



# CITY OF MERCER ISLAND

## CITY COUNCIL REGULAR HYBRID MEETING

Tuesday, April 05, 2022 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:

Mercer Island City Hall and via Zoom  
9611 SE 36th Street | Mercer Island, WA 98040  
206.275.7793 | [www.mercerisland.gov](http://www.mercerisland.gov)

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 206.275.7793.

**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](mailto: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 City Hall 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](mailto:council@mercerisland.gov).

Each speaker will be allowed three (3) minutes to speak. A timer will be visible in Council Chambers, 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 5:30 PM (Appearances will start sometime after 5:30 PM):** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **899 4635 9480** and Password **730224** if prompted.

**Join by Internet at 5:30 PM (Appearances will start sometime after 5:30 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 **899 4635 9480**; 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 City Hall at 5:30 PM** – Council Chambers - 9611 SE 36<sup>th</sup> Street

**Submitting Written Comments:** Written comments may be submitted at the Mercer Island [Let's Talk Council Connects](#) page. Written comments received by 3 PM on the day of the meeting will be forwarded to all Councilmembers and a brief summary of the comments will be included in the minutes of the meeting.

## MEETING AGENDA REVISED

### EXECUTIVE SESSION - REVISED

#### 1. Pending or Potential Litigation

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

### CALL TO ORDER & ROLL CALL, 5:30PM

### PLEDGE OF ALLEGIANCE

## AGENDA APPROVAL

### CITY MANAGER REPORT

**APPEARANCES** (This is the opportunity for anyone to speak to the City Council on any item.)

### CONSENT AGENDA

#### 2. **AB 6039: March 11, 2022 Payroll Certification**

**Recommended Action:** Approve the March 11, 2022 Payroll Certification (Exhibit 1) in the amount of \$888,805.90 and authorize the Mayor to sign the certification on behalf of the entire City Council.

#### 3. **AB 6050: March 25, 2022 Payroll Certification**

**Recommended Action:** Approve the March 25, 2022 Payroll Certification (Exhibit 1) in the amount of \$847,791.44 and authorize the Mayor to sign the certification on behalf of the entire City Council.

#### 4. **Certification of Claims**

- A. Check Register 211084-211154 | 3/11/2022 | \$282,128.63
- B. Check Register 211155-211285 | 3/25/2022 | \$726,277.55
- C. EFT Payments | February 2022 | \$2,288,376.83

#### 5. **March 15, 2022 City Council Meeting Minutes**

**Recommendation:** Approve the minutes of the March 15, 2022 City Council Meeting.

#### 6. **AB 6052: Sexual Assault Awareness Month, Proclamation No. 287**

**Recommended Action:** Proclaim April 2022 as Sexual Assault Awareness Month in the City of Mercer Island and encourage residents to join advocates and communities throughout King County in taking action to ensure that online communities are safe and respectful for everyone and prevent sexual violence by standing with survivors.

#### 7. **AB 6053: 2020 West Mercer Way Pedestrian Crossings Project Closeout**

**Recommended Action:** Accept the completed 2020 West Mercer Way Pedestrian Crossings project and authorize staff to close out the contract.

#### 8. **AB 6054: 2021 Arterial and Residential Street Overlays Project Closeout**

**Recommended Action:** Accept the completed 2021 Arterial and Residential Street Overlays project and authorize staff to close out the contract.

#### 9. **AB 6055: 2021 East Mercer Way Landslide Repair Project Closeout**

**Recommended Action:** Accept the completed 2021 East Mercer Way Landslide Repair project and authorize staff to close out the contract.

#### 10. **AB 6049: Apply for Washington State Historical Society Heritage Capital Funding for Luther Burbank Boiler Building Phase 1 Project**

**Recommended Action:** Pass Resolution No. 1624, authorizing the City Manager to apply for the 2023-2025 Heritage Capital Grant funding for construction of the Boiler Building Roof Replacement and Seismic Retrofits (Phase 1) project according to Washington State Historical Society grant guidelines, and commit to appropriating funding sufficient to meet grant program match requirements in the City's capital budget if the grant application receives a fundable ranking.

#### 11. **AB 6042: COVID-19 Utility Bill Relief Grant Program Approval**

**Recommended Action:** Approve the COVID-19 Utility Bill Relief Grant Program and appropriate \$164,000 in ARPA Funding for Mercer Island utility assistance to households impacted by the pandemic.

## REGULAR BUSINESS

**12. AB 6047: Renaming the Skate Park at Mercedale Park to the “Kirk Robinson Skate Park”**

**Recommended Action:**

Pass Resolution No. 1622 acknowledging and commending Kirk Robinsons’ service to the Mercer Island community by renaming the Skate Park at Mercedale Park to the “Kirk Robinson Skate Park.”

Appropriate \$5,500 from the Capital Improvement Fund to design and install a sign at the “Kirk Robinson Skate Park” which includes information about Kirk Robinson and his legacy.

**13. AB 6034: Aid Vehicle Motorized Stretchers Purchase - REVISED**

**Recommended Action:** Authorize the use of \$118,154 of GEMT revenue to fund the purchase of two Stryker power stretcher systems for Fire Department aid vehicles 192 & 193.

**14. AB 6056: ARCH Housing Trust Fund Project Approval and Interlocal Agreement Amendment**

**Recommended Action:**

1. Approve the use of \$33,500 from the City’s contributions to the ARCH Housing Trust Fund as recommended by the ARCH Executive Board and authorize execution of any related agreements and documents

2. Approve and authorize execution of Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH to (1) change the name of the Citizen Advisory Board to the Community Advisory Board, (2) to temporarily allow up to four additional members to serve on the advisory board in order to enhance the diversity of and the breadth of skills and experience on said board, and (3) to revise language throughout the agreement consistent with these changes.

**15. AB 6057: City Council Rules of Procedure Amendments (Resolution No. 1625)**

**Recommended Action:** Approve Resolution No. 1625 amending the City Council Rules of Procedure as set forth in Exhibit A.

**OTHER BUSINESS**

**16. Planning Schedule**

**17. Councilmember Absences & Reports**

**EXECUTIVE SESSION**

**18. Pending or Potential Litigation**

Executive Session to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i). No action will be taken following the Executive Session.

**ADJOURNMENT**



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6039**  
**April 5, 2022**  
**Consent Agenda**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6039: March 11, 2022 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
<b>RECOMMENDED ACTION:</b>	Approve the March 11, 2022 Payroll Certification in the amount of \$888,805.90.	

<b>DEPARTMENT:</b>	Human Resources		
<b>STAFF:</b>	Ali Spietz, Chief of Administration		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. March 11, 2022 Payroll Certification		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

## EXECUTIVE SUMMARY

This is an approval of the payroll certification for the City of Mercer Island for the period from February 19, 2022 through March 4, 2022 in the amount of \$888,805.90 (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 on the next page.



**Additional payments:**

- \$25,311.24 in leave cash outs for terminated employees.
- \$4,925.36 in leave cash outs for current employees.
- \$1,760.81 in recognition and service awards.
- \$4,227.65 in retroactive pay for step increases.
- \$60,782.05 in overtime earnings (see chart for overtime hours by department).

**Overtime hours by department:**

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Fire	611.25
Municipal Court	
Police	203.75
Public Works	21.00
Thrift Shop	4.00
Youth & Family Services	
<b>Total Overtime Hours</b>	<b>840.00</b>

**FTE/LTE COUNTS**

The table below shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Temporary and seasonal employees are not included.

Full Time Equivalents (FTEs)	2022 Budgeted	2022 Actual
Administrative Services	13.50	13.50
City Attorney's Office	2.00	2.00
City Manager's Office	4.00	4.00
Community Planning & Development	17.50 <sup>3</sup>	17.50
Finance	9.00 <sup>9</sup>	7.00
Fire	32.00	30.00
Municipal Court	3.30	3.10
Police	37.50 <sup>1</sup>	34.50
Public Works	61.30	55.30
Recreation	10.25 <sup>6</sup>	8.25
Thrift Shop	2.00 <sup>7</sup>	2.00
Youth & Family Services	11.43 <sup>2</sup>	11.43
<b>Total FTEs</b>	<b>203.78</b>	<b>188.58</b>
Limited Term Equivalents (LTEs)	2022 Budgeted	2022 Actual
Administrative Services	1.00 <sup>4</sup>	1.00
City Manager's Office	1.00 <sup>8</sup>	0.00
Community Planning & Development	1.50 <sup>3</sup>	1.50
Thrift Shop	5.20	5.20
Youth & Family Services	1.60	1.60
<b>Total LTEs</b>	<b>10.30</b>	<b>9.30</b>
<b>Total FTEs &amp; LTEs</b>	<b>214.08</b>	<b>197.88</b>

**Footnotes:**

- <sup>1</sup> 5/18/2021: Authorized hire ahead of two officers 2.0 FTE ([AB 5874](#))
- <sup>2</sup> 1/5/2021: Authorized increase of 1.37 FTE in YFS ([AB 5795](#))
- <sup>3</sup> 9/21/2021: Authorized increase of 2.0 FTE and 0.5 LTE in CPD ([AB 5942](#))
- <sup>4</sup> 9/21/2021: Authorized increase of 1.0 LTE in Admin Services – HR ([AB 5942](#))
- <sup>5</sup> 10/19/2021: Authorized increase of 0.5 LTE in City Manager's Office ([AB 5961](#))
- <sup>6</sup> 11/1/2021: Authorized restoration of 9.5 FTE in Public Works – Recreation ([AB 5954](#))
- <sup>7</sup> 12/7/2021: Authorized increase of 1.0 FTE in Thrift Shop ([AB 5992](#))
- <sup>8</sup> 12/7/2021: Authorized increase of 1.0 LTE in City Manager's Office ([AB 5992](#))
- <sup>9</sup> 3/1/2022: Authorized increase of 1.0 FTE in Finance ([AB 6031](#))

**RECOMMENDED ACTION**

Approve the March 11, 2022 Payroll Certification (Exhibit 1) in the amount of \$888,805.90 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND PAYROLL CERTIFICATION

Item 1.

**PAYROLL PERIOD ENDING** **3.4.2022**  
**PAYROLL DATED** **3.11.2022**

Net Cash	\$	593,680.97
Net Voids/Manuals		
<b>Net Total</b>	<b>\$</b>	<b>593,680.97</b>
Federal Tax Deposit	\$	94,476.42
Social Security and Medicare Taxes	\$	52,445.76
Medicare Taxes Only (Fire Fighter Employees)	\$	2,625.94
State Tax (Oregon and Massachusetts)	\$	142.28
Family/Medical Leave Tax (Massachusetts)	\$	3.35
Public Employees' Retirement System (PERS Plan 2)	\$	25,105.22
Public Employees' Retirement System (PERS Plan 3)	\$	6,115.87
Public Employees' Retirement System (PERSJM)	\$	548.30
Public Safety Employees' Retirement System (PSERS)	\$	209.46
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	29,453.94
Regence & LEOFF Trust Medical Insurance Deductions	\$	13,645.47
Domestic Partner Medical Insurance Deductions	\$	1,567.34
Kaiser Medical Insurance Deductions	\$	611.31
Health Care - Flexible Spending Account Contributions	\$	1,588.64
Dependent Care - Flexible Spending Account Contributions	\$	1,107.38
ICMA Roth IRA Contributions	\$	634.23
ICMA 457 Deferred Compensation Contributions	\$	33,583.74
Fire Nationwide 457 Deferred Compensation Contributions	\$	17,733.13
Fire Nationwide Roth IRA Contributions	\$	1,075.00
ICMA 401K Deferred Compensation Contributions	\$	788.46
Garnishments (Chapter 13)	\$	572.00
Child Support Wage Garnishment	\$	706.03
Mercer Island Employee Association Dues	\$	215.00
Fire Union Dues	\$	2,224.59
Fire Union Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	(2.05)
Unum - Long Term Care Insurance	\$	1,090.20
AFLAC - Supplemental Insurance Plans	\$	295.17
Coffee Club Dues	\$	128.00
Transportation - Flexible Spending Account Contributions	\$	62.50
Fire HRA-VEBA Contributions	\$	6,210.42
Oregon Transit Tax and Oregon Benefit Tax	\$	1.83
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>295,124.93</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 888,805.90</b>
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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.



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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



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6050**  
**April 5, 2022**  
**Consent Agenda**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6050: March 25, 2022 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
<b>RECOMMENDED ACTION:</b>	Approve the March 25, 2022 Payroll Certification in the amount of \$847,791.44.	

<b>DEPARTMENT:</b>	Administrative Services		
<b>STAFF:</b>	Ali Spietz, Chief of Administration		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. March 25, 2022 Payroll Certification		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

## EXECUTIVE SUMMARY

This is an approval of the payroll certification for the City of Mercer Island for the period from March 5, 2022 through March 19, 2022 in the amount of \$847,791.44 (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 on the next page.

**Additional payments:**

- \$2,610.00 in leave cash outs for current employees.
- \$704.32 in recognition and service awards.
- \$51,657.33 in overtime earnings (see chart for overtime hours by department).

**Overtime hours by department:**

Department	Hours
Administrative Services	9.00
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Fire	548.00
Municipal Court	
Police	117.75
Public Works	24.75
Thrift Shop	
Youth & Family Services	
<b>Total Overtime Hours</b>	<b>699.50</b>

**FTE/LTE COUNTS**

The table below shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Temporary and seasonal employees are not included.

Full Time Equivalents (FTEs)	2022 Budgeted	2022 Actual
Administrative Services	13.50	13.50
City Attorney's Office	2.00	2.00
City Manager's Office	4.00	4.00
Community Planning & Development	17.50 <sup>3</sup>	17.50
Finance	9.00 <sup>9</sup>	7.00
Fire	32.00	30.00
Municipal Court	3.30	3.10
Police	37.50 <sup>1</sup>	34.50
Public Works	61.30	56.30
Recreation	10.25 <sup>6</sup>	8.25
Thrift Shop	2.00 <sup>7</sup>	2.00
Youth & Family Services	11.43 <sup>2</sup>	11.43
<b>Total FTEs</b>	<b>203.78</b>	<b>189.58</b>
Limited Term Equivalents (LTEs)	2022 Budgeted	2022 Actual
Administrative Services	1.00 <sup>4</sup>	1.00
City Manager's Office	1.00 <sup>8</sup>	0.00
Community Planning & Development	1.50 <sup>3</sup>	1.50
Thrift Shop	5.20	5.20
Youth & Family Services	1.60	1.10
<b>Total LTEs</b>	<b>10.30</b>	<b>9.30</b>
<b>Total FTEs &amp; LTEs</b>	<b>214.08</b>	<b>198.88</b>

**Footnotes:**

- <sup>1</sup> 5/18/2021: Authorized hire ahead of two officers 2.0 FTE ([AB 5874](#))
- <sup>2</sup> 1/5/2021: Authorized increase of 1.37 FTE in YFS ([AB 5795](#))
- <sup>3</sup> 9/21/2021: Authorized increase of 2.0 FTE and 0.5 LTE in CPD ([AB 5942](#))
- <sup>4</sup> 9/21/2021: Authorized increase of 1.0 LTE in Admin Services – HR ([AB 5942](#))
- <sup>5</sup> 10/19/2021: Authorized increase of 0.5 LTE in City Manager's Office ([AB 5961](#))
- <sup>6</sup> 11/1/2021: Authorized restoration of 9.5 FTE in Public Works – Recreation ([AB 5954](#))
- <sup>7</sup> 12/7/2021: Authorized increase of 1.0 FTE in Thrift Shop ([AB 5992](#))
- <sup>8</sup> 12/7/2021: Authorized increase of 1.0 LTE in City Manager's Office ([AB 5992](#))
- <sup>9</sup> 3/1/2022: Authorized increase of 1.0 FTE in Finance ([AB 6031](#))

**RECOMMENDED ACTION**

Approve the March 25, 2022 Payroll Certification (Exhibit 1) in the amount of \$847,791.44 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND PAYROLL CERTIFICATION

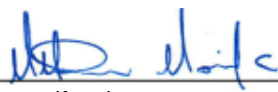
Item 2.

**PAYROLL PERIOD ENDING** **3.18.2022**  
**PAYROLL DATED** **3.25.2022**

Net Cash	\$	559,685.44
Net Voids/Manuals		
<b>Net Total</b>	<b>\$</b>	<b>559,685.44</b>
Federal Tax Deposit	\$	86,641.72
Social Security and Medicare Taxes	\$	49,154.21
Medicare Taxes Only (Fire Fighter Employees)	\$	2,621.29
State Tax (Oregon and Massachusetts)	\$	124.21
Family/Medical Leave Tax (Massachusetts)	\$	2.73
Public Employees' Retirement System (PERS Plan 2)	\$	25,544.11
Public Employees' Retirement System (PERS Plan 3)	\$	5,408.71
Public Employees' Retirement System (PERSJM)	\$	548.30
Public Safety Employees' Retirement System (PSERS)	\$	209.46
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	28,206.21
Regence & LEOFF Trust Medical Insurance Deductions	\$	13,978.77
Domestic Partner Medical Insurance Deductions	\$	1,567.34
Kaiser Medical Insurance Deductions	\$	719.53
Health Care - Flexible Spending Account Contributions	\$	1,588.64
Dependent Care - Flexible Spending Account Contributions	\$	1,107.38
ICMA Roth IRA Contributions	\$	634.23
ICMA 457 Deferred Compensation Contributions	\$	33,308.96
Fire Nationwide 457 Deferred Compensation Contributions	\$	17,733.13
Fire Nationwide Roth IRA Contributions	\$	1,075.00
ICMA 401K Deferred Compensation Contributions	\$	788.46
Garnishments (Chapter 13)	\$	572.00
Child Support Wage Garnishment	\$	706.03
Mercer Island Employee Association Dues	\$	212.50
AFSCME Union Dues	\$	2,588.60
Police Union Dues	\$	2,653.73
Fire Union Dues	\$	2,224.59
Fire Union Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	386.90
Unum - Long Term Care Insurance	\$	941.50
AFLAC - Supplemental Insurance Plans	\$	295.17
Coffee Club Dues	\$	128.00
Transportation - Flexible Spending Account Contributions	\$	62.50
Fire HRA-VEBA Contributions	\$	6,210.43
Oregon Transit Tax and Oregon Benefit Tax	\$	1.66
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>288,106.00</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 847,791.44</b>
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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.



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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.

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

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	211084-211154	3/11/2022	\$282,128.63
			\$282,128.63

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 001000 - General Fund-Admin Key</b>				
	00211142	RHONE RIVER CONSULTING	OVERPAY B&O 130334	37.48
<b>Org Key: 402000 - Water Fund-Admin Key</b>				
P0113658	00211147	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	1,618.77
P0113650	00211139	PLATT ELECTRIC	INVENTORY PURCHASES	1,076.29
	00211125	LUO, YUANXIA	REFUND OVERPAY 00106060003	420.77
	00211134	NITASHA SINGH	REFUND OVERPAY 00571075004	398.12
	00211102	DORAN, PAUL	REFUND OVERPAY 00941217903	374.02
	00211110	HALL, CHERIE	REFUND OVERPAY 00201960001	298.29
P0113648	00211146	STAPLES ADVANTAGE	INVENTORY PURCHASES	228.40
	00211145	S C MCKINLEY	REFUND OVERPAY 002036800	203.80
	00211144	RKK CONSTRUCTION	REFUND OVERPAY 00200960004	163.24
P0113726	00211108	GRAINGER	INVENTORY PURCHASES	11.96
<b>Org Key: 814074 - Garnishments</b>				
	00211095	CHAPTER 13 TRUSTEE	PAYROLL EARLY WARRANTS	572.00
<b>Org Key: 814075 - Mercer Island Emp Association</b>				
	00211132	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	215.00
<b>Org Key: CA1100 - Administration (CA)</b>				
P0113716	00211111	HOLMES WEDDLE & BARCOTT	Invoice #808600 Professional	211.00
<b>Org Key: CA1150 - Attorney-Litigation</b>				
P0113757	00211130	McNaul Ebel Nawrot	Invoice #103142 Professional	89,535.55
<b>Org Key: CA1200 - Prosecution &amp; Criminal Mngmnt</b>				
P0113759	00211112	HONEYWELL, MATTHEW V	Invoice #1254 Professional Ser	1,000.00
P0113759	00211112	HONEYWELL, MATTHEW V	Invoice #1253 Professional Ser	700.00
P0113760	00211124	LOTZKAR, STEPHEN A	Invoice #3308 Professional Ser	375.00
<b>Org Key: CM1400 - Communications</b>				
P0113756	00211115	Kelly, Linda	HR Recruiting Support Feb 2022	1,450.00
<b>Org Key: CO6100 - City Council</b>				
P0113790	00211128	MASTERMARK	Council Chambers Name Plates -	1,574.40
<b>Org Key: CT1100 - Municipal Court</b>				
P0113731	00211113	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #22-086	700.00
P0113739	00211121	LANGUAGE LINE SERVICES	Language Line invoice #1046318	75.31
P0113689	00211152	WOO, RISA	Pro Tem Judge 2/24/22 1 hr.	50.00
<b>Org Key: FN1100 - Administration (FN)</b>				
P0113740	00211131	METROPRESORT	#10 DOUBLE WINDOW ENVELOPES IN	242.21
<b>Org Key: FR1100 - Administration (FR)</b>				
P0113786	00211120	KRONOS	Telestaff Annual Renewal	4,366.97
P0113796	00211105	ESO SOLUTIONS INC	2022 Annual Fee	2,471.75
P0113788	00211148	SYSTEMS DESIGN WEST LLC	Transport Billing Charges 01/2	1,148.86
P0113784	00211151	WALTER E NELSON CO	Stock Household Supplies	214.92
P0113776	00211100	CULLIGAN SEATTLE WA	Water Service/Fire	190.96
P0113792	00211087	ASPECT SOFTWARE INC	Telestaff Monthly Fee 03/22	165.15



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: FR2100 - Fire Operations</i>				
P0113785	00211103	EASTSIDE FIRE & RESCUE	Parts/Labor 7607 (A193)	7,387.63
P0113779	00211123	LN CURTIS & SONS	Bunker Gear Supplies	1,579.97
P0113780	00211106	FIRST RESPONSE EMERGENCY EQUPT	Hexarmor Gloves (40)	1,508.37
P0113450	00211104	EPSCA	44 RADIOS FOR FIRE 2022	1,111.00
P0109899	00211104	EPSCA	44 RADIOS FOR FIRE 2021	1,111.00
P0113795	00211119	KROESENS UNIFORM COMPANY	Uniforms - Cook, Mair, Collins	889.29
P0113779	00211123	LN CURTIS & SONS	Helmets	726.62
P0113795	00211119	KROESENS UNIFORM COMPANY	Uniforms - Cook, Mair, Collins	364.71
P0113782	00211088	AT&T MOBILITY	Cell Charges/Fire	279.17
P0113778	00211097	COMCAST	Internet Charges/Fire	123.87
P0113795	00211119	KROESENS UNIFORM COMPANY	Uniforms - Cook, Mair, Collins	102.34
P0113777	00211097	COMCAST	Internet Charges/Fire	93.92
	00211129	MCCOY, STEPHEN W	REIMBUR CARHARTT WORK PANTS	87.35
P0113783	00211098	COMCAST	Internet Charges/Fire	34.15
P0113795	00211119	KROESENS UNIFORM COMPANY	Uniforms - Cook, Mair, Collins	14.26
P0113450	00211104	EPSCA	ACCESS FEE REBATE FIRE	-73.04
P0109899	00211104	EPSCA	ACCESS FEE REBATE FIRE	-73.04
<i>Org Key: FR2400 - Fire Suppression</i>				
P0113779	00211123	LN CURTIS & SONS	Altair 2x Batts	451.60
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0113789	00211122	LIFE ASSIST INC	Stock Aid Supplies	543.51
P0113789	00211122	LIFE ASSIST INC	Stock Aid Supplies	421.63
P0113789	00211122	LIFE ASSIST INC	Stock Aid Supplies	148.86
P0113787	00211085	AIRGAS USA LLC	Oxygen/Fire	29.60
<i>Org Key: GGM001 - General Government-Misc</i>				
P0113703	00211114	KC TREASURY	2022 REAL ESTATE TAXES	1,815.19
P0113768	00211140	POT O' GOLD INC	FEBRUARY COFFEE STATION	356.44
P0113767	00211140	POT O' GOLD INC	FEBRUARY WATER FILTERS	66.06
P0113752	00211114	KC TREASURY	2022 REAL ESTATE TAX	36.86
P0113769	00211140	POT O' GOLD INC	WATER COOLER FEBRUARY	27.53
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0113781	00211143	RICOH USA INC	Cost Per Copy/Fire	262.87
P0112854	00211099	CONFIDENTIAL DATA DISPOSAL	City Shredding - Service Date	225.00
P0112854	00211099	CONFIDENTIAL DATA DISPOSAL	City Shredding - Service date	225.00
<i>Org Key: GL0100 - General Land Purchase</i>				
P0113696	00211084	KC TREASURY	Excise Tax Form - Processing F	10.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0113297	00211089	BANG THE TABLE USA LLC	Bang the Table Annual License	8,000.00
	00211093	CENTURYLINK	PRI Span	648.99
	00211093	CENTURYLINK	FIRE STAT 92 ALARM, AUTODIAL & COMMUNITY CENTER	202.31
	00211093	CENTURYLINK	COMMUNITY CENTER	129.17
P0113801	00211126	MAGNAS LLC	LONG DISTANCE CALLING FEB 2022	125.03
	00211093	CENTURYLINK	MAINTENANCE 911 BACKUP LINE	71.04
	00211093	CENTURYLINK	FIRE/BURGLAR ALARM	68.12
	00211093	CENTURYLINK	LUTHER BURBANK 911 BACKUP LIN	67.48

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00211093	CENTURYLINK	THRIFT STORE 911 BACKUP LINE	67.48
	00211093	CENTURYLINK	FIRE STATION 92 ELEVATOR ALARM	67.44
	00211093	CENTURYLINK	FIRE/BURGLAR ALARM	61.12
	00211093	CENTURYLINK	FIRE/BURGLAR ALARM	61.12
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0113649	00211094	CESSCO INC	CC1820H XL-20S CONCRETE SAW S/	4,128.68
P0113745	00211135	OCCUPATIONAL HEALTH CTRS OF WA	DOT RECERT BAR 1/11/22	116.00
P0113746	00211135	OCCUPATIONAL HEALTH CTRS OF WA	HUY SERVICES 1/13/22	116.00
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0113721	00211133	MI UTILITY BILLS	FEB 2022 PAYMENT OF UTILITY BI	264.72
<i>Org Key: MT3400 - Sewer Collection</i>				
P0113732	00211096	CINTAS	LENS/SCREEN WIPES	15.37
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0113721	00211133	MI UTILITY BILLS	FEB 2022 PAYMENT OF UTILITY BI	44.12
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0113746	00211135	OCCUPATIONAL HEALTH CTRS OF WA	BOR SERVICES 1/12/22	116.00
	00211127	MARTIN, ERIC	SCADA CALL IN	8.40
<i>Org Key: MT3800 - Storm Drainage</i>				
P0113649	00211094	CESSCO INC	CC1820H XL-20S CONCRETE SAW S/	4,000.00
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0109899	00211104	EPSCA	1 RADIO FOR MAINTENANCE	25.25
P0113450	00211104	EPSCA	1 RADIO FOR MAINTENANCE	25.25
P0113450	00211104	EPSCA	ACCESS FEE REBATE MAINT	-1.66
P0109899	00211104	EPSCA	ACCESS FEE REBATE MAINT	-1.66
<i>Org Key: MT4200 - Building Services</i>				
	00211141	PUGET SOUND ENERGY	8473 SE 68TH ST	1,673.87
	00211141	PUGET SOUND ENERGY	9601 SE 36TH ST	1,571.24
P0113721	00211133	MI UTILITY BILLS	FEB 2022 PAYMENT OF UTILITY BI	674.15
P0113658	00211147	SUPPLY SOURCE INC,THE	FEBREZE & PINE-SOL	224.63
<i>Org Key: MT4300 - Fleet Services</i>				
P0113519	00211116	KIA MOTORS FINANCE	2022 KIA LEASE - 2019 KIA NIRO	388.55
P0113718	00211108	GRAINGER	Y STRAINER POLYPROPYLENE 1 IN.	35.97
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0102334	00211117	KPG	2019 ON CALL TRANPORATION	638.50
<i>Org Key: MT4501 - Water Administration</i>				
	00211093	CENTURYLINK	RESERVOIR FIRE/BURGALUR ALARM	63.89
<i>Org Key: MT6100 - Park Maintenance</i>				
P0113720	00211133	MI UTILITY BILLS	FEB 2022 PAYMENT OF UTILITY BI	1,652.57
	00211107	FRAZEE, JANE	WORK JACKET	143.12
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0113720	00211133	MI UTILITY BILLS	FEB 2022 PAYMENT OF UTILITY BI	1,035.30
P0113725	00211091	BSN SPORT INC	BASKETBALL NETS, HOME PLATE, T	845.38

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0113722	00211109	GRANGE SUPPLY INC	STALL & RUBBER MATS	165.05
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
	00211141	PUGET SOUND ENERGY	LUTHER BURBANK PARK	2,149.18
P0113720	00211133	MI UTILITY BILLS	FEB 2022 PAYMENT OF UTILITY BI	2,025.45
	00211093	CENTURYLINK	LUTHER BURBANK PARK	129.17
	00211093	CENTURYLINK	LUTHER BURBANK PARK	64.58
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0113720	00211133	MI UTILITY BILLS	FEB 2022 PAYMENT OF UTILITY BI	502.25
P0113750	00211137	PAYBYPHONE TECHNOLOGIES INC	TRANSACTION FEE MONTHLY	250.00
<i>Org Key: PA0129 - Pioneer Park/Engstrom OS Fores</i>				
P0113748	00211150	UNITED SITE SERVICES	Pioneer Park Restroom 2/2/22 t	162.86
P0113747	00211150	UNITED SITE SERVICES	PIONEER PARK RESTROOM 1/5/22 T	151.66
<i>Org Key: PA122B - LB Shoreline Access Improvemen</i>				
P0112767	00211086	ASHLEY KNAPP GRANT WRITING LLC	Luther Burbank Park – Docks	895.78
<i>Org Key: PA122C - LB Non-Motorized Boat Dock</i>				
P0112767	00211086	ASHLEY KNAPP GRANT WRITING LLC	Luther Burbank Park – Docks	895.78
<i>Org Key: PO1100 - Administration (PO)</i>				
P0113751	00211101	DEPT OF ENTERPRISE SERVICES	POLICE BUSINESS CARDS TRU	24.22
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0113450	00211104	EPSCA	13 RADIOS FOR EMERGENCY DEPT	328.25
P0109899	00211104	EPSCA	13 RADIOS FOR EMERGENCY MGMT	328.25
P0109899	00211104	EPSCA	ACCESS FEE REBATE EMERGENCY	-21.58
P0113450	00211104	EPSCA	ACCESS FEE REBATE EMERGENCY	-21.58
<i>Org Key: PO1650 - Regional Radio Operations</i>				
P0113450	00211104	EPSCA	60 RADIOS FOR POLICE DEPARTMEN	1,515.00
P0109899	00211104	EPSCA	60 RADIOS FOR POLICE DEPARTMEN	1,515.00
P0109899	00211104	EPSCA	ACCESS FEE REBATE POLICE	-99.60
P0113450	00211104	EPSCA	ACCESS FEE REBATE POLICE	-99.60
<i>Org Key: PR4100 - Community Center</i>				
	00211093	CENTURYLINK	COMMUNITY CENTER 911 ID LINE	61.12
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0103284	00211090	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	84,157.96
P0113749	00211154	WSDOT	FRANCHISE AMENDMENT	150.00
<i>Org Key: SW0119 - Conveyance System Assessments</i>				
P0111769	00211136	OSBORN CONSULTING INC	Conveyance System Assessments	10,725.52
<i>Org Key: SW0120 - East Mercer Way Trenchless Cul</i>				
P0111770	00211136	OSBORN CONSULTING INC	East & West Mercer Way Trenchl	7,852.16
<i>Org Key: WU0101 - Booster Chlorination Station</i>				
P0108114	00211092	CAROLLO ENGINEERS INC	BOOSTER CHLORINATION SYSTEM	6,479.50
P0113556	00211118	KRAZAN & ASSOCIATES INC	Booster Chlorination System Pr	485.00
<i>Org Key: WU0102 - SCADA System Replacement-Water</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0103284	00211090	BROWN AND CALDWELL CONSULTANTS PH1	SCADA EQUIPMENT REPLACEMENT	1,509.39
<i>Org Key: YF1200 - Thrift Shop</i>				
P0113658	00211147	SUPPLY SOURCE INC,THE	FEBREZE & PINE-SOL	112.30
	00211138	PHILEN, SUZANNE	OFFICE SUPPLIES	94.68
<i>Org Key: YF2500 - Family Counseling</i>				
P0113800	00211153	WOOD, JULIE D	Clinical Consultation	340.00
<i>Org Key: YF2600 - Family Assistance</i>				
P0113799	00211149	TSE-LAM LTD PARTNERSHIP	Rental assistance for EA client	1,950.00
Total				282,128.63

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00211084	03/10/2022	KC TREASURY Excise Tax Form - Processing F	P0113696	022522-RE	02/25/2022	10.00
00211085	03/10/2022	AIRGAS USA LLC Oxygen/Fire	P0113787	9122998736	02/22/2022	29.60
00211086	03/10/2022	ASHLEY KNAPP GRANT WRITING LLC Luther Burbank Park – Docks	P0112767	115	02/23/2022	1,791.56
00211087	03/10/2022	ASPECT SOFTWARE INC Telestaff Monthly Fee 03/22	P0113792	ASI070423	03/05/2022	165.15
00211088	03/10/2022	AT&T MOBILITY Cell Charges/Fire	P0113782	X02132022	02/05/2022	279.17
00211089	03/10/2022	BANG THE TABLE USA LLC Bang the Table Annual License	P0113297	INV-0850RE	01/21/2022	8,000.00
00211090	03/10/2022	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMENT	SP0103284	14435368	02/22/2022	85,667.35
00211091	03/10/2022	BSN SPORT INC BASKETBALL NETS, HOME PLATE, T	P0113725	915513142	01/10/2022	845.38
00211092	03/10/2022	CAROLLO ENGINEERS INC BOOSTER CHLORINATION SYSTEM	P0108114	FB19977	02/14/2022	6,479.50
00211093	03/10/2022	CENTURYLINK THRIFT STORE 911 BACKUP LINE		232-8035 MAR22	02/20/2022	1,763.03
00211094	03/10/2022	CESSCO INC CC1820H XL-20S CONCRETE SAW S/	P0113649	16927/16971	02/10/2022	8,128.68
00211095	03/10/2022	CHAPTER 13 TRUSTEE PAYROLL EARLY WARRANTS		03.11.22	03/11/2022	572.00
00211096	03/10/2022	CINTAS LENS/SCREEN WIPES	P0113732	5098070095	03/02/2022	15.37
00211097	03/10/2022	COMCAST Internet Charges/Fire	P0113777	0024124-FEB22	02/17/2022	217.79
00211098	03/10/2022	COMCAST Internet Charges/Fire	P0113783	0081371-FEB22	02/11/2022	34.15
00211099	03/10/2022	CONFIDENTIAL DATA DISPOSAL City Shredding - Service Date	P0112854	209145/208624	12/07/2021	450.00
00211100	03/10/2022	CULLIGAN SEATTLE WA Water Service/Fire	P0113776	202203672721	02/28/2022	190.96
00211101	03/10/2022	DEPT OF ENTERPRISE SERVICES POLICE BUSINESS CARDS TRU	P0113751	731112666	03/03/2022	24.22
00211102	03/10/2022	DORAN, PAUL REFUND OVERPAY 00941217903		022822	03/03/2022	374.02
00211103	03/10/2022	EASTSIDE FIRE & RESCUE Parts/Labor 7607 (A193)	P0113785	R01421	12/14/2021	7,387.63
00211104	03/10/2022	EPSCA 44 RADIOS FOR FIRE 2021	P0113450	10728	03/02/2022	5,567.24
00211105	03/10/2022	ESO SOLUTIONS INC 2022 Annual Fee	P0113796	ESO-74461	03/02/2022	2,471.75
00211106	03/10/2022	FIRST RESPONSE EMERGENCY EQUPT Hexarmor Gloves (40)	P0113780	6617	02/18/2022	1,508.37
00211107	03/10/2022	FRAZEE, JANE WORK JACKET		020722	02/07/2022	143.12
00211108	03/10/2022	GRAINGER INVENTORY PURCHASES	P0113718	9228090305	02/28/2022	47.93
00211109	03/10/2022	GRANGE SUPPLY INC STALL & RUBBER MATS	P0113722	733869	03/02/2022	165.05

