



## City of Mercer Island May 2021 – April 2022 Accomplishments

### ADMINISTRATIVE SERVICES

#### *Human Resources*

- **Completed Phase 1 of the Classification & Compensation Study**, examining and evaluating 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.
- **Completed 68 recruitments resulting in 56 new hires and promotions.** Critical vacancies including Communications Manager, Electrical Inspector, City Clerk, Capital Division Manager, Systems Administrator, Thrift Shop Manager, and Street Engineer, amongst many others filled.
- Prepared for and assisted City employees in navigating Washington State's **Long-Term Care requirement**. Negotiated agreements with AWC and Gallagher/Allstate to provide alternative long-term care coverage.
- **Bargained and implemented the State COVID-19 Vaccine Employee Mandate** for healthcare workers, including firefighters. Staff were also prepared to implement the Federal OSHA vaccine mandate for businesses over 100 workers. This was never implemented due to the rule being overturned by the Supreme Court on January 13, 2022.
- **Reinstated Wellness Committee.** The Wellness Committee consists of eight employees, coordinating activities and programs to promote health and wellness throughout the organization. Awarded a \$500 grant from the Association of Washington Cities to purchase Office Boot Camp Sacks (yoga mat, foam roller, ab roller, push up bars, resistance bands, stretching straps) located in a common area in each of our facilities for all staff to utilize when they need a healthy break from their routine. Wellness Committee activities included:
  - Month-long activity challenge in May, "Race to the Finish," in which 39 staff completed a total of 9,749,970 steps.
  - Fresh Fruits and Veggies Challenge and "Drink More Water" event, promoting the benefits of eating more fresh fruits and veggies and health benefits of water.
  - "Walk with Friends Challenge" throughout the month of October, encouraged health and activity.
  - Self-care and well-being campaign focused on education, activities, and challenges.
  - Conducted a Wellness Needs and Interests Survey in which 80 employees responded, providing feedback and information to help direct future wellness activities.
- **Earned the 2022 WellCity distinction from the Association of Washington Cities.** City of Mercer Island met all 29 of the WellCity requirements established by the AWC Employee Benefit Trust. In recognition of this achievement, the City of Mercer Island has earned a 2% discount on all

AWC Trust active medical premiums in 2023. Mercer Island is among the 103 dedicated employers in Washington to earn WellCity status this year.

### **Communications**

- Communications Manager onboarded in May 2021.
- **Launched Instagram account** (late May 2021). Account has grown organically, up 120% in three months (June-September 2021)
- **Completed a brand refresh for the City's identity.** The brand is now consistent and modern, with new fonts, colors, and imagery built around the existing City seal. Refreshed branding has been rolling out across our communication channels - social media, the website, business cards, letterhead, and more.
- **Built and strengthened media relations.** Conducting local and regional media outreach to network with reporters and editors and help build pathways for accurate (and favorable) coverage.
- Strengthened relationships with neighboring and partner city communications teams to ensure cross-agency collaboration.
- **Increased community engagement and responsiveness.** Renewed communications focus and increased social media presence resulted in stronger engagement across City's communications channels, including a 62% increase in post engagement averaged across all channels and generating variety of positive feedback from the community.

### **IGS**

- Worked with Police in bringing online **Vigilant Automatic License Plate Reading System.**
- Built underlying **technical foundation of City's new SCADA system.**
- Rebuilt large portions of City's **cybersecurity related systems.**
- **Significant upgrades and repairs made to the City's communications infrastructure:**
  - Re-termination/re-splicing of fiber endpoints and pathing to support faster speeds and additional site redundancy.
  - Replacement of old DSL era circuits with dual carrier cellular tunnels.
  - Additional ingress/egress capacity/redundancy to City's gateways.
  - Upgrade technology in Council Chambers to allow for hybrid-meetings. Staff have installed necessary technology and worked through technical issues to allow for hybrid (in-person and remote) participation at public meetings, when feasible.
- Full upgrade of GIS system resulting in 5 additional servers and management of 2 different environments with migration from old to new software.

