



# CITY OF MERCER ISLAND **AMENDED**

## CITY COUNCIL REGULAR VIDEO MEETING

Tuesday, July 7, 2020 at 5:00 PM

### COUNCIL MEMBERS:

Mayor Benson Wong, Deputy Mayor Wendy Weiker,  
Councilmembers: Lisa Anderl, Jake Jacobson,  
Salim Nice, Craig Reynolds, David Rosenbaum

### LOCATION & CONTACT:

Mercer Island City Hall - Council Chambers  
9611 SE 36th Street | Mercer Island, WA 98040  
Phone: 206.275.7793 | [www.mercergov.org](http://www.mercergov.org)

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.

### VIRTUAL MEETING NOTICE

The virtual meeting will be broadcast live on MITV Channel 21 and live streamed on the City's YouTube Channel at <https://www.youtube.com/c/mercerislandcouncil>

**A Note About Registering to Speak:** Individuals wishing to speak live during Appearances will need to register their request with the City Clerk at 206.275.7793 or email [deb.estrada@mercergov.org](mailto:deb.estrada@mercergov.org) and leave a message before 4 p.m. on the day of the Council meeting. Please reference "Appearances for July 7 Council Meeting" on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak.

**Join by Telephone at 5:00PM:** To listen to the meeting or speak live under Appearances via telephone, please call **253.215.8782** and enter Webinar ID **879 1682 1355** and **Password 851646** when prompted.

**Join by Internet at 5:00PM:** To watch the meeting over the internet or speak live under Appearances, via your computer microphone, 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 **879 1682 1355**
- 4) Enter Password **851646**

**Submitting Written Comments:** Written comments may be submitted at the Mercer Island [Lets Talk Council Connects](#) page. Written comments received by 4pm on July 7, 2020 will be forwarded to all Councilmembers and a brief summary of the comments will be included in the minutes of the meeting.

**For the safety and wellbeing of the public and staff,** the City strongly recommends that people attend the meeting by viewing the live feed of the video conference on the City's [YouTube Channel](#), or on [MI-TV Channel 21](#).

### CALL TO ORDER & ROLL CALL, 5:00 PM

### PLEDGE OF ALLEGIANCE

### AGENDA APPROVAL

### CITY MANAGER REPORT

### APPEARANCES

### CONSENT CALENDAR

1. Approve **Accounts Payable Reports** for the periods ending:
  - A) June 12, 2020 in the amount of \$279,658.82
  - B) June 19, 2020 in the amount of \$308,888.01
  - C) June 26, 2020 in the amount of \$269,583.64

2. Approve **Certifications of Payroll** dated:  
A) June 19, 2020 in the amount of \$779,332.77  
B) July 2, 2020 in the amount of \$715,743.69
3. Approve Minutes:  
A) June 2, 2020 Regular Video Meeting  
B) June 9, 2020 Special Video Meeting  
~~C) June 16, 2020 Regular Video Meeting~~ (Postponed to July 21 Meeting)
4. AB 5715: Mercer Island Fire Department Basic Life Support Core Services Funding  
**Recommended Action:** Accept KCEMS BLS Core Services funding and appropriate \$20,277 for the purchase of EMS supplies and equipment.

#### REGULAR BUSINESS

5. AB 5723: Repeal of the Multifamily Housing Property Tax Exemption program  
**Recommended Action:** Set Ordinance No. 20C-14, repealing Chapter 4.50 of the Mercer Island City Code related to the Multifamily Housing Property Tax Exemption for second reading and adoption on consent for July 21, 2020.
6. AB 5772: City Manager's Recommendation on Modified 2020 Work Plan  
**Recommended Action:**  
A) Amend the 2020 City Council Priorities to include "Priority 4 - Provide emergency response services related to the COVID-19 Pandemic."  
B) Approve the modified 2020 work plans.

#### OTHER BUSINESS

7. Planning Schedule
8. Councilmember Absences & Reports


#### EXECUTIVE SESSION

To discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i) for approximately 60 minutes.

#### ADJOURNMENT

# 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	203740-203833	6/12/20	\$ 279,658.82
			<b>\$ 279,658.82</b>

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 001000 - General Fund-Admin Key</b>				
P0107674	00203767	Enatai Elementary School	Rental refund due to COVID-19	3,917.00
P0107823	00203797	Nguyen, Lisa	Refund Rental cancelled COVID	3,251.00
P0107824	00203830	Wheeler, Bill	Refund Rental cancelled COVID-	2,558.00
P0107904	00203745	BELLEVUE COLLEGE	Refund Rental FA-3842 COVID	2,405.00
P0107822	00203765	Ellis, Jeanne	Refund Rental cancelled COVID	1,603.50
P0107893	00203773	HSU, JAMIE	Refund due to COVID	1,116.00
P0107895	00203753	Chang, Mariko	Refund due to COVID	702.00
P0107894	00203752	Chan, Keith	Refund due to COVID	308.00
P0107826	00203781	Lai, Winky	Refund due to COVID	229.00
P0107817	00203812	Reutimann, Dick	Refund Rental cancelled COVID	175.00
P0107640	00203785	MAHONY, KATHRYN	Refund due to COVID	85.82
P0107896	00203744	AZER, ASHRAF	Refund Fitness Pass COVID	65.50
P0107821	00203815	Sheldon, David	Refund due to COVID	46.00
P0107816	00203770	Glaze, Paul	Refund Rental cancelled COVID	39.63
P0107818	00203788	Materi, Agnes	Refund due to COVID	35.00
P0107639	00203786	MALIN, NATALIE	Refund due to COVID	30.00
P0107819	00203787	Marrs, Debra	Refund due to COVID	29.20
P0107641	00203784	LOY, ELTA	Refund due to COVID	7.50
<b>Org Key: 402000 - Water Fund-Admin Key</b>				
P0107830	00203828	WALTER E NELSON CO	INVENTORY PURCHASES	1,221.20
P0107884	00203771	GRAINGER	INVENTORY PURCHASES	700.25
P0107831	00203771	GRAINGER	INVENTORY PURCHASES	255.44
P0107820	00203771	GRAINGER	INVENTORY PURCHASES	168.32
P0107885	00203771	GRAINGER	INVENTORY PURCHASES	80.87
P0107883	00203771	GRAINGER	INVENTORY PURCHASES	67.06
P0107845	00203771	GRAINGER	INVENTORY PURCHASES	41.47
<b>Org Key: CA1100 - Administration (CA)</b>				
P0107889	00203779	KEATING BUCKLIN & MCCORMACK	Professional Services INV 1423	547.20
P0107921	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	76.48
<b>Org Key: CM1100 - Administration (CM)</b>				
P0107920	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	95.99
<b>Org Key: CM1200 - City Clerk</b>				
P0107840	00203755	CODE PUBLISHING CO	Ord. 20C-2, 20C-05, 20C-7	448.30
P0107853	00203816	SOUND PUBLISHING INC	Ntc. 2500257 Notice of Special	88.42
P0107853	00203816	SOUND PUBLISHING INC	Ntc. 2500256 Ord 20C-7 5/13/20	57.30
<b>Org Key: CO6100 - City Council</b>				
P0107852	00203762	DANIEL, KAMARIA	MITV 5/5 Council Mtg	390.00
P0107852	00203762	DANIEL, KAMARIA	MITV 5/19 Council Mtg	390.00
P0107852	00203762	DANIEL, KAMARIA	Transportation Fee	80.00
<b>Org Key: CR1100 - Human Resources</b>				
P0107890	00203749	Cabot Dow Associates	Labor Relations Support May 20	1,837.50
P0107890	00203749	Cabot Dow Associates	Labor Relations Support April	1,268.75
P0107907	00203806	PUBLIC SAFETY SELECTION PC	Poste-COE Psychological	800.00
P0107863	00203806	PUBLIC SAFETY SELECTION PC	Pre Hire Psychological Exam -	400.00



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: DS0000 - Development Services-Revenue</i>				
P0107905	00203746	BELLEVUE, CITY OF	Q2 MBP.Com Surcharge	9,978.93
<i>Org Key: DS1100 - Administration (DS)</i>				
P0107886	00203818	SUPERION LLC	TRAKIT annual maintenance fee	23,285.85
P0107918	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	566.43
P0107919	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	424.98
<i>Org Key: DS1300 - Land Use Planning Svc</i>				
P0107853	00203816	SOUND PUBLISHING INC	Ntc. 2500505 Small Cells Ext P	101.38
<i>Org Key: FN1100 - Administration (FN)</i>				
P0107903	00203796	MRSC	Feb-May 2020 Consultant Servic	800.00
P0107921	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	76.49
<i>Org Key: FN2100 - Data Processing</i>				
P0107879	00203791	METROPRESORT	MONTHLY E-SERVICE PORTAL ADMIN	50.00
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0107879	00203791	METROPRESORT	MAY 2020 PRINTING & MAILING OF	89.34
P0107879	00203791	METROPRESORT	MAY 2020 PRINTING & MAILING OF	82.58
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0107879	00203791	METROPRESORT	MAY 2020 PRINTING & MAILING OF	89.34
P0107879	00203791	METROPRESORT	MAY 2020 PRINTING & MAILING OF	82.58
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0107879	00203791	METROPRESORT	MAY 2020 PRINTING & MAILING OF	89.35
P0107879	00203791	METROPRESORT	MAY 2020 PRINTING & MAILING OF	82.59
<i>Org Key: FR1100 - Administration (FR)</i>				
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	790.84
P0107850	00203741	ASPECT SOFTWARE INC	Monthly Telestaff Maintenance	165.00
<i>Org Key: FR2100 - Fire Operations</i>				
P0107916	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	1,124.54
P0107846	00203764	EASTSIDE FIRE & RESCUE	Labor 8613	999.35
P0107846	00203764	EASTSIDE FIRE & RESCUE	Parts 8613	10.54
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0107849	00203783	LIFE ASSIST INC	Aid Supplies	725.45
P0107847	00203817	STERICYCLE INC	Haz Waste Pickup	143.20
<i>Org Key: GGM001 - General Government-Misc</i>				
P0107912	00203756	COMCAST	2020 COMCAST BUSINESS	364.32
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0107887	00203811	RESERVE ACCOUNT	Postage refill of reserve acco	5,000.00
P0107872	00203758	CONFIDENTIAL DATA DISPOSAL	City shredding services -	170.00
P0107872	00203758	CONFIDENTIAL DATA DISPOSAL	City shredding services -	150.00
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
P0107838	00203763	DEVENY, JAN P	LEOFF1 LTC Expenses	31,809.00
P0107858	00203763	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	4,439.13
P0107839	00203763	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	876.40

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: GGM100 - Emerg Incident Response</b>				
P0107865	00203799	Pacific MRO	1 pallet of 5 gallon hand sani	6,376.00
P0107852	00203762	DANIEL, KAMARIA	MITV 5/7 COVID Briefing	120.00
P0107852	00203762	DANIEL, KAMARIA	MITV 5/14 COVID Briefing	120.00
P0107740	00203772	HOME DEPOT CREDIT SERVICE	4' WOODEN STAKES FOR HOLDING S	114.74
P0107852	00203762	DANIEL, KAMARIA	Transportation Fee	80.00
P0107829	00203759	CONTRACT HARDWARE	Keys for EOC Staff - MICEC	57.75
<b>Org Key: IGV012 - MW Pool Operation Subsidy</b>				
P0106607	00203794	MI SCHOOL DISTRICT #400	MI Pool Operation Subsidy	11,902.17
<b>Org Key: IGVO11 - Chamber of Commerce</b>				
P0106841	00203792	MI CHAMBER OF COMMERCE	MONTHLY CHAMBER OF COMMERCE	600.00
<b>Org Key: IS2100 - IGS Network Administration</b>				
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	2,116.42
P0107921	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	76.48
<b>Org Key: MT2100 - Roadway Maintenance</b>				
P0107878	00203823	TRAFFIC SAFETY SUPPLY	25 PLASTIC TYPE II BARRICADES,	2,550.91
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	1,710.60
P0107848	00203772	HOME DEPOT CREDIT SERVICE	15A WEATHER/TAMPER GFCI	95.17
P0107880	00203823	TRAFFIC SAFETY SUPPLY	STREET SIGN	65.67
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<b>Org Key: MT2200 - Vegetation Maintenance</b>				
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	9.17
<b>Org Key: MT2300 - Planter Bed Maintenance</b>				
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	13.69
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<b>Org Key: MT3100 - Water Distribution</b>				
	00203742	AUCKLAND, JOSH	WO # 16338 WATER MAIN BREAK 60	44.08
	00203774	HUNTER, ALLEN	WATER MAIN BREAK 60TH	33.64
	00203795	MOLTZ, ERIC	WO 16338 MAIN BREAK 60TH	24.50
	00203801	PAPADEM, KATHERINE	WO # 16338 WATER MAIN BREAK 60	13.28
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<b>Org Key: MT3150 - Water Quality Event</b>				
P0107245	00203822	LINKO TECHNOLOGY INC	2020 CROSS CONNECTION WEB TEST	739.00
P0107245	00203822	LINKO TECHNOLOGY INC	2020 CROSS CONNECTION WEB TEST	200.00
	00203782	LEYDE, CASEY	CHLORINE STANDARD SOLUTIONS	78.28
<b>Org Key: MT3200 - Water Pumps</b>				
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	2,495.40
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	119.38
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	9.17
<b>Org Key: MT3400 - Sewer Collection</b>				
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<b>Org Key: MT3500 - Sewer Pumps</b>				
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	7,876.82

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	2,725.63
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	220.89
P0107832	00203771	GRAINGER	PLUG CONFIGURATION ADAPTER L5-	72.42
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<i>Org Key: MT3800 - Storm Drainage</i>				
P0107739	00203776	INTERSECTION MEDIA LLC	STORMWATER STICKERS	110.98
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0107913	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	4,465.29
P0107914	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	3,749.68
P0106362	00203754	CINTAS CORPORATION #460	2020 PW COVERALL SERVICE	2,068.15
P0106555	00203825	UTILITIES UNDERGROUND LOCATION	2020 UTILITY LOCATES	256.71
P0106363	00203831	XEROX CORPORATION	2020 COPIER CHARGES	225.06
P0106363	00203831	XEROX CORPORATION	2020 COPIER CHARGES	132.73
P0106697	00203760	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	21.42
<i>Org Key: MT4200 - Building Services</i>				
P0107881	00203809	RAINIER BUILDING SERVICES	MAY 2020 JANITORIAL SERVICES,	5,126.11
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	4,070.90
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	2,239.85
P0107882	00203798	PACIFIC AIR CONTROL INC	CITY HALL HVAC SERVICE - EOC	344.30
P0107902	00203775	INTERIOR FOLIAGE CO, THE	CITY HALL INTERIOR LANDSCAPING	189.20
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	9.17
<i>Org Key: MT4300 - Fleet Services</i>				
P0106928	00203794	MI SCHOOL DISTRICT #400	2020 MISD SCHOOL DISTRICT FUEL	3,251.91
P0107855	00203805	PRIORITY MARINE	PATROL 11	1,852.53
P0107738	00203766	EMERALD SERVICES INC	OIL RECYCLING	452.50
P0105794	00203780	KIA MOTORS FINANCE	PW 2019 KIA NIRO PHEV LEASE	388.20
P0107063	00203804	PRAXAIR DISTRIBUTION INC	2020 ACETYLEN & OXYGEN TANK RE	55.90
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	9.17
P0107843	00203800	PACIFIC RUBBER	MJ-FJS-MJ RUN TEE	7.28
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0107853	00203816	SOUND PUBLISHING INC	Ntc. 2500314 TIP Public Hearin	88.41
<i>Org Key: MT4501 - Water Administration</i>				
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	58.05
<i>Org Key: PO1100 - Administration (PO)</i>				
P0107877	00203743	AXON ENTERPRISE INC	Taser yearly subscription - In	5,143.96
P0107917	00203826	VERIZON WIRELESS	2020 VERIZON WIRELESS	1,442.58
P0107862	00203803	PowerDMS	Accreditation Module - Power D	1,265.00
P0107873	00203793	MI ROTARY CLUB	Chief Dues - Invoice # 2813895	295.00
P0107870	00203829	WASPC	WASPC Dues - Cmdr. Magnan - In	75.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0107876	00203810	REMOTE SATELLITE SYSTEMS INT'L	EMAC Sat Phone Service - Invoi	54.00
P0107868	00203810	REMOTE SATELLITE SYSTEMS INT'L	Satellite phone service - EMAC	54.00
<i>Org Key: PO1700 - Records and Property</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0107866	00203832	XEROX CORPORATION	PD Admin Copier - Invoice #	207.14
P0107871	00203832	XEROX CORPORATION	PD Records Copier - Invoice #	206.15
P0107859	00203832	XEROX CORPORATION	PD records Copier - Invoice #	205.44
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0107869	00203813	SCORE	Jail Housing Services -	2,340.00
<i>Org Key: PO2100 - Patrol Division</i>				
P0107867	00203819	SUPERIOR TOWING INC	Vehicle impound - CS# 2020-391	202.40
<i>Org Key: PO2200 - Marine Patrol</i>				
P0107874	00203814	SEATTLE MARINE & FISHING SUPPL	MP Supplies - Invoice(s): 1447	228.46
<i>Org Key: PO2201 - Dive Team</i>				
P0107861	00203824	UNDERWATER SPORTS INC.	Dive Team Equipment invoice #	271.48
<i>Org Key: PO3100 - Investigation Division</i>				
P0107864	00203821	THOMSON REUTERS - WEST	West Investigative Services -	421.43
P0107860	00203821	THOMSON REUTERS - WEST	West Investigative Service -	421.43
<i>Org Key: PO4100 - Firearms Training</i>				
P0107877	00203743	AXON ENTERPRISE INC	Taser yearly subscription - In	7,000.04
<i>Org Key: PR4100 - Community Center</i>				
P0107881	00203809	RAINIER BUILDING SERVICES	MAY 2020 JANITORIAL SERVICES,	2,496.77
P0106545	00203757	COMCAST	MICEC High Speed Connection	268.22
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	59.47
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	55.63
<i>Org Key: PR6100 - Park Maintenance</i>				
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	472.07
P0106362	00203754	CINTAS CORPORATION #460	PARKS 2020 COVERALL SERVICE	113.60
P0107842	00203751	CESSCO INC	SHARPEN MOWER BLADES	98.51
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	90.13
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	116.96
	00203750	CENTURYLINK	CENTURY LINK MAY/JUNE 2020	58.48
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.70
<i>Org Key: PR6600 - Park Maint-School Related</i>				
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	262.58
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	9.17
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	159.43
P0107828	00203820	T2 SYSTEMS CANADA INC	Boat Launch Ticket Machine Mon	77.00
P0107801	00203833	ZEE MEDICAL	FIRST AID SUPPLIES	10.82
<i>Org Key: ST0001 - ST Traffic Safety Enhancements</i>				
P0106921	00203827	WA ST DEPT OF TRANSPORTATION	WMW TRAIL CROSSING PROJECT JZ0	1,937.29

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: ST0020 - ST Long Term Parking</i>				
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	15.93
<i>Org Key: WD724R - Sub Basin 29.2 Watercourse</i>				
P0107736	00203748	BUILDERS EXCHANGE OF WA	2020 WATER STABILIZATION PROJE	46.50
<i>Org Key: WG130E - Equipment Rental Vehicle Repl</i>				
P0107835	00203769	FINANCIAL CONSULTANTS INT'L	FL-0520 EQUIPMENT	16,618.14
<i>Org Key: WG550R - Fuel Clean Up</i>				
P0099477	00203768	FARALLON CONSULTING LLC	PHASE 3 TECHNICAL SERVICES FOR	328.50
<i>Org Key: WP710C - Street End - Lincoln Landing</i>				
P0095391	00203802	PND ENGINEERS INC	Lincoln Landing Design Enginee	6,528.78
<i>Org Key: WR101R - Residential Street Improvement</i>				
P0107737	00203761	DAILY JOURNAL OF COMMERCE	ARTERIAL & RESIDENTIAL STREETS	163.80
<i>Org Key: WR918R - SE 40th St 76th to 78th</i>				
P0107737	00203761	DAILY JOURNAL OF COMMERCE	ARTERIAL & RESIDENTIAL STREETS	163.80
<i>Org Key: WS713T - SCADA System Upgrade</i>				
P0103284	00203747	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	23,058.71
P0104206	00203778	KBA INC	SCADA SYSTEM CONSTRUCTION	6,583.58
<i>Org Key: WS901D - Sewer Sys Pump Sta Repairs</i>				
P0104206	00203778	KBA INC	UTILITY CONSTRUCTION	10,533.73
<i>Org Key: WS901G - Sewer System Generator Repl</i>				
P0104206	00203778	KBA INC	UTILITIY CONSTRUCTION	2,915.59
<i>Org Key: WW120S - Meter Replacement Residential</i>				
P0104206	00203778	KBA INC	METER REPLACEMENT	251.68
<i>Org Key: XP710R - Luther BB Minor Capital LEVY</i>				
P0104854	00203740	ANCHOR QEA LLC	Luther Burbank Irrigation Inta	1,140.05
<i>Org Key: XR543C - WMW Shoulders (Ph 2-3)</i>				
P0106557	00203777	KAMINS CONSTRUCTION INC	WMW PH2 2 ROADSIDE SHOULDER	5,468.59
<i>Org Key: YF1200 - Thrift Shop</i>				
	00203807	PUGET SOUND ENERGY	PSE MAY/JUNE 2020	237.83
P0106898	00203808	QUENCH USA INC	Thrift Shop Portion of Quench	237.60
<i>Org Key: YF2600 - Family Assistance</i>				
P0107888	00203790	MERCER, THE	██████ Utilities Assistance	1,000.00
<i>Org Key: YF2860 - Federal STOP Grant</i>				
P0107837	00203789	MERCER ISLAND HIGH SCHOOL	1/4 Page Ad	130.00
Total				<u>279,658.82</u>

