD & JENNIFER REIBMAN	OVERPAYMENT	8,554.05
	00213201	SEABORN PILE DRIVING CO	OVERPAYMENT	4,077.05
	00213199	REN, PEARL	OVERPAYMENT	1,500.00
	00213163	ELECTRIC CO OF SEATTLE , THE	DUPLICATE	141.60
	00213172	HUNTS PLUMBING AND MECH LLC	NO WORK BEING DONE	141.60
	00213197	PPS HEATING & A/C INC	OVERPAYMENT	141.60
	00213208	TITAN ELECTRIC	NO WORK BEING DONE	141.60
<b>Org Key: DS1100 - Administration (DS)</b>				
P0115560	00213210	VERIZON WIRELESS	VERIZON JULY 24-AUG23	810.11
P0115622	00213210	VERIZON WIRELESS	VERIZON JULY 24 - AUG 23 CPD	734.34
P0115560	00213210	VERIZON WIRELESS	VERIZON JULY 24-AUG 23	270.04
<b>Org Key: FN4501 - Utility Billing (Water)</b>				
P0115602	00213185	METROPRESORT	AUG 2022 PRINTING & MAILING OF	74.66

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0115602	00213185	METROPRESORT	AUG 2022 PRINTING & MAILING OF	62.10
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0115602	00213185	METROPRESORT	AUG 2022 PRINTING & MAILING OF	74.66
P0115602	00213185	METROPRESORT	AUG 2022 PRINTING & MAILING OF	62.10
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0115602	00213185	METROPRESORT	AUG 2022 PRINTING & MAILING OF	74.65
P0115602	00213185	METROPRESORT	AUG 2022 PRINTING & MAILING OF	62.11
<i>Org Key: FR1100 - Administration (FR)</i>				
	00213158	CENTURYLINK	FIRE STATION 92 T1	1,913.21
P0115662	00213160	CULLIGAN SEATTLE WA	Water Service/Fire	471.80
P0115661	00213149	Alvaria Inc	Monthly Telestaff Fee	165.15
<i>Org Key: FR2100 - Fire Operations</i>				
P0115623	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 FIRE	847.62
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0115340	00213148	AIRGAS USA LLC	Oxygen/Fire	49.34
P0115665	00213148	AIRGAS USA LLC	Oxygen/Fire	5.99
<i>Org Key: FR4100 - Training</i>				
P0115663	00213205	STORER ENTERPRISES INC	Training Car	440.40
<i>Org Key: GB0101 - HVAC Repairs</i>				
P0115594	00213188	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	30.85
<i>Org Key: GB0102 - ADA Improvements</i>				
P0115531	00213194	PACIFIC AIR CONTROL INC	MERCER ISLAND COMMUNITY EVENT	19,307.14
P0115530	00213194	PACIFIC AIR CONTROL INC	MERCER ISLAND COMMUNITY EVENT	19,307.14
<i>Org Key: GGM001 - General Government-Misc</i>				
P0115604	00213154	BRINKS INC	AUG 2022 CITY HALL ARMoured TR	1,228.97
P0115633	00213196	POT O' GOLD INC	COFFEE/COVID SANITATION	356.78
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0115632	00213215	Xerox Financial Services	Copier Lease Sept INV 3476895	1,001.64
P0115632	00213215	Xerox Financial Services	Copier Lease Sept INV 3462326	857.69
P0115632	00213215	Xerox Financial Services	Copier Lease Sept INV 3462327	284.06
<i>Org Key: IS2100 - IGS Network Administration</i>				
	00213158	CENTURYLINK	PRI Span	648.99
	00213158	CENTURYLINK	COMMUNITY CTR BACKUP PER T1	589.46
	00213158	CENTURYLINK	FIRE STAT 92 ALARM, AUTODIAL &	179.24
	00213158	CENTURYLINK	COMMUNITY CENTER	131.36
	00213158	CENTURYLINK	PUBLIC WORKS RADIO	96.05
	00213158	CENTURYLINK	FIRE/BURGLAR ALARM	69.03
	00213158	CENTURYLINK	MAINTENANCE 911 BACKUP LINE	62.93
P0115608	00213204	Smarsh Inc.	7 Additional Licenses One Mont	62.76
P0115613	00213200	Ringsquared Telecom LLC	LONG DISTANCE CALLING AUGUST 2	62.43
	00213158	CENTURYLINK	FIRE/BURGLAR ALARM	62.03
	00213158	CENTURYLINK	FIRE/BURGLAR ALARM	62.03
	00213158	CENTURYLINK	FIRE STATION 92 ELEVATOR ALARM	59.78

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00213158	CENTURYLINK	LUTHER BURBANK 911 BACKUP LIN	59.61
	00213158	CENTURYLINK	THRIFT STORE 911 BACKUP LINE	59.61
P0115668	00213207	T-MOBILE	TEST MODEM	12.89
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0115590	00213170	HORIZON	IRRIGATION FITTINGS	1,167.38
P0115376	00213192	NATIONAL SAFETY INC	MICRO CLIP 3X 4GAS W/ CHARGER	878.11
P0115607	00213156	CEDAR GROVE COMPOSTING INC	LANDSCAPE MULCH (30 YDS)	594.55
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	162.61
<i>Org Key: MT3100 - Water Distribution</i>				
P0114403	00213162	DELL MARKETING L.P.	3 dell laptops PW CM and SS	2,186.08
P0115376	00213192	NATIONAL SAFETY INC	MICRO CLIP 3X 4GAS W/ CHARGER	878.11
P0115589	00213168	H D FOWLER	8" BLIND FLANGE & HARDWARE	217.03
P0115605	00213168	H D FOWLER	HYDRANT PARTS	125.50
<i>Org Key: MT3150 - Water Quality Event</i>				
P0115600	00213169	HACH COMPANY	AA FREE CHLORINE REAGENT SET,	339.59
P0115600	00213169	HACH COMPANY	DPD FREE CHLORINE 10ML, PK/100	347.07
P0115594	00213188	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	12.46
<i>Org Key: MT3200 - Water Pumps</i>				
	00213158	CENTURYLINK	FIRE VHF RADIO @ RESERVOIR	59.74
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0115609	00213150	AMERICAN WATER WORKS ASSOC	2022 TO 2023 PUBLIC WORKS	2,335.00
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00213158	CENTURYLINK	UTILITIES DEPARTMENT	212.40
	00213158	CENTURYLINK	UTILITIES DEPARTMENT	168.64
	00213158	CENTURYLINK	UTILITIES DEPARTMENT	124.45
P0115594	00213188	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	23.72
<i>Org Key: MT3800 - Storm Drainage</i>				
P0115591	00213209	UNITED RENTALS NORTH AMERICA	MINI EXCAVATOR RENTAL	2,087.55
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	325.22
<i>Org Key: MT4101 - Support Services - General Fd</i>				
P0115597	00213184	MERCER ISLAND REPORTER	PW RENEWAL OF MI REPORTER	70.00
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0115624	00213210	VERIZON WIRELESS	VERIZON MAY 24- JUN 23 PARKS	255.61
P0115626	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 PARK	208.81
P0115625	00213210	VERIZON WIRELESS	VERIZON JUN 24 TO JUL 23 PARKS	208.61
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	162.60
<i>Org Key: MT4200 - Building Services</i>				
P0115593	00213186	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	42.58
<i>Org Key: MT4300 - Fleet Services</i>				
P0115606	00213183	MERCER ISLAND CHEVRON	FUEL	1,882.35
P0115527	00213202	SEATTLE BOAT COMPANY	8/26/2022 Patrol 11 fuel - Inv	803.85
P0115527	00213202	SEATTLE BOAT COMPANY	Patrol 11 Fuel - 597 hours -	674.12
P0115527	00213202	SEATTLE BOAT COMPANY	Marine Patrol Fuel	606.03

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0115596	00213173	IBS INC	MISC. HARDWARE (VEHICLE MAINT.	448.37
P0113519	00213176	KIA MOTORS FINANCE	2022 KIA LEASE - 2019 KIA NIRO	406.15
P0115527	00213202	SEATTLE BOAT COMPANY	Patrol 11 Fuel - 8/27/2022 -	297.77
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	162.61
<i>Org Key: MT4450 - Cust Resp - Clearing Acct</i>				
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	162.61
<i>Org Key: MT4501 - Water Administration</i>				
P0115615	00213214	WILLIAMS KASTNER & GIBBS PLLC	Mountain Sound Transit Claim	1,221.27
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	487.83
	00213158	CENTURYLINK	RESERVOIR FIRE/BURGALUR ALARM	56.35
<i>Org Key: MT4502 - Sewer Administration</i>				
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	487.83
<i>Org Key: MT4900 - Solid Waste &amp; Sustainability</i>				
P0115612	00213212	WESTERN WA CLEAN CITIES	Columbia-Willamette Clean Citi	500.00
<i>Org Key: MT6100 - Park Maintenance</i>				
P0115634	00213189	MI UTILITY BILLS	AUG 2022 PAYMENT OF UTILITY BI	17,703.72
P0115607	00213156	CEDAR GROVE COMPOSTING INC	LANDSCAPE MULCH (30 YDS)	594.54
P0115625	00213210	VERIZON WIRELESS	VERIZON JUN 24 TO JUL 23 PARKS	377.81
P0115626	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 PARK	377.61
P0115624	00213210	VERIZON WIRELESS	VERIZON MAY 24 - JUN 23 PARKS	356.25
P0115610	00213166	GCP WW HOLDCO LLC	MISC. WORK CLOTHES	247.22
P0115599	00213166	GCP WW HOLDCO LLC	MISC. WORK CLOTHES	229.72
P0115592	00213187	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	5.93
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0115634	00213189	MI UTILITY BILLS	AUG 2022 PAYMENT OF UTILITY BI	23,605.18
P0115626	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 PARK	42.20
P0115625	00213210	VERIZON WIRELESS	VERIZON JUN 24 TO JUL 23 PARKS	42.20
P0115624	00213210	VERIZON WIRELESS	VERIZON MAY 24 - JUN 23 PARKS	42.12
<i>Org Key: MT6400 - ARPA-Park Deferred Maintenance</i>				
P0112775	00213191	MONARCH LANDSCAPE HOLDINGS	Parks deferred maintenance ARP	10,074.15
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0115634	00213189	MI UTILITY BILLS	AUG 2022 PAYMENT OF UTILITY BI	6,171.93
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	325.22
	00213158	CENTURYLINK	LUTHER BURBANK PARK	131.36
	00213158	CENTURYLINK	LUTHER BURBANK PARK	65.68
P0115592	00213187	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	59.40
P0115626	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 PARK	40.07
P0115625	00213210	VERIZON WIRELESS	VERIZON JUN 24 TO JUL 23 PARKS	40.05
P0115624	00213210	VERIZON WIRELESS	VERIZON MAY 24 - JUN 23 PARKS	40.03
<i>Org Key: MT6800 - Trails Maintenance</i>				
P0115145	00213174	ISSAQUAH HONDA KUBOTA	STIHL HL94Z TRIMMER	182.51
P0115145	00213174	ISSAQUAH HONDA KUBOTA	STIHL HL94Z TRIMMER	64.19
P0115625	00213210	VERIZON WIRELESS	VERIZON JUN 24 TO JUL 23 PARKS	51.20
P0115626	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 PARK	47.20

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0115624	00213210	VERIZON WIRELESS	VERIZON MAY 24 - JUN 23 PARKS	42.12
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0115634	00213189	MI UTILITY BILLS	AUG 2022 PAYMENT OF UTILITY BI	96,024.38
	00213179	LEHOCZKY, ZSOLT	TRAQ CERT + MILEAGE	976.58
P0115614	00213195	PAYBYPHONE TECHNOLOGIES INC	TRANSACTION FEE BILLING PERIOD	250.00
P0115616	00213164	EVERGREEN SAFETY COUNCIL	Forklift Operator Training in	162.60
P0115592	00213187	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	35.64
<i>Org Key: PA0100 - Open Space Management</i>				
P0114772	00213151	APPLIED ECOLOGY LLC	RESTORATION WORK IN SE 53RD OS	5,755.75
P0114773	00213151	APPLIED ECOLOGY LLC	RESTORATION WORK IN UPPER LUTH	5,255.25
P0115626	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 PARK	47.31
P0115625	00213210	VERIZON WIRELESS	VERIZON JUN 24 TO JUL 23 PARKS	47.31
P0115624	00213210	VERIZON WIRELESS	VERIZON MAY 24 - JUN 23 PARKS	47.23
<i>Org Key: PA0109 - Aubrey Davis Park Trail Safety</i>				
P0112473	00213177	KPG	Aubrey Davis Park Trail Safety	7,974.00
P0112473	00213177	KPG	Aubrey Davis Park Trail Safety	2,821.00
<i>Org Key: PA0118 - Lincoln Landing Watercourse Re</i>				
P0115386	00213171	HOUGH BECK & BAIRD	LINCOLN LANDING CONSTRUCTION	3,200.31
<i>Org Key: PA0124 - Luther Burbank Boiler Bldg Roo</i>				
P0113911	00213167	GEOENGINEERS INC	LUTHER BURBANK UPLAND	1,992.25
<i>Org Key: PA122B - LB Shoreline Access Improvemen</i>				
P0113911	00213167	GEOENGINEERS INC	LUTHER BURBANK UPLAND	1,224.25
P0112767	00213153	ASHLEY KNAPP GRANT WRITING LLC	Luther Burbank Park – Docks	1,205.75
<i>Org Key: PA122D - LB Storm Drainage KC Flood Con</i>				
P0113911	00213167	GEOENGINEERS INC	LUTHER BURBANK UPLAND	4,580.25
<i>Org Key: PO1100 - Administration (PO)</i>				
P0115621	00213210	VERIZON WIRELESS	VERIZON JULY 24 TO AUG 23 POLI	602.54
<i>Org Key: PO2100 - Patrol Division</i>				
P0115526	00213178	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies - Invo	27.36
<i>Org Key: PR4100 - Community Center</i>				
P0115604	00213154	BRINKS INC	AUG 2022 MI COMMUNITY CENTER	196.96
	00213158	CENTURYLINK	COMMUNITY CENTER 911 ID LINE	62.03
<i>Org Key: PR5600 - Cultural &amp; Performing Arts</i>				
P0115573	00213213	WHEELHOUSE PROMOTIONS & EVENTS	Customized Promotional Items (	2,043.46
<i>Org Key: SP0121 - Mid-block Crosswalk 76 Ave SE</i>				
P0114355	00213193	NPM CONSTRUCTION CO	CONSTRUCTION STREETS FOR PROJE	7,316.90
<i>Org Key: SU0118 - Lincoln Landing Sewer Improvem</i>				
P0115386	00213171	HOUGH BECK & BAIRD	LINCOLN LANDING CONSTRUCTION	2,100.00
<i>Org Key: WU0106 - Madrona Crest East Addition Wa</i>				
P0114993	00213165	FURY SITE WORKS INC	2022 WATER SYSTEM IMPROVEMENTS	453,543.24
<i>Org Key: WU0170 - ARPA-First Hill Generator</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0114349	00213161	DAVID EVANS & ASSOC INC	21-45 First Hill Booster Stati	3,568.80
Org Key: YF1200 - Thrift Shop				
P0115584	00213180	LIFTOFF LLC	Office 365 Licenses	200.00
Total				819,018.06

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00213148	09/15/2022	AIRGAS USA LLC Oxygen/Fire	P0115665	9129315710	08/23/2022	55.33
00213149	09/15/2022	Alvaria Inc Monthly Telestaff Fee	P0115661	ASI072982	09/05/2022	165.15
00213150	09/15/2022	AMERICAN WATER WORKS ASSOC 2022 TO 2023 PUBLIC WORKS	P0115609	7002041969	12/01/2022	2,335.00
00213151	09/15/2022	APPLIED ECOLOGY LLC RESTORATION WORK IN SE 53RD OS	P0114773	1375	09/06/2022	11,011.00
00213152	09/15/2022	Archive Social Inc Invoice #23974 NextRequest Pub	P0115664	23974	08/17/2022	11,465.29
00213153	09/15/2022	ASHLEY KNAPP GRANT WRITING LLC Luther Burbank Park – Docks	P0112767	126	09/06/2022	1,205.75
00213154	09/15/2022	BRINKS INC AUG 2022 CITY HALL ARMoured TR	P0115604	5125237	08/31/2022	1,425.93
00213155	09/15/2022	CED INC INVENTORY PURCHASES	P0115595	8073-1099016	08/30/2022	1,025.25
00213156	09/15/2022	CEDAR GROVE COMPOSTING INC LANDSCAPE MULCH (30 YDS)	P0115607	0000696349	08/31/2022	1,189.09
00213158	09/15/2022	CENTURYLINK FIRE STATION 92 T1		232-8035 SEP22	08/16/2022	4,873.98
00213159	09/15/2022	CHAD & JENNIFER REIBMAN OVERPAYMENT		SHL21-030	09/13/2022	8,554.05
00213160	09/15/2022	CULLIGAN SEATTLE WA Water Service/Fire	P0115662	0699865	08/31/2022	471.80
00213161	09/15/2022	DAVID EVANS & ASSOC INC 21-45 First Hill Booster Stati	P0114349	517020	08/30/2022	3,568.80
00213162	09/15/2022	DELL MARKETING L.P. 3 dell laptops PW CM and SS	P0114403	10592402450	08/01/2022	6,624.49
00213163	09/15/2022	ELECTRIC CO OF SEATTLE , THE DUPLICATE		2208-185	09/01/2022	141.60
00213164	09/15/2022	EVERGREEN SAFETY COUNCIL Forklift Operator Training in	P0115616	INV11971	09/07/2022	2,439.13
00213165	09/15/2022	FURY SITE WORKS INC 2022 WATER SYSTEM IMPROVEMENTS	P0114993	PP#2	08/31/2022	453,543.24
00213166	09/15/2022	GCP WW HOLDCO LLC MISC. WORK CLOTHES	P0115599	090922	09/09/2022	476.94
00213167	09/15/2022	GEOENGINEERS INC LUTHER BURBANK UPLAND IMPROVEM	P0113911	0180051	05/27/2022	7,796.75
00213168	09/15/2022	H D FOWLER 8" BLIND FLANGE & HARDWARE	P0115605	I6207277	09/09/2022	342.53
00213169	09/15/2022	HACH COMPANY DPD FREE CHLORINE 10ML, PK/100	P0115600	13180592	08/05/2022	686.66
00213170	09/15/2022	HORIZON IRRIGATION FITTINGS	P0115590	3M449692	08/31/2022	1,167.38
00213171	09/15/2022	HOUGH BECK & BAIRD LINCOLN LANDING CONSTRUCTION	P0115386	14727	09/01/2022	5,300.31
00213172	09/15/2022	HUNTS PLUMBING AND MECH LLC NO WORK BEING DONE		2208-136	09/01/2022	141.60
00213173	09/15/2022	IBS INC MISC. HARDWARE (VEHICLE MAINT.	P0115596	794365-1	08/29/2022	448.37
00213174	09/15/2022	ISSAQUAH HONDA KUBOTA STIHL HL94Z TRIMMER	P0115145	1326861	09/06/2022	246.70

**Accounts Payable Report by Check Number**


Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00213175	09/15/2022	KC PET LICENSES PET LICENSES AUGUST 2022	P0115670	AUG22	08/01/2022	35.00
00213176	09/15/2022	KIA MOTORS FINANCE 2022 KIA LEASE - 2019 KIA NIRO	P0113519	090422	09/04/2022	406.15
00213177	09/15/2022	KPG Aubrey Davis Park Trail Safety	P0112473	186835	08/12/2022	10,795.00
00213178	09/15/2022	KROESENS UNIFORM COMPANY Patrol Uniform Supplies - Invo	P0115526	69792	09/02/2022	27.36
00213179	09/15/2022	LEHOCZKY, ZSOLT TRAQ CERT + MILEAGE		090722	08/31/2022	976.58
00213180	09/15/2022	LIFTOFF LLC Office 365 Licenses	P0115584	6579ADD18	09/09/2022	200.00
00213181	09/15/2022	Madrona Law Group, PLLC Invoice #11518 Professional	P0115627	11520	09/07/2022	21,650.31
00213182	09/15/2022	McNaul Ebel Nawrot Invoice #105413 Professional	P0115628	105413	08/30/2022	7,965.22
00213183	09/15/2022	MERCER ISLAND CHEVRON FUEL	P0115606	AUG22	08/31/2022	1,882.35
00213184	09/15/2022	MERCER ISLAND REPORTER PW RENEWAL OF MI REPORTER	P0115597	MI-167096 2022	09/01/2022	70.00
00213185	09/15/2022	METROPRESORT AUG 2022 PRINTING & MAILING OF	P0115602	IN647407	09/08/2022	410.28
00213186	09/15/2022	MI HARDWARE - BLDG MISC. HARDWARE FOR THE MONTH O	P0115593	555000 - 090122	09/01/2022	42.58
00213187	09/15/2022	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0115592	090122	09/01/2022	100.97
00213188	09/15/2022	MI HARDWARE - UTILITY MISC. HARDWARE FOR THE MONTH O	P0115594	560800-090122	09/01/2022	67.03
00213189	09/15/2022	MI UTILITY BILLS AUG 2022 PAYMENT OF UTILITY BI	P0115634	083122	08/31/2022	143,505.21
00213190	09/15/2022	MOBERLY AND ROBERTS Invoice #1054 Professional Ser	P0115630	1054	09/01/2022	7,308.32
00213191	09/15/2022	MONARCH LANDSCAPE HOLDINGS Parks deferred maintenance ARP	P0112775	CD50218908	06/21/2022	10,074.15
00213192	09/15/2022	NATIONAL SAFETY INC MICRO CLIP 3X 4GAS W/ CHARGER	P0115376	0663525-IN	08/29/2022	1,756.22
00213193	09/15/2022	NPM CONSTRUCTION CO CONSTRUCTION STREETS FOR PROJE	P0114355	PP#3	08/31/2022	7,316.90
00213194	09/15/2022	PACIFIC AIR CONTROL INC MERCER ISLAND COMMUNITY EVENT	P0115530	33229A	08/25/2022	38,614.28
00213195	09/15/2022	PAYBYPHONE TECHNOLOGIES INC TRANSACTION FEE BILLING PERIOD	P0115614	INVPBP-HQ-4560	08/31/2022	250.00
00213196	09/15/2022	POT O' GOLD INC COFFEE/COVID SANITATION	P0115633	0408780	09/07/2022	356.78
00213197	09/15/2022	PPS HEATING & A/C INC OVERPAYMENT		2207-195	09/01/2022	141.60
00213198	09/15/2022	RELX INC DBA LEXISNEXIS Invoice #3094039926 Legal	P0115629	3094039926	08/31/2022	363.33
00213199	09/15/2022	REN, PEARL OVERPAYMENT		APL22-003	09/12/2022	1,500.00
00213200	09/15/2022	Ringsquared Telecom LLC LONG DISTANCE CALLING AUGUST 2	P0115613	IN44676	09/05/2022	62.43

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00213201	09/15/2022	SEABORN PILE DRIVING CO OVERPAYMENT		SHL21-041/026	09/14/2022	13,483.68
00213202	09/15/2022	SEATTLE BOAT COMPANY Marine Patrol Fuel	P0115527	993-19968-51001	09/01/2022	2,381.77
00213203	09/15/2022	SEATTLE PUBLIC UTILITIES AUG 2022 SPU CHARGE FOR RETAIL	P0115603	AUG22	08/01/2022	3,744.00
00213204	09/15/2022	Smarsh Inc. 7 Additional Licenses One Mont	P0115608	INV-43154	08/31/2022	62.76
00213205	09/15/2022	STORER ENTERPRISES INC Training Car	P0115663	758	09/06/2022	440.40
00213206	09/15/2022	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0115598	2202664	08/31/2022	1,924.72
00213207	09/15/2022	T-MOBILE TEST MODEM	P0115668	984234766-SEP22	09/13/2022	12.89
00213208	09/15/2022	TITAN ELECTRIC NO WORK BEING DONE		2208-050	09/01/2022	141.60
00213209	09/15/2022	UNITED RENTALS NORTH AMERICA MINI EXCAVATOR RENTAL	P0115591	204480438-006	08/26/2022	2,087.55
00213210	09/15/2022	VERIZON WIRELESS VERIZON JULY 24 - AUG 23 ANGIE	P0115621	9914152115	08/23/2022	6,050.40
00213211	09/15/2022	WAPRO Invoice #5390 - WAPRO Fall	P0115631	5390	08/25/2022	200.00
00213212	09/15/2022	WESTERN WA CLEAN CITIES Columbia-Willamette Clean Citi	P0115612	6000-1A123	06/22/2022	500.00
00213213	09/15/2022	WHEELHOUSE PROMOTIONS & EVENTS Customized Promotional Items (	P0115573	1110	07/18/2022	2,043.46
00213214	09/15/2022	WILLIAMS KASTNER & GIBBS PLLC Mountain Sound Transit Claim	P0115615	641393	08/11/2022	1,221.27
00213215	09/15/2022	Xerox Financial Services Copier Lease Sept INV 3476895	P0115632	3462326	09/01/2022	2,143.39
					Total	819,018.06

## CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



\_\_\_\_\_  
Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	213216-213217	9/23/2022	\$16,093.71
			\$16,093.71

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: <i>GGM150 - EOC - Port of Seattle Grant</i>				
P0115751	00213217	MI US POSTAL SERVICE	CONSOLIDATED PRESS POST OFFICE	630.38
Org Key: <i>PR2104 - Special Events</i>				
P0115714	00213216	DEKRA-LITE INDUSTRIES INC	"Hanna" Illuminated Frame, War	15,463.33
Total				16,093.71

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00213216	09/22/2022	DEKRA-LITE INDUSTRIES INC "Hanna" Illuminated Frame, War	P0115714	SO065947	09/21/2022	15,463.33
00213217	09/22/2022	MI US POSTAL SERVICE CONSOLIDATED PRESS POST OFFICE	P0115751	092222	09/22/2022	630.38
					Total	16,093.71



# CITY COUNCIL MINUTES REGULAR HYBRID MEETING SEPTEMBER 20, 2022

Item 4.