### **Customer Service**

- Customer Service Team (CST) responded to **14,882 calls**, successfully **resolving 71.6%** (10,657) of all calls.
- Initiated training for additional City staff on QAlert customer request management (CRM) platform and city phone system, to serve as backup support to CST.
- In addition to responding to phone calls and emails, assist various City departments including:

- HR, on administrative tasks (timesheet clearing, filing, archiving).
- City Clerk's Office in completing the Municode Library document repository project, making all historic legislative records available online for both the public and staff dating back to 1960, archiving Sister City Newsletters, and support in maintaining the Municode Library.
- YFS, assisting with Food Pantry distribution coverage June 2021 through January 2022.
- Public Works, training on backflow reporting to provide support and do initial research for residents.
- Parks & Recreation, with online Picnic Area rentals throughout 2021 season.
- CPD, managing Block Party ROW permit issuance and related barricade distribution/collection.

## CITY MANAGER / CITY ATTORNEY

- **Moved City Code from Code Publishing to Municode.** Municode went live the week of September 20, 2021. The project had been in the works for the better part of 2021. The move improved agenda management processes for City Council and Boards and Commissions.
- **Work Plan tracking tools and updates.** Created a new, visual tracking tool. Updated the City Council and community on work plan progress on April 27, 2021, September 21, 2021, February 1, 2022, and March 26, 2022.
- Conducted multiple **Board and Commission Recruitment processes** and updated application.
- Defended the **2017 Settlement Agreement with Sound Transit.**
- Finalized the **acquisition of Parcel A-2** (adjacent to the Tully's site) and the amended Deed for Parcel 12.
- **Launched Community Conversations Series.** Co-hosted the first Community Conversation event on February 2 in partnership with the MISD Black Student Union and others: 322 registered for the event, 272 attended.
- **Completed Work Plan Items:**
  - **Animal Control Ordinance Updated.** Staff presented a draft of the updated Animal Control ordinance on August 31, 2021 and the second reading is scheduled for October 5, 2021.
  - **Code of Ethics Updated and All Boards and Commissions Trained.** City Council adopted the updated Code of Ethics on June 16, 2021. A training program for boards and commissions has been developed and was deployed in October 2021.
  - **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.**
  - **Implement the organizational structure as approved in the 2021-2022 budget.**

## COMMUNITY PLANNING AND DEVELOPMENT

- Selected Walker Consultants to conduct the **Town Center Parking Study** and kicked off the project in March 2022.
- **Small Cell / Wireless Code permanent regulation.** Ordinance No. 21C-12 was adopted, revising standards and communications facilities, and repealing the temporary regulations contained in Ordinance 21- 08.
- **Awarded 2021 Port of Seattle Economic Development Partnership Grant.** Appropriated \$24,690 in program expenditures using grant funds for 2021 and \$6,345 in program expenditures using General Fund available fund balance (2020 prior-year surplus) as cash match.
- **Finalized regional growth planning** (including growth target development and adoption by the Growth Management Planning Council 2021).
- On July 1, the King County GMPC approved and transmitted the 2021 Countywide Planning Policies (CPPs) and 2021 Urban Growth Capacity Report (UGCR) to the King County Council. This work is necessary to commence the periodic update to the Citywide Comprehensive Plan, which is required to be completed no later than December 2024. King County Council approved in December 2021 and sent to cities for ratification. Mercer Island City Council approved ratification on March 1, 2022. Progress on implementation of permit fee analysis and level of service analysis.
- City partnered with local firm Hardwick Research to conduct a follow-up to the City's **2020 survey of business needs and challenges**. Digital survey administered June–July to 962 businesses, received 176 responses.
- **Began the Comprehensive Plan Periodic Update** in March 2022, including starting robust public engagement to write an Economic Development Element and update Housing Element.
- Progress on exiting Town Center moratorium enacted in June 2020. Economic analysis completed (April 2021), City Council direction on code amendments (September 2021), Planning Commission recommendation (November 2021), subsequent City Council direction on code amendments (December 2021), second Planning Commission recommendation (February 2022) and final City Council on code amendments (March 2022).
- Adoption of interim development regulations resulting from various state legislative mandates related to affordable housing including HB 1220.
- **Completed Work Plan Items:**
  - Report to Council on implementation of permit fee analysis and level of service analysis.
  - Hired a Senior Planner position to address land use policy including code amendments and comprehensive plan updates beginning July 2021.

