



CITY OF MERCER ISLAND

CITY COUNCIL REGULAR HYBRID MEETING

Tuesday, October 07, 2025 at 5:00 PM

MERCER ISLAND CITY COUNCIL:

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

LOCATION & CONTACT:

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

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

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

Individuals wishing to speak live during Appearances (public comment period) must register with the City Clerk at 206.275.7793 or cityclerk@mercerisland.gov before 4 PM on the day of the Council meeting. Each speaker will be allowed to speak for three (3) minutes. A timer will be visible to online to speakers, City Council, and meeting participants.

Written comments may be sent to the City Council at council@mercerisland.gov.

Join the meeting at 5:00 PM (Appearances will start sometime after 5:00 PM) by:

- **Telephone:** Call 253.215.8782 and enter Webinar ID 873 7690 5075 and Password 612616
 - **Zoom:** Click this [link](#) (Webinar ID 873 7690 5075; Password 612616)
 - **In Person:** Mercer Island Community & Event Center – Slater Room Council Chambers (8236 SE 24th Street, Mercer Island, WA 98040)
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MEETING AGENDA

CALL TO ORDER & ROLL CALL, 5:00 PM

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

SPECIAL BUSINESS

1. AB 6781: Mercer Island Community Fund Recognition

Recommended Action: Approve Resolution No. 1683 recognizing the Mercer Island Community Fund's contributions to the Recreation Division and the City of Mercer Island.

CITY MANAGER REPORT

APPEARANCES

(This is the opportunity for anyone to speak to the City Council on any item, except items before the City Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters)

CONSENT AGENDA

2. AB 6782: September 25, 2025 Payroll Certification

Recommended Action: Approve the September 25, 2025 Payroll Certification in the amount of \$969,041.71 and authorize the Mayor to sign the certification on behalf of the entire City Council.

3. AB 6783: Certification for Claims Paid September 1, 2025 through September 15, 2025

Recommended Action: Approve the September 1, 2025 through September 15, 2025 Accounts Payable Certification of Claims in the amount of \$3,312,879.91 and authorize the Mayor to sign the certification on behalf of the entire City Council.

4. City Council Regular Hybrid Meeting Minutes of September 16, 2025.

Recommended Action: Approve the City Council Regular Hybrid Meeting Minutes of September 16, 2025.

5. AB 6784: Domestic Violence Awareness Month, Proclamation No. 372

Recommended Action: Approve Proclamation No. 372 proclaiming October 2025 as Domestic Violence Awareness Month on Mercer Island.

6. AB 6785: Arbor Day, Proclamation No. 373

Recommended Action: Approve Proclamation No. 373 proclaiming the fourth Saturday in October as Arbor Day in the City of Mercer Island.

7. AB 6786: Indigenous Peoples' Day, Proclamation No. 374

Recommended Action: Approve Proclamation No. 374 proclaiming October 13, 2025 as Indigenous Peoples' Day on Mercer Island.

8. AB 6769: 2025 Work Plan Update

Recommended Action: Receive report. No action necessary.

9. AB 6787: City Manager Annual Performance Review

Recommended Action: Accept City Manager's annual performance review for June 2024 through May 2025.

REGULAR BUSINESS

10. AB 6778: Naming the Pickleball Courts at Luther Burbank Park as the "Jake Jacobson Pickleball Courts"

Recommended Action: Adopt Resolution No. 1682 acknowledging and commending Jake Jacobson's service to the Mercer Island community by naming the pickleball courts at Luther Burbank Park as the "Jake Jacobson Pickleball Courts."

11. AB 6775: Briefing on Fee in Lieu of Work for Town Center Affordable Housing

Recommended Action: Direct the City Manager to coordinate consideration of a fee in lieu option with Comprehensive Plan and development code amendments related to compliance with the Growth Management Hearings Board Final Decision and Order.

OTHER BUSINESS

12. Planning Schedule

13. Councilmember Absences & Reports

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6781
October 7, 2025
Special Business

AGENDA BILL INFORMATION

TITLE:	AB 6781: Mercer Island Community Fund Recognition	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve Resolution No. 1683 recognizing the Mercer Island Community Fund's contributions to the Recreation Division and the City of Mercer Island.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Katie Herzog, Recreation Supervisor
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Resolution No. 1683
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The Mercer Island Community Fund (MICF) is a nonprofit organization dedicated to enhancing the quality of life on Mercer Island by providing financial support to local nonprofits, community initiatives, and cultural events. Since its founding in 1989, MICF has awarded hundreds of grants to projects that promote the arts, education, human services, the environment, and community building on Mercer Island.

Funded entirely by donations from individuals, families, and local businesses, MICF serves as a philanthropic partner helping residents invest in the long-term vitality of the Island. From youth programs to concerts in the park and community celebrations, MICF plays a vital role in fostering a vibrant, inclusive, and connected Mercer Island. Resolution No. 1683 (Exhibit 1) recognizes the historical impact of financial support to the City of Mercer Island, that has helped enhance community special events.

BACKGROUND

The Mercer Island Community Fund (MICF) was founded with the vision of strengthening the Mercer Island community through philanthropy, collaboration, and support for initiatives that enrich Island life. Over the years, MICF has become a trusted partner to the City, demonstrating consistency in its support and commitment to advancing recreation, culture, and community well-being.

MICF's impact is seen most prominently in its proactive efforts to generate funds to sustain and expand beloved community events and programs. Working closely with City staff, MICF has identified opportunities where additional resources could significantly enhance the quality of life for Mercer Island residents. Notable events supported by MICF include Mostly Music in the Park, Summer Celebration, Shakespeare in the Park, Illuminate MI, Leap for Green, and Community Coffee.

By underwriting costs for entertainment, logistics, and accessibility, MICF allows the city to offer high-quality, free events that otherwise might not be feasible within the municipal budget. This collaboration reflects a shared commitment to strengthening community on Mercer Island and ensuring that public spaces and experiences remain welcoming and enriching for all.

ISSUE/DISCUSSION

The City of Mercer Island deeply values the Mercer Island Community Fund's long-standing partnership and investment in the Island's cultural and social vitality.

MICF has demonstrated a consistent and enduring partnership with the City, collaborating with both the Recreation Division and the broader Island community to advance shared goals. Through their proactive efforts to generate funds, MICF has strengthened the sustainability of recreation programs and expanded opportunities for residents to connect through community events.

MICF's contributions reflect and promote core Mercer Island values: community, wellness, inclusion, and stewardship, while also ensuring that recreation services continue to evolve and meet the needs of residents. In collaboration with City staff, MICF has worked thoughtfully to identify opportunities for event enhancements, including support for the Mostly Music in the Park (MMIP) series. In 2025 the generous support of the MICF allowed MMIP to expand in scope and quality, highlighted by enhancements such as the addition of the stage, banners, and lighting at Mercerdale Park.

Through consistent partnership, proactive forethought, and commitment to community enrichment, the Mercer Island Community Fund continues to play a vital role in ensuring the expansion and long-term success of City recreation programs and the vibrancy of community life.

The City Council recognizes MICF as an indispensable partner whose generosity and commitment continue to elevate the Recreation Division's ability to serve the community and create lasting opportunities for connection and celebration. Over the past five years, MICF has contributed over \$50,000 to Parks and Recreation events.

RECOMMENDED ACTION

Approve Resolution No. 1683 recognizing the Mercer Island Community Fund's contributions to the Recreation Division and the City of Mercer Island.

**CITY OF MERCER ISLAND, WASHINGTON
RESOLUTION NO. 1683**

**A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON
RECOGNIZING AND EXPRESSING GRATITUDE TO THE MERCER ISLAND
COMMUNITY FUND FOR THEIR GENEROUS SUPPORT OF COMMUNITY
EVENTS.**

WHEREAS, the Mercer Island Community Fund (MICF) is a dedicated nonprofit organization that supports programs and initiatives enhancing the quality of life for Mercer Island residents; and

WHEREAS, over the past five years, MICF has generously contributed funding and resources to a wide variety of community events including Summer Celebration, Mostly Music in the Park, Illuminate MI, Leap for Green, Shakespeare in the Park; and Community Coffee; and

WHEREAS, MICF has consistently partnered with the City and the broader Island community to strengthen programming, ensuring that events reflect shared community values of inclusion, sustainability, and civic pride; and

WHEREAS, through proactive fundraising and thoughtful collaboration with City staff, MICF has helped expand and enhance events such as Mostly Music in the Park, including the addition of the stage at Mercerdale Park; and

WHEREAS, these events have fostered civic engagement, cultural enrichment, community spirit, and inclusion for residents of all ages; and

WHEREAS, the City Council wishes to recognize and express its sincere appreciation for MICF's continued commitment to supporting community-driven programs and initiatives;

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

That the City of Mercer Island recognizes the substantial financial support, both historic and current, of the Mercer Island Community Fund for the City's Parks & Recreation programming and the impact that support has on the quality of life for all Island residents.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON OCTOBER 7, 2025.

CITY OF MERCER ISLAND

Salim Nice, Mayor

ATTEST:

Andrea Larson, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6782
October 7, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6782: September 25, 2025 Payroll Certification	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the September 25, 2025 Payroll Certification in the amount of \$969,041.71.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. September 25, 2025 Payroll Certification 2. FTE/LTE Counts
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to approve the City of Mercer Island payroll certification for the period from September 1, 2025 through September 15, 2025 in the amount of \$969,041.71 (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 semi-monthly payroll schedule with payments on the 10th and 25th of each month.

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 variations that are outlined below.

Additional payments:

Description	Amount
Leave cash outs for current employees	\$0.00
Leave cash outs for terminated employees	\$0.00
Service and recognition awards	\$800.00
Overtime earnings (see chart for overtime hours by department).	\$11,487.32
Total	\$12,287.32

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Municipal Court	
Police	46.00
Public Works	94.00
Thrift Shop	
Youth & Family Services	
Total Overtime Hours	140.00

NEXT STEPS

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 (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 Store.

RECOMMENDED ACTION

Approve the September 25, 2025 Payroll Certification in the amount of \$969,041.71 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 **09.15.2025**
PAYROLL DATED **09.25.2025**

Net Cash	\$	653,598.36
Net Voids/Manuals		
Net Total	\$	653,598.36
Federal Tax Deposit	\$	106,827.01
Social Security and Medicare Taxes	\$	72,142.61
State Tax (California & Oregon)	\$	682.52
State Tax (California)	\$	7.26
Family/Medical Leave Tax (California & Oregon)	\$	56.99
Public Employees Retirement System 1 (PERS 1)	\$	-
Public Employees' Retirement System (PERS Plan 2)	\$	32,007.91
Public Employees' Retirement System (PERS Plan 3)	\$	10,420.21
Public Employees' Retirement System (PERSJM)	\$	596.69
Public Safety Employees' Retirement System (PSERS)	\$	-
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	16,519.58
Regence & LEOFF Trust Medical Insurance Deductions	\$	13,451.25
Domestic Partner Medical Insurance Deductions	\$	2,091.91
Kaiser Medical Insurance Deductions	\$	1,307.32
Health Care - Flexible Spending Account Contributions	\$	1,944.82
Dependent Care - Flexible Spending Account Contributions	\$	922.61
ICMA Roth IRA Contributions	\$	568.77
ICMA 457 Deferred Compensation Contributions	\$	42,455.04
ICMA 401K Deferred Compensation Contributions	\$	-
Garnishments (Chapter 13)	\$	1,072.03
Tax Wage Garnishment	\$	-
Child Support Wage Garnishment	\$	867.72
Mercer Island Employee Association Dues	\$	260.00
AFSCME Union Dues	\$	3,396.60
Police Union Dues	\$	3,263.57
Standard - Supplemental Life Insurance	\$	344.95
Unum - Long Term Care Insurance	\$	176.90
AFLAC - Supplemental Insurance Plans	\$	238.52
Transportation - Flexible Spending Account Contributions	\$	115.00
Miscellaneous	\$	714.94
Oregon Transit Tax and Oregon Benefit Tax	\$	8.63
Washington Long Term Care	\$	2,981.99
Tax & Benefit Obligations Total	\$	315,443.35

TOTAL GROSS PAYROLL	\$	969,041.71
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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.



 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.

FTE AND LTE COUNTS AS OF 9/15/2025

Full Time Equivalents (FTEs)	2025 Budgeted	2025 Actual
Administrative Services	14.50	14.50
City Attorney's Office	2.00	2.00
City Manager's Office	3.00	3.00
Community Planning & Development	17.00	17.00
Finance	9.00	9.00
Municipal Court	3.10	3.10
Police	37.50	35.50
Public Works	64.00	63.00
Recreation	10.25	9.25
Youth & Family Services	11.93	11.93
Thrift Shop	3.00	3.00
Total FTEs	175.28	171.28
Limited Term Equivalents (LTEs)	2025 Budgeted	2025 Actual
Administrative Services	1.00	1.00
City Manager's Office	1.00	2.00
Community Planning & Development	2.00	2.00
Public Works	4.75	3.75
Youth & Family Services	2.83	1.83
Thrift Shop	6.50	7.90
Total LTEs	18.08	18.48
Total FTEs & LTEs	193.36	189.77

FTE Vacancies:

- 1.0 CIP Project Manager
- 2.0 Police Officer
- 1.0 Recreation Facility Supervisor



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6783
October 7, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6783: Certification for Claims Paid August 31, 2025 through September 15, 2025	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the Accounts Payable Certification for Claims paid August 31, 2025 through September 15, 2025 in the amount of \$3,312,879.91.	

DEPARTMENT:	Finance
STAFF:	Matt Mornick, Finance Director LaJuan Tuttle, Deputy Finance Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Certification for Claims Paid August 31, 2025 – September 15, 2025
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to approve the August 31, 2025 through September 15, 2025 Accounts Payable Certification of Claims in the amount of \$3,312,879.91. (see Exhibit 1)

BACKGROUND

Claims refer to all external payments that are made to satisfy the obligations of the City, regardless of how payments are processed (e.g., through warrants, checks, electronic funds transfers, etc.). [RCW 42.24.080](#) requires that all claims presented against the City must be certified by the appropriate official to ensure that the claims are just, true, 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.

ISSUE/DISCUSSION

The Accounts Payable Certification of Claims (see Exhibit 1) includes a table that summarizes the claims paid August 31, 2025 through September 15, 2025:

The table combines printed checks and electronic payments. The disbursement method is identified by the Method code in the first column of the table:

- **Check Register** – printed accounts payable checks.
- **Direct Disbursement** – wire transfers. Note that “check” numbers are two digits to easily identify them as distinct from printed checks.
- **Electronic Funds Transfer** - EFT/ACH payments. “Check” numbers started at 5000 for this payment type.

RECOMMENDED ACTION

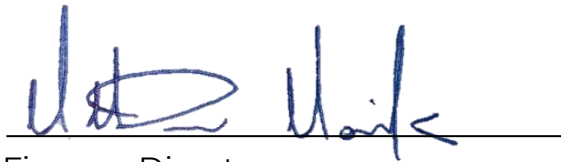
Approve the August 31, 2025 through September 15, 2025 Accounts Payable Certification of Claims in the amount of \$3,312,879.91 and authorize the Mayor to sign the certification on behalf of the entire City Council.



City of Mercer Island

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

Date	Method	Checks	Warrant	Total Amount
08/31/25	Direct Disbursement	148 - 162	WT 08-25	\$718,280.23
09/05/25	Check Register	224627 - 224679	090525	\$956,729.41
09/05/25	Electronic Funds Transfer	5002 - 5003	EFT 0905	\$29,226.60
09/12/25	Check Register	224680 - 224755	091225	\$1,601,137.40
09/12/25	Electronic Funds Transfer	5004 - 5005	EFT 0912	\$7,506.27
GRAND TOTAL:				\$3,312,879.91



CITY COUNCIL MINUTES REGULAR HYBRID MEETING SEPTEMBER 16, 2025

Item 4.

CALL TO ORDER & ROLL CALL

Mayor Salim Nice called the Regular Hybrid Meeting to order at 5:00 pm in the Slater Room Council Chambers at the Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, Washington.

