



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6140
October 3, 2022
Consent Agenda

AGENDA BILL INFORMATION

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

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	<ol style="list-style-type: none"> Major Work Plan Items Matrix Work Plan Items by Department from 2021-2022 Budget
CITY COUNCIL PRIORITY:	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

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

EXECUTIVE SUMMARY

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

BACKGROUND

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

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

ISSUE/DISCUSSION

Completed work plan items and highlights:

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

Work Plan Items Nearing Completion:

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

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

Ongoing Work Plan Items:

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

- **Business Code Zone Amendment. (Community Planning & Development)**
 A code amendment has been proposed to allow schools in the business zone. Staff will work with Planning Commission and City Council to consider/review this proposal. Standard code amendment process (public engagement, environmental reviews, etc.) will be followed. The City Council approved this in December 2021 as part of the docket process. Work on the project will commence after completion of other work plan items and based on staff availability.
- **Deconstruction of Surplus Property at 4004 Island Crest Way by end of Q4 2022. (Public Works)**
 In July 2021, the City of Mercer Island acquired a vacant one-story house at 4004 Island Crest Way with the intention of removing the structure to address transportation needs at the intersection of SE 40th Street and Island Crest Way. Deconstruction is complete. Determination of traffic operation needs is ongoing. Additional site improvements are under way including vegetation, site security, and preliminary pedestrian improvements near the property.
- **Complete a Parking Study for Town Center. (Community Planning & Development)**
 The City contracted with Walker Consultants and is on track to finalize the project by the end of the year. This work includes collecting parking inventory and analyzing usage; auditing and recommending regulations; identifying opportunities to increase parking supply and/or shared parking usage; reviewing the permit program and enforcement; and exploring opportunities for curbside and parking space activation, wayfinding, technology use, sustainable approaches, and/or other ways to improve parking usage in the Town Center. The final report from Walker will include the study results and recommendations for improvements.
- **Luther Burbank Docks Reconfiguration and Repair Project. (Public Works/Parks & Recreation)**
 The docks and adjacent waterfront need major renovation to continue to provide the public with shoreline recreation. Guided by the [Luther Burbank Park Master Plan](#), a 30% design has been reviewed and accepted by the City Council. Phase 1 of the project, which will include stabilization of the Boiler Building, restroom and concession stand renovations, and construction of an outdoor classroom, is scheduled for 2023 followed by replacement of the docks in 2024, which is Phase 2. Staff have been pursuing grant opportunities to support the funding of the project.
- **Administer American Rescue Plan Act (ARPA) Funding by Q4 2026. (City Manager's Office, Finance, and Public Works)**
 On [October 19, 2021](#), the City Council approved the acceleration of a number of capital improvement projects to be funded by American Rescue Plan Act (ARPA) Project resources. Funded and/or accelerated projects include Reservoir Pump Replacements, Reservoir Improvements, Geographic Information Services (GIS) Utility Network Data Upgrade, First Hill Booster Station Generator Replacement, Sewer Pipe Replacements & Upsizing, Pressure Reducing Valve Station Replacements, and YFS Mental Health and Human Services. The City is required to commit the full \$7.23 million in ARPA funds by December 2024. Staff will continue to work on plans to expend ARPA funds and will submit recommendations to the City Council by the December 2024 deadline. The following are new or accelerated projects utilizing ARPA funds:

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

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

Planning Software by Q4 2022. (Finance)

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

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

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

- **Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing. (Administrative Services)**

Human Resources staff is continuing to work on implementing a new HRIS software. Implementation of this work is critical to deploying several process improvements. Full implementation is now anticipated for mid-2023.

- **Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022. (City Manager's Office, Police & Fire)**

The Puget Sound Emergency Radio Network Operator (PSERN) is scheduled to replace the current emergency radio communications system used by Mercer Island, Bellevue, Issaquah, and other King County communities. The project is currently in Phase 2, focused on building infrastructure (buying and implementing radios) and hiring a director. Due to a delay in equipment delivery, deployment of the system may begin in 2023 with a fully operational system anticipated by the end of 2024.

- **Negotiate new Collective Bargaining Agreements with Police and Police Support (2022-2024); AFSCME (2022-2023); and Fire (2022-2024) bargaining groups. (Administrative Services, City Attorney's Office, and City Manager's Office)**

In 2021, a three-year collective bargaining agreement was approved with Police and Police Support for 2022-2024 as well as a one-year extension with Fire. In 2022, a successor three-year collective bargaining agreement with AFSCME was approved for 2022-2024 and negotiations are currently underway with Fire in 2022.

- **Restore the Citizens Academy, Community Emergency Response Team (CERT), and National Night Out; Conduct one Citizens Academy by Q4 2022. (Police)**

Staff revived public outreach programs using in-person and virtual platforms including Community Emergency Response Team (CERT) training, National Night Out, Paws on Patrol, Neighborhood Watch, and other emergency and disaster trainings. Staff are preparing a Citizens Academy, tentatively scheduled for Q2 2023.

- **Implement the Supervisory Control and Data Acquisition Project ("SCADA" Project) by Q4 2023. (Public Works)**

The City's water distribution and sewer systems are monitored and controlled remotely by equipment commonly referred to as, Supervisory Control and Data Acquisition ("SCADA"). Construction has

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NEXT STEPS

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

RECOMMENDED ACTION

Receive Report.