



CITY OF MERCER ISLAND CITY COUNCIL MEETING AGENDA

Friday & Saturday
January 24-25, 2020

Mayor Benson Wong
Deputy Mayor Wendy Weiker
Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice,
Craig Reynolds and Dave Rosenbaum

This meeting will be held at the
Mercer Island Community & Event Center
at 8236 SE 24th Street, Mercer Island, WA.

2020 CITY COUNCIL PLANNING SESSION

Objectives for the 2020 City Council Planning Session are to:

- Get to know each other, enjoy a few laughs and have fun
- Identify and confirm areas of focus for budget and long-term fiscal policy development
- Confirm the City Council goals for 2020-21 and work towards an achievable work plan

FRIDAY, JANUARY 24, 2020

- 12:00 to 12:15 pm **Lunch and Welcome - Dave Uhler, Facilitator (Attachments)**
- Review agenda and Planning Session objectives
 - Review and confirm meeting norms
- 12:15 to 1:00 pm **Introductions and 3 Things Exercise:**
- Please introduce yourself and (briefly) answer the following questions as it relates to your work with the City of Mercer Island:
 - *What accomplishment are you most proud of from 2019?*
 - *What major lesson or takeaways do you have from 2019?*
 - *What is one thing that you would really like to accomplish in 2020?*
- 1:00 to 2:00 pm **City Council Goal Setting (Part I)**
- *What does success look like?*
 - *What really needs doing?*
 - *What tradeoffs are we making by choosing one goal over another?*
 - *Is it a SMART goal? Smart, Measurable, Applicable, Reasonable and Time Bound*
 - *Is this goal something I will be proud of? And the community will be proud of?*
- 2:00 to 2:15 pm **BREAK**
- 2:15 to 3:30 pm **Council Rules of Procedure (Attachment)**
- *Do you need clarification on a specific rule or procedure?*
 - *Are there rules or procedures you would like to change?*
 - Brainstorm the proposed changes and work to establish consensus.
 - *Do you have consensus on the revisions you would like staff to draft?*
- 3:30 to 4:00 pm **Small Group Discussion**
- *What is one word or phrase that describes how you want the City leadership group (City Council and Leadership Team) to work this year?*
 - Each group presents their suggestion.
 - *Are any of these worth including in our goals?*

4:00 to 4:15

Wrap-up/Adjourn

- Please think about your long-term vision for Mercer Island and be prepared to share one “big dream” you have tomorrow morning.

SATURDAY, JANUARY 25, 2020

8:30 to 8:35 am

Welcome & Review Agenda

8:35 to 9:15 am

“Big Dreams” Exercise

- *What is your one BIG dream for the Mercer Island community over the next 50 years?*

9:15 to 9:45 am

City Council Goal Setting (Part II)

- *Did you have any new ideas for our goals after thinking about the 50-year vision for Mercer Island?*
- *Do you agree with the goals we drafted yesterday? Are there changes you would like the group to consider?*
- *Have you reached consensus on the final list of goals?*

9:45 to 10:45 am

Fiscal Sustainability and Long-Term Finance Discussion - Mike Bailey, Finance Consultant (Attachments)

- Presentation and Discussion: Roles and responsibilities in budget and fiscal management
- Updated Long-Term Forecast & Policy Assumptions
- 2021-2022 Draft Budget Calendar

10:45 to 11:00 am

BREAK

11:00 to 12:00 pm

Fiscal Sustainability (cont.)

- *What questions do you have regarding the long-term forecast?*
- *Are we at the appropriate funding level for the Contingency Fund reserve? What does “right” look like for you?*
- *What budget policies and/or long-term financial policies are you most interested in developing or updating this coming year?*
- *Do you have questions on the budget calendar? Are you supportive of a budget and long-term finance-focused Mid-Year Planning Session?*

12:00 to 12:30 pm

LUNCH/BREAK

12:30 to 1:30 pm

Decision Card Process (Attachments)

- *Do you have questions or need clarification on any of the decision card items?*
- Council completes exercise and ranks decision card items.
Note: Staff will rearrange the decision cards in order of priority during the break.

1:30 to 1:45 pm

BREAK

1:45 to 2:45 pm

Decision Card Process (cont.)

- *Do you agree on the ranking? Would anyone like to make a case for an item to be reconsidered?*
- *Of the top priorities, what is a reasonable number of items we should ask staff to scope for 2020? This will include evaluating staff time and other resources needed to complete the work and the expected timeline for completion.*
- *Of the top priorities, what items should we ask staff to scope for consideration as part of the 2021-22 budget process?*

2:45 to 3:45 pm

2020-21 Work Plan Preview (Attachments)

- Review Department work plans:
 - Youth and Family Services
 - Public Works
 - Parks and Recreation
 - Fire
 - Police
- *Does the City Council have any questions or feedback on the Department work plans?*
- *Are there work items the City Council or staff would recommend for reconsideration?*

3:45 to 4:00 pm

BREAK

4:00 to 5:00 pm

2020-21 Work Plan Preview (cont.)

- Community Planning & Development
- Administrative Services (IGS, HR, Facilities & more)
- City Attorney
- Finance
- City Manager
- *Does the City Council have any questions or feedback on the Department work plans?*
- *Are there work items the City Council or staff would recommend for reconsideration?*

5:00 to 5:10 pm

Planning Session Debrief

- *Is there any feedback you would like to provide about this year's Planning Session?
Things that worked well? Areas for improvement?*

5:10 to 5:30 pm

Citizen of the Year - Nominations and Selection (Attachments)

- Review the Selection Process
- Identify the Citizen of the Year

5:30 pm

Wrap-up/Adjourn



Municipal Budgeting

For elected officials

Mike Bailey, Finance Consultant, MRSC

City of Mercer Island, WA – January 24-25, 2020

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Agenda

- Some terminology
- Funds – what are they?
- Requirements for municipal budgets
- Key elements of budget best practices (aka: budget policies)
- Getting the most from your budget process
- Additional Resources



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Creating the Best Budget



Budgeting is a team sport (time for a sports analogy – continued)

City Manager (and leadership) are the coaches

- They create the plays that produce results

- They put the right players in the best positions for success (individually and collectively)

- They monitor the activity and make “in the moment” adjustments

Staff are the players – the “boots on the ground”

- They deliver the service and the results

- They represent you – they wear your colors

- They become your connection to the community

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Creating the Best Budget



Budgeting is a team sport (time for a sports analogy)

Citizens are the owners

- You don't want them calling the plays or on the field, but...

- They own the team (and can make organizational changes)

You are on the board (or on the leadership team)

- What is the mission / vision?

- What are the right strategies?

- How do you make progress?

- How do you know progress is being made?

- How much should progress cost?

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A Budget Construct



GFOA's Budget Peer Review Program Framework

GFOA – Government Finance Officers Association

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Roles of the Budget Makers



Policy makers (council) – make policy!

Provide policy guidance at the beginning
 Confirms budget meets direction by adoption
 Monitors for conformity and results

CEO/CAO (Mayors, city managers) –

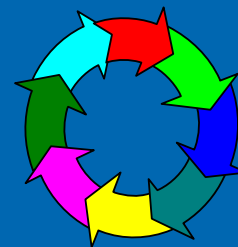
Propose policy at the beginning
 Develops organization strategy to implement policy

Departments

Develop operational strategy
 Provide service (departments can be passionate about this!)
 Accountable for “day-to-day”

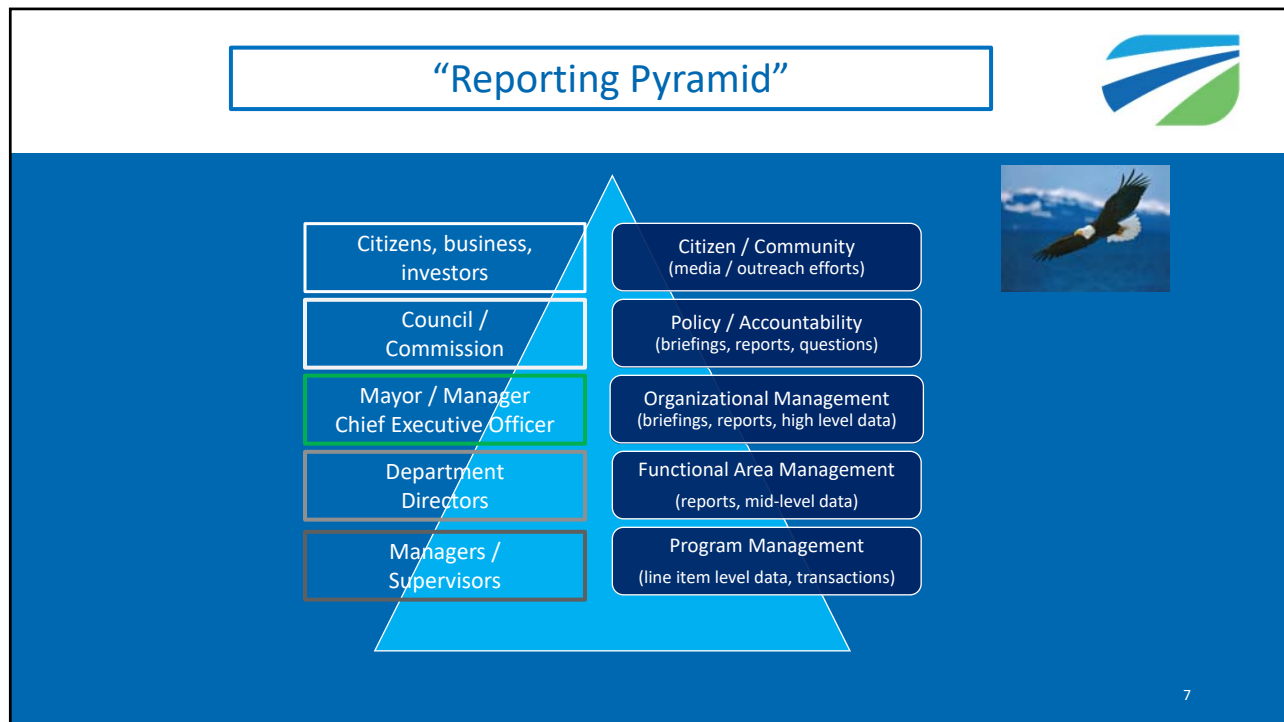
Public – “stakeholders”

Observes results and “counsels” policy makers



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Government Accounting Terms and Acronyms

- **BARS** – Budgeting, Accounting & Reporting System (WA)
- **GAAP** – Generally Accepted Accounting Principles
- **Cash Basis aka: OCBOA** – Other Comprehensive Basis of Accounting
- There is a “**BARS Manual**” for both GAAP and Cash

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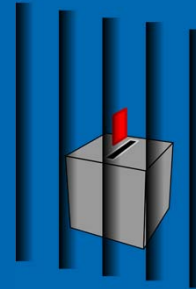
“BARS” – What is it?



Budgeting, Accounting and Reporting System

Legal authority (RCW 43.09.200):

- The state auditor shall formulate, prescribe, and install a system of accounting and reporting for all local governments, which shall be uniform for every public institution, and every public office, and every public account of the same class
- Provides a common chart of accounts for local government comparative statistics (LGFRS)



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More Accounting Terminology



- **Appropriation** – Legal authorization granted by council to make expenditures
- **Reserved Fund Balance** – balance not available for appropriation because it is legally restricted
- **Unreserved Fund Balance** – balance available for appropriation, may also be known as “ending” fund balance
- **Inter-Fund Transfer** – Flow of assets (such as cash) without equivalent flow in return and without requirement to repay
- **Inter-Fund Loan** – Loan mechanism authorized between funds if legislative authority adopts, provides for concise repayment plan
- **GO Debt** – General obligation debt. Repayment obligation uses property tax revenues as funding source
- **Revenue Debt** – Typically associated with proprietary funds; repayment obligation funded with user fees

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What is “Fund Accounting”?

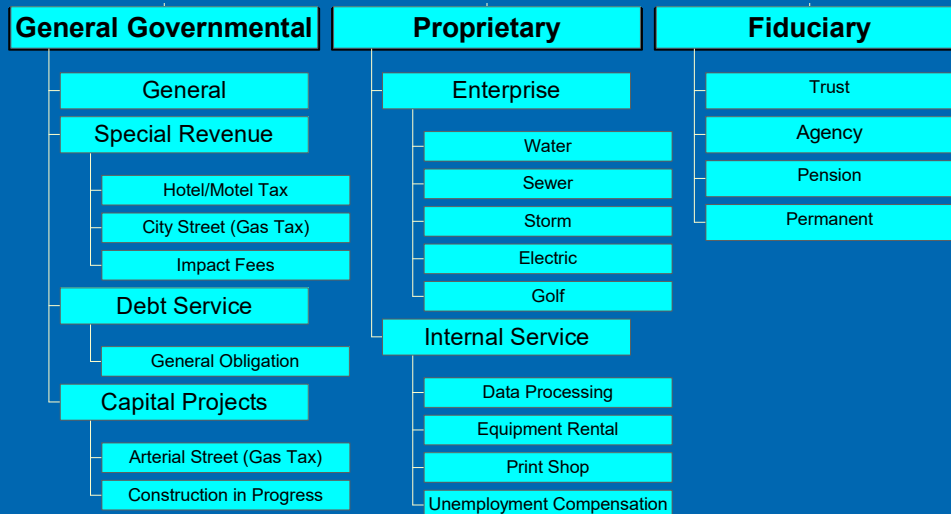


- Government accounting systems are organized and operated on a **fund** basis
- Used to segregate resources related to specific activities
- Often used to segregate restricted resources
- Defined as a fiscal and accounting entity with a self-balancing set of accounts



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Basic Fund Types



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Governmental Fund Types



General Fund (aka: Current Expense)

- Chief operating fund of state/local government
- Used to account for all financial resources *except* those required to be accounted for in another fund (everything not in other funds)



Special Revenue Funds

- Account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes
- Examples: Street fund, hotel/motel tax, real estate excise tax

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Governmental Fund Types (cont.)



Capital Projects

- Account for financial resources to be used for acquisition or construction of major capital facilities
- Does not include capital facilities financed by proprietary funds/trust funds

Debt Service

- Account for accumulation of resources for, and payment of, general long-term principal and interest (debt payments)



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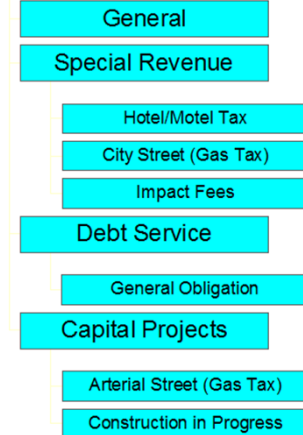
Primary Resources of Governmental Funds



Revenue Types:

- **Taxes** –
 - Property tax
 - Retail Sales tax
 - Business & Operations and Utility taxes, gambling, leasehold, motor vehicle fuel tax, etc.,
- Charges for services
- Licenses/permits
- Intergovernmental – state shared revenues and grants
- Rental fees
- Assessments

General Governmental



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Restricted Revenues & Funds



SHOULD BE SEPARATE FUNDS

- Real Estate Excise Tax
 - RCW 82.46.010 (REET 1)
 - RCW 82.46.035 (REET 2)
- Hotel/Motel Tax
 - RCW 67.28.181
- Criminal Justice Tax
 - RCW 82.14.340



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Proprietary Funds

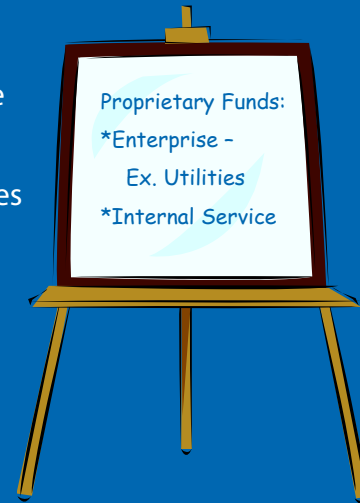


Enterprise Funds

- Operated/financed similar to private business, where intent of governing body is cost recovery
- Account for operations financed through user charges

Internal Service Funds

- Finance goods/services provided by one department/agency to other government departments
- Used to allocate cost of providing services to other funds



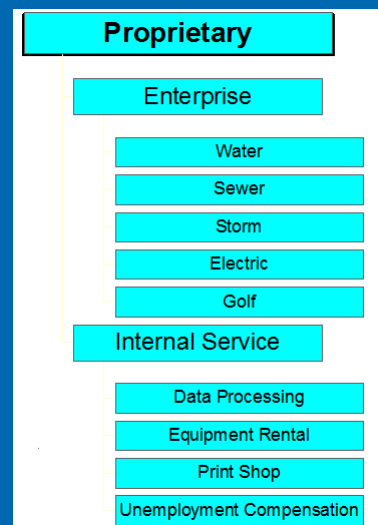
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Primary Resources for Proprietary Funds



Revenue Types:

- **Charges for services**
- Connection fees
- Sale of merchandise
- Inter-departmental costs
- Rental fees
- Assessments
- Grants/loans/bonds



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Fiduciary Funds



Trust & Agency Funds

- Assets held by governmental entity in trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds
 - Expendable trust funds
 - Non-expendable trust funds
 - Pension and Investment trust funds
 - Agency funds



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Key Elements of City Finance



- **Budgeting**
 - Appropriation ordinance for immediate needs
 - Strategic planning (long-term)
- **Reporting**
 - Internal and external
- **Oversight (Internal Control)**
 - Review
 - Monitoring
 - Policies



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Budgeting



- Budget is economic plan that focuses entity's financial & human resources on the accomplishment of specific goals & objectives established by policymakers
- Establishes annual (or biennial) expenditure levels for all departments & funds
- Expenditure levels are called appropriations & represent spending limits



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Budgeting Mission



Mission of budget process is:

- Help decision makers make informed choices about provision of services and capital assets
- Promote stakeholder participation in the process



Source: National Advisory Council on State and Local Budgeting

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Requirements



Fundamentally - Budget adopted prior to start of fiscal year

Steps:

1. Request for budget estimates (RCW 35.33.031)
2. Estimates filed with Clerk (RCW 35.33.031)
3. Clerk presents preliminary estimates to CAO (RCW 35.33.051)
4. CAO presents Preliminary Budget to Legislative (RCW 35.33.135)
5. CAO files "Final Budget Proposal" with Clerk (RCW 35.33.055)
6. CAO Files "Final Budget Proposal / Budget message" with Legislative (RCW 35.33.057)
7. Publication and conduct of hearings (RCW 35.33.061 & 057 & 071; also RCW 84.55.120)
8. Legislative Adopts a Budget (RCW 35.33.075)

Month	Key Dates / Events
March/August	Pre-Budget Items Council election Update and/or adopt financial policies Public hearings for capital budget plan updates Public forums re community outreach tax community priorities Mayor/Manager communicate budget objectives to staff
September	Sept 10 Budget request to all department heads. Sept 10-23 Department heads prepare estimates of revenues and expenditures. Clerk prepares estimates for debt service and all other estimates. Sept 24 Budget estimates from department heads filed with clerk. Sept 25 Implicit price deflator (calculated only applies to cities of 10,000+ population)
October	Oct 1 Clerk provides estimates filed by department heads to Mayor/Manager showing complete financial program. Mayor/Manager provides Council with estimates of revenues from all sources including estimates prepared by clerk for consideration of setting property tax levy. Mid-October to Mid-November (suggested) Public hearing on revenue sources including possible increases in property tax.
November	Nov 2 Mayor/Manager prepares preliminary budget and budget message. Files with clerk and council. Nov 2-20 Publication notice of preliminary budget and final hearing. Nov 2-29 Public hearings on preliminary budget. Public hearing on revenue sources for levy setting. Nov 19 Closure of budget committee to public. Nov 30 Property tax levies set by ordinance and filed with the County
December	Dec 3 Final budget hearing Dec 31 Budget execution

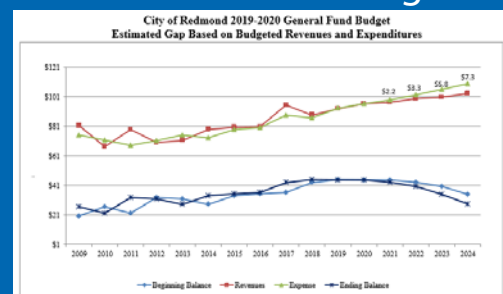
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Budget Policies



Sample topics to consider:

1. Type of budget (program, department, outcome / results, line item)
2. Duration (annual or biennial)
3. Use of one-time resources / definition of balanced budget
4. Fund balance targets
5. Amending the budget
6. Budget calendar / approach
7. Fees / user charges



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Fund Balance (Reserve) Policies



- What is the recommended level of reserves??
 - Answer: "It depends" on:
 - Economic context for the community
 - Revenue types (volatile vs. stable)
 - Risks – what could happen that would pull on reserves?
 - When would you use it – what would you use it for
- GFOA Best Practice – "It depends" but...
2 months

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Getting the Most...