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmembers Lisa Anderl (arrived 5:05 pm), Daniel Becker, and Ted Weinberg attended in person. Councilmembers Craig Reynolds and Wendy Weiker attended via Zoom.

PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Rosenbaum; seconded by Weinberg to:

Approve the agenda as presented.

PASSED: 6-0

FOR: 6 (Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

CITY MANAGER REPORT

City Manager Jessi Bon reported on the following items:

- **Council, Boards & Commission Meetings:**
 - City Council Meeting on Tuesday, October 7 at 5 PM
 - Planning Commission Meeting on Wednesday, September 24 at 6 PM
 - Parks & Recreation Commission on Thursday, October 2 at 5 PM
- **City Updates:**
 - **WSDOT I-90 Expansion Joint Replacement:** WSDOT crews will close the I-90 Eastbound on-ramp at East Mercer Way and the HOV on-ramp at 80th Ave SE beginning Thursday, Sept. 18, to complete essential roadway repairs and replace failing expansion joints on the East Channel Bridge. Expect major delays, as this closure by WSDOT is expected to be highly disruptive!
 - **EMW Emergency Water Main Repair:** Last week, the water operations crew completed all flushing, testing, and returned homes in the area back to normal service. Construction will begin shortly to replace approximately 250 feet of damaged pavement near Clarke Beach.
 - **Water Reservoir Improvements:** Last month marked the completion of nearly four years of continuous construction and reinvestment at the City's water reservoir.
- **Upcoming Events:**
 - **Community Mobile Blood Drive:** In partnership with Bloodworks Northwest and the MI Chamber of Commerce, another 2-day mobile blood drive will take place at the MICEC on: Monday, September 29 and Tuesday, September 30 from 10:30am to 4:30pm. on September 29 or September 30
 - **Town Center Trick or Treat:** Join us for a frightfully fun Halloween Trick or Treat event Friday, October 31 from 3:30pm–5:30pm at Town Center!
- **News:**
 - **Sustainability Wins!** At the end of August, the City successfully completed the PSE Green Power Challenge and surpassed its goal with 108 new signups. Because the City achieved our goal, PSE will provide the City with a \$10,000 grant toward a new community solar panel project on the Island.

APPEARANCES

There were no appearances.

CONSENT AGENDA

AB 6766: September 10, 2025 Payroll Certification

Recommended Action: Approve the September 10, 2025 Payroll Certification in the amount of \$942,897.99 and authorize the Mayor to sign the certification on behalf of the entire City Council.

AB 6767: Certification for Claims Paid August 16, 2025 through August 31, 2025

Recommended Action: Approve the August 16, 2025 through August 31, 2025 Accounts Payable Certification of Claims in the amount of \$756,720.30 and authorize the Mayor to sign the certification on behalf of the City Council.

City Council Regular Hybrid Meeting Minutes of September 2, 2025

Recommended Action: Approve the City Council Regular Hybrid Meeting Minutes of September 2, 2025.

AB 6768: Peace Day on Mercer Island, Proclamation No. 371

Recommended Actions: Approve Proclamation No. 371 proclaiming September 21, 2025 as Peace Day on Mercer Island.

AB 6770: Six-Year Work Plan for Art in Public Places

Recommended Action: Approve the 6-Year Work Plan for Art in Public Places.

AB 6773: Luther Burbank Boiler Building Phase 1 Project Closeout

Recommended Action: Accept the completed project and authorize staff to close it out.

AB 6774: Acceptance of 2025-2027 Commute Trip Reduction Grant

Recommended Action: Accept the 2025-2027 Commute Trip Reduction Grant and appropriate the \$31,300 of grant funds in the 2025-2026 biennial budget to the Public Works Department to support the administration of the Commute Trip Reduction program and the Climate Action Plan.

AB 6780: Letter Regarding Renton Airport Night Flights

Recommended Action: Authorize the Mayor to sign letters to the Renton Municipal Airport and the Renton ATC Facility regarding significant increases in low-altitude, noisy jet and turboprop overflights occurring at night.

It was moved by Anderl; seconded by Weinberg to:

Approve the Consent Agenda and the recommendations contained therein.

PASSED: 7-0

FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

REGULAR BUSINESS

AB 6776: Financial Status Update for the Second Quarter 2025 and Budget Amending Ordinance

Finance Director Matt Mornick presented information regarding the new format of accounts payable claims reports and provided a reminder that City tracks varied revenues across 19 separate funds, each a distinct accounting entity, ensuring that resources for a specific purpose are held to account.

Financial Analyst Ben Schumacher presented the second quarter 2025 financial status update. He spoke about the impact of the City's transition to cash basis reporting and reviewed the City's revenue and expenditure actuals from January 1 through June 30, 2025. He also presented a budget amending ordinance which include the budget adjustments resulting from prior City Council actions since May 20.

It was moved by Rosenbaum; seconded by Reynolds to:

Adopt Ordinance No. 25-25 amending the 2025-2026 Biennial Budget.

MOTION PASSED: 7-0

FOR: 7 (Anderl, Becker, Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

AB 6772: Code Amendments Regarding E-motorcycle Regulations (Ordinance No. 25C-24, Second Reading)

Police Commander Mike Seifert reported that Mercer Island had seen an increase in usage of e-motorcycles and dirt bikes wherein riders demonstrated unsafe riding behaviors, creating a danger to themselves and others. He also reviewed current enforcement practices and barriers to enforcement.

Management Analyst Amelia Tjaden reviewed Ordinance No. 25C-24, explaining the proposed violations and penalties. Management Analyst Tjaden further explained the changes made to Ordinance No. 25C-24 since its first reading, noting that the proposed ordinance does not fully address the enforcement issues but does provide MIPD with a tool to assist with reducing the number of unlawful incidents on Mercer Island and assigns a monetary penalty.

Commander Seifert and Management Analyst Tjaden also explained enforcement and impoundment, anticipated additional regulatory actions, communication outreach around the passage of the ordinance, and the City's legislative strategy that will include working with AWC and regional partners.

It was moved by Weinberg; seconded by Becker to:

Adopt Ordinance No. 25C-24, amending Title 10 of the Mercer Island City Code, as presented in Exhibit 1.

MOTION PASSED: 7-0

FOR: 7 (Anderl, Becker, Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

AB 6779: Public Safety and Maintenance Facility Site Zoning

Chief of Operations Jason Kintner outlined efforts to prepare and submit a rezone application to rezone City Hall parcels 9655500185 and 2655500075 from Residential (R-8.4) and Commercial Office (CO) to Public Institution (PI) and to appropriate \$22,064 from the General Fund unassigned fund balance for associated permit review fees. He provided a brief background that outlined the City Council's input, the site's current zoning and rezone application, and the boundary line strategy. Chief of Operations Kintner outlined the next steps, which elaborated on the rezone application prior to submitting permits in mid-2026, the boundary line adjustment and its future placement, and the City Manager's efforts to work with staff and legal counsel to continue the PSM review in late 2025 or early 2026.

It was moved by Anderl; seconded by Becker to:

Direct the City Manager or designee to prepare and submit a rezone application to rezone City Hall parcels 9655500185 and 2655500075 to Public Institution (PI) and to appropriate \$22,064 from the General Fund unassigned fund balance for associated permit review fees.

MOTION PASSED: 7-0

FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

OTHER BUSINESS

Planning Schedule

There were no updates.

Councilmember Absences and Reports

Deputy Mayor Rosenbaum thanked the Mercer Island Chamber of Commerce for the Art Uncorked event, noting that it was well attended.

Councilmember Weiker reported that the Utility Board met and discussed rates and the factors that contribute to the rate structure.

Councilmember Weinberg noted that his next monthly open lunch is scheduled for September 21 at Anise Thai restaurant.

Councilmember Reynolds reported on the Parks & Recreation Meeting and its field trip to Deane's Park to

discuss its redesign.

City Council was in recess from 6:04 to 6:10 pm.

EXECUTIVE SESSION

At 6:10 pm, Mayor Nice convened an Executive Session in Room 104 at the Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, WA and via Microsoft Teams.

The Executive Session was to review the performance of a public employee pursuant to RCW 42.30.110(1)(g).

Mayor Nice adjourned the Executive Session at 6:18 pm.

ADJOURNMENT

The Regular Hybrid Council Meeting adjourned at 6:18 pm.

Attest:

Salim Nice, Mayor

Andrea Larson, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6784
October 7, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6784: Domestic Violence Awareness Month, Proclamation No. 372	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Proclamation No. 372 Proclaiming October 2025 as Domestic Violence Awareness Month on Mercer Island.	

DEPARTMENT:	Youth and Family Services
STAFF:	Mayor Salim Nice Derek Franklin, YFS Administrator
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Proclamation No. 372
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim October 2025 as Domestic Violence Awareness Month on Mercer Island (Exhibit 1).

BACKGROUND

Each October, Domestic Violence Awareness Month is recognized nationally and highlights the importance of preventing domestic violence through awareness, direct action, and support for survivors. The theme for the 2025 Domestic Violence Awareness Month is “With Survivors, Always” to emphasize a solidarity with survivors and to support a culture of security where survivors are heard, believed, and empowered.

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 can include overt physical or sexual violence and threats as well as covert economic/ emotional/ psychological abuse and patterns of excessively controlling behavior.

More prevalent than often perceived in the United States, severe, physical domestic violence will be experienced by 24.3% of women and 13.8% of men in their lifetimes. Every minute in the United States, 24

people experience intimate partner violence. In King County in 2024, eight homicides were attributed to domestic violence.

ISSUE/DISCUSSION

Mercer Island is not immune to the epidemic of domestic violence, and the impact it has on individuals, families, and the community. Vulnerable populations can be at elevated risk for domestic violence, including youth, seniors, immigrants, people with disabilities, and members of the LGBTQIA+ community. Proclaiming October 2025 as Domestic Violence Awareness Month can help raise awareness, decrease stigma about getting help, and sends a message of support to survivors.

Anyone concerned about intimate partner violence, abuse, or relationship safety can access free and confidential help at Lifewire at 425-562-8840 for victim advocacy, safety planning, and housing stability services. The National Domestic Abuse Hotline offers 24/7 support at 1-800-799-SAFE (7233) or by texting "START" to 88788. Mercer Island residents impacted by domestic violence can also contact the City's Department of Youth and Family Services' Intake and Confidential Voicemail Line at 206-275-7657 for consultation, assistance, counseling, and/or referrals.

RECOMMENDED ACTION

Approve Proclamation No. 372 proclaiming October 2025 as Domestic Violence Awareness 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.

Domestic violence can be experienced by anyone regardless of gender, race, sexual identity or orientation, or socio-economic status. The impact of domestic violence is not only felt by individual survivors, but by families, communities, and the nation.

More prevalent than often perceived in the United States, severe, physical domestic violence will be experienced by 24.3% of women and 13.8% of men in their lifetimes. Every minute in the United States, 24 people experience intimate partner violence. In King County in 2024, there were eight homicides attributed to domestic violence.

The 2025 Domestic Violence Awareness Month theme is “With Survivors, Always” to emphasize solidarity with survivors and to support a culture of security where survivors are heard, believed, and empowered.

The City, through services offered by the Department of Youth and Family Services, supports survivors and their families with education, prevention, and confidential intervention and referral services.

Mercer Island joins with others across Washington State in supporting survivors of domestic violence.

NOW, THEREFORE, I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim October 2025 as

DOMESTIC VIOLENCE AWARENESS MONTH

APPROVED, this 7th day of October 2025.

Mayor Salim Nice

Proclamation No. 372





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6785
October 7, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6785: Arbor Day, Proclamation No. 373	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve Proclamation No. 373 proclaiming the fourth 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

DEPARTMENT:	Public Works
STAFF:	Mayor Salim Nice Alaine Sommargren, Deputy Public Works Director Andrew Prince, Urban Forestry Project Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Proclamation No. 373
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim the fourth Saturday in October as Arbor Day in the City of 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 these programs, 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 four 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 2025. These expenditures include all plant materials, installation, maintenance, and risk management, as well as ongoing training for staff arborists.

This proclamation, designating the fourth 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 ninth 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 2025 Arbor Day celebration will be held on Saturday, October 25th from 10am-1pm in Clarke Beach Park. This planting event will enhance natural habitat, encourage tree planting in the community, recognize Mercer Island's dedicated community volunteers, and inspire citizens of all ages to be good forest stewards in City parks and their own backyards. City staff will launch a social media Countdown to Arbor Day including Facebook and Instagram posts that 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

Approve Proclamation No. 373 proclaiming the fourth Saturday in October as Arbor Day in the City of Mercer Island.



City of Mercer Island, Washington ***Proclamation***

WHEREAS, protecting, planting, and maintaining trees are key community values expressed in the Mercer Island comprehensive plan and Climate Action Plan.

The City 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 the stabilization of geologically hazardous areas, improve surface water quality and control, benefit Lake Washington, and reduce noise and air pollution.

Arbor Day, a worldwide 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 Fourth 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 7th day of October 2025.

Mayor Salim Nice



Proclamation No. 373



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6786
October 7, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6786: Indigenous Peoples' Day, Proclamation No. 374	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Proclamation No. 374 proclaiming October 13, 2025 as Indigenous Peoples' Day on Mercer Island.	

DEPARTMENT:	City Council
STAFF:	Salim Nice, Mayor Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Proclamation No. 374
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim October 13, 2025 as Indigenous Peoples' Day on Mercer Island (Exhibit 1).

ISSUE/DISCUSSION

Indigenous Peoples' Day is celebrated on the second Monday of October and recognizes the resilience and diversity of Indigenous Peoples in the United States. The celebration of Indigenous Peoples' Day serves as a reminder of the resilience, strength, and contributions of Indigenous communities, as well as an opportunity to engage in dialogue and education about their history and contemporary issues.

RECOMMENDED ACTION

Approve Proclamation No. 374 proclaiming October 13, 2025 as Indigenous Peoples' Day on Mercer Island.



City of Mercer Island, Washington

Proclamation

WHEREAS, Indigenous Peoples' Day is celebrated on the second Monday of October each year and recognizes the resilience and diversity of Indigenous Peoples in the United States.

Indigenous Peoples have inhabited this land for thousands of years, nurturing a deep connection to the earth, their cultures, and their communities.

Indigenous communities possess rich histories, languages, traditions, and contributions that have profoundly shaped our society and continue to enrich our collective identity.

It is essential to acknowledge the ongoing impacts of colonization, discrimination, and injustices faced by Indigenous Peoples, and to promote healing, understanding, and respect for their rights and cultures.

The celebration of Indigenous Peoples' Day serves as a reminder of the resilience, strength, and contributions of Indigenous communities, as well as an opportunity to engage in dialogue and education about their history and contemporary issues.

NOW, THEREFORE, I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim October 13, 2025 as

INDIGENOUS PEOPLES' DAY

on Mercer Island and urge all citizens to recognize and honor the rich cultural heritage and enduring contributions of Indigenous Peoples, to learn about their histories, and to commit to supporting justice and equity for all Indigenous communities.

APPROVED, this 7th day of October 2025.

Mayor Salim Nice

Proclamation No. 374



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6769
September 16, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6769: 2025-2026 Work Plan Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	No action necessary. Receive report.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2025-2026 Work Plan Matrix
CITY COUNCIL PRIORITY:	4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to provide the City Council with an update of the 2025-2026 Work Plan.

- As part of a year-long process leading up to the adoption of each biennial budget, staff work with the City Council to develop priorities that guide the budget process and the City's biennial work plan.
- The City's work plan is developed to meet legal (federal, state, and local) requirements as well as to achieve the City Council's priorities.
- The Work Plan matrix now includes all work items from the adopted 2025-2026 Budget, along with recent additions from the City Council and City Manager (see Exhibit 1).
- The Work Plan is organized by department to provide a clear picture of each department's responsibilities, with some items appearing in multiple departments due to shared responsibilities and the collaborative nature of the work.
- Staff are anticipating significant changes to the City's 2026 Work Plan to address the scope of work related to the August 2025 Final Decision and Order issued by the Growth Management Hearings Board. The City Council will hold a Planning Session in early January 2026 to review the proposed work plan changes.
- Next year the City Council will also begin developing the 2027-2028 Biennial Work Plan as part of the budget development process.

