

# 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
<b>Long-Term Financial Strategy</b> <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
<b>Organizational Assessments</b> <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
<b>Prepare for Sound Transit Light Rail Station and Bus Intercept</b> <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 →
<b>Implementation of ST Settlement Agreement</b> <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 →
<b>Commuter Parking and Mixed-Use Project</b> <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 →
<b>First/Last-Mile Initiatives</b> <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><b>Fill Director Vacancies</b>                      Filling director vacancies and interim positions in the City Manger, City Attorney, Finance, and Parks &amp; Recreation departments will be a priority for 2020 and may extend into 2021.</p>	Jessi Bon		<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												


**Work Item 4: Communications**

Description	Dept. Lead / Liaison	Staff Comments	Timeline																		
<p><b>Communications Support</b>                      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.</p>	Ross Freeman, Department Heads		<table border="1"> <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	→												
<p><b>Biennial Community Opinion Survey</b>                      Research and present options for the City Council's biennial public opinion survey; collaborate on promotion, and assist with distribution and explanation of results.</p>	Ross Freeman		<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														
<p><b>Oversee and Maintain Range of Communications Tools</b>                      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.</p>	Ross Freeman		<table border="1"> <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	→												
<p><b>Employee Communications</b>                      Implement internal communications strategy to better inform and engage with employees and boost morale.</p>	Jessi Bon, Amanda Keverkamp		<table border="1"> <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 5: Council Support**

Description	Dept. Lead / Liaison	Staff Comments	Timeline																
<p><b>Council Planning Session and Mid-Year Planning Session</b>                      Assist Council with annual goals setting and mid-year check-in.</p>	Jessi Bon, Deb Estrada		<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
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Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
<p><b>Boards and Commissions Annual Recruitment</b>                      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.</p>	Deb Estrada		<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												

## Work Item 5: Council Support

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Boards and Commissions Guide Books</b> Create guide/resource books tailored to each board and commission to facilitate onboarding and recruitment as needed.	Deb Estrada		2020                      2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Ethics Training for Public Officials</b> Identify Washington Cities Insurance Authority (WCIA) training consultant, establish curriculum that supports adopted Code of Ethics, and develop training schedule.	Deb Estrada		 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Emergency Management Training for Public Officials</b> Provide elected officials with an overview of roles, responsibilities, and operations.	Deb Estrada, Jennifer Franklin		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Deputy City Clerk Strategy</b> Identify a staffing strategy to train and develop a Deputy City Clerk or back-up for City Clerk and Public Records Officer.	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
<b>City Sustainability Initiatives</b> 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.	Ross Freeman		2020                      2021  Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
<b>Sustainability Support and Implementation</b> 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.	Ross Freeman		 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 
<b>Greenhouse Gas and Carbon Footprint Tracking</b> 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.	Ross Freeman		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>King County-Cities Climate Collaboration (K4C)</b> 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.	Ross Freeman		 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 

## Work Item 7: Special Projects

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Master Facility Use Agreement with MISD</b> <i>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.</i>	Matt Mornick		<div style="display: flex; justify-content: space-around;"> <span>2020</span> <span>2021</span> </div> <div style="display: flex; justify-content: space-around; background-color: #cccccc;"> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> </div>
<b>Transition Parks Maintenance to Cityworks Software Program</b> <i>Participate in interdepartmental team to transition Parks Maintenance work flows into Cityworks software, project tracking program.</i>	Matt Mornick	High Priority	<div style="display: flex; justify-content: space-around; background-color: #cccccc;"> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> </div>
<b>Capital Improvement Program</b> <i>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.</i>	Matt Mornick	High Priority	<div style="display: flex; justify-content: space-around; background-color: #cccccc;"> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> </div>

## Work Item 8: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>2021-2022 Budget</b> <i>Prepare and transmit a 2021-2022 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.</i>	Jessi Bon, Ali Spietz, LaJuan Tuttle, Matt Mornick	High Priority	<div style="display: flex; justify-content: space-around;"> <span>2020</span> <span>2021</span> </div> <div style="display: flex; justify-content: space-around; background-color: #cccccc;"> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> </div>
<b>Legislative Analysis</b> <i>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.</i>	Jessi Bon		<div style="display: flex; justify-content: space-around; background-color: #cccccc;"> <span>⇒ Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>⇒</span> </div>
<b>Leadership Continuing Education and Training</b> <i>Building current and future leaders throughout the organization through continuing education and training of the Leadership and Expanded Management Teams.</i>	Jessi Bon		<div style="display: flex; justify-content: space-around; background-color: #cccccc;"> <span>⇒ Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>⇒</span> </div>
<b>Confidential Email Procedures</b> <i>Develop procedures and establish training schedule for confidential Personnel and Privileged correspondence.</i>	Ali Spietz, Deb Estrada, Mary Swan		<div style="display: flex; justify-content: space-around; background-color: #cccccc;"> <span>⇒ Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> </div>
<b>Scan and Toss Policy</b> <i>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.</i>	Deb Estrada		<div style="display: flex; justify-content: space-around; background-color: #cccccc;"> <span>⇒ Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> <span>Q1</span> <span>Q2</span> <span>Q3</span> <span>Q4</span> </div>

**Work Item 8: Administration (Continued)**

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
			2020				2021			
<p><b>Records Retention and Destruction</b>  <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></p>	Deb Estrada									
<p><b>Public Records (JLARC)</b>  <i>Complete Annual Joint Legislative Audit &amp; Review Committee (JLARC) Report in compliance with RCW 40.14.026 which requires agencies to report information about their public records practices.</i></p>	Deb Estrada, Mary Swan									
<p><b>Public Records (NextRequest)</b>  <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></p>	Deb Estrada, Mary Swan									
<p><b>Agenda Management (Municode)</b>  <i>Support Boards and Commissions (B&amp;C) Liaisons to finalize six B&amp;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></p>	Deb Estrada									
<p><b>Municipal Code Transition (Municode)</b>  <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></p>	Deb Estrada									