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00211110	03/10/2022	HALL, CHERIE REFUND OVERPAY 00201960001		022822	03/03/2022	298.29
00211111	03/10/2022	HOLMES WEDDLE & BARCOTT Invoice #808600 Professional	P0113716	808600	02/09/2022	211.00
00211112	03/10/2022	HONEYWELL, MATTHEW V Invoice #1253 Professional Ser	P0113759	1254	02/22/2022	1,700.00
00211113	03/10/2022	INTERCOM LANGUAGE SERVICES INC Intercom invoice #22-086	P0113731	22-086	02/28/2022	700.00
00211114	03/10/2022	KC TREASURY 2022 REAL ESTATE TAX	P0113703	2022REALETAX	02/28/2022	1,852.05
00211115	03/10/2022	Kelly, Linda HR Recruiting Support Feb 2022	P0113756	22006	03/01/2022	1,450.00
00211116	03/10/2022	KIA MOTORS FINANCE 2022 KIA LEASE - 2019 KIA NIRO	P0113519	1914423378-MAR22	03/04/2022	388.55
00211117	03/10/2022	KPG 2019 ON CALL TRANPORATION	P0102334	11-20521	12/22/2021	638.50
00211118	03/10/2022	KRAZAN & ASSOCIATES INC Booster Chlorination System Pr	P0113556	INV I619425-5832	01/31/2022	485.00
00211119	03/10/2022	KROESENS UNIFORM COMPANY Uniforms - Cook, Mair, Collins	P0113795	67023	03/01/2022	1,370.60
00211120	03/10/2022	KRONOS Telestaff Annual Renewal	P0113786	11870631	01/31/2022	4,366.97
00211121	03/10/2022	LANGUAGE LINE SERVICES Language Line invoice #1046318	P0113739	10463186	02/28/2022	75.31
00211122	03/10/2022	LIFE ASSIST INC Stock Aid Supplies	P0113789	1174823	02/04/2022	1,114.00
00211123	03/10/2022	LN CURTIS & SONS Bunker Gear Supplies	P0113779	INV571419	02/23/2022	2,758.19
00211124	03/10/2022	LOTZKAR, STEPHEN A Invoice #3308 Professional Ser	P0113760	3308	02/04/2022	375.00
00211125	03/10/2022	LUO, YUANXIA REFUND OVERPAY 00106060003		090821-RE	09/08/2021	420.77
00211126	03/10/2022	MAGNAS LLC LONG DISTANCE CALLING FEB 2022	P0113801	IN10561	03/07/2022	125.03
00211127	03/10/2022	MARTIN, ERIC SCADA CALL IN		030122	03/01/2022	8.40
00211128	03/10/2022	MASTERMARK Council Chambers Name Plates -	P0113790	2891199	02/24/2022	1,574.40
00211129	03/10/2022	MCCOY, STEPHEN W REIMBUR CARHARTT WORK PANTS		030922	10/08/2021	87.35
00211130	03/10/2022	McNaul Ebel Nawrot Invoice #103142 Professional	P0113757	103142	02/24/2022	89,535.55
00211131	03/10/2022	METROPRESORT #10 DOUBLE WINDOW ENVELOPES IN	P0113740	IN641452	03/03/2022	242.21
00211132	03/10/2022	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		03.11.22	03/11/2022	215.00
00211133	03/10/2022	MI UTILITY BILLS FEB 2022 PAYMENT OF UTILITY BI	P0113720	FEB2022A	02/28/2022	6,198.56
00211134	03/10/2022	NITASHA SINGH REFUND OVERPAY 00571075004		022322	02/23/2022	398.12
00211135	03/10/2022	OCCUPATIONAL HEALTH CTRS OF WA DOT RECERT BAR 1/11/22	P0113746	74117965	01/12/2022	348.00

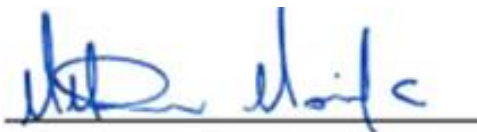
**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00211136	03/10/2022	OSBORN CONSULTING INC Conveyance System Assessments	P0111770	6897	02/21/2022	18,577.68
00211137	03/10/2022	PAYBYPHONE TECHNOLOGIES INC TRANSACTION FEE MONTHLY MINIMU	P0113750	INVPBP-HQ-2478	02/28/2022	250.00
00211138	03/10/2022	PHILEN, SUZANNE OFFICE SUPPLIES		022822	02/28/2022	94.68
00211139	03/10/2022	PLATT ELECTRIC INVENTORY PURCHASES	P0113650	2M14772	02/11/2022	1,076.29
00211140	03/10/2022	POT O' GOLD INC FEBRUARY COFFEE STATION	P0113767	0343913	02/18/2022	450.03
00211141	03/10/2022	PUGET SOUND ENERGY 8473 SE 68TH ST		2208-MAR22	03/11/2022	5,394.29
00211142	03/10/2022	RHONE RIVER CONSULTING OVERPAY B&O 130334		020222	02/02/2022	37.48
00211143	03/10/2022	RICOH USA INC Cost Per Copy/Fire	P0113781	5064020854	03/01/2022	262.87
00211144	03/10/2022	RKK CONSTRUCTION REFUND OVERPAY 00200960004		021822	02/18/2022	163.24
00211145	03/10/2022	S C MCKINLEY REFUND OVERPAY 002036800		030122	03/01/2022	203.80
00211146	03/10/2022	STAPLES ADVANTAGE INVENTORY PURCHASES	P0113648	3500310797	02/17/2022	228.40
00211147	03/10/2022	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0113658	2200533/2200544	02/18/2022	1,955.70
00211148	03/10/2022	SYSTEMS DESIGN WEST LLC Transport Billing Charges 01/2	P0113788	20220292	02/15/2022	1,148.86
00211149	03/10/2022	TSE-LAM LTD PARTNERSHIP Rental assistance for EA clien	P0113799	030421	03/04/2021	1,950.00
00211150	03/10/2022	UNITED SITE SERVICES PIONEER PARK RESTROOM 1/5/22 T	P0113748	114-12820249	02/04/2022	314.52
00211151	03/10/2022	WALTER E NELSON CO Stock Household Supplies	P0113784	852014	02/11/2022	214.92
00211152	03/10/2022	WOO, RISA Pro Tem Judge 2/24/22 1 hr.	P0113689	022422	02/24/2022	50.00
00211153	03/10/2022	WOOD, JULIE D Clinical Consultation	P0113800	030422	03/04/2022	340.00
00211154	03/10/2022	WSDOT FRANCHISE AMENDMENT	P0113749	NW-2021-009AM01	01/11/2022	150.00
					Total	<u>282,128.63</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

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	211155-211285	3/25/2022	\$726,277.55
			\$726,277.55

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0113907	00211270	Palarino, Mary	Membership refund due to sched	101.20
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0113864	00211283	WALTER E NELSON CO	INVENTORY PURCHASES	2,271.43
P0113835	00211173	DUNN LUMBER COMPANY	INVENTORY PURCHASES	1,279.25
P0113659	00211177	H D FOWLER	INVENTORY PURCHASES	1,199.22
P0113636	00211177	H D FOWLER	INVENTORY PURCHASES	1,056.96
P0113834	00211207	PLATT ELECTRIC	INVENTORY PURCHASES	718.43
P0113771	00211176	GRAINGER	INVENTORY PURCHASES	143.12
P0113865	00211279	TACOMA SCREW PRODUCTS INC	INVENTORY PURCHASES	60.96
<i>Org Key: 814074 - Garnishments</i>				
	00211238	CHAPTER 13 TRUSTEE	PAYROLL EARLY WARRANTS	572.00
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00211263	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	212.50
<i>Org Key: 814076 - City &amp; Counties Local 21M</i>				
	00211284	WSCCCE AFSCME AFL-CIO	PAYROLL EARLY WARRANTS	2,588.60
<i>Org Key: 814077 - Police Association</i>				
	00211271	POLICE ASSOCIATION	PAYROLL EARLY WARRANTS	2,653.73
<i>Org Key: AS1100 - Administrative Services</i>				
P0113841	00211217	VERIZON WIRELESS	VERIZON JAN 24-FEB 23 ANGIE AL	87.14
<i>Org Key: CA1300 - Public Records</i>				
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	35.00
<i>Org Key: CM1100 - Administration (CM)</i>				
	00211281	US BANK CORP PAYMENT SYS	ICMA Conference Registration -	325.00
	00211281	US BANK CORP PAYMENT SYS	Clerk Academy Registration - L	125.00
	00211281	US BANK CORP PAYMENT SYS	Supplies	45.12
<i>Org Key: CM1200 - City Clerk</i>				
P0113820	00211186	KING COUNTY FINANCE	2021 King County Primary Elect	940.17
P0113822	00211211	SOUND PUBLISHING INC	Ntc. 2638851 PROS Plan Public	13.12
<i>Org Key: CM1400 - Communications</i>				
P0113866	00211246	ETC INSTITUTE	2022 Community Survey INV #293	4,157.00
	00211281	US BANK CORP PAYMENT SYS	Dues & Subscriptions	15.96
	00211281	US BANK CORP PAYMENT SYS	Advertising	5.95
	00211281	US BANK CORP PAYMENT SYS	Refund	-44.09
<i>Org Key: CO6100 - City Council</i>				
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	154.13
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	53.95
	00211281	US BANK CORP PAYMENT SYS	Webinar Registration - Nice	50.00
P0113855	00211190	MASTERMARK	Magnetic Nametags (4) - Council	49.62
<i>Org Key: CR1100 - Human Resources</i>				
P0113822	00211211	SOUND PUBLISHING INC	Ntc. 2636367 Recruiting Ad -	352.25
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	250.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	130.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	90.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	90.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	90.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	90.00
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	90.00
	00211281	US BANK CORP PAYMENT SYS	Conference Registration - Spie	65.00
	00211281	US BANK CORP PAYMENT SYS	Services-Information Security	65.00
	00211281	US BANK CORP PAYMENT SYS	Johnson Roberts Testing - New	60.00
	00211258	Kelly, Nita	lynn convention ctr awc	53.35
	00211281	US BANK CORP PAYMENT SYS	Recruiting advertisement.	45.00
	00211281	US BANK CORP PAYMENT SYS	Johnson Roberts Testing - New	15.00

**Org Key: CT1100 - Municipal Court**

P0113425	00211198	MORGAN SOUND INC	Court Room Audio System Work	749.78
P0113842	00211217	VERIZON WIRELESS	VERIZON MUNICIPAL JAN 24-FEB 2	42.13
	00211281	US BANK CORP PAYMENT SYS	Professional Services	20.91

**Org Key: DS1100 - Administration (DS)**

P0113921	00211247	FEHR & PEERS	Impact Fee Update	11,620.89
P0113920	00211233	BERK CONSULTING	Impact Fee Update	3,125.00
P0113862	00211186	KING COUNTY FINANCE	MI QUARTERLY UPDATES GIS (PROJ	604.00
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	600.00
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	600.00
P0113840	00211217	VERIZON WIRELESS	VERIZON CPD JAN 24 - FEB 23, 2	461.47
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	307.60
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	188.94
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	140.46
	00211281	US BANK CORP PAYMENT SYS	Construction Cost Index	108.00
	00211281	US BANK CORP PAYMENT SYS	Services - Technology Fee	36.32
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	32.08
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	23.47
	00211281	US BANK CORP PAYMENT SYS	Services - Technology Fee	20.91
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	19.95
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	-23.93
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	-95.76

**Org Key: FN1100 - Administration (FN)**

P0113867	00211278	STATE AUDITOR'S OFFICE	ACCOUNTABILITY AUDIT, FEDERAL	2,320.00
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	54.10
	00211281	US BANK CORP PAYMENT SYS	Dues & Subscriptions	50.00
P0113774	00211218	VERIZON WIRELESS	JAN 24TH -FEB 23RD 2022 CITY C	47.13
P0113774	00211218	VERIZON WIRELESS	JAN 24TH -FEB 23RD 2022 CITY C	42.13

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	8.30
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	4.11
<i>Org Key: FN2100 - Data Processing</i>				
P0113772	00211192	METROPRESORT	FEB 2022 E-SERVICES PORTAL ADM	50.00
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0113815	00211192	METROPRESORT	BLANK INVOICE & RED NOTICE STO	393.34
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	110.09
P0113815	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	71.33
P0113772	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	69.69
P0113772	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	61.71
P0113815	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	57.26
P0113774	00211218	VERIZON WIRELESS	JAN 24TH -FEB 23RD 2022 CITY C	47.13
P0113815	00211192	METROPRESORT	TAX	45.51
P0113774	00211218	VERIZON WIRELESS	JAN 24TH -FEB 23RD 2022 CITY C	42.13
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0113815	00211192	METROPRESORT	BLANK INVOICE & RED NOTICE STO	393.33
P0113815	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	71.33
P0113772	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	69.69
P0113772	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	61.71
P0113815	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	57.26
P0113815	00211192	METROPRESORT	TAX	45.51
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0113815	00211192	METROPRESORT	BLANK INVOICE & RED NOTICE STO	393.34
P0113815	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	71.33
P0113772	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	69.69
P0113772	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	61.70
P0113815	00211192	METROPRESORT	FEB 2022 PRINTING & MAILING OF	57.26
P0113815	00211192	METROPRESORT	TAX	45.51
<i>Org Key: FR1100 - Administration (FR)</i>				
	00211163	CENTURYLINK	FIRE STATION 92 T1	1,801.01
	00211281	US BANK CORP PAYMENT SYS	Uniforms/Hicks	218.00
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	132.08
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	90.20
	00211281	US BANK CORP PAYMENT SYS	Keyboard for DC	70.46
	00211281	US BANK CORP PAYMENT SYS	Office Supplies (Electric Stap	57.97
	00211281	US BANK CORP PAYMENT SYS	Cord Parts for Blinds	28.60
	00211281	US BANK CORP PAYMENT SYS	Uniforms/Hicks	28.34
	00211281	US BANK CORP PAYMENT SYS	Restricted Area Signage	24.21
	00211256	JUDD, JOLENE	Officer meeting	16.99
	00211281	US BANK CORP PAYMENT SYS	Amazon Prime Monthly Fee	14.30
<i>Org Key: FR1200 - Fire Marshal</i>				
	00211281	US BANK CORP PAYMENT SYS	Conference/Mair	495.00
	00211281	US BANK CORP PAYMENT SYS	2022 Membership	140.00
	00211281	US BANK CORP PAYMENT SYS	Keyboard for FM Office	71.55
<i>Org Key: FR2100 - Fire Operations</i>				
	00211281	US BANK CORP PAYMENT SYS	Half Facepiece Respirator	26.46

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00211281	US BANK CORP PAYMENT SYS	Ship Parts to LN Curtis for Re	21.85
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
	00211281	US BANK CORP PAYMENT SYS	FR3 Training Packs (2)	628.00
<i>Org Key: FR4100 - Training</i>				
	00211281	US BANK CORP PAYMENT SYS	Dues & Subscriptions	450.00
	00211281	US BANK CORP PAYMENT SYS	Tuition & Registrations	450.00
	00211281	US BANK CORP PAYMENT SYS	Tuition & Registrations	195.00
	00211281	US BANK CORP PAYMENT SYS	Training Videos	92.48
<i>Org Key: GB0100 - City Hall Building Repairs</i>				
P0112427	00211228	Ankrom Moisan Architects Inc.	Architectural Design and Space	15,096.25
<i>Org Key: GDI503 - Interest-Equip Rental</i>				
P0113833	00211175	GOV'T LEASING & FINANCE INC	Lease Interest payment - Fire	18,286.23
<i>Org Key: GDP503 - Principal - Equip Rental</i>				
P0113833	00211175	GOV'T LEASING & FINANCE INC	Lease Principal payment - Fire	78,301.11
<i>Org Key: GE0107 - Fleet Replacements</i>				
P0111475	00211160	BUD CLARY FORD HYUNDAI	2022 FORD F250 PICKUP, 4WD FOR	43,373.01
<i>Org Key: GGM001 - General Government-Misc</i>				
P0113809	00211159	BRINKS INC	FEB 2022 ARMoured TRUCK DEPOSI	714.90
P0113922	00211239	COMCAST	Comcast Mar 22, 2021 to April	111.46
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0113817	00211205	PITNEY BOWES	Q1 2022 Postage Machine Lease	1,053.76
P0113829	00211224	Xerox Financial Services	Copier Rental Mar 2021 001 INV	1,031.64
P0113829	00211224	Xerox Financial Services	Copier Rental Mar 2022 003 INV	857.69
P0113818	00211184	KELLEY IMAGING SYSTEMS	Copier Service Fees Feb 2022 I	529.27
P0113837	00211171	DEPT OF ENTERPRISE SERVICES	# 10 WINDOW ENVELOPES	453.08
P0113860	00211206	PITNEY BOWES INC	Q1 2022 Postage Machine Lease	442.32
P0113829	00211224	Xerox Financial Services	Copier Rental Mar 2022 002 INV	284.06
P0113836	00211171	DEPT OF ENTERPRISE SERVICES	#10 regular envelopes	211.05
P0113838	00211171	DEPT OF ENTERPRISE SERVICES	#9 BLACK REGULAR ENVELOPES	207.39
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	174.31
	00211281	US BANK CORP PAYMENT SYS	Supplies for printing ID Cards	169.18
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0113934	00211282	WALLACE, THOMAS	LEOFF1 LTC Expenses	6,000.00
P0113938	00211275	SCHOENTRUP, WILLIAM	LEOFF1 Retiree Medical Expense	1,591.19
P0113932	00211274	RUCKER, MANORD J	LEOFF1 Retiree Medical Expense	708.70
P0113933	00211265	MYERS, JAMES S	LEOFF1 Retiree Medical Expense	640.92
P0113671	00211261	LOISEAU, LERI M	LEOFF1 Retiree Medical Expense	283.37
P0113931	00211282	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	274.64
P0113927	00211235	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	203.94
P0113938	00211275	SCHOENTRUP, WILLIAM	LEOFF1 Retiree Medical Expense	170.00
P0113929	00211245	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	140.30
P0113930	00211255	JOHNSON, CURTIS	LEOFF1 Retiree Medical Expense	85.93
P0113928	00211249	GOODMAN, J C	LEOFF1 Retiree Medical Expense	82.26
<i>Org Key: GT0106 - Enterprise Resource Planning S</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0113839	00211234	BERRYDUNN	Demonstration Facilitation and	2,975.00
<i>Org Key: IGMA02 - Alcoholism Program</i>				
P0113848	00211182	KC FINANCE	1Q21 LIQUOR TAX AND PROFIT INV	118.08
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0113707	00211181	ISSQUARED INC.	WatchGuard Firewall Annual Ren	14,185.17
P0113856	00211276	SEELCLICKFIX	SeeClickFix Annual Licensing a	9,710.87
P0113724	00211225	ZOHO CORP	MangeEngine Annual Support and	9,143.80
P0113518	00211185	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,492.00
P0113810	00211285	ZOHO CORP	ManageEngine Additional 50 sea	1,431.30
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	1,034.93
P0113857	00211276	SEELCLICKFIX	SeeClickFix tax	848.40
	00211281	US BANK CORP PAYMENT SYS	Tuition & Registrations	800.00
	00211163	CENTURYLINK	COMMUNITY CTR BACKUP PER T1	663.94
	00211163	CENTURYLINK	TRUNKS & BILLING (PRI)	578.18
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	384.16
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	275.20
	00211281	US BANK CORP PAYMENT SYS	Professional Services	137.00
	00211163	CENTURYLINK	FIRE STATION 91 BACKUP PRI TES	129.27
	00211163	CENTURYLINK	PUBLIC WORKS RADIO	96.05
	00211281	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	82.58
	00211163	CENTURYLINK	OPX lines - 16 or 32?	71.97
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	46.75
P0113774	00211218	VERIZON WIRELESS	JAN 24TH -FEB 23RD 2022 CITY C	40.01
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	19.80
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	15.03
	00211281	US BANK CORP PAYMENT SYS	Professional Services	5.92
<i>Org Key: MT1402 - Util Inspection - Water Fund</i>				
P0113798	00211222	WHISTLE WORKWEAR	MISC. WORK CLOTHES	34.73
<i>Org Key: MT1404 - Util Inspection - Street Fund</i>				
P0113798	00211222	WHISTLE WORKWEAR	MISC. WORK CLOTHES	34.73
<i>Org Key: MT1426 - Util Inspection - Sewer Fund</i>				
P0113798	00211222	WHISTLE WORKWEAR	MISC. WORK CLOTHES	34.73
<i>Org Key: MT1432 - Util Inspection - Storm Fund</i>				
P0113798	00211222	WHISTLE WORKWEAR	MISC. WORK CLOTHES	34.75
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00211208	PUGET SOUND ENERGY	3505 88TH AVE SE	2,699.73
	00211208	PUGET SOUND ENERGY	SE 78TH * 85TH PL SE	1,520.12
P0113825	00211257	KC FINANCE	Project # 1135622 SGNL 77 AV A	849.10
P0113859	00211253	HOME DEPOT CREDIT SERVICE	ELECTRICAL WIRE & DRILL BIT SE	591.46
P0113812	00211213	TRAFFIC SAFETY SUPPLY	LEFT HAND TYPE 3 OBJECT MARKER	312.13
P0113742	00211176	GRAINGER	LONG HOSE CLAMPS (10 PK)	138.18
P0113827	00211219	WA ST DEPT OF TRANSPORTATION	Project costs for Jan 2022 - S	109.92
	00211208	PUGET SOUND ENERGY	84TH AV SE/ SE 26 ST	107.82
	00211208	PUGET SOUND ENERGY	3505 88TH AVE SE	52.87
	00211208	PUGET SOUND ENERGY	SE 36 ST & E MERCER WAY	28.32
	00211208	PUGET SOUND ENERGY	78TH AVE/ SE 24 ST	7.70

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00211208	PUGET SOUND ENERGY	8450 N MERCER WAY	7.68
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
P0113765	00211195	MI HARDWARE - ROW	MISC. HARDWARE FOR THE MONTH O	6.93
<i>Org Key: MT2200 - Vegetation Maintenance</i>				
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	6.85
<i>Org Key: MT2500 - ROW Administration</i>				
	00211231	BARNETT, JASON	Commercial Drivers license ren	208.00
P0113823	00211201	OCCUPATIONAL HEALTH CTRS OF WA	DOT RECERT HARVEY 2/16/22	116.00
<i>Org Key: MT3100 - Water Distribution</i>				
P0113665	00211177	H D FOWLER	REPLACE TWO 3" METERS	4,836.90
P0113819	00211177	H D FOWLER	PARTS TO REPLACE TWO 3" METERS	621.43
P0113797	00211177	H D FOWLER	10" RUBBER GASKET	8.26
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
<i>Org Key: MT3150 - Water Quality Event</i>				
P0113357	00211227	AM TEST INC	2022 WATER QUALITY SAMPLES	300.00
P0113832	00211156	AQUATIC INFORMATICS INC.	2022 CROSS CONNECTION WEB TEST	48.00
<i>Org Key: MT3200 - Water Pumps</i>				
	00211163	CENTURYLINK	MAIN FIRE STATION	59.74
	00211163	CENTURYLINK	SOUTH END FIRE STATION	59.74
	00211163	CENTURYLINK	MAIN WATER RESERVOIR	59.74
	00211163	CENTURYLINK	BOOSTER PUMP STATION	59.74
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	6.85
<i>Org Key: MT3300 - Water Associated Costs</i>				
	00211281	US BANK CORP PAYMENT SYS	Chris Kelley Backflow Assembly	680.00
	00211281	US BANK CORP PAYMENT SYS	Chris Kelley Backflow Assembly	200.00
<i>Org Key: MT3400 - Sewer Collection</i>				
P0113761	00211161	CAPITAL ONE TRADE CREDIT	20 VOLT 1/2" IMPACT WRENCH	329.20
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00211237	CENTURYLINK BUSINESS SERVICES	sewer telemetry	2,906.70
	00211163	CENTURYLINK	UTILITIES DEPARTMENT	212.40
	00211163	CENTURYLINK	UTILITIES DEPARTMENT	168.64
	00211163	CENTURYLINK	UTILITIES DEPARTMENT	124.45
P0113766	00211176	GRAINGER	BREAKER BAR & SOCKET	29.44
P0113762	00211196	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	28.88
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
<i>Org Key: MT3800 - Storm Drainage</i>				
P0108760	00211202	Olson Brother's Pro-Vac LLC	2020-22 On-Call Stormwater CCT	432.60
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0113847	00211230	AZTECA SYSTEMS LLC	Cityworks Annual Licensing and	42,939.00



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0113754	00211164	CINTAS CORPORATION #460	2022 PW COVERALL SERVICE	2,057.32
P0113744	00211216	UTILITIES UNDERGROUND LOCATION	2022 UTILITY LOCATES	199.95
P0113755	00211168	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	108.45
P0113891	00211240	COMCAST	2022 PW WIFI SVC MARCH 07,22	86.41
<i>Org Key: MT4200 - Building Services</i>				
P0113880	00211268	OVERHEAD DOOR COMPANY	SERVICE LABOR 12/17/21	3,876.02
P0112619	00211248	FIRE PROTECTION INC	FIRE ALARM MONITORING - QUARTE	1,816.65
P0113884	00211269	PACIFIC AIR CONTROL INC	MERCER ISLAND CITY HALL WO# 3	1,187.98
P0113886	00211269	PACIFIC AIR CONTROL INC	FROM 07/01/2021 TO 09/30/2021	860.71
P0113888	00211269	PACIFIC AIR CONTROL INC	FROM 10/01/202 TO 12/31/2021	860.71
P0113882	00211269	PACIFIC AIR CONTROL INC	MERCER ISLAND FIRE STATION #9	607.75
P0113885	00211269	PACIFIC AIR CONTROL INC	FROM 07/01/2021 TO 09/30/2021	603.35
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	428.29
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	400.00
P0113876	00211236	BULGER SAFE & LOCK	SAME DAY SERVICE CALL STATION	357.27
P0113806	00211221	WHISTLE WORKWEAR	SAFETY BOOTS & MISC. WORK CLOT	350.73
P0113878	00211244	EASTSIDE EXTERMINATORS	BI-MONTHLY FEB 2022 SERVICE PE	271.21
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	186.64
P0113805	00211220	WHISTLE WORKWEAR	MISC. WORK CLOTHES	194.39
P0113889	00211272	QUENCH USA INC	01/13/2022-06/30/2022	44.52
P0113764	00211194	MI HARDWARE - P&R	MISC. HARDWARE FOR THE MONTH O	19.81
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	6.85
<i>Org Key: MT4300 - Fleet Services</i>				
P0113641	00211200	NORSTAR INDUSTRIES INC	KUPER SNOW PLOW BLADES	10,785.05
P0113808	00211197	MI SCHOOL DISTRICT #400	2022 MISD SCHOOL DISTRICT FUEL	9,206.50
P0113816	00211172	DON SMALL & SONS OIL DIST CO	OIL DELIVERY	3,512.78
P0113743	00211199	NAPA AUTO PARTS	REPAIR PARTS	1,364.40
P0113807	00211191	MERCER ISLAND CHEVRON	FUEL	1,194.05
P0113858	00211267	NELSON PETROLEUM	2022 DIESEL DELIVERY	965.20
P0113791	00211180	IBS INC	MISC. HARDWARE (VEHICLE MAINT.	258.64
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	190.81
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	63.50
P0113814	00211189	LINDE GAS & EQUIP	2022 ACETYLEN & OXYGEN TANK RE	67.04
P0113843	00211279	TACOMA SCREW PRODUCTS INC	MISC. HARDWARE	65.53
P0113813	00211176	GRAINGER	Y STRAINER POLYPROPYLENE 1 IN.	35.97
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	6.85
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0113758	00211226	ZUMAR INDUSTRIES	180-137 VS40609FYG 6 FOR 4 WOO	792.54
	00211259	KLEIN, LIA	professional engineering licen	116.00
<i>Org Key: MT4501 - Water Administration</i>				
P0113861	00211210	SEATTLE PUBLIC UTILITIES	FEB 2022 WATER PURCHASE	100,942.37
<i>Org Key: MT6100 - Park Maintenance</i>				
	00211281	US BANK CORP PAYMENT SYS	WRCPA annual conference	880.00
	00211281	US BANK CORP PAYMENT SYS	Small Tools & Equipment	209.93
P0113773	00211223	WORK WORLD	MISC. WORK CLOTHES	229.39
	00211281	US BANK CORP PAYMENT SYS	Lunch for team retreat	115.42
P0113754	00211164	CINTAS CORPORATION #460	PARKS 2022 COVERALL SERVICE	104.96

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0113753	00211220	WHISTLE WORKWEAR	MISC. WORK CLOTHES	105.75
	00211281	US BANK CORP PAYMENT SYS	Green River College Waterworks	77.00
	00211281	US BANK CORP PAYMENT SYS	Chainsaw sharpener	76.40
	00211260	LEHOCZKY, ZSOLT	pnw international society of a	76.30
	00211281	US BANK CORP PAYMENT SYS	January 2022 Irrigation subscr	54.80
	00211281	US BANK CORP PAYMENT SYS	February irrigation subscripti	54.80
	00211281	US BANK CORP PAYMENT SYS	chainsaw sharpener	48.39
P0113753	00211220	WHISTLE WORKWEAR	RAINGEAR	50.00
	00211281	US BANK CORP PAYMENT SYS	Wastewater certification renew	20.00
	00211281	US BANK CORP PAYMENT SYS	key tags	11.00
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
P0113763	00211193	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	5.74
<b>Org Key: MT6200 - Athletic Field Maintenance</b>				
	00211281	US BANK CORP PAYMENT SYS	WRCPA annual conference	95.00
	00211163	CENTURYLINK	BATTING CAGE DSL	84.36
	00211281	US BANK CORP PAYMENT SYS	Antennae for scoreboard	25.32
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
<b>Org Key: MT6500 - Luther Burbank Park Maint</b>				
P0113887	00211269	PACIFIC AIR CONTROL INC	FROM 07/01/2021 TO 09/30/2021	827.13
P0113873	00211236	BULGER SAFE & LOCK	SVC CALL: EVALUATING FUNCTIONI	275.63
	00211281	US BANK CORP PAYMENT SYS	WRCPA annual conference	190.00
P0113763	00211193	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	20.67
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.99
<b>Org Key: MT6600 - Park Maint School Fields</b>				
	00211251	Gregg, Jenni	Nursery Plants	548.67
	00211281	US BANK CORP PAYMENT SYS	WRCPA annual conference	95.00
	00211281	US BANK CORP PAYMENT SYS	February irrigation subscripti	14.95
	00211281	US BANK CORP PAYMENT SYS	January 2022 Irrigation subscr	14.95
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	6.85
<b>Org Key: MT6900 - Aubrey Davis Park Maint</b>				
	00211281	US BANK CORP PAYMENT SYS	February irrigation subscripti	164.45
	00211281	US BANK CORP PAYMENT SYS	January 2022 Irrigation subscr	164.45
P0113791	00211180	IBS INC	MISC. HARDWARE (WAREHOUSE)	7.98
<b>Org Key: PA0101 - Recurring Parks Minor Capital</b>				
P0113473	00211165	CITY WIDE FENCE CO	2022 Groveland Fence Replaceme	12,452.31
P0112349	00211254	Hoshide Wanzer Architects PLLC	Aubrey Davis Park Picnic Shelt	1,735.00
P0113877	00211242	DAILY JOURNAL OF COMMERCE	AUBREY DAVIS PARK	572.70
<b>Org Key: PA0109 - Aubrey Davis Park Trail Safety</b>				
P0110899	00211219	WA ST DEPT OF TRANSPORTATION	JZ AUBREY DAVIS PARK SAFETY	157.10
<b>Org Key: PA0123 - Luther Burbank Minor Capital L</b>				
	00211281	US BANK CORP PAYMENT SYS	Upper Luther Burbank BSA volun	195.15
<b>Org Key: PA0125 - Mercerdale Playground Improvem</b>				
P0111263	00211183	KCDA PURCHASING COOPERATIVE	PLAY EQUIPMENT AT MERCERDALE P	15,975.20
P0111420	00211157	BERGER PARTNERSHIP PS, THE	Landscape Architecture Service	135.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PO1100 - Administration (PO)</i>				
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	52.85
	00211281	US BANK CORP PAYMENT SYS	Computer Supplies	-66.05
<i>Org Key: PO1700 - Records and Property</i>				
	00211281	US BANK CORP PAYMENT SYS	Records Supplies	24.19
<i>Org Key: PO2100 - Patrol Division</i>				
	00211281	US BANK CORP PAYMENT SYS	Nitrile gloves for patrol	627.55
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	461.76
	00211281	US BANK CORP PAYMENT SYS	Bio Hazzard cleanup of holding	275.25
	00211281	US BANK CORP PAYMENT SYS	Batteries for AED machines	274.50
	00211281	US BANK CORP PAYMENT SYS	PBT Test Gas - Patrol	253.77
P0113918	00211262	MERCER ISLAND TOWING	Towing for patrol car #506	229.01
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	201.27
	00211281	US BANK CORP PAYMENT SYS	New Good-toGo passes for PD ve	55.10
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	28.60
	00211281	US BANK CORP PAYMENT SYS	Toll Fees - Jail Transports	19.75
	00211281	US BANK CORP PAYMENT SYS	Toll Fees - Transports	2.75
<i>Org Key: PO2200 - Marine Patrol</i>				
P0113863	00211214	Travelers	Marine Patrol Vessel and Hull	30,624.00
<i>Org Key: PO2350 - Bike Patrol</i>				
	00211281	US BANK CORP PAYMENT SYS	Bike team shoes	770.70
	00211281	US BANK CORP PAYMENT SYS	Gloves	192.40
<i>Org Key: PO2450 - Special Operations Team</i>				
	00211281	US BANK CORP PAYMENT SYS	Uniform top	500.14
<i>Org Key: PO3100 - Investigation Division</i>				
	00211281	US BANK CORP PAYMENT SYS	Training - Detectives White an	770.00
<i>Org Key: PO4100 - Firearms Training</i>				
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	505.33
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	269.64
<i>Org Key: PO4300 - Police Training</i>				
	00211281	US BANK CORP PAYMENT SYS	Court Training - Commander Mag	350.00
	00211281	US BANK CORP PAYMENT SYS	NTOA virtual conference regist	229.00
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	75.41
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	60.57
<i>Org Key: PR1100 - Administration (PR)</i>				
P0113854	00211166	CONSERVATION TECHNIX INC	PROS Plan Services (inv 1033)	2,921.37
P0113821	00211174	Emily Moon, Consultant	Recreation Reset Services Febr	1,850.00
	00211281	US BANK CORP PAYMENT SYS	Printer Toner for Workroom Cop	220.14
	00211281	US BANK CORP PAYMENT SYS	Grill Mat for Outside Terrace	44.03
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	36.77
	00211281	US BANK CORP PAYMENT SYS	Parking- NW Events Center Even	24.55
	00211281	US BANK CORP PAYMENT SYS	Resistance Bands- Fitness Room	21.99
<i>Org Key: PR2104 - Special Events</i>				
P0113908	00211229	ARTS OF KENMORE	POPOP STORYWALK INVOICE #1058	800.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PR4100 - Community Center</i>				
P0112623	00211248	FIRE PROTECTION INC	KITCHEN HOOD INSPECTION	825.75
P0113874	00211236	BULGER SAFE & LOCK	LABOR / PROGRAMMING RECODE	542.98
P0113875	00211236	BULGER SAFE & LOCK	LABOR. LOBBY TO MERCER RHR	434.90
P0113923	00211239	COMCAST	MI COMMUNITY CENTER MAR 21, 20	299.18
P0113890	00211244	EASTSIDE EXTERMINATORS	COMMERCIAL PEST SVC COMMUNITY	265.91
	00211208	PUGET SOUND ENERGY	8236 SE 24TH ST	248.30
P0113809	00211159	BRINKS INC	FEB 2022 ARMOURED TRUCK DEPOSI	99.74
P0113889	00211272	QUENCH USA INC	01/13/2022-06/30/2022	22.26
<i>Org Key: PR5600 - Cultural &amp; Performing Arts</i>				
P0113831	00211215	UNITED REPROGRAPHICS	COREX SIGNS & BANNER	432.46
<i>Org Key: SP0114 - WMW P3 Shoulder Improvements</i>				
P0113770	00211176	GRAINGER	MEASURING WHEEL & TAPES & LEVE	396.83
<i>Org Key: SP0118 - ADA Compliance Plan Implementa</i>				
P0111123	00211280	TRANSPO GROUP USA INC	ADA COMPLIANCE PLAN	21,125.00
<i>Org Key: SP0120 - Sunset Hwy/77 Ave SW Improveme</i>				
P0112383	00211187	KPG	21-41 Sunset Hwy & 77th Ave SE	3,114.50
<i>Org Key: SP0121 - Mid-block Crosswalk 76 Ave SE</i>				
P0112368	00211243	DKS ASSOCIATES	21-40 76th Ave SE Mid-block	7,415.00
<i>Org Key: SP0130 - ICW Corridor Safety Analysis</i>				
P0112776	00211243	DKS ASSOCIATES	SP0130 Island Crest Way Corrid	2,945.00
<i>Org Key: ST0001 - ST Traffic Safety Enhancements</i>				
P0102334	00211187	KPG	2019 ON CALL TRANPORATION	2,298.50
<i>Org Key: SU0109 - Sewer System Generator Replace</i>				
P0112274	00211273	RH2 ENGINEERING INC	21-31 Sewer Pump Station Gener	1,583.89
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0113762	00211196	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	3.55
<i>Org Key: SU0115 - Sewer Pipe Upsize</i>				
P0113824	00211169	DAILY JOURNAL OF COMMERCE	UPSIZING DESIGN 12/08 AD # 401	88.20
<i>Org Key: SW0100 - Sub Basin 42.1 &amp; 42.1a Waterco</i>				
P0113635	00211215	UNITED REPROGRAPHICS	SUB-BASIN 42 WATERCOURSE	52.92
<i>Org Key: SW0119 - Conveyance System Assessments</i>				
P0111769	00211203	OSBORN CONSULTING INC	Conveyance System Assessments	17,479.54
<i>Org Key: VCP104 - CIP Streets Salaries</i>				
	00211281	US BANK CORP PAYMENT SYS	Tuition & Registrations	245.55
	00211281	US BANK CORP PAYMENT SYS	Tuition & Registrations	40.00
	00211281	US BANK CORP PAYMENT SYS	Tuition & Registrations	35.00
	00211281	US BANK CORP PAYMENT SYS	engineer pocket scales	19.08
<i>Org Key: VCP402 - CIP Water Salaries</i>				
	00211281	US BANK CORP PAYMENT SYS	engineer pocket scales	22.19