BACKGROUND

The City's work plan is developed both to ensure compliance with all applicable legal requirements - including federal, state, and local laws - and to implement and advance the strategic priorities established by the City Council. This dual focus ensures that the City operates lawfully and efficiently while also addressing the needs and expectations of the community through thoughtful policy direction and service delivery.

As part of a year-long process leading up to the adoption of each biennial budget, staff work with the City Council to develop priorities that guide the budget process and the City's biennial work plan. The 2025-2026 City Council Priorities are as follows:

Priority 1: Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses.

Priority 2: Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.

Priority 3: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

Priority 4: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

During the May 20, 2025 City Council meeting, staff provided an update and reviewed the 2025-2026 Work Plan ([AB 6688](#)).

ISSUE/DISCUSSION

The 2025-2026 Work Plan (Exhibit 1) has been updated to reflect City Council directed changes to the work plan. The document also includes revisions made by the City Manager due to changing work priorities and impacts from the 2025 State Legislative Session.

NEXT STEPS

Staff are anticipating significant changes to the 2026 Work Plan to address the scope of work related to the August 2025 Final Decision and Order issued by the Growth Management Hearings Board. The City Council will hold a Planning Session in early January 2026 to review the proposed work plan changes. Next year the City Council will also begin developing the 2027-2028 Biennial Work Plan as part of the budget development process.

RECOMMENDED ACTION

Receive report. No action necessary.

Administrative Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Coordinate and oversee the internal and support services teams for the City of Mercer Island.															
1.1	Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendation.	This work item is being tracked on the Finance Department Work Plan - see Item 1.1.														
1.2	Review and update citywide policies (Purchasing Policies, and Expense and Travel Policy).	0%	01/25	06/26												
1.3	Review and update the Mercer Island City Code for outdated and obsolete references.	Ongoing	N/A	N/A												
1.4	Administer contracts for public defense services.	Ongoing	N/A	N/A												
1.5	Ensure that the City's websites and mobile apps comply with the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA by April 26, 2027 (deadline set by the Department of Justice)	50%	01/25	04/27												
1.6	Work with the Finance Department to monitor and administer the interlocal agreement with Eastside Fire & Rescue for fire and emergency medical services.	Ongoing	N/A	N/A												
1.7	Work with the Finance Department and Eastside Fire and Rescue on the acquisition and financing to replace three fire trucks.	15%	04/25	03/26												
2.0	Goal: Provide a single and centralized customer service experience for Mercer Island residents, businesses, and visitors to access City services.															
2.1	Maintain customer relationship management (CRM) software to track and manage customer interactions.	Ongoing	N/A	N/A												
2.2	Track progress through data collection of calls and emails and establish performance objectives. Hold weekly interdepartmental training opportunities to increase response without forwarding to departments percentages by 1-3% over prior year.	Ongoing	N/A	N/A												
2.3	Provide citywide support for special projects and routine records maintenance.	Ongoing	N/A	N/A												
2.4	Meet with work teams and communications staff in advance of major Citywide projects to prepare tools for customer service use and community response.	Ongoing	N/A	N/A												
2.5	Collaborate with the City Manager's Office, IT, and other stakeholders to evaluate and plan for the implementation of AI tools to enhance customer service efficiency and interaction.	Ongoing	N/A	N/A												
3.0	Goal: Administer uniform Human Resources policies, procedures, and programs and process the payroll for all City employees.															
3.1	Implement semi-monthly payroll schedule and process by Q2 2025.	100%	01/24	02/25												
3.2	Research recruiting and hiring module in ADP software. If the module meets City needs, prepare a budget proposal for implementation consideration in 2026.	0%	07/25	12/25												
3.3	Negotiate a successor collective bargaining agreement with the Police and Police Support bargaining groups for the years 2027 through 2029.	0%	04/26	12/26												

Administrative Services

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.4	Negotiate a successor collective bargaining agreement with the AFSCME bargaining group for the years 2026 through 2028.	10%	08/25	12/25												
3.4	Develop and implement succession planning strategies including hire ahead policies, retirement notification incentives, etc. for non-represented staff. This work is ongoing.	Ongoing	N/A	N/A												
3.6	Administer citywide training programs and develop standardized supervisor training by Q1 2026.	50%	04/25	12/25												
3.7	Develop a comprehensive onboarding program for new employees. This work began in 2023-2024 and is in progress. Staff aim to complete the work by Q3 2025.	75%	01/24	09/25												
3.8	Create employee benefit statements to communicate the value of employees' total compensation package by Q4 2025.	20%	09/25	12/25												
3.9	Manage the citywide performance evaluation process and employee recognition and service award programs. This work is ongoing.	Ongoing	N/A	N/A												
3.10	Review and digitize human resources and payroll records, identifying destruction and/or archival requirement. This work began in 2024 and will be complete by the end of 2026.	80%	01/24	12/26												
4.0	Goal: Plan, organize, and supervise the City's community outreach efforts and media relations to educate residents and encourage informed input from the Mercer Island community.															
4.1	Develop and manage communications plans and provide support or outreach/engagement management for other departments.	Ongoing	N/A	N/A												
4.2	Maintain range of communications platforms (website, Let's Talk, social media, MI Weekly, news releases, etc.).	Ongoing	N/A	N/A												
4.3	Develop, deploy, and ensure consistent branding across departments and materials.	Ongoing	N/A	N/A												
4.4	Oversee the City's website, adding news and calendar items, updating content, and designing new webpages as needed. Continue citywide partnerships and training to ensure department staff are regularly updating and monitoring website content.	Ongoing	N/A	N/A												
4.4.1	*New Work Item* Absent a dedicated webmaster, form a Website Working Group with representatives from each Department/Division to implement a content review process and create a system for centralizing and reporting needed website updates.	0%	07/25	12/26												
4.4.2	*New Work Item* Migrate the City's website to a new platform.	15%	07/25	11/25												
4.5	Collaborate with the City Manager's Office, IT, and others to evaluate the current website and Let's Talk platform for future integration with AI tools.	0%	07/26	12/27												
4.6	Conduct a biennial public opinion survey in 2026 to inform the 2027-2028 budget process; collaborate on promotion and assist with distribution and explanation of results.	0%	01/26	06/26												
4.7	Develop a system to organize and archive the City's photographs. If funding is needed for a digital photo inventory system, prepare a budget proposal for the 2027-2028 budget.	0%	01/26	12/28												

Administrative Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5.0	Goal: Serve the public by striving for excellence in preparation of agendas and minutes of meetings and provide complete and accurate information while preserving the records of the City.															
5.1	Coordinate City Council meeting agenda packet creation and distribution and assist with meeting management.	Ongoing	N/A	N/A												
5.2	Manage the City's municipal code and official City records including ordinances, resolutions, agreements, and minutes.	Ongoing	N/A	N/A												
5.3	Provide administrative support to the City Manager, Chief of Administration, and City Council.	Ongoing	N/A	N/A												
5.4	Advertise, recruit, and fill vacancies for the City's boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs, and train support staff.	Ongoing	N/A	N/A												
5.5	Assist with processing public records requests.	Ongoing	N/A	N/A												
5.6	Provide training to employees regarding City Clerk and City Council policies and procedures, including Public Records Act training.	Ongoing	N/A	N/A												
5.7	Manage the digitization of City records including indexing, digitizing, preparing for destruction and/or long-term storage.	Ongoing	N/A	N/A												
5.7.1	Complete the digitization of the remaining hard copy files located in the former City Hall building in preparation for demolition of the building.	60%	01/24	03/26												
6.0	Goal: Provide excellent support and management of the City's technology, operations, and initiatives and the City's Geographic Information System and related products and services.															
6.1	Procure, implement, and maintain all information and technology infrastructure, systems, and software to ensure efficient and reliable service delivery to the public.	Ongoing	N/A	N/A												
6.1.1	In collaboration with the City Manager's Office, participate in the design of the technology and communications systems for the new Public Safety and Maintenance Facility.	This work item is being tracked on the City Manager's Office Work Plan - see Item 2.1.														
6.2	Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct ongoing training for all technology users (employees, volunteers, City Council, and boards and commissioners) on cyber and information security.	Ongoing	N/A	N/A												
6.3	Collaborate with the City Manager's Office on the needs assessment to identify areas of City operations where AI can drive efficiency (e.g. data analysis, project tracking, report generation, language translation, and customer service). Complete by Q3 2026.	0%	01/25	12/26												
6.3.1	Develop an AI training program for staff to enhance their understanding and effective use of AI tools.	0%	01/26	12/27												

Administrative Services

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
6.3.2	Create ongoing support resources for AI, including FAQs, policies, user manuals, and a helpdesk for technical assistance.	0%	07/26	12/27												
6.3.3	Identify pilot projects within key service areas to test AI applications. Gather feedback and assess outcomes to refine approaches before broader rollout. Implement a feedback loop for continuous improvement.	0%	01/26	12/27												
6.3.4	Conduct an analysis of existing City software systems to evaluate the compatibility with AI tools under consideration for City use. Perform a gap analysis to determine what changes or upgrades are necessary to facilitate AI tool integration. Identify systems that may require replacement or significant upgrades to be compatible with AI technologies.	0%	01/26	12/27												
6.4	Update data for interactive map services (WebGIS, Cityworks, ArcGIS Hub, GeoEvent, Image Server).	Ongoing	N/A	N/A												
6.5	Maintain and enhance mapping software (ESRI and VertiGIS) including procurement, licensing, and administration.	Ongoing	N/A	N/A												
6.6	Consult with staff on implementing projects approved in the Capital Improvement Plan and provide project management support when needed.	Ongoing	N/A	N/A												
6.7	Support citywide technology projects and business system upgrades as described in the following subgoals.	Ongoing	N/A	N/A												
6.7.1	Assist the Finance Department with integration of the new enterprise-wide financial management software system.	75%	01/24	12/26												
6.7.2	Assist the Public Work Department with integrating Cityworks (asset management system) with other City platforms.	Ongoing	N/A	N/A												
6.7.3	Support the Police Department in the development of a recommendation/budget proposal to update the City's digital evidence management system to allow for better storage, ease of indexing and retrieval, and the ability to interface with City operating systems by Q3 2026.	0%	09/25	08/26												
6.7.4	Support the Police Department's recommendation/budget proposal to replace in-car camera systems with an updated system that integrates City operating systems by Q3 2026.	0%	09/25	08/26												
6.7.5	Collaborate with the Recreation Division to explore expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software. Support development of a budget proposal for consideration as part of the 2027-2028 biennial budget.	0%	09/25	08/26												
6.8	Assist staff in identifying and prioritizing technology projects for the 2027-2028 biennium.	0%	09/25	08/26												

City Attorney's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Provide legal advice and guidance to the City Council, City Manager, City departments, and boards and commissions.															
1.1	Conduct legal research for civil matters, and ensure actions taken by the City are consistent with state and federal laws. Attend City Council meetings, Executive Sessions, and other meetings as needed; provide legal guidance and advice.	Ongoing	N/A	N/A												
1.2	Prepare draft ordinances for City Council consideration and adoption as City law. Monitor status Interim Regulations and provide support for adoption of permanent regulations.	Ongoing	N/A	N/A												
1.3	Negotiate contracts in a variety of areas, including Right of Way (ROW) franchises, real estate and development services, land use, environmental law, public works, and professional services.	25%	04/25	02/26												
1.4	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 20 claims and 30 incident reports per year.	Ongoing	N/A	N/A												
1.5	Continue to assist the City Manager’s Office on effectuating and administering the terms of the 2017 Sound Transit Settlement agreement.	95%	01/25	03/26												
1.6	Support the City Manager’s Office on real estate matters related to the closure of City Hall.	99%	01/25	03/26												
1.7	File and prosecute claims to recover damages and losses suffered by City.	Ongoing	N/A	N/A												
1.8	Provide legal support in environmental clean up of City properties and facilities.	Ongoing	N/A	N/A												
1.9	Ensure compliance with procurement laws, draft and review public works and services contracts, and advise and represent City on contract disputes.	Ongoing	N/A	N/A												
2.0	Represent the City in civil litigation and prosecution of criminal citations.															
2.1	Advise and represent the City in civil lawsuits, administrative appeals, and employment matters.	Ongoing	N/A	N/A												
2.2	Monitor and enforce terms of the Sound Transit Settlement Agreement.	95%	01/25	03/26												
2.3	Manage and coordinate work assigned to outside legal counsel.	Ongoing	N/A	N/A												
2.4	Oversee prosecution of misdemeanor citations issued by the Police Department and management of criminal cases and infractions before the City’s municipal court.	Ongoing	N/A	N/A												
2.5	Administer contracts for prosecutorial services.	Ongoing	N/A	N/A												
3.0	Respond to public records requests pursuant to Public Records Act.															
3.1	Coordinate timely response to public records requests.	Ongoing	N/A	N/A												

City Attorney's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Provide legal advice and guidance to the City Council, City Manager, City departments, and boards and commissions.															
3.2	Ensure compliance with the Public Records Act and proper application of exemptions.	Ongoing	N/A	N/A												
3.3	Stay current with changes to public records laws.	Ongoing	N/A	N/A												
3.4	Review and identify destruction and/or archival requirements for records. Provide support to City departments for records retention.	Ongoing	N/A	N/A												
3.5	Develop a citywide training schedule for employees regarding records storage, retention, and destruction.	0%	01/26	12/26												
3.6	Review and update policies that identify the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period.	0%	07/26	06/27												
3.7	Collaborate with the City Manager's Office, IT, Customer Service, and other staff teams on the implementation of citywide AI tools. Review current public records policies to identify necessary updates or changes that accommodate the use of AI technologies in City operations. Consider opportunities to use AI tools in public records management and explore opportunities for pilot projects to test products.	0%	01/26	12/27												

City Manager's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (City Council 2025-2026 Priority)															
1.1	Continue to prepare for the opening of the Sound Transit Light Rail Station. Work with internal teams and other agencies to ensure safe design and implementation. This work is ongoing.	Ongoing	N/A	N/A												
1.2	Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices. This work is ongoing.	90%	01/25	03/26												
1.3	Oversee the construction and activation of the former Tully's Property for long-term regional transit commuter parking. Construction is scheduled for completion Q2 2025.	90%	01/24	08/25												
1.4	Continue to coordinate implementation of the programs and policies identified in the Town Center Parking Plan.	Ongoing	N/A	N/A												
1.4.1	Implement an on-street parking system in Town Center with two-hour parking. Monitor parking impacts upon the opening of the ST Station.	90%	01/24	12/25												
1.4.2	Work with the Community Planning and Development to evaluate Public-Use agreements to use underutilized parking in privately owned parking lots and garages.	0%	07/26	12/27												
1.5	Implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.	Ongoing	N/A	N/A												
2.0	Goal: Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (City Council 2025-2026 Priority)															
	Goal: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
2.1	In response to the closure of City Hall and functional obsolescence of the existing Public Works building, manage the design of a new Public Safety and Maintenance Building (PSM), prepare for a ballot measure to fund its construction, and re-house other displaced City services. Details below.	50%	01/24	12/27												
2.1.1	Proceed to schematic design phase of the PSM building and continue to engage the City Council on space and operational needs of staff teams housed there.	100%	01/24	07/25												
2.1.2	Prepare a ballot ordinance for the November 2025 election with ballot language, cost estimates, bond financing, and supporting PSM design documents for City Council consideration by Q2 2025.	100%	01/25	08/25												
2.1.3	Continue the comprehensive assessment work on City facilities to identify further opportunities to maintain safe and operationally efficient City buildings. Continue work on the long-term vision for the next generation of City facilities.	25%	10/26	12/27												
2.1.4	Prepare communications materials and conduct community outreach related to the design and future operations of the PSM building.	50%	01/24	07/25												
2.2	Support the Public Works Department in the delivery of capital projects including parks levy initiatives. This work is ongoing.	Ongoing	N/A	N/A												

