

**2020 City Council Planning Session - Additional Work Items**  
Summarized from the Decision Card Exercise and Rules of Procedure Discussion  
Updated: February 4, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action	Status	Additional Resources Required
<b>"Top 11" Decision Card Items</b>									
1	Review/Update Town Center Development Code	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.	Yes, consultant resources will likely be needed.
2	Review/Update Regulations regarding Camping, Temporary Structures, and Overnight Parking on Public Property	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.	No
3	City-Wide Shuttle Service	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.	Yes, a new service will require resources. Requires scope development and further evaluation.
4	Citywide Economic Development Plan	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.	Maybe. Requires scope development and further evaluation.
5	Staff Position for Economic Development	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.	Yes, resources needed for new staff position.
6	Compensation Policy & Philosophy	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.	Maybe. Requires scope development and further evaluation.
7	Citywide Classification and Compensation Study	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	Yes	Budget Policy	Pending. Further project scoping required.	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	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.	Maybe. Requires scope development and further evaluation.

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9	Update Town Center Parking Regulations	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	Yes	Ordinance/ Code Amendment	Recommended for consideration as part of 2021-2022 budget process.	Yes, consultant resources will likely be needed.
10	Levy/Long-Term Funding Strategy for School-Based Mental Health Counselors	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.	Maybe. Requires scope development and further evaluation.
11	Study & Evaluate Options for Permanent Protection of City Parks & Open Spaces	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.	Maybe. Requires scope development and further evaluation.

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<b>Potential Budget Policy Work Items (taken from the original Decision Card List, not part of the prioritization exercise)</b>									
A	Review/Update Policies regarding the use of REET	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.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
B	Review/Update the Equipment Surplus Policy	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 surplus 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.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
C	Consider a policy to Incentivize Department Savings	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.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
D	Consider a policy to Establish a Reduction Threshold/Target for the 2021-22 Budget	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.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
E	Consider Implementing a Funding Policy for Permanent FTEs	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.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
F	Review/Update the Capital Funding and Reinvestment Policies	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.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.

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<b>Other Work Items</b>									
G	Fence Heights in Residential Zones	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.	No
H	Evaluate Sustainability Committee	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.	No
I	Consider Town Hall Meetings	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.	Additional staff time will be required, not likely to be significant.
J	Evaluate Technology Upgrades in Council Chambers	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.	Yes, resources needed for technology improvements.
K	Scheduling of "Joint Meetings"	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.	No