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: VCP432 - CIP Storm Drainage Salaries</i>				
	00211281	US BANK CORP PAYMENT SYS	engineer pocket scales	6.44
<i>Org Key: WU0100 - Emergency Water System Repairs</i>				
P0111663	00211209	RH2 ENGINEERING INC	RESERVOIR PUMP-MOTOR	22,057.63
<i>Org Key: WU0101 - Booster Chlorination Station</i>				
P0113453	00211178	HARBOR PACIFIC CONT INC.	Booster Chlorination System Pr	46,792.50
<i>Org Key: WU0106 - Madrona Crest East Addition Wa</i>				
P0112605	00211158	BLUELINE GROUP	2022 Water System Improvements	19,901.25
<i>Org Key: WU0117 - Meter Replacement Implementati</i>				
P0102980	00211179	HDR ENGINEERING INC	WATER METER REPLACEMENT	3,344.54
<i>Org Key: YF1100 - YFS General Services</i>				
P0112762	00211170	DELL MARKETING L.P.	9 Dell Docks YFS return to Off	2,905.91
P0113913	00211241	CPH & ASSOCIATES	Professional Liability Insuran	2,111.00
	00211281	US BANK CORP PAYMENT SYS	Telehealth subscription	1,018.43
	00211281	US BANK CORP PAYMENT SYS	Clinical books	146.86
	00211281	US BANK CORP PAYMENT SYS	Clinical books	109.66
	00211281	US BANK CORP PAYMENT SYS	Clinical books	80.89
	00211281	US BANK CORP PAYMENT SYS	Engraved name plates	57.54
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	55.05
	00211281	US BANK CORP PAYMENT SYS	Monitor stand	36.31
	00211281	US BANK CORP PAYMENT SYS	AAA batteries	23.59
<i>Org Key: YF1200 - Thrift Shop</i>				
	00211155	USPS	BULK POSTAGE TO MAIL THRIFT SH	1,920.00
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	920.71
P0113846	00211266	NATIONAL BUSINESS SYSTEMS	Keystroke Annual Renewal and	655.10
	00211281	US BANK CORP PAYMENT SYS	Supplies-Board/Volunteer	456.66
P0113881	00211269	PACIFIC AIR CONTROL INC	: FROM 09/01/2021 TO 10/31/202	345.16
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	342.82
P0113883	00211269	PACIFIC AIR CONTROL INC	MERCER ISLAND THRIFT SHOP WO#	277.45
P0113879	00211264	MORRIS-HANSEN ENT INC	MI THRIFT STORE CLEAN INTERIOR	255.12
	00211163	CENTURYLINK	THRIFT SHOP ALARMS	210.08
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	179.00
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	101.42
	00211281	US BANK CORP PAYMENT SYS	Advertising	84.86
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	61.65
	00211281	US BANK CORP PAYMENT SYS	Advertising	53.95
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	30.83
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	29.67
	00211281	US BANK CORP PAYMENT SYS	Supplies-Board/Volunteer	20.94
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	19.28
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	10.65
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	10.55
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	8.93
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	8.01
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	7.94
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	4.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	4.00
<i>Org Key: YF2100 - School/City Partnership</i>				
	00211281	US BANK CORP PAYMENT SYS	Drugs testing at MIHS	59.00
<i>Org Key: YF2600 - Family Assistance</i>				
P0113916	00211252	HADLEY APARTMENTS	Rental assistance for EA clien	2,000.00
P0113850	00211204	PEBBLE @ MIPC, THE	Preschool scholarship for EA c	1,659.00
P0113915	00211250	Grace's Place	Rental assistance for EA clien	798.00
P0113851	00211204	PEBBLE @ MIPC, THE	Preschool scholarship for EA c	787.50
P0113849	00211167	CREATIVE LEARNING CENTER	Preschool scholarship for EA c	546.00
	00211281	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	458.40
P0113852	00211212	SUNNYBEAM SCHOOL	Preschool scholarship for EA c	370.00
P0113914	00211232	BELLTOWN LLC	Rental assistance for EA clien	300.00
	00211281	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	220.08
	00211281	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	192.62
	00211281	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	127.25
	00211281	US BANK CORP PAYMENT SYS	YASG grant for EA client	110.00
P0113288	00211277	SHOREWOOD #14885	Rental assistance for EA clien	90.08
	00211281	US BANK CORP PAYMENT SYS	Tuition fee for staff training	74.24
	00211281	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	46.51
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0113853	00211188	Limerent LLC	HYI Assessment	2,775.00
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	500.00
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	473.43
	00211281	US BANK CORP PAYMENT SYS	Operating Supplies	374.34
	00211281	US BANK CORP PAYMENT SYS	Tuition & Registrations	80.11
	00211281	US BANK CORP PAYMENT SYS	M&Ms for STOP campaign	65.90
Total				726,277.55

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00211155	03/17/2022	USPS BULK POSTAGE TO MAIL THRIFT SH		031722	03/16/2022	1,920.00
00211156	03/21/2022	AQUATIC INFORMATICS INC. 2022 CROSS CONNECTION WEB TEST	P0113832	9346	03/10/2022	48.00
00211157	03/21/2022	BERGER PARTNERSHIP PS, THE Landscape Architecture Service	P0111420	34415	03/07/2022	135.00
00211158	03/21/2022	BLUELINE GROUP 2022 Water System Improvements	P0112605	23048	03/04/2022	19,901.25
00211159	03/21/2022	BRINKS INC FEB 2022 ARMoured TRUCK DEPOSI	P0113809	4645258	02/28/2022	814.64
00211160	03/21/2022	BUD CLARY FORD HYUNDAI 2022 FORD F250 PICKUP, 4WD FOR	P0111475	3NP664	03/02/2022	43,373.01
00211161	03/21/2022	CAPITAL ONE TRADE CREDIT 20 VOLT 1/2" IMPACT WRENCH	P0113761	49801068	02/24/2022	329.20
00211163	03/21/2022	CENTURYLINK FIRE STATION 92 T1		275-4207 MAR22	02/23/2022	4,379.31
00211164	03/21/2022	CINTAS CORPORATION #460 2022 PW COVERALL SERVICE	P0113754	12701643-022822	02/28/2022	2,162.28
00211165	03/21/2022	CITY WIDE FENCE CO 2022 Groveland Fence Replaceme	P0113473	40156	02/10/2022	12,452.31
00211166	03/21/2022	CONSERVATION TECHNIX INC PROS Plan Services (inv 1033)	P0113854	1033	03/11/2022	2,921.37
00211167	03/21/2022	CREATIVE LEARNING CENTER Preschool scholarship for EA c	P0113849	8970	02/20/2022	546.00
00211168	03/21/2022	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0113755	14555831 021922	02/19/2022	108.45
00211169	03/21/2022	DAILY JOURNAL OF COMMERCE UPSIZING DESIGN 12/08 AD # 401	P0113824	3373842	01/01/2022	88.20
00211170	03/21/2022	DELL MARKETING L.P. 9 Dell Docks YFS return to Off	P0112762	10556801405	01/31/2022	2,905.91
00211171	03/21/2022	DEPT OF ENTERPRISE SERVICES #9 BLACK REGULAR ENVELOPES	P0113837	731112885	03/08/2022	871.52
00211172	03/21/2022	DON SMALL & SONS OIL DIST CO OIL DELIVERY	P0113816	S212780	02/11/2022	3,512.78
00211173	03/21/2022	DUNN LUMBER COMPANY INVENTORY PURCHASES	P0113835	8552936	03/11/2022	1,279.25
00211174	03/21/2022	Emily Moon, Consultant Recreation Reset Services Febr	P0113821	FEBRUARY2022	03/09/2022	1,850.00
00211175	03/21/2022	GOV'T LEASING & FINANCE INC Lease Interest payment - Fire	P0113833	077-0019787-002	03/01/2022	96,587.34
00211176	03/21/2022	GRAINGER INVENTORY PURCHASES	P0113770	9231229726/5166	03/02/2022	743.54
00211177	03/21/2022	H D FOWLER INVENTORY PURCHASES	P0113819	I6034348	03/10/2022	7,722.77
00211178	03/21/2022	HARBOR PACIFIC CONT INC. Booster Chlorination System Pr	P0113453	PP#2	02/28/2022	46,792.50
00211179	03/21/2022	HDR ENGINEERING INC WATER METER REPLACEMENT PROGRA	P0102980	1200414638	03/09/2022	3,344.54
00211180	03/21/2022	IBS INC MISC. HARDWARE (WAREHOUSE)	P0113791	778133/778120-1	02/11/2022	372.78
00211181	03/21/2022	ISSQUARED INC. WatchGuard Firewall Annual Ren	P0113707	005418	03/08/2022	14,185.17



**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00211182	03/21/2022	KC FINANCE 1Q21 LIQUOR TAX AND PROFIT INV	P0113848	2140520	03/16/2022	118.08
00211183	03/21/2022	KCDA PURCHASING COOPERATIVE PLAY EQUIPMENT AT MERCERDALE P	P0111263	300618179	03/04/2022	15,975.20
00211184	03/21/2022	KELLEY IMAGING SYSTEMS Copier Service Fees Feb 2022 I	P0113818	AR15164	03/09/2022	529.27
00211185	03/21/2022	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P0113518	11011461	02/28/2022	1,492.00
00211186	03/21/2022	KING COUNTY FINANCE 2021 King County Primary Elect	P0113862	2140468	03/11/2022	1,544.17
00211187	03/21/2022	KPG 21-41 Sunset Hwy & 77th Ave SE	P0102334	2-20722	03/08/2022	5,413.00
00211188	03/21/2022	Limerent LLC HYI Assessment	P0113853	350	03/10/2022	2,775.00
00211189	03/21/2022	LINDE GAS & EQUIP 2022 ACETYLEN & OXYGEN TANK RE	P0113814	69245511	02/28/2022	67.04
00211190	03/21/2022	MASTERMARK Magnetic Nametags (4) - Counci	P0113855	2896447	03/10/2022	49.62
00211191	03/21/2022	MERCER ISLAND CHEVRON FUEL	P0113807	FEBRUARY 2022	02/28/2022	1,194.05
00211192	03/21/2022	METROPRESORT FEB 2022 E-SERVICES PORTAL ADM	P0113815	IN641891	03/10/2022	2,146.50
00211193	03/21/2022	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0113763	022822	02/28/2022	26.41
00211194	03/21/2022	MI HARDWARE - P&R MISC. HARDWARE FOR THE MONTH O	P0113764	022822	02/28/2022	19.81
00211195	03/21/2022	MI HARDWARE - ROW MISC. HARDWARE FOR THE MONTH O	P0113765	022822	02/28/2022	6.93
00211196	03/21/2022	MI HARDWARE - UTILITY MISC. HARDWARE FOR THE MONTH O	P0113762	022822	02/28/2022	32.43
00211197	03/21/2022	MI SCHOOL DISTRICT #400 2022 MISD SCHOOL DISTRICT FUEL	P0113808	2022-.02.28.22FU	03/08/2022	9,206.50
00211198	03/21/2022	MORGAN SOUND INC Court Room Audio System Work	P0113425	MSI108541	02/28/2022	749.78
00211199	03/21/2022	NAPA AUTO PARTS REPAIR PARTS	P0113743	16715156-FEB22	02/28/2022	1,364.40
00211200	03/21/2022	NORSTAR INDUSTRIES INC KUPER SNOW PLOW BLADES	P0113641	59972	03/08/2022	10,785.05
00211201	03/21/2022	OCCUPATIONAL HEALTH CTRS OF WA DOT RECERT HARVEY 2/16/22	P0113823	74483553	02/16/2022	116.00
00211202	03/21/2022	Olson Brother's Pro-Vac LLC 2020-22 On-Call Stormwater CCT	P0108760	135387	02/02/2022	432.60
00211203	03/21/2022	OSBORN CONSULTING INC Conveyance System Assessments	P0111769	6951	03/08/2022	17,479.54
00211204	03/21/2022	PEBBLE @ MIPC, THE Preschool scholarship for EA c	P0113850	TES/MAR/APR 22	04/01/2022	2,446.50
00211205	03/21/2022	PITNEY BOWES Q1 2022 Postage Machine Lease	P0113817	3315320961	03/05/2022	1,053.76
00211206	03/21/2022	PITNEY BOWES INC Q1 2022 Postage Machine Lease	P0113860	1020306781	03/16/2022	442.32
00211207	03/21/2022	PLATT ELECTRIC INVENTORY PURCHASES	P0113834	2N72886/2N29789	03/03/2022	718.43

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00211208	03/21/2022	PUGET SOUND ENERGY 78TH AVE/ SE 24 ST		2325-MAR22	03/02/2022	4,672.54
00211209	03/21/2022	RH2 ENGINEERING INC RESERVOIR PUMP-MOTOR ASSESMENT	P0111663	85185	03/09/2022	22,057.63
00211210	03/21/2022	SEATTLE PUBLIC UTILITIES FEB 2022 WATER PURCHASE	P0113861	FEB2022	02/01/2022	100,942.37
00211211	03/21/2022	SOUND PUBLISHING INC Ntc. 2638851 PROS Plan Public	P0113822	8055898	02/28/2022	365.37
00211212	03/21/2022	SUNNYBEAM SCHOOL Preschool scholarship for EA c	P0113852	2578	03/01/2022	370.00
00211213	03/21/2022	TRAFFIC SAFETY SUPPLY LEFT HAND TYPE 3 OBJECT MARKER	P0113812	INV046971	03/08/2022	312.13
00211214	03/21/2022	Travelers Marine Patrol Vessel and Hull	P0113863	3925B2138	03/03/2022	30,624.00
00211215	03/21/2022	UNITED REPROGRAPHICS COREX SIGNS & BANNER	P0113635	9103261-IN	08/31/2021	485.38
00211216	03/21/2022	UTILITIES UNDERGROUND LOCATION 2022 UTILITY LOCATES	P0113744	2020181	02/28/2022	199.95
00211217	03/21/2022	VERIZON WIRELESS VERIZON JAN 24-FEB 23 ANGIE AL	P0113840	9900215649	02/23/2022	590.74
00211218	03/21/2022	VERIZON WIRELESS JAN 24TH -FEB 23RD 2022 CITY C	P0113774	9900215654	02/23/2022	218.53
00211219	03/21/2022	WA ST DEPT OF TRANSPORTATION Project costs for Jan 2022 - S	P0110899	RE41JZ1035L005	02/14/2022	267.02
00211220	03/21/2022	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0113753	501882	03/07/2022	350.14
00211221	03/21/2022	WHISTLE WORKWEAR SAFETY BOOTS & MISC. WORK CLOT	P0113806	507769	03/08/2022	350.73
00211222	03/21/2022	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0113798	506745	03/07/2022	138.94
00211223	03/21/2022	WORK WORLD MISC. WORK CLOTHES	P0113773	0120/0121/0102	01/01/2022	229.39
00211224	03/21/2022	Xerox Financial Services Copier Rental Mar 2021 001 INV	P0113829	3113309	03/03/2022	2,173.39
00211225	03/21/2022	ZOHO CORP MangeEngine Annual Support and	P0113724	2328674	03/04/2022	9,143.80
00211226	03/21/2022	ZUMAR INDUSTRIES 180-137 VS40609FYG 6 FOR 4 WOO	P0113758	39040	02/28/2022	792.54
00211227	03/25/2022	AM TEST INC 2022 WATER QUALITY SAMPLES	P0113357	126150	03/16/2022	300.00
00211228	03/25/2022	Ankrom Moisan Architects Inc. Architectural Design and Space	P0112427	84424	02/09/2022	15,096.25
00211229	03/25/2022	ARTS OF KENMORE POPOP STORYWALK INVOICE #1058	P0113908	1058	03/19/2022	800.00
00211230	03/25/2022	AZTECA SYSTEMS LLC Cityworks Annual Licensing and	P0113847	INV4977	03/09/2022	42,939.00
00211231	03/25/2022	BARNETT, JASON Commercial Drivers license ren		031122	03/11/2022	208.00
00211232	03/25/2022	BELLTOWN LLC Rental assistance for EA clien	P0113914	031722	03/17/2022	300.00
00211233	03/25/2022	BERK CONSULTING Impact Fee Update	P0113920	10596-02-22	03/15/2022	3,125.00

**Accounts Payable Report by Check Number**

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00211234	03/25/2022	BERRYDUNN Demonstration Facilitation and	P0113839	412672	02/16/2022	2,975.00
00211235	03/25/2022	BOOTH, GLENDON D LEOFF1 Retiree Medical Expense	P0113927	032422	03/24/2022	203.94
00211236	03/25/2022	BULGER SAFE & LOCK SAME DAY SERVICE CALL STATION	P0113874	WO-209880	02/24/2022	1,610.78
00211237	03/25/2022	CENTURYLINK BUSINESS SERVICES sewer telemetry		284418769	03/04/2022	2,906.70
00211238	03/25/2022	CHAPTER 13 TRUSTEE PAYROLL EARLY WARRANTS		032522	03/25/2022	572.00
00211239	03/25/2022	COMCAST Comcast Mar 22, 2021 to April	P0113923	0057728-MAR22	03/11/2022	410.64
00211240	03/25/2022	COMCAST 2022 PW WIFI SVC MARCH 07,22	P0113891	0365550-MAR22	03/07/2022	86.41
00211241	03/25/2022	CPH & ASSOCIATES Professional Liability Insuran	P0113913	AR174969-22	03/22/2022	2,111.00
00211242	03/25/2022	DAILY JOURNAL OF COMMERCE AUBREY DAVIS PARK	P0113877	3376115	03/03/2022	572.70
00211243	03/25/2022	DKS ASSOCIATES 21-40 76th Ave SE Mid-block	P0112776	0080633	03/16/2022	10,360.00
00211244	03/25/2022	EASTSIDE EXTERMINATORS BI-MONTHLY FEB 2022 SERVICE PE	P0113890	625851	02/07/2022	537.12
00211245	03/25/2022	ELSOE, RONALD LEOFF1 Retiree Medical Expense	P0113929	032422	03/24/2022	140.30
00211246	03/25/2022	ETC INSTITUTE 2022 Community Survey INV #293	P0113866	29333A	03/16/2022	4,157.00
00211247	03/25/2022	FEHR & PEERS Impact Fee Update	P0113921	152914	03/07/2022	11,620.89
00211248	03/25/2022	FIRE PROTECTION INC FIRE ALARM MONITORING - QUARTE	P0112623	65859-RE	01/01/2022	2,642.40
00211249	03/25/2022	GOODMAN, J C LEOFF1 Retiree Medical Expense	P0113928	032422	03/24/2022	82.26
00211250	03/25/2022	Grace's Place Rental assistance for EA clien	P0113915	031722	03/17/2022	798.00
00211251	03/25/2022	Gregg, Jenni Nursery Plants		031722	03/17/2022	548.67
00211252	03/25/2022	HADLEY APARTMENTS Rental assistance for EA clien	P0113916	032222	03/22/2022	2,000.00
00211253	03/25/2022	HOME DEPOT CREDIT SERVICE ELECTRICAL WIRE & DRILL BIT SE	P0113859	3102408	03/15/2022	591.46
00211254	03/25/2022	Hoshide Wanzer Architects PLLC Aubrey Davis Park Picnic Shelt	P0112349	4	03/15/2022	1,735.00
00211255	03/25/2022	JOHNSON, CURTIS LEOFF1 Retiree Medical Expense	P0113930	032422	03/24/2022	85.93
00211256	03/25/2022	JUDD, JOLENE Officer meeting		032122	03/21/2022	16.99
00211257	03/25/2022	KC FINANCE Project # 1135622 SGNL 77 AV A	P0113825	117844-117844	04/14/2022	849.10
00211258	03/25/2022	Kelly, Nita lynn convention ctr awc		031022	03/10/2022	53.35
00211259	03/25/2022	KLEIN, LIA professional engineering licen		030821	03/08/2021	116.00

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00211260	03/25/2022	LEHOCZKY, ZSOLT pnw international society of a		031022	03/10/2022	76.30
00211261	03/25/2022	LOISEAU, LERI M LEOFF1 Retiree Medical Expense	P0113671	032422	03/24/2022	283.37
00211262	03/25/2022	MERCER ISLAND TOWING Towing for patrol car #506	P0113918	3-3252	03/18/2022	229.01
00211263	03/25/2022	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		032522	03/25/2022	212.50
00211264	03/25/2022	MORRIS-HANSEN ENT INC MI THRIFT STORE CLEAN INTERIOR	P0113879	65822	01/01/2022	255.12
00211265	03/25/2022	MYERS, JAMES S LEOFF1 Retiree Medical Expense	P0113933	032422	03/24/2022	640.92
00211266	03/25/2022	NATIONAL BUSINESS SYSTEMS Keystroke Annual Renewal and	P0113846	107118	02/15/2022	655.10
00211267	03/25/2022	NELSON PETROLEUM 2022 DIESEL DELIVERY	P0113858	0791020-IN	03/14/2022	965.20
00211268	03/25/2022	OVERHEAD DOOR COMPANY SERVICE LABOR 12/17/21	P0113880	121074	01/01/2022	3,876.02
00211269	03/25/2022	PACIFIC AIR CONTROL INC MERCER ISLAND FIRE STATION #9	P0113883	45562	01/27/2022	5,570.24
00211270	03/25/2022	Palarino, Mary Membership refund due to sched	P0113907	032222	03/22/2022	101.20
00211271	03/25/2022	POLICE ASSOCIATION PAYROLL EARLY WARRANTS		032522	03/25/2022	2,653.73
00211272	03/25/2022	QUENCH USA INC 01/13/2022-06/30/2022	P0113889	INV03767097	02/01/2022	66.78
00211273	03/25/2022	RH2 ENGINEERING INC 21-31 Sewer Pump Station Gener	P0112274	85273	03/11/2022	1,583.89
00211274	03/25/2022	RUCKER, MANORD J LEOFF1 Retiree Medical Expense	P0113932	032422	03/24/2022	708.70
00211275	03/25/2022	SCHOENTRUP, WILLIAM LEOFF1 Retiree Medical Expense	P0113938	032422	03/24/2022	1,761.19
00211276	03/25/2022	SEELCLICKFIX SeeClickFix Annual Licensing a	P0113857	208560-TAX	01/01/2022	10,559.27
00211277	03/25/2022	SHOREWOOD #14885 Rental assistance for EA clien	P0113288	031722	03/17/2022	90.08
00211278	03/25/2022	STATE AUDITOR'S OFFICE ACCOUNTABILITY AUDIT, FEDERAL	P0113867	L147118	03/10/2022	2,320.00
00211279	03/25/2022	TACOMA SCREW PRODUCTS INC INVENTORY PURCHASES	P0113843	160034805-00	03/14/2022	126.49
00211280	03/25/2022	TRANSPO GROUP USA INC ADA COMPLIANCE PLAN IMPLEMENTA	P0111123	27499	02/02/2022	21,125.00
00211281	03/25/2022	US BANK CORP PAYMENT SYS Operating Supplies		5539MAR22	02/21/2022	29,483.48
00211282	03/25/2022	WALLACE, THOMAS LEOFF1 Retiree Medical Expense	P0113934	032422	03/24/2022	6,274.64
00211283	03/25/2022	WALTER E NELSON CO INVENTORY PURCHASES	P0113864	856213	03/16/2022	2,271.43
00211284	03/25/2022	WSCCCE AFSCME AFL-CIO PAYROLL EARLY WARRANTS		032522	03/25/2022	2,588.60
00211285	03/25/2022	ZOHO CORP ManageEngine Additional 50 sea	P0113810	2329414	03/11/2022	1,431.30

**Accounts Payable Report by Check Number**

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						Total <u>726,277.55</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

<u>Report</u>	<u>Date</u>	<u>Amount</u>
EFT Payments	February 2022	<b>\$2,288,376.83</b>

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Vendor Name/Description</b>	<b>Dollar Amount</b>
2/1/2022	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refund Recreation \$ 133.32
2/1/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL AFLAC INSURANCE	Employee Withholding - Payroll 590.32
2/1/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL LABOR&INDUSTRIESL&I ELF	Payroll Taxes 146,384.04
2/1/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 3.80
2/1/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 7.60
2/1/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 42.75
2/1/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL UNUMGROUP955 INSURANCE	Employee Withholding - Payroll 190.50
2/1/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL UNUMGROUP955 INSURANCE	Employee Withholding - Payroll 1,838.70
2/1/2022	Preauthorized ACH Debit	MERCHANT SVCS MERCH FEE 000000000259217	Merchant Fee - MBP.com 2,221.52
2/1/2022	Preauthorized ACH Debit	MERCHANT SVCS MERCH FEE 8037460410	Merchant Fee - Boat Launch 118.45
2/2/2022	Preauthorized ACH Debit	DIRECT DEPOSIT BANKCARD 948908660000035	Merchant Fee - Utility Billing 5,468.59
2/2/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL AUTHNET GATEWAY BILLING	Merchant Fee 15.00
2/2/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL AUTHNET GATEWAY BILLING	Merchant Fee 25.00
2/2/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL AUTHNET GATEWAY BILLING	Merchant Fee 30.00
2/2/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA MONTH END	Merchant Fee - Utility Billing 10.00
2/2/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 2.85
2/2/2022	Preauthorized ACH Debit	MERCHANT SERVICEMERCH FEES930553411164783	Merchant Fee - Thrift Shop 2,828.91
2/2/2022	Outgoing Money Transfer	KROGER	Food Pantry 9,600.00
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL FISERV MERCHANT FEE	Merchant Fee 6.45
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL FISERV MERCHANT FEE	Merchant Fee 6.45

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Vendor Name/Description</b>	<b>Dollar Amount</b>
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL FISERV MERCHANT FEE	Merchant Fee 6.45
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL FISERV MERCHANT FEE	Merchant Fee 245.76
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL LABOR&INDUSTRIESL&I ELF	Payroll Taxes 20.14
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL LABOR&INDUSTRIESL&I ELF	Payroll Taxes 21.22
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL LABOR&INDUSTRIESL&I ELF	Payroll Taxes 24.33
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 445.72
2/3/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 8.55
2/4/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 67.45
2/7/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECT FEE	Merchant Fee - Utility Billing 15.00
2/7/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECTS	Merchant Fee - Utility Billing 242.00
2/7/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 13.30
2/7/2022	Preauthorized ACH Debit	VANTIV_INTG_PYMTBILLNG 295483290884	Merchant Fee - Recreation 378.41
2/7/2022	Preauthorized ACH Debit	VANTIV_INTG_PYMTBILLNG 295483291882	Merchant Fee - Recreation 368.93
2/7/2022	Preauthorized ACH Debit	VANTIV_INTG_PYMTBILLNG 295483292880	Merchant Fee - Recreation 11.95
2/8/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL INVOICE CLOUD INVOICE CL	Merchant Fee - Utility Billing 111.10
2/8/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 128.65
2/8/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 3.80
2/8/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 3.80
2/8/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 5.70
2/9/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 3.80



**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Vendor Name/Description</b>	<b>Dollar Amount</b>
2/10/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP Tax ADP Tax <i>Employee (payroll withholding)</i> <i>Employer Portion</i>	Payroll Taxes \$ 139,049.26 \$ 52,535.68 191,584.94
2/10/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP WAGE PAY WAGE PAY	Net Payroll 554,454.88
2/10/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 68.97
2/10/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 477.52
2/10/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 5.70
2/10/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL Vimly Benefit SoAWC <i>Employee (payroll withholding)</i> <i>Employer Portion</i>	Employee Insurance Premiums \$ 30,305.86 \$ 174,659.61 204,965.47
2/11/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 59.85
2/11/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL WA DEPT RET SYS DRS EPAY <i>Employee (payroll withholding)</i> <i>Employer Portion</i>	Remit Retirement \$ 60,356.11 \$ 67,605.59 127,961.70
2/11/2022	Outgoing Money Transfer	FF Dues	Employee Withholding - Payroll 2,384.59
2/11/2022	Outgoing Money Transfer	ICMA	Employee Withholding - Payroll 34,817.55
2/11/2022	Outgoing Money Transfer	VEBA Contributions	Employee Withholding - Payroll 6,210.43
2/14/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 8.55
2/14/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL WA DEPT RET SYS DRS EPAY <i>Employee (payroll withholding)</i> <i>Employer Portion</i>	Remit Retirement \$ 57,856.36 \$ 66,360.07 124,216.43
2/14/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL WASHINGTON-DSHS WA	Employee Withholding - Payroll 706.03
2/15/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 0.95
2/15/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 7.60
2/15/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 10.45

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Vendor Name/Description</b>	<b>Dollar Amount</b>
2/16/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 65.55
2/17/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NATIONWIDE PAYMENTS	Employee Withholding - Payroll 1,075.00
2/17/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NATIONWIDE PAYMENTS	Employee Withholding - Payroll 17,709.12
2/17/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 206.77
2/17/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 7.60
2/18/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP PAYROLL FEESADP - FEES	ADP Payroll Services 1,786.28
2/18/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP PAYROLL FEESADP - FEES	ADP Payroll Services 2,499.56
2/18/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL CAYAN HOLDINGS LPAYMENT	Merchant Fee - Thrift Shop 101.68
2/18/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECT FEE	Merchant Fee - Utility Billing 15.00
2/18/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECTS	Merchant Fee - Utility Billing 1,291.93
2/18/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 10.45
2/22/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 12.35
2/23/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP PAYROLL FEESADP - FEES	ADP Payroll Services 1,729.20
2/23/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL Cayan LLC EDI PYMNTS	Merchant Fee - Thrift Shop 6.25
2/23/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 7.60
2/23/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 64.60
2/24/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP Tax ADP Tax	Payroll Taxes 196,676.16
		<i>Employee (payroll withholding)</i>	\$ 143,645.63
		<i>Employer Portion</i>	\$ 53,030.53
2/24/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP WAGE PAY WAGE PAY	Net Payroll 567,683.26
2/24/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 249.92

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Vendor Name/Description</b>	<b>Dollar Amount</b>
2/24/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 2.85
2/25/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NATIONWIDE PAYMENTS	Employee Withholding - Payroll 1,075.00
2/25/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL NATIONWIDE PAYMENTS	Employee Withholding - Payroll 18,805.08
2/25/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 2.85
2/25/2022	Outgoing Money Transfer	FF Dues	Employee Withholding - Payroll 2,384.59
2/25/2022	Outgoing Money Transfer	ICMA	Employee Withholding - Payroll 34,956.96
2/25/2022	Outgoing Money Transfer	VEBA Contributions	Employee Withholding - Payroll 6,210.43
2/28/2022	ACCOUNT ANALYSIS FE	DEC ANALYSIS SERVICE CHG	KEY Account Analysis Fee 13,435.24
2/28/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 1.90
2/28/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 5.70
2/28/2022	Preauthorized ACH Debit	DIRECT WITHDRAWAL WASHINGTON-DSHS WA	Employee Withholding - Payroll 706.03

**Total \$ 2,288,376.83**



# CITY COUNCIL MINUTES REGULAR HYBRID MEETING MARCH 15, 2022

## EXECUTIVE SESSION

At 5:00 pm, Mayor Nice convened an Executive Session in the Farside Room at City Hall, 9611 SE 36th 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 planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b).

Mayor Nice adjourned the Executive Session at 5:50 pm.

## CALL TO ORDER & ROLL CALL

Mayor Salim Nice called the regular meeting to order at 6:00 pm in the Council Chambers at City Hall, 9611 SE 36th Street, Mercer Island, Washington.

Mayor Salim Nice, Deputy Mayor David Rosenbaum and Councilmembers Jake Jacobson and Ted Weinberg participated in person in Council Chambers.

Councilmembers Lisa Anderl, Craig Reynolds, and Wendy Weiker participated remotely using Zoom.

## PLEDGE OF ALLEGIANCE

Councilmember Weiker delivered the Pledge of Allegiance.

## AGENDA APPROVAL

It was moved by Rosenbaum; seconded by Reynolds to:

**Approve the agenda as presented.**

PASSED: 7-0

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

## STUDY SESSION

### AB 6037: Island Crest Way Corridor Safety Analysis

Transportation Engineer Lia Klein and the City's consultant, Brian Chandler from DKS Associates, presented the Island Crest Way Corridor Safety Analysis.

Brian Chandler with DKS Associates presented the data from the analysis of a one-mile section of the Island Crest Way corridor from 90th Avenue SE to SE 68th Street, including input from Mr. Chandler spoke about collision history, the public engagement process, and the input received City staff, the community, and school district staff. He noted the challenges around Island Park Elementary, lighting issues, preserving the natural environment, and maintaining safety. He spoke about the interactions between vehicles, pedestrians, and cyclists, and the SE 53rd Place and SE 68th Street intersections. He reviewed both the short-term and medium-term next steps.

City Council asked questions and discussed the Island Crest Way Corridor Safety Analysis.

## SPECIAL BUSINESS

### AB 6038: 2020 Financial, Federal and Accountability Audi Exit Conference

Deputy Finance Director LaJuan Tuttle introduced the State Auditor's Office staff Assistant Audit Manager Haji Adams and Audit Lead Jessica Fleming who presented the audit exit conference to the City Council to report on the results of the Financial Statement, Federal, and Accountability Audits for the year ending December 31, 2020. The purpose of the exit conference was to report the audit results to management prior to publication of the audit reports, the audited financial statements, notes to the financial statements, and required supplementary information on the SAO website.

City Council received the 2020 Financial, Federal and Accountability Audit reports.

## CITY MANAGER REPORT

City Manager Bon reported on the following items:

- Council, Boards & Commission meetings update: Hybrid City Council meeting April 5, Virtual Planning Commission meeting on March 23, Virtual Parks & Recreation Commission meeting on April 7, Hybrid City Council Planning Session on March 26
- City services updates: City Hall Lobby Renovation, Mercedale Playground update, Aubrey Davis Park trail Safety Improvements Survey, Spring Recycling Event, and Thrift Shop Donations.
- Community Updates: Friends of Mercer Island Library Spring Book sale
- News: Covenant Shores Full-scale Emergency Preparedness exercise, successful recycling partnership, PROS Plan Approved by RCO

## APPEARANCES

Sue Stewart (Mercer Island), spoke regarding Friends of Luther Burbank Park's opposition to a mountain bike park facility in Upper Luther Burbank Park. She urged the Council designate Upper Luther Burbank Park to be an open space park in this year's Comprehensive Plan update.

