



CITY OF MERCER ISLAND

CITY COUNCIL REGULAR HYBRID MEETING

Tuesday, February 06, 2024 at 5:00 PM

MERCER ISLAND CITY COUNCIL:

Mayor Salim Nice, Deputy Mayor David Rosenbaum,
Councilmembers: Lisa Anderl, Jake Jacobson,
Craig Reynolds, Wendy Weiker, and Ted Weinberg

LOCATION & CONTACT:

MICEC – Slater Room Council Chambers and via Zoom
8236 SE 24th Street | Mercer Island, WA 98040
206.275.7793 | www.mercerisland.gov

We strive to create an inclusive and accessible experience. Those requiring accommodation for meetings should notify the City Clerk's Office 3 days prior to the meeting at 206.275.7793 or by emailing cityclerk@mercerisland.gov.

The hybrid meeting will be live streamed on the City Council's [YouTube Channel](#)

Registering to Speak for Appearances: Individuals wishing to speak live during Appearances (public comment period) must register with the City Clerk at **206.275.7793** or cityclerk@mercerisland.gov before 4 PM on the day of the Council meeting.

Please reference "Appearances" on your correspondence and state if you would like to speak either in person at the Mercer Island Community & Event Center – Slater Room Council Chambers or remotely using Zoom. If providing your comments using Zoom, staff will be prepared to permit temporary video access when you enter the live Council meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be emailed to council@mercerisland.gov.

Each speaker will be allowed three (3) minutes to speak. A timer will be visible to online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

Join by Telephone at 5:00 PM (Appearances will start sometime after 5:00 PM): To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **882 2208 8468** and Password **730224** if prompted.

Join by Internet at 5:00 PM (Appearances will start sometime after 5:00 PM): To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **882 2208 8468**; Enter Password **730224**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

Join in person at Mercer Island Community & Event Center – Slater Room Council Chambers at 5:00 PM (Appearances will start sometime after 5:00 PM): 8236 SE 24th Street, Mercer Island, WA 98040

Submitting Written Comments: Email written comments to the City Council at council@mercerisland.gov.

MEETING AGENDA - AMENDED

CALL TO ORDER & ROLL CALL, 5:00 PM

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

SPECIAL BUSINESS

1. King County Updates by King County Councilmember Claudia Balducci

CITY MANAGER REPORT

APPEARANCES

(This is the opportunity for anyone to speak to the City Council on any item, except items before the City Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters)

CONSENT AGENDA

2. AB 6399: January 12, 2024 Payroll Certification

Recommended Action: Approve the January 12, 2024 Payroll Certification in the amount of \$1,002,444.60 and authorize the Mayor to sign the certification on behalf of the entire City Council.

3. AB 6400: January 26, 2024 Payroll Certification

Recommended Action: Approve the January 26, 2024 Payroll Certification in the amount of \$893,520.06 and authorize the Mayor to sign the certification on behalf of the entire City Council.

4. Certification of Claims:

A. Check Register | 218370-218460 | 1/12/24 | \$2,784,650.18

B. Check Register | 218461-218525 | 1/19/24 | \$1,718,919.14

C. Check Register | 218526-218598 | 1/26/24 | \$797,136.29

Recommended Action: Certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

5. City Council Meeting Minutes of the January 16, 2024 Regular Hybrid Meeting and of the January 26, 2024 Special Hybrid Meeting

Recommended Action: Approve the minutes of the January 16, 2024 Regular Hybrid Meeting and of the January 26, 2024 Special Hybrid Meeting.

6. AB 6397: Washington State Historical Society Grant Agreement for Luther Burbank Boiler Building Phase 1

Recommended Action: Authorize the City Manager to execute the grant agreement substantially in the form attached as Exhibit 1, and to execute future amendments to the agreement that are de minimis or non-substantive.

7. AB 6401: Sunset Hwy and 77th Ave SE Intersection Improvements Project Closeout

Recommended Action: Accept the completed Sunset Hwy and 77th Ave SE Intersection Improvements project and authorize staff to close out the contract.

8. AB 6406: Acceptance and Appropriation of the Department of Commerce Middle Housing Grant for HB 1110 Compliance

Recommended Action: Accept the Middle Housing Grant of \$75,000 from the Department of Commerce and appropriate these funds for HB 1110 compliance in the 2023-2024 biennial budget.

REGULAR BUSINESS

9. AB 6410: Customer Service Team Briefing

Recommended Action: Receive report. No action necessary.

10. ~~AB 6409: Realignment of Arts Council Position Terms and Expiration Dates~~ Moved to 2/20/24 Meeting

11. AB 6414: 2024 City Council Planning Session Agenda

Recommended Action: Approve the 2024 City Council Planning Session agenda as presented.

12. AB 6402: Public Works Building Facility Condition Assessment Presentation

Recommended Action: Receive presentation. No action necessary.

OTHER BUSINESS

13. Planning Schedule

14. Councilmember Absences & Reports

EXECUTIVE SESSION - Approximately 70 Minutes

15. Pending or Potential Litigation

Executive Session to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i)

Real Estate Acquisition

Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b)

ADJOURNMENT

City Manager's Report

Tuesday, February 6, 2024





Council Board and Commission Updates



Hybrid Meetings

- Upcoming Hybrid City Council Meeting
 - Tuesday, February 20 at 5:00 PM
 - Friday, March 1 at 9:00 AM – Council Planning Session
- Hybrid Boards and Commissions Meetings (All Meetings on Zoom)
 - Parks & Recreation/Planning Commission – February 8 at 6:00 PM
 - Utility Board – February 13 at 5:00 PM
- Visit www.mercerisland.gov/meetings for more information.



City Updates



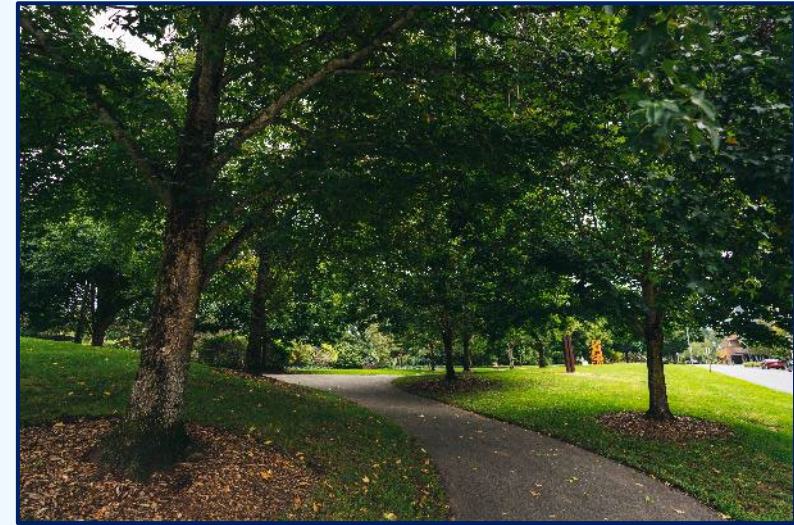
City Hall Transitions

- We are anticipating taking delivery of the Police modular units at the end of the month. Staff teams are working on multiple permit and coordination issues.
- Work continues sorting materials and records at City Hall. Recycling pickup has been coordinated to remove the dumpsters in the parking lot.
- Slater Room adjustments continue. Staff mounted the second TV to the wall behind the dais. Staff also hung drapes behind the staff table to cover the cupboards and kitchen area behind.



Parks Zone Update

- The City of Mercer Island is updating its Comprehensive Plan as part of the periodic review required by the Washington Growth Management Act (GMA). The City Council added the creation of a new Parks Zone to the 2024 Comprehensive Plan Periodic Update scope of work with [Resolution No. 1621](#).
- A preliminary draft of the new Parks Zone was presented to the Parks and Recreation Commission on January 4, 2024, and to the Planning Commission on January 24, 2024.
- After receiving extensive feedback from both commissions and the community, the City Manager has directed staff to pause the legislative review process and return the draft Parks Zone to the Parks and Recreation Commission for review, comment, and revision.
- The Planning Commission and Parks and Recreation Commission will hold a Joint Meeting this Thursday, February 8.
- The Parks and Recreation Commission will hold their first work session on the parks zone on Thursday, March 7, 2024.



Island Crest Park Athletic Fields

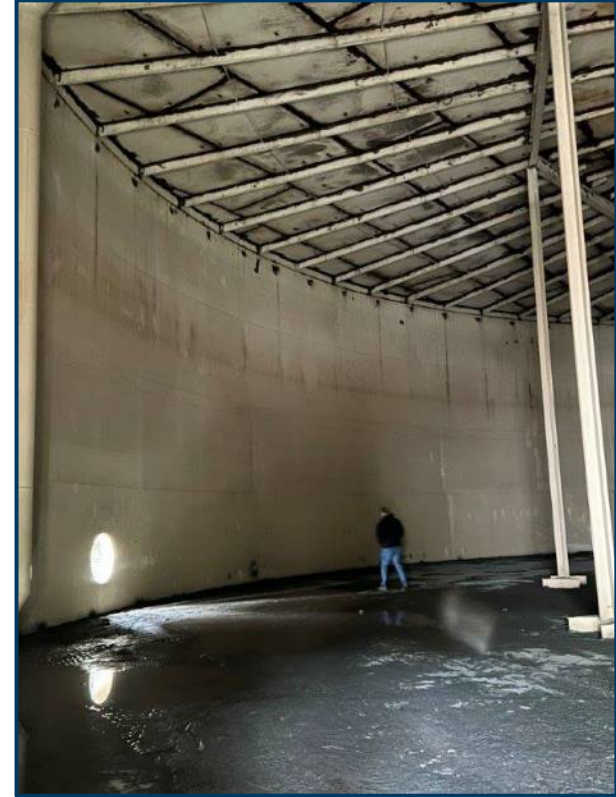
- Progress continues on the North Infield turf replacement. The old infield turf has been fully removed and the bullpen turf removal and site preparation is almost complete.
- Work is scheduled to be complete by the end of this month.



North and South Reservoir Improvement Project

- Work is progressing on the water reservoirs. Exterior stairways, roof railings, and rain gutter systems are now complete on both reservoir tanks.
- The major sandblasting of the north tank interior is complete along with welded reinforcement of the roof.
- Recently, work inside the north tank transitioned to paint preparation. The painting stage will continue for the next several months and will be completed in time to refill the tank for operation as water system demand increases in late spring.
- The project is expected to continue through this year and will be completed by May of 2025.

Item 2.



WMW Crosswalk Installation

- The City will be installing a marked crosswalk in the 4800 block of W Mercer Way in mid to late March, pending weather and ROW crew availability and is expected to take no more than a day.
- Pedestrians frequently walk across W Mercer Way to access the trail stairs to 84th Ave SE/SE 47th Pl, however, a marked crosswalk does not exist at this location.
- This improvement encourages pedestrians to cross W Mercer Way at the new marked crosswalk while alerting drivers and cyclists to be aware of crossing pedestrians.
- This will improve safety for all roadway users and will be used by children to access nearby school bus stops.



King County Sewerline Upgrade

- The work on the North Mercer – Enatai Sewer Upgrade project continues. King County is upgrading four miles of sewer pipeline across north Mercer Island and south Bellevue. These pipes, installed in the 1970s, are aging and reaching capacity.
- On Friday, **February 9th** and Saturday, **February 10th**, Frontage Road and the Mercer Island Boat Launch will be closed to public access for sewer pipe installation. Closures are also planned for Saturday, **February 17th and 24th**.
- Crews need to install sewer pipe along a section of Frontage Road to connect the pipe from Southeast 35th Place to the pipe running underwater in Lake Washington's East Channel.
- Access for pedestrians, emergency vehicles, and driveways on Frontage Road will be maintained during these Friday and Saturday closures. Frontage Road and the Mercer Island Boat Launch will reopen as soon as this work is completed.

Item 2.



Roanoke Park Playground Replacement

- Thanks to the community members who joined us last week for the Roanoke Playground Virtual Meeting!
- Couldn't make the meeting? There's still time to provide input!
- A 3-question survey about swings and site amenities is live on [Let's Talk](#) now.
- Responses will be collected through Friday, February 9, and combined with those received during last week's meeting to inform the final site plan and equipment selection.
- Learn more and take the survey here:
www.mercerisland.gov/roanokeplayground

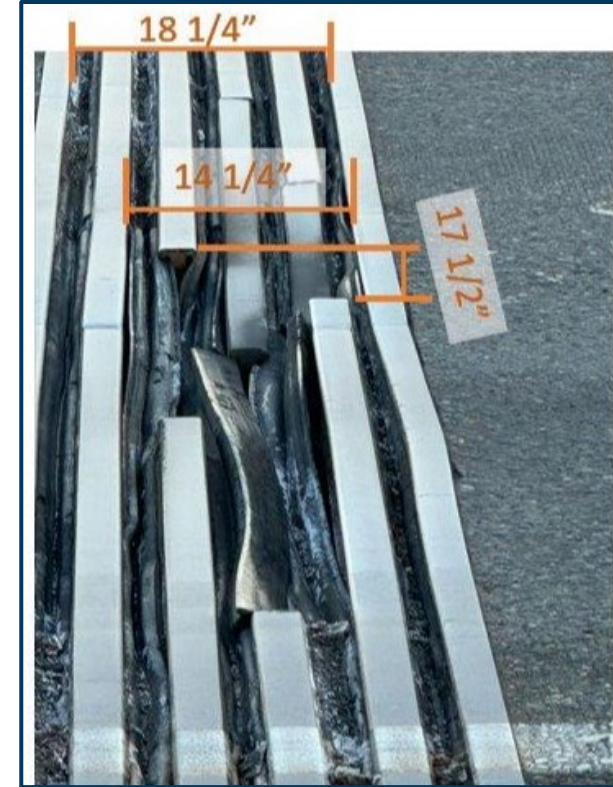
Item 2.



I-90 Lane Closure

- Emergency work on I-90 has caused delays and we know it's been frustrating for drivers.
- The right lane of eastbound I-90 between Mercer Island and Bellevue has been temporarily closed by WSDOT on an emergency basis due to a failing expansion joint on the East Channel Bridge.
- This emergency single-lane closure will be in place for the next few weeks as WSDOT prepares the area for temporary lane restriping later this month.
- The completion of the lane restriping will restore all four lanes of travel and allow for the joint to be replaced in 2025 (moved up from 2027).
- We're continuing to monitor the situation and working with our partners at WSDOT. We will relay updates to keep you informed as this work progresses.

Item 2.



Legislative Session Updates

Item 2.

- Last Monday, Mayor Nice, Deputy Mayor Rosenbaum, and staff visited Olympia to meet with the delegation from the 41st Legislative District.
- Meetings focused on advocating for the City's legislative priorities and funding requests.
- Throughout the session, Mayor Nice, supported by staff and the City's lobbyists, has been regularly testifying at committee meetings and engaging with legislators on issues of importance to the City.
- Much work remains! We are at the midpoint of the 60-day session, and we also just passed the first two cutoff deadlines. Bills will pass to the other house for review and consideration before the session concludes on March 8.



Upcoming Events



Celebrate Lunar New Year and Paint a Lantern!

- Everyone is invited to paint lanterns at the Mercer Island Chinese Association's Lunar New Year celebration on February 11 at the Community Center!
- In addition to the lantern-making, you can also take part in other cultural experiences including a tea ceremony and calligraphy.
- Lanterns painted at this event will be added to the current display either at Mercerdale Park or the MICEC.
- The festivities go from 10:00 AM to 2:30 PM and entry is free. Come join us!



Pioneer Park Restoration Event!

- Join us Saturday, February 10 from 10am to 1pm in Pioneer Park!
- Ivy plays a big role in habitat destruction by pulling down trees, shading out native plants, and reducing habitat and food for wildlife.
- Last years volunteers helped to remove over 10,000 acres of ivy from Pioneer Park. We would love your help beating our numbers from last year!
- All ages welcome, and no experience is necessary! Gloves, tools, water, and small snacks provided.
- You can register at volunteersignup.org/3YMAX



Some Good News



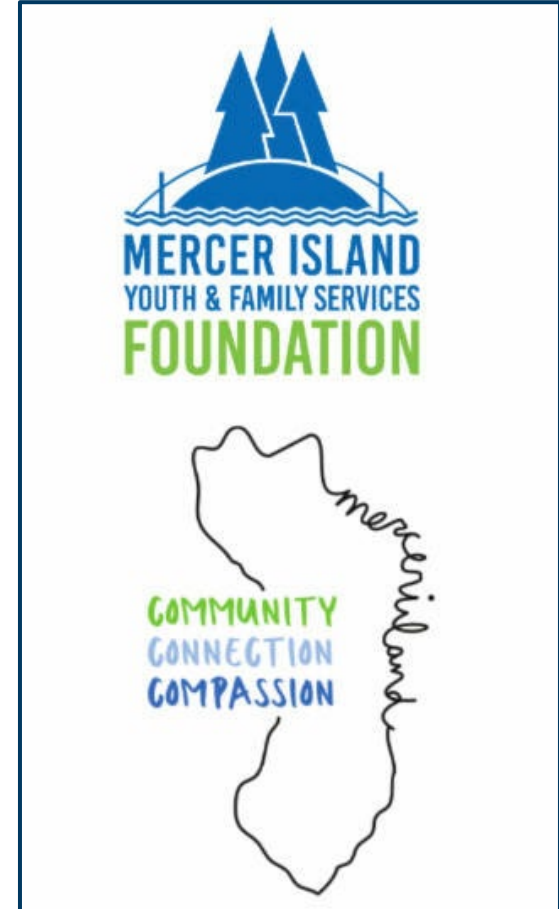
Congratulations Andrea Larson!

- In the spirit of celebrating our accomplishments, I am excited to announce that Andrea Larson has recently earned her Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)!
- IIMC grants the CMC designation only to those City Clerks who complete demanding education requirements (over 120 hours over three years); and who have a record of significant contributions to their local government, their community, and state.
- Please join me in congratulating Andrea on this milestone in her career!



MIYFS Foundation Helps With Increasing Food Costs

- In 2023, the demand for Emergency Assistance/Food Pantry services increased greatly resulting in additional program costs—most still related to the pandemic.
- In 2023, Food Pantry expenditures alone totaled \$202,000.
- Our fabulous partners at the MIYFS Foundation stepped up and provided additional financial support of \$115,000 for the overages specific to Food Security programming at YFS!
- We are very grateful for their generosity and support!
- If you're not already registered to attend the YFS Foundation Breakfast this week, consider supporting them in other ways at MIYFS.org.



Reflecting On A Recent Loss



In Memoriam

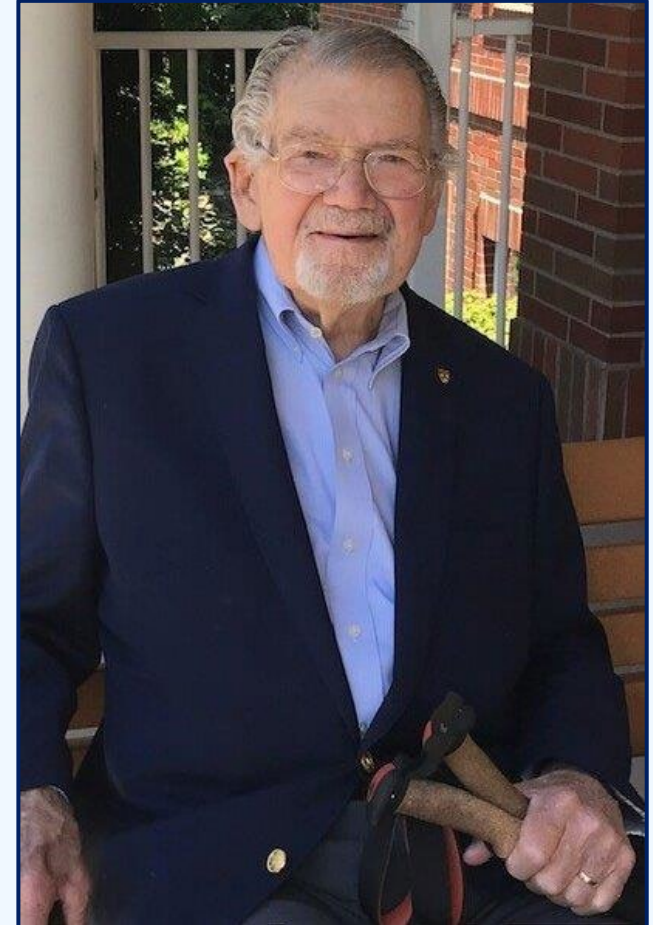
Item 2.

We are deeply saddened to share that Mercer Island Thrift Shop volunteer Bob Wiley passed away in early January.

He was so eager to help at the Thrift Shop and found that being a greeter for us was the best place for him. Each week he came in, he would identify something he wanted to sell that day. He would often brainstorm other ways one could use each item in their home.

And if he wasn't selling something, he was counting; number of customers who left without purchases, number of MI resident shoppers, how many round-ups we received, and more.

We will miss you, Bob. Thank you so much for your dedication to our City and Thrift Shop!



Thank you!





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6399
February 6, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6399: January 12, 2024 Payroll Certification	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the January 12, 2024 Payroll Certification in the amount of \$1,002,444.60.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. January 12, 2024 Payroll Certification 2. FTE/LTE Counts
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to approve the payroll certification for the City of Mercer Island for the period from December 23, 2023 through January 5, 2024 in the amount of \$1,002,444.60 (see Exhibit 1).

BACKGROUND

[RCW 42.24.080](#) requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. [RCW 42.24.180](#) allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting. The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a bi-weekly payroll schedule with payments every other Friday.

ISSUE/DISCUSSION

Each payroll varies depending on several factors (i.e., number of employees, pay changes, leave cash outs, overtime, etc.). In addition to regular pay for employees, this payroll has variants that are outlined below.

Additional payments:

Description	Amount
Leave cash outs for current employees	\$13,518.08
Leave cash outs for terminated employees	\$7,062.33
Leave cash outs for retired employees	\$18,096.56
Service and recognition awards	\$3,800.00
Overtime earnings (see chart for overtime hours by department).	\$40,357.80
Total	\$82,834.77

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	1.00
Finance	3.00
Fire	311.50
Municipal Court	
Police	115.25
Public Works	20.50
Thrift Shop	5.00
Youth & Family Services	
Total Overtime Hours	456.25

NEXT STEPS

FTE/LTE COUNTS

The table in Exhibit 2 shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Casual labor employees (temporary and seasonal) are not included in the counts.

Casual Labor

In addition to FTE and LTE employees, the City utilizes casual labor to address workload needs that exceed the capacity or expertise of the City's regular staff and that are time limited or seasonal. Casual labor is used primarily to address seasonal workload needs and short-term workload issues created by special projects or position vacancies. Compared to an LTE position, a casual labor position has limited benefits and is filled for a shorter period of time (1-3 months, 6 months, or 9 months). The departments/divisions that utilize casual labor the most are Parks Maintenance, Recreation, Public Works, and the Thrift Store.

RECOMMENDED ACTION

Approve the January 12, 2024 Payroll Certification in the amount of \$1,002,444.60 and authorize the Mayor to sign the certification on behalf of the entire City Council.

CITY OF MERCER ISLAND PAYROLL CERTIFICATION


Item 3.

PAYROLL PERIOD ENDING **01.05.2024**
PAYROLL DATED **01.12.2024**

Net Cash	\$	690,016.17
Net Voids/Manuals	\$	-
Net Total	\$	690,016.17
Federal Tax Deposit	\$	113,933.93
Social Security and Medicare Taxes	\$	63,557.53
Medicare Taxes Only (Fire Fighter Employees)	\$	2,179.01
State Tax (Oregon, Massachusetts and North Carolina)		
Family/Medical Leave Tax (Massachusetts)	\$	0.62
Public Employees' Retirement System (PERS Plan 2)	\$	31,587.48
Public Employees' Retirement System (PERS Plan 3)	\$	8,079.79
Public Employees' Retirement System (PERSJM)	\$	604.84
Public Safety Employees' Retirement System (PSERS)	\$	248.93
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	28,122.95
Regence & LEOFF Trust Medical Insurance Deductions	\$	12,928.89
Domestic Partner Medical Insurance Deductions	\$	1,467.70
Kaiser Medical Insurance Deductions	\$	1,502.83
Health Care - Flexible Spending Account Contributions	\$	1,517.27
Dependent Care - Flexible Spending Account Contributions	\$	1,057.70
ICMA Roth IRA Contributions	\$	377.77
ICMA 457 Deferred Compensation Contributions	\$	35,637.76
Fire Nationwide 457 Deferred Compensation Contributions	\$	-
ICMA 401K Deferred Compensation Contributions	\$	-
Garnishments (Chapter 13)	\$	572.00
Child Support Wage Garnishment	\$	706.03
Mercer Island Employee Association Dues	\$	237.50
AFSCME Union Dues	\$	-
Police Union Dues	\$	-
Standard - Supplemental Life Insurance	\$	-
Unum - Long Term Care Insurance	\$	390.60
AFLAC - Supplemental Insurance Plans	\$	238.52
Transportation - Flexible Spending Account Contributions	\$	-
Fire HRA-VEBA Contributions	\$	4,771.27
Miscellaneous	\$	-
Washington Long Term Care	\$	2,707.51
Tax & Benefit Obligations Total	\$	312,428.43

TOTAL GROSS PAYROLL	\$ 1,002,444.60
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



 Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

FTE AND LTE COUNTS AS OF 1/5/2024

Full Time Equivalents (FTEs)	2023 Budgeted	2023 Actual
Administrative Services	15.00	14.00
City Attorney's Office	2.00	2.00
City Manager's Office	3.00	3.00
Community Planning & Development	18.00	17.00
Finance	9.00	7.50
Municipal Court	3.10	3.10
Police	37.50	37.50
Public Works	63.80	61.80
Recreation	10.25	10.25
Youth & Family Services	11.43	11.43
Thrift Shop	2.00	2.00
Total FTEs	175.08	169.58
Limited Term Equivalents (LTEs)	2023 Budgeted	2023 Actual
City Manager's Office ¹	1.00	1.00
Community Planning & Development ²	1.00	1.00
Finance	1.00	1.50
Public Works ³	4.00	5.75
Youth & Family Services	3.03	3.01
Thrift Shop	7.50	4.60
Total LTEs	17.53	16.86
Total FTEs & LTEs	192.61	186.44

FTE Vacancies:

1.0 CIP Project Manager
1.0 Development Engineer
1.0 Financial Analyst
1.0 Planner
1.0 HR Analyst
0.5 Utility Billing Admin Assistant

Footnotes:

- ¹ 5/23/2023: Extend 1.0 LTE Management Analyst [AB 6255](#)
² 5/23/2023: New 1.0 LTE Assistant Planner [AB 6255](#)
³ 5/23/2023: New 1.0 LTE Support Services Foreman [AB 6255](#)



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6400
February 6, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6400: January 26, 2024 Payroll Certification	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the January 26, 2024 Payroll Certification in the amount of \$893,520.06.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. January 26, 2024 Payroll Certification 2. FTE/LTE Counts
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to approve the payroll certification for the City of Mercer Island for the period from January 6, 2024 through January 19, 2024 in the amount of \$893,520.06 (see Exhibit 1).

BACKGROUND

[RCW 42.24.080](#) requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. [RCW 42.24.180](#) allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting. The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a bi-weekly payroll schedule with payments every other Friday.

ISSUE/DISCUSSION

Each payroll varies depending on several factors (i.e., number of employees, pay changes, leave cash outs, overtime, etc.). In addition to regular pay for employees, this payroll has variants that are outlined below.

Additional payments:

Description	Amount
Leave cash outs for current employees	\$19,107.22
Leave cash outs for terminated employees	\$47,571.32
Service and recognition awards	\$5,150.00
Overtime earnings (see chart for overtime hours by department).	\$15,068.57
Total	\$86,897.11

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	2.00
Finance	
Municipal Court	
Police	81.75
Public Works	99.50
Thrift Shop	6.00
Youth & Family Services	
Total Overtime Hours	189.25

NEXT STEPS

FTE/LTE COUNTS

The table in Exhibit 2 shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Casual labor employees (temporary and seasonal) are not included in the counts.

Casual Labor

In addition to FTE and LTE employees, the City utilizes casual labor to address workload needs that exceed the capacity or expertise of the City's regular staff and that are time limited or seasonal. Casual labor is used primarily to address seasonal workload needs and short-term workload issues created by special projects or position vacancies. Compared to an LTE position, a casual labor position has limited benefits and is filled for a shorter period (1-3 months, 6 months, or 9 months). The departments/divisions that utilize casual labor the most are Parks Maintenance, Recreation, Public Works, and the Thrift Store.

RECOMMENDED ACTION

Approve the January 26, 2024 Payroll Certification in the amount of \$893,520.06 and authorize the Mayor to sign the certification on behalf of the entire City Council.

CITY OF MERCER ISLAND PAYROLL CERTIFICATION

PAYROLL PERIOD ENDING 01.19.2024
PAYROLL DATED 01.26.2024

Net Cash	\$	595,949.66
Net Voids/Manuals	\$	315.68
Net Total	\$	596,265.34
Federal Tax Deposit	\$	104,668.21
Social Security and Medicare Taxes	\$	67,045.60
Family/Medical Leave Tax (Massachusetts)	\$	0.71
Public Employees' Retirement System (PERS Plan 2)	\$	32,819.00
Public Employees' Retirement System (PERS Plan 3)	\$	8,230.56
Public Employees' Retirement System (PERSJM)	\$	622.45
Public Safety Employees' Retirement System (PSERS)	\$	256.76
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	19,261.80
Regence & LEOFF Trust Medical Insurance Deductions	\$	13,046.36
Domestic Partner Medical Insurance Deductions	\$	1,467.70
Kaiser Medical Insurance Deductions	\$	1,502.83
Health Care - Flexible Spending Account Contributions	\$	1,928.03
Dependent Care - Flexible Spending Account Contributions	\$	1,057.70
ICMA Roth IRA Contributions	\$	377.77
ICMA 457 Deferred Compensation Contributions	\$	34,283.63
ICMA 401K Deferred Compensation Contributions	\$	-
Garnishments (Chapter 13)	\$	572.00
Child Support Wage Garnishment	\$	706.03
Mercer Island Employee Association Dues	\$	237.50
AFSCME Union Dues	\$	3,069.60
Police Union Dues	\$	2,413.52
Standard - Supplemental Life Insurance	\$	378.70
Unum - Long Term Care Insurance	\$	390.60
AFLAC - Supplemental Insurance Plans	\$	238.52
Transportation - Flexible Spending Account Contributions	\$	-
Miscellaneous	\$	-
Washington Long Term Care	\$	2,679.14
Tax & Benefit Obligations Total	\$	297,254.72

TOTAL GROSS PAYROLL	\$	893,520.06
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

Mayor

Date

FTE AND LTE COUNTS AS OF 1/19/2024

Full Time Equivalents (FTEs)	2023 Budgeted	2023 Actual
Administrative Services	15.00	14.00
City Attorney's Office	2.00	2.00
City Manager's Office	3.00	3.00
Community Planning & Development	18.00	17.00
Finance	9.00	7.50
Municipal Court	3.10	3.10
Police	37.50	35.50
Public Works	63.80	61.80
Recreation	10.25	10.25
Youth & Family Services	11.43	11.43
Thrift Shop	2.00	2.00
Total FTEs	175.08	167.58
Limited Term Equivalents (LTEs)	2023 Budgeted	2023 Actual
City Manager's Office ¹	1.00	1.00
Community Planning & Development ²	1.00	1.00
Finance	1.00	1.50
Public Works ³	4.00	5.75
Youth & Family Services	3.03	3.01
Thrift Shop	7.50	4.60
Total LTEs	17.53	16.86
Total FTEs & LTEs	192.61	184.44

FTE Vacancies:

1.0 CIP Project Manager
1.0 Development Engineer
1.0 Financial Analyst
1.0 HR Analyst
1.0 Planner
2.0 Police Officer
0.5 Utility Billing Admin Assistant

Footnotes:

¹ 5/23/2023: Extend 1.0 LTE Management Analyst [AB 6255](#)
² 5/23/2023: New 1.0 LTE Assistant Planner [AB 6255](#)
³ 5/23/2023: New 1.0 LTE Support Services Foreman [AB 6255](#)

CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

Mayor

Date

Report	Warrants	Date	Amount
Check Register	218370-218460	1/12/24	\$2,784,650.18
			\$2,784,650.18

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0120182	00218445	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	1,465.33
	00218459	WALSH GROUP	REFUND: HYD METER DEP 00179639	115.83
P0120168	00218400	FORESTRY SUPPLIERS INC	INVENTORY PURCHASES	111.60
<i>Org Key: 814074 - Garnishments</i>				
	00218388	CHAPTER 13 TRUSTEE	PR EARLY WARRANT 01.12.2024	572.00
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00218419	MI EMPLOYEES ASSOC	PR EARLY WARRANT 01.12.2024	237.50
<i>Org Key: CO6500 - Sister City Program</i>				
P0120248	00218438	SISTER CITIES INTERNATIONAL	2024 Membership Dues INV 12379	610.00
<i>Org Key: CR1100 - Human Resources</i>				
P0120184	00218427	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICALS INV 81560125	125.00
<i>Org Key: CT1100 - Municipal Court</i>				
P0120235	00218409	INTERCOM LANGUAGE SERVICES INC	Intercom- invoice 23-696	168.34
P0120225	00218456	VERIZON WIRELESS	NOV 24-DEC 23 MUNICIPAL VERIZO	42.24
<i>Org Key: DS1100 - Administration (DS)</i>				
P0120209	00218423	MIDDOUR CONSULTING LLC	Peer Review Proj No. 21091001.	2,200.00
P0120211	00218397	FASTSIGNS BELLEVUE	Coroplast Land Use Signs	1,585.44
<i>Org Key: DS1200 - Bldg Plan Review & Inspection</i>				
P0120252	00218441	Southern Nevada ICC	EduCODE Reg T. Judge Ref No.	600.00
<i>Org Key: DS1300 - Land Use Planning Svc</i>				
P0120210	00218401	Galt, John	Hearing Examiner Services,	1,520.00
<i>Org Key: FN2100 - Data Processing</i>				
P0120199	00218444	SUPERION LLC	1ST QTR 2024 ONE SOLUTION	14,955.21
P0120200	00218417	METROPRESORT	DEC 2023 E-SERVICE CHARGES POR	100.00
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0120200	00218417	METROPRESORT	DEC 2023 PRNT & MAILING OF UTI	80.19
P0120200	00218417	METROPRESORT	DEC 2023 PRNT & MAILING OF UTI	60.46
	00218387	CARTWRIGHT, ANALISA	REIMB: WORK CLOTHES	48.50
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0120200	00218417	METROPRESORT	DEC 2023 PRNT & MAILING OF UTI	80.19
P0120200	00218417	METROPRESORT	DEC 2023 PRNT & MAILING OF UTI	60.47
	00218387	CARTWRIGHT, ANALISA	REIMB: WORK CLOTHES	48.50
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0120200	00218417	METROPRESORT	DEC 2023 PRNT & MAILING OF UTI	80.19
P0120200	00218417	METROPRESORT	DEC 2023 PRNT & MAILING OF UTI	60.47
<i>Org Key: FR1100 - Administration (FR)</i>				
P0120241	00218410	KC SHERIFF'S OFFICE	Fire Investigation Services IN	2,010.00
P0120217	00218380	ASPECT SOFTWARE INC	Telestaff Monthly Fee INV ASI0	165.15
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	153.94
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	63.85
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	20.86

Date: 01/14/24

Report Name: Accounts Payable Report by GL Key

10:08:35

CouncilAP5

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: FR2100 - Fire Operations</i>				
P0117114	00218391	COMCAST	MERCER ISLAND FIRE STATION	118.27
P0117114	00218391	COMCAST	MERCER ISLAND FIRE STATION	93.92
P0117114	00218391	COMCAST	MERCER ISLAND FIRE STATION	62.41
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0120249	00218370	AIRGAS USA LLC	Oxygen INV 9145801322	66.13
<i>Org Key: GB0100 - Building Repairs</i>				
P0120175	00218393	DAILY JOURNAL OF COMMERCE	BC:CITY HALL LOBBY RENOV	1,012.00
<i>Org Key: GGI001 - General Government-Insurance</i>				
P0120208	00218460	WCIA	2024 Liability Insurance	935,038.00
P0120208	00218460	WCIA	2024 Property Insurance	160,045.00
P0120208	00218460	WCIA	2024 Crime-Fidelity Insurance	1,944.00
<i>Org Key: GGM001 - General Government-Misc</i>				
P0120219	00218385	BRINKS INC	DEC 2023 ARMOURED TRUCK DEPOSI	861.23
P0117114	00218391	COMCAST	CITY OF MERCER ISLAND	111.46
P0117114	00218391	COMCAST	MERCER ISLAND CITY HALL	11.43
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0120195	00218412	KELLEY IMAGING SYSTEMS	Copier Service Fees Nov 2023	556.49
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	65.78
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	65.78
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	29.72
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	22.01
<i>Org Key: GT0106 - Enterprise Resource Planning S</i>				
P0116068	00218451	TYLER TECHNOLOGIES INC	License Fees Tyler Munis Finan	3,200.00
P0116068	00218451	TYLER TECHNOLOGIES INC	License Fees Tyler Munis Finan	2,400.00
P0116068	00218451	TYLER TECHNOLOGIES INC	License Fees Tyler Munis Finan	2,400.00
P0116068	00218451	TYLER TECHNOLOGIES INC	License Fees Tyler Munis Finan	800.00
<i>Org Key: GT0170 - ARPA-Slater Rm Public Meetings</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	484.30
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	92.47
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	18.71
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	16.37
<i>Org Key: IGV012 - MW Pool Operation Subsidy</i>				
P0116895	00218422	MI SCHOOL DISTRICT #400	2023 MI School District for Po	41,402.52
<i>Org Key: IGVO11 - Chamber of Commerce</i>				
P0120256	00218418	MI CHAMBER OF COMMERCE	2023 Q4 Chamber Contract	5,400.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0120212	00218408	HYLAND SOFTWARE	HYLAND Software Maintenance an	21,926.90
P0117328	00218413	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,492.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	363.32
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	363.32
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	363.32
P0120198	00218457	VERIZON WIRELESS	NOV 24-DEC 23,23 IGS CITY CELL	225.87