Policy Elements

- Strategic focus / alignment with policy goals
- High level description of value delivered
 - Budget message
 - Budget "highlights" section
- Financial Policies
- Capital investments
- Debt program

MANAGING FOR RESULTS

Priority: Transportation
Enhance access to and use of transportation systems to reduce traffic congestion

Strategic Goals:

- By 2015, 25 percent of Chester County resident workers will use alternative means of transportation to work.
- By 2015, 60 percent of Chester County residents will have access to alternative modes of transportation within 1/2 mile of their domicile (except trails).



Priority: Growth

Manage growth and land use to preserve and optimize the quality of life in the community

Strategic Goals:

- By 2015, 30 percent of the acreage in Chester County will be preserved for open space, consistent with the goals of *Landscapes 2*.
- By 2012 Chester County will be recognized as the #1 community in the nation to raise a family (as determined by *Forbes magazine criteria*).
- By 2012, 50 percent of all development investments from all sources will be made in targeted areas for revitalization, consistent with the goals of *Landscapes 2*.



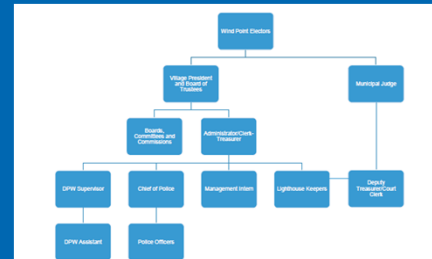
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Getting the Most...



Operations

- Translating policy guidance into action
 1. Organization chart
 2. Authorized employees (with comparison)
 3. Department descriptions
 1. Or similar organizational unit information
 2. Goals, accomplishments, action plans, performance data



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Getting the Most...



Financial Elements

- Strategic Financial Plan
 1. Sources and uses of funds (including the appropriation)
 1. Multiple years for comparison
 2. Operating unit budgets (departments, divisions)
 3. Description of revenues / basis for forecasts
 4. Long-range forecast (description and schedule)

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FY 2018/19 BUDGET SUMMARY FOR ALL FUNDS

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	ALL FUNDS
REVENUES:						
Taxes:						
Ad Valorem	\$ 3,816,814	\$ -	\$ -	\$ -	\$ -	\$ 3,816,814
Sales and Use Taxes	-	4,257,800	-	-	-	4,257,800
Utility Service	2,935,950	-	-	-	-	2,935,950
Licenses and Permits	143,100	-	-	-	793,300	936,400
Intergovernmental Revenue	2,919,860	1,275,313	-	2,512,317	-	6,707,490
Charges For Services	494,902	-	-	-	1,849,455	2,344,357
Fines and Forfeitures	50,500	1,000	-	-	-	51,500
Franchise Fees	1,394,340	-	-	-	-	1,394,340
Stormwater Assessment	-	1,995,000	-	-	-	1,995,000
Recreation Impact Fees	-	163,800	-	-	-	163,800
Miscellaneous Revenue	321,350	211,145	900	-	43,675	577,070
TOTAL REVENUES	12,076,816	7,904,058	900	2,512,317	2,686,430	25,180,521
Transfers-In (1)	95,000	296,534	402,914	5,238,926	38,368	6,071,742
Cash Balances Brought Forward	-	481,117	-	-	-	481,117
TOTAL REVENUES, BALANCES AND TRANSFERS	\$ 12,171,816	\$ 8,681,709	\$ 403,814	\$ 7,751,243	\$ 2,724,798	\$ 31,733,380
EXPENDITURE EXPENSES:						
General Government	\$ 3,805,222	\$ -	\$ -	\$ 190,000	\$ -	\$ 3,995,222
Public Safety	5,822,382	-	-	474,000	791,070	7,087,452
Physical Environment	-	2,111,587	-	1,686,137	-	3,797,724
Transportation	1,206,872	119,550	-	5,028,106	424,354	6,778,882
Economic Environment	-	-	-	-	-	-
Culture and Recreation	1,219,319	-	-	373,000	1,238,495	2,830,814
Debt Service	-	243,177	403,659	-	86,891	733,727
TOTAL EXPENDITURE/EXPENSES	12,053,795	2,474,314	403,659	7,751,243	2,540,810	25,223,821
Transfers-Out (1)	-	5,993,374	-	-	78,368	6,071,742
Increases to Cash Reserves	118,021	214,021	155	-	105,620	437,817
TOTAL EXPENDITURES/EXPENSES, TRANSFERS AND RESERVES	\$ 12,171,816	\$ 8,681,709	\$ 403,814	\$ 7,751,243	\$ 2,724,798	\$ 31,733,380

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Getting the Most...

Communication Elements

call out boxes

- Organizational transparency (it's other people's money!)
 1. Budget message (again)
 1. Also highlights
 2. Clearly organized (include a table of contents / glossary)
 3. Environmental scan (what's changed that you are reacting to?)
 4. Charts, graphs

Fiscal Year: 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019

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Reports – What to Look For



Budget comparison

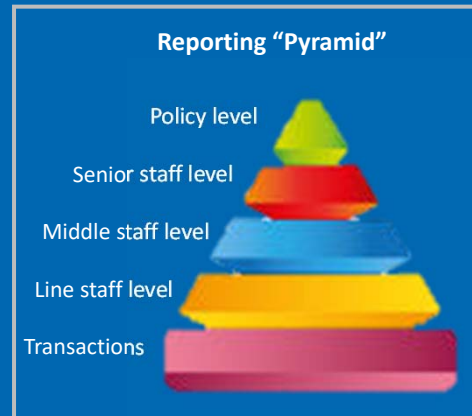
- How are year-to-date expenditures and revenue estimates compared to budget appropriations?
- Understand what the variables are

Fund balance

- Do you have any funds with cash flow issues?

Debt analysis

- Are you considering additional debt?
- Are there interfund loans?
- Do you presently reserve for future capital needs?



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State Auditor's Office



- State Auditor's Office (SAO) established by state constitution
- RCW 43.09.200 states that SAO shall prescribe the accounting and reporting to be used by governmental entities
- Center for Government Innovation "The Center"



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Resources



- **AWC** (wacities.org) – workshops/training
- **MRSC** (mrsc.org) – webpages & trainings
 - mrsc.org/financialpolicies
 - mrsc.org/budgeting
 - Call/email with questions
- **GFOA** (gfoa.org/publications)
 - Publication series for elected officials
 - Best practice series
- **WA State Auditor's Office** (sao.wa.gov)
 - The Center – performance@sao.wa.gov
 - SAO Helpdesk

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Questions?



Mike Bailey

MRSC Finance Consultant

mbailey@mrsc.org



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City of Mercer Island
Long-term Financial Forecast
2020 to 2024

Assumptions:

1. Property tax
 - a. 1% council option increase is included
 - b. Assumptions for new construction are conservative
 - c. No levy increase is built into the forecast
2. Sales tax
 - a. Adjusted for 2018 and 2019 actual experience
 - b. Increases forecast sales tax revenues (some)
3. Other taxes
 - a. No rate changes anticipated
 - b. Conservative forecast
4. Econometric
 - a. No recession assumed
5. Expenditures
 - a. Adjusted for actual experience in 2018 and 2019
 - b. No other adjustments made

Description	2018 Actual	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast
RESOURCES:						
Beginning fund balance	5,223,171	5,132,156	5,033,134	4,965,162	3,350,289	932,268
Property tax	11,512,635	11,778,746	12,009,555	12,249,746	12,494,741	12,744,636
2008 Parks M&O	688,623	698,079	707,630	721,783	736,218	750,943
Lift 1	-	-	-	-	-	-
Lift 1 Growth	-	-	-	-	-	-
Base Growth	-	-	-	-	-	-
Lift 2 (Flat)	-	-	-	-	-	-
General sales tax	4,551,412	4,612,622	4,775,501	4,622,126	4,760,790	4,903,614
Utility taxes	4,315,500	4,281,370	4,328,830	4,368,614	4,413,786	4,464,613
License, permit & zoning fees	3,232,186	3,697,847	3,686,902	3,301,734	3,408,526	3,523,487
Park, recreation & rental fees	1,628,034	1,604,300	1,619,800	1,668,394	1,718,446	1,769,999
EMS levy & charges for services	1,316,446	1,363,488	1,391,867	1,419,704	1,448,098	1,477,060
Intergovernmental revenues	681,832	1,166,215	1,185,849	1,197,707	1,209,685	1,221,781
Criminal justice sales tax	700,198	728,206	750,052	772,554	795,730	819,602
B&O tax	-	642,884	662,171	682,036	702,497	723,572
Utility overhead	468,814	453,876	466,779	487,542	509,230	531,881
Court fines	315,958	346,604	346,604	346,604	346,604	346,604
CIP overhead	266,912	275,765	284,443	297,096	310,311	324,115
General government	446,517	226,700	226,700	226,700	226,700	226,700
Interest (LEOFF I LTC reserve)	25,901	20,142	20,142	21,149	22,207	23,317
Interest (sales tax)	5,462	5,462	5,462	5,462	5,462	5,462
Interfund transfers:	1,051,691	607,920	-	-	-	-
Recessionary impact to Sales Tax and License, Permit & Zoning Fees	-	-	-	-	-	-
Total revenues	31,208,121	32,510,226	32,468,287	32,388,952	33,109,031	33,857,386
% change (excl. beg fund balance)	N/A	4.2%	-0.1%	-0.2%	2.2%	2.3%
EXPENDITURES:						
Salaries & wages	16,039,631	16,835,870	17,258,338	18,017,705	18,810,484	19,638,145
Benefits	5,853,115	6,139,917	6,364,196	6,746,048	7,150,811	7,579,859
Personnel Reductions	-	-	-	-	-	-
Contractual services	1,889,993	2,565,654	2,072,606	2,134,784	2,198,828	2,264,793
Fleet & IT charges (internal)	1,446,954	1,674,887	1,695,166	1,779,924	1,868,921	1,962,367
Intergovernmental	1,244,438	1,361,494	1,407,638	1,449,867	1,493,363	1,538,164
Supplies	791,505	819,069	843,309	868,608	894,667	921,507
Utilities	630,483	929,947	965,748	1,004,378	1,044,553	1,086,335
Insurance	629,827	803,959	839,781	881,770	925,859	972,151
Other services & charges	426,913	612,109	575,136	592,390	610,162	628,467
Interfund transfers:						
To YFS Fund	530,000	354,000	-	-	-	-
To Technology & Equipment Fund	342,000	320,000	320,000	320,000	320,000	320,000
To Water Fund	-	-	-	-	-	-
To Bond Fund (Non-Voted)	95,640	88,200	90,200	90,200	90,200	90,200
To Equipment Rental Fund	-	-	-	-	-	-
To Other Funds	1,246,736	-	-	-	-	-
Total expenditures	31,167,235	32,505,106	32,432,118	33,885,675	35,407,846	37,001,987
% change	N/A	4.3%	-0.2%	4.5%	4.5%	4.5%
RESERVED RESOURCES:						
Expenditure carryovers to next year	-	-	-	-	-	-
LEOFF I long-term care	108,901	103,142	103,142	104,149	105,207	106,317
Net DSG technology fee	23,000	1,000	1,000	14,000	14,000	14,000
Total reserved resources	131,901	104,142	104,142	118,149	119,207	120,317
Net Annual Surplus (deficit)	(91,015)	(99,022)	(67,973)	(1,614,872)	(2,418,022)	(3,264,918)
Ending Fund Balance	5,132,156	5,033,134	4,965,162	3,350,289	932,268	(2,332,650)

City of Mercer Island
2021-2022 DRAFT Biennial Budget Calendar

Capital Improvement Program (CIP) staff work on proposed changes to CIP process, guiding principles and policy review.	<i>Jan – Feb</i>
2021-2026 CIP kick-off with Council <i>CIP priority setting, policy guidance and planning</i>	Tu Mar 17 <i>Council meeting</i>
2021-2026 CIP kick-off with Departments <i>Review CIP calendar, CIP instructions and guiding policy.</i>	Wed Mar 18
2021-2022 Operating Budget Kickoff with Departments	Wed Mar 30
2021-2026 CIP Preliminary CIP Preview	Tu May 19 <i>Council Meeting</i>
Department Operating budget proposals due to City Manager	June
2021-2026 Adoption of CIP and TIP	Tu June 16 <i>Council Meeting</i>
Council Mini-Planning Session <i>2021-2022 Operating Budget Kickoff with Council</i>	June 2020 <i>Dates TBD</i>
City Manager and Finance finalize preliminary operating budget, prepare budget document and budget message.	July – August
2021-2022 Operating Budget workshop with Council <i>Council review of proposed operating budget</i>	Sept 25-26 <i>Dates TBD</i>
Public Hearing to review 2021-2022 Biennial Budget	Tu Oct 20 <i>Council Meeting</i>
Council Adopts Master Fee Schedule <i>To include 2021 Utility Rates and Norcom Rates</i>	Tu Nov 3 <i>Council Meeting</i>
Public Hearing to Adopt 2021-2022 Biennial Budget and 2021 Property Tax Ordinances	Tu Nov 17 <i>Council Meeting</i>



CITY OF MERCER ISLAND

2020 CITY COUNCIL PLANNING SESSION

Decision Card/Work Plan Prioritization Exercise Councilmember Instructions

1. Submit your top 10 decision card priorities via a ballot. You may only vote once per item.
2. A staff member will collect the ballots and place your votes (using sticky dots) on the respective decision cards.
3. The decisions cards will be reorganized based on votes received.
4. A second round of voting will be conducted if necessary, to break ties or to help further distinguish the top work plan priorities.

Discussion Questions:

- *Do you agree with the ranking? Would anyone like to make a case for an item to be reconsidered?*
- *Of the top priorities, what is a reasonable number of items we should ask staff to scope for 2020? This will include evaluating staff time and other resources needed to complete the work and the expected timeline for completion.*
- *Of the top priorities, what items should we ask staff to scope for consideration as part of the 2021-22 budget process?*

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
1	Economic Development	Staff Position for Economic Development	Identify/allocate resources to support a staff position who will help coordinate economic development activities, per the Comprehensive Plan.	City Manager		Budget Amendment
2	Economic Development	Citywide Economic Development Plan	Proactively engage the community to develop a Mercer Island strategy for economic development, inclusive of all island businesses. Develop a plan with specific short, medium, and long term action items for implementation by the City to support local businesses.	Planning Finance City Manager		Community Planning Process
3	Economic Development	Creative Arts District	Consider the formation of a Creative Arts District. This work was included in the 2018 work plan, but did not proceed. It could be re-evaluated as part of an economic development strategy or it could be done as a standalone project.	Parks & Rec Planning City Manager		Community Planning Process
4	Economic Development	B&O Tax Credit for New Businesses	Research and present options to modify the B&O tax ordinance to include a tax credit for new businesses in their first year(s) of operation. Also supports Economic Development on Mercer Island.	Finance Planning City Attorney		Ordinance/ Code Amendment
5	Economic Development	Update Town Center Parking Regulations	Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed.	Police Public Works Parks & Rec Planning City Attorney	Yes	Ordinance/ Code Amendment
6	Economic Development	Review/Update Town Center Development Code	Suggestions currently include: - Revisit the retail frontage requirements and whether or not the requirement for retail should be extended south. - Evaluate and consider restoring the pre-2015 or 1992 zoning regulations. - A light rail integration plan to address bike and pedestrian connections to the new station. Also includes design aesthetics to ensure new infrastructure complements and connects to existing infrastructure.	Planning City Attorney City Manager		Ordinance/ Code Amendment

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
7	Fiscal Stewardship	Update/Revise REET Policies	Review and update policies regarding use of REET funds. REET 1 and REET 2 allow for the use of funds for maintenance projects with limitations. New legislation in 2019 expanded the use of REET 2 for affordable housing and projects related to homelessness. The City is currently using all REET funds for capital projects. Policy suggestions include: - Improving policy definitions - Discuss use of REET to fund maintenance activities - Discuss use of REET to fund ARCH projects	Finance Planning Public Works Parks & Rec Admin Services City Manager		Budget Policy
8	Fiscal Stewardship	Use of Public Resources to Support Private Foundations/Other Third-Party Support	The City receives financial and in-kind support from third party foundations and other donors. There are currently no policies regarding the use of City resources (including personnel time) to support these efforts. This primarily applies to the Parks and Recreation Department and Youth and Family Services Department.	Admin Services Finance YFS Parks & Rec City Attorney City Manager		Budget Policy
9	Fiscal Stewardship	Equipment Surplus Policy	Review and update the equipment surplus policy, including review of the valuation threshold for City Council approval. Suggestion is to require City Council approval prior to surplusing equipment valued at \$500 or more.	Public Works Finance Parks & Rec City Attorney		Budget Policy
10	Fiscal Stewardship	Policy to Incentivize Department Savings	Research and evaluate a policy to incentivize department savings where credits could be applied to future biennial budgets. For example, allow savings in 2020 to credit to next Biennium. Add GL code and process whereby savings are "booked" by Directors for each department to City Financial Systems. Provide this report in Council packets along with Payables. Determine minimum reporting standards.	Finance City Manager		Budget Policy
11	Fiscal Stewardship	Expense Savings Policy for Budget Development	Establish a spending reduction threshold (ex: 5%) to guide the development of the 2021-22 biennial budget.	Finance City Manager		Budget Policy