Glenn Blumstein (Mercer Island), spoke regarding living near Upper Luther Burbank and problems that he has encountered with riders coming to the park and the safety on the street with all of the cars

Tenly Tobin, spoke regarding concerns about the proposed Town Center amendments and the challenges that it could place on Town Center properties.

Kenneth Kataroff, spoke regarding concerns about the proposed Town Center amendments.

Quintin Shiers (Mercer Island), spoke regarding the bike skills area and about the benefits of having a bike skills area.

Brian Shiers (Mercer Island), head coach of Mercer Island Middle & High School Mountain Bike team, spoke regarding bike skills area and his support of this area for riders.

Kirk Griffin (Mercer Island), Neighbors in Motion, spoke regarding Island Crest Way Safety study regarding the proposed bike path and his support of a north/ south bike route.

Jim Stanton (Mercer Island), spoke about a recent bill that increases funding for active transportation projects in Washington and he offered NIM's assistance to submit a grant application for state funds to complete the north-south missing link on Island Crest Way.

Rita Moore (Mercer Island), encouraged the Council to keep Upper Luther Burbank Park an open space and oppose a bike skills area there.

Jeff Koontz (Mercer Island), member of NIM, spoke regarding the Island Crest Way Corridor Safety Analysis and the Bicycle and Pedestrian Plan. He asked that the trail work be accelerated and offered NIM's

support to apply for funding.

## CONSENT AGENDA

### AB 6035: February 25, 2022 Payroll Certification

**Recommended Action:** Approve the February 25, 2022 Payroll Certification in the amount of \$863,447.26 and authorize the Mayor to sign the certification on behalf of the entire City Council.

#### Certification of Claims

**A. Check Register 210901-211018 | 2/25/2022 | \$529,550.66**

**B. Check Register 211019-211083 | 3/4/2022 | \$907,110.86**

**Recommendation 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 March 1, 2022

**Recommended Action:** Adopt the City Council Special Video Meeting Minutes of March 1, 2022 as presented.

### AB 6026: 2019 Arterial and Residential Street Overlays

**Recommended Action:** Accept the completed 2019 Arterial and Residential Street Overlays project and authorize staff to close out the contract.

### AB 6027: 2020 Arterial and Residential Street Overlays

**Recommended Action:** Accept the completed 2020 Arterial and Residential Street Overlays project and authorize staff to close out the contract.

It was moved by Jacobson; seconded by Weinberg to:

**Approve the Consent Agenda and the recommended actions contained therein.**

PASSED: 7-0

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

## REGULAR BUSINESS

### AB 6040: Consider 2024 Comprehensive Plan Periodic Review Scope of Work, Master Schedule, and Public Participation Plan and related Port of Seattle Economic Development Grant Funding for 2022-23

Interim CPD Director Jeff Thomas and Senior Planner Adam Zack reviewed the resolution to adopt the 2024 Comprehensive Plan Periodic Review scope of work, master schedule, and public participation plan that was presented to the City Council on February 15, 2022. Senior Planner Zack noted that five comments were received which propose 26 separate changes the scope of work and schedule. He reviewed which changes staff recommends adding to the resolution.

Sarah Bluvas presented information about possible grant funding for 2022-2023 from the Port of Seattle Economic Development Program, which provides per-capita, reimbursement-based grant funding every year to foster economic development initiatives in King County. She noted that staff will return later this spring for authorization to accept the grant funding.

It was moved by Rosenbaum; seconded by Reynolds to:

**Approve Resolution No. 1621, adopting the scope of work, master schedule and public participation plan including the establishment of the Economic Development Work Group and the Housing Work Group for the 2024 periodic review of the Mercer Island Comprehensive Plan as amended by adding Item 1 to the scope (Exhibit A) and Items 24, 25, and 26 to the public participation plan (Exhibit B) and Item 27 to the charters (Exhibit C) from AB 6040, Exhibit 2 as**

follows:

1. Adding the creation of a parks zone to the scope of work (Exhibit A):
  - a. Add a Land Use Element task to Table 2 for the creation of new goal and policies to create a parks zone in the Comprehensive Plan, and
  - b. Create new development code regulations for a parks zone in Title 19 Mercer Island City Code (MICC).

Adding the following to the public participation plan (Exhibit B):

24. p. 2, stakeholder bulleted list, line 42: Above "the general public", insert "homeowners" and "renters". These groups will require different outreach strategies than the general public and are critical to distinguish.
25. p. 3, Goal 1 Tasks, line 19: Add:
  - 1.4 Invite multi-family housing property managers to share meeting notices regarding the plan, particularly the housing and economic development elements of the plan.
26. p. 4, Goal 3 Tasks, line 20: Between existing tasks 3.2 and 3.3 insert the following and renumber the remaining tasks:
  - 3.2 The Housing Work Group will partner with multi-family property managers to host a Renters Forum to share findings of the HNA and directly listen to the needs and hear ideas from the rental community.
27. Clarifying the language in Section 6.1 for Housing and Economic Development Work Group Charters (Exhibit C) by adding “, ex parte contact, or other conflict with the appearance of fairness...” after “If an actual or perceived conflict of interest...”

PASSED: 6-0-1

FOR: 6 (Anderl, Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

ABSTAIN: 1 (Jacobson)

It was moved by Rosenbaum; seconded by Nice to:

**Direct the City Manager to ensure the legislative process for 2024 periodic review of the Mercer Island Comprehensive Plan captures the following items AB 6040, Exhibit 2:**

5. **Town Center and (New) Economic Development Element: The Town Center Goals and Policies update for proposed code changes aimed at preserving and promoting commercial businesses should be integrated with the new economic development element. These subjects are closely related and should be addressed together, along with parking.**
6. **Housing Element**
  - a. **Establish an ability to create additional dispersed density without undermining quality of neighborhoods. While this will not create housing for homeless or low-income people, it will increase the overall inventory of housing, and likely create some more “affordable” (by MI standards) housing.**
  - b. **Ensure MI is permanently committed to providing true support to ARCH for off island development of low-income housing – taking on our fair share of the responsibility.**
  - c. **The existing Comp Plan pays lip service to providing a range of housing options but has no specific policies or code provisions that promote housing that would actually help accommodate older and/or disabled citizens. I recommend that the City more clearly articulate that it is the City’s policy to make it easier to develop and build housing that would accommodate older and/or disabled citizens, and that the City evaluate its Code to identify roadblocks to such development and create options that remove those roadblocks. For example, lot coverage/impervious surface limits on smaller lots make it harder to design and construct 1 story homes suitable for disabled or persons over 65 who seek to age in place.**
7. **Transportation Element: Consider inverting the priorities so that the more vulnerable are prioritized over convenience for automobiles.**
  - a. **Promote significant improvements for active transportation: bicycle infrastructure, sidewalks, and other pedestrian amenities.**
  - b. **Consider reducing speed limits on the Mercers by 5mph to make inevitable collisions between automobiles and pedestrians or bikes less deadly.**
8. **Update the Introduction to the Plan and the Introductions to the Land Use, Housing, and Transportation Elements.**

10. Add appropriate headings to the Land Use Policies, Natural Environment (Goal 18) and Parks and Open Space Policies (Goals 19 and 20) in the Land Use Element. Reconcile Goal 20 with PROS.
11. Change the heading for Goals 26 through 29 in Land Use Policies from STAR to Climate Change.
12. Delete the last paragraph in Climate Change in the Introduction to the Land Use Element.
13. Delete Goal 26 in the Land Use Element.
15. Add the heading “Historical Preservation” to Goal 25 in the Land Use Policies.
18. Edit shaded boxes in Introduction, Vision Statement: How the Values are Manifested.
21. Housing Needs Assessment, p.5, Task 4, lines 21-23: The HNA is a document detailing the expected housing needs in the City throughout the planning period based on trends in housing affordability, information on demographic equity in housing opportunity, and the forecasted growth, existing housing stock, and land use assumptions in the Plan.
22. Transportation Element, p. 10, Attachment A, Table 2: T-6 Add policy under Transportation Element Goal 12 that establishes a prioritized implementation plan and timeline for periodic reviewing of the Pedestrian and Bicycle Facilities Plan.
23. Transportation Element, p. 10, Attachment A, Table 2: Add: T-9 Add policy under Transportation Element Goal 12 to study opportunities to expand electric bicycle infrastructure near light rail and in Town Center.

PASSED: 6-0-1

FOR: 6 (Anderl, Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

ABSTAIN: 1 (Jacobson)

It was moved by Rosenbaum; seconded by Jacobson to:

**Direct the City Manager to pursue an economic development grant from the Port of Seattle for the 2022-2023 grant cycle to support the development and implementation of a new Comprehensive Plan Economic Development Element.**

PASSED: 7-0

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

#### **AB 6036: Development Code Amendment ZTR21-004 Town Center Retail Requirements – Ordinance No. 21C-28 (Third Reading)**

Interim CPD Director Jeff Thomas introduced Development Code Amendment ZTR21-004 regarding Town Center Retail Requirements and welcomed Planning Commission Chair Dan Hubbel to present the Planning Commission’s recommendation for the code amendments.

Economic Development Coordinator Sarah Bluvas presented the following legislative options for Development Code Amendment ZTR21-004 regarding Town Center Retail Requirements:

1. Do nothing.
2. Amend MICC 19.11.020(B) Figure 2 to complete surgical additions/deletion to the current map, which illustrates ground floor street frontage requirements in the TC.
3. Amend MICC 19.11.020(B) to add a “no net loss” retail square footage requirement throughout the TC for post-2005 developed parcels, administered on a parcel-by-parcel basis.
4. Amend MICC 19.11.020(B) to add a “commercial floor area ratio” requirement for parcels subject to the requirement in Figure 2 and not otherwise excluded by some other means.
5. Amend MICC 19.11.020(B) by combining Options 2-4 (above).
6. Amend MICC 19.11.020(B) by executing Ordinance No. 21C-28 with or without further amendments to combine Option 2 with a “greater than” requirement between “commercial floor area ratio” and “no net loss” for parcels subject to the requirement in Figure 2.

Following review of the options and asking questions of staff, the City Council directed staff to amend the ordinance to include option 5 (above) plus the following:

- Expand the list of eligible uses to include museums and art exhibitions; theaters; bars; financial and insurance services; recreation; and service stations (as defined by 19.16.010);
- Reinsert code language that clarifies that requirements apply to “ground floor use” and permits driveways, loading areas, parking garage entrances, and lobbies on street frontage;



- Insert code language outlining a timeline for triggering an evaluation of the effectiveness of the requirements;
- Insert code language exempting museum/art exhibition and theater uses from the 60' contiguous linear street frontage maximum; and
- Establish a cap for museums/art exhibition and theater uses that can be applied to the commercial FAR/no net loss requirement.

Staff will return mid-year for a fourth reading of the ordinance and adoption, which will allow time to amend and finalize the SEPA review, re-notice to the WA Department of Commerce (if necessary), allow for Planning Commission review and recommendation to remove Figure TC-1 from the Comprehensive Plan (if necessary); and finalize the ordinance.

**AB 6041: 2022 City Council Planning Session Agenda**

City Manager Jessi Bon presented the proposed agenda for the upcoming 2022 City Council Planning Session. City Manager Bon asked the Council to provide feedback by Monday on the City Council Priorities and Work Plan in preparation for the 2023-2024 biennial budget.

It was moved by Reynolds; seconded by Weinberg to:

**Approved the 2022 City Council Planning Session agenda as presented.**

PASSED: 7-0

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

**OTHER BUSINESS**

**Planning Schedule**

City Manager Bon spoke about upcoming meetings.

**Councilmember Absences and Reports**

Councilmember Jacobson spoke about the Eastside transportation Partnership meeting regarding bus routes on Mercer Island

Mayor Nice spoke about attending the ribbon cutting for FaveKitchens in Town Center.

Councilmember Reynolds thanked staff for successfully executing a hybrid meeting, upcoming K4C sessions, meeting regarding Native American land acknowledgements.

Deputy Mayor Rosenbaum thanked staff for getting hybrid meetings up and running, spoke about a meeting regarding ARPA fund uses, and the process for selecting a new MISD Superintendent.

**ADJOURNMENT**

The Council Meeting adjourned at 9:58 pm.

\_\_\_\_\_  
Salim Nice, Mayor

Attest:

\_\_\_\_\_  
Andrea Larson, City Clerk



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6052  
April 5, 2022  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6052: Sexual Assault Awareness Month, Proclamation No. 287	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Proclaim April 2022 as Sexual Assault Awareness Month in the City of Mercer Island.	

<b>DEPARTMENT:</b>	City Council		
<b>STAFF:</b>	Salim Nice, Mayor Andrea Larson, City Clerk		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. Proclamation No. 287		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**EXECUTIVE SUMMARY**

This agenda bill is to proclaim April as Sexual Assault Awareness month and join other King County cities as a part of a regional and national effort to educate communities about ways to recognize, respond to, and help end sexual violence.

**BACKGROUND**

April is Sexual Assault Awareness Month (SAAM). The National Sexual Violence Resource Center’s theme for SAAM 2022 is “Building Safe Online Spaces Together.” This year, local advocates will focus on steps to build safe online spaces for everyone.

**ISSUE/DISCUSSION**

While there are upsides and opportunities inherent in online spaces, the expanded presence of technology has also presented risks, especially for young people. As savvy as many young people are at navigating this space, it is important to make sure they know how to respectfully interact and engage with others, how to be savvy media consumers, and to know where resources exist for fact-based information, both “in real life” and how those lessons apply to online interactions. To be effective in shifting attitudes and behaviors, those lessons must be reinforced and supported at home, in school, and in neighborhoods.

**KING COUNTY SEXUAL ASSAULT RESOURCE CENTER**

King County Sexual Assault Resource Center (KCSARC) provides sexual assault-related services for people of all ages in King County, WA, while working toward the ultimate goal of eliminating sexual violence and abuse from local communities. They are on the frontline with victims and their families, ensuring that all people affected by sexual assault get the treatment they need and advocacy they deserve. They are also at the forefront of change, guiding public policy development, and delivering best practice education to create safer environments for everyone. To talk with someone, email <https://www.kcsarc.org/gethelp> or call 888.99.VOICE.

**RECOMMENDED ACTION**

Proclaim April 2022 as Sexual Assault Awareness Month in the City of Mercer Island and encourage residents to join advocates and communities throughout King County in taking action to ensure that online communities are safe and respectful for everyone and prevent sexual violence by standing with survivors.



## City of Mercer Island, Washington

# Proclamation

**WHEREAS**, in Washington State, 45% of women and 22% of men report having experienced sexual violence in their lifetime; and

**WHEREAS**, additional barriers, such as language, immigration status, gender bias, and systemic racism further oppress and silence victims; and

**WHEREAS**, sexual harassment, assault, and abuse happen in all communities and that includes online spaces; and

**WHEREAS**, we are spending more and more of our lives online - whether that's for work, school, or entertainment, and with this increase in virtual connection unfortunately comes an increase in potential online abuse and harassment; and

**WHEREAS**, consent and boundaries can be violated online in several ways, and the trauma of online abuse is all too real for many survivors; and

**WHEREAS**, King County is home to many organizations that provide culturally and linguistically specific services for survivors from various racial, ethnic, faith, and cultural communities, survivors who are immigrants and refugees, survivors who are LGBTQ, and survivors with disabilities and such culturally specific services are critical to effectively respond to the specific needs and barriers many survivors face; and

**WHEREAS**, we can create online spaces that are built on the foundational values of practicing consent, keeping kids safe, and supporting survivors.

**NOW, THEREFORE**, I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim April 2022 as

## **SEXUAL ASSAULT AWARENESS MONTH**

in the City of Mercer Island and urge all residents to join advocates and communities throughout King County in taking action to ensure that our online communities are safe and respectful for everyone and prevent sexual violence by standing with survivors. Together, we commit to a safer future for all children, young people, adults, and families in our community.

**APPROVED**, this 5th day of April 2022

\_\_\_\_\_  
Mayor Salim Nice

Proclamation No. 287





**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6053  
April 5, 2022  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6053: 2020 West Mercer Way Pedestrian Crossings 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
<b>RECOMMENDED ACTION:</b>	Accept the completed project and authorize staff to close out the contract.	

<b>DEPARTMENT:</b>	Public Works		
<b>STAFF:</b>	Jason Kintner, Chief of Operations Patrick Yamashita, Deputy Public Works Director Clint Morris, Capital Division Manager		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. Project Location Map		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ 379,945
<b>AMOUNT BUDGETED</b>	\$ 385,104
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**INTRODUCTION**

The purpose of this agenda bill is to accept the completed 2020 West Mercer Way Pedestrian Crossings construction project and authorize staff to close out the construction contract.

- This project used Sound Transit Mitigation Funds.
- The Mountains-to-Sound Trail crossing near the I-90 on-ramp was improved, and two new crosswalks were added at the Aubry Davis Park parking lot entrance.
- Most of the work was performed in September and October 2020.
- A change order was needed to redesign street lighting improvements to meet WSDOT standards.
- The total project cost was \$379,945, which is \$5,158 under budget.

**BACKGROUND & DISCUSSION**

To mitigate impacts to the Mercer Island community for the reduction in I-90 access due to center roadway closure and restricted use of HOV lanes, Sound Transit agreed to provide \$10,050,000 dollars to the City of Mercer Island. Up to \$5,100,000 of those funds were allocated for traffic/safety enhancements to mitigate impacts and/or improve access to light rail. The West Mercer Way Pedestrian Crossings project is the first City of Mercer Island construction project to utilize these Sound Transit Mitigation Funds. It was added to the

six-year Transportation Improvement Program (TIP) in 2018 as one of three East Link Traffic/Safety Mitigation Projects.

The West Mercer Way Pedestrian Crossings are located near the westbound I-90 freeway on-ramp. Design work for the project began in late 2019 and final plans, specifications, and cost estimates were completed in May of 2020. Seven contractor bids were received and opened on June 30, 2020. On July 20, the City Council awarded the construction contract to Kamins Construction Inc in the amount of \$190,183.50 and set the project's total budget to \$385,104 ([AB 5725](#)).

Construction activities began in September 2020 and work was substantially completed by the end of October. The project enhanced the existing Mountains-to-Sound Trail crossing of West Mercer Way by widening it to 12 feet and installing new concrete curb refuge islands in the center of the roadway. Near the Aubrey Davis Park western parking lot entrance (also known as "Area C"), new crosswalks were constructed at the parking lot entrance and across West Mercer Way, providing a more direct connection between the parking lot and park amenities on both sides of West Mercer Way. All three crosswalk locations received new concrete sidewalks and curb ramps that meet current Americans with Disabilities Act (ADA) design standards. Additionally, a new streetlight was installed at the parking lot entrance.

During construction, it was determined that the street lighting had to be redesigned to meet requirements of the Washington State Department of Transportation (WSDOT), which assumed ownership of the light following construction. This situation led to a change order and significant delays in completing the lighting work. The new light was finally installed and operational in November 2021.

The total cost of the completed project is \$379,103.69, which is \$5,158.41 less than the approved budget. The street lighting change order was \$16,631.60. Actual expenses for the project compared to budget amounts are shown in the following table. All costs for this project are being paid for with Sound Transit Mitigation Funds.

2020 WEST MERCER WAY PEDESTRIAN CROSSINGS PROJECT BUDGET		
Description	Approved Project Budget	Actual Expenditures
Construction Contract	\$ 190,183.50	\$ 190,285.33
Change Order - Lighting		\$ 16,631.60
<b>Total Construction Contract</b>	<b>\$ 190,183.50</b>	<b>\$ 206,916.93</b>
Construction Contingency @ 10%	\$ 19,018.35	change order above
Project Design (Consultant)	\$ 101,000.00	\$ 109,254.53
WSDOT - Review, Approval, Permitting	\$ 8,000.00	\$ 9,375.00
Inspection Services (Consultant)	\$ 35,000.00	\$ 20,722.03
Contract Administration / Project Management (City Staff)	\$ 30,000.00	\$ 31,607.62
1% for the Arts	\$ 1,901.84	\$ 2,069.17
<b>Total Project Cost</b>	<b>\$ 385,103.69</b>	<b>\$ 379,945.28</b>

**RECOMMENDED ACTION**

Accept the completed 2020 West Mercer Way Pedestrian Crossings project and authorize staff to close out the contract.



# CITY OF MERCER ISLAND

## WEST MERCER WAY PEDESTRIAN CROSSINGS

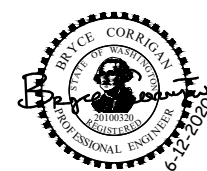
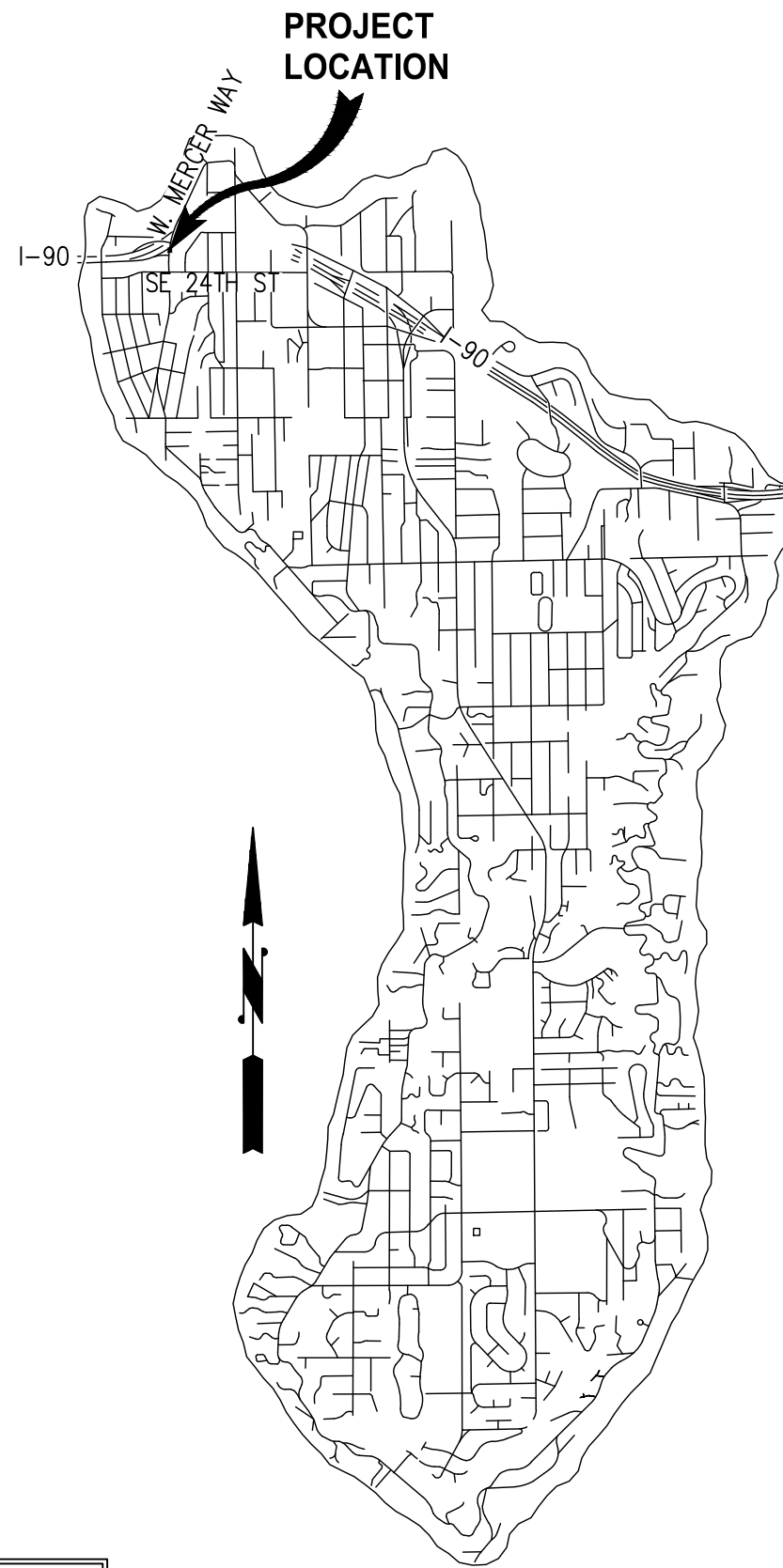
JUNE 2020

CITY PROJECT NUMBER: ST0001

CITY BID NUMBER: 20-06

### SCHEDULE OF DRAWINGS

SHEET	DRAWINGS
1	COVER
2	SURVEY & LEGEND
3	ROAD DETAILS
4	SITE PREPARATION AND TESC PLAN
5	ROADWAY PLAN
6	MOUNTAINS TO SOUND TRAIL CROSSING RAMPS
7	AUBREY DAVIS PARK ENTRANCE CROSSING RAMPS
8	LANDSCAPE PLAN
9-11	TRAFFIC CONTROL PLANS
12	ILLUMINATION PLAN
13-18	WSDOT STANDARD PLANS



CALL 2 DAYS BEFORE YOU DIG  
1-800-424-5555

BID DOCUMENTS





**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6054  
April 5, 2022  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6054: 2021 Arterial and Residential Street Overlays 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
<b>RECOMMENDED ACTION:</b>	Accept the completed project and authorize staff to close out the contract.	

<b>DEPARTMENT:</b>	Public Works		
<b>STAFF:</b>	Jason Kintner, Chief of Operations Patrick Yamashita, Deputy Public Works Director Clint Morris, Capital Division Manager		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. Project Location Map		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ 1,203,303
<b>AMOUNT BUDGETED</b>	\$ 1,346,559
<b>APPROPRIATION REQUIRED</b>	\$ 0

**EXECUTIVE SUMMARY**

The purpose of this agenda bill is to accept the completed 2021 Arterial and Residential Street Overlays construction project and authorize staff to close out the construction contract.

- Work involved repaving a 1.3-mile portion of East Mercer Way, as well as one residential neighborhood.
- Construction occurred in July and August 2021.
- The total project cost was \$1,203,303 and came in \$143,256 under budget. Unspent funds remain in the Street Fund.

**BACKGROUND & DISCUSSION**

The 2021 Arterial and Residential Street Overlays combined arterial and residential street paving locations into one contract for hot mix asphalt (HMA) paving in summer 2021. The project included asphalt overlay of 1.3 miles of East Mercer Way from SE 53<sup>rd</sup> Place to the 6600 block and residential street repaving in one neighborhood. Project locations are shown on Exhibit 1. Prior to repaving work, minor storm drainage and water system improvements were completed on these roadways under a separate construction contract.

Project design work began in February 2021 and was completed in mid-April. Four contractor bids were received on May 11, 2021. On June 1, Council awarded the construction contract to Watson Asphalt Paving Company in the amount of \$1,063,567 and set the project’s total budget to \$1,346,559 (AB 5881).

Construction activities on the contract began on July 1, and all asphalt paving was completed by the end of July. In August, crews wrapped up construction on the project by placing shoulder gravel and raising utility castings to the grade of the new pavement. The project was complete by the end of August.

Improvements to East Mercer Way included pavement repairs, pre-level paving (to correct irregularities in roadway profile and cross slope), a 2.5-inch HMA overlay, shoulder gravel, new pavement markings, and utility adjustments. Residential streets in the plat of Mercer Vista (portions of 82<sup>nd</sup> Avenue, 83<sup>rd</sup> Place, SE 62<sup>nd</sup> and SE 64<sup>th</sup> Streets) had nearly all the existing pavement removed, gravel base material was augmented and regraded, and 4 inches of new HMA was placed.

The total cost of the completed project was \$1,203,303, which is 10.6% less than the total amount budgeted at the time of contract award. No contingency funds were needed during construction. Contract administration and project management costs exceeded their budget by \$13,165, however, this was more than offset by the design costs being \$16,412 under budget. Actual expenses for the project compared to budget amounts are shown in the following table. The \$143,256 of unspent budget from this contract will remain in the Street Fund.

Minor water system and storm drainage improvements were completed on these roadways under a separate construction contract, at a cost of \$216,441. These improvements were funded from the City’s Water and Storm Water Utility Funds.

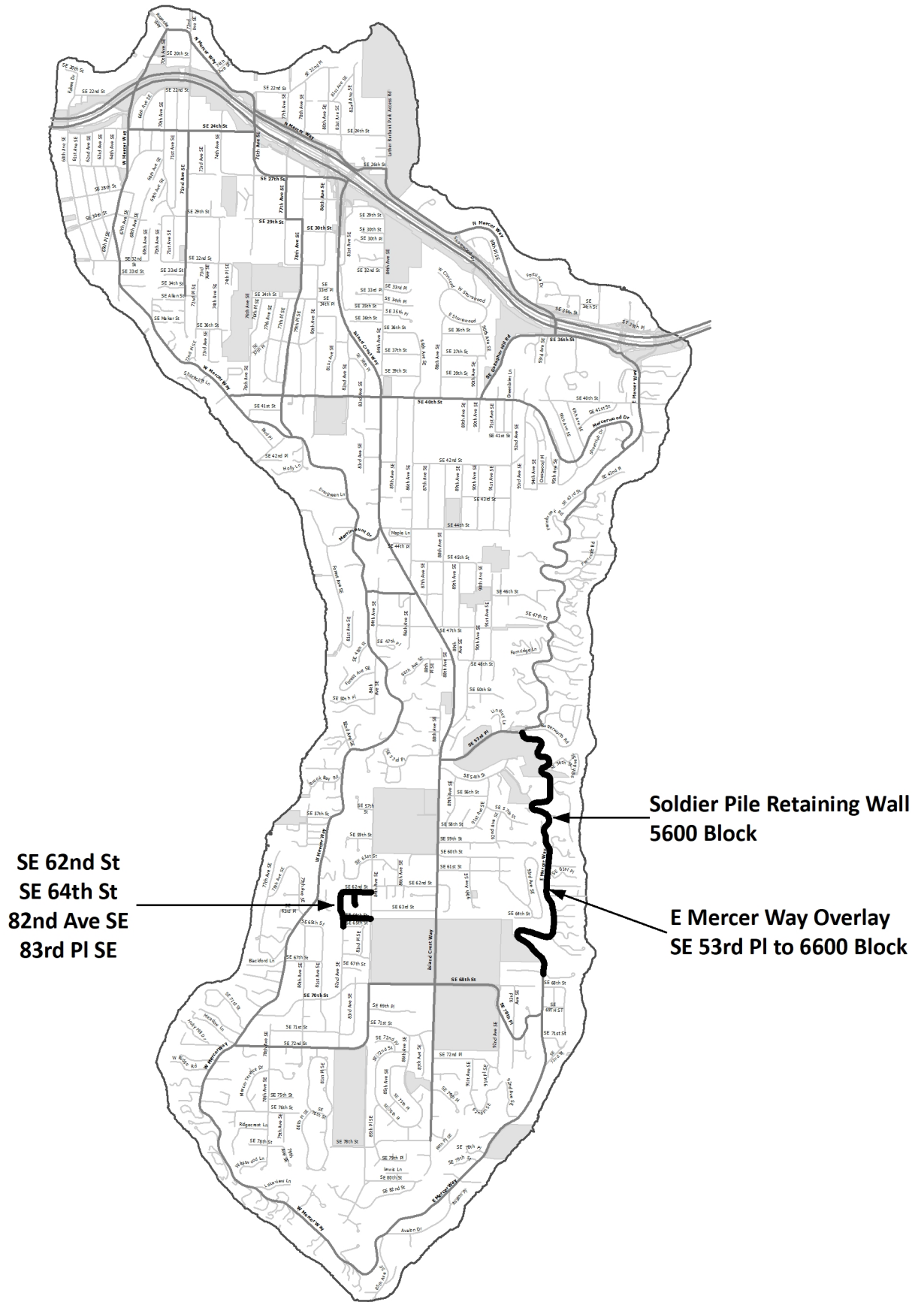
2021 ARTERIAL AND RESIDENTIAL STREET OVERLAYS PROJECT BUDGET AND ACTUAL EXPENDITURES		
Description	Approved Project Budget	Actual Expenditures
<b>Construction Contract</b>		
Schedule A - East Mercer Way Arterial Overlay	\$ 750,803	\$ 717,588
Schedule B - Residential Street Overlays	\$ 312,764	\$ 312,630
<b>Total Construction Contract</b>	<b>\$ 1,063,567</b>	<b>\$ 1,030,217</b>
Construction Contingency @ 10%	\$ 106,357	\$ -
Project Design	\$ 69,000	\$ 52,588
Inspection Services	\$ 50,000	\$ 50,031
Contract Administration / Project Management	\$ 47,000	\$ 60,165
1% for the Arts	\$ 10,635	\$ 10,302
<b>Total Project Budget and Expenditures</b>	<b>\$ 1,346,559</b>	<b>\$ 1,203,303</b>

**RECOMMENDED ACTION**

Accept the completed 2021 Arterial and Residential Street Overlays project and authorize staff to close out the contract.

# City of Mercer Island 2021 Arterial and Residential Street Improvements

Item 7.



SE 62nd St  
SE 64th St  
82nd Ave SE  
83rd Pl SE

Soldier Pile Retaining Wall  
5600 Block

E Mercer Way Overlay  
SE 53rd Pl to 6600 Block

Project Locations

Major Roads

Streets

Parks



Map Date: 5/24/2021  
2021StreetImprovements.mxd

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



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6055  
April 5, 2022  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6055: 2021 East Mercer Way Landslide Repair 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
<b>RECOMMENDED ACTION:</b>	Accept the completed project and authorize staff to close out the contract.	

<b>DEPARTMENT:</b>	Public Works		
<b>STAFF:</b>	Jason Kintner, Chief of Operations Patrick Yamashita, Deputy Public Works Director Clint Morris, Capital Division Manager		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. Project Location Map		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ 289,229
<b>AMOUNT BUDGETED</b>	\$ 337,872
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**EXECUTIVE SUMMARY**

The purpose of this agenda bill is to accept the completed 2021 East Mercer Way Landslide Repair construction project and authorize staff to close out the construction contract.

- This project was an emergency repair of a landslide that occurred in December 2020.
- A soldier pile retaining wall was constructed in the 5600 block in June 2021.
- The total project cost was \$289,229, which came in \$48,643 under budget; unspent funds remain in the Street Fund.

**BACKGROUND & DISCUSSION**

The 2021 East Mercer Way Landslide Repair project constructed a soldier pile retaining wall to stabilize a steep slope in the 5600 block. The landslide occurred in early December 2020, within the public right-of-way, threatening the stability of the northbound travel lane. Slide debris was carried downslope onto two private properties. The northbound lane was temporarily closed after the slide until repairs could be constructed.

Engineering work began in early February 2021 with soil borings and site surveying. The preferred repair solution was determined to be a soldier pile retaining wall. Design work continued into late March and a

construction bid package was advertised in early April. Five contractor bids were received on April 27, 2021. On May 18, The City Council awarded a construction contract to Neptune General Contractors in the amount of \$233,267 and set the project's total budget to \$337,872 ([AB 5871](#)). Funding for this emergency repair was appropriated from the existing Street Fund balance.

Timing of the repair was critical, as repaving of East Mercer Way from SE 53<sup>rd</sup> Street to the 6600 block was already planned for summer of 2021. Construction activities at the site began on June 2, and by the end of June the wall was complete, which allowed the repaving work to proceed on its original timeline.

The slide repair consisted of building a 75-foot-long soldier pile retaining wall, which involved installing nine vertical steel H-beams into drilled shafts which were then filled with lean concrete. Timber lagging was placed between the H-beams, and the void behind them was backfilled with free draining gravel. In addition, a partially damaged roadside guardrail was removed and replaced.

The total cost of the completed project was \$289,229, which is 14% less than the estimated project cost at the time of contract award. No contingency funds were needed during construction. Final design costs were \$4,426 higher than estimated, but this was more than offset by the combined inspection and project management costs being \$7,094 lower than estimated. Actual expenses for the project compared to budget amounts are shown in the following table. The \$48,643 of unspent budget from the project will remain in the Street Fund.