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	220.10
P0120222	00218435	Ringsquared Telecom LLC	December 2023 long distance ca	68.87
<i>Org Key: MT1402 - Util Inspection - Water Fund</i>				
P0120245	00218402	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	113.32
<i>Org Key: MT1404 - Util Inspection - Street Fund</i>				
P0120245	00218402	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	113.32
<i>Org Key: MT1426 - Util Inspection - Sewer Fund</i>				
P0120245	00218402	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	113.32
<i>Org Key: MT1432 - Util Inspection - Storm Fund</i>				
P0120245	00218402	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	113.31
<i>Org Key: MT1500 - Urban Forest Mangement</i>				
P0119456	00218450	THOMAS J TREE	Mercer Island Unit Priced Arbo	592.00
P0119456	00218450	THOMAS J TREE	Mercer Island Unit Priced Arbo	111.00
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0120187	00218432	PLATT ELECTRIC	FUSES & LED BULBS	734.92
P0119059	00218420	MI HARDWARE - ROW	MISC. HARDWARE FOR THE MONTH O	143.12
P0120259	00218433	PUGET SOUND ENERGY	SE 78TH & 84TH AVE SE	26.21
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0119456	00218450	THOMAS J TREE	Mercer Island Unit Priced Arbo	504.00
P0119456	00218450	THOMAS J TREE	Mercer Island Unit Priced Arbo	194.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	88.07
<i>Org Key: MT2500 - ROW Administration</i>				
	00218407	HUYNH, JASON	REIMB: MILEAGE WO 50194	20.96
<i>Org Key: MT3000 - Water Service Upsizes and New</i>				
P0120229	00218433	PUGET SOUND ENERGY	Assisting with underground pow	1,019.00
<i>Org Key: MT3100 - Water Distribution</i>				
P0120152	00218398	FERGUSON ENTERPRISES LLC	115) "CVR" FLX09 P WATER AMR F	8,177.69
P0120240	00218432	PLATT ELECTRIC	2) FUSE BUS KRP-C-1200SP LOW-P	2,666.59
P0119061	00218421	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	79.17
P0120213	00218405	HOME DEPOT CREDIT SERVICE	MISC. TOOLS & TOTE	85.79
P0120240	00218432	PLATT ELECTRIC	2) FUSE BUS KRP-C-1200SP LOW-P	40.00
<i>Org Key: MT3150 - Water Quality Event</i>				
P0119962	00218403	HACH COMPANY	IRON HANDHELD REPLACEMENTS &	1,083.96
P0119962	00218403	HACH COMPANY	IRON HANDHELD REPLACEMENTS &	1,015.27
P0119968	00218453	USABlueBook	CHLORINE PROBE REPLACEMENT	1,029.51
P0119166	00218396	EUROFINS EATON ANALYTICAL, LLC	UCMR5 EPA CDX INVENTORY SAMPLE	675.00
P0119962	00218403	HACH COMPANY	IRON HANDHELD REPLACEMENTS &	373.51
P0117166	00218371	AM TEST INC	2023 WATER QUALITY SAMPLES	360.00
P0119962	00218403	HACH COMPANY	IRON HANDHELD REPLACEMENTS &	349.85
P0120233	00218379	AQUATIC INFORMATICS INC.	2023 CROSS CONNECTION WEB TEST	65.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	36.32
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	24.21
<i>Org Key: MT3300 - Water Associated Costs</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0120237	00218440	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	223.15
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
	00218382	AUCKLAND, JOSH	REIMB: WATER CERT. RENEWAL	42.00
	00218382	AUCKLAND, JOSH	REIMB: WWCPA CERT. RENEWAL	25.00
Org Key: MT3400 - Sewer Collection				
P0120236	00218439	SOLID WASTE SYSTEMS INC	REPAIR WORK FOR VEC.# 519 ON T	5,605.92
P0120230	00218448	TACOMA SCREW PRODUCTS INC	MISC SUPPLIES - MARK JONES -	152.87
Org Key: MT3500 - Sewer Pumps				
P0119698	00218434	PURE AIR FILTRATION LLC	SEWER SULPHASORB XL	6,622.91
P0120202	00218425	NATIONAL SAFETY INC	REPAIR GASALERT MICROCLIP	292.32
P0119061	00218421	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	5.92
Org Key: MT3600 - Sewer Associated Costs				
P0120247	00218414	KING COUNTY FINANCE	DUMPING FEES (CEDAR HILL)	202.50
	00218394	DEFALCO, CHRIS	REIMB: CDL APPLICATION	37.25
	00218394	DEFALCO, CHRIS	REIMB: CDL REPLACEMENT	22.25
Org Key: MT3800 - Storm Drainage				
P0120204	00218405	HOME DEPOT CREDIT SERVICE	CORDLESS PRUNING, CHAINSAWS &	1,074.58
P0120168	00218400	FORESTRY SUPPLIERS INC	RITE N RAIN PAPER, NOTEBOOKS,	804.54
P0120204	00218405	HOME DEPOT CREDIT SERVICE	CORDLESS PRUNING, CHAINSAWS &	553.74
P0120204	00218405	HOME DEPOT CREDIT SERVICE	CORDLESS PRUNING, CHAINSAWS &	526.21
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	181.60
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	181.60
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	181.60
P0120204	00218405	HOME DEPOT CREDIT SERVICE	CORDLESS PRUNING, CHAINSAWS &	92.36
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	31.82
P0120168	00218400	FORESTRY SUPPLIERS INC	RITE N RAIN PAPER, NOTEBOOKS,	26.95
Org Key: MT4150 - Support Services - Clearing				
P0120242	00218389	CINTAS CORPORATION #460	2023 PW COVERALL SERVICES	3,293.13
P0120193	00218392	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	299.75
P0120234	00218454	UTILITIES UNDERGROUND LOCATION	2023 UTILITY LOCATES	157.38
P0117114	00218391	COMCAST	CITY OF MERCER ISLAND	86.41
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	57.24
Org Key: MT4200 - Building Services				
P0120182	00218445	SUPPLY SOURCE INC,THE	PINE-SOL CLEANER (3 PK)	112.68
P0120182	00218445	SUPPLY SOURCE INC,THE	FEBREZE AIR (6 PK)	77.22
P0120213	00218405	HOME DEPOT CREDIT SERVICE	MISC. TOOLS & DRILLS	65.33
Org Key: MT4270 - ARPA-Asbestos Response				
P0120165	00218431	PBS ENGINEERING	Professional Services from Jul	18,533.60
P0120166	00218431	PBS ENGINEERING	Professional Services from	12,133.90

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	20.57
<i>Org Key: MT4272 - ARPA-Police Iterim Site</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	149.74
<i>Org Key: MT4274 - ARPA-Municipal Court Site Leas</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	341.25
P0120257	00218436	RODDA PAINT CO	PAINT & PAINTING SUPPLIES	295.58
P0120257	00218436	RODDA PAINT CO	PAINT & PAINTING SUPPLIES	270.03
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	242.16
P0120205	00218449	Tech Heads Inc.	Firewall Wall Mount	144.72
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	111.70
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	58.84
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	49.16
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	24.20
<i>Org Key: MT4300 - Fleet Services</i>				
P0120208	00218460	WCIA	2024 Auto-Equip Insurance	20,173.00
P0120191	00218378	AMERIGAS-1400	2023 PROPANE DELIVERY	1,305.07
P0120232	00218399	FINANCIAL CONSULTANTS INT'L	REPAIR TO VEC. #453	1,133.60
P0120189	00218424	NAPA AUTO PARTS	REPAIR PARTS	540.14
P0120190	00218384	BELLEVUE NISSAN	REPAIR WORK FOR LEAFS 542 & 54	283.40
P0120190	00218384	BELLEVUE NISSAN	REPAIR WORK FOR LEAFS 542 & 54	283.40
P0120194	00218383	AUTONATION INC	FLEET PARTS	164.67
P0120194	00218383	AUTONATION INC	FLEET PARTS	67.21
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	45.07
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0118732	00218416	KPG	KPG On-Call Transportation	2,379.00
<i>Org Key: MT4450 - Cust Resp - Clearing Acct</i>				
P0120203	00218405	HOME DEPOT CREDIT SERVICE	CORDLESS CHAINSAWS, CHAINS & C	1,052.42
P0120203	00218405	HOME DEPOT CREDIT SERVICE	CORDLESS CHAINSAWS, CHAINS & C	658.40
P0120203	00218405	HOME DEPOT CREDIT SERVICE	CORDLESS CHAINSAWS, CHAINS & C	77.47
P0120203	00218405	HOME DEPOT CREDIT SERVICE	CREDIT- RETURNED ITEMS	-33.01
P0120203	00218405	HOME DEPOT CREDIT SERVICE	CREDIT- RETURNED ITEMS	-44.46
<i>Org Key: MT4501 - Water Administration</i>				
P0120208	00218460	WCIA	2024 Liability Insurance	344,666.00
P0120208	00218460	WCIA	2024 Property Insurance	59,078.00
P0120223	00218411	KELLER ROHRBACK	Matter Description: Mountain S	134.00
<i>Org Key: MT4502 - Sewer Administration</i>				
P0120214	00218415	KING COUNTY TREASURY	2024 JAN-DEC MONTHLY SEWER CHA	479,346.78
P0120208	00218460	WCIA	2024 Liability Insurance	79,593.00
P0120208	00218460	WCIA	2024 Property Insurance	13,559.00
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0120208	00218460	WCIA	2024 Liability Insurance	54,429.00
P0120208	00218460	WCIA	2024 Property Insurance	9,443.00
<i>Org Key: MT4900 - Solid Waste & Sustainability</i>				
P0120173	00218428	OLYMPIC ENVIRONMENTAL RES	2023OER5 for Mercer Island 202	9,054.07

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT6100 - Park Maintenance</i>				
P0120158	00218402	GCP WW HOLDCO LLC	SAFETY BOOTS	301.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	176.10
P0120242	00218389	CINTAS CORPORATION #460	PARKS 2023 COVERALL SERVICE	126.75
	00218404	HARB, SAM	REIMB: LUNCH-PARKS OPS MEETING	82.56
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	21.30
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	20.86
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
	00218437	SHERMAN, BRIAN	REIMB: CLOTHING ALLOWANCE	476.34
	00218437	SHERMAN, BRIAN	REIMB: WSDA PESTICIPE RENEWAL	51.50
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0120224	00218430	PAYBYPHONE TECHNOLOGIES INC	DECEMBER 2023	251.20
P0120196	00218406	HORIZON	IRRIGATION FITTINGS & TOOLS	204.42
P0120196	00218406	HORIZON	IRRIGATION FITTINGS & TOOLS	36.49
<i>Org Key: PA0101 - Recurring Parks Minor Capital</i>				
P0119456	00218450	THOMAS J TREE	Mercer Island Unit Priced Arbo	518.00
<i>Org Key: PA0117 - Island Crest Park North Infiel</i>				
P0120164	00218452	UNITED REPROGRAPHICS	PROJECT AWARENESS SIGNS FOR TU	133.39
<i>Org Key: PA0143 - LB Park Tennis Court Resurface</i>				
P0119927	00218381	ASSOCIATED EARTH SCIENCES INC	Luther Burbank Park Sport Cou	1,870.39
<i>Org Key: PO0000 - Police-Revenue</i>				
P0120243	00218458	WA STATE DOL	CONCEALED PISTOL LICENSES ISSU	861.00
<i>Org Key: PO1100 - Administration (PO)</i>				
P0120227	00218447	T-MOBILE	T-MOBILE POLICE 985836925	93.45
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	79.16
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	74.76
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0120207	00218426	NORCOM 911	2024 Q1 - Invoice 0001534	140,084.08
<i>Org Key: PO2100 - Patrol Division</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	550.95
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	208.64
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	183.65
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	183.65
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	112.50
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	110.32
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	88.06
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	88.06
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	88.06
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	73.08
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	72.28
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	71.00
P0120186	00218390	CLEANERS PLUS 1	November cleaners bill	44.04
P0120185	00218443	SUE'S TAILOR & ALTERATION	Uniform repair	38.50
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	32.14

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	32.14
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	14.82
<i>Org Key: PO3100 - Investigation Division</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	48.43
<i>Org Key: PR1100 - Administration (PR)</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	396.35
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	330.24
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	240.56
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	198.17
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	178.29
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	168.44
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	110.04
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	99.06
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	99.06
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	91.37
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	72.64
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	70.34
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	64.91
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	60.54
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	34.10
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	28.30
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	24.89
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	24.72
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	23.73
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	11.00
<i>Org Key: PR2100 - Recreation Programs</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	105.70
<i>Org Key: PR2104 - Special Events</i>				
P0119059	00218420	MI HARDWARE - ROW	MISC. HARDWARE FOR THE MONTH O	92.30
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	57.94
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	55.28
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	28.97
<i>Org Key: PR4100 - Community Center</i>				
P0120167	00218395	EMPYREAN ELEVATOR LLC	Standby on 6/30/2023 for Eleva	1,360.84
P0117114	00218391	COMCAST	MERCER ISLAND COMMUNITY	322.70
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	247.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	108.80
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	79.93
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	54.95
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	47.94
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	36.32
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	21.88
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	21.85
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	17.38
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	15.40
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	10.97

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0118755	00218455	VALLEY ELECTRIC CO	AB6190: SCADA Sewer Equipment	252,261.77
P0103284	00218386	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	13,596.97
<i>Org Key: SW0135 - Basin Conveyance Assessments</i>				
P0120192	00218429	PACIFIC TOPSOIL INC.	DUMPING FEES	90.80
<i>Org Key: VCP104 - CIP Streets Salaries</i>				
	00218446	SUZOR-HOY, TYREL	REIMB: WORK CLOTHES	384.36
P0120154	00218452	UNITED REPROGRAPHICS	PROJECT BOOKS	114.38
<i>Org Key: VCP402 - CIP Water Salaries</i>				
P0120154	00218452	UNITED REPROGRAPHICS	PROJECT BOOKS	114.38
<i>Org Key: VCP426 - CIP Sewer Salaries</i>				
P0120154	00218452	UNITED REPROGRAPHICS	PROJECT BOOKS	114.38
<i>Org Key: VCP432 - CIP Storm Drainage Salaries</i>				
P0120154	00218452	UNITED REPROGRAPHICS	PROJECT BOOKS	114.38
<i>Org Key: WU0102 - SCADA System Replacement-Water</i>				
P0103284	00218386	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	2,534.27
<i>Org Key: YF1100 - YFS General Services</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	132.09
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	59.44
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	44.03
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	43.49
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	39.62
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	37.02
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	22.42
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	15.24
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	12.66
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	12.66
<i>Org Key: YF1200 - Thrift Shop</i>				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	566.50
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	407.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	285.70
P0120231	00218442	Sterling Volunteers	Background Checks INV 9686140	252.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	101.71
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	88.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	49.50
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	33.00
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	32.74
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	31.92
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	22.01
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	17.60
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	16.50
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	8.80
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	8.75
<i>Org Key: YF2200 - Senior Outreach Program</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	110.12
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	82.58
Org Key: YF2850 - Federal SPF Grant				
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	71.50
	00218377	Amazon Capital Services Inc	1NF4-4K19-WJ77	46.23
Total				2,784,650.18

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218370	01/12/2024	AIRGAS USA LLC Oxygen INV 9145801322	P0120249	9145801322	01/09/2024	66.13
00218371	01/12/2024	AM TEST INC 2023 WATER QUALITY SAMPLES	P0117166	137421	12/31/2023	360.00
00218377	01/12/2024	Amazon Capital Services Inc 1NF4-4K19-WJ77		8437955-0466645	01/01/2024	11,590.05
00218378	01/12/2024	AMERIGAS-1400 2023 PROPANE DELIVERY	P0120191	3158759714	12/22/2023	1,305.07
00218379	01/12/2024	AQUATIC INFORMATICS INC. 2023 CROSS CONNECTION WEB TEST	P0120233	107009	12/06/2023	65.00
00218380	01/12/2024	ASPECT SOFTWARE INC Telestaff Monthly Fee INV ASI0	P0120217	ASI078976	01/05/2024	165.15
00218381	01/12/2024	ASSOCIATED EARTH SCIENCES INC Luther Burbank Park Sport Cou	P0119927	063062	12/28/2023	1,870.39
00218382	01/12/2024	AUCKLAND, JOSH REIMB: WATER CERT. RENEWAL		12282023	12/28/2023	67.00
00218383	01/12/2024	AUTONATION INC FLEET PARTS	P0120194	205648	12/14/2023	231.88
00218384	01/12/2024	BELLEVUE NISSAN REPAIR WORK FOR LEAFS 542 & 54	P0120190	313866	12/29/2023	566.80
00218385	01/12/2024	BRINKS INC DEC 2023 ARMoured TRUCK DEPOSI	P0120219	6220183	12/31/2023	861.23
00218386	01/12/2024	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMEN	P0103284	14494214	09/12/2023	16,131.24
00218387	01/12/2024	CARTWRIGHT, ANALISA REIMB: WORK CLOTHES		01052024	01/05/2024	97.00
00218388	01/12/2024	CHAPTER 13 TRUSTEE PR EARLY WARRANT 01.12.2024		PR 01.12.2024	01/12/2024	572.00
00218389	01/12/2024	CINTAS CORPORATION #460 2023 PW COVERALL SERVICES	P0120242	DEC 2023	12/31/2023	3,419.88
00218390	01/12/2024	CLEANERS PLUS 1 November cleaners bill	P0120186	73924	12/01/2023	44.04
00218391	01/12/2024	COMCAST MERCER ISLAND FIRE STATION	P0117114	12202023	12/20/2023	806.60
00218392	01/12/2024	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0120193	14555831 122323	12/23/2023	299.75
00218393	01/12/2024	DAILY JOURNAL OF COMMERCE BC:CITY HALL LOBBY RENOV	P0120175	3383363	11/07/2022	1,012.00
00218394	01/12/2024	DEFALCO, CHRIS REIMB: CDL APPLICATION		11212023	11/21/2023	59.50
00218395	01/12/2024	EMPYREAN ELEVATOR LLC Standby on 6/30/2023 for Eleva	P0120167	10657	06/30/2023	1,360.84
00218396	01/12/2024	EUROFINS EATON ANALYTICAL, LLC UCMR5 EPA CDX INVENTORY SAMPLE	P0119166	3800040977	12/27/2023	675.00
00218397	01/12/2024	FASTSIGNS BELLEVUE Coroplast Land Use Signs	P0120211	B-119378	12/29/2023	1,585.44
00218398	01/12/2024	FERGUSON ENTERPRISES LLC 115) "CVR" FLX09 P WATER AMR F	P0120152	0023516	12/22/2023	8,177.69
00218399	01/12/2024	FINANCIAL CONSULTANTS INT'L REPAIR TO VEC. #453	P0120232	18078	12/14/2023	1,133.60
00218400	01/12/2024	FORESTRY SUPPLIERS INC INVENTORY PURCHASES	P0120168	487080-01	12/22/2023	943.09

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218401	01/12/2024	Galt, John Hearing Examiner Services,	P0120210	3305	01/04/2024	1,520.00
00218402	01/12/2024	GCP WW HOLDCO LLC SAFETY BOOTS & MISC. WORK CLOT	P0120158	INV2060000623	12/22/2023	754.27
00218403	01/12/2024	HACH COMPANY IRON HANDHELD REPLACEMENTS &	P0119962	13832852	11/30/2023	2,822.59
00218404	01/12/2024	HARB, SAM REIMB: LUNCH-PARKS OPS MEETING		01032024	01/03/2024	82.56
00218405	01/12/2024	HOME DEPOT CREDIT SERVICE MISC. TOOLS & TOTE	P0120203	6900608	12/12/2023	4,108.83
00218406	01/12/2024	HORIZON IRRIGATION FITTINGS & TOOLS	P0120196	3M499010	12/22/2023	240.91
00218407	01/12/2024	HUYNH, JASON REIMB: MILEAGE WO 50194		01032024	01/03/2024	20.96
00218408	01/12/2024	HYLAND SOFTWARE HYLAND Software Maintenance an	P0120212	LE01-328659	12/01/2023	21,926.90
00218409	01/12/2024	INTERCOM LANGUAGE SERVICES INC Intercom- invoice 23-696	P0120235	23-696	12/31/2023	168.34
00218410	01/12/2024	KC SHERIFF'S OFFICE Fire Investigation Services IN	P0120241	23-0735	01/05/2024	2,010.00
00218411	01/12/2024	KELLER ROHRBACK Matter Description: Mountain S	P0120223	196224	12/29/2023	134.00
00218412	01/12/2024	KELLEY IMAGING SYSTEMS Copier Service Fees Nov 2023	P0120195	IN1522315	01/10/2024	556.49
00218413	01/12/2024	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P0117328	11014217	12/31/2023	1,492.00
00218414	01/12/2024	KING COUNTY FINANCE DUMPING FEES (CEDAR HILL)	P0120247	150870	12/31/2023	202.50
00218415	01/12/2024	KING COUNTY TREASURY 2024 JAN-DEC MONTHLY SEWER CHA	P0120214	30038324	01/01/2024	479,346.78
00218416	01/12/2024	KPG KPG On-Call Transportation	P0118732	203312	12/13/2023	2,379.00
00218417	01/12/2024	METROPRESORT DEC 2023 E-SERVICE CHARGES POR	P0120200	IN662117	01/04/2024	521.97
00218418	01/12/2024	MI CHAMBER OF COMMERCE 2023 Q4 Chamber Contract	P0120256	1403-2023 Q4	12/31/2023	5,400.00
00218419	01/12/2024	MI EMPLOYEES ASSOC PR EARLY WARRANT 01.12.2024		PR 01.12.2024	01/12/2024	237.50
00218420	01/12/2024	MI HARDWARE - ROW MISC. HARDWARE FOR THE MONTH O	P0119059	DEC 2023	12/31/2023	235.42
00218421	01/12/2024	MI HARDWARE - UTILITY MISC. HARDWARE FOR THE MONTH O	P0119061	DEC 2023	12/31/2023	85.09
00218422	01/12/2024	MI SCHOOL DISTRICT #400 2023 MI School District for Po	P0116895	1002400009	01/04/2024	41,402.52
00218423	01/12/2024	MIDDOUR CONSULTING LLC Peer Review Proj No. 21091001.	P0120209	1467	12/26/2023	2,200.00
00218424	01/12/2024	NAPA AUTO PARTS REPAIR PARTS	P0120189	DEC 2023	12/31/2023	540.14
00218425	01/12/2024	NATIONAL SAFETY INC REPAIR GASALERT MICROCLIP	P0120202	0705612-IN	10/26/2023	292.32
00218426	01/12/2024	NORCOM 911 2024 Q1 - Invoice 0001534	P0120207	0001534	12/01/2023	140,084.08

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218427	01/12/2024	OCCUPATIONAL HEALTH CTRS OF WA DOT PHYSICALS INV 81560125	P0120184	81560125	12/14/2023	125.00
00218428	01/12/2024	OLYMPIC ENVIRONMENTAL RES 2023OER5 for Mercer Island 202	P0120173	2023OER5	11/09/2023	9,054.07
00218429	01/12/2024	PACIFIC TOPSOIL INC. DUMPING FEES	P0120192	22-T1349446	12/10/2023	1,362.00
00218430	01/12/2024	PAYBYPHONE TECHNOLOGIES INC DECEMBER 2023	P0120224	INVPBP-US511	12/31/2023	251.20
00218431	01/12/2024	PBS ENGINEERING Professional Services from	P0120165	0041888.000-4	08/22/2023	30,667.50
00218432	01/12/2024	PLATT ELECTRIC FUSES & LED BULBS	P0120240	SC74679	11/25/2023	3,441.51
00218433	01/12/2024	PUGET SOUND ENERGY SE 78TH & 84TH AVE SE	P0120229	11292023	11/29/2023	1,045.21
00218434	01/12/2024	PURE AIR FILTRATION LLC SEWER SULPHASORB XL	P0119698	INV/2023/1204	11/29/2023	6,622.91
00218435	01/12/2024	Ringsquared Telecom LLC December 2023 long distance ca	P0120222	IN170469	01/03/2024	68.87
00218436	01/12/2024	RODDA PAINT CO PAINT & PAINTING SUPPLIES	P0120257	19959077	12/18/2023	565.61
00218437	01/12/2024	SHERMAN, BRIAN REIMB: CLOTHING ALLOWANCE		12272023	12/27/2023	527.84
00218438	01/12/2024	SISTER CITIES INTERNATIONAL 2024 Membership Dues INV 12379	P0120248	12379	12/30/2023	610.00
00218439	01/12/2024	SOLID WASTE SYSTEMS INC REPAIR WORK FOR VEC.# 519 ON T	P0120236	0164266-IN	12/15/2023	5,605.92
00218440	01/12/2024	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0120237	587664/1	12/28/2023	223.15
00218441	01/12/2024	Southern Nevada ICC EduCODE Reg T. Judge Ref No.	P0120252	80690785	12/28/2023	600.00
00218442	01/12/2024	Sterling Volunteers Background Checks INV 9686140	P0120231	9686140	12/31/2023	252.00
00218443	01/12/2024	SUE'S TAILOR & ALTERATION Uniform repair	P0120185	11102023	11/10/2023	38.50
00218444	01/12/2024	SUPERION LLC 1ST QTR 2024 ONE SOLUTION	P0120199	394428	10/16/2023	14,955.21
00218445	01/12/2024	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0120182	2307946	12/21/2023	1,655.23
00218446	01/12/2024	SUZOR-HOY, TYREL REIMB: WORK CLOTHES		12212023	12/21/2023	384.36
00218447	01/12/2024	T-MOBILE T-MOBILE POLICE 985836925	P0120227	12212023	12/21/2023	93.45
00218448	01/12/2024	TACOMA SCREW PRODUCTS INC MISC SUPPLIES - MARK JONES -	P0120230	160084723-00	11/16/2023	152.87
00218449	01/12/2024	Tech Heads Inc. Firewall Wall Mount	P0120205	INV-5760	12/14/2023	144.72
00218450	01/12/2024	THOMAS J TREE Mercer Island Unit Priced Arbo	P0119456	1430-RET	11/29/2023	1,919.00
00218451	01/12/2024	TYLER TECHNOLOGIES INC License Fees Tyler Munis Finan	P0116068	045-451260	12/31/2023	8,800.00
00218452	01/12/2024	UNITED REPROGRAPHICS PROJECT AWARENESS SIGNS FOR TU	P0120154	9118375-IN	12/20/2023	590.91

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218453	01/12/2024	USABlueBook CHLORINE PROBE REPLACEMENT	P0119968	INV00200127	11/17/2023	1,029.51
00218454	01/12/2024	UTILITIES UNDERGROUND LOCATION 2023 UTILITY LOCATES	P0120234	3120183	12/31/2023	157.38
00218455	01/12/2024	VALLEY ELECTRIC CO AB6190: SCADA Sewer Equipment	P0118755	91457	10/27/2023	252,261.77
00218456	01/12/2024	VERIZON WIRELESS NOV 24-DEC 23 MUNICIPAL VERIZO	P0120225	9952467144	12/23/2023	42.24
00218457	01/12/2024	VERIZON WIRELESS NOV 24-DEC 23,23 IGS CITY CELL	P0120198	9952467139	12/23/2023	225.87
00218458	01/12/2024	WA STATE DOL CONCEALED PISTOL LICENSES ISSU	P0120243	100323-011024	12/31/2023	861.00
00218459	01/12/2024	WALSH GROUP REFUND: HYD METER DEP 00179639		01092024	01/09/2024	115.83
00218460	01/12/2024	WCIA 2024 Liability Insurance	P0120208	200164	01/01/2024	1,677,968.00
					Total	2,784,650.18

CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

Mayor

Date

Report	Warrants	Date	Amount
Check Register	218461-218525	1/19/24	\$1,718,919.14
			\$1,718,919.14

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: 001000 - General Fund-Admin Key				
P0120269	00218498	MI SCHOOL DISTRICT #400	Remit 2023 Bus Paddle Revenue	8,516.00
Org Key: 402000 - Water Fund-Admin Key				
	00218484	IMANI, FARHAD	REFUND: SPU FEE FOR 1.5" M	3,744.00
Org Key: AS1100 - Administrative Services				
P0120332	00218520	VERIZON WIRELESS	VERIZON NOV 24 - DEC 23 ANGIE/	213.97
Org Key: CA1100 - Administration (CA)				
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12390 Professional	10,597.00
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12392 Professional	1,982.00
P0120280	00218494	MARTEN LAW	Invoice #44095749 Professional	1,377.50
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12398 Professional	999.00
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12396 Professional	459.00
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12397 Professional	420.00
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12389 Professional	398.00
P0120279	00218511	RELX INC DBA LEXISNEXIS	Invoice #3094864488 Legal	378.74
P0120281	00218489	KEATING BUCKLIN & MCCORMACK	Invoice #21493 Professional	273.60
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12391 Professional	270.00
P0120317	00218520	VERIZON WIRELESS	VERIZON NOV 24 - DEC 23 SWAN	93.15
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12394 Professional	54.00
P0120284	00218493	Madrona Law Group, PLLC	Invoice #12395 Professional	54.00
Org Key: CA1200 - Prosecution & Criminal Mngmnt				
P0120282	00218500	MOBERLY AND ROBERTS	Invoice #1143 Professional Ser	7,600.66
P0120283	00218490	Kiviat, Aaron	Invoice #1638 Professional Ser	7,400.00
Org Key: CM1100 - Administration (CM)				
P0120266	00218477	ESSER, LUKE	DECEMBER LEGISLATIVE SERVICES	2,000.00
P0120331	00218520	VERIZON WIRELESS	VERIZON NOV 24-DEC 23	178.96
P0120314	00218472	DEPT OF ENTERPRISE SERVICES	CMO - CT BUSINESS CARDS	42.76
Org Key: CM1200 - City Clerk				
P0120263	00218513	SOUND PUBLISHING INC	NTC 2749736 ORD 23-20	56.39
P0120263	00218513	SOUND PUBLISHING INC	NTC 2749737 NO C MTG CANCEL	53.67
Org Key: CR1100 - Human Resources				
P0120304	00218509	PUBLIC SAFETY TESTING INC	MIPD PST Candidates 12/2023 IN	517.00
P0120265	00218505	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICALS INV 81338706	375.00
P0120264	00218505	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICAL INV 81673109	125.00
Org Key: CT1100 - Municipal Court				
P0120308	00218473	DMCJA	DMCJA 2024 Annual Dues	600.00
Org Key: DS1100 - Administration (DS)				
P0120318	00218520	VERIZON WIRELESS	VERIZON NOV 24 - DEC 23 CPD	704.29
P0120335	00218520	VERIZON WIRELESS	NOV 24 - DEC 23 VERIZON CMI	554.06
P0120335	00218520	VERIZON WIRELESS	NOV 24 - DEC 23 VERIZON CMI	187.33
Org Key: DS1200 - Bldg Plan Review & Inspection				
P0120305	00218468	CEG ELECTRIC	Professional Services - Electr	636.00
P0120314	00218472	DEPT OF ENTERPRISE SERVICES	DAVID LINDSAY	42.75

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: DS1300 - Land Use Planning Svc				
P0120263	00218513	SOUND PUBLISHING INC	NTC 2749717 NOPH SUB19-002	113.57
P0120263	00218513	SOUND PUBLISHING INC	NTC 2749753 NOPH SUB19-002	113.57
Org Key: FR1100 - Administration (FR)				
P0120299	00218475	EASTSIDE FIRE & RESCUE	2024 Equipment Replacement Fun	114,000.00
Org Key: FR2100 - Fire Operations				
P0120300	00218475	EASTSIDE FIRE & RESCUE	Jan 2024 Contract Fee	656,228.83
P0116736	00218469	COMCAST	2023 Comcast Business - Fire	1,834.29
P0120301	00218463	AT&T MOBILITY	Fire Cell Charges Dec 2023 INV	838.45
P0120319	00218520	VERIZON WIRELESS	VERIZON NOV 24 - DEC 23 FIRE T	727.41
Org Key: FR2105 - Fire Mobile Integrated Health				
P0120226	00218520	VERIZON WIRELESS	NOV 24-DEC 23 VERIZON YFS	87.25
P0120333	00218520	VERIZON WIRELESS	VERIZON NOV 24- DEC 23 YFS	87.25
Org Key: FR4100 - Training				
P0120325	00218465	BELLEVUE, CITY OF	2023 EMTG Membership Fee	3,818.57
Org Key: GB0100 - Building Repairs				
P0120312	00218464	Baklinski Group	Progresss Billing - Labor and	54,664.15
Org Key: GB0107 - Honeywell Site Remediation				
P0117370	00218478	FARALLON CONSULTING LLC	2022 PROJECT MANAGEMENT AND	13,395.79
Org Key: GB0108 - FS91 Site Characterization & F				
P0110294	00218478	FARALLON CONSULTING LLC	PROJECT 1292-003 FS91 SITE	3,191.40
P0110294	00218478	FARALLON CONSULTING LLC	PROJECT 1292-003 FS91 SITE	1,212.60
Org Key: GB0115 - Facilities Plan				
P0120267	00218504	Northwest Studio	INV 2304-06 FACILITIES ASSESSM	18,575.50
P0120268	00218504	Northwest Studio	INV 2304-07 FACILITY ASSESSMEN	11,025.00
Org Key: GB0121 - Precinct Facility Assessment				
P0120268	00218504	Northwest Studio	INV 2304-07 TULLY'S SITE PLANN	1,820.00
Org Key: GB100A - Fire Capital Facilities				
P0120297	00218475	EASTSIDE FIRE & RESCUE	2024 Capital Facilities Mainte	30,000.00
Org Key: GE0108 - AED Replacements				
P0119066	00218488	KCDA PURCHASING COOPERATIVE	19) AED UNITS, 10) DEFIBRILLAT	16,431.30
P0119066	00218488	KCDA PURCHASING COOPERATIVE	19) AED UNITS, 10) DEFIBRILLAT	14,475.13
P0119066	00218488	KCDA PURCHASING COOPERATIVE	19) AED UNITS, 10) DEFIBRILLAT	1,009.55
P0119066	00218488	KCDA PURCHASING COOPERATIVE	19) AED UNITS, 10) DEFIBRILLAT	536.58
Org Key: GGM001 - General Government-Misc				
P0116736	00218469	COMCAST	2023 Comcast Business - City h	3,780.31
Org Key: GGM004 - Gen Govt-Office Support				
P0120321	00218507	PITNEY BOWES	Postage Machine Lease Fees 202	1,348.07
P0120289	00218525	Xerox Financial Services	Copier Rental Fees Jan 2024 IN	1,031.64
Org Key: GGX620 - Custodial Disbursements				
P0120273	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 Newcastle Court	3,235.15

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	2,603.76
P0120273	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 Newcastle Court	2,037.52
P0120270	00218521	WA ST TREASURER'S OFFICE	Remit Dec23 NC Court Transmitt	1,959.94
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	1,526.86
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	1,416.63
P0120273	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 Newcastle Court	1,240.31
P0120270	00218521	WA ST TREASURER'S OFFICE	Remit Dec23 NC Court Transmitt	1,215.94
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	881.05
P0120273	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 Newcastle Court	831.14
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	825.06
P0120270	00218521	WA ST TREASURER'S OFFICE	Remit Dec23 NC Court Transmitt	806.05
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	747.60
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	613.00
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	580.25
P0120273	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 Newcastle Court	551.19
P0120270	00218521	WA ST TREASURER'S OFFICE	Remit Dec23 NC Court Transmitt	523.55
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	483.46
P0120273	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 Newcastle Court	269.71
P0120273	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 Newcastle Court	269.54
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	177.27
P0120270	00218521	WA ST TREASURER'S OFFICE	Remit Dec23 NC Court Transmitt	175.29
P0120270	00218521	WA ST TREASURER'S OFFICE	Remit Dec23 NC Court Transmitt	174.90
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	150.95
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	139.95
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	134.42
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	116.66
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	116.65
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	99.99
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	99.99
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	59.73
P0120271	00218521	WA ST TREASURER'S OFFICE	Remit MI Dec23 Court Transmitt	49.63
P0120270	00218521	WA ST TREASURER'S OFFICE	Remit Dec23 NC Court Transmitt	47.42
P0120273	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 Newcastle Court	14.86
P0120272	00218521	WA ST TREASURER'S OFFICE	Remit NOV23 MI Court Transmitt	9.61