## FINANCE

- **Thrift Shop moved from Admin Services to Finance.**
- Thrift Shop **launched Restart Rebuild Campaign** to build back the Thrift Shop team

- Implemented early phases of operations recovery plan by expanding operations in August 2021 to five days a week.
- Informal Advisory Group established to continue planning for a full Thrift Shop recovery.
- Appointed Interim Thrift Shop Administrator May 10, 2021 – March 31, 2022 to oversee the recovery of this important community institution and reopening initiative
- Replaced Value Village donation bin at Islander Middle School with Thrift Shop donation bin in early November 2021.
- Hired Thrift Shop Manager and additional staff.
- **Finance System Technology Upgrade Project.** In March 2022, project received full City Council support. Negotiations with the preferred vendor are underway with implementation on track to begin this year.
- Completed the Mid-Biennial Budget Process including significant budget adjustments to rebuild Thrift Shop and Parks and Recreation services and programming.
- Successfully completed the 2020 State Audit, Federal Single Audit, and the Accountability Audit.
- Administered ARPA Funds.
  - Received and allocated first tranche of the City’s \$7.23 million in ARPA funds.
  - Legal and finance teams updated City contracts to ensure compliance with ARPA requirements.
  - Launched ARPA-funded COVID-19 Utility Relief Grant program, awarding eligible households with up to \$2,000 toward overdue water/sewer bills incurred during the height of the pandemic.
- **Completed Work Plan Items:**
  - Finance ad hoc committee reviewed the City’s current budget policies and presented new financial management policies that the City Council adopted in Q3 2021.
  - Conduct a request for proposals by Q3 2021 to assess and evaluate software solutions to upgrade or replace the City’s financial management system.

## FIRE

- **Paperless forms.** New paperless overtime forms and process was developed inhouse and implemented in March 2022.
- **Stryker Stretchers.** Purchased new “Stryker” medical stretchers for aid units.
- **Mobile Data Computers.** Worked in conjunction with GIS to install Mobile Data Computers (MDC’s) in two MIDI pumpers, providing technology that integrates routing, pre-incident plans, hazardous material identification, or computer communication with dispatch center. MIFD through King County Emergency Medical Services, acquired funds from Basic Life Support dollars.
- **Fire Marshal Technology enhanced** by acquiring new digital camera for investigation purposes.