City Manager's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.3	Manage real estate matters related to the closure of City Hall.	Ongoing	N/A	N/A												
3.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
3.1	Implement the adopted 2025-2026 budget with a continued focus on fiscal sustainability.	Ongoing	N/A	N/A												
3.2	Prepare and transmit a 2027-2028 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.	This work item is being tracked on the Finance Department Work Plan - see Item 1.1.														
3.3	*Work item Removed* All goals are included in Administrative Services work plan.															
3.4	Continue work on long-term financial strategies; including ongoing implementation of policies related to the long-term forecast, reserves, and operating contingencies. This work is ongoing.	Ongoing	N/A	N/A												
3.5	Research and develop a new Parks Zone in coordination with the Community Planning and Development Department and the Recreation Division. Support the Parks and Recreation Commission in developing a recommendation for consideration by the Planning Commission and the City Council and facilitate a community engagement process. Work is anticipated to be completed by Q4 2025.	90%	10/24	12/25												
3.6	Complete an overhead cost analysis of the municipal court services interlocal agreement with the City of Newcastle to ensure the agreement is in alignment with the new cost allocation policy. Revise the interlocal agreement based on the findings. Work is anticipated to be complete by Q4 2026.	25%	01/25	12/26												
3.7	Track the Washington State Supreme Court's decision regarding the proposed changes to the Standards for Indigent Defense. Collaborate with the Association of Washington Cities (AWC) to participate in the public engagement process and conduct a budget impact analysis of the Supreme Court's decision once it has been issued.	25%	09/24	12/25												
3.8	Support the Finance Department and the Police Department to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City's cost allocation policy.	This work item is being tracked on the Finance Department Work Plan - see Item 2.9.														
3.9	Implement the organizational structure as approved in the 2025-2026 budget.	Ongoing	N/A	N/A												
3.9.1	Continue to work towards filling interim/vacant positions.	Ongoing	N/A	N/A												
3.9.2	Provide support to the organization to ensure succession planning remains a priority to address upcoming retirements.	Ongoing	N/A	N/A												
3.9.3	Emphasize building and developing future leaders throughout the organization through continuing education, cross-training, and other opportunities for professional growth.	Ongoing	N/A	N/A												

City Manager's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.0	Goal: Provide leadership and planning support to the City Council.															
4.1	Manage the City Council Planning Schedule to ensure timely delivery of work items. Evaluate the need for Special Meetings and "Joint Meetings" with other boards or governing bodies.	Ongoing	N/A	N/A												
4.2	Provide support to the City Council in setting the agendas and preparing for the Annual Planning Session.	Ongoing	N/A	N/A												
4.3	Prepare the annual legislative priorities with direction from the City Council. Conduct research, legislative analysis, and prepare talking points to conduct robust engagement with legislators and other key actors at the State and Federal level.	Ongoing	N/A	N/A												
4.3.1	Coordinate closely with the Association of Washington Cities (AWC), A Regional Coalition for Housing (ARCH), and other regional associations as appropriate to support the City's legislative priorities.	Ongoing	N/A	N/A												
4.3.2	Manage City contract lobbyists and City government relations staff to support the legislative work.	Ongoing	N/A	N/A												

Community Planning & Development

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendation.	This work item is being tracked on the Finance Department Work Plan - see Item 1.1.														
1.2	Implement state legislation related to changes in the Growth Management Act and affordable housing initiatives by the mandated deadlines.	20%	01/22	06/29												
1.2.1	*New Work Item* Complete GMA compliance process.	0%	09/25	08/26												
1.3	Implement the 2024 Comprehensive Plan Periodic Update including economic development and housing strategies.	Ongoing	N/A	N/A												
1.4	Support the City Manager's Office in developing a new Parks Zone for consideration by the Parks and Recreation Commission, the Planning Commission and the City Council to include a community outreach and engagement process. Work is anticipated to be completed by Q4 2025.	This work item is being tracked on the City Manager's Office Work Plan - see Item 3.5.														
1.5	Continue representation on the A Regional Coalition for Housing (ARCH) Executive Board and serve as the liaison between the City Council and ARCH. Support City Council with review and approval of the annual ARCH work program and budget, and the allocation to the Housing Trust Fund.	Ongoing	N/A	N/A												
1.6	Support the City Manager's Office with the development of legislative priorities. Engage with the City Council and lobbyist team to develop strategies for successful implementation, to include providing testimony when legislation is being considered. Coordinate with intergovernmental organizations and other local government jurisdictions on legislative advocacy.	Ongoing	N/A	N/A												
1.7	Complete the annual docket process and work towards completion of work program additions. Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate. This work is ongoing.	Ongoing	N/A	N/A												
1.8	Provide administrative support to the Planning Commission as well as staff recommendations for legislative reviews.	Ongoing	N/A	N/A												
1.9	Provide administrative support to the Design Commission as well as staff recommendations for design review permits. (Note: Removed. In 2025, the City Council dissolved the Design Commission and reassigned design review to the Hearing Examiner.)	Ongoing	N/A	N/A												
1.10	Provide administrative support to the Hearing Examiner as well as staff recommendations for land use permits and appeals.	Ongoing	N/A	N/A												
1.11	Work with the Mercer Island School District (MISD) to update school impact fees as appropriate in coordination with the annual adoption of its Capital Facilities Plan.	Ongoing	N/A	N/A												
1.12	Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).	Ongoing	N/A	N/A												

Community Planning & Development

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.13	Continue succession planning for staff within the Department to address upcoming retirements within the team. Identify and nurture talent within the Department, cross-train maintenance and operations staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.	Ongoing	N/A	N/A												
1.14	Index and digitize old records to make them easily accessible to the public and continue to provide support for public records requests. This work is ongoing.	Ongoing	N/A	N/A												
1.15	Implement required code changes related to HB 1576 (2025) by Q3 2025, which requires cities to prohibit the designation of a property as a historic landmark outside a designated historic district if the property is less than 40 years old, or, if the designation would restrict the use of the property and the property is less than 125 years old, if the property owner has not given written consent to the designation.	0%	08/25	12/25												
1.16	Implement required code changes related to HB 1757 (2025) by Q2 2026, which prohibits a City from requiring a change of use permit for the conversion of an existing building to residential purposes and exempts converted portions of a building to be used for residential purposes from State Energy Code requirements if certain conditions are met.	0%	05/25	06/25												
2.0	Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (City Council 2025-2026 Priority)															
2.1	Support implementation of the actions identified in the Town Center Parking Plan. Strengthen the relationship between the City and the local business community by providing transparent and timely information.	Ongoing	N/A	N/A												
2.2	Collaborate with the Mercer Island Chamber of Commerce to continue supporting local businesses.	Ongoing	N/A	N/A												
3.0	Provide basic permitting service levels (including construction permit reviews, land use decisions, inspections, code compliance, noticing and public outreach, customer service and data reporting).															
3.1	Analyze and implement measures to reduce building, planning, and land-use permit plan review times through appropriate staffing and on-call support levels. Routinely analyze data and gather feedback from customers to inform decision-making and process improvements.	Ongoing	N/A	N/A												
3.2	Strive to provide responses to all general inquiries within one business day. Collaborate with the Customer Service team to improve access to frequently asked questions.	Ongoing	N/A	N/A												
3.3	Maintain current service levels of “next day” inspections through appropriate staffing and on-call support levels.	Ongoing	N/A	N/A												
3.4	Reestablish the OTC (over the counter) permit program when in-person customer services resume.	Ongoing	N/A	N/A												

Community Planning & Development

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.5	Update the construction codes according to state requirements by Q4 2026.	0%	01/26	06/26												
3.6	Continue to participate in and track efforts for online permit software options at the regional and state levels.	Ongoing	N/A	N/A												
4.0	Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.															
	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
4.1	Provide support to the City Manager's Office in the design of the new Public Safety and Maintenance Building.	<div></div> 30%	01/24	12/26												
4.2	Provide support to the Public Works Capital Project team by ensuring collaboration on capital projects and timely issuance of permits.	Ongoing	N/A	N/A												
4.3	In conjunction with Information Technology staff, evaluate options for permitting software updates or upgrades.	<div></div> 20%	01/25	12/26												

Finance

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Oversee the mid-biennial budget update and develop the 2027-2028 biennial budget using the new financial management software.	40%	01/25	12/26												
1.2	Complete annual financial reports as specified by the State Auditor's Office each year.	Ongoing	N/A	N/A												
1.3	Implement new financial management software modules to simplify the process of accepting payments for municipal services and streamline business and occupation tax processing by Q4 2025.	60%	01/25	03/26												
1.4	Collaborate with the City Manager's Office, IT, Customer Service and other staff teams to evaluate the financial implications and develop funding strategies to support the analysis, testing, evaluation, and implementation of AI technologies across City operations.	0%	01/26	12/27												
1.5	Complete an audit of the City's account payables and implement best practices to coincide with the implementation of the City's new enterprise-wide financial management software by Q4 2025.	100%	01/25	07/26												
1.6	Track the disposition of the City's American Relief Plan Act (ARPA) funds through Q4 2026 and meet all federal reporting requirements. This work is ongoing through the biennium.	90%	01/25	12/26												
1.7	Work with the City Manager's Office, Administrative Services, and community partners on a stabilization plan for Youth and Family Services revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy.	40%	01/25	12/26												
1.8	Oversee the State Auditor's Office (SAO) Annual Financial audit, Accountability audit, and in years where the City spends \$750,000+ in Federal dollars, the Federal Single audit, as required. Provide all documentation, resources, and staff support as required. This work is ongoing.	Ongoing	N/A	N/A												
1.9	Review and update the City's financial management policies regarding the following:	Ongoing	N/A	N/A												
1.9.1	Utility billing policies and procedures by Q4 2025.	100%	01/25	12/25												
1.9.2	Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2026.	0%	01/26	12/26												
1.9.3	Purchasing and procurement procedures and written policies by Q4 2026.	0%	01/26	12/26												
1.10	Develop a new system to forecast employee compensation costs as part of the biennial budget based on the compensation plan and collective bargaining agreements by Q4 2025.	100%	01/25	08/25												
1.11	Cross-train staff in utility billing, payroll management, month-end reconciliation, financial reporting, and other internal service workflows within the department. This work is ongoing.	Ongoing	N/A	N/A												
1.12	Support implementation of the actions identified in the Town Center Parking Plan.	Ongoing	N/A	N/A												

Finance

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.13	Work with Administrative Services to monitor and administer the interlocal agreement with Eastside Fire & Rescue for fire and emergency medical services.	This work item is being tracked on the Admin Services Work Plan - see Item 1.6.														
1.14	Work with Administrative Services and Eastside Fire and Rescue on the acquisition and financing to replace three fire trucks.	This work item is being tracked on the Admin Services Work Plan - see Item 1.7.														
1.15	*New Work Item* Review and update the City's connection charges for the water distribution and sewer conveyance systems.	0%	01/26	12/26												
1.16	*New Work Item* Review and update fees for the Island's storm water system.	0%	01/26	12/26												
2.0	Goal: Provide excellent service to internal and external customers.															
2.1	Support Finance staff who are working remotely and on-site while short and long-term plans for City facilities are developed. This work is ongoing.	Ongoing	N/A	N/A												
2.2	Share supervisory responsibilities with Administrative Services to help the Mercer Island Thrift Shop enhance operations.	Ongoing	N/A	N/A												
2.3	Support Public Works with a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.	0%	01/26	12/26												
2.4	Begin quarterly staff trainings in Q3 2025 to develop advanced use of the new financial management software. This work is ongoing through the biennium.	0%	08/25	12/26												
2.4.1	Develop and conduct on-boarding training for new hires using the financial management software.	Ongoing	N/A	N/A												
2.4.2	Maintain user permissions in the financial management software with employee turnover. This work is ongoing.	Ongoing	N/A	N/A												
2.5	In concert with Youth and Family Services, connect utility billing customers to financial assistance programs. This work is ongoing.	Ongoing	N/A	N/A												
2.6	Incorporate monthly financial reporting by Q4 2025 into City operations. Implementation of this goal is tied to the use of the new financial software system.	80%	01/25	12/25												
2.7	Provide collective bargaining support for the Administrative Services Department. This work is ongoing.	Ongoing	N/A	N/A												
2.8	Provide regular opportunities for City staff to provide feedback on interdepartmental budget development and financial system trainings throughout the biennium.	Ongoing	N/A	N/A												
2.9	Work with the Police Department and the City Manager's Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City's cost allocation policy.	40%	01/25	12/26												
2.10	Support the City Manager's Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services aligns with the City's cost allocation policy. Revise the Interlocal Agreement based on findings by Q4 2025.	This work item is being tracked on the City Manager's Office Work Plan - see item 3.6.														

Finance

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.11	Support Administrative Services as the City transitions from bi-weekly to semi-monthly payroll processing by Q1 2025.	100%	01/24	02/25												
3.0	Goal: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
3.1	Support the City Manager's Office on real estate matters related to the closure of City Hall.	Ongoing	N/A	N/A												
3.2	Assist the City Manager's Office with short and long-term financing strategies for the future Public Safety and Maintenance Building. Provide support for the November 2025 ballot measure.	90%	01/25	11/25												
3.3	In partnership with Public Works and other operating departments, develop the City's 2027-2032 Capital Improvement Program for City Council review and approval.	0%	12/25	12/26												
3.3.1	Develop a six-year cash flow that balances anticipated resources with future community infrastructure needs.	0%	01/26	12/26												
3.3.2	Evaluate and pursue outside funding as needed to support infrastructure investments that at minimum cost \$2.5 million with a useful life of at least 20 years This work is ongoing.	Ongoing	N/A	N/A												
3.3.3	Conduct a utility rate study to inform service rate adjustments for Utility Board review as part of the 2027-2028 biennial budget by Q3 2026.	40%	01/25	09/26												
3.3.4	Explore new long-term funding mechanisms for ongoing technology investments by Q4 2026.	0%	01/26	12/26												
3.3.5	Revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q4 2026.	0%	01/26	12/26												
3.4	Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement. This work is ongoing.	Ongoing	N/A	N/A												

Fire

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs.	Ongoing	N/A	N/A												
1.2	Review and provide data driven updates specific to fee collection policies (ambulance transport fee, fire permit fees, GEMT, etc.), new or updated requests for contracts, and/or strategies to the City Manager in September of each year.	Ongoing	N/A	N/A												
1.3	Coordinate with Administrative Services and Finance to update the Master Fee Schedule annually to include all associated fire permit fees.	Ongoing	N/A	N/A												
2.0	Goal: Keep the Mercer Island community safe through effective planning, training, response, and mitigation of emergencies.															
2.1	Evaluate turnout and travel times to possibly modify the geographical response boundaries between Station 91, Station 92, and regional partners by Q4 2026.	30%	01/25	12/26												
2.2	Strive to meet the following standards adopted by Eastside Fire & Rescue:	Ongoing	N/A	N/A												
2.2.1	Turnout Time (the time beginning when units receive notification of the emergency to the beginning point of response time): 75 seconds for daytime EMS Incidents 90 seconds for nighttime EMS Incidents 105 seconds for daytime Fire incidents 150 seconds for nighttime Fire incidents	Ongoing	N/A	N/A												
2.2.2	Travel Time – EMS: Urban response/travel time of 6:30 minutes Suburban response/travel time 7:30 minutes	Ongoing	N/A	N/A												
2.2.3	Travel Time – Fire: Urban response/travel time 7:00 minutes Suburban response/travel time 8:00 minutes	Ongoing	N/A	N/A												
2.3	Continue utilization of Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) for CORE Connect (Eastside Fire & Rescue's Mobile Integrated Healthcare response unit). This work is ongoing.	Ongoing	N/A	N/A												
3.0	Goal: Emphasize 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 Q4 2025. This work is ongoing.	95%	01/25	12/25												
3.2	Continue work to improve the Washington Surveying & Rating Bureau (WSRB) rating to lower insurance costs for Mercer Island residents.	Ongoing	N/A	N/A												
3.3	Work with the Community Planning & Development Department and the City Council to adopt and streamline fire code amendments as needed. This work is ongoing.	Ongoing	N/A	N/A												
3.4	Strengthen brand recognition and enhance communications on Mercer Island by improving and standardizing public education and outreach efforts.	Ongoing	N/A	N/A												