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203740	06/12/2020	ANCHOR QEA LLC Luther Burbank Irrigation Inta	P0104854	68024	05/19/2020	1,140.05
00203741	06/12/2020	ASPECT SOFTWARE INC Monthly Telestaff Maintenance	P0107850	ASI059600	06/05/2020	165.00
00203742	06/12/2020	AUCKLAND, JOSH WO # 16338 WATER MAIN BREAK 60		OH013497	06/10/2020	44.08
00203743	06/12/2020	AXON ENTERPRISE INC Taser yearly subscription - In	P0107877	SI-1655350	04/28/2020	12,144.00
00203744	06/12/2020	AZER, ASHRAF Refund Fitness Pass COVID	P0107896	OH013481	06/10/2020	65.50
00203745	06/12/2020	BELLEVUE COLLEGE Refund Rental FA-3842 COVID	P0107904	OH013490	06/11/2020	2,405.00
00203746	06/12/2020	BELLEVUE, CITY OF Q2 MBP.Com Surcharge	P0107905	36622	06/04/2020	9,978.93
00203747	06/12/2020	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMEN	SP0103284	14372316	05/14/2020	23,058.71
00203748	06/12/2020	BUILDERS EXCHANGE OF WA 2020 WATER STABALIZATION PROJE	P0107736	1065830	05/11/2020	46.50
00203749	06/12/2020	Cabot Dow Associates Labor Relations Support April	P0107890	OH013486	05/31/2020	3,106.25
00203750	06/12/2020	CENTURYLINK CENTURY LINK MAY/JUNE 2020		OH013498	05/16/2020	11,282.71
00203751	06/12/2020	CESSCO INC SHARPEN MOWER BLADES	P0107842	13091	05/29/2020	98.51
00203752	06/12/2020	Chan, Keith Refund due to COVID	P0107894	OH013487	06/11/2020	308.00
00203753	06/12/2020	Chang, Mariko Refund due to COVID	P0107895	OH013488	06/11/2020	702.00
00203754	06/12/2020	CINTAS CORPORATION #460 2020 PW COVERALL SERVICE	P0106362	043020	04/30/2020	2,181.75
00203755	06/12/2020	CODE PUBLISHING CO Ord. 20C-2, 20C-05, 20C-7	P0107840	66848	05/22/2020	448.30
00203756	06/12/2020	COMCAST 2020 COMCAST BUSINESS	P0107912	0060573-0620	05/21/2020	364.32
00203757	06/12/2020	COMCAST MICEC High Speed Connection	P0106545	0057728-0620	05/21/2020	268.22
00203758	06/12/2020	CONFIDENTIAL DATA DISPOSAL City shredding services -	P0107872	77090280	04/29/2020	320.00
00203759	06/12/2020	CONTRACT HARDWARE Keys for EOC Staff - MICEC	P0107829	SPI-051743	04/21/2020	57.75
00203760	06/12/2020	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0106697	14555831 051620	05/16/2020	21.42
00203761	06/12/2020	DAILY JOURNAL OF COMMERCE ARTERIAL & RESIDENTIAL STREETS	P0107737	3358152	05/13/2020	327.60
00203762	06/12/2020	DANIEL, KAMARIA MITV 5/5 Council Mtg	P0107852	38	05/31/2020	1,180.00
00203763	06/12/2020	DEVENY, JAN P LEOFF1 Retiree Medical Expense	P0107839	OH013492	06/03/2020	37,124.53
00203764	06/12/2020	EASTSIDE FIRE & RESCUE Parts 8613	P0107846	3436	05/20/2020	1,009.89
00203765	06/12/2020	Ellis, Jeanne Refund Rental cancelled COVID	P0107822	32277	06/10/2020	1,603.50

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203766	06/12/2020	EMERALD SERVICES INC OIL RECYCLING	P0107738	83162084	05/11/2020	452.50
00203767	06/12/2020	Enatai Elementary School Rental refund due to COVID-19	P0107674	OH013485	06/10/2020	3,917.00
00203768	06/12/2020	FARALLON CONSULTING LLC PHASE 3 TECHNICAL SERVICES FOR	P0099477	0035974	05/11/2020	328.50
00203769	06/12/2020	FINANCIAL CONSULTANTS INT'L FL-0520 EQUIPMENT	P0107835	16845	05/21/2020	16,618.14
00203770	06/12/2020	Glaze, Paul Refund Rental cancelled COVID	P0107816	32320	06/10/2020	39.63
00203771	06/12/2020	GRAINGER INVENTORY PURCHASES	P0107832	9547052911	06/01/2020	1,385.83
00203772	06/12/2020	HOME DEPOT CREDIT SERVICE 4' WOODEN STAKES FOR HOLDING S	P0107848	2010913	06/04/2020	209.91
00203773	06/12/2020	HSU, JAMIE Refund due to COVID	P0107893	OH013489	06/11/2020	1,116.00
00203774	06/12/2020	HUNTER, ALLEN WATER MAIN BREAK 60TH		OH013495	06/10/2020	33.64
00203775	06/12/2020	INTERIOR FOLIAGE CO, THE CITY HALL INTERIOR LANDSCAPING	P0107902	43384	06/01/2020	189.20
00203776	06/12/2020	INTERSECTION MEDIA LLC STORMWATER STICKERS	P0107739	275863	04/27/2020	110.98
00203777	06/12/2020	KAMINS CONSTRUCTION INC WMW PH2 2 ROADSIDE SHOULDER	P0106557	APRIL-MAY#3	05/31/2020	5,468.59
00203778	06/12/2020	KBA INC SCADA SYSTEM CONSTRUCTION	P0104206	3005270	05/15/2020	20,284.58
00203779	06/12/2020	KEATING BUCKLIN & MCCORMACK Professional Services INV 1423	P0107889	14239	06/04/2020	547.20
00203780	06/12/2020	KIA MOTORS FINANCE PW 2019 KIA NIRO PHEV LEASE	P0105794	1914423378-0621	06/03/2020	388.20
00203781	06/12/2020	Lai, Winky Refund due to COVID	P0107826	32324	06/10/2020	229.00
00203782	06/12/2020	LEYDE, CASEY CHLORINE STANDARD SOLUTIONS		OH013493	05/29/2020	78.28
00203783	06/12/2020	LIFE ASSIST INC Aid Supplies	P0107849	1006698	06/02/2020	725.45
00203784	06/12/2020	LOY, ELTA Refund due to COVID	P0107641	32065	06/10/2020	7.50
00203785	06/12/2020	MAHONY, KATHRYN Refund due to COVID	P0107640	32066	06/10/2020	85.82
00203786	06/12/2020	MALIN, NATALIE Refund due to COVID	P0107639	32068	06/10/2020	30.00
00203787	06/12/2020	Marrs, Debra Refund due to COVID	P0107819	32280	06/10/2020	29.20
00203788	06/12/2020	Materi, Agnes Refund due to COVID	P0107818	32279	06/10/2020	35.00
00203789	06/12/2020	MERCER ISLAND HIGH SCHOOL 1/4 Page Ad	P0107837	20.01	05/21/2020	130.00
00203790	06/12/2020	MERCER, THE Utilities Assistance	P0107888	OH013484	06/10/2020	1,000.00
00203791	06/12/2020	METROPRESORT MONTHLY E-SERVICE PORTAL ADMIN	P0107879	IN623685	06/05/2020	565.78

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203792	06/12/2020	MI CHAMBER OF COMMERCE MONTHLY CHAMBER OF COMMERCE	P0106841	JUNE2020	06/01/2020	600.00
00203793	06/12/2020	MI ROTARY CLUB Chief Dues - Invoice # 2813895	P0107873	2813895	06/04/2020	295.00
00203794	06/12/2020	MI SCHOOL DISTRICT #400 MI Pool Operation Subsidy	P0106928	2020-05.31FUEL	06/02/2020	15,154.08
00203795	06/12/2020	MOLTZ, ERIC WO 16338 MAIN BREAK 60TH		OH013494	06/10/2020	24.50
00203796	06/12/2020	MRSC Feb-May 2020 Consultant Servic	P0107903	0004808-IN	06/09/2020	800.00
00203797	06/12/2020	Nguyen, Lisa Refund Rental cancelled COVID	P0107823	32278	06/10/2020	3,251.00
00203798	06/12/2020	PACIFIC AIR CONTROL INC CITY HALL HVAC SERVICE - EOC	P0107882	30621	06/04/2020	344.30
00203799	06/12/2020	Pacific MRO 1 pallet of 5 gallon hand sani	P0107865	1004	05/19/2020	6,376.00
00203800	06/12/2020	PACIFIC RUBBER MJ-FJS-MJ RUN TEE	P0107843	R019628	06/03/2020	7.28
00203801	06/12/2020	PAPADEM, KATHERINE WO # 16338 WATER MAIN BREAK 60		OH013496	06/02/2020	13.28
00203802	06/12/2020	PND ENGINEERS INC Lincoln Landing Design Engineer	P0095391	2005118	05/11/2020	6,528.78
00203803	06/12/2020	PowerDMS Accreditation Module - Power D	P0107862	35474	05/04/2020	1,265.00
00203804	06/12/2020	PRAXAIR DISTRIBUTION INC 2020 ACETYLEN & OXYGEN TANK RE	P0107063	96421783	04/30/2020	55.90
00203805	06/12/2020	PRIORITY MARINE PATROL 11	P0107855	OH013499	06/10/2020	1,852.53
00203806	06/12/2020	PUBLIC SAFETY SELECTION PC Pre Hire Psychological Exam -	P0107907	5178	05/31/2020	1,200.00
00203807	06/12/2020	PUGET SOUND ENERGY PSE MAY/JUNE 2020		OH013501	05/22/2020	14,684.27
00203808	06/12/2020	QUENCH USA INC Thrift Shop Portion of Quench	P0106898	INV02477003	06/01/2020	237.60
00203809	06/12/2020	RAINIER BUILDING SERVICES MAY 2020 JANITORIAL SERVICES,	P0107881	18-1283	05/31/2020	7,622.88
00203810	06/12/2020	REMOTE SATELLITE SYSTEMS INT'L EMAC Sat Phone Service - Invoi	P0107868	00106537	05/11/2020	108.00
00203811	06/12/2020	RESERVE ACCOUNT Postage refill of reserve acco	P0107887	OH013482	06/10/2020	5,000.00
00203812	06/12/2020	Reutimann, Dick Refund Rental cancelled COVID	P0107817	32319	06/10/2020	175.00
00203813	06/12/2020	SCORE Jail Housing Services -	P0107869	4545	05/11/2020	2,340.00
00203814	06/12/2020	SEATTLE MARINE & FISHING SUPPL MP Supplies - Invoice(s): 1447	P0107874	1445127/3122/623	04/30/2020	228.46
00203815	06/12/2020	Sheldon, David Refund due to COVID	P0107821	32283	06/10/2020	46.00
00203816	06/12/2020	SOUND PUBLISHING INC Ntc. 2500256 Ord 20C-7 5/13/20	P0107853	7985687	05/31/2020	335.51
00203817	06/12/2020	STERICYCLE INC Haz Waste Pickup	P0107847	3005116971	05/26/2020	143.20



**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203818	06/12/2020	SUPERION LLC TRAKIT annual maintenance fee	P0107886	279943	06/01/2020	23,285.85
00203819	06/12/2020	SUPERIOR TOWING INC Vehicle impound - CS# 2020-391	P0107867	B82592	05/22/2020	202.40
00203820	06/12/2020	T2 SYSTEMS CANADA INC Boat Launch Ticket Machine Mon	P0107828	IRIS0000071405	05/28/2020	77.00
00203821	06/12/2020	THOMSON REUTERS - WEST West Investigative Services -	P0107860	842440530	05/31/2020	842.86
00203822	06/12/2020	LINKO TECHNOLOGY INC 2020 CROSS CONNECTION WEB TEST	P0107245	7103	05/25/2020	939.00
00203823	06/12/2020	TRAFFIC SAFETY SUPPLY 25 PLASTIC TYPE II BARRICADES,	P0107880	INV026912	06/02/2020	2,616.58
00203824	06/12/2020	UNDERWATER SPORTS INC. Dive Team Equipment invoice #	P0107861	20020745	03/05/2020	271.48
00203825	06/12/2020	UTILITIES UNDERGROUND LOCATION 2020 UTILITY LOCATES	P0106555	0050173	05/31/2020	256.71
00203826	06/12/2020	VERIZON WIRELESS 2020 VERIZON WIRELESS	P0107917	9855212193	05/23/2020	12,098.94
00203827	06/12/2020	WA ST DEPT OF TRANSPORTATION WMW TRAIL CROSSING PROJECT JZ0	P0106921	APRIL2020	05/15/2020	1,937.29
00203828	06/12/2020	WALTER E NELSON CO INVENTORY PURCHASES	P0107830	760718	06/01/2020	1,221.20
00203829	06/12/2020	WASPC WASPC Dues - Cmdr. Magnan - In	P0107870	DUES2020-00490	05/01/2020	75.00
00203830	06/12/2020	Wheeler, Bill Refund Rental cancelled COVID-	P0107824	32272	06/10/2020	2,558.00
00203831	06/12/2020	XEROX CORPORATION 2020 COPIER CHARGES	P0106363	010237825	05/01/2020	357.79
00203832	06/12/2020	XEROX CORPORATION PD Admin Copier - Invoice #	P0107871	010237822	05/01/2020	618.73
00203833	06/12/2020	ZEE MEDICAL FIRST AID SUPPLIES	P0107801	68402059	06/10/2020	152.97
					Total	279,658.82

# 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	203834-203892	6/19/2020	\$ 308,888.01
			<b>\$ 308,888.01</b>

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 001000 - General Fund-Admin Key</b>				
P0107931	00203867	MI SCHOOL DISTRICT #400	Remit 2020 Bus Paddle Revenue	3,798.00
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	2,124.37
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	1,122.85
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	811.72
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	788.42
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	424.10
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	234.88
	00203840	CENTURYTEL INC	REFUND: MIS-APPLIED PAYMENT	208.58
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	199.98
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	199.98
P0102958	00203859	KING CO PROSECUTING ATTORNEY	2019 COURT REMITTANCE KC CRIME	151.87
P0107610	00203879	Schwiethale, Damian	COVID-19 refund	150.00
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	146.21
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	127.25
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	84.26
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	75.11
P0102958	00203859	KING CO PROSECUTING ATTORNEY	2019 COURT REMITTANCE KC CRIME	72.20
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	54.48
P0107612	00203838	Bailey, Josh	COVID-19 refund	50.00
P0107611	00203839	Britton-Simmons, Mary	COVID-19 refund	50.00
P0107606	00203850	GODFRED, MITCHELL	COVID-19 refund	50.00
P0107609	00203876	Ridolfi, Callie	COVID-19 refund	50.00
P0107607	00203877	Ronald Vivion	COVID-19 refund	50.00
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	45.69
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	37.50
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	37.37
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	35.74
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	29.99
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	29.73
P0107613	00203853	Hartman, Larry	COVID-19 refund	25.00
P0107608	00203874	Popper, Benjamin	COVID-19 refund	25.00
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	23.16
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	18.72
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	14.72
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	12.50
P0107933	00203888	WA ST TREASURER'S OFFICE	May 20 MI State Remit	9.58
P0107932	00203888	WA ST TREASURER'S OFFICE	May 20 NC State Remit	6.29
<b>Org Key: 402000 - Water Fund-Admin Key</b>				
P0107897	00203882	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	572.63
P0107934	00203847	EXCEL SUPPLY COMPANY	INVENTORY PURCHASES	323.07
<b>Org Key: 814074 - Garnishments</b>				
	00203886	UNITED STATES TREASURY	PAYROLL EARLY WARRANTS	826.84
<b>Org Key: 814075 - Mercer Island Emp Association</b>				
	00203866	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	260.00
<b>Org Key: 814076 - City &amp; Counties Local 21M</b>				
	00203891	WSCCCE AFSCME AFL-CIO	PAYROLL EARLY WARRANTS	2,532.20

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 814077 - Police Association</i>				
	00203873	POLICE ASSOCIATION	PAYROLL EARLY WARRANTS	2,253.03
<i>Org Key: CR1100 - Human Resources</i>				
P0107928	00203854	HEALTHFORCE PARTNERS INC	Post-COE for two entry level	1,255.00
<i>Org Key: FN1100 - Administration (FN)</i>				
P0107836	00203865	METROPRESORT	ENVELOPES #10 DOUBLE WINDOW	143.00
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0107009	00203865	METROPRESORT	2500 STATEMENT SHEETS PER QUOT	175.26
P0107007	00203865	METROPRESORT	5000 RED REMINDER NOTICES PER	121.66
P0107926	00203865	METROPRESORT	MAY 2020 PRINTING & MAILING OF	87.19
P0107926	00203865	METROPRESORT	MAY 2020 PRINTING & MAILING OF	80.59
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0107009	00203865	METROPRESORT	2500 STATEMENT SHEETS PER QUOT	175.25
P0107007	00203865	METROPRESORT	5000 RED REMINDER NOTICES PER	121.66
P0107926	00203865	METROPRESORT	MAY 2020 PRINTING & MAILING OF	87.19
P0107926	00203865	METROPRESORT	MAY 2020 PRINTING & MAILING OF	80.59
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0107009	00203865	METROPRESORT	2500 STATEMENT SHEETS PER QUOT	175.27
P0107007	00203865	METROPRESORT	5000 RED REMINDER NOTICES PER	121.68
P0107926	00203865	METROPRESORT	MAY 2020 PRINTING & MAILING OF	87.19
P0107926	00203865	METROPRESORT	MAY 2020 PRINTING & MAILING OF	80.58
<i>Org Key: FR0000 - Fire-Revenue</i>				
	00203885	UNITED HEALTHCARE SERVICE LLC	PAID PRIMARY CLAIM IN ERROR	851.00
<i>Org Key: FR1100 - Administration (FR)</i>				
P0107938	00203883	SYSTEMS DESIGN WEST LLC	Transport Billing Fees 05/20	1,577.14
P0107940	00203845	CULLIGAN SEATTLE WA	Water Service/Fire	230.32
P0107944	00203843	COMCAST	Internet Charges/Fire	62.39
<i>Org Key: FR2100 - Fire Operations</i>				
P0107723	00203887	VERIZON WIRELESS	Cell Charges/Fire	45.90
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0107942	00203860	LIFE ASSIST INC	2 FR3 Soft Cases	135.30
<i>Org Key: FR4100 - Training</i>				
P0107939	00203848	FIRETREX	Fire Training Tracker Fees	2,100.00
<i>Org Key: GDP503 - Principal - Equip Rental</i>				
	00203834	GOV'T LEASING & FINANCE INC	Annual Lease Payment Midi Pump	42,768.04
<i>Org Key: GGM001 - General Government-Misc</i>				
P0107937	00203861	Matrix Consulting Group	Fire Service Study - Inv. #4	5,800.00
P0107911	00203855	HEARTLAND LLC	May 2020 Professional Services	3,395.00
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0107923	00203837	AUTONATION INC	OPERATOR COMMANDED INTERIOR	1,122.00
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0103898	00203868	MONARCH LANDSCAPING WA LLC	5% RETAINAGE	364.84
<i>Org Key: MT3100 - Water Distribution</i>				
P0107947	00203852	H D FOWLER	14" DUCTILE IRON BLADE	471.44
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0107898	00203881	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	176.31
P0107925	00203890	WORKWEAR PLACE, THE	MISC. WORK CLOTHES	108.88
<i>Org Key: MT3400 - Sewer Collection</i>				
P0107900	00203856	HOME DEPOT CREDIT SERVICE	MICROWAVES & REFRIGERATORS	559.88
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0107900	00203856	HOME DEPOT CREDIT SERVICE	MICROWAVES & REFRIGERATORS	559.88
<i>Org Key: MT4101 - Support Services - General Fd</i>				
P0107909	00203864	MERCER ISLAND REPORTER	PW RENEWAL OF MI REPORTER	60.00
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0106363	00203892	XEROX CORPORATION	2020 COPIER CHARGES	131.84
<i>Org Key: MT4200 - Building Services</i>				
P0107936	00203851	GRAINGER	WALL MOUNTED HOSE REEL	94.75
<i>Org Key: MT4300 - Fleet Services</i>				
P0106364	00203870	NELSON PETROLEUM	2020 UNLEADED & DIESEL DELIVER	1,430.90
P0106772	00203835	AMERIGAS-1400	2020 PROPANE DELIVERY	302.60
P0107910	00203863	MERCER ISLAND CHEVRON	FUEL	184.33
P0107908	00203871	PACIFIC GOLF & TURF	REPAIR PARTS FOR FL-0467	195.07
P0107922	00203837	AUTONATION INC	FLEET PARTS	87.53
<i>Org Key: MT4501 - Water Administration</i>				
P0107935	00203880	SEATTLE PUBLIC UTILITIES	MAY 2020 WATER PURCHASE	151,214.87
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0106995	00203841	CITY OF SEATTLE	Crime Stoppers Allocation - In	2,176.45
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0107950	00203857	ISSAQUAH JAIL, CITY OF	Jail Housing Fees - Invoice #	3,007.00
<i>Org Key: PO2100 - Patrol Division</i>				
P0107930	00203842	CLEANERS PLUS 1	Uniform Cleaning - Invoice # 7	126.87
<i>Org Key: PO4100 - Firearms Training</i>				
P0107929	00203875	RENTON FISH & GAME CLUB INC	Range Fees - 05/27/2020	25.00
<i>Org Key: ST0020 - ST Long Term Parking</i>				
P0107946	00203862	MCKEE APPRAISAL REAL ESTATE	Site Appraisal Commuter Pkg	4,700.00
<i>Org Key: WG101R - City Hall Building Repairs</i>				
P0101440	00203884	TRU MECHANICAL INC	RETAINAGE	7,273.94
<i>Org Key: WG110T - Computer Equip Replacements</i>				
P0107924	00203872	Pacific Office Automation	Canon TX-400 MFP (Plotter and	9,855.78
P0107901	00203836	CHIP GEORGE INC	Parks Caretaker Modem Site to	585.22

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WG131E - Fire Equipment</i>				
P0107943	00203869	MUNICIPAL EMERGENCY SERVICES	SCBA Cylinders and Masks	3,781.60
<i>Org Key: WP122P - Open Space - Pioneer/Engstrom</i>				
P0107906	00203878	ROOT CAUSE LLC	TREE REMOVAL IN PIONEER PARK	1,815.00
<i>Org Key: WS901F - PS Generator and Pump Repl</i>				
P0104588	00203849	GARY HARPER CONSTRUCTION INC	PUMP STATION 18 REPLACEMENT	35,876.02
<i>Org Key: WW101P - Water System Plan</i>				
P0107948	00203846	DAILY JOURNAL OF COMMERCE	RRA & ERP UPDATE PROJECT	182.40
<i>Org Key: YF1100 - YFS General Services</i>				
P0107941	00203887	VERIZON WIRELESS	Cell Charges/YFS	87.39
<i>Org Key: YF2500 - Family Counseling</i>				
P0107945	00203889	WOOD, JULIE D	2020 Clinical Consults	680.00
<i>Org Key: YF2600 - Family Assistance</i>				
	00203844	CORK, TAMBI A	FOOD PANTRY - GROCERY GIFT	2,000.00
P0107891	00203858	Jacobson Family LP	Partial rent payment for emerg	1,000.00
<i>Org Key: YF2850 - Federal SPF Grant</i>				
	00203844	CORK, TAMBI A	PCN TRAINING - TAMBI/RACHEL M.	750.00
Total				<u>308,888.01</u>