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
12	Fiscal Stewardship	Funding Policy for Permanent FTEs	Research and evaluate a financial policy related to funding requirements for new FTEs. Suggestion included establishing a budget policy that requires an ongoing/sustainable (6-year) funding source for any new FTE/headcount added outside of a balanced budget (i.e. cannot use one-time-money or surplus to add permanent positions). Contract positions with stated terms would be allowed.	Finance City Manager		Budget Policy
13	Fiscal Stewardship	Capital Funding and Reinvestment Policy	Utilize asset management data (through the CityWorks system) to establish/update policies for capital reinvestment and replacements. Utilize the data to confirm the prioritization and replacement schedule for infrastructure.	Public Works Parks & Rec Admin Services Finance City Manager		Budget Policy
14	Fiscal Stewardship	Utilize Commodity Adjustment Mechanism in Recology Contract to fund Sustainability Position	Re-evaluate the commodity adjustment mechanism in the solid waste contract to determine if savings could be used to fund Sustainability programs. Currently, commodity adjustments (costs or savings) are part of the customer accounts and not passed along to the City. Analysis would be required on current commodity adjustment before this funding option is evaluated further. If implemented, this would likely require a contract amendment.	Public Works Finance City Attorney		Contract Amendment & Budget Policy
15	Fiscal Stewardship	Levy/Long-Term Funding Strategy for School-Based Mental Health Counselors	Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy.	YFS Finance City Attorney City Manager		Fiscal Strategy
16	Fiscal Stewardship	Organizational Assessment for IGS Division	Similar to organizational assessment work going on in other departments, evaluate the operating structure of IGS including staff roles. Review and update level of service standards.	Admin Services Finance City Manager		Fiscal Strategy

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
17	Fiscal Stewardship	Implement System to Track Employee Works Hours	Implement a system to track employee hours against specific projects and work items. Employee hours for capital projects and Public Works maintenance functions are currently tracked. Parks maintenance hours will be tracked once CityWorks goes live in February 2020 (soft launch). Facility maintenance hours will be tracked when CityWorks is implemented in 2021/2022.	Admin Services Finance City Manager		New Program or Service
18	Fiscal Stewardship	Consolidate City-wide Online Payment Options	Consolidate online payment options. The City has 15+ merchant accounts, various online portals for payments, and no online options that allow for "one-stop shopping." There are software providers (payments, invoice cloud) that could consolidate these portals. There is a potential for savings on merchant fees, staff time savings in reconciliation of payments and deposits, and streamlines revenue posting from business systems to primary financial system.	Finance Admin Services	Yes	Technology Project
19	Fiscal Stewardship	Electronic Payment Processing for Vendors	Implement scanning of vendor invoices/electronic invoices, linking them to electronic versions of purchase orders. Ability to view from budget to actual, or other internal reports on demand. Establish a system to accept electronic vendor payments.	Finance Admin Services	Yes	Technology Project
20	Fiscal Stewardship	Integrate City Business Systems with Finance System	Create integrations between business systems and primary financial system. Seek to eliminate manual process used to post revenue from sub-systems to primary financial system.	Finance Admin Services	Yes	Technology Project
21	Fiscal Stewardship	Evaluate the City's Finance Software System to inform the "Update or Replace" Decision	The City is using ONESolution for finance operations and reporting. The system is scheduled to be upgraded in 2021. It may be wise to evaluate other software systems before the upgrade is performed. Additional one-time resources would be needed to support this research effort. ONESolution has not been updated since 2010 and current functionality is limited in some areas (e.g. customized reporting).	Finance Admin Services City Manager		Technology Project

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
22	Governance	Term-Limits for City Council Positions	Research and evaluate an ordinance amendment to implement term-limits for City Council positions. Suggestion is to explore an ordinance change establishing a two-term limit.	City Attorney City Manager		Ordinance/ Code Amendment
23	Growth Management	Growth Management Planning	Recently the City has engaged in a limited basis on the topic of growth management. A more proactive approach would involve engaging with the community to thoughtfully plan for future growth, which will more effectively prepare the City to respond to regional and State mandates.	Planning City Attorney City Manager		Community Planning Process
24	Housing	Housing Action Plan	Consider development of a Housing Action Plan and/or review the City's current regulations related to providing options for different kinds of housing. The Growth Management Act requires the City to provide housing for all economic segments of the population. During the review of the Residential Development Standards, a significant number of comments were received related to ensuring that housing provides opportunity to age in place.	Planning City Attorney		Community Planning Process
25	Housing	Regulations for Short-Term Rentals (ex: Air BnB)	Review permitting requirements for short-term rentals (Air BnB and others). Update permit fees for short-term rentals based on revised permitting requirements. Currently, short term rentals are regulated as a "bed and breakfast" and require a CUP. It is not clear if the current standards align with Council goals and/or community expectations.	Planning City Attorney		Ordinance/ Code Amendment
26	Housing	Flexible Single Family Development Code	Code amendment to implement 2018 Comprehensive Plan Amendments related to flexible single family development (e.g. flexible process for homes designed to allow aging in place).	Planning City Attorney		Ordinance/ Code Amendment
27	Housing	Green Building Code Amendment	Code Amendment to implement 2018 Comprehensive Plan Amendments related to creating an incentive for homeowners to build green homes.	Planning City Attorney		Ordinance/ Code Amendment

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
28	Human Resources	Compensation Policy & Philosophy	Develop a City-wide compensation policy and philosophy.	Admin Services Finance City Manager		Budget Policy
29	Human Resources	Citywide Classification and Compensation Study	The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff.	Admin Services City Manager	Yes	Budget Policy
30	Human Resources	Organizational Assessment for Human Resources	Similar to organizational assessment work going on in other departments, evaluate the operating structure of Human Resources including staff roles. Review and update level of service standards. This work is underway, but is included here because an additional appropriation may be required.	Admin Services Finance City Manager		Fiscal Strategy
31	IGS	ArcGIS Enterprise Migration	Deploy ArcGIS Enterprise suite to enable collaboration and flexibility of City's GIS data. Pairs with serving maps to organize and share GIS information anytime, anywhere.	Admin Services	Yes	Technology Project
32	IGS	Deploy ArcGIS Hub	The City maintains several authoritative data sets that provide a foundation for policies and initiatives in addition to supporting the operational decision making within the organization. ESRI, the vendor who supplies the City with geospatial/GIS software, has a new public engagement portal that would allow the City to make available its GIS data, apps, and analysis tools in an external format.	Admin Services		Technology Project
33	IGS	Pilot Project: Drone Use for City Services	Unmanned aerial vehicles, commonly referred to as "drones", provide new ways to perform tasks such as evaluating a landslide, reviewing construction sites, and reviewing traffic accidents. City staff would like to begin a pilot project to evaluate this technology and its use in emergency management, public safety and other.	Admin Services Public Works Police Fire		Technology Project

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
34	Municipal Court	Evaluate Service Delivery Options for Municipal Court	The City of Mercer Island currently operates its own municipal court. There are alternative service delivery options including contracting with King County District Court or contracting with another City to provide municipal court services.	Admin Services Police Finance City Attorney City Manager		Fiscal Strategy
35	Parks & Open Space	Permanent Protection for City Parks and Open Space	Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21.	Parks & Rec City Attorney City Manager		Ballot Measure or Ordinance/ Code Amendment
36	Planning	Neighbor Approval for Conditional Use Permit Variances (CUP)	Research and evaluate the development of a policy to require neighbor approval for CUP variances. Suggestion was to set a limit (e.g. within 500 ft of property) and require a majority of neighboring properties to approve CUP variances, with applicability to all adjacent zoning types.	Planning City Attorney		Ordinance/ Code Amendment
37	Public Defense	Establish Eligibility Requirements for use of Public Defense Services	Review procedures related to eligibility requirements for the provision of public defense services. This work will need to be done in cooperation with the Municipal Court Judge. Public defender services are currently provided through in-person screening done by the judge. As an alternative, income thresholds and an application process could be established.	Admin Services		Operating Policy or Procedure

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
38	Records Management	Scan and Catalogue Past Permit Records	Provide resources to review and catalogue past permit records in an electronic format that allows for searchability and tracking of permit "conditions." Most of the City's permit records are in paper format or have been scanned, but not effectively catalogued. If permits were issued with "conditions" there is no effective system for tracking and monitoring those conditions. This project could also make all historic permit records accessible to the public. This will reduce public records requests.	Planning Admin Services City Attorney City Manager	Yes	Technology Project
39	Records Management	Interactive Map for All Active Permit Applications	Implement an online tool (GIS based) and in a user friendly format to allow public access to all permit applications and records. This will reduce public records request and improve transparency.	Admin Services Planning	Yes	Technology Project
40	Residential	Fence Heights in Residential Zones	Review the fence height regulations in residential zones. Consideration for taller fences to prevent deer from accessing properties and gardens. This could be included as part of the Residential Development Standards review.	Planning City Attorney		Ordinance/ Code Amendment
41	Safety	Establish Regulations for use of Drones in City Limits	Establish regulations for use of drones in City limits. Purpose of the new regulation would be to address public safety, prohibit interference with the work of first responders, and address privacy concerns.	Police City Attorney		Ordinance/ Code Amendment
42	Safety	Review/Update Regulations regarding Camping, Temporary Structures, and Overnight Parking on Public Property	Study possible updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (<i>see Martin v. Boise</i>).	Planning Police Parks & Rec Public Works City Attorney		Ordinance/ Code Amendment
43	Sustainability/ Environment	Implement LOS Standards/Other Measures to Evaluate Sustainability Program Performance	Review the sustainability work plan items for 2020-21 and ensure LOS standards are developed to measure success. Utilize data and performance measures to inform budget policies and priorities.	City Manager		Budget Policy

2020 City Council Planning Session

List of Suggested Work Plan Items
for Decision Card Prioritization Exercise

#	Category	Title	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action
44	Sustainability/ Environment	Develop a Climate Action Plan	The recently amended Comp Plan now includes a goal to "Develop and implement a Climate Action Plan."	Planning City Manager		Community Planning Process
45	Sustainability/ Environment	Update Integrated Pest Management Policies	Review and update Integrated Pest Management policies, including use of herbicides in public areas. Integrated Pest Management (IPM) policies provide strategies for the long-term prevention of pests, noxious weeds, and invasive species.	Public Works Parks & Rec		Operating Policy or Procedure
46	Sustainability/ Environment	Plastic Straw Ban	Consider a policy to ban single-use plastic straws. This follows on the previous plastic bag ban and supports sustainability efforts to reduce waste.	City Manager City Attorney		Ordinance/ Code Amendment
47	Sustainability/ Environment	Requirement for Composting at Restaurants	Develop a policy to mandate composting at restaurants.	City Manager City Attorney		Ordinance/ Code Amendment
48	Transportation	City-Wide Shuttle Service	Review the potential of implementing a shuttle service on Mercer Island to serve businesses, schools, the Park & Ride, and other areas on Mercer Island.	Public Works City Manager		New Program or Service
49	Transportation	Commuter Parking Code Amendment	Code amendment to allow for commuter parking for private transit.	Planning Public Works City Attorney		Ordinance/ Code Amendment
50	Utilities	Update/Renew PSE Franchise Agreement	The PSE Franchise Agreement expired in 2013 and needs to be updated.	Public Works Planning City Attorney		Contract Renewal
51	Utilities	Update/Renew Comcast Franchise Agreement	The Comcast Franchise Agreement expired in 2010 and needs to be updated.	Public Works Planning City Attorney		Contract Renewal
52	Utilities	Formation of a Public Utility District (PUD)	Investigate the feasibility and advantages/disadvantages of forming a Public Utility District (PUD) for electricity for Mercer Island.	Public Works City Manager		New Program or Service



CITY OF MERCER ISLAND

2019-2020 CITY COUNCIL PRIORITIES & WORK PLAN LEADERSHIP TEAM ASSIGNMENTS

Priority 1. Implement a Fiscal Sustainability Plan that Aligns with the Community's Priorities	
Action Items	Status Update
<p>1. Review and approve the Fiscal Sustainability Plan and identify recommendations for implementation.</p>	<p>1/2020: This item remains on the 2020 work plans:</p> <ul style="list-style-type: none"> • Finance consultant Mike Bailey retained in Winter 2019 to assist with the Long-Term Finance Strategy and to provide support to the Finance Department during the staff transition. • Finance consultant Matt Mornick retained and also working on Finance Projects, which include overhauling the capital project program (Q1/Q2 2020) and renegotiating the maintenance agreements with MISD (Q2 to Q4 2020). • Chief Holmes working with MISD on new Interlocal for SRO. Anticipated for Council and School Board review at end of Q2 2020. • Fire staffing analysis and LOS review is in progress. Report is anticipated Q2/Q3 2020. • PROS plan underway, LOS for park maintenance and irrigation will be reviewed as part of this process. <p>7/2019: Public engagement plan put on hold at the direction of the Interim City Manager. 6/21/2019: Council reviewed the proposed budget strategies at the Mid-Year Planning Session and identified the following to move forward for further study:</p> <ul style="list-style-type: none"> • Renegotiate maintenance agreements with MISD for ball fields and pool maintenance. • Reduce parks landscape maintenance and irrigation. • Develop shared services model for fire services. • Renegotiate salary split for School Resource Officer (SRO) with MISD. <p>4/16/19: Council reviewed Management Partner's Long-Term Forecast, budget strategies, recommendations, and the public engagement plan. Recommended budget strategies for further consideration at the City Council Mid-Year Planning Session.</p>
<p>2. Conduct organizational efficiency assessments as determined through the Fiscal Sustainability Plan.</p>	<p>1/2020: These items remain on the 2020 work plan:</p> <ul style="list-style-type: none"> • CPD has retained a consultant; preliminary results expected in Q1 2020. • Fire issued a RFP and selected a consultant; preliminary results expected in Q2/Q3 2020. • Consultant hired in Q3 2019 to support Finance Department.

	<ul style="list-style-type: none"> Human Resources likely requires a comprehensive assessment, City Manager is evaluating resource needs and potential scope of work.
3. Shrink the deficit spending that was proposed in the 2019-2020 Adopted Budget by implementing \$1.2 million in additional service level reductions and new/enhanced revenues. ✓	Council formally approved a budget amending ordinance on 5/21/19 encompassing \$1.34M in deficit spending reductions in the General Fund and the elimination of the \$309,000 General Fund contribution to the YFS Fund in 2020.
4. Continue to evaluate and implement operational efficiencies at the Thrift Shop to enhance revenues and net income. ✓	1/2020: Thrift Store early trends indicate the staffing increases are netting additional revenue. Staff will continue to analyze data and provide an update to the City Council in Q3 2020. 4/30/19: Council authorized the last step (two additional FTEs and two .8 FTEs increased to 1.0 FTEs) in the Thrift Shop staffing transition plan.
5. Review and update the water and sewer rate models.	Council adopted the proposed utility rates in November 2019 as part of the mid-biennial budget review. This water and sewer rate model work has been postponed to 2020 due to Finance Department staffing changes.
6. Review transportation impact fees.	2020 work plan item
7. Conduct the biennial community satisfaction survey	2020 work plan item
8. Explore City and community resources for restoration of MIYFS Mental Health School-Based Counselors for 2019-2020 biennium. ✓	Positions were restored as part of the Council’s review of the YFS Fund on April 30, 2019 with 2018 Year End Expenditure Savings and Revenue Surplus in the YFS Fund.
9. Support community organizations and businesses to transition reduced/eliminated community events, services, and programs.	Staff actively partnered with community organizations and residents throughout the year to offer and support various community events. Partnered events included: Fitness Crawl (Chamber), All-Island Track Meet (B&G Club), Art Uncorked (Chamber), Firehouse Munch/Lighting at Mercedale (Fire Union/MI Together), Doo-wop and Daisies (Sr. Foundation), hosting Sister City Delegation (MI Sister City), 4 th of July Picnic (MI Together), among other community events. In addition to those events listed, partnerships have been formed with the MI Community Fund, Historical Society, and residents to establish a new summer event “MercerFest” to take place July 11, 2020.


Priority 2. Prepare for Light Rail and Improve On-and-Off Island Mobility	
Action Items	Status Update
1. Adopt Guiding Principles for Sound Transit Settlement Agreement projects. ✓	Council adopted the ST Funds Goals and Criteria for selecting projects and programs as part of the City's Six-Year TIP (AB 5576) in June 2019.
2. Continue to advance two proposed Commuter Parking & Mixed-Use Projects (Parcel 12/Tully's and Parcel 7/Freshy's).	The acquisition of the Tully's Property was completed in December 2019. Planning work continues with MainStreet and MICA. Work is continuing on environmental site clean-up and WSDOT coordination. The Freshy's project is not moving forward.
3. Convene a design charrette of agencies and stakeholders to provide input regarding traffic flow in the streets surrounding the light rail station, and to address connectivity and safety concerns involving bicycles, pedestrians, vehicular traffic, and transit on streets surrounding the light rail station.	1/2020: Once the interchange design is approved by the City Council, the City and Sound Transit will engage the community on 80 th frontage and connectivity with Town Center. The 77 th /NMW roundabout design and the bus/rail integration design will also address connectivity and safety on streets, paths and sidewalks surrounding the light rail station. Note: Staff applied for, but did not receive, a ST3 System Access Fund Grant for design and public engagement re: plaza and connectivity between the City's Proposed Commuter Parking project and the 80 th Ave SE link station frontage.
4. Complete the Aubrey Davis Park Master Plan in coordination with the development of pedestrian, bicycle, and transit improvements at the light rail station. ✓	The Aubrey Davis Master Plan was adopted by the City Council on December 3, 2019. Staff will be working with the Parks and Recreation Commission to prepare a recommendation to the City Council in Q1 2020 for use of the \$500k that was awarded as a Direct Appropriation Grant from the Washington State Department of Commerce for trail safety and accessibility improvements. The Aubrey Davis Master Plan defers planning in the Town Center to Light Rail integration efforts with the condition that the result provide equal or greater environmental, cultural and recreational functions as compared to what currently exists.
5. Work closely with Sound Transit and King County Metro on the implementation of the Mercer Island Transit Interchange.	1/2020: This remains a high priority work item, negotiations and communications are ongoing. 10/16/2019: The City sent a response to Sound Transit regarding King County Metro's bus-rail interchange requirements; reasonably withholding its approval of the County's demands set forth in the County's May 10, 2019 letter. 9/2019: Council requested a subcommittee ("Working Group") be formed to reassess the bus intercept configuration (7/16). The Working Group provided an update at the 8/20/19 Council Meeting. 6/2019: Council Study Sessions were held 3/19/19 and 4/30/19 and small group meetings held with ST/Metro staff and Councilmembers on 5/21 and 5/23. Metro letter of concurrence with improved and optimal configurations received 5/24.

6. Continue to identify and examine pilot projects for first/last mile solutions including regional smart mobility initiatives.	1/2020: Staff explored several potential options with bikeshare vendors, private shuttle vendors and preferred partner Metro on evolving app-based P&R shuttle pilots and autonomous vehicle pilot project.
7. Explore options related to private commuter shuttles.	1/2020: Staff was exploring options for commuter shuttles with Chariot, which has subsequently closed this business line. Staff is shifting the focus to working with King County Metro for shared solutions.
8. Explore transit solution partnerships with King County Metro.	1/2020: Staff are working with Metro to ensure continuity of the #630 Community Shuttle as it moves from pilot status to regular service. Staff discussed potential for transit solution partnerships throughout the year with King County Metro.
9. Implement traffic mitigation projects to address impacts of the East Link light rail project.	<p>01/2020: Two projects are underway including the I-90 trail crossing at West Mercer Way (plans at 60%) and design for speed feedback signage near West Mercer Elementary. Design feedback being incorporated into final design and expected to be completed in 2020.</p> <p>9/2019: 2020 – 2025 TIP was adopted 6/2019 which included 3 projects identified to mitigate traffic/safety concerns as a result of I-90 center roadway closure and opening of East Link Light rail station.</p> <p>6/2019: Consultant under contract to assist with design of two projects approved in 2019/20 CIP – Speed Feedback Signage near West Mercer Elementary & Mtns. To Sound Trail Crossing at West Mercer Way.</p>
10. Work with WSDOT to implement improvements to I-90 access ramps.	Coordination with WSDOT ongoing. WB on-ramp at WMW re-striping completed Q4 2019 to improve traffic flows onto I-90. EB on-ramp re-striping scheduled Q2 2020 to remove HOV lane and create 2 nd metered general-purpose lane at EMW to address traffic backups onto City streets.
11. Work with the State Delegation and Congressional Representatives to identify and implement state and federal remedies to improve access to I-90. ✓	2019 Legislative Priorities set improving I-90 access as first priority. City supports solutions to a) improve I-90 access ramps and b) relieve congestion on I-90 and I-405.