Municipal Court

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	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.	Ongoing	N/A	N/A												
1.2	Adjudicate civil infractions and set hearing dates.	Ongoing	N/A	N/A												
1.3	Prepare and submit monthly reports to the Office of Administrator of the Courts.	Ongoing	N/A	N/A												
1.4	Facilitate probation and court monitoring services to ensure compliance with judgments and sentencings. Set and hold post-sentence compliance review hearings when appropriate.	Ongoing	N/A	N/A												
1.5	Collect court fines.	Ongoing	N/A	N/A												
1.6	Continue to provide municipal court services to the City of Newcastle via the current interlocal agreement.	Ongoing	N/A	N/A												
1.7	Adjudicate certain identified civil code infractions and set hearing dates.	Ongoing	N/A	N/A												
2.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
2.1	Implement paperless court file maintenance, including outside pleading filings, discovery and records request transfers, and court file depository and usage.	<div><div></div></div> 10%	01/25	12/26												
2.2	Continue to evaluate court technology upgrades for remote hearings to facilitate more immediate access to the Court for in-custody defendants and limit jail and transport costs.	<div><div></div></div> 10%	01/25	12/26												
2.3	Continue updating court operations procedures for improved notice to defendants, counsel, and the Police Department to increase access to justice and improve court time efficiency for all parties.	Ongoing	N/A	N/A												
2.4	Support the City Manager’s Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services is in alignment with the new cost allocation policy. Revise the Interlocal Agreement based on findings. Complete by Q4 2025.	<div><div></div></div> 25%	01/25	12/25												
3.0	Goal: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
3.1	Support the City Manager’s Office in assessing future municipal court facility needs.	Ongoing	N/A	N/A												

Police

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the City Manager's Office and the Finance Department to develop 2027-2028 budget recommendations.	This work item is being tracked on the Finance Department Work Plan - see Item 1.1.														
1.2	Work with City Leadership to provide adequate, temporary facilities for Police operations and continue planning for future improved accommodations.	50%	04/23	12/25												
1.3	Collaborate with Administrative Services on succession planning. This work is ongoing.	Ongoing	N/A	N/A												
1.3.1	Develop succession plans for all ranks within the Police Department and identify pathways to achieve each of those ranks. Provide mentoring and leadership development for the Department's future leaders.	Ongoing	N/A	N/A												
1.3.2	Expand career development and leadership training opportunities for all ranks.	Ongoing	N/A	N/A												
1.3.3	Develop recruitment and retention strategies to ensure adequate staffing levels are maintained to allow service levels to continue at the current level.	Ongoing	N/A	N/A												
1.3.4	Host recruitment open houses to share police career information and recruit local candidates to join the Department. (Note: Removed, no longer doing this).	Ongoing	N/A	N/A												
1.3.5	Complete the Marine Patrol vessel replacement procurement process with delivery expected in 2026.	90%	01/25	12/26												
1.4	Provide each officer annual training each year in State-mandated topics that include crisis intervention, de-escalation, cultural awareness, and anti-biased policing, updated Use of Force protocols, along with training required by accreditation to maintain certifications and additional specialized continuing education.	Ongoing	N/A	N/A												
1.5	Work with the Finance Department and the City Manager's Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City's cost allocation policy.	This work item is being tracked on the Finance Department Work Plan - see Item 2.9.														
1.6	Maintain proficiency with the special operations team, dive team, and bicycle team via regularly scheduled training sessions. This work is ongoing.	Ongoing	N/A	N/A												
1.7	Support the City Manager's Office with the development of legislative priorities. Engage with the City Council and lobbyist team to develop strategies for successful implementation, to include providing testimony when legislation is being considered. This work is ongoing.	Ongoing	N/A	N/A												
1.8	Re-establish law enforcement agency accreditation by Q4 2026. **REVISED** : Ensure the Department is following law enforcement accreditation standards when possible with the intent of re-establishing full accreditation when a permanent police facility is available.	Ongoing	N/A	N/A												
1.9	Ensure the Department is following law enforcement standards to re-establish accreditation. (Note: Removed and combined with 1.8.)	Ongoing	N/A	N/A												

Police

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.0	Goal: Continue to focus on community safety, outreach, and education.															
2.1	Recruit and retain officers to maintain minimum authorized staffing level requirements.	Ongoing	N/A	N/A												
2.2	Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing.	Ongoing	N/A	N/A												
2.3	Conduct traffic safety emphasis patrols and public education to maintain a low motor vehicle collision rate. Continue to partner with Public Works and the Transportation Engineer to identify and mitigate traffic issues. This work is ongoing.	Ongoing	N/A	N/A												
2.4	Recruit volunteers for Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams.	Ongoing	N/A	N/A												
2.5	Update the City's Emergency Management plans. This work is ongoing.	Ongoing	N/A	N/A												
2.6	Develop a Volunteers in Policing Program structured for greater community involvement in crime prevention efforts by Q4 2026.	0%	01/25	12/26												
2.7	Increase safety in the schools by working with our partners in the Mercer Island School District to identify and address gaps in training and other areas of need. This work is ongoing.	Ongoing	N/A	N/A												
2.8	Support the partnerships the School Resource Officer has with students and their families, the Mercer Island School District, and the Youth and Family Services Department. Maintain the focus on intervention, education, and ways to keep youth out of the Criminal Justice system. This work is ongoing.	Ongoing	N/A	N/A												
2.9	Continue community outreach events including Department community meetings and listening sessions, crime prevention presentations, personal safety classes, Coffee with a Cop, Paws on Patrol, National Night Out and the community drug-takeback event. Support the Recreation Division through participation in community-wide special events.	Ongoing	N/A	N/A												
2.10	Work with the City Manager's Office to re-establish public safety partnership and funding levels to support the Seafair regional special event.	Ongoing	N/A	N/A												
2.11	Participate and engage in educational efforts related to drowning prevention and water safety, to include annual classroom presentations in local Kindergarten classes.	Ongoing	N/A	N/A												
2.12	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.	Ongoing	N/A	N/A												
2.13	Develop a shopping cart regulation ordinance aimed at deterring and managing organized retail crime by regulating cart containment, retrieval, and misuse to prevent their use in organized theft.	100%	05/25	12/26												

Police

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.14	Develop an ordinance to amend business license criteria, allowing for revocation or suspension in cases where businesses fail to take proactive measures against organized retail crime and do not collaborate with law enforcement. (Note: Removed. No longer developing an ordinance. MIPD anticipates a more effective strategy would be to develop internal policy in conjunction with the Prosecuting Attorney's Office. MIPD anticipates bringing this to Council by Q1 2026.)	10%	05/25	12/26												
2.15	Develop an ordinance introducing mandatory minimum sentences for repeat offenders of public disorder crimes, with treatment options as alternatives, to reduce recidivism and encourage rehabilitation.	10%	05/25	12/26												
2.16	Develop a public awareness campaign, with the suggested title "See Something, Say Something – A Community Response to Shoplifting and Organized Retail Crime," aimed at educating the public on the impact of organized retail crime, encouraging safe reporting practices, and promoting community involvement in crime prevention.	10%	05/25	12/26												
2.17	Develop an ordinance regulating the operation of e-bikes and e-motorcycles on the Island.	25%	03/25	12/26												
3.0	Goal: Enhance public safety technology and communication. *Note*: Work Items re-numbered in this section.															
3.1	Conduct a comprehensive workplace assessment of the Police Department. Use the assessment findings to develop a strategic plan that includes actionable recommendations related to technology, tools, and other resources necessary to support a high-performing, modern Police Department. Prepare budget proposals for the 2027-2028 budget.	0%	01/25	09/25												
3.2	Develop a body-worn camera program recommendation/budget proposal for City Council consideration to include funding options, policy considerations, software fees, data storage, and staff support for the anticipated public records requests by Q3 2026.	0%	01/25	09/25												
3.3	Develop a program recommendation/budget proposal to replace in-car camera systems with an updated system that integrates City operating systems by Q3 2026.	50%	01/24	09/26												
3.4	Develop a program recommendation/budget proposal to update the City's digital evidence management system to allow for better storage, ease of indexing and retrieval, and the ability to interface with City operating systems by Q3 2026.	10%	01/24	09/26												
3.5	*Updated Work Item* Implement a pilot program to test stationary Automatic License Plate Reader (ALPR) equipment on Mercer Island and to appropriate \$15,000 from available funds to support the installation, operation, and evaluation of the pilot program.	0%	06/25	09/25												
3.6	Support Citywide communications by preparing timely content on public safety matters. This work is ongoing.	Ongoing	N/A	N/A												

Police

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.7	Identify and implement best practice protocols for police related media releases and social media posts working in collaboration with the City's Communications Manager by Q3 2025.	0%	01/25	09/25												
4.0	Goal: Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (City Council 2025-2026 Priority)															
4.1	Support implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.	Ongoing	N/A	N/A												
4.2	Collaborate with Sound Transit, King County Metro, and other agencies to ensure safe implementation of the Light Rail Station and bus intercept. This work is ongoing.	Ongoing	N/A	N/A												
4.3	Prepare for the new light rail station (opening date set for early 2026) including response protocols for the two Town Center Officers as well as plan for pedestrian and vehicle safety.	Ongoing	N/A	N/A												

Public Works

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the City Manager's Office and the Finance Department to develop 2027-2028 budget recommendations.	This work item is being tracked on the Finance Department Work Plan - see Item 1.1.														
1.2	Work with the City Manager's Office to complete the design of the new Public Safety and Maintenance Building. Provide support for the other capital facility projects and staff relocation initiatives due to the permanent closure of City Hall in October 2023.	30%	01/24	12/27												
1.3	Continue to improve the utility and efficiency of the Cityworks platform for asset management and work tracking.	Ongoing	N/A	N/A												
1.3.1	Increase staff skill, competency, and consistency of use in the Cityworks platform through regular trainings. This work is ongoing.	Ongoing	N/A	N/A												
1.3.2	Refine Cityworks integration with other City software systems (e.g., SeeClickFix, finance system) to enhance operational efficiency by Q4 2026.	Ongoing	N/A	N/A												
1.4	Continue succession planning for staff within the Department to address upcoming retirements within the team. Identify and nurture talent within the Department, cross-train maintenance and operations staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.	Ongoing	N/A	N/A												
1.5	Pursue grant opportunities and alternate funding sources that support City Council-approved projects and initiatives.	Ongoing	N/A	N/A												
1.6	Update the franchise agreement with PSE.	Ongoing	01/25	12/26												
2.0	Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.															
	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
2.1	Develop and adopt the Transportation Improvement Program (TIP) by July 1 each year.	Ongoing	N/A	N/A												
2.2	In partnership with Finance and other operating departments, develop the City's 2027-2032 Capital Improvement Program for City Council review and approval.	0%	12/25	06/26												
2.2.1	Develop a six-year cash flow that balances anticipated resources with future community infrastructure needs.	0%	01/26	12/26												
2.2.2	Evaluate and pursue outside funding as needed to support infrastructure investments that at minimum cost \$2.5 million with a useful life of at least 20 years.	Ongoing	N/A	N/A												
2.2.3	Support the Finance Department with work on a utility rate study to inform utility rate adjustments for review by the Utility Board for the 2027-2028 biennium by Q3 2025.	40%	01/25	09/26												
2.2.4	Explore new long-term funding mechanisms for ongoing technology investments by Q4 2026.	0%	01/26	12/26												

Public Works

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.2.5	Revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q2 2026.	0%	01/26	12/26												
2.3	Develop and begin implementation of the recommendations from the Water System Reliability Action Plan to improve resiliency within the distribution system:	Ongoing	N/A	N/A												
2.3.1	Design new water transmission pipeline in alternate location to replace existing 24" transmission pipeline.	40%	01/25	12/26												
2.3.2	Continue feasibility study on emergency well improvements, including potability and connectivity to distribution system under emergency conditions.	Ongoing	N/A	N/A												
2.3.3	Conduct a feasibility assessment for a second emergency well on the south end of Mercer Island.	10%	08/25	12/27												
2.4	Complete a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.	10%	08/25	12/26												
2.5	Complete the Mercer Way Shoulders Improvement Program; East Mercer Way Roadside Shoulders Phase 11 will complete the Mercer Ways loop by Q3 2027.	0%	01/26	09/27												
2.6	Complete the sewer system Supervisory Control and Data Acquisition (SCADA) Project by Q4 2025.	99%	01/23	12/25												
2.7	Complete the Luther Burbank Docks and Waterfront Renovation project by Q4 2026.	50%	01/23	12/26												
2.8	Complete the Water Reservoir Improvements project to replace and improve aging components, notably the interior and exterior coatings, by Q2 2025.	99%	01/23	09/25												
2.9	Complete the Reservoir Booster Pump Station Upgrade project by Q1 2025.	100%	01/23	03/25												
2.10	Complete the Water Meter Replacement data collector infrastructure by Q4 2025.	80%	01/23	12/25												
2.11	Complete the Deane's Children's Park site design and select playground equipment replacement by Q4 2025. Begin design and public engagement process for Aubrey Davis Park Lid A playground. Continue implementation of the voter approved parks levy including the "base levy", playground replacement, and forest management at Pioneer Park and Engstrom Open Space. Provide an annual report to the City Council on the progress and impact of the parks levy.	50%	01/24	12/25												
2.12	Complete the Groveland and Clarke Beach Community Planning effort by Q4 2026 and identify a preferred concept for shoreline improvements.	50%	01/25	12/26												
2.13	Continue ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from the Department of Ecology.	Ongoing	N/A	N/A												

Public Works

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.14	Complete approved capital projects per the schedules identified in the capital improvement program (CIP). Provide regular updates to the City Council and the community on progress.	Ongoing	N/A	N/A												
2.15	Meet the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility by March 31 each year.	Ongoing	N/A	N/A												
2.16	Continue the implementation of the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.	Ongoing	N/A	N/A												
2.17	Complete the Pedestrian and Bicycle Facilities Plan Update (Q4 2027)	0%	01/26	12/27												
3.0	Goal: Prepare for Sound Transit Interchange and King County Metro sewer construction.															
3.1	Work proactively with King County Metro and Sound Transit to minimize impacts to City infrastructure (streets and utilities), traffic (cars, pedestrians, bicycles), and the public by the sewer interceptor and Mercer Island Transit Interchange (MITI) projects and ensure that City infrastructure is restored to City standards. This work is ongoing.	Ongoing	N/A	N/A												
4.0	Goal: Advance sustainable practices throughout the City organization and community, in partnership with regional initiatives.															
4.1	Implement City Council-directed strategies and actions from the adopted Climate Action Plan (CAP) by Q4 2026. Continue annual tracking and reporting on greenhouse gas emissions and maintain a public dashboard report. This work is ongoing.	Ongoing	N/A	N/A												
4.1.1	Work with the City Manager's Office and Finance Department to pursue grants and additional funding that further the implementation of the CAP, including those related to municipal retrofits, EV charging, fleet electrification, and renewable energy generation and storage.	Ongoing	N/A	N/A												
4.1.2	Develop and implement an EV Charging Infrastructure Plan, in collaboration with Puget Sound Energy (PSE), that guides expansion of EV charging capacity throughout the city. The plan will include analysis and recommendations on the facilities and infrastructure required for the City and the Mercer Island School District to meet 2030 and 2050 fleet electrification goals.	25%	01/25	12/30												
4.1.3	Develop and implement a municipal Environmentally Preferable Purchasing Policy that prioritizes products with the lowest environmental impact. The policy will guide purchasing decisions within each department, including vehicle and fuel purchases, and construction materials.	0%	01/26	12/26												
4.2	Continue implementation of the following initiatives:	Ongoing	N/A	N/A												
4.2.1	Participate in partnerships that promote residential energy-efficient electrification.	Ongoing	N/A	N/A												