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203834	06/13/2020	GOV'T LEASING & FINANCE INC Annual Lease Payment Midi Pump		4144656617	05/15/2020	42,768.04
00203835	06/19/2020	AMERIGAS-1400 2020 PROPANE DELIVERY	P0106772	3108009208	06/10/2020	302.60
00203836	06/19/2020	CHIP GEORGE INC Parks Caretaker Modem Site to	P0107901	2640	06/11/2020	585.22
00203837	06/19/2020	AUTONATION INC OPERATOR COMMANDED INTERIOR CA	P0107922	150517	05/29/2020	1,209.53
00203838	06/19/2020	Bailey, Josh COVID-19 refund	P0107612	OH013519	06/01/2020	50.00
00203839	06/19/2020	Britton-Simmons, Mary COVID-19 refund	P0107611	OH013518	06/01/2020	50.00
00203840	06/19/2020	CENTURYTEL INC REFUND: MIS-APPLIED PAYMENT		OH013511	06/17/2020	208.58
00203841	06/19/2020	CITY OF SEATTLE Crime Stoppers Allocation - In	P0106995	CS0PS207014.01	01/01/2020	2,176.45
00203842	06/19/2020	CLEANERS PLUS 1 Uniform Cleaning - Invoice # 7	P0107930	73062	05/01/2020	126.87
00203843	06/19/2020	COMCAST Internet Charges/Fire	P0107944	0005511-0715	05/22/2020	62.39
00203844	06/19/2020	CORK, TAMBIA FOOD PANTRY - GROCERY GIFT		OH013512	05/19/2020	2,750.00
00203845	06/19/2020	CULLIGAN SEATTLE WA Water Service/Fire	P0107940	202006672721	05/31/2020	230.32
00203846	06/19/2020	DAILY JOURNAL OF COMMERCE RRA & ERP UPDATE PROJECT	P0107948	3358882	06/10/2020	182.40
00203847	06/19/2020	EXCEL SUPPLY COMPANY INVENTORY PURCHASES	P0107934	122220	05/21/2020	323.07
00203848	06/19/2020	FIRETREX Fire Training Tracker Fees	P0107939	392	06/07/2020	2,100.00
00203849	06/19/2020	GARY HARPER CONSTRUCTION INC PUMP STATION 18 REPLACEMENT	P0104588	OH013505	06/01/2020	35,876.02
00203850	06/19/2020	GODFRED, MITCHELL COVID-19 refund	P0107606	OH013521	06/01/2020	50.00
00203851	06/19/2020	GRAINGER WALL MOUNTED HOSE REEL	P0107936	9559165148	06/12/2020	94.75
00203852	06/19/2020	H D FOWLER 14" DUCTILE IRON BLADE	P0107947	15486335	06/08/2020	471.44
00203853	06/19/2020	Hartman, Larry COVID-19 refund	P0107613	OH013520	06/01/2020	25.00
00203854	06/19/2020	HEALTHFORCE PARTNERS INC Post-COE for two entry level	P0107928	16985	04/30/2020	1,255.00
00203855	06/19/2020	HEARTLAND LLC May 2020 Professional Services	P0107911	1210-1015	06/11/2020	3,395.00
00203856	06/19/2020	HOME DEPOT CREDIT SERVICE MICROWAVES & REFRIGERATORS	P0107900	5081966	06/01/2020	1,119.76
00203857	06/19/2020	ISSAQUAH JAIL, CITY OF Jail Housing Fees - Invoice #	P0107950	20000469	06/16/2020	3,007.00
00203858	06/19/2020	Jacobson Family LP Partial rent payment for emerg	P0107891	OH013515	06/09/2020	1,000.00
00203859	06/19/2020	KING CO PROSECUTING ATTORNEY 2019 COURT REMITTANCE KC CRIME	P0102958	OH013525	05/31/2020	224.07

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203860	06/19/2020	LIFE ASSIST INC 2 FR3 Soft Cases	P0107942	1009130	06/10/2020	135.30
00203861	06/19/2020	Matrix Consulting Group Fire Service Study - Inv. #4	P0107937	20-13#4	06/08/2020	5,800.00
00203862	06/19/2020	MCKEE APPRAISAL REAL ESTATE Site Appraisal Commuter Pkg	P0107946	40095	05/15/2020	4,700.00
00203863	06/19/2020	MERCER ISLAND CHEVRON FUEL	P0107910	CITYOFMI0620	06/01/2020	184.33
00203864	06/19/2020	MERCER ISLAND REPORTER PW RENEWAL OF MI REPORTER	P0107909	MI-167108	05/28/2020	60.00
00203865	06/19/2020	METROPRESORT ENVELOPES #10 DOUBLE WINDOW	P0107926	IN623867	06/12/2020	1,537.11
00203866	06/19/2020	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		OH013507	06/19/2020	260.00
00203867	06/19/2020	MI SCHOOL DISTRICT #400 Remit 2020 Bus Paddle Revenue	P0107931	BUSPADDLEREV06 20	06/01/2020	3,798.00
00203868	06/19/2020	MONARCH LANDSCAPING WA LLC 5% RETAINAGE	P0103898	OH013514	06/01/2020	364.84
00203869	06/19/2020	MUNICIPAL EMERGENCY SERVICES SCBA Cylinders and Masks	P0107943	C66922-0620	06/09/2020	3,781.60
00203870	06/19/2020	NELSON PETROLEUM 2020 UNLEADED & DIESEL DELIVER	P0106364	0732625-IN	06/09/2020	1,430.90
00203871	06/19/2020	PACIFIC GOLF & TURF REPAIR PARTS FOR FL-0467	P0107908	01-96991	06/05/2020	195.07
00203872	06/19/2020	Pacific Office Automation Canon TX-400 MFP (Plotter and	P0107924	763194	06/10/2020	9,855.78
00203873	06/19/2020	POLICE ASSOCIATION PAYROLL EARLY WARRANTS		OH013508	06/19/2020	2,253.03
00203874	06/19/2020	Popper, Benjamin COVID-19 refund	P0107608	OH013523	06/01/2020	25.00
00203875	06/19/2020	RENTON FISH & GAME CLUB INC Range Fees - 05/27/2020	P0107929	RANGEUSAGE05272 0	05/30/2020	25.00
00203876	06/19/2020	Ridolfi, Callie COVID-19 refund	P0107609	OH013516	06/01/2020	50.00
00203877	06/19/2020	Ronald Vivion COVID-19 refund	P0107607	OH013522	06/01/2020	50.00
00203878	06/19/2020	ROOT CAUSE LLC TREE REMOVAL IN PIONEER PARK	P0107906	754	06/01/2020	1,815.00
00203879	06/19/2020	Schwiethale, Damian COVID-19 refund	P0107610	OH013517	06/01/2020	150.00
00203880	06/19/2020	SEATTLE PUBLIC UTILITIES MAY 2020 WATER PURCHASE	P0107935	05/01/20	05/01/2020	151,214.87
00203881	06/19/2020	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0107898	158883/3	06/10/2020	176.31
00203882	06/19/2020	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0107897	2002010	05/27/2020	572.63
00203883	06/19/2020	SYSTEMS DESIGN WEST LLC Transport Billing Fees 05/20	P0107938	20201118	06/08/2020	1,577.14
00203884	06/19/2020	TRU MECHANICAL INC RETAINAGE	P0101440	7118/7115	06/01/2020	7,273.94
00203885	06/19/2020	UNITED HEALTHCARE SERVICE LLC PAID PRIMARY CLAIM IN ERROR		OH013513	06/09/2020	851.00



**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203886	06/19/2020	UNITED STATES TREASURY PAYROLL EARLY WARRANTS		OH013509	06/19/2020	826.84
00203887	06/19/2020	VERIZON WIRELESS Cell Charges/Fire	P0107941	9855212199	05/23/2020	133.29
00203888	06/19/2020	WA ST TREASURER'S OFFICE May 20 MI State Remit	P0107932	OH013503	05/31/2020	6,694.60
00203889	06/19/2020	WOOD, JULIE D 2020 Clinical Consults	P0107945	OH013510	06/08/2020	680.00
00203890	06/19/2020	WORKWEAR PLACE, THE MISC. WORK CLOTHES	P0107925	1085	06/12/2020	108.88
00203891	06/19/2020	WSCCCE AFSCME AFL-CIO PAYROLL EARLY WARRANTS		OH013506	06/19/2020	2,532.20
00203892	06/19/2020	XEROX CORPORATION 2020 COPIER CHARGES	P0106363	010556868	06/04/2020	131.84
					Total	308,888.01

## 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	203893-203993	6/26/2020	\$ 269,583.64 <b>\$ 269,583.64</b>

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 001000 - General Fund-Admin Key</b>				
P0107685	00203957	MINDFULNESS NORTHWEST	Rental cancelled due to COVID-	1,384.00
P0107678	00203939	JUNIOR LEAGUE OF SEATTLE, THE	Rental cancelled due to COVID-	1,359.00
P0107689	00203945	Kwan, Daniel	Refund due to COVI	367.00
P0107673	00203937	ISLANDAIRE HOME OWNERS	Rental cancelled due to COVID-	341.50
P0107695	00203918	Douglass, Kim	Refund due to COVI	134.54
P0107677	00203967	RAGHAVAN, SUNDAR	Refund due to COVI	119.00
P0107688	00203976	Terao, Masako	Refund due to COVI	108.08
P0107696	00203993	Zhou, Grace	Refund due to COVI	82.77
P0107691	00203928	Gordy, Nicholas	Refund due to COVI	66.75
P0107687	00203970	Rogers, Megan	Refund due to COVI	62.50
P0107676	00203990	WICHMAN, MUTSUKO	Refund due to COVI	56.00
P0107692	00203946	Lee, Elif	Refund due to COVI	44.00
P0107693	00203930	Greiss, Hoda	Refund due to COVI	30.33
P0107675	00203971	ROSS, DAVID	Refund due to COVI	25.00
P0107686	00203989	Whelan, Rochelle	Refund due to COVI	15.83
P0107671	00203897	AITKEN, MICHELLE	Refund due to COVI	15.00
P0107694	00203926	Gant, Bonnie	Refund due to COVI	11.00
P0107690	00203949	Li, Zhengli	Refund due to COVI	5.00
<b>Org Key: 402000 - Water Fund-Admin Key</b>				
P0107966	00203924	FERGUSON ENTERPRISES LLC	INVENTORY PURCHASES	5,311.85
	00203917	DICKSON, ELEANOR	REFUND OVERPAYMENT 010798900	664.81
	00203914	D'AMBROSIO, TONY	REFUND OVERPAYMENT 004402885	620.75
	00203983	WACKER, HERMAN	REFUND OVERPAYMENT 00309810002	506.52
	00203898	ALLENBAUGH, BRUCE	REFUND OVERPAYMENT 00951388604	392.76
	00203954	MARY MORRIS & FELIX PRETSCH	REFUND OVERPAYMENT 00203690005	278.02
P0107949	00203929	GRAINGER	INVENTORY PURCHASES	235.29
P0107951	00203929	GRAINGER	INVENTORY PURCHASES	112.26
P0107960	00203929	GRAINGER	INVENTORY PURCHASES	96.03
<b>Org Key: CA1100 - Administration (CA)</b>				
P0107989	00203953	Madrona Law Group, PLLC	Professional Services - Invoic	8,460.00
P0107952	00203940	K&L GATES LLP	Professional Services - Invoic	8,139.75
P0107989	00203953	Madrona Law Group, PLLC	Professional Services - Invoic	2,970.00
P0107953	00203969	RELX INC DBA LEXISNEXIS	Dues and Subscriptions - Invoi	348.70
	00203980	US BANK CORP PAYMENT SYS	Tuition & Registrations	35.00
<b>Org Key: CA1200 - Prosecution &amp; Criminal Mngmnt</b>				
P0107988	00203958	MOBERLY AND ROBERTS	Professional Services - Invoic	6,800.00
<b>Org Key: CM1200 - City Clerk</b>				
P0107962	00203909	CODE PUBLISHING CO	Website Update Ord. 20-04	577.50
<b>Org Key: CM1400 - Communications</b>				
	00203980	US BANK CORP PAYMENT SYS	Dues & Subscriptions	2,188.08
<b>Org Key: CO6100 - City Council</b>				
	00203980	US BANK CORP PAYMENT SYS	May Zoom Subscription	16.48
	00203980	US BANK CORP PAYMENT SYS	June Zoom Subscription	16.48
<b>Org Key: CR1100 - Human Resources</b>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00203980	US BANK CORP PAYMENT SYS	Labor law worksite posters.	510.93
	00203980	US BANK CORP PAYMENT SYS	Recruitment advertisement.	325.00
	00203980	US BANK CORP PAYMENT SYS	Office supplies.	89.70
	00203980	US BANK CORP PAYMENT SYS	Webinar Registration	75.00
	00203980	US BANK CORP PAYMENT SYS	D&A Clearinghouse Fees	62.50
	00203980	US BANK CORP PAYMENT SYS	Recruitment Advertisement.	50.00
	00203980	US BANK CORP PAYMENT SYS	Office supplies.	17.94
	00203980	US BANK CORP PAYMENT SYS	Office supplies	17.94
<b>Org Key: CT1100 - Municipal Court</b>				
P0107991	00203992	XEROX CORPORATION	Xerox invoice #010608601	125.88
<b>Org Key: DS1100 - Administration (DS)</b>				
P0107972	00203923	FASTSIGNS BELLEVUE	Land Use public notice signs	3,168.00
P0102334	00203943	KPG	2019 ON CALL TRANSPORTATION	2,249.91
P0107971	00203922	ESA	Peer review for CAO19-001	1,101.00
P0107973	00203991	Wood.	Peer review for N Mercer/ Enat	411.00
<b>Org Key: FN1100 - Administration (FN)</b>				
	00203980	US BANK CORP PAYMENT SYS	Office Supplies	61.09
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	54.10
<b>Org Key: FN4501 - Utility Billing (Water)</b>				
P0107961	00203955	METROPRESORT	JUNE 2020 PRINTING & MAILING O	72.49
P0107961	00203955	METROPRESORT	JUNE 2020 PRINTING & MAILING O	66.95
<b>Org Key: FN4502 - Utility Billing (Sewer)</b>				
P0107961	00203955	METROPRESORT	JUNE 2020 PRINTING & MAILING O	72.49
P0107961	00203955	METROPRESORT	JUNE 2020 PRINTING & MAILING O	66.95
<b>Org Key: FN4503 - Utility Billing (Storm)</b>				
P0107961	00203955	METROPRESORT	JUNE 2020 PRINTING & MAILING O	72.50
P0107961	00203955	METROPRESORT	JUNE 2020 PRINTING & MAILING O	66.94
<b>Org Key: FR1100 - Administration (FR)</b>				
P0107982	00203985	WALTER E NELSON CO	Household Supplies	270.60
	00203980	US BANK CORP PAYMENT SYS	Station 191 Lobby Photoboard P	107.45
	00203980	US BANK CORP PAYMENT SYS	Voice Recorder	87.98
	00203980	US BANK CORP PAYMENT SYS	Amazon Monthly Membership	14.29
P0107956	00203910	COMCAST	Internet Charges/Fire	11.43
	00203980	US BANK CORP PAYMENT SYS	Station 191 Lobby Photoboard P	9.87
<b>Org Key: FR2100 - Fire Operations</b>				
P0107984	00203906	CASCADE FIRE EQUIPMENT	Turnouts (Collins/Edwards)	5,518.00
P0107954	00203934	HEALTHFORCE PARTNERS INC	2020 Respiratory Clearance	1,870.00
	00203980	US BANK CORP PAYMENT SYS	Strike Team Backfill Rehab	50.00
	00203980	US BANK CORP PAYMENT SYS	Apple iPhone Charger/Station 1	18.69
<b>Org Key: FR2500 - Fire Emergency Medical Svcs</b>				
P0107983	00203962	Pacific West Medical	Defib Batt	391.30
P0107955	00203950	LIFE ASSIST INC	Aid Supplies	144.32
P0107986	00203896	AIRGAS USA LLC	Oxygen/Fire	59.73

**Org Key: GGM001 - General Government-Misc**

Date: 06/26/20

Report Name: Accounts Payable Report by GL Key

CouncilAP5

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0107974	00203965	POT O' GOLD INC	Water cooler	27.50
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0107975	00203964	PITNEY BOWES	Q2 lease charges for folder/ s	957.09
P0107975	00203964	PITNEY BOWES	Q2 lease charges for mail mach	904.47
P0107970	00203992	XEROX CORPORATION	Print and copy charges for mai	457.27
P0107970	00203992	XEROX CORPORATION	Print and copy charges for CM	441.71
P0107970	00203992	XEROX CORPORATION	Print and copy charges for CPD	168.29
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
	00203948	LEOFF HEALTH & WELFARE TRUST	POLICE RETIREES	6,289.00
P0108004	00203984	WALLACE, THOMAS	LEOFF1 LTC Expenses	6,000.00
	00203947	LEOFF HEALTH & WELFARE TRUST	LEOFF HEALTH - FIRE RETIREES	3,144.50
P0108005	00203911	COOPER, ROBERT	FRLEOFF1 Retiree Medical Expen	1,051.30
P0107996	00203916	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	1,026.91
	00203935	HILTNER, PETER	LEOFF1 Medicare Reimb	556.00
	00203911	COOPER, ROBERT	QUARTERLY FIRE RETIREES MEDIC	433.80
P0107993	00203915	DEEDS, EDWARD G	LEOFF1 Retiree Medical Expense	346.27
	00203974	SMITH, RICHARD	LEOFF1 Medicare Reimb	231.70
	00203901	BARNES, WILLIAM	LEOFF1 Medicare Reimb	222.40
	00203915	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	222.40
	00203973	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	222.40
	00203927	GOODMAN, J C	LEOFF1 Medicare Reimb	211.90
P0107995	00203960	MYERS, JAMES S	LEOFF1 Retiree Medical Expense	202.95
	00203952	LYONS, STEVEN	LEOFF1 Medicare Reimb	199.90
	00203977	THOMPSON, JAMES	LEOFF1 Medicare Reimb	196.40
	00203988	WHEELER, DENNIS	LEOFF1 Medicare Reimb	181.70
	00203916	DEVENY, JAN P	LEOFF1 Medicare Reimb	177.20
	00203944	KUHN, DAVID	LEOFF1 Medicare Reimb	177.20
	00203903	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	177.10
	00203921	ELSOE, RONALD	LEOFF1 Medicare Reimb	176.70
	00203900	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	175.90
	00203904	CALLAGHAN, MICHAEL	LEOFF1 Medicare Reimb	175.90
	00203960	MYERS, JAMES S	LEOFF1 Medicare Reimb	175.90
	00203895	ADAMS, RONALD E	LEOFF1 Medicare Reimb	175.60
	00203919	DOWD, PAUL	LEOFF1 Medicare Reimb	173.10
P0107994	00203915	DEEDS, EDWARD G	LEOFF1 Retiree Medical Expense	172.87
	00203984	WALLACE, THOMAS	LEOFF1 Medicare Reimb	170.10
	00203894	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	165.50
	00203938	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	163.70
	00203972	RUCKER, MANORD J	LEOFF1 Medicare Reimb	162.90
	00203933	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	158.80
	00203951	LOISEAU, LERI M	LEOFF1 Medicare Reimb	157.80
	00203925	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	144.60
	00203986	WEGNER, KEN	LEOFF1 Medicare Reimb	144.60
	00203968	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
P0108000	00203921	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	131.22
P0107997	00203951	LOISEAU, LERI M	LEOFF1 Retiree Medical Expense	128.90
P0107999	00203903	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	77.90
P0107998	00203984	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	77.54
P0107992	00203974	SMITH, RICHARD	LEOFF1 Retiree Medical Expense	36.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: GGM100 - Emerg Incident Response</b>				
	00203980	US BANK CORP PAYMENT SYS	Staff Face Coverings - COVID-1	1,238.00
	00203980	US BANK CORP PAYMENT SYS	Staff Thermometer	435.57
	00203980	US BANK CORP PAYMENT SYS	Surface disinfecting wipes	359.80
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	321.40
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	300.00
	00203980	US BANK CORP PAYMENT SYS	COVID-19 masks	296.91
	00203980	US BANK CORP PAYMENT SYS	PPE masks for Staff	233.20
	00203980	US BANK CORP PAYMENT SYS	UV Protection Glasses for UV M	226.70
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	93.46
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	45.80
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	29.61
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	10.89
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	10.89
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	-10.89
<b>Org Key: GGM606 - Excess Retirement-Fire</b>				
	00203901	BARNES, WILLIAM	LEOFF1 Excess Benefit	1,932.13
	00203911	COOPER, ROBERT	LEOFF1 Excess Benefit	1,890.52
	00203938	JOHNSON, CURTIS	LEOFF1 Excess Benefit	1,065.12
	00203973	SCHOENTRUP, WILLIAM	LEOFF1 Excess Benefit	988.66
	00203968	RAMSAY, JON	LEOFF1 Excess Benefit	574.01
<b>Org Key: GX9996 - Employee Benefits-Police</b>				
	00203948	LEOFF HEALTH & WELFARE TRUST	POLICE	46,163.90
	00203948	LEOFF HEALTH & WELFARE TRUST	POLICE SUPPORT	5,477.75
<b>Org Key: GX9997 - Employee Benefits-Fire</b>				
	00203947	LEOFF HEALTH & WELFARE TRUST	LEOFF HEALTH - FIRE ACTIVE	50,563.66
	00203948	LEOFF HEALTH & WELFARE TRUST	BILLING ADJUSTMENTS	0.03
<b>Org Key: IS2100 - IGS Network Administration</b>				
P0107116	00203942	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,122.00
	00203980	US BANK CORP PAYMENT SYS	Tuition & Registrations	328.91
	00203980	US BANK CORP PAYMENT SYS	Computer Supplies	155.07
	00203980	US BANK CORP PAYMENT SYS	Professional Services	23.13
	00203980	US BANK CORP PAYMENT SYS	Professional Services	6.56
	00203980	US BANK CORP PAYMENT SYS	Professional Services	6.31
<b>Org Key: MT3000 - Water Service Upsizes and New</b>				
P0107965	00203975	TACOMA SCREW PRODUCTS INC	NUTS & BOLTS FOR WATER METERS	149.62
<b>Org Key: MT3100 - Water Distribution</b>				
P0107964	00203936	HOME DEPOT CREDIT SERVICE	CORDLESS SAWZALL, EXTRA BATTER	693.97
P0107977	00203932	HACH COMPANY	STIRRER & LAB PARTS	489.44
P0107967	00203931	H D FOWLER	1" X 36" BRASS NIPPLES	124.78
<b>Org Key: MT3150 - Water Quality Event</b>				
P0107978	00203981	USABlueBook	OAKTON ALL-IN-ONE PH ELECTRODE	183.15
<b>Org Key: MT3400 - Sewer Collection</b>				
	00203980	US BANK CORP PAYMENT SYS	Water, Sewer, and Storm Drain	162.90