- **Diesel Exhaust Extraction System.** Exhaust hose being installed to vent engine exhaust pipe outside of Fire Station 92.
- **Station 91 Security Upgrade.** Four commercial video cameras installed at Station 91. Cameras are connected to the central server within the city and crews will be able to view cameras through a TV monitor located in work area.
- **Enhancement to our physical fitness capabilities.** Replaced two treadmills that had reached their safe and useful life.
- **Public Access Defibrillator Inventory.** Completed an inventory and have identified the City of Mercer Island's need for replacement Public Access Defibrillators and Fire Based Defibrillators.
- **Pre-shift COVID-19 testing.** Acquired COVID-19 kits for daily testing of every fire department member. Test were taken prior to shift to prevent COVID-19 positive members to infect on duty and oncoming crews.
- **Web Based Cameras** installed on all workstations to allow for online training, zoom calls, and spacing of firefighters.
- **Online Burn Permit Approval and Issuance Program.** Beginning in September 2021, the Fire Marshal's Office with technical support from GIS, launched the "first of a kind" online burn permit approval and issuance program. This allows Island residents to apply online (QR Code enabled), review the permit conditions, receive approval or denial, and notify on-duty fire crews of permit issuance all with a click of a button.
- **Launched Business Fire Inspections.** Starting January 1, 2022, the MIFD began business-related fire inspections. The inspections: ensure fire prevention and protection systems are in place and operating appropriately; and familiarize MIFD crews with local businesses, managers, owners, and staff.
- **Permitting.** Permit levels on track or exceeding 2019 levels since October 1, 2021. Implemented improvements including help sheets, form fillable permit documents, and standardized/streamlined permit issuance policies. Applicants can now review documents via the City website and request same day responses to their clarifying questions. As of October, 98% of all fire permits were reviewed and returned prior to the anticipated deadline, with only one permit falling into the 0-6 days post deadline category.
- **Re-instituted Bi-Monthly All Officer Meetings.**
- **Preparing for Light Rail.** Technical rescue instructors participated in light rail cars lift training with Bellevue and Redmond.
- **I-90 Tunnel Safety.** Interim Deputy Fire Chief and Fire Marshal participated with WSDOT to assess the fire extinguishing system deployment inside the Eastern Lid and Mount Baker tunnels.
- **Launched Business Fire Inspections.** Starting January 1, 2022, the MIFD began business-related fire inspections. The inspections ensure fire prevention and protection systems are in place and operating appropriately; and familiarize MIFD crews with local businesses, managers, owners, and staff.

- **New Judge.** Appointed Judge Jeff Gregory as the new Presiding Judge of Mercer Island Municipal Court in December 2021.
- **Operations.** Upon the new appointment in January, the court team began restructuring court daily operations. Some of which include the following:
  - Reworked daily calendar procedures for efficiency and cost saving/resource saving.
  - Created new search warrant procedures for MIPD.
  - Established new requirements on attorney expectations for court.
  - Reworked and added new General Administrative Orders.
- **Amnesty May.** With changing of collection vendors, the court will offer “Amnesty May” which allows individuals to pay off any defaulted fines in collections by waiving all interest and collection fees in an effort to allow individuals better access to relicensing with DOL.
- **Technology Upgrades.** Many changes have begun to update technology into the court. The courtroom audio switched to AV Capture to allow hearings to be stored in the cloud and setting up the ability to listen to hearings from the court website. Scanners were purchased to begin E-file conversion to SharePoint.
- **Jury Trials Resume.** The Facilities team worked with Court staff to ensure the courtroom was ready for jury trials to resume. The court lifted the COVID moratorium and had its first jury trial in April. A new juror process has been put into effect providing confirmation of attendees, exemptions, and deferrals for better and more considerate access to perform the civic service.
- **Community/City Outreach.** The court begins to get involved in Community/City Outreach, for example:
  - Begin talks with Mercer Island’s SRO Lum and local schools for Court/School partnership to increase the access by the local students into learning about our justice system.
  - Bringing artwork into the courtroom from local artists
  - Weekly meetings with local municipalities court judges
  - Presented a “Day in a Court” for local youth for their school

## POLICE

- **Restoration of Community Outreach Programs.** Staff virtually revived a number of public outreach programs including Community Emergency Response Team (CERT) training, graduating 20 new emergency management volunteers. Staff supported local National Night Out neighborhood events and launched virtual Paws on Patrol and Neighborhood Watch programs.
- **Appointed IFIT Committee.** Five community representatives have been selected to serve on an independent investigation team known as Independent Force Investigation Team-King County (IFIT-KC). Should anything happen, the IFIT team will investigate applications of deadly force, conducting investigations in the same manner as criminal investigations. During an investigation, MIPD will call on two of the five community representatives.