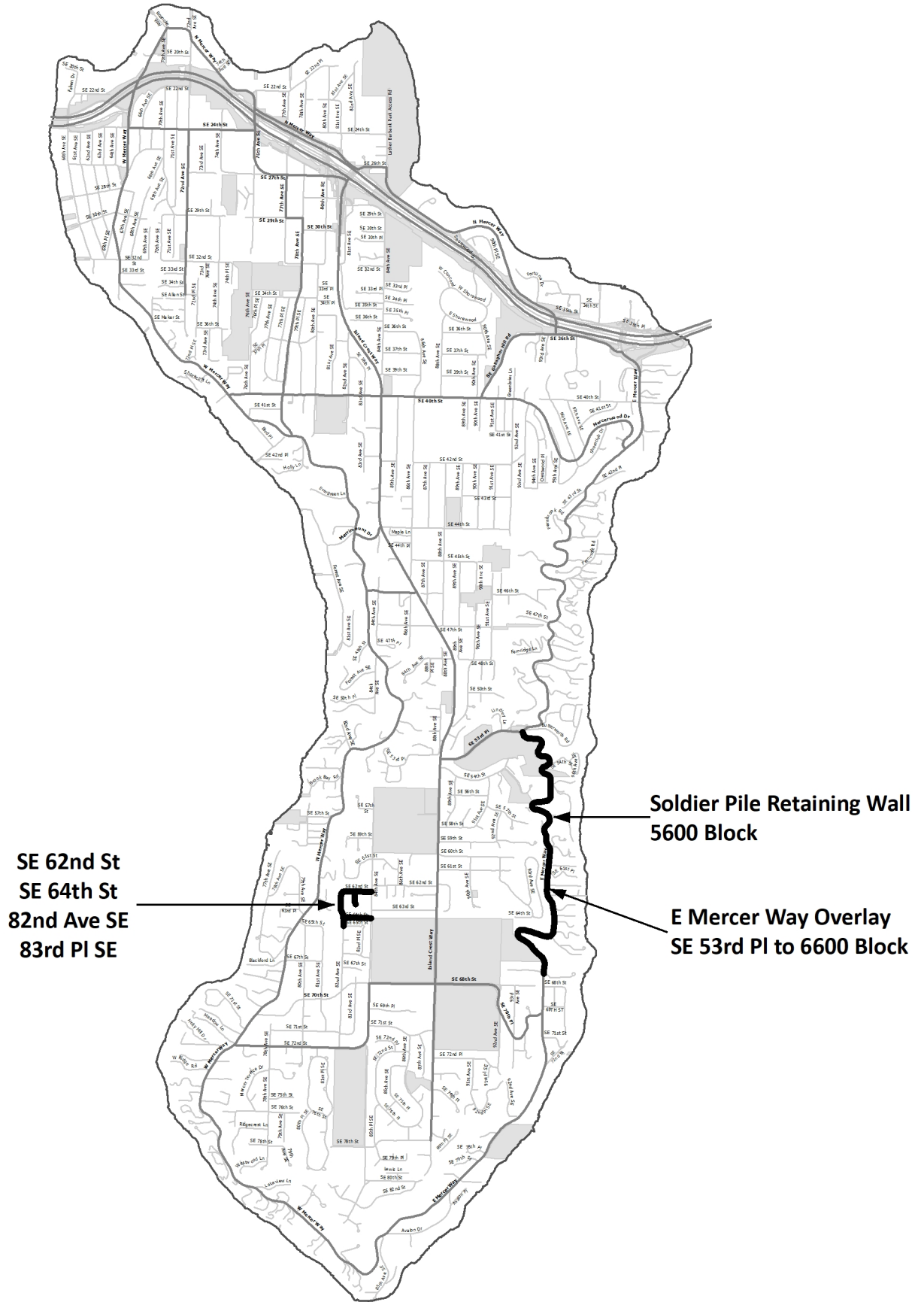
<b>2021 EAST MERCER WAY LANDSLIDE REPAIR PROJECT BUDGET AND ACTUAL EXPENDITURES</b>		
<b>Description</b>	<b>Project Budget</b>	<b>Actual Expenditures</b>
<b>Construction Contract</b>	<b>\$ 233,266</b>	<b>\$ 222,281</b>
Construction Contingency @ 15%	\$ 34,990	\$ -
Project Design - general engineering consultant	\$ 18,690	\$ 20,020
Project Design - surveying	\$ 3,045	\$ 3,045
Project Design - geotechnical engineering	\$ 17,218	\$ 19,803
Project Design - structural engineering	\$ 7,663	\$ 8,174
<b>Total Project Design</b>	<b>\$ 46,616</b>	<b>\$ 51,042</b>
Inspection Services	\$ 15,000	\$ 10,157
Contract Administration/Project Management	\$ 8,000	\$ 5,749
<b>Total Project Budget and Expenditures</b>	<b>\$ 337,872</b>	<b>\$ 289,229</b>

## RECOMMENDED ACTION

Accept the completed 2021 East Mercer Way Landslide Repair project and authorize staff to close out the contract.

# City of Mercer Island 2021 Arterial and Residential Street Improvements

Item 8.



SE 62nd St  
SE 64th St  
82nd Ave SE  
83rd Pl SE

Soldier Pile Retaining Wall  
5600 Block

E Mercer Way Overlay  
SE 53rd Pl to 6600 Block

Project Locations

Major Roads

Streets

Parks



Map Date: 5/24/2021

2021StreetImprovements.mxd



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6049  
April 5, 2022  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6049: Apply for Washington State Historical Society Heritage Capital Funding for Luther Burbank Boiler Building Phase 1 Project	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Adopt Resolution No. 1624	

<b>DEPARTMENT:</b>	Public Works	
<b>STAFF:</b>	Jason Kintner, Chief of Operations Patrick Yamashita, Deputy Public Works Director Paul West, CIP Project Manager	
<b>COUNCIL LIAISON:</b>	n/a	
<b>EXHIBITS:</b>	1. Resolution No. 1624 2. Boiler Building and Restroom Annex Visuals	
<b>CITY COUNCIL PRIORITY:</b>	1. Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.	

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**EXECUTIVE SUMMARY**

This agenda bill authorizes staff to seek grant funding for the Luther Burbank Boiler Building Phase 1 project from the Washington State Historical Society’s Capital Heritage Grant Program. It covers:

- The history of the Luther Burbank Boiler Building project
- A discussion of the need for this project
- Information about the Heritage Capital Grant Program and the Resolution required for the grant application.
- The cost estimate for this project is \$1,450,000. The grant application will be for 33% of the total project cost, which is estimated at \$483,000.
- City Council approval is needed to apply for this grant. The grant application requires the City Council to demonstrate a commitment (via resolution) to provide the matching funds for this project.

The City Council previously considered this project at the May 18, 2021 ([AB 5868](#): Luther Burbank Park Docks and Adjacent Waterfront Concept Design Recommendation) and March 1, 2022 ([AB 6021](#): Luther Burbank Docks and Waterfront Project 30% Design Recommendation) meetings.



## BACKGROUND

The Luther Burbank Boiler Building (“Boiler Building”) was constructed in 1928 to house a steam plant for heating the campus of the Boys Parental School. The building was repurposed for storage in 1974 by King County, which also added restrooms and a concession stand as an attached structure (Annex) on its south side (see Exhibit 2). This construction was part of a larger park development project which also added a waterfront plaza and docks next to the building. The City of Mercer Island took ownership of these improvements with the transfer of Luther Burbank Park in 2002.

In 2015, the City learned that the lands underlying these improvements belong to the Washington State Department of Natural Resources (DNR). The City now leases these aquatic lands from DNR largely at no cost because it provides shoreline access to the public. However, the City pays to lease the land underlying the Boiler Building because this building is considered a non-aquatic use. The City pays approximately \$4,300 per year to DNR and this is adjusted for inflation over the life of the lease.

[The 2006 Luther Burbank Park Master Plan](#) (“Master Plan”) identifies the Boiler Building as a boating/rowing facility *“including rental/storage of human powered kayaks, canoes and small sailboats as well as being the operation center of any sailing/boating program that might be offered to serve the community”*. Since then, Parks and Recreation has used the Boiler Building to store equipment for its popular sailing and boating camps every summer. The building cannot be occupied for classes or offices because it does not meet building codes for such purposes.

In 2017, consistent with the Master Plan, the City completed a [feasibility study for the use of the Boiler Building](#). The study identified several preliminary steps needed to simply preserve the existing building as a Phase 1 project. These needs included roof replacement, seismic retrofits, and minor repairs. The study also proposed adding a viewing deck/outdoor classroom to the roof of the annex building that contains the restrooms. This scope of work included reducing the chimney height by ten feet and installing internal steel bracing to stabilize the building. Completing this Phase 1 project will allow the building to continue to be used for storage, restrooms, and concessions to support the sailing and boating programs. It also prepares the building for Phase 2, which will include additional renovations for a non-motorized small craft boating center.

## ISSUE/DISCUSSION

On March 1, 2022, the City Council directed staff to move forward with a comprehensive renovation of the Luther Burbank Park waterfront in two phases ([AB 6021](#)). Phase 1 is the renovation of the Boiler Building, the Annex, and the addition of a rooftop viewing deck/outdoor classroom on top of the Annex. This phase is expected to be constructed in fall of 2023.

Staff have sought grant opportunities to help fund this project and have determined that this project is eligible for the Heritage Capital Projects Program. This grant program was created by the Washington State Legislature as a program of the Washington State Historical Society to provide capital funds for projects that increase public access to history through historic preservation and history interpretation. Grant funding covers up to 33% of the cost of the proposed Phase 1 project. Staff have begun the process of applying for 2022 funding. The Department of Natural Resources (DNR) has given approval as the landowner. The Mercer Island Historical Society has been supporting this project with coordination of support letters and interpretation features.



Preserving the structural integrity of the building is important for several reasons. Without seismic retrofits, the building's masonry, including the 80-foot-tall chimney, could fall in an earthquake. Rebuilding the remnant structure after such an event would likely be unfeasible. The leaking roof and foundation are weakening the steel-reinforced concrete structure. Water must be controlled and kept out of the building envelope to prevent further damage.

Furthermore, this building likely could not be built in this location today. State and local regulations severely limit such development this close to the shoreline, and it is unlikely that DNR would allow a similar new building in an aquatic lease. In addition to losing this iconic piece of history, the City would give up an unparalleled location for housing a small watercraft facility.

If the application is successful, this grant will fund up to one third of the construction costs of the Boiler Building renovation. The total project cost is \$1,450,000, so grant funding is estimated at \$483,000. Additional grant funding for the renovation of the Annex and the addition of a rooftop deck is being pursued through the Washington State Recreation and Conservation Office.

The grant application requires a resolution containing the City Council's approval of the project, its authority to apply for the grant, and its commitment of matching funds for the project. Proposed Resolution No. 1624 meets these three conditions of the grant application. By adopting the Resolution, the City Council authorizes the City Manager to apply for the grant and commits the balance of funds needed (approximately \$967,000) to complete the project if the Washington State Historical Society includes the City's grant request in its Heritage Capital Program funding recommendation to the Governor and Legislature. Grant notification is scheduled to occur in September 2022.

## NEXT STEPS

The deadline for Stage 1 (Eligibility Review) is April 14, 2022. Upon passage of Resolution, staff will seek initial review and prepared to submit the full grant application by the deadline of June 9, 2022.

If the project is not recommended for State funding, staff will seek additional grand funding opportunities to support the project.

This project will be included in the 2023-2024 Capital Improvement Program budget, which is scheduled for review and adoption by the City Council this fall.

## RECOMMENDED ACTION

Pass Resolution No. 1624, authorizing the City Manager to apply for the 2023-2025 Heritage Capital Grant funding for construction of the Boiler Building Roof Replacement and Seismic Retrofits (Phase 1) project according to Washington State Historical Society grant guidelines, and commit to appropriating funding sufficient to meet grant program match requirements in the City's capital budget if the grant application receives a fundable ranking.

**CITY OF MERCER ISLAND  
RESOLUTION NO. 1624**

**A RESOLUTION AUTHORIZING APPLICATION TO THE WASHINGTON  
STATE HISTORICAL SOCIETY FOR HERITAGE CAPITAL PROJECT GRANT  
FUNDING FOR THE LUTHER BURBANK BOILER BUILDING PROJECT  
(PHASE 1)**

WHEREAS, the City of Mercer Island owns the 1928 Boiler Building, located at Luther Burbank Park; and

WHEREAS, the Boiler Building with its iconic brick chimney is a landmark on the shoreline of Lake Washington that housed a steam plant to heat school and dormitory buildings for more than a quarter century; and

WHEREAS, the Boiler Building has become the home for the City's boating programs since the park was transferred to the City in 2003; and

WHEREAS, the 2006 Luther Burbank Park Master Plan envisions the Boiler Building being renovated as a small craft boating center as part of a larger waterfront complex; and

WHEREAS, the 2017 Boiler Building Study established that a small craft boating center is feasible and provides a specific conceptual plan for needed renovations; and

WHEREAS, the Boiler Building Study recommended that the first phase of work be seismic stabilization of the masonry components of the building along with the replacement of the roof membrane; and

WHEREAS, the City has completed a two-year planning effort to comprehensively renovate the fifty year-old waterfront complex, including dock upgrades, expanded shoreline access, accessibility improvements, low-impact development features and landscape renovations; and

WHEREAS, Luther Burbank Park's size, location, and unique natural setting attract users from across the region that includes Seattle, Bellevue, and the eastside of Lake Washington; and

WHEREAS, the total cost for the construction of the project is estimated at \$1,450,000; and

WHEREAS, the Washington State Historical Society administers Washington State funding through Heritage Capital Project grants to provide public access to history; and

WHEREAS, this grant program can provide up to 33% of a project's reimbursable costs; and

WHEREAS, the preservation of the Boiler Building and interpretation of its tenure on the shoreline of Lake Washington would contribute to the public's understanding of our natural and cultural history;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AS FOLLOWS:

**Section 1: Authorization to Apply for a Heritage Capital Project grant.**

The Mercer Island City Council hereby authorizes the City Manager to apply for the 2023-2025 Heritage Capital Grant funding for construction of the Luther Burbank Boiler Building Roof Replacement and Seismic Retrofits (Phase 1) according to Washington State Historical Society grant guidelines.

**Section 2: Project Budget.**

The City Council commits to appropriate funding sufficient to meet or exceed grant program match requirements in the City's 2023-2024 capital budget in October 2022 if the grant application receives a fundable ranking for submission to the state capital budget in September 2022.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON THE 5TH DAY OF APRIL, 2022.

CITY OF MERCER ISLAND

\_\_\_\_\_  
Salim Nice, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Larson, City Clerk

AB 6049 Exhibit 2: Boiler Building and Restroom Annex Visuals



Boiler Building east facade



Boiler Building waterfront location in Luther Burbank Park



Restroom Annex east facade



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6042  
April 5, 2022  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6042: COVID-19 Utility Bill Relief Grant Program Approval	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Approve the COVID-19 Utility Bill Relief Grant Program and appropriate \$164,000 in ARPA Funding for utility assistance to Mercer Island households impacted by the pandemic.	

<b>DEPARTMENT:</b>	Finance		
<b>STAFF:</b>	Merrill Thomas-Schadt, Sr. Management Analyst LaJuan Tuttle, Deputy Finance Director Matt Mornick, Finance Director		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. COVID-19 Utility Bill Relief Grant Program 2. COVID-19 Utility Bill Relief Grant Application		
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.		

<b>AMOUNT OF EXPENDITURE</b>	\$ 164,000
<b>AMOUNT BUDGETED</b>	\$ 0
<b>APPROPRIATION REQUIRED</b>	\$ 164,000

**EXECUTIVE SUMMARY**

The purpose of this agenda bill is to provide additional details and a final recommendation for a COVID-19 Utility Relief Grant program.

- The impacts of the pandemic have resulted in a significant number of unpaid and overdue account balances for City of Mercer Island utility customers.
- There are 82 water/sewer accounts with a combined balance of approximately \$240,000 accrued during the eligible period of the proposed grant program.
- Under the American Rescue Plan Act (ARPA), *assistance to households or populations facing negative economic impacts* is recognized as a qualified use of local fiscal recovery funds.
- The City Council has allocated \$2.97 M of the \$7.23 M total allocation of ARPA Funds (see table on page 2 of [AB 6020](#)).
- At the March 1 meeting, the City Council received a presentation on the first draft of a COVID-19 Utility Relief Grant program ([AB 6020](#)). Council provided feedback and directed staff to return with more details and a final recommendation.

- Staff recommends implementing the grant program to assist customers in need ahead of resuming utility shutoffs and late fees, scheduled to resume May 1.
- Staff recommends a maximum award of \$2,000 per eligible household, with a maximum program cost of \$164,000. Once approved, staff will begin outreach to potentially eligible account holders.

## BACKGROUND & DISCUSSION

### Utility Moratorium

On March 18, 2020, Governor Inslee issued a utility moratorium to ensure the public's health and safety through the ongoing COVID-19 Pandemic ("Pandemic"). In response, the City of Mercer Island implemented new practices for utility customers: utility disconnections for nonpayment were suspended, late fees were waived, and payment plans were offered to those economically impacted by the Pandemic.

The statewide moratorium expired on September 30, 2021. To assist utility customers who were financially impacted by the Pandemic, the City:

1. Established a COVID-19 flexible payment program to support utility customers with past due bills for Water, Sewer, Stormwater, and Emergency Medical Service Utility fees invoiced between March 1, 2020 and September 30, 2021.
2. Continued to waive late fees and service disconnects due to nonpayment for an additional 120 days after the end of the Statewide moratorium, allowing for flexible payment plans to be implemented.

### Status of City Utility Accounts

The City has not issued late fees or initiated water service shut offs for non-payment since March 2020. Since the end of the Statewide moratorium, the City's 120-day extension waiving late fees and service disconnects was extended through March 31, 2022. The issuance of late fees and service disconnects for non-payment will be reinstated effective May 1, 2022.

As of early March 2022, 176 accounts have past due balances totaling approximately \$315,000. These 176 accounts are eligible for late fees subject to utility service shut offs. A total of 82 accounts have past due balances accrued between March 2020 and September 2021, totaling approximately \$240,000 in past due balances. These 82 accounts will be eligible for the COVID-19 grant program outlined below.

Returning to regular billing and collections procedures includes:

1. Issuing a second notice "red-bill" when an invoice remains outstanding at 45 days past the invoice date.
2. At 60 days past the invoice date, a late fee is applied, and a second late notice reminder is issued and may include physically placing a door hanger tag at the property.
3. At 70 days past the invoice date, the water service is subject to shut off. Reconnection is subject to payment of the past due account balance and a fee for reconnection of service.
4. After approximately six months with no payment or payment arrangement, a lien may be placed on the property for the sewer utility service.

Ongoing outreach to establish flexible payment plans began in September 2021, coinciding with the end of the Washington State utility shutoff moratorium. Information regarding the availability of payment plans is mailed monthly to those customers with accounts more than 180 days past due. To date, four flexible payment plans have been established.

Staff is intending to resume water shut-offs and late fees on May 1, 2022 and anticipates there will be added urgency for both payment plans and outside assistance for payment of past-due amounts. The ARPA Grant Relief program will create another option for those customers impacted by the pandemic.

### **Utility Bill Relief Grant Program Overview**

The framework for the grant program is modeled after those offered by neighboring communities and based on the anticipated need on Mercer Island (see Exhibit 1). The program is intended to be one tool in a multi-faceted approach to provide support to households in need due to hardships during the Pandemic and is not intended to provide a “clean slate” for all past-due utility accounts. Other existing options include a payment plan through the City’s Utility Billing division, Youth & Family Services (YFS) Emergency Assistance, and Hope Link services.

Staff recommends a maximum award of \$2,000 per eligible household account. Other program details include:

- Grant funds will be a one-time award, applied directly to Mercer Island water/sewer utility residential customer accounts. Residents who pay for utility service to a landlord or a third-party billing agency (in the case of some large apartment buildings) will not be eligible for the program. Only customers who have a past-due utility account directly with the City, as either an owner or tenant, and meet other program criteria may be eligible.
- The City of Mercer Island may authorize up to \$2,000 per eligible household to assist residential water/sewer utility customers, depending on the past-due balance on the account during the eligibility period.
- The City will continue to offer flexible payment plans in addition to the grant assistance program.
- Only amounts accrued from March 1, 2020 through September 30, 2021 (the period of the state-wide utility moratorium) are eligible for the grant program.
- A household may be eligible if it meets all the following criteria:
  - Holds a water/sewer utility account with the City of Mercer Island.
  - Has a household income between 0-115% of the King County area medium income (see Exhibit 2).
  - Has experienced an economic hardship or loss of income due to the COVID-19 pandemic resulting in past due utility bills. Examples of eligible hardships can be found in Exhibit 2.
- Applicants will provide income information on the program application and supporting documentation such as paystubs, bank statements, letter from employers or an unemployment benefit statement.
- Applicants will self-attest to their hardship relating to COVID-19 on the program application.
- Although this grant program is separate from the YFS emergency assistance program, staff will coordinate to the extent allowed by confidentiality policies.

### **Follow-Up from March 1, 2022 City Council Meeting**

After initial review of the proposed draft program, the City Council directed staff to gather more data and provide more detail on program outcomes based on modifying various factors. Staff is unable to provide data analysis at a granular level due to the excessive amount of staff time this would require, and the sensitive nature of some customer account information. However, the following details should help Councilmembers understand the program award recommendation and outcomes.

- The average account balance accrued during the eligible period is approximately \$1,600. This amount was determined after removing a handful of ‘outlier accounts,’ which have balances far exceeding the

majority of accounts during the grant's performance period, and whose large balances existed prior to the pandemic.

- Of the 82 accounts with an eligible balance, approximately half would be fully paid with a \$2,000 grant award.
- Staff increased the income threshold for eligible households to 115% of the King County Average Median Income. It is not possible to predict how this may impact the number of potentially eligible households, but staff believes this is the highest cap possible in relation to the low- and middle-income threshold definitions provided by Treasury.
- If all accounts with balances between March 2020 and September 2021 are eligible for and take advantage of the program, the total grant program amount will be \$164,000.

Approximately half of the identified 82 accounts will still have some balance outstanding after the \$2,000 grant award, as the ARPA funded grant program can only address balances during the defined period. However, even for accounts with balances exceeding \$2,000, the grant award will draw down the balance to an amount which will allow households to avoid utility shutoffs and take advantage of other options provided by the City or partner agencies for support.

## NEXT STEPS

If approved, staff will develop a communications and outreach plan to reach potentially eligible households and begin accepting and processing applications. The program will be administered by the ARPA Coordinator, in collaboration with the Finance, the Utility Billing team, and the YFS department.

## RECOMMENDED ACTION

Approve the COVID-19 Utility Bill Relief Grant Program and appropriate \$164,000 in ARPA Funding for Mercer Island utility assistance to households impacted by the pandemic.





## CITY OF MERCER ISLAND | FINANCE DEPARTMENT

9611 SE 36th Street | Mercer Island, WA 98040-3732

(206) 275-7602 | (206) 275-7787 fax | [www.mercerisland.gov](http://www.mercerisland.gov)

### ARPA UTILITY RELIEF GRANT PROGRAM

#### Background

On March 18, 2020, Governor Inslee called on public utilities in Washington State to ensure the health and safety of their employees and the public by suspending utility disconnections for nonpayment during the COVID-19 pandemic; waiving late fees and offering customer payment plans for customers who are economically impacted by the emergency.

The statewide moratorium on utility late fees and service disconnects due to non-payment expired on September 30, 2021. The City of Mercer Island elected to continue to waive late fees and service disconnects due to non-payment for an additional 180 days, after the end of the Statewide moratorium.

The American Rescue Plan Act is a Federal economic stimulus package signed into law on March 11, 2021, in response to the economic and public safety impacts of the COVID-19 Pandemic. The \$1.9 trillion legislation includes \$19.53 billion to cities and towns with less than 50,000 residents to aid in their response and recovery from the Pandemic. A separate pool of \$45.6 billion was set aside for metropolitan cities with populations over 50,000.

On June 8, Washington's Office of Financial Management (OFM) announced ARPA allocation amounts for Non-entitlement Unit Cities (communities with under 50,000 residents), along with specific instructions to acknowledge the desire for and facilitate the transfer of ARPA funds. The OFM confirmed the City of Mercer Island will receive \$7.23 million in Coronavirus State and Local Fiscal Recovery Funds (SLFRF).

Federal guidance on allowable uses for ARPA funding includes the allowance for "assistance to households or populations facing negative economic impacts due to COVID-19. This includes food assistance; rent, mortgage, or utility assistance," among others. The ***Mercer Island ARPA Utility Relief Grant Program*** authorizes a one-time award to pay accrued Mercer Island Utility account balances resulting from the economic hardships caused by the pandemic. This policy applies to Water, Sewer, Stormwater, and Emergency Medical Service Utility fees invoiced by the City only<sup>1</sup>.

#### Policy

The economic impact of the COVID 19 pandemic created a large number of past-due utility receivables. This program will address the Washington State utility reopening guidelines as well as providing a new assistance option for Mercer Island utility customers within the guidelines of the ARPA Final Rule. The federal guidelines allow ARPA funds to be used towards utility assistance for bills incurred after March 1, 2020 for those individuals, or class of individuals, who experienced negative economic impacts as a result of the pandemic. The City of Mercer Island is authorizing up to \$2,000 per household to assist the following residential Mercer Island utility customers:

<sup>1</sup> Policy does **not** apply to utility fees assessed by Puget Sound Energy, Recology, Comcast or any other public or private utility district not operated by the City.

1. Assistance is for residential water/sewer utility customers only.
2. Applicant's name must appear on utility account as the owner or tenant.
3. Customer will provide income verification documentation with completed application.
4. Applicants are eligible to receive assistance from the ARPA funds only one time.
5. Utility account balances accrued from 3/1/2020-9/30/2021 are eligible for relief.
6. Program award dollar amount will be determined based on past-due balance accrued during the eligibility period with a maximum cap of \$2,000 per household.

**Additional Resources**

- The Mercer Island Flexible Payment Plan.
- The City's Utility Bill Reduction Program is available to income-qualified households, providing access to discounted utility rates. More info available on the City's [website](#).
- The Mercer Island Youth and Family Services [Family Assistance](#) program serves Mercer Island resident who are experiencing financial hardship, including assistance with rent and utility services.
- Additional information regarding utility assistance through Puget Sound Energy can be found at [www.pse.com/assistance](http://www.pse.com/assistance).

## King County Area Median Income Table

Household income between 0-100% of King County area median income (AMI) in the last 60 days.

FY 2021 King County Area Median Income Limits								
# Persons in Household	1	2	3	4	5	6	7	8
Low <b>(40%)</b> Income Limit	32,400	37,040	41,680	46,280	50,000	53,720	57,400	61,120
Moderate <b>(65%)</b> Income Limit	52,650	60,190	67,730	72,205	81,250	87,295	93,275	99,320
Eligible <b>(100%)</b> Income Limit	81,000	92,600	104,150	115,700	125,000	134,250	143,500	152,750
Eligible <b>(115%)</b> Income Limit	93,150	106,490	119,770	113,055	143,750	154,385	165,025	175,660



# CITY OF MERCER ISLAND, WASHINGTON

## Application for Covid-19 Utility Relief Grant

*The following information is given voluntarily by the applicant undersigned for the Covid-19 utility relief grant program.*

- PLEASE PRINT AND FILL IN ALL AREAS COMPLETELY -

### Section 1 – Applicant Information

**First and Last name:**

**Service address:**

**Mailing address:**

**I receive a Utility Bill in my or my landlord's name:**     Yes     No

**Utility Account Number (required) (from your last Utility Bill):**

### Section 2 – Program Eligibility

Completion of this section and submission of required documents will determine eligibility level. Your household may be eligible if you meet the following conditions:

1. Water/Sewer utility account with the City of Mercer Island
2. Household income between 0-100% of King County area median income (Appendix A Table 1)
3. Place mark beside the applicable cause of economic hardship if you or a person in your household has experienced a loss of income due to the COVID-19 pandemic (Section 3)

**Adjusted gross income from the previous 60 days for all household members:** \$

**Do you or any other Adult Household Member have any current income from any source?**     No     Yes

If Yes, enter the monthly amount received based on current income at time of application. If unsure of exact monthly amount, enter your best estimate. Answer 'No' for sources that have been terminated, even if they were received in the past.

Source of Income	Receiving income from source?	If yes, monthly amount from source (round to nearest dollar)
Earned income (i.e., employment income)	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Unemployment Insurance	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Supplemental Security Income (SSI)	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Social Security Disability Insurance (SSDI)	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
VA Service-Connected Disability	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
VA Non-Service-Connected Disability Pension	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Private disability insurance	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Worker's Compensation	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Temporary Assistance for Needy Families (TANF)	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
General Assistance (GA)	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Retirement Income from Social Security	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Pension or retirement income from a former job	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Child support	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Alimony or other spousal support	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
Other source If yes, specify source:	<input type="checkbox"/> No <input type="checkbox"/> Yes	\$
<b>Total monthly income from all sources</b>		<b>\$</b>

**Section 3 - Financial Hardship and Housing Instability due to COVID-19**

Check as many boxes as appropriate:

- Been laid off
- Place of employment has closed
- Have experienced a reduction in hours of work
- You incurred significant costs directly or indirectly to COVID-19 (PPE, childcare, internet, alternative transportation)
- You or a member of your household has been diagnosed with COVID-19 or are experiencing symptoms of COVID-19 and seeking a medical diagnosis
- You are providing care for a family member or a member of your household who has been diagnosed with COVID-19
- Must stay home to care for children due to closure of day care and/or school
- Lost child or spousal support
- Not been able to work or missed hours due to contracting COVID-19
- Unable to find work due to COVID-19
- Unwilling/unable to participate in previous employment due to high risk of severe illness from COVID-19
- Without the assistance provided by this program, I would become homeless or am currently homeless
- Other:

This is a non-exhaustive list of financial hardship related to COVID-19. Circumstances not listed above will require additional review before considered for assistance.

**Section 4 – Household Demographics**

**How many people currently live in your household?**

Starting with yourself, list the name and birth date of everyone currently living in your household.

Name	Birth Date

**How long have you lived in Mercer Island?**

**If less than one year, when did you move to Mercer Island?**

**Section 5 – Signature**

*I, the undersigned, do hereby declare and certify under penalty of perjury, that I have read and understood all of the program guidelines provided on this application, and that all of the information provided by me on this application or in support thereof is true to the best of my knowledge. I understand that any attempt to falsify my information will result in my disqualification from the program for this year. I further declare and certify under penalty of perjury that my income status remains the same as presented on my documentation.*

**Applicant Name (printed):**

**Phone Number:**

**Applicant Signature:** \_\_\_\_\_

**Date:**

**PLEASE RETURN COMPLETED FORM TO:**

City of Mercer Island Finance Department  
Attn: Merrill Thomas-Schadt  
9611 SE 36<sup>th</sup> Street  
Mercer Island, WA 98040

**QUESTIONS? PLEASE CONTACT:**

Finance Department  
206-275-7602

## Appendix A Income Eligibility

### King County Area Median Income (Table 1)

FY 2021 King County Area Median Income Limits								
# Persons in Household	1	2	3	4	5	6	7	8
Low (40%) Income Limit	32,400	37,040	41,680	46,280	50,000	53,720	57,400	61,120
Moderate (65%) Income Limit	52,650	60,190	67,730	72,205	81,250	87,295	93,275	99,320
Eligible (100%) Income Limit	81,000	92,600	104,150	115,700	125,000	134,250	143,500	152,750
Eligible (115%) Income Limit	93,150	106,490	119,770	113,055	143,750	154,385	165,025	175,660

Data is for year 2021 from provided by Treasury [SLFRF-LMI-Tool](#) and the [HUD Income Limit Query Tool](#).

### Income via Verified Program Eligibility (Table 2)

Additional Income Eligible Programs*	
Children's Health Insurance Program (CHIP)	
Childcare Subsidies through the Child Care and development Fund Program (CCDF)	
Medicaid Eligible	
National Housing Trust und (HTF) or Home Investment Partnership Program (HOME)	
Temporary Assistance for Needy Families (TANF)	
Supplemental Nutrition Assistance Program (SNAP)	
Free & Reduced-Price Lunch (NSLP) or School Breakfast Programs (SBP)	
Medicare Part D low-income subsidies	
Supplemental Security Income (SSI)	
Head Start/Early Head Start	
Special Supplemental Nutrition Program for Women, Infants, Children (WIC)	
Section 8 Voucher program	
Low-Income Home Energy Assistance Program (LIHEAP)	
<b>*Documentation of program enrollment/eligibility required.</b>	



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6047  
April 5, 2022  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6047: Renaming the Skate Park at Mercerdale Park to the “Kirk Robinson Skate Park”	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Pass Resolution No. 1622 renaming the Skate Park at Mercerdale Park to the “Kirk Robinson Skate Park.”	

<b>DEPARTMENT:</b>	City Council		
<b>STAFF:</b>	Mayor Salim Nice Ali Spietz, Chief of Administration		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. Resolution No. 1622 2. Bothell Reporter Article about Kirk Robinson		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ 5,500.00
<b>AMOUNT BUDGETED</b>	\$ 0
<b>APPROPRIATION REQUIRED</b>	\$ 5,500.00

**EXECUTIVE SUMMARY**

This agenda bill is to recognize Kirk Robinson’s dedication to the Mercer Island community by renaming the Skate Park at Mercerdale Park to the “Kirk Robinson Skate Park” in his honor.

**BACKGROUND**

Former Mercer Island Resident, volunteer firefighter, and Marine Patrol crew member Kirk Robinson passed away Friday, October 4, 2019.

Kirk moved to Mercer Island from the Dominican Republic with his family in 1979 at the age of 2. From an early age, skateboarding was and continued to be a focus of Kirk's life. Early in high school, he was noted for his rebellious hairstyle, which hung down over his right eye. His impressive collection of skateboards is a testament to his love of skateboarding. He sought to share his early pursuit with anyone that was interested.

Kirk graduated from Mercer Island Senior High School in 1995 and attended Westmont College in Santa Barbara, CA, where he graduated with a Bachelor of Arts in Kinesiology and Sports Medicine. Kirk accumulated an extraordinary group of lifelong friends while there, where he served as a dorm counselor.

As Kirk grew up, community service became a central focus of his life. Throughout high school and until he passed, he went on annual missions to Mexico and built hundreds of houses for families in need. He became a board member of the foundation that sponsored the Tijuana housing project and of the Mercer Island Presbyterian Church. Perhaps more important are the experiences of the groups of young people he led in building the houses.

Kirk decided upon graduation that he wanted to be a firefighter. After serving as a volunteer firefighter for Mercer Island, he joined the Bothell Fire Department at age 23. Kirk served the Bothell Fire Department for 18½ years, rising to Lieutenant. Kirk's infectious personality and tireless work ethic quickly made him a favorite among his peers. He was a member of the technical rescue team, water rescue team, honor guard and served as a Competency Based Training (CBT) instructor. He assisted with the 9/11 response effort and, in 2005, deployed to Hurricane Katrina. Kirk participated in the Firefighter Stair Climb each year to benefit the Leukemia and Lymphoma Society funds. He was always the first to volunteer to help with any need of family, friends, the community, or the Bothell Fire Department.

Over his lifetime, Kirk touched countless lives. He was omnipresent in every community he was a part of and will forever be remembered for his compassion and relentless drive to make a difference for others. Kirk had an infectious personality and tireless work ethic. A hallmark of his legacy is the many individuals to which he tirelessly helped in whatever they needed, building a studio for yet-to-be recording artist or counseling young individuals.

## ISSUE/DISCUSSION

In honor of Kirk Robinson's service to Mercer Island and Bothell and their communities, Resolution No. 1622 (see Exhibit 1) is proposed for City Council consideration and approval. The Resolution, if passed, will re-name the Skate Park at Mercerdale Park to the "Kirk Robinson Skate Park," serving as a lasting tribute to Kirk Robinson and his family, friends, and colleagues.

In addition, signage will be added at the park acknowledging the new park name and information about Kirk Robinson and his legacy will be included in the signage. The approximate cost for the design, fabrication and installation of the sign is \$5,500.

## NEXT STEPS

If the proposed Resolution is approved, staff will design and procure the signage and estimate installation in August 2022 at the park.

## RECOMMENDED ACTION

1. Pass Resolution No. 1622 acknowledging and commending Kirk Robinsons' service to the Mercer Island community by renaming the Skate Park at Mercerdale Park to the "Kirk Robinson Skate Park."
2. Appropriate \$5,500 from the Capital Improvement Fund to design and install a sign at the "Kirk Robinson Skate Park" which includes information about Kirk Robinson and his legacy.