## CALL TO ORDER & ROLL CALL

Mayor Salim Nice called the regular meeting to order at 5:01 pm in the Council Chambers at City Hall, 9611 SE 36th Street, Mercer Island, Washington.

Mayor Salim Nice, Deputy Mayor David Rosenbaum and Councilmembers Lisa Anderl, Jake Jacobson, and Ted Weinberg participated in person in Council Chambers. Councilmember Craig Reynolds joined by Zoom.

Councilmember Wendy Weiker was absent.

## PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

## AGENDA APPROVAL

It was moved by Anderl; seconded by Weinberg to:

**Approve the agenda.**

PASSED: 6-0

FOR: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Weinberg)

ABSENT: 1 (Weiker)

## STUDY SESSION

### Parliamentary Procedure Training – Jurassic Parliament

Mayor Nice introduced Ann Macfarlane from Jurassic Parliament. Ann Macfarlane presented the training “Great City Council Meetings”.

City Council received the training and asked questions.

City Council took a recess from 6:12 - 6:22 pm.

## CITY MANAGER REPORT

City Manager Bon reported on the following items:

- **Council, Boards & Commission Meetings Update:** Special City Council meeting Monday October 3, Planning Commission Hybrid Meeting September 28, Design Commission Hybrid Meeting October 5, and Parks & Recreation Commission Hybrid Meeting October 6.
- **City Services Updates:** I-90 closure September 22-26, 2022 WSDOT City Safety Program grant award, Mobile asset data collection project was conducted in the month of August, Continuing education and safety trainings for City staff, Fentanyl warning.
- **Upcoming Events:** MIPA and the City partnering for Blood Drive on 10/6 at MICEC, MICEC Art Gallery installation *Embrace Abstraction*, Fall recycling event October 29 at City Hall, Return of Hallo-weekend: Trick or Treat Town Center 10/28, Pumpkin Walk 10/30 at Mercerdale Park, Summer Celebration 2023 Saturday July 15.
- **News:** Welcome Officers Shergill and Johnston to MIPD, Back-to-school drive, Successful Art Uncorked

## APPEARANCES

There were no appearances.

## CONSENT AGENDA

### AB 6158: September 9, 2022 Payroll Certification

**Recommended Action:** Approve the September 9, 2022 Payroll Certification (Exhibit 1) in the amount of \$901,094.45 and authorize the Mayor to sign the certification on behalf of the entire City Council.

#### Certification of Claims:

- A. Check Register 212987-213062 | 9/2/2022 | \$698,615.69
- B. Check Register 213063-213147 | 9/9/2022 | \$1,226,050.39
- C. EFT Payments | August 2022 | \$2,879,422.69

**Recommended Action:** Certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

### City Council Meeting Minutes of September 6, 2022 Regular Hybrid Meeting

**Recommended Action:** Approve the minutes of September 6, Regular Hybrid Meeting.

### AB 6134: Mercer Island No Islander Goes Hungry (MI NIGH) Day, Proclamation No. 294

**Recommended Action:** Proclaim September 23, 2022 as "MI NIGH DAY" on Mercer Island.

### AB 6136: Peace Day on Mercer Island, Proclamation No. 296

**Recommended Action:** Proclaim September 21, 2022 as Peace Day on Mercer Island.

### AB 6149: Opioid Distributors Washington Settlement

**Recommended Action:** Authorize the City Manager to sign and submit the Opioid Distributors Washington Settlement Participation Form and Allocation Agreement, substantially in the form attached as Exhibits 1 and 2 to AB 6149, respectively.

### AB 6150: Engstrom Open Space Title Transfer to Open Space Conservancy Trust

**Recommended Action:** Adopt Resolution No. 1631 authorizing the transfer of the title to Engstrom Open Space to the Open Space Conservancy Trust.

### AB 6151: 2023 Water System Improvements Design – Budget Appropriation

**Recommended Action:** Appropriate \$260,400 from the Water Fund balance to fully fund design work on the 2023 Water System Improvements Project.

### AB 6152: Interlocal Agreement for Jail Services with South Correctional Entity (SCORE)

**Recommended Action:** Authorize the City Manager to sign the updated Interlocal Agreement for Inmate Housing between the City of Mercer Island and SCORE.

### AB 6157: Letter of Support for the GMA Periodic Update Grant

**Recommended Action:** Approve the Letter of Support for the GMA Periodic Update Grant.

It was moved by Jacobson; seconded by Weinberg to:

**Approve the Consent Agenda and the recommended actions contained therein.**

PASSED: 6-0

FOR: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Weinberg)

ABSENT: 1 (Weiker)

## REGULAR BUSINESS

### AB 6160: King County Solid Waste Division Re+ Program Introduction

John Walsh from King County Solid Waste Division presented the County's new Re+ Program.

Council received the presentation and asked questions of King County Solid Waste Division staff.

### AB 6153: Board & Commission Vacancy Appointment (Round 2) (Resolution No. 1632)

Mayor Nice proposed an alternate approach to the Arts Council appointment since only one application was received. He proposed appointing Lalo Bruhl to the Arts Council Position No. 1 expiring May 2023, suspending the City Council Rules of Procedure related to the appointment of Boards and Commission members, and add Ms. Bruhl's name to Resolution No. 1632.

It was moved by Weinberg; seconded by Anderl to:

**Suspend the City Council Rules of Procedure related to the appointment of Board and Commission members**

PASSED: 6-0

FOR: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Weinberg)

ABSENT: 1 (Weiker)

City Clerk Larson read Resolution No. 1632 into the record.

It was moved by Rosenbaum; seconded by Reynolds to:

**Adopt Resolution No. 1632.**

PASSED: 6-0

FOR: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Weinberg)

ABSENT: 1 (Weiker)

### AB 6154: 2022 Limited Water System Plan Update of the 2015 Water System Plan

Deputy Public Works Director Patrick Yamashita, Utilities Engineer Rona Lin introduced the consultants from HDR Engineering, Dan Graves and David Kuhns.

Project Manager David Kuhns from HDR Engineering introduced the HDR team. Water Resource Planner Dan Graves from HDR Engineering presented the purpose of the limited update, a system overview, annual water usage by customer class, average and maximum day demands and system capacity, key assumptions made for the demand forecast.

David Kuhns presented the hydraulic model, an overview of peak hour demand pressures, and available fire flow.

Mr. Graves presented the Capital Improvement Plan for the water system, a look at the rate increases through 2028, and an overview of the approval process for Limited Water System Plan Update.

City Council received the presentation and asked questions of staff and the consultants.

It was moved by Anderl; seconded by Weinberg to:

**Approve Resolution No. 1633, adopting the City of Mercer Island 2022 Limited Water System Plan.**

PASSED: 6-0

FOR: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Weinberg)

ABSENT: 1 (Weiker)

## **AB 6155: ARCH 2023 Work Plan and Budget Approval**

Deputy CPD Director Alison Van Gorp introduced ARCH Executive Director Lindsay Masters.

Ms. Masters presented an overview of the 30-year history and accomplishments of ARCH. She provided an overview of the 2023 ARCH administrative budget and work plan and 2023 work program priorities. She provided a look at the ARCH work program activities on Mercer Island.

City Council received the report and asked questions.

It was moved by Rosenbaum; seconded by Jacobson to:

**Approve the ARCH 2023 Work Plan and Budget.**

PASSED: 6-0

FOR: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Weinberg)

ABSENT: 1 (Weiker)

City Council took Recess from 8:12 - 8:19pm.

## **AB 6138: 2022 CIP Project Update and 2023-2028 CIP Preview**

Chief of Operations Jason Kintner presented a 2022 CIP project update and 2023-2028 CIP preview. He provided an overview of City infrastructure, an update on key 2022 projects, a preview of 2023-2024 preliminary CIP for utilities, parks and facilities/ general government, project grants, project management and an overview of budget calendar and workplan. He presented 2022 water utility projects, 2022 sewer utility projects, and ARPA funded utility projects. Chief of Operations Kintner presented the 2023-2024 CIP preview including asbestos cement (AC) water pipe replacement projects, 2023 water system improvement project, sewer SCADA system replacement, sewer pump station rehabilitation and replacement assessments and improvements, stormwater trunkline and capacity assessments, Groveland and Clarke beach parks master plan to be completed in 2023, and on the Luther Burbank Park dock and waterfront improvement project.

City Manager Bon presented a facilities assessment to take a holistic look at City facilities and a look at the precinct facility assessment and renovations. Chief of Operations Kintner presented on awarded project grants that the City has received and on grant applications that are in review/progress. He presented the CIP project management team, operations team, and contracted services.

Council received the presentation and asked questions.

## **OTHER BUSINESS**

### **Planning Schedule**

City Manager Bon discussed upcoming meetings for October, November & December development of the 2023 – 2024 biennial budget and about the Special Meeting on Monday, October 3.

### **Councilmember Absences and Reports**

It was moved by Anderl; seconded by Weinberg to:

**Excuse Councilmember Weiker's absence from the September 20, 2022 City Council meeting.**

PASSED: 6-0

FOR: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Weinberg)

ABSENT: 1 (Weiker)

Councilmember Jacobson

- Hi-vis wrappings for stop signs and crosswalks are very dramatic and great.

Deputy Mayor Rosenbaum:

- SCA PIC met last week discussed legislative priorities

Councilmember Weinberg:

- Sept 15 Sustainability meeting overview

- Consider attending lunch time talk on September 21 on climate solutions

## ADJOURNMENT

The regular Council Meeting adjourned at 9:14 pm.

Attest:

\_\_\_\_\_  
Salim Nice, Mayor

\_\_\_\_\_  
Andrea Larson, City Clerk



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6162**  
**October 3, 2022**  
**Consent Agenda**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6162: Domestic Violence Action Month, Proclamation No. 297	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Proclaim October 2022 as Domestic Violence Action Month on Mercer Island	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Council
<b>STAFF:</b>	Ali Spietz, Chief of Administration Tambi Cork, YFS Administrator
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Proclamation No. 297
<b>CITY COUNCIL PRIORITY:</b>	n/a

### EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim October 2022 as Domestic Violence Action Month on Mercer Island (Exhibit 1).

### BACKGROUND

Each October, Domestic Violence Action Month is recognized nationally and highlights the importance of preventing domestic violence through awareness, direct action, and support for survivors.

### ISSUE/DISCUSSION

More prevalent than most realize, one in four women and one in seven men will experience domestic violence in their lifetimes. Domestic violence is defined as the willful intimidation, physical assault, battery, sexual assault, or other abusive behavior as part of a systemic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, threats, economic and emotional/psychological abuse. On average, nearly 20 people per minute are physically abused by an intimate partner in the United States. On a typical day, more than 20,000 phone calls are placed to domestic violence hotlines nationwide.

Mercer Island is not immune to the epidemic of domestic violence, and the impact on the individual, family, and community. The City's Youth and Family Services department provides counseling, assessment, and referral for those experiencing domestic violence and for survivors. Regional partner Lifewire is an additional resource available to Mercer Island residents for victim advocacy, safety planning, and 24-hour crisis response.

If you or someone you know is concerned about your relationship or experiencing abuse at home, free and confidential help is available at Lifewire's 24-Hour Helpline at 425-746-1940 or 1-800-827-8840. Mercer Island survivors and their loved ones can also contact Youth and Family Services Confidential Intake Line at 206-275-7657 for assistance.

## RECOMMENDED ACTION

Proclaim October 2022 as Domestic Violence Action Month on Mercer Island.



# City of Mercer Island, Washington

## *Proclamation*

**WHEREAS**, each year, in October, advocates, survivors, and supporters recognize October as Domestic Violence Awareness Month.

More prevalent than most realize, one in four women and one in seven men will experience domestic violence in their lifetimes. Anyone, regardless of gender, race, sexual identity or orientation, or socio-economic status, can be a victim of domestic violence. The 2022 campaign theme, #Every1KnowsSome1, highlights how common domestic violence is and that it is more than physical violence.

More than 20,000 calls are placed to domestic violence hotlines nationwide each day, and the impact of domestic violence is felt not only by individuals and families, but by communities and the nation as a whole.

The City's Youth and Family Services department provides services to help mitigate the devastating impact of domestic violence on survivors, children, families, and the community. Education, prevention, and intervention efforts are imperative to not only protect victims, but also to increase public awareness of the severity and extent of domestic violence.

Mercer Island joins with others across the state of Washington and nationwide in supporting domestic violence victims and survivors, and the advocates and organizations that serve them.

**NOW, THEREFORE**, I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim October 2022 as

## **DOMESTIC VIOLENCE ACTION MONTH**

and call upon the people of Mercer Island to speak out against domestic violence and support efforts to prevent and end domestic abuse.

**APPROVED**, this 3rd day of October 2022

\_\_\_\_\_  
Mayor Salim Nice

Proclamation No. 297



**CITY OF MERCER ISLAND  
YOUTH & FAMILY SERVICES**





## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6140**  
**October 3, 2022**  
**Consent Agenda**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6140: 2021-2022 Work Plan Update	<input checked="" type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Receive updates to the 2021-2022 work plan.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Manager
<b>STAFF:</b>	Jessi Bon, City Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Major Work Plan Items Matrix 2. Work Plan Items by Department from 2021-2022 Budget
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

### EXECUTIVE SUMMARY

The purpose of this agenda item is to provide a written update to the City Council on the status of the 2021-2022 work plan items in preparation for the 2022-2023 Biennial Budget discussions. See Exhibit 1 for a status report on major work plan items. A narrative summarizing work item progress is also included in the body of this agenda bill.

### BACKGROUND

The City's work plan was approved in the [2021-2022 Adopted Budget](#), see also Exhibit 2. At the Mid-Year Planning Session on April 27, 2021, staff presented a streamlined work plan tool to better visualize and track major work plan items ([AB 5858](#)). The Major Work Plan Items Matrix visual tracking tool (Exhibit 1) has been updated to reflect the status of current work items.

The City Council received updates on the 2021-2022 work plan on [September 21, 2021](#), [February 1, 2022](#), and at the [March 26, 2022 Council Planning Session](#). Highlights of added work plan items, recent accomplishments, and an overview of other work items is provided below.

## ISSUE/DISCUSSION

### Completed work plan items and highlights:

- Adopted the [Parks, Recreation and Open Space \(PROS\) Plan](#).
- Adopted the [ADA Transition Plan](#).
- Adopted new financial management policies.
- Provided final report to Council on implementation of permit fee analysis and level of service analysis.
- Updated the Animal Control Ordinance.
- Developed and implemented a transition plan to re-open the Mercer Island Community and Event Center (MICEC). Restored recreation programs and services.
- Implemented the updated City organizational structure as approved in the 2021-2022 budget.
- Implemented organizational improvements in the Recreation Division. These included developing and implementing updated policies and procedures for differential service pricing, allocation and use of recreation facilities, and community special event administration. Policies and procedures now better align with cost recovery goals and community needs.
- Hired a CPD Senior Policy Analyst to address land use policy including code amendments and comprehensive plan updates.
- Upgraded Council Chamber technology to allow for hybrid (remote and in-person) participation by Councilmembers, staff, consultants, and residents.
- Successfully completed a request for proposals that assessed and evaluated software solutions to upgrade or replace the City's financial management system.
- Completed the City's [biennial community survey](#).
- Completed the Risk & Resiliency Assessment.
- Update the Emergency Response Plan (RRA & ERP Plan).
- Achieved reaccreditation for the Police Department, ensuring compliance with State standards.
- Completed an assessment of the operating challenges, safety concerns, and potential improvements to Bike Skills Area at Upper Luther Burbank Park. Received City Council direction on the future of the Bike Skills Area in Mercer Island.
- Developed lesson plans for public education on fire safety and other related topics including home safety, exit drills, smoke detector education, and more.

### Work Plan Items Nearing Completion:

- **Administer a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center. (Community Planning & Development)**  
The survey has been completed as part of the Comprehensive Plan update. Results from this resident survey will support efforts to develop the new Economic Development Element for the Comprehensive Plan. Results are being compiled and will be shared with the Planning Commission and City Council before the end of 2022.
- **Create a master fee schedule for City Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees) by the end of Q1 2022. (Administrative Services)**  
Due to demands on staff this project had been moved to later in 2022. A 2023 master fee schedule will be ready to approve in November 2022.

- Athletic Field Replacement Projects. (Public Works/Parks & Recreation)**  
 As included in the 2022 PROS Plan and the accompanying 2023-2028 Parks CIP, City Council approved an appropriation of \$250,000 to begin design of three athletic field projects in 2022, with construction anticipated in 2023. The three projects are (1) Island Crest Park North Field Turf and Backstop Replacement; (2) Island Crest Park South Field Backstop Replacement; and (3) South Mercer Playfields Turf Replacement & Ballfield Backstop Replacement. The Mercer Island School District has completed design work for upgrades at South Mercer Playfields in which the City is a partner. Construction has begun and completion is anticipated for Q4 2022.
- Oversee the City's Emergency Response to the COVID-19 Pandemic. (All Departments)**  
 Continue to oversee and manage the City's response to and recovery from the pandemic including keeping the City Council and community apprised of city service changes and updates, monitoring current health conditions, and implementing additional protective measures. On October 31, 2022, the State will end the Declaration of Emergency and the City will follow suit.
- Work with the City Council and staff on the transition to in-person meetings. The City Council is currently meeting remotely due to restrictions related to the COVID-19 Pandemic. The timing to resume in-person meetings is currently unknown. (City Manager's Office)**  
 The March 15, 2022 City Council meeting was the first hybrid (in person and remote) public meeting. All City Council meetings going forward will be hybrid unless public health circumstances change. Staff will continue to make improvements to technology as needed. Still will be transitioning Boards and Commissions to the hybrid format, one at a time, over the next six to nine months.
- Continue work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor's Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. (City Manager's Office, Public Works, and Finance)**  
 The Thrift Shop division was able to further expand operations in November including adding a second donation day. As of mid-March, donations are no longer being collected and managed at the MICEC. Thrift Shop donation hours have been expanded to Sunday through Thursday, 8 am-11 am. Renewed marketing efforts are producing results. Over Labor Day weekend, the Thrift Shop grossed nearly \$18,000 in online and in-store sales.

Ongoing Work Plan Items:

- Major Comprehensive Plan Update. (Community Planning & Development and City Attorney's Office)**  
 Work on the full Comprehensive Plan update that is required every eight years commenced in 2022. The 24-month review process will include public engagement, Planning Commission review, and City Council adoption by Q2 2024. Included in this update will be a new Economic Development Element and a substantial update to the Housing Element.
- Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks. (Public Works/Parks & Recreation)**  
 As included in the 2022 PROS Plan, the City Council approved an appropriation of \$300,000 to commence work on a joint Master Planning process for Clarke Beach and Groveland Beach Parks. The process will establish a long-term vision and plan to address aging shoreline and dock infrastructure at both facilities. Staff will look at possibly replacing the docks at both parks, enhancing swimming areas, and rehabilitating the shoreline to improve habitat. Staff will begin the process by issuing a RFQ for qualified consultants.

- **Business Code Zone Amendment. (Community Planning & Development)**

A code amendment has been proposed to allow schools in the business zone. Staff will work with Planning Commission and City Council to consider/review this proposal. Standard code amendment process (public engagement, environmental reviews, etc.) will be followed. The City Council approved this in December 2021 as part of the docket process. Work on the project will commence after completion of other work plan items and based on staff availability.

- **Deconstruction of Surplus Property at 4004 Island Crest Way by end of Q4 2022. (Public Works)**

In July 2021, the City of Mercer Island acquired a vacant one-story house at 4004 Island Crest Way with the intention of removing the structure to address transportation needs at the intersection of SE 40th Street and Island Crest Way. Deconstruction is complete. Determination of traffic operation needs is ongoing. Additional site improvements are under way including vegetation, site security, and preliminary pedestrian improvements near the property.

- **Complete a Parking Study for Town Center. (Community Planning & Development)**

The City contracted with Walker Consultants and is on track to finalize the project by the end of the year. This work includes collecting parking inventory and analyzing usage; auditing and recommending regulations; identifying opportunities to increase parking supply and/or shared parking usage; reviewing the permit program and enforcement; and exploring opportunities for curbside and parking space activation, wayfinding, technology use, sustainable approaches, and/or other ways to improve parking usage in the Town Center. The final report from Walker will include the study results and recommendations for improvements.

- **Luther Burbank Docks Reconfiguration and Repair Project. (Public Works/Parks & Recreation)**

The docks and adjacent waterfront need major renovation to continue to provide the public with shoreline recreation. Guided by the [Luther Burbank Park Master Plan](#), a 30% design has been reviewed and accepted by the City Council. Phase 1 of the project, which will include stabilization of the Boiler Building, restroom and concession stand renovations, and construction of an outdoor classroom, is scheduled for 2023 followed by replacement of the docks in 2024, which is Phase 2. Staff have been pursuing grant opportunities to support the funding of the project.