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: MT3500 - Sewer Pumps</b>				
P0106905	00203982	UTILITIES SERVICE CO INC	PS 4 HIDROSTAL PUMP 2 REPAIR	18,000.00
P0106461	00203899	AT&T MOBILITY	2020 TELEMETRY	400.40
P0106905	00203982	UTILITIES SERVICE CO INC	PS 14 REPAIR PART	280.80
<b>Org Key: MT4150 - Support Services - Clearing</b>				
P0106362	00203908	CINTAS CORPORATION #460	2020 PW COVERALL SERVICE	1,624.47
P0106697	00203913	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	134.63
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	-62.22
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	-88.20
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	-1,340.00
<b>Org Key: MT4200 - Building Services</b>				
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	76.98
<b>Org Key: MT4300 - Fleet Services</b>				
P0107968	00203961	NAPA AUTO PARTS	REPAIR PARTS	391.35
P0106771	00203905	CARQUEST AUTO PARTS STORES	2020 MONTHLY FLEET PARTS	328.55
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	117.55
P0107063	00203966	PRAXAIR DISTRIBUTION INC	2020 ACETYLEN & OXYGEN TANK RE	110.41
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	47.75
	00203980	US BANK CORP PAYMENT SYS	Fuel - MI100 - Mileage 42,431	37.24
	00203980	US BANK CORP PAYMENT SYS	Fuel for patrol vehicle	35.15
	00203980	US BANK CORP PAYMENT SYS	Fuel for Commander Vehicle	33.05
	00203980	US BANK CORP PAYMENT SYS	Fuel - MI100 - Mileage 42,126	31.92
	00203980	US BANK CORP PAYMENT SYS	Fuel - MI101 - No Mileage list	30.97
	00203980	US BANK CORP PAYMENT SYS	Fuel - MI100 - Mileage 42,63	29.75
P0107969	00203929	GRAINGER	WIDIA GTD TAPS	27.02
	00203980	US BANK CORP PAYMENT SYS	Fuel - MI101 - Mileage 46,843	17.89
<b>Org Key: MT4503 - Storm Water Administration</b>				
P0107963	00203941	KC FINANCE	2020 WATERSHED PLANNING	13,018.00
<b>Org Key: PO1100 - Administration (PO)</b>				
	00203980	US BANK CORP PAYMENT SYS	Retirement supplies	72.51
P0107979	00203978	Travelers	Notary Bond - Magnan	40.00
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	38.49
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	-258.94
<b>Org Key: PO1700 - Records and Property</b>				
	00203980	US BANK CORP PAYMENT SYS	Fax Toner for Records	82.49
<b>Org Key: PO1800 - Contract Dispatch Police</b>				
P0106995	00203893	CRIME STOPPERS	Crime Stoppers Allocation - In	2,176.45
<b>Org Key: PO2100 - Patrol Division</b>				
	00203980	US BANK CORP PAYMENT SYS	Thermometers for Staff returni	807.12
	00203980	US BANK CORP PAYMENT SYS	Uniforms for new officers	535.43
	00203980	US BANK CORP PAYMENT SYS	Uniforms for new officers	413.95
	00203980	US BANK CORP PAYMENT SYS	Food for EOC	311.85
	00203980	US BANK CORP PAYMENT SYS	Food for EOC - civil disturban	194.29
	00203980	US BANK CORP PAYMENT SYS	Food for EOC - Civil Disturban	164.27
	00203980	US BANK CORP PAYMENT SYS	EOC supplies	120.56

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00203980	US BANK CORP PAYMENT SYS	Retirement Party for Officer H	113.92
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	46.10
	00203980	US BANK CORP PAYMENT SYS	Coffee for officers working pr	41.69
	00203980	US BANK CORP PAYMENT SYS	Patrol Cell phone case	32.99
	00203980	US BANK CORP PAYMENT SYS	EOC supplies - water and ice	19.16
	00203980	US BANK CORP PAYMENT SYS	EOC Water	3.29
<b>Org Key: PO3100 - Investigation Division</b>				
	00203980	US BANK CORP PAYMENT SYS	TONER for CIS Unit	160.59
<b>Org Key: PR1100 - Administration (PR)</b>				
	00203980	US BANK CORP PAYMENT SYS	Online marketing	214.51
	00203980	US BANK CORP PAYMENT SYS	Donor plaque	214.50
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	154.95
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	63.99
<b>Org Key: PR1500 - Urban Forest Management</b>				
	00203980	US BANK CORP PAYMENT SYS	Tuition & Registrations	-25.87
<b>Org Key: PR2100 - Recreation Programs</b>				
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	172.00
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	32.99
	00203980	US BANK CORP PAYMENT SYS	Scholarship camp cancelations	-25.00
	00203980	US BANK CORP PAYMENT SYS	Scholarship camp cancelations	-67.27
	00203980	US BANK CORP PAYMENT SYS	Scholarship camp cancelations	-224.00
<b>Org Key: PR4100 - Community Center</b>				
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	28.77
<b>Org Key: PR6100 - Park Maintenance</b>				
P0107976	00203907	CESSCO INC	SHARPEN MOWER BLADES	153.23
P0106362	00203908	CINTAS CORPORATION #460	PARKS 2020 COVERALL SERVICE	113.60
<b>Org Key: PR6200 - Athletic Field Maintenance</b>				
P0107990	00203987	WESTERN EQUIPMENT	TINES (108-9261)	611.93
P0107990	00203987	WESTERN EQUIPMENT	CREDIT- RETURNED TINES	-281.25
<b>Org Key: PR6600 - Park Maint-School Related</b>				
P0107990	00203987	WESTERN EQUIPMENT	TINES (108-9261)	611.93
P0107990	00203987	WESTERN EQUIPMENT	CREDIT- RETURNED TINES	-281.25
<b>Org Key: PR6900 - Aubrey Davis Park Maintenance</b>				
P0107957	00203979	UNITED SITE SERVICES	Lid Parking Boat Launch - 2020	170.23
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	28.45
<b>Org Key: WD140R - Drainage System Pipe Replacem</b>				
P0107632	00203902	BLUELINE GROUP	2020 WATER SYSTEM IMPROVMENTS	571.85
<b>Org Key: WW522R - Reservoir Generator</b>				
P0105058	00203959	MURRAYSMITH INC	RESERVOIR STANDBY DIESEL GENER	12,503.00
P0105058	00203959	MURRAYSMITH INC	RESERVOIR STANDBY DIESEL GENER	5,867.03
<b>Org Key: WW718R - Main 87th and 88th Ave SE</b>				
P0107632	00203902	BLUELINE GROUP	2020 WATER SYSTEM IMPROVEMENT	2,490.00



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WW914R - 96th 97th Ave and SE 34th Main</i>				
P0107632	00203902	BLUELINE GROUP	2020 WATER SYSTEM IMPROVMENTS	859.00
<i>Org Key: YF1100 - YFS General Services</i>				
P0107981	00203920	EASTSIDE HUMAN SERVICES FORUM	2020 Membership	1,000.00
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	55.00
<i>Org Key: YF1200 - Thrift Shop</i>				
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	247.50
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	189.80
	00203980	US BANK CORP PAYMENT SYS	Advertising	53.99
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	8.30
<i>Org Key: YF2300 - VOICE Program</i>				
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	264.00
<i>Org Key: YF2600 - Family Assistance</i>				
P0106395	00203912	CREATIVE LEARNING CENTER	Preschool payments for Emergen	533.32
	00203980	US BANK CORP PAYMENT SYS	Monthly fee for SimplePractice	499.77
P0108003	00203956	MI SCHOOL DISTRICT	Preschool Payments for Emergen	456.00
P0108001	00203963	PEBBLE @ MIPC, THE	Preschool Payments for Emergen	409.40
	00203980	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	340.12
P0108002	00203963	PEBBLE @ MIPC, THE	Preschool Payments for Emergen	291.50
P0107980	00203912	CREATIVE LEARNING CENTER	Child Campership (150.00 Only)	150.00
	00203980	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	150.00
	00203980	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	90.50
	00203980	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	50.00
	00203980	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	-119.00
	00203980	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	-139.00
	00203980	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	-154.00
<i>Org Key: YF2850 - Federal SPF Grant</i>				
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	990.00
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	422.40
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	120.40
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	15.05
	00203980	US BANK CORP PAYMENT SYS	Operating Supplies	-990.00
Total				<u>269,583.64</u>

**Accounts Payable Report by Check Number**

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00203893	06/22/2020	CRIME STOPPERS Crime Stoppers Allocation - In	P0106995	CS0PS207104.02	03/27/2020	2,176.45
00203894	06/26/2020	ABBOTT, RICHARD LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	165.50
00203895	06/26/2020	ADAMS, RONALD E LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	175.60
00203896	06/26/2020	AIRGAS USA LLC Oxygen/Fire	P0107986	9102210810-9624	07/09/2020	59.73
00203897	06/26/2020	AITKEN, MICHELLE Refund due to COVI	P0107671	OH013562	06/01/2020	15.00
00203898	06/26/2020	ALLENBAUGH, BRUCE REFUND OVERPAYMENT 00951388604		OH013567	06/19/2020	392.76
00203899	06/26/2020	AT&T MOBILITY 2020 TELEMETRY	P0106461	06132020	06/05/2020	400.40
00203900	06/26/2020	AUGUSTSON, THOR LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	175.90
00203901	06/26/2020	BARNES, WILLIAM LEOFF1 Medicare Reimb		JULY2020A	06/01/2020	2,154.53
00203902	06/26/2020	BLUELINE GROUP 2020 WATER SYSTEM IMPROVMENTS	P0107632	19047	06/05/2020	3,920.85
00203903	06/26/2020	BOOTH, GLENDON D LEOFF1 Retiree Medical Expense		JULY2020B	06/01/2020	255.00
00203904	06/26/2020	CALLAGHAN, MICHAEL LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	175.90
00203905	06/26/2020	CARQUEST AUTO PARTS STORES 2020 MONTHLY FLEET PARTS	P0106771	OH013543	05/13/2020	328.55
00203906	06/26/2020	CASCADE FIRE EQUIPMENT Turnouts (Collins/Edwards)	P0107984	108172	06/18/2020	5,518.00
00203907	06/26/2020	CESSCO INC SHARPEN MOWER BLADES	P0107976	13169	06/11/2020	153.23
00203908	06/26/2020	CINTAS CORPORATION #460 2020 PW COVERALL SERVICE	P0106362	OH013530	05/31/2020	1,738.07
00203909	06/26/2020	CODE PUBLISHING CO Website Update Ord. 20-04	P0107962	67066	06/18/2020	577.50
00203910	06/26/2020	COMCAST Internet Charges/Fire	P0107956	0081371-0620	06/18/2020	11.43
00203911	06/26/2020	COOPER, ROBERT FRLEOFF1 Retiree Medical Expen		JULY2020A	06/01/2020	3,375.62
00203912	06/26/2020	CREATIVE LEARNING CENTER Child Campership (150.00 Only)	P0106395	OH013528	06/01/2020	683.32
00203913	06/26/2020	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0106697	1455831	06/13/2020	134.63
00203914	06/26/2020	D'AMBROSIO, TONY REFUND OVERPAYMENT 004402885		OH013566	06/09/2020	620.75
00203915	06/26/2020	DEEDS, EDWARD G LEOFF1 Retiree Medical Expense		JULY2020B	06/01/2020	741.54
00203916	06/26/2020	DEVENY, JAN P LEOFF1 Retiree Medical Expense		JULY2020B	06/01/2020	1,204.11
00203917	06/26/2020	DICKSON, ELEANOR REFUND OVERPAYMENT 010798900		OH013568	06/19/2020	664.81
00203918	06/26/2020	Douglass, Kim Refund due to COVI	P0107695	OH013545	06/01/2020	134.54

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00203919	06/26/2020	DOWD, PAUL LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	173.10
00203920	06/26/2020	EASTSIDE HUMAN SERVICES FORUM 2020 Membership	P0107981	2020MEMBERSHIP	06/18/2020	1,000.00
00203921	06/26/2020	ELSOE, RONALD LEOFF1 Retiree Medical Expense		JULY2020B	06/01/2020	307.92
00203922	06/26/2020	ESA Peer review for CAO19-001	P0107971	155353	06/22/2020	1,101.00
00203923	06/26/2020	FASTSIGNS BELLEVUE Land Use public notice signs	P0107972	B-104966	06/09/2020	3,168.00
00203924	06/26/2020	FERGUSON ENTERPRISES LLC INVENTORY PURCHASES	P0107966	0886703	06/09/2020	5,311.85
00203925	06/26/2020	FORSMAN, LOWELL LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	144.60
00203926	06/26/2020	Gant, Bonnie Refund due to COVI	P0107694	OH013546	06/01/2020	11.00
00203927	06/26/2020	GOODMAN, J C LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	211.90
00203928	06/26/2020	Gordy, Nicholas Refund due to COVI	P0107691	OH013549	06/01/2020	66.75
00203929	06/26/2020	GRAINGER INVENTORY PURCHASES	P0107969	9565906410	06/18/2020	470.60
00203930	06/26/2020	Greiss, Hoda Refund due to COVI	P0107693	OH013547	06/01/2020	30.33
00203931	06/26/2020	H D FOWLER 1" X 36" BRASS NIPPLES	P0107967	15489015	06/10/2020	124.78
00203932	06/26/2020	HACH COMPANY STIRRER & LAB PARTS	P0107977	11989726	06/10/2020	489.44
00203933	06/26/2020	HAGSTROM, JAMES LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	158.80
00203934	06/26/2020	HEALTHFORCE PARTNERS INC 2020 Respiratory Clearance	P0107954	17108	05/31/2020	1,870.00
00203935	06/26/2020	HILTNER, PETER LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	556.00
00203936	06/26/2020	HOME DEPOT CREDIT SERVICE CORDLESS SAWZALL, EXTRA BATTER	P0107964	7628105	06/19/2020	693.97
00203937	06/26/2020	ISLANDAIRE HOME OWNERS Rental cancelled due to COVID-	P0107673	OH013561	06/01/2020	341.50
00203938	06/26/2020	JOHNSON, CURTIS LEOFF1 Medicare Reimb		JULY2020A	06/01/2020	1,228.82
00203939	06/26/2020	JUNIOR LEAGUE OF SEATTLE, THE Rental cancelled due to COVID-	P0107678	OH013556	06/01/2020	1,359.00
00203940	06/26/2020	K&L GATES LLP Professional Services - Invoic	P0107952	3783929	05/22/2020	8,139.75
00203941	06/26/2020	KC FINANCE 2020 WATERSHED PLANNING	P0107963	105676	06/08/2020	13,018.00
00203942	06/26/2020	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P0107116	1109116	05/01/2020	1,122.00
00203943	06/26/2020	KPG 2019 ON CALL TRANSPORTATION	P0102334	5-18620REVERSED	06/11/2020	2,249.91
00203944	06/26/2020	KUHN, DAVID LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	177.20

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00203945	06/26/2020	Kwan, Daniel Refund due to COVI	P0107689	OH013551	06/01/2020	367.00
00203946	06/26/2020	Lee, Elif Refund due to COVI	P0107692	OH013548	06/01/2020	44.00
00203947	06/26/2020	LEOFF HEALTH & WELFARE TRUST LEOFF HEALTH - FIRE RETIREES		OH013563	07/01/2020	53,708.16
00203948	06/26/2020	LEOFF HEALTH & WELFARE TRUST POLICE RETIREES		OH013565	07/01/2020	57,930.68
00203949	06/26/2020	Li, Zhengli Refund due to COVI	P0107690	OH013550	06/01/2020	5.00
00203950	06/26/2020	LIFE ASSIST INC Aid Supplies	P0107955	1010495	06/16/2020	144.32
00203951	06/26/2020	LOISEAU, LERI M LEOFF1 Retiree Medical Expense		JULY2020B	06/01/2020	286.70
00203952	06/26/2020	LYONS, STEVEN LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	199.90
00203953	06/26/2020	Madrona Law Group, PPLC Professional Services - Invoic	P0107989	10234/10235	06/02/2020	11,430.00
00203954	06/26/2020	MARY MORRIS & FELIX PRETSCH REFUND OVERPAYMENT 00203690005		OH013570	06/19/2020	278.02
00203955	06/26/2020	METROPRESORT JUNE 2020 PRINTING & MAILING O	P0107961	IN624017	06/18/2020	418.32
00203956	06/26/2020	MI SCHOOL DISTRICT Preschool Payments for Emergen	P0108003	OH013529	06/01/2020	456.00
00203957	06/26/2020	MINDFULNESS NORTHWEST Rental cancelled due to COVID-	P0107685	OH013555	06/01/2020	1,384.00
00203958	06/26/2020	MOBERLY AND ROBERTS Professional Services - Invoic	P0107988	896	06/01/2020	6,800.00
00203959	06/26/2020	MURRAYSMITH INC RESERVOIR STANDBY DIESEL GENER	P0105058	19-2659.00-5	05/21/2020	18,370.03
00203960	06/26/2020	MYERS, JAMES S LEOFF1 Retiree Medical Expense		JULY2020B	06/01/2020	378.85
00203961	06/26/2020	NAPA AUTO PARTS REPAIR PARTS	P0107968	OH013542	05/31/2020	391.35
00203962	06/26/2020	Pacific West Medical Defib Batt	P0107983	202075	02/11/2020	391.30
00203963	06/26/2020	PEBBLE @ MIPC, THE Preschool Payments for Emergen	P0108001	OH013527	06/01/2020	700.90
00203964	06/26/2020	PITNEY BOWES Q2 lease charges for folder/ s	P0107975	331366173/371583	06/07/2020	1,861.56
00203965	06/26/2020	POT O' GOLD INC Water cooler	P0107974	0259672	06/08/2020	27.50
00203966	06/26/2020	PRAXAIR DISTRIBUTION INC 2020 ACETYLEN & OXYGEN TANK RE	P0107063	96964324	05/31/2020	110.41
00203967	06/26/2020	RAGHAVAN, SUNDAR Refund due to COVI	P0107677	OH013557	06/01/2020	119.00
00203968	06/26/2020	RAMSAY, JON LEOFF1 Medicare Reimb		JULY2020A	06/01/2020	710.21
00203969	06/26/2020	RELX INC DBA LEXISNEXIS Dues and Subscriptions - Invoi	P0107953	3092660528	05/31/2020	348.70
00203970	06/26/2020	Rogers, Megan Refund due to COVI	P0107687	OH013553	06/01/2020	62.50

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203971	06/26/2020	ROSS, DAVID Refund due to COVI	P0107675	OH013559	06/01/2020	25.00
00203972	06/26/2020	RUCKER, MANORD J LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	162.90
00203973	06/26/2020	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		JULY2020A	06/01/2020	1,211.06
00203974	06/26/2020	SMITH, RICHARD LEOFF1 Retiree Medical Expense		JULY2020B	06/01/2020	267.70
00203975	06/26/2020	TACOMA SCREW PRODUCTS INC NUTS & BOLTS FOR WATER METERS	P0107965	16323250	06/18/2020	149.62
00203976	06/26/2020	Terao, Masako Refund due to COVI	P0107688	OH013552	06/01/2020	108.08
00203977	06/26/2020	THOMPSON, JAMES LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	196.40
00203978	06/26/2020	Travelers Notary Bond - Magnan	P0107979	4942X4232-0620	05/26/2020	40.00
00203979	06/26/2020	UNITED SITE SERVICES Lid Parking Boat Launch - 2020	P0107957	114-10430768	05/31/2020	170.23
00203980	06/26/2020	US BANK CORP PAYMENT SYS Tuition & Registrations		5539JUNE20.01	06/06/2020	12,613.18
00203981	06/26/2020	USABlueBook OAKTON ALL-IN-ONE PH ELECTRODE	P0107978	260762	06/08/2020	183.15
00203982	06/26/2020	UTILITIES SERVICE CO INC PS 14 REPAIR PART	P0106905	2321	06/11/2020	18,280.80
00203983	06/26/2020	WACKER, HERMAN REFUND OVERPAYMENT 00309810002		OH013569	06/19/2020	506.52
00203984	06/26/2020	WALLACE, THOMAS LEOFF1 Retiree Medical Expense		JULY2020B	06/01/2020	6,247.64
00203985	06/26/2020	WALTER E NELSON CO Household Supplies	P0107982	519040	06/15/2020	270.60
00203986	06/26/2020	WEGNER, KEN LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	144.60
00203987	06/26/2020	WESTERN EQUIPMENT TINES (108-9261)	P0107990	7110142-8057830	04/07/2020	661.36
00203988	06/26/2020	WHEELER, DENNIS LEOFF1 Medicare Reimb		JULY2020B	06/01/2020	181.70
00203989	06/26/2020	Whelan, Rochelle Refund due to COVI	P0107686	OH013554	06/01/2020	15.83
00203990	06/26/2020	WICHMAN, MUTSUKO Refund due to COVI	P0107676	OH013558	06/01/2020	56.00
00203991	06/26/2020	Wood. Peer review for N Mercer/ Enat	P0107973	S51702013	06/09/2020	411.00
00203992	06/26/2020	XEROX CORPORATION Xerox invoice #010608601	P0107970	010495817/812/81	06/01/2020	1,193.15
00203993	06/26/2020	Zhou, Grace Refund due to COVI	P0107696	OH013544	06/01/2020	82.77
					Total	269,583.64



# CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

Item 2.

PAYROLL PERIOD ENDING

6.12.2020

PAYROLL DATED

6.19.2020

Net Cash	\$	497,032.77
Net Voids/Manuals	\$	1,248.01
<b>Net Total</b>	<b>\$</b>	<b>498,280.78</b>
Federal Tax Deposit - Key Bank	\$	88,765.74
Social Security and Medicare Taxes	\$	46,426.05
Medicare Taxes Only (Fire Fighter Employees)	\$	2,183.17
State Tax (Massachusetts)	\$	-
Public Employees Retirement System 2 (PERS 2)	\$	24,558.07
Public Employees Retirement System 3 (PERS 3)	\$	5,216.00
Public Employees Retirement System (PERSJM)	\$	870.75
Public Safety Employees Retirement System (PSERS)	\$	313.99
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	28,481.16
Regence & LEOFF Trust - Medical Insurance	\$	11,262.31
Domestic Partner/Overage Dependant - Insurance	\$	589.99
Group Health Medical Insurance	\$	742.41
Health Care - Flexible Spending Accounts	\$	1,757.03
Dependent Care - Flexible Spending Accounts	\$	767.31
ICMA Deferred Compensation	\$	34,006.89
Fire 457 Nationwide	\$	15,558.55
Roth - ICMA	\$	475.00
Roth - Nationwide	\$	940.00
Tax Levy	\$	826.84
Child Support	\$	599.99
Mercer Island Employee Association	\$	260.00
Cities & Towns/AFSCME Union Dues	\$	2,532.20
Police Union Dues	\$	2,253.03
Fire Union Dues	\$	2,153.38
Fire Union - Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	344.60
Unum - Long Term Care Insurance	\$	408.75
AFLAC - Supplemental Insurance Plans	\$	388.71
Coffee Fund	\$	140.00
Transportation	\$	136.67
HRA - VEBA	\$	5,933.40
Nationwide Extra	\$	2,000.00
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>281,051.99</b>

**TOTAL GROSS PAYROLL**

**\$ 779,332.77**

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



# CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

Item 2.