Priority 3. Support the Leadership Team's Work Plan

High Visibility Project Chart is below

1. \$1.2M Reductions/Revenues Implementation* ✓	Council formally approved a budget amending ordinance on 5/21/19, encompassing \$1.34M in deficit spending reductions in the General Fund and the elimination of the \$309,000 General Fund contribution to the YFS Fund in 2020.
2. Commuter Parking & Mixed-Use Project (Tully's)*	Tully's acquisition was completed in December 2019. Discussions continue with MainStreet and MICA regarding development of property. BP/ARCO Reimbursement Agreement approved. Work is continuing on WSDOT coordination.
3. Commuter Parking & Mixed-Use Project (Freshy's)*	The Freshy's project is not moving forward.
4. Critical Areas Code Amendments	1/2020: Council adopted critical areas code amendments in June 2019. Staff is working with Department of Ecology to approve the adopted Shoreline Master Program. Additional Council action is anticipated in Q1 2020 to incorporate Ecology direction.
5. Proposed Community Facilities Zoning	Planning Commission has developed "problem statement" and is developing a recommendation on an alternative approach for Council review in Q1 2020.
6. Sign Code Amendments	2020 work plan item
7. Small Cells Facilities Design Standards & WCF Code Amendments	2020 work plan item
8. Town Center - King Property Development	Applicant submitted application for Design Review 12/2019. Design Commission review anticipated in Q2 2020.
9. Town Center Private Developments (Various Projects)	East Seattle Office building is under construction. Other project meetings have occurred, timing of permit applications varies.
10. Urban Growth Capacity/GMA Targets/KC Planning Policies Update	A Joint PC / CC Study Session was held in August 2019; a second Joint PC / CC study session is scheduled for Q1 2020. Staff continues to work on Urban Growth Capacity report and participate in regional discussions.
11. Various Private Development (e.g., East Seattle School)	A draft EIS for the East Seattle School subdivision is expected early Q1 2020. Community "informational" meeting was held in June 2019. Pratt subdivision (6-lot) start of site development anticipated Q1/Q2 of 2020.
12. P&R Commission Appointments ✓	Nearly 20 applications were received for the new P&R Commission. Appointments were made at the 6/4 Council Meeting. The first meeting was held in June.
13. Parks, Recreation and Open Space (PROS) Plan	1/2020: Conservation Technix was selected in late-September as the consultant for the PROS Plan. 2019 concluded with initial work on a Park Infrastructure Assessment and drafting of a statistically valid community survey with significant input from the Parks and Recreation Commission. The community engagement process will kick-off in early Q1 2020, led by the community survey. A timeline of the robust community engagement process including specific dates will be confirmed in Q1 2020. The

	updated to the PROS Plan is required to maintain state grant eligibility. City Council is expected to review a draft plan in Q4 2020/Q1 with plans to adopt no later than the end of Q3 2021.
14. King County Sewer Project	King County will begin submitting for permit review in 2020. Staff coordination remains ongoing.
15. Recology Contract Rollout 	Contract rollout completed. Shifting to normal collection schedule and receiving monthly reports from Recology. Recology will provide the Utility Board 1 st year review in November 2020.
16. (A) SCADA Project (B) Water Meters Project	SCADA project design underway. Due to complexities with design and limited resources, design progress has been delayed. Construction of SCADA will be delayed. Two vendors completed small pilot projects as part of the Water Meter RFP process (November 2019). Contract negotiations with preferred vendor expected in Q1/Q2 2020, returning to the Utility Board and Council for approval.
17. ADA Transition Plan	ADA Transition Plan delayed to 2020 due to staff changes. Moved to Q4 2020 for project kick-off.

2020-2022 HIGH VISIBILITY PROJECTS

		LEADERSHIP TEAM'S WORK PLAN		2020				2021				2022			
LT Lead		High Visibility Projects		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
JK	1	ST Transit Interchange*		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
JB KT	2	Commuter Parking & Mixed-Use Project (Tully's)*		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
JB AS	3	Organizational Assessments*		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
AS	4	Website Improvement Project		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
AS	5	Master Fee Schedule		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
JB RF	6	Biennial Community Survey		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
JB LT	7	Fiscal Sustainability Plan*		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
LT	8	Biennial Budget		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
LT	9	Six-Year Capital Improvement Program		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
LT	10	Utility Rate Fee Studies		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	11	Critical Areas/Shoreline Code Amendments		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	12	Community Facilities Code Amendments		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	13	Sign Code Amendments		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	14	Small Cells Facilities Design Standards & WCF Code Amendments		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	15	Town Center - King Property Development		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	16	Town Center Private Developments (Various Projects)		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	17	Urban Growth Capacity/GMA Targets/KC Planning Policies Update		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	18	Various Private Development (e.g., East Seattle School)		Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue

Youth and Family Services 2020 - 2021 Work Plan



About the Youth and Family Services Department:

- The YFS department provides human services to the community of Mercer Island
- Services include community-based mental health services, geriatric case management, school-based mental health counseling, family and emergency assistance, youth court diversion services, service learning projects and community wide youth substance abuse prevention and mental health enhancement

Work Item 1: Projects				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
			2020	2021
Execute Start-up of Federal Prevention Grants <i>Complete 5-year strategic plan for grant funding for underage alcohol and drug use prevention and mental health promotion. Re-launch Healthy Youth Initiative coalitions and engage new and returning community partners.</i>	Derek Franklin, Tambi Cork	High Priority; required grant deliverable for federal funding.	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
Health Insurance Portability and Accountability Act (HIPAA) <i>Transition YFS Clinical services to ensure compliance with HIPAA standards. Implement Person Centered Tech to provide consulting services for process in 2020.</i>	Derek Franklin, Tambi Cork	High priority; HIPAA compliance required by law.	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
Develop Human Services Funding Priorities <i>Bring to City Council, for approval, a policy that outlines the use of professional standards and Community Needs Assessments to establish YFS program configuration and service priorities.</i>	Cindy Goodwin		Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
Screening, Brief Intervention and Referral to Treatment (SBIRT) <i>Train all school-based clinicians in Screening, Brief Intervention and Referral to Treatment (SBIRT). Collaboration with the MI School</i>	Derek Franklin	Medium priority; funded best practice but not legally required.	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
Develop Sales Reporting for Thrift Shop <i>Develop data management reports with Microsoft Bi. The program will allow Thrift Shop staff to develop dashboard reports of sales and business processes.</i>	Suzanne Philen	High priority: will allow for accurate reporting and projects.	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
Develop Annual YFS Department Communication Plan <i>Integrate communication plan to include Department services, Development activities and Thrift Shop sales cycles that reflect emergent activities and services.</i>	Sari Weiss, Tambi Cork	Annual Communication plan calendar runs 7/1 - 6/30	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4

Work Item 1: Projects (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Garner Company Volunteer Match Programs <i>Develop external relationships with local clubs, schools and organizations to increase volunteer participation with MITS.</i>	Suzanne Philen	Medium priority; not currently relied upon for revenue generation.	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Fixturing and Cash Wrap Project <i>Rebuild Thrift Shop customer check-out counter and targeted first floor fixtures to improve the customer experience, address bottlenecks, and improve safety.</i>	Suzanne Philen		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 2: Administration			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Trauma Informed Approaches (TIA) <i>Continue internal training and operational evaluation to integrate trauma-informed approaches into YFS clinical practices. This work began as part of a 2019 WA State Health Care Authority grant.</i>	Derek Franklin	Medium priority; funded best practice but not legally required.	2020 2021 ➔ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Streamline Thrift Shop Volunteer On-Boarding Process <i>Collaborate with HR to utilize NEOGOV to implement an online application and onboarding process for volunteers.</i>	Suzanne Philen		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Project Future Staffing Needs to Build Thrift Shop Business <i>Monitor, evaluate, and document the complementary functions of donation processing, goods production, and customer service and cashiering to accurately predict staffing costs and future staffing needs.</i>	Suzanne Philen		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
2021-2020 Biennial Budget <i>Work with Finance to develop 2021-2022 budget.</i>	Cindy Goodwin	High priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Communication Strategies and Marketing Plan <i>In coordination with the City's Communication Manager, Ross Freeman and professional volunteer team to formalize marketing and social media campaigns through YFS and Thrift Shop online channels.</i>	Suzanne Philen		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 3: Thrift Shop Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Thrift Shop Volunteer Policy Manual <i>Coordinate with HR to update and convert Volunteer Handbook to a Policy Manual.</i>	Logan Ens, Suzanne Philen	Manuals - completed consecutively Q1-Q4	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Employee Policy Manual <i>Coordinate with HR to update and convert Thrift Shop supplementary Employee Manual to a Policy Manual.</i>	Logan Ens, Suzanne Philen		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 3: Thrift Shop Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Thrift Shop Apparel Production Operations Manual <i>Establish standard operations for lean management of processes.</i>	Logan Ens, Suzanne Philen		2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Donations Center Operations Manual <i>Establish standard operations for lean management of processes.</i>	Logan Ens, Suzanne Philen		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Customer Service Operations Manual <i>Establish standard operations for lean management of processes.</i>	Logan Ens, Suzanne Philen		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 4: MIYFS Foundation Infrastructure			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Implement First Stage Staffing Growth <i>Plan and operationalize the upgraded infrastructure for the MIYFS Foundation. Specifically onboarding and training Development Coordinator position to full functionality.</i>	Sari Weiss, MIYFS Foundation Board	high, ongoing	2020 2021 ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Map Second Stage Staffing Growth <i>Make staff investment in MIYFS Foundation for incremental growth as fundraising goals increase.</i>	Sari Weiss, MIYFS Foundation Board	high, ongoing	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 5: MIYFS Foundation Annual Campaign			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Develop Case for Giving in Support of the YFS Department <i>Prepare a narrative for support of YFS from donor's perspective using inquiry based rationale.</i>	Sari Weiss, MIYFS Foundation Board	ongoing	2020 2021 ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
Create Individual Giving Plan <i>Focus on renewal of current donors, acquisition of new donors, and upgrading invested donors.</i>	Sari Weiss, MIYFS Foundation Board	ongoing	⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
Build Communications Calendar <i>Segment communications cycle to showcase impact and outcomes of YFS programs.</i>	Sari Weiss, MIYFS Foundation Board	ongoing	⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒

Work Item 6: MIYFS Foundation Major Gifts			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Steward Current Donor Base <i>Build upon current relationships to deepen donor investment in YFS community work.</i>	Sari Weiss, MIYFS Foundation Board	ongoing	2020 2021 ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
Prospect for New Donors <i>Identify Islanders to engage and invest in work of MIYFS.</i>	Sari Weiss, MIYFS Foundation Board	ongoing	⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒

Public Works Department 2020 - 2021 Work Plan



About the Public Works Department:

- The Public Works Department consists of Capital Projects Engineering, Right-of-Way, Water Utility, Sanitary Sewer Utility, Solid Waste, Fleet Services and Administration.
- Each utility has an adopted Comprehensive Plan that serves as a "road map" for the utility. The Comprehensive Plans cover operations and maintenance, capital reinvestment, financial planning and utility policies (Water System Plan adopted in 2016, General Sewer Plan adopted in 2019, Stormwater Plan adopted in 2006).
- Public Works maintains over 110 miles of sewer mains, over 5,129 stormwater catch basins, 113 miles of water mains, and over 84 miles of public roadways.

Work Item 1: Council Priority 2 - Prepare for Light Rail and Improve On and Off Island Mobility																							
Description	Dept. Lead / Liaison	Staff Comments	Timeline																				
Prepare for Sound Transit Light Rail Station and Bus Intercept <i>Working with the City Manager's Office, CPD, MIPD, MIFD, ST, Metro, and other staff to ensure safe design and implementation of ST Light Rail Station and bus intercept.</i>	Jason Kintner, Kirsten Taylor, Ross Freeman, Anne Tonella-Howe	High	<table border="0"> <tr> <td></td> <td colspan="4">2020</td> <td colspan="4">2021</td> <td></td> </tr> <tr> <td>⇒</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>⇒</td> </tr> </table>		2020				2021					⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
	2020				2021																		
⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒														
Implement Sound Transit Settlement Safety & Mobility Projects <i>Propose safety and mobility projects for Council review and approval utilizing adopted Guiding Principles.</i>	Anne Tonella-Howe, Jason Kintner, Kirsten Taylor	High	<table border="0"> <tr> <td>⇒</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>⇒</td> </tr> </table>	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒										
⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒														
Transportation Planning <i>Prepare annual TIP. Work with Metro to maintain #630 Community Shuttle services for Mercer Island.</i>	Kirsten Taylor, Jason Kintner, Anne Tonella-Howe	High	<table border="0"> <tr> <td>⇒</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>⇒</td> </tr> </table>	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒										
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Work Item 2: Projects																							
Description	Dept. Lead / Liaison	Staff Comments	Timeline																				
Prepare Response to Initiative 976 <i>Following State Supreme Court ruling, mitigate impacts to Street Fund.</i>	Jason Kintner, Anne Tonella-Howe, Patrick Yamashita	Legally required	<table border="0"> <tr> <td></td> <td colspan="4">2020</td> <td colspan="4">2021</td> <td></td> </tr> <tr> <td></td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td></td> </tr> </table>		2020				2021						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	2020				2021																		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4															
Water Meter Replacement Project <i>More than 60% of existing water meters are greater than 15 years old and are at the end of useful life. Replacement of meters (over 7k meters) with new meter and technology. RFP completed in 2019. Implementation timing to be finetuned with contract negotiations and Utility Board/Council preference.</i>	Brian McDaniel, Jason Kintner, Alfredo Moreno, Ross Freeman	High	<table border="0"> <tr> <td>⇒</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>⇒</td> </tr> </table>	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒										
⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒														

Work Item 2: Projects (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Honeywell Soil Remediation <i>Complete soil remediation from Underground Storage Tank (UST) fuel leak at City Maintenance Shop and adjacent property (9555/Honeywell site). Remediation underway, further efforts needed to achieve No Further Action from DOE.</i>	Jason Kintner	Legally required	2020 2021 ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
ADA Transition Plan <i>Complete ADA transition plan to meet federal requirements.</i>	Jason Kintner, Anne Tonella-Howe, Paul West, Matt Mornick	Legally required	⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
SCADA Replacement <i>Supervisory Control and Data Acquisition (SCADA) project (monitoring and alarm system) for the water and sewer utilities. The project is currently in design and expected to extend into 2021 due to project complexities. The Department is working to establish baseline norms for system operation and sequencing for construction/replacement.</i>	BrianMcDaniel, Water & Sewer Utility Teams, Jason Kintner	High	⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
King County Sewer Interceptor Project <i>King County is finalizing design of sewer replacement. Construction will impact City infrastructure and City right of way (ROW). Coordinate design and mitigate impacts of construction.</i>	Anne Tonella-Howe, Brian, Jason Kintner, Ross, Paul, Alaine Sommargren	High	⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
FS 91 Remediation <i>Complete site characterization and complete remediation to attain "No Further Action" letter from DOE.</i>	Bio Park, Jason Kintner	Legally required	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
Complete Water Vulnerability Assessment <i>Required as part of America's Water Infrastructure Act, the City must complete the Risk and Resiliency Assessment and report to the EPA by June 30, 2021. Staff will complete this work as part of the Emergency Response Plan for the Water System Plan.</i>	Rona Lin, Anne Tonella-Howe	Legally required	⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 3: Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Storm Response & Repairs <i>Resolve emergency issues from December 2019 storm.</i>	Jason Kintner, Brian Hartvigson	Emergency Work	2020 2021 ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
Cityworks Software Implementation <i>Refine Cityworks program workflows/business process and develop reports for key performance indicators.</i>	PW Teams	High	⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒

Work Item 3: Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Implement Sewer Utility CCTV and Combination Vector Jetter Truck <i>As part of the 2019-2020 budget approval, the Sewer Utility is bringing previously contracted work for the CCTV/jetting work "in-house." The equipment will arrive in January 2020 and staff will begin completing this O&M activity utilizing existing staff resources.</i>	Brian McDaniel, Sewer Utility Team	High	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Work Item 4: Administration			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Capital Improvement Plan (CIP) <i>Development of the six-year capital improvement plan for Public Works projects.</i>	PW Engineers	High	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Utility Rate Fee Studies <i>Water Rate Model, Sewer Rate Model, and Stormwater Rate Model are due for rate studies. Questions to answer include whether block rate structure remains effective, bi-monthly vs monthly billing cycles, recovery of fixed costs, connection fees and conservation efforts. Items to consider include future of utility capital program, SCADA, data available with new water meter implementation, SPU rate changes and King County Sewer rate changes. Timeline will depend on implementation of new water meters and SCADA.</i>	Jason Kintner, LaJuan Tuttle, Utility Billing	High	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Negotiate New Agreements with Union <i>Negotiate new Collective Bargaining Agreement with AFSCME.</i>	Jason Kintner, Evan Maxim, Ryan Daly, Lara Gerheim	High	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Staff Transitions <i>Recruit and train new staff. Key staff retirements anticipated in the next biennium.</i>	Jason Kintner	Medium	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
2021-2022 Budget <i>Prepare PW budget, including TIP and utility rates. Utility Board Presentations June, September, October.</i>	Jason Kintner, LaJuan, Anne Tonella-Howe, Patrick Yamashita	Legally required	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Communication Strategies <i>In conjunction with City Communications Manager, Ross Freeman, continue outreach and public education efforts.</i>	Jason Kintner, Ross Freeman	Medium	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡

Parks & Recreation Department 2020 - 2021 Work Plan



About the Parks & Recreation Department:

The Parks & Recreation Department assumes a major role in developing a sense of community and enhancing the quality of life for Mercer Island residents. The department is responsible for recreation programs, facility rentals, special events, open space management, park maintenance, capital projects, and emergency preparedness. The department is also responsible for the operation of the Mercer Island Community and Event Center, 475+ acres of parks and open space, and more than 30 miles of trail and is supported by the Parks & Recreation Commission, Arts Council, and Open Space Conservancy Trust.