- **Administer American Rescue Plan Act (ARPA) Funding by Q4 2026. (City Manager's Office, Finance, and Public Works)**

On [October 19, 2021](#), the City Council approved the acceleration of a number of capital improvement projects to be funded by American Rescue Plan Act (ARPA) Project resources. Funded and/or accelerated projects include Reservoir Pump Replacements, Reservoir Improvements, Geographic Information Services (GIS) Utility Network Data Upgrade, First Hill Booster Station Generator Replacement, Sewer Pipe Replacements & Upsizing, Pressure Reducing Valve Station Replacements, and YFS Mental Health and Human Services. The City is required to commit the full \$7.23 million in ARPA funds by December 2024. Staff will continue to work on plans to expend ARPA funds and will submit recommendations to the City Council by the December 2024 deadline. The following are new or accelerated projects utilizing ARPA funds:

- **Complete GIS Utility Network Data Upgrade Project by Q2 2023. (Administrative Services)**

On February 1, 2022 the City Council approved an appropriation of \$110,000 of ARPA Funds for the Geographic Information Services (GIS) Utility Network Data Upgrade project to convert and upgrade the design for the water, sewer, and stormwater utility networks in the GIS database to be compatible to the most recent upgrades to the City's GIS system. This work will be completed by Q2 2023.

- **Reservoir Pump Replacements. (Public Works)**  
The City's water distribution system is comprised of two 4-million-gallon water storage tanks, two booster pump stations, 120 miles of water mains, and 85 pressure reducing valves of which water is distributed via five submersible pumps. All five pumps will be replaced via this project. Engineering and design work began in 2021 and construction is anticipated in 2023.
- **Reservoir Improvements. (Public Works)**  
The City's two 4-million-gallon steel water storage tanks, constructed in 1962 (North Tank) and 1975 (South Tank), are due for an interior recoating. Engineering and design are underway and anticipated to be completed in Q4 of 2022, with construction of the South Tank improvements scheduled in 2023 followed by the North Tank improvements in 2024.
- **First Hill Booster Station Generator Replacement. (Public Works)**  
This project will replace the emergency backup generator at the First Hill booster pump station. The generator provides auxiliary power to the station and is 30 years old, one of the oldest generators in the City's utility system. A design to replace this aging generator and associated appurtenances is needed. Staff have retained engineering services to complete the design and prepare bid documents for construction to replace the backup generator in 2023.
- **Residential Development Standards Assessment. (Community Planning & Development)**  
The Residential Development Standards (RDS) were adopted in 2017. The City will analyze how well the RDS worked and identify any recommended changes and updates. Staff were unable to commence work on this item due to staff capacity issues in the current biennium. This work item will be carried forward to the 2023-2024 biennium.
- **Conduct a Citywide Classification & Compensation Study. (Administrative Services)**  
The Classification and Compensation Study examines and evaluates the City's current salary schedule for non-represented employees, develops a classification system for all positions, and recommends improvements or changes to be implemented. Phase one of the study is nearing completion with the final review of updated job descriptions for all non-represented positions. Phase two of the study which entails completing a market analysis for the positions, is in process and is set to be complete by the end of the year, with policy recommendations prepared for City Council consideration in early 2023.
- **Develop a citywide compensation policy and philosophy subject to review and approval by the City Council. (Administrative Services and All Departments)**  
The City is scheduled to develop a citywide compensation policy and philosophy to follow best practices and industry standards. The project's start has been pushed to the third quarter of 2023, after completion of the Citywide Classification & Compensation Study. Policy recommendations will be prepared for City Council consideration in early 2023.
- **Conduct a public engagement process to solicit input to develop an Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12). (Community Planning & Development)**  
This public engagement process commenced in mid-2022 and has been aligned with the broader public participation plan for the Comprehensive Plan update. Staff held a community workshop in June and conducted a survey over the summer. Staff received more than 500 responses to the survey. Results are being compiled and will be submitted to Planning Commission and City Council in October 2022.
- **Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City's financial management system. Purchase and implement Enterprise Resource**

### **Planning Software by Q4 2022. (Finance)**

On February 1, 2022, the City Council received a project update and staff recommendations to replace the City's antiquated financial management software system. On March 1, 2022, the City Council authorized funding to begin contract negotiations with the preferred software vendor and begin project implementation. Contracts were finalized in September. Software implementation is set to begin October 2022 with configuration, testing, and staff training taking place throughout the next biennium.

- **Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program for Mercer Island residents pending consideration and acceptance by the City Council by Q2 2021. (Fire and Youth and Family Services)**

A six-year King County levy provides funding to cities to establish a Mobile Integrated Healthcare (MIH) program designed to address the needs of low-acuity 9-1-1 callers and vulnerable community members. Staff are currently recruiting for this position. Once the position is filled, a finalized set of programs and systems will be deployed to connect community members accessing the emergency medical services to an array of health and social services.

- **Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing. (Administrative Services)**  
Human Resources staff is continuing to work on implementing a new HRIS software. Implementation of this work is critical to deploying several process improvements. Full implementation is now anticipated for mid-2023.
- **Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022. (City Manager's Office, Police & Fire)**  
The Puget Sound Emergency Radio Network Operator (PSERN) is scheduled to replace the current emergency radio communications system used by Mercer Island, Bellevue, Issaquah, and other King County communities. The project is currently in Phase 2, focused on building infrastructure (buying and implementing radios) and hiring a director. Due to a delay in equipment delivery, deployment of the system may begin in 2023 with a fully operational system anticipated by the end of 2024.
- **Negotiate new Collective Bargaining Agreements with Police and Police Support (2022-2024); AFSCME (2022-2023); and Fire (2022-2024) bargaining groups. (Administrative Services, City Attorney's Office, and City Manager's Office)**  
In 2021, a three-year collective bargaining agreement was approved with Police and Police Support for 2022-2024 as well as a one-year extension with Fire. In 2022, a successor three-year collective bargaining agreement with AFSCME was approved for 2022-2024 and negotiations are currently underway with Fire in 2022.
- **Restore the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out; Conduct one Citizens Academy by Q4 2022. (Police)**  
Staff revived public outreach programs using in-person and virtual platforms including Community Emergency Response Team (CERT) training, National Night Out, Paws on Patrol, Neighborhood Watch, and other emergency and disaster trainings. Staff are preparing a Citizens Academy, tentatively scheduled for Q2 2023.
- **Implement the Supervisory Control and Data Acquisition Project ("SCADA" Project) by Q4 2023. (Public Works)**  
The City's water distribution and sewer systems are monitored and controlled remotely by equipment commonly referred to as, Supervisory Control and Data Acquisition ("SCADA"). Construction has

begun, including installation of hardware required for communications at five water sites. The water system is anticipated to be completed by Q4 2022 (delayed due to material and manufacturer delays as a result of the pandemic). A bid for the next phase of the project, upgrading the sewer utility system, will be issued in late Q4 2022 for construction in 2023.

- **Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023. (Fire)**

The Fire Marshal and Fire Department Leadership continue to work with Sound Transit on safety and fire suppression systems and requirements for the light rail station. Fire alarm, fire sprinkler, and clean agent systems are installed and operational pending confidence and acceptance testing. Due to delays and construction related failures, training will continue into 2023 with an anticipated full system integration by Q2 of 2024. Additional training funds of up to \$50,000 has been acquired from Sound Transit to assist in emergency responder training in 2023.

- **Prepare for the new light rail station, to include police response protocols and pedestrian and vehicles safety considerations. (Police)**

The Department accelerated the hiring of two new police officers, as approved by the City Council during the 2021-2022 budget process, who will be assigned to the Sound Transit light rail station area. Staff continue to work with King County transit and WSDOT to develop response protocols and dedicated Transit Town Center officers.

- **Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices. (City Manager's Office and Finance)**

The ongoing tracking and invoicing of costs incurred by the City for which the City is eligible for reimbursement under the 2017 Settlement Agreement with Sound Transit. Significant reimbursements during this period include enhancements to traffic safety to offset the impact of the Mercer Island Station such as a new crosswalk construction near West Mercer Elementary School.

- **Complete the Water Meter Replacement Project by Q3 2024. (Public Works)**

The City is replacing residential water meters as well as upgrading the technology that reads and analyzes the water meters. The Project Team has completed the technology propagation study and is working with PSE on hardware replacements. The contract was awarded by the City Council on July 19, 2022 and construction is underway. Implementation has been extended from one to two years with half of the meters replaced in year one and the remaining meters in year two. Project completion now slated for Q3 2024.

- **Prepare for the opening of the Sound Transit Light Rail Station in 2023. Work with internal teams and other agencies to ensure safe design and implementation. (City Manager's Office, Fire, Police, and Public Works)**

Recent accomplishments include contracting with Sound Transit, Bellevue, and Redmond to train Fire crews for potential emergencies in light rail stations as well as on needed equipment, and accelerating the hiring of two new Police Officers, as approved by the City Council during the 2021-2022 budget process, who will be assigned to the Sound Transit light rail station area. MIFD sent members of our technical rescue team to specific light rail car lifting training in 2022. We anticipate training all members to an operations level by Q4 of 2023.

- **Implement 2021 sustainability work plan as adopted on March 2, 2021. (Public Works)**

The 2021-2022 adopted budget included a full-time position focused on sustainability initiatives. Although the position was filled in early 2021, the person filling this role continued to provide support for Citywide Communications through early summer 2021. Now working at full capacity, the new

Sustainability Analyst has begun work on sustainability initiatives including incorporating sustainability best practices in City operations/maintenance, and capital improvement projects; and tracking emissions and meeting GHG targets. After approval of the Sustainability Committee Charter on February 1, 2022, the sustainability committee has restarted and is scheduled to meet monthly. The City's first [Climate Action Plan](#) is underway with consultant, Cascadia Consulting. A statistically valid survey was made available September through October, and the CAP adoption is slated for March 2023.

- Provide ethics training for all public officials. (City Manager's Office and City Attorney's Office)**  
 City Council adopted the updated Code of Ethics on June 16, 2021. A training program for boards and commissions was developed and deployed in the fall of 2021. In July 2022, all new members of City Boards and Commissions were provided training on the Code of Ethics. Training is now ongoing and will be provided for new public officials.
- Implement programs and services and partnerships to meet the arts and culture priorities established by the Mercer Island Arts Council. (Parks & Recreation and Public Works)**  
 Throughout 2021, staff worked on a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services, including arts and culture priorities. Program and service priorities for arts and culture include: 1. Stabilize Arts Council Membership, volunteership, and operations; 2. Develop 2023 City Arts and Culture Work Plan; 3. Garner community input and support of City arts and culture initiatives; 4. Address City arts policy and procedure needs.
- MICEC Annex Building Assessment and Plan. (Public Works/Parks & Recreation)**  
 As included in the 2022 PROS Plan, the City Council approved funding to assess the MICEC Annex Building and recommend a strategy to repair or replace. \$200,000 was appropriated for this project. A draft annex facility plan is slated for completion by the end of June 2023.
- Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q3 2021. (Administrative Services, Police, City Attorney's Office, and Municipal Court)**  
 This work item was suspended by the City Manager. In 2021, a multi-department staff team began the process of analyzing options for municipal court delivery services, either by continuing the Mercer Island Municipal Court or by contracting with another area court. Staff were on target to present findings and recommendations in early 2022, but upon receiving the resignation of Mercer Island's Municipal Court Judge, the City embarked on a recruitment process for a new Municipal Court Judge pursuant to RCW 3.50.040 and MICC 2.40.040. The City appointed Judge Gregory to a four-year term.

## NEXT STEPS

Staff will update the Major Work Plan Item Matrix to include new projects added as part of the 2023-2024 Biennial Budget and provide the next update to the City Council ahead of the 2023 Planning Session.

## RECOMMENDED ACTION

Receive Report.



# City of Mercer Island

## 2021-2023 Work Plan Matrix

Item 6.

Project	Progress	Start	End	2021				2022				2023			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Administrative Services															
Create a master fee schedule for City Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees) by the end of Q4 2022.	75%	Jun-22	Dec-22												
Assist in updating citywide policies regarding finances, purchasing, utility billing policies, fleet, and others.	40%	Jan-21	Jun-23												
Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q2 2022. (Work item suspended.)	50%	Mar-21	Jun-22												
Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing.	60%	Jan-21	Jun-23												
Negotiate new Collective Bargaining Agreements with Fire (2023-2025). 2022-2024 Police and Police Support CBA completed December 2021. AFSCME (2022-2023) completed June 2022.	66%	Jan-21	Dec-22												
Conduct a Citywide Classification & Compensation Study.	65%	Feb-21	Mar-23												
Develop a citywide compensation policy and philosophy subject to review and approval by the City Council.	0%	Apr-22	Jun-23												
Research and present options for the City Council's biennial public opinion survey; collaborate on promotion and assist with distribution and explanation of results. Conduct a biennial public opinion survey in 2022 to inform the 2023-2024 budget process.	100%	Oct-21	Sep-22												
Complete GIS Utility Network Data Upgrade Project by Q2 2023. *	40%	Feb-22	Jun-22												
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.	65%	Jan-21	Ongoing												
Continue to oversee the City’s emergency response to the COVID-19 Pandemic (Pandemic). Participate in regular EOC meetings to review and provide direction on operational strategies and to address urgent issues.	90%	Mar-20	Oct-22												
City Manager's Office															
Implement the organizational structure as approved in the 2021-2022 budget.	100%	Jan-21	Jul-21												
Prepare for the opening of the Sound Transit Light Rail Station in 2023. Work with internal teams and other agencies to ensure safe design and implementation.	25%	Jan-21	Jun-23												

Project	PROGRESS	START	END	2021				2022				2023				Item 6.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.	Ongoing	Jan-21	Ongoing													
Continue to oversee the City's emergency response to the COVID-19 Pandemic (Pandemic). Participate in regular EOC meetings to review and provide direction on operational strategies and to address urgent issues.	90%	Mar-20	Oct-22								Expected Completion					
Work with the City Council and staff on the transition to in-person meetings.	90%	Jan-21	Dec-22								Expected Completion					
Develop a strategy and evaluate options to upgrade the technology in Council Chambers to allow for Councilmembers and/or staff to participate remotely if unable to attend a meeting in-person.	100%	Jan-21	Sep-21				Complete									
Provide ethics training for all public officials. Initial work is complete.	Ongoing	Jan-21	Dec-23													
Prepare a recommendation to the City Council regarding the future use of the Tully's Property, acquired by the City in 2020. A capital project is proposed in the 2023-2024 budget.	10%	Jan-21	Mar-22								Expected Completion					

## Community Planning and Development

Implement organizational improvements based on the permit fee revisions and the department assessment to better align department service levels with permit revenues while optimizing service delivery by Q4 2022.	75%	Jan-21	Dec-22										Expected Completion			
Prioritize staff focus on highest value plan review, inspection, and enforcement objectives.	50%	Jan-21	Ongoing													
Coordinate with King County jurisdictions on regional growth planning (including growth target development and adoption by the Growth Management Planning Council 2021). Ratification by City Council scheduled for March 1, 2022.	100%	Jan-21	Mar-22							Expected Completion						
Report to City Council on implementation of permit fee analysis and level of service analysis.	100%	Jan-21	Dec-21							Expected Completion						
Major Comprehensive Plan Update: Begin work on the full update that is required every nine years in Q3 2022. A 24-month review process will include public engagement, Planning Commission review, and City Council adoption by Q2 2024. Included in this update will be substantial rewrites of the Economic Development Element and the Housing Element/Housing Needs Assessment.	25%	Jan-21	Jun-24													
Hire a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.	100%	May-21	Jul-21				Expected Completion									
Administer a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center.	90%	Mar-22	Oct-22							Expected Completion						
Conduct a public engagement process to solicit input to write the Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12).	75%	Apr-22	Dec-22										Expected Completion			
Complete a Parking Study for Town Center.*	75%	May-22	Dec-22										Expected Completion			
Business Code Zone Amendment.*	0%	Oct-22	Dec-23													
Residential Development Standards Assessment.*	10%	Apr-22	Dec-23													

				2021				2022				2023				Item 6.			
Project	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
Finance																			
Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City’s financial management system.	100%	Jan-21	Sep-21			Complete													
Phase 1: Purchase new Enterprise Resource Planning Software by Q1 2022.	100%	Jan-21	Dec-22							Complete									
Phase 2: Implement Enterprise Resource Planning Software by Q4 2024.	0%	Oct-22	Dec-24																
Review and update the City’s current budget policies and present new financial management policies to the City Council.	100%	Mar-21	Sep-21			Complete													
Develop the 2023-2024 biennial budget with a new internal process by Q3 2022.	90%	Jan-22	Oct-22									Expected Completion							
Transition to monthly financial reports. Implementation of this goal is tied to procurement and implementation of the new financial software.	0%	Oct-22	Jun-24																
Administer American Rescue Plan Act (ARPA) Funding by Q4 2026.	Ongoing	Jun-21	Dec-24																
Continue work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor’s Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. This work is ongoing.	Ongoing	Jan-21	Dec-22										Expected Completion						
Fire																			
Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs during the current COVID-19 Pandemic.	90%	Jan-21	Oct-22									Expected Completion							
Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program, or contract with Bellevue Fire Department CARES program for Mercer Island residents pending consideration and acceptance by the City Council by Q2 2021.	80%	Jan-22	Jan-23											Expected Completion					
Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023.	80%	Jan-21	Mar-23											Expected Completion					
Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education, etc.) by Q4 2022.	100%	Jan-21	Dec-22									Complete							
Municipal Court																			
Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services in Q2 2022. (This work item is suspended.)	50%	Mar-21	Jun-22									Expected Completion							
Police Department																			
Update Animal Control Ordinance in conjunction with the City Attorney’s office by Q2 2022.	100%	Jan-21	May-22						Complete										

Project	PROGRESS	START	END	2021				2022				2023				Item 6.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing.	60%	Jan-21	Jun-24													
Continue to ensure the Police Department complies with State accreditation standards and achieve reaccreditation in Q3 2021.	100%	Jan-21	Nov-21					Complete								
Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022.	80%	Jan-21	Mar-23											Expected Completion		
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.	50%	Jan-21	Dec-22										Expected Completion			
Restore the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out. Conduct one Citizens Academy by Q4 2022.	75%	Jan-21	Mar-23											Expected Completion		

## Public Works

Complete the Parks, Recreation and Open Space (PROS) Plan by Q2 2022.	100%	Jan-21	Apr-22						Complete							
Develop and adopt the Transportation Improvement Program (TIP) by July each year.	100%	Jan-21	Ongoing													
Implement the Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q4 2023.	50%	Jan-21	Dec-23													Expected Completion
Complete the Water Meter Replacement Project by Q3 2024.	25%	Jul-21	Sep-24													
Complete the Risk & Resiliency Assessment by Q2 2021.	100%	Jan-21	Jun-21		Complete											
Update the Emergency Response Plan (RRA & ERP Plan) by Q4 2021.	100%	Jan-21	Dec-21				Complete									
Continue with ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from Department of Ecology.	75%	Jan-21	Dec-24													Expected Completion
Complete the ADA Transition Plan by Q4 2022.	100%	Jan-21	Jun-22						Complete							
Complete the Site Characterization for soil and groundwater at Fire Station 91 by Q4 2022.	95%	Jan-21	Dec-22											Expected Completion		
Implement 2021 sustainability work plan as adopted on March 2, 2021.	60%	Jan-21	Dec-22											Expected Completion		
Luther Burbank Docks reconfiguration and repair project.*	30%	Jun-20	Dec-24													
Deconstruction of Surplus Property at 4004 Island Crest Way by end of Q4 2022.*	75%	Jul-22	Jun-22										Expected Completion			
Assess operating challenges, safety concerns, and potential improvements to Bike Skills Area at Upper Luther Burbank Park by Q2 2022.*	100%	Oct-21	Dec-22							Complete						

Project	PROGRESS	START	END	2021				2022				2023				Item 6.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
MICEC Annex Building Assessment.*	0%	Mar-22	Jun-23													
Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks by Q4 2023.*	10%	Mar-22	Dec-23													
Athletic Field Replacement Projects as included in the 2022 PROS Plan. Projects include: (1) Island Crest Park North Field Turf and Backstop Replacement; (2) Island Crest Park South Field Backstop Replacement; and (3) South Mercer Playfields Turf Replacement & Ballfield Backstop Update.*	30%	Jun-22	Dec-23													
Reservoir Pump Replacements.*	20%	Mar-22	Dec-24													
Reservoir Improvements.*	20%	Mar-22	Dec-24													
First Hill Booster Station Generator Replacement.*	15%	Jun-22	Dec-24													

## Parks & Recreation

Work with the City Manager's office to develop a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services.	100%	Jan-21	Dec-22									Complete				
Implement organizational improvements by developing and implementing policies and procedures for differential service pricing, allocation and use of the City's recreation facilities, and community special event administration, to align with meeting cost recovery goals and community needs	50%	Nov-22	Dec-23													
Implement programs and services and partnerships to meet the arts and culture priorities established by the Mercer Island Arts Council (1. Stabilize Arts Council Membership, volunteership and operations; 2. Develop 2023 City Arts and Culture Work Plan; 3. Garner community input and support of City arts and culture initiatives; 4. Address City arts policy and procedure needs.	25%	Jan-22	Dec-22													

## Youth and Family Services

Work with the City Council on a recovery plan for YFS services, continue to partner and collaborate with the YFS Foundation on community fundraising campaigns, and develop a recommendation to establish and grow a YFS Reserve Fund. This work is ongoing.	Ongoing	Jan-21	Dec-23													
Transition YFS operations to ensure compliance with HIPAA standards by Q4 2022.	75%	Apr-21	Jun-23													
Complete the update to the YFS policy and procedures manual by Q4 2022. Policies related to financial assistance programs may require City Council review and approval.	75%	Oct-21	Jun-23													

# 2021-2022 Biennial Budget Work Plans by Department

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# Administrative Services

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## 1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

- 1.1 Create a master fee schedule for City Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees) by Q4 2021.
- 1.2 Assist in updating citywide policies regarding finances, purchasing, utility billing policies, fleet, and others.
- 1.3 Develop a citywide compensation policy and philosophy subject to review and approval by the City Council by Q4 2021.
- 1.4 Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q3 2021.

## 2. Goal: Coordinate and oversee the internal and support services and teams for the City of Mercer Island

- 2.1 Work with the City Manager's Office and the Finance Department to prepare the 2023-2024 budget recommendation.
- 2.2 Launch and manage the City's Customer Service Team.
- 2.3 Lead citywide customer service initiative, including trainings for employees, focusing on improving and strengthening overall customer experience for internal and external customers.
- 2.4 Coordinate citywide efforts on diversity, equity, and inclusion practices for City staff.
- 2.5 Develop procedures and establish training schedule for confidential Personnel and Privileged correspondence.
- 2.6 Review and update the Mayor's Emergency Powers code (MICC 9.40).
- 2.7 Schedule annual trainings and consultation for diversity, equity, and inclusion practices for employees and officials.

## 3. Goal: Administer uniform Human Resources policies, procedures, and programs and process the payroll for all City employees.

- 3.1 Complete implementation of the semi-monthly payroll process. The transition from bi-weekly to semi-monthly payroll began in Q4 2020.
- 3.2 Continue implementation of HRIS software (NEOGOV) to centralize employee data, payroll, and benefits. This work is ongoing.
- 3.3 Negotiate new Collective Bargaining Agreements with bargaining groups in 2021:
  - 3.3.1 Police and Police Support bargaining groups by for the years 2022 through 2024.
  - 3.3.2 AFSCME bargaining group by for the years 2022 through 2023.
  - 3.3.3 Fire bargaining group by for the years 2022 through 2024.
- 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 the employee survey.