Public Works

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.2.2	Increase the community's and City operations' rate of waste diversion from the landfill through recycling events, enhanced compost education, expanded curbside options and other alternative recycling programs.	Ongoing	N/A	N/A												
4.2.3	Support legislation and programs that align with actions identified in the CAP, including participation in King County-Cities Climate Collaboration (K4C) and the Re+ program. This work is ongoing.	Ongoing	N/A	N/A												
4.2.4	Work towards the CAP goal of carbon neutral municipal operations by 2030. Actions include promoting energy efficient operations, performing energy efficiency retrofits, and using sustainable approaches to building design and deconstruction.	Ongoing	04/23	12/29												
4.2.5	Prepare for compliance with Washington State's Clean Building Performance Standard. Complete and implement an Energy Management Plan and Operations and Maintenance Plan for the Mercer Island Community and Event Center and begin gathering 12 months of data for energy benchmarking by Q2 2026.	Ongoing	N/A	N/A												
4.2.6	Expand climate outreach and education efforts to support ongoing community engagement in climate action. Promote the City's new tree planting incentive program, solar panel expansion, and opting in to PSE's Green Power Program.	Ongoing	N/A	N/A												
4.3	Research and implement mobility initiatives that help commuters access regional transit at the Town Center without single occupant vehicle usage.	Ongoing	N/A	N/A												
4.4	Continue collaboration between the Parks Natural Resources, Stormwater Operations, and Capital Project teams to effectively coordinate maintenance and capital project work and adhere to stormwater best practices. Promote clean water and stormwater management initiatives in the community.	Ongoing	N/A	N/A												
5.0	Goal: Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (City Council 2025-2026 Priority)															
5.1	Complete costing analysis, review interlocal agreements, and work with the Mercer Island School District (MISD) to draft a new Master Facility Use Agreement to include facilities shared/jointly maintained between the MISD and the City by Q4 2026.	15%	01/25	12/26												
5.2	Continue implementation of the goals and objectives identified in the Parks, Recreation and Open Space (PROS) Plan.	Ongoing	N/A	N/A												
5.3	Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park by Q4 2026.	0%	01/25	12/26												
5.4	Continue to implement habitat restoration work in accordance with the Open Space Vegetation Management Plan and the Pioneer Park Forest Management Plan. This work is ongoing.	Ongoing	N/A	N/A												
5.5	Continue efforts to preserve and enhance the City's urban forest. Increase community outreach, education, and incentives to encourage tree planting on private land. Continue robust replanting and tree maintenance program on public lands.	Ongoing	N/A	N/A												

Public Works

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
6.0	Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (City Council 2025-2026 Priority)															
6.1	Support implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.	Ongoing	N/A	N/A												
6.2	Implement Town Center beautification projects including hanging flower baskets, planted median beds, and seasonal tree illumination.	Ongoing	N/A	N/A												

Recreation Division

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the Parks and Recreation Commission and Arts Council to develop and update policies identified in the Recreation Reset Strategy and/or as directed by the City Council.	Ongoing	N/A	N/A												
1.1.1	Support the City Manager’s Office and Community Development Department in developing a new Parks Zone. Support the Parks and Recreation Commission in their review and development of a recommendation on the new Parks Zone for consideration by the Planning Commission and the City Council to include a community outreach and engagement process. Work is anticipated to be completed by Q4 2025.	This work item is being tracked on the City Manager's Office Work Plan - see Item 3.7.														
1.1.2	Collaborate with the Parks Maintenance Team to identify opportunities for community donations of park assets and establish an annual process of updating the “Gift Needs Inventory” by Q4 2026.	75%	1/25	12/26												
1.1.3	Evaluate and update the Athletic Facilities Allocation and Use Policy and implement procedure changes as applicable. This work is ongoing.	Ongoing	N/A	N/A												
1.1.4	Develop and implement a Sport Court Allocation and Use Policy to address priority use of pickleball and tennis courts for endorsement by the Parks and Recreation Commission by Q2 2025.	75%	01/25	11/25												
1.1.5	Evaluate and update Division policies and procedures to ensure alignment with the Climate Action Plan. This work is ongoing.	Ongoing	N/A	N/A												
1.1.6	Facilitate and promote comprehensive and engaging arts and culture experiences through ongoing community partnerships which are aligned with the biennially established Arts and Culture Priorities. This work is ongoing.	Ongoing	N/A	N/A												
1.1.7	Develop policy and procedures to support reduced-cost rental access to the MICEC for third party coordinated/partnered community events by Q4 2026.	10%	01/25	12/26												
1.1.8	Collaborate with the Parks & Natural Resources Division and Capital Projects Division to expand the Recreation Division Annual Report to incorporate outcomes across all of Parks and Recreation by Q4 2026.	25%	01/25	12/26												
1.1.9	Collaborate with the City Manager’s Office, Parks & Natural Resources Division, Public Works leadership and Parks and Recreation Commission to recommend an update to the Municipal Code: Park Rules by Q4 2026.	0%	01/26	12/26												
1.2	Expand drop-in programming and rental opportunities for the Mercer Island Community and Event Center and outdoor facilities.	Ongoing	N/A	N/A												
1.2.1	Achieve and maintain an annual MICEC rental occupancy level of 2,200 bookings by end of Q4 2026, which represents an increase of 23% compared to 2023 bookings.	Ongoing	01/25	12/26												
1.2.2	Achieve and maintain annual drop-in programming participation of 17,000 individual visits by Q4 2026, which represents an increase of 10% compared to 2023 drop-in participants.	Ongoing	01/25	12/26												

Recreation Division

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.2.3	Evaluate and develop plans for seasonal and year-round programming at the Luther Burbank Docks and Boiler Building based on goals and objectives established in the PROS Plan by Q4 of 2026. Prepare budget proposals for funding consideration as part of the 2027-2028 biennial budget.	10%	01/25	12/26												
1.2.4	Create and implement a web-based calendar for the MICEC and athletic fields to enhance ease of access and booking of facilities by Q1 of 2026.	90%	01/25	12/26												
1.3	Collaborate with local community organizations to implement diverse community events annually in park spaces through the application of the Special Event Sponsorship Policy.	Ongoing	N/A	N/A												
1.4	Develop and implement comprehensive marketing and communication plans for Division services focusing on strategies & methods to engage diverse sections of the population by Q4 2026.	50%	01/25	12/26												
1.5	Achieve and maintain post-rental and program participant satisfaction levels of 90% as measured through end-of service surveys.	Ongoing	N/A	N/A												
1.6	Develop and implement fifteen (15) City-coordinated community special events annually by Q4 2025.	Ongoing	N/A	N/A												
1.7	Provide staff support for the Parks & Recreation Commission and the Arts Council.	Ongoing	N/A	N/A												
2.0	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
2.1	Revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q2 2026.	This work item is being tracked on the Finance Department Work Plan - see Item 3.5.5.														
2.2	Review user satisfaction and the operational effectiveness of the Division's registration and facility booking software (PerfectMind/Xplore Recreation) by Q2 2025.	50%	01/25	06/25												
2.2.1	Collaborate with the IT Department to identify opportunities for integration with other systems (e.g. Finance Software) to increase staff efficiency in booking and registration processes by Q4 2026.	20%	01/25	12/26												
2.2.2	Dependent on outcomes of 2.2 and 2.2.1, evaluate options to expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software by Q3 2026. Prepare a budget proposal for consideration as part of the 2027-2028 biennial budget.	10%	01/25	09/26												
2.3	Collaborate with the Support Services Division to identify and plan for capital reinvestment at the MICEC. This work is ongoing.	Ongoing	N/A	N/A												
3.0	Goal: Provide emergency response services related to City emergencies.															
3.1	Support the citywide response to the closure of City Hall.	Ongoing	N/A	N/A												
3.2	Utilize the MICEC to host shelter operations, and to meet cooling and warming center needs. Provide staffing support and access to the MICEC for board, commission, and City Council meetings.	Ongoing	N/A	N/A												

Recreation Division

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.3	Provide facility access and booking support to all City departments.	Ongoing	N/A	N/A												
3.4	Enable and provide community engagement opportunities to all City departments.	Ongoing	N/A	N/A												

Youth & Family Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the City Manager, Finance, and community partners on a stabilization plan for YFS revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy. This work is ongoing.	This work item is being tracked on the Finance Department Work Plan - see Item 1.7.														
1.2	Continue to partner and collaborate with the MIYFS Foundation on community fundraising campaigns. Meet regularly with the MIYFS Foundation to coordinate fundraising strategies to address both short-term and long-term funding needs. This work is ongoing.	Ongoing	N/A	N/A												
1.3	Explore new funding opportunities for YFS programming, including grants. This work is ongoing.	Ongoing	N/A	N/A												
2.0	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.	Ongoing	N/A	N/A												
2.2	Ensure YFS mental health and substance use intervention/prevention counseling services are accessible to all students in the MISD by providing at least one Clinical Team staff member at each elementary school and two staff members at the middle school and high school.	Ongoing	N/A	N/A												
2.3	Continue to monitor and integrate behavioral health data and emerging intervention strategies to address the ongoing youth mental health crisis and adverse impacts from the COVID-19 Pandemic. This work is ongoing.	Ongoing	N/A	N/A												
3.0	Goal: Scale Community Based Mental Health Services to Meet Demand															
3.1	Maintain outpatient mental health services and the clinical intern program, with two to four unpaid, 9-12-month, graduate level interns placed annually.	Ongoing	N/A	N/A												
3.2	Continue public outreach campaigns to address community mental health needs related to the COVID-19 Pandemic recovery and other emerging issues.	Ongoing	N/A	N/A												
3.3	Update department outcome/output tracking and develop template for annual reporting mechanism by Q1 2025.	100%	01/25	03/25												
4.0	Goal: Provide Emergency Assistance and Geriatric Case Management															
4.1	Provide food support for residents facing food insecurity.	Ongoing	N/A	N/A												
4.2	Provide emergency financial assistance support including case management and resource/referral support annually. Continue collaboration with the YFS Foundation to raise and pass through funds to support emergency assistance efforts.	Ongoing	N/A	N/A												
4.3	Provide geriatric case management services and resources/referral each year of the biennium	Ongoing	N/A	N/A												
5.0	Goal: Implement Trauma-Informed Approaches (TIA) Organizational Development															
5.1	Re-implement TIA organizational assessment for the YFS department by Q2 2026	33%	01/25	06/26												

Youth & Family Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5.2	Continue to integrate TIA concepts into weekly clinical team meetings, monthly YFS All Staff meetings, administrative operations, and direct clinical and case management work.	Ongoing	N/A	N/A												
6.0	Goal: Seek Funding Sustainability for the Healthy Youth Initiative.															
6.1	Monitor regional and federal funding opportunities for substance use prevention and mental health promotion programming to determine eligibility for available funding.	Ongoing	N/A	N/A												
6.2	Maintain regional and national relationships that are conducive to competitive grant applications. This work is ongoing.	Ongoing	N/A	N/A												
6.3	Apply for any eligible funding to sustain Healthy Youth Initiative programming beyond the 2025-2026 biennium. This work is ongoing.	Ongoing	N/A	N/A												
7.0	Goal: Integrate Equity and Social Justice Practices.															
7.1	Schedule annual diversity, equity, and inclusion trainings and consultation targeted for mental-health professionals and human services providers.	Ongoing	N/A	N/A												
7.2	Hold quarterly mental health-specific consultation sessions during clinical team meetings in partnership with regional human service organizations or providers/experts. This work is ongoing.	Ongoing	N/A	N/A												
8.0	Goal: Grow Thrift Shop operations and work towards optimizing sales.															
8.1	Increase annual revenues by 10% each year of the biennium based on FY 2024 gross revenues.	Ongoing	N/A	N/A												
8.2	Utilize sales and special events to draw customers for high-impact sale days.	Ongoing	N/A	N/A												
8.3	Implement a volunteer hiring program that covers specific hours and positions to increase donation processing, production, and customer service efficiency. This work is ongoing.	Ongoing	N/A	N/A												
8.4	Standardize production and donation processes and implement staff cross training to ensure consistency and best practice.	Ongoing	N/A	N/A												
8.5	Develop a marketing and education strategy to better inform the community about the Thrift Shop and its mission to support YFS services and programs by Q4 2025.	10%	01/25	12/25												
8.6	Continue upgrading and expansion of retail space in the shop to increase revenue and customer shopping experience.	Ongoing	N/A	N/A												
8.7	Collaborate with YFS to enhance and expand positive social externalities of Thrift Shop operations.	Ongoing	N/A	N/A												



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6787
October 7, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6787: City Manager Annual Performance Review	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Accept the City Manager's annual performance review from June 2024 through May 2025.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Council
STAFF:	Mayor Salim Nice
COUNCIL LIAISON:	n/a
EXHIBITS:	1. City Manager Jessi Bon's Performance Review Letter
CITY COUNCIL PRIORITY:	n/a

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

ISSUE/DISCUSSION

In September 2025, Mayor Salim Nice lead the performance evaluation process for City Manager Jessi Bon for the period of June 2024 through May 2025, fulfilling obligations in her employment contract, which provides in relevant part, Section 3, as follows:

3. PERFORMANCE REVIEW & EVALUATION

Annual Performance Review. Starting in June 2025 and annually thereafter, unless waived by the parties, the City Council will review the City Manager's performance since the latter of the effective date of this Agreement or the last performance review. Approximately two months prior to the annual review in April, the Mayor and the City Manager will discuss the performance review process and determine jointly how such process will be conducted and whether the process will be led by the Mayor or by a qualified facilitator acceptable to the Mayor and the City Manager. The Mayor or facilitator will present the findings to the City Council in an Executive Session; following which, the City Council may choose to meet to discuss the City Manager's performance and achievements in an Executive Session or open meeting at the discretion of the City Council. At the conclusion of each performance review and evaluation, the Mayor or facilitator will provide the City Manager with a written summary of the results of the review and evaluation, which shall have been approved by the City Council in open session.

The City Manager's performance review letter, attached as Exhibit 1, is the result of the feedback provided by the City Council.

RECOMMENDED ACTION

Accept City Manager's annual performance review for June 2024 through May 2025.



September 3, 2025

Ms. Jessi Bon
City Manager
City of Mercer Island
9611 S.E. 36th Street
Mercer Island, WA 98040

RE: Annual Performance Review by the Mercer Island City Council (June 2024-May 2025)

Dear Jessi,

On behalf of the Mercer Island City Council, and in what is my final year on the Council and as Mayor, it is my privilege to provide your annual performance review. Once again, your leadership has significantly advanced our shared goals and strengthened our community. Your exceptional work continues to resonate deeply, leaving an enduring positive impact on Mercer Island.

This past year, your strategic advocacy during an especially challenging legislative session resulted in successfully securing \$1.2 million in capital funding for the critical replacement of the Seattle Public Utilities water supply line, demonstrating your unwavering commitment to protecting and enhancing our city's vital infrastructure.

Additionally, your thoughtful and empathetic leadership was clearly evident as you helped guide us through the unexpected passing of our esteemed colleague, Councilmember Jake Jacobson. Your partnership in ordering flags to be flown at half-staff provided a dignified and heartfelt tribute that resonated deeply with the community and honored Jake's legacy of service. I want to personally thank you for your compassion, support, and steady leadership during this difficult time.

Your stewardship of the Public Safety and Maintenance Facility continues to exemplify your adept handling of complex, multifaceted projects. Your oversight through the schematic design phase and preparation for a potential November bond measure underscores your strategic foresight and effective project management.

You adeptly managed significant emergencies, including the Water Pipeline Emergency and Bomb Cyclone responses. Your coordinated communication, quick implementation of conservation measures, and collaboration with regional partners highlight your skillful crisis management and proactive planning capabilities.

Your efforts on key community initiatives, notably the timely completion of the 2024-2044 Comprehensive Plan Update, have positioned Mercer Island for thoughtful, sustainable growth. The introduction of the new Open Space Zone and progress toward implementing a Parks Zone further demonstrate your proactive approach.