**CITY OF MERCER ISLAND, WASHINGTON  
RESOLUTION NO. 1622**

**A RESOLUTION RENAMING THE SKATE PARK AT MERCERDALE PARK TO  
“KIRK ROBINSON SKATE PARK” TO ACKNOWLEDGE KIRK ROBINSON’S  
SERVICE TO MERCER ISLAND**

WHEREAS, Kirk Robinson lived on Mercer Island for forty years; and,

WHEREAS, during that time, Kirk distinguished himself as a leader in his community and country, in community service, firefighting, and for a love of skateboarding; and

WHEREAS, Kirk served as a Mercer Island volunteer firefighter, a Marine Patrol crew member, and community volunteer; and

WHEREAS, Kirk’s public service career as a Bothell Firefighter and Lieutenant spanned 19 years; and

WHEREAS, during his short lifetime he supported and advocated for the skateboarding community; and

WHEREAS, a grateful community wishes to forever mark these remarkable contributions by one of its truly notable residents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AS FOLLOWS:

On behalf of its residents – past, current, and future – and in acknowledgement of Kirk Robinson’s many contributions to the Mercer Island community, the City Council hereby renames the Skate Park at Mercerdale Park to the “Kirk Robinson Skate Park.” This tribute shall live on in the memory of his family and in the collective memories of his many friends, neighbors, colleagues, and fellow Mercer Islanders.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON THE 5TH DAY OF APRIL 2022.

CITY OF MERCER ISLAND

\_\_\_\_\_  
Salim Nice, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Larson, City Clerk

# ‘He did so much for everybody’: Remembering Bothell firefighter Kirk Robinson

Robinson, remembered by loved ones as a selfless and genuinely kind person, died on Oct. 4.

By [Blake Peterson](#), Bothell Reporter  
Wednesday, October 16, 2019 8:30 am

“He was a walking angel.”

That’s how Tinya Anderson, a Mercer Island resident, describes Kirk Robinson, a born-and-raised Islander and lieutenant for the Bothell Fire Department (BFD).

Robinson died Oct. 4 at the age of 42. He is survived by parents Gary and Lori, brother Clay, wife Jessica and their two children, Gavin (10) and Levi (8).

Pat Angell, who neighbored the Robinson family decades ago, remembers the firefighter as “the sweetest little boy” growing up.

“He did so much for anybody,” she recalled.

Robinson graduated from Mercer Island High School in 1995. Later, he studied kinesiology and sports medicine at Westmont College. In 1999, he joined Mercer Island’s auxiliary firefighting force; then, in April 2001, he was hired to work at BFD full time.

Robinson was close to the community he was raised in until his death. In his youth, he served as a lifeguard at the Stroum Jewish Community Center. He was also a dedicated member of the Mercer Island Presbyterian Church (MIPC), of which he was a board member in adulthood and, when he was younger, a youth leader.

Robinson made many major contributions to his church throughout his years there, but among the most notable was his participation in a missionary-esque program it backed.



Clockwise from left: Jessie, Kirk, Gavin and Levi Robinson. Photo courtesy Gary Robinson

In high school, he helped build houses in Mexico for the less fortunate; then, eventually, he started leading the trips.

"Kirk was the person we all would like to be," his father Gary said.

Lindsay Murphy, an associate pastor at MIPC, had known Robinson since college and spoke of his dedication to his faith and his church community.

"He always had a heart for wanting to invest in the lives of the youth coming to church," she said.

### **Beyond his community**

Robinson didn't just make an impact regionally.

Following the Sept. 11, 2001 terrorist attacks, he volunteered to assist with ground zero clean up. After Hurricane Katrina devastated Florida and Louisiana in 2005, Robinson and eight other firefighters hailing from Bothell and Redmond traveled to the East Coast to assist the Federal Emergency Management Agency (FEMA) in mitigating effects.

"He never seemed to want anything back in return," Murphy said. "In fact, I think he was uncomfortable with receiving help because he liked to be the one who helped."

Paul Barrett, a pastor who previously worked with MIPC and who knew Robinson for about 20 years, echoed this.

"He was the guy you called and without reservations would be there in the blink of an eye...and he did that for all circles," he said, adding that Robinson never sought to be recognized for his generosity.

On Feb. 23, 2017, Robinson was diagnosed with stage four metastatic melanoma. When he went public with his diagnosis on June 4, 2018, on social media, he received support in abundance. Shortly afterward, he was given a "Hometown Heroes" award at Mercer Island's Summer Celebration parade.

The diagnosis and its aftereffects didn't stop Robinson from being involved with his community.

Anderson, who met Robinson last summer, joined forces with the latter and several community members after Mercer Island's annual Fourth of July picnic event was canceled due to city budget cuts. The group took it upon themselves to make sure that the long-running program didn't leave the community.

"Kirk had this very can-do attitude," Anderson said. "He didn't want to focus on regret or frustration...he was like, 'What can we do moving forward?' He did it with grace and motivation."

Gary said his son was also behind a free-for-all annual event during which he'd gather Islanders to play soccer on Thanksgiving Day — usually adults-versus-kids scrimmages. Almost every Halloween, Robinson hosted a taco-themed dinner event — something Gary said will be missed this year. And with the help of Anderson and a couple of others, Robinson helped revive a "firehouse munch" event that, like the Fourth of July picnic, would have otherwise been hampered by budget cuts.

### **Honoring Kirk**

Robinson continued to receive community support as he battled his illness shortly before his death. On Sept. 29, scores of Mercer Island residents met up in a field to take a group photo showing their support. On social media, friends and acquaintances wished Robinson well.

When his BFD heard about his passing, the department dispatched someone to bring an American flag over to the hospice at which Robinson had been staying to be placed on his body. As he left, hospice staff lined the walls in his honor, according to a press release. Afterward, a motorcade comprising Bothell and Mercer Island officials accompanied his hearse on the highway as he was brought to a funeral home in Bellevue.

Loved ones noted that it isn't the support for Robinson that's surprising. It's "the layers of stories," as noted by Barrett, that's been so unexpected.

"I've never seen anything like the current outpouring...it's extraordinary the people that love this man," Angell said.

"I didn't know the magnitude of the effect he had," Murphy said, adding that, shortly after his death, her feed was packed with remembrances of her friend.

Anderson said she and some city officials are working to ensure that there is a dedication to Robinson at Mercer Island's annual tree lighting ceremony in December. She also said that there is a possibility that a skate park in town that Robinson frequented in his youth might be given his namesake.

### What made Kirk unique

Those close to Robinson spoke of him as having a special quality hard to find in others.

“He possessed that magical ‘x factor’ that made everyone from his closest loved ones to the stranger on the street feel known and secure,” longtime friend Stephanie Boyer, who is the director of tuition programs at MIPC, said in an email. “He advocated for the good in people and modeled love in action on a daily basis.”

“He was the real deal,” Gary said.

Robinson’s memorial service will be held Oct. 24 at Overlake Christian Church, 9900 Willows Rd. in Redmond.



Photo courtesy Gary Robinson Kirk Robinson and his oldest son, Gavin, on a ski trip.



Robinson being sworn in as a lieutenant of the Bothell Fire Department. Photo courtesy Gary Robinson



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6034  
April 5, 2022  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6034: Aid Vehicle Motorized Stretchers Purchase	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Authorize the purchase two motorized stretchers for existing aid vehicles utilizing GEMT funds.	

<b>DEPARTMENT:</b>	Fire		
<b>STAFF:</b>	Jeff Clark, Interim Fire Chief Doug McDonald, Interim Deputy Fire Chief		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. Equipment Quote and Photo Specifications		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ 118,154
<b>AMOUNT BUDGETED</b>	\$ 0
<b>APPROPRIATION REQUIRED</b>	\$ 118,154

**EXECUTIVE SUMMARY**

The purpose of this agenda bill is to authorize the purchase of two motorized Stryker Power Stretchers for Aid Units 192 and 193 for use during Fire Department aid calls.

- The current stretcher units in the aid vehicles have reached the end of their useful life and need to be replaced.
- The City will be receiving Ground Emergency Medical Transport (GEMT) funds which can be used for the purchase of motorized stretchers.
- The power stretchers will reduce injuries to personnel when lifting patients.
- The cost of the two Stryker Power Stretchers is \$118,154.

**BACKGROUND & DISCUSSION**

Stryker Power Stretcher Replacements

The Fire Department has started the process of designing and purchasing a new aid vehicle to replace Aid 191 (at Station 91) as part of the vehicle replacement schedule. The new aid vehicle will be equipped with a Stryker Power Stretcher. The new aid vehicle is being purchased in 2022 and will be in use late 2022 or early 2023. In the meantime, staff determined that replacing the stretchers in the other two aid units should be done now.

The Stryker Power Stretcher units help reduce injuries to personnel when lifting patients, thereby minimizing time loss due to duty related disabilities and/or L&I claims, both of which are a priority for Fire Administration. More importantly, the ease of movement and loading will lessen the stress and impact to the patients on the stretchers.

There are two parts to the Stryker Power Stretcher – the stretcher itself and the battery powered base installed and mounted in the patient area of the aid vehicle. Power stretchers, and specifically the Stryker models are industry standard with most surrounding departments including Eastside Fire & Rescue and Bellevue Fire. These units are removable and can be placed in future Aid vehicle replacements.

#### GEMT Funding

In 2021, the City Council approved joining an EMS (Emergency Medical Services) transportation fee program called Ground Emergency Medical Transport (GEMT) to recover costs associated with transports, specifically from Medicaid ([AB 5824](#)). The total cost to transport a patient is \$8,840 according to the GEMT formula staff is required to calculate annually, for which the City receives a fraction from insurance companies (labor and vehicle/equipment costs are factored into this estimate). Mercer Island currently bills \$1,033 per transport for non-GEMT insurance programs.

The GEMT data collection process for a fiscal year (in this case July 1, 2019 to June 30, 2020) takes several months to complete. In 2021, the City received \$232,535 in GEMT funds. As a result of successful completion of the first year of data collection, the City will continue with this program each year to assist in recovering a portion of total transport costs.

The Fiscal Year 2021 GEMT submission report estimates that Mercer Island will receive \$124,000 in GEMT revenue in April or May of 2022. Due to the many unknowns with a new GEMT program, the reimbursement revenue is not currently budgeted in 2022. Fire Administration recommends using fiscal year 2021 GEMT reimbursement revenue to cover the cost of installing power stretchers in the Department's two existing aid vehicles. EMS equipment is an appropriate use of GEMT funds.

### NEXT STEPS

Following City Council approval of GEMT funds to purchase power stretchers for the aid vehicles, staff will place the order for the units with an expected delivery in late May 2022. Following installation, staff will receive training on the safe and effective usage of the stretchers. Fire Administration will establish an annual and emergency repair maintenance contract for the units. The goal is to have the units in service for patient care and transport in June 2022.

### RECOMMENDED ACTION

Authorize the use of \$118,154 of GEMT revenue to fund the purchase of two Stryker power stretcher systems for Fire Department aid vehicles 192 & 193.



## Mercer Island Fire 2 x Powered System

Quote Number: 10492694

Remit to: Stryker Medical

Version: 1

P.O. Box 93308

Prepared For: MERCER ISLAND FIRE DEPT

Chicago, IL 60673-3308

Attn:

Rep: Kyle Howell

Email: kyle.howell@stryker.com

Phone Number: (989) 295-7999

Quote Date: 02/15/2022

Expiration Date: 05/16/2022

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	MERCER ISLAND FIRE DEPT	Name:	MERCER ISLAND FIRE DEPT	Name:	MERCER ISLAND FIRE DEPT
Account #:	1152599	Account #:	1152599	Account #:	1152599
Address:	3030 78TH AVE SE MERCER ISLAND Washington 98040-2823	Address:	3030 78TH AVE SE MERCER ISLAND Washington 98040-2823	Address:	3030 78TH AVE SE MERCER ISLAND Washington 98040-2823

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD	2	\$23,958.35	\$47,916.70
2.0	650605550003	Power-PRO XT MTS High: Dual wheel lock, x-restraint package, retractable head section 02 bottle holder, 3-stage IV pole PR, equipment hook, H/E storage flat, XPS side rail, XPS mattress, Knee-Gatch, Dual compatibility, backrest storage pouch, steer-lock	2	\$21,433.63	\$42,867.26
Equipment Total:					\$90,783.96

### ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
3.1	75011PT	ProCare Power-LOAD Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel for MTS POWER LOAD	3	2	\$4,340.10	\$8,680.20
3.2	71011PT	ProCare Power-PRO Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel for Power-PRO XT MTS High: Dual wheel lock, x-restraint package, retractable head section 02 bottle holder, 3-stage IV pole PR, equipment hook, H/E storage flat, XPS side rail, XPS mattress, Knee-Gatch, Dual compatibility, backrest storage pouch, steer-lock	3	2	\$2,626.50	\$5,253.00
ProCare Total:					\$13,933.20	





## Mercer Island Fire 2 x Powered System

Quote Number: 10492694

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: MERCER ISLAND FIRE DEPT

Chicago, IL 60673-3308

Attn:

Rep: Kyle Howell

Email: kyle.howell@stryker.com

Phone Number: (989) 295-7999

Quote Date: 02/15/2022

Expiration Date: 05/16/2022

### Price Totals:

Estimated Sales Tax (10.100%):	\$10,576.43
Freight/Shipping:	\$0.00
<b>Grand Total:</b>	<b>\$115,293.59</b>

Prices: In effect for 90 days

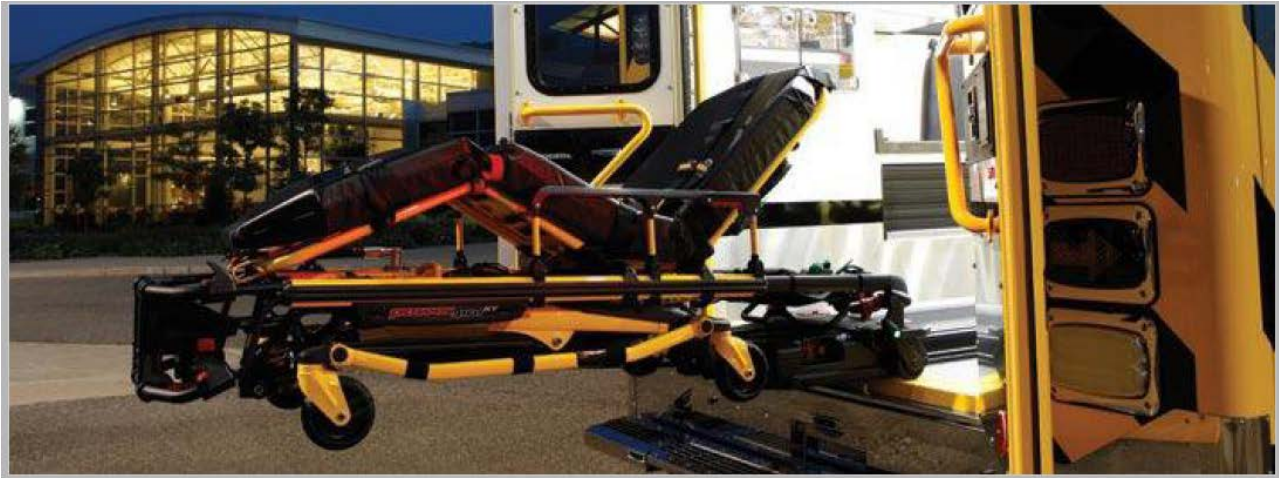
Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

#### Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html). A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.





# Cot Fastener System





**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6056  
April 5, 2022  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6056: ARCH Housing Trust Fund Project Approval and Interlocal Agreement Amendment	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Approve the use of \$33,500 from the City’s contributions to the ARCH Housing Trust Fund and approve the amendment of the ARCH Interlocal Agreement.	

<b>DEPARTMENT:</b>	Community Planning and Development		
<b>STAFF:</b>	Jeff Thomas, Interim Director Alison Van Gorp, Deputy Director		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. Fall 2021 Housing Trust Fund (HTF) Recommendation 2. Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**EXECUTIVE SUMMARY**

The purpose of this agenda bill is to appropriate funds from the ARCH Housing Trust Fund (HTF) to four projects recommended by the ARCH Executive Board and to approve an amendment to the ARCH interlocal agreement.

- Mercer Island is a member of ARCH (A Regional Coalition for Housing) and like the other local government members, Mercer Island contributes annually to ARCH to provide operational support for the organization and capital support for affordable housing projects (via the HTF).
- The ARCH Executive Board recommends that Mercer Island support the four housing projects listed below, drawing on \$33,500 from the City’s contributions to the ARCH HTF. City Council approval is required to allocate these funds:
  - LifeWire – Hope Starts Here (\$1,600)
  - Life Enrichment Options – LEO at Trailhead (\$3,300)
  - Inland Group/Horizon Housing Alliance – Horizon at Totem Lake (\$19,700)
  - Friends of Youth – New Ground Kirkland Redevelopment (\$8,900)
- The [ARCH Interlocal Agreement](#) (ILA) establishes the purpose, structure, responsibilities and governance of ARCH and its members. The ILA also establishes a Citizen Advisory Board (CAB).

- An amendment to the ILA is proposed to change the name of the CAB to “Community Advisory Board,” and to facilitate recruitment of more diverse membership to the CAB.
- Amendment of the ILA requires approval by two-thirds of the ARCH member jurisdictions.

## BACKGROUND

ARCH was established in 1993 by an [Interlocal Agreement](#) to create and preserve affordable housing throughout the greater East King County community. Member jurisdictions include Beaux Arts Village, Bellevue, Bothell, Clyde Hill, Hunts Point, Issaquah, Kenmore, King County, Kirkland, Medina, Mercer Island, Newcastle, Redmond, Sammamish, Woodinville, and Yarrow Point. By participating in ARCH, member cities are part of a joint and cooperative undertaking to collectively plan for and provide affordable housing in East King County communities. ARCH staff serves as additional housing staff to each member city, and coordinates with member city staff in various housing-related projects, plans and services.

Like other local government members, Mercer Island contributes annually to ARCH to provide administrative support for the organization’s housing activities and capital support for the creation and preservation of affordable housing. The coordinated approach used by ARCH provides for an efficient use of resources in fulfilling each member city’s obligations under the Washington State Growth Management Act (GMA) to make adequate provisions for the existing and projected housing needs of all economic segments of the population (RCW 36.70A.070(2)), as well as sharing resources with regional partners in the provision and administration of affordable housing.

### ARCH HOUSING TRUST FUND

The ARCH Housing Trust Fund (HTF) was created by ARCH member cities in 1993 as a way to directly assist the development and preservation of affordable housing in East King County. The HTF enables ARCH members to capitalize a joint housing development fund and directly control the use of their housing funds through ARCH’s funding recommendation process. The HTF is the primary means by which ARCH members assist in creating and preserving housing opportunities for low- and moderate-income households. The HTF awards loans and grants to Eastside developments that include below-market rate housing. HTF projects typically create housing that is affordable for households earning 60% area median income or less. Between 1993 and 2020, ARCH invested over \$74 million to create 4,591 units of East King County housing for families, seniors, homeless, and persons with special needs.

Mercer Island’s contributions to the ARCH HTF come from the City’s General Fund, designated to ARCH for the purpose of creating affordable housing. The City contributed \$96,000 in 2018, \$50,000 in 2019, \$33,768 in 2020, \$35,000 in 2021 and is budgeted to contribute another \$35,000 in 2022. Funds contributed to the HTF are held in a centralized account at the City of Bellevue and earn interest. Housing projects are identified for funding via a competitive process each fall. ARCH staff, member city liaisons, the ARCH Citizen’s Advisory Board and the ARCH Executive Board review and recommend projects for HTF funding. Allocation of HTF funds contributed by Mercer Island to specific projects must be approved by the City Council, per the terms of the [ARCH Interlocal Agreement](#).

## ISSUE/DISCUSSION

### 2021 HOUSING TRUST FUND FUNDING RECOMMENDATIONS

The 2021 ARCH HTF funding round had five applications representing requests for over \$3.8 million in local funds. The ARCH Executive Board, in concurrence with the ARCH Citizen Advisory Board (CAB), is recommending a total funding allocation of \$3,175,000 for four projects. These recommendations advance



projects that meet urgent local priorities, including mixed income workforce housing, transitional and emergency housing for victims of domestic violence, affordable housing for youth seeking to further their career and education, and much needed affordable housing for individuals with developmental disabilities to be integrated into a transit-oriented development. Details of the Executive Board's rationale for recommending each project is included in Exhibit 1.

The ARCH Executive Board recommends that Mercer Island support the four projects listed below drawing on \$33,500 from the City's contributions to the ARCH Housing Trust Fund:

- LifeWire – Hope Starts Here (\$1,600)
- Life Enrichment Options – LEO at Trailhead (\$3,300)
- Inland Group/Horizon Housing Alliance – Horizon at Totem Lake (\$19,700)
- Friends of Youth – New Ground Kirkland Redevelopment (\$8,900)

If the \$33,500 for the recommended projects listed above is approved by the City Council, the funds will be drawn from Mercer Island's HTF account. The HTF account is an interest-bearing account managed by the City of Bellevue; Mercer Island's annual contributions, plus interest earned and any loan repayments, are held in reserve to be allocated to projects as recommended by the CAB and Executive Board each fall and approved by the City Council each spring.

Exhibit 1 is the ARCH fall 2021 Housing Trust Fund Recommendations memo, detailing the projects recommended for funding by the ARCH Executive Board, and the following supporting documents:

1. [Attachment 1: Recommended Projects and Funding Sources](#) provides a chart showing how proposed ARCH funding is distributed among ARCH cities (page 13).
2. [Attachment 2: Economic Summaries of Recommended Projects](#) provides economic summaries of the recommended projects showing sources of funding and project expenses (pages 14-17).

### **INTERLOCAL AGREEMENT AMENDMENT**

The [ARCH Interlocal Agreement](#) (ILA) is the guiding document that establishes the purpose, structure, responsibilities and governance of ARCH and its members. The ILA was last amended in 2010 and has since been renewed at five-year intervals. Among other things, the ILA establishes a Citizen Advisory Board (CAB) that plays a vital role in advising the ARCH Executive Board on allocations of funding and resources.

The CAB creates opportunities to bring community voices and perspectives to the development and funding of affordable housing, while also increasing education and awareness of housing issues in the community. In November 2021, the ARCH Executive Board Chair brought forward a proposal to amend the name of the CAB to "Community Advisory Board," and make other modifications that would give the Executive Board greater opportunities to facilitate recruitment of more diverse membership to the CAB. The recommended amendment was approved by a unanimous vote of the ARCH Executive Board.

The proposed amendment to the ILA includes the following changes:

1. Changing the name of the Citizen Advisory Board to the Community Advisory Board,
2. Temporarily allowing up to four additional members to serve on the advisory board in order to enhance the diversity and breadth of skills on the board, and
3. Revising language throughout the agreement consistent with these changes.

Exhibit 2 is the proposed amendment to the ILA. The proposed amendment will be adopted upon approval by two-thirds of the ARCH member jurisdictions.

## **NEXT STEPS**

Approval of the Housing Trust Fund project funding and Interlocal Agreement amendments concludes these matters. A mid-year briefing is planned to provide the Council with an update on ARCH operations and the upcoming work program.

## **RECOMMENDED ACTION**

1. Approve the use of \$33,500 from the City's contributions to the ARCH Housing Trust Fund as recommended by the ARCH Executive Board and authorize execution of any related agreements and documents
2. Approve and authorize execution of Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH to (1) change the name of the Citizen Advisory Board to the Community Advisory Board, (2) to temporarily allow up to four additional members to serve on the advisory board in order to enhance the diversity of and the breadth of skills and experience on said board, and (3) to revise language throughout the agreement consistent with these changes.





TOGETHER CENTER CAMPUS
16307 NE 83RD ST, SUITE 201
REDMOND, WA 98052
425-861-3677

MEMORANDUM

TO: City of Bellevue Council Members
City of Clyde Hill Council Members
City of Issaquah Council Members
City of Kirkland Council Members
City of Mercer Island Council Members
City of Redmond Council Members
City of Woodinville Council Members
City of Bothell Council Members
Town of Hunts Point Council Members
City of Kenmore Council Members
City of Medina Council Members
City of Newcastle Council Members
City of Sammamish Council Members
Town of Yarrow Point Council Members

FROM: Kurt Triplett, Chair, ARCH Executive Board

DATE: December 9, 2021

RE: Fall 2021 Housing Trust Fund (HTF) Recommendation

The 2021 ARCH Housing Trust Fund round confirmed the increasing demand for funding to support affordable housing development in East King County. ARCH received five applications representing requests for just over \$3.8 million dollars in local funds to develop 344 units of affordable housing. After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Citizen Advisory Board (CAB), and is recommending funding of \$3,175,000 for four projects, including supplemental funding of \$1.5 million to cover cost increases to a project that received an award in 2020.

These recommendations advance projects that meet urgent local priorities, including mixed income workforce housing, transitional and emergency housing for victims of domestic violence, affordable housing for youth seeking to further their career and education, and much needed affordable housing for individuals with developmental disabilities to be integrated into a transit-oriented development.

In the last three decades, the ARCH Trust Fund has supported nearly 4,500 units of affordable housing and shelter beds, more than any other program in East King County, notably creating housing for those with the greatest needs and the fewest opportunities to live in our community. As rents continue to rise in our region, so does the need for affordable housing. Your investment in the ARCH Housing Trust Fund, leveraged with millions of dollars from other sources, will provide this much needed housing to hundreds of underserved members of our community.

ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS
POINT ♦ ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER
ISLAND ♦ NEWCASTLE ♦ REDMOND ♦ SAMMAMISH ♦ WOODINVILLE ♦ YARROW
POINT ♦ KING COUNTY

Below is a description of the applications received, the Executive Board recommendation and rationale, and proposed contract conditions for the proposals recommended for funding at this time. Also enclosed is the proposed funding sources and an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.

**1. LifeWire – Hope Starts Here**

Funding Request: \$750,000 (Secured Grant)  
25 Affordable Units

Executive Board Recommendation: \$750,000 (Secured Grant)  
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The proposed project is the rehabilitation of an existing three building site in Bellevue currently owned by LifeWire into 25 one and two-bedrooms units of affordable housing plus the new construction of a building for providing services to domestic violence (DV) survivors. The project is the culmination of several years of planning by LifeWire to consolidate two existing programs located in less-than-ideal facilities, plus add capacity with five additional units to serve the overwhelming need among DV survivors.

The project will serve single women and women with children impacted by domestic violence who do not have other options for housing. The project will contain 15 emergency housing units and 10 transitional housing units. The ten transitional units will serve survivors who are also recovering from substance abuse and are parenting. Nine apartments will be renovated to accommodate survivors with mobility issues. The project will serve residents earning 0-50% AMI.

The scope of the rehabilitation includes system and finish upgrades, new roofs, new secure entry door systems, sewer lines, flooring, and where needed, new cabinets, countertops, appliances, and fixtures. Due to the nature of the population the exact location of the project must be kept confidential.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project aligns with the local Affordable Housing Strategy and would further the City of Bellevue’s goals to achieve 2,500 affordable units over 10 years.
- The project serves a special needs population (domestic violence survivors).

- The project will prioritize survivors with the greatest safety risks and highest barriers to housing and services.
- The project will allow a dependable, long standing non-profit service provider the ability to consolidate its resources and provide more efficient services to residents.
- The project provides significant financial leverage of other resources.
- Site has convenient access to transit, shopping, and services.

**Proposed Conditions:**

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time.
2. Funds shall be used by Agency toward **soft costs, design, permits and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
3. Funds will be in the form of a **secured grant with no repayment**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least 50 years, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	1-bedroom	2-bedroom	Total
30%	14	6	20
50%	3	2	5
Total	17	8	25

- 6. Based on the availability of adequate support services, the project will contain 15 emergency housing units and 10 transitional housing units, unless otherwise approved by ARCH. LifeWire will work with the DV Coordinated Entry system, known as the Domestic Violence Coordinated Housing Access Point (DVCHAP) for referrals, or other referral system as approved by ARCH.
- 7. ARCH shall review and approve the services budget and services plan for consistency with application.

**2. Life Enrichment Options – LEO at Trailhead**

Funding Request: \$250,000 (Secured Grant)  
5 affordable rental units; 1 manager unit

Executive Board Recommendation: \$250,000 (Secured Grant)  
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The LEO at Trailhead project will provide 5 units of affordable housing for individuals with developmental disabilities (DD units) with an additional studio unit for a 24/7 live-in care provider, fully integrated into a mixed-income, mixed-use Transit Oriented Development (TOD) in Central Issaquah. All of the DD units are single room occupancy (SRO), and all will serve residents at or below 30% of area median income (AMI). LEO is partnering with King County Housing Authority (KCHA), Spectrum Development Solutions and the City of Issaquah to accomplish this project.

LEO will be situated on the first residential floor within the Trailhead building, above two levels of commercial and parking, and will be integrated into the rest of the affordable housing units operated by KCHA. KCHA is serving as LEO’s development consultant and will sell the completed units to LEO upon completion. In addition, the Central Issaquah TOD Project will have spaces for other supportive services like a health center (Health Point), a behavioral health clinic (Valley City), and an Opportunity Center, which will be owned and operated by the city.

The project will include shared amenities dedicated to LEO including a living room, laundry, lounge / entertainment space, and kitchen. LEO tenants will have access to rest of the amenity spaces offered in the Trailhead building.

LEO’s model is based on contracting with licensed long-term care professionals who live on-site in homes owned and managed by LEO. Care providers must adhere to minimum standards of care and provide 24- hour care to our residents, under the supervision of Department of Social and Health Services (DSHS) and the Developmental Disabilities Administration (DDA). LEO will serve as the landlord for the project and will enter into an agreement signed by a care provider chosen by LEO.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project aligns with the City of Issaquah Housing Strategy and fulfills a key component of a larger project that has been a longstanding City priority.
- The project is part of a larger partnership with King County Housing Authority, Spectrum Development Solutions and the City of Issaquah which will create significant affordable housing.
- The TOD project is expected to act as a catalyst for the whole neighborhood economic development in an area within the City’s Regional Growth Center.
- The project is sited at an excellent location, across the street to Tibbetts Valley Park, a thirty-acre active recreational community park, directly next to a light rail site is planned to open in 2041, and next to the Issaquah Transit Center which offers frequent, all-day transit service.
- The project serves a special needs population (developmentally disabled individuals).

**Proposed Conditions:**

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. **Funds shall be used by the Agency for the acquisition of the completed units.**
2. ARCH’s funding commitment shall continue for **thirty-six (36) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date. ARCH staff will consider up to a 12-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate all capital funding is likely to be secured within a reasonable period of time.
3. Funds will be in the form of a **secured grant with no repayment**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. A covenant is recorded ensuring affordability for at least 50 years, with affordability generally as shown in the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	Beds	Total
30% AMI	5	5
manager unit	1	1
TOTAL	6	6

5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the schedule established by ARCH. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.

- 6. Based on the availability of adequate support services, the project will contain 5 units or beds for residents with Developmental Disabilities, unless otherwise approved by ARCH. LEO will work with Medicaid for referrals, or other referral method as approved by ARCH.

**3. Inland Group/Horizon Housing Alliance – Horizon at Totem Lake**

Initial Funding Request: \$1,500,000 (Deferred, Contingent Loan) in addition to \$4,000,000 awarded from the 2020 funding round.

Executive Board Recommendation: \$1,500,000 (Deferred, Contingent Loan) See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

Based on their successful proposal for the Together Center redevelopment, Inland/Horizon seek to create a similarly configured affordable development comprising 300 income-restricted units supplemented by an additional 168 workforce rental units in the redeveloping Totem Lake neighborhood of Kirkland.

The proposed project is located at the site of a former new car dealership will consist of three residential towers with level 1 of sub-grade parking and 2 levels of above grade parking. The first floor will consist of common areas/commercial space and the majority of the residential units will be on the third floor and above. The project proposes to utilize 9% tax credits in 40 units affordable at 30% and 50% AMI, of which 30 would be set aside for those exiting homelessness. Another 260 units is proposed at 50% and 60% AMI, which will be funded through 4% tax credits and tax-exempt bond financing. The project includes a partnership with Hopelink to provide services to the formerly homeless households.

In the most recent ARCH funding round, \$4 million was approved for the project, which applied for but was unsuccessful in its first effort to obtain Low Income Housing Tax Credits. To ensure the project is able to move forward and compete again for tax credits, additional funding is needed to meet cost increases that have occurred in the last year. Separately, the City of Kirkland has already provided an early commitment to release \$2.5 million for site acquisition, and Microsoft has provided \$18 million in initial funding through the ELAP program which is administered by the Washington State Finance Commission for the acquisition of the property. The property acquisition will be completed in December 2021.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project has the opportunity to deliver mixed income housing on a significant scale in a location with access to transit and other amenities.
- The project leverages a significant amount of tax credit and other public and private financing.
- If successful in obtaining a 9% allocation, the project would provide housing for homeless families as well as other low-income families and individuals.
- If unsuccessful in obtaining a 9% allocation, the project would still deliver a significant amount of housing affordable to a range of incomes.
- The project will deliver a large amount of family-sized, 3-bedroom units.

- The developer is vertically integrated and able to bring cost efficiencies to the development. The project will be co-located with workforce housing creating a project of around 470 units built simultaneously, bringing an economy of scale.
- The project would allow timely investment of in lieu fees collected from a downtown Kirkland development to invest in another redeveloping neighborhood.
- The project maximizes utilization of the site per zoning.

**Proposed Conditions:**

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. ARCH staff will grant up to a 12-month extension.
2. Funds shall be used by the Agency towards **acquisition, soft costs, and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. **It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee** with 1% interest. The terms will also include a provision for the Agency to a defer payment if certain conditions are met (e.g. low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
6. A covenant is recorded ensuring affordability for at least 50 years, with affordability generally as shown in the following table. **Limited changes to the unit mix may be considered based on reasonable justification as approved by ARCH staff. If the project is unsuccessful in securing 9% tax credits in the current round, the project may shift the allocation of units set aside at 30% AMI to either 50% or 60% AMI. The total number of units affordable up to 60% AMI may not be decreased by more than 10%. The total number of units affordable up to 50% AMI may also not be decreased by more than 10%.**

Affordability	Studio	1 BR	2BR	3BR	Total
30%		8	8	4	20
50%	5	23	49	19	96
60%	12	38	97	47	184
Total	17	69	154	60	300

7. The combined final loan amount shall be up to \$5.5 million, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total loan amount based on changes to the project sources and uses, and unit mix.
8. The Agency shall submit evidence of private funding commitments for all components of the project, including the workforce housing. In the event commitment of funds cannot be secured consistent with the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
9. Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers and parking management.
10. Agency shall submit a marketing plan for approval by ARCH staff. The plan should include how the Agency will do local targeted marketing outreach to local, media business and community organizations.
11. The Agency shall work with the city to minimize required parking and to provide alternative transportation options for the residents that reduce reliance on private automobiles, such as provision of public transit passes, bike storage, car sharing programs and other incentives. The Agency may charge for parking, subject to approval by ARCH staff, provided that the Agency has minimized the overall cost burden on residents with the lowest incomes.
12. In the interest of discouraging segregation of residents by income within the project, the Agency shall look for ways to integrate the population across the project with shared amenities, unifying esthetics and other programmatic features to build community within the project.
13. The Agency will establish a services reserve account in the amount of no less than \$1.6M to be used for services expenses to fill gaps in operating income, unless other ongoing resources for supportive services is identified, as approved by ARCH. A services reserve budget must be approved by ARCH at the close of permanent finance and will be monitored on an annual basis for consistency with the services plan. Any deviation from the services budget must be pre-approved by ARCH.



**4. Friends of Youth New Ground Kirkland Redevelopment**

Funding Request: \$675,000 additional to previously invested \$250,000 awarded in 2005 (Secured Grant)

14 total affordable bedrooms/suites replacing existing 8 units

Executive Board Recommendation: \$675,000 (Secured Grant)

**Project Summary:**

Friends of Youth (FOY) proposes to redevelop a site currently in their portfolio in the Houghton neighborhood of Kirkland into 14 bedrooms/suites of affordable housing at 30% AMI for youth between the ages of 18 to 24. The existing building would be extensively rehabbed including an alteration to accommodate four additional bedrooms. The target population would be clients who are ready for independent living, likely pursuing education or entry level employment, including young adults who are not current clients of the agency. The renovation supports FOY goals to diversify housing options across its portfolio and create projects that are economically sustainable and not dependent on annual fundraising.