## Administrative Services Work Plan Cont.

- 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 records, identifying destruction and/or archival requirement. This work is ongoing.
- 3.8 Continue to assist with time-tracking related to the COVID-19 Pandemic. Ensure staff hours are recorded to meet FEMA and other grant requirements.
- 3.9 Conduct a Citywide Classification & Compensation Study.
- 4. 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.**
  - 4.1 Implement technology projects in the 2021-2022 Capital Improvement Plan, including a new financial system (pending budget proposal) and upgrades to the permitting system.
  - 4.2 Assist staff to identify, prioritize and bid technology projects for the 2021-2022 biennium.
  - 4.3 Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct ongoing training for City employees on cyber and information security.
  - 4.4 Ensure that mobile computer systems in emergency vehicles and field reporting systems are dependable, well-maintained, and functional.
  - 4.5 Continue to provide technology support for remote meetings (City Council, Boards and Commissions, etc.) due to the COVID-19 Pandemic.
  - 4.6 Procure, implement, maintain, and support all information and technology infrastructure, systems, and software that enables City service delivery to the public.
  - 4.7 Continue with maintenance and administration of online map services to ensure WebGIS, Cityworks, and Online maps are operational.
  - 4.8 Continue to maintain and enhance Esri and Latitude GeoCortex software including procurement, licensing, and administration to ensure WebGIS and GIS software are operational
- 5. Goal: Provide a single and centralized location for Mercer Island residents, businesses, and visitors to access City services**
  - 5.1 Continue the work started by the EOC Call Center to transition to a centralized Customer Service Team to provide excellent citywide customer service by phone, email, and in-person.
  - 5.2 Implement the customer relationship management (CRM) software to track and manage customer interactions.
  - 5.3 Provide a consistent customer service experience, while creating efficiencies and reducing redundancies.

## Administrative Services Work Plan Cont.

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- 5.4 Decrease the steps it takes the customer to get what they want/need (clicks, emails, phone calls, etc.) Track progress through data collection and establish performance objectives.
  - 5.5 Provide one-stop shopping and relieve multiple staff teams from working on the same request.
  - 5.6 Provide citywide support for the re-opening of City facilities and the transition back to in-person services as COVID-19 restrictions allow.
- 6. 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.**
- 6.1 Develop and manage communications plans and provide support or outreach/engagement management for other departments.
  - 6.2 Research and present options for the City Council's biennial public opinion survey; collaborate on promotion and assist with distribution and explanation of results.
  - 6.3 Maintain range of communications tools (website, Let's Talk, social media, MI Weekly, news releases, etc.)
  - 6.4 Ensure consistent branding of outreach materials across departments.
  - 6.5 Administer the City's website, adding news and calendar items, updating content, and designing new webpages as needed. Continue citywide training to ensure department staff are regularly updating and monitoring website content.
  - 6.6 Continue communications regarding the citywide emergency response to the COVID-19 Pandemic including maintaining and updating the Let's Talk page and website with current and relevant information.
  - 6.7 Conduct a biennial public opinion survey in 2022 to inform the 2023-2024 budget process.

## City Attorney's Office

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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 consist 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.

## City Attorney's Office Work Plan Cont.

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- 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 23 claims and 80 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.
- 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 and provide training to staff.

## City Council

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- 1. Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.**
- 2. Articulate, confirm, and communicate a vision for effective and efficient city services.**
  - 2.1. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability
- 3. Implement and economic development program.**
- 4. Provide emergency response services related to the COVID-19 Pandemic.**

# City Manager's Office

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## 1. Goal: Stabilize the organization, optimize resources, and develop a long-term fiscal sustainability plan.

- 1.1 Implement the organizational structure as approved in the 2021-2022 budget.
  - 1.1.1 Continue to work towards filling interim/vacant director positions.
  - 1.1.2 Provide support to the organization to ensure succession planning remains a priority to address upcoming retirements.
  - 1.1.3 Emphasize building and developing future leaders throughout the organization through continuing education, cross-training, and identifying other opportunities for professional growth.
- 1.2 Continue work on long-term financial strategies; revisit policies related to the long-term forecast, reserves, and operating contingencies.
  - 1.2.1 Work with the City Council to evaluate options for the Luther Burbank Park maintenance and operations levy that ends in 2023.
  - 1.2.2 Provide support to the YFS Working Group, a partnership of the YFS Foundation and the City, in developing a recommendation on long-term funding strategies for YFS services. This work is ongoing with a recommendation tentatively scheduled for Q1 2021. Refinement of the goals and objectives of the YFS Working Group is subject to further direction by the City Council.
  - 1.2.3 Provide support to the Finance Department and Administrative Services Department in developing and revising numerous financial and operational policies.
- 1.3 Provide leadership support and direction on specific projects and work items to stabilize the organization and the staffing structure. These projects include:
  - 1.3.1 Assist the Recreation Transition Team in developing the service recovery plan for the Mercer Island Community and Event Center and recreation programs and services. Work will commence Q4 2020 with City Council initial review planned for early Q2 2021.
  - 1.3.2 Continue to support work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor's Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. This work is ongoing.
  - 1.3.3 Support the Community Planning and Development Department in the fee study and staffing analysis.
- 1.4 Prepare and transmit a 2023-2024 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.

## City Manager's Office Work Plan Cont.

### **2. Goal: Prepare for the impacts of growth and change with a continued consideration on environmental sustainability**

- 2.1 Prepare for the opening of the Sound Transit Light Rail Station in 2023. Work with internal teams and other agencies to ensure safe design and implementation.
- 2.2 Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.

### **3. Goal: Provide emergency response services related to the COVID-19 Pandemic**

- 3.1 Continue to oversee the City's emergency response to the COVID-19 Pandemic (Pandemic). Participate in regular EOC meetings to review and provide direction on operational strategies and to address urgent issues.
- 3.2 Continue to work with the Finance Department to address the financial impacts of the Pandemic. Ensure other Departments have the supplies and resources needed to meet safety and operational requirements.
- 3.3 Revisit policies and operations plans to address emerging needs.

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

- 4.1 Work with the City Council and staff on the transition to in-person meetings. The City Council is currently meeting remotely due to restrictions related to the COVID-19 Pandemic. The timing to resume in-person meetings is currently unknown.
- 4.2 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.
- 4.3 Provide support to the City Council in setting the agendas and preparing for the Annual Planning Session and Mid-Year Planning Session. Work with the City Council to address planning session formats given the ongoing impacts of COVID-19 and the limitations on in-person meetings.
- 4.4 Prepare the annual legislative priorities with direction from the City Council. Respond to legislative activity at the State and Federal level.
- 4.5 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.
- 4.6 Evaluate whether or not to continue the Sustainability Committee, which is a sub-committee of the City Council.
- 4.7 Develop a strategy and evaluate options to upgrade the technology in Council Chambers to allow for Councilmembers and/or staff to participate remotely if unable to attend a meeting in-person.
- 4.8 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.

## City Manager's Office Work Plan Cont.

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- 4.9 Manage the transition of codifiers to meet the growing codification needs, increase transparency, and improve user functionality.
- 5. Goal: Continue Citywide application and education of records retention schedules and procedures.**
  - 5.1 Develop a policy that outlines 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.
  - 5.2 Review and identify destruction and/or archival requirements for records. Provide support and training to City departments for records retention.
  - 5.3 Develop a citywide training schedule for employees regarding records storage, retention, and destruction.
- 6. Goal: Oversee and coordinate special project work.**
  - 6.1 Oversee the Thrift Shop and Recycling Center Remodel Project in coordination with the Public Works Department. The project is under review and final City Council direction is anticipated in Q4 2020. The project includes a minor remodel of the Thrift Shop, resulting in an expanded retail floor space and addresses other facility needs. The project also includes a remodel and activation of the former Recycling Center (northwest corner of Mercerdale Park) to support donation processing.
  - 6.2 Prepare a recommendation to the City Council regarding the future use of the Tully's Property, acquired by the City in 2020. The City Council directed staff to suspend work on a mixed-use and commuter parking project proposed this site in 2020. This discussion is planned for 2021.

## Community Planning & Development

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- 1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.**
  - 1.1 Implement organizational improvements based on the permit fee revisions and the department assessment to better align department service levels with permit revenues while optimizing service delivery by Q4 2022.
  - 1.2 Analyze feasibility and options for a special revenue fund for the Community Planning and Development (CPD) Department by Q2 2022 and prepare to implement a CPD special revenue fund as part of the 2023-2024 biennial budget.
- 2. Goal: Stabilize department operations to provide basic permitting service levels (including construction permit reviews, land use decisions, inspections, code compliance, noticing and public outreach, customer service and data reporting).**
  - 2.1 Implement operational modifications as needed to maintain core services and to mitigate restrictions on construction imposed by the COVID-19 Pandemic

## Community Planning & Development Work Plan Cont.

- 2.2 Prioritize staff focus on highest value plan review, inspection, and enforcement objectives.
- 2.3 Implement incremental changes to processes and communications to improve efficiency.
- 2.4 Ensure ongoing workforce development through training and job growth opportunities. Develop internal candidates for anticipated vacancies and continue to plan for upcoming retirements.

### 3. Goal: Engage in necessary and high priority policy and planning activities

- 3.1 Continue the analysis of retail capacity that evaluates current and future commercial needs and make recommendations for near term code amendments as well as the development of a long-term retail strategy for the Town Center.
- 3.2 Assist the Public Works/Operations Department with the Town Center Parking Study.
- 3.3 Coordinate with King County jurisdictions on regional growth planning (including growth target development and adoption by the Growth Management Planning Council Q1-Q2 2021).
- 3.4 Update the Construction Codes according to state requirements by Q1 2021.
- 3.5 Approve the Comprehensive Plan docket and the code amendment docket annually (Q3-Q4), work with the Planning Commission and City Council to review and implement proposed amendments.
- 3.6 Adopt the A Regional Coalition for Housing (ARCH) administrative budget and housing trust fund (HTF) contribution annually (Q3), allocate ARCH HTF funds to projects annually (Q1), participate on the ARCH Executive Board (ongoing).
- 3.7 Update school impact fees annually in coordination with the Mercer Island School District's adoption of the Capital Facilities Plan (Q3-Q4).
- 3.8 Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).
- 3.9 Update the City's sign code due to recent changes in case law by Q3 2021.
- 3.10 Update the City Code related to wireless and small cell facilities. The City currently has an interim ordinance in place.
- 3.11 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.
- 3.12 Major Comprehensive Plan Update: begin work on the full update that is required every eight years in Q3 2022. A 24-month review process will include public engagement, Planning Commission review, and City Council adoption by Q2 2024. Included in this update will be substantial rewrites of the Economic Development Element and the Housing Element.

## Community Planning & Development Work Plan Cont.

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- 3.13 Conduct a Housing Needs Assessment to inventory the City's existing housing stock, analyze current and future housing needs, and identify gaps where the current housing market is not delivering needed housing types to inform a possible future Housing Action Plan to implement an updated Housing Element in the Comprehensive Plan.
- 3.14 Hire a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.
- 3.15 Analyze and update the Transportation and Park impact fees and implement a new Fire Services impact fee.

### **4. Establish a citywide economic development program**

- 4.1 Hire an Economic Development Coordinator to implement a Citywide economic development program.
- 4.2 Partner with the Mercer Island Chamber of Commerce to continue supporting local businesses in COVID-19 recovery and develop a long-term strategy for providing support post-Pandemic.
- 4.3 Review and identify gaps in policies/processes related to business attraction, retention, and expansion; Town Center activation; business taxation; and business promotion and outreach.
- 4.4 Administer a community-wide survey to understand community needs/wants related to business offerings, parking, walkability, and other issues concerning Town Center.
- 4.5 Conduct a public engagement process to solicit input to rewrite the Economic Development Element of the Comprehensive Plan (per supplemental goal 3.12).
- 4.6 Strengthen the relationship between the City and the local business community by providing transparent and timely information.
- 4.7 Bolster community support for local businesses through education and communication about local economic development.

## Finance

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### **1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.**

- 1.1 Research and evaluate the potential of transitioning the City's annual financial report from Generally Accepted Accounting Practices (GAAP) full accrual financial statements to the modified cash-basis method by Q1 2022.
- 1.2 Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City's financial management system. Implementation of the system is tied to a budget proposal.
  - 1.2.1 Research new software options to record City business and occupation tax data and sales tax data for inclusion in the 2023-2024 biennial budget.

## Finance Work Plan Cont.

- 1.3 Review and update the City's current budget policies and present new financial management policies to the City Council. This includes:
  - 1.3.1 Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2021.
  - 1.3.2 Funding requirements for new FTEs to ensure positions are supported by an ongoing and sustainable funding source. Update the "Donations to the City" section of MICC 2.50 to include a reference to donations for staff positions by Q4 2021.
  - 1.3.3 Use of REET funds by Q4 2021. REET 1 and REET 2 allow for the use of funds for maintenance projects with limitations. New legislation in 2019 expanded the use of REET 2 for affordable housing and projects related to homelessness. REET funds are currently dedicated to capital projects for streets, parks, and facility reinvestment and replacement.
  - 1.3.4 City policies on reserve funds by Q4 2021.
  - 1.3.5 Prepare a long-term analysis for the LEOFF 1 Long Term Care reserve and make recommendations to the City Council regarding the reserve balance and future contributions by Q2 2022.
  - 1.3.6 Utility billing policies and procedures including, pro-ration of rates, landlord tenant accounts, leak adjustments options, Federal Trade Commission's Red Flag Rule, collection practices and consistent payment plan options for delinquent utility accounts and review of utility discounts and financial assistance programs by Q2 2022.
  - 1.3.7 Purchasing and procurement procedures and written policies by Q2 2022.
- 1.4 Support completion of the Citywide Classification and Compensation Study conducted by Human Resources. This work is tied to a budget proposal.
- 1.5 Cross-train staff in utility billing, payroll management, and other internal service workflows within the department. This work is ongoing.
- 1.6 Develop the 2023-2024 biennial budget with a new format by Q3 2022.
- 1.7 Purchase and implement Enterprise Resource Planning Software by Q4 2022.
- 2. Goal: Provide excellent service to internal and external customers.**
  - 2.1 Transition to monthly financial reports by Q4 2022. Implementation of this goal is tied to procurement and implementation of the new financial software.
  - 2.2 Support the Community Planning and Development Department's Cost of Service/Cost Recovery Fee Analysis. This work will be ongoing through Q1 2022.
  - 2.3 Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement by Q4 2022.

## Finance Work Plan Cont.

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- 2.4 Support broader use of the City's asset management system Cityworks among external service departments. Utilize asset management data to establish/update policies for capital reinvestment and replacements. Utilize the data to confirm the prioritization and replacement schedule for infrastructure. This work is ongoing.
- 2.5 Support implementation of the Supervisory Control and Data Acquisition (SCADA) System conducted by Public Works through project completion.
- 2.6 Hire and train a Financial Analyst (1.0 FTE) to support the Finance team in budget development, financial reporting, and long-term financial planning for the City's capital program and utility functions by Q2 2022.

## Fire

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### **1. Goal: Keep the Mercer Island community safe through effective planning, training, response, and mitigation of emergencies.**

- 1.1 Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs during the current COVID-19 Pandemic.
- 1.2 In collaboration with regional partners, 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 Q4 2021.
- 1.3 Maintain CPR, AED, Rescue Diver, and technical rescue certifications and research and implement training opportunities designed to further improve performance outcomes in each of these disciplines by Q1 2022.
- 1.4 Focus on the physical and mental wellness of firefighters by developing the MIFD PEER Support Team and offering quarterly webinars on mental health and wellness. This work is ongoing.
- 1.5 Assess MIFD current baseline performance metrics and establish new baseline response metrics for both stations by Q2 2022.
- 1.6 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 2021. If implementation is feasible this will improve response times from Fire Station 91 to the downtown core.
- 1.7 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.
- 1.8 Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program, or contract with Bellevue Fire Department CARES program for Mercer Island residents pending consideration and acceptance by the City Council by Q2 2021.

## Fire Work Plan Cont.

- 1.9 With the use of outside consultants, study the feasibility of Fire Impact Fees related to new residential and commercial construction. These fees should include providing funding as allowed by RCW 82.02.050 due to increased demands related to infrastructure growth and service delivery objectives. It is anticipated that the study should be initiated the end of Q1 2021. Pending the results of the study, implementation, if warranted, should commence as recommended.

### **2. Goal: Maintain or increase cardiac survival rates.**

- 2.1 Continue to participate in cardiac survival studies through King County Emergency Medical Services (KCEMS).
- 2.2 Continue to work towards decreasing the average turnout times by two seconds each year over the next two years and decreasing overall response times to meet the 90% goal set forth in the standard of cover (SOC) document.
- 2.3 Support Citizen initiated CPR by reimplementing MIFD instructed classes by Q1 2022.
- 2.4 Analyze potential implementation of the PulsePoint App for citizen-initiated CPR prior to MIFD arrival to increase patient survivability and determine whether Mercer Island can provide this service City-wide via North East King County Regional Public Safety Communication Agency (NORCOM) by Q2 2022.

### **3. Goal: Continued emphasis on community risk reduction through fire prevention and public education.**

- 3.1 Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by 2023.
- 3.2 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 2022.
- 3.3 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 the citizens of Mercer Island.
- 3.4 Train one Inspector per shift (A, B and C) to become a certified International Code Council (ICC) inspector 1 by Q4 2022.
- 3.5 Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education etc.) by Q4 2022.
- 3.6 Work with the Community Planning & Development Department and the City Council to adopt the 2018 Fire code by Q2 2021.
- 3.7 The Fire Marshal will continue and expand the scope of Operational Permit issuance as outlined in the International Fire Code in Q1 2021. This time will be used to educate and inform business owners/operators of the necessity of the operational permit process. Starting January of 2022, in conjunction with Community Planning and Development, fees will be approved and added to the fee schedule for the sole intent to recover cost associated with issuing permits.

# Municipal Court

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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 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.
  - 1.5. Collect court fines.
  - 1.6. Continue to provide municipal court services to the City of Newcastle via the current interlocal agreement.
2. **Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.**
  - 2.1. Explore the feasibility and cost effectiveness of contracting with a surrounding jurisdiction for municipal court services by Q3 2021. This work item is included in the Administrative Services Department and is included for reference here.

# Police

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1. **Goal: Prepare for the impacts of growth and change.**
  - 1.1 Update Animal Control Ordinance in conjunction with the City Attorney's office by Q2 2022
  - 1.2 Review and propose potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property by Q1 2021.
  - 1.3 Establish potential partnerships with area shelters for those who experiencing homelessness, by Q1 2021.
  - 1.4 Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing.
  - 1.5 Hire two additional Patrol Officers in 2022, for implementation in 2023, to have two officers assigned to the Sound Transit light rail station during all shifts.
  - 1.6 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.

## Police Work Plan Cont.

### **2. Goal: Stabilize the organization and optimize resources to ensure efficient and effective delivery of public safety service.**

- 2.1 Conduct an annual community drug-takeback event annually.
- 2.2 Improve and simplify the Police Department's scheduling and payroll data entry process in collaboration with Human Resources by Q3 2021.
- 2.3 Complete the Emergency Operations Center (EOC) improvements by Q4 2022. The EOC serves as the central location when managing mid- to large-scale emergencies. (Subject to adoption of the CIP budget).
- 2.4 Provide each officer annual training, including State-mandated classes, Crisis Intervention Training, De-escalation training, cultural awareness and anti-biased policing training, updated Use of Force training, training required by accreditation, to maintain certifications, and additional specialized continuing education.
- 2.5 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.
- 2.6 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. This work is ongoing.
- 2.7 Participate and engage in educational campaigns related to drowning prevention and water safety.
- 2.8 Maintain proficiency with the special operations team, the dive team, and bicycle team. This work is ongoing.
- 2.9 Continue to monitor jail contracts, seeking efficiencies whenever possible.
- 2.10 Continue to ensure the Department complies with State accreditation standards and achieve reaccreditation in Q3 2021.

### **3. Goal: Enhance public safety communication.**

- 3.1 Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022.

### **4. Goal: Continue focus on community safety, community outreach, and education.**

- 4.1 Continue to operate and oversee the City-wide emergency response to the COVID-19 Pandemic.
- 4.2 Implement COVID-19 safety protocols for the Department to ensure continuity of service and compliance with the Governor's Safe Start Plan with a focus on education until the end of the Pandemic.
- 4.3 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.
- 4.4 Continue to recruit volunteers for Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams.

## Police Work Plan Cont.

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- 4.5 Continue to proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts.
- 4.6 Continue 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.
- 4.7 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.
- 4.8 Restore the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out. Conduct one Citizens Academy and one CERT training by Q4 2022.

## Public Works/Operations

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### 1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

- 1.1 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 all facilities shared/jointly maintained between the MISD and the City.
- 1.2 Complete the Parks, Recreation and Open Space (PROS) Plan by Q2 2022.
  - 1.2.1 Establish level of service standards for parks maintenance operations consistent with by Q2 2022.
- 1.3 Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park.
- 1.4 Develop Standard Operating Procedures for Cityworks (asset management system) by Q1 2022.
  - 1.4.1 Increase staff skill and competency in the Cityworks platform through ongoing trainings. This work is ongoing.
  - 1.4.2 Develop Key Performance Indicators (KPI's) for Cityworks by Q1 2022.
- 1.5 Establish a succession plan for staff within the Department to address upcoming retirements. Continue cross-training 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.

### 2. Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.

- 2.1. Develop and adopt the Transportation Improvement Program (TIP) by July each year.
- 2.2. Implement the Supervisory Control and Data Acquisition Project ("SCADA" Project) by Q4 2022.

## Police Work Plan Cont.

- 2.3. Complete the Water Meter Replacement Project by Q4 2022.
- 2.4. Complete the Risk & Resiliency Assessment by Q2 2021 and update the Emergency Response Plan (RRA & ERP Plan) by Q4 2021. Water utilities are required by the United States Environmental Protection Agency to complete a risk and resiliency assessment and update the Utility's Emergency Response plan every five years.
- 2.5. 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.
- 2.6. Complete approved capital projects per the schedules identified in the CIP. Provide regular updates to the City Council and the community on progress.
- 2.7. Expand the awareness campaign for "See-Click-Fix" encouraging community members to report issues identified in the field.
- 2.8. Complete the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility. This is an annual requirement.
- 2.9. Complete the ADA Transition Plan by Q4 2022.
- 2.10. Complete the Site Characterization for soil and groundwater at Fire Station 91 by Q4 2022.
- 2.11. Hire a consultant to conduct a Town Center Parking Study to review current code, existing parking restrictions, and identify opportunities for parking improvements within the Town Center.
- 2.12. Issue a Request for Proposals to evaluate contracting out utility locate services.
- 3. Goal: Prepare for Sound Transit Interchange and King County Metro construction.**
  - 3.1 Coordinate with King County Metro and Sound Transit to ensure that infrastructure impacted by upcoming projects 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 Research and implement 2021-2022 initiatives, to potentially include:
    - 4.1.1 Community solar campaign and green power for City facilities
    - 4.1.2 Enhanced food waste and recycling options inside City and within the community
    - 4.1.3 Support select K4C priorities and legislation
    - 4.1.4 Implement bicycle wayfinding map and final Town Center/Mountains to Sound Greenway Trail signage
    - 4.1.5 Continue work on energy efficiency retrofits within City facilities
  - 4.2 Update the City's carbon footprint assessment in partnership with local sustainability collaborators and prioritize future Green House Gas-reduction actions for proposed City Climate Action Plan by Q4 2021.
  - 4.3 Serve as the City program/contract manager for Metro #630 Commuter Shuttle; service currently suspended in pandemic but expected to resume late 2021.

- 4.4 Continue research and implementation of mobility initiatives that help users reach regional transit at Town Center without SOV usage.
- 4.5 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.

## Recreation Transition Team

### 1. Goal: Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

- 1.1 Work with the City Manager's office to develop a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services. Work will commence Q4 2020 with City Council initial review planned for early Q2 2021.
  - 1.1.1 Potential to integrate transition planning work with the Parks, Recreation and Open Space (PROS) Plan Update, also planned to resume at the end of Q4 2020.
  - 1.1.2 Transition plan to include a revised recreation services operating budget for 2021-2022 and an updated fee structure. A budget amendment will be required for recreation services to resume.
- 1.2 Continue to process athletic field facility reservation requests and to provide customer service support for MICEC facility rentals impacted by the COVID-19 Pandemic.
- 1.3 Assist with citywide communications regarding parks and recreation operations.
- 1.4 Provide staff support for the Parks & Recreation Commission and the Arts Council.