- **School Resource Officer (SRO) Transition.** Longtime School Resource Officer (SRO), Officer Art Munoz, rotated back to Patrol and Officer Kristina Lum is stepped in as the new SRO.
- **Light Rail Preparation.** Hired two additional officers to focus on the bus intercept / town center area. These two new officers will serve as liaisons between the community, the businesses, and users of the light rail/bus intercept.
- **Marine Patrol.** Secured new Interlocal agreements with Medina and Hunts Point for marine patrol services.
- **Special Cause Support**
  - Breast Cancer Awareness – Officers wore special shoulder patches during the month of October to raise awareness of this terrible disease.
  - Autism Awareness – Officers wore special shoulder patches during the month of April to raise awareness of this developmental disorder.
- **Police Reform Legislation.** The police department adjusted policies and procedures to align with the new laws from the 2021 legislative session. In preparation for the 2022 legislative session, the police chief worked with state legislators to change the new laws to mitigate some of the unintended consequences from the 2021 session.
- **Coyote Management Plan.** The police department worked with our federal partners to address concerns related to coyotes.
- **Emergency Management.** The Emergency Management Department continued to manage and monitor the effects and recovery from the COVID-19 Pandemic. It also responded to:
  - **Extreme Heat Response in June and August.** Opened cooling shelter June 26-28, 2021 serving 141 residents and August 12-13, 2021 serving 28 residents.
  - The EOC team tested the Code Red system (the local emergency alert system) and practiced the Great Shakeout.
- **Completed Work Plan Items:**
  - The Police Department received reaccreditation status in November of 2021, demonstrating that the department complies with the best practices in policing in Washington State.

## PUBLIC WORKS

- **Implemented Public Works Department Reorganization.**
  - Consolidated City's engineering functions into one team.
  - Filled several vacant positions including the promotion of the longtime Street Engineer to the Capital Division Manager to lead the CIP group.
  - Prepared for retirements. Managers developed succession planning approach includes mentoring less experienced staff with senior staff (with experience exceeding 100 years) and hiring replacements ahead of retirements to allow for a transition and transfer of institutional knowledge.
- **Acquired property at the intersection of SE 40th Street and Island Crest Way.** Acquisition provides the City needed land at this busy intersection to make necessary traffic safety



improvements, enhance sight lines for motorists and upgrade the sidewalk for pedestrians. Contractor is carefully deconstructing the structures so that the greatest amount of material possible (beams, doors, windows, etc.) is salvaged for reuse locally. The site will be maintained as City open space until future plans are established.

- **Development of ADA Transition Plan.** Adopted ADA Transition Plan to identify, prioritize, and remove barriers, specifically for those with disabilities.
- WSDOT-OEO approved Mercer Island's **CY2020 Title VI Report.**
- **Town Center and Island Crest Way Median Renovation Project.** In April 2021, the City Council approved one-time funding for median clean-up in Town Center and along Island Crest Way. Existing irrigation repaired, over 50 yards of soil added, and nearly 2,000 plants implanted along Island Crest Way.
- **Facility Improvement Project.** Upgraded site security at the Luther Burbank Administrative Building and Mercer Island Thrift Shop.
- **Capital Improvement Projects**
  - **Traffic Safety Improvement Projects**
    - **SE 24<sup>th</sup> Street and 72<sup>nd</sup> Avenue SE.** Left turn lanes on 72nd Ave SE removed to improve sightlines for drivers on SE 24<sup>th</sup> and pedestrians and curb extensions added to all four corners.
    - **92<sup>nd</sup> Avenue SE.** Three speed bumps were installed on 92nd Ave SE in August and new 4" lane channelization paint applied.
    - **ICW Corridor Safety Analysis.** Hired DKS as the consultant to perform the analysis. Kicked off the public survey to gather community feedback about their experience using Island Crest Way.
    - **76<sup>th</sup> Ave Mid-Block Crossing.** A preliminary design has been developed for the pedestrian crossing near Aljoia in the town center. The final design is expected to be complete by February 2022 and construction will proceed in Summer 2022.
    - **Sunset Highway/77<sup>th</sup> Ave. SE Intersection Improvements.** This project is intended to improve pedestrian safety and vehicular circulation on 77<sup>th</sup> Ave. SE near the light rail station entrance. A consultant was hired and commenced the preliminary design. Construction is anticipated to start in Q3 2022.
    - **West Mercer Way Pedestrian Crossing.** Enhancement of the Mountains-to-Sound Trail crossing of West Mercer Way, including three 12' wide crosswalks, ADA ramps, curbed refuge islands and lighting. This project is complete except for installation of lighting delayed by supply chain issues.
    - **EMW Landslide Repair.** Constructed a 75-foot-long soldier pile retaining wall to stabilize the northbound lane of East Mercer Way in the 5600 block to repair a landslide.
  - **Road Construction Projects**
    - **2021 Arterial Street Construction – East Mercer Way (SE 53<sup>rd</sup> to 6600 block).** This project resurfaced East Mercer Way with a hot mix asphalt overlay and included a 75-foot-long soldier pile retaining wall to stabilize the northbound