**PAYROLL PERIOD ENDING**  
**PAYROLL DATED**

**6.26.2020**  
**7.2.2020**

Net Cash	\$	446,815.17
Net Voids/Manuals	\$	19,331.54
<b>Net Total</b>	<b>\$</b>	<b>466,146.71</b>
Federal Tax Deposit - Key Bank	\$	77,101.85
Social Security and Medicare Taxes	\$	41,887.41
Medicare Taxes Only (Fire Fighter Employees)	\$	2,175.56
Public Employees Retirement System 2 (PERS 2)	\$	23,817.10
Public Employees Retirement System 3 (PERS 3)	\$	4,900.13
Public Employees Retirement System (PERSJM)	\$	870.75
Public Safety Employees Retirement System (PSERS)	\$	229.45
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	24,855.16
Regence & LEOFF Trust - Medical Insurance	\$	10,814.03
Domestic Partner/Overage Dependant - Insurance	\$	589.99
Group Health Medical Insurance	\$	742.41
Health Care - Flexible Spending Accounts	\$	1,757.03
Dependent Care - Flexible Spending Accounts	\$	767.31
ICMA Deferred Compensation	\$	29,701.17
Fire 457 Nationwide	\$	14,726.21
Roth - ICMA	\$	475.00
Roth - Nationwide	\$	990.00
Garnishments (Chapter 13)	\$	1,298.78
Tax Levy	\$	826.84
Child Support	\$	599.99
Mercer Island Employee Association	\$	250.00
Fire Union Dues	\$	2,153.38
Fire Union - Supplemental Dues	\$	160.00
Unum - Long Term Care Insurance	\$	316.65
AFLAC - Supplemental Insurance Plans	\$	388.71
Coffee Fund	\$	132.00
Transportation	\$	136.67
HRA - VEBA	\$	5,933.40
Nationwide Extra	\$	1,000.00
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>249,596.98</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 715,743.69</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.

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.



## CITY COUNCIL MINUTES REGULAR VIDEO MEETING JUNE 2, 2020

Item 3.

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### EXECUTIVE SESSION, 5:00 PM

At 5:05 pm, Mayor Wong convened an Executive Session using a video teleconferencing platform by MS Teams for approximately 90 minutes to discuss with legal counsel litigation or potential litigation pursuant to RCW 42.30.110(1)(i) and noted that action may be taken in open session under Regular Business.

The full City Council, City Attorney Bio Park, City Manager Jessi Bon, Chief of Administration Ali Spietz, and Public Works Director Jason Kintner were present.

At 6:29 pm, Mayor Wong adjourned the Executive Session.

### CALL TO ORDER & ROLL CALL, 6:30 PM

Mayor Benson Wong called the Regular Meeting to order at 6:32 pm from a remote location.

Mayor Benson Wong, Deputy Mayor Wendy Weiker and Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum participated remotely using a video teleconferencing platform by Zoom.

The Mercer Island City Leadership Team participated from remote locations.

City Manager Jessi Bon, and City Clerk Deborah Estrada, and Paralegal/Public Records Officer Mary Swan participated remotely from separate rooms at City Hall, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

### PLEDGE OF ALLEGIANCE

Councilmember Lisa Anderl led the Council in the Pledge of Allegiance.

### AGENDA APPROVAL

Mayor Wong noted that the agenda was previously amended to move Agenda Bill 5703, Proclamation No. 252, to the June 9 Special Meeting.

Mayor Wong further noted that the agenda was amended in Consideration of a Moratorium for recommended action at the end of Regular Business.

It was moved by Jacobson; seconded by Nice to:

**Approve the agenda as amended.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

### CITY MANAGER REPORT

City Manager Bon reported on the following:

- Water Main Breaks
- Update on Coronavirus
- Thank You Assistant City Engineer Anne Tonella Howe, Retiring after 18 years
- Thank you Officer DeLashmutt, Retiring after 26 years



- Proclamation of Civil Emergency issued on June 1 and extended on June 2
- Register to receive emergency alerts from the City

After City Manager Bon's report, Police Chief Ed Holmes gave an update on police operations during the Civil Emergency

## APPEARANCES

Ashley Hay, Mercer Island, thanked the City Council for the way in which they have responded to the COVID-19 pandemic. She also thanked the City Manager for the weekly briefings and the Mercer Island Fire and Police departments for their care and leadership. She further expressed her support for the ALPR proposal on the agenda and encouraged Council to support safety on the Island.

Dwight Schaeffer, Mercer Island, expressed opposition to the Transportation Improvement Plan, specifically, SP123, "North Mercer Way Park and Ride Frontage Improvements," explaining that it was too expensive, a low priority, a detriment to pedestrian safety, and redundant. He further explained that it precluded better solutions for Mercer Islanders and bus riders from the east and southeast, forced bus transfers that are not customer friendly and would cause increased indirect costs.

Mark Gollin, Mercer Island, explained that he was pleased to hear that the George Floyd vigil at Mercerdale Park was moved to 6 PM so that it is not illegal under the newly extended curfew. He further explained that he was not supportive of a four-day curfew on the Island, which he believed to be unconstitutional and a disproportionate measure that should be rescinded immediately.

Citizenofthiscity (anonymous), Lets Talk, Council Connects, registered his objection to the curfew being extended despite the absence of significant criminal activity. The commenter further stated that by extending the curfew through the end of the week, the Mercer Island government was blocking a planned non-violent protest as well as any other constitutionally protected speech.

## CONSENT CALENDAR

Approve **Accounts Payable** Reports:

- Report for the period ending May 15, 2020 in the amount of \$620,734.18, and
- Report for the period ending May 22, 2020 in the amount of \$184,366.73

**Recommendation:** Certify that the materials or services herein before specified have been received and that all warrant numbers listed are approved for payment.

Approve **Certification of Payroll** dated May 22, 2020 in the amount of \$808,458.61

**Recommendation:** Certify that the materials or services specified have been received and that all fund warrants are approved for payment.

Approve **Minutes** of the May 19 Special Video Meeting

AB 5695: 2020 Watercourse Stabilization Project Bid Award

**Recommended Action:** Award the 2020 Watercourse Stabilization Project to Green Earthworks Const. Inc. in the amount of \$160,864.79, appropriate \$19,594.00 from the Stormwater Fund, set the total project budget at \$309,594.00, and direct the City Manager to execute the construction contract.

AB 5708: Ratification of Action Taken During Special Meeting on May 27, 2020.

**Recommended Action:** Ratify action taken during City Council Special Meeting on May 27, 2020 authorizing publication of Council's Letter to Community Re: Sound Transit's Non-Compliant Bus/Rail Interchange 60% Design.

AB 5709: Ratification of Civil Emergency Orders Issued by the Mayor\*

**Recommended Action:** Ratify and confirm the civil emergency orders issued by the Mayor on June 1, 2020 and June 2, 2020, as set forth in Exhibits 1 and 2 to AB 5709.

It was moved by Nice; seconded by Anderl to:

**Approve the Consent Calendar as presented.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

## REGULAR BUSINESS

### AB 5699: Boards & Commissions Annual Appointments

Mayor Wong explained that there would be two parts to the Board and Commission Appointment Process. The first part would address filling the vacancies on the Open Space Conservancy Trust ("OSCT"), noting that the OSCT members are appointed by the Mayor and approved by a majority vote of the City Council as outlined in Article III of Ordinance No. 96-002.

Mayor Wong recommended the following appointments to the Open Space Conservancy Trust:

Position	Expiring Term	Appointment	New Term
1	2020	Craig Olson	2024
4	2022	Thomas Hildebrandt	2022
6	2020	Hillary Ethe	2024

It was moved by Weiker; seconded by Nice to:

**Approve the approve the Mayoral recommendations for appointment to the Open Space Conservancy Trust for the positions expiring May 31, 2020 and 2022.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

Mayor Wong explained that at its February 18, Regular Meeting, City Council changed the board and commission appointment process providing that all appointments (with the exception of the OSCT) be made by a vote of the City Council during a regularly scheduled meeting.

The applicants that receive the most votes, provided they received a minimum of four votes, would be appointed to the open seats on the board or commission. The names of the applicants would then be added to Resolution No. 1582 with final approval by a vote of the City Council.

**Arts Council** – Two open positions; one application received. City Clerk Estrada emailed the ballots to each Councilmember.

The ballots were tallied, and Amy Barnes received seven (7) votes to be appointed to the Arts Council.

**Design Commission** – Two open positions; six applications received. City Clerk Estrada emailed the ballots to each Councilmember and reminded them to cast a vote for two applicants.

The ballots were tallied, and Claire McPherson received five (5) votes and Anthony Perez received four (4) votes to be appointed to the Design Commission.

**Parks & Recreation Commission** – One open position; five applications received. City Clerk Estrada emailed the ballots to each Councilmember and reminded them to cast a vote for one applicant.

The ballots were tallied, and Peter Stuck received six (6) votes to be appointed to the Parks & Recreation Commission.

**Planning Commission** – Three open positions; seven applications received.

Mayor Wong explained that there were two open positions on the Planning Commission that would expire in 2024 and one open position that would expire in 2023. He suggested splitting the election into two elections based on the term expiration. There was Council consensus to support this recommendation.

Round 1, Term 2024 - City Clerk Estrada emailed the ballots to each Councilmember and reminded them to cast a vote for two applicants.

The ballots were tallied, and Daniel Hubbell received four (4) votes to be appointed to the Planning Commission.

Round 2, Term 2024 - City Clerk Estrada emailed the ballots to each Councilmember and reminded them to cast a vote for one applicant.

The ballots were tallied, and the following applicants received votes and moved to the next round.

- Traci Granbois
- Michael Murphy
- Lucia Pirzio-Biroli

Round 3, Term 2024 - City Clerk Estrada emailed the ballots to each Councilmember and reminded them to cast a vote for one applicant.

The ballots were tallied, and the following applicants received votes and moved to the next round.

- Traci Granbois
- Michael Murphy
- Lucia Pirzio-Biroli

Round 4, Term 2024 - City Clerk Estrada emailed the ballots to each Councilmember and reminded them to cast a vote for one applicant.

The ballots were tallied, and Lucia Pirzio-Biroli received four (4) votes to be appointed to the Planning Commission.

Mayor Wong explained that City Council would next vote to fill the one open position that would expire in 2023.

Round 1, Term 2023 - City Clerk Estrada emailed the ballots to each Councilmember and reminded them to cast a vote for one applicant.

The ballots were tallied, and Michael Murphy received four (4) votes to be appointed to the Planning Commission.

**Utility Board** – Two open positions; two applications received. City Clerk Estrada emailed the ballots to each Councilmember and reminded them to cast a vote for two applicants.

The ballots were tallied, and William Pokorny received seven (7) votes and Stephen Majewski received six (6) votes to be appointed to the Utility Board.

It was moved by Reynolds; seconded by Nice to:

**Adopt Resolution No. 1582 appointing members to fill the vacancies on the City's advisory boards and commissions.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

#### **AB 5704: Temporary Change to City Council Regular Meeting Start Time**

City Attorney Bio Park explained that since the various declarations of emergency and orders to stay home were issued as a result of the COVID-19 Pandemic, the City Council had been conducting its meetings remotely and starting at an earlier time. Ordinance 20C-10 would temporarily change the start time to 5 PM until December 31, 2020.

It was moved by Jacobson; seconded by Anderl to:

**Suspend the City Council Rules of Procedure 6.3, requiring a second reading of an ordinance.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

It was moved by Jacobson; seconded by Anderl to:

**Adopt Ordinance 20C-10 amending section 2.06.010 of the Mercer Island City Code to temporarily change the start time of Regular Meetings of the City Council.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

#### **AB 5694: COVID-19 Response: 2020 Budget Adjustments**

Interim Finance Director Matt Mornick explained that the budget amendment provided adjustments for revenue and expenditures that were not anticipated when the City Council adopted the original 2019-2020 budget. The amendment specifically memorialized the Phase 1 and Phase 2 cost saving measures totaling \$2,785,600 in General Fund reductions. Mornick further explained that the budget amendment appropriated \$496,000 in Contingency Funds to support ongoing emergency operations through August 31, 2020, authorized up to \$300,000 in Contingency Funds to establish an Unemployment Reserve, and authorized use of the Compensated Absences Reserve for one-time accrued benefit cash-outs up to \$300,000.

If approved, Mornick explained that staff would return to the City Council on June 9 with an updated Financial Status Report and recommendations to further address the remaining \$1.9 million General Fund projected revenue shortfall in 2020.

*(City Clerk's Note: At the June 9, 2020 Special Meeting of the City Council, Agenda Bill 5712, City Council passed a motion retroactively suspending the City Council Rules of Procedure 6.3, providing for the adoption of Ordinance No. 20-08)*

It was moved by Jacobson; seconded by Reynolds to:

**Adopt Ordinance No. 20-08 amending the 2019-2020 budget to:**

- 1) Memorialize the Phase 1 and Phase 2 cost saving measures totaling \$2,785,600 in General Fund reductions.**
- 2) Appropriate \$496,000 in Contingency Funds to support ongoing emergency operations through August 31, 2020.**
- 3) Authorize use of up to \$300,000 in Contingency Funds to establish an Unemployment Reserve.**
- 4) Authorize use of the Compensated Absences Reserve for one-time accrued benefit cash-outs in an amount not-to-exceed \$300,000.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

#### **AB 5700: COVID-19 Response: YFS Fund 2020 Contingency Funds Request (Ord. No. 20-09)**

Interim Finance Director Matt Mornick explained that budget amending Ordinance No. 20-09 authorized the use of the unappropriated remaining YFS Fund balance (\$329,425) and allocated up to \$250,000 from the Contingency Fund to sustain current Youth and Family Services ("YFS") operations through August 31, 2020. He further explained that adopting Ordinance 20-09 would not limit the City Council's decisions regarding future Thrift Shop operations, or an alternative course of action. He also noted that authorizing use of the unappropriated Fund Balance and the Contingency Fund would ensure the YFS Fund balance would not become negative.

Council requested that staff provide revenue projections once available.

It was moved by Weiker; seconded by Anderl to:

**Suspend the City Council Rules of Procedure 6.3, requiring a second reading of an ordinance.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

It was moved by Anderl; seconded by Reynolds to:

**Adopt Ordinance No. 20-09 amending the 2019-2020 budget to:**

- 1) Appropriate \$329,425 of unrestricted YFS Fund Balance.**
- 2) Authorize up to \$250,000 to be used from the Contingency Fund to sustain a positive cash balance and ensure sufficient availability of working capital in the YFS Fund through August 31, 2020.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

#### **MultiFamily Tax Exemption/MICC 4.50 Discussion**

*(There was no agenda bill associated with this item. Councilmembers Jacobson and Nice requested that this item be added to the agenda pursuant to Section 4.2(D) of the City Council Rules of Procedure.)*

Councilmembers Jacobson and Nice introduced the agenda item and explained that multifamily housing program was adopted by the City Council in 2011, which allowed the developer to pay no property taxes on the property. To date the program had not been used by developers. Both Councilmembers recommended removing it from the code.

Council debated the item at length and asked questions, to which City Manager Bon explained that the Council Rules of Procedure requires the City Council determine if the item should be brought back for discussion and/or action and that if the City Council agreed to add the item to a future agenda, staff would prepare an agenda bill based on the City Council's direction.

It was moved by Nice; seconded by Jacobson to:

**Instruct the City Manager to bring back an agenda bill to strike this from the City Code.**

A roll call vote was conducted, and the results were as follows:

Passed 5-2

FOR: 5 (Anderl, Jacobson, Rosenbaum, Nice, and Wong)

AGAINST: 2 (Reynolds and Weiker)

#### **ALPR Purchase and Budget Allocation Discussion**

*(There was no agenda bill associated with this item. Councilmembers Anderl and Nice requested that this item be added to the agenda pursuant to Section 4.2(D) of the City Council Rules of Procedure.)*

Councilmember Nice introduced the agenda item, explaining that equipping three police vehicles with Automated License Plate Reader technology would create a set of rules that would automatically scan a license plate for things such as expired tabs, driving with suspended license, a warrant, etc. Nice also explained that an ALPR system might be considered a retention tool for the department and a tool to reinforce short term parking in the Town Center. Councilmember Anderl spoke to the ALPR's success stories, noted that it cost significantly less than hiring another police officer, and would provide an effective tool for the department to help address foreseen challenges with the transit center.

Councilmember Nice agreed to provide additional information regarding funding sources to the full Council.

It was moved by Jacobson; seconded by Nice to:

**Ask the City Manager to put this on an agenda bill for future discussion consistent with her priorities for staff.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

#### **Consideration of a Moratorium**

City Manager Bon reported that the City Council amended the agenda at the beginning of the meeting to provide for a consideration of a moratorium.

Councilmember Jacobson explained that the moratorium's objective would be to establish development moratorium on the acceptance of certain building permit application in the Mercer Island Town Center and to schedule a public hearing on the moratorium as required.

City Attorney Bio Park reviewed the draft ordinance for Council consideration and noted that the moratorium did not apply to any complete application for a development proposal in effect prior to the effective date of the ordinance.

It was moved by Jacobson; seconded by Nice to:

**Adopt Ordinance No. 20-12, adopting a moratorium on the acceptance of certain building permit applications in the Mercer island Town Center Zone, scheduling a public hearing, declaring an emergency, providing for severability, and establishing an immediate effective date.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

## OTHER BUSINESS

### Planning Schedule

City Manager Jessi Bon reported on the following:

June 9 Special Virtual Meeting at 5 PM:

- ARCH Housing Trust Fund Project Approval
- Phase 3 Reductions

June 16 Regular Virtual Meeting at 5 PM:

- Two public hearings
- Thrift Shop remodel scenarios
- Final Action on the Shoreline Master Program

Staff is working on the Planning Schedule for July and beyond.

### Councilmember Absences

There were no absences reported.

### Councilmember Reports

Deputy Mayor Weiker:

- Mercerdale Vigil – June 3 at 6 pm
- Sarah Bluvast gave a great presentation to Rotary and Councilmember Jake Jacobson became a new member.
- Give \$22 on 5/22 raised over \$100,000

Councilmember Rosenbaum – Looking forward to seeing everyone at the Farmer's Market on Sunday, June 7

Mayor Wong:

- K4C Summit on June 3
- Sound Transit has scheduled virtual meeting for June 3 to discuss how they intend to realign existing projects in response to the economic downturn.

## ADJOURNMENT

There being no additional business to come before City Council, the Special Video Meeting adjourned at 10:25 PM

\_\_\_\_\_  
Benson Wong, Mayor

Attest:

\_\_\_\_\_  
Deborah A. Estrada, City Clerk



## CITY COUNCIL MINUTES SPECIAL VIDEO MEETING JUNE 9, 2020

Item 3.

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### CALL TO ORDER & ROLL CALL

Mayor Benson Wong called the meeting to order at 5:00 pm from a remote location.

Mayor Benson Wong, Deputy Mayor Wendy Weiker and Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum participated remotely using a video teleconferencing platform by Zoom.

City Attorney Bio Park and several additional staff members participated from remote locations.

City Manager Jessi Bon and City Clerk Deborah Estrada participated remotely from separate rooms at City Hall, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

### PLEDGE OF ALLEGIANCE

Mayor Wong led the Council in the Pledge of Allegiance.

### AGENDA APPROVAL

It was moved by Rosenbaum; seconded by Weiker to:

**Approve the agenda as presented.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

### CITY MANAGER REPORT

City Manager Bon reported on the following:

- Mercer island Food Pantry Schedule Changes
- CPD Operations Update
- Parks Operations
- Coronavirus & Modified Phase 1 Update
- Emergency Operations Center Report Out
- Emergency Assistance Donations
- Thank you to MIHS Graduating Senior, Poly Schaps
- Congratulations Class of 2020
- Honor a Grad with a gift to WeLoveMI

### APPEARANCES

There were no individuals that requested to speak live under appearances.

Ira B. Appelman, (Lets Talk, Council Connects), expressed his objection to the retroactive action outlined in Agenda Bill 5712, explaining that the agenda bill did not justify the legality of retroactive motions. He further explained that no reason was given for not simply passing the ordinance again after suspending the rules or considering it as a second reading during the current meeting and believed it would set a dangerous precedent.

## CONSENT CALENDAR

**Payables Reports** for the Periods Ending May 29, 2020 in the amount of \$205,221.81

**Recommendation:** Certify that the materials or services herein before specified have been received and that all warrant numbers listed are approved for payment.

**Certification of Payroll** dated June 5, 2020 in the amount of \$761,970.98

**Recommendation:** Certify that the materials or services specified have been received and that all fund warrants are approved for payment.

Approve the **Minutes** of the May 27, 2020 City Council Special Video Meetings.

AB 5705: King County Regional 2020 Hazard Mitigation Plan Adoption

**Recommended Action:** Adopt King County 2020 Regional Hazard Mitigation Plan (RHMP) to include the Mercer Island Annex.

~~AB 5712: Retroactive suspension of Council Rules of Procedure 6.3 for adopting Ord. No. 20-08~~

~~**Recommended Action:** Authorize a retroactive suspension of the City Council Rules of Procedure 6.3 providing for the adoption of Ordinance No. 20-08 on its first reading.~~

At Councilmember Anderl's request, Mayor Wong removed Agenda Bill 5712 from the Consent Calendar and moved it to the first item of Regular Business for discussion.

It was moved by Jacobson; seconded by Anderl to:

**Approve the Consent Calendar as amended.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

## REGULAR BUSINESS

### **AB 5712: Retroactive suspension of Council Rules of Procedure 6.3 for adopting Ord. No. 20-08**

City Attorney Bio Park explained that the requirement to waive the second reading of an ordinance in order to adopt it at first reading is a rule in the City Council Rules of Procedure and not a statutory requirement, thereby giving Council broad authority to correct procedural missteps.

Park also noted that staff considered various ways in which to correct the adoption of Ord 20-08 at first reading without waiving second reading, including bringing back the ordinance as a seconding reading and adoption, ratifying last week's action, or bringing it back for rule waiver and adoption. In the end, it was decided that the simplest method would be to waive the rule retroactively, because the other options would require additional steps, including reversing the action taken at the June 2 meeting to adopt the ordinance and canceling the publication of the ordinance, which would delay the ordinance's effective date.