Work Item 1: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
			2020				2021					
Support Boards and Commissions <i>Assist Arts Council, Parks & Recreation Commission, and Open Space Conservancy Trust with creation of work plans, goal setting, and recruitment. Provide staff support for implementing and completing work plan items.</i>	Ryan Daly, Alaine Sommargren, Diane Mortenson		⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
Negotiate New Agreements with Union <i>Negotiate new Collective Bargaining Agreement with AFSCME.</i>	Jason Kintner, Ryan Daly, Evan Maxim, Lara Gerheim			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
King County Sewer Interceptor Project <i>King County is finalizing design of sewer replacement. Construction will impact City infrastructure and City park land. Coordinate design and mitigate impacts of construction.</i>	Paul West, Alaine Sommargren, Jason Kintner	High Priority	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
Update 1% for the Arts Acquisition Policy <i>In coordination with the Arts Council review and update processes for acquiring art for public places. Including acquisition, selection and implementation.</i>	Sarah Bluvas, Diane Mortenson			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
WSDOT Maintenance Agreement <i>Engage WSDOT in negotiations regarding level of service, compensation and ongoing capital investment for Aubrey Davis Park.</i>	Ryan Daly, Paul West, Jason Kintner	High Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Master Facility Use Agreement <i>Complete cost analysis, review inter-local agreements, and work with School District to draft a new Master Facility Agreement.</i>	Ryan Daly, Matt Mornick, Alaine Sommargren	High Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

Work Item 1: Administration (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
2021-2022 Budget <i>Prepare budget and establish program and facility usage rates.</i>	Ryan Daly, Jessi Bon, LaJuan Tuttle	High Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Organizational Assessments <i>Throughout 2019 the Department evaluated departmental functions and staff responsibilities. In 2020, a reorganization of duties will be finalized along with an updated organizational chart. Complete Parks & Recreation organizational assessment.</i>	Ryan Daly	Council Priority 1	
Internal Communication Strategies <i>Implement internal strategies to better inform and engage employees and boost morale. Evaluate meeting schedules, frequency, and correspondence methods.</i>	Ryan Daly		
Leadership Continuing Education <i>Build current and future leaders within the Parks & Recreation Department through education, training and opportunities that enhance experience and confidence.</i>	Ryan Daly		

Work Item 2: Capital Improvement & Planning			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Parks, Recreation, and Open Space Plan (PROS PLAN) <i>Implement a community driven process to update the PROS Plan as a document that reflects the community values for parks and recreation, while providing a guiding document for parks related investment.</i>	Paul West, Ryan Daly	High Priority	2020 2021
ADA Transition Plan <i>Complete ADA Transition Plan to meet federal requirements.</i>	Paul West, Jason Kintner	High Priority	
Soil Research Plan Test Site <i>Partner with Bartlett Tree Research Labs to test bio-char for root zone renovation on alley of trees in Aubrey Davis Park. This will inform renovation planning of large areas of landscaping. No cost to City or WSDOT.</i>	Paul West		
Luther Burbank Dock Replacement <i>Three year project to replace/reconfigure with floating docks consistent with the 2006 Luther Burbank Park Master Plan. The Boating Facilities Program grant is providing \$173,000 toward the design of a reconfigured boating facility. The construction phase of this project is not funded.</i>	Paul West, Ryan Daly		

Work Item 2: Capital Improvement & Planning (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Aubrey Davis Park Trail Safety Upgrades <i>Coordinate with Parks & Recreation Commission and Arts Council to determine and implement trail safety upgrades using \$500K in grant funds from Dept. of Commerce. Grant funds must be used in accordance with the legislative intent of improving trail conditions in Aubrey Davis Park.</i>	Paul West, Ryan Daly	Council Priority 2	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
South Mercer Playfield Backstop Project <i>Collaborate with stakeholder groups and the P&R Commission to evaluate, design and implement safety improvement measures for baseball/softball backstops at South Mercer Playfield.</i>	Paul West, Ryan Daly		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 3: Maintenance and Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Maintain Park Facilities <i>Maintain over 165 acres of developed parks. Implement work plans focused on safety, aesthetics, landscape health, and infrastructure upkeep. Maintain athletic fields and provide support for over 7,000 annual hours of athletic field usage.</i>	Alaine Sommargren		2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Cityworks Software Program <i>Transition Park Maintenance work flows to Cityworks program.</i>	Alaine Sommargren, Matt Mornick	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Site Security <i>Evaluate and implement controls on facility access for park restrooms, batting cages and facilities.</i>	Zach Houvener, Alaine Sommargren	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Natural Areas Restoration <i>Implement a work plan focused on ecological health and sustainability, tree canopy retention, and climate change resilience for the 307 acres of open space. Manage invasive and noxious weeds, remove invasive trees, remove ivy rings, and install native plants.</i>	Alaine Sommargren		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 4: Community Engagement, Marketing, Recreation Programs, and Facility Rentals			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Community Partnerships</p> <p>Utilize community partnerships to enhance and maintain resident quality of life. Engage diverse community resources. Develop procedures to identify how community supported events are coordinated and funded in partnership with the City. Support the coordination of community special events such as: Pumpkin Walk, Lighting at Mercedale, and MercerFest.</p>	Diane Mortenson, Ryan Daly	High Priority	<p>2020 2021</p> <p>⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒</p>
<p>Marketing and Communications Support</p> <p>Review, adapt, and update current department communication methods to enhance relationship with the community. Implement a marketing strategy that evaluates needs and increases awareness of Department services (i.e. Recreation Guide, website, Let's Talk, social media, event booths, promotional material, and marketing facility rentals through trade shows).</p>	Diane Mortenson, Zach Houvener		<p>⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒</p>
<p>Recreation Programs and Events</p> <p>Offer a variety of recreation programs and events dedicated to diverse recreational experiences. In 2019, MIPR offered over 100 summer camp programs welcoming 1,800+ campers (89% of the campers were Mercer Island residents).</p>	Zach Houvener, CJ Stanford		<p>⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒</p>
<p>Maintain MICEC and Maximize User Experience</p> <p>Implement work plans that prioritize and are reflective of ongoing maintenance needs and capital improvement for the 42,000 square foot facility which accommodates over 140,000 patrons annually. Offering 7,000+ hours of facility rentals.</p>	Zach Houvener, Merrill Thomas-Schadt		<p>⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒</p>
<p>Review and Update Facility Rental and Program Fees</p> <p>Review and update fees for recreation programs, athletic field usage, MICEC Rentals, and park events. Include in new City-wide Master Fee Schedule.</p>	Zach Houvener, Diane Mortenson, Ryan Daly	Council Priority 1	<p>⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Volunteer Policy Manual</p> <p>Coordinate with HR to update and convert Volunteer Handbook to a Policy Manual.</p>	Diane Mortenson, YFS, HR		<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Streamline Volunteer On-boarding Process</p> <p>Collaborate with HR to utilize the NEOGOV platform to implement an online application and onboarding process for volunteers.</p>	Diane Mortenson, YFS, HR		<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>

Mercer Island Fire Department 2020 - 2021 Work Plan



About the Mercer Island Fire Department

The Fire Department's mission is to protect the lives and property of our citizens through our desire to serve, ability to perform and courage to act. The 32-member department (28-person Operations Division, 1 FTE Fire Marshall, 3 FTE administrative staff) accomplishes this by:

- Investing in, supporting, and empowering staff to reach their fullest potential.
- Providing the highest quality response to fire, medical, and other emergencies and maintains that quality through a comprehensive training program.









Work Item 1: Council Priority 2 - Prepare for Light Rail and Improve On-and-Off Island Mobility

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Prepare for Sound Transit Light Rail Station and Bus Intercept MIFD, in conjunction with MIPD, will work with Sound Transit (ST), King County Metro, other agencies, and staff to ensure safe design and implementation of the Light Rail Station and bus intercept. The Fire Marshal is working with ST and WSDOT to ensure the fire and life safety suppression systems are up to code and working for this project.	Jeromy Hicks, Steve Heitman	High Priority	2020 2021 ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒

Work Item 2: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Puget Sound Emergency Radio Network (PSERN) Work with MIPD and partner agencies to execute an ILA for a new public safety radio network (replace aging analog system with a digital system). This system will be utilized by all Public safety Answering Points (PSAP) in King County for enhanced communication with fire and police agencies, as well as utilities and school districts. This will also help the Department achieve the goal of increased interoperability for all public safety agencies in King County.	Steve Heitman	High Priority	2020 2021 ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
Fire Service Analysis MIFD will conduct a Fire Services Study to assess the current staffing and resource levels for MI. The intent is determine if staffing is adequate, needs to be increased, or if a contract/merger with another jurisdiction would provide increased efficiencies or long-term cost reductions.	Steve Heitman, Mike Mandella	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 2: Administration (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
			2020				2021			
<p>Career Development Program for Officers <i>Develop career path opportunities designed to prepare leaders for the future. Co-develop, with the union, standards for performance excellence within each rank above Lieutenant. Provide checklists for critical tasks to be performed within each higher rank.</i></p>	Mike Mandella, Steve Heitman	Moderate Priority	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 							
<p>Succession Planning <i>Identify and eliminate any "single point of failure" opportunities in the department. Plan for, and train staff to replace individuals in key positions within the department as well as in the Emergency Operations Center (EOC) during disasters.</i></p>	Mike Mandella, Steve Heitman	Moderate Priority	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 							
<p>Mobile Integrated Health (MIH) <i>Design and implement a Mobile Integrated Health (MIH) program to handle low acuity calls and patient follow-up with the intent of freeing up the availability of Basic Life Support (BLS) units and hospital ER's. The new KCEMS Levy contains funding for each fire department to establish a MIH program designed to meet the community's needs by connecting high frequency users, who often have low acuity issues, with the most appropriate health care provider or social service.</i></p>	Mike Mandella, Steve Heitman	Moderate Priority	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 							
<p>Integrating Telestaff with NEOGOV <i>MIFD will work with HR and the CM's office to integrate the Telestaff software program with the NEOGOV platform. This will allow for streamlined payroll processing with one system for all employees.</i></p>	Mike Mandella, Steve Heitman	Moderate Priority	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>							
<p>Organizational Assessment <i>MIFD will conduct an analysis of current department policies to align more appropriately with the Department's mission.</i></p>	Mike Mandella, Steve Heitman	Moderate Priority	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>							
<p>2021-2022 Budget Development <i>Work with Finance to develop 2021-2022 budget.</i></p>	Mike Mandella, Steve Heitman	High Priority	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>							
<p>Communications Strategies <i>MIFD will continue to develop the use of social media and other platforms to provide the public with information on Department services and how well the Department is meeting it's goals. This will be accomplished as a department and working with the City's Communications Manager.</i></p>	Mike Mandella, Steve Heitman	Moderate Priority	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 							

Work Item 3: Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Keep the Community Safe <i>This is accomplished through the use of technology to adhere to response standards, planning, resource management, and training. The Department is evaluating a new software platform that will provide a dashboard to improve performance measurement.</i>	Mike Mandella	High Priority	2020 2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
Maintain or Increase Cardiac Survival Rates <i>MIFD will continue to work with KCEMS and Dr. Tom Rea by participating in training and studies designed to increase cardiac survival rates.</i>	Mike Mandella	High Priority	2020 2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒

Work Item 4: Training			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Consolidate Training Officer Efforts with Eastside Fire Departments <i>The East Metro Training Group will be reorganizing to only include the Mercer Island, Bellevue, and Redmond Fire Departments.</i>	Steve Heitman, Mike Mandella	Moderate Priority	2020 2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
Meet WAC 296-305 Requirements to Maintain Certifications <i>These are certifications required by State law to maintain certification as a Firefighter.</i>	Shawn Matheson, Steve McCoy, Alec Munro	Legally Mandated	2020 2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒

Work Item 5: Community Risk Reduction			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Notice To Title <i>The Fire Marshal has developed draft language for adding fire suppression requirements to property titles. This will alleviate potential issues with lack of coverage when properties are sold.</i>	Jeromy Hicks	High Priority	2020 2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒
PSERN In-Building Coverage <i>The County Fire Marshal's group is working to make sure in-building radio coverage is achieved with the new radio system. Some building owners may need to re-tune or upgrade their current systems to work with the new radio system. The Fire Marshals are also looking into mobile repeaters to increase coverage.</i>	Jeromy Hicks	High Priority	2020 2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒

Mercer Island Police Department 2020 - 2021 Work Plan



About the Mercer Island Police Department

The Police Department is organized around administration, operations (patrol, special teams), and services (training, records, special programs) to:






- Protect life and property, enforce laws and ordinances, investigate crimes, and maintain civil order;
- Provide special programs and services to the community and Mercer Island schools.



Work Item 1: Council Priority 2 - Prepare for Light Rail and Improve On-and-Off Island Mobility

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
Prepare for Sound Transit Light Rail Station and Bus Intercept MIPD, in conjunction with MIFD, will work with Sound Transit (ST), King County Metro, other agencies, and staff to ensure safe design and implementation of the Light Rail Station and bus intercept.	Ed Holmes	High Priority	2020	2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒	

Work Item 2: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
Puget Sound Emergency Radio Network (PSERN) Work with MIFD and partner agencies to execute an ILA for a new Public Safety radio network (replace aging analog system with a digital system). This system will be utilized by all Public Safety Answering Points (PSAP) in King County for enhanced communication with Fire and Police agencies, as well as utilities and school districts. This will also help the Department achieve the goal of increased interoperability for all public safety agencies in King County.	Dave Jokinen	High Priority	2020	2021
			Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
Automated License Plate Reader Program Prepare a recommendation and cost estimate for an Automated License Plate Reader (ALPR) program. ALPRs will allow for greatly improved parking enforcement capabilities, as well as enhance our capacity to identify stolen vehicles.	Jeff Magnan	Moderate Priority	Q1	Q2 Q3 Q4 Q1 Q2 Q3 Q4
			Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
Scheduling Software Research options for a web-based scheduling software platform. This will allow the Department to manage the Patrol schedule remotely from computers/smartphones, rather than continuing to the paper version we've used for many years.	Dave Jokinen	Moderate Priority	Q1	Q2 Q3 Q4 Q1 Q2 Q3 Q4
			Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	

Work Item 2: Administration (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Evaluate Replacement Options for Marine Patrol Vessel #11 <i>Research a grant opportunity to replace the Department's oldest boat. There is a potential for significant cost-savings to the City.</i>	Dave Jokinen	Moderate Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
School Resource Officer ILA <i>Work with the MISD to update the terms of the School Resource Officer (SRO) interlocal agreement (ILA).</i>	Ed Holmes	Moderate Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Vacancies <i>Review and update recruiting and retention strategies given the anticipated vacancy rate of 6 patrol officers for Q1 and Q2 (2020).</i>	Ed Holmes	High Priority	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Labor Agreements with Union <i>Negotiate new Collective Bargaining Agreements with Police and Police Support bargaining groups. Address recruiting and retention strategies to combat the loss of several MIPD officers to other agencies. As Police Departments in the region compete for new officers (entry level and lateral candidates), surrounding agencies have added attractive incentives for potential candidates. Creativity in our recruiting and retention efforts is needed.</i>	Ed Holmes	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
2021 - 2022 Biennial Budget <i>Work with Finance to develop the 2021-2022 budget.</i>	Ed Holmes	High Priority	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
Communication Strategies <i>In conjunction with City Communications Manager, Ross Freeman, continue public outreach efforts via social media (Facebook and Instagram). Expand recruitment efforts.</i>	Ed Holmes	Moderate Priority	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 

Work Item 3: Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Patrol <i>Ensure the 3-officer minimum patrol staffing levels on each shift are met to reduce the impact of crime through proactive enforcement and community outreach, and to ensure officer safety. Maintain response time goals in a manner consistent with best practices and policies. Current response time for priority calls averages 5.8 minutes, with an average of 65% of calls responded to in less than six minutes. Mercer Island has consistently had the second lowest violent and property crime rates among the six Eastside Cities – Sammamish, Redmond, Issaquah, Kirkland and Bellevue – with 0.32 violent crimes / 24.3 property crimes per 1000 population (four year average).</i>	Dave Jokinen	High Priority	2020 2021  Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 

Work Item 3: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<p>Marine Patrol <i>Reduce boating collisions through proactive boating law enforcement and boater education, (includes over 400 boat stops and 125 public assists each year). Work closely with partners and affiliated agencies, participate in regional programs and initiatives, and provide educational programs to schools and the community to include providing Water Safety classes to 1,000+ Kindergartners each year.</i></p>	Dave Jokinen	High Priority	2020	2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒	
<p>Special Teams <i>Manage special teams including Dive Team, Bike Team, and Special Operations in patrol, educational campaigns, and providing enhanced tactical training.</i></p>	Mike Seifert	High Priority	2020	2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒	

Work Item 4: Police Services

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<p>Personnel and Training <i>Ensure thorough background investigations are done on all new-hires and that all officers meet annual training requirements, provide legal update training, and assist with re-accreditation. Each officer receives an average of 90-hours of training per year, including State-mandated classes, Crisis Intervention Training, training required by accreditation, training necessary for maintaining certifications, and additional specialized continuing education and advanced training. The Department hired and trained 3 new officers and 1 support personnel in 2017, 2 officers in 2018, and 4 officers and 2 support personnel in 2019. We are forecasting the need to hire and train at least 4 officers in 2020.</i></p>	Mike Seifert	High Priority	2020	2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒	
<p>Investigations, Evidence, and Records <i>Continue to vigorously pursue criminals, and work with MISD and school counselors in addressing adolescent issues, manage Drug-Take-Back program, refine best practices, increase efficiencies, and more.</i></p>	Jeff Magnan	High Priority	2020	2021
			⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒	

Work Item 5: Emergency Management

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Emergency Operations Center Improvement Project <i>Improvements to the Emergency Operations Center (EOC) are 80% complete. The EOC serves as the central location when managing mid-to large-scale emergencies. The last 20% will enable the EOC to be fully operational.</i></p>	Jennifer Franklin	Moderate Priority	<p style="text-align: center;">2020 2021</p> <p>➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>MI Community Emergency Hub Program <i>Identify central locations throughout the city where a limited/specific amount of communications and emergency equipment and supplies will be stored, to be used during an emergency. Qualified community members will be trained in helping manage each Hub.</i></p>	Jennifer Franklin	Moderate Priority	<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Emergency Preparedness Training <i>Provide training to City staff via drills and training.</i></p>	Jennifer Franklin	High Priority	<p>➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡</p>
<p>Hazard Mitigation Plan <i>Receive Council acceptance and adoption of FEMA's approved "King County Regional Hazard Mitigation Plan Update."</i></p>	Jennifer Franklin	Moderate Priority	<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Community Outreach Program: CERT/ Business Preparedness <i>Restore Citizens Academy, Community Emergency Response Team (CERT) course, and National Night for 2020 (funded by citizen donation).</i></p>	Jennifer Franklin	Moderate Priority	<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>

Community Planning & Development 2020 - 2021 Work Plan



About the Community Planning and Development Department

- Provide public information, guidelines, and applications for private and commercial building and land development.
- Ensure implementation and enforcement of permitting, plans, and building standards associated with private and commercial development.
- Provide code compliance oversight and direction.
- Support City Council legislative work plan, and provide technical representation of the City at regional and state legislative discussions.

