



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6044
March 26, 2022
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6044: 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"> 1. Status Report on Major Work Plan Items 2. All Work Plan Items by Department 3. 12-Month Planning Schedule 4. Suggested 2023-2024 Work Plan Items (available Wednesday, March 23, 2022)
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.

INTRODUCTION

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 to help prepare for the 2022 Council Planning Session.

- See Exhibit 1 for a progress chart of key work items. A narrative summarizing work item progress is also included in the body of this agenda bill.
- See Exhibit 2 for a summary of 2021-2022 work items.
- The City Council will begin planning for the next biennium including considering potential work items for 2023-2024 at its Planning Session on March 26, 2022.
- See Exhibit 4 for a list of suggested work plan items for City Councilmembers for 2023-2024.

BACKGROUND & DISCUSSION

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 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](#) and [February 1, 2022](#). Highlights of added work plan items, recent accomplishments, and an overview of other work items is provided below.

WORK PLAN UPDATE

New work plan items:

- **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 begun design work for upgrades at South Mercer Playfields in which the City will partner with and look to streamline construction activities. Construction may begin as early as 2022.
- **MICEC Annex Building Assessment and Plan. (Public Works/Parks & Recreation)**
As included in the 2022 PROS Plan, the City Council approved 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 2022.
- **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.

Major 2022 Projects:

- **Major Comprehensive Plan Update. (Community Planning & Development and City Attorney's Office)**
Work on the full update that is required every eight years commenced in 2022. The 18-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. The PROS Plan will be added as an Appendix to the Comprehensive Plan through this update process as well.
- **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 will be 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.

- **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 master fee schedule will be ready to adopt by the end of 2022.

On-Track/Ongoing:

- **Assess operating challenges, safety concerns, and potential improvements to Bike Skills Area at Upper Luther Burbank Park by Q2 2022. (Public Works/Parks & Recreation)**
Project to assess safety concerns, operating challenges, and possible improvements to the Bike Skills Area at Upper Luther Burbank Park. Proposed improvements will be presented to the Parks and Recreation Commission and to the City Council for consideration by the end of Q2 2022.
- **Deconstruction of Surplus Property at 4004 Island Crest Way by end of Q2 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 has begun. Determination of traffic operation is ongoing.
- **Complete a Parking Study for Town Center. (Community Planning & Development)**
The City has contracted with Walker Consultants and is on track to finalize the project by December 2022. 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.
- **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 2022.
- **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 early 2022, with construction of the South Tank improvements scheduled in 2022 followed by the North Tank improvements in 2023.
- **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 will commence hiring engineering services to complete the design and prepare bid documents for construction to replace the backup generator.
- **Residential Standards Assessment. (Community Planning & Development)**
The Residential Standards Assessment (RDS) was adopted in 2017. The City will analyze how well the RDS worked and identify any recommended changes and updates. Analysis and recommendations will be presented to the City Council in early 2023.
- **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 underway; the consultant is reviewing and editing job descriptions for all non-represented positions. Phase two of the study which entails completing a market analysis for the positions, is set to be complete by the end of the second quarter 2022. City Council policy review is anticipated in mid-2022.
- **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 2022, after completion of the Citywide Classification & Compensation Study.
- **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 will commence in mid-2022 and will be aligned with the broader public participation plan for the comprehensive plan update.
- **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. The project is on track with software implementation, 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 negotiating impacts with the Union on this new program to be delivered in partnership with the Youth and Family Services (YFS) Department. Once finalized a 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 now anticipated for late-2022.
- **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. Deployment of the system could be as early as the end of 2021 or beginning of 2022 with a fully operational system by the end of 2022.
- **Complete the ADA Transition Plan by Q4 2022. (Public Works)**
The City is developing an [ADA Transition Plan](#) to identify, prioritize, and remove barriers, specifically for those with disabilities. A public engagement process launched in the second quarter of 2021 with an online open house and community survey. The plan was developed throughout the fall of 2021. The draft ADA Transition Plan was reviewed by the City Council on February 1, 2022 and is set to return to the City Council for final review and adoption in May 2022.
- **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, staff completed a three-year collective bargaining agreement with Police and Police Support for 2022-2024 as well as a one-year extension with Fire. Staff is in the process of negotiating a successor collective bargaining agreement with AFSCME and will be negotiating 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)**
In 2021, staff revived several public outreach programs via virtual platforms including Community Emergency Response Team (CERT) training, supporting local National Night Out neighborhood events, and launching virtual Paws on Patrol and Neighborhood Watch. Staff are prepared to continue virtual programs throughout 2022 or advance in-person programming when safe to do so.
- **Develop lesson plans for approximately ten public education related topics (Home Safety, Drills, Smoke Detector Education, etc.) by Q4 of 2022. (Fire)**

Lesson plans for 10 fire related public education presentations were completed by the end of 2021. Additionally, Fire staff have prepared several related CPR, First Aid, etc. presentations. This will improve the scoring with Washington Survey and Rating Bureau (WSRB) during the next evaluation of Fire Safety Control. These prepared lesson plans will continue to evolve over time to include PowerPoint presentations and the possibility of a virtual classroom opportunity.

