



**September 5, 2023**

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

**RE:** Annual performance review of Mercer Island City Manager by City Council

**Dear Jessi:**

I am writing on behalf of the City Council to provide you with your annual performance review as City Manager of Mercer Island. The City Council has thoroughly evaluated your performance over the past year, considering factors such as completing work plans, executing the budget, and advancing the Council's goals. This letter reflects the consensus view of the Council regarding your exceptional accomplishments.

Your performance as City Manager has been outstanding, demonstrating your ability to navigate complex issues, implement innovative solutions, and foster collaboration among staff and stakeholders. Your strategic vision and commitment to our core mission have positioned Mercer Island for continued success.

The Council would like to highlight several areas where you have excelled and made significant impacts to the community and the City of Mercer Island:

- Proactively addressing organizational needs, including effective management of budgeted headcount.
- Transforming public processes and building strong community connections.
- Actively developing leadership skills, sharing insights internally and externally, and investing in staff development.
- Understanding external influences, aligning resources, and ensuring results align with community values.
- Successfully resourcing, prioritizing, and advocating for Mercer Island during a significant state legislative session.
- Demonstrating capabilities in emergency response, event triage, and effective management of external agencies and resources during emergencies.

In addition to these high-level attributes, the Council wishes to recognize specific areas of your exceptional performance.

Your leadership style, characterized by patience, planning, and a commitment to established processes, has guided the organization through challenges. Your ability to collaborate with internal and external stakeholders has fostered productive relationships and effective teamwork.

Your strategic planning and organizational skills have been crucial to the City's smooth functioning. Emphasizing technology utilization and process streamlining has increased efficiency and cost savings.

Your collaborative approach with the City Council and staff during transitions into and out of in-person meetings exemplifies your dedication to effective governance. Proactive efforts to upgrade technology in Council Chambers have facilitated remote participation, ensuring inclusivity and accessibility. The Council appreciates your continued support as the City addresses aging facilities and the need for flexible and innovative meeting production and broadcasting to maintain the high standards you have set.

Your accomplishments in the Administrative Services department, including creating a master fee schedule and coordinating updates of Community Planning and Development (CPD) planning, permitting, impact, licensing, and park fees, were timely and aligned with Council policies. The department's contributions were also seen in the biennial public opinion survey, informing numerous work plan items and the 2023-2024 budgeting process. Human Resources and IT management functions have highlighted the department's vital contributions and support citywide.

Your meticulous approach to financial management and budget development deserves recognition. Reviewing and updating budget policies and developing the biennial budget have positioned the City well for future financial challenges. Implementation of new Enterprise Resource Planning software will enhance the City's financial management capabilities.

Your commitment to community engagement and involvement has been evident through your coordination and collaboration on regional growth planning and managing the periodic update of the City's Comprehensive Plan, including drafting the first-ever Economic Development and Retail Plans. Your efforts have resulted in stable and permanent leadership in the CPD department, enabling the department to recover and work through the backlog of state-mandated code updates and the development backlog.

Commendations are also due for your accomplishment in assembling resources and staff and engaging the public and council to draft and adopt Mercer Island's first-ever Climate Action Plan. Your leadership and commitment to addressing climate change have resulted in a comprehensive and forward-thinking set of strategies for the City. Facilitating a collaborative process with experts, stakeholders, and community members ensured that diverse perspectives were considered. Your dedication to engaging the public and council throughout the planning and adoption phases has fostered a sense of ownership and support for the Climate Action Plan. This significant achievement reflects your vision, strategic thinking, and effective mobilization of resources for a sustainable and resilient future for Mercer Island.

The Parks Levy is another accomplishment that deserves special recognition. The decision to move forward with the levy renewal in 2022, a year ahead of the expiration, was a strategic one, and we are proud of this proactive approach. Your intense efforts and your team working with the City Council resulted in successfully placing it on the November ballot. The community's overwhelming support further exemplified the effectiveness of our collaborative endeavors.

From a strategic planning perspective, the Parks Levy renewal is one of the Council's proudest achievements in recent years. Your foresight in planning for the levy renewal during the PROS Plan Update was commendable. The intentional development of the plan, notably the six-year capital plan, set the stage for success. The groundwork laid during the PROS Planning work also proved valuable for the Luther Burbank Dock Project, enabling the city to compete and win grants more effectively.

These accomplishments represent just a fraction of your achievements across multiple departments. Your contributions to the Fire, Parks & Recreation, Police, Public Works, and Youth and Family Services departments have been equally impressive, reflecting your dedication to improving service delivery and addressing community needs.

Furthermore, your exceptional management of the City's response to the COVID-19 pandemic deserves further recognition. Your oversight of emergency management, communication with stakeholders, and implementation of protective measures have been instrumental in safeguarding the well-being of our community.

On behalf of the City Council, we express our deepest gratitude for your outstanding contributions and unwavering dedication. We eagerly look forward to another year of remarkable achievements under your exceptional leadership.

Sincerely,

Mayor Salim Nice  
City of Mercer Island