Work Item 1: Council Priority 2 - Prepare for Light Rail and Improve On-and-Off Island Mobility

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Commuter Parking and Mixed-Use Project <i>CPD staff provide permit processing, design reviews, plans examinations, and code compliance oversight and direction.</i>	Evan Maxim, Mona Davis, Nicole Gaudette	Currently engaging as needed to support CM's office	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡

Work Item 2: Ongoing Department Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Construction Permits, Land Use Decisions, and Code Compliance <i>Mercer Island annually processes approximately 3,200 construction permits, 230 land use reviews, 140 code compliance cases.</i>	Evan Maxim	80% of staff resources are dedicate to this work	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Monitor Large Development Projects <i>Xing Hua (King Property) Mixed Use building</i>	CPD Managers	Application in Q1 2020	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
<i>Pratt Subdivision (6-lot)</i>	CPD Managers	Site development	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
<i>Boy's & Girls Club Subdivision (14-lot)</i>	CPD Managers	SEPA review	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
<i>East Seattle Partner's Office</i>	CPD Managers	Under construction	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<i>Mercertech (5-lot)</i>	CPD Managers	No current work	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Customer Service <i>As the face of the organization for customers arriving at City Hall, it is the Department's priority to provide outstanding customer service and administrative assistance to all customers. Areas of focus include new website, revising forms, and staff training.</i>	Evan Maxim, CPD Managers	This represents ongoing work.	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Website Upgrade <i>Update and re-organize information and resources on the website for clarity and ease of access. Design with end user in mind.</i>	Holly Mercier, Andrea Larson, Alison Van Gorp	Coordinating with City-wide website project.	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Succession Planning and Workforce Development <i>Ensure ongoing workforce development through training, job growth opportunities. Develop internal candidates for anticipated vacancies.</i>	Evan Maxim	Anticipate retirements and loss of capacity	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡

Work Item 2: Ongoing Department Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Organizational Assessment CPD began an organizational and staffing review in 2019. Anticipated completion of review and implementation in early 2020. Following the organizational and staff review, CPD anticipates additional/ongoing work will be needed to implement consultant recommendations.	Alison Van Gorp	Implementation to begin once the assessment is complete	2020 2021
2021-2022 Budget Prepare proposed budget for department.	Evan Maxim, CPD Managers	Significantly influenced by work plan development	
Communication Strategies Working with the City's Communications Manager, update and maintain CPD website and Let's Talk pages; provide content as appropriate for social media, MI-Weekly E-Newsletter and news releases; update permit forms and Tip Sheets; interact with local and regional print and TV media as needed; engage with community stakeholders related to legislative and long range planning initiatives as well as larger development projects.	Alison Van Gorp, Evan Maxim, Holly Mercier, Mona Davis, Andrea Larson	Recent work has focused on website and permit forms	

Work Item 3: Large Legislative Initiatives			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Critical Areas and Shoreline Master Program Update As required by the Growth Management Act (GMA) and Shoreline Management Act (SMA), CPD staff began updating the Critical Areas and Shoreline regulations in 2018 and anticipate wrapping up the process in Q1 2020.	Robin Proebsting, Evan Maxim, Mona Davis	Anticipate DOE conditional approval, CC review / action in Q1	2020 2021
Community Facilities Code Amendment Initiated in 2018. In 2019, Council asked the Planning Commission to review the problem statement and recommended approach.	Evan Maxim	PC recommendation in January, CC direction in March	
Sign Code Update Due to changes in recent case law, the City is required to update the City Code related to signage.	Robin Proebsting, Evan Maxim, Mona Davis	Currently developing scope of work	
Wireless and Small Cell Regulations Due to recent FCC rules, staff are required to update the City Code related to wireless and small cell facilities.	Robin Proebsting, Andrew Leon, Evan Maxim	Scope of work to be confirmed by CC, then PC review	
2021 Comprehensive Plan Annual Amendments Annual update to the City's Comprehensive Plan.	Robin Proebsting, Evan Maxim	Docketing anticipated in Q3 2020	
2023 Major Comprehensive Plan Update Staff will develop major updates to the City's Comprehensive Plan.	Alison Van Gorp, Robin Proebsting, Evan Maxim	Informed by regional growth work plan items.	

Work Item 4: Small Legislative Initiatives			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
HB 1406 Resolution, Code Amendment, and Budget Adjustment <i>Largely complete. Revenue from the new tax/credit adopted in 2019 must be allocated via a budget adjustment.</i>	Alison Van Gorp	Council action anticipated in Q1 2020	<div style="display: flex; justify-content: space-between;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Transportation Impact Fee <i>Update study that provides the basis for Transportation Impact Fees; code amendment to update fee amount.</i>	Mona Davis, Evan Maxim	Technical work by consultant starting in Q3	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Mandatory Adoption of State Building Codes <i>Code amendment. 3 year periodic update to building codes.</i>	Don Cole, Alison Van Gorp	Primarily a technical update	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Code Amendment Docket / Routine Code Amendments <i>Scope to be determined; continued adoption of clarifications or corrections.</i>	Evan Maxim, Alison Van Gorp	Q2/Q3 2020 Anticipate amendments to the code compliance regulations	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
TIP Development and Adoption <i>Annual adoption of the Transportation Improvement Plan (TIP).</i>	Patrick Yamashita, Evan Maxim	TIP development initiating in Q1 2020	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>

Work Item 5: Other Legislative tasks			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Urban Growth Capacity Analysis (Buildable Lands) <i>Urban Growth Capacity (UGG) analysis mandated by King County to inform update to regional growth forecasts and growth targets.</i>	Andrew Leon, Evan Maxim	Andrew Leon is preparing the initial UGG report	<div style="display: flex; justify-content: space-between;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Puget Sound Regional Council (PERC) Vision 2050 Plan <i>No further action required by City Council; staff continue to monitor the regional planning to determine its effect on Mercer Island.</i>	Evan Maxim	Remaining engaged with regional / state discussion	<div style="display: flex; justify-content: space-between;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Regional Growth and Growth Targets <i>Ongoing engagement with region related to anticipated growth targets for Mercer Island and Countywide Planning Policy.</i>	Evan Maxim	Closely related to UGG and Vision 2050	<div style="display: flex; justify-content: space-between;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 → </div>
Residential Development Standards (3-year report) <i>Review and report back to City Council on the effect of the Residential Development Standards code amendment.</i>	Evan Maxim, Alison Van Gorp	Anticipate confirming direction, timing, scope with CC in Q2 of 2020	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Code Compliance (3-year report) <i>Review and report back to City Council on the effect of the Code Compliance code amendment.</i>	Alison Van Gorp, Evan Maxim	Anticipate confirming direction, timing, scope with CC in Q2 of 2021	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q2 Q3 </div>
Regional and State Legislative Input <i>As needed engagement with Association of Washington Cities (AWL), American Planning Association (APA), regional bodies, and Council to advise on regional and state legislation.</i>	Evan Maxim, Alison Van Gorp	Engagement to support Council leadership in regional policy development	<div style="display: flex; justify-content: space-between;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 → </div>

Administrative Services 2020 - 2021 Work Plan









About Administrative Services:



Administrative Services is the combination of the Facilities, Human Resources, and Information and Geographic Services divisions of the City.

- The Facilities division provides preventative and corrective maintenance to all City buildings.
- The Human Resources division encompasses human resources and payroll services.
- The Information and Geographic Services (IGS) division provides support and management of the City's technology, operations and initiatives and Geographic Information System and related products and services.
- Administrative Services also encompasses customer service initiatives, website management, risk management, and internal service delivery.

Administrative Services																			
Description	Dept. Lead / Liaison	Staff Comments	Timeline																
Launch New Website and Intranet <i>New, updated website will be launched in Q1. Majority of information has been transferred. Intranet will host internal information for employees.</i>	Ali Spietz	High, CIP funded	<table border="1"> <tr> <td colspan="4">2020</td> <td colspan="4">2021</td> </tr> <tr> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> </tr> </table>	2020				2021				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2020				2021															
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Support Finance Department for 2021-2022 Budget Production <i>Support the Finance Director in preparing the City's biennial budget.</i>	Ali Spietz	High	<table border="1"> <tr> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> </tr> </table>	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Develop Financial, Purchasing, and Billing Policies and Procedures <i>Assist in drafting and adopting financial, purchasing, and utility billing policies.</i>	Ali Spietz	High	<table border="1"> <tr> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> </tr> </table>	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Master Fee Schedule <i>Create a master fee schedule for Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees).</i>	Ali Spietz	High	<table border="1"> <tr> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> </tr> </table>	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Code of Ethics Contracts <i>Contract with Seattle Ethics and Elections Commission for City's Ethics Officer and contract with local Hearing Examiner for ethics violation hearings.</i>	Ali Spietz	High, supports other departments	<table border="1"> <tr> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> </tr> </table>	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Customer Service Initiative <i>Lead City-wide customer service initiative, including trainings for employees, focus on improving and strengthening overall customer experience for internal and external customers.</i>	Ali Spietz	High, supports other departments	<table border="1"> <tr> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> </tr> </table>	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Risk Management <i>Attend required meetings and trainings, update auto and property schedule, WCIA contract templates review.</i>	Ali Spietz	High, supports other departments	<table border="1"> <tr> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> <td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td> </tr> </table>	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												

Administrative Services (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Public Defense <i>Oversee public defense contract. Issue RFP or renew/renegotiate current contract (expires June 2020).</i>	Ali Spietz	High, supports other departments	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Facilities			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
2021-2022 Capital Improvement Plan (CIP) Development <i>Development of the six-year capital improvement plan for facilities projects.</i>	Ali Spietz, Marcy Olson	High, supports other departments	2020 2021  Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Facilities Project Management <i>Prepare capital improvement plan and oversee facilities CIP projects, including City Hall, Luther Burbank Admin Building, MICEC, North Fire Station, Public Works Building, South Fire Station, and Thrift Shop repairs.</i>	Marcy Olson	High, supports other departments	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
City Buildings Maintenance <i>Coordinate scheduled preventative building maintenance and respond to building maintenance requests.</i>	Marcy Olson, Scott Tolliver	High, supports other departments	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
Facilities Service Delivery Assessment <i>Review and analyze current structure and function of Facilities</i>	Ali Spietz	High, supports other departments	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 

Human Resources			
HR Projects			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Employee Handbook Update <i>Complete final draft review (WCIA, Legal & Unions) and produce for distribution. Visit staff meetings to rollout and collect signature pages.</i>	Ali Spietz	High, Legally Required	2020 2021  Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Launch NEOGOV HR Software <i>NEOGOV is an integrated human resource information system for employee records, salary and benefit administration, form workflow, and workforce data. The platform includes job applicant tracking, onboarding, payroll, and time & attendance.</i>	Ali Spietz, LaJuan Tuttle	High, CIP funded	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

HR Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
HR Policies, Procedures, and Programs <i>Plan, organize, develop, and administer uniform HR policies, procedures, and programs, including: recruitment and new employee orientation and on-boarding; labor agreement negotiations; oversee safety and wellness program; advise directors and supervisors on interpretation and application of policies and procedures, and provide technical expertise on HR management or employee related issues, including conducting and/or arranging for internal investigations; and supporting Civil Service Commission and Disability Board.</i>	Ali Spietz Lara Gerheim Also includes limited term contracted support.	High, supports other departments	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Maintain Employee Records <i>Maintain employee records and HRIS database. Manage and administer employee benefit programs and LEOFF 1 Retiree medical program. Work with City Clerk to review HR records, identifying destruction and/or archival requirements.</i>	Ali Spietz, Lara Gerheim, Deb Estrada	High, supports other departments	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Conduct Training Programs and Performance Evaluations <i>Plan, organize, develop, and administer City-wide training programs and employee survey. Manage City-wide performance evaluation process and employee recognition and service award programs.</i>	Ali Spietz, Lara Gerheim	High, supports other departments	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Process Payroll and Employee Benefits Programs <i>Process and transmit bi-weekly payroll for 200+ employees; process payments to benefits vendors and quarterly reports required by state and federal law; process and maintain all leave accrual records; report retirement earnings to four retirement systems; pay supplemental retirement benefits for LEOFF 1 retirees; and monitor worker's compensation claims and process reports.</i>	Ali Spietz, Jessica Hong, LaJuan Tuttle	High, supports other departments	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Information & Geographic Services			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
2021-2022 Capital Improvement Plan (CIP) Development <i>IT and GIS lead staff will work with staff City-wide to identify, prioritize and bid technology projects for the 2021-2022 biennium.</i>	Ali Spietz, Alfredo Moreno, Leah Llamas	High, CIP funded	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4








IT Projects			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Computer Equipment Replacements <i>Scheduled replacement of desktop computers, printers, and associated equipment.</i>	Alfredo Moreno	High, CIP funded	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4











IT Projects (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Financial System Upgrades <i>Upgrade City financial system software to the current version.</i>	Supporting LaJuan Tuttle	High, CIP funded	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Permitting System Upgrades <i>This project will update the City's permitting system to the latest version.</i>	Supporting Evan Maxim	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Maintenance Management System <i>Configure asset management system for Parks Maintenance assets and work management processes.</i>	Supporting Alaine Sommargren	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Store Point of Sale Enhancement <i>Upgrade and enhance point of sale system at Thrift Store with modern technology.</i>	Supporting Suzanne Philen	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Network Communications Infrastructure <i>Partner with King County and Sound Transit construction projects to install City owned conduit for network communications. Prepare for Supervisory Control and Data Acquisition (SCADA), Prepare for Puget Sound Emergency Radio Network (PSERN), and other projects.</i>	Leading and Supporting Various Departments	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Emergency Operations Center Technology <i>Simplify access and use of wide range of technology tools available to EOC operations.</i>	Supporting Jennifer Franklin	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
City Facility Security Cameras <i>Improve security cameras at Thrift Store and Water Reservoir.</i>	Alfredo Moreno	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
SCADA System Replacement <i>Design and replace Supervisory Control and Data Acquisition (SCADA) systems including obsolete Remote Terminal Units (RTU's) at pump stations and reservoir and replace the Human-Machine Interface (HMI). at the Maintenance Building.</i>	Supporting Brian McDaniel	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Automatic Metering Infrastructure <i>Replace water meters with self reporting equipment, eliminating manual meter reads.</i>	Supporting Brian McDaniel	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

IT Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Helpdesk Support <i>Provide helpdesk services for employees for existing technology systems, hardware, and software.</i>	Alfredo Moreno	High, supports other departments	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

IT Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Network and Server Support Maintain and provide 24x7x365 support for a highly available and responsive network infrastructure connecting City facilities and staff, the public, other governmental institutions, and the Internet.	Alfredo Moreno	High, supports other departments	2020 2021
Business Application Support Maintain the City's enterprise and line of business software applications. This includes procurement, implementation, vendor and contract management, and support.	Alfredo Moreno	High, supports other departments	
Project Management and Support Provide project management support for technology projects and initiatives.	Alfredo Moreno	High, supports other departments	
Disaster Recovery and Business Continuity Plan and prepare for disaster recovery and business continuity for technology systems and services.	Alfredo Moreno	High, supports other departments	
Cyber Security Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct training for City staff on cyber and information security.	Alfredo Moreno	High, supports other departments	

GIS Projects			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Watercourse GIS Layer Update Update watercourse data to help enforce permitting requirements and analyze storm water drainage. Watercourses change over time and the existing data is decades old. Project will update watercourse and wetland information using best available science and technology.	Leah Llamas	High, CIP funded	2020 2021
Mobile Asset Data Collection Capture and utilize video images of city street and utility infrastructure visible from the public right of way to evaluate and plan infrastructure maintenance activity.	Leah Llamas	High, CIP funded	
High Accuracy Orthophotos Regional orthophotography flight to share costs with neighboring jurisdictions for high resolution aerial photographs of above ground features and infrastructure from which accurate measurements and analysis can occur.	Leah Llamas	High, CIP funded	

GIS Projects (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Maintenance Management System For Parks <i>Replace manual processes to manage Parks & Recreation assets with a software system for the management of park facilities.</i>	Mike Helten	High, CIP funded	2020 2021  Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
SCADA System Replacement <i>Assist in the SCADA operations requiring GIS integration.</i>	Supporting Brian McDaniel	High, CIP funded	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
Maintenance Management System For Facilities <i>Replace manual processes to manage City's facility assets with a software system for the maintenance and management of City facilities.</i>	Mike Helten	High, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
AMR/AMI (Meter Replacement Program) <i>Replace water meters outlined by the meter replacement program.</i>	Supporting Brian McDaniel	High, CIP funded	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
IT Pipes <i>Assist in GIS integration requirements for implementing sewer City's CCTV software.</i>	Supporting Brian McDaniel	High, CIP funded	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

GIS Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Permit data in WebGIS and StoryMap <i>Extract scheduled permit data from TrakIt and display information in WebGIS. Will create data that can be displayed as map layer or story map format.</i>	Leah Llamas, Mike Helten	High, supports other departments	2020 2021  Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
GIS Layer Maintenance <i>Redesign key layers within the GIS to improve analysis and linking to other business systems (example: address layer enhancements, Landuse layer update based on recent best available science, etc.).</i>	Leah Llamas, Mike Helten	High, supports other departments	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
Cityworks Administration <i>Continue with assisting in Cityworks software administration including workflow enhancements and reporting.</i>	Leah Llamas, Mike Helten	High, supports other departments	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
Map Services Administration <i>Continue with maintenance and administration of online map services to ensure WebGIS, Cityworks, and Online maps are operational.</i>	Leah Llamas	High, supports other departments	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
ESRI Software and Latitude GeoCortex Maintenance <i>Continue to maintain and enhance ESRI and Latitude GeoCortex softwares including procurement, licensing and administration to ensure WebGIS and GIS software are operational.</i>	Leah Llamas	High, supports other departments	 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 

City Attorney's Office 2020 - 2021 Work Plan



About the City Attorney's Office:

The City Attorney's Office serves as legal counsel to the City of Mercer Island, and provides legal advice to the City Council, City Manager, staff, and Boards and Commissions. The City Attorney's Office provides legal guidance in a multitude of day-to-day operations and represents the City in all litigation, either directly or through outside counsel, before all courts and administrative agencies.