**Funding Rationale:**

The Executive Board supports the intent of this application for the following reasons:

- This project represents an opportunity to rehab and extend the useful life of a vacant building within an agency current portfolio.
- The project would increase the number of young adults that it can serve at this property by adding two more bedrooms/suites.
- The project is well located in a neighborhood with transit, amenities and access to educational and job opportunities for young adults.
- The project leverages a significant amount of other public funding.
- The project helps to advance the City of Kirkland's recently adopted affordable housing targets, which aim to achieve over 12,000 affordable units by 2044.
- The project serves a special needs population (young adults).

**Special Conditions:**

1. The funding commitment continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time.
2. Funds shall be used by Agency toward **soft costs, design, permits and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the

completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.

- 3. Funds will be in the form of a **secured grant with no repayment**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
- 4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
- 5. A covenant is recorded ensuring affordability for at least 50 years, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	1-bedroom/suite	Total
30%	14	14
Total	14	14

- 6. ARCH shall review and approve the services budget and services plan for consistency with application.
- 7. Agency must provide a parking plan which will encourage minimal parking and include within the project design bike facilities to inspire less vehicle use.
- 8. Agency must review the project design in an effort to maximize private space and security of private space and minimize common space. Design must propose security measures to encourage privacy such as locks in private areas.
- 9. If not included within the proposed design, Agency shall evaluate and consider permanent mini fridge/mini kitchen in each room to improve privacy and independence.
- 10. Agency shall evaluate and consider the maximization of sustainability features such as in efficient building envelope, heat pumps and propose a plan for the maximization of sustainability.
- 11. Agency shall present a plan to ARCH for managing the leasing and use of the common space that will explain how Agency will match residents, delineate the responsibilities for the lease/sub-lease, and handle management of each suite and common spaces.
- 12. Agency shall provide to ARCH for review a Capital Needs Assessment for all buildings in ARCH's portfolio.

**5. Attain Housing – Totem Six Plex**

Funding Request: \$650,000 (Secured Grant)  
6 new housing units

Executive Board Recommendation: \$0

**Project Summary:**

The proposed project is the new construction of a three-story structure with six two-bedroom units of transitional housing for homeless families earning up to 30% of area median income (AMI). The property currently contains of an existing four plex building owned and managed by Attain Housing. Attain also manages the four plex on the lot next to the proposed construction site. The proposed new building will sit in what is currently a lawn between the two four plex buildings. The project represents an expansion of existing programs operated by Attain, with overall capacity growing from 8 to 14 units across the three buildings.

**Funding Rationale:**

The Executive Board potentially supports the concept of the Attain Housing proposal but does not recommend funding at this time. The Executive Board would welcome an application in the next round. This would provide an opportunity for Attain Housing to address the issues identified below:

- Further development of building design, siting and parking and conformance with zoning requirements.
- Identification of other public funding sources included in the development budget.
- Identification of adequate project management capacity, including recommended engagement of a development consultant who will assist with the financing and project management of the project through construction completion.
- Definition of agency priorities including a rehab which the agency has indicated is its other top priority.
- Development of an updated development budget and operating budget which addresses in increases in construction costs based on and updated cost estimate and funding to address the additional cost increases.
- Development of a project schedule consistent with the proposed funding and local permitting requirements.
- Further discussion of long-term strategy for funding supportive services for transitional housing.

**Standard Conditions (Apply to all projects):**

1. The Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.

2. The Agency shall submit evidence of funding commitments from all proposed public sources. In the event commitment of funds identified in the application cannot be secured in the time frame identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to: contractor solicitation, bidding and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to repay (bridge) acquisition finance costs.
4. The Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. The Agency shall submit monitoring quarterly reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of period of affordability.

### Attachment 1: Proposed Funding Sources

Recommended Projects					Total 2021 Recommended Funding
	Horizon at Totem Lake	Hope Starts Here	LEO at Trailhead	New Ground Kirkland	
Total Recommended Award	\$1,500,000	\$750,000	\$250,000	\$675,000	\$3,175,000
Bellevue	\$192,900	\$16,100	\$32,200	\$86,800	\$328,000
Bothell	\$54,900	\$4,600	\$9,200	\$24,700	\$93,400
Clyde Hill	\$10,000	\$800	\$1,700	\$4,500	\$17,000
Hunts Point	\$1,000	\$100	\$200	\$400	\$1,700
Issaquah	\$66,200	\$5,500	\$11,000	\$29,800	\$112,500
Kenmore	\$36,200	\$3,000	\$6,000	\$16,300	\$61,500
Kirkland	\$635,200	\$53,000	\$105,900	\$285,900	\$1,080,000
Medina	\$7,800	\$700	\$1,300	\$3,500	\$13,300
Mercer Island	\$19,700	\$1,600	\$3,300	\$8,900	\$33,500
Newcastle	\$17,200	\$1,400	\$2,900	\$7,700	\$29,200
Redmond	\$337,000	\$28,100	\$56,000	\$151,600	\$572,700
Sammamish	\$71,200	\$5,900	\$11,900	\$32,000	\$121,000
Woodinville	\$47,000	\$3,900	\$7,800	\$21,200	\$79,900
Yarrow Point	\$3,700	\$300	\$600	\$1,700	\$6,300
Total Local Funds	\$1,500,000	\$125,000	\$250,000	\$675,000	\$2,550,000
CDBG Funds		\$627,869*			\$627,869
Prior Award	\$4,000,000				
Total Award	\$5,500,000				

\*Final CDBG award to be finalized based on actual HUD grant numbers

## Attachment 2: Project Economic Summaries

Applicant: LifeWire  
Project Name: Hope Starts Here  
Location: Bellevue (confidential)  
Project Description: Acquisition rehab with 25 units for domestic violence survivors

**Financing Sources:**

Source Name	Proposed Amount	Status
ARCH	\$750,000	
KC Housing Finance Program	\$2,000,000	\$4,300,000 committed
WA State Commerce HTF	\$3,500,000	Estimated up to \$1,000,000 award
City of Bellevue	\$2,000,000	Up to \$3,200,000 recommended
Capital Campaign/LifeWire Equity	\$4,133,733	
<b>Total Sources</b>	<b>\$12,383,733</b>	
<b>Bridge Financing:</b>		
King County Bridge Loan	\$4,000,000	Committed
REDI Fund	\$5,000,000	Committed

**Development Budget:**

Proposed Use	Estimated Amount
Acquisition:	\$8,848,194
Construction:	\$2,293,396
Soft Costs:	\$445,869
Permanent Financing	\$135,048
Capitalized Reserves	\$260,525
Other Development Costs	\$400,701
<b>Total Uses</b>	<b>\$12,383,733</b>

Applicant: Life Enrichment Options (LEO)  
Project Name: LEO at Trailhead  
Location: 1515 NW Maple St, Issaquah WA  
Project Description: Acquisition of 5 units/beds for persons with developmental disabilities plus 1 caregiver unit within the new construction Trailhead TOD development

**Financing Sources**

Source Name	Proposed Amount	Status
ARCH	\$250,000	
KC Housing Finance Program	\$250,000	Proposed – anticipate State funds may cover
WA State Commerce HTF	\$299,694	Application anticipated spring 2022
<b>Total Sources</b>	<b>\$799,694</b>	

**Development Budget**

Proposed Use	Estimated Amount
Acquisition:	\$799,694
<b>Total Uses</b>	<b>\$799,694</b>

Applicant: Inland Group/Horizon Housing Alliance  
Project Name: Horizon at Totem Lake  
Location: 12335 120th Ave NE, Kirkland, WA  
Project Description: New construction of mixed use affordable and workforce housing project with 300 affordable units and 178 workforce units

#### Financing Sources

Source Name	Proposed Amount	Status
ARCH	\$5,500,000	\$4 million committed in 2020 funding round; \$2.5 million approved for December 2021 acquisition
KC Housing Finance Program	\$6,222,808	Committed
9% LIHTC Equity	\$9,992,576	Application submitted
4% LIHTC Equity	\$42,220,944	Application March 2022
Tax Exempt Bonds	\$49,220,000	Application March 2022
Deferred Developer Fee	\$10,476,847	Committed
<b>Total Sources</b>	<b>\$123,633,175</b>	

#### Development Budget

Proposed Use	Estimated Amount
Acquisition:	\$14,436,693
Construction:	\$75,915,129
Soft Costs:	\$16,014,352
Permanent Financing	\$8,237,423
Capitalized Reserves	\$2,982,281
Other Development Costs	\$6,047,297
<b>Total Uses</b>	<b>\$123,633,175</b>



**Applicant:** Friends of Youth  
**Project Name:** New Ground Kirkland Redevelopment  
**Location:** 11005 NE 68th Street, Kirkland WA  
**Project Description:** Redevelopment of existing structure for 14 affordable beds for young adults

**Financing Sources**

Source Name	Proposed Amount	Status
ARCH	\$675,000	
KC Housing Finance Program	\$1,171,800	Recommended \$1,806,800
WA State Commerce HTF	\$635,000	Not anticipating any HTF award
2021 State Leg. Appropriation	\$258,000	Committed
Capital Campaign	\$27,500	
Friends of Youth	\$15,000	
<b>Total Sources</b>	<b>\$2,782,300</b>	

**Development Budget**

Proposed Use	Estimated Amount
Acquisition:	\$0
Construction:	\$1,939,813
Soft Costs:	\$632,500
Permanent Financing	\$36,236
Capitalized Reserves	\$42,000
Other Development Costs	\$131,751
<b>Total Uses</b>	<b>\$2,782,300</b>

**Amendment No. 1**

**To**

**Amended and Restated Interlocal Agreement for ARCH**

**A Regional Coalition for Housing**

WHEREAS, the Cities of Bellevue, Kirkland, Redmond, Bothell, Woodinville, Issaquah, Mercer Island, Newcastle, Beaux Arts, Clyde Hill, Hunts Point, Medina, Yarrow Point, Kenmore and Sammamish, municipal corporations organized under the laws of the State of Washington, and King County, a subdivision of state government (the “Parties”), entered into an Amended and Restated Interlocal Agreement for ARCH, a Regional Coalition for Housing, pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, and effective as of July 1, 2010 (“Amended and Restated Agreement”); and

WHEREAS, the Parties wish to amend the Amended and Restated Agreement to adopt more contemporary and inclusive language related to the name and makeup of the advisory board providing advice and recommendations to the ARCH Executive Board while also helping increase the diversity and breadth of skills and experience serving on such advisory board over time.

NOW, THEREFORE, the Parties to the Amended and Restated Agreement do hereby agree to this Amendment No. 1 as follows:

Section 1 is amended to read as follows:

1. **PURPOSE.** All Parties to this Agreement have responsibility for local and regional planning for the provision of housing affordable to people that work and/or live in East King County. The Parties desire to act cooperatively to formulate affordable housing goals and policies and to foster efforts to provide affordable housing by combining public funding with private-sector resources. The Parties further intend that this interlocal agreement serve as a legal framework for all communities within the ARCH sphere of influence (See Exhibit A) to cooperate in planning for and providing affordable housing; the Parties therefore encourage other cities in East King County to join the Parties in this endeavor.

Section 2 is amended to read as follows:

2. **STRUCTURE.** To accomplish the purposes of this Agreement, the Parties hereby create a joint and cooperative undertaking responsible for administering the activities described herein, to be called A Regional Coalition for Housing (“ARCH”). ARCH shall be governed by an Executive Board composed of members as provided for in section 4.a of this Agreement. The Executive Board shall constitute a “joint board” as that term is used in RCW 39.34.030(4). The Executive Board shall be assisted by an administrative staff and by a Community Advisory Board.

Section 4.d(10) is amended to read as follows:

- (10) appoint Community Advisory Board Members;

Section 7 is amended to read as follows:

7. COMMUNITY ADVISORY BOARD. A Community Advisory Board is hereby created to provide advice and recommendations to the Executive Board on land and/or money resource allocation for affordable housing projects and to provide public relations and educational outreach services. The Community Advisory Board shall consist of not more than fifteen (15) and not less than twelve (12) community members; provided, however that the size of such board may be temporarily increased by the Executive Board through the appointment of up to an additional four (4) members in order to enhance such board diversity and breadth of skills and experience; provided further, that such additional temporary appointments may continue to serve on such board as standing members over time through attrition, thereby eventually reducing the size of the board back to not more than fifteen (15) and not less than twelve (12) members. The Executive Board shall appoint members to the Community Advisory Board. Community members appointed to the Community Advisory Board must have a knowledge and understanding of affordable housing and be committed to the furtherance of affordable housing on the Eastside. Appointments shall be for a four-year term with service limited to a total of two consecutive terms. The Executive Board shall adopt procedures for the convening and administration of the Community Advisory Board. A community member may be removed from the Community Advisory Board by the Executive Board with or without cause upon a majority vote of membership of the Executive Board.

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Section 8 is amended to read as follows:

8. MEETINGS OF THE COMMUNITY ADVISORY BOARD.
- a. Frequency. The Community Advisory Board shall meet as often as it deems necessary, but not less than quarterly.
  - b. Quorum. A quorum at any meeting of the Community Advisory Board shall consist of the Board members who represent a simple majority of the Board’s membership, including any temporary appointments made pursuant to Section 7.
  - c. Action. No action may be taken except at a meeting where a quorum exists. Action by the Community Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a quorum exists. No action shall be taken except at a meeting open to the public.

This Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH shall be effective when approved in accordance with Section 16 of the Agreement and may be executed in counterparts in accordance with Section 28 of the Agreement.

\*\*\*\*\*

[Signature Pages Follow]

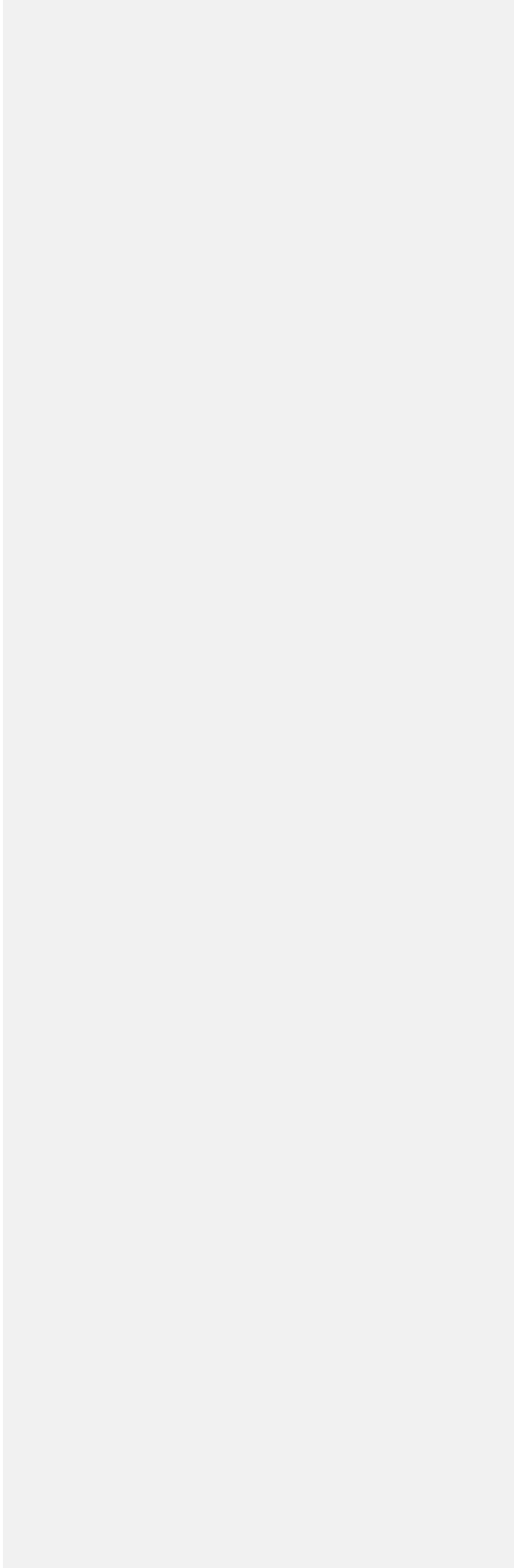
Approved and executed this \_\_\_ day of \_\_\_\_\_, 202\_.

Name of Party: \_\_\_\_\_

Approved as to form

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
City Attorney





## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6057  
April 5, 2022  
Regular Business

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6057: City Council Rules of Procedure Amendments (Resolution No. 1625)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Approve Resolution No. 1625 amending the City Council Rules of Procedure as set forth in Exhibit A.	

<b>DEPARTMENT:</b>	City Council		
<b>STAFF:</b>	Ali Spietz, Chief of Administration Andrea Larson, City Clerk		
<b>COUNCIL LIAISON:</b>	n/a		
<b>EXHIBITS:</b>	1. Resolution No. 1625 and Exhibit A (City Council Rules of Procedure)		
<b>CITY COUNCIL PRIORITY:</b>	n/a		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

### EXECUTIVE SUMMARY

This agenda bill is to review the City Council Rules of Procedure and discuss amendments provided at the 2022 Planning Session ([AB 6045](#)).

### BACKGROUND

In 2004 (see [AB 3855](#)), the City Council adopted Rules of Procedure (“Rules”) in accordance with MICC 2.06.050(A), which reads, in part: “The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.” The Rules were most recently amended on May 18, 2021 (see [AB 5870](#)). At the March 26, 2022 Planning Session the City Council reviewed amendments proposed by staff and Councilmembers.

### ISSUE/DISCUSSION

Exhibit 1 is a draft version of the Rules of Procedure containing staff proposed amendments. In addition to grammatical edits, the following substantive amendments are proposed for adoption:

- **Section 1.5 – Code of Ethics**
  - Amend the section to read:

*“All City Councilmembers shall sign a statement acknowledging they have received, read, and agree to be bound by the City’s code of ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new Councilmembers training on the Code of Ethics.”*

- **Section 2.2 - Election of Mayor and Deputy Mayor**

- Amend the section to read:
  - “The City Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year or upon vacancy or resignation of the Councilmember filling the Mayor or Deputy Mayor position. The City Clerk shall conduct the elections for Mayor as follows:”*
- Add language to allow nominees to accept or decline a nomination
- Remove language requiring a 2/3 vote to close nominations
- Add language about repeating the process for the Deputy Mayor

- **Section 3.1 – General Meeting Guidelines, B. Meetings**

- Add a new section to read:
  - “All meetings as described in Section 3.2 may be held in-person, remotely, or as a hybrid to the extent permitted by law.”*

- **Section 3.1 – General Meeting Guidelines, H. Remote Participation**

- Amend the section to read:
  - “Remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:*
    1. **Notice:** *A Councilmember shall contact the Mayor and the City Manager at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the City Clerk has called the roll at a meeting, the Mayor shall indicate any Councilmember attending remotely, which will be noted in the minutes. If joining after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.*
    2. **Remote Attendance Requirements:**
      - a. *Remote attendance by a Councilmember shall be through the City’s preferred teleconferencing platform.*
      - b. *A Councilmember’s camera should be turned on when participating in the meeting.*
      - c. *A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.*
      - d. *A Councilmember attending remotely must be able to hear public comment or testimony and staff’s presentation in real time.*
      - e. *A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.”*

- **Section 3.1 – General Meeting Guidelines, I. Roll Call Voting**

- Add the following language regarding conducting roll call voting
  - “All City Council voting will be done by roll call. Once a motion has been made and seconded, the Mayor will ask the City Clerk to call the roll. The City Clerk calls the roll, and each Councilmember, as their name is called, answers “aye” or “nay,” or “abstain” if they do not wish to vote, and the Clerk notes the answers. Councilmembers shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the City Clerk reads the names of*

*those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain," and the Mayor announces the result."*

- **Section 3.2 – Types of Meetings, F. Hybrid Meetings**

- Add the following language defining hybrid meetings  
*"Any meeting that has Councilmembers, staff, and/or the public attending remotely AND in-person is a hybrid meeting."*

- **Section 3.3 - Order of Regular City Council Meeting Agenda, B. Pledge of Allegiance**

- Add the following language regarding who leads the Pledge of Allegiance  
*"The Mayor or a designated Councilmember will lead the Pledge of Allegiance at the beginning of the meeting."*

- **Section 8.8 – Board & Commission Code of Ethics**

- Amend the section to read  
*"All members of advisory boards and commissions shall sign a statement acknowledging they have received, read, and agree to be bound by the City's code of ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new members training on the Code of Ethics."*

- **Section 8.12(B) - (Board & Commission) Appointment Process**

- Add language to clarify that only applications received by the deadline will be forwarded to the City Council

- **Section 8.12(E) - (Board & Commission) Appointment Process**

- Amend the section to read:
  - E. *The voting process for appointment to each board and commission shall be as follows:*
    1. *Each City Councilmember completes a written ballot, casting a vote for the identified open seat on the board or commission. If there is more than one open seat on a board or commission, then each position will be voted on separately.*
    2. *The City Clerk will collect the ballots, tally the votes, and read aloud the votes and outcome of the voting process.*
    3. *The applicant that receives the most votes, provided they have received a minimum of four votes, will be appointed to the open seat on the board or commission. In the event of a tie or if no applicant receives four votes, the procedures in Section 8.12(E)(4) and (5) shall be followed.*
    4. *If no applicant receives a minimum of four votes, a second round of voting will take place utilizing the following process:*
      - a. *Applicants receiving one or no votes in the first round will be dropped from the ballot and Councilmembers will re-vote on the remaining applicants.*
      - b. *Voting will continue until an applicant receives the four-vote minimum.*

- **Section 8.13(A) - (Board & Commission) Vacancies**

- Amend the section to read:  
*"When vacancies occur, they are filled for the unexpired terms in the same manner as described in Section 8.12. If there is more than one vacancy to fill on a board or commission, the position with the shortest term will be voted on first. The City Council will be notified of vacancies so they may encourage residents to apply."*

- **APPENDIX A - PARLIAMENTARY RULES AND MOTIONS**

- Amend the Appendix to address:
  - When a motion should be made
  - No comments should be made until a motion has been seconded.
  - All voting will be roll call voting
  - No comments should be made when voting

## **NEXT STEPS**

During the Planning Session, the Council discussed the boards and commissions processes at length. Staff committed to returning to the City Council at a later date with information about ways to improve recruitment, additional questions for the applicant, and possible options to supplement the appointment process.

## **RECOMMENDED ACTION**

Approve Resolution No. 1625 amending the City Council Rules of Procedure as set forth in Exhibit A.



**CITY OF MERCER ISLAND  
RESOLUTION NO. 1625**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERCER ISLAND,  
WASHINGTON, AMENDING THE MERCER ISLAND CITY COUNCIL RULES OF  
PROCEDURE**

WHEREAS, the City Council has adopted, pursuant to the authority in MICC 2.06.050, its rules of procedure, which are set forth in the “Mercer Island City Council Rules of Procedure,” originally adopted on April 19, 2004 and most recently amended on May 18, 2021; and

WHEREAS, the City Council reviewed proposed amendments to its rules of procedure at the Planning Session of the City Council on March 26, 2022; and

WHEREAS, the City Council finds and determines that approval of certain amendments to its rules of procedure will benefit the conduct of City Council meetings, proceedings, and business.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AS FOLLOWS:

**That the “Mercer Island City Council Rules of Procedure” are hereby amended and approved as set forth in Exhibit A to this resolution.**

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS MEETING ON THE 5TH DAY OF APRIL 2022.

CITY OF MERCER ISLAND

\_\_\_\_\_  
Salim Nice, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Larson, City Clerk

# MERCER ISLAND CITY COUNCIL RULES OF PROCEDURE



**ADOPTED**

April 19, 2004

**AMENDED**

August 2, 2004

February 21, 2006

June 19, 2006

June 19, 2017

February 20, 2018

March 5, 2019

February 4, 2020, Resolution No. 1578

February 18, 2020, Resolution No. 1579

May 18, 2021, Resolution No. 1597

[April 5, 2022, Resolution No. 1625](#)

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## SECTION 1. GOVERNANCE AND AUTHORITY

### 1.1 Council-Manager Plan of Government

The City of Mercer Island is a Council-Manager plan of government. As described in the municipal code and chapter [35A.13](#) of the Revised Code of Washington (“RCW”), certain responsibilities are vested in the City Council and the City Manager. This plan of government prescribes that a City Council’s role is that of a legislative policy-making body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

### 1.2 Rules of Procedure

The Mercer Island City Council hereby establishes the following Rules of Procedure (“Rules”) pursuant to the authority set forth in Mercer Island City Code (“MICC”) [2.06.050\(A\)](#), for the conduct of City Council meetings, proceedings and business. These Rules shall be in effect upon adoption by the City Council and until such time as they are amended, or new rules are adopted in the manner provided by these Rules.

### 1.3 Orientation of New Councilmembers

The City Manager will host an orientation program for newly-elected or appointed Councilmembers, including guidance on the [Open Government Trainings Act](#), which requires [training](#) in the fundamentals of the Open Public Meetings Act (OPMA), [Public Records Act](#) (PRA), and records retention requirements.

### 1.4 Mentoring of New Councilmembers

Current Councilmembers shall seek out opportunities to mentor newly elected or appointed Councilmembers to help them gain an understanding of their role as Councilmember.

### 1.5 Code of Ethics

All City Councilmembers shall sign a statement acknowledging they have received, read, and agree to be bound by the City’s code of ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new Councilmembers training on the Code of Ethics. The purpose of the City of Mercer Island Code of Ethics is to strengthen the quality of government through ethical principles which shall govern the conduct of members of the City Council and the City’s boards and commissions pursuant to Mercer Island City Code (“MICC”) 2.60.

## SECTION 2. CITY COUNCIL ORGANIZATION

- 2.1 Swearing-In.** Councilmembers shall be sworn in by the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.** The City Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year or upon vacancy or resignation of the Councilmember filling the Mayor or Deputy Mayor position. The City Clerk shall conduct the elections for Mayor ~~and Deputy Mayor at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year~~ as follows:
- A. Any Councilmember may nominate a candidate for Mayor; no second is needed.
  - B. Nominees may accept or decline the nomination.
  - ~~B. Nominations are closed by a motion, second and 2/3 vote of the City Council.~~
  - C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination for Mayor. Approval is by majority vote of Councilmembers present.
  - D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
  - E. To be elected, the nominee needs a majority vote of the City Council.
  - F. Elections will continue until a Mayor ~~and Deputy Mayor are is~~ elected by a majority vote of the City Council.
  - G. The City Clerk shall declare the nominee (s) receiving the majority vote as the new Mayor. ~~The new Mayor shall declare the nominee for Deputy Mayor receiving the majority vote as the new Deputy Mayor.~~ The City Clerk shall swear the individuals into office.

This process is repeated for the election of the Deputy Mayor.

### 2.3 Duties of Officers.

- A. **Mayor.** The Mayor serves as the Presiding Officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the City Council in the same manner as any other member and is expected to vote in all ~~proceedings, unless proceedings unless~~ a conflict of interest exists. The Mayor does not possess any power of veto. The Mayor is assigned as the ceremonial representative at public events and functions. The Mayor is vested with the authority to initiate and execute proclamations. The Mayor is assigned the responsibility to impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules. If the Mayor is the Councilmember who is the subject of sanctions, then sanctions shall be imposed by the Deputy Mayor.

In consultation with the Deputy Mayor, the Mayor appoints Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing City

Council committees, ad hoc committees, local committees, and certain regional committees (Sound Cities Association makes appointments to King County and other regional committees; only one Mercer Island Councilmember can apply for each of these committees).

**B. Deputy Mayor.** The Deputy Mayor serves as the Presiding Officer in the absence of the Mayor and assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor will appoint another Councilmember to serve as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

**C. Presiding Officer.** The Presiding Officer shall:

1. Preserve order and decorum during City Council meetings;
  2. Observe and enforce these Rules;
  3. Call the meeting to order;
  4. Keep the meeting to its order of business; and,
  5. Recognize Councilmembers in the order in which they request the floor.
- The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

**2.4 Filling a City Council Vacancy.** If a vacancy occurs in the office of Councilmember, the City Council will follow the procedures outlined in [RCW 42.12.070](#) and Appendix C to these Rules (The Process to Fill a Mercer Island City Council Vacancy). In order to fill the vacancy until an election is held, the City Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.

## SECTION 3. CITY COUNCIL MEETINGS

### 3.1 General Meeting Guidelines.

- A. Open Public Meeting Act.** All City Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the City Council shall be open to the public.
- B. Meetings.** All meetings as described in Section 3.2 may be held in-person, remotely, or as a hybrid to the extent permitted by law.
- ~~BC.~~ Meeting Cancellation.** Any City Council meeting may be canceled by a majority vote or consensus of the City Council. The Mayor or City Manager may cancel a City Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- ~~CD.~~ Quorum.** Four members of the City Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- ~~DE.~~ Councilmember Seating.** At the dais, the Mayor shall sit in Chair #4, the center seat at the dais, the Deputy Mayor shall sit to the Mayor's right or left, in Chair #3 or #5. The Mayor will determine the seats of the remaining Councilmembers.
- ~~EF.~~ City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special City Council meetings and keep an account of all proceedings of the City Council (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to City Council meetings as part of the City Council packet. Councilmembers are encouraged to inform the City Clerk and City Manager of any errors or proposed changes in advance of the meeting. If a Councilmember wishes to make any corrections (except scrivener) to the minutes, they must request to have the set of minutes pulled from the Consent Agenda and make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the City Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- ~~FG.~~ City Council Meetings Code of Conduct.** The City Council Meetings Code of Conduct is attached as Appendix B to these Rules, which outlines acceptable behavior while in a City Council Meeting.

**GH. Remote Participation Attendance.** Remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:

1. **Notice:** A Councilmember shall contact the Mayor and the City Manager at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the City Clerk has called the roll at a meeting, the Mayor shall indicate any Councilmember attending remotely, which will be noted in the minutes. If joining after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.
2. **Remote Attendance Requirements:**
  - a. Remote attendance by a Councilmember shall be through the City's preferred teleconferencing platform.
  - b. A Councilmember's camera should be turned on when participating in the meeting.
  - c. A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
  - d. A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
  - e. A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.

~~From time to time, a Councilmember will not be able to attend a City Council meeting in person but may desire to participate in the meeting remotely. Remote attendance should be the rare exception. Should technological difficulties or connection issues arise during the meeting, the call may be ended to avoid meeting disruption. If a Councilmember wishes to attend a City Council meeting remotely, the Councilmember should notify the Mayor and City Manager at least one day prior to the meeting. A Councilmember's remote attendance will be noted in the minutes.~~

**I. Roll Call Voting.** All City Council voting will be done by roll call. Once a motion has been made and seconded, the Mayor will ask the City Clerk to call the roll. The City Clerk calls the roll, and each Councilmember, as their name is called, answers "aye" or "nay," or "abstain" if they do not wish to vote, and the Clerk notes the answers. Councilmembers shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the City Clerk reads the names of those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain," and the Mayor announces the result.

### 3.2 Types of Meetings.



- A. Regular Meetings.** The City Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall City Council Chambers (9611 SE 36<sup>th</sup> Street, Mercer Island) when permissible. Certain circumstances (weather, emergencies, etc.) may require that City Council meetings be held remotely using a videoconferencing platform. Regular meetings will begin at 6:30 p.m. or as set by [MICC 2.06.010](#). If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 6:30 p.m., or as set by MICC 2.06.010, on the first business day following the holiday, or on another day designated by a majority vote of the City Council.
- B. Special Meetings.** A special meeting is any City Council meeting other than a regular City Council meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special City Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the City Council and pursuant to [RCW 42.30.080](#).
- C. Emergency Meetings.** An emergency meeting is a special City Council meeting called without 24-hour notice. An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor. The minutes will indicate the reason for the emergency.
- D. Executive Sessions.** An executive session is a portion of a City Council meeting that is closed except to the City Council, City Manager, City Attorney, and staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive sessions may be held during regular or special City Council meetings and will be announced by the Mayor or the Chair. Executive sessions may be held for limited purposes consistent with [RCW 42.30.110\(1\)](#) and [RCW 42.30.140\(4\)\(a\)](#). Permissible topics include considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, review of collective bargaining agreements, public employment applications and evaluations, and certain attorney-client discussions. Before convening an executive session, the Mayor or Chair shall announce the purpose of the meeting. Pursuant to [RCW 42.23.070\(4\)](#), Councilmembers must maintain the confidentiality of all written materials and verbal information provided during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the [Public Records Act](#), chapter 42.56 RCW. If a Councilmember unintentionally discloses executive session material

with another party, that Councilmember shall promptly inform the City Manager and/or the City Council of the disclosure.

- E. **Planning Sessions.** Each year the City Council shall hold an annual planning session during the first quarter of the year, or as soon as practicable thereafter. Potential topics for the Planning Session include City Council Goals, Priorities, and the Work Plan for the next two years. The City Council may hold additional planning sessions during the year.

### 3.3 Order of Regular City Council Meeting Agenda-

- A. **Call Meeting to Order & Roll Call.** The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present and absent in the minutes.
- B. **Pledge of Allegiance.** The Mayor or a designated Councilmember will lead the Pledge of Allegiance at the beginning of the meeting.
- C. **Agenda Approval/Amendment.** Agenda items may be added to a regular City Council meeting agenda after the meeting notice is published if a Councilmember or City Manager explains the necessity and receives a majority vote of the City Council. The Mayor may, with the concurrence of the majority of the Councilmembers, take agenda items out of order.
- D. **Executive Sessions.** Executive sessions may be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2(D).
- E. **Study Sessions.** Study sessions will be held, when needed, before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions will be informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions can be made at a study session. Decisions on those issues will be scheduled for a regular or special City Council meeting.
- F. **Special Business.** Special Business items may include the presentation of a proclamation, the key to the City, community member of the year, or other presentation to elected officials, staff, or the public by the City or presentations to the City or any official made by someone else.
  - 1. **Proclamations.** Proclamations are generally broad statements expressing local government support for particular issues. Requests to proclaim certain events or causes will be considered when such proclamations:

- a. ~~p~~Pertain to a Mercer Island event, person, organization, or cause with local implications,
- b. ~~a~~Are timely,
- c. ~~h~~Have potential relevance to the City Council's Goals, Legislative Priorities, or Mercer Island's community values, and
- d. ~~e~~Either forward positive messages or call upon the support of the community.

The Mayor, Deputy Mayor, City Manager, and/or a staff designee shall determine approval of proclamation requests. Proclamations are placed on the Consent Agenda and may be publicly read at a City Council meeting and presented to a representative of the event during the City Council meeting.

2. **Key to the City.** The Key to the City is the City's most prestigious award and will only be used to recognize distinguished persons and honored guests of the City of Mercer Island. The "Key to the City" is intended to honor:
  - a. A Mercer Island resident with significant accomplishments in military service, or public service
  - b. A Mercer Island resident reaching the age of 100 years,
  - c. A person who performed an act of heroism while in the City limits, or
  - d. A dignitary or celebrity visiting the City.

The City Council shall determine approval of Key to the City requests. Keys shall be presented by the Mayor or designee to the recipient at a City Council meeting or at an event sponsored by or affiliated with the recipient.

3. **Community Member of the Year.** The Community Member of the Year is an annual tradition of recognizing an individual or group ("honoree") who is otherwise unrecognized for his/her/their contributions to making the Mercer Island community a great place to live and work. The honoree shall be selected based on the following criteria:
  - a. Significant service accomplishments within the past year;
  - b. The quality, scale, and duration of the benefits to the community resulting from the accomplishments;
  - c. The amount of time and energy devoted to the community beyond the scope of normal responsibilities;
  - d. The nature of the challenges faced and overcome by the honoree; and
  - e. The extent of previous recognition received by the honoree (e.g., the nominee is an "unsung hero").

Councilmembers will make nominations and select an honoree at the annual City Council Planning Session or a Regular Meeting. Councilmembers or candidates for councilmember, are not eligible for nomination. The honoree(s) will be recognized at a City Council Meeting and a framed photo of the honoree is hung in the City Council Chambers lobby to commemorate this distinction.

- F. City Manager Report.** To keep the City Council and the public informed of City business, the City Manager may provide an oral report, make comments, extend compliments, express concerns, or make announcements concerning any topic during this time.
- G. Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the City Council regarding any matter, except items before the City Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address the City Council should register with the City Clerk by 4 pm on the day of the City Council meeting. When the speaker's name is called, the speaker will give their name and city of residence for the record and shall limit their comments to three (3) minutes. No speaker may convey or donate time for speaking to another speaker. The Mayor may grant additional time for comments. The Mayor may allow speakers to comment on individual agenda items at times during any regularly scheduled City Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the City Council as a whole, and not to individual Councilmembers or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested by the Mayor to leave the meeting. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda pursuant to [RCW 42.17A.555](#).