### 2. Goal: Provide emergency response services related to the COVID-19 Pandemic

- 2.1 Continue to administer the grant and other reimbursement programs. related to the COVID-19 Pandemic. This work is ongoing.

# Youth & Family Services

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## 1. Goal: Develop a Long-Term Funding Strategy for Human Services

- 1.1 Assist the YFS Working Group, a partnership of the YFS Foundation and the City, in developing a recommendation on long-term funding strategies for YFS services for review and consideration by the City Council. This work is ongoing with a recommendation tentatively scheduled for Q1 2021. Refinement of the goals and objectives of the YFS Working Group is subject to further direction by the City Council.
- 1.2 Work with the City Council on a recovery plan for YFS services, to include restoration of the positions that are currently furloughed (e.g., school-based mental health counselors). This work is tied to recovery of Thrift Shop operations and the long-term funding strategy assigned to the YFS Working Group. This work is ongoing.
- 1.3 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.
- 1.4 Develop a recommendation to establish and grow a YFS Reserve Fund as part of the 2023-2024 biennial budget by Q4 2022.

## 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.
- 2.3 Continue to utilize tele-health services during the COVID-19 Pandemic. Coordinate with the MISD staff as to the timing and restoration of in-person services. This work is ongoing.

## 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 serving YFS annually.
- 3.2 Continue public outreach campaigns to address community mental health needs related to the COVID-19 Pandemic and other emerging issues. This 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 part of transition to less-restrictive phases of the Washington State "Safe Start" COVID-19 phased reopening plan.
- 4.2 Provide emergency financial assistance support as available and meet 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.

## Youth and Family Services Work Plan Cont.

4.3 Meet the demand for geriatric case management services.

### 5. Goal: HIPAA (Health Insurance Portability and Accountability Act) Compliance

5.1 Transition YFS operations to ensure compliance with HIPAA standards by Q4 2022.

5.2 Complete the updated to the YFS policy and procedures manual Q4 2022. Policies related to financial assistance programs may require City Council review and approval.

### 6. Goal: Integrate and Expand Organizational Diversity, Equity, and Inclusion Practices

6.1 Implement an organizational assessment and staff training schedule by Q1 2021.

6.2 Hold monthly mental health-specific consultation sessions during clinical team meetings. This work is ongoing.

6.3 Draft a five-year plan for organizational diversity, equity, and inclusion efforts, in coordination with City-wide efforts by Q2 2022.

6.4 Schedule annual diversity, equity, and inclusion trainings and consultation targeted for mental-health professionals and human services providers.

### 7. Goal: Resume Thrift Shop Operations and Manage Special Projects

*Note: The Thrift Shop staff team and associated operations are currently supported by the EOC/Transition Team, a resource team specifically dedicated to recovering services and operations that were impacted by the COVID-19 Pandemic. The Thrift Shop work plan items are reflected here given that Thrift Shop revenues support the YFS Fund.*

7.1 Continue work on the Thrift Shop operations recovery plan with a goal of gradually expanding retail sales and donations processing per the guidelines of the Governor's Safe Start Plan. Prepare budget proposals for City Council review and consideration as recovery progresses. This work is ongoing.

7.2 Expand marketing and outreach campaign efforts related to resuming Thrift Shop donations efforts. Encourage pre-sorting of donations and aim to reduce the costs associated with disposing of non-saleable donations. This work is ongoing.

7.3 Re-establish the Thrift Shop volunteer team, providing training and compliance with COVID-19 safety protocols.

7.4 If approved by the City Council (matter is pending in Q4 2020), provide support for the Thrift Shop and Recycling Center Remodel Project.



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6165**  
**October 3, 2022**  
**Consent Agenda**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6165: Arbor Day Proclamation	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Proclaim the third Saturday in October as Arbor Day in the City of Mercer Island	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Alaine Sommargren, Deputy Public Works Director Andrew Prince, Urban Forestry Project Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Proclamation No. 298
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

### EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim the third Saturday in October as Arbor Day on Mercer Island (Exhibit 1).

### BACKGROUND

The Tree City USA program serves to recognize a community's commitment to caring for its urban forests – a designation which more than 3,500 communities nationwide have attained since the program's creation in 1976. The City of Mercer Island first joined this program in 2017, and the Arbor Day proclamation is an annual requirement for renewing this designation.

### ISSUE/DISCUSSION

In addition to showcasing the many ways the City of Mercer Island values and supports a robust urban forest management program, maintaining active Tree City USA status also makes the City eligible for certain urban forestry grant programs. To qualify for this program, four core standards of sound urban forestry management must be met:

1. Maintaining a tree board or department,
2. Adopting a tree care ordinance,

3. An annual budget of at least \$2 per capita dedicated to community forestry, and
4. An annual Arbor Day observance and proclamation.

The City of Mercer Island currently meets these criteria in the following ways:

- Urban forestry programs are well-established within the Parks and Right-of-Way divisions of the Public Works Department and include extensive tree planting and systematic tree assessments along the City's park, open space, and arterial boundaries. This work is supported by five staff ISA-certified arborists.
- The tree chapter of the Mercer Island Municipal Code demonstrates the City's ongoing commitment to protecting and enhancing this vital natural resource.
- Calculations of expenditure on all aspects of tree care indicate that the City has continued to exceed the per capita requirement over tenfold in 2021. These expenditures include all plant materials, installation, maintenance, and risk management, as well as ongoing training for staff arborists.

This proclamation, designating the third Saturday in October as Arbor Day in the City of Mercer Island, fulfills the final requirement needed to maintain Tree City USA qualification for the sixth year running. Further, the annual Arbor Day celebration creates a platform from which the City of Mercer Island can celebrate its triumphs, raise awareness of the challenges facing its urban tree canopy, and educate citizens on ways in which they can contribute to a healthy urban forest.

The 2022 Arbor Day celebration will be held on Saturday, October 15th in Mercerdale Park, where staff will lead volunteers in planting trees and shrubs in the park. The celebration will promote tree planting in the community, recognize our community volunteers, and encourage citizens of all ages to be good forest stewards in our parks and their own backyards. City staff will launch a social media Countdown to Arbor Day including Facebook and Instagram posts which highlight the City's efforts to improve the health of Mercer Island's urban forests and share ideas of how residents can contribute on their own properties.

## RECOMMENDED ACTION

Proclaim the third Saturday in October as Arbor Day in the City of Mercer Island.



# City of Mercer Island, Washington

## *Proclamation*

**WHEREAS,** the City of Mercer Island recognizes that trees contribute to the residential character on Mercer Island, providing health benefits, ecological services, and natural beauty to our neighborhoods.

Trees play a vital role in improving surface water quality, stabilizing steep slopes, and reducing noise and air pollution, thereby benefiting Lake Washington's aquatic and lakeshore habitats. Protecting, planting, and maintaining trees are key community values expressed in the Mercer Island Comprehensive Plan.

Arbor Day, a world-wide observance that encourages tree planting and care, is one of many ways the City of Mercer Island and its residents declare their commitment to fostering healthy, resilient urban forests and street trees vital to the community's present and future welfare.

**NOW, THEREFORE,** I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim the third Saturday in October as

### **ARBOR DAY**

in the City of Mercer Island and urge all citizens to support efforts to protect and nurture our trees and urban forests not just for the beauty they offer but for the benefits they provide our residents, community, and environment.

**APPROVED,** this 3rd day of OCTOBER 2022

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Mayor Salim Nice

Proclamation No. 298





## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6159**  
**October 3, 2022**  
**Regular Business**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6159: Introduction to Lobbying Team and Discussion on City's 2023 Legislative Priorities	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Receive presentation and provide input.	

<b>DEPARTMENT:</b>	City Manager
<b>STAFF:</b>	Jessi Bon, City Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. City of Mercer Island 2022 Legislative Priorities 2. AWC 2023 Legislative Priorities Focus
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

### EXECUTIVE SUMMARY

The purpose of this agenda item is to introduce the City's lobbyist team to the City Council and to begin discussing the City's State legislative priorities.

- On July 19, 2022, the City Council directed the City Manager to execute a contract for lobbyist services (see [AB 6114](#)).
- The City's lobbyist team, Nick Federici, Anita Gallagher and Luke Esser, have professional lobbying expertise and experience at the State and Federal level, and bring a strong understanding of the issues in the region and on Mercer Island.
- During the October 3 City Council Meeting, the lobbying team will facilitate a discussion with the Council to inform the development of the City's legislative priorities for the 2023 State legislative session.

### BACKGROUND

At the April 19, 2022 City Council meeting, City Council approved the scope of work and authorized an RFP process to solicit proposals from lobbyists (see [AB 6061](#)). The RFP was issued in late April 2022, closed on May 19, 2022, and yielded submissions from two local firms. An ad-hoc committee of Deputy Mayor Rosenbaum,

Councilmember Jacobson, and Councilmember Weiker, along with City staff, reviewed submissions and conducted interviews with two firms in early June.

The ad-hoc committee selected the lobbying team of Nick Federici, Anita Gallagher, and Luke Esser to represent the City of Mercer Island in State and Federal matters. Their scope of work includes assisting with the development of the City's legislative priorities and requests for the 2023 Washington State Legislative Session and strategies to achieve them. They will also assist with monitoring issues impacting Mercer Island, identifying funding opportunities, representing the City with State and Federal committees and agencies, and providing direct reporting and consultation to the City Council and City staff.

At the July 19, 2022 City Council meeting, the City Council authorized the City Manager to execute a contract with the lobbying team and appropriated funding to initiate services in August 2022 (see [AB 6114](#)). The City is now under contract with the lobbying team of Federici, Gallagher, and Esser, and preparing for the 2023 legislative session.

## ISSUE/DISCUSSION

The City Council will receive a presentation from the lobbying team in preparation for the 2023 legislative session. The discussion will focus on:

- Introduction to the lobbying team
- Brief recap of the 2022 legislative session
- Review of anticipated 2023 legislation impacting Mercer Island
- Discussion and input from the City Council to inform development of the City's 2023 Legislative Priorities
- Review of capital funding requests and support for grant programs

Attached for the City Council's reference are the City of Mercer Island's 2022 Legislative Priorities (Exhibit 1) and the Association of Washington Cities' (AWC's) recommended issues as priorities for 2023 (Exhibit 2). The AWC Board of Directors will take action in late September to finalize and approve their legislative priorities and will then publish informational fact sheets and share more information about potential legislation.

## NEXT STEPS

The City Council will provide input and direction to the staff and the lobbying team to inform development of the draft of the City's 2023 Legislative Priorities.

Staff will return to the November 1, 2022 City Council meeting for final review and adoption of the 2023 Legislative Priorities.

## RECOMMENDED ACTION

Receive presentation and provide input on the 2023 State legislative priorities.



# CITY OF MERCER ISLAND

## 2022 STATE LEGISLATIVE PRIORITIES

### 1. PRESERVE LOCAL DECISION-MAKING AUTHORITY

Cities possess strong local knowledge and authority to keep communities safe and healthy, and to improve their communities' quality of life. Therefore, it is critical that cities maintain the authority to provide these necessary services and retain local control over land use planning. If the state legislature passes new legislation in these areas, then reasonable implementation timelines and resources must be provided.

### 2. ECONOMIC SUPPORT

The City encourages legislation to continue supporting the economic recovery from the COVID-19 Pandemic including funding for local businesses, mental health counseling, and emergency assistance to address food and housing insecurity.

### 3. CLARIFICATIONS TO 2021 POLICE REFORMS

The City supports and strongly urges the state legislature to clarify the 2021 police reform legislation (see attached – Association of Washington Cities 2022 Police Reform Statement). City officials and law enforcement officers need clarity and a better understanding of what is expected of them. Cities also need time and resources to provide appropriate training on the new statute and regulations.

### 4. SUSTAINABLE AND FLEXIBLE LOCAL FUNDING

As the region continues to recover from the COVID-19 Pandemic, stable funding for local government is essential for providing quality, predictable services to the communities we serve. The City supports legislation that preserves city fiscal health through secure and flexible funding by:

- a. Providing State and Federal funds to help cities finance basic infrastructure, such as water, sewer, transportation, and green infrastructure projects.
- b. Fully funding the Public Works Trust Fund.
- c. Removing restrictions on REET revenues.
- d. Replacing the annual 1% cap on property tax revenues with a growth limit whose maximum is inflation plus the rate of population growth.
- e. Maintaining State shared revenue distributions to cities and seeking opportunities to expand revenue sharing, particularly during this time of economic recovery.

### 5. TRANSPORTATION FUNDING

The Puget Sound Region needs funding for transportation projects to ensure economic vitality, reduce congestion, enhance traffic safety, replace aging infrastructure, and increase mobility. The City supports a comprehensive transportation bill that provides new resources for local government transportation projects and legislation that delivers solutions to relieve congestion along I-90 and I-405.

### 6. PRESERVING AND PROTECTING THE ENVIRONMENT

It is essential to preserve and protect the environment today and for future generations with equity in mind. The City encourages legislation and partnerships that incentivize and support clean energy, carbon reduction and climate protection, and other environmental health measures.

### 7. PERMANENT MODERNIZATION OF OPEN PUBLIC MEETINGS ACT (OPMA)

The City supports a permanent policy that provides greater flexibility for local governments to hold virtual meetings without the requirement for a physical meeting location.

# 2023 City Legislative Priorities

Item 8.

Strong cities make a great state. Cities are home to 65% of the state's residents, drive the economy, and provide the most accessible government. The continued success of cities depends on adequate resources and local decision-making to best meet the needs of our residents.

Washington's 281 cities ask the Legislature to partner with cities and act on the following priorities:



## Respond to the *Blake* decision

Support clarification around the crime of possessing a controlled substance so that individuals, law enforcement, and treatment providers can respond appropriately. Revise the current system of two referrals prior to criminal charges, so it can be more effectively administered across the state.

Support additional investments to help cities with the costs stemming from the *Blake* decision on how possession of controlled substances is handled by the criminal justice system. This includes:

- Funding to help offset the costs of vacating criminal convictions, repaying legal financial obligations, administering diversion programs, and mitigating municipal court impacts.
- Investment in alternative response teams; treatment facilities for adults and juveniles; treatment in jails; and social workers, treatment providers, and system navigators to help direct people to treatment.



## Address vehicle pursuits for public safety

Clarify the ability for law enforcement to conduct vehicle pursuits using a reasonable suspicion standard in specific circumstances. This is essential to allow for effective and safe pursuit of suspects when there is an immediate threat to public safety. Cities will continue to support safety standards and training for officers who engage in vehicle pursuits.



## Ensure basic infrastructure funding

Fully fund the Public Works Assistance Account (PWAA), allow the current revenue diversions to sunset at the end of fiscal year 2023, and refrain from further fund transfers or diversions to other infrastructure programs or non-infrastructure accounts. Expand state funding opportunities to assist with maintenance and operations of local infrastructure.



## Increase housing availability & affordability

Support a proactive approach that creates new tools, incentives, and revenues that cities can use to help increase housing supply and address affordability. Cities need resources to encourage development of housing at all income levels—especially for our lowest-income residents.



## Provide behavioral health resources

Create greater access to community-based behavioral health services to include substance use disorder treatment and dual diagnosis treatment facilities. Support continued state funding to help communities establish alternative response programs like co-responder programs, diversion programs, and others that provide options beyond law enforcement for responding to situations that involve individuals suffering from behavioral health issues.

Contact:

**Candice Bock**  
Government Relations Director  
[candiceb@awcnet.org](mailto:candiceb@awcnet.org)



# Introduction to Lobbying Team & Discussion on City's 2023 Legislative Priorities

AB 6159

October 3, 2022

# Agenda

- Introduce the City's Lobbying Team
- Review City of Mercer Island 2022 legislative priorities
- Review the Association of Washington Cities adopted priorities for 2023
- Discussion on the development of the City's 2023 legislative priorities



# Introduction to Lobbying Team



- Anita Gallagher
- Nick Federici
- Luke Esser (not attending tonight)



# 2022 Legislative Priorities



## CITY OF MERCER ISLAND 2022 STATE LEGISLATIVE PRIORITIES

### 1. PRESERVE LOCAL DECISION-MAKING AUTHORITY

Cities possess strong local knowledge and authority to keep communities safe and healthy, and to improve their communities' quality of life. Therefore, it is critical that cities maintain the authority to provide these necessary services and retain local control over land use planning. If the state legislature passes new legislation in these areas, then reasonable implementation timelines and resources must be provided.

### 2. ECONOMIC SUPPORT

The City encourages legislation to continue supporting the economic recovery from the COVID-19 Pandemic including funding for local businesses, mental health counseling, and emergency assistance to address food and housing insecurity.

### 3. CLARIFICATIONS TO 2021 POLICE REFORMS

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- Providing State and Federal funds to help cities finance basic infrastructure, such as water, sewer, transportation, and green infrastructure projects.
- Fully funding the Public Works Trust Fund.
- Removing restrictions on REET revenues.
- Replacing the annual 1% cap on property tax revenues with a growth limit whose maximum is inflation plus the rate of population growth.
- Maintaining State shared revenue distributions to cities and seeking opportunities to expand revenue sharing, particularly during this time of economic recovery.

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It is essential to preserve and protect the environment today and for future generations with equity in mind. The City encourages legislation and partnerships that incentivize and support clean energy, carbon reduction and climate protection, and other environmental health measures.

### 7. PERMANENT MODERNIZATION OF OPEN PUBLIC MEETINGS ACT (OPMA)

The City supports a permanent policy that provides greater flexibility for local governments to hold virtual meetings without the requirement for a physical meeting location.

Adopted: November 16, 2021



# AWC 2023 Legislative Priorities

## 2023 City Legislative Priorities

Strong cities make a great state. Cities are home to 65% of the state's residents, drive the economy, and provide the most accessible government. The continued success of cities depends on adequate resources and local decision-making to best meet the needs of our residents.

Washington's 281 cities ask the Legislature to partner with cities and act on the following priorities:



### Respond to the *Blake* decision

Support clarification around the crime of possessing a controlled substance so that individuals, law enforcement, and treatment providers can respond appropriately. Revise the current system of two referrals prior to criminal charges, so it can be more effectively administered across the state.

Support additional investments to help cities with the costs stemming from the *Blake* decision on how possession of controlled substances is handled by the criminal justice system. This includes:

- Funding to help offset the costs of vacating criminal convictions, repaying legal financial obligations, administering diversion programs, and mitigating municipal court impacts.
- Investment in alternative response teams; treatment facilities for adults and juveniles; treatment in jails; and social workers, treatment providers, and system navigators to help direct people to treatment.



### Address vehicle pursuits for public safety

Clarify the ability for law enforcement to conduct vehicle pursuits using a reasonable suspicion standard in specific circumstances. This is essential to allow for effective and safe pursuit of suspects when there is an immediate threat to public safety. Cities will continue to support safety standards and training for officers who engage in vehicle pursuits.



### Ensure basic infrastructure funding

Fully fund the Public Works Assistance Account (PWAA), allow the current revenue diversions to sunset at the end of fiscal year 2023, and refrain from further fund transfers or diversions to other infrastructure programs or non-infrastructure accounts. Expand state funding opportunities to assist with maintenance and operations of local infrastructure.



### Increase housing availability & affordability

Support a proactive approach that creates new tools, incentives, and revenues that cities can use to help increase housing supply and address affordability. Cities need resources to encourage development of housing at all income levels—especially for our lowest-income residents.



### Provide behavioral health resources

Create greater access to community-based behavioral health services to include substance use disorder treatment and dual diagnosis treatment facilities. Support continued state funding to help communities establish alternative response programs like co-responder programs, diversion programs, and others that provide options beyond law enforcement for responding to situations that involve individuals suffering from behavioral health issues.



# 2023 Funding Requests

Staff recommend including the following funding requests in the 2023 State legislative priorities:

## Capital Funding Requests:

- Public Safety Capital Funding Request
  - Marine Patrol vessel replacement
- Parks Capital Funding Request/Grant Programs
  - Luther Burbank Docks and Boiler Building projects

## Other Funding Requests:

- Mental Health counseling resources, including direct funding to support school mental health counselors.



# Discussion

- Lobbyist Report Out: Key themes for upcoming legislative session
- City Council discussion





## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6163**  
**September 6, 2022**  
**Regular Business**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6163: Receive the 2023-2024 Preliminary Budget	<input checked="" type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Discussion only, no action required.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Finance
<b>STAFF:</b>	Jessi Bon, City Manager Matthew Mornick, Finance Director
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. 2023-2024 Preliminary Budget available at: <a href="http://www.mercerisland.gov/budget">www.mercerisland.gov/budget</a>
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

### EXECUTIVE SUMMARY

The purpose of this agenda item is to transmit to the City Council the 2023-2024 Preliminary Budget (see Exhibit 1) and to commence the budget review process, which is anticipated to conclude with the adoption of the 2023-2024 Budget on December 6.

- Per Washington State law, the City Manager is required to deliver a balanced preliminary biennial budget to the City Council for review and approval. The City Council received the 2023-2024 Preliminary Budget on September 28, 2022, and a copy was filed with the City Clerk.
- The 2023-2024 Preliminary Budget is focused on maintaining current service levels and providing critical investments to preserve City infrastructure.
- The purpose of the October 3 City Council meeting is to introduce and review key budget assumptions, policy considerations, and the budget development schedule. The presentation will also include a high-level long-term look at specific City Funds.
- The General Fund has an operating deficit in which budgeted expenditures exceed forecasted revenues by \$5.0 M in the 2023-2024 biennium due to inflationary impacts. The deficit is bridged using unassigned fund balance from the General Fund.
- The Youth & Family Services Fund has an operating deficit of \$1.5 M in the biennium, which is also due to inflation and the ongoing recovery of Thrift Shop revenues. The funding gap is bridged using ARPA funds.
- The 2023-2028 CIP includes significant infrastructure investments. Staff will review the policy assumptions included in the capital budget during the presentation, one of which includes transferring \$3.7 M in REET-2 reserves from the Street Fund to the CIP Fund for parks projects. The primary driver in this fund transfer is the Luther Burbank Dock Replacement and Waterfront project.

- The public is encouraged to provide feedback on the Preliminary Budget and Capital Improvement Program at two scheduled Public Hearings on [October 18 and November 15](#). Public comment is also invited at all City Council meetings.

Staff will return to City Council on October 18 to conduct the first public hearing, to review/discuss Department budgets and work plans, and to review the budget proposal list.

## BACKGROUND

Per Washington State law, the City Manager is required to deliver a balanced preliminary biennial budget to the City Council for review and approval. The City Council received the 2023-2024 Preliminary Budget on September 28, 2022, and a copy was filed with the City Clerk. The presentation on Monday kicks-off the budget review and adoption process, a process that will unfold through the remainder of the year.

## ISSUES / DISCUSSION

The budget workshops over the next two months are intended to be interactive. Staff seeks to address City Council questions while looking for consensus on key policy decisions and priorities for the upcoming biennium. Department Directors and other budget staff will attend and participate in the discussions.

The following list summarizes the key elements and assumptions included in the 2023-2024 Preliminary Budget:

- The current Parks Levy will expire December 2023 and the parks levy renewal is on the November 8, 2022, General Election ballot. The budget includes the following assumption:
  - The current parks levy revenue is reflected through the end of 2023. No parks levy revenue is reflected in 2024.
  - The parks capital projects that are tied to the renewal of the levy in 2024 are reflected on a separate list, pending the outcome of the levy.
  - The staff will update the budget document, per the policy direction of the City Council, once the outcome of the levy is known.
- The Sales tax revenue assumptions were revised since the Revenue Forecast was presented (see [AB 6145](#)) to reflect a 3% reduction from 2022 (year-end projections) to 2023. The Sales Tax revenue projections are held flat from 2023 to 2024.
- The General Fund has an operating deficit in which budgeted expenditures exceed forecasted revenues by \$1.6 M in 2023 and \$3.4 M in 2024 due to inflation. This \$5.0 M funding gap in the 2023-2024 biennium is bridged using unassigned fund balance from the General Fund.
- The Youth & Family Services Fund has an operating deficit in which expenditures exceed forecasted revenues by \$675,000 in 2023 and \$771,000 in 2024. This \$1.5 M funding gap is bridged using ARPA funds.
- The 2023-2028 CIP program includes significant upfront investment in the City's facilities, parks, recreation, and open spaces. A total of \$3.7 M in REET-2 reserves was taken from the Street Fund balance to offset parks capital investment needs in 2023 and 2024. The primary driver in this fund transfer is the Luther Burbank Dock Replacement and Waterfront project (PA0122). The Street Fund remains balanced through the coming biennium.