Org Key: GT0106 - Enterprise Resource Planning S

P0116068	00218518	TYLER TECHNOLOGIES INC	License Fees Tyler Munis Finan	1,600.00
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Org Key: GT0108 - Technology Equipment Replaceme

P0120301	00218463	AT&T MOBILITY	Fire iPad Purchases Dec 2023 I	5,677.04
P0120301	00218463	AT&T MOBILITY	Fire iPad Purchases Nov 2023 I	2,781.26

Org Key: IS1100 - IGS Mapping

P0120296	00218476	ESRI	ENTERPRISE AGREEMENT FEE	8,395.13
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Org Key: IS2100 - IGS Network Administration

P0120322	00218501	Monsido Inc.	Website Accessibility INV 2870	6,077.52
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Org Key: IS3101 - GIS Analyst Water Fund

P0120296	00218476	ESRI	ENTERPRISE AGREEMENT FEE	8,395.13
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Org Key: IS3102 - GIS Analyst Sewer Fund

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0120296	00218476	ESRI	ENTERPRISE AGREEMENT FEE	8,395.13
<i>Org Key: IS3103 - GIS Analyst Storm Fund</i>				
P0120296	00218476	ESRI	ENTERPRISE AGREEMENT FEE	8,395.11
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0120285	00218524	WSDOT	PROJECT COSTS FOR NOV 2023 SAL	655.23
P0120258	00218510	PUGET SOUND ENERGY	3200 81ST PL SE	578.56
<i>Org Key: MT2500 - ROW Administration</i>				
	00218481	HEATH, SCOTT C	REIMB: OVERSIZED WALL CALANDER	59.44
<i>Org Key: MT3100 - Water Distribution</i>				
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES / REPAI	3,173.21
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES / REPAI	1,399.37
	00218508	PLATT ELECTRIC	SERVICE CHARGES ON INV#4M46733	40.00
<i>Org Key: MT3400 - Sewer Collection</i>				
P0119613	00218474	Duke's Root Control Inc.	2023 Sewer Root Control Servic	20,536.91
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	2,291.65
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	1,380.72
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	1,162.83
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	779.06
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	592.95
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	350.91
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	297.91
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	276.40
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	266.38
P0120261	00218515	TACOMA DIESEL	PUMP STATION BATTERIES/ REPAIR	255.78
<i>Org Key: MT3800 - Storm Drainage</i>				
P0117844	00218506	Olson Brother's Pro-Vac LLC	STORMWATER VACTOR, JETTING, CC	23,462.04
P0117844	00218506	Olson Brother's Pro-Vac LLC	STORMWATER VACTOR, JETTING, CC	2,065.60
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0120336	00218520	VERIZON WIRELESS	VERIZON NOV 24 TO DEC 23 PW	4,404.72
<i>Org Key: MT4272 - ARPA-Police Iterim Site</i>				
P0120267	00218504	Northwest Studio	INV 2304-06 POLICE	3,976.25
P0120315	00218479	GREEN LATRINE	Site: City of Mercer Island Ci	750.00
P0120268	00218504	Northwest Studio	INV 2304-07 POLICE TRANSITION/	612.50
P0120315	00218479	GREEN LATRINE	Net 45 Jan 22, 2024	350.00
P0120328	00218479	GREEN LATRINE	Site: City of Mercer Island Ci	350.00
<i>Org Key: MT4274 - ARPA-Municipal Court Site Leas</i>				
P0120323	00218496	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	46.54
<i>Org Key: MT4300 - Fleet Services</i>				
P0120313	00218495	MERCER ISLAND CHEVRON	MI CHEVRON - DEC 2023 RECEIPTS	14,594.46
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0118253	00218483	IDAX DATA SOULTIONS	IDAX On-Call Traffic Data	1,925.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT6100 - Park Maintenance</i>				
P0120254	00218517	TULIP LLC	Tuition Class B Truck	4,695.00
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0120253	00218517	TULIP LLC	Tuition Class B Truck	4,770.00
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0120323	00218496	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	46.12
<i>Org Key: MT6800 - Trails Maintenance</i>				
P0120326	00218497	MI HARDWARE - P&R	MISC. HARDWARE FOR THE MONTH O	4.55
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0120290	00218479	GREEN LATRINE	Site: Aubrey Davis Park, 2223	225.00
<i>Org Key: PA0100 - Open Space Management</i>				
P0118266	00218514	Stumpy Tree Service	23-08C Mercerdale Park and Hil	37,437.40
P0118269	00218462	APPLIED ECOLOGY LLC	23-08F Upper Luther Burbank Pa	10,958.95
<i>Org Key: PA0101 - Recurring Parks Minor Capital</i>				
P0119764	00218522	WAVE ELECTRICAL LLC	Island Crest Parks Ballfield	6,854.06
<i>Org Key: PA0109 - Aubrey Davis Park Trail Safety</i>				
P0112473	00218491	KPG	Aubrey Davis Park Trail Safety	17,847.00
<i>Org Key: PA0118 - Lincoln Landing Watercourse Re</i>				
P0115386	00218482	HOUGH BECK & BAIRD	LINCOLN LANDING CONSTRUCTION	7,306.25
<i>Org Key: PA0126 - Mercerdale Park Master Plan</i>				
P0120255	00218466	BERGER PARTNERSHIP PS, THE	Mercerdale Park Master Plan	3,504.60
<i>Org Key: PA0129 - Pioneer Park/Engstrom OS Fores</i>				
P0118267	00218514	Stumpy Tree Service	23-08D Pioneer Park Northeast	6,306.00
P0120291	00218479	GREEN LATRINE	Site: Island Crest Way & SE 68	200.00
<i>Org Key: PA0130 - Roanoke Playground Replacement</i>				
P0120255	00218466	BERGER PARTNERSHIP PS, THE	Roanoke Park Playground Replac	10,736.78
<i>Org Key: PA0136 - Luther Burbank South Shoreline</i>				
P0120011	00218502	MOUNTAINS TO SOUND	LUTHER BURBANK PARK SOUTH	5,778.00
<i>Org Key: PA0145 - Deanes Pk Playground Repl</i>				
P0120255	00218466	BERGER PARTNERSHIP PS, THE	Deane's Children's Park Pl	302.25
<i>Org Key: PA0148 - ADP Crossing Improvements</i>				
P0119273	00218516	TOOLE DESIGN GROUP LLC	Aubrey Davis Park Intersection	10,239.37
<i>Org Key: PA0157 - Master PlanClarke & Groveland</i>				
P0120255	00218466	BERGER PARTNERSHIP PS, THE	Clarke & Groveland Joint Maste	7,076.88
<i>Org Key: PO1100 - Administration (PO)</i>				
P0120334	00218520	VERIZON WIRELESS	VERIZON NOV 24 - DEC 23 POLICE	282.34
<i>Org Key: PR1100 - Administration (PR)</i>				
P0120251	00218523	WRPA	Membership Renewal - Agency Me	2,520.00
P0120316	00218503	MPLC	MPLC Umbrella License covering	799.18

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0120275	00218519	ULINE	Totes for storage	520.43
P0120323	00218496	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	215.86
<i>Org Key: PR4100 - Community Center</i>				
P0120298	00218492	M & EPG	Full page print and 6 months	1,950.75
<i>Org Key: SP0129 - 4004 ICW Property</i>				
P0120010	00218486	KAMINS CONSTRUCTION INC	4004 ICW PROPERTY TRANSPORTATI	108,180.41
<i>Org Key: SU0108 - Comprehensive Pipeline R&R Pro</i>				
P0119149	00218485	INSTA-PIPE INC	Basin 40 CIPP Sewer Lining Pro	107,590.52
<i>Org Key: SW0127 - Stormwater Trunkline Assessmen</i>				
P0117844	00218506	Olson Brother's Pro-Vac LLC	STORMWATER VACTOR, JETTING, CC	7,676.00
<i>Org Key: VCP104 - CIP Streets Salaries</i>				
P0120320	00218471	CORRECTIONAL INDUSTRIES ACCTG	JACKETS WITH CITY LOGOS	341.49
<i>Org Key: VCP343 - CIP Parks Salaries</i>				
P0120320	00218471	CORRECTIONAL INDUSTRIES ACCTG	JACKETS WITH CITY LOGOS	341.49
<i>Org Key: VCP402 - CIP Water Salaries</i>				
P0120320	00218471	CORRECTIONAL INDUSTRIES ACCTG	JACKETS WITH CITY LOGOS	341.49
<i>Org Key: VCP426 - CIP Sewer Salaries</i>				
P0120320	00218471	CORRECTIONAL INDUSTRIES ACCTG	JACKETS WITH CITY LOGOS	341.49
<i>Org Key: VCP432 - CIP Storm Drainage Salaries</i>				
P0120320	00218471	CORRECTIONAL INDUSTRIES ACCTG	JACKETS WITH CITY LOGOS	341.51
<i>Org Key: WU0101 - Booster Chlorination Station</i>				
P0113453	00218480	HARBOR PACIFIC CONT INC.	Booster Chlorination System Pr	7,457.38
<i>Org Key: WU0106 - Madrona Crest East Addition Wa</i>				
P0117166	00218461	AM TEST INC	2023 WATER QUALITY SAMPLES	210.00
<i>Org Key: WU0119 - Reservoir Generator Replacemen</i>				
P0117489	00218470	CONSOR NORTH AMERICA INC	CONSTRUCTION SERVICES AND	3,424.67
<i>Org Key: WU0130 - 2023 Water Sys Improvements</i>				
P0119570	00218487	KAR-VEL CONSTRUCTION INC	2023 Water System Improvements	150,575.11
<i>Org Key: WU0175 - ARPA-PRV Replacement Design</i>				
P0114151	00218467	CAROLLO ENGINEERS INC	Risk and Resilience Assessment	17,196.75
P0114151	00218467	CAROLLO ENGINEERS INC	Risk and Resilience Assessment	6,653.25
<i>Org Key: YF1100 - YFS General Services</i>				
P0120333	00218520	VERIZON WIRELESS	VERIZON NOV 24- DEC 23 YFS	902.86
P0120226	00218520	VERIZON WIRELESS	NOV 24-DEC 23 VERIZON YFS	902.04
<i>Org Key: YF2600 - Family Assistance</i>				
P0120342	00218512	SHOREWOOD #14885	Rental assistance for EA clien	2,223.00
P0120337	00218499	MISD FOOD SERVICE	Food assistance for EA client	1,857.10
Total				<u>1,718,919.14</u>

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218461	01/19/2024	AM TEST INC 2023 WATER QUALITY SAMPLES	P0117166	130989	12/16/2023	210.00
00218462	01/19/2024	APPLIED ECOLOGY LLC 23-08F Upper Luther Burbank Pa	P0118269	1616	12/21/2023	10,958.95
00218463	01/19/2024	AT&T MOBILITY Fire Cell Charges Dec 2023 INV	P0120301	477470X01132024	01/05/2024	9,296.75
00218464	01/19/2024	Baklinski Group Progress Billing - Labor and	P0120312	3068-01	01/02/2024	54,664.15
00218465	01/19/2024	BELLEVUE, CITY OF 2023 EMTG Membership Fee	P0120325	47247	10/24/2023	3,818.57
00218466	01/19/2024	BERGER PARTNERSHIP PS, THE Mercerdale Park Master Plan	P0120255	36270	12/14/2023	21,620.51
00218467	01/19/2024	CAROLLO ENGINEERS INC Risk and Resilience Assessment	P0114151	FB45899	01/08/2024	23,850.00
00218468	01/19/2024	CEG ELECTRIC Professional Services - Electr	P0120305	7748	01/12/2024	636.00
00218469	01/19/2024	COMCAST 2023 Comcast Business - Fire	P0116736	191308055	01/01/2024	5,614.60
00218470	01/19/2024	CONSOR NORTH AMERICA INC CONSTRUCTION SERVICES AND	P0117489	W192659WA.01-10	01/10/2024	3,424.67
00218471	01/19/2024	CORRECTIONAL INDUSTRIES ACCTG JACKETS WITH CITY LOGOS	P0120320	T099247	10/18/2023	1,707.47
00218472	01/19/2024	DEPT OF ENTERPRISE SERVICES CMO - CT BUSINESS CARDS	P0120314	731130268	01/04/2024	85.51
00218473	01/19/2024	DMCJA DMCJA 2024 Annual Dues	P0120308	00069	01/03/2024	600.00
00218474	01/19/2024	Duke's Root Control Inc. 2023 Sewer Root Control Servic	P0119613	20419	01/11/2024	20,536.91
00218475	01/19/2024	EASTSIDE FIRE & RESCUE 2024 Equipment Replacement Fun	P0120297	5948	01/13/2024	800,228.83
00218476	01/19/2024	ESRI ENTERPRISE AGREEMENT FEE	P0120296	94631642	12/24/2023	33,580.50
00218477	01/19/2024	ESSER, LUKE DECEMBER LEGISLATIVE SERVICES	P0120266	DEC 2023	01/09/2024	2,000.00
00218478	01/19/2024	FARALLON CONSULTING LLC 2022 PROJECT MANAGEMENT AND	P0110294	0050806	01/10/2024	17,799.79
00218479	01/19/2024	GREEN LATRINE Site: City of Mercer Island Ci	P0120291	I40168	01/03/2024	1,875.00
00218480	01/19/2024	HARBOR PACIFIC CONT INC. Booster Chlorination System Pr	P0113453	113023-123123	01/11/2024	7,457.38
00218481	01/19/2024	HEATH, SCOTT C REIMB: OVERSIZED WALL CALANDER		01052024	01/05/2024	59.44
00218482	01/19/2024	HOUGH BECK & BAIRD LINCOLN LANDING CONSTRUCTION	P0115386	15823	01/01/2024	7,306.25
00218483	01/19/2024	IDAX DATA SOULTIONS IDAX On-Call Traffic Data	P0118253	INV-0004124	12/14/2023	1,925.00
00218484	01/19/2024	IMANI, FARHAD REFUND: SPU FEE FOR 1.5" M		01122024	01/12/2024	3,744.00
00218485	01/19/2024	INSTA-PIPE INC Basin 40 CIPP Sewer Lining Pro	P0119149	DEC 2023	01/11/2024	107,590.52
00218486	01/19/2024	KAMINS CONSTRUCTION INC 4004 ICW PROPERTY TRANSPORTATI	P0120010	DEC 2023	01/05/2024	108,180.41

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218487	01/19/2024	KAR-VEL CONSTRUCTION INC 2023 Water System Improvements	P0119570	DEC 2023	01/11/2024	150,575.11
00218488	01/19/2024	KCDA PURCHASING COOPERATIVE 19) AED UNITS, 10) DEFIBRILLAT	P0119066	300730445	08/15/2023	32,452.56
00218489	01/19/2024	KEATING BUCKLIN & MCCORMACK Invoice #21493 Professional	P0120281	21493	01/08/2024	273.60
00218490	01/19/2024	Kiviat, Aaron Invoice #1638 Professional Ser	P0120283	1638	12/30/2023	7,400.00
00218491	01/19/2024	KPG Aubrey Davis Park Trail Safety	P0112473	203795	12/26/2023	17,847.00
00218492	01/19/2024	M & EPG Full page print and 6 months	P0120298	1277	07/14/2023	1,950.75
00218493	01/19/2024	Madrona Law Group, PLLC Invoice #12396 Professional	P0120284	12393	01/09/2024	15,233.00
00218494	01/19/2024	MARTEN LAW Invoice #44095749 Professional	P0120280	44095749	12/21/2023	1,377.50
00218495	01/19/2024	MERCER ISLAND CHEVRON MI CHEVRON - DEC 2023 RECEIPTS	P0120313	DEC 2023	12/31/2023	14,594.46
00218496	01/19/2024	MI HARDWARE - BLDG MISC. HARDWARE FOR THE MONTH O	P0120323	DEC 2023	12/31/2023	308.52
00218497	01/19/2024	MI HARDWARE - P&R MISC. HARDWARE FOR THE MONTH O	P0120326	DEC 2023	12/31/2023	4.55
00218498	01/19/2024	MI SCHOOL DISTRICT #400 Remit 2023 Bus Paddle Revenue	P0120269	2023 BUS PADDLE	12/31/2023	8,516.00
00218499	01/19/2024	MISD FOOD SERVICE Food assistance for EA client	P0120337	123123	12/31/2023	1,857.10
00218500	01/19/2024	MOBERLY AND ROBERTS Invoice #1143 Professional Ser	P0120282	1143	01/01/2024	7,600.66
00218501	01/19/2024	Monsido Inc. Website Accessibility INV 2870	P0120322	287046	01/01/2024	6,077.52
00218502	01/19/2024	MOUNTAINS TO SOUND LUTHER BURBANK PARK SOUTH SHOR	P0120011	4472	12/31/2023	5,778.00
00218503	01/19/2024	MPLC MPLC Umbrella License covering	P0120316	504432074	12/19/2023	799.18
00218504	01/19/2024	Northwest Studio INV 2304-06 FACILITIES ASSESSM	P0120268	2304-07	12/29/2023	36,009.25
00218505	01/19/2024	OCCUPATIONAL HEALTH CTRS OF WA DOT PHYSICALS INV 81338706	P0120264	81673109	12/27/2023	500.00
00218506	01/19/2024	Olson Brother's Pro-Vac LLC STORMWATER VACTOR, JETTING, CC	P0117844	11.6-11.10	11/10/2023	33,203.64
00218507	01/19/2024	PITNEY BOWES Postage Machine Lease Fees 202	P0120321	3318605071	01/13/2024	1,348.07
00218508	01/19/2024	PLATT ELECTRIC SERVICE CHARGES ON INV#4M46733		SC76945	12/25/2023	40.00
00218509	01/19/2024	PUBLIC SAFETY TESTING INC MIPD PST Candidates 12/2023 IN	P0120304	2024-24	01/17/2024	517.00
00218510	01/19/2024	PUGET SOUND ENERGY 3200 81ST PL SE	P0120258	220014359958-12	12/22/2023	578.56
00218511	01/19/2024	RELX INC DBA LEXISNEXIS Invoice #3094864488 Legal	P0120279	3094864488	12/31/2023	378.74
00218512	01/19/2024	SHOREWOOD #14885 Rental assistance for EA clien	P0120342	011824	01/18/2024	2,223.00

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218513	01/19/2024	SOUND PUBLISHING INC NTC 2749736 ORD 23-20	P0120263	8123859	12/31/2023	337.20
00218514	01/19/2024	Stumpy Tree Service 23-08C Mercerdale Park and Hil	P0118267	12222023-1	12/22/2023	43,743.40
00218515	01/19/2024	TACOMA DIESEL PUMP STATION BATTERIES / REPAI	P0120261	139308	08/08/2023	12,227.17
00218516	01/19/2024	TOOLE DESIGN GROUP LLC Aubrey Davis Park Intersection	P0119273	0SEA.00180_2	11/11/2024	10,239.37
00218517	01/19/2024	TULIP LLC Tuition Class B Truck	P0120253	29855	01/08/2024	9,465.00
00218518	01/19/2024	TYLER TECHNOLOGIES INC License Fees Tyler Munis Finan	P0116068	045-452077	01/10/2024	1,600.00
00218519	01/19/2024	ULINE Totes for storage	P0120275	172557094	12/28/2023	520.43
00218520	01/19/2024	VERIZON WIRELESS VERIZON NOV 24 - DEC 23 ANGIE/	P0120333	9952467141	12/23/2023	9,325.63
00218521	01/19/2024	WA ST TREASURER'S OFFICE Remit NOV23 MI Court Transmitt	P0120273	NC NOV-23	12/29/2023	24,185.03
00218522	01/19/2024	WAVE ELECTRICAL LLC Island Crest Parks Ballfield	P0119764	23170	12/29/2023	6,854.06
00218523	01/19/2024	WRPA Membership Renewal - Agency Me	P0120251	9168	01/07/2024	2,520.00
00218524	01/19/2024	WSDOT PROJECT COSTS FOR NOV 2023 SAL	P0120285	RE41JA6287L039	12/18/2023	655.23
00218525	01/19/2024	Xerox Financial Services Copier Rental Fees Jan 2024 IN	P0120289	5266560	01/12/2024	1,031.64
					Total	<u>1,718,919.14</u>

CERTIFICATION OF CLAIMS

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



Finance Director

I, the undersigned, do hereby certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

Mayor

Date

Report	Warrants	Date	Amount
Check Register	218526-218598	1/26/24	\$797,136.29
			\$797,136.29

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: 402000 - Water Fund-Admin Key				
P0120353	00218552	GRAINGER	INVENTORY PURCHASES	1,837.11
P0120377	00218552	GRAINGER	INVENTORY PURCHASES	646.05
	00218576	PETERSON, RANDALL	REFUND: OVERPMT ON 00744248902	392.72
	00218571	MILLAD VI LLC	REFUND: DUP.CHARGED 0044021401	278.34
	00218567	MENDOZA-DAVID, ELVIRA	REFUND: OVERPMT ON 004140788	196.47
P0120358	00218552	GRAINGER	INVENTORY PURCHASES	113.78
P0120353	00218552	GRAINGER	INVENTORY PURCHASES	35.27
Org Key: 814074 - Garnishments				
	00218539	CHAPTER 13 TRUSTEE	PR EARLY WARRANTS 01.26.2024	572.00
Org Key: 814075 - Mercer Island Emp Association				
	00218568	MI EMPLOYEES ASSOC	PR EARLY WARRANTS 01.26.2024	237.50
Org Key: 814076 - City & Counties Local 21M				
	00218598	WSCCCE AFSCME AFL-CIO	PR EARLY WARRANTS 01.26.2024	3,069.60
Org Key: 814077 - Police Association				
	00218577	POLICE ASSOCIATION	PR EARLY WARRANTS 01.26.2024	2,413.52
Org Key: CR1100 - Human Resources				
P0120346	00218591	SUMMIT LAW GROUP	HR Support Professional Servic	1,423.50
Org Key: FN1100 - Administration (FN)				
P0120388	00218590	STATE AUDITOR'S OFFICE	FY2022 Annual Audit	7,008.00
P0120382	00218561	KEYBANK NATIONAL ASSOC	2023 Annual Account Analysis	4,078.98
P0120385	00218551	GOULD, ROD	1 consultation (9/8/23)	210.00
Org Key: FN4501 - Utility Billing (Water)				
	00218555	HARVEY, OLIVIA	REIMB: MISC. WORK CLOTHES	60.55
Org Key: FN4502 - Utility Billing (Sewer)				
	00218555	HARVEY, OLIVIA	REIMB: MISC. WORK CLOTHES	60.56
Org Key: FR1100 - Administration (FR)				
P0120368	00218546	CULLIGAN SEATTLE WA	Fire Drinking Water INV 077823	238.60
P0120368	00218546	CULLIGAN SEATTLE WA	Fire Drinking Water INV 078287	202.29
Org Key: FR2500 - Fire Emergency Medical Svcs				
P0120347	00218526	AIRGAS USA LLC	Oxygen INV 9146049815	12.02
Org Key: GGI001 - General Government-Insurance				
P0120345	00218566	Marsh USA, Inc.	2024 Tank Insurance INV 920054	4,824.23
Org Key: GGM005 - Genera Govt-L1 Retiree Costs				
	00218535	CARLSON, LARRY	LEOFF RETIREE MED REIMB-FEB.24	164.80
Org Key: IGMA01 - Air Pollution Control/Assess				
P0120386	00218578	PUGET SOUND CLEAN AIR AGENCY	2024 Clean Air Assessment	45,965.00
Org Key: IS2100 - IGS Network Administration				
P0120354	00218588	Smarsh Inc.	Smarsh Annual Maintenance Rene	20,165.37
P0120372	00218542	CivicPlus	Website and Intranet Hosting I	9,577.50

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT1500 - Urban Forest Mangement</i>				
P0119388	00218582	RON'S STUMP REMOVAL	Summer 2023 Tree Work	2,552.50
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0120239	00218552	GRAINGER	LONG HOSE CLAMPS (10 PK)	334.48
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0119388	00218582	RON'S STUMP REMOVAL	Summer 2023 Tree Work	415.00
<i>Org Key: MT2500 - ROW Administration</i>				
P0120365	00218589	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	331.33
<i>Org Key: MT3000 - Water Service Upsizes and New</i>				
P0120288	00218557	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (66.2 TONS)	777.46
P0120292	00218552	GRAINGER	PRY BAR, CLAW END	300.86
<i>Org Key: MT3100 - Water Distribution</i>				
P0120348	00218554	H D FOWLER	HYDRANT NOZZLE, TRAFFIC REPAIR	3,163.52
P0120288	00218557	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (66.2 TONS)	777.45
P0120295	00218573	NATIONAL SAFETY INC	BW 4-GAS MIX	161.49
P0120367	00218589	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES & RAIN BIBS	25.00
P0120364	00218589	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES & RAINGEAR	25.00
<i>Org Key: MT3150 - Water Quality Event</i>				
P0120376	00218537	CASCADE COLUMBIA DISTRIBUTION	SALT CARGILL SOLAR DIAMOND CRY	1,365.69
P0120306	00218528	AQUATIC INFORMATICS INC.	2024 CROSS CONNECTION WEB TEST	5.00
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0120360	00218550	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	311.53
P0120364	00218589	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES & RAINGEAR	305.56
P0120367	00218589	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES & RAIN BIBS	156.62
P0120366	00218589	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	60.54
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0120330	00218538	CENTURYLINK BUSINESS SERVICES	CENTURY LINK SEWER TELEMTRY 87	2,417.00
P0120276	00218549	FORESTRY SUPPLIERS INC	CHAPS, KEVLAR, ORANGE, 32"	169.75
P0120295	00218573	NATIONAL SAFETY INC	BW 4-GAS MIX	161.47
P0120379	00218552	GRAINGER	FIBERGLASS ROD DYNAFORM 1/2" X	29.24
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0120277	00218550	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	452.39
P0120309	00218550	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	440.08
P0120309	00218550	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	138.45
P0120309	00218550	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	-118.67
<i>Org Key: MT3800 - Storm Drainage</i>				
P0120381	00218527	ALL BATTERY SALES & SERVICE	BATTERY	136.29
P0120276	00218549	FORESTRY SUPPLIERS INC	RITE N RAIN NOTEBOOKS & COVERS	143.50
P0120288	00218557	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (66.2 TONS)	42.03
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0120340	00218596	VERIZON WIRELESS	VERIZON NOV 24- DEC 23 PARKS	84.22
<i>Org Key: MT4200 - Building Services</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0120369	00218589	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	401.02
P0120363	00218558	HOME DEPOT CREDIT SERVICE	1" COPPER PIPE, TUBE CUTTERS &	209.86
P0120228	00218558	HOME DEPOT CREDIT SERVICE	SHOVELS, ICE SPREADER & TOILET	170.53
P0120362	00218552	GRAINGER	DESKTOP KEYBOARD DRAWER	118.69
<i>Org Key: MT4272 - ARPA-Police Iterim Site</i>				
P0120344	00218553	GREEN LATRINE	City Hall PD rental. Single si	475.00
<i>Org Key: MT4274 - ARPA-Municipal Court Site Leas</i>				
P0120371	00218541	CITY OF NEWCASTLE	Court Office Rent Feb 2024 INV	4,110.50
P0120260	00218593	Tech Heads Inc.	Court SW KCINET interface	850.06
P0120374	00218540	CINTAS	Cintas- invoice 5193958900	509.34
P0120262	00218548	Firstline Communications	Analog to SIP Court Fax	136.18
	00218565	LUCERO, CHERYL	REIMB: MOVING TAPE-COURT MOVE	17.60
<i>Org Key: MT4300 - Fleet Services</i>				
P0120302	00218574	NELSON REISNER	2024 DIESEL DELIVERY	2,089.16
P0120221	00218560	KENT D BRUCE CO LLC	BUCKET SEAT COVERS	1,751.53
P0120380	00218527	ALL BATTERY SALES & SERVICE	BATTERIES	1,262.47
P0120359	00218531	BRAKE & CLUTCH SUPPLY INC	REPAIR PARTS FOR SWEEPER 480	154.48
P0120246	00218531	BRAKE & CLUTCH SUPPLY INC	CORELESS VALVE FOR VEC. #480	89.73
P0120293	00218558	HOME DEPOT CREDIT SERVICE	VINYL TUBE	65.22
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0120238	00218594	TRAFFIC SAFETY SUPPLY	PARKING SIGNS WITH LEFT & RIGH	432.10
<i>Org Key: MT4450 - Cust Resp - Clearing Acct</i>				
P0120276	00218549	FORESTRY SUPPLIERS INC	CHAPS, KEVLAR, ORANGE, 32"	169.75
<i>Org Key: MT4501 - Water Administration</i>				
P0120352	00218583	SEATTLE PUBLIC UTILITIES	DEC 2023 WATER PURCHASE	92,994.57
P0120388	00218590	STATE AUDITOR'S OFFICE	FY2022 Annual Audit	2,336.00
<i>Org Key: MT4502 - Sewer Administration</i>				
P0120388	00218590	STATE AUDITOR'S OFFICE	FY2022 Annual Audit	2,336.00
P0120388	00218590	STATE AUDITOR'S OFFICE	FY2022 Annual Audit	2,336.00
<i>Org Key: MT4900 - Solid Waste & Sustainability</i>				
P0120339	00218530	Bin There Consulting, LLC	Solid Waste Collection Contrac	5,000.00
P0120338	00218530	Bin There Consulting, LLC	Solid Waste Collection Contrac	1,093.75
<i>Org Key: MT6100 - Park Maintenance</i>				
P0119701	00218595	ULINE	50) ICE MELT	1,884.00
P0119684	00218592	SUNBELT RENTALS INC	POST HOLE AUGER RENTAL	840.03
P0120340	00218596	VERIZON WIRELESS	VERIZON NOV 24- DEC 23 PARKS	446.83
P0120000	00218587	SIGNS OF SEATTLE	Carin Lottis' donation plaque	330.75
P0120139	00218587	SIGNS OF SEATTLE	Christopher Brucker bronze pla	330.75
P0120341	00218558	HOME DEPOT CREDIT SERVICE	TOUGH TOTES	120.89
P0120370	00218569	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	84.71
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0120340	00218596	VERIZON WIRELESS	VERIZON NOV 24- DEC 23 PARKS	42.11
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0120329	00218579	PUGET SOUND ENERGY	300000002208	1,893.07
P0120294	00218564	LLOYD ENTERPRISES INC	5/8" CR ROCK PUR RET (30.93 TO	1,566.48
P0120340	00218596	VERIZON WIRELESS	VERIZON NOV 24- DEC 23 PARKS	82.14
P0120288	00218557	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (66.2 TONS)	84.05
<i>Org Key: MT6800 - Trails Maintenance</i>				
P0120288	00218557	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (66.2 TONS)	420.25
P0120340	00218596	VERIZON WIRELESS	VERIZON NOV 24- DEC 23 PARKS	47.11
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0120218	00218558	HOME DEPOT CREDIT SERVICE	MISC. LUMBER	383.43
P0120188	00218558	HOME DEPOT CREDIT SERVICE	STORAGE BINS, TOOLS & LUMBER	352.03
P0120278	00218559	HORIZON	VALVE BOXES	251.16
P0120278	00218559	HORIZON	VALVE BOXES	251.16
P0120341	00218558	HOME DEPOT CREDIT SERVICE	STORAGE BINS	153.26
P0120278	00218559	HORIZON	VALVE BOXES	-251.16
<i>Org Key: PA0100 - Open Space Management</i>				
P0120287	00218597	WACD PLANT MATERIAL CENTER	PLANT ORDER	660.77
P0120340	00218596	VERIZON WIRELESS	VERIZON NOV 24- DEC 23 PARKS	47.16
P0120373	00218570	MI HARDWARE - P&R	MISC. HARDWARE FOR THE MONTH O	24.74
<i>Org Key: PA0101 - Recurring Parks Minor Capital</i>				
P0120351	00218533	CAPITAL ONE TRADE CREDIT	31 GAL. GLV. GARBAGE CAN W/LID	1,045.67
<i>Org Key: PA0122 - Luther Burbank Dock Repair & R</i>				
	00218562	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	11,107.50
<i>Org Key: PA0124 - Luther Burbank Boiler Bldg Roo</i>				
P0114464	00218534	CARDINAL ARCHITECTURE PC	LUTHER BURBANK PARK BOILER BUI	591.30
<i>Org Key: PA0136 - Luther Burbank South Shoreline</i>				
P0118094	00218575	NEPTUNE GENERAL CONTRACTORS	22-35 Luther Burbank Park Sout	3,184.53
<i>Org Key: PA122A - LB North Pier Renovation</i>				
P0114806	00218562	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	1,577.50
<i>Org Key: PA122B - LB Shoreline Access Improvemen</i>				
P0114806	00218562	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	13,429.10
<i>Org Key: PA122F - LB Art Design Docks-Waterfront</i>				
	00218562	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	155.00
<i>Org Key: PA124A - LB Boiler Annex & Deck</i>				
P0114464	00218534	CARDINAL ARCHITECTURE PC	LUTHER BURBANK PARK BOILER BUI	210.60
<i>Org Key: PA124B - LB Boiler Bldg City Portion</i>				
P0114464	00218534	CARDINAL ARCHITECTURE PC	LUTHER BURBANK PARK BOILER BUI	8.10
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0120375	00218580	REMOTE SATELLITE SYSTEMS INT'L	EMAC Satellite Phone Service (69.95
<i>Org Key: PR1100 - Administration (PR)</i>				
P0120349	00218572	Naomi Morgan	Professional services from Nao	300.00
P0120228	00218558	HOME DEPOT CREDIT SERVICE	SHOVEL, SPREADER & MISC. HARDW	163.36

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: SP0118 - ADA Compliance Plan Implementa</i>				
P0119275	00218562	KPFF CONSULTING ENGINEERS	ADA Transition Plan Implementa	4,419.74
<i>Org Key: SP0135 - ICW Corridor Improvements</i>				
P0118254	00218563	KPG	ICW Corridor Safety Analysis a	42,405.48
<i>Org Key: SP0137 - Traffic Signal Safety Improvem</i>				
P0118271	00218563	KPG	Traffic Signal Safety Improvem	266.00
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0103284	00218532	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	2,445.25
<i>Org Key: SU0117 - Pump Station Rehab Assessment</i>				
P0114014	00218581	RH2 ENGINEERING INC	21-29 SEWER PUMP STATION CONDI	12,507.57
<i>Org Key: SW0128 - Basin 18C Drainage Improvement</i>				
P0119676	00218543	CM DESIGN GROUP	2023 Drainage Improvements	2,096.60
<i>Org Key: SW0129 - Basin 25B Neighborhood Drainag</i>				
P0119676	00218543	CM DESIGN GROUP	2023 Drainage Improvements	2,034.95
<i>Org Key: SW0130 - Basin 32B SE 72nd Capacity Imp</i>				
P0119676	00218543	CM DESIGN GROUP	2023 Drainage Improvements	2,034.95
<i>Org Key: WU0100 - Emergency Water System Repairs</i>				
P0111663	00218581	RH2 ENGINEERING INC	RESERVOIR PUMP-MOTOR	13,185.35
P0118703	00218544	CONFLUENCE ENGINEERING GRP LLC	Water System Reliability Actio	7,725.00
<i>Org Key: WU0101 - Booster Chlorination Station</i>				
P0118345	00218532	BROWN AND CALDWELL CONSULTANTS	Booster Chlorination System pr	28,308.32
P0118345	00218532	BROWN AND CALDWELL CONSULTANTS	Booster Chlorination System pr	11,139.97
P0108114	00218536	CAROLLO ENGINEERS INC	BOOSTER CHLORINATION SYSTEM	4,745.75
<i>Org Key: WU0102 - SCADA System Replacement-Water</i>				
P0103284	00218532	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	4,923.98
<i>Org Key: WU0103 - Water Reservoir Improvements</i>				
P0117106	00218581	RH2 ENGINEERING INC	RESERVOIR IMPROVEMENTS - SERVI	36,442.47
<i>Org Key: WU0115 - Water Model Updates/Fire Flow</i>				
P0120244	00218556	HDR ENGINEERING INC	2023-2024 Water Modeling & Fir	5,433.67
<i>Org Key: WU0117 - Meter Replacement Implementati</i>				
P0115874	00218547	FERGUSON ENTERPRISES LLC	TRANSMITTERS	256,160.88
P0115874	00218547	FERGUSON ENTERPRISES LLC	ESTIMATED TAXES AT 10,1%	25,734.36
P0115874	00218547	FERGUSON ENTERPRISES LLC	INSTALLATION OF WATER METERS,	17,741.97
P0115874	00218547	FERGUSON ENTERPRISES LLC	READING EQUIPMENT	-19,107.15
<i>Org Key: WU0130 - 2023 Water Sys Improvements</i>				
P0120361	00218550	GCP WW HOLDCO LLC	SAFETY BOOTS & MISC. WORK CLOT	357.00
<i>Org Key: WU0131 - 2024 Water System Improvements</i>				
P0119884	00218529	Atwell LLC	2024 Water System Improvements	17,024.75
<i>Org Key: WU0135 - 2024 AC Main Replacement</i>				
P0119885	00218545	CONSOR NORTH AMERICA INC	2024 AC Water Main Replacement	36,336.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: YF1200 - Thrift Shop				
P0120228	00218558	HOME DEPOT CREDIT SERVICE	SHOVEL & TOILET SEAT	51.69
Org Key: YF2600 - Family Assistance				
P0120357	00218584	SHOREWOOD #14885	Rental assistance for EA clien	2,472.00
P0120355	00218586	SHOREWOOD #14885	Utility assistance for EA clie	261.33
P0120356	00218585	SHOREWOOD #14885	Utility assistance for EA clie	42.00
Total				797,136.29