The City Clerk will summarize all public comments in the minutes. Traditionally, the City Council does not respond to comments made at a meeting; however, the City Manager may direct staff to follow up with the speaker as appropriate.

- H. Consent Agenda.** Consent agenda items have either been previously considered by the City Council or are routine and non-controversial and are approved by one motion. Items on the consent agenda include, without limitation, payables,

payroll, minutes, proclamations, resolutions, ordinances discussed at a previous City Council meeting, bid awards, and previously authorized agreements.

A Councilmember may remove an item from the consent agenda for separate discussion and action. If removed, that item will become the first item of regular business of the same meeting.

- I. **Public Hearings.** There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. Comments are limited to the subject of the public hearing.
  1. **Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative or policy decisions, including without limitation, review by the City Council of its comprehensive plan or biennial budget.
  2. **Quasi-Judicial Public Hearings.** The purpose of a quasi-judicial public hearing is to decide issues involving the rights of specific parties including, without limitation, certain land use matters such as site-specific rezones.

The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" in the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted.

In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the appearance of fairness doctrine (chapter [42.36 RCW](#)). The appearance of fairness doctrine prohibits ex parte (outside the hearing) communications with limited exceptions requiring disclosure on the record; prohibits a Councilmember from ~~making a determination~~ deciding on the matter in advance of the hearing; requires the hearing to be fair and impartial; and prohibits the participation of any Councilmember who has a conflict of interest or financial interest in the outcome of the hearing.

A Councilmember shall consult with the City Attorney to determine whether the Councilmember should recuse themselves from the quasi-judicial hearing discussion and decision.

- J. **Regular Business.** Regular Business items are all other regular City Council business, including without limitations resolutions, ordinances, staff presentations, board and/or commission appointments, and regional board and committee reports requiring City Council action.

- K. Other Business.** The City Council will note upcoming Councilmember absences and make a motion to excuse or not excuse a Councilmember's absence. They will also discuss the Planning Schedule. During Councilmember reports, Councilmembers may report on significant activities since the last meeting; provided, however, that Councilmembers may not enter into debate or discussion on any item raised during a City Council report.
- L. Adjournment.** With no further business to come before the City Council, the Mayor adjourns the meeting.

## SECTION 4. AGENDA PREPARATION

- 4.1** The City Manager, in consultation with the Mayor and Deputy Mayor, will prepare an agenda for each City Council meeting. The City Clerk will prepare an agenda packet for each City Council meeting specifying the date, time, and place of the meeting. Each item shall be titled to describe the item to be considered by the City Council.
- 4.2** An item may be placed on a City Council meeting agenda by any of the following methods:
- A.** Majority vote of the City Council.
  - B.** By the City Manager.
  - C.** By the Mayor or Deputy Mayor (when acting in the absence of the Mayor).
  - D.** By any two Councilmembers, in writing or with phone confirmation, no later than 12:00 pm seven (7) days prior to the meeting. The proposed item will be added to the agenda (without an agenda bill) for the whole City Council to determine if the item should be brought back for discussion and/or action. If the City Council agrees to add the item to a future agenda, staff will prepare an agenda bill based on the City Council's direction.
- 4.3** Staff reports (agenda bills) shall be in a standard format approved by the City Manager.
- 4.4** Agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list (including City Council and staff) by 5:00 p.m. on the Wednesday before the meeting. If the deadline cannot be met, the City Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up in the HAM radio room in the Police Department lobby upon Councilmember request.
- 4.5** The City Manager will prepare and keep current the Planning Schedule, the calendar of agenda items for all City Council regular and special meetings.

## SECTION 5. CITY COUNCIL PROTOCOLS

- 5.1 Roberts Rules/City Council Rules.** All City Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Attorney shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature that may arise during a City Council meeting.
- 5.2 Appearances (Public Comment).** The City Council agrees to adhere to the following protocols during Appearances:
- A. The City Council shall listen attentively to the speaker's comments.
  - B. The City Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
  - C. The City Council shall not engage in debate or discussion with any individual but may be recognized by the Mayor to ask the speaker clarifying questions.
- 5.3 Discussion Protocols.** The City Council agrees to adhere to the following protocols for City Council discussion and debate:
- A. Be courteous and professional at all times.
  - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
  - C. Be recognized by the Mayor before speaking.
  - D. Be respectful of the City Manager and staff.
  - E. Speak in turn after being recognized.
  - F. Do not personally criticize other members who vote against or disagree with you.
  - G. Do not be repetitive in your arguments or discussion.
  - H. Respect each other's differences, honor disagreements, vote and move on.
- 5.4 City Council Decisions.** Councilmembers recognize that they are part of a legislative or corporal body. As such, when the City Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such City Council action or take other action adversely impacting staff resources. Councilmembers, who voted on the prevailing side, may bring any approved action up for reconsideration, on the same day that the vote was taken, following City Council review and approval of such agenda item. The City Council's goal is to make final decisions and not to revisit or reconsider such decisions. (See [Appendix A](#) for more details).
- 5.5 No Surprise Rule.** Councilmembers should use best efforts to contact the City Manager to advise of emerging issues. Generally, Councilmembers agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff at least 48-hours advance notice to review any written proposal. To provide staff the



necessary preparation time, Councilmembers will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.

- 5.6 Possible Quorum.** Any member of the City Council can attend any City board, commission, ad hoc, or standing committee meeting; however, if a quorum of the City Council (4 or more Councilmembers) is present at any of these meetings, Councilmembers shall “self-police” by not sitting together and not discussing City business. For community or regional meetings where there may be four (4) or more Councilmembers in attendance, the City Clerk may notice the meetings for possible quorum.
- 5.7 Councilmember In-Person Representation.** If a Councilmember appears on behalf of the City before another governmental agency or, a community organization, for the purpose of commenting on an issue, the Councilmember must state the majority position of the City Council, if known, on such issue. Personal opinions and comments which differ from the City Council majority may be expressed if the Councilmember clarifies that these statements do not represent the City Council's position but rather those of the individual Councilmember. Councilmembers must obtain other Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.
- 5.8 Use of City Letterhead.** Use of City letterhead by the City Council shall be confined to conduct of official City business or communicating messages of the City. City letterhead of any kind shall only be used by the City Council at the direction of the Mayor or his or her designee. Individual Councilmembers shall not use City letterhead to communicate individual or personal messages or opinions.
- 5.9 Mail.** Mail ~~addressed to, which~~ Councilmembers ~~receive during the week,~~ will be placed in their respective mailboxes at City Hall (located outside the City Manager's office) ~~as it arrives. Councilmembers will have access to their mailboxes and is available for pickup~~ during regular business hours. Accumulated mail will be included with hard copy agenda packets, placed on the dais before City Council meetings, or mailed to a Councilmember's residence.
- 5.10 Social Media.** Social media accounts operated by Councilmembers should not be used as mechanisms for conducting official City business, other than to informally communicate with the public. When Councilmembers use social media accounts to discuss City business, Councilmembers should clarify that the views expressed are solely their own. In addition, direct communication between a majority of the City Council on social media may constitute a "meeting" under the OPMA and should be avoided. In addition, any content or post related to City business may be subject to disclosure under the Public Records Act, regardless of whether it occurs on a personal account or page.

Councilmembers are responsible for capturing and retaining any City business-related posts on social media accounts for public records preservation purposes.

The NextDoor.com (“NextDoor”) social media platform does not function in the same manner as the City’s other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor also makes it difficult and potentially risky for Councilmembers to post about City business and/or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period. See [Appendix E](#) for further details.

## SECTION 6. CITY DOCUMENTS

- 6.1 Review.** All ordinances, resolutions, contracts, motions, amendments, and other City documents shall be reviewed by the City Attorney. An individual Councilmember may contact the City Attorney to request the preparation of motions for a City Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the City Council, unless requested by a majority of the City Council or by the City Manager.
- 6.2 Signing.** The Mayor and City Clerk sign all ordinances and/or resolutions approved by the City Council, immediately following the meeting. In addition, the City Attorney signs all ordinances. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions.
- 6.3 Ordinances.** The following shall apply to the introduction, adoption and/or amendment of all ordinances:
- A. First Reading of Ordinances.** An ordinance shall be scheduled for first reading at any regular or special City Council meeting. A majority of the City Council may direct the City Manager to prepare any amendments to the ordinance for consideration during second reading and adoption.
- B. Second Reading/Adoption of Ordinances.** An ordinance that has previously been introduced for first reading may be scheduled for second reading and adoption at any regular or special City Council meeting as either regular business or as a part of the consent agenda.
- Any amendments that a majority of the City Council has directed the City Manager to prepare will be included as proposed amendments in the City Council packet for the City Council's consideration. If further amendments (other than clerical, punctuation, or other non-substantive amendments) are requested at second reading, the ordinance may be continued to the next regular City Council meeting for adoption.
- C. Exceptions.** Sections A and B above shall not apply to:
1. ~~a~~Any housekeeping ordinances that the City Manager recommends be adopted at first reading;
  2. ~~a~~Any budget ordinances; or
  3. ~~a~~Any ordinances that the City Council determines require an effective date precluding a second reading.

This Rule shall not apply to public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace consistent with [RCW 35A.11.090](#).

## SECTION 7. CITY COUNCIL & STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the City Council's policies and priorities consistent with the City Council goals.

The following are general guidelines to help facilitate effective communications between the City Council and City staff:

- A.** Channel communications through the appropriate City staff.
- B.** All Councilmembers should have the same information with which to make decisions.
- C.** Depend upon the staff to respond to community concerns and complaints as fully and as expeditiously as practical.
- D.** The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.
- E.** To provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.
- F.** Respect the will of the “full” City Council.
- G.** Depend upon the staff to make independent and objective recommendations.
- H.** The City Manager and staff are supporters and advocates for the adopted City Council policy.
- I.** Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
- J.** Seeking political support from staff is not appropriate.
- K.** Support life-family-work balance.

Appendix D to these Rules contains the standalone City Council-Staff Communications Guidelines document and provides greater detail about each guideline listed above.

## SECTION 8. CITY ADVISORY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's advisory boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the City Council in the decision-making process. Effective resident participation is an invaluable tool for local government.
- 8.2** These advisory bodies originate from different sources. Some are established by [Title 3](#) of the Mercer Island City Code while others are established by motion or ordinance of the City Council. It is at the discretion of the City Council as to whether any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- A.** Design Commission
  - B.** Planning Commission
  - C.** Utility Board
  - D.** Mercer Island Arts Council
  - E.** Open Space Conservancy Trust Board
  - F.** Parks & Recreation Commission
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of their board or commission, including the number of meetings unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.
- 8.4** The City Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.
- 8.5** Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended.
- 8.6** All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, [Open Public Meetings Act](#), and require a minimum 24-hour advance notice.
- 8.7** Members may be removed, from any advisory board or commission, prior to the expiration of their term of office, in accordance with the provisions of the ordinance or resolution establishing such advisory board or commission.
- 8.8** All members of advisory boards and commissions shall [sign a statement acknowledging they have received, read, and agree to be bound by the City's code of ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new members training on the Code of Ethics.](#)

- 8.9** The City Council transmits referrals for information or action through the City Manager and the City Council liaison to the advisory boards and commissions. Staff Liaisons, on behalf of advisory boards and commissions transmit findings, recommendations, reports, etc., to the full City Council as part of the City Council Agenda Packet.
- 8.10** The City Manager shall appoint City staff to assist advisory boards and commissions. City staff are not employees of that body and take direction only from the Department Director or the City Manager. Boards and commissions shall not direct City staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the City Council or City Manager.
- 8.11** Annually, staff for the Parks and Recreation Commission, Planning Commission, and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the City Council for review, possible amendments, and approval.
- 8.12 Appointment Process.** Annually, the City Clerk will advertise for applicants to fill expiring positions on the boards and commissions as follows, unless otherwise provided by law:
- A. Available positions are advertised.
  - B. Once the application deadline has passed, all applications received by before the deadline will be forwarded to the City Council for review.
  - C. The City Clerk will include the appointment process on the agenda for the next regularly scheduled City Council meeting.
  - D. The City Clerk will prepare a ballot for each board or commission, listing applicants alphabetically by last name.
  - E. The voting process for appointment to each board and commission shall be as follows:
    1. Each City Councilmember completes a written ballot, casting a vote ~~equal to the total number of for the identified~~ open seats on the board or commission. ~~For example, if there is more than one are two open seats on a board or commission, then each position will be voted on separately Councilmember has two votes, one for each seat.~~
    2. The City Clerk will collect the ballots, tally the votes, and read aloud the votes and outcome of the voting process.
    3. The applicants that receive ~~s~~ the most votes, provided they have received a minimum of four votes, will be appointed to the open seat ~~(s)~~ on the board or commission. In the event of a tie or if no applicant receives four votes, that must be resolved to determine who is seated among the majority vote getters, ties will be broken following the procedures in of Section 8.12(-E)(4) and (-5) shall be followed.
    4. If ~~an insufficient number of no~~ applicants receive ~~s~~ a minimum of four votes, a second round of voting will take place utilizing the following process:

- a. Applicants ~~that are not part of the tied block~~ receiving one or no votes in the first round will be dropped from the ballot and Councilmembers will re-vote on the remaining applicants.
  - b. Voting will continue until an applicant~~(s)~~ receives the four-vote minimum.
5. If a tie exists after the first vote or in a subsequent round of voting, and a tiebreaker is necessary to make an appointment, a tiebreaker vote will be conducted utilizing the following process:
    - a. Councilmembers will vote on the applicants that are tied and all other applicants will be eliminated from the voting process.
    - b. If after three successive votes a tie still exists, the names of all of the applicants that are tied will be put into a hat and the City Clerk will draw out one of the names. The name that is drawn will be appointed to the open seat ~~on the board or commission sought by such applicant.~~
  6. The Mayor may call for a recess at any time during the voting process to allow Councilmembers to caucus. Caution should be exercised during a caucus to avoid “serial meetings” as these types of discussions are not allowed under the Open Public Meetings Act.
  7. The names of the applicant(s) selected will be added to a Resolution, with final approval required by a vote of the City Council.
- F. Letters will be sent to all applicants informing them of their appointment or thanking them for applying. Staff liaisons will contact new appointees in advance of the first board or commission meeting.

### 8.13 Vacancies.

- A. When vacancies occur, they are filled for the unexpired terms in the same manner as described in Section 8.12. If there is more than one vacancy to fill on a board or commission, the position with the shortest term will be voted on first. The City Council will be notified of vacancies so they may encourage residents to apply.
- B. In the event a vacancy occurs mid-term, the City Council shall appoint a person to fill the unexpired term within 60 days, or as soon as reasonably practicable.
- C. If the mid-term vacancy occurs for a position with six months or less remaining in the term, the City Council may elect to fill the unexpired term and the next four-year term concurrently.

**8.14 Open Government Training Requirement.** Within 90 days of the appointment to a board or commission, all new members must complete the Open Public Meetings Act training required by the Open Government Trainings Act and provide proof of completion of such training to the City Clerk.

**8.15 City Council Liaison Roles & Duties.** The Mayor (in consultation with the Deputy Mayor) may appoint a City Council liaison for certain boards or commissions. The City Council

liaison shall report objectively on the activities of both the City Council and the advisory group. The specific duties of a City Council liaison are as follows:

- A.** Attend meetings of the board or commission on a regular basis and sit at the table or dais, as applicable.
- B.** Participate in discussion and debate of the board or commission, but not vote on any matter (except for the Open Space Conservancy Trust as the City Council Liaison is a voting member).
- C.** Represent the majority City Council position, if known.
- D.** Participate in a manner that will not intimidate or inhibit the meetings and operations of the board or commission. Make comments in a positive manner to promote positive interaction between the City Council and the board or commission.
- E.** Be prepared to give the City Council regular and timely reports at regular City Council meetings. Take the lead on discussion items before the City Council which pertain to the assigned board or commission.
- F.** Provide input to the City Council regarding potential candidates for appointment to the board or commission.



## SECTION 9. CITY COUNCIL COMMITTEES

- 9.1** City Council committees, which are created by the City Council, operate as policy review and discussion arms of the City Council. The committees enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation to the full City Council. City Council Committees are expected to anticipate the full range of considerations and concerns related to various policy questions.
- 9.2** Committees do not replace the City Council as final decision makers on behalf of the full City Council. City Council Committees give no staff direction on administrative matters, specific assignments, or work tasks. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the full City Council.
- 9.3** There are two forms of City Council Committees:
- A.** Standing Committees: these are permanent and meet regularly on policy matters pertaining to the designated subject.
  - B.** Ad Hoc Committees: these are short-term in nature and advise on a specific policy matter or concern. Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.
- 9.4** Committees will be established by a charter containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule.
- 9.5** Committee appointments (chairs and members) shall be made by the Mayor (in consultation with the Deputy Mayor). The Mayor will consider the interests and requests of individual Councilmembers in making committee assignments. No more than three (3) Councilmembers shall serve on any committee.
- 9.6** Committees will have staff support assigned by the City Manager. Staff will work with the committee chairs to set agendas, provide support materials, and prepare reports.
- 9.7** In January of even years, the Mayor, in consultation with the Deputy Mayor, will review committees for relevancy and make appointments or reassignments, as necessary. The City Clerk will maintain the list of appointments (City Council Liaison Appointments) to established committees.

## SECTION 10. SUSPENSION AND AMENDMENT OF RULES

- 10.1** Any provision of these rules not governed by state law or ordinance, may be temporarily suspended by a two-thirds (2/3) majority vote of the City Council.
- 10.2** These rules may be amended, or new rules adopted, by a majority vote of the City Council.

## SECTION 11. SANCTIONS FOR RULE VIOLATIONS

**11.1** Councilmembers may be sanctioned for violation of these Rules in any of the following ways:

- A. Executive Session.** Two (2) or more Councilmembers may call an executive session under RCW 42.30.110(f) to discuss complaints brought against a public ~~officer;~~officer.
- B. Public Censure.** If a majority of the City Council supports public censure, the Mayor shall, during a regular City Council meeting, state in detail the Rule(s) violated and the Councilmember's conduct resulting in violation of the Rule. The Councilmember who is the subject of the sanction shall have the opportunity to rebut. If the Mayor is the Councilmember who is subject of the sanction, then the Deputy Mayor shall preside over the public censure.
- C. Liaison Termination.** The Mayor, in consultation with the Deputy Mayor, (provided the Deputy Mayor is not the Councilmember who is the subject of the sanction), may terminate standing committee, ad hoc committee, board, commission, or other liaison assignments. If the Mayor is the Councilmember who is subject of the sanction, then the liaison termination decision shall vest in the Deputy Mayor; and/or
- D. Other.** Any other appropriate action decided by a majority of the City Council.

## APPENDIX A

### PARLIAMENTARY RULES AND MOTIONS

- (1) Following the presentation of the item and questions of staff, a motion should be made before Council begins discussion so as to frame and guide the discussion.
- (2) If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second, include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) No comments may be made or heard until there is a second on the motion.
- (5) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second. ~~No further comments may be heard when there is a motion and a second on the floor and the City Council should attempt to ask questions of staff prior to such motion and second.~~
- (6) When the City Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Councilmembers may object to such summary if any feel the summary does not reflect the City Council consensus.
- (7) If the maker of a motion wishes to withdraw their motion, the Mayor shall ask the City Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the City Council will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
- (8) A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- (9) A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at

a later time at the same meeting, or to a time certain at a future regular or special City Council meeting.

- (10) A **motion to postpone indefinitely** is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote.
- (11) A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- (12) A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (13) Motions that cannot be amended, include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (15) The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.
- ~~(16) All votes of the City Council will be conducted by roll call voting.~~
- ~~(17) When voting Councilmembers will reply with "aye," "nay," or "abstain" and shall refrain from additional comments about the motion or their vote.~~
- ~~(1618)~~ At the conclusion of any vote, the Mayor will announce the results of the vote.
- ~~(19)~~ A motion that receives a tie vote is deemed to have failed.
- ~~(1720)~~ When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- ~~(18) Roll call votes will be taken if requested by a Councilmember.~~
- ~~(1921)~~ A **motion for reconsideration** can only be made by someone who voted on the prevailing side and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion is stopped at the time that reconsider is made and seconded.

## APPENDIX B

### CITY COUNCIL MEETING CODE OF CONDUCT

The Mercer Island City Council welcomes the public to the City Council meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during City Council meetings. Audience members will be expected to treat all attendees with respect and civility.

#### 1. **Appearances Ground Rules:**

Appearances is the time set aside for individuals to speak to the City Council about any issue during a City Council meeting. The ground rules are:

- A. Each person wishing to address the City Council should register with the City Clerk by 4 pm on the day of the City Council meeting.
- B. Please (1) speak audibly, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes.
- C. Traditionally, the City Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed.
- D. Comments should be addressed to the entire City Council, not to individual Councilmembers, staff members, or the audience.
- E. Audience members should refrain from applause, video comments, or disapproval of individuals' comments.
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested to leave the meeting.
- G. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda. [RCW 42.17A.555](#).

#### 2. **General Rules:**

- A. Please silence cell phones, computers, tablets, and cameras while in the City Council meetings.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

## APPENDIX C

### PROCESS TO FILL A MERCER ISLAND CITY COUNCIL VACANCY

#### **PURPOSE**

To provide guidance to the City Council when a Mercer Island Councilmember position becomes vacant before the expiration of the official's elected term of office.

#### **APPOINTMENT PROCESS**

A City Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. Under authority of RCW 42.12.070, the remaining members of the City Council are vested with the responsibility for appointing a qualified person to fill the vacant position. Accordingly, the process should include all of the remaining Councilmembers in the City Council interviews, deliberations, and votes to appoint someone to fill the vacant position.

The City Council should direct the City Manager to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity. After the schedule is established, staff will notify applicants of the location, date, and time of the interviews.

Applications received by the deadline date and time will be copied and circulated to Councilmembers.

#### **NOTIFICATIONS AND SCHEDULING**

The notice of vacancy shall be posted on the City's website and published at least two times in the Mercer Island Reporter.

The City Council shall determine a regular meeting or set a special meeting for interviewing candidates and possibly appointing someone to the vacant position.

Interviews and the appointment process may be continued to another day if any Councilmember is not able to attend or if the selection process is not concluded.

#### **INTERVIEWS**

Each applicant shall be given three to five minutes to introduce themselves and present their credentials and reasons for seeking appointment to the City Council. They shall also address the answers to these questions during their allotted time:

1. Why do you want to serve on the City Council?

2. What experiences, talents or skills do you bring to the City Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g., transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The City Council reserves the right to ask additional questions of candidates during the interview.

At the close of City Council questions, applicants will be afforded an opportunity to comment on any additional issues relevant to their candidacy.

The applicants' order of appearance will be determined by a random lot drawing.

### **DELIBERATIONS AND VOTING**

Upon completion of the interviews, and as provided in the Open Public Meetings Act at RCW 42.30.110(1)(h), Councilmembers may convene into executive session to evaluate the qualifications of the applicants. However, all interviews and final action appointing a person to fill the vacancy shall be in a meeting open to the public.

In open session, the Mayor shall ask for nominations from the Councilmembers. No second to the motion is needed. Nominations are closed by a motion, a second and a majority vote of the City Council.

The Mayor may poll the City Council to ascertain that Councilmembers are prepared to vote. The City Clerk shall proceed with a roll-call vote.

Nominations and voting will continue until a nominee receives a majority vote of the remaining Councilmembers.

At any time during the election process, the City Council may postpone elections until another open meeting if a majority vote has not been received, or if one of the remaining Councilmembers is not able to participate in a particular meeting.

The Mayor shall declare the nominee receiving the majority vote of all of the remaining Councilmembers as the new Councilmember who shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

Under RCW 42.12.070(4), if the City Council fails to appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the authority of the City Council to fill the vacancy ends and the King County Council is given the authority to fill the vacancy.





## APPENDIX D

### CITY COUNCIL-STAFF COMMUNICATIONS GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the City Council's policies and priorities consistent with the City Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

**A. Channel communications through the appropriate City staff.**

While any staff member is available to answer Councilmember questions and requests for information, the City Manager is the primary information liaison between the City Council and City staff as outlined in [RCW 35A.13](#). Questions of City staff should be directed to the City Manager and Department Directors. When a Councilmember makes a request to a particular staff member, it is important to inform/copy the City Manager. In addition, staff will inform/copy the City Manager so that the City Manager is aware of the Councilmember's requests and needs.

**B. All Councilmembers should have the same information with which to make decisions.**

When one Councilmember has an information request, the response will be shared with all members of the City Council so that each member may be equally informed.

**C. Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.**

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

**D. Operational/Maintenance Complaints.**

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608 or file an online report with MI-Connect (<https://www.mercerisland.gov/publicworks/page/submit-service-request>). In the evening or on weekends, a member of the City's 24-hour Customer Response Team (CRT) can be dispatched by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

**E. Code Compliance Complaints.**

The Community Planning & Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible. Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to

[codecompliance@mercergov.org](mailto:codecompliance@mercergov.org). You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

**F. Complaints/Concerns Directed to City Council.**

Often City Council will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, these are disseminated to the appropriate department to prepare a formal response on behalf of the City Council. On occasion, a letter or email is directed specifically to a Councilmember. The Councilmember may choose to work directly with the City Manager or designee to provide a response. All correspondence is copied to all members of the City Council, regardless of whom it was addressed to.

**G. The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.**

The role of the City Council is as the legislative body. The City Council is responsible for approving the budget, setting the vision and goals, and adopting policy and strategic plans. The primary functions of staff are to execute the City Council policy and actions taken by the City Council and to keep the City Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director.

Individual Councilmembers should not knowingly or willfully interfere with the administration of City business including, but not limited to, ~~coercing~~coercing, or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, permits, or public records requests, and the interpretation and implementation of the City Council policy.

**H. To provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.**

Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond before or at the City Council meeting. Having a practice of “no surprises” between the City Council and City staff and vice versa fosters a productive working relationship.

**I. Respect the will of the “full” City Council.**

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree either in terms of workload or policy, it will need to come before the “full” City Council. The City Manager takes direction from the full City Council and not from individual Councilmembers. If this should occur, the City Manager will prepare a memorandum or email to the City Council informing them of the request. The City

Manager will consult with the Mayor, Deputy Mayor, and Councilmember with the request to determine when it is appropriate to bring it before the full City Council for discussion and direction.

**J. Depend upon the staff to make independent and objective recommendations.**

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this occurs, please refrain from attacking the messenger. Staff respects the role of the City Council as policy makers for the City and understands that the City Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

**K. The City Manager and staff are supporters and advocates for adopted City Council policy.**

Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted City Council policy and direction, even if this may cause concern by the City Council minority on controversial issues.

**L. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.**

All critical comments about staff performance should be made only to the City Manager through private correspondence or conversation.

**M. Seeking political support from staff is not appropriate.**

The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager, the Chief of Administration, Chief of Operations, and the City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

**N. Support life-family-work balance.**

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

*(April 2021)*

## APPENDIX E

### HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its "Agency Account," but by design, NextDoor tightly limits Agency Accounts in important ways.

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, Twitter, YouTube, and other accounts to retrieve records if requested. Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Councilmembers and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

If Councilmembers post on NextDoor about official City business, they must capture the text of the original post and all comments. If they comment on a post, they must capture the original post, all comments before AND after their comment. The City Clerk can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.

*(July 2019)*



# 2022 PLANNING SCHEDULE

Item 15.

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

NOTE - Regular Meetings begin at 5:00 pm from June 16, 2020, through December 31, 2022. Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

APRIL 19, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		4/8	4/11	4/11	4/12	4/12
ITEM TYPE   TIME   TOPIC				STAFF		
<b>STUDY SESSION</b>						
45	AB xxxx: Climate Action Plan – Public Engagement and Process Update				Jason Kintner/Ross Freeman	
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: 2022 Water System Improvements (Madrona Crest East) Bid Award				Jason Kintner/Rona Lin	
--	AB xxxx: Earth Day/Week, Proclamation No. xxx				Jason Kintner/Ross Freeman	
--	AB xxxx: <i>(Placeholder, or May 3)</i> Heat Pump Installation Program				Jason Kintner/Ross Freeman	
--	AB xxxx: City Hall Lobby Renovation Bid Award				Jason Kintner/Jaime Page	
--	AB 6051: Public Works Position Requests				Jason Kintner/Patrick Yamashita	
<b>REGULAR BUSINESS</b>						
30	AB xxxx: Review and Approve the 2022-2023 City Council Priorities and Confirm Work Plan <i>(Tentative)</i>				Jessi Bon	
30	AB xxxx: Fiscal Year 2021 Year-End Financial Status Update				Matt Mornick/ Ben Schumacher	
30	AB xxxx: Special Event Sponsorship Policy <i>(Tentative)</i>				Jason Kintner/Ryan Daly/Katie Herzog	
<b>EXECUTIVE SESSION</b>						
No Executive Session						

APRIL 21, 2022 (SPECIAL MEETING) 5:00 PM		DD	FN	CA	Clerk	CM
ABSENCES:						
JOINT MEETING WITH MERCER ISLAND SCHOOL BOARD						

MAY 3, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		4/22	4/25	4/25	4/26	4/26
ITEM TYPE   TIME   TOPIC				STAFF		
<b>STUDY SESSION</b>						
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: Affordable Housing Week (Proclamation No. xxx)				Mayor Nice/Andrea Larson/Alison Van Gorp	

--	AB xxxx: 77th Ave SE & Sunset Hwy Intersection Improvements Bid Award	Jason Kintner/Lia Klein
--	AB xxxx: Luther Burbank Park Tennis Courts – Budget amendment	Jason Kintner/Paul West
--	AB xxxx: 2022 Arterial and Residential Street Overlays Bid Award	Jason Kintner/Clint Morris
--	AB xxxx: <i>(Placeholder, or April 19)</i> Heat Pump Installation Program	Jason Kintner/Ross Freeman
--	AB xxxx: Accept Easements for Stormwater Capital Projects	Jason Kintner/Patrick Yamashita/Fred Gu
--	AB 6048: Resolution No. 1623 to Apply for RCO ALEA and LWCF grant funding programs for Luther Burbank Docks and Waterfront	Jason Kintner/Paul West
<b>REGULAR BUSINESS</b>		
15	AB xxxx: Town Center Moratorium Renewal (Public Hearing Ord. No. 22-xx)	Jeff Thomas/Sarah Bluvas
45	AB xxxx: 2023-2028 Six-Year Transportation Improvement Program (TIP) Review (public hearing)	Matt Mornick/Patrick Yamashita
15	AB xxxx: City Council Member Selections for Housing and Economic Development Work Groups	Jeff Thomas/Adam Zach
45	AB xxxx: Permit Types and Noticing Code Amendments (First Reading Ord. No. 22C-xx)	Jeff Thomas/Alison Van Gorp/Adam Zack
15	AB xxxx: Healthy Youth Initiative Update	Ali Spietz/Tambi Cork
10	AB xxxx: PSRC General Assembly Voting Delegate	Mayor Nice/Andrea Larson
30	AB xxxx: ADA Transition Plan Adoption	Jason Kintner/Patrick Yamashita/Lia Klein
<b>EXECUTIVE SESSION</b>		

<b>MAY 17, 2022</b>		<b>DD</b>	<b>FN</b>	<b>CA</b>	<b>Clerk</b>	<b>CM</b>
ABSENCES:		5/6	5/9	5/9	5/10	5/10
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		
<b>STUDY SESSION</b>						
60	AB xxxx: Town Center Parking Study Presentation 1 (Project kick-off, review of stakeholder engagement plan) <b>TENTATIVE</b>			Sarah Bluvas/Jason Kintner/ Jeff Thomas/Ed Holmes		
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: EMW 5400 to 6000 Blocks Water System Improvements Project Closeout			Jason Kintner/Rona Lin		
--	AB xxxx: 2020 Water System Improvements (SE 34th St & 78th Ave SE) Project Closeout			Jason Kintner/Rona Lin		
--	AB xxxx: 2021 Water System Improvements (82nd Ave SE & SE 24th St) Project Closeout			Jason Kintner/Rona Lin		
<b>REGULAR BUSINESS</b>						
30	AB xxxx: 2022 Board & Commission Annual Appointments (Res. No. xxxx)			Mayor Nice/Deputy Mayor Rosenbaum/Andrea Larson		
30	AB xxxx: First Quarter 2022 Financial Status Update & 2021-2022 Budget Amendments			Matt Mornick/Ben Schumacher		
30	AB xxxx: Transportation Impact Fee Rate Update (First Reading Ord No. 22C-xx) <b>(Tentative)</b>			Jeff Thomas/Alison Van Gorp		
30	AB xxxx: Parks Impact Fee Rate Update (First Reading Ord. No. 22C-xx) <b>(Tentative)</b>			Jeff Thomas/Alison Van Gorp		
15	AB xxxx: Check-in on Community Conversations Series			Jessi Bon/Merrill Thomas-Schadt		

30	AB xxxx: Bike Skills Area (Tentative)	Jason Kintner/Alaine Sommargren
<b>EXECUTIVE SESSION</b>		

JUNE 7, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		5/27	5/30	5/30	5/31	5/31
ITEM TYPE   TIME   TOPIC				STAFF		
<b>STUDY SESSION</b>						
30	AB xxxx: ARCH Briefing (Tentative)	Jeff Thomas/Alison Van Gorp				
30	AB xxxx: Housing Needs Assessment Briefing (Tentative)	Jeff Thomas/Alison Van Gorp/Adam Zack				
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: Transportation Impact Fee Rate Update (Second Reading Ord. No. 22C-xx)	Jeff Thomas/Alison Van Gorp				
--	AB xxxx: Parks Impact Fee Rate Update (Second Reading Ord. No. 22C-xx)	Jeff Thomas/Alison Van Gorp				
--	AB xxxx: Authorizing Grant Application(s) to RCO for Luther Burbank Park Waterfront improvements (Res. No. xxxx)	Jason Kintner/Paul West				
--	AB xxxx: Water Meter Replacement Program Bid Award	Jason Kintner/Allen Hunter				
<b>REGULAR BUSINESS</b>						
45	AB xxxx: 2022 Community Survey Results (tentative)	Ali Spietz/Mason Luvera				
30	AB xxxx: Interlocal Agreement with the Mercer Island School District for Field Maintenance (Tentative)	Jason Kintner				
15	AB xxxx: Adoption of 2023-2028 Six-Year Transportation Improvement Program (Public Hearing continued from May 3 Meeting and Adoption).	Jason Kintner/Patrick Yamashita				
30	AB xxxx: Permit Types and Noticing Code Amendments (Second Reading Ord. No. 22C-xx)	Jeff Thomas/Alison Van Gorp/Adam Zack				
<b>EXECUTIVE SESSION</b>						

JUNE 21, 2022		DD	FN	CA	Clerk	CM
ABSENCES:		6/10	6/13	6/13	6/14	6/14
ITEM TYPE   TIME   TOPIC				STAFF		
<b>STUDY SESSION</b>						
60	AB xxxx: YFS School-Based Programming Update	Ali Spietz/Tambi Cork				
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	Interlocal Agreement with MISD for School Mental Health Counselors	Ali Spietz/Tambi Cork				
<b>REGULAR BUSINESS</b>						
60	AB xxxx: Town Center Parking Study Presentation 2 (Check-in, potential review of Parking Supply and Demand Analysis; Tentative – July 19 as alternate)	Sarah Bluvas/Jason Kintner/ Jeff Thomas/Ed Holmes				



Item 15.

45	AB xxxx: State Mandated Code Amendments (First Reading Ord. No 22C-xx)	Jeff Thomas/Alison Van Gorp/Eileen Kieffer
<b>EXECUTIVE SESSION</b>		

<b>JULY 5, 2022</b>		<b>DD</b>	<b>FN</b>	<b>CA</b>	<b>Clerk</b>	<b>CM</b>
ABSENCES:		6/24	6/27	6/27	6/28	6/28
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		
<b>STUDY SESSION</b>						
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: Parks and Recreation Month, Proclamation No. xxx	Jason Kintner/Ryan Daly				
<b>REGULAR BUSINESS</b>						
45	AB xxxx: Town Center Code Amendments (Fourth Reading)	Jeff Thomas/Sarah Bluvas				
30	AB xxxx: Aubrey Davis Trail Safety Improvements – 30% Design	Jason Kintner/Paul West				
<b>EXECUTIVE SESSION</b>						