Work Item 1: Litigation

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
Litigation <i>The City Attorney's Office represents the City in all pending matters in state and federal courts and administrative agencies. There are eleven (11) pending matters currently.</i>	Bio Park	High Priority	2020	2021
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →

Work Item 2: Claims and Incidents

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
Claims and Incidents <i>The City Attorney's Office manages all administrative claims filed against the City and reviews all incident reports City-wide for potential liability. The city receives an average of twenty-three (23) claims and eighty (80) incident reports per year.</i>	Bio Park	High Priority	2020	2021
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →

Work Item 3: Council Priority 2 - Prepare for Light Rail and Improve On-and-Off Island Mobility

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
Bus Intercept <i>Provide legal advice and assistance to the City Manager and City Council; manage outside legal counsel.</i>	Bio Park	High Priority	2020	2021
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
Sound Transit Settlement Agreement <i>Monitor and enforce terms of settlement agreement; track expenses for reimbursement.</i>	Bio Park, Mary Swan, Kirsten Taylor	Medium Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
BP Reimbursement Agreement <i>Monitor Terms of settlement agreement; track environmental expenses and reimbursements from Atlantic Richfield Company</i>	Bio Park, Mary Swan, Kirsten Taylor	High Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →

Work Item 3: Council Priority 2 - Prepare for Light Rail and Improve On-and-Off Island Mobility (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
MOU with Mainstreet <i>Provide legal advice and assistance to the City Manager and City Council; manage outside counsel.</i>	Bio Park	High Priority	2020				2021					
			⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒

Work Item 4: Code and Policy Amendments

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
Sign Code Amendment <i>Provide legal assistance to CPD.</i>	Bio Park	Medium Priority	2020				2021					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Wireless Communication Facilities Code Amendments <i>Monitor litigation challenging FCC's rules; assist CPD with permanent code provisions.</i>	Bio Park	High Priority	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
Update Employee Handbook <i>Assist HR Department and provide legal review.</i>	Bio Park, Ali Spietz	High Priority	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
Franchise Agreements <i>Update Zayo, Verizon, and other franchise agreements for which the City can recover administrative costs.</i>	Bio Park	Low Priority	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒

Work Item 6: Administration and Routine Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
Daily Operations and Interdepartmental Meetings <i>Provide advice on daily operations and attend various interdepartmental meetings in an advisory capacity.</i>	Bio Park, Mary Swan	Medium Priority	2020				2021					
			⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
General Municipal Law <i>Advise staff on local government law, including finance and budgeting, taxation, legislation drafting, Open Public Meetings Act, inter/intra-governmental relations, elections.</i>	Bio Park, Mary Swan	Medium Priority	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
Legal Counsel to City Manager and City Council <i>City Council - Meeting preparation; research, review, and respond to legal inquiries; preparation of Executive Session materials; attend all</i>	Bio Park	Medium Priority	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
Land Use <i>Provide advice on permit applications, and counsel on zoning, planning, growth management, code enforcement, the State Environmental Policy Act, and acquisition of public property for open space, parks, and other public facilities.</i>	Bio Park	Medium Priority	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒
Planning Commission <i>Attend meetings as needed. Provide legal advice and support to CPD.</i>	Bio Park	Medium Priority	⇒	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	⇒

Work Item 6: Administration and Routine Operations (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Design Commission <i>Attend meetings as needed. Provide legal advice and support to CPD.</i>	Bio Park	Medium Priority	<div style="display: flex; justify-content: space-around; font-weight: bold;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between; font-weight: bold;"> ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒ </div>
Contracts and Agreements <i>Legal review of interlocal agreements; contracts; contract amendments; change orders; legal advice and support to city staff regarding same; maintain updated contract forms for staff use.</i>	Bio Park	Medium Priority	<div style="display: flex; justify-content: space-between; font-weight: bold;"> ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒ </div>
Employment Law <i>Legal counsel on labor negotiations, civil service, and arbitration proceedings; personnel and labor issues; and personnel policies.</i>	Bio Park	Medium Priority	<div style="display: flex; justify-content: space-between; font-weight: bold;"> ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒ </div>
Environmental Protection <i>Provide counsel on broad range of environmental issues, including Shoreline Management Act, water resources, the Endangered Species Act, and long-term policy development.</i>	Bio Park	Medium Priority	<div style="display: flex; justify-content: space-between; font-weight: bold;"> ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒ </div>
Seminars and Training <i>Attend training and seminars to meet insurance pool and bar association requirements; participate in trainings and seminars for recent developments in municipal law.</i>	Bio Park, Mary Swan	Legal Requirement	<div style="display: flex; justify-content: space-between; font-weight: bold;"> ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒ </div>
Records Management <i>Manage and maintain City Attorney's Office records pursuant to Washington State Records Retention Schedules.</i>	Mary Swan	Legal Requirement	<div style="display: flex; justify-content: space-between; font-weight: bold;"> ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒ </div>
Organizational Assessment <i>Evaluate improvements to service delivery model, and reorganize accordingly.</i>	Bio Park	High Priority	<div style="display: flex; justify-content: space-between; font-weight: bold;"> ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒ </div>
2021-2022 Budget <i>Prepare proposed budget for department. Provide legal advice and assistance to City Manager and Finance Director on budget preparation.</i>	Bio Park	High Priority	<div style="display: flex; justify-content: space-between; font-weight: bold;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>

Work Item 7: Prosecution

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Prosecution of Misdemeanor Cases <i>Oversee Prosecution and Indigent Services Contracts.</i>	Bio Park	Medium Priority	<div style="display: flex; justify-content: space-around; font-weight: bold;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between; font-weight: bold;"> ⇒ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ⇒ </div>

Work Item 8: Public Records			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Public Records Requests (NextRequest) <i>Respond to Public Records Requests; maintain NextRequest portal templates, settings and features. City receives approximately one thousand (1,000) public records requests per year.</i>	Mary Swan, Deb Estrada	Legal Requirement	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Review of Public Records Response <i>Review public records denials and exemptions.</i>	Bio Park, Mary Swan	Legal Requirement	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Public Records Recordkeeping <i>Complete the annual Joint Legislative Audit and Review Commission Report required by Engrossed Senate House Bill 1594 to report 15 metrics on city public records, such as number of records requests received; number of requests closed with in five days; estimated cost to city; and more.</i>	Mary Swan, Deb Estrada	Legal Requirement	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Public Records Officer Training <i>Attend Public Records Officer trainings and seminars for recent developments in the Public Records Act and best practices.</i>	Mary Swan, Deb Estrada	Legal Requirement	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡

Finance Department 2020 - 2021 Work Plan



About the Finance Department:

- The Finance Department is committed to excellence in the provision of financial services. It provides services and information to the public, the City Council, and City employees that are timely, impartial, supportive, and consistent with professional standards, legal requirements, and Council Policies by:
- Managing the financial operations of the City as prescribed by state law, overseeing all debt administration and banking services. It manages the accounting activities for the City including, accounts payable, financial reporting, and coordinates internal and external audits.
 - Managing the City's cash receipts, the billing and collection functions associated with the water, sewer, and stormwater utilities, business licensing and business and occupation taxes.
 - Coordinating the preparation of the City's Budget and Capital Improvement Program and providing financial planning and analysis support to all City departments and the City Council.

Work Item 1: Council Priority 1 - Implement a Fiscal Sustainability Plan that Aligns with the Community's Priorities

Description	Dept. Lead / Liaison	Staff Comments	Timeline																		
Long-Term Financial Strategy <i>Assist in defining a Fiscal Sustainability Plan that Aligns with the Community's Priorities.</i>	LaJuan Tuttle	Ongoing work with Council and City Manager	<table border="0"> <tr> <td colspan="4">2020</td> <td colspan="4">2021</td> </tr> <tr> <td>➔</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>➔</td> </tr> </table>	2020				2021				➔	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	➔
2020				2021																	
➔	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	➔												

Work Item 2: Financial Reporting

Description	Dept. Lead / Liaison	Staff Comments	Timeline																	
Prepare Annual Financial Statements <i>Due to Washington State Auditors office by May 31 of each year for prior calendar year. 2019 annual statements will require implementation of new GASB Requirements relating to Fiduciary Activities.</i>	LaJuan Tuttle	Legally required	<table border="0"> <tr> <td colspan="4">2020</td> <td colspan="4">2021</td> </tr> <tr> <td></td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> </table>	2020				2021					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2020				2021																
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Quarterly Financial Status Reports <i>Reports to Council on results of operations as compared to budget for both revenue and expenditures. Authorization of any adjustments to currently budget.</i>	LaJuan Tuttle	High priority to inform Council and Community	<table border="0"> <tr> <td>➔</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>➔</td> </tr> </table>	➔	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	➔							
➔	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	➔											
Annual Audit - Financial and Accountability <i>Annual audit of basic financial statements. Field auditors with the State Auditors Office typically onsite for eight weeks.</i>	LaJuan Tuttle	Legally required	<table border="0"> <tr> <td></td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> </table>		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Actuarial Study for LEOFF1 OPEB and Firefighter Pension Fund <i>Actuarial valuation of pre-LEOFF 1 firefighter pension fund and LEOFF 1 retiree other post employment benefits required biennially.</i>	LaJuan Tuttle, Ben Schumacher	GASB Requirement	<table border="0"> <tr> <td></td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> </tr> </table>		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												

Work Item 2: Financial Reporting (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Identify Software for Business and Occupation Tax <i>Identify software to record City business and occupation taxes. Current software will no longer be supported by vendor, does not provide reporting capabilities, and does not support online payment ability for taxpayers.</i>	LaJuan Tuttle	Medium priority	<div style="display: flex; justify-content: space-between;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Update Primary Financial System Software <i>Move to most current version of financial system software. Will allow more effective ad-hoc reporting, electronic payment capability, mobile enabled user interface and overall greater efficiency for staff City-wide.</i>	LaJuan Tuttle, Ben Schumacher, Jennifer Peterson	Medium priority	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Staff Transitions <i>Ongoing training and growth needed for rebuilding department into a high functioning internal service department.</i>	LaJuan Tuttle	High priority	<div style="display: flex; justify-content: space-between;"> ➔ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➔ </div>

Work Item 3: Budget and Financial Planning			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Revenue Forecasting <i>Update General Fund, YFS Fund, and all other revenue forecasts to inform Council planning sessions and 2021-2022 budget process.</i>	Mike Bailey (Consultant)	High priority	<div style="display: flex; justify-content: space-between;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Transportation Improvement Plan (TIP) Support <i>Assist in the developing the financial requirements of six-year transportation plan. Includes revenue forecasting and project cost accounting. Monitor project costs as compared to budget.</i>	Ben Schumacher	Legally required	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Capital Improvement Plan (CIP) Support <i>Assist in developing the financial requirements of six-year capital improvement plan. Includes revenue forecasting and project cost accounting. Monitor project costs as compared to budget.</i>	Ben Schumacher	Legally required	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
Biennial Budget <i>Working with City Manager to lead budgeting process. Includes creation of budget calendar, assisting departments with operation budget proposals, publishing budget document, and budget hearings.</i>	Jessi Bon LaJuan Tuttle	Legally required	<div style="display: flex; justify-content: space-between;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>

Work Item 3: Utility Billing			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Support Work of Utility Board <i>Support Public Works Department with work plan defined by the Utility Board.</i>	LaJuan Tuttle Jennifer Peterson	High priority	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Meter Replacement Project <i>Support Public Works Department with implementation of City-wide meter replacement project. Significant implications on Utility Billing process and procedures, daily operations, and scheduling of project implementation. Anticipate significant impacts to daily workload during project implementation.</i>	Analisa Cartwright, Olivia Harvey	High priority	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Utility Rate Fee Studies <i>Water Rate Model, Sewer Rate Model, and Stormwater rate model are due for rate studies. Questions to answer include whether block rate structure remains effective, bi-monthly vs monthly billing cycles, recovery of fixed costs, connection fees and conservation efforts. Items to consider include future of utility capital program, Supervisory Control and Data Acquisition (SCADA), data available with new water meter implementation, SPU rate changes and King County Sewer rate changes. Timeline will depend on implementation of new water meters and SCADA.</i>	Jennifer Peterson, Analisa Cartwright	High priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Utility Billing Software <i>Continue commitment to stay current on version updates to utility billing software in order to take advantages of new functionality, customer information security, and overall software performance.</i>	Analisa Cartwright	High priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 4: Administration			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Update Outdated City Codes, Policies, and Practices <i>Update financial policies, capital improvement plan policies, purchasing policies, utility billing and collections polices, fund reserve policy, and contingency fund reserve policy.</i>	LaJuan Tuttle Jessi Bon	High priority	2020 2021 ➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Communication Strategies <i>Continued focus on engaging community and City Council on progress of fiscal sustainabilty efforts and budget priorities.</i>	LaJuan Tuttle Ross Freeman	High priority	➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡

City Manager's Office 2020 - 2021 Work Plan



About the City Manager's Office

The City Manager's Office assists the City Council in establishing community goals and policies and provides leadership and direction in the administration of all City Departments and services. The City Manager's Office oversees intergovernmental relations, City Clerk, communications, sustainability, public records, and coordinates closely with the City Attorney's Office and the HR Dept.

Work Item 1: Council Priority 1 - Implement a Fiscal Sustainability Plan that Aligns with the Community's Priorities			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Long-Term Financial Strategy <i>Continue work on the long-term financial strategy, revisit policies related to the long-term forecast, reserves and the Contingency Fund. Also entails implementation of organizational assessment findings.</i>	Jessi Bon, LaJuan Tuttle, Matt Mornick, Mike Bailey (consultant)	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Organizational Assessments <i>Complete Finance, Fire, CPD, and Parks maintenance organizational assessments. Assessments began in mid-2019.</i>	Jessi Bon		→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Work Item 2: Council Priority 2 - Prepare for Light Rail and Improve On-and-Off Island Mobility			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Prepare for Sound Transit Light Rail Station and Bus Intercept <i>Work with CPD, MIPD, MIFD, PW, ST, Metro, and other agencies to ensure safe design and implementation of ST Light Rail Station, bus intercept, and ped/bike access.</i>	Jessi Bon, Jason Kintner, Kirsten Taylor, Bio Park, Ross Freeman		2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Implementation of ST Settlement Agreement <i>Track Settlement Fund appropriations and expenditures, manage contracts and monthly payments, submit detailed reimbursement invoices to ST quarterly, provide community updates via Let's Talk and social media and news releases, respond to inquiries.</i>	Kirsten Taylor		→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Commuter Parking and Mixed-Use Project <i>Working with external partners, advance towards project design and engage community as project unfolds. Manage environmental remediation and finalize reports. Continue property assemblage.</i>	Jessi Bon, Kirsten Taylor, Evan Maxim	Supported by consultants and outside legal counsel.	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
First/Last-Mile Initiatives <i>Continue research and implementation of mobility initiatives that help users reach regional transit at Town Center without SOV usage.</i>	Ross Freeman, Kirsten Taylor		→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 3: Council Priority 3 - Support the Leadership Team's Work Plan

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Fill Director Vacancies <i>Filling director vacancies and interim positions in the City Manger, City Attorney, Finance, and Parks & Recreation departments will be a priority for 2020 and may extend into 2021.</i></p>	Jessi Bon		<p>2020 2021</p> <p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>


Work Item 4: Communications

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Communications Support <i>Plan and provide support or outreach/engagement management for other departments: e.g., major construction outreach, public works and parks projects, emergency operations, weather events, etc.</i></p>	Ross Freeman, Department Heads		<p>2020 2021</p> <p>➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡</p>
<p>Biennial Community Opinion Survey <i>Research and present options for the City Council's biennial public opinion survey; collaborate on promotion, and assist with distribution and explanation of results.</i></p>	Ross Freeman		<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Oversee and Maintain Range of Communications Tools <i>Assist with maintenance of website, and Let's Talk and MI-Connect engagement platforms; oversee and post to all City social media outlets; publish MI-Weekly E-Newsletter; interact with local and regional print and TV media as needed; write news releases (as well as comments/talking points) regarding City or Council actions; oversee or produce all-Island mailers.</i></p>	Ross Freeman		<p>➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡</p>
<p>Employee Communications <i>Implement internal communications strategy to better inform and engage with employees and boost morale.</i></p>	Jessi Bon, Amanda Keverkamp		<p>➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡</p>







Work Item 5: Council Support

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Council Planning Session and Mid-Year Planning Session <i>Assist Council with annual goals setting and mid-year check-in.</i></p>	Jessi Bon, Deb Estrada		<p>2020 2021</p> <p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Boards and Commissions Annual Recruitment <i>Advertise, recruit, and fill vacancies for six boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs and ensure Code of Ethics compliance.</i></p>	Deb Estrada		<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>

Work Item 5: Council Support

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Boards and Commissions Guide Books <i>Create guide/resource books tailored to each board and commission to facilitate onboarding and recruitment as needed.</i>	Deb Estrada		2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Ethics Training for Public Officials <i>Identify Washington Cities Insurance Authority (WCIA) training consultant, establish curriculum that supports adopted Code of Ethics, and develop training schedule.</i>	Deb Estrada		 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Emergency Management Training for Public Officials <i>Provide elected officials with an overview of roles, responsibilities, and operations.</i>	Deb Estrada, Jennifer Franklin		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Deputy City Clerk Strategy <i>Identify a staffing strategy to train and develop a Deputy City Clerk or back-up for City Clerk and Public Records Officer.</i>	Jessi Bon, Deb Estrada, Bio Park, Mary Swan	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 6: Sustainability

Description	Dept. Lead / Liaison	Staff Comments	Timeline
City Sustainability Initiatives <i>In consultation with the City Council, research and launch 2020-2021 initiatives, to likely include: Community Solar Campaign; enhanced food waste and recycling options inside City and across community; select K4C priorities and legislation; greenpower for City facilities; bicycle wayfinding signage.</i>	Ross Freeman		2020 2021  Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
Sustainability Support and Implementation <i>Research and implement various projects, or manage for other departments, including: green vehicle purchases; EV chargers and infrastructure; green building Code Amendments; bike/ped infrastructure; internal facility efficiency initiatives; etc.</i>	Ross Freeman		 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
Greenhouse Gas and Carbon Footprint Tracking <i>Gather and enter 3-year backlog of missing data, analyze in partnership with local sustainability collaborators, and prioritize future Greenhouse Gas (GHG)-reduction actions for proposed City Climate Action Plan.</i>	Ross Freeman		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
King County-Cities Climate Collaboration (K4C) <i>Serve as primary City liaison to K4C process, its joint programs, and legislative agenda. Secure engagement and support of City Council, facilitate sign-on letters and lobbying opportunities, prepare comments/testimony, partner with other cities.</i>	Ross Freeman		 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 

Work Item 7: Special Projects			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Master Facility Use Agreement with MISD Complete costing analysis, review interlocal agreements, and work with MISD to draft a new Master Facility Use Agreement to include all facilities shared/jointly maintained between the Mercer Island School District (MISD) and the City.	Matt Mornick		2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Transition Parks Maintenance to Cityworks Software Program Participate in interdepartmental team to transition Parks Maintenance work flows into Cityworks software, project tracking program.	Matt Mornick	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Capital Improvement Program Facilitate interdepartmental effort to develop short-term and long-term strategies to update and improve the City's capital improvement program. Revise format, update policies.	Matt Mornick	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 8: Administration			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
2021-2022 Budget Prepare and transmit a 2021-2022 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.	Jessi Bon, Ali Spietz, LaJuan Tuttle, Matt Mornick	High Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Legislative Analysis Prepare the annual legislative priorities with direction from the City Council. Monitor legislative activity at the State and Federal level and prepare responses and/or letters of support.	Jessi Bon		➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Leadership Continuing Education and Training Building current and future leaders throughout the organization through continuing education and training of the Leadership and Expanded Management Teams.	Jessi Bon		➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 ➡
Confidential Email Procedures Develop procedures and establish training schedule for confidential Personnel and Privileged correspondence.	Ali Spietz, Deb Estrada, Mary Swan		➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Scan and Toss Policy Develop a policy that outlines the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period. Develop City-wide training schedule.	Deb Estrada		➡ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 8: Administration (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
			2020				2021			
Records Retention and Destruction <i>Review HR records (1991 to present, approximately 60 boxes) and finance records (2011 to present, 265 boxes) and identify destruction and/or archival requirements. Provide support and training to City departments in the records retention.</i>	Deb Estrada		⇒ Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4 ⇒
Public Records (JLARC) <i>Complete Annual Joint Legislative Audit & Review Committee (JLARC) Report in compliance with RCW 40.14.026 which requires agencies to report information about their public records practices.</i>	Deb Estrada, Mary Swan		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Public Records (NextRequest) <i>Update employee salaries to accurately capture the true cost of processing records requests. Update templates, signature lines, etc. to ensure consistency and compliance with public records practices.</i>	Deb Estrada, Mary Swan		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Agenda Management (Municode) <i>Support Boards and Commissions (B&C) Liaisons to finalize six B&C agendas and minutes templates, develop agenda workflow, and identify training needs. Develop procedures to assist staff with onboarding new support staff and board and commission members.</i>	Deb Estrada		⇒ Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Municipal Code Transition (Municode) <i>Manage the transition from the City's current service provider "Code Publishing" to "Municode" to meet the growing codification needs, increase transparency, and improve user functionality.</i>	Deb Estrada		⇒ Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4



MEMORANDUM

2020 City Council Planning Session

TO: City Council

FROM: Deb Estrada, City Clerk

RE: **2019 Citizen of the Year - Nominations and Selection**

BACKGROUND:

Each year at the City Council’s annual Planning Session, Councilmembers nominate and select a Mercer Island citizen to honor as the Citizen of the Year for the previous year. The selected nominee is honored at a Council meeting and a framed photo of the honoree is hung in the Council Chambers lobby to commemorate this distinction. The City Council began recognizing outstanding efforts of citizens in 1990. The past recipients of the Citizen of the Year award were:

- | | | | |
|------|------------------------------------|------|-------------------------------------|
| 1990 | Barbara Sweir & Phil Flash | 2005 | Ben Wolfe (given posthumously) |
| 1991 | John Nelson | 2006 | Kenneth & Margaret Quarles |
| 1992 | Dr. Floyd Short | 2007 | Jim Trombold |
| 1993 | Anna Matheson & Delores Erchinger | 2008 | MI Farmers Market Committee |
| 1994 | Pam Eakes | 2009 | Blair Rasmussen |
| 1995 | John Steding | 2010 | Susan Kaplan and Terry Pottmeyer |
| 1996 | Fay Whitney | 2011 | Michael K. Copass, M.D. |
| 1997 | Pat Braman | 2012 | Fran Call |
| 1998 | Mercer Island Clergy Association | 2013 | Mercer Island Preschool Association |
| 1999 | Aircraft Noise Abatement Committee | 2014 | Roger and Nancy Page |
| 2000 | Don Cohen | 2015 | Nancy Stewart |
| 2001 | Eugene Ferguson | 2016 | Terry Moreman |
| 2002 | Jan Deveny | 2017 | Victor and Laurie Raisys |
| 2003 | Myra Lupton | 2018 | Rino and Lisa Caruccio |
| 2004 | Aubrey Davis | | |

Detailed information about each Citizen of the Year is attached as Exhibit 1.