- Many of the City's facilities need critical repairs. A total of \$1.6 M in ARPA funds is included in the Capital Improvement Program (CIP) for immediate maintenance work while a Citywide facilities assessment is completed.
- Similarly, the 2023-2028 CIP forecasts \$84 M in escalated capital spending needs to reinvest in the City's water, sewer, and storm water utility systems, of which half will likely require outside funding to spread the costs over the life of each utility reinvestment.

#### Opportunities in the 2023-2024 Biennium

Most of the work in the coming biennium focuses on maintaining current service levels and maintaining critical infrastructure through the efficient and effective delivery of programs, projects, and services. Beyond day-to-day service delivery, notable work plan items outlined in the operating budget include:

- Maintaining access to mental health services to all Mercer Island School District students and the Mercer Island community.
- Carrying out the City's Comprehensive Plan periodic update followed by an economic development implementation strategy.
- Establishing a new master facility use agreement between the City and School District to the benefit of both agencies and the island community and renegotiating the agreement with the Washington Department of Transportation (WSDOT) for the maintenance of Aubrey Davis Park.
- Developing a long-term funding strategy for the Youth and Family Services Department, with support and collaboration from the Youth and Family Services Foundation and the Mercer Island School District.
- Implementing new financial management software, resulting in streamlined business operations, and improved financial reporting capabilities.

Many of the capital projects proposed over the next two years and beyond include major reinvestments in public facilities, parks, the city's transportation network, and underground utilities, which includes:

- Critical investments in public facilities to keep buildings safe, accessible, and operational are a key priority, including the development of a long-term facilities assessment to guide future replacement and repair decisions.
- Accelerated capital improvements to the City's parks and open spaces, including prominent improvements to the Luther Burbank waterfront with new docks and restored shoreline.
- Proactive reinvestments in the City's streets via continued resurfacing work, sidewalk safety enhancements, and corridor improvements along Island Crest Way.

Long-term investments in the City's water distribution and sewer conveyance systems, including water reservoir improvements, replaced pressure reducing valves, rehabilitated pump stations, and completion of the island-wide water meter replacement project.

## NEXT STEPS

The 2023-2024 Budget development schedule is summarized below.

Date	Topic
10/03/2022	Budget Overview – Review of Funds Opportunities, Challenges, and Key Deliverables Budget Calendar Review
10/18/2022 <i>Public hearing*</i>	Department Overviews Budget Proposals Capital Improvement Program Overview <ul style="list-style-type: none"> <li>○ Major Highlights</li> <li>○ Key Policy Decisions</li> </ul>
11/01/2022	Final Budget Workshop Receive Direction on Budget Proposals
11/15/2022 <i>Public hearing*</i>	Discuss Impact of Parks Levy Outcome Adopt 2023 utility rates, NORCOM rates, ARCH Funding, and Property Tax Levies
12/6/2022	Adopt Final 2023-2024 Biennial Budget

### Community Outreach and Public Hearings

The public is encouraged to provide feedback on the Preliminary Budget and Capital Improvement Program at two scheduled Public Hearings on [October 18 and November 15](#). Public comment is also invited at all City Council meetings.

## RECOMMENDED ACTION

Receive the 2023-2024 Preliminary Budget available at [www.mercerisland.gov/budget](http://www.mercerisland.gov/budget). No additional action required.

# AB 6163



## Budget Workshop | 10-03-2022

### 2023-2024 Preliminary Budget

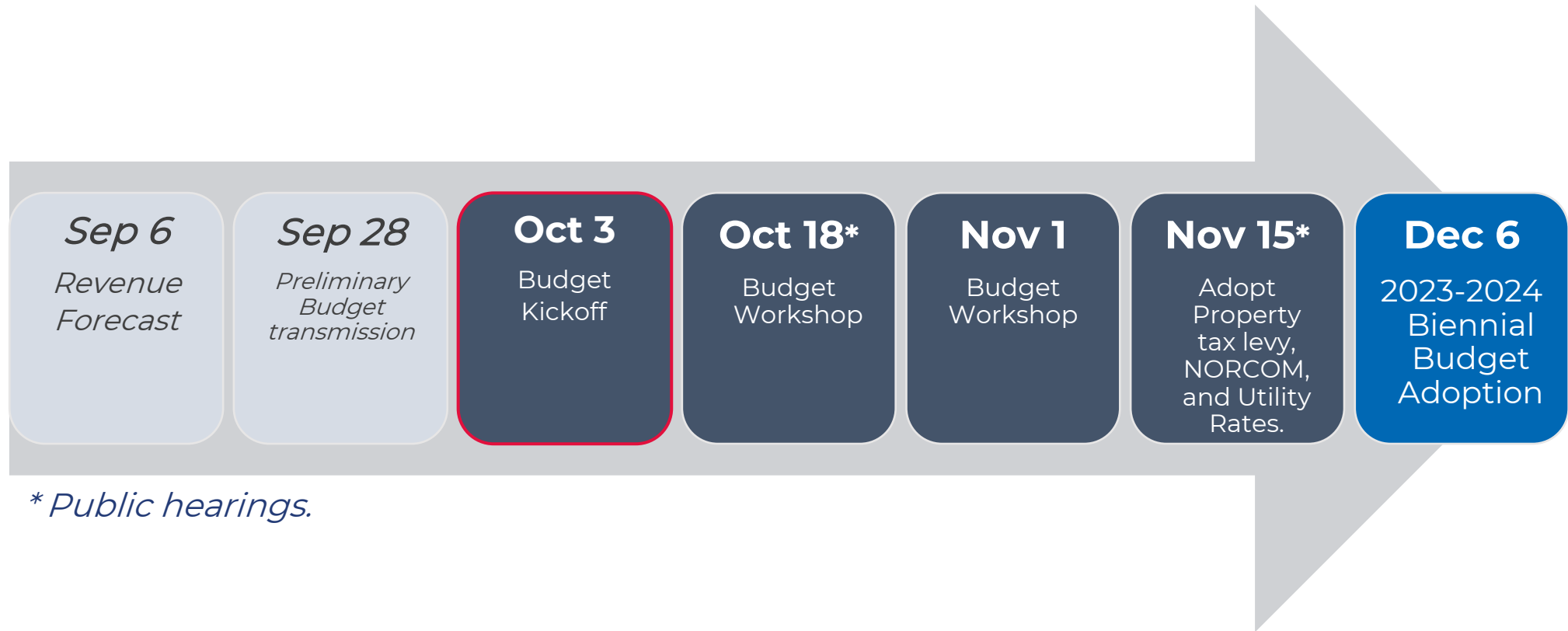


# Agenda

1. Biennial Budget Calendar
2. Prelim Budget Overview
  - ❑ *Budget Basics*
  - ❑ *Opportunities & Challenges*
3. General Fund
4. Six-year Forecast
5. Next Steps

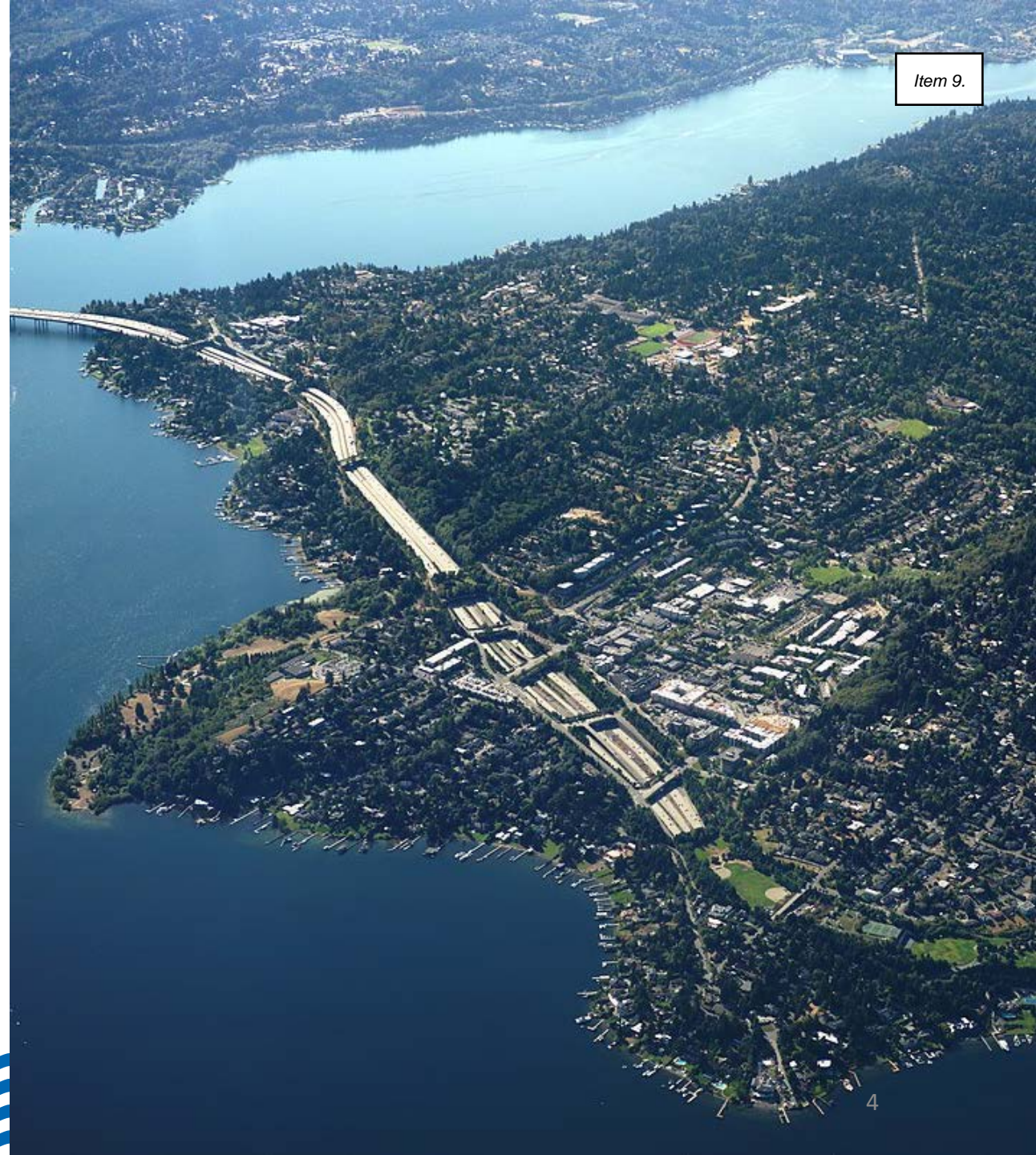
# Mercer Island's Budget Schedule

Item 9.



*\* Public hearings.*

# Budget Overview



# Budget Overview

*Where we are headed...*

Item 9.

- ❑ Preliminary budget is balanced.
  - ❑ Sets financial and staff resources for the next two years.
  - ❑ Revenues remain relatively flat – sales tax estimates adjusted since September 6.
  - ❑ Limited yet strategic project and service initiatives.
  - ❑ Use of planned one-time funding to bridge operations over the next biennium.
- ❑ **Focus is on maintaining a financially sustainable course.**

# Budget Overview

*Where we have been...*

- ❑ City was responsive and adaptive in the wake of the Pandemic.
  - ❑ Cost saving measures stabilized operations.
  - ❑ Centralized customer service response operations.
  - ❑ Suspended services were methodically restored.
  - ❑ Adopted new financial management policies.
- ❑ Prudent fiscal management and Federal aid grew City's Fund balances.

# Budget Basics

- ❑ **Fund Accounting** - resources accounted for in separate Funds.
  - ❑ Most government revenues are restricted - organized based on distinct uses.
  - ❑ Each Fund is a separate and distinct accounting entity.
- ❑ Mercer Island has 20 distinct Funds in 7 categories.
  1. General Purpose Funds
  2. Special Revenue Funds
  3. Enterprise Funds
  4. Internal Service Funds
  5. Trust and Agency Funds
  6. Debt Service Funds
  7. Capital Project Funds

# Budget Basics

Item 9.

## General Purpose Funds

1. General Fund (001)
2. Self-Insurance Claim Reserve (037)
3. *Youth Services Endowment (061)*

## Special Revenue Funds

4. Street Fund (104)
5. Contingency Fund (130)
6. 1% for the Arts Fund (140)
7. Youth & Family Services Fund (160)
8. ARPA Fund (170)

## Debt Service Funds

9. Bond Redemption-Voted (208)
10. Bond Redemption Non-Voted (239)

## Capital Project Funds

11. Town Center Parking Fund (342)
12. Capital Improvement Fund (343)
13. Tech & Equipment Fund (345)
14. Capital Reserve Fund (350)

## Enterprise Funds

15. Water Fund (402)
16. Sewer Fund (426)
17. Storm Water Fund (432)

## Internal Service Funds

18. Equipment Rental Fund (503)
19. Computer Equipment Fund (520)

## Fiduciary Trust Fund

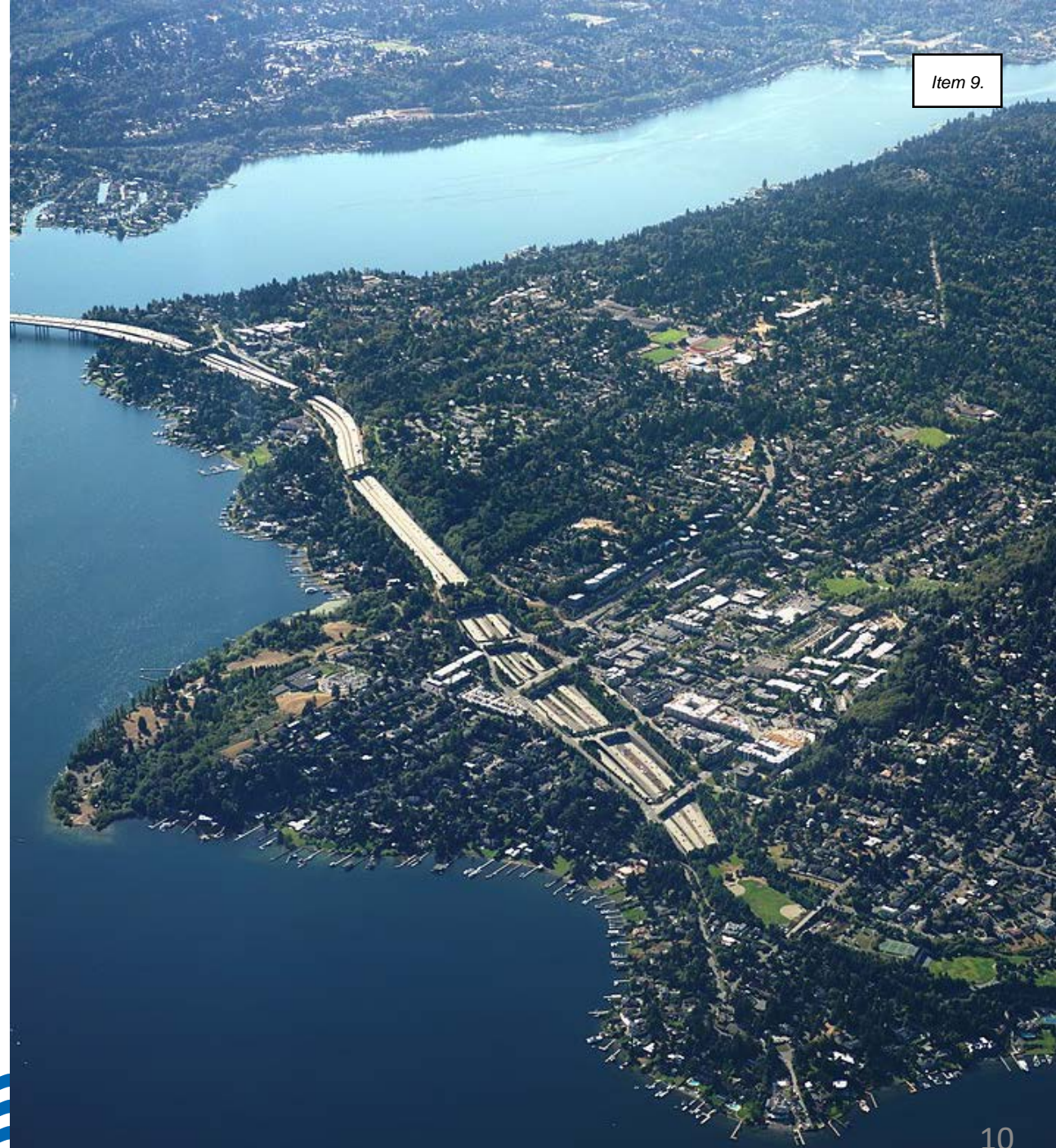
20. Firefighter's Pension Fund (606)

# Budget Basics

Fund Accounting protects public dollars.

Ensures resources meant for specific purposes are tracked and held to account.

# Questions?

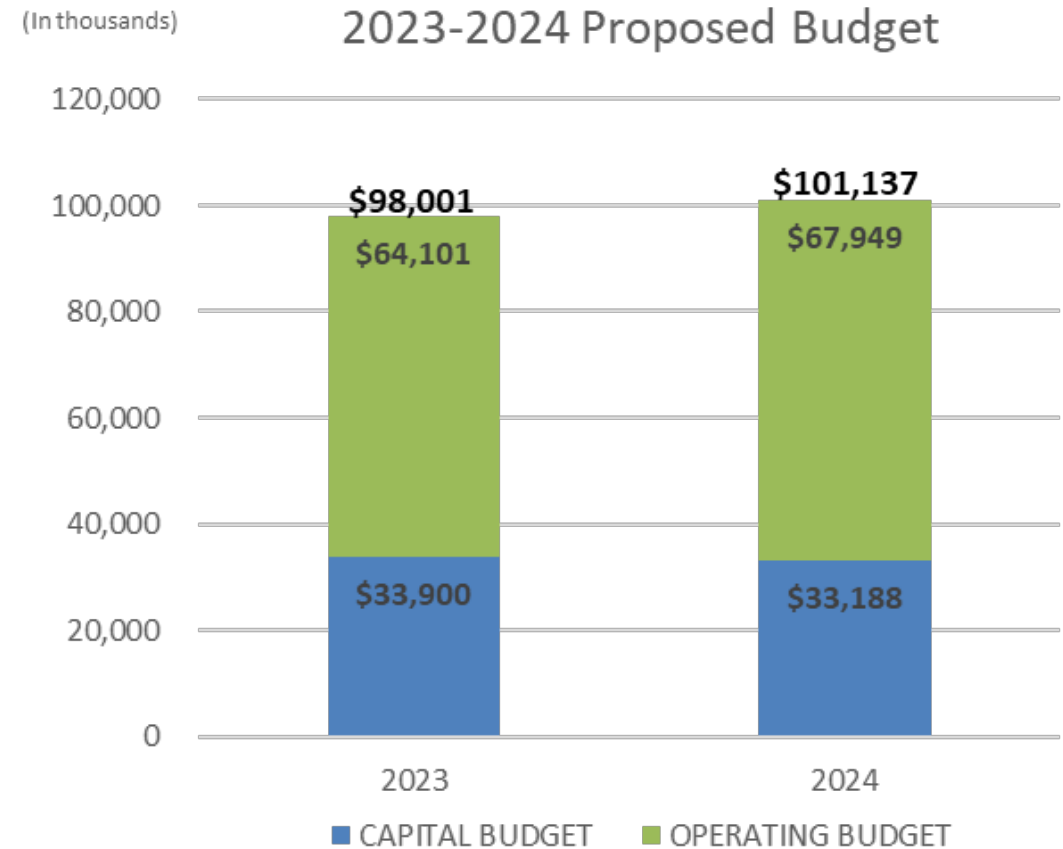


# Expenditures Citywide

Item 9.

## Expenditures – All Funds

- ❑ 2021 *Actuals*: \$62 M
- ❑ 2022 *Estimate*: \$98 M
- ❑ 2023 Budget: \$98 M
- ❑ 2024 Budget: \$101 M



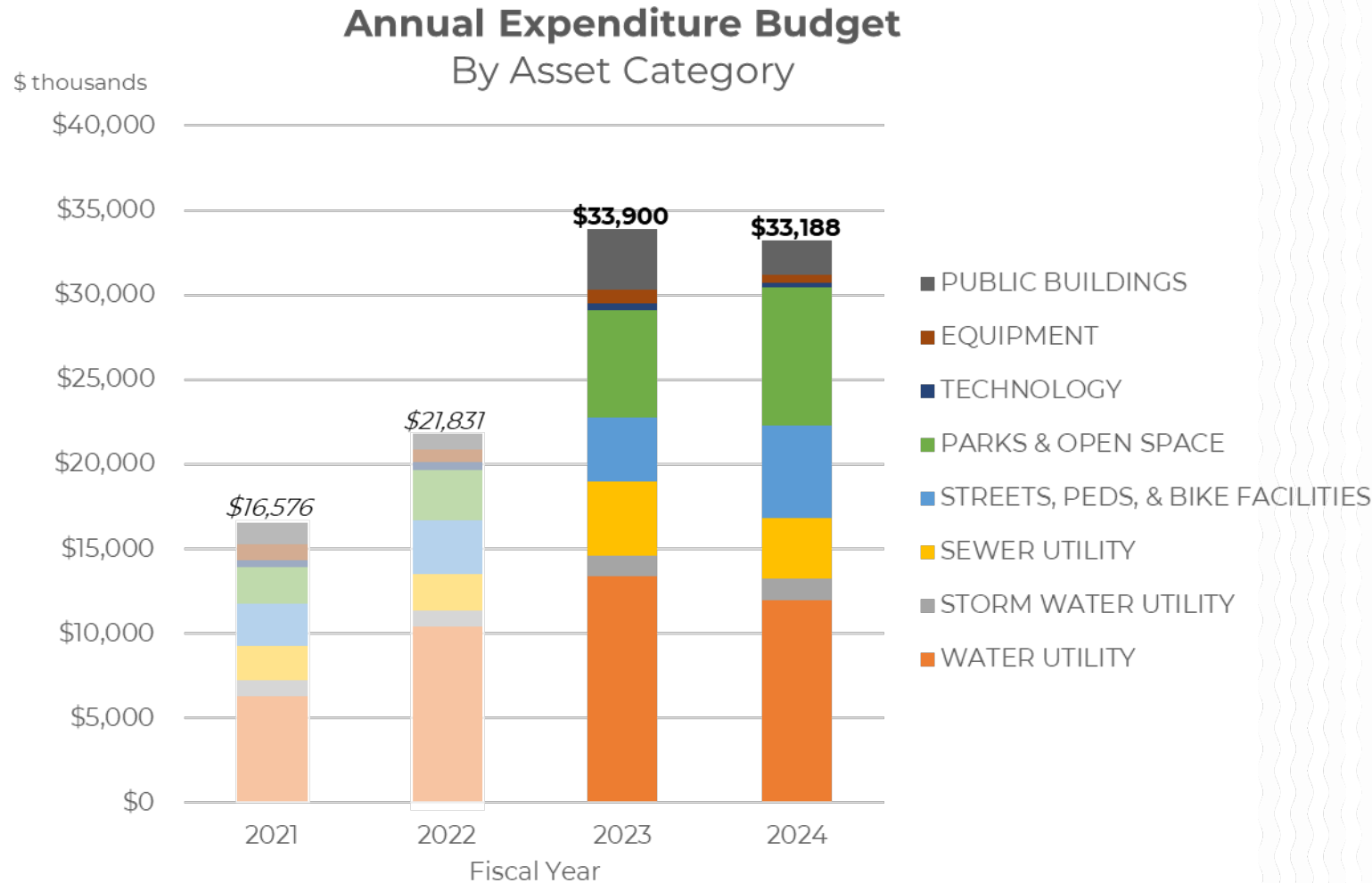
\* Citywide expenditures are net of reimbursements and transfers between Funds.