- **Implement the Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q4 2022. (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 Q2 2022 (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 Q2 or Q3 2022 for construction in late 2022 or early 2023.

- **Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents. (City Attorney and City Manager’s Office)**

The City Attorney and legal team are tasked with holding Sound Transit to the terms of the 2017 Settlement Agreement. There are currently crossclaims and appeals proceedings pending before King County Superior Court and Court of Appeals, Division One. This remains a significant work item for the City and requires a considerable amount of staff time and support from outside legal counsel. In November, the City sought a preliminary injunction to stop Sound Transit from constructing a curb cut on the north side of North Mercer Way in violation of the Settlement Agreement. In December, the King County Superior Court denied the City’s motion while granting Sound Transit’s motion for partial summary judgement. Currently, the City is seeking discretionary review by the Court of Appeals of the Superior Court’s interlocutory order on summary judgment.

- **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. Final integrated system testing is anticipated before Q4 2022. Additionally, Sound Transit staff and Fire Department Leadership have been working collectively to establish consistency in fire related systems between Seattle, Bellevue, and other regional partners. This collective approach will ensure that our mutual aid partners utilize the same systems and our private contractor partners receive continuity with system design, requirements, and install.

- **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 Q4 2023. (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. Contract negotiations with the City's preferred vendor are ongoing. Construction is anticipated to begin in the third quarter of 2022. Implementation has been extended from one year to two years with half of the meters replaced in year one and the remaining meters in year two. Project completion now slated for Q1 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. Dates for fire crew emergency response training will be determined by the end of Q1 2022.

- **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. All donation operations moved back to the Thrift Shop retail storefront. Additional staff were brought on as in-person and online operations expanded. A new Thrift Shop Manager was hired in early March 2022.

- **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, on board to support the effort.

- **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. Staff will continue to provide training to new members of the City Council, Boards, and Commissions.

- **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.

- **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 and will begin to transition Boards and Commissions to the hybrid format in Q2 2022.

- **Implement organizational improvements by developing and implementing policies and procedures for differential service pricing, allocation and use of the City’s recreation facilities, and community special event administration, to align with meeting cost recovery goals and community needs. (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. The next phase of the transition plan is to develop policies and procedures to help standardize and improve processes, service pricing, and other costs.

- **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.

- **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)**

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 the fall of 2021, 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. Staff will resume work on the Municipal Court Services Study in late 2022.

Completed work plan items and projects:

Project	Department
Complete the Parks, Recreation and Open Space (PROS) Plan by Q2 2022.	City Manager’s Office
Review and update the City’s current budget policies and present new financial management policies to the City Council.	Finance
Report to Council on implementation of permit fee analysis and level of service analysis.	Community Planning & Development
Update Animal Control Ordinance in conjunction with the City Attorney’s office by Q2 2022.	Police
Continue to ensure the Police Department complies with State accreditation standards and achieve reaccreditation in Q3 2021.	Police

Develop a transition plan to re-open the Mercer Island Community and Event Center (MICEC) and restore recreation programs and services.	Parks & Recreation
Hire a Senior Policy Analyst position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.	Community Planning & Development
Develop a strategy and evaluate options to upgrade the technology in Council Chambers to allow for Councilmembers and/or staff to participate remotely if unable to attend a meeting in-person.	City Manager's Office and Others
Complete the Risk & Resiliency Assessment by Q2 2021.	Public Works
Update the Emergency Response Plan (RRA & ERP Plan) by Q4 2021.	Public Works
Continue to ensure the Police Department complies with State accreditation standards and achieve reaccreditation in Q3 2021.	Police
Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City's financial management system.	Finance
Implement the organizational structure as approved in the 2021-2022 budget.	City Manager's Office

2023-2024 WORK PLAN DEVELOPMENT

To help streamline the discussion at the Planning Session, City Council members are encouraged to submit suggestions for 2023-2024 work plan items to Executive Assistant to the City Manager Amanda Keverkamp (Amanda.Keverkamp@mercerisland.gov) no later than 5:00 pm on Monday, March 21, 2022. Staff will compile the suggestions and share them with the City Council by 5:00 pm on Wednesday, March 23, 2022. The 2022 Planning Session packet will be amended with the suggested work plan items.

NEXT STEPS

The next update to the work plan is scheduled for Q3 2022, prior to commencing the 2023-2024 budget process.

RECOMMENDED ACTION

Receive report.