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218526	01/26/2024	AIRGAS USA LLC Oxygen INV 9146049815	P0120347	9146049815	01/16/2024	12.02
00218527	01/26/2024	ALL BATTERY SALES & SERVICE BATTERY	P0120380	61265366	01/23/2024	1,398.76
00218528	01/26/2024	AQUATIC INFORMATICS INC. 2024 CROSS CONNECTION WEB TEST	P0120306	107596	01/16/2024	5.00
00218529	01/26/2024	Atwell LLC 2024 Water System Improvements	P0119884	0329854	01/12/2024	17,024.75
00218530	01/26/2024	Bin There Consulting, LLC Solid Waste Collection Contrac	P0120339	MI202301	11/17/2023	6,093.75
00218531	01/26/2024	BRAKE & CLUTCH SUPPLY INC CORELESS VALVE FOR VEC. #480	P0120359	705167	01/22/2024	244.21
00218532	01/26/2024	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMEN	SP0103284	14505302	01/11/2024	46,817.52
00218533	01/26/2024	CAPITAL ONE TRADE CREDIT 31 GAL. GLV. GARBAGE CAN W/LID	P0120351	X33169/2	01/19/2024	1,045.67
00218534	01/26/2024	CARDINAL ARCHITECTURE PC LUTHER BURBANK PARK BOILER BUI	P0114464	2140-19	12/31/2023	810.00
00218535	01/26/2024	CARLSON, LARRY LEOFF RETIREE MED REIMB-FEB.24		LEOFF FEB-24	01/24/2024	164.80
00218536	01/26/2024	CAROLLO ENGINEERS INC BOOSTER CHLORINATION SYSTEM	P0108114	FB46135	01/10/2024	4,745.75
00218537	01/26/2024	CASCADE COLUMBIA DISTRIBUTION SALT CARGILL SOLAR DIAMOND CRY	P0120376	885761	01/09/2024	1,365.69
00218538	01/26/2024	CENTURYLINK BUSINESS SERVICES CENTURY LINK SEWER TELEMTRY 87	P0120330	672252385	01/04/2024	2,417.00
00218539	01/26/2024	CHAPTER 13 TRUSTEE PR EARLY WARRANTS 01.26.2024		PR 01.26.2024	01/26/2024	572.00
00218540	01/26/2024	CINTAS Cintas- invoice 5193958900	P0120374	5193958900	01/22/2024	509.34
00218541	01/26/2024	CITY OF NEWCASTLE Court Office Rent Feb 2024 INV	P0120371	1023	02/01/2024	4,110.50
00218542	01/26/2024	CivicPlus Website and Intranet Hosting I	P0120372	290710	01/23/2024	9,577.50
00218543	01/26/2024	CM DESIGN GROUP 2023 Drainage Improvements	P0119676	24002	01/14/2024	6,166.50
00218544	01/26/2024	CONFLUENCE ENGINEERING GRP LLC Water System Reliability Actio	P0118703	06-1223MIWSRAP	12/31/2023	7,725.00
00218545	01/26/2024	CONSOR NORTH AMERICA INC 2024 AC Water Main Replacement	P0119885	W232728WA.00-3	01/12/2024	36,336.00
00218546	01/26/2024	CULLIGAN SEATTLE WA Fire Drinking Water INV 077823	P0120368	0782877	12/31/2023	440.89
00218547	01/26/2024	FERGUSON ENTERPRISES LLC READING EQUIPMENT	P0115874	110123-122923	01/12/2024	280,530.06
00218548	01/26/2024	Firstline Communications Analog to SIP Court Fax	P0120262	179753	01/15/2024	136.18
00218549	01/26/2024	FORESTRY SUPPLIERS INC CHAPS, KEVLAR, ORANGE, 32"	P0120276	493613-00	01/10/2024	483.00
00218550	01/26/2024	GCP WW HOLDCO LLC SAFETY BOOTS & MISC. WORK CLOT	P0120361	INV2010013576	01/21/2024	1,580.78
00218551	01/26/2024	GOULD, ROD 1 consultation (9/8/23)	P0120385	2	01/22/2024	210.00

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218552	01/26/2024	GRAINGER INVENTORY PURCHASES	P0120362	9970238722	01/22/2024	3,415.48
00218553	01/26/2024	GREEN LATRINE City Hall PD rental. Single si	P0120344	I34961	07/21/2023	475.00
00218554	01/26/2024	H D FOWLER HYDRANT NOZZLE, TRAFFIC REPAIR	P0120348	I6605645	01/17/2024	3,163.52
00218555	01/26/2024	HARVEY, OLIVIA REIMB: MISC. WORK CLOTHES		01172024	01/17/2024	121.11
00218556	01/26/2024	HDR ENGINEERING INC 2023-2024 Water Modeling & Fir	P0120244	1200586607	01/11/2024	5,433.67
00218557	01/26/2024	HEIDELBERG MATERIALS 5/8"-MINUS ROCK (66.2 TONS)	P0120288	5951273	01/11/2024	2,101.24
00218558	01/26/2024	HOME DEPOT CREDIT SERVICE SHOVELS, ICE SPREADER & TOILET	P0120228	8084735	01/09/2024	1,670.27
00218559	01/26/2024	HORIZON VALVE BOXES	P0120278	3M499189	01/02/2024	251.16
00218560	01/26/2024	KENT D BRUCE CO LLC BUCKET SEAT COVERS	P0120221	15128	01/08/2024	1,751.53
00218561	01/26/2024	KEYBANK NATIONAL ASSOC 2023 Annual Account Analysis	P0120382	23120000107	01/11/2024	4,078.98
00218562	01/26/2024	KPFF CONSULTING ENGINEERS Luther Burbank Park Final Desi	P0119275	503188	01/12/2024	30,688.84
00218563	01/26/2024	KPG ICW Corridor Safety Analysis a	P0118271	203967	01/09/2024	42,671.48
00218564	01/26/2024	LLOYD ENTERPRISES INC 5/8" CR ROCK PUR RET (30.93 TO	P0120294	3334077	01/02/2024	1,566.48
00218565	01/26/2024	LUCERO, CHERYL REIMB: MOVING TAPE-COURT MOVE		01172024	01/17/2024	17.60
00218566	01/26/2024	Marsh USA, Inc. 2024 Tank Insurance INV 920054	P0120345	920054861817	01/18/2024	4,824.23
00218567	01/26/2024	MENDOZA-DAVID, ELVIRA REFUND: OVERPMT ON 004140788		01122024	01/12/2024	196.47
00218568	01/26/2024	MI EMPLOYEES ASSOC PR EARLY WARRANTS 01.26.2024		PR 01.26.2024	01/26/2024	237.50
00218569	01/26/2024	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0120370	DEC 2023	12/31/2023	84.71
00218570	01/26/2024	MI HARDWARE - P&R MISC. HARDWARE FOR THE MONTH O	P0120373	NOV 2023	11/30/2023	24.74
00218571	01/26/2024	MILLAD VI LLC REFUND: DUP.CHARGED 0044021401		01242024	01/24/2024	278.34
00218572	01/26/2024	Naomi Morgan Professional services from Nao	P0120349	1269	01/10/2024	300.00
00218573	01/26/2024	NATIONAL SAFETY INC BW 4-GAS MIX	P0120295	0712165-IN	01/08/2024	322.96
00218574	01/26/2024	NELSON REISNER 2024 DIESEL DELIVERY	P0120302	0854156-IN	01/11/2024	2,089.16
00218575	01/26/2024	NEPTUNE GENERAL CONTRACTORS 22-35 Luther Burbank Park Sout	P0118094	100123-123123	01/17/2024	3,184.53
00218576	01/26/2024	PETERSON, RANDALL REFUND: OVERPMT ON 00744248902		01122024	01/12/2024	392.72
00218577	01/26/2024	POLICE ASSOCIATION PR EARLY WARRANTS 01.26.2024		PR 01.26.2024	01/26/2024	2,413.52

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218578	01/26/2024	PUGET SOUND CLEAN AIR AGENCY 2024 Clean Air Assessment	P0120386	24-057	01/20/2024	45,965.00
00218579	01/26/2024	PUGET SOUND ENERGY 300000002208	P0120329	12292023	12/29/2023	1,893.07
00218580	01/26/2024	REMOTE SATELLITE SYSTEMS INT'L EMAC Satellite Phone Service (P0120375	00126346	01/11/2024	69.95
00218581	01/26/2024	RH2 ENGINEERING INC 21-29 SEWER PUMP STATION CONDI	P0117106	94274	01/11/2024	62,135.39
00218582	01/26/2024	RON'S STUMP REMOVAL Summer 2023 Tree Work	P0119388	1194-RET	01/11/2024	2,967.50
00218583	01/26/2024	SEATTLE PUBLIC UTILITIES DEC 2023 WATER PURCHASE	P0120352	DEC 2023	12/31/2023	92,994.57
00218584	01/26/2024	SHOREWOOD #14885 Rental assistance for EA clien	P0120357	RENT 01.24	01/19/2024	2,472.00
00218585	01/26/2024	SHOREWOOD #14885 Utility assistance for EA clie	P0120356	UTIL-B 01.24	01/11/2024	42.00
00218586	01/26/2024	SHOREWOOD #14885 Utility assistance for EA clie	P0120355	UTIL-C 01.24	01/22/2024	261.33
00218587	01/26/2024	SIGNS OF SEATTLE Carin Lottis' donation plaque	P0120139	9472	12/27/2023	661.50
00218588	01/26/2024	Smarsh Inc. Smash Annual Maintenance Rene	P0120354	INV-145670	01/22/2024	20,165.37
00218589	01/26/2024	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0120369	159563/4	01/23/2024	1,305.07
00218590	01/26/2024	STATE AUDITOR'S OFFICE FY2022 Annual Audit	P0120388	L158533	01/10/2024	14,016.00
00218591	01/26/2024	SUMMIT LAW GROUP HR Support Professional Servic	P0120346	150973	01/18/2024	1,423.50
00218592	01/26/2024	SUNBELT RENTALS INC POST HOLE AUGER RENTAL	P0119684	146698418-0001	11/17/2023	840.03
00218593	01/26/2024	Tech Heads Inc. Court SW KCINET interface	P0120260	INV-6485	01/15/2024	850.06
00218594	01/26/2024	TRAFFIC SAFETY SUPPLY PARKING SIGNS WITH LEFT & RIGH	P0120238	INV066455	01/08/2024	432.10
00218595	01/26/2024	ULINE 50) ICE MELT	P0119701	171562234	11/30/2023	1,884.00
00218596	01/26/2024	VERIZON WIRELESS VERIZON NOV 24- DEC 23 PARKS	P0120340	9952467134	12/23/2023	749.57
00218597	01/26/2024	WACD PLANT MATERIAL CENTER PLANT ORDER	P0120287	24-229 INV#1	01/08/2024	660.77
00218598	01/26/2024	WSCCCE AFSCME AFL-CIO PR EARLY WARRANTS 01.26.2024		PR 01.26.2024	01/26/2024	3,069.60
					Total	797,136.29



CITY COUNCIL MINUTES REGULAR HYBRID MEETING JANUARY 16, 2024

Item 6.

CALL TO ORDER & ROLL CALL

Mayor Salim Nice called the Regular Hybrid Meeting to order at 5:01 pm from the Slater Room Council Chambers at Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, Washington.

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmembers Wendy Weiker (5:04 pm), and Ted Weinberg participated in person in the Slater Room Council Chambers. Councilmembers Lisa Anderl, Jake Jacobson, and Craig Reynolds joined via Zoom.

PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Weinberg; seconded by Rosenbaum to:

Approve the agenda as presented.

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

CITY MANAGER REPORT

City Manager Jessi Bon reported on the following items:

- **Accessing City Services:** Reminder how to access City services through the Customer Service Team.
- **Council, Boards & Commission Meetings:** Next City Council meeting is February 6, 2024. Upcoming Board and Commission Meetings: Arts Council on January 17, Planning Commission on January 24, and Parks & Recreation Commission on February 1.
- **Update on City Hall Transitions:** Relocation of Court services to Newcastle City Hall is almost complete. Police modular buildings are getting prepared for delivery early next month. Staff are working through modifications to the Slater Room Council Chambers.
- **City Services Updates:** Parks Maintenance staff have completed tree chipping in the Greta Hackett Outdoor Sculpture Gallery, repainted the interior of the restroom at Deane's Children's Park, and working on winter weather response. The Utilities Team continues work on preventative maintenance to keep our systems running and stay on top of issues. Sewer Basin 40 project is making great progress and is nearing completion. The new water main on 60th Ave SE in the East Seattle neighborhood has been pressure-tested. Roanoke Park Playground replacement virtual public meeting on January 30.
- **Upcoming Events:** Island Lanterns return to Mercerdale Park; pick up lanterns at MICEC. Save the date for Summer Celebration 2024 on Saturday July 13.
- **News:** YFS volunteer Mary Duray won the Alliance of Eastside Agencies "Volunteer of the Year." Congratulations Mary! Bloodworks Northwest hosted another successful blood drive at MICEC providing 40 units of blood.
- **Memoriam:** Remembering Karlene Johnson who passed away in December 2023. Karlene was an Individual and Family Therapist with YFS for the past 11 years. The City of Mercer Island extends our heartfelt condolences to Karlene's family, friends, coworkers, and the many clients she served. She will be greatly missed.

APPEARANCES

Kian Bradely, Mercer Island, spoke in support of adding housing capacity.

Trevor Reed, Mercer Island, spoke in support of adding housing capacity.

CONSENT AGENDA

AB 6392: December 29, 2023 Payroll Certification

Recommended Action: Approve the December 29, 2023 Payroll Certification in the amount of \$1,023,644.27 and authorize the Mayor to sign the certification on behalf of the entire City Council.

Certification of Claims:

A. Check Register | 218225-218288 | 12/29/2023 | \$562,219.83

B. Check Register | 218289-218369 | 01/05/2024 | \$772,727.17

C. EFT Payments | November 2023 | \$4,717,641.53

D. EFT Payments | December 2023 | \$2,772,370.69

Recommended Action: Certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

City Council Meeting Minutes of January 2, 2024 Regular Hybrid Meeting

Recommended Action: Approve the City Council Meeting minutes of the January 2, 2024 Regular Hybrid Meeting.

AB 6394: West Mercer Way Roadside Shoulders, Phase 4 Bid Award

Recommended Action: Award the West Mercer Way Roadside Shoulders, Phase 4 contract to New X, Inc. – a Washington-based company – and authorize the City Manager to execute a contract with New X in an amount not to exceed \$437,416.87 for the construction of the West Mercer Way Roadside Shoulders, Phase 4 project and set the total project budget at \$677,751.

AB 6396: Amendment to the Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement

Recommended Action: Authorize the City Manager to sign the amendment to the Puget Sound Emergency Radio Network (PSERN) Operator Interlocal Cooperation Agreement (ILA) substantially in the form set forth in Exhibit 1 of this AB, and to execute for the best interest of the City any future amendments to the same ILA that are de minimis or non-substantive.

AB 6398: Island Crest North Infield Appropriation Request

Recommended Action: Appropriate an additional \$152,561 to complete Phase 1 of the Island Crest Park Athletic Fields Upgrade project. Additional funding will come from the Capital Improvement Fund available balance.

It was moved by Rosenbaum; seconded by Jacobson to:

Approve the Consent Agenda as presented, and the recommended actions contained therein.

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

REGULAR BUSINESS

AB 6393: 2024 Comprehensive Plan Periodic Update, Housing Element – Housing Capacity Direction

CPD Director Jeff Thomas reviewed the requests received from City Council at the January 2 City Council

meeting regarding housing capacity, the Area Median Income (AMI), Government transfer payments, Accessory Dwelling Units, the staff analysis of the Planned Business Zone (PBZ), and the Racially Disparate Impacts evaluation counts from the source data.

Mr. Thomas presented the three options for addressing the housing capacity deficit: 1) increase height in Town Center, 2) allow multifamily in C-O zone, or 3) increase density in MF3 Zone.

City Council discussed the proposal and asked questions of staff.

It was moved by ~~Reynolds~~Jacobson; seconded by ~~Jacobson~~Reynolds to:

Remove PBZ zone located on the south end of the island from further considerations in the capacity analysis.

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

It was moved by Reynolds; seconded by Jacobson to:

Direct the Housing Work Group to develop a recommended plan for adding required additional capacity in the Town Center but not limited to adding “one floor option” with due consideration of the impact on the Island businesses and a charge to look for options that mitigate the impact to Island businesses.

PASSED: 4-3

FOR: 4 (Anderl, Jacobson, Reynolds, and Weinberg)

AGAINST: 3 (Nice, Rosenbaum, and Weiker)

It was moved by Nice; seconded by Weiker to:

Add multifamily residential use to the CO zones not directly abutting a parcel in a single-family zone.

PASSED: 7-0

FOR: 7 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

AB 6391: 2023-2024 Capital Project Update

Chief of Operations Jason Kintner presented an overview of the Capital Improvement Program (CIP) and discussed the four programmatic areas that are included in the CIP: 1) Parks, Recreation, and Open Space, 2) Streets, Pedestrian, and Bicycle Facilities, 3) Utilities – Sewer, Water, and Stormwater, and 4) General Government – Equipment, Public Buildings and Technology. He presented updates on the City Hall closure, 2023 and 2024 water, sewer, and stormwater system improvement projects, , 2023 and 2024 Street, Pedestrian, and Bicycle facility projects, and Parks, Recreation, and Open Space 2023 and 2024 capital projects. He discussed the facilities conditions assessment of City facilities, the Clarke and Groveland Beach Park joint Master Plan, and the postponement of the Mercedale Park Master Plan until after the completion of the sewer project and other competing needs.

AB 6395: Parks Levy Annual Progress Report

Chief of Operations Jason Kintner spoke about the Parks Levy annual progress report and introduced Senior Management Analyst Robbie Cunningham-Adam who provided the background on the Parks Levy, and discussed the base levy that covers the full cost of operation and maintenance of Luther Burbank Park and partially supports operations and capital projects in other developed parks, open space, and athletic fields. Chief of Operations Kintner discussed the playground replacements that are included in the 2023-2028 Parks Capital Improvement Plan. Natural Resources Project Manager Lizzy Stone discussed Forest Management at Pioneer Park and Engstrom Open Space.

OTHER BUSINESS

Planning Schedule

City Manager Jessi Bon spoke about the February 6 Meeting.

Councilmember Absences and Reports

Deputy Mayor Rosenbaum noted that at the last PTA Council meeting City staff were thanked for the lights in

Town Center and for the new school zone flashing lights by Northwood Elementary.
Councilmember Weiker thanked the Public Works team for all their work during the winter weather.

City Council was in recess from 6:58pm – 7:16pm.

EXECUTIVE SESSION

At 7:16 pm, Mayor Nice convened an Executive Session in Room 104 at the Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, WA and via Microsoft Teams. The Executive Session was to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i) and to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b).

Mayor Salim Nice, Deputy Mayor Rosenbaum, and Councilmembers, Wendy Weiker and Ted Weinberg participated in person in Room 104. Councilmembers Lisa Anderl, Jake Jacobson, and Craig Reynolds joined via Microsoft Teams.

Mayor Nice adjourned the Executive Session at 9:17 pm.

ADJOURNMENT

The Regular Hybrid Council Meeting adjourned at 9:17 pm

Salim Nice, Mayor

Attest:

Andrea Larson, City Clerk



CITY COUNCIL MINUTES SPECIAL HYBRID MEETING JANUARY 26, 2024

CALL TO ORDER & ROLL CALL

Mayor Salim Nice called the Special Meeting to order at 3:31 pm via Microsoft Teams.

Mayor Salim Nice, Deputy David Rosenbaum and Councilmembers Lisa Anderl, Jake Jacobson, Craig Reynold, Wendy Weiker, and Ted Weinberg participated via Microsoft Teams.

City Manager Jessi Bon and City Attorney Bio Park participated in the executive session.

EXECUTIVE SESSION

At 3:31 pm, Mayor Nice convened an Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b).

At 4:02 pm, Mayor Nice adjourned the Executive Session.

No action was taken following the Executive Session.

ADJOURNMENT

The Special Meeting adjourned at 4:02 pm.

Salim Nice, Mayor

Attest:

Andrea Larson, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6397
February 6, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6397: Washington State Historical Society Grant Agreement for Luther Burbank Boiler Building Phase 1	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Authorize the City Manager to execute the grant agreement substantially in the form attached as Exhibit 1, and future amendments to the agreement that are de minimis or non-substantive.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Clint Morris, Capital Division Manager Paul West, Senior CIP Project Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Washington State Historical Society Grant Agreement
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to authorize the City Manager to execute and administer a grant agreement with the Washington State Historical Society (WSHS) to renovate the historic Boiler Building at Luther Burbank Park (Exhibit 1).

- The City applied for a \$513,000 grant from WSHS in Spring 2022. A year later the Washington State legislature funded the grant application.
- The WSHS grant requires a 2:1 local funding match, resulting in a City obligation of \$1,026,000. This funding is included in the 2023-2024 adopted Capital Improvement Program (CIP).
- The WSHS grant requires certification that the City's governing body has reviewed and approved the grant agreement.
- The Boiler Building Phase 1 project's total estimated cost is \$2.5 million. Project funding includes \$2,012,300 from the Boiler Building Stabilization project (PA0124) and \$544,946 from the Dock and Waterfront Improvements project (PA0122), the latter covering the restroom annex renovation and rooftop deck component of the project.

- Council approved the construction contract ([AB 6380](#)) on January 2, 2024, and construction of the Boiler Building Phase 1 improvements will occur in Q1-Q3 2024.

BACKGROUND

The 2006 Luther Burbank Park Master Plan identified the 1928 Boiler Building for reuse as a non-motorized watercraft facility. A 2017 study of the Boiler Building established the feasible reuse of the building for this purpose. It also outlined Phase 1 improvements which would stabilize the Boiler Building with seismic retrofits, install a new roof membrane, repair masonry, and renovate the 1974 restroom annex.

In pursuit of outside funding, City Council passed [Resolution No. 1624](#) in April 2022, authorizing the City Manager to apply for a Heritage Capital Program grant through the Washington State Historical Society ([AB 6049](#)). In June 2023, the Washington State Legislature approved this Heritage Capital grant, providing up to a maximum of \$513,000 (one-third of construction costs).

The Boiler Building improvements are being coordinated as part of a comprehensive approach to the renovation of the waterfront. The City Council supported this approach at the 30% design phase ([AB 6021](#)).

The City Council awarded the Luther Burbank Boiler Building Phase 1 construction contract to Ferguson Construction Inc. on January 2, 2024 in the amount of \$1,891,377 and set the total project budget at \$2,521,566 ([AB 6380](#)) including the grant. Project funding includes \$2,012,300 from PA0124 for the Boiler Building and \$544,946 from PA0122 for the restroom annex renovation and rooftop deck component of the project.

ISSUE/DISCUSSION

The subject of this WSHS grant is the 1928 brick boiler building. It does not include the adjacent restroom annex renovation, which is part of a Washington State Recreation and Conservation Office grant for the waterfront improvements. Together these two scopes of work make up the capital project that will be constructed in Q1-Q3 2024.

The Washington State Legislature funded the \$513,000.00 grant in June 2023, to be administered by WSHS. Out of this, the total funding available to the City is \$497,610.00. WSHS will retain \$15,390.00, or three percent as the cost of administering the grant. The adopted 2023-2024 CIP budget includes \$1,026,000 from the Capital Improvement Fund to serve as the City match for the grant.

WSHS's consideration for providing this grant is "the preservation and interpretation of historical sites and artifacts that have the potential to provide lifelong learning opportunities for the citizens of the state." To this end, the grant agreement requires certain actions on the part of the City, including:

- Providing progress reports during construction, complying with cultural resources monitoring requirements during construction,
- Retaining ownership of the site and the capital improvements for at least thirteen years from the date of contract completion,
- Maintaining the improvements, and
- Allowing WSHS to enter the premises to monitor and evaluate performance during the thirteen-year period.

These and other requirements are listed in **Attachment A: General Provisions** of the contract. These provisions are similar to those in other grant programs that the City has utilized.

This agreement is different from other grant agreements as it requires certification that the grantee's governing body has reviewed and approved certain details. These are found in the grant agreement (Exhibit 1) as follows:

- **Attachment B: Project Scope of Work** – This scope of work was awarded for construction on January 2, 2024. It is substantially as presented as Phase 1 of the [2017 Boiler Building Study](#). This scope of work is also summarized in [AB 6049](#), the City's authorizing resolution for this grant.
- **Attachment C: Purpose of the Project** – The goal of this project is to stabilize the Boiler Building. This serves two purposes: the continued use of this building for boating programs and the preservation of the City's history. City staff and the Mercer Island Historical Society will develop the interpretive program described in this attachment to provide public access to the history of Luther Burbank Park.
- **Attachment D: Project Budget** – The budgetary figures focus on construction costs and outline the City and WSHS portions of the budget.
- **Attachment E: Source of Available Funds** – The source of the City's portion of the project budget is Real Estate Excise Tax (REET) that was transferred to the Capital Improvement Fund, as outlined in the adopted 2023-2024 CIP budget. This section certifies that these funds are in hand and will remain committed and available for carrying out the project.
- **Attachment F: Certification of Agreement to Follow All Laws** – This is a general certification that contains a list of applicable laws provided by WSHS. This is typical of most grant agreements.
- **Attachment G: Property Parcel Number and Legal Description** – Staff has verified that the parcel number and legal description are correct.
- **Attachment H: Leases, Contracts and Agreements** – This project is partially on Washington State Department of Natural Resources shorelands. The City leases the property for a thirty-year term. The current lease covers the thirteen-year tenure required by WSHS. This section also requires communication with WSHS if terms of the lease agreement change at any time during the required tenure period.

This agenda bill provides City Council with the opportunity to review these provisions, thereby meeting the terms of the agreement.

NEXT STEPS

Upon City Council authorization, the City Manager will work with WSHS to execute the agreement. Staff expect to complete this agreement and begin construction in February 2024. Project completion is projected by September 2024.

RECOMMENDED ACTION

Authorize the City Manager to execute the grant agreement substantially in the form attached as Exhibit 1, and to execute future amendments to the agreement that are de minimis or non-substantive.

**State of Washington
Washington State Historical Society**

Contract #: 25-22

Grantee: City of Mercer Island

1. PARTIES TO THE CONTRACT

This state funded Contract for Heritage Capital Projects (Contract) is entered between City of Mercer Island, 9611 SE 36th St, Mercer Island, Washington, 98040 (Grantee) and the Washington State Historical Society, 1911 Pacific Avenue, Tacoma, Washington 98402 (Agency), and shall be binding upon all agents and all persons acting by or through the parties.

2. PURPOSE OF CONTRACT

This Contract, including ATTACHMENTS A through H (collectively referred to hereafter as “Contract”), sets out the terms and conditions by which a grant is made for a Heritage Capital project during the 2023-2025 biennium from funds appropriated by the Washington State Legislature in Engrossed Substitute Senate Bill 5200 which was incorporated into the Capital Budget signed into law by the governor on May 16, 2023. RCW 27.34.330 provides statutory authorization for the funding program. The program is administered by the Agency.

3. DESCRIPTION OF HERITAGE CAPITAL PROJECT

Funds awarded under this Contract shall be used by the Grantee solely for the “Luther Burbank Park Boiler Building Phase 1 Stabilization,” located at 2040 84th Ave SE, Mercer Island Washington, 98040, as described in ATTACHMENT B (PROJECT SCOPE OF WORK), and for the express purposes of the grant as described in ATTACHMENT C (PURPOSE OF PROJECT).

4. CONSIDERATION

The parties agree that, in exchange for the grant money awarded pursuant to this Contract, the State of Washington and the Agency shall receive in consideration the preservation and interpretation of historical sites and artifacts that have the potential to provide lifelong learning opportunities for the citizens of the state, as described in this Contract, including ATTACHMENT B (PROJECT SCOPE OF WORK) and ATTACHMENT C (PURPOSE OF PROJECT).

5. AMOUNT OF GRANT

The Washington State Legislature appropriated five hundred thirteen thousand dollars (\$513,000.00). Of this appropriation, the total funds available to the Grantee for reimbursement of eligible costs shall be four hundred ninety-seven thousand six hundred ten dollars (\$497,610.00). The Agency shall retain three percent (3.0%) of the appropriation, which is fifteen thousand three hundred ninety dollars (\$15,390.00) as the cost of administering the grant and this Contract.

6. COST SHARE

The total cost of the projects shall include only those costs that are eligible expenditures as described in ATTACHMENT D (PROJECT BUDGET). Grantee agrees that the amount of state funding shall not exceed thirty-three and thirty-three one hundredths percent (33.33%) of the total cost of the project. The non-state portion of the total cost of the project shall be the Grantee’s cost share of the total cost of the project. The amount of the Grantee’s cost share shall be one million twenty-six thousand dollars (\$1,026,000.00).

7. PERIOD OF PERFORMANCE

The period of performance under this Contract shall be from the date of the last signature of the contracting parties to June 30, 2025. Without further appropriation from the legislature, expenditures beyond this date shall not be reimbursed. The requirement set forth below in Section 8 to maintain ownership or a lease on the subject property, and to use it for the express purposes of the grant, shall remain in full force and effect for thirteen years following the date of contract completion, as defined in ATTACHMENT A (GENERAL PROVISIONS).

8. CAPITAL IMPROVEMENTS TO BE HELD BY GRANTEE

- a. Capital improvements funded by the Heritage Capital Projects grant are to be used for the express purpose of this grant. No funds appropriated for a Heritage Capital Projects grant shall be used for capital improvements not included in the legislative appropriation and specifically designated in this Contract with the Agency.
- b. As required by RCW 27.34.330, capital improvements funded by this grant shall be held by the Grantee for at least thirteen (13) years from the date of contract completion; the facilities shall be used for the express purpose of the grant as set forth in this Contract, including ATTACHMENT B (PROJECT SCOPE OF WORK) and ATTACHMENT C (PURPOSE OF PROJECT); and, if mobile, used primarily in Washington State. The Grantee agrees that it will maintain ownership or lease of ALL property to be held, as described in ATTACHMENT G (PROPERTY PARCEL NUMBER(S) AND LEGAL DESCRIPTION(S)), for thirteen (13) years beyond the date of contract completion. Failure to maintain ownership or a lease on the subject property for thirteen years following the date of contract completion shall constitute a breach of this Contract. Pursuant to the terms of this Contract and RCW 27.34.330, if the Grantee is found to be in breach of this Contract, the Grantee shall repay to the state general fund the principal amount of the grant plus interest calculated at the rate of interest on state of Washington general obligation bonds issued most closely to the date of authorization of the grant.
- c. The Agency maintains right of entry for thirteen (13) years from the date of contract completion to ensure continued compliance with this Contract. The Grantee will be monitored for continued property control and project outcomes as described in the contract statement of purpose. Monitoring tools appropriate to the project purpose will be determined during the project closeout process and declared in writing from the Agency to the Grantee. Monitoring tools may include, but are not limited to, reporting of annual metrics as declared in the project closeout letter, scheduled and unscheduled site visits, or requests for images for publication. During the monitoring period, the Grantee may request mitigation of monitoring tools to support enhancing the public benefit provided by the Grantee.

9. REAPPROPRIATION

The parties hereto agree and understand that any state funds not expended and billed by end of the biennium, June 30, 2025, will lapse on that date unless reappropriated by the Washington State Legislature. If funds are so reappropriated, the Agency's obligation under the terms of this Contract shall be contingent upon terms of such reappropriation. Grantee may not rely to its detriment upon use of funds not properly billed or not appropriated. The Grantee shall be allowed only two requests for reappropriation of the funds awarded in this Contract. Approval of such requests is not guaranteed.

10. RIGHTS AND OBLIGATIONS

All rights and obligations of the parties to this Contract are subject to this Contract, which include the following attachments, and which are made a part of this Contract:

ATTACHMENT A (GENERAL PROVISIONS)
ATTACHMENT B (PROJECT SCOPE OF WORK)
ATTACHMENT C (PURPOSE OF PROJECT)
ATTACHMENT D (PROJECT BUDGET)
ATTACHMENT E (SOURCE OF AVAILABLE FUNDS)
ATTACHMENT F (CERTIFICATION OF AGREEMENT TO FOLLOW ALL LAWS)
ATTACHMENT G (PROPERTY PARCEL NUMBER(S) AND LEGAL DESCRIPTIONS)
ATTACHMENT H (LEASES, CONTRACTS, AND AGREEMENTS)

11. ENTIRE CONTRACT

This Contract, including all attachments, constitutes the entire agreement between Agency and Grantee and supersedes all previous written or oral agreements or understandings between the Agency and Grantee related to this Contract. This Contract may be amended as set forth in the Contract Modifications in ATTACHMENT A (GENERAL PROVISIONS).

12. CONTRACT REPRESENTATIVES

The Grantee's representative shall be the contact person for all communications and billings regarding the performance of this Contract. The Grantee's representative shall be:

Paul West, CIP Project Manager
City of Mercer Island
9611 SE 36th St, Mercer Island, Washington 98040
206-677-1028
paul.west@mercerisland.gov

The Agency's representative shall be the contact person for all communications and billings regarding the performance of this Contract. The Agency's representative shall be:

Jennifer (Jay) Baersten, Director of Heritage Outreach
Washington State Historical Society
1911 Pacific Avenue, Tacoma, Washington 98402
253-244-1683
jay.baersten@wshs.wa.gov

13. SIGNATURES

Jennifer Kilmer, Executive Director
Washington State Historical Society

Jessi Bon, City Manager
City of Mercer Island
Federal Tax ID#: 91-6017561

Date

Date

CONTRACT #: 25-22
ATTACHMENT A
GENERAL PROVISIONS

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A. HEADINGS AND DEFINITIONS

1. Headings

Headings used in this Contract are for reference purposes only and shall not be considered a substantive part of this Contract.

2. Definitions

Agency- the Washington State Historical Society.

Authorized Representative- an elected or appointed officer of the corporation or agency, or alternate designated in writing by the Grantee's governing authority, who acts officially on the Grantee's behalf.

Authorized Signatory- an executive officer of the corporation or agency's governing authority designated to sign contracts on behalf of the Grantee.

Cash match- money from the grantee organization or from other sources, which can include grants from foundations, nonstate governmental agencies, individuals, corporations, and others.

Cost share- those costs, including cash and in-kind, that the grantee will incur from its own resources or from other cooperating organizations to complete the project described in the Contract.

Date of grant authorization- the date the Washington State Legislature initially appropriated funds for the project.

Date of contract authorization- the last date of an authorized signature on the Contract Form.

Date of contract completion- the date of the project closeout letter from the Agency which initiates the thirteen (13) year monitoring period.

Grantee- the applicant that has been awarded a grant of funds and is bound by this executed Contract, including any officers, employees, or agents lawfully representing the Grantee.

Heritage organization- a group whose purpose is to collect, preserve, or interpret history, heritage, and culture.

Heritage capital project- project that involves the physical plant of a heritage organization, a historic landscape, archaeological site, historic ship, locomotive, airplane, other transportation conveyance, or acquisition of a property for protection and stabilization of heritage resources or by a heritage organization for purposes of new construction.

In-kind contributions- contributions to a project that are not part of cash match. May include materials and supplies, professional consultation, legal and accounting services specific to the project, architectural design fees, and volunteer labor.

Local government agency- city or county agency, port district, or public development authority.

Nonprofit organization- organization incorporated under the nonprofit laws of the state of Washington and holding a 501(c)(3) tax determination from the IRS.

Other entity- As authorized by RCW 27.34.330, an entity that meets all criteria for Heritage capitol project funding and can be considered for a grant award at the discretion of the Washington State Historical Society

Real property value- fair market value of real property when such property is acquired solely for the purpose of a heritage capitol project. Evidenced by a current fair market appraisal performed by a qualified, professional real estate appraiser.