# Capital Expenditures

Item 9.

- Entering a period of robust capital reinvestment.

- *Public facilities*
- *City parks*
- *Underground utilities*



# Key Assumptions

## ❑ Current Parks Levy

- ❑ Revenues reflected through 2023. No levy revenues in 2024.
- ❑ Capital projects tied to levy revenues noted pending outcome of the NOV election.
- ❑ Per Council's direction, staff will update budget once outcome is clear.

## ❑ 2023-2028 Capital Improvement Program

- ❑ \$3.7 M in REET-2 Reserves used to offset Luther Burbank waterfront improvements.
- ❑ \$1.6 M in ARPA funds allocated to vital building maintenance.
- ❑ \$84 M in escalated reinvestment needs for water, sewer, and storm water systems.

# Operational Opportunities

- ❑ Beyond maintaining & improving current service levels, this budget:
  1. Preserves access to mental health services for entire Mercer Island community.
  2. Focuses community partners on developing a long-term funding strategy for YFS.
  3. Delivers an economic development strategy based on Comprehensive Plan periodic update.
  4. Implements new financial software, improving operations & reporting capabilities.
  5. Creates new operational & administrative framework for Development Services.
  6. Supports a new master facility use agreement with MISD and a renegotiated maintenance agreement with WSDOT for Aubrey Davis Park.

# Challenges Ahead

## ❑ General Fund operating deficit.

- ❑ Expenditures exceed revenues \$1.6 M in 2023 and \$3.4 M in 2024.
- ❑ Funding gap bridged using General Fund unassigned fund balance.

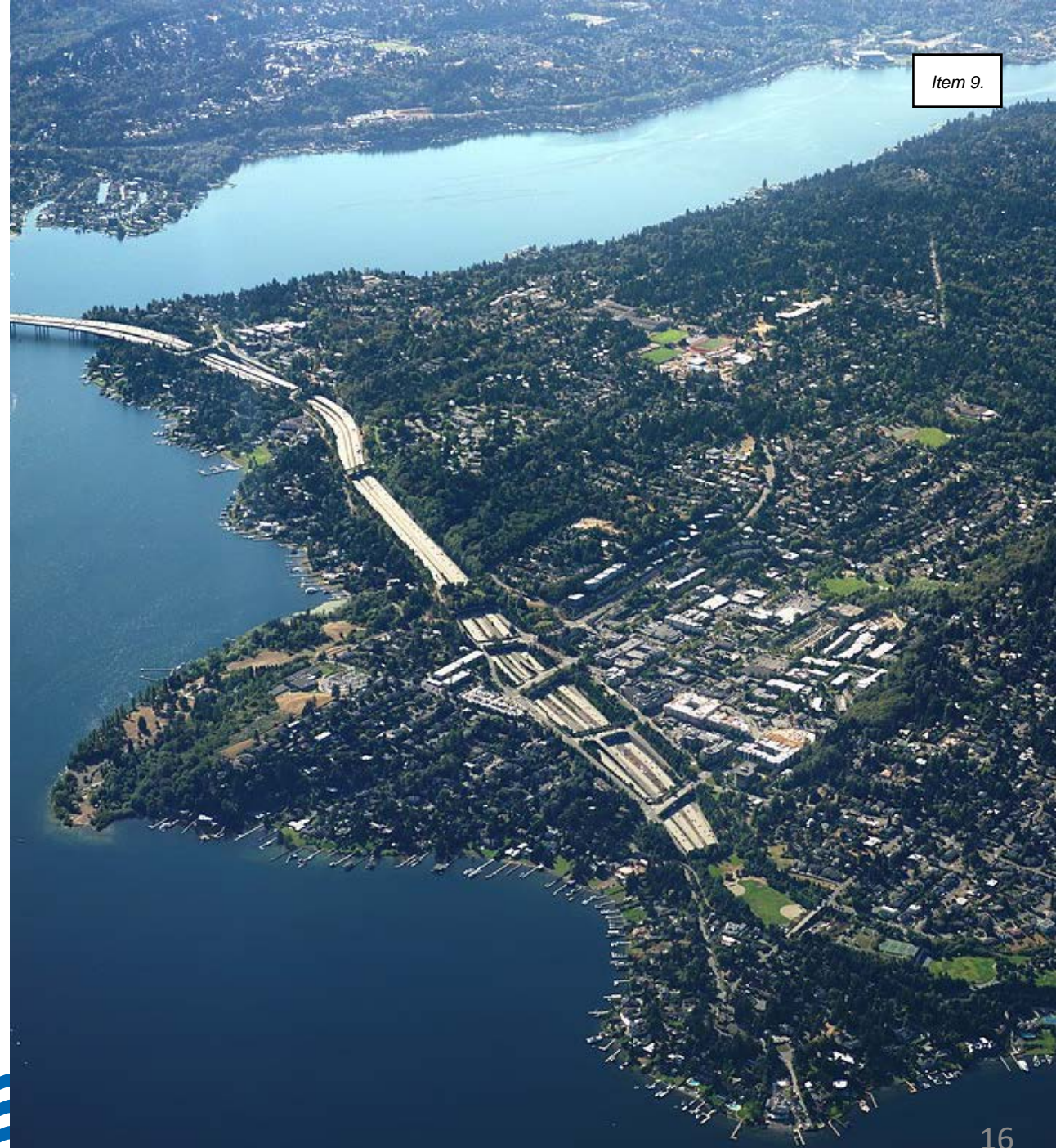
## ❑ Youth & Family Services Fund operating deficit.

- ❑ Expenditures exceed revenues \$675K in 2023 and \$771K in 2024.
- ❑ Fund gap bridged using ARPA funds.

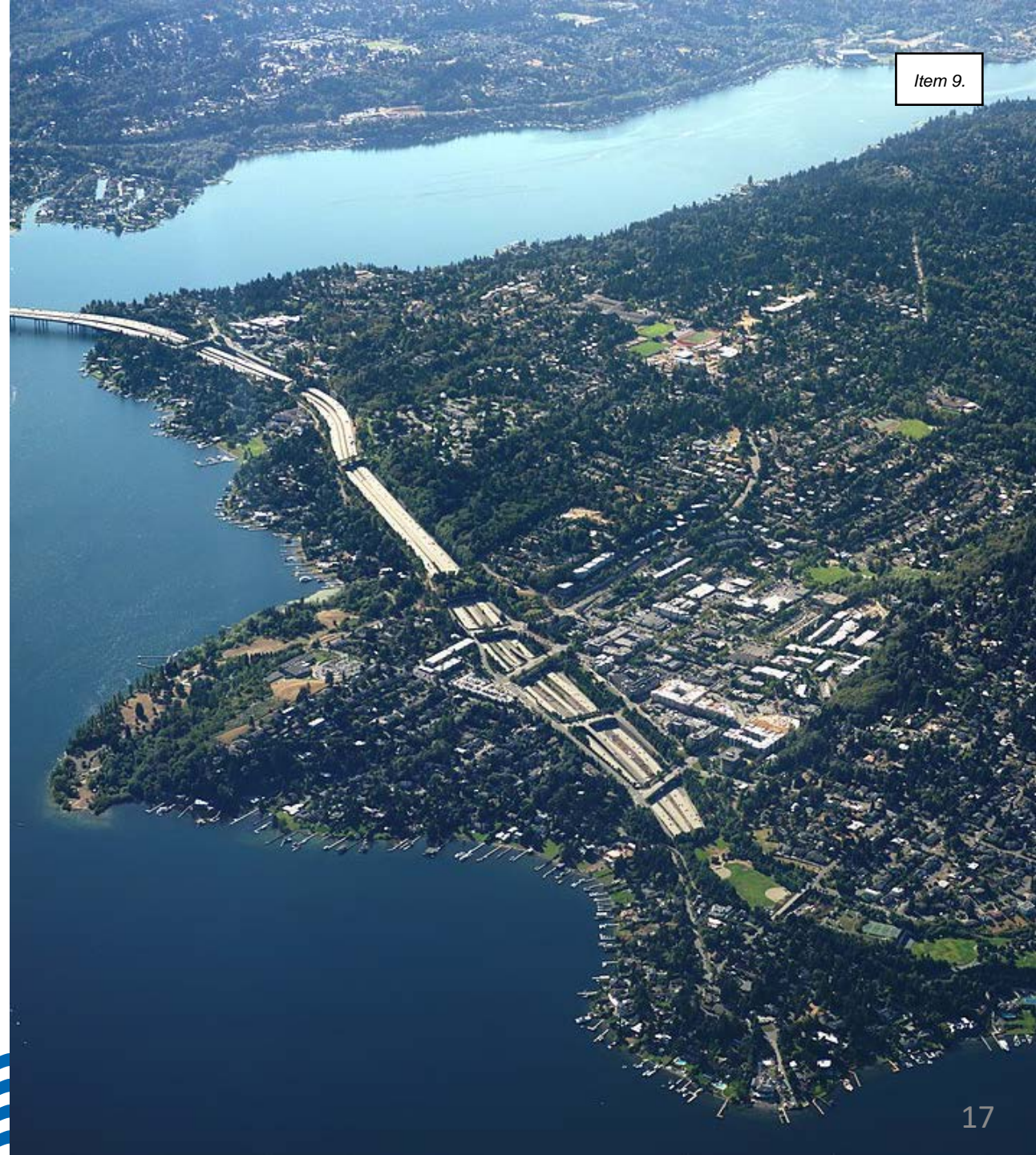
## ❑ Inflation increasing at a pace unseen in 40 years.

- ❑ COLA adjustments between 6-9% from 2022 to 2023.
- ❑ Historical range is 1-3% per year.

# Questions?



# General Fund



# GF Revenues

GENERAL FUND (\$ million)	2021 Actuals (unaudited)	2022 Forecast	2023 Budget	2024 Budget
Beginning Fund Balance	\$2.6	\$3.7	\$1.6	\$3.4
Property Tax	\$12.9	\$13.2	\$13.5	\$13.0
Sales Tax	\$6.1	\$5.8	\$5.6	\$5.6
Business & Utility Tax	\$5.6	\$5.7	\$5.1	\$5.0
Licenses & Permits	\$3.3	\$3.0	\$3.0	\$2.9
Other Revenues	\$4.7	\$5.4	\$6.2	\$6.5
<b>TOTAL</b>	<b>\$35.2</b>	<b>\$36.8</b>	<b>\$35</b>	<b>\$36.4</b>

*\* Note differences may occur due to rounding.*

# GF Expenditures

GENERAL FUND (\$ million)	2021 Actuals (unaudited)	2022 Forecast	2023 Budget	2024 Budget
Salaries & Wages	\$15.4	\$17.4	\$18.1	\$19.2
Benefits	\$5.7	\$6.5	\$6.8	\$7.2
Contractual Services	\$3.7	\$3.9	\$3.3	\$3.4
Other Services & Charges	\$5.9	\$6.5	\$6.4	\$6.2
Interfund Transfers	\$0.7	\$1.0	\$0.3	\$0.4
<b>TOTAL</b>	<b>\$31.4</b>	<b>\$35.3</b>	<b>\$34.9</b>	<b>\$36.4</b>

*\* Differences may occur due to rounding.*

# Expenditures Snapshot

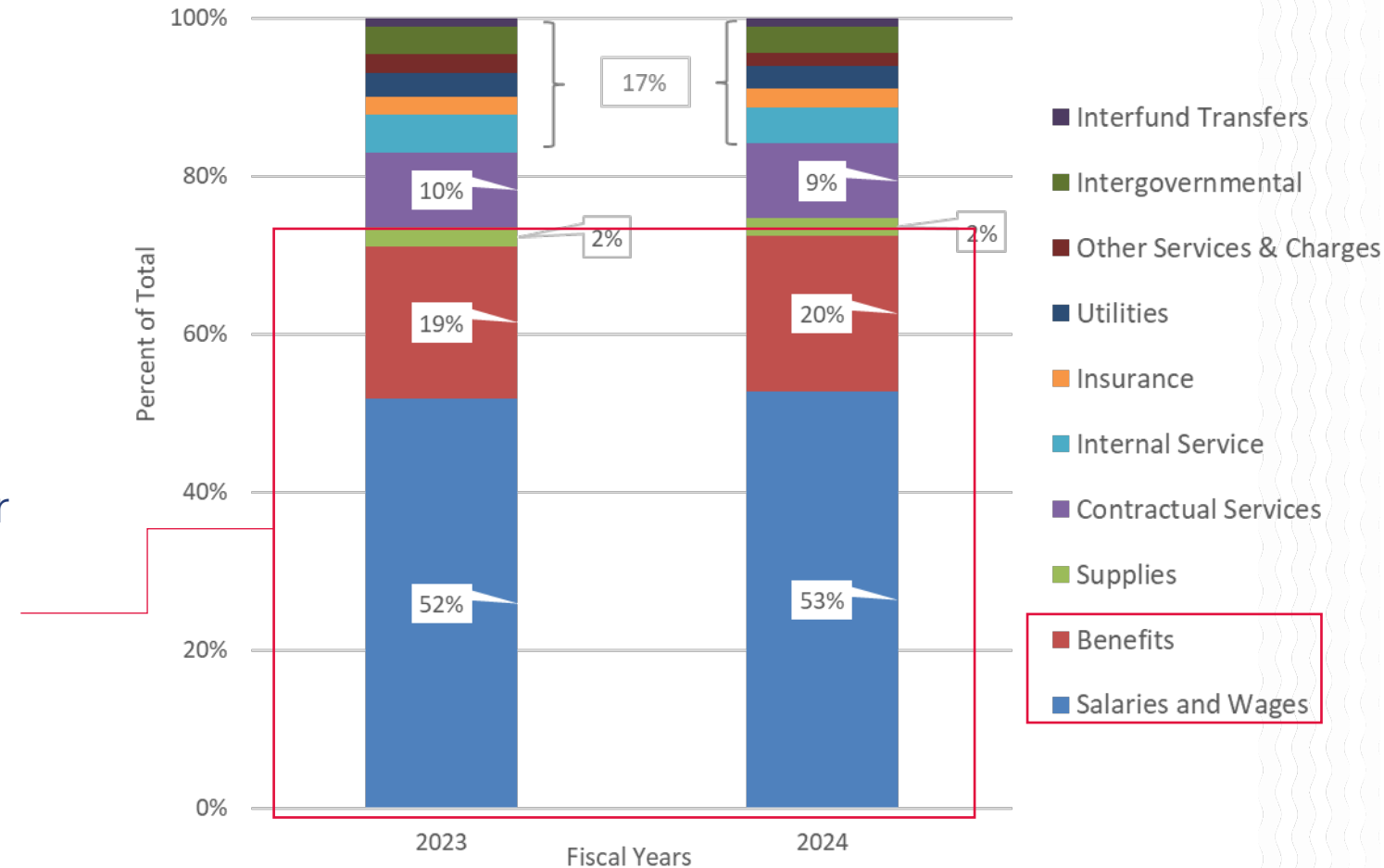
Item 9.

## General Fund

### □ Compared to current biennium:

- 10% reduction in contractual services
- 14% increase in employee compensation

### □ Employee compensation accounts for ~72% of General Fund budget.

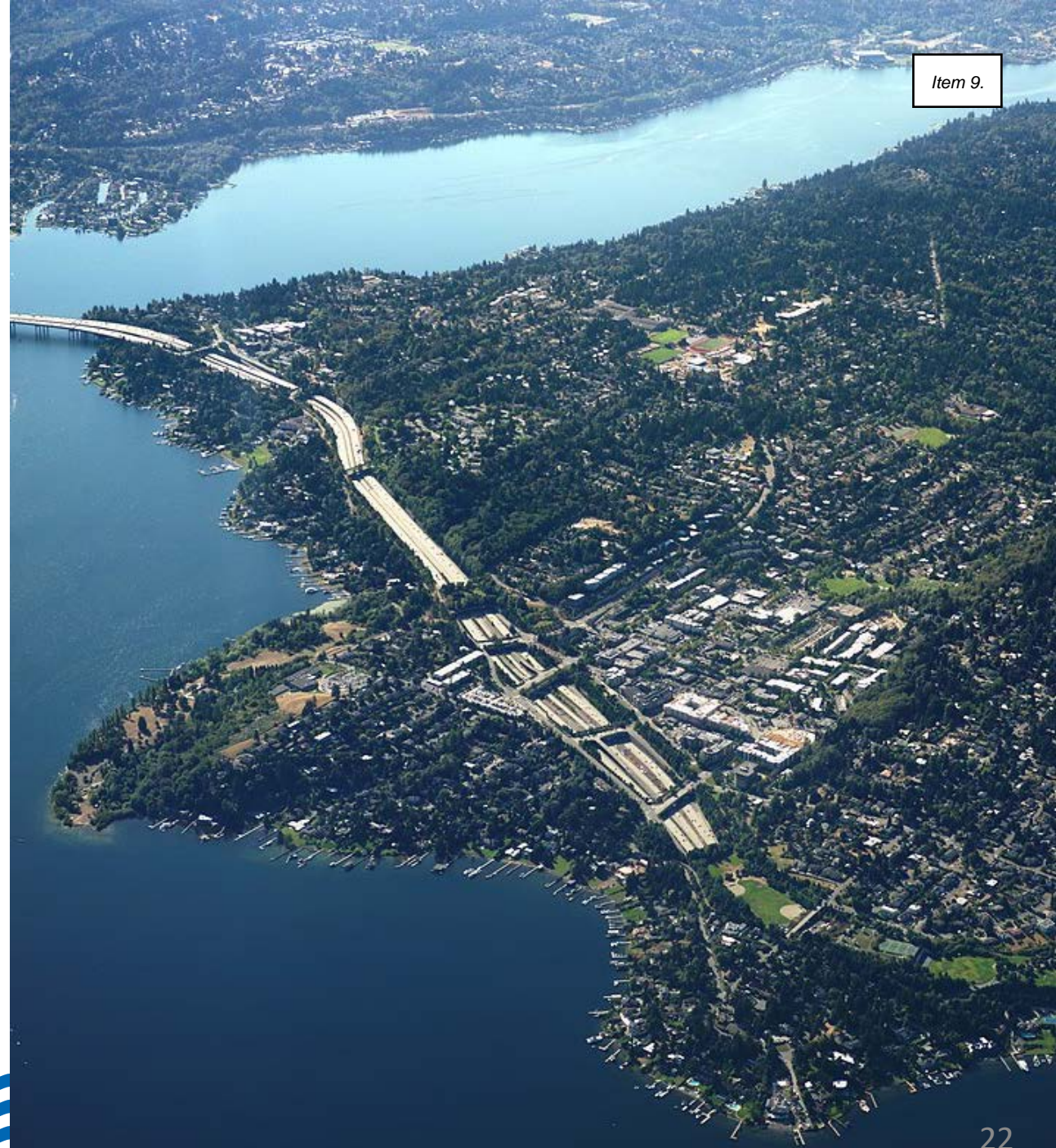


# General Fund Balance

Item 9.

GENERAL FUND (\$ thousands)	2021 Actual	2022 Forecast	2023 Budget	2024 Budget
Beginning Fund Balance	10,369	11,672	9,515	7,905
Plus Revenues	32,683	33,169	33,382	32,967
Less Expenditures	(31,380)	(35,326)	(34,993)	(36,403)
<b>Ending Fund Balance</b>	<b>\$11,672</b>	<b>\$9,515</b>	<b>\$7,905</b>	<b>\$4,469</b>
<b>Consisting of:</b>				
Compensated Absence Reserve	751	751	751	751
LEOFF1 Long Term Care Reserve	2,215	2,309	2,403	2,497
Inventory of Supplies	121	121	121	121
Law Enforcement & CJ	82	82	82	82
Petty Cash	2	2	2	2
Customer Deposits/Deferred Revenue	790	790	790	790
DSG Technology reserve	120	120	120	120
Appropriated for Expenditures Next Year	3,683	1,611	3,436	0
<b>Unassigned</b>	<b>3,909</b>	<b>3,731</b>	<b>201</b>	<b>107</b>
<b>Ending Fund Balance</b>	<b>\$11,672</b>	<b>\$9,515</b>	<b>\$7,905</b>	<b>\$4,469</b>

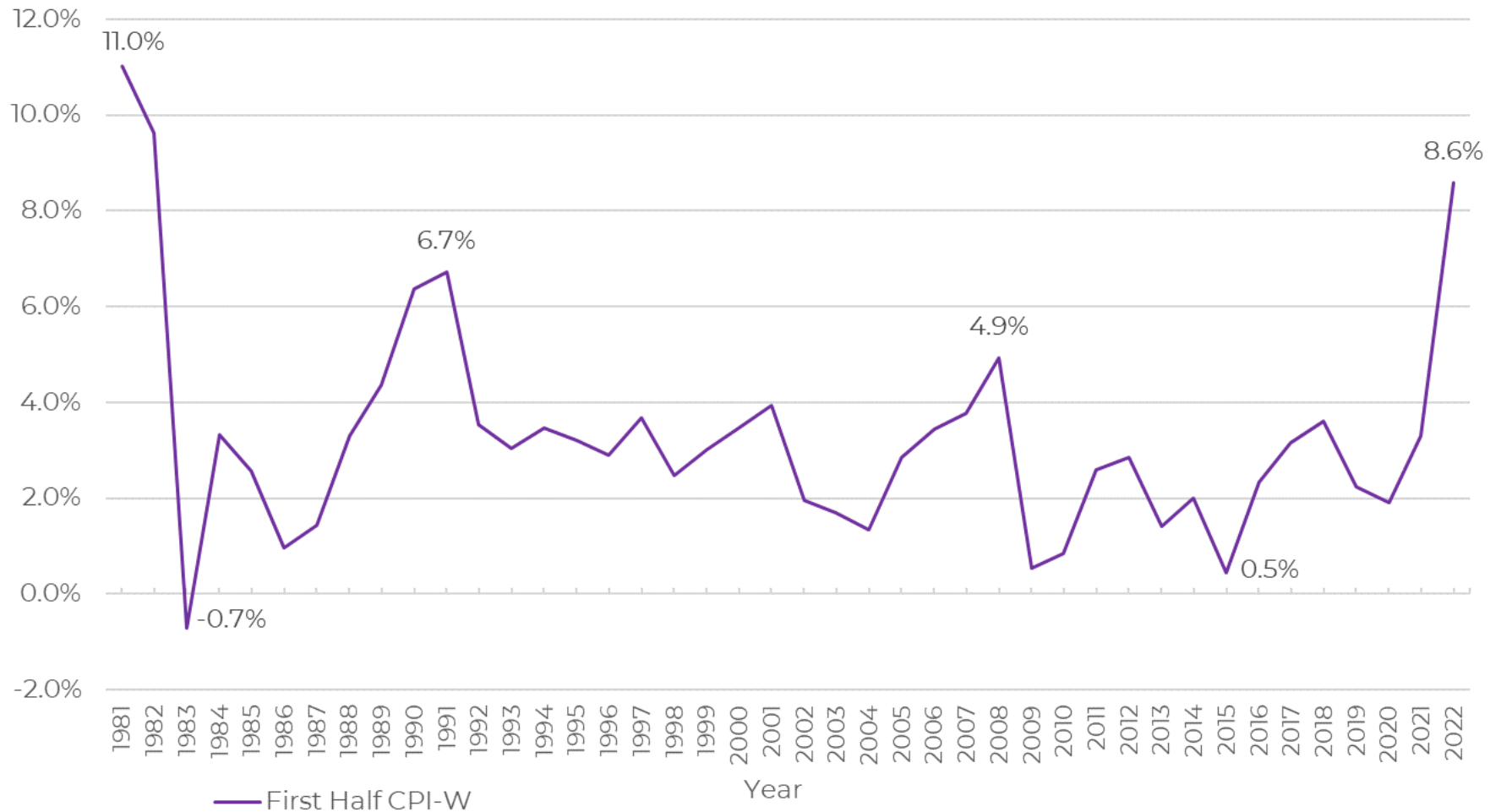
# Questions?



