

2020 City Council Planning Session - Additional Work Items

Summarized from the Decision Card Exercise and Rules of Procedure Discussion

Updated: July 7, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
"Top 11" Decision Card Items								
1	Review/Update Town Center Development Code In Progress	Decision Card Exercise	Economic Development	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	Ordinance/ Code Amendment	Pending. Further project scoping required. 07/07/20 Status Update: City Council enacted a moratorium on 6/6/20. Public Hearing on moratorium scheduled for 7/21/20. Draft RFP for consultant in process.	Yes, consultant resources will be needed.
2	Review/Update Regulations regarding Camping, Temporary Structures, and Overnight Parking on Public Property Work Suspended	Decision Card Exercise	Safety	Study possible updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see <i>Martin v. Boise</i>).	Planning Police Parks & Rec Public Works City Attorney	Ordinance/ Code Amendment	Added to 2020 Police Department work plan, other Departments providing support. 07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan.	No
3	City-Wide Shuttle Service Work Suspended	Decision Card Exercise	Transportation	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	Pending. Further project scoping required. 07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan (or later) given impacts of Pandemic on public transportation.	Yes, a new service will require resources. Requires scope development and further evaluation.
4	Citywide Economic Development Plan Work Suspended	Decision Card Exercise	Economic Development	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.	City Manager Planning Finance	Community Planning Process	Recommendation to hire Econ Development staff first. Consider major planning initiatives for 2021-2022 budget. 07/07/20 Status Update: Recommend postpone and reconsider as part of 2021-2022 work plan.	Maybe. Requires scope development and further evaluation.

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5	Staff Position for Economic Development In Progress	Decision Card Exercise	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	Pending. Further review and position scoping required. 07/07/20 Status Update: Temporary EOC position created to support local businesses during Pandemic. Will include position recommendation as part of 2021-2022 budget discussion.	Yes, resources needed for new staff position.
6	Compensation Policy & Philosophy Work Suspended	Decision Card Exercise	Human Resources	Develop a City-wide compensation policy and philosophy.	Admin Services Finance City Manager	Budget Policy	Added to 2020 Admin Services Department work plan. Further project scoping required. 07/07/20 Status Update: Recommend postpone and reconsider as part of 2021-2022 work plan.	Maybe. Requires scope development and further evaluation.
7	Citywide Classification and Compensation Study Work Suspended	Decision Card Exercise	Human Resources	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	Budget Policy	Pending. Further project scoping required. 07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan once new organization structure is confirmed. Many positions have changed or were eliminated due to recent budget cuts.	Yes, consultant support will be needed to complete this work.
8	Evaluate the City's Finance Software System to inform the "Update or Replace" Decision Work Suspended	Decision Card Exercise	Fiscal Stewardship	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	Added to 2020 Finance Department work plan. Further project scoping required. 07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan. No staff resources currently available to pursue this work.	Maybe. Requires scope development and further evaluation.

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9	Update Town Center Parking Regulations 2021-2022 work plan item	Decision Card Exercise	Economic Development	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 City Attorney	Ordinance/ Code Amendment	Recommended for consideration as part of 2021-2022 budget process. 07/07/20 Status Update: Will be included as part of the 2021-2022 budget discussion for potential funding. Work/study needs to be completed prior to the opening of the Light Rail Station in 2023.	Yes, consultant resources will likely be needed.
10	Levy/Long-Term Funding Strategy for School-Based Mental Health Counselors In Progress	Decision Card Exercise	Fiscal Stewardship	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 Manager	Fiscal Strategy	Pending. Further project scoping required. 07/07/20 Status Update: Working Group formed with YFS Foundation to discuss short and long-term funding strategies. Also engaged with MISD.	Maybe. Requires scope development and further evaluation.
11	Study & Evaluate Options for Permanent Protection of City Parks & Open Spaces Work Suspended	Decision Card Exercise	Parks & 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	Pending. Further project scoping required. PROS Plan likely to provide policy foundation for this work. 07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan. Currently no staff resources available to perform this work.	Maybe. Requires scope development and further evaluation.

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Budget Policy Items								
A	Review/Update Policies regarding the use of REET In progress	Decision Card Exercise	Fiscal Stewardship	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	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process. 07/07/20 Status Update: Policy recommendation will be part of the 2021-2022 biennial budget.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.
B	Review/Update the Equipment Surplus Policy Work suspended	Decision Card Exercise	Fiscal Stewardship	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	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process. 07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan. Currently no staff resources available to perform this work.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.
C	Consider a policy to Incentivize Department Savings Work suspended	Decision Card Exercise	Fiscal Stewardship	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	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process. 07/07/20 Update: Recommend postpone. Reconsider as part of 2021-2022 work plan. Currently no staff resources available to perform this work.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.

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D	Consider a policy to Establish a Reduction Threshold/Target for the 2021-22 Budget Work suspended	Decision Card Exercise	Fiscal Stewardship	Establish a spending reduction threshold (ex: 5%) to guide the development of the 2021-2022 biennial budget.	Finance City Manager	Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process. 07/07/20 Status Update: Pre-COVID work item less relevant after three rounds of budget reductions including staff layoffs.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.
E	Consider Implementing a Funding Policy for Permanent FTE In progress	Decision Card Exercise	Fiscal Stewardship	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	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process. 07/07/20 Status Update: Policy recommendation will be part of the 2021-2022 biennial budget.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.
F	Review/Update the Capital Funding and Reinvestment Policies In progress	Decision Card Exercise	Fiscal Stewardship	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	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process. 07/07/20 Status Update: New capital improvement program measures will be incorporated into the 2021-2026 CIP. Staff will incorporate CityWorks data into reinvestment strategies as the body of data actuals builds overtime.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.

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G	Fence Heights in Residential Zones Work Suspended	Decision Card Exercise	Residential	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	Added to Planning Department work plan as part of RDS initial scope of work. 07/07/20 Status Update: A review of the Residential Development Standards is recommended to be revisited as part of the 2021-2022 work plan.	No.
H	Evaluate Sustainability Committee Work Delayed	Rules of Procedure Discussion	City Council	City Council to evaluate whether or not to continue the Sustainability Committee.	City Manager	Council Motion	Added to City Manager work plan for Q1 discussion. 07/07/20 Status Update: Discussion has not been scheduled, but could be done this fall.	No
I	Consider Town Hall Meetings Work Suspended	Rules of Procedure Discussion	City Council	City Council to explore hosting town hall style meetings to allow for open communication and dialogue with the community on a variety of topics.	City Manager City Council	Administrative	Added to City Manager work plan. Request City Council support to implement. 07/07/20 Status Update: Work suspended due to Pandemic and limitations on in-person meetings. Revisit in 2021-2022.	Additional staff time will be required, not likely to be significant.
J	Evaluate Technology Upgrades in Council Chambers Work Suspended	Rules of Procedure Discussion	City Council	Evaluate options to upgrade the Technology in Council Chambers to allow for remote participation. Microsoft Teams was suggested.	Admin Services City Manager	Budget Amendment	Added to Admin Services work plan for 2020 to conduct evaluation. 07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan. Currently no staff availability to perform this work.	Yes, resources needed for technology improvements.

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K	Scheduling of "Joint Meetings" Work Suspended	Rules of Procedure Discussion	City Council	Review scheduling of “Joint Meetings” to ensure the timing aligns with imminent policy matters under consideration by the City Council.	City Manager	Administrative	Added to City Manager work plan. 07/07/20 Status Update: Will revisit this work as board and commissions come back online.	No