You have advanced operational efficiencies significantly, particularly through successful bargaining agreements with police unions, the implementation of the new comprehensive Compensation Plan, and the transition to semi-monthly payroll periods. The successful launch of the new Enterprise ERP financial management software has also notably increased transparency and operational efficiency.

Your commitment to public safety continues to be exemplary, as reflected in your support for meaningful community engagement and crime prevention initiatives. Events like National Night Out, the Gun Buyback event, DEA Drug Take-Back days, and the relaunch of the PAWS on Patrol Program have strengthened connections between law enforcement and the community. Your leadership fosters safety, trust, and a strong sense of civic partnership.

Environmental stewardship and sustainability have thrived under your guidance, as seen in successful programs like the EV Shuttle Pilot, waste diversion partnerships, and continued Climate Action Plan advancements. These efforts underscore your dedication to environmental resilience.

Your leadership in the Recreation Division has significantly exceeded cost recovery targets and enhanced community access to athletic fields and recreation programs. The ongoing improvements to playgrounds, parks, and open spaces reflect your consistent commitment to enhancing community quality of life.

Your unwavering dedication to Mercer Island's residents through Youth and Family Services is commendable. Initiatives such as the Parent Labs program, suicide prevention training, expanded senior support, and increased emergency assistance reinforce your strong commitment to our community's well-being.

In addition to these achievements over the past year, the following successes are also noteworthy:

- The Thrift Shop grew sales by nearly 14% and was recognized by Yelp as a top-rated business.
- YFS Secured \$288,000 Best Starts for Kids grant for prevention programming.

- YFS expanded food security through the Hopelink Mobile Market and Farmers Market partnerships.
- The new pickleball courts opened at Luther Burbank Park.
- The Advanced Metering Infrastructure Project progressed with the replacement of all water meters on the Island.
- Trail safety improvements were completed at Aubrey Davis Park to ease congestion near Feroglia Field.
- Commissioned a Modular Building Campus for the Police Department.
- Luther Burbank Park Boiler Building Phase I improvements were finalized.
- Completed the new Water SCADA System Replacement.
- Brought the Booster Chlorination Station online.
- Completed the 2024 Residential Street Resurfacing project in the Island Point Neighborhood.
- Awarded a Climate Planning Grant from Commerce for \$100K to begin the City's EV Charging Infrastructure Plan.
- The Recreation team launched self-service online field reservations.

I want to express my deepest gratitude for your collaboration, partnership, and friendship. I am incredibly proud of what we have accomplished together, the lasting improvements we have achieved for Mercer Island, and the strong foundation we have laid for future success. Your leadership is a genuine civic success story, and it is something we can all be immensely proud of.

Warmest regards,



Mayor Salim Nice
City of Mercer Island



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6778
October 7, 2025
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6778: Naming the Pickleball Courts at Luther Burbank Park as the "Jake Jacobson Pickleball Courts"	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
RECOMMENDED ACTION:	Adopt Resolution No. 1682 naming the pickleball courts at Luther Burbank Park as the "Jake Jacobson Pickleball Courts."	

DEPARTMENT:	City Council
STAFF:	Mayor Salim Nice Jessi Bon, City Manager Carson Hornsby, Management Analyst II
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Resolution No. 1682 2. Park Area Naming Policy
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ 3,000
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

The purpose of this agenda bill is to recognize former City Councilmember Daniel "Jake" Jacobson's dedication to the Mercer Island community by naming the pickleball courts at Luther Burbank Park as the "Jake Jacobson Pickleball Courts" in his honor.

BACKGROUND

City Councilmember Daniel "Jake" Jacobson, a distinguished Navy veteran, attorney, and longtime civic leader passed away peacefully at the age of 82 on March 30, 2025, following a medical emergency. Known for his unwavering dedication to public service, he left behind a legacy of leadership, integrity, and heartfelt commitment to Mercer Island.

Jake graduated from Princeton University in 1965 with a degree in Politics. From 1965 to 1974, he served as an officer in the U.S. Navy, including active duty in Vietnam, and later became the commanding officer of the USS Umpqua (ATA-209). In that role, he held the distinction of being the youngest and most junior commanding officer in the U.S. Navy at the time.

Following his military service, Jake earned his Juris Doctor from Stanford Law School in 1977 and began practicing civil law in Seattle. He specialized in construction, government contracts, and public procurement law, handling cases across Washington, Alaska, Oregon, Hawaii, and beyond. He earned the highest rating for legal competence and ethical standards from Martindale-Hubbell.

Since 1995, Jake served as Executive Vice President and Director of Osborne Construction Company, where he oversaw risk management, owner relations, regulatory compliance, human resources, insurance, and claims, among many other responsibilities.

Jake was also a passionate advocate for Mercer Island. In 2013–14, he served on the Mercer Island Schools Committee, helping lead the successful bond campaign that funded the construction of Northwood Elementary and expanded both the middle and high schools. He was first elected to the Mercer Island City Council in 2019 and re-elected in 2023.

Jake brought his deep expertise in construction and project management to his work on the Council. He played a central role in shaping local policy, supporting Youth and Family Services, and advancing critical infrastructure projects. He was a hands-on leader who visited project sites, engaged directly with City staff, and made time to connect with residents and businesses.

He was a proud supporter of numerous capital projects, including the Mercerdale Park playground renovation, the new pickleball courts at Luther Burbank Park, and essential utility and road improvements across the Island. During the height of the COVID-19 pandemic, Jake worked tirelessly to support businesses and residents, contributing to Mercer Island's recovery and personally donating to help restart beloved community events like Summer Celebration.

Jake's presence extended well beyond City Hall. He was often seen walking the trails of Homestead Field with his beloved terriers, Nemesis and Jasper, and he found joy in tending his garden - especially his prized dahlias. Many friends and neighbors remember receiving bouquets from Jake, a symbol of his generosity, warmth, and thoughtful nature.

Jake's legacy will live on in the policies he shaped, the projects he brought to life, and the countless lives he touched with his kindness, leadership, and service.

On April 15, 2025, the City Council adopted [Resolution No. 1673](#) acknowledging and commending Councilmember Jacobson's service to the Mercer Island Community.

ISSUE/DISCUSSION

In honor of Jake Jacobson's service, Resolution No. 1682 (see Exhibit 1) is proposed for City Council consideration and approval. The Resolution, if adopted, will name the pickleball courts at Luther Burbank Park as the "Jake Jacobson Pickleball Courts," serving as a lasting tribute to Jake Jacobson.

In March 2024, the City Council adopted the [Park Area Naming Policy](#) (see Exhibit 2). The Park Area Naming Policy establishes the criteria for the naming of City of Mercer Island owned park and recreation facilities, parks, park features, trails, open space areas, and select right-of-way spaces. If the Council finds that the proposed name is consistent with the adopted policy and wishes to name the pickleball courts, the Council may adopt Resolution No. 1682.

If Resolution No. 1682 is adopted, new signage is also proposed to be added to the pickleball courts to acknowledge the new name and provide information about Jake and his legacy. The estimated cost is \$3,000 for the design, fabrication, and installation of the dedication sign and replacement of existing signs to include the new name. Previously appropriated funds in the Capital Improvement Fund are proposed to be used for this project.

NEXT STEPS

If Resolution No. 1682 is adopted, staff will design and procure the new signage. A dedication ceremony will be announced after a timeline is established for the lead time and installation of the new signage.

RECOMMENDED ACTION

Adopt Resolution No. 1682 acknowledging and commending Jake Jacobson's service to the Mercer Island community by naming the pickleball courts at Luther Burbank Park as the "Jake Jacobson Pickleball Courts."

**CITY OF MERCER ISLAND, WASHINGTON
RESOLUTION NO. 1682**

**A RESOLUTION NAMING THE PICKLEBALL COURTS AT LUTHER
BURBANK PARK AS THE “JAKE JACOBSON PICKLEBALL COURTS” TO
ACKNOWLEDGE JAKE JACOBSON’S SERVICE TO MERCER ISLAND**

WHEREAS, Jake Jacobson served the Mercer Island community with distinction in public office as a member of the Mercer Island City Council from January 2020 until his passing on March 30, 2025; and

WHEREAS, Councilmember Jacobson distinguished himself as a leader in the Mercer Island community with an unwavering dedication to public service; and

WHEREAS, Councilmember Jacobson’s tenure on the City Council was highlighted by numerous accomplishments, including COVID-19 recovery efforts, passage of the 2023 Parks Levy, amendments to the Shoreline Master Program, design of the Public Safety and Maintenance Facility, responses to multiple water emergencies, approval of the interlocal agreement with Eastside Fire and Rescue for fire and emergency medical services, and adoption of several plans including the PROS Plan, ADA Transition Plan, Climate Action Plan, Town Center Parking Plan, and Comprehensive Plan; and

WHEREAS, Councilmember Jacobson served as City Council liaison to the Sustainability Committee (2022-2023), Disability Board (2020-2022), Parks & Recreation Commission (2020-2021), Utility Board (2023-2025), Open Space Conservancy Trust (2024-2025), King County Solid Waste Advisory Committee (2024-2025), and Eastside Transportation Partnership (2020-2023); and

WHEREAS, in addition to his service to the City of Mercer Island, Jake served his country as an officer in the U.S. Navy (1965-1974) and served on the Mercer Island Schools Committee (2013-2014) helping lead the successful bond campaign that funded the construction of Northwood Elementary and expanded both the middle and high schools; and

WHEREAS, Councilmember Jacobson was an avid park user and advocate of the City’s Capital improvement Program, and supported many park improvements such as the Mercerdale Park Playground renovation and the Luther Burbank pickleball courts renovation; and

WHEREAS, the City Council wishes to recognize Councilmember Jacobson’s remarkable contributions to the Mercer Island community and the lives he touched with his kindness, leadership, and service.

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

On behalf of its residents – past, current, and future – and in acknowledgement of Jake Jacobson’s many contributions to the Mercer Island community, the City Council hereby names the pickleball courts at Luther Burbank Park as the “Jake Jacobson Pickleball Courts.” This tribute shall live on in the collective memories of his family, friends, neighbors, colleagues, and fellow Mercer Islanders.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT
ITS MEETING ON THE 7TH DAY OF OCTOBER 2025.

CITY OF MERCER ISLAND

Salim Nice, Mayor

ATTEST:

Andrea Larson, City Clerk

Mercer Island Policy and Procedure

Park Area Naming Policy

Effective Date: 3/5/2024	Last Updated: 3/5/24	Recommended By: Parks and Recreation Commission 9/1/2023
Code and Statutory Authority: MICC 3.53.020	Related Policies: N/A	Approved By: City Council 03/05/2024 (AB: 6426)

Purpose

This policy establishes the criteria for the naming of City of Mercer Island owned park and recreation facilities, parks, park features, trails, open space areas, and select right-of-way spaces (collectively, "Park Areas.")

Definitions Applicable Specifically for This Policy

Open space areas: areas purposefully left predominantly in a vegetated space to create urban separators and greenbelts and to: 1) sustain native ecosystems, connect and increase protective buffers for environmentally critical areas; or 2) provide a visual contrast to continuous development, reinforce community identity and aesthetics; or 3) provide links between important environmental or recreational resources.

Park and Recreation Facilities: buildings that are maintained by the Parks or Recreation division of the City.

Park Areas: Park and Recreation facilities, Park Features, Open Space Areas, Right-of-Way Spaces, and Trails as defined in this policy.

Park Features: sub-areas of parks that may be suitable for naming, including batting cages, courts, dog parks, galleries, gardens, pavilions, playfields, playgrounds, pools, p-patches, shelters, skate parks, stages, theaters, walking paths, etc.

Parks: without limitation, any public area created, established, designated, maintained, provided, or set aside by the City for the purposes of public rest, play, recreation, enjoyment, or assembly, and all buildings, facilities, and structures located thereon or therein, as well as all associated areas, including but not limited to parking lots.

Right-of-way spaces: public land areas zoned for right-of-way use. This policy applies to right-of-way spaces that have been designated for public recreation use and as such may benefit from a common name that can be used by City staff and residents.

Trail: a marked or established path or route meant primarily for recreational and/or educational use.

Policy

1.0 General Policy

The selection and approval of the name for a City owned Park Area shall be the function of the City Council. The City Council may choose to commence a community engagement process to solicit suggestions for a Park Area name.

2.0 Naming Criteria

The following criteria should guide the City Council's consideration when evaluating potential naming proposals:

- a. Context, location, and features: Names may be based on location or distinctive, predominant, and defining natural, geological, or other features.
- b. Historical significance: Naming proposals with historical significance should be associated with the lives of persons of citywide significance, an existing or proposed historic property or building, or an event of historic significance on Mercer Island.
- c. Public service: Naming proposals may be considered for individuals or organizations who have enhanced the quality of life for Mercer Island residents through outstanding public service or exceptional contributions to the parks system.
- d. Donations: Naming proposals may be considered for individuals or organizations that make a significant direct property or monetary contribution to the City of Mercer Island and the naming is a stipulation of the donation. The naming and acceptance of property is subject to all other applicable policies of the City.

3.0 Disqualifying Criteria

Any names that fall under the following criteria will not be considered:

- a. Names too similar to existing names of Mercer Island Park Areas, or Park Areas in neighboring jurisdictions.
- b. Names of public officials who currently hold office or staff currently employed by the City.
- c. A name that by contemporary community standards is derogatory, offensive, distasteful, or is culturally or socially inappropriate.
- d. Names of other public entities, including names of cities, towns, and governmental agencies, unless the entity contributes significantly to the establishment or maintenance of the park or facility.

4.0 Duration of Name

The naming of Park Areas shall be approached with the intention that names are permanent unless they

fall under a time-limited sponsorship agreement or for other reasons as determined by the City Council. The City Manager may assign a temporary name to a Park Area until the time at which a permanent name is selected.

5.0 Renaming

The City Council may elect to rename a Park Area if the name fails to meet the criteria set forth by this policy. The process for renaming a Park Area will adhere to the same criteria established herein and will occur at the direction of the City Council.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6775
October 7, 2025
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6775: Briefing on Fee in Lieu of Work for Town Center Affordable Housing	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Direct staff to coordinate consideration of a fee in lieu option with Comprehensive Plan and development code amendments related to compliance with the Growth Management Hearings Board Final Decision and Order.	

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Community Planning & Development Director Alison Van Gorp, Community Planning & Development Deputy Director
COUNCIL LIAISON:	n/a
EXHIBITS:	n/a
CITY COUNCIL PRIORITY:	1. Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to provide an update on the consultant and staff analysis related to development of a fee in lieu option for affordable housing in the Town Center and for the City Council to provide further policy direction on the development of a code amendment.

- The Mercer Island City Code (MICC) Chapter 19.11 contains development regulations for the Town Center, including an incentive that permits buildings greater than two stories when affordable housing units are provided.
- A “fee in lieu” is an optional fee that can be paid in place of a code requirement and the resulting funds used to provide a similar public benefit elsewhere in the community
- On October 15, 2024, the City Council directed staff to add development of a “fee in lieu” option for affordable housing in the Town Center to the City’s work plan. This work item was included and funded in the 2025-2026 Biennial Budget.

- On June 17, 2025 the City Council approved the scope of work and the City commenced evaluation of a fee in lieu program enabling permit applicants to pay a fee in place of all or a portion of the affordable housing units required in a town center building.
- A consultant has conducted preliminary work on a draft economic analysis, known as a nexus study, with recommendations on the amount for such a fee. City staff have also analyzed development regulations in neighboring cities for similar fee in lieu options.
- Additionally, on August 1, 2025, The Growth Management Hearings Board issued a Final Decision and Order (GMHB FDO) on an appeal of Mercer Island's Comprehensive Plan filed earlier in the year by Futurewise and two other petitioners.
- Compliance with the GMHB FDO must be completed by July 31, 2026, and will require significant updates to both the Housing Element and the development regulations. The required amendments are likely to require further changes to the Town Center affordable housing incentive program and any associated fee in lieu option.
- The City Council should consider incorporating further development of a fee in lieu option into the development of code amendments necessary for GMHB FDO compliance.