Total project costs- include, but are not limited to, the amount sought from the fund and what the applicant will provide as cost share.

B. GENERAL CONTRACT TERMS

1. Order of Precedence

The items listed below are incorporated by reference herein. In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order.

1. Applicable federal and Washington State statutes and regulations
2. State executive orders
3. Terms and conditions of this Contract
4. ATTACHMENT A (GENERAL PROVISIONS)
5. Other attachments or material incorporated by reference.

2. Contract Modifications

- a) This Contract may be modified by mutual agreement of the parties. Such modifications shall not be binding unless in writing and signed by both parties prior to implementation of the modifications. Any oral understanding or agreement not incorporated herein shall not be binding.
- b) Budget modification by the Grantee of not more than ten (10) percent of any line item or combination of line items from the Project Budget (ATTACHMENT D) is excepted from subsection 2(a). Modifications that increase a line item must be offset by reductions in other line items so there is no increase to the total amount available to the Grantee in this grant.
- c) The Grantee shall notify the Agency in writing prior to making any budget modification or combination of budget modifications that would exceed ten (10) percent of any line item. Budget modifications exceeding ten (10) percent of any line item or combination of line items constitutes a Contract Modification and must be approved by both parties in writing prior to implementation of the modification.

3. No Waiver

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing signed by the authorized representatives of the Agency and the Grantee.

C. PERFORMANCE AND GENERAL RESPONSIBILITIES

1. **Non assignability**

Neither this Contract nor any claim arising under this Contract shall be transferred or assigned by the Grantee without written permission from the Agency.

2. **Independent Capacity of Grantee**

The parties intend that an independent relationship will be created by this Contract. The Grantee and its employees or agents performing under this Contract are not employees or agents of the Agency. The Grantee and its employees or agents will not hold themselves out as nor claim to be officers or employees of the Agency or of the State of Washington by reason of this Contract and will not make any claim, demand, or application to or for any right or privilege which would accrue to such employee under law. Conduct and control of the work will solely be with the Grantee.

3. **Ownership of Project/ Capital Improvements**

The Agency makes no claim to any real property improved or constructed with funds awarded under this Contract and does not assert and will not acquire any ownership interest in or title to the capital facilities and/ or equipment constructed or purchased with state funds under this Contract. This provision does not extend to claims that the Agency may bring against the Grantee in recapturing funds expended in violation of this Contract.

4. **Hold Harmless**

To the extent permitted by law, the Grantee shall defend, protect, and hold harmless the State of Washington and the Agency, its employees, agents, officers, and assigns from and against all claims, suits, or actions arising from the Grantee's acts or omissions and those of its employees, officers, and agents, including those which are libelous or slanderous, which result in injury to persons or property, which violate a right of confidentiality, or which constitute an infringement of any copyright, patent, trademark, or tradename through use or reproduction of material of any kind. The Grantee shall be required to indemnify, defend, and hold harmless the State only to the extent the claim is caused in whole or in part by negligent acts or omissions of the Grantee.

The Grantee waives its immunity under Title 51 RCW (Industrial Insurance) to the extent required to indemnify, defend, and hold harmless Agency, the state of Washington and agencies, officials, agents, or employees of the state.

5. **Acknowledgement**

The Grantee shall announce in its publicity materials, on a posted sign during the project, and on a permanent marker that the State of Washington is a source and the Washington State Historical Society the administrator of these funds unless such requirement is modified or waived in writing by the Agency.

6. **Ethics Compliance**

The Agency may, by written notice to the Grantee, terminate this Contract if it is found after due notice and examination by the Agency that there is a violation of the Code of Ethics for Municipal Officers (Chapter 42.23 RCW) or any similar statute involving the Grantee in the procurement of, or the performance under, this Contract.

7. Public Disclosure/ Confidentiality

- a) The Grantee acknowledges that the Agency is subject to the Public Records Act (Chapter 42.56 RCW), and that this Contract shall be a public record as defined. Any specific information that is claimed by the Grantee to be confidential or proprietary must be clearly identified as such by the Grantee. If a request is made to view the Grantee's information marked as confidential, the Agency will notify the Grantee of the request and the date that such records will be released to the requestor unless the Grantee obtains a court order enjoining that disclosure. If the Grantee fails to obtain the court order enjoining disclosure, the Agency will release the requested information on the date specified.
- b) The Grantee shall not use or disclose any information concerning the Agency, or information which may be classified as confidential for any purpose not directly connected with the administration of this Contract except (1) with prior written consent of the Agency, or (2) as may be required by law.

D. COMPLIANCE WITH LAWS, RECORDS, AND INSPECTIONS

1. Compliance with Applicable Law

- a) The Grantee agrees to be aware of, and comply with, all applicable and current federal, state, and local laws, regulations, and policies. The Grantee's confirmation of this requirement is contained in ATTACHMENT F (CERTIFICATION OF AGREEMENT TO FOLLOW ALL LAWS). Agency is not responsible for determining compliance.
- b) In the event of the Grantee's noncompliance or refusal to comply with any applicable law or policy, the Contract may be suspended or terminated in whole or in part, and the Grantee and the project may be declared ineligible for further grant awards from the Agency.
- c) The Grantee further agrees to indemnify and hold harmless the Agency from all liability, damages, and costs of any nature including but not limited to costs of suits and attorneys' fees assessed against the Agency, as a result of the failure of the Grantee to so comply.

2. Records, Reports, and Audits

- a) The Grantee shall maintain books, records, documents, and other evidence of accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the Agency, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or Contract. The Grantee will retain all books, records, documents, and other materials relevant to this Contract for six years after full termination or expiration of this Contract, which includes the thirteen (13) year monitoring period that begins on the date of the closeout letter at contract completion, and make them available for inspection by persons authorized under this provision. If any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

- b) The Grantee shall comply with all auditing requirements, including audit requirements for the expenditure of more than \$100,000 or more in total state funds in a fiscal year, if applicable.

3. Right of Entry

The Grantee shall provide right of access of its facilities to the Agency or to any of its officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/ or quality assurance under this Contract.

4. Evaluation and Monitoring

- a) The Grantee shall cooperate with and fully participate in any monitoring or evaluation activities conducted by the Agency that are relevant to compliance with this Contract, including providing initial and updated project plans for Agency review and approval and facilitating record production and periodic site inspections.
- b) The Grantee shall provide the Agency with digital images and narratives that depict the progress made on the project. Such images will be used by the Agency to support reimbursement requests and to inform the public about the grant program on the web and elsewhere. Images and narratives shall be provided with each request for reimbursement.

5. Hazardous Substances

The Grantee will defend, protect, and hold harmless the Agency, and any and all of its employees and/ or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorney's fees), and any and all loss of any nature from any and all claims or suits resulting from the presence of, or release or threatened release, of hazardous substances as defined in RCW 70.105D.020, on the property covered by the Contract.

6. Governor's Executive Order 21-02

The Grantee shall comply with Governor's Executive Order 21-02. In the event that historical or cultural artifacts are discovered at the project site during construction, the Grantee shall immediately stop construction and notify the local historical preservation officer and the state historical preservation officer at the Washington State Department of Archaeology and Historic Preservation.

7. Prevailing Wage Law

The project funded under this Contract may be subject to state Prevailing Wage law (RCW 39.12). The Grantee is advised to consult with the Industrial Statistician at the Washington State Department of Labor and Industries to determine whether prevailing wage must be paid. The Agency is not responsible for determining whether prevailing wage applies to this project or for any prevailing wage payments that may be required by law.

8. Industrial Insurance Coverage

The Grantee shall comply with all applicable provisions of Title 51 RCW (Industrial Insurance).

9. **Nondiscrimination Provision**

- a) During the performance of this Contract, the Grantee shall abide by all applicable federal and state nondiscrimination laws and regulations, including but not limited to Washington's Law Against Discrimination (RCW 49.60) and the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.).
- b) In the event of the Grantee's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, this Contract may be suspended or terminated in whole or in part, and the Grantee may be declared ineligible for further Contracts with the Agency. The Grantee shall, however, be given a reasonable time in which to remedy in accordance with the "Dispute Resolution" procedure set forth in Section 25 of this Contract Attachment.

E. **FUNDING REIMBURSEMENT AND BUDGET**

1. **Reimbursement**

- a) Payment to the Grantee shall be made on a reimbursement basis only, for eligible costs incurred, using forms provided by the Agency. Reimbursement shall be allowed for (1) actual costs incurred and paid. No advance payments shall be made to the Grantee. Purchases of goods will be reimbursed upon receipt, and services will be reimbursed upon completion of work.
- b) Each request for reimbursement shall include a state voucher form and digital images and a narrative report describing the work completed and the status of the project. The reimbursement request shall not include any costs already reimbursed by or charged against any other grant or other source. The voucher must be certified by an official of the Grantee with the authority bind the Grantee.
- c) After receiving and approving the voucher and accompanying information, the Agency shall promptly remit a warrant to the Grantee. The obligation of the Agency to pay any amount(s) under this Contract is expressly conditioned upon compliance with the terms of this Contract by the Grantee.
- d) The expenditure of state funds shall not exceed the intended state share of the total cost of the project at any time, and shall be consistent with the Legislative appropriation.
- e) The final request for reimbursement under this Contract shall be submitted by the Grantee to the Agency within fifteen (15) days following the completion of the work or other termination of the Contract and be accompanied by a final narrative report and digital images of the completed project.

2. **Recapture of Funds**

In the event that the Grantee fails to expend state funds in accordance with state law and/or the provisions of this Contract, the Agency reserves the right to recapture state funds in an amount equivalent to the extent of noncompliance. Repayment by the Grantee of state funds under this recapture provision shall occur within thirty (30) days of demand. In the event that the Agency is required to institute proceedings to enforce this recapture provision, the Agency shall be entitled to its cost thereof, including reasonable attorneys' fees.

3. Reduction in Funds

In the event state funds appropriated for the work contemplated under this Contract are withdrawn, reduced, or limited in any way by the Governor or the Washington State Legislature during the Contract period, the Agency may suspend or terminate the Contract under the Termination for Convenience clause without advance notice, subject to renegotiation at the Agency's discretion, under those new funding limitations and conditions.

F. TERMINATION AND DISPUTES

1. Dispute Resolution

- a) The parties shall make every effort to resolve disputes arising out of or relating to this Contract through negotiation.
- b) Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing according to the process set out in this Section. Either party's request for dispute hearing must be in writing and clearly state:
 1. The disputed issue(s);
 2. The relative positions of the parties;
 3. The Grantee's name, address, and project title.
- c) In order for this Section to apply to the resolution of any specific dispute or disputes, the other party must agree in writing that the procedure under this Section shall be used to resolve those specific issues. The dispute shall be heard by a panel of three persons consisting of one person selected by the Grantee, one person selected by the Agency, and a third person chosen by the two persons initially appointed.
- d) Any hearing under this Section shall be informal, with the specific processes to be determined by the dispute panel according to the nature and complexity of the issues involved. The process may be solely based upon written material if the parties so agree. The dispute panel shall be governed by the provisions of this Contract in deciding the dispute(s).
- e) The parties shall be bound by the decision of the dispute panel, unless the remedy directed by that panel is outside the legal authority of either or both parties to perform as necessary, or is otherwise unlawful.
- f) Request for a dispute hearing under this Section by either party shall be delivered or mailed to the other party. The request shall be delivered or mailed within thirty (30) days of the date the requesting party has received written notice of the action or position of the other party that it wishes to dispute. The written agreement to use the process under this Section for resolution of those issues shall be delivered or mailed by the receiving party to the requesting party within thirty (30) days of receipt by the receiving party of the request.
- g) All costs associated with implementation of this process shall be shared equally by the parties.

2. Termination or Suspension for Cause

- a) In the event the Agency determines the Grantee has failed to comply with the conditions of this Contract the Agency has the right to suspend or terminate the Contract. Before suspending or terminating the Contract, the Agency shall notify

the Grantee in writing of the need to take corrective action. If corrective action is not completed within 30 days of receiving notice, the Contract may be terminated or suspended.

- b) In the event of termination or suspension for cause, the Agency may require the Grantee to repay all or any portion of the state funds paid to the Grantee prior to termination.
- c) The Agency may enforce this Contract by the remedy of specific performance, which includes, but is not limited to, completion of the project as described in this Contract. However, the remedy of specific performance shall not be the sole or exclusive remedy available to the Agency. No remedy available to the Agency shall be deemed exclusive. The Agency may elect to exercise any combination, or all of the remedies available to it under this Contract, or under any provision of law, common law, or equity.

3. Termination for Convenience

- a) Notwithstanding any provisions of this Contract, either party may terminate this Contract by providing the other party with written notice of such termination, specifying the effective date thereof, at least thirty (30) days prior to such date.
- b) In the event this Contract is terminated, the Grantee shall be reimbursed for eligible expenses incurred prior to the effective date of such termination and not otherwise paid for by the Agency, as the Agency reasonably determines.

4. Termination for Fraud or Misrepresentation

In the event the Grantee commits fraud or makes any misrepresentation in connection with the grant application or during the performance of this Contract, the Agency reserves the right to terminate or amend this Contract accordingly, including the right to recapture all funds disbursed to the Grantee under the grant.

5. Termination Procedures

- a) After receipt of a notice of termination, except as otherwise directed by the Agency, the Grantee shall:
 - i. Stop work under the Contract on the date, and to the extent specified, in the notice;
 - ii. Place no further orders or sub-grants for materials, services, or facilities related to the Contract;
 - iii. Preserve and transfer any materials, Contract deliverables and/ or Agency property in the Grantee's possession as directed by the Agency.
- b) Upon termination of the Contract, the Agency may pay the Grantee for any service provided by the Grantee under the Contract prior to the date of termination, unless the Agency reasonably determines in its sole discretion that the amount due is necessary to protect the Agency against potential loss or liability resulting from the termination. The Agency shall pay any withheld amount due up to the date of termination to the Grantee if the Agency later determines that a loss or liability will not occur. Grantee shall not be paid for any work done after the termination date.
- c) The rights and remedies of the Agency under this Section are in addition to any other rights and remedies provided under this Contract or otherwise provided under law.

6. **Governing Law and Venue**

This Contract shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this Contract shall be the Superior Court of Thurston County, Washington. The Grantee, by execution of this Contract acknowledges the jurisdiction of the courts of the State of Washington.

7. **Severability**

If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of the Contract which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Contract, and to this end the provisions of this Contract are declared to be severable.

**CONTRACT #: 25-22
ATTACHMENT B
PROJECT SCOPE OF WORK**

Element of Work	Description
Structural Stabilization	<p>Install new main floor concrete slab and support footings including demolition of existing slab and drainage structures as needed</p> <p>Install interior steel structure to stabilize building shell and create new mezzanine space including stairs, a concrete deck, floor insulation, and guard rails for future buildout</p> <p>Stabilize chimney by removing top 10 feet and installing a new weather cap; removing fire brick from interior of stack; installing new tapered reinforced concrete shell on inside face of brick; and installing new concrete slab and beam inside chimney at roof level</p>
Masonry	<p>Rehabilitate existing exterior masonry, by cleaning the existing brick with methods appropriate for historic masonry, installing anchor ties, and repointing using mortar at an appropriate hardness to prevent future spalling</p> <p>Remove and reinstall existing capstone with seismic anchors</p>
Roof replacement	<p>Remove existing roofing and appurtenances as needed</p> <p>Install new membrane roofing with underlayment as per manufacturer's specifications</p> <p>Install venting, flashing, gutters, downspouts, and other appurtenances as needed</p>
Lighting and Electrical	<p>Install new interior and exterior lighting fixtures as needed; fixtures to be compatible with the historic character of the building</p> <p>Install new electrical panel and related equipment/supplies as needed</p>
Sitework	<p>Install interpretative signage onsite in Luther Burbank Park with historical information about the park and city</p>



CERTIFICATION

The Grantee, by its signature, certifies that the Project Scope of Work set forth above has been reviewed and approved by the Grantee's governing body or board of directors, as applicable, as of the date written below. The Grantee shall make all plans and documents funded in whole or in part by this contract available to the Agency upon reasonable request.

Jessi Bon, City Manager
City of Mercer Island

Date

**CONTRACT #: 25-22
ATTACHMENT C
PURPOSE OF PROJECT**

The Grantee will construct Phase 1 improvements to the 1928 Boiler Building to preserve the historic building for future renovation as a waterfront activity center for small craft boating, such as kayaking, canoeing, rowing, paddleboarding and sailing. Following the project's completion, the Grantee will resume using the building for storage in support of its small craft boating programs. The Grantee will continue to provide public access to Luther Burbank Park and to the waterfront surrounding the Boiler Building.

Additionally, Grantee will develop a new system of historical interpretation for Luther Burbank Park. This will consist of a stylistic and replicable plaque design for historic elements at the park. Initially, the Grantee will produce four plaques with unique QR codes for each element tied to web-based electronic history content located on the STQRY platform. To ensure the production of accurate, appropriate, and high-quality history interpretation, Grantee will partner with the Mercer Island Historical Society which has a mission to collect, preserve, research, and promote the history of Mercer Island.

The electronic content will provide historical interpretation for the public ranging from the history of native peoples to present day, featuring specific physical features of the park. Initial work will focus on interpretation of four features, tentatively identified as: the historic schoolhouse from the Boys Parental School; the Boiler Building; the dairy barn foundation and orchard remnants from the farm that operated there. Future park features identified for interpretation include the wetlands created by the lowering of Lake Washington and the development of the public park in the 1970s that employed a brutalist style influence landscape architecture.

Grantee will ensure continued maintenance of the facilities, as identified in the City's Parks, Recreation and Open Space (PROS) Plan, including extending facility management and janitorial services to the renovated facility.

Maintenance, historic preservation, historical interpretation, and public access to history will be provided in alignment with field best practices for the purposes of the Heritage Capital Projects program as identified in the program's authorizing language.

CERTIFICATION

The Grantee, by its signature, certifies that the express purpose of the grant as described in Purpose of Project set forth above has been reviewed and approved by the Grantee's governing body or board of directors, as applicable, as of the date written below.

Jessi Bon, City Manager
City of Mercer Island

Date

**CONTRACT #: 25-22
ATTACHMENT D
PROJECT BUDGET**

Cost Category	Grantee Cost Share Cash Match	Grantee Cost Share In-Kind	HCP Grant Funds
Construction and Rehabilitation	\$1,026,000.00	\$0.00	\$497,610.00
Design and Pre-Construction	\$0.00	\$0.00	\$0.00
Property Acquisition	\$0.00	\$0.00	\$0.00
Cost Share Subtotal	\$1,026,000.00	\$0.00	
Reimbursable Amount Subtotal			\$497,610.00
HCP Admin			\$15,390.00
Total Project Cost			\$1,539,000.00
<i>Percentages</i>	66.7%	0.0%	33.3%

CERTIFICATION

The Grantee, by its signature, certifies that the Project Budget set forth above has been reviewed and approved by the Grantee's governing body or board of directors, as applicable, as of the date written below, and that the total Grantee cost share required for the project shall be received and expended by June 30, 2025.

Jessi Bon, City Manager
City of Mercer Island

Date

CONTRACT #: 25-22
ATTACHMENT E
SOURCE OF AVAILABLE FUNDS

Source	Type of Funds	Year	Amount
Real Estate Excise Tax	Earned Income	2021	\$1,026,000.00

Type of Funds	Amount
Available Cash Cost Share	\$1,026,000.00
Available In-Kind Cost Share	\$0.00
Subtotal of all Non-State Funding	\$1,026,000.00
Grant Funds (Legislative Appropriation)	\$513,000.00
Total Project Funds Available	\$1,539,000.00

CERTIFICATION

The Grantee certifies the Source of Available Funds have been reviewed and approved by the Grantee's governing body or board of directors as of the date of last contract signature.

By so doing, the Grantee certifies that 100% of these funds are in hand by the execution date of this Contract. All match funds are committed in writing from respective sources and are available, and will remain committed and available solely and specifically for carrying out the project as described in this Contract. Cash match and in-kind match funds are regarded as funds restricted for use solely for the contract project purposes and are committed as such in the Grantee's accounting.

The Grantee shall maintain records sufficient to evidence that it has expended or has access to the committed funds, and shall make such records available for the Agency's review upon request.

Jessi Bon, City Manager
City of Mercer Island

Date



**CONTRACT #: 25-22
ATTACHMENT F
CERTIFICATION OF AGREEMENT TO FOLLOW ALL LAWS**

CERTIFICATION

The Grantee, by its contract signature, certifies that it shall be aware of and comply with all applicable and current federal, state, and local laws, regulations, policies, as now or hereinafter amended including, but not limited to those related to:

- Governor's Executive Order 21-02 (*regarding prior preservation review and ongoing consultation by the state and concerned tribes for any capital projects or land acquisition projects for the purpose of capital construction*)
- Prevailing Wage Law - RCW 39.12
- Hazardous Substances - RCW 70.105D
- Industrial Insurance - RCW 51
- Washington Law Against Discrimination - RCW 49.60
- Americans with Disabilities Act - 42.U.S.C. 12101 et. seq.
- High Performance Public Buildings (LEED) - RCW 39.35D
- Greenhouse Gas Emissions - RCW 70.235

Jessi Bon, City Manager
City of Mercer Island

Date



CONTRACT #: 25-22
ATTACHMENT G
PROPERTY PARCEL NUMBER(S) AND LEGAL DESCRIPTION(S)

Name: Luther Burbank Park Boiler Building
Permanent Address: 2040 84th Ave SE, Mercer Island, King, 98040
Historic Designation (if applicable): N/A
Year Built: 1928
Washington State Legislative District #: 41
GPS Coordinates: 47.59093403123931, -122.22462334784151
Parcel #: 0624059014
Legal Description: Government Lot 6 In Section 6, Township 24 North, Range 5 East, W.M., In King County, Washington; Except the south 30 feet thereof conveyed to King County for road purposes by deed recorded under Auditor's File Number 1092750.

CERTIFICATION

The Grantee, by its signature, certifies that the information set forth above, including property parcel number(s) and legal description(s), have been reviewed and approved by the Grantee's governing body or board of directors, as applicable, as of the date of last contract signature.

Jessi Bon, City Manager
City of Mercer Island

Date

CONTRACT #: 25-22
ATTACHMENT H
LEASES, CONTRACTS, AND AGREEMENTS

Document Title	Parties	Date of Execution	Date of Expiration	Recorded In
Aquatic Lands Lease No. 20-A09917	Washington State Department of Natural Resources & City of Mercer Island	2/17/2016	1/31/2046	King County

CERTIFICATION

The Grantee, by its signature, certifies that the leases, contracts and agreements as described in the grant application and defined above have been reviewed and approved by the Grantee's governing body or board of directors, as applicable, as of the date written below.

The Grantee also certifies that it has read and understands its obligation to hold the property for 13 years from the date of contract completion and to use the property for the express purposes of the grant as set forth in this Contract. The Grantee further certifies that it shall provide the Agency with notice of any and all modifications or additions to all leases, contracts and agreements made during the Contract Period of Performance or during the thirteen years following Grantee's completion of the project.

Jessi Bon, City Manager
City of Mercer Island

Date



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6401
February 6, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6401: Sunset Hwy and 77th Ave SE Intersection Improvements Project Closeout	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Accept the completed project and authorize staff to close out the contract.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Clint Morris, Capital Division Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Project Location Map 2. Intersection Design Concept
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

AMOUNT OF EXPENDITURE	\$ 1,570,615
AMOUNT BUDGETED	\$ 1,594,568
APPROPRIATION REQUIRED	\$ 0

EXECUTIVE SUMMARY

The purpose of this agenda bill is to accept the completed Sunset Hwy and 77th Ave SE Intersection Improvements Project (SP0120) and authorize staff to close out the construction contract.

- This project constructed a raised concrete intersection with rapid rectangular flashing beacons (RRFBs) at the north and south crosswalks, new pedestrian median islands, bike lanes, ADA curb ramps, and minor landscaping.
- Design work occurred between October 2021 and August 2022. Construction occurred between January and June 2023.
- This project was included in the 2021-2022 Capital Budget and is funded from Sound Transit East Link Mitigation funds. At bid award, an appropriation of \$994,568 was requested from the Sound Transit East Link Mitigation funds.
- The total project cost was \$1,570,615 and came in \$23,953 under budget. Unspent project funds remain with unallocated Sound Transit East Link Mitigation resources.

BACKGROUND

The Sunset Hwy and 77th Ave SE Intersection Improvements project was included in the Transportation Improvement Program (TIP) in 2020 as one of several East Link Traffic Safety/Mitigation projects. The project

is located adjacent to the future East Link light rail station and the Mountains-to-Sound I-90 trail crosses 77th Ave SE on the north leg of the intersection (see Exhibit 1). The project enhances pedestrian safety at these major crossings that connect walking and bicycle routes between the East Link station, the Mountains-to-Sound I-90 Trail, and Mercer Island Town Center.

Design work on the project began in October 2021. The project limits are partially within Washington State Department of Transportation (WSDOT) right-of-way, so the design was reviewed and approved by WSDOT staff. After receiving only two contractor bids in June 2022, City staff and the engineering consultant made several design changes and rebid the project in September 2022, resulting in slightly lower contractor pricing. Nine construction bids were received on October 13, 2022. On November 1, 2022, the City Council awarded the contract to Active Construction, Inc. in the amount of \$1,181,181, appropriated \$994,568 Sound Transit East Link Mitigation funds, and set the project's total budget to \$1,594,568 ([AB 6175](#)).

ISSUE/DISCUSSION

PROJECT DESCRIPTION

Construction activities began in late January 2023. The intersection was partially closed, in stages, to allow new portions to be constructed while still allowing vehicle and pedestrian traffic to flow. The entire east side of the intersection was closed and built first, then traffic was switched to that new side and the west side was closed and reconstructed. Access to nearby businesses was kept open during the construction work.

The project was substantially completed in May, and traffic was returned to normal operation. In June 2023, the rapid rectangular flashing beacons (RRFB) components were installed and activated. During design, the RRFB hardware was found to have a long lead time to manufacture and deliver. The City ordered these components several months in advance of the project and provided them to the contractor for installation, which allowed the project to be completed and fully operational on time.

Improvements included construction of a raised concrete intersection with ADA ramps, sidewalks, curb and gutter, new pedestrian refuge median islands, and new RRFBs at the north and south crosswalks. The raised intersection provides traffic calming and the RRFBs have enhanced safety of the pedestrian crossings by drawing driver attention to the crosswalks. Other work included signage, pavement markings, street lighting upgrades, and a watermain extension to outside the new concrete work. The intersection's design layout is shown in Exhibit 2.

The total project cost was \$1,570,615, which is \$23,953 less than the amount budgeted at the time of contract award.

Two significant project costs were erroneously omitted from the project's budget at bid award: Project Design and RRFB Equipment Purchase. Design costs on this project were \$127,803 and RRFB equipment costs were \$44,232. These design and RRFB costs are offset in the project's budget by the unused construction contingency, savings during construction, and savings in inspection services.

Actual expenditures compared to the approved project budget are shown in the table on the following page. The unspent project budget will revert back to the remaining unallocated balance of Sound Transit East Link Mitigation Funds.

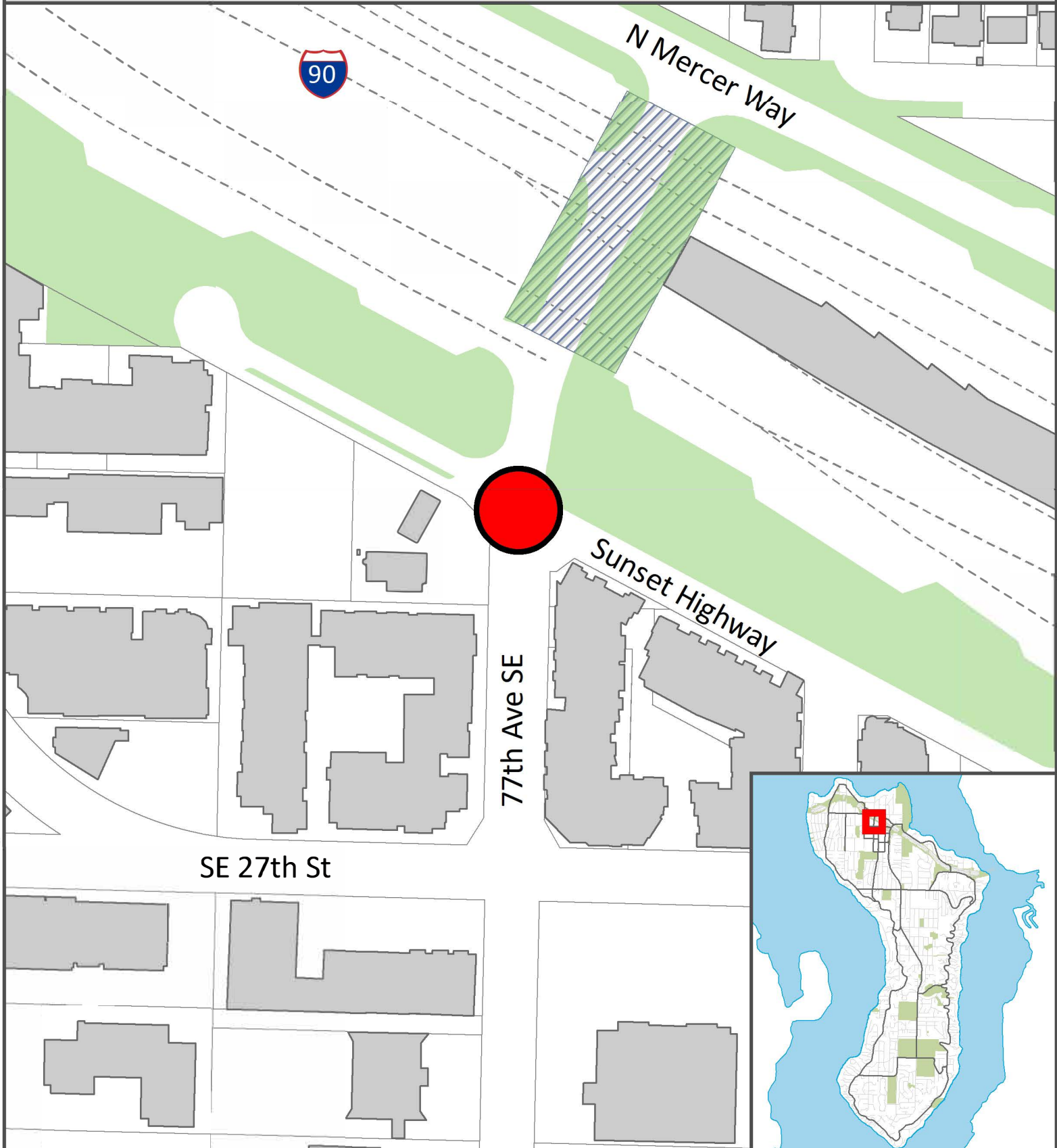
SUNSET HWY and 77TH AVE SE INTERSECTION IMPROVEMENTS PROJECT BUDGET & ACTUAL EXPENDITURES		
Description	Approved Project Budget (At Bid Award)	Actual Expenditures
Construction - Contract with ACI	\$1,181,181	\$1,137,561
Construction Contingency - 10%	\$118,118	\$0
Construction - RRFB Equipment Purchase	\$0	\$44,232
Project Design (2021-2022)	\$0	\$127,803
WSDOT Coordination	\$5,000	\$7,136
Inspection Services / Construction Support	\$248,457	\$214,753
Contract Administration / Project Management	\$30,000	\$27,754
1% for the Arts	\$11,812	\$11,376
Total Awarded Project Cost	\$1,594,568	\$1,570,615
Budget Remaining		\$23,953

RECOMMENDED ACTION

Accept the completed Sunset Hwy and 77th Ave SE Intersection Improvements project and authorize staff to close out the contract.

SP0120 - City of Mercer Island Sunset Highway & 77th Ave SE Improvements

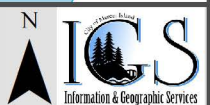
Item 8.



Buildings
100 Parcels

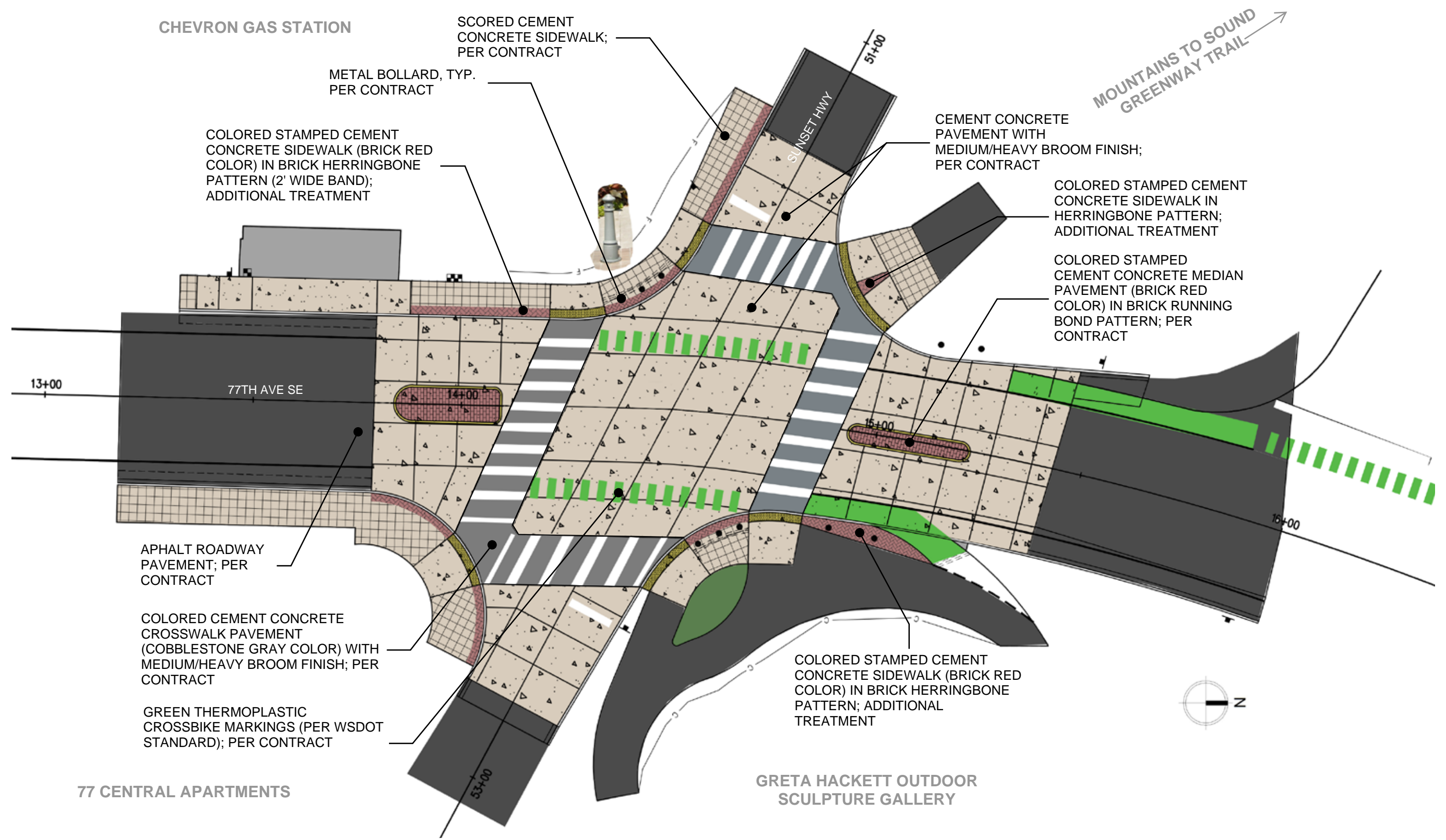
Interstate (I-90)
Overpass

Parks
Project Location



Disclaimer: No warranties of any sort including accuracy, fitness or merchantability accompany this map.

Map Date: 5/12/2021
2021 Sunset Hwy & 77th.mxd



77 CENTRAL APARTMENTS

GRETA HACKETT OUTDOOR
SCULPTURE GALLERY



77TH AVE SE & SUNSET HWY SE
INTERSECTION IMPROVEMENTS
OCTOBER 24, 2022



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6406
February 6, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6406: Acceptance and Appropriation of the Department of Commerce Middle Housing Grant for HB 1110 Compliance	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Accept the Middle Housing Grant of \$75,000 from the Department of Commerce and appropriate these funds for HB 1110 compliance in the 2023-2024 biennial budget.	

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Community Planning and Development Director Alison Van Gorp, Deputy Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Department of Commerce Grant Award Letter dated October 17, 2023 2. Housing Grant Agreement
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to accept a grant for \$75,000 from the Washington State Department of Commerce (Commerce). The funds from this grant will be appropriated for the legislative review of code amendments intended to comply with the provisions of HB 1110.