lane of East Mercer Way to repair a landslide. This landslide repair was unanticipated but was quickly designed for construction in conjunction with the roadway overlay.

- **2021 Residential Street Construction - Plat of Mercer Vista (portions of SE 62nd and SE 64th Streets, 82nd and 83rd Avenues).** Streets in the plat of Mercer Vista (portions of SE 62nd and SE 64th Streets, and 82nd and 83rd Avenues) received hot mix asphalt paving. Minor storm drainage and water system repairs and improvements also constructed.
- **East Mercer Way (SE 53rd Place to SE 68th St).** This project resurfaced East Mercer Way from SE 53rd Place to SE 68th Street with a hot mix asphalt overlay. Work included pavement repairs, pre-leveling, paving of the roadway and existing southbound pedestrian shoulder, raising utility castings to grade, and new pavement markings.

○ **Utilities**

- **2021 Sub Basin 42.1 and 42.1a Watercourse Stabilization.** Temporary streambank erosion control measures (sandbags) installed more than 15 years ago along the watercourse east of East Mercer Way near 6500 block are beginning to fail which poses risks to stream banks and increases potential for sedimentation and impacts to habitat in Lake Washington. The project stabilized 1,200 linear feet of eroded watercourse east of East Mercer Way near 6500 block with a series of stream bed control structures that are made of logs and cobbles in the channel, including installation of a timber frame network on soft banks to reduce sediment transport and re-planting along the banks and at the timber frame structures with native plants and trees.
- **Sub-basin 23.2 Watercourse Stabilization.** Consultant was hired, design commenced, and permit application submitted to the US Army Corps of Engineers.
- **Stormwater Conveyance System Assessments.** This project will assess the condition and capacity of selected drainage basins. Systems that lack capacity will be proposed for improvement in future CIP budgets. Consultant was hired and field assessments and system modeling commenced. Work will be completed in Q2 2022.
- **EMW Culvert Replacements.** This project involves replacement of seven culverts on East Mercer Way. A consultant was hired and completed the 60% in November. 90% design is expected in Q1 2022.
- **Sewer Pump Station Condition Assessment.** RH2 was hired to conduct a comprehensive review of the sewer pump stations and prioritize a plan for needed repairs/rehabilitation. This work will be completed in 2022.
- **Sewer Pump Station Generator Replacements.** A consultant was hired to design the replacement of generators at pump stations 23 and 25. Pre-design commenced with final design anticipated for Q2 2022.
- **SCADA – Sewer Equipment Replacement.** This project for the sewer utility involves the replacement of the SCADA system that monitors and controls the sewer pump stations. The upgrade will provide reliable, central monitoring of

the system. A consultant was hired and began design work for the 17 sewer pump station sites in Q3. Design is anticipated to be complete in Q3 2022.