BACKGROUND

In 2024, the City Council adopted amendments to the Comprehensive Plan and Mercer Island City Code intended to comply with new state law adopted under HB 1220, requiring the City to plan for housing to accommodate housing needs across a range of income segments. These amendments provided additional multi-family and mixed-use housing capacity in the Town Center and increased the requirements of the affordable housing incentive in the Town Center zone. The City received public comments from Town Center landowners expressing some concerns related to these amendments and inquiring about the possibility of adding a fee in lieu option that would enable a developer to pay a fee in place of some or all of the required affordable housing units. On October 15, 2024, as part of the 2025-2026 Biennial Budget review, the City Council [directed staff](#) to add development of a fee in lieu of affordable housing program to the City's work plan. This work item was included in the 2025-2026 Biennial Budget and \$30,000 was allocated to support this work. The project was then added to the City's work plan for 2025 (see [AB 6618, Exhibit 2](#)).

On June 17, 2025, the City Council approved the scope of work for the evaluation of a fee in lieu program for affordable housing and directed staff to commence work ([AB 6699](#)). In addition, the Council [directed staff](#) to return to the City Council with results of the nexus study in Fall 2025 for further policy direction prior to drafting an ordinance and commencing legislative review.

HISTORY OF AFFORDABLE HOUSING INCENTIVES IN MERCER ISLAND

Mercer Island's Town Center development regulations have included an affordable housing incentive since 2016 ([MICC 19.11.040](#)). Initially, these regulations required the provision of affordable housing for any building greater than two stories in height. For three story buildings, 10% of the units were required to be affordable at 70% AMI for rental housing and 90% AMI for ownership housing and for 4-5 story buildings 10% of the units were required to be affordable at 80% AMI for rental Housing and 90% AMI for ownership housing.

In conjunction with the adoption of the periodic update to the Comprehensive Plan in 2024, these regulations were amended for buildings of four stories or greater, requiring 15% of the units to be affordable at 50% AMI for rental housing and 80% AMI for ownership housing.

WHAT IS FEE IN LIEU?

A fee in lieu is an option for a permit applicant to pay a fee in place of meeting a city code requirement. In the case of in-lieu fees for affordable housing, the fee can be paid as an alternative to including required affordable units in a development project. As described above, Mercer Island's Town Center code requires the inclusion of affordable units in most new residential/mixed use buildings. Amending the development regulations to include a fee in lieu option would permit a project applicant to either include the required 15% affordable units as a part of their project, or to pay an equivalent fee for all or a portion of the required units.

The fee would be set to compensate for the impact of the development on the need for affordable housing. The revenue generated from the fee in lieu program would be contributed to an Affordable Housing Fund for the construction or preservation of affordable housing units. The City would have the option of utilizing these funds directly in affordable housing development in Mercer Island, or the funds could be contributed to the ARCH Housing Trust Fund and utilized in affordable housing projects throughout East King County. Either way, these funds can be prioritized for extremely- and very-low-income housing (i.e. housing affordable to households earning less than 50% of the Area Median Income (AMI) to address Mercer Island's sizeable housing needs for these income segments.

ECONOMIC ANALYSIS – NEXUS STUDY

A nexus study analyzes the connection between new market rate development and the subsequent need for affordable housing and determines the maximum allowable in-lieu fee that can be charged. The study estimates the demand for goods and services generated by new development and the resulting need for affordable housing for the workers that provide those goods and services. The study then estimates the potential costs of addressing that need for additional affordable housing. This information helps establish a fee that is both financially viable and legally defensible.

GROWTH MANAGEMENT HEARINGS BOARD DECISION

Mercer Island completed the periodic review and update to the Comprehensive Plan in late 2024. This update is required every ten years to comply with the Growth Management Act (GMA). Following adoption of the amendments to the Comprehensive Plan and associated amendments to the development regulations, an appeal was filed on the grounds that it did not meet requirements in the GMA. The appeal was heard by the Growth Management Hearings Board (GMHB) in June and the [Final Decision and Order](#) (FDO) was issued on August 1, 2025. While the decision was mixed, with the City prevailing on some issues and the petitioners prevailing on others, the overall result is that the FDO requires the City to make further amendments to the Comprehensive Plan as well as the development regulations. The necessary amendments must be completed by July 31, 2026.

The City expects compliance with the GMHB FDO to include significant amendments to the Housing Element, as well as other areas of the Comprehensive Plan, and substantial changes to the development regulations. It is very likely that this work will include further changes to Town Center development allowances, including the affordable housing incentives. These changes will have implications for any fee in lieu option, as described in more detail below. Staff have initiated analysis that will guide strategy development for achieving compliance with the GMHB FDO and expect to bring a detailed scope of work for City Council review and approval in early 2026.

ISSUE/DISCUSSION

DRAFT NEXUS STUDY RESULTS

To inform consideration of a potential fee in lieu program, the City contracted with Community Attributes, Inc (CAI) to conduct a nexus study. Over the summer, CAI conducted a preliminary analysis and prepared the draft nexus study. The draft study evaluated three rental housing prototypes, including:

1. 7-story multi-family with ground floor retail (TC-7 development regulations)
2. 5-story multi-family with ground floor retail (TC-5 development regulations)
3. 4-story multi-family, primarily residential (TC-MF4 development regulations)

Data from existing comparable buildings in Mercer Island as well as nearby surrounding jurisdictions was evaluated to establish information on unit sizes, rents and other characteristics for each development prototype. ARCH (A Regional Coalition for Housing) also provided data on costs associated with construction and maintenance of affordable units as well as income and rent limits for this housing.

This data, along with demographic data for Mercer Island, was used to estimate the household income and disposable income for each prototype, estimate the number of jobs supported through the spending of this disposable income, estimate the number of households at each income level supported by each prototype and estimate the “affordability gap” generated by worker households for each prototype.

The affordability gap is the need for additional affordable units that is generated by the construction of a prototype building and the demand for services from its residents. The maximum supportable in-lieu fee is equal to the affordability gap divided by the total square feet of each prototype. For the three prototypes that were evaluated, the analysis shows that in-lieu fees in the range of \$30-\$40/square foot are the maximum that can be supported, relative to affordable housing needs for income brackets below 100% of the Area Median Income (AMI).

A finalized nexus study will be provided to City Council at the work session on this matter in 2026.

STAFF ANALYSIS

Staff have begun an analysis of fee in lieu programs in peer jurisdictions including Redmond, Kirkland and Sammamish. The structure, fee amount and outcomes of these programs will be considered alongside the nexus study findings in any future recommendations on the structure and fee amount for a Mercer Island in-lieu fee option.

In addition, staff have compiled a contact list for Town Center property owners likely to be impacted by a change to the affordability incentive in the Town Center development regulations. As this project progresses and policy options are under consideration for the addition of a fee in lieu option, the City can conduct targeted outreach to these property owners. This would give these property owners the opportunity to engage in their own analysis of the options and the potential impact on their properties and to provide feedback to the City on these matters.

POLICY DIRECTION

As described above, compliance with the GMHB FDO will likely necessitate further changes to Town Center development allowances, including additional building height and/or density and modifications to the

affordability incentive. The fee in lieu option is structured as an alternative means for meeting the requirements of the affordability incentive and it would need to be tailored to align with these changes.

Additional consultant analysis will likely be needed to evaluate supplementary development prototypes, based on the scope of the amendments. For example, if taller or more dense development is allowed under the new standards, prototypes that reflect the additional development type(s) would be necessary. This additional analysis will inform the policy options for City Council consideration.

For that reason, staff recommend deferring consideration of the policy direction for the fee in lieu option until the amendments for GMHB FDO compliance are further developed. This will allow the City to consider these tools comprehensively and to establish an in-lieu fee option that is aligned with the amended development allowances and incentives, so that it functions effectively and provides the desired results.

NEXT STEPS

With the City Council's direction, consideration of policy options for a fee in lieu program will be coordinated with consideration of Comprehensive Plan and development code amendments related to compliance with the GMHB FDO. A detailed scope of work and schedule will be brought to the City Council for review at the City Council Planning Session in early January. All work related to this matter is expected to be completed by July 31, 2026.

RECOMMENDED ACTION

Direct the City Manager to coordinate consideration of a fee in lieu option with Comprehensive Plan and development code amendments related to compliance with the Growth Management Hearings Board Final Decision and Order.



2025 PLANNING SCHEDULE

Item 12.

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

Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

OCTOBER 7, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		9/26	9/29	9/29	9/30	9/30
ITEM TYPE TIME TOPIC				STAFF		
SPECIAL BUSINESS						
15	AB 6781: Mercer Island Community Fund Recognition (Resolution No. 1683)			Jason Kintner/Katie Herzog		
CONSENT AGENDA						
--	AB 6782: September 25, 2025 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB 6783: Certification for Claims Paid September 1, 2025 through September 15, 2025			LaJuan Tuttle/Ashley Olson		
--	AB 6784: Domestic Violence Action Month, Proclamation No. 372			Mayor Nice/Derek Franklin		
--	AB 6785: Arbor Day, Proclamation No. 373			Mayor Nice/Andrew Prince		
--	AB 6786: Indigenous Peoples’ Day, Proclamation No. 374			Mayor Nice/Andrea Larson		
--	AB 6769: 2025 Work Plan Update			Jessi Bon/Casey Thompson		
	AB 6787: City Manager Annual Performance Review			Mayor Nice		
REGULAR BUSINESS						
20	AB 6778: Naming the Pickleball Courts at Luther Burbank Park as the “Jake Jacobson Pickleball Courts” (Resolution No. 1682)			Mayor Nice/Jessi Bon/Carson Hornsby		
10	AB 6775: Briefing on In-Lieu of Fee Work for Town Center Affordable Housing			Jeff Thomas/Alison Van Gorp		

OCTOBER 21, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		10/10	10/13	10/13	10/14	10/14
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB 6788: October 10, 2025 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB 6789: Certification of Claims September 16-30, 2025			LaJuan Tuttle/Ashley Olson		
REGULAR BUSINESS						
60	AB 6790: 2025-2026 Capital Improvement Program Update			Jason Kintner/Kellye Hilde/ Clint Morris/Shelby Perrault		
10	AB 6791: B&O Tax Code Amendment (Ordinance No. 25C-23 First Reading)			Matt Mornick		

EXECUTIVE SESSION**NOVEMBER 4, 2025**

ABSENCES:

DD
10/24FN
10/27CA
10/27Clerk
10/28CM
10/28**ITEM TYPE | TIME | TOPIC****STAFF****STUDY SESSION****SPECIAL BUSINESS****CONSENT AGENDA**

--	AB xxxx: October 24, 2025 Payroll Certification	Ali Spietz/Nicole Vannatter
--	AB xxxx: Certification of Claims October 1-15, 2025	LaJuan Tuttle/Ashley Olson
--	AB xxxx: Shop Small Month, Proclamation No. xxx	Mayor Nice/Deb Estrada
--	AB xxxx: Tentative: B&O Tax Code Amendment (Ordinance No. 25C-23 Second Reading)	Matt Mornick

REGULAR BUSINESS

10	AB xxxx: Water and Sewer Connection and Storm Water Fee Study	Matt Mornick
30	AB xxxx: 2025-2026 Mid-Biennial Budget Workshop (Placeholder)	Matt Mornick
45	AB xxxx: Permanent Regulations in MICC Title 19 for Temporary Uses and Structures (Ordinance No. 25C-xx First Reading)	Jeff Thomas/Molly McGuire
45	AB xxxx: Permanent Regulations in MICC Title 19 Related to Housing Production and Permit Streamlining (Ordinance No. 25C-xx First Reading)	Jeff Thomas/Adam Zack

EXECUTIVE SESSION**NOVEMBER 18, 2025**

ABSENCES:

DD
11/7FN
11/7CA
11/7Clerk
11/10CM
11/10**ITEM TYPE | TIME | TOPIC****STAFF****STUDY SESSION****SPECIAL BUSINESS****CONSENT AGENDA**

--	AB xxxx: November 10, 2025 Payroll Certification	Ali Spietz/Nicole Vannatter
--	AB xxxx: Certification of Claims October 16-31, 2025	LaJuan Tuttle/Ashley Olson
--	AB xxxx: Permanent Regulations in MICC Title 19 for Temporary Uses and Structures (Ordinance No. 25C-xx Second Reading)	Jeff Thomas/Molly McGuire
--	AB xxxx: Permanent Regulations in MICC Title 19 Related to Housing Production and Permit Streamlining (Ordinance No. 25C-xx Second Reading)	Jeff Thomas/Adam Zack

REGULAR BUSINESS		
30	AB xxxx: Public Hearing: Receive Q3 2025 Financial Status Update and Budget Amending Ordinance; Adopt 2026 Property Tax Ordinances, 2026 Fee Schedule Update, and 2026 NORCOM Budget Resolution	Matt Mornick/ Ali Spietz
15	AB xxxx - Public Hearing: Amendments to MICC Chapter 16.01 – Historical Designation to Comply with Recent Statewide Legislation (HB 1576) (Ordinance No 25C-xx First Reading)	Jeff Thomas/Madelyn Nelson
30	AB xxxx: Adoption of 2026 Legislative Priorities	Jessi Bon/Robbie Cunningham Adams
20	AB 6777: 2024 MIPD Annual Report	Michelle Bennet/Mike Seifert/Jeff Magnan
EXECUTIVE SESSION		

DECEMBER 2, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		11/21	11/24	11/24	11/25	11/25
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: November 25, 2025 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Certification of Claims November 1-15, 2025			LaJuan Tuttle/Ashley Olson		
--	AB xxxx: Amendments to MICC Chapter 16.01 – Historical Designation to Comply with Recent Statewide Legislation (HB 1576) (Ordinance No 25C-xx Second Reading)			Jeff Thomas/Madelyn Nelson		
REGULAR BUSINESS						
30	AB xxxx: 2026 Annual Docket Review of Proposed Comprehensive Plan and Development Code Amendments (Resolution No. xxxx)			Jeff Thomas/Molly McGuire		
30	AB xxxx: A rezone (RNZ 25-001) for two City-owned properties located at 9601 and 9611 SE 36 th Street (Ordinance No 25C-xx First Reading)			Jeff Thomas/Molly McGuire		
EXECUTIVE SESSION						

DECEMBER 16, 2025 – POTENTIALLY CANCELED				DD	FN	CA	Clerk	CM
ABSENCES:								
ITEM TYPE TIME TOPIC						STAFF		
STUDY SESSION								
SPECIAL BUSINESS								
CONSENT AGENDA								

--	AB xxxx: A rezone (RNZ 25-001) for two City-owned properties located at 9601 and 9611 SE 36 th Street (Ordinance No 25C-xx Second Reading)	Jeff Thomas/Molly McGinnis
REGULAR BUSINESS		
EXECUTIVE SESSION		

Item 12.

2026 PLANNING SCHEDULE

JANUARY 6, 2026		DD	FN	CA	Clerk	CM
ABSENCES:						
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
15	AB xxxx: Councilmember Oath of Office and Mayor and Deputy Mayor Elections			Ali Spietz/Andrea Larson		
CONSENT AGENDA						
--	AB xxxx: Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Certification of Claims November 1-15, 2025			LaJuan Tuttle/Ashley Olson		
--	AB xxxx: Certification of Claims November 16-30, 2025			LaJuan Tuttle/Ashley Olson		
--	AB xxxx: Certification of Claims December 1-15, 2025			LaJuan Tuttle/Ashley Olson		
REGULAR BUSINESS						
EXECUTIVE SESSION						

JANUARY 16, 2026 PLANNING SESSION - 9:30 AM

DD

FN

CA

Clerk

Item 12.

ABSENCES:

ITEM TYPE | TIME | TOPIC

STAFF

PLANNING SESSION BUSINESS

10	AB xxxx: 2025 Community Member of the Year	Ali Spietz/Andrea Larson