It was moved by Reynolds; seconded by Weiker to:

**Authorize a retroactive suspension of the City Council Rules of Procedure 6.3 providing for the adoption of Ordinance No. 20-08 on its first reading.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

### **AB 5697: ARCH 2019 Housing Trust Fund Project Funding Approval**

CPD Deputy Director Alison Van Gorp and ARCH Executive Manager Lindsay Masters, provided an overview of the six projects recommended by the ARCH Executive Board for funding from Mercer Island's contributions to the ARCH Housing Trust Fund (HTF):

- Samma Senior Apartments
- Eastside men's Shelter



- Polaris at Eastgate
- Together Center Redevelopment
- Sharing Living Home 1
- Adult Family Home 8

Approval of funding for these projects would allocate funds contributed to the HTF in 2018 and 2019, totaling \$106,950. Council asked several questions, to which staff responded.

It was moved by Reynolds; seconded by Weiker to:

**Approve the use of \$106,950 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.**

A roll call vote was conducted, and the results were as follows:

Passed 7-0

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

### **AB 5701: COVID-19 Response: Financial Status Update and Phase 3 Cost Saving Measures**

Interim Finance Director Matt Mornick explained that at the June 2 Council meeting, staff committed to return at the June 9 meeting and provide the City Council with a financial status report and detail on the \$1.2 million in Phase 3 cost saving measures to help address the remaining projected General Fund revenue shortfall.

Mornick's status report summarized revenue collected (\$9.3 M) and expenditure (\$10.5 M) actuals through April, 2020, noting that savings from measures executed during the pandemic began in early May and the big three revenues were on track.

Phase 3 Cost Saving Measures included:

• Reduced Transfer to the Equipment Rental Fund	\$277,200
• Departmental One-time Budget Savings	\$518,900
• Municipal Court Staffing Reductions	\$ 13,000
• Community Planning and Development Staffing Reductions	\$388,900

Mornick went on to outline the Phase 3 impacts on unemployment and the Compensated Absences Reserve. Staff then explained that furloughs were not included in Phase 3 reductions, noting that while a single day furlough would generate approximately \$25,000 in savings to the General Fund, the City Manager is not recommending this approach due to current staffing levels. With Phase 1, 2, and 3 adjustments, the remaining revenue shortfall is estimated at \$371,700.

Council enquired about Municipal Court costs and when the Court is expected to open. Council also discussed whether REET funds from the sale of the Farmers Insurance building could be used to bridge the gap in the General Fund, to which staff explained that REET funds are restricted revenues that can be used for two purposes only, 1) buildings, parks, streets, and trails or 2) parks, streets, and trails, but not for public facilities.

Some Councilmembers suggested that the Fleet size and fund be reviewed going into the next biennium, to which City Manager Bon agreed and noted that while staffing has reduced, the COVID pandemic had required that only one staff member per vehicle is allowed until such time that the distancing restrictions are lifted.

In response to Council requests, staff reassured City Council that meeting presentations are loaded to the online agenda within 24 to 48 hours, if not sooner. To the extent possible, meeting presentations will be provided sooner rather than later, with the understanding that many presentations are created and changed frequently in response to Council questions.

In summary, Council requested that staff look at available options for REET funds, review Municipal Court expenditures and revenues, and consider the long-term needs of the Fleet size and funding. In response, City Manager Bon did not recommend additional staff reductions and requested that Council allow staff to look at another month of actuals, before bringing back a recommendation with updated assumptions to close the General Fund gap. She projected that staff would be prepared to bring additional information back to the City Council in late July, early August. Bon further projected that the capital budget discussion would continue later in the fall.

## **AB 5713: City Council direction on proposed PIC recommendations to the SCA Board of Directors**

Mayor Wong explained that he serves as the City of Mercer Island representative and that at the June 10 Public Issues Committee, there would be a discussion on the proposed King County Rates and Fees and COVID-19 Legislative Priorities. He further explained that the PIC is recommending that the SCA Board of Directors adopt the following policy positions:

- 1) The SCA urges King County and other entities to forego any increases in rates and fees in light of the COVID-19 public health emergency and the resulting economic impacts.

Deputy Mayor Weiker recused herself from taking a position on policy positions.

**Council Consensus** - oppose any increase in rates and fees.

- 2) The SCA adopt the AWC legislative priorities related to COVID-19 response and relief in advance of a potential special session of the Washington State Legislature in 2020.

**Council Consensus** – support legislative priorities.

## **OTHER BUSINESS**

### **Planning Schedule**

City Manager Bon reported on the following:

- June 16 Regular City Council meeting includes two public hearings, YFS Fund and Thrift Shop Remodel, and Shoreline Master Plan
- After June 16, there is a two-week break that will provide an opportunity to build out the Planning Schedule. Staff will bring back a revised Work Plan on July 7
- An August 4 meeting may be necessary to catch up, but the second meeting in August is still tentatively canceled.
- Staff will contact Council to coordinate check-in meetings between City Council and the City Manager

### **Councilmember Absences**

There were no absences reported.

### **Councilmember Reports**

Councilmembers Reynolds, Rosenbaum, and Deputy Mayor Weiker requested to discuss actions for the city to consider opposing racism and encourage inclusion and diversity.

Deputy Mayor Weiker:

- Congratulations to the 2020 graduates
- KC Climate Collaborative has their latest commitment out

Councilmember Rosenbaum:

- Attended the June 3 Vigil
- Congratulations to Farmers Market start up last Sunday, June 7
- Congrats to the 2020 Mercer Island High School graduates
- Disability Board met last Friday, June 5

Mayor Wong:

- Attended the June 3 Vigil
- Attended K4C Summit and Work session
- Reminder that the Council will identify volunteers to serve as AWC voting delegates at the June 16 Regular Meeting

## ADJOURNMENT

There being no additional business to come before City Council, the Special Video Meeting adjourned at 7:56 PM

Attest:

\_\_\_\_\_  
Benson Wong, Mayor

\_\_\_\_\_  
Deborah A. Estrada, City Clerk



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5715**  
**July 7, 2020**  
**Consent Calendar**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5715: Mercer Island Fire Department Basic Life Support Core Services Funding	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Accept KCEMS BLS Core Services funding and appropriate \$20,277 for the purchase of EMS supplies and equipment.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Fire
<b>STAFF:</b>	Steve Heitman, Fire Chief
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. 2020 Basic Life Support Services Funding Letter
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ 20,277
<b>AMOUNT BUDGETED</b>	\$ 0
<b>APPROPRIATION REQUIRED</b>	\$ 20,277

### SUMMARY

The Basic Life Support ("BLS") Core Services Program is part of the 2020 – 2025 King County Emergency Medical Services ("KCEMS") Levy and provides funding to help cover unanticipated costs that are not part of the Mercer Island Fire Department's ("MIFD") approved maintenance and operations budget. The funding amount for Mercer Island's portion of the Core Services program in 2020 is \$20,277. The funding is in addition to the MIFD's annual BLS allocation, see Exhibit 1. The funds may be used for emergency medical services (EMS) expenditures related to operations, capacity, and/or equipment that are incurred outside standard or planned operations.

MIFD is required to submit an application to KCEMS detailing how Core Services funding will be used. The application is reviewed and approved by the KCEMS Advisory Committee and the Financial Subcommittee. Funds are reimbursed for expenses incurred once approval is granted at the Committee's quarterly meetings. Total funding for the program is divided among the fire agencies in King County (except Seattle), based on the current BLS allocation methodology (50% assessed valuation and 50% call volume).

MIFD plans on using the BLS Core Services funds to purchase two Automatic External Defibrillators and medical supplies to restock MIFD's cache in preparation for future emergent events.

Following the City Council's acceptance of the funding, MIFD will forward the Core Services application to KCEMS for approval. A budget amendment will be included in a budget amending ordinance presented with the next quarterly financial report.

## RECOMMENDATION

Accept KCEMS BLS Core Services funding and appropriate \$20,277 for the purchase of EMS supplies and equipment.

**Emergency Medical Services Division**

401 Fifth Avenue, Suite 1200  
Seattle, WA 98104-1818

**206-296-4693** Fax 206-296-4866

TTY Relay: 711

[www.kingcounty.gov/health](http://www.kingcounty.gov/health)

**Public Health**   
Seattle & King County

January 18, 2020

Steve Heitman, Chief  
Mercer Island Fire Department  
3030 78<sup>th</sup> Ave SE  
Mercer Island, WA 98040

RE: 2020 Basic Life Support Services funding

Dear Chief Heitman:

Within the next few weeks, you should receive information about your 2020 BLS contract and allocations. As endorsed during the recent levy planning process, **the BLS contract for the 2020-2025 levy span consolidates the funding for several programs into just one contract**. This helps streamline the complexities of managing and executing separate contracts for the various programs.

Following is a programmatic breakdown of Mercer Island Fire Department's 2020 BLS contract:

BLS Basic Allocation	\$498,742
BLS Core Services	\$ 20,227
BLS Training and QI Strategic Initiative	\$ 7,464
<u>Mobile Integrated Healthcare (MIH)</u>	<u>\$105,062</u>
<b>TOTAL</b>	<b>\$631,495</b>

The contract will arrive from the Adobe DocuSign email system. After signing and returning the contract, you can begin billing for reimbursement following the appropriate program regulations - application and usage information is outlined in the next few pages. This information should also be available on the EMS webpage under the Regional Groups tab later this week.

<https://www.kingcounty.gov/depts/health/emergency-medical-services/regional-groups.aspx>

If the contract doesn't show up in your inbox, please check your spam or junk folder; if there is still no sign of the contract by the first week of February, please give a call and we will track it down for you.

Should you have any questions about the contract, programmatic requirements, or invoicing, please reach out at any time ~

Sincerely,

A handwritten signature in black ink, appearing to be 'Helen Chatalas', with a stylized, flowing script.

Helen Chatalas, MPA  
Assistant Director  
King County EMS  
206-263-8560  
[Helen.Chatalas@kingcounty.gov](mailto:Helen.Chatalas@kingcounty.gov)



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5723**  
**July 7, 2020**  
**Regular Business**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5723: Repeal of the Multifamily Housing Property Tax Exemption program	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Set Ordinance No. 20-C14 for second reading and adoption on July 21, 2020.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Community Planning and Development
<b>STAFF:</b>	Evan Maxim, Director of Community Planning and Development
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Ordinance No. 20C-14
<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

### SUMMARY

On June 2, 2020, the City Council passed a motion instructing the City Manager to bring back an Agenda Bill and Ordinance to eliminate the Multifamily Housing Property Tax Exemption (MFTE) program.

The MFTE program was adopted by the City Council in 2011 (Ord. No. 11C-02) to encourage the creation of new multifamily housing, and the rehabilitation of existing vacant and underutilized buildings for multifamily housing, through a property tax reduction. The MFTE program is one regulatory tool available intended to encourage residential development that is identified in the Housing Element of the Comprehensive Plan, which reads:

*“3.9 Use regulatory and financial incentives in the Town Center and PBZ/CO districts such as density bonuses, fee waivers, and property tax reductions to encourage residential development for a range of household and ownership types and income levels. (Housing Element, Goal 3).”*

Elimination of the MFTE program does not require a Comprehensive Plan amendment, as it is one of several different regulatory and financial incentives identified by the City Council in implementing this policy approach.



Following the establishment of the MFTE program, no multifamily projects have participated in the program, which likely indicates that the intended financial incentive is not functioning as originally intended by the City Council.

## RECOMMENDATION

Set Ordinance No. 20C-14, repealing Chapter 4.50 of the Mercer Island City Code related to the Multifamily Housing Property Tax Exemption for second reading and adoption on consent for July 21, 2020.

**CITY OF MERCER ISLAND  
ORDINANCE NO. 20C-14**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON, REPEALING  
CHAPTER 4.50 OF THE MERCER ISLAND CITY CODE RELATED TO THE  
MULTIFAMILY HOUSING PROPERTY TAX EXEMPTION; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, on March 21, 2011, the City Council adopted Ordinance No. 11C-02 establishing a multifamily housing property tax exemption set forth in chapter 4.50 of the Mercer Island City Code, intended to support the creation of affordable housing within and near the Mercer Island Town Center; and

**WHEREAS**, on March 5, 2020 the City of Mercer Island issued a Proclamation of Local Emergency related to the novel coronavirus (COVID-19) pandemic, which is significantly impacting the City's finances; and

**WHEREAS**, the City of Mercer Island relies on property tax revenues as a significant source of its general fund revenue; and

**WHEREAS**, the City Council needs to balance its policy goals with the necessity of ensuring the financial stability of the City of Mercer Island.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.**     **Repeal of Chapter 4.50 of the Mercer Island City Code.** Chapter 4.50 of the Mercer Island City Code is hereby repealed.

**Section 2.**     **Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property, or circumstance, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance or its application to any other person, property or circumstance.

**Section 3.**     **Effective Date.** This ordinance shall take effect and be in force 5 days after its passage and publication.

Passed by the City Council of the City of Mercer Island, Washington, at its regular meeting on the 21ST day of July 2020 and signed in authentication of its passage.

CITY OF MERCER ISLAND

\_\_\_\_\_  
Benson Wong, Mayor

Approved as to Form:

ATTEST:

\_\_\_\_\_  
Bio Park, City Attorney

\_\_\_\_\_  
Deborah A. Estrada, City Clerk

Date of Publication: \_\_\_\_\_

# AB 5723: Multifamily Housing Property Tax Exemption - Repeal

City Council First Reading

July 7, 2020

# Tonight

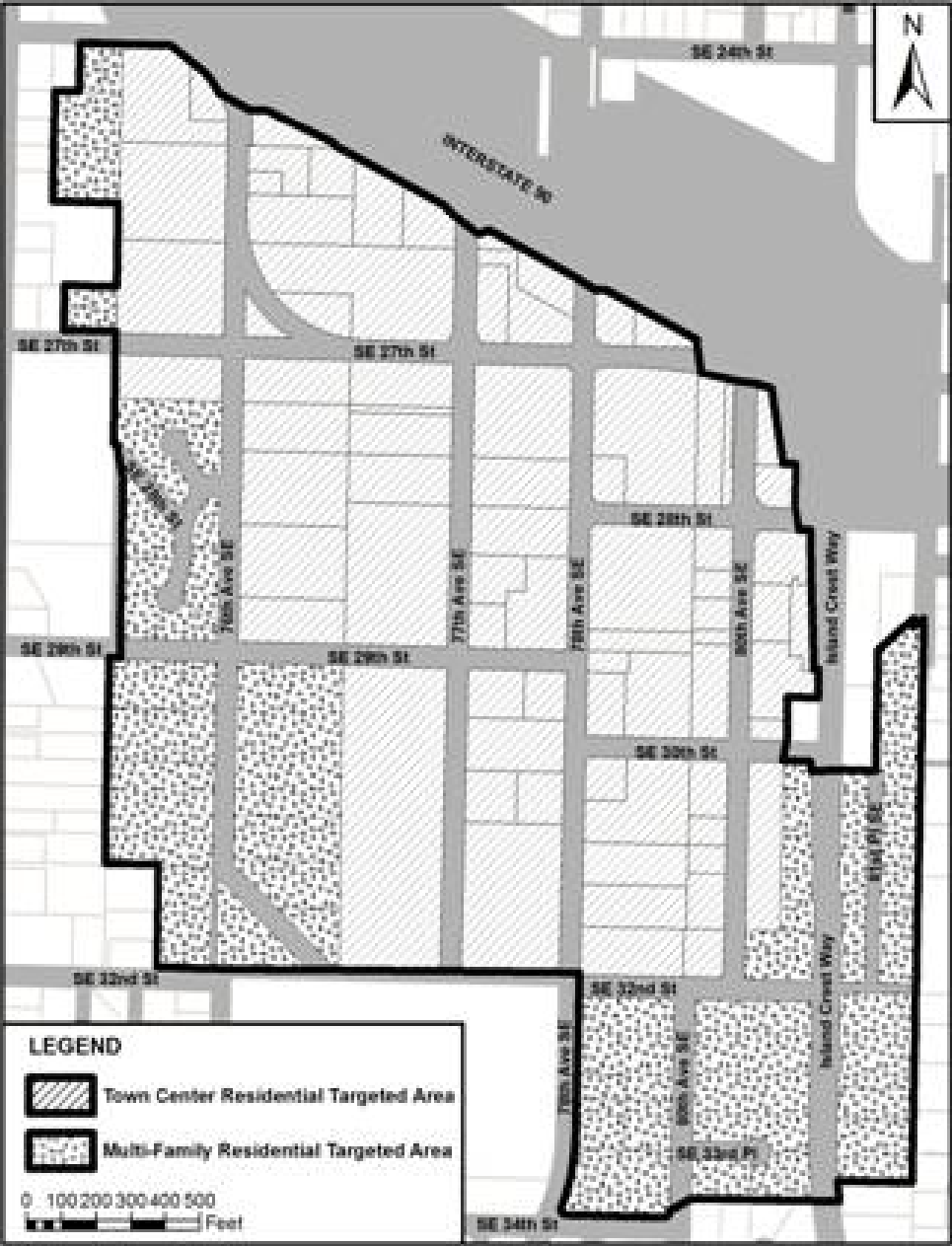
- Background
- Councilmember Questions
- Motion

# Background (1 of 3)

- Qualifying projects receive a temporary property tax exemption for the residential improvements
- No change to property tax revenue to the City during temporary property tax exemption
- Primarily designed to support the creation of affordable housing in and around Town Center

# Background (2 of 3)

- Qualifying projects:
  - Town Center targeted area:
    - **Eight-year** exemption: 10% of rental units affordable at 60% King County median income
    - **Twelve-year** exemption: 10% of rental units affordable at 60% King County median income and 10% of rental units affordable at 80% King County median income
  - Multifamily targeted area:
    - **Eight-year** exemption: 5% of rental units affordable at 60% King County median income
    - **Twelve-year** exemption: 5% of rental units affordable at 60% King County median income and 15% of rental units affordable at 80% King County median income
- King County Median income
  - 2 people: \$86,880
  - 4 people: \$108,600



# Background (3 of 3)

- 2011: Multifamily Housing Property Tax Exemption (MFTE) program
  - No projects (e.g. Aviara, Hadley) have participated in the MFTE program
  - Not updated with the Town Center update in 2016
  - Comprehensive Plan identifies the MFTE program as one regulatory tool available to the City



# Councilmember Questions

- Hadley Building – example:
  - Taxable value: **\$96,484,000** (Land: \$13,123,200; Improvement:\$83,360,800)
  - Total annual tax (2020): **\$761,588**
  - Tax distribution to City: **\$88,681** (approx. 11.6% of total annual tax)
  - 13 affordable units, affordable at 70% of King County Median Income – public benefit of \$109,248
- Hypothetically, if Hadley had participated in the MFTE program:
  - Hadley owner savings (2020): **\$607,705** (total annual tax: ~\$153,888)
  - Approximate value of affordable units at 60% King County Median Income - public benefit of: **\$138,096**

# Councilmember Questions

- Use of the MFTE program:
  - MFTE program currently on the ARCH work plan for review / adjustment
  - Relatively little Town Center development since adoption
  - Incentive may be more attractive to developers who will plan on long term ownership of the building
  - Six of the ARCH member cities have an MFTE program
- Other incentives to support creating affordable housing:
  - Residential construction in Town Center above two stories must provide affordable housing:
    - 3 story buildings: 10% of units must be affordable at 70% King County Median Income
    - 4-5 story buildings: 10% of units must be affordable at 60% King County Median Income
  - Accessory Dwelling Unit program
  - Transportation, Park, and School Impact fee reductions

# Motion

- Set Ordinance No. 20C-14, repealing Chapter 4.50 of the Mercer Island City Code related to the Multifamily Housing Property Tax Exemption for second reading and adoption on consent for July 21, 2020.