- In 2023, the WA State Legislature adopted [Engrossed Second Substitute House Bill 1110](#) (HB 1110). This bill amended the Growth Management Act (GMA) to establish new requirements for local jurisdictions' zoning and development regulations.
- Cities with a population of at least 25,000 (including Mercer Island) must authorize two units per residential lot and four units per lot if at least one unit is affordable housing OR the lot is within ¼ mile walking distance of a major transit stop. Jurisdictions must also permit at least 6 of the 9 middle housing types identified in the legislation.
- The State legislature also authorized funds for a middle housing grant program to support local jurisdictions in complying with HB 1110. Mercer Island applied for and was awarded a grant of \$75,000.

- The City Council is asked to accept and appropriate these funds for staff and consultant work necessary for developing code amendments to comply with HB 1110.
- The City Council added this work to the 2024 docket and CPD work plan with the approval of [Resolution No. 1655](#). Staff will begin the policy and code analysis work shortly and plan to bring a draft code amendment for Planning Commission review beginning in fall 2024. The City Council must adopt a code amendment to comply with HB 1110 by June 30, 2025.

BACKGROUND

The City of Mercer Island is required by recent state legislation ([HB 1110](#)) to amend City policies and regulations to support development of middle housing. HB 1110 amended the GMA to require cities with a population over 25,000 (including Mercer Island) to adopt regulations that allow up to two dwelling units on each single-family lot. It also provides an incentive for affordable housing by allowing up to four dwelling units per single-family lot when one of the units is affordable. The area within a quarter mile walking distance from the light rail station will need to allow four dwelling units per single-family lot.

Finally, HB 1110 also requires the City to allow six of the nine middle housing types listed in the legislation, including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing. These regulations must be adopted within 6 months of the deadline for the Comprehensive Plan periodic update. In other words, the City must be in compliance by June 30, 2025.

The State Legislature also authorized funding to support local jurisdictions in complying with HB 1110. Last summer, the Department of Commerce notified the City of a competitive grant program established to disperse these funds.

On September 5, 2023, the City Council authorized a letter of support for the City's application to the Middle Housing Program Grant ([AB 6338](#)). On September 15, 2023, the City submitted a grant application requesting funds to assist the City with a scope of work intended to meet the requirements of HB 1110, including code analysis, research, code development, and legislative review. On October 17, 2023, the City received an award letter from Commerce indicating that the City was awarded a grant of \$75,000 (Exhibit 1). In January 2024, a draft grant agreement (Exhibit 2) was finalized for the first year of the grant period.

The City Council added the code amendments necessary to comply with HB 1110 to the 2024 docket and CPD work plan with the approval of [Resolution No. 1655](#). The City plans to undertake this work together with other legislatively mandated code amendments related to residential development, as well as other desired changes to the residential development standards. Staff work, including policy and code analysis, will commence in Q1 2024, with adoption of the code amendments planned to occur by June 2025.

ISSUE/DISCUSSION

Mercer Island was awarded a grant award totaling \$75,000 to support the adoption of development regulations to comply with the provisions of HB 1110 (Exhibit 1). The funding is split with half in FY 2023 (covering expenditures from July 1, 2023, through June 30, 2024), and half in FY 2024 (covering expenditures from July 1, 2024, through June 30, 2025). Eligible costs incurred during the grant period can be reimbursed once the grant agreement is executed.

Exhibit 2 is the grant agreement covering FY 2023 and the first half of the grant award (\$37,500). This portion of the funding must be spent by June 30, 2024. The City is on track to complete deliverables in advance of the

June 30, 2024, deadline. A second grant agreement will be executed with Commerce later this year for the second half of the grant award (\$37,500), which must be spent on work completed and invoiced before June 30, 2025.

Grant funds can be used to cover most activities related to updating the comprehensive plan and development regulations as required by HB 1110. It is important to note that the City must undertake these activities regardless of receiving this grant award. The City plans to use the grant to cover staff and consultant costs related to policy and code analysis, drafting code amendments, public engagement, and legislative review. The grant agreement includes a detailed scope of work, timeline and budget. The City will undertake this work between February 2024 and June 2025.

NEXT STEPS

Once the Middle Housing Grant funding is accepted and appropriated by the City Council, the grant agreement will be executed with Commerce, and the City will commence work on grant deliverables to be completed by June 30, 2024. Later this year, the City will execute a new grant agreement for the second half of the grant award, which will cover work to be completed between July 1, 2024, and June 30, 2025.

The first phase of work will include policy and code analysis and development of a draft code amendment. The draft code amendment will be reviewed by the Planning Commission beginning in fall 2024, after the conclusion of the Commission's work on the Comprehensive Plan periodic update. The Planning Commission will make a recommendation to the City Council by spring 2025 and the Council must adopt code amendments by June 30, 2025.

RECOMMENDED ACTION

Accept the Middle Housing Grant of \$75,000 from the Department of Commerce and appropriate these funds for HB 1110 compliance in the 2023-2024 biennial budget.



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

October 17, 2023

Jessi Bon
City Manager
City of Mercer Island
9611 SE 36th St
Mercer Island, Washington 98040

Delivered via email.

RE: Middle Housing Program Grant

Greetings:

I am pleased to inform you that the City of Mercer Island has been awarded \$75,000 in 2023-2025 Middle Housing Grant Program funds to support the adoption of policies and codes and the implementation of other measures specific to HB 1110.

The Washington Department of Commerce, Growth Management Services (GMS) unit will administer the middle housing grant program. **Before we disburse the funds, a contract with a final agreed upon scope of work and budget will need to be discussed and executed between your organization and the Department of Commerce.** Funds may be retroactively applied to project costs related to your grant scope of work, beginning July 1, 2023, the date the funding became available.

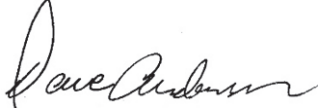
Please note, these funds are specifically for middle housing activities and may not pay for work already paid for by other Commerce grant programs such as periodic update grants or climate grants. Thus, that may need to be addressed during the finalization of your contract.

These grant funds are authorized by the 2023-2025 State Operating Budget ([Senate Bill 5187](#)) which directs Commerce to administer grants and provide technical assistance to cities or counties for actions relating to adopting ordinances that plan for and accommodate housing.

Jessi Bon
October 17, 2023
Page 2

Deborah Jacobs or another member of our team will be in touch with you to develop the contract and answer questions. You can reach Deborah at deborah.jacobs@commerce.wa.gov.

Sincerely,



Dave Andersen, AICP
Managing Director
Growth Management Services

cc: Alison Van Gorp, Deputy Director
LaJuan Tuttle, Deputy Finance Director
Anne Fritz, Housing Programs Manager, Growth Management Services
Dave Osaki, Middle Housing Program Manager, Growth Management Services
Deborah Jacobs, Housing Contracts Officer, Growth Management Services



**Interagency Agreement with
City of Mercer Island
through
Growth Management Services**

Contract Number:

24-63336-127

For

Middle Housing Grant

Dated:

Date of Execution

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2. <u>CONTRACT PERIOD OF PERFORMANCE</u>	ERROR! BOOKMARK NOT DEFINED.
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Face Sheet

Contract Number: 24-63336-127

Local Government Division Growth Management Services Middle Housing Grants

1. Contractor City of Mercer Island 9611 SE 36th St Mercer Island, WA-98040		2. Regional Planner Catherine McCoy Catherine.McCoy@Commerce.wa.gov	
3. Contractor Representative Alison Van Gorp Deputy Director 206-275-7733 alison.vangorp@mercerisland.gov		4. COMMERCE Representative Anne Aurelia Fritzel 1011 Plum Street SE Housing Planning Manager Olympia, WA 98504 360-259-5216 Anne.Fritzel@commerce.wa.gov	
5. Contract Amount \$75,000	6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		7. Start Date Date of Execution
8. End Date June 30, 2025			
9. Federal Funds (as applicable) N/A		Federal Agency: N/A	
ALN N/A			
10. Tax ID # N/A	11. SWV # 003-238-600	12. UBI # 179-019-640	13. UEI # N/A
14. Contract Purpose For activities that support the preparation and adoption of policies and/or codes and other measures specific to implement middle housing (RCW 36.70A.030(26)) by applicable statutory deadlines.			
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, and Attachment "B" – Budget.			
FOR CONTRACTOR _____ Jessi Bon, City Manager _____ _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director Local Government Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed \$75,000 (seventy-five thousand dollars), for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

4. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of deliverables provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 24-63336-127.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service. Any payment made by COMMERCE for costs that are determined to be duplicate, in Commerce's sole determination, shall be subject to recapture and may result in suspension or termination of this Contract.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

5. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

6. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

7. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

8. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A.** "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B.** "COMMERCE" shall mean the Washington Department of Commerce.
- C.** "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D.** "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E.** "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F.** "State" shall mean the state of Washington.
- G.** "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A.** "Confidential Information" as used in this section includes:
 - i.** All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii.** All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

- iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.
- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make

a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or

acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.

- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. **WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

Grant Objective: Conduct public engagement and analysis to update housing policy and development code consistent with HB 1110.			
Action 1	Prepare policy analysis matrix related to HB 1110		
Step 1.1	Policy Analysis – Review draft Housing and Land Use Elements to identify needed amendments for compliance with HB 1110	November 1, 2023	February 29, 2024
Deliverable 1	Policy Analysis Matrix summarizing needed amendments to comply with HB 1110		February 29, 2024
Action 2	Draft Amendments to Housing and Land Use Elements related to HB 1110	January 1, 2024	April 30, 2024
Step 2.1	Draft goal and policy amendments for Housing and Land Use Elements	January 1, 2024	March 30, 2024
Step 2.2	Draft Land Use Map amendments	January 1, 2024	March 30, 2024
Step 2.3	Planning Commission Review	March 1, 2024	April 30, 2024
Deliverable 2	Public Hearing drafts of the Housing and Land Use Elements, including amendments related to HB 1110		April 30, 2024
Action 3	HB 1110 Public Participation Plan	January 1, 2024	June 15, 2024
Step 3.1	Create HB 1110 Public Participation Plan	January 1, 2024	June 15, 2024
Deliverable 3	HB 1110 Public Participation Plan		June 15, 2024
Action 4	HB 1110 Code analysis	January 1, 2024	June 15, 2024
Step 4.1	Review Commerce Middle Housing Model Ordinance and other resources	January 1, 2024	February 28, 2024
Step 4.2	Technical code analysis to identify required and recommended code amendments	January 1, 2024	April 15, 2024
Step 4.3	Legal review	April 16, 2024	May 15, 2024
Deliverable 4	Code Analysis Matrix summarizing needed HB 1110 code changes		June 15, 2024

Action 5	HB 1110 Affordable Housing Incentive Policy Analysis and HB 1110 Administration Analysis	November 1, 2023	June 15, 2024
Step 5.1	Analyze HB 1110 affordable housing incentive policy options, including review of Commerce model ordinance and approaches used in other jurisdictions	November 1, 2023	June 15, 2024
Step 5.2	Economic analysis of policy options	November 1, 2023	June 15, 2024
Deliverable 5	HB 1110 Affordable Housing Incentive Policy Options Memo		June 15, 2024
Action 6	Draft Residential Code Amendment per HB 1110	June 15, 2024	December 31, 2024
Step 6.1	Planning Commission Working Session	June 15, 2024	September 30, 2024
Step 6.2	Prepare draft code amendment, including HB 1110 affordable housing incentive program	July 1, 2024	October 30, 2024
Step 6.3	Legal Review	November 1, 2024	November 30, 2024
Deliverable 6	Draft Residential Code Amendment per HB 1110		December 31, 2024
Action 7	Public Engagement	November 1, 2024	June 15, 2025
Step 7.1	Develop tailored outreach materials	November 1, 2024	February 28, 2025
Step 7.2	Provide public information/outreach on the requirements of HB 1110 and the proposed Residential Code Amendment.	November 1, 2024	June 15, 2025
Step 7.3	Community Engagement related to proposed Residential Code Amendment	January 1, 2025	June 15, 2025
Deliverable 7	Outreach Materials (website, e-newsletter, newspaper ad, etc) and Community Engagement Summary Memo		June 15, 2025
Action 8	Legislative Review and adoption	January 1, 2025	June 15, 2025
Step 8.1	Transmit draft Code Amendment for State agency review (RCW 36.70A.106)	January 1, 2025	January 30, 2025

Step 8.2	Planning Commission review & public hearing	February 1, 2025	April 30, 2025
Step 8.3	City Council review and adoption	May 1, 2025	June 15, 2025
Deliverable 8	Adopted HB 1110 Code Amendment		June 15, 2025

Attachment B: Budget

Grant Objective: Conduct public engagement and analysis to update housing policy and development code consistent with HB 1110.	Fiscal Year	Commerce Funds
Deliverable 1: Policy Analysis Matrix summarizing needed amendments to comply with HB 1110	FY1 – February 29, 2024	\$5,000
Deliverable 2: Public Hearing drafts of Housing and Land Use Elements related to HB 1110	FY1 – April 30, 2024	\$5,000
Deliverable 3: HB 1110 Public Participation Plan	FY1 – June 15, 2024	\$5,000
Deliverable 4: Code Analysis Matrix summarizing needed HB 1110 code changes	FY1 – June 15, 2024	\$10,000
Deliverable 5: HB 1110 Affordable Housing Incentive Policy Options Memo	FY1 – June 15, 2024	\$12,500
Deliverable 6: Draft Residential Code Amendment per HB 1110	FY2 – December 31, 2024	\$10,000
Deliverable 7: Outreach Materials (website, e-newsletter, newspaper ad, etc.) and Community Engagement Summary Memo	FY2 – June 15, 2025	\$12,500
Deliverable 8: Adopted Housing Code Amendment	FY2 – June 15, 2025	\$15,000
Total		\$75,000

Funds must be invoiced in the appropriate fiscal year (FY1 or FY 2), or they may not be able to be paid. Please be sure to invoice for all FY 1 by June 30, 2024 and FY 2 by June 30, 2025.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6410
February 6, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6410: Customer Service Team Briefing	<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 report. No action necessary.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Angie Moreau, Customer Service Supervisor
COUNCIL LIAISON:	n/a
EXHIBITS:	n/a
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to further introduce the City's Customer Service Team and provide information about their function.

BACKGROUND

In April 2020, in response to the COVID-19 pandemic, a call center was created as part of the City's Emergency Operations Center to provide Citywide customer service to residents and constituents in an ever-changing landscape. In September 2020, staff presented an overview of the staffing changes outlined in the 2021-2022 biennial budget ([AB 5755](#)), including the proposal to create a Customer Service Team.

With the adoption of the 2021-2022 biennial budget ([AB 5786](#)), the City Council made the change permanent and effective January 2021 the Customer Service Team became a part of Administrative Services. This centralized team provides "one-stop shopping" for customers and relieves multiple staff teams from working on the same request.

ISSUE/DISCUSSION

The Customer Service Team (CST) consists of 2.5 FTE staff. This small but mighty team answers most of the incoming phone calls to the City and provides email coverage for most departments. This team had on

average a 77.5% response rate for 2023, which has created efficiencies throughout the City. Additionally, CST provides administrative task support, as requested, for any department for non-time sensitive work. This work has included records management, administrative support due to the City Hall closure, and much more.

The presentation on Tuesday will provide a broad overview of the Customer Service Team and the many functions they provide for the City.

RECOMMENDED ACTION

Receive report. No action necessary.



Item 10.

Customer Service Team Briefing

AB 6410 | February 6, 2024

How we got here

April 2020 EOC Call Center created for COVID-19 pandemic

September 2020 Budget proposal to create the Customer Service Team

January 2021 Permanent installation of the Customer Service Team



Who we are



- **Division of Administrative Services**
- **2.5 FTE (shared 0.5 LTE with Utility Billing)**
- **Combined 7.5 years of service**





What we do

- Answer phones
- Manage emails
- Provide departmental administrative support
- Event support

Phone Management

- Community Planning & Development
- Public Works
- Thrift Shop
- Customer Service



Email Management

- Contact the City
- Customer Service
- Fuel Receipt
- Permit Services Support



Departmental Support

- Scanning documents for archive retention for CPD, HR, Finance, PW
- Printing and assembling mailings for CPD, PW
- Backfill Inspection Request line coverage for CPD
- Fleet fuel receipt reconciliation for PW

2023 Totals

13,046
phone calls

Responded to
10,108 (77.5%)
without forwarding
on to staff.

447
emails

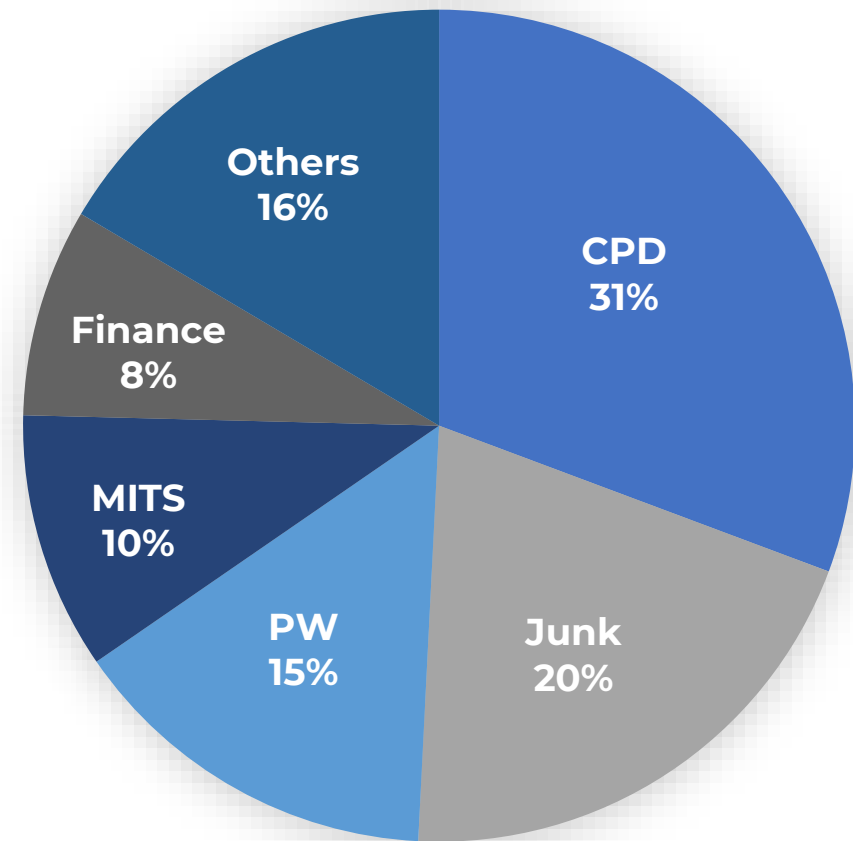
Responded to
365 (81.7%)
without forwarding
on to staff.

Top Volume Departments

1. **Community Planning & Development:** 4,001 (30.7%)
2. **Junk/Sales:** 2,627 (20.1%)
3. **Public Works:** 1,909 (14.6%)
4. **Thrift Shop:** 1,309 (10.0%)
5. **Finance:** 1,058 (8.1%)

Others: 2141 (16.5%)

City-General: 484 (3.7%), **Parks:** 361 (2.8%), **YFS:** 326 (2.5%),
Fire: 257 (2.0%), **Police:** 204 (1.6%), **Non-City:** 190 (1.5%),
EOC: 136 (1.0%), **Court:** 99 (0.8%), **HR:** 85 (0.6%)



2023 Totals

How We Can Help

Call us first!

City staff really want to help!

We can help get you to the right place for things the City doesn't oversee.



Contact Us!



By phone – (206) 275-7600

By email – customerservice@mercerisland.gov

Hours – Monday through Friday, 8:30am-5:00pm



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6414
February 6, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6414: 2024 City Council Planning Session Agenda	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Review and approve the agenda for the 2024 City Council Planning Session.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Draft 2024 City Council Planning Session Agenda
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to approve the agenda for the City Council Planning Session on Friday, March 1, 2024 from 9:00 am – 5:00 pm. Staff have conferred with the Mayor and Deputy Mayor and developed a draft agenda for City Council review and approval (Exhibit 1).

The Planning Session packet materials will be published on Friday, February 23, 2024.

BACKGROUND

Each year the City Council holds at least one Planning Session to discuss the priorities for the coming year. The City Council has been holding annual Planning Sessions since 1987. Past Planning Session minutes are available on the website here: <https://www.mercerisland.gov/citycouncil/page/city-council-planning-sessions>.

ISSUE/DISCUSSION

Agenda Item #1: Review and Update of City Council Priorities

Every two years, the City Council reviews and confirms the City Council priorities in preparation for the upcoming biennium. The 2023 – 2024 priorities are:

- Priority 1: Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas.
- Priority 2: Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.
- Priority 3: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.
- Priority 4: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

To help streamline the discussion at the Planning Session, City Councilmembers are invited to submit suggestions for revisions and updates to the 2025-2026 priorities to Casey Thompson (casey.thompson@mercerisland.gov) no later than 5:00 pm on Tuesday, February 20. Council suggestions will be compiled and included in the Planning Session packet materials.

Agenda Item #2: 2024 State Legislative Session Update

The staff will provide an overview of the 2024 State Legislative Session.

Agenda Item # 3: Work Plan Update

The proposed Planning Session agenda also includes an overview of the 2023-2024 Work Plan and a look ahead at major work items anticipated in 2025-2026. The City Council will discuss and confirm the process and timing to consider and evaluate budget proposals for the next biennium.

Agenda Item #4: City Facilities Discussion

This presentation and discussion will primarily focus on the replacement strategies for City Hall and the Public Works Building.

Agenda Item #5: Review of the City Council Rules of Procedure

The proposed Planning Session agenda includes a review and discussion of the City Council Rules of Procedure. To help facilitate the discussion at the Planning Session, City Council members are invited to send suggested amendments to Ali Spietz (ali.spietz@mercerisland.gov) by 5:00pm on Tuesday, February 20. Council suggestions will be compiled and included in the Planning Session packet materials.

Agenda Item #6: 2023 Community Member of the Year

The City Council will select the 2023 Community Member of the year.

NEXT STEPS

Upon approval of the Planning Session agenda, staff will prepare the supporting materials and publish the meeting packet by Friday, February 23, 2024.

RECOMMENDED ACTION

Approve the 2024 City Council Planning Session agenda as presented.



CITY OF MERCER ISLAND

CITY COUNCIL SPECIAL HYBRID MEETING - PLANNING SESSION

FRIDAY, MARCH 1, 2024 at 9:00 AM

MERCER ISLAND CITY COUNCIL:

Mayor Salim Nice, Deputy Mayor David Rosenbaum,
Councilmembers: Lisa Anderl, Jake Jacobson,
Craig Reynolds, Wendy Weiker, and Ted Weinberg

LOCATION & CONTACT:

MICEC – Slater Room Council Chambers and via Zoom
8236 SE 24th Street | Mercer Island, WA 98040
206.275.7793 | www.mercerisland.gov

We strive to create an inclusive and accessible experience. Those requiring accommodation for meetings should notify the City Clerk's Office 3 days prior to the meeting at 206.275.7793 or by emailing cityclerk@mercerisland.gov.

The hybrid meeting will be live streamed on the City Council's [YouTube Channel](#)

Registering to Speak for Appearances: Individuals wishing to speak live during Appearances (public comment period) must register with the City Clerk at **206.275.7793** or cityclerk@mercerisland.gov before 4 PM on the day of the Council meeting.

Please reference "Appearances" in your correspondence and state if you would like to speak either in person at the Mercer Island Community & Event Center – Slater Room Council Chambers or remotely using Zoom. If providing your comments using Zoom, staff will be prepared to permit temporary video access when you enter the live Council meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be emailed to council@mercerisland.gov.

Each speaker will be allowed three (3) minutes to speak. A timer will be visible to online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

Join by Telephone at 9:00 AM (Appearances will start sometime after 9:00 AM): To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **848 6930 2733** and Password **730224** if prompted.

Join by Internet at 9:00 AM (Appearances will start sometime after 9:00 AM): To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **848 6930 2733**; Enter Password **730224**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

Join in person at Mercer Island Community & Event Center – Slater Room Council Chambers at 9:00 AM (Appearances will start sometime after 9:00 AM): 8236 SE 24th Street, Mercer Island, WA 98040

Submitting Written Comments: Email written comments to the City Council at council@mercerisland.gov.

MEETING AGENDA

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

APPEARANCES

(This is the opportunity for anyone to speak to the City Council on any item, except items before the City Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters)

PLANNING SESSION BUSINESS

- 9:00 am **1. AB 6418: Review and Update of City Council Priorities**
Provide a focus and framework for the 2025-2026 Biennium
Recommended Action: Review and discuss the 2025-2026 City Council Priorities.
- 10:00 am **2. AB 6419: 2024 Legislative Session Update**
Review of 2024 Legislative Session
Recommended Action: Receive report.
- 10:45 am Break
- 11:00 am **3. AB 6415: Work Plan Update**
Brief update on the 2023-2024 Work Plan and review preliminary 2025-2026 Work Plan
Recommended Action: Receive report.
- 12:00 pm Lunch Break (lunch will be provided for Council and staff attending in-person)
- 12:45 pm **AB 6415: 2023-2024 Work Plan Update (continued)**
- 1:15 pm **4. AB 6420: City Facilities Discussion**
Recommended Action: Receive report.
- 2:45 pm Break
- 3:00 pm **5. AB 6416: Review of City Council Rules of Procedure**
Recommended Action: Review proposed amendments to the City Council Rules of Procedure and provide direction.
- 4:00 pm **6. AB 6417: 2023 Community Member of the Year Nomination**
Recommended Action: Receive nominations for the 2023 Community Member of the Year and vote to select one nominee for the award.

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6402
February 6, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6402: Public Works Building Facility Condition Assessment Presentation	<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 presentation. No action necessary.	

DEPARTMENT:	Public Works
STAFF:	Jessi Bon, City Manager Jason Kinter, Chief of Operations Alaine Sommargren, Deputy Public Works Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Preliminary Public Works Building Facility Conditions Assessment 2. Quantum Consulting Engineers Building Review
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to introduce the preliminary findings from the Public Works Building Facility Conditions Assessment.

- In early 2023, the City began a planning process to complete a Facilities Conditions Assessment for various municipal buildings and to develop a Long-Range Facilities Plan for select City facilities.
- The facilities planning project was interrupted due to the unexpected closure of City Hall in April 2023. The City Manager paused assessment work on other buildings, but due to the age and condition of the Public Works Building, directed that assessment to proceed.
- A preliminary Facility Conditions Assessment (FCA) was recently completed for the Public Works Building and has identified multiple systems that are failing or in need of significant repair or investment (Exhibit 1 and 2).
- Based on these preliminary findings, the City Manager is recommending the City Council prioritize the Public Works Building for replacement.
- The Public Works Building houses many essential services and some short-term reinvestment may be needed to extend the life of the building until a replacement strategy is identified. Staff will present the capital reinvestment strategies to the City Council as part of the upcoming 2025-2026 Biennial Budget Development process.

- A second presentation and follow-up discussion is planned for the March 1, 2024 City Council Planning Session. This presentation and discussion will primarily focus on the replacement strategies for City Hall and the Public Works Building.

BACKGROUND

Long-Range Facility Planning

In early 2023, the City began a planning process to complete a Facilities Conditions Assessment for various municipal buildings and to develop a Long-Range Facilities Plan for select City facilities. The project scope included Mercer Island City Hall, the Public Works Building, the Mercer Island Community & Event Center Annex Building, the Luther Burbank Administrative Building, the Mercer Island Thrift Shop, and the former Tully's Building. A second phase will include Facility Conditions Assessments for Fire Station 91, Fire Station 92, and the Mercer Island Community and Event Center. Northwest Studio was selected as the consultant for this project and is supported by a variety of specialized consultants.

The Long-Range Facility Planning project was intended to be completed in two phases, the first phase focusing on comprehensive Facilities Conditions Assessment (FCAs) for each of the six buildings in 2023. The purpose of an FCA is to inventory and evaluate building and site infrastructure conditions, document observed deficiencies, and develop a recommended strategy for renovation or replacement to extend the life of the asset and ensure continuity of services.

The second phase of facilities planning work included the development of a Long-Range Facilities Plan for these six facilities based on assessment and data collected from the FCA process. The Long-Range Planning Work was intended to be completed in 2024 and anticipated an extensive public engagement process. Unfortunately, just as the facilities planning work was kicking off in early 2023, City Hall was closed due to asbestos contamination.

City Hall Closure

In April 2023 City Hall was closed after asbestos was detected in several locations in the building, including in the HVAC system. Although airborne asbestos was not detected during air quality tests, abatement at City Hall would be required to re-open the facility. City staff and outside experts worked extensively to identify solutions to address the asbestos contamination and evaluate the best path forward for City Hall. Two scenarios for re-occupying the City Hall building, either fully or partially, were evaluated for timeline, preliminary costs, and impact to City operations. Unfortunately, the cost of both scenarios to re-occupy City Hall exceeded the benefits due to the age and condition of the building.

On October 2, 2023, [Resolution No. 1650](#) was approved to cease City operations at City Hall and permanently close the building. The facility closure and the associated work items (both short-term and long-term) have had a significant impact on the 2023-2024 work plan, including redirecting staff resources and adding new work items and projects to the schedule. The Long-Range facility planning work anticipated for 2023-2024 was also impacted.

Facility Conditions Assessment – Partially Resumed for Public Works Building

Given the age and condition of the Public Works Building, the City Manager directed the staff and consulting teams to proceed with the FCA for this building, while pausing assessment work on the other buildings. The information included in this agenda packet presents the preliminary findings from the Public Works Building FCA.

Public Works Building

The Public Works building, located behind City Hall, was constructed primarily as a workshop and mechanic facility in 1981. The facility operates under an approved Conditional Use permit originally issued in 1979. The Public Works Building is 15,350 square feet and currently houses the following operational and administrative teams:

- Right-of-Way & Stormwater Team (10 FTEs)
- Water Utility (8.5 FTEs, 3 LTEs)
- Sewer Utility (6.5 FTEs)
- Parks Maintenance (10 FTEs)
- Support Services Team (3 FTEs, 1 LTE)
- Public Works Engineering and Administration Teams (19 FTEs).

Following the closure of City Hall in April 2023, the City's Utility Billing Team was re-located at the Public Works Building (3 FTEs). In total, there are 64 employees (FTE and LTE equivalents) and 15 to 20 seasonal employees who currently operate out of this facility.

In addition to the primary building, the site also includes the City warehouse and the "yard", which accommodates the storage of City vehicles, large equipment (plows, sanders, mowers, loaders, backhoes, etc.), small equipment and tools, and construction materials (gravel, pipe, waste, etc.).

ISSUE/DISCUSSION

At the City Council meeting, staff and consultants will present the findings from the preliminary Public Works Building FCA, which are summarized below.

Constructed primarily as a mechanic facility in 1981, the Public Works building has been repurposed to meet the changing needs of City operations. The City retained the services of Northwest Studio and MENG Analysis to complete the facility assessment and guide future capital investment decisions (Exhibit 1). Among the issues identified in the preliminary FCA as requiring some repair or reinvestment, several major systems are in need of immediate attention including the roof, the electrical service and distribution, and the HVAC system.

Roofing is at the end of its projected useful life and leaks are prevalent throughout the building. Exterior walls of the building are painted Concrete Masonry Unit (CMU) and cast-in-place concrete and have minimal insulation value. The building and related outbuildings, while identified by the project team as not in danger of collapse under normal building operation, do possess seismic vulnerabilities (Exhibit 2).

The current 150kVA electrical service is insufficient to support the current needs of the facility. The electrical distribution system is aged, with some critical components at the end-of-life. Numerous modifications have been made to meet the changing demands of the building, resulting in uncertainty of remaining capacity, if any. In its current state, the electrical system prohibits the significant alteration or expansion of the lighting, HVAC, and vehicle charging systems.

The original HVAC system is mostly obsolete throughout the building, delivering poor performance, high energy consumption, and marginal air quality. The lower level, where the majority of staff are housed, has no cooling, and efforts to install temporary cooling units in the summer months have been unsuccessful due to the lack of exterior ventilation and the limited duct distribution. While many of the operational teams

perform field work for a large portion of each shift, having adequate conditioned space for team meetings, engineering/administrative work, and rest areas is required. Plumbing is inadequate to meet the staffing levels for the building, requiring the use of portable toilets to meet sanitation requirements.

Based on the findings from the FCA and known operational deficiencies, the City Manager is recommending the Public Works Building be prioritized for replacement. Staff and consultants are currently working on preliminary replacement strategies for the City Hall Building and the recommendation is to combine the planning process to address replacement of both buildings.

NEXT STEPS

The Facility Conditions Assessment presented for the Public Works Building is preliminary, staff and consultants are finalizing the assessment and cost estimates and expect to have the work complete by June 2024. Upon completion of the assessment, the staff will identify critical system repairs needed to extend the life of the building for five to ten years while a replacement strategy is pursued. Staff will present the capital reinvestment strategies to the City Council as part of the upcoming 2025-2026 Biennial Budget Development process.

A follow-up discussion on City Facilities is planned for the March 1, 2024, City Council Planning Session. This presentation and discussion will primarily focus on the replacement strategies for City Hall and the Public Works Building.

Finally, the original scope of work for the City's long-range facility planning work included completion of FCAs for the Mercer Island Community & Event Center Annex Building, the Luther Burbank Administrative Building, the Mercer Island Thrift Shop, and the former Tully's Building. A second phase of work included FCAs for Fire Station 91, Fire Station 92, and the Mercer Island Community and Event Center. Completion of this work is still essential to inform long-range facility planning. The staff anticipate resuming this work in late 2024 given the other facility planning priorities that have emerged. Work on these FCAs will span the next two to three years, with the goal of completing them all by the end of 2026.

RECOMMENDED ACTION

Receive presentation. No action necessary.

PRELIMINARY REPORT

City of Mercer Island

Public Works Building Report

September 22, 2023



Prepared by MENG Analysis, September 2023

Facility Summary

City of Mercer Island
Public Works Building
Public Works Building

9601 SE 36th Street
Mercer Island, WA 98040

Facility Size - Gross S.F. 15,347
Year Of Original Construction 1981
Facility Use Type Maintenance Shop
Construction Type Medium
of Floors 2
Energy Source Gas
Year Of Last Renovation 1981
Historic Register No



		Total Project Cost		Total Project Cost Present Value
Weighted Avg Condition Score	3.3			
Facility Condition Index (FCI)	0.20	Observed Deficiencies 2023 - 2028		\$3,593,000
Current Replacement Value (CRV)	\$5,586,000	Predicted Renewal Budget 2029 - 2042		\$3,650,000
Beginning Budget Year	2023	Opportunities		\$1,300,000
Escalation	3%			\$1,512,000
Discount Rate	1.5%			\$53,000
				N/A

Facility Condition Summary

The Public Works Building houses administration and engineering, public works roads and utilities, parks maintenance, vehicle maintenance, and warehouse. Shop areas have been repurposed for overflow office and work spaces, but the space was not designed to accommodate that occupancy use. Roofing is at end of life and leaks and includes built-up roofing and membrane roofing below a heavy section green roof (deep soil). Exterior walls have minimal insulation value and are painted CMU and cast-in-place concrete and are in need of cleaning and painting. Aluminum window systems are double-glazed, but are not in thermally broken frames.

HVAC is mostly industrial heat and vent throughout, except upper floor admin area which has full air conditioning. The significant changes in use for about half the building have rendered the original HVAC system mostly obsolete, delivering poor comfort, marginal air quality, and apparent high energy use. Plumbing is insufficient for the higher level of staffing, requiring the use of porta potties to meet staff sanitation needs. No fire sprinkler. While there is a newer fire alarm control panel, some detectors are reportedly non-functional. Multiple shop specialty systems are aged, with some abandoned in place, or no longer code compliant. Power is aged and insufficient throughout. Lighting includes newer LED at the vehicle repair shop, but otherwise mostly aged and failing fluorescent. High-speed data with WiFi.

Facility Summary

City of Mercer Island
Public Works Building
Public Works Building

9601 SE 36th Street
Mercer Island, WA 98040

Facility Components

Systems		Original System Date	Last Renewal Date	Score	Surveyor	Survey Date	Comments
A Substructure				3.0			
A10	Foundations						
A1010	Standard Foundations	1981	1981	3	TRB	08/29/23	Concrete footings, no evidence of settlement observed.
A1030	Slab On Grade	1981	1981	3	TRB	08/29/23	Concrete slab on grade, no major issues observed.
A20	Basements						
A2020	Basement Walls	1981	1981	3	TRB	08/29/23	Cast-in-place concrete on back side of daylight basements.
B Shell				3.2			
B10	Superstructure						
B1010	Floor Construction	1981	1981	3	TRB	08/29/23	Concrete on concrete beams.
B1020	Roof Construction	1981	1981	3	TRB	08/29/23	Concrete planks (likely hollow core) on cast-in-place concrete beams. Rigid insulation on top of deck (below vegetated roof where occurs). Leaks in warehouse and shop evident. See seismic/structural report by others.
B20	Exterior Closure						
B2010	Exterior Walls	1981	1981	3	TRB	08/29/23	Painted CMU and cast-in-place concrete. Moss, lichen, and algae growth. Walls in need of cleaning. Some peeling paint and cracks in west exterior of warehouse wall. CMU walls are reported to have vermiculite insulation in cells, but still underperform thermally. See also separate structural/seismic analysis report. Interior of administration wall with moisture intrusion peeling and bubbling paint on north interior below windows, likely minor maintenance to reseal window or flashing above.