- **Sewer Basin 40 Rehabilitation and Replacement.** The consultant was hired and commenced assessment of the sewer basin 40 system.
- **Booster Chlorination System.** The booster chlorination system will create the ability to increase chlorine levels at the main pump station and reservoir to ensure residual chlorine remains at the appropriate levels throughout the City's water system. The design was completed, and a contractor was hired in Q3. Construction was delayed to February 2022 due to supply chain issues.
- **2021 Water System Improvements.** This project replaced 2,600 feet of water main and appurtenances on 81<sup>st</sup> Ave. SE between SE 24<sup>th</sup> Street and NMW and SE 24<sup>th</sup> Street between 80<sup>th</sup> and 82<sup>nd</sup> Ave. SE, north of the park & ride.
- **SCADA – Water Equipment Replacement.** This project for the water utility involves the replacement of the SCADA system that monitors and controls the water system. The upgrade will provide reliable, central monitoring of the system. The project was bid, and contract awarded. Construction commenced but was largely delayed due to supply chain issues associated with procuring the electronic components of the project.
- **Water Reservoir Improvements.** A consultant was hired to examine and identify components that require upgrade or replacement including interior and exterior coatings, structural supports, hatches, and ladders. The tanks were inspected, and a summary report was drafted.
- **Reservoir Pump Station Equipment Assessment & Design.** A consultant was hired to evaluate the reservoir booster pump station equipment to determine if current motor and pump assemblies are adequately sized for future operation and demand. Design will be complete in 2022.
- **Reservoir Generator Replacement.** The design for this project was completed in Q4.
- **Madrona Crest East Water System Improvements.** This project will replace, 4,455 feet of water main and appurtenances. The consultant was hired, and early design work was completed. Construction anticipated to start Q2 2022.

○ **Parks Projects**

- **Luther Burbank South Shoreline Restoration.** Land use permitting is underway. Two King County Waterworks grants were received totaling \$225,000. Construction anticipated in summer 2022.
- **Luther Burbank Dock Repair and Reconfiguration.** 30% design was completed and reviewed by the Parks and Recreation Commission.
- **Lincoln Landing Watercourse Renovation.** The design was completed and bid package finalized for bidding. Bid award anticipated in January 2022.
- **Aubrey Davis Park Trail Safety Improvements.** A consultant was hired, and conceptual design commenced with the goal of developing design alternatives for key locations. Public open house planned for Q1 2022.

- **Open Space Vegetation Management.** 69 total acres received restoration work, including 18 acres of ivy survival rings created. A total of 2,485 trees and shrubs were planted into open space areas.
- **Sustainability Analyst appointed and sustainability program relaunched.** The 2021-2022 adopted budget included a full-time position focused on sustainability initiatives. Kicked off the Climate Action Plan the first week of December 2021. Climate Action Plan (CAP) process underway.
- **Conducting Internal Fleet Asset Audit.** Internal audit ensures up-to-date records in Cityworks (the City's Asset Management System). Allows staff to begin building fleet-specific reports and establish a central location for all departments to reference current fleet information.
- **Completed Work Plan Items:**
  - Complete the Risk & Resiliency Assessment by Q2 2021.
  - Update the Emergency Response Plan (RRA & ERP Plan) by Q4 2021.