# Historical Inflation

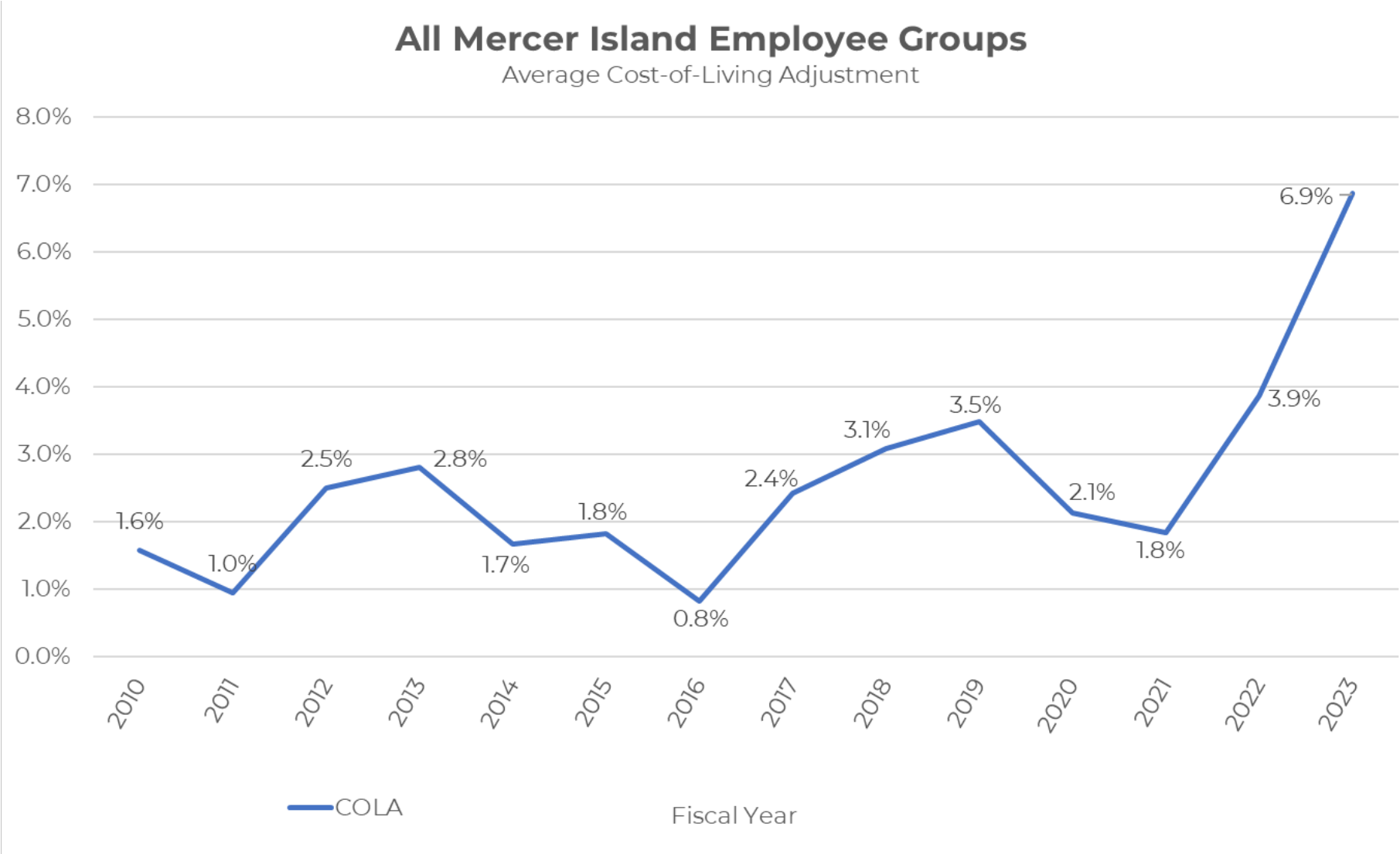
Item 9.

**CPI-W First Half of Year**  
Seattle-Tacoma-Bellevue-WA



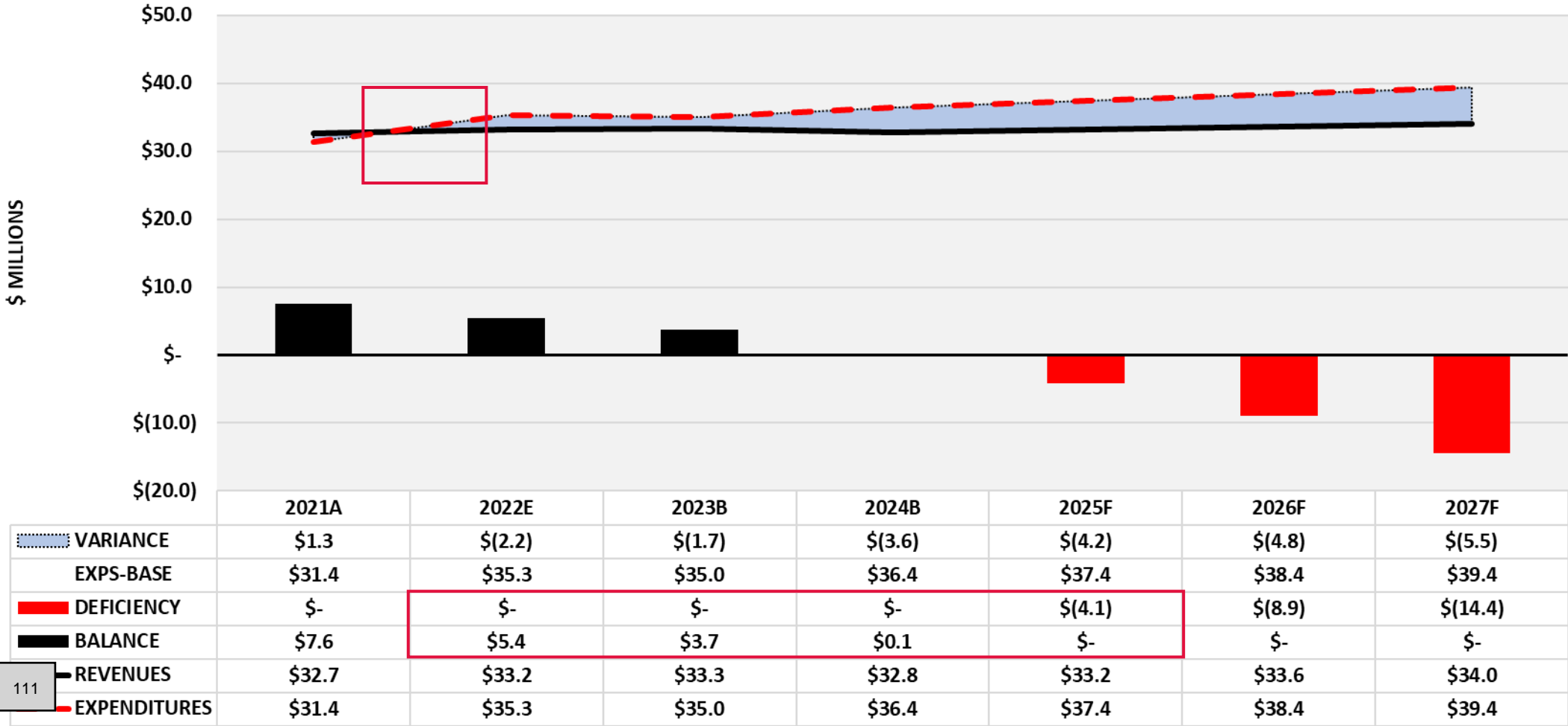
\* Data source: Bureau of Labor Statistics

# Cost of Living Adjustment



# General Fund Forecast

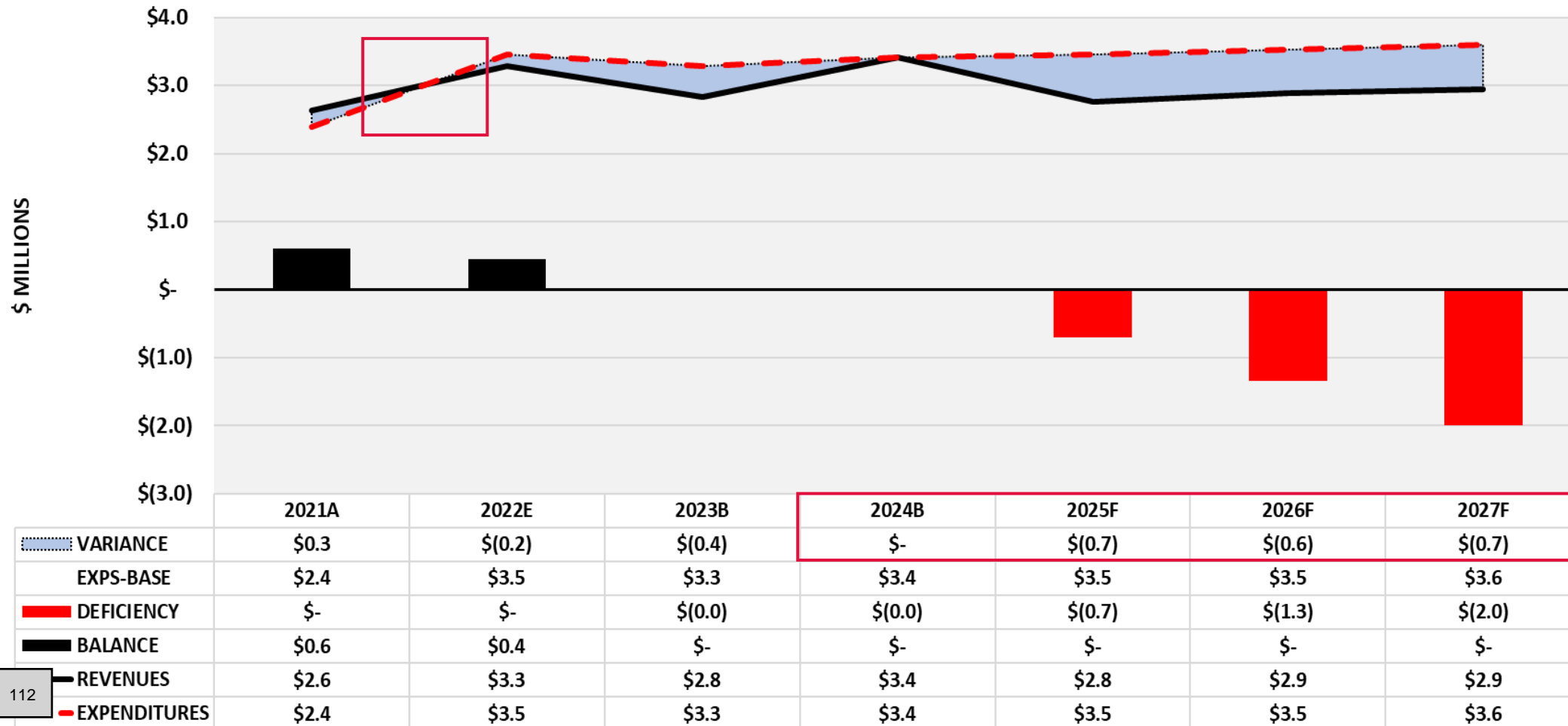
REVENUES, EXPENDITURES & UNASSIGNED FUND BALANCE



# YFS Fund Forecast

Item 9.

REVENUES, EXPENDITURES & UNASSIGNED FUND BALANCE



# Thrift Shop

## Pandemic shut down operations

- ❑ Shut down March 2020 with constrained operations thru Q3 2021.
- ❑ The City restored operations during 2021-2022 mid-biennial budget process.
- ❑ (steady progress is being made). Gains are happening.

## Rebuilding Phase Underway

- ❑ Operational emphasis is on:
  - ❑ Streamlined staff team
  - ❑ New training protocols
  - ❑ Increase volunteer engagement (*service hours per volunteer*)
- ❑ Target 10% Y-O-Y revenue growth for 2023-2024, akin to 2015-2019 growth rates.

# Challenges Ahead

- ❑ Achievements over the past 3 years have positioned the City for the challenges ahead.
- ❑ Budget is as a starting point, built during an unprecedented period.
- ❑ The City remains flexible, ready to adapt as current conditions evolve.

# Next Steps

## ❑ October 18

- ❑ Budget proposals
- ❑ Department overviews
- ❑ Capital Improvement Program

## ❑ November 1

- ❑ Receive final direction on preliminary budget and budget proposals

## ❑ November 15

- ❑ Discuss outcome from November election and Parks Levy
- ❑ Adopt 2023 utility rates, NORCOM rates, ARCH funding, & Property Tax levies

## ❑ December 6

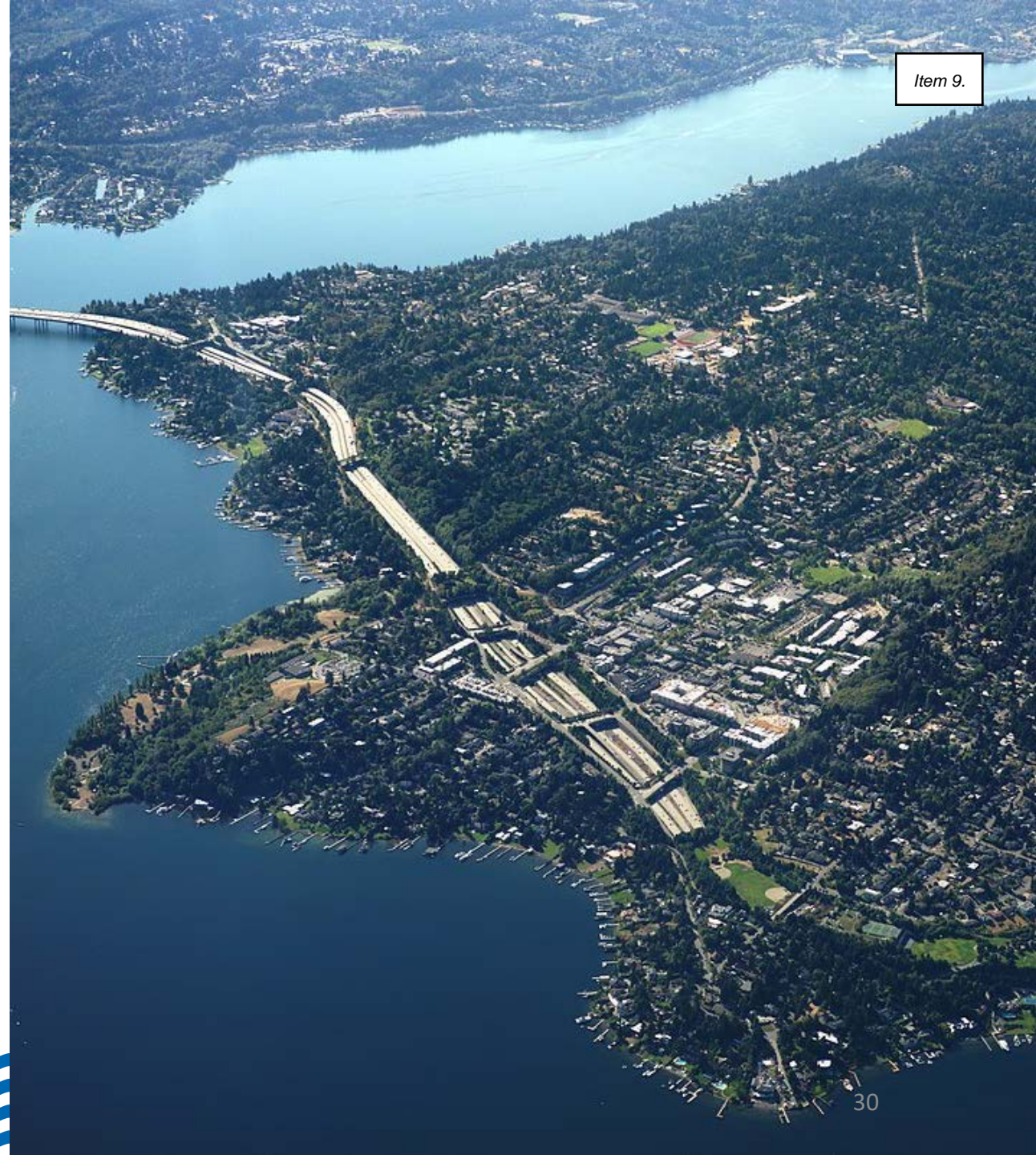
- ❑ Adopt final 2023-2024 Biennial Budget

# Questions

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*Jessi Bon, City Manager*

*Matt Mornick, Finance Director*





# 2022 PLANNING SCHEDULE

Item 10.

Please email the City Manager & City Clerk when an agenda item is added, moved, or removed.

NOTE - Regular Meetings begin at 5:00 pm from June 16, 2020, through December 31, 2022.  
Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

OCTOBER 18, 2022			DD 10/7	FN 10/10	CA 10/10	Clerk 10/11	CM 10/11
ABSENCES:							
ITEM TYPE   TIME   TOPIC					STAFF		
RECEPTION (4:30 PM)							
30	Sister City Art Unveiling & Reception				Ali Spietz		
SPECIAL BUSINESS (5:00 PM)							
15	Sister City Presentation				Ali Spietz		
STUDY SESSION							
30	Introduction to Judge Jeff Gregory/Mercer Island Municipal Court				Jessi Bon / Judge Jeff Gregory		
CONSENT AGENDA							
REGULAR BUSINESS							
15	AB xxxx: Comprehensive Plan Amendment (Remove Figure TC-1) (First Reading Ord. No. 22C-xx)				Jeff Thomas		
15	AB xxxx: Update on Outdoor Dining Regulations				Jeff Thomas/Sarah Bluvas		
120	AB xxxx: Public Hearing for the 2023-2024 Biennial Budget and Capital Improvement Program.				Matt Mornick		
EXECUTIVE SESSION							

NOVEMBER 1, 2022			DD	FN	CA	Clerk	CM
ABSENCES:			10/21	10/24	10/24	10/25	10/25
ITEM TYPE   TIME   TOPIC					STAFF		
STUDY SESSION							
SPECIAL BUSINESS							
CONSENT AGENDA							
--	AB xxxx: Comprehensive Plan Amendment (Remove Figure TC-1) – Ord. No. 22C-xx Second Reading and Adoption				Jeff Thomas		
--	AB xxxx: Shop Small Month Proclamation No. xxx				Jeff Thomas/Sarah Bluvas		
--	AB xxxx: Sewer Pump Station 23 & 25 Generator Replacement (SU0109) Bid Award				Jason Kintner/Allen Hunter		
--	AB xxxx: Sunset Hwy/77th Ave SE Improvements (SP0120) Bid Award				Jason Kintner/Lia Klein		
REGULAR BUSINESS							
120	AB xxxx: 2023-2024 Biennial Budget Workshop				Matt Mornick		
30	AB 6156: Aubrey Davis Trail Safety Improvements 30% Design Recommendation				Jason Kintner/Paul West		

30	AB xxxx: Adoption of 2023 Legislative Priorities	Jessi Bon	Item 10.
EXECUTIVE SESSION			

NOVEMBER 15, 2022		DD	FN	CA	Clerk	CM
ABSENCES: Larson		11/4	11/7	11/7	11/8	11/8
ITEM TYPE   TIME   TOPIC				STAFF		
STUDY SESSION						
30	AB xxxx: Eastside Cities Draft Climate Collaboration ILA (placeholder)			Jason Kintner/Ross Freeman/Bio Park		
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: SCADA – Sewer Equipment Replacement (SU0113) Bid Award			Jason Kintner/Allen Hunter		
--	AB xxxx: Reservoir Tank Improvement Project (WU0103) Bid Award			Jason Kintner/Patrick Yamashita/Allen Hunter		
--	AB xxxx: Compost Procurement Ordinance (HB 1799)			Jason Kintner/Ross Freeman		
--	AB xxxx: Accept Easements for Stormwater Capital Projects			Jason Kintner/Patrick Yamashita/Fred Gu		
--	AB: xxxx: Reservoir Generator Replacement Project (WU0119) Bid Award			Jason Kintner/Allen Hunter/George Fletcher		
REGULAR BUSINESS						
45	AB xxxx: Adoption of NORCOM and Utility Rate Resolutions; 2023 Property Tax Ordinances; and Second Public Hearing for the 2023-2024 Biennial Budget.			Matt Mornick		
60	AB xxxx: 2023 Docket of Development Code and Comprehensive Plan Amendments			Jeff Thomas/Alison Van Gorp		
45	AB: xxxx: Climate Action Plan: Survey Results and Update			Jason Kintner/Ross Freeman		
30	AB xxxx: Third Quarter 2022 Financial Status Update & 2021-2022 Budget Amendments (Ord. No. 22-xx)			Matt Mornick/Ben Schumacher		
30	AB xxxx: Affordable Housing Targets [Tentative]			Jeff Thomas/Alison Van Gorp		
15	AB xxxx: Fee Schedule Adoption, Resolution No. xxxx			Jessi Bon/Cassidy Berlin		
EXECUTIVE SESSION						

DECEMBER 6, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		11/23	11/28	11/28	11/29	11/29
ITEM TYPE   TIME   TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: Basin 40 Inflow/Infiltration Project (SU0108) Bid Award			Jason Kintner/Clint Morris/ George Fletcher		
	AB: xxxx: Phase 1 PRV Station Replacement Bid Award <b>TENTATIVE</b>			Jason Kintner		

--	AB xxxx: Eastside Cities Climate Collaboration ILA <b>TENTATIVE</b>	Jason Kintner/Ross Freedman	Item 10.
<b>REGULAR BUSINESS</b>			
45	AB xxxx: Town Center Parking Study Presentation (Accept Final Report, Resolution No. xxxx adopt recommendations / implementation strategy)	Sarah Bluvus/Jason Kintner/ Jeff Thomas/Ed Holmes	
15	AB xxxx: Adoption of the 2023-2024 Biennial Budget	Matt Mornick	
<b>EXECUTIVE SESSION</b>			

<b>DECEMBER 20, 2022</b>		<b>DD</b>	<b>FN</b>	<b>CA</b>	<b>Clerk</b>	<b>CM</b>
ABSENCES:		12/9	12/12	12/12	12/13	12/13
<b>POTENTIALLY CANCELED</b>						

## 2023 PLANNING SCHEDULE

JANUARY 3, 2023		DD	FN	CA	Clerk	CM
ABSENCES:		12/22	12/23	12/23	12/27	12/27
ITEM TYPE   TIME   TOPIC				STAFF		
STUDY SESSION						
60	AB xxxx: Roadway Pavement Condition Ratings Update			Jason Kintner/Patrick Yamashita/Clint Morris		
SPECIAL BUSINESS						
CONSENT AGENDA						
REGULAR BUSINESS						
15	AB xxxx: Acceptance of <i>Raven</i> by Ron Reeder (Public Art Donation from MIVAL)			Jason Kintner/Sarah Bluvas		
EXECUTIVE SESSION						