Facility Summary

City of Mercer Island
Public Works Building
Public Works Building

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Mercer Island, WA 98040

Facility Components

Facility Components		Original System Date	Renewal Date	Last Date	Score	Surveyor	Survey Date	Comments
Systems								
B Shell		3.2						
B20	Exterior Closure							
B2020	Exterior Windows	1981	1981	3	TRB	08/29/23	Thermally insulated glazing in aging and inefficient anodized aluminum frames. Aluminum frames are not thermally broken. No insect screens on operable vent units.	
B2030	Exterior Doors	1981	1981	3	TRB	08/29/23	Hollow metal doors and frames. Non-thermally-broken anodized aluminum storefront on east entry. Four overhead doors at vehicle maintenance bays and single at warehouse and public works.	
B30	Roofing							
B3010	Roof Coverings	1981	1981	4	TRB	08/29/23	Membrane below green roof is leaking and at end of life. Built-up asphalt roof over vehicle maintenance garage. Roof over admin inaccessible for viewing. Both built-up roofs are at expected end of life and in need of replacement (numerous leaks evident in garage).	
B3030	Projections	1981	1981	3	TRB	08/29/23	Fabric canopy on steel over warehouse entry in need of cleaning. Glass canopy on aluminum at east entry.	
C Interiors		3.2						
C10	Interior Construction							
C1010	Partitions	1981	1981	3	TRB	08/29/23	Painted CMU walls, gypsum on studs, and painted metal toilet partitions.	
C1020	Interior Doors	1981	1981	3	TRB	08/29/23	Combination of wood doors and hollow metal doors in hollow metal frames.	
C1030	Fittings	1981	1981	3	TRB	08/29/23	Rubber base, wood hand railings at stair and ramp, stainless grab bars at toilets and shower converted to ADA (minor maintenance to add vertical grab bars per current ADA). Display, white boards, and tack boards.	

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Public Works Building
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Mercer Island, WA 98040

Facility Components

Systems		Original System Date	Last Renewal Date	Score	Surveyor	Survey Date	Comments
C Interiors		3.2					
C20	Staircases						
C2010	Stair Construction	1981	1981	3	TRB	08/29/23	Concrete ramp and wood stairs.
C2020	Stair Finishes	1981	1981	3	TRB	08/29/23	Rubber safety tread at stair and internal ramp, stained with dirt. Rubber stringer loose with adhesive failing in areas at stair, minor maintenance to clean surfaces and adhere.
C30	Interior Finishes						
C3010	Wall Finishes	1981	1981	3	TRB	08/29/23	Paint typical, ceramic tile in restrooms.
C3020	Floor Finishes	1981	1981	4	TRB	08/29/23	Original VCT flooring worn, stained, and nearing end of life. Some seams separated from moisture intrusion. Ceramic tile in restroom/locker/shower. Newer carpet in second floor administration.
C3030	Ceiling Finishes	1981	1981	3	TRB	08/29/23	Painted gypsum typical, other areas of suspended acoustic tile.
D Services		3.6					
D10	Vertical Transportation						
D1090	Other Conveying Systems	1981	1981	3	DCS	08/29/23	Estimated 3-ton motorized traveling trolley hoist in the vehicle repair shop with no issues reported.

Facility Summary

City of Mercer Island
Public Works Building
Public Works Building

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Mercer Island, WA 98040

Facility Components

Systems		Original Renewal Date Last System Date	Score	Surveyor	Survey Date	Comments
D Services			3.6			
D20 Plumbing						
D2010 Plumbing Fixtures		1981 1981	3	DCS	08/29/23	Mix of mostly original and some newer fixtures with mix of mostly newer and some original trim (faucets and flush valves). Some traps need cleaning and trim adjustment as minor maintenance. Most fixtures and trim have five to ten years life remaining life, then due for complete replacement throughout. Insufficient plumbing fixtures, which includes conversion of significant shop and warehouse space into human-occupied office area. Two porta potties has been added to help relieve the need, but this is only a temporary fix - more fixtures are needed to improve sanitation.
D2020 Domestic Water Distribution		1981 1981	3	DCS	08/29/23	City water to copper distribution. One 2017 Ruud 85-gallon electric hot water heater in the women's locker room alcove including seismic straps, B&G 1/12-hp recirculation pump, and pipe insulation, but no observed expansion tank - minor maintenance to install. Water heater controls reportedly fail regularly.
D2030 Sanitary Waste		1981 1981	3	DCS	08/29/23	Cast iron drain, waste, and vent piping where observed with most tested fixtures flushing and draining well - some appear to need P-trap cleaning as minor maintenance. No observed trap primers - minor ongoing custodial maintenance to keep floor drain traps primed to keep sewer gas from entering. During future full building modernization or replacement, include automatic trap primers to eliminate this problem.
D2040 Rain Water Drainage		1981 1981	4	DCS	08/29/23	Mix of low green roof with unclear under-drainage and built-up high roof with roof drains and overflow scuppers through the parapet, all in conjunction with aging roof covering, leading to rain water intrusion into spaces below in multiple locations.

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Public Works Building
Public Works Building

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Facility Components

Systems		Original System Date	Last Renewal Date	Score	Surveyor	Survey Date	Comments
D Services				3.6			
D20	Plumbing						
D2090	Other Plumbing Systems	1981	2000	3	DCS	08/29/23	2023 air compressor with estimated 7.5-hp motor supplying mix of older and newer distribution piping to shop spaces. The 1981 air compressor is abandoned in place in the original compressor room, which also houses a refrigerated air dryer with unclear function - minor maintenance to demolish the original compressor and separate minor maintenance to service or replace the air dryer. One portable air compressor is dedicated to the outside compressed air hose reel - minor maintenance to serve from the permanent compressed air system. A single hose reel set serves both vehicle repair bays with three shop fluids from the fluids storage and pumping room, remote from the shop, in a room opening to the open office area, with no observed ventilation. One 500-gallon (estimated) waste oil storage tank inside the vehicle repair shop.
D30	HVAC						
D3010	Energy Supply	1981	1981	3	DCS	08/29/23	Aging gas piping to shop unit heaters and office gas furnaces. Inspect aging lines and renew as needed as minor maintenance.
D3020	Heat Generating Systems	1981	2000	3	DCS	08/29/23	Two somewhat newer Reznor standard-efficiency (80%) gas-fired unit heaters - one in the back of the warehouse, the other at the NW corner of the vehicle repair shop. One older Reznor gas-fired unit heater in the NE corner of the shop, but with five to ten years remaining life with good maintenance.

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Public Works Building
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Mercer Island, WA 98040

Facility Components

Systems		Original Renewal Date Last System Date	Score	Surveyor	Survey Date	Comments
D Services			3.6			
D30 HVAC						
D3040 HVAC Distribution Systems	1981	1981	4	DCS	08/29/23	Aged HVAC throughout with multiple spaces including minimal light industrial heat and vent HVAC systems with insufficient heat, no cooling, and marginal or no ventilation for office use. Odors build up in some spaces, potentially toxic to staff, especially over time. No apparent ventilation at all for some spaces, such as the warehouse area. The former machine shop and repurposed carpenter shop (now groundskeeping) HVAC system was completely off during the site visit, with strong pesticide and/or fertilizer odors present. This system includes a relatively new Reznor Preeva gas-fired heat and vent air handling unit with estimated 25% fixed outside air. No general ventilation for the vehicle repair garage (only the abandoned engine exhaust system).
D3050 Terminal and Package Units	1981	2001	4	DCS	08/29/23	One rooftop gas-pack unit serving the upper level office area at end of life. Various electrical panels indicate power to duct heaters and other heaters that may be concealed - mix of somewhat newer and aged. Two electric unit heaters near front of the warehouse space - minor maintenance to replace upon failure or to replace with one small gas-fired unit heater.
D3060 Controls and Instrumentation	1981	1981	4	DCS	08/29/23	Aged and obsolete National Emco HVAC controls with poor comfort and high energy use. Battery-operated carbon monoxide sensors in several locations, but no NOx sensors observed - minor maintenance to upgrade to hardwired CO and NOx sensors with alarm to vehicle repair shop.
D3090 Other HVAC Systems and Equipment	1981	1981	3	DCS	08/29/23	Welding shop exhaust system with somewhat newer exhaust fan. In-floor vehicle engine exhaust system appears abandoned in place.
D40 Fire Protection						
D4030 Fire Protection Specialties	1981	1981	2	DCS	08/29/23	Fire extinguishers, first aid kit, and AED.

Facility Summary

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Public Works Building
Public Works Building

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Mercer Island, WA 98040

Facility Components

Systems		Original System Date	Last Renewal Date	Score	Surveyor	Survey Date	Comments
D Services				3.6			
D50	Electrical						
D5010	Electrical Service and Distribution	1981	1981	4	DCS	08/29/23	Mostly 1981 service and distribution throughout with Westinghouse 208V, three-phase, 1,200A main distribution panel in the far back corner of the warehouse space with a 1,000A main breaking including fault-current settable controls and ten feeder breaker including to approximately six 225A lettered distribution panels throughout the building, one "electric air handling unit," air compressor, environmental trailer, and standby power automatic transfer switch; no observed surge suppression. Reports of insufficient power, circuits tripping (especially to shop areas converted to office), and modifications throughout the years.
D5020	Lighting and Branch Wiring	1981	1981	4	DCS	08/29/23	Newer LED lighting at vehicle repair shop, but otherwise original T12 fluorescent fixtures, some still with obsolete T12 lamps, but most upgraded to T8, however many lamps are discolored or failed. Mix of mostly manual, but some automatic local occupancy sensor lighting control for private offices and utility spaces.
D5032	Low Voltage Communication	1981	2000	3	DCS	08/29/23	VoIP telephone, CATV, shop music, and others, with few issues reported - minor maintenance to address minor concerns.
D5037	Low Voltage Fire Alarm	1981	2010	3	DCS	08/29/23	Silent Knight 5820XL fire alarm control panel, but reportedly with multiple older painted-over and failing detectors.
D5038	Low Voltage Security	1981	2010	3	DCS	08/29/23	Mix of card-key, keypad, and cipher lock access control, and CCTV cameras, no issues reported.
D5039	Low Voltage Data	1981	2010	2	DCS	08/29/23	High-speed fiber-optic data with server rack in former nurse's office. Staff report a few areas with marginal data speed and/or WiFi coverage - assume minor maintenance to improve in these areas.

Facility Summary

City of Mercer Island
Public Works Building
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Mercer Island, WA 98040

Facility Components

Systems		Original System Date	Last Renewal Date	Score	Surveyor	Survey Date	Comments
D Services				3.6			
D50	Electrical						
D5090	Other Electrical Systems	1981	2000	3	DCS	08/29/23	2000 Onan 280V, 400A automatic transfer switch to power essential loads. Exit sign placards and unclear emergency egress pathway lighting.
E Equipment and Furnishings				2.7			
E10	Equipment						
E1010	Commercial Equipment	1981	1981	3	DCS	08/29/23	Kitchenette appliances. Two sets of commercial washers and dryers. Office equipment.
E1020	Institutional Equipment	1981	1981	3	DCS	08/29/23	Shop and specialty equipment including one built-in Rotary-brand vehicle lift and four Koni-brand (18,500-lb.) mobile lifts. The Rotary lift indicates last inspection was 2016, hence overdue for inspection as minor maintenance. The original heavy vehicle lift has been partially removed and appears no longer operable. The associated deep pit abandoned in place and appears flooding to a depth of several feet at times - suggest determining the need for this pit and either converting to under carriage pit access or restoring the heavy duty lift.
E1030	Vehicular Equipment	1981	2001	2	DCS	08/29/23	Four vehicle bay roll-up door LiftMaster motor operators.
E20	Furnishings						
E2010	Fixed Furnishings	1981	1981	3	TRB	08/29/23	Limited amount of built-in wood casework with laminate counter in break area, dated. Painted metal lockers, wood benches in locker rooms.
E2020	Moveable Furnishings (Capital Funde	1981	1981	3	TRB	08/29/23	Heavy-duty industrial shelving in shop and warehouse spaces.

Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

B1020	Roof Construction	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		5	2023	2023	200	\$82.00	LF	\$16,400	\$32,000

Deficient Material: Fall Guard

Green roofs on public works building are accessible, but have no perimeter fall restraint guard railings at the leading edges over the yard and ground below on the west, north, and east sides.

Remedial Action:

Install perimeter safety guard rail system.

Action Type:

Life Safety



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								
Site: Public Works Building								Escalation 3%
Facility: Public Works Building								Discount Rate 1.5%

B2010	Exterior Walls	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2027	10,000	\$2.00	SF	\$20,000	\$39,000

Deficient Material: Exterior Walls
Moss, lichen, and algae growth. Exterior walls are in need of cleaning.

Remedial Action:
Clean all exterior walls.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Building									

B2010	Exterior Walls	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2027	2,000	\$6.00	SF	\$12,000	\$24,000

Deficient Material: Exterior Walls
Some peeling paint and cracks in west and north exterior of warehouse walls.

Remedial Action:
Strip paint, seal cracks, and repaint.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Building									

B3010	Roof Coverings	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		5	2023	2023	15,347	\$28.00	SF	\$429,716	\$842,000

Deficient Material: Membrane Roofing
Membrane below green roof is leaking and at end of life. Built-up asphalt roof over vehicle maintenance garage and admin are at expected end of life.

Remedial Action:
Replace all roofing. At built-up asphalt roof areas, remove roofing (verify condition of insulation), add rigid insulation to meet or exceed current code (taper at parapet edges for transition), and install new roofing. At green roofing, remove soil medium (per G2050 Landscaping), remove existing insulation and membrane roofing, and install new rigid insulation and new membrane roofing. Install new green roof per G2050 Landscaping.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Building									

C1020	Interior Doors	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		5	2023	2023	18	\$775.00	EA	\$13,950	\$27,000

Deficient Material: Wire Glass

Wire glass in rated doors and internal windows. Wire glass is now known as a safety hazard and liability.

Remedial Action:

Remove existing wire glass and retrofit with modern rated safety glazing.

Action Type:

Life Safety



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Building									

C3020	Floor Finishes	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2026	4,000	\$15.00	SF	\$60,000	\$118,000

Deficient Material: Vinyl Composition Tile
VCT flooring worn, stained, and nearing end of life. Some seams separated from moisture intrusion.

Remedial Action:
Install new flooring. Consider seam welded marmoleum over existing.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

D2010	Plumbing Fixtures	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	2	\$38,000.00	EA	\$76,000	\$149,000

Deficient Material: Restrooms

Insufficient restroom facilities, with two porta potties currently in use on a temporary basis.

Remedial Action:

Expand permanent restroom capability to replace the current porta potties.

Action Type:

Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

D2040	Rain Water Drainage	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	15,347	\$1.60	SF	\$24,555	\$48,000

Deficient Material: **Roof Drain**

Aged and failing low green roof under-drains and undersized high-roof drains, contributing to roof leaks.

Remedial Action:

Replace the low green roof under-drain system and increase high-roof drains from 2-inch to 4-inch, all in conjunction with new roof covering.

Action Type:

Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island
Site: Public Works Building
Facility: Public Works Building

Escalation 3%
Discount Rate 1.5%

D2090	Other Plumbing Systems	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	1	\$40,000.00	LS	\$40,000	\$78,000

Deficient Material: Shop Fluids
Shop fluids room has no observed ventilation and opens directly into the open office area.

Remedial Action:
Renew shop fluids system and especially the room to provide direct outside access, isolation from office areas, code-required ventilation, electrical divisional classification if required by shop fluid hazard level, and one to two additional pumped fluids as needed by the shop crew for efficient and safe operation.

Action Type:
Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

D3030	Cooling Generating Systems	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	2	\$7,000.00	EA	\$14,000	\$27,000

Deficient Material: Communications Cooling

No mechanical or dedicated cooling for the mission critical SCADA room or facility main telecom and data room.

Remedial Action:

Install ductless split-Dx cooling for both SCADA and main telecom rooms.

Action Type:

Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island
Site: Public Works Building
Facility: Public Works Building

Escalation 3%
Discount Rate 1.5%

D3030	Cooling Generating Systems	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	1	\$17,500.00	LS	\$17,500	\$34,000

Deficient Material: Cooling
Heat and vent HVAC system for former shop area now used for office area for public works staff, resulting in hot uncomfortable working conditions.

Remedial Action:
Install cooling for the main floor open office area.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

D3040	HVAC Distribution Systems	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	13,000	\$30.00	SF	\$390,000	\$764,000

Deficient Material: HVAC System

Aged HVAC throughout with multiple spaces including minimal light industrial heat and vent HVAC systems with insufficient heat, no cooling, and marginal or no ventilation for office use. Odors build up in some spaces, potentially toxic to staff, especially over time. No apparent ventilation at all for some spaces, such as the warehouse area. The former machine shop and repurposed carpenter shop (now groundskeeping) HVAC system was completely off during the site visit, with significant pesticide and/or fertilizer odors present. No general ventilation for the vehicle repair garage (only the abandoned engine exhaust system).

Remedial Action:

Re-engineer the HVAC for the main floor (lower level) including office, warehouse, shop, and support spaces, and provide an HVAC system meeting code and industry standards.

Action Type:

Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island
Site: Public Works Building
Facility: Public Works Building

Escalation 3%
Discount Rate 1.5%

D3050	Terminal and Package Units	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	1	\$24,000.00	LS	\$24,000	\$47,000

Deficient Material: Rooftop Units
Upper level office area rooftop gas-pack units is aged (2001) and near end of life - could completely fail at any time.

Remedial Action:
Budget to replace immediately upon failure.

Action Type:
Energy Efficiency



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Building									

D3050	Terminal and Package Units	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2026	5	\$2,250.00	EA	\$11,250	\$22,000

Deficient Material: Unit Heaters
Multiple aged electric duct and unit heaters.

Remedial Action:
Budget to replace immediately upon failure.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Building									

D3060	Controls and Instrumentation	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	15,347	\$4.25	SF	\$65,225	\$128,000

Deficient Material: HVAC Controls
Aged and obsolete National Emco HVAC controls with poor comfort and high energy use.

Remedial Action:
Replace with city standard DDC system to include remote monitoring by the facilities department.

Action Type:
Energy Efficiency



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Building									

D3090	Other HVAC Systems and Equipment	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	1	\$7,500.00	LS	\$7,500	\$15,000

Deficient Material: Engine Exhaust
Vehicle engine exhaust system appears abandoned in place.

Remedial Action:
Fully service and restore vehicle engine exhaust system to operational condition.

Action Type:
Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

D4010	Fire Protection Sprinkler Systems	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		5	2023	2023	15,347	\$10.50	SF	\$161,144	\$316,000

Deficient Material: Fire Sprinkler

No fire sprinkler system.

Remedial Action:

Install fire sprinkler system, including any specialty coverage, such as for tire rack, flammable or combustible liquid, and high-pile combustible storage areas.

Action Type:

Life Safety



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

D5010	Electrical Service and Distribution	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	15,347	\$10.00	SF	\$153,470	\$301,000

Deficient Material: Electrical Distribution

Mostly 1981 service and distribution throughout with reports of insufficient power, circuits tripping, and many modifications over the years.

Remedial Action:

Renew the entire electrical distribution system including service capacity increase to carry all current and future anticipated loads, such as HVAC upgrade to all-electric heat per city climate action plan, and electric vehicle charging stations; including modern circuit coordination to larger loads and distribution panels, and surge protection.

Action Type:

Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

D5020	Lighting and Branch Wiring	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	12,000	\$9.50	SF	\$114,000	\$223,000

Deficient Material: Lighting

Most areas with original fluorescent lighting fixtures with manual control, poor lighting, and failed ballasts and lamps.

Remedial Action:

Upgrade to modern LED lighting with automatic control throughout.

Action Type:

Energy Efficiency



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island
Site: Public Works Building
Facility: Public Works Building

Escalation 3%
Discount Rate 1.5%

D5020	Lighting and Branch Wiring	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	15,347	\$5.00	SF	\$76,735	\$150,000

Deficient Material: **Wiring and Devices**
Aged wiring and devices, insufficient hardwired distribution at shop and storage areas converted to office area, minimal ground fault protection, and aged and failing switches and receptacles throughout.

Remedial Action:
Renew wiring and devices throughout.

Action Type:
Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island
Site: Public Works Building
Facility: Public Works Building

Escalation 3%
Discount Rate 1.5%

D5037	Low Voltage Fire Alarm	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	15,347	\$1.00	SF	\$15,347	\$30,000

Deficient Material: Fire Alarm
Multiple painted-over and failing detectors.

Remedial Action:
Replace damaged detectors.

Action Type:
Life Safety



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

D5090	Other Electrical Systems	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	15,347	\$1.00	SF	\$15,347	\$30,000

Deficient Material: Emergency lighting

Despite generator, there are no lighted exit signs, and no observed continuously-on egress pathway lighting fixtures.

Remedial Action:

Upgrade to modern emergency lighting system including both egress pathway and exit signs.

Action Type:

Life Safety



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island

Site: Public Works Building

Facility: Public Works Building

Escalation 3%

Discount Rate 1.5%

E1020	Institutional Equipment	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	15,347	\$4.00	SF	\$61,388	\$120,000

Deficient Material: Shop Equipment

Signs of aged, obsolete, and abandoned shop and other specialized equipment in multiple locations.

Remedial Action:

Renew, replace, or repurpose aged, obsolete, and abandoned shop and other specialized equipment.

Action Type:

Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Building									

E1020	Institutional Equipment	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	1	\$15,000.00	LS	\$15,000	\$29,000

Deficient Material: Vehicle shop pit & lift

The original heavy vehicle lift has been partially removed and appears no longer operable. The associated deep pit is abandoned in place and appears flooding to a depth of several feet at times.

Remedial Action:

Repurpose lift pit as undercarriage access or fill in pit as needed by shop program.

Action Type:

Other



Facility Summary

City of Mercer Island

Public Works Building

Public Works Infrastructure

**9601 SE 36th Street
Mercer Island, WA 98040**

Facility Condition Summary

The site houses the public works building, in addition to numerous other related supportive structures including cast-in-place concrete storage open-air garage bays, metal covered pole buildings for material storage and fueling station, canopy covered storage, and open-air materials storage. An asphalt drive connects the upper yard (materials storage), the main building, and storage bays, and the lower yard with vehicle and equipment parking and more storage. City water, sewer, and fire, but to fire hydrants only, not to buildings; irrigation is present, but unclear if separately metered. Puget Sound Energy power and natural gas to main building, in turn subfeeding out buildings, with insufficient site power and multiple electrical safety, reliability, and fire hazard concerns. High-speed data; fenced site with motorized gate.

Facility Summary

City of Mercer Island
Public Works Building
Public Works Infrastructure

9601 SE 36th Street
Mercer Island, WA 98040

Facility Components

Systems		Original System Date	Last Renewal Date	Score	Surveyor	Survey Date	Comments
G Sitework							
G20	Site Improvements						
G2010	Roadways	1981	1981	3	TRB	08/29/23	Asphalt drive, numerous patched areas. Surface weathering, other sections with significant alligating.
G2020	Parking Lots	1981	1981	3	TRB	08/29/23	Asphalt personal vehicle and equipment parking, surface weathering, some areas with faded paint striping, ADA stall missing ADA paint symbol and access aisle paint striping.
G2030	Pedestrian Paving	1981	1981	3	TRB	08/29/23	Stamped pattern from pedestrian secured access gate to building, other areas of concrete stairs, and areas of mixed asphalt and concrete. Wood bridge with plastic grate deck surface. Some walk panels showing settlement on east side above bridge; continue monitoring and replace if trip hazard develops.
G2040	Site Development	1981	1981	3	TRB	08/29/23	Newer powder-coated chain link fence and motor operated vehicular swing gates at drive into yard. Older manual chain link gates still in place, but appear out of alignment and now abandoned in place. Secure pedestrian access gate. Building-mounted flagpole. Stone retaining walls. Ecology block retaining walls for stored materials. Picnic bench tables on roof. Other wood and metal benches.
G2050	Landscaping	1981	1981	3	TRB	08/29/23	Mix of mature trees around perimeter and within site. Perimeter and stream side underbrush contains a significant amount of invasive blackberry and English ivy. Green roofing at end of life. Prune trees away from site lighting as minor maintenance.

Facility Summary

City of Mercer Island
Public Works Building
Public Works Infrastructure

9601 SE 36th Street
Mercer Island, WA 98040

Facility Components

Facility Components							
Systems		Original System Date	Last Renewal Date	Score	Surveyor	Survey Date	Comments
G Sitework							
G30 Site Civil / Mechanical Utilities							
G3010	Water Supply	1981	1981	3	DCS	08/29/23	Two city water services, both with two-inch meters in hand vaults and downstream reduced pressure backflow preventers in above grade hotboxes, insulated, but not heat-traced; no issues (freezing) reported. City fire service loop with fire hydrants, but no fire sprinkler service to building. An irrigation system is installed, but with unclear water source and unclear operability. The irrigation controlled in the shop space appears failed - minor maintenance to selectively restore irrigation to key areas. Multiple frost-free yard utility hydrants, some older and damaged (minor maintenance to repair) and some newer.
G3020	Sanitary Sewer	1981	1981	3	DCS	08/29/23	City sewer with no issues reported; no oil/water separator observed for shop floor drains. Open wash rack at lower (east) yard area with no apparent wash water recycle system. Apparent makeshift covered vactor truck decant facility at lower (east) service yard.
G3030	Storm Sewer	1981	1981	3	DCS	08/29/23	Network of catch basins, underground piping, swales, creeks, rockeries, and other features; no apparent treatment or detention. A substantial apparent subsurface soil contamination remediation project appears actively underway north of the main building, appearing to extend beyond the creek to north, onto the adjacent property.

Facility Summary

City of Mercer Island
Public Works Building
Public Works Infrastructure

9601 SE 36th Street
Mercer Island, WA 98040

Facility Components

Systems		Original Renewal Date System Date	Score	Surveyor	Survey Date	Comments	
G Sitework							
G30 Site Civil / Mechanical Utilities							
G3060	Fuel Distribution	1981	1981	4	DCS	08/29/23	Puget Sound Energy natural gas meter No. 325897 with 425 cfh capacity and no seismic shut-off valve; meter is located behind warehouse space at upper yard area with aged piping and no meter stand. No bollard protection from adjacent vehicle parking and/or heavy equipment operations area. Two diesel fuel storage tanks, 1,000-gallon est. at upper (west) yard and 5,000-gallon est. at lower (east) yard, both with newer GasBoy single-hose dispensers with newer Petro-Vend metering equipment. The electrical service panel to the lower (east) fuel tank includes non-classified connections increasing fire hazard - minor maintenance to safely reconfigure. Estimated 500-gallon propane fuel storage tank north of main building. There is exposed electrical wiring in the work box adjacent to the propane emergency shut-off switch - minor maintenance to protect wiring from the weather.
G40 Site Electrical utilities							
G4010	Electrical Distribution	1981	1981	3	DCS	08/29/23	Utility power underground from street to pad-mounted 150 kVA transformer, then underground to main electrical room toward the center of the main building (in the back of the warehouse), with apparent remote wireless meter cabinet outside the NE corner of the shop wing, with no observed utility meter. Power from main building underground to covered storage building No. 1 aged electrical distribution panel, in turn appearing to feed buildings 2, 3, and 4, with unclear fault protection and no observed submetering. Power from unclear source to the pole barn buildings to SW. Power from unclear source to lower (east) service yard, powering the fuel island, brine system and other unclear functions, some with non-rated extension cords creating, reliability, shock, and fire hazard. A 2000 estimated 50-kW diesel generator with estimated 250-gallon storage tank is present just beyond the west wing of the main building. Several portable generators are also present in the upper (west) service yard. Temporary power runs overhead from the main building to the environmental remediation system north of the main building, 208V. 200A disconnect.

Facility Summary

City of Mercer Island
Public Works Building
Public Works Infrastructure

9601 SE 36th Street
Mercer Island, WA 98040

Facility Components

Systems	Original System Date	Last Renewal Date	Score	Surveyor	Survey Date	Comments
G Sitework						
G40 Site Electrical utilities						
G4020 Site Lighting	1981	2018	3	DCS	08/29/23	Newer LED lamps in original fixtures, some on during daylight hours - minor maintenance to tune-up lighting controls. Aged lighting at the four concrete covered storage buildings and two pole barn buildings. Insufficient service yard general lighting is reported, noting overgrown tree and landscape makes this worse than it needs to be (see G2050 Landscaping for detail).
G4030 Site Communications and Security	1981	2010	3	DCS	08/29/23	High-speed fiber-optic data; main entry with motorized security gate with card-key and/or keypad code entry; mix of older and newer CCTV cameras.
G90 Other Site Construction						
G9090 Other Site Systems	1981	1981	3	TRB	08/29/23	Four cast-in-place concrete garages / storage bays with green roofs, two substantial wood pole barns, other wood and metal material goods storage sheds, and bulk material covered storage with arched tent covers. No apparent heated storage for vector trucks.

Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G2010	Roadways	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2026	46,000	\$1.50	SF	\$69,000	\$135,000

Deficient Material: Asphalt Paving
Asphalt surface weathering, other sections with significant alligating.

Remedial Action:
Patch asphalt, fill and seal cracks, and fog coat to prolong system life.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G2020	Parking Lots	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2027	9,000	\$1.00	SF	\$9,000	\$18,000

Deficient Material: Asphalt Parking
Asphalt surface weathering, some areas with faded paint striping, ADA stall missing ADA paint symbol and access aisle paint striping.

Remedial Action:
Fog coat to prolong life, repaint stripe, including ADA stall and access aisle.

Action Type:
ADA



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island									
Site:		Public Works Building							Escalation 3%
Facility:		Public Works Infrastructure							Discount Rate 1.5%

G2050	Landscaping	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		5	2023	2024	14,000	\$46.00	SF	\$644,000	\$1,261,000

Deficient Material: Eco Roof
Green roofing on main public works buildings and concrete garages at end of life.

Remedial Action:
Remove plant and deep soil medium from roofs. Replace with modern eco-roof system with root barrier over roof membrane and drainage mat (consider alternative to deep soil by installing low-profile tray-type system with more appropriate vegetation), and add irrigation system.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G2050	Landscaping	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2028	1	\$10,000.00	LS	\$10,000	\$20,000

Deficient Material: Invasive Species
Perimeter and stream side underbrush contains a significant amount of invasive blackberry and English ivy. Blackberries encroaching on material storage. Ivy noted climbing trees.

Remedial Action:
Eliminate invasive species. Prune trees away from site lighting.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G3020	Sanitary Sewer	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	1	\$250,000.00	LS	\$250,000	\$490,000

Deficient Material: Decant facility
Apparent makeshift partially covered vactor truck decant facility at NE corner of the lower (east) service yard.

Remedial Action:
Design and construct a modern permanent decant facility.

Action Type:
Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G3020	Sanitary Sewer	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	1	\$13,500.00	LS	\$13,500	\$26,000

Deficient Material: Oil Water Separator
No oil/water separator observed for vehicle repair shop floor drains.

Remedial Action:
Install oil/water separator for floor drain waste from the shop bays.

Action Type:
Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G3030	Storm Sewer	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2024	1	\$65,000.00	LS	\$65,000	\$127,000

Deficient Material: Subsurface Soil

Apparent subsurface soil contamination north of the main building with multiple monitoring wells, significant disturbed soil, active and abandoned well points and piping; appearing to extend to neighboring creek and property to north.

Remedial Action:

Complete remediation and restore affected site to fully usable status.

Action Type:

Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island									
Site:		Public Works Building							
Facility:		Public Works Infrastructure							
								Escalation	3%
								Discount Rate	1.5%

G3060	Fuel Distribution	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	1	\$6,500.00	LS	\$6,500	\$13,000

Deficient Material: Gas Service

Gas meter is located behind warehouse space at upper yard area with aged piping and no meter stand. No bollard protection from adjacent vehicle parking and/or heavy equipment operations area.

Remedial Action:

Relocate and replace meter and install per current Puget Sound Energy and applicable code.

Action Type:

Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G4010	Electrical Distribution	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	1	\$100,000.00	LS	\$100,000	\$196,000

Deficient Material: Electrical Service

Aged and undersized electrical service for this campus, which has grown considerably from 1981 construction, with multiple powered out buildings, powered yard equipment, and substantial environmental remediation system load.

Remedial Action:

Replace the campus electrical service and upgrade from 150 kVA to 300 kVA to support current and future loads, plus likely switch over from gas to electric heat to comply with climate action plan requirements and provide electric vehicle charging. Provide engineered power to permanent out buildings including all four concrete covered storage buildings and the two pole barn buildings, plus general upper and lower service yard process and support equipment and out buildings.

Action Type:
Code Issue



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G4020	Site Lighting	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	6	\$1,500.00	EA	\$9,000	\$18,000

Deficient Material: Out-building lighting
Aged, inefficient, broken, or damaged lighting at most the permanent out buildings.

Remedial Action:
Upgrade to modern LED lighting at all permanent out buildings.

Action Type:
Energy Efficiency



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G4020	Site Lighting	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		4	2023	2025	7	\$3,800.00	EA	\$26,600	\$52,000

Deficient Material: Outside lighting
Site lighting reportedly insufficient to support safe year-round operation.

Remedial Action:
Install additional site lighting to fully support operational needs; assume seven new fixtures.

Action Type:
Other



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G9090	Other Site Systems	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		5	2023	2023	100	\$82.00	LF	\$8,200	\$16,000

Deficient Material: Fall Restraint

Green roofs on concrete garage opposite public works building is accessible, used for storage, but has no fall restraint at the leading edge over the yard below.

Remedial Action:

Install fall guard railing along accessible edge of roof.

Action Type:

Life Safety



Detailed Assessment - Observed Deficiencies 2023 - 2028

City of Mercer Island								Escalation	3%
Site: Public Works Building								Discount Rate	1.5%
Facility: Public Works Infrastructure									

G9090	Other Site Systems	Score	Survey Year	Budget Year	Qty	Unit Cost	Unit	Direct Cost	Marked Up Cost
		5	2023	2023	200	\$125.00	LF	\$25,000	\$49,000

Deficient Material: Screen Fence
Wood screen walls on upper concrete storage bays have been damaged by falling trees and some are completely missing.

Remedial Action:
Remove or replace screen walls.