## Affordable Housing Programs

### ARCH-member cities

7/7/2020

Location	Land Use Program	MFTE
<b>BELLEVUE</b>	<b>337 units</b>	<b>63 units</b>
Downtown	Rental & Ownership—Voluntary 2.5 units (or sq ft) bonus: 1 unit (or sq ft) affordable @ 80% AMI for life of the project.	Rental only— 12-year tax exemption: 20% units affordable @ 70% AMI for 12 years.
Bel-Red	Rental—Voluntary 4.6 sq ft bonus: 1 sq ft affordable @ 80% AMI for life of the project.	Rental— 12-year tax exemption: 10% units affordable @ 50% AMI <u>and</u> 10% @ 70% AMI for 12 years.
	Ownership—Voluntary 7.2 sq ft bonus: 1 sq ft affordable @ 100% AMI for life of the project.	Ownership—n/a
Eastgate	Rental & Ownership—Voluntary 2.5 units (or sq ft) bonus: 1 unit (or sq ft) affordable @ 80% AMI for life of the project.	Rental only— 12-year tax exemption: 10% units affordable @ 60% AMI <u>and</u> 10% @ 70% AMI for 12 years.
Crossroads Village and Wilburton Commercial	Rental & Ownership—Voluntary 1 unit (or sq ft) bonus: 1 unit (or sq ft) affordable @ 80% AMI for life of the project.	Rental only— 12-year tax exemption: 10% units affordable @ 60% AMI <u>and</u> 10% @ 70% AMI for 12 years.
<b>BOTHELL</b>		
Downtown Transition Overlay <sup>i</sup>	Rental—Mandatory 10% units affordable @ 60% AMI for life of project.	n/a
	Ownership—Mandatory 10% units affordable @ 80% AMI for 50 years.	n/a
SR 522 Overlay <sup>ii</sup>	Rental—Mandatory 5% units affordable @ 60% AMI for life of project.	n/a
	Ownership—Mandatory 5% units affordable @ 80% AMI for 50 years.	n/a
<b>ISSAQUAH</b>	<b>427 units</b>	
Central Issaquah, Mixed-Use <sup>iii</sup>	Rental & Ownership—Mandatory 7.5% units in base density affordable @ 70% AMI (or 5% @ 50% AMI) for life of the project.	n/a

Location	Land Use Program	MFTE
	Ownership—Mandatory 7.5% units in base density affordable @ 80% AMI (or 5% @ 60% AMI) for 50 years.	n/a
Central Issaquah, Vertical Mixed-Use Overlay <sup>iv</sup>	Rental—Mandatory 10% units in base density affordable @ 70% AMI and 5% @ 50% AMI (or 10% @ 50% AMI) for life of the project.	n/a
	Ownership—Mandatory 10% units in base density affordable @ 80% AMI and 5% @ 60% AMI (or 10% @ 60% AMI) for 50 years.	n/a
Central Issaquah, remaining Urban Core <sup>v</sup>	Rental—Mandatory 12.5% units in base density affordable @ 60% AMI (or 10% @ 50% AMI) for life of the project.	n/a
	Ownership—Mandatory 12.5% units in base density affordable @ 70% AMI (or 10% @ 60% AMI) for 50 years.	n/a
<b>KENMORE</b>	<b>0 units</b>	<b>56 units</b>
TOD	Rental—Voluntary 3 units bonus: 1 unit affordable @ 70% AMI, not to exceed 10% of all units in a project. Change 1 affordable unit to 50% AMI, not to exceed 33% of the affordable units, for every 4 bonus units in excess of 30% of the total project. If project exceeds 120 units/acre, add affordable units @ 35% AMI to maintain 10% affordable. All affordable units for life of the project.	Rental— 12-year tax exemption: 25% units affordable @ 60% AMI for life of the project.
	Ownership—Voluntary Same as above, except affordability @ 80% AMI, 65% AMI, and 50% AMI, respectively.	n/a
CB zone, Juanita <sup>vi</sup>	Rental—Voluntary 4 bonus units: 1 unit affordable @ 70% AMI for life of the project, with a maximum density of 36 units per acre.	n/a
R-4 – R-24, downtown residential zones, DC, UC, WC, and RB zones. <sup>vii</sup>	Rental—Voluntary 2 bonus units: 1 unit affordable @ 50% AMI, (or 1:1 @ 70% AMI) for life of the project with a maximum density 1.5 times the Base Density of the underlying zone.	n/a
	Ownership—Voluntary 2 bonus units: 1 unit affordable @ 50% AMI (or 1:1 @ 80% AMI) for 30 years with a maximum density 1.5 times the Base Density of the underlying zone.	n/a

Location	Land Use Program	MFTE
NB zones <sup>viii</sup>	Rental—Voluntary 2 bonus units: 1 unit affordable @ 50% AMI ( <u>or</u> 1:1 @ 70% AMI) for life of the project with a maximum density of 24 units per acre.	n/a
	Ownership—Voluntary 2 bonus units: 1 unit affordable @ 50% AMI ( <u>or</u> 1:1 @ 80% AMI) for 30 years with a maximum density of 24 units per acre.	n/a
<b>KIRKLAND</b>	<b>45 units</b>	<b>155 units</b>
Height-limited zones (Totem Lake, North Rose Hill, CBD 5)	Rental—Mandatory 10% units affordable @ 50% AMI for life of project.	Rental—Voluntary 8-year tax exemption: 10% units affordable @ 50% AMI for life of the project.  12-year tax exemption: 10% units affordable @ 50% AMI <u>and</u> 10% @ 80% AMI for life of the project.
	Ownership—Mandatory 10% units affordable @ 80% AMI for 50 years.	Ownership—Voluntary 8-year tax exemption: 10% units affordable @ 80% AMI for life of the project.  12-year tax exemption: 10% units affordable @ 80% AMI <u>and</u> 10% @ 110% AMI for life of the project.
Density-limited zones	Rental—Mandatory 2 units bonus: 1 unit affordable @ 50% AMI for life of project, and at least 10% units affordable.	Rental—Voluntary 8-year tax exemption: 10% units affordable @ 50% AMI for life of the project.  12-year tax exemption: 10% units affordable @ 50% AMI <u>and</u> 10% @ 80% AMI for life of the project.
	Ownership—Mandatory 2 units bonus: 1 unit affordable @ 100% AMI for 50 years, and at least 10% units affordable.	Ownership—Voluntary 8-year tax exemption: 10% units affordable @ 100% AMI for life of the project.  12-year tax exemption: 10% units affordable @ 100% AMI <u>and</u> 10% @ 130% AMI for life of the project.
Zones where affordable housing isn't required	n/a	Rental & Ownership—Voluntary 8-year tax exemption: 10% units affordable @ 80% AMI for life of the project.  12-year tax exemption: 10% units affordable @ 50% AMI <u>and</u> 10% @ 80% AMI for life of the project.

Location	Land Use Program	MFTE
<b>MERCER ISLAND</b>	<b>13 units</b>	<b>0 units</b>
Town Center	<p>Rental—Voluntary 3<sup>rd</sup> floor bonus: 10% of all units affordable @ 70% AMI for life of the project. 4<sup>th</sup> or 5<sup>th</sup> floor bonus: 10% of all units affordable @ 60% AMI for life of the project.</p> <p>Ownership—Voluntary Same as above, except affordability @ 90% AMI for all bonus floors for 30 years.</p>	<p>Rental &amp; Ownership—Voluntary 8-year tax exemption: 10% units affordable @ 60% AMI for life of the project.</p> <p>12-year tax exemption: 10% units affordable @ 60% AMI <u>and</u> 10% @ 80% AMI for life of the project.</p>
Multifamily Area	n/a	<p>Rental &amp; Ownership—Voluntary 8-year tax exemption: 5% units affordable @ 60% AMI for life of the project.</p> <p>12-year tax exemption: 5% units affordable @ 60% AMI <u>and</u> 15% @ 80% AMI for life of the project.</p>
<b>NEWCASTLE</b>	<b>52 units</b>	
Commercial Business Center	<p>Rental—Mandatory 2 sq ft bonus: 1 sq ft affordable @ 70% AMI, and 10% units affordable, for life of the project.</p> <p>Ownership—Mandatory 2 sq ft bonus: 1 sq ft affordable @ 80% AMI, and 10% units affordable, for 50 years.</p>	n/a
		n/a
<b>REDMOND</b>	<b>614 units</b>	<b>71 units</b>
Outside Marymoor & Overlake urban center (incl Downtown)	<p>Rental—Mandatory 1 unit (or sq ft) bonus: 1 unit (or sq ft) affordable @ 80% AMI, and 10% units affordable, for life of the project.</p> <p>Ownership—Mandatory 1 unit (or sq ft) bonus: 1 unit (or sq ft) affordable @ 80% AMI, and 10% units affordable, for 50 years.</p>	<p>8-year tax exemption: 10% units affordable @ 60% AMI for life of the project.</p> <p>12-year tax exemption: 10% units affordable @ 65% AMI <u>and</u> 10% @ 85% AMI for life of the project.</p>
		n/a
Overlake urban center	Rental—Mandatory 2 units (or sq ft) bonus: 1 unit (or sq ft) affordable @ 80% AMI, and 10% units affordable, for life of the project.	<p>8-year tax exemption: 10% units affordable @ 60% AMI for life of the project.</p> <p>12-year tax exemption: 10% units affordable @ 65% AMI <u>and</u> 10% @ 85% AMI for life of the project.</p>

Location	Land Use Program	MFTE
	Ownership—Mandatory 2 units (or sq ft) bonus: 1 unit (or sq ft) affordable @ 80% AMI, and 10% units affordable, for 50 years.	n/a
MDD3 zone	Rental—Mandatory 0.09 FAR bonus: 10% units affordable @ 80% AMI for life of the project.	n/a
	Ownership—Mandatory 0.09 FAR bonus: 10% units affordable @ 80% AMI for 50 years.	n/a
Other MDD zones	Rental—Mandatory 10% units affordable @ 50% AMI for life of the project.	8-year tax exemption: 10% units affordable @ 50% AMI for life of the project.  12-year tax exemption: 10% units affordable @ 60% AMI <u>and</u> 10% @ 80% AMI for life of the project.
	Ownership—Mandatory 10% units affordable @ 70% AMI for 50 years.	n/a
<b>SAMMAMISH</b> <b>55 units</b>		
Town Center	Rental & Ownership—Mandatory 10% units in base density affordable @ 80% AMI for 50 years.	n/a
	Rental & Ownership—Voluntary 3 units bonus: 1 unit affordable @ 80% AMI for 50 years.	n/a
<b>WOODINVILLE</b>		
Residential Targeted Areas A, B, and C	n/a	8-year tax exemption: Renovate and preserve facilities listed on the National Register of Historic Places, <u>and/or</u>  Owner-occupied: 8% units affordable @ 50% AMI <u>or</u> 20% units affordable @ 80% AMI, for 50 years.  Renter-occupied: 12% units affordable @ 50% AMI <u>or</u> 20% units affordable @ 70% AMI, for life of the project.

<sup>i</sup> Chapter 12.07 BMC and BMC 12.64.103(B)(3).

<sup>ii</sup> Chapter 12.07 BMC and BMC 12.64.104(B)(4).

<sup>iii</sup> IMC 18.21.070.C.

<sup>iv</sup> IMC 18.21.070.B.

<sup>v</sup> IMC 18.21.070.A.



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<sup>vi</sup> Chapters 18.77 and 18.80 KMC, and KMC 18.23.040.

<sup>vii</sup> Chapters 18.77 and 18.80 KMC, and KMC 18.21.050, 18.24.040, 18.25.040, 18.25A.060, 18.25B.040, and 18.26.070.

<sup>viii</sup> Chapters 18.77 and 18.80 KMC, and KMC 18.22.020.

	Bellevue			Redmond				Issaquah
Residential Target Area	Downtown	Bel-Red	Eastgate, Crossroads, Wilburton	Downtown, Overlake		Marymoor		Tibbett’s Valley TOD
Land Use Incentives	Voluntary	Voluntary <sup>1</sup>	Voluntary	Mandatory		Mandatory		
Length of exemption (8 vs 12 years)	12 years	12 years	12 years	8 years	12 years	8 years	12 years	
Length of affordability term	12 years	12 years	12 years	Life	Life	Life	Life	Life
Level of income/rent restrictions	20% at 70 AMI <sup>23</sup>	10% at 50 AMI plus 10% at 70 AMI <sup>3</sup>	10% at 60 AMI plus 10% at 70 AMI <sup>3</sup>	10% at 60 AMI	10% at 65 AMI plus 10% @ 85 AMI	10% at 50 AMI	10% at 60 AMI plus 10% @ 80 AMI	15% at 60 AMI plus 5% at 80 AMI
Unit size requirements/ incentives	Units 300 sq ft or smaller (“Very Small Dwelling Units”) must be affordable at 45 AMI. 15% of all units must have 2 or more bedrooms.			None.				None.
What’s required in rent (utilities, parking)	Utilities, 1 parking space, <sup>4</sup> anything mandatory.			Utilities, 1 parking space, <sup>5</sup> anything mandatory.				Same as other cities.
Overlap with IZ requirements	MFTE units can also be used to satisfy requirements for FAR incentives.			MFTE units can also be used to satisfy land use requirements.				Same as other cities.
Application fee	\$2,500.			\$2,216.				
Monitoring fee	None.			None.				None.
Affordability definitions	Recertification level 20 pts (AMI) above initial occupancy.			Recertification level 20 pts (AMI) above initial occupancy.				(Same as Redmond.)
Comparability/ distribution of affordable units	“Substantially proportional” mix. If project has more than 1 building, may not locate all affordable units in one building. <sup>6</sup>			“Substantially proportional” mix. “Generally intermingled with all other units.”				(Same as Redmond.)
Program Performance <sup>7</sup>								
• participation rate • number of affordable units produced	2 projects, 313 exempt units, 63 affordable	0 projects	0 projects	3 projects, 618 exempt units, 61 affordable	0 projects	0 projects	0 projects	0 projects (but adopted for a certain project).
Program Administration								
ARCH’s role	Assist developers with applications, write the agreements, and advise city staff through the process. Monitor compliance.			Assist developers with applications, write the agreements, and advise city staff through the process. Monitor compliance.				(Same as other cities.)
City’s role	Approves applications and final certificates and executes contracts.			Approves applications and final certificates and executes contracts.				

<sup>1</sup> Affordable housing required if project is residential or mixed-use and > 1.0 FAR.

<sup>2</sup> One project under old rules of 10% at 60 AMI plus 10% at 70 AMI.

<sup>3</sup> See additional Very Small Dwelling Unit requirement under “Unit size requirements/incentives.”

<sup>4</sup> In practice but not in code. One project is allowed to charge additional for parking because it didn’t benefit from FAR incentives.

<sup>5</sup> In practice but not in code.

<sup>6</sup> Allowed one project to do this, however.

<sup>7</sup> Objects with conditional or final certificates.

	Kirkland				Kenmore	Mercer Island				Item 5.
Residential Target Area	Central Kirkland, North Rose Hill/ Totem Lake, Juanita, NE 85 <sup>th</sup> St, Houghton/ Everest, Bridle Trails, Lakeview, Market St, Finn Hill North, Finn Hill South, Kingsgate				Spencer 68	Town Center		Multi-family Area		
Land Use Incentives	Mandatory		Voluntary		Mandatory	Voluntary		None		
Length of exemption (8 vs 12 years)	8 years	12 years	8 years	12 years	12 years	8 years	12 years	8 years	12 years	
Length of affordability term	Life	Life	Life	Life	Life	Life	Life	Life	Life	
Level of income/rent restrictions	10% at 50 AMI	10% at 60 AMI plus 10% @ 80 AMI	10% at 80 AMI	10% at 50 AMI plus 10% @ 80 AMI	25% at 85 AMI <sup>8</sup>	10% at 60 AMI	10% at 60 AMI plus 10% at 80 AMI	5% at 60 AMI	5% at 60 AMI plus 15% at 80 AMI	
Unit size requirements/ incentives	None.				None. <sup>9</sup>	None.				
What’s required in rent (utilities, parking)	Utilities, 1 parking space, <sup>6</sup> anything mandatory.				Utilities, 1 parking space, <sup>6</sup> anything mandatory.	Utilities, 1 parking space, <sup>6</sup> anything mandatory.				
Overlap with IZ requirements	MFTE units can also be used to satisfy land use requirements.				(Same as Kirkland.)	Not yet determined.				
Application fee	\$1,144.				(Like Mercer Island.)	Provided in MFTE code but not found in fee schedule.				
Monitoring fee	None.				None.	None.				
Affordability definitions	Recertification level 20 pts (AMI) above initial occupancy.				No recertification. <sup>10</sup>	Recertification level 20 pts (AMI) above initial occupancy.				
Comparability/ distribution of affordable units	Covered by zoning code, not MFTE.				Not in code.	“Substantially proportional” mix. Locations not addressed.				
Program Performance <sup>11</sup>										
• participation rate • number of affordable units produced	2 projects, 240 exempt units, 61 affordable. <sup>12</sup>	2 projects, 415 exempt units, 45 affordable	2 projects, 160 exempt units, 16 affordable.	0 projects	2 projects, 222 exempt units, 56 affordable.	0 projects				
Program Administration										
ARCH’s role	Assist developers with applications, write the agreements, and advise city staff through the process. Monitor compliance.				(Same as other cities.)	Assist developers with applications, write the agreements, and advise city staff through the process. Monitor compliance.				
City’s role	Approves applications and final certificates and executes contracts. City Council approves contracts.					Approves applications and final certificates and executes contracts.				

<sup>8</sup> Project development agreement included 5 units at 50 AMI in 25% total.
<sup>9</sup> Development agreement required one of the 50 AMI units to have 2 bedrooms.
<sup>10</sup> Except in the 5 units at 50 AMI.
<sup>11</sup> Projects with conditional or final certificates.

71

includes funded units.



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5772**  
**July 7, 2020**  
**Regular Business**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5772: City Manager's Recommendation on Modified 2020 Work Plan	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Review and approve the revised 2020 work plan.	<input checked="" type="checkbox"/> Action Needed:
		<input checked="" type="checkbox"/> Motion
		<input type="checkbox"/> Ordinance
		<input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Manager
<b>STAFF:</b>	Jessi Bon, City Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Amended – 2020-2021 Department Work Plans 2. Amended – 2020 City Council Planning Session – Additional Work Items 3. 2020-2021 High Visibility Projects (Updated: February 4, 2020) 4. 2020-2021 High Visibility Projects (Updated: July 7, 2020)
<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

### SUMMARY

The impacts of the COVID-19 Pandemic ("Pandemic") have greatly affected the 2020 work plan and resulted in many work items being delayed or suspended. The purpose of this agenda bill is to review the status of these work items and approve a modified work plan for the remainder of the year.

### BACKGROUND

At the end of January 2020, the City Council held its annual Planning Session at the Mercer Island Community and Event Center. One of the key outcomes from the Planning Session was to draft priorities and confirm the work plan for the year. The City Council priorities are intended to guide planning and decision-making through the year and into the next biennium. This includes working towards desired outcomes on a wide range of major projects, new activities, and ongoing work items.

The following City Council priorities were adopted at the City Council meeting on February 4, 2020:

- Priority 1.** Prepare for the impacts of growth and change with a continued consideration on environmental sustainability
- Priority 2.** Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability
- Priority 3.** Implement an economic development program

In March, just one month after adopting the 2020-2021 City Council Priorities and Department work plans, the City became actively engaged in responding to the Pandemic. By mid-March, City facilities were closed to the public, many staff teams transitioned to working remotely, and the central focus of City operations shifted to the Pandemic response. The City experienced abrupt financial impacts because of the Pandemic. In response, cost saving measures were immediately implemented in a phased approach through June. All of these factors have greatly inhibited the organization's ability to deliver on planned work items, resulting in the suspension or delay of many items.

### **2020-2021 CITY COUNCIL PRIORITIES**

The Pandemic is still affecting City operations and will likely be a driving factor for the next one to two years. Given the magnitude of the impact, the City Manager recommends amending the City Council Priorities as follows:

- Priority 1.** Prepare for the impacts of growth and change with a continued consideration on environmental sustainability
- Priority 2.** Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability
- Priority 3.** Implement an economic development program
- Priority 4.** Provide emergency response services related to the COVID-19 Pandemic

The City Council may also desire to revisit the original three priorities and propose modifications based on current circumstances. Alternatively, the City Council may choose to maintain the original priorities and revisit the discussion at the January 2021 Planning Session.

### **2020-2021 DEPARTMENT WORK PLANS**

The current focus of the City staff is on sustaining essential services, which include the emergency response to the Pandemic, public safety, transportation, utilities, mental health services, and the internal support resources needed to sustain these services (human resources, finance, information technology, legal, communications, and facilities). Many other City services are currently functioning in a limited capacity including parks operations and the municipal court. Other operations are fully suspended, including all recreation programs and services.

Each Department prepared a 2020-2021 Work Plan that was presented for review and a brief discussion at the January Planning Session. Department work plans have since been amended to reflect the workload impacts of the Pandemic, see Exhibit 1. A status update for each work item is included in bold. The work items that are currently suspended or delayed are shaded in gray across the entire line.

The City Council decision card process at the January Planning Session resulted in the prioritization of several new work items outlined in Exhibit 2. The new work items were approved at the February 4, 2020 City Council meeting. Staff work on most of these work items was suspended in early March due to impacts of the Pandemic. A status update is included for each of the new work items and noted in bold in the attached document.

Finally, the staff included a “High Visibility Work Items” document at the February 4, 2020 City Council meeting, which provides a three-year overview of major projects, see Exhibit 3. This document has been revised to reflect the status and recommendation of these major work items, see Exhibit 4.

Staff seeks City Council review and approval of the modified work plans.

### **NEXT STEPS**

Efforts are underway to develop the draft 2021-2022 biennial budget document, with plans to present a recommendation from the City Manager this fall. The 2020 work items suspended due to the Pandemic will be included as part of the upcoming budget discussion.

Central to upcoming budget discussions is the need to stabilize the City’s finances. At present, signs point to an economic contraction resulting from the Pandemic. The budget process will involve an in-depth review of the organizational structure and the City’s guiding fiscal policies. Staff will assess former and future staffing levels and look to the City Council for input on service prioritization.

The 2019-2020 adopted budget has been amended to include cost saving measures implemented in phases and may be further amended as new information becomes available and staff adjusts to changing circumstances. This new 2020 baseline budget will serve as the basis to forecast City revenues anticipated in 2021 and 2022. The baseline budget also serves as the starting point to evaluate costs for current service levels and ways to increase efficient and effective provision of essential services.

### **RECOMMENDATION**

1. Amend the 2020 City Council Priorities to include “Priority 4 - Provide emergency response services related to the COVID-19 Pandemic.
2. Approve the modified 2020 work plans.

# Administrative Services 2020 - 2021 Work Plan



## Amended 07/07/20 as result of the COVID-19 Pandemic

### About Administrative Services:

Administrative Services is the combination of the Facilities, Human Resources, and Information and Geographic Services divisions of the City.

- The Facilities division provides preventative and corrective maintenance to all City buildings.
- The Human Resources division encompasses human resources and payroll services.
- The Information and Geographic Services (IGS) division provides support and management of the City's technology, operations and initiatives and Geographic Information System and related products and services.
- Administrative Services also encompasses customer service initiatives, website management, risk management, and internal service delivery.

## ADMINISTRATIVE SERVICES

### Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
<b>Launch New Website and Intranet</b> <i>New, updated website will be launched in Q1. Majority of information has been transferred. Intranet will host internal information for employees. <b>Website rollout anticipated Q4.</b></i>	Ali Spietz	High Priority, CIP funded	2020				2021			
			→ Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>2021-2022 Biennial Budget Development</b> <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation. <b>In progress</b></i>	Ali Spietz	High Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Develop Financial, Purchasing, and Billing Policies and Procedures</b> <i>Assist in drafting and adopting financial, purchasing, and utility billing policies. <b>Work item suspended</b></i>	Ali Spietz	High Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Customer Service Initiative</b> <i>Lead City-wide customer service initiative, including trainings for employees, focus on improving and strengthening overall customer experience for internal and external customers. <b>Work item suspended</b></i>	Ali Spietz	Medium Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

### Administrative Services Work Item 2: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline								
<b>Code of Ethics Contracts</b> <i>Contract with Seattle Ethics and Elections Commission for City's Ethics Officer and contract with local Hearing Examiner for ethics violation trainings. <b>In progress</b></i>	Ali Spietz	High Priority	2020				2021				
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Administrative Services Work Item 2: Operations (Continued)												
Description	Dept. Lead / Liaison	Staff Comments	Timeline								Item 6.	
<b>Public Defense</b> <i>Oversee public defense contract. Issue RFP or renew/reneegotiate current contract. <b>Contract extended</b></i>	Ali Spietz	High Priority, supports other departments	2020				2021					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<b>Master Fee Schedule</b> <i>Create a master fee schedule for Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees). <b>Work item suspended</b></i>	Ali Spietz	High Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<b>Risk Management</b> <i>Attend required meetings and trainings, update auto and property schedule, WCIA contract templates review. <b>Ongoing</b></i>	Ali Spietz	High Priority, supports other departments	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		

## FACILITIES

**Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.**

Description	Dept. Lead / Liaison	Staff Comments	Timeline											
<b>2021-2022 Capital Improvement Plan (CIP) Development</b> <i>Development of the six-year capital improvement plan for facilities projects. <b>In progress</b></i>	Ali Spietz Jason Kintner Zach Houvener	High Priority, supports other departments	2020				2021							
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
<b>Facilities Service Delivery Assessment</b> <i>Review and analyze current structure and function of Facilities division. Seek feedback from interntal teams on high priority items. <b>Work item suspended</b></i>	Ali Spietz Jason Kintner Zach Houvener	High Priority, supports other departments	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→			

## Facilities Work Item 2: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline											
<b>Facilities Project Management</b> <i>Oversee facilities CIP projects, including City Hall, Luther Burbank Admin Building, MICEC, North Fire Station, Public Works Building, South Fire Station, and Thrift Shop. <b>Ongoing</b></i>	Ali Spietz, Jason Kintner	Medium Priority	2020				2021							
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→		
<b>City Buildings Maintenance</b> <i>Coordinate scheduled preventative building maintenance and respond to building maintenance requests. <b>Ongoing</b></i>	Ali Spietz, Jason Kintner	Medium Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→		



## HUMAN RESOURCES

Item 6.

**Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize organization, optimize resources, and develop a long-term plan for fiscal sustainability.**

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Compensation Policy and Philosophy</b> <i>Develop a City-wide compensation policy and philosophy. <b>Work item suspended</b></i>	TBD	City Council Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Citywide Classification &amp; Compensation Study</b> <i>The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff. <b>Work item suspended</b></i>	TBD	City Council Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Employee Handbook Update</b> <i>Complete final review of the revised Employee Handbook (WCIA, Legal &amp; Unions) and produce/distribute. <b>In progress</b></i>	Ali Spietz	High Priority, Legally Required	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Launch NEOGOV HR Software</b> <i>NEOGOV is an integrated human resource information system for employee records, salary and benefit administration, form workflow, and workforce data. The platform includes job applicant tracking, onboarding, payroll, and time &amp; attendance. <b>In progress</b></i>	Ali Spietz LaJuan Tuttle	High Priority, CIP funded	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>COVID-19 Pandemic Response **NEW**</b> <i>Draft and implement personnel policies in response to the Pandemic. Provide administrative support for reduction in workforce (layoffs, furloughs, etc.) due to the fiscal impacts of the Pandemic. <b>Ongoing</b></i>	Ali Spietz	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

## HR Work Item 2: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>HR Policies, Procedures, and Programs</b> <i>Plan, organize, develop, and administer uniform HR policies, procedures, and programs, including: recruitment and new employee orientation and on-boarding; labor agreement negotiations; oversee safety and wellness program; advise directors and supervisors on interpretation and application of policies and procedures, and provide technical expertise on HR management or employee related issues, including conducting and/or arranging for internal investigations; and supporting Civil Service Commission and Disability Board. <b>Ongoing, adapting polices to meet COVID-19 requirements.</b></i>	Ali Spietz Lara Gerheim Also includes limited term contracted support.	High Priority, supports other departments	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>

## HR Work Item 2: Operations (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Maintain Employee Records</b> Maintain employee records and HRIS database. Manage and administer employee benefit programs and LEOFF 1 Retiree medical program. Work with City Clerk to review HR records, identifying destruction and/or archival requirements. <b>Ongoing</b>	Ali Spietz Lara Gerheim Deb Estrada	High Priority, supports other departments	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Conduct Training Programs and Performance Evaluations</b> Plan, organize, develop, and administer City-wide training programs and employee survey. Manage City-wide performance evaluation process and employee recognition and service award programs. <b>Delayed</b>	Ali Spietz Lara Gerheim	High Priority, supports other departments	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Process Payroll and Employee Benefits Programs</b> Process and transmit bi-weekly payroll for 200+ employees; process payments to benefits vendors and quarterly reports required by state and federal law; process and maintain all leave accrual records; report retirement earnings to four retirement systems; pay supplemental retirement benefits for LEOFF 1 retirees; and monitor worker's compensation claims and process reports. <b>Ongoing</b>	Ali Spietz, Jessica Hong, LaJuan Tuttle	High Priority, supports other departments	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

## INFORMATION & GEOGRAPHIC SERVICES

**Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.**

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>2021-2022 Capital Improvement Plan (CIP) Development</b> IT and GIS lead staff will work with staff City-wide to identify, prioritize and bid technology projects for the 2021-2022 biennium. <b>In progress</b>	Ali Spietz, Alfredo Moreno, Leah Llamas	High Priority, CIP funded	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Evaluate Technology Upgrades in Council Chambers</b> Evaluate options to upgrade the Technology in Council Chambers to allow for remote participation. Microsoft Teams was suggested. <b>Work item suspended</b>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Evaluate the Finance Software System</b> The City is using ONESolution for finance operations and reporting. The system is scheduled to be upgraded in 2021. It may be wise to evaluate other software systems before the upgrade is performed. Additional one-time resources will be to support this research effort. <b>Work item suspended</b>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

IT Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)												Item 6.
Description	Dept. Lead / Liaison	Staff Comments	Timeline									
<b>Financial System Upgrades</b> <i>Upgrade City financial system software to the current version. <b>Work item suspended</b></i>	Supporting LaJuan Tuttle	High Priority, CIP funded	2020				2021					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<b>Permitting System Upgrades</b> <i>This project will update the City's permitting system to the latest version. <b>Work item suspended</b></i>	Supporting Evan Maxim	High Priority, CIP funded	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<b>COVID-19 Pandemic Response **NEW**</b> <i>Support remote workforce due the Pandemic. Adding computing resources to take on additional load, modifying and improving the phone and other systems for remote use, strengthening cybersecurity posture, and enhancing system redundancy. <b>Ongoing</b></i>	Ali Spietz	High Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

IT Work Item 2: Projects														
Description	Dept. Lead / Liaison	Staff Comments	Timeline											
<b>Computer Equipment Replacements</b> <i>Scheduled replacement of desktop computers, printers, and associated equipment. <b>Ongoing. Purchased additional laptops to address remote work needs.</b></i>	Alfredo Moreno	Medium Priority	2020				2021							
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→		
<b>Maintenance Management System for Parks/CityWorks</b> <i>Replace manual processes to manage Parks &amp; Recreation assets with a software system for the management of park facilities. <b>Ongoing</b></i>	Supporting Alaine Sommargren	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→		
<b>Thrift Store Point of Sale Enhancement</b> <i>Upgrade and enhance point of sale system at Thrift Store with modern technology. <b>In progress</b></i>	Supporting Suzanne Philen	Medium Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→		
<b>Network Communications Infrastructure</b> <i>Partner with King County and Sound Transit construction projects to install City owned conduit for network communications. Prepare for Supervisory Control and Data Acquisition (SCADA), Prepare for Puget Sound Emergency Radio Network (PSERN), and other projects. <b>In progress</b></i>	Leading and Supporting Various Departments	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→		
<b>Emergency Operations Center Technology</b> <i>Simplify access and use of wide range of technology tools available to EOC operations. <b>Work item suspended</b></i>	Supporting Jennifer Franklin	Medium Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→		

IT Work Item 2: Projects (Continued)				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Maintenance Management System For Facilities/CityWorks</b> Replace manual processes to manage facility assets with a software system for the maintenance and management of all City facilities. <b>2021 work item</b>	TBD	High Priority, CIP funded	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	Item 6.
<b>City Facility Security Cameras</b> Improve security cameras at Thrift Store and Water Reservoir. <b>In progress</b>	Alfredo Moreno	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Automatic Metering Infrastructure</b> Replace water meters with self reporting equipment, eliminating manual meter reads. <b>In progress</b>	Supporting TBD	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>SCADA System Replacement</b> Design and replace Supervisory Control and Data Acquisition (SCADA) systems including obsolete Remote Terminal Units (RTU's) at pump stations and reservoir and replace the Human-Machine Interface (HMI). at the Maintenance Building. <b>In progress</b>	Supporting TBD	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

IT Work Item 3: Operations				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Helpdesk Support</b> Provide helpdesk services for employees for existing technology systems, hardware, and software. <b>Ongoing</b>	Alfredo Moreno	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Network and Server Support</b> Maintain and provide 24x7x365 support for a highly available and responsive network infrastructure connecting City facilities and staff, the public, other governmental institutions, and the Internet. <b>Ongoing</b>	Alfredo Moreno	High Priority, supports other departments	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Business Application Support</b> Maintain the City's enterprise and line of business software applications. This includes procurement, implementation, vendor and contract management, and support. <b>Ongoing</b>	Alfredo Moreno	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Project Management and Support</b> Provide project management support for technology projects and initiatives. <b>Ongoing</b>	Alfredo Moreno	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Disaster Recovery and Business Continuity</b> Plan and prepare for disaster recovery and business continuity for technology systems and services. <b>Ongoing</b>	Alfredo Moreno	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

### IT Work Item 3: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Cyber Security</b> Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct training for City staff on cyber and information security. <b>Ongoing</b>	Alfredo Moreno	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

### GIS Work Item 1: Projects

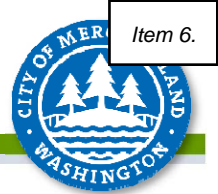
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Watercourse GIS Layer Update</b> Update watercourse data to help enforce permitting requirements and analyze storm water drainage. Watercourses change over time and the existing data is decades old. Project will update watercourse and wetland information using best available science and technology. <b>In progress</b>	Leah Llamas	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Mobile Asset Data Collection</b> Capture and utilize video images of city street and utility infrastructure visible from the public right of way to evaluate and plan infrastructure maintenance activity. <b>In progress</b>	Leah Llamas	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>High Accuracy Orthophotos</b> Regional orthophotography flight to share costs with neighboring jurisdictions for high resolution aerial photographs of above ground features and infrastructure from which accurate measurements and analysis can occur. <b>In progress</b>	Leah Llamas	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Maintenance Management System For Parks/CityWorks</b> Replace manual processes to manage Parks & Recreation assets with a software system for the management of park facilities. <b>Delayed, work will progress as staff time allows</b>	Mike Helten	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>SCADA System Replacement</b> Assist in the SCADA operations requiring GIS integration. <b>In progress</b>	Supporting TBD	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Maintenance Management System For Facilities/CityWorks</b> Replace manual processes to manage City's facility assets with a software system for the maintenance and management of all City facilities. <b>2021 work item</b>	Mike Helten	High Priority, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>AMR/AMI (Meter Replacement Program)</b> Replace water meters outlined by the meter replacement program. <b>In progress</b>	Supporting TBD	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

GIS Work Item 1: Projects (Continued)				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>IT Pipes</b> Assist in GIS integration requirements for implementing sewer City's CCTV software. <b>In progress</b>	Supporting TBD	High Priority, CIP funded	<div>2020</div> <div>→ Q1 Q2 Q3 Q4</div>	<div>2021</div> <div>Q1 Q2 Q3 Q4</div>

GIS Work Item 2: Operations				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Permit Data in WebGIS and StoryMap</b> Extract scheduled permit data from TrakIt and display information in WebGIS. Will create data that can be displayed as map layer or story map format. <b>Ongoing</b>	Leah Llamas Mike Helten	Medium Priority	<div>2020</div> <div>→ Q1 Q2 Q3 Q4</div>	<div>2021</div> <div>Q1 Q2 Q3 Q4 →</div>
<b>Cityworks Administration</b> Continue with assisting in Cityworks software administration including workflow enhancements and reporting. <b>Ongoing</b>	Leah Llamas Mike Helten	Medium Priority	<div>→ Q1 Q2 Q3 Q4</div>	<div>Q1 Q2 Q3 Q4 →</div>
<b>Map Services Administration</b> Continue with maintenance and administration of online map services to ensure WebGIS, Cityworks, and Online maps are operational. <b>Ongoing</b>	Leah Llamas	Medium Priority	<div>→ Q1 Q2 Q3 Q4</div>	<div>Q1 Q2 Q3 Q4 →</div>
<b>GIS Layer Maintenance</b> Redesign key layers within the GIS to improve analysis and linking to other business systems (example: address layer enhancements, Landuse layer update based on recent best available science, etc.). <b>Ongoing</b>	Leah Llamas Mike Helten	Medium Priority	<div>→ Q1 Q2 Q3 Q4</div>	<div>Q1 Q2 Q3 Q4 →</div>
<b>ESRI Software and Latitude GeoCortex Maintenance</b> Continue to maintain and enhance ESRI and Latitude GeoCortex softwares including procurement, licensing and administration to ensure WebGIS and GIS software are operational. <b>Ongoing</b>	Leah Llamas	Medium Priority	<div>→ Q1 Q2 Q3 Q4</div>	<div>Q1 Q2 Q3 Q4 →</div>



# City Attorney's Office 2020 - 2021 Work Plan



**Amended 07/07/20 as result of the COVID-19 Pandemic**

## About the City Attorney's Office:

The City Attorney's Office serves as legal counsel to the City of Mercer Island, and provides legal advice to the City Council, City Manager, staff, and Boards and Commissions. The City Attorney's Office provides legal guidance in a multitude of day-to-day operations and represents the City in all litigation, either directly or through outside counsel, before all courts and administrative agencies.

## Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Prepare for Sound Transit Light Rail Station and Bus Intercept</b> <i>Provide legal advice and assistance to the City Manager and City Council; manage outside legal counsel. <b>Ongoing</b></i>	Bio Park	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>Sound Transit Settlement Agreement</b> <i>Monitor and enforce terms of settlement agreement; track expenses for reimbursement. <b>Ongoing</b></i>	Bio Park Mary Swan Jason Kintner Gareth Reece	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>BP/ARCO Reimbursement Agreement</b> <i>Monitor Terms of settlement agreement; track environmental expenses and reimbursements from BP/ARCO. <b>Ongoing</b></i>	Bio Park Mary Swan, Kirsten Taylor	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>Commuter Parking and Mixed-Use Project</b> <i>Provide legal advice and assistance to the City Manager and City Council; manage outside counsel. <b>Ongoing</b></i>	Bio Park	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>Update Town Center Parking Regulations</b> <i>Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed. <b>Work item suspended</b></i>	TBD	City Council Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

### Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change (Continued)

Item 6.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Regulations Related to Camping on Public Property</b> <i>Study potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see Martin v. Boise). <b>Work item suspended</b></i>	Bio Park	City Council Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Study/Evaluate Permanent Protection for Parks/Open Space</b> <i>Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21. <b>Work item suspended</b></i>	TBD	City Council Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

### Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>City Attorney Office Staffing/Service Delivery Assessment</b> <i>Evaluate legal service delivery model, consider contract options vs. in-house staff option. One position in the City Attorney's Office is vacant. <b>Ongoing. Working with outside legal counsel to supplement staff work. Will review as part of 2021-2022 budget process.</b></i>	Bio Park	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>2021-2022 Biennial Budget Development</b> <i>Prepare proposed budget for department. Provide legal advice and assistance to City Manager and Finance Director on budget preparation. <b>In progress</b></i>	Bio Park	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>COVID-19 Pandemic Response **NEW**</b> <i>Provide legal support and guidance on policies and operations related to the Pandemic. <b>Ongoing</b></i>	Bio Park	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

### Work Item 3: Litigation

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Litigation</b> <i>The City Attorney's Office represents the City in all pending matters in state and federal courts and administrative agencies. There are nine (9) pending matters currently. <b>Ongoing</b></i>	Bio Park	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>



### Work Item 4: Claims and Incidents

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Claims and Incidents</b> <i>The City Attorney's Office manages all administrative claims filed against the City and reviews all incident reports City-wide for potential liability. The city receives an average of twenty-three (23) claims and eighty (80) incident reports per year. <b>Ongoing</b></i>	Bio Park	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>

### Work Item 5: Code and Policy Amendments

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Sign Code Amendment</b> <i>Provide legal assistance to CPD. <b>Work item suspended</b></i>	Bio Park	Medium Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Wireless Communication Facilities Code Amendments</b> <i>Monitor litigation challenging FCC's rules; assist CPD with permanent code provisions. <b>Work item suspended</b></i>	Bio Park	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Update Employee Handbook</b> <i>Assist HR Department and provide legal review. <b>Ongoing</b></i>	Bio Park Ali Spietz	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Franchise Agreements</b> <i>Update Zayo, Verizon, and other franchise agreements for which the City can recover administrative costs. <b>Ongoing</b></i>	Bio Park	Low Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

### Work Item 6: Administration and Routine Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Daily Operations and Interdepartmental Meetings</b> <i>Provide advice on daily operations and attend various interdepartmental meetings in an advisory capacity. <b>Ongoing</b></i>	Bio Park Mary Swan	Medium Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>General Municipal Law</b> <i>Advise staff on local government law, including finance and budgeting, taxation, legislation drafting, Open Public Meetings Act, inter/intra-governmental relations, elections. <b>Ongoing</b></i>	Bio Park Mary Swan	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Legal Counsel to City Manager and City Council</b> <i>City Council - Meeting preparation; research, review, and respond to legal inquiries; preparation of Executive Session materials; attend all meetings. <b>Ongoing</b></i>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

## Work Item 6: Administration and Routine Operations (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Land Use</b> Provide advice on permit applications, and counsel on zoning, planning, growth management, code enforcement, the State Environmental Policy Act, and acquisition of public property for open space, parks, and other public facilities. <b>Ongoing</b>	Bio Park	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Planning Commission</b> Attend meetings as needed. Provide legal advice and support to CPD. <b>Temporary suspended, likely to resume in Fall 2020.</b>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Design Commission</b> Attend meetings as needed. Provide legal advice and support to CPD. <b>Resuming work in July 2020.</b>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Contracts and Agreements</b> Legal review of interlocal agreements; contracts; contract amendments; change orders; legal advice and support to city staff regarding same; maintain updated contract forms. <b>Ongoing</b>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Employment Law</b> Legal counsel on labor negotiations, civil service, and arbitration proceedings; personnel and labor issues; and personnel policies. <b>Ongoing and also retained outside legal counsel.</b>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Environmental Protection</b> Provide counsel on broad range of environmental issues, including Shoreline Management Act, water resources, the Endangered Species Act, and long-term policy development. <b>Ongoing</b>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Seminars and Training</b> Attend training and seminars to meet insurance pool and bar association requirements; participate in trainings and seminars for recent developments in municipal law. <b>Ongoing</b>	Bio Park Mary Swan	Legal Requirement	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Records Management</b> Manage and maintain City Attorney's Office records pursuant to Washington State Records Retention Schedules. <b>Ongoing</b>	Mary Swan	Legal Requirement	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

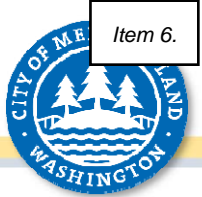
## Work Item 7: Prosecution

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Prosecution of Misdemeanor Cases</b> Oversee Prosecution and Indigent Services Contracts. <b>Ongoing</b>	Bio Park	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

## Work Item 8: Public Records

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Public Records Requests (NextRequest)</b> <i>Respond to Public Records Requests; maintain NextRequest portal templates, settings and features. City receives approximately one thousand (1,000) public records requests per year. <b>Ongoing</b></i>	Mary Swan Deb Estrada	Legal Requirement	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Review of Public Records Response</b> <i>Review public records denials and exemptions. <b>Ongoing</b></i>	Bio Park Mary Swan	Legal Requirement	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Public Records Recordkeeping</b> <i>Complete the annual Joint Legislative Audit and Review Commission Report required by Engrossed Senate House Bill 1594 to report 15 metrics on city public records, such as number of records requests received; number of requests closed with in five days; estimated cost to city; and more. <b>Ongoing</b></i>	Mary Swan Deb Estrada	Legal Requirement	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Public Records Officer Training</b> <i>Attend Public Records Officer trainings and seminars for recent developments in the Public Records Act and best practices. <b>Ongoing</b></i>	Mary Swan Deb Estrada	Legal Requirement	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

# City Manager's Office 2020 - 2021 Work Plan



**Amended 07/07/20 as result of the COVID-19 Pandemic**

## About the City Manager's Office

The City Manager's Office assists the City Council in establishing community goals and policies and provides leadership and direction in the administration of all City Departments and services. The City Manager's Office oversees intergovernmental relations, City Clerk, communications, sustainability, public records, and coordinates closely with the City Attorney's Office and the HR Dept.

## Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Prepare for Sound Transit Light Rail Station and Bus Intercept</b> <i>Work with CPD, MIPD, MIFD, PW, ST, Metro, and other agencies to ensure safe design and implementation of ST Light Rail Station, bus intercept, and ped/bike access. <b>Ongoing</b></i>	Jessi Bon Jason Kintner Gareth Reece Bio Park Ross Freeman	High Priority	2020                      2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Implementation of ST Settlement Agreement</b> <i>Track Settlement Fund appropriations and expenditures, manage contracts and monthly payments, submit detailed reimbursement invoices to ST quarterly, provide community updates via Let's Talk and social media and news releases, respond to inquiries. <b>Ongoing</b></i>	Gareth Reece	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Study/Evaluate Permanent Protection for Parks/Open Space</b> <i>Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21. <b>Work item suspended</b></i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Commuter Parking and Mixed-Use Project</b> <i>Working with external partners, advance towards project design and engage community as project unfolds. Manage environmental remediation and finalize reports. Continue property assemblage. <b>Work item suspended</b></i>	Jessi Bon Gareth Reece Jason Kintner	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

## Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>First/Last-Mile Initiatives</b> Continue research and implementation of mobility initiatives that help users reach regional transit at Town Center without SOV usage. <b>Work item suspended</b>	Ross Freeman	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Citywide Shuttle Services</b> Review the potential of implementing a shuttle service on Mercer Island to serve businesses, schools, the Park & Ride, and other areas on Mercer Island. <b>Work item suspended</b>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	

## Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Long-Term Financial Strategy</b> Continue work on the long-term financial strategy, revisit policies related to the long-term forecast, reserves and the Contingency Fund. Implement organizational assessment findings. <b>In progress and included as part of the 2021-2022 biennial budget process.</b>	Jessi Bon Matt Mornick LaJuan Tuttle	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>2021-2022 Biennial Budget</b> Prepare and transmit a 2021-2022 biennial budget recommendation to include policy revisions and updates at the direction of the City Council. <b>In progress</b>	Jessi Bon, Ali Spietz, LaJuan Tuttle, Matt Mornick	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Capital Improvement Program</b> Facilitate interdepartmental effort to develop short-term and long-term strategies to update and improve the City's capital improvement program. Revise format, update policies. <b>TIP adopted, CIP work planned for the fall. Will be modified give impacts of COVID-19.</b>	Matt Mornick	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Organizational Assessments</b> Complete Finance, Fire, CPD, and Parks maintenance organizational assessments. Assessments began in mid-2019. <b>Fire in progress, CPD and park maintenance suspended.</b>	Jessi Bon	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	

**Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)**

Item 6.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Fill Director Vacancies</b> <i>Filling director vacancies and interim positions in the City Manger, City Attorney, Finance, and Parks &amp; Recreation departments will be a priority for 2020 and may extend into 2021. <b>The organizational structure has been impacted by the Pandemic. Some positions will be filled in 2020, others will be included as part of the 2021-2022 budget process.</b></i>	Jessi Bon	High Priority	<div> <div>2020</div> <div>2021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div> </div>
<b>COVID-19 Pandemic Response **NEW**</b> <i>Provide ongoing leadership and support to the City and community related to the impacts of the Pandemic. Prepare updated financial information for the City Council. Revisit policies and operations plans. <b>Ongoing</b></i>	Jessi Bon	High Priority	<div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div