## RECREATION DIVISION

- Near completion of the Mercerdale Park Playground Renovation.
- **Adopted the Mercer Island Community and Event Center & Recreation Programs and Services Strategy.**
- **Completed the PROS Plan.** Adopted the 2022 Parks, Recreation and Open Space (PROS) Plan at the City Council meeting on March 1.
- **Grants and Other Funding for Parks Projects**
  - \$379,000 Grant Awarded for Luther Burbank Dock Renovation
  - \$60,000 Grant Awarded for the Luther Burbank South Shoreline Project
  - \$193,000 Grant Awarded for Luther Burbank tennis courts and install pickleball courts
  - \$85,000 Allocated from the 2022 Washington State Capital Budget for Luther Burbank Park's Waterfront Activity Center
- **Resumed regular MICEC services and recreation events after nearly a full year moratorium.**
  - Further implemented Phase 1 and 2 of the Recreation Reset Strategy.
  - Hired and onboarded 7 new full-time staff positions specific to recreation services, converted 2 positions to FTE.
  - Community Center re-opened in August 2021, offering volleyball, badminton, and pickleball.
  - Implemented King County's business vaccine verification program. The program ran from October 25, 2021 through March 1, 2022.
  - In February 2022, all rooms are open for reservations again and the Mercer Room will come back online in May.
  - Expanded hours and access to MICEC in April 2022. Providing public access to the MICEC 6-days a week, with the opportunity to rent the facility 7 days a week. Casual

patronage of the facility (i.e., hanging out or just popping in) remains very low, however drop-in programs and rental requests are seeing close to pre-pandemic levels.

- **Resumed City-run events**, including Mostly Music in the Park, Summer Camps, Hallow-Weekend, Illuminate MI, Forest Restoration Events, and permitted 7 public events coordinated by third party organizations.
- Process Improvements
  - **Online Reservation System for Picnic Area Rentals** (June 2021).
  - Boat Launch PayByPhone Payment System.
  - Installed Card Reader Access System at South Mercer Playfields and Island Crest Park Batting Cages/Concession Stands.
  - Approved new Special Events Sponsorship Policy.
- Launched Lifejacket Loaner Station at Mercer Island Boat Launch.
- Adopted new policies for: MICEC Facility Use and Allocation, Differential Pricing, Special Event Sponsorships.
- **Public Art Stewardship**. Contracted with ArtSite to assess the public art collection, including adding recommendations for collection safety, and completed routine public art maintenance on 40+ works of art. Started major restoration work for pieces damaged in 2020-2021, including restoring *Fire Flower* by Gisel Berman.
- Hosted volunteer appreciation event on October 7, 2021.

## YOUTH AND FAMILY SERVICES

- Grants, Fundraising Successes, and Other Recognition:
  - **\$9,000 Get Active Stay Active Grant** awarded by King County Councilmember Claudia Balducci for scholarships for low-income families to participate in camps and recreational opportunities.
  - **\$2,500 Windermere Foundation Grant** Awarded to the YFS Food Pantry.
  - MIYFS Foundation Tree Lot netting over \$40,000 throughout the 2021 holiday season. 200 volunteers helped sell 1,000 trees, 300 wreaths, and 800 ft of garland! All donations support the City's Food Pantry and other programs delivered by MIYFS.
  - YFS Team Received Philanthropy Award from MIYFS Foundation.
  - MIYFS School-based counseling team received Children's Advocate Award from MIPTA Council.
- **Back to School Shoe Program**. MIYFS Emergency Assistance Program provided 65 Mercer Island students assistance with shoes, school supplies, and back-to-school clothes.
- **2021 YFS Holiday Program**. The program helped 95 children in 47 households. The YFS Holiday Meal program supports Mercer Island households by providing additional grocery funds for holiday meals in November and December each year. In November and December, 89 households – including 27 seniors – were assisted by the holiday meal programs.

- **Parenting Series.** MIYFS School-Based Counselors held a series of parent support events in partnership with Parent Edge. Additionally, the Healthy Youth Initiative coordinated the [Incredible Years parenting program](#) for parents of children ages 2-6.
- MIYFS staff resumed offering in-person clinical and case management appointments (by appointment only) at the Luther Burbank Administration Building on March 1. Telehealth appointments remain available as a service delivery option.
- MIYFS Food Pantry transitioned from the Slater Room at MICEC to operating out of Luther Burbank on March 1.