Action Type:
Other



Deficiency Repair Cost Markups By System

2023 - 2028

City of Mercer Island
Site: Public Works Building

Escalation 3%
Discount Rate 1.5%

Facility	System	Direct Construction Cost	Contingency 20%	Contractor's OH & P 20%	Project Soft Cost 36%	Total Project Cost	Total Project Cost (Present Value)
Public Works Building	B10 Superstructure	\$16,400	\$3,280	\$3,936	\$8,502	\$32,000	\$32,000
	B20 Exterior Closure	\$32,000	\$6,400	\$7,680	\$16,589	\$63,000	\$67,000
	B30 Roofing	\$429,716	\$85,943	\$103,132	\$222,765	\$842,000	\$842,000
	C10 Interior Construction	\$13,950	\$2,790	\$3,348	\$7,232	\$27,000	\$27,000
	C30 Interior Finishes	\$60,000	\$12,000	\$14,400	\$31,104	\$118,000	\$123,000
	D20 Plumbing	\$140,555	\$28,111	\$33,733	\$72,864	\$275,000	\$280,000
	D30 HVAC	\$529,475	\$105,895	\$127,074	\$274,480	\$1,037,000	\$1,054,000
	D40 Fire Protection	\$161,144	\$32,229	\$38,674	\$83,537	\$316,000	\$316,000
	D50 Electrical	\$374,899	\$74,980	\$89,976	\$194,348	\$734,000	\$755,000
	E10 Equipment	\$76,388	\$15,278	\$18,333	\$39,600	\$149,000	\$154,000
Facility Total		\$1,834,526	\$366,905	\$440,286	\$951,019	\$3,593,000	\$3,650,000
Public Works Infrastructure	G20 Site Improvements	\$732,000	\$146,400	\$175,680	\$379,469	\$1,434,000	\$1,461,000
	G30 Site Civil / Mechanical Utilities	\$335,000	\$67,000	\$80,400	\$173,664	\$656,000	\$673,000
	G40 Site Electrical utilities	\$135,600	\$27,120	\$32,544	\$70,295	\$266,000	\$274,000
	G90 Other Site Construction	\$33,200	\$6,640	\$7,968	\$17,211	\$65,000	\$65,000
Facility Total		\$1,235,800	\$247,160	\$296,592	\$640,639	\$2,421,000	\$2,473,000
Site Total		\$3,070,326	\$614,065	\$736,878	\$1,591,657	\$6,014,000	\$6,123,000

Opportunity Summary By Subsystem

City of Mercer Island						
Site: Public Works Building						
Total Site Opportunity Cost:						\$2,343,000

Subsystem	Opportunity	Action	Qty	Unit Cost	Unit	Direct Cost	Total Project Cost
Facility: Public Works Building							
System: Plumbing							\$43,000
D2010	Plumbing Fixtures						
	Bottled water in use and no observed hydration stations.	Install two filter water hydration stations and eliminate bottled water dispensers.	2.00	\$3,500.00	EA	\$7,000	\$14,000
D2090	Other Plumbing Systems						
	The waste oil storage tank is inside the shop, taking up valuable shop floor space.	Move waste oil tank outside the shop and provide remove fill and drain piping.	1.00	\$15,000.00	EA	\$15,000	\$29,000
Facility: Public Works Building							
System: HVAC							\$10,000
D3030	Cooling Generating Systems						
	High-bay vehicle repair shop with no cooling.	Add ceiling fans to improve working comfort in summer and return warm ceiling air to floor in winter.	4.00	\$1,250.00	EA	\$5,000	\$10,000
Facility: Public Works Infrastructure							
System: Site Civil / Mechanical Utilities							\$836,000
G3020	Sanitary Sewer						
	Wash rack with no apparent wash water recycle system.	Install full-featured wash rack including wash water recycle system.	1.00	\$110,000.00	LS	\$110,000	\$215,000

Opportunity Summary By Subsystem

City of Mercer Island

Site: Public Works Building

Total Site Opportunity Cost: **\$2,343,000**

Subsystem	Opportunity	Action	Qty	Unit Cost	Unit	Direct Cost	Total Project Cost
G3030 Storm Sewer	Significant impervious surface with variety of industrial activities associated with public works operations, with no apparent storm water detention.	Install storm water detention system.	1.00	\$250,000.00	LS	\$250,000	\$490,000
	Significant impervious surface with variety of industrial activities associated with public works operations, with no apparent storm water treatment.	Install storm water treatment.	1.00	\$50,000.00	LS	\$50,000	\$98,000
G3060 Fuel Distribution	Multiple gas-powered vehicles on-site, but no apparent gas tank and dispenser (only diesel).	Install 1,000-gallon gas fuel storage tank, dispenser, and metering.	1.00	\$17,000.00	LS	\$17,000	\$33,000
Facility: Public Works Infrastructure System: Site Electrical utilities							\$83,000
G4010 Electrical Distribution	One makeshift Type 1 electric vehicle charging station outside upper level admin area entry, and presumed growing interested in electric vehicles for both staff personal and city fleet use.	Install five dual-cable Type 2 electric vehicle charging stations, with rough-in for five more. Assumes the overall campus electrical service systems is upgraded prior to installing electric vehicle changers so there is adequate system capacity to charge.	5.00	\$8,500.00	EA	\$42,500	\$83,000

Note: Cost estimates shown include project markups, but exclude escalation.

Page 2 of 3

Print Date: 09/22/23

City of Mercer Island MENG Analysis 2022

Opportunity Summary By Subsystem

City of Mercer Island							
Site: Public Works Building							
Total Site Opportunity Cost:							\$2,343,000

Subsystem	Opportunity	Action	Qty	Unit Cost	Unit	Direct Cost	Total Project Cost
Facility: Public Works Infrastructure							
System: Other Site Construction							\$1,371,000
G9090 Other Site Systems	No observed heated covered storage for vactor trucks.	Construct heated vactor truck storage facility - assume four bays in pre-engineered metal building.	4,000.00	\$175.00	SF	\$700,000	\$1,371,000

DRAFT

January 23, 2024

Aaron Young
northwest studio
 1205 E Pike Street, #2F
 Seattle, WA 98122

Subject: City of Mercer Island Public Works Department Maintenance Building review
Quantum Project #23452.01

Dear Aaron Young:

On Thursday, January 11, 2024, I met you and a representative of the City of Mercer Island on site and performed a structural observation of the existing structure of the City of Mercer Island Maintenance Building and the related outbuildings. Based on what could be observed during that visit, a review of the existing structural drawings dated 5/28/1980, and a review of the Stemper/MLA report dated 5/24/2023, it is my opinion that the building and the related outbuildings are not in danger of collapse under normal building operation.

Since our office has been retained to perform a new analysis utilizing ASCE 41, the IBC, and the IEBC for the purpose of designing efficient seismic upgrades, we reviewed areas that relate to that analysis and design. These included the main storage area roof (green roof) and the two wood-framed roof areas: the office and the high-bay garage.

It is my understanding that in order to repair the current leaks within the storage area roof, the soil which covers that main roof surface of the Maintenance Building may be permanently removed and replaced with only a new roof membrane. While there is no known concern with the gravity load design of the roof, the removal of this large amount of seismic mass will significantly improve the seismic performance of the overall structure and is therefore highly recommended.

As noted in the Stemper/MLA report, there is a concern with the connection of the two wood-framed roof areas, the office and the high-bay garage, to the exterior CMU walls. In other major earthquakes, the lack of a robust, positive attachment from masonry walls to the roof diaphragms has led to partial and full wall collapses. Therefore, we recommend that a code-compliant retrofit be made in the near term. This retrofit could be accomplished from the exterior as part of a re-roof to minimize the impact to the building use.

Though the related outbuildings do not form a part of the project's scope of work, while on site we did walk those outbuildings. No immediate structural issues were observed at the outbuildings; however,

they have a few vulnerabilities that should be monitored to ensure that they do not pose structural concerns in the future.

- The wood-framed buildings are “pole-buildings” and depend on pressure treated wood posts for their vertical and lateral support. A likely location for rot is just below the ground line and rot could progress for many years before it is displayed in a visible location.
- There are many locations where large trees have been planted close to the outbuildings. There is some danger of trees or branches falling on the buildings, or roots damaging the foundations and walls.
- The concrete outbuildings showed a few locations of water intrusion through cracks. Although not seen currently, this could cause the rusting of reinforcement, leading to concrete spalling and the loss of structural strength of the overall concrete construction.

* * * * *

Please feel free to call me at 206-957-3900 if you have any questions regarding our responses.

Sincerely,
Quantum Consulting Engineers, LLC

Scott Tinker, P.E., S.E., Principal



Public Works Building Facility Conditions Assessment

AB6402 | February 6, 2024





Presentation Overview

- Long-Range Facilities Planning
- Public Works Building Background
- Virtual Tour of the Public Works Facility
- Significant Findings from Preliminary Facility Conditions Assessment

• Next Steps

Long Range Facilities Planning

- In early 2023 the City began work on a Long-Range Facilities Plan to guide decisions about use and improvements to City facilities.
- The first phase of the project included Facilities Conditions Assessments for the following buildings:
 - City Hall
 - **Public Works Building**
 - MICEC Annex Building
 - Luther Burbank Administration Building
 - Mercer Island Thrift Shop
 - Former Tully's Building
- The purpose of an FCA is to inventory and evaluate building and site infrastructure conditions, document observed deficiencies, and develop a recommended strategy for **renovation or replacement** to extend the life of the asset and ensure continuity of services.



Long Range Facilities Planning

- The facility assessment work was interrupted by the closure of City Hall in April 2023 after asbestos was detected in several locations in the building.
- City staff and outside experts worked extensively to identify solutions to address the asbestos contamination, but the costs to re-occupy City Hall exceeded the benefits due to the age and condition of the building.
- On October 2, 2023, the City Council approved Resolution No. 1650, permanently ceasing operations at City Hall.
- The unexpected closure of City Hall has been very disruptive - impacting work teams and the 2023-2024 work plan, including Long-Range facility planning work.
- In the fall of 2023, the City Manager directed facilities assessment work to proceed for the Public Works Building, while pausing FCAs for other facilities.



Public Works Building Summary

- A preliminary FCA was recently completed for the Public Works Building and has identified multiple systems that are failing or in need of significant repair or investment.
- The City Manager is recommending the City Council prioritize the Public Works Building for replacement.
- The Public Works Building houses many essential services and some short-term reinvestment may be needed to extend the life of the building until a replacement strategy is identified.
- Staff will present the capital reinvestment strategies to the City Council as part of the upcoming 2025-2026 Biennial Budget Development process.
- A second presentation is planned for the March 1, 2024 City Council Planning Session. This presentation and discussion will primarily focus on the replacement strategies for City Hall and the Public Works Building.





Virtual Tour



Public Works Building

- Constructed in 1981 as a workshop and mechanic facility
- Approximately 15,350 sq feet
- The building houses Public Works operations and administration.
- 64 year-round employees (FTE and LTE staff) and 15 to 20 seasonal employees.
- The building has been repurposed as City operation needs have expanded and changed over the last four decades.



Main Entrances



Primary lower entry:
operations areas



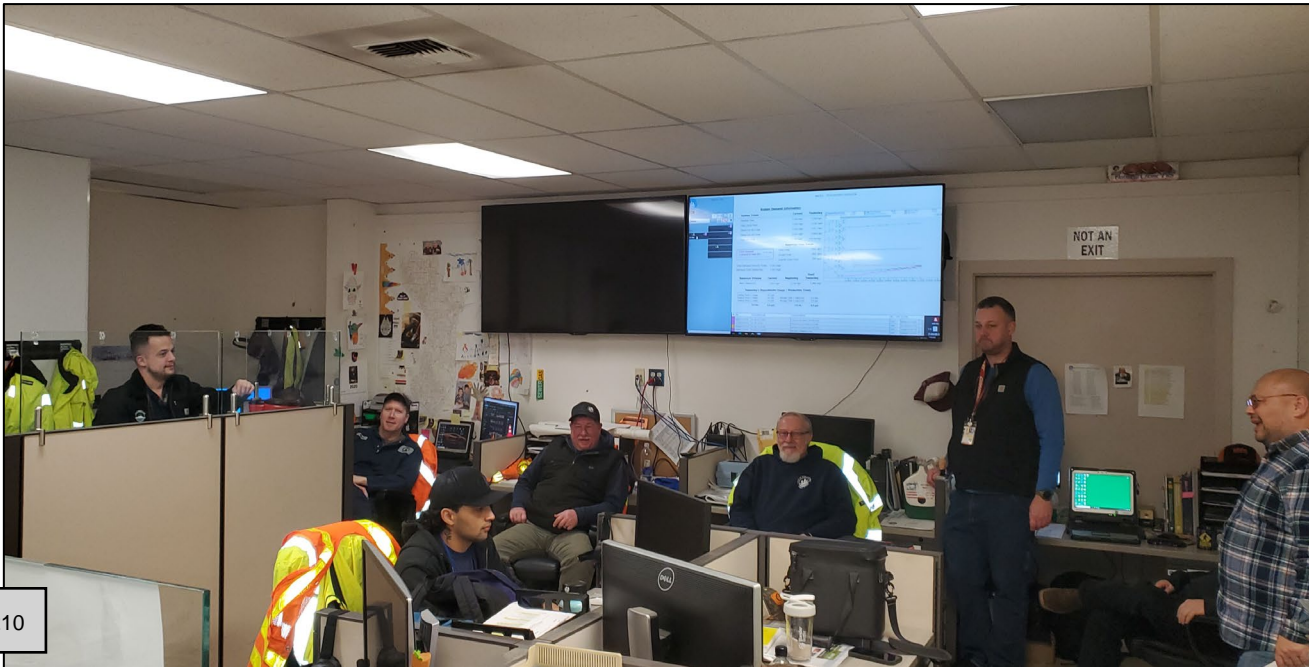
Secondary lower
entry and warehouse



Upper level entry:
administrative area

Utility Team Workspace

- Approximately 940 square feet
- 18 full-time staff:
 - Manager
 - 11 Water FTE/LTE
 - 6 Sewer FTE



SCADA
Monitoring Room

Right-of-Way & Stormwater Team Workspace

Item 13.

- Approximately 800 sq ft
- 10 full-time staff:
 - Manager
 - 6 Right-of-Way FTE
 - 3 Stormwater FTE



Parks Operations

- Approximately 690 square feet
- 10 full-time staff:
 - Manager
 - 9 Parks Maintenance FTE



Mechanic's Shop

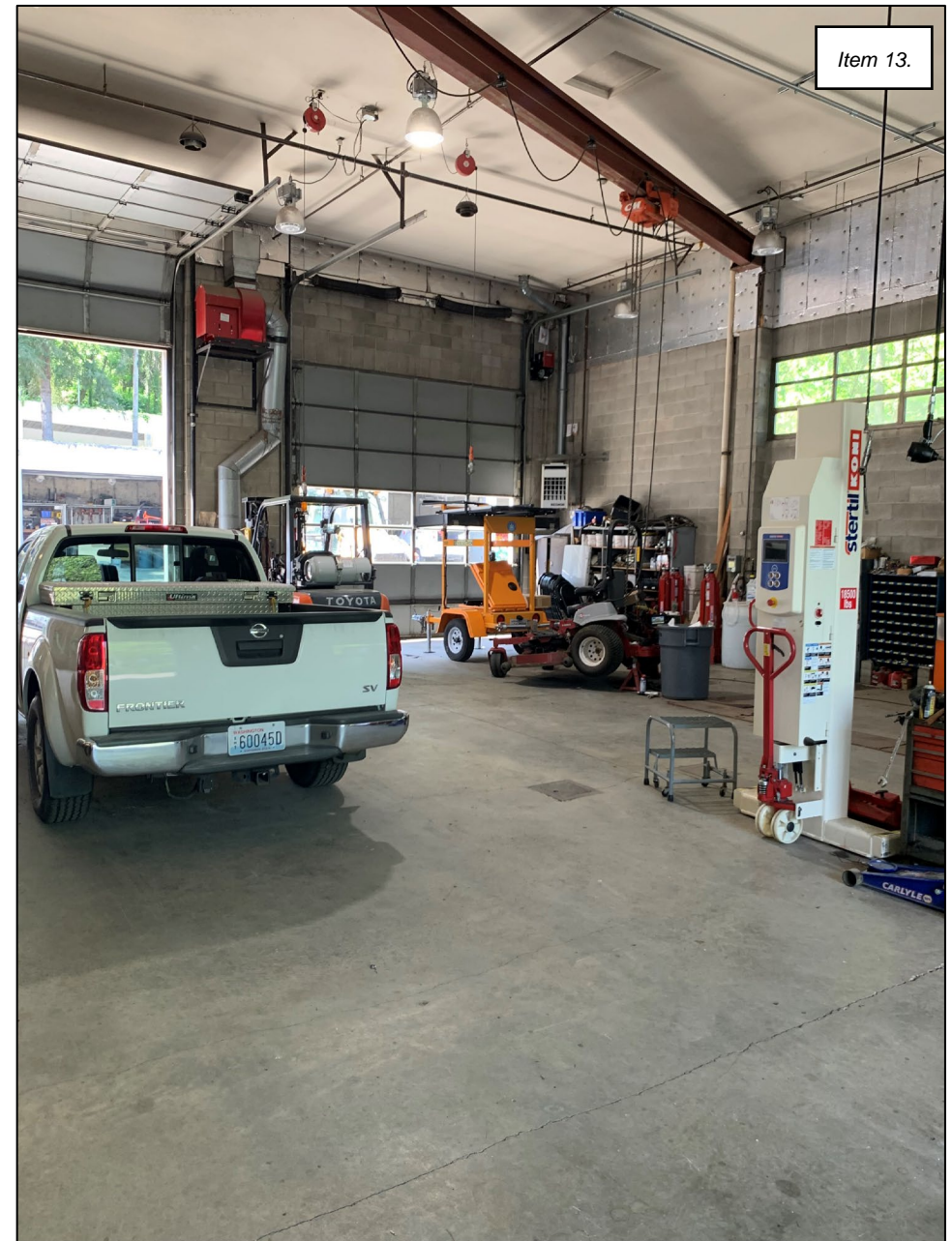
- 1 full-time staff member
- 94 vehicles serviced regularly



Tool & parts storage



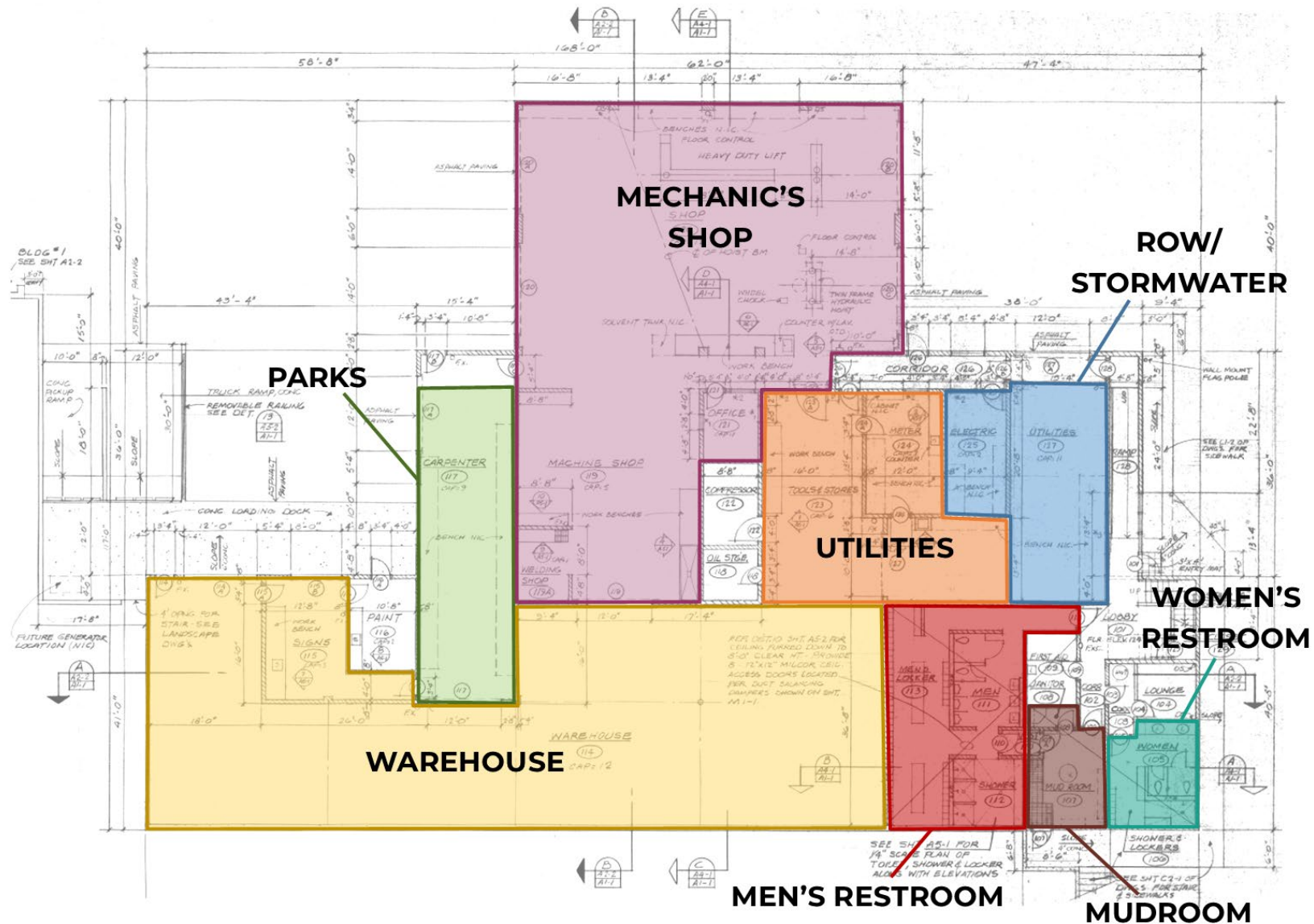
Vehicle lift



4 vehicle bays

Floor Plan

Item 13.



Warehouse

Item 13.



Storage areas

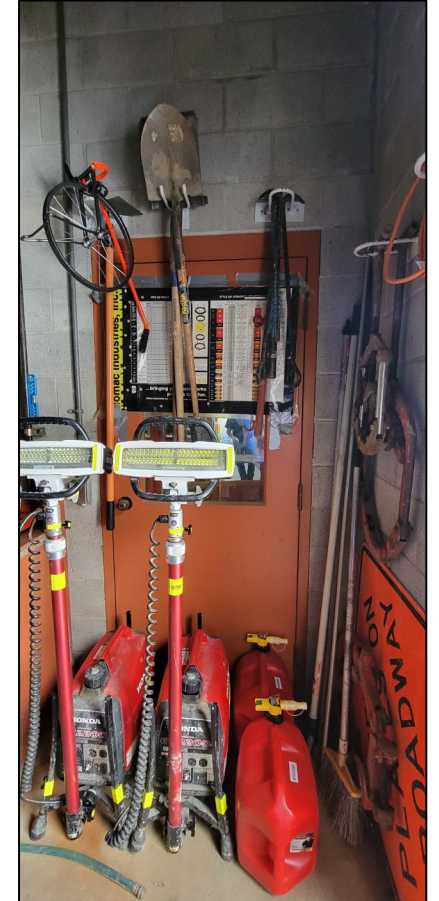
Item 13.



Storage in hallway



Server room



Utility equipment storage

Men's Restroom and Locker Room

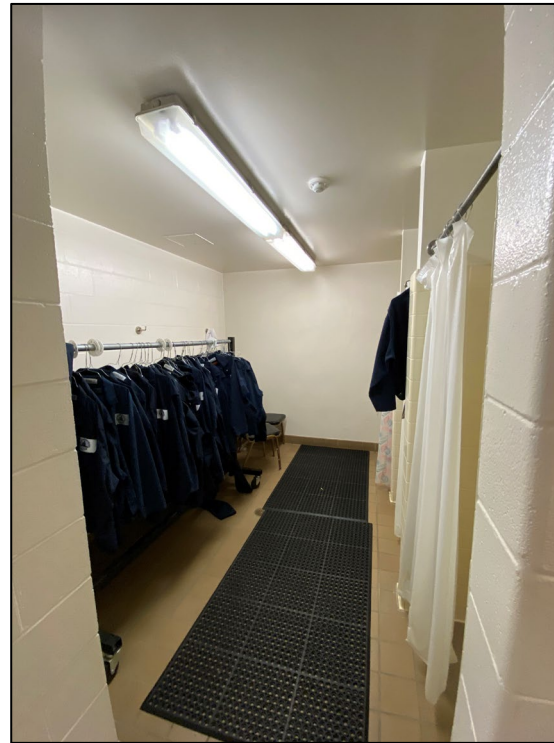
Item 13.



Entrance



Locker Room:
52 lockers



Shower Room:
3 stalls

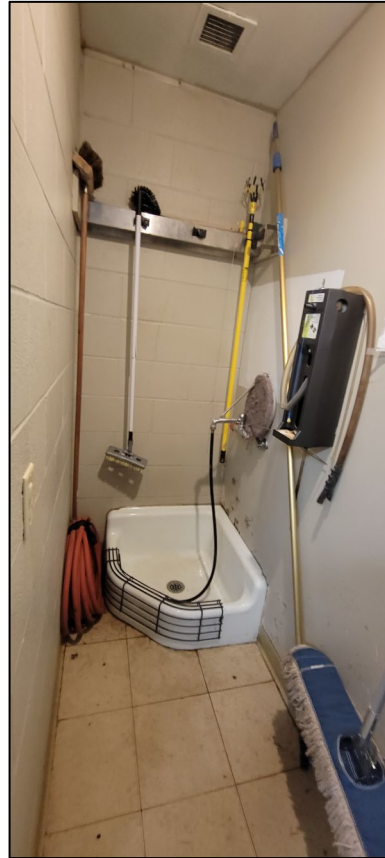


Restroom:
2 stalls & 3 urinals

Women's Restroom and Locker Room



Mudroom & Laundry



- Mudroom showers
- Washers and dryers for contaminated clothing
- Custodial equipment and supplies storage
- Utility sink

Administration & Engineering



- Approximately 1715 square feet
- 19 full-time staff
- Following closure of City Hall, Utility Billing moved to Public Works Building (3 full time staff)
- Conference room (seats 6-8)



Administrative Workspace & Kitchen



Yard: Vehicle & Equipment Parking



Yard: Vehicle & Equipment Parking



Yard: Tool & Equipment Storage



Yard: Materials & Waste Storage





Public Works Building: Facility Conditions Assessment Findings



Roofing and Water Intrusion

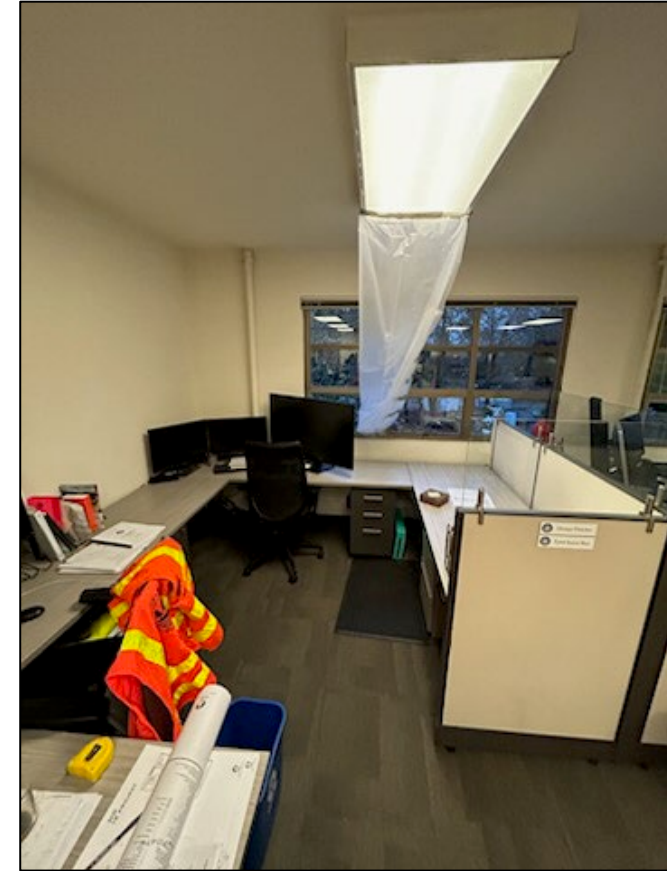


- The roofing membrane under the green roof is compromised and failing. This covers the warehouse and operations spaces.
- The flat roofs over the administrative offices and the mechanic's shop are not properly drained, resulting in standing water.

Roofing and Water Intrusion



Leak collection system in warehouse



Leak above desks in administration offices

Heating, Cooling & Ventilation

- There is no cooling in the lower level of the building, where the operations teams work.
- The HVAC system on the upper level is at the end of its useful life.
- There is lack of adequate ventilation to address vehicle exhaust, the welding hood, and the fluid storage room.
- The exterior walls are concrete block with minimal insulation value.
- The aluminum-framed windows are not insulated and the double panes are unsealing.



Electrical Service & Distribution



- The electrical panels and distribution system must be replaced to meet code and current uses (planned for 2025-2026).
- There is not enough electrical capacity currently, circuits are tripping regularly.
- Before the HVAC and lighting system improvements can be undertaken, the electrical system must be addressed.

Structural Deficiencies



- The Public Works Building was not designed to meet the seismic resilience required for a building that must operate as an essential facility following an earthquake.
- ASCE 41-17 seismic evaluation found that existing building structure is inadequate to remain operational as a Seismic Risk Category II building.
- Public Works' operations facility should meet Seismic Risk Category III or IV to ensure that it can perform essential functions following a seismic event.

Structural Deficiencies



- Initial recommendations:
 - The connection between the wood-framed roofs and the exterior walls is inadequate and must be retrofitted now, even with short-term occupancy.
 - The green roof area overlay (soil, vegetation) should be removed as soon as possible to reduce weight on structure and allow for membrane replacement.
- The full structural analysis is currently underway and will be available late spring 2024.

Insufficient Restroom Capacity



- The Public Works Building only has 5 restroom stalls, which is insufficient for current staffing needs. Two portable toilets are on-site to meet needs.
- There are no restrooms on the second floor of the building.

Fire Suppression System



- The building does not have a fire suppression system.
- The existing system is comprised of fire/heat **detection** only.
- This is of particular concern in the Mechanic's Shop and Warehouse where flammable materials and liquids are stored.



Fall Protection Railings



- Accessible roofs on top of the Public Works Building and outbuildings have no railing system to protect against falls.
- Several of these areas are used for material storage (benches, holiday displays, plants, etc.)
- A railing system must be installed on all edges to meet code requirements (to be installed in 2024).

Wired Glass

Item 13.



- The glass installed on the interior windows and doors includes wired glass, which is now considered a potential safety hazard.
- Wire mesh weakens the glass and creates jagged glass shards when broken.
- The windows will be covered with a protective film to contain glass if broken (to be installed in 2024).



Next Steps



What Now?

- The staff and consulting team will finalize the Public Works FCA and associated cost estimates for the by June 2024.
- Staff will identify critical system repairs needed to extend the building life by 5-10 years. Reinvestment projects will be presented for City Council consideration as part of the 2025-2026 CIP budget development process.
- Council will begin discussing replacement strategies for City Hall and Public Works Building at the March 1 Planning Session.
- The consulting team will resume work on the other facility conditions assessment later this year, with the goal of completing all of them by the end of 2026.



2024 PLANNING SCHEDULE

Item 14.

Please email the City Manager & City Clerk when an agenda item is added, moved, or removed.

Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

FEBRUARY 20, 2024		DD	FN	CA	Clerk	CM
ABSENCES:		2/9	2/12	2/12	2/13	2/13
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
60	AB 6413: GIS 101 and Project Update			Ali Spietz/Leah Llamas/Matt Ringel		
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB 6403: February 9, 2024 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB 6404: Rare Disease Day Proclamation No. 322			Mayor Nice/Andrea Larson		
--	AB 6407: ARCH Housing Trust Fund Project Approvals			Jeff Thomas/Alison Van Gorp		
--	AB 6412: Luther Burbank Park Aquatic Lands Lease and Stormwater Outfall Easement			Jason Kintner/Paul West		
REGULAR BUSINESS						
45	AB 6405: Tully’s Commuter Parking Project			Jessi Bon/Robbie Cunningham Adams		
30	AB 6408: Briefing on the ARCH Strategic Planning Process			Jeff Thomas/Alison Van Gorp		
15	AB 6411: Readoption of 2021 Construction Code Updates (Ord. No. 24C-02, First Reading & Adoption)			Jeff Thomas/Alison Van Gorp/Don Cole		
EXECUTIVE SESSION						

MARCH 1, 2024 PLANNING SESSION 9 AM – 5 PM		DD	FN	CA	Clerk	CM
ABSENCES:		2/20	2/21	2/21	2/22	2/22
ITEM TYPE TIME TOPIC				STAFF		
60	AB 6418: Review and Update of City Council Priorities			Jessi Bon		
45	AB 6419: 2024 Legislative Session Update			Jessi Bon		
90	AB 6415: 2023-2024 Work Plan Update			Casey Thompson/Jessi Bon		
45	AB 6420: City Facilities Discussion			Jessi Bon		
60	AB 6416: Review of City Council Rules of Procedure			Ali Spietz/Andrea Larson		
10	AB 6417: 2023 Community Member of the Year Nomination			Ali Spietz/Andrea Larson		

MARCH 5, 2024			DD	FN	CA	Clerk	CM
ABSENCES:			2/23	2/26	2/26	2/27	2/27
ITEM TYPE TIME TOPIC					STAFF		
STUDY SESSION							
60	AB xxxx: AMI Data Collector Infrastructure				Jason Kintner/Alaine Sommargren		

SPECIAL BUSINESS**CONSENT AGENDA**

--	AB xxxx: February 23, 2024 Payroll Certification	Ali Spietz/Nicole Vannatter
--	AB xxxx Open Space Conservancy Trust 2023 Annual Report to City Council and 2024 Work Plan	Jason Kintner/Alaine Sommargren/Sam Harb

REGULAR BUSINESS**EXECUTIVE SESSION****MARCH 19, 2024**

ABSENCES:

DD
3/8FN
3/11CA
3/11Clerk
3/12CM
3/12**ITEM TYPE | TIME | TOPIC****STAFF****STUDY SESSION**

60	AB xxxx: Draft Water System Reliability Action Plan Discussion	Jason Kintner/Alaine Sommargren
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SPECIAL BUSINESS**CONSENT AGENDA**

--	AB xxxx: March 8, 2024 Payroll Certification	Ali Spietz/Nicole Vannatter
--	Reservoir Booster Pump Station Upgrades Bid Award	Jason Kintner/ Clint Morris/ Chris Marks

REGULAR BUSINESS

10	AB xxxx: City Council Committee and Liaison Assignments	Mayor Nice
30	AB xxxx: Sustainability Work Program Update	Jason Kintner/Alaine Sommargren/Alanna DeRogatis
15	AB xxxx: Park Area Naming Policy	Jason Kintner/Ryan Daly
15	AB xxxx: Sponsorship Policy	Jason Kintner/Ryan Daly/Katie Herzog

EXECUTIVE SESSION

MARCH 21, 2023 (SPECIAL MEETING) 5:00 PM

DD

FN

CA

Clerk

ABSENCES:

JOINT MEETING WITH MERCER ISLAND SCHOOL BOARD**APRIL 2, 2024**

DD

FN

CA

Clerk

CM
3/26

ABSENCES:

ITEM TYPE | TIME | TOPIC**STAFF****STUDY SESSION****SPECIAL BUSINESS****CONSENT AGENDA**

--	AB xxxx: March 22, 2024 Payroll Certification	Ali Spietz/Nicole Vannatter
--	AB xxxx: Autism Acceptance Month, Proclamation No. xxx	Mayor Nice/Andrea Larson
--	AB xxxx: Sexual Assault Awareness Month, Proclamation No. xxx	Mayor Nice/Andrea Larson

REGULAR BUSINESS**EXECUTIVE SESSION****APRIL 16, 2024**

DD

FN

CA

Clerk

CM
4/9

ABSENCES:

ITEM TYPE | TIME | TOPIC**STAFF****STUDY SESSION**

30	AB xxxx: Wildland Fire Preparedness	Ben Lane/Amanda Keverkamp
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SPECIAL BUSINESS**CONSENT AGENDA**

--	AB xxxx: April 5, 2024 Payroll Certification	Ali Spietz/Nicole Vannatter
--	AB xxxx: Earth Day Proclamation No. xxx	Jason Kintner/Al
--	AB xxxx: Lincoln Landing Watercourse Improvements Project Closeout	Jason Kintner/Clint Morris/Paul West

REGULAR BUSINESS		
30	AB xxxx: Financial Status Update: FY 2023 Year-End and Budget Amending Ordinance	Matt Mornick
30	AB xxxx: Water System Reliability Action Plan Adoption (Resolution No. xxx)	Jason Kintner/Alaine Sommargren
EXECUTIVE SESSION		

MAY 7, 2024		DD	FN	CA	Clerk	CM
ABSENCES:		4/26	4/29	4/29	4/30	4/30
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: April 19, 2024 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Affordable Housing Week, Proclamation No. xxx			Mayor Nice/Andrea Larson/Alison Van Gorp		
REGULAR BUSINESS						
EXECUTIVE SESSION						

MAY 21, 2024 ABSENCES:				DD 5/10	FN 5/13	CA 5/13	Clerk 5/14	CM 5/14
ITEM TYPE TIME TOPIC						STAFF		
STUDY SESSION								
SPECIAL BUSINESS								

CONSENT AGENDA		
--	AB xxxx: May 3, 2024 Payroll Certification	Ali Spietz/Nicole Vannatter
REGULAR BUSINESS		
15	AB xxxx: Financial Status Update for the First Quarter 2024 and Budget Amending Ordinance	Matt Mornick/ Ben Schumacher
EXECUTIVE SESSION		

JUNE 4, 2024		DD	FN	CA	Clerk	CM
ABSENCES:		5/24	5/24	5/24	5/28	5/28
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
10	AB xxxx: 2023 Community Member of the Year			Mayor Nice/Andrea Larson		
CONSENT AGENDA						
--	AB xxxx: May 17, 2024 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Pride Month Proclamation No. xxx			Mayor Nice/Merrill Thomas-Schadt		
--	AB xxxx: Juneteenth Proclamation No. xxx			Mayor Nice/Merrill Thomas-Schadt		
--	Aubrey Davis Park Trail Safety Improvements Bid Award			Jason Kintner/Clint Morris/Paul West		
REGULAR BUSINESS						
30	AB xxxx: 2024 Board & Commission Annual Appointments (Res. No. xxxx)			Mayor Nice/Andrea Larson		
30	AB xxxx: TIP 2025-2030 Preview and Public Hearing			Jason Kintner/Matt Mornick/Patrick Yamashita/Rebecca O’Sullivan/Ian Powell		

EXECUTIVE SESSION**JUNE 18, 2024**

ABSENCES:

DD
6/7FN
6/10CA
6/10Clerk
6/11CM
6/11**ITEM TYPE | TIME | TOPIC****STAFF****STUDY SESSION****SPECIAL BUSINESS****CONSENT AGENDA****REGULAR BUSINESS**

30 AB xxxx TIP 2025-2030 Adoption

Jason Kintner/Patrick
Yamashita/Rebecca
O'Sullivan/Ian Powell**EXECUTIVE SESSION**