CITIZEN OF THE YEAR POLICY:

The current criteria for nomination and selection of the Citizen of the Year is as follows:

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

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

Councilmembers will make nominations and select an honoree at the annual Council Planning Session. Councilmembers or candidates for Councilmember, are not eligible for nomination. The honoree(s) will be recognized at a Council Meeting and a framed photo of the honoree is hung in the Council Chambers lobby to commemorate this distinction.

Traditionally the honoree(s) participated in and served in guest of honor roles during special event programs. Many of the special events have changed, were eliminated and/or are hosted by outside groups. Recognizing and featuring our honoree(s) throughout the year is a high priority and staff will look for other opportunities to do so.

EXHIBITS:

1. Citizen of the Year Award Recipients History



CITY OF MERCER ISLAND CITIZEN OF THE YEAR AWARD RECIPIENTS

1990

The first citizen of the year was **Barbara Swier**. She was thanked by the Council for organizing daffodil bulb planting in Mercer Island's Central Business District. She had single-handedly organized volunteers to plant the Town Center with bulbs to make a great splash of color in the spring. Her work was done with little help from the City and was much appreciated. Since the Council did not have a citizen of the year award at that time, the Council recognized her at a regular meeting.

That same year, the Council also thanked **Phil Flash** for organizing a volunteer litter patrol along the sides of roads. He demonstrated his further commitment to Mercer Island as Santa at the Merchant's Munch, as member of the Historical Society and participant on many community occasions.

1991

The second year, the Council decided to pick a member of the community who had been active in many different ways. They chose **John Nelson** because he had served as founding member and president of the Arts Council, was a member at large for the Youth and Family Services Board, was active starting and running the Rotary Marathon, volunteered to be a starter at the annual all school track meet, was on the Community Fund board and as such had acted as auctioneer at various auctions. He also was very active in Mercerversery, the occasion of the 25th year since the City of Mercer Island incorporated. Whenever there was a task for volunteers, John was there helping. John ran for City Council in 1994 and won. He served four years before stepping down to become a Regional Governor for Rotary.

1992

The third year the Fire Department brought the Council the name of an unsung hero that they wished to see honored – **Dr. Floyd Short**. He was the trainer for all the firefighters to become emergency medical technicians (EMT). He created the first trained EMTs who were able to provide first response before the Medic One arrived. When Hunter Simpson, then president of Physio-Control donated a defibrillator to the Mercer Island Fire Department, Dr. Short began training fire fighters in its use. His experiment got him a 20-year volunteer position as trainer.

1993

By 1993, the Council felt that rules of how and why we chose a Citizen of the Year would be helpful. At that time, we felt that we wished to make the award fun and meaningful to us all. We agreed to a set of criteria that would guide the Council in its selection of its Citizen of the Year.

That year there were two nominations of people who had similar activities and were of similar advanced age. Instead of waiting for another year, we agreed to honor them both. **Anna Matheson** was very active in starting and maintaining the Council on Aging. This group had advocated for seniors and had been instrumental in starting Meals on Wheels, transportation for seniors by volunteers, and many other senior support activities. **Delores Erchinger** was volunteer extraordinaire for the Chamber of Commerce. She often called every business member to remind them of the monthly Chamber Meetings

and worked countless hours answering the phones there. She further volunteered at the Council on Aging and helped start the Historical Society.

1994

Pam Eakes was chosen this year because of her national activities for Mothers Against Violence in America (MAVIA). In the year that she started this organization, it had grown to 30 chapters across the state. This organization has grown nationally and has also created a school-based group called Students Against Violence Everywhere (SAVE).

1995

The year that **John Steding** died, we realized that he had given many years of service to our community and that the Council had not yet recognized someone who was active in the schools. With this in mind, the Council posthumously awarded John Steding its Citizen of the Year. John was the keeper of the statistics for most sports at Mercer Island High School.

1996

Faye Whitney was honored for her 20 years of service to seniors and youth on Mercer Island. She had just completed Blossoms and Burgers, an event that partners the seniors at the Parks and Recreation Department with the Crest Learning Center. She helped start and run this event for many years. She also is active in the Council on Aging and Meals on Wheels program. She volunteered at the Mercer Island Thrift shop since 1978, raising funds for Youth and Family Services.

1997

Pat Braman was active for many years as a teacher and union activist. But her nomination came from a year of devoting personal time to bring the Youth Asset training to Mercer Island Schools. This program was part of another position she held as the City's only representative on the Community Network of Mid-East King County. These Networks were formed by the legislature to meet the challenge of increasing youth violence and teen pregnancy. Pat's work on both these projects took time and energy to find funds from the private sector and to advocate for people in the community to get trained to be more supportive of kids.

1998

The Clergy Association was chosen because the Council was so appreciative of their overwhelming support and advocacy for affordable housing. This group was not used to taking political or public stands and yet became a moving force in our community. Their support culminated in the purchase of Ellsworth House in 1999. They also had developed a chaplain support group for the Public Safety Department. Association members: **Bill Clements, Woody Carlson, Paul Fauske, Wynton Dunford, David Rose, Lisa Gelber, Richard Johnson, John Bowman, Carla Berkedal, Randal Gardner, Jack Olive, Eric Newberg, Jeff Holland, Michael Bush, Frederic Harder, Susan Price, Dale Sewall, Jean Davis, John Fellows, Kimbrough Besheer, and Marlow Schoop.**

1999

For the second year in a row, the Citizen of the Year award went to a large group -- the **Aircraft Noise Abatement Committee**. This group of over 260 citizens vigilantly opposed operational and policy changes proposed by the Federal Aviation Administration that would cause increased aircraft noise over Mercer Island. Committee members: **Ira Appelman, Charlie Barb, Jim Gilchrist, Carol Heltzel, Tom Heltzel, Lorelei Herres, Tom Hildebrandt, Elizabeth Huber, Francoise Martin, Maxine Misselwitz, Ted Misselwitz, Phil Ohringer, Fran Ohringer, Kevin Peck, Sue Stewart, and Nick Vedder.**

2000

Don Cohen received the 2000 Citizen of the Year award for his decade of service on the Mercer Island Planning Commission. Having served as its Chairman for four years, Don contributed to the development of many important pieces of land use legislation including the Mercer Island Comprehensive Plan, Critical Lands Ordinance, Mega-House Ordinance and the Unified Land Development Code. Don garnered respect for his experience, sense of fairness, environmental advocacy, leadership and legal knowledge.

2001

The 2001 Citizen of the Year was **Eugene Ferguson**. Eugene "Gene" Ferguson received the Council's appreciation for his 25 years of service to the children and families of Mercer Island. As Band Director and long-time music educator, Eugene worked tirelessly to introduce music into the lives of thousands of Mercer Island students. He made great contributions to the success of the music program in the Mercer Island School District bringing it national, state and local acclaim.

2002

Jan Deveny was chosen as Citizen of the Year for 2002 in recognition of his 28 years of service as Mercer Island's Public Safety Director. His law enforcement career spanned almost 40 years, during which he was President of the Washington Association of Sheriffs and Police Chiefs and active in the International Association of Chief of Police. He was a tireless supporter of Special Olympics and co-founded the Washington Law Enforcement Torch Run.

2003

City Council members honored **Myra Lupton** for being an involved citizen in every sense of the word. She was complimented for being an independent thinker. Mayor Alan Merkle said. "She is one person who has been able to praise and criticize in one breath, and we feel good about both." Ms. Lupton retired from teaching English in January 1992 after 31 years with the Bellevue School District. She has been active in numerous civic committees on Mercer Island, including the local chapter of the League of Women Voters.

2004

He's been called the godfather of Puget Sound transportation and credited with coining the phrase "we don't want to hear it, see it or smell it" as a condition of Interstate 90's expansion across the Island. His colleagues have said that, "He's flunked retirement several times", with a career in public service that has spanned six decades **Aubrey Davis** is honored with the 2004 Citizen of the Year Award.

Aubrey first moved to Mercer Island in 1960 and was elected to the Mercer Island City Council in 1968, remaining on the Council until 1978. He served as mayor for two terms from 1970 to 1973. Throughout the years since leaving the Mercer Island City Council, he has headed the regional office of the U.S. Department of Transportation and has led the federal Urban Mass Transit Administration.

He served 32 years on the Group Health Board of Trustees, including eight terms as chair and in 1988, was named president and CEO of Group Health a position he held for four years. Aubrey retired after serving more than 12 years on the Washington State Transportation Commission and remained active on the transportation committee at the Puget Sound Regional Council and on the committee reviewing the options for replacement of the Highway 520 Bridge. He also served on the Citizens' Oversight Panel monitoring Sound Transit.

2005

The City Council chose **Ben Wolfe** as the 2005 Citizen of the Year. Ben was hired by the Mercer Island School District in 1963. For his first two years he taught French. In 1965 he was appointed as the Vice Principal of North Mercer Junior High. He worked in that position until 1980. During his time at North Mercer Junior High, Ben was in charge of much of the disciplinary process, as the Vice Principal. He was a very stern administrator as far as following the rules and the law. Ben developed a very close working relationship with the police and fire departments during this time. His quick wit and outstanding personality were always a hit.

Ben used to refer to himself as the “Captain of the North Precinct” because he felt as if he was the cop in the school for us at the Junior High School. Soon this nickname spread, and Ben was proud of this nickname. Ben would call the department and say this is Captain Wolfe from the North Precinct and I have one in custody for you. In 1980 Ben was appointed as the Director of Maintenance Operations for the Mercer Island School District. He worked in this capacity until he retired in June of 1992. Ben had 36 total years of working in the field of education, 29 of which were with Mercer Island. Ben made several trips to Europe and enjoyed talking about his experiences there. A good joke or war story usually started the meetings he attended serving as a citizen volunteer on the City’s Police and Fire Disability Board. Ben served 15 years and was the Board Chairman for many years.

2006

Longtime Mercer Island residents, **Margaret and Kenneth Quarles** were chosen as the 2006 Citizen of the Year for their generous and selfless contribution to the City’s park and open space system this year. The Quarles’ were the owners of pristine open space located west of East Mercer Way and adjacent to Pioneer Park. In 2006, the Quarles agreed to transfer this rare open space property consisting of nearly 7 acres to the City of Mercer Island in order to preserve this property for park and recreation purposes.

This significant gift to the City will serve as a lasting legacy to the family’s strong ties to the Mercer Island community and represents their strong desire to preserve the property from potential future development while providing recreational trail opportunities for future generations.

2007

“Tonight we honor a fixture in our community who has been involved in almost everything for decades,” said Mayor Jim Pearman in naming **Jim Trombold** the 2007 Citizen of the Year on June 16, 2008. In addition to being a respected physician and Rotarian, Trombold was a community activist, environmentalist and defender of Mercer Island parks.

Jim was a Rotarian who served as president from 2005 to 2006, the chair of the Planet Earth committee, an avid lover and defender of the Mercer Island parks system. He fought to preserve and improve Mercerdale Park, including the establishment of a group native garden. He helped set up the display of crosses at Mercerdale Field by Vietnam Veterans against the war in Iraq. In 2005-06, when he was president of MI Rotary, he helped expand support for the Half-Marathon to raise money for colon cancer awareness.

2008

The 2008 Citizen of the Year Award honors not one, but dozens of Island residents. On Monday, July 6, 2009 the Mercer Island City Council announced “**the organizers and volunteers of the inaugural 2008 Mercer Island Farmers Market**” as the much-anticipated Citizen of the Year. This group was recognized for their contributions to providing a vibrant community setting that offers fresh, locally grown foods, promotes and supports sustainable agriculture, and connects residents to each other and to local

farmers. The Mercer Island Farmers Market enables residents to purchase local food from local farmers and in doing so, contribute to the local economy.

2009

The City Council presented the 2009 Citizen of the Year award to **Blair Rasmussen**, executive director of the Mercer Island Boys & Girls Club and former NBA player, in honor of his service to the community's children and families. The award recognizes Rasmussen's leadership as executive director of the Mercer Island Boys & Girls Club, where he spearheaded the development and construction of the PEAK youth facility. The 41,300-square-foot PEAK facility will house the new Mercer Island Boys Girls Club, a teen center, infant and child care centers, and a multi-sport field house. The \$15 million facility opened in August 2010. Prior to heading the PEAK project, Rasmussen helped lead the remodel of St. Monica's, sat on the board of the Boys and Girls Club, and coached a number of Island youth sports teams. A 15-year resident of the Island, Rasmussen and his wife, Sarah, have five children, Christine, Sam, Sabrina, Joe and Jack.

2010

The City Council chose **Susan Kaplan and Terry Pottmeyer** as the 2010 Citizens of the Year for their decades of selfless service to the Mercer Island community. Susan and Terry chaired the Mercerversary 50 Committee in 2010 and helped provide a wonderful celebration that acknowledged the past and welcomed the future. Months of preparation, planning, and effort went into creating the anniversary event. A website was created to post stories and lists of longtime residents, a brief history of the Island, and celebration events. A hugely successful birthday party was planned with special recognitions of 80+ year residents and welcomes extended to those who had just arrived. Cakes were cut, candles blown out, and many recognitions were given to those instrumental in the development of Mercer Island as a City.

Susan and Terry have both been active in PTA at every level, from the Preschool Association to the Mercer Island High School and received recognition and numerous awards for their work. They have both been board members and the President of Mercer Island Schools Foundation, the Mercer Island School Board and the Mercer Island Community Fund. They have been members of the Committee for Mercer Island Public Schools (CIMPS) and the committee to raise money for the new Mercer Island High School Band uniforms. Susan and Terry have both been involved in the MIYFS Foundation and the Mercer Island Youth & Family Services Giving from the Heart Breakfast steering committee. Both Susan and Terry work to build a strong community. They make community connections, start and follow through with new initiatives, and have given countless hours and selfless acts to the betterment of our community.

2011

The City Council presented the 2011 Citizen of the Year award to **Dr. Michael Copass**. He is one of the founding fathers of the Medic One Program – a medical system that Medical Professionals worldwide continue to study and emulate. For thirty-five years, he was the Director of Emergency Services for Harborview Medical Center – the only Level 1 Trauma Center in a five-state region. He continues to be the Medical Director of Medic One for the Seattle Fire Dept, and the UW Paramedic Training program which trains ALL of the paramedics in Seattle and King County. Dr. Copass founded Airlift Northwest in 1982, a nonprofit air ambulance service that is unrivaled anywhere in the United States and is responsible for saving thousands of lives. Dr. Michael Copass is a legend in the Fire and EMS community. He has demanded excellence from those that have worked for him or in his programs. His work ethic and devotion to patients is legendary. No single person has done more for the health of this community than Dr. Copass.

2012

The City Council selected **Fran Call** as 2012 Citizen of the Year in honor of her extensive service to the community. For 26 years Ms. Call taught English, history and outdoor fitness at the Junior High and Middle Schools on the Island and is known for her motivational talents and no-nonsense but caring nature. Always an outdoor enthusiast, she developed a legendary outdoor fitness program, a "*P.E. Plus*" class, that had kids running, bicycling, hiking, canoeing and learning survival skills. Motivated students could even join an annual self-supported bike ride led by Ms. Call to various destinations across the country. Since her retirement 20 years ago, Fran hasn't even considered slowing down, instead starting a walking group for people over 55, offered through the Mercer Island Parks and Recreation Department.

2013

This year, the Council selected **Mercer Island Preschool Association (MIPA)** as 2013 Citizen of the Year. Founded in the 1920's, MIPA was one of the first community groups to organize on the Island and has maintained an enduring focus on education and advocacy, community building and parks. As a group of volunteers, its guiding principle is an unswerving commitment to the education and well-being of children from birth through Kindergarten, often working in conjunction with the City. For example, in partnership with the City's Youth and Family Services Department, MIPA provides funding for pre-school scholarships for families in need; and with the City's assistance, MIPA supports emergency preparedness in the preschools. And annually MIPA recognizes an outstanding preschool teacher via its Exceptional Educator award. In October 2013, the City opened a very special, ADA-accessible, remodeled playground at Luther Burbank Park which celebrates the importance of play for children of all physical abilities: MIPA provided design assistance and almost \$100,000 in donations toward the project. In its 80+ years of existence, MIPA has been a tremendous contributor to the sense of community all Islanders enjoy, and fully deserves this honor.

2014

Council selected **Roger and Nancy Page** -owners of Island Books- as 2014 Citizens of the Year. Founded in 1973 by Lola Deane, Island Books was already a beloved fixture in the community when Roger Page came to work there as a part-time Christmas gift wrapper in 1984. Intrigued by the business, Roger was soon promoted to bookseller, then floor manager, and in 1991 he offered to buy the store. The Pages' business and personal goal is to serve the community in a welcoming and caring manner, which includes hosting special events and countless fundraisers over the years. Many Islanders, for example, will recall the 2,000 midnight attendees at a Harry Potter release, with bookstore staff in costume. To date, the Pages have raised more than \$300,000 in donations to a variety of community causes, are widely known by many Islanders.

2015

At the July 5, 2015 Council Meeting, the Council honored **Nancy Stewart** as the 2015 Citizen of the Year. Nancy Stewart moved to Mercer Island in 1981, with her husband Judge Wayne Stewart, and has used music and songwriting to build local community and bring generations together ever since. She's known for enthusiastic appearances at all manner of Island festivals and events, in the library, the local bookstore, and City's community center. Her Sing With Our Kids program began as a pilot project on Mercer Island in 2012, in which she created, tested, and documented singing events that foster early learning and literacy, while connecting children to their surroundings. Her program goal has always been to create a national model that any school, library, family or community can use – free of cost.

Nancy explains her passion: "Musicians don't choose to become musicians. It's what they are. What they

are born to be. Music chooses them. It's not about money; it's about loving music. It's about getting to share something that they love more than themselves."

2016

At the June 5, 2017 Council Meeting, the Council named **Terry Moreman** as 2016 Citizen of the Year. She has advocated for Mercer Island residents big and small. She has appeared at numerous City Council meetings and served on countless boards and committees. She has influenced the decision-making process on everything from school functions to Town Center's revitalization.

Terry is a 38-year Island resident and served as the Executive Director of the Mercer Island Chamber of Commerce for over 25 years, producing well-received events like Town Center trick-or-treating and Art UnCorked. In addition to building a strong and respected business core in Mercer Island, she has also played a significant role in the success of so many organizations: Historical Society, Sister City Association, Farmers Market, Boys and Girls Club, PTA, Mercer Island Preschool Association, Community Fund, and the Mercer Island Schools Foundation.

2017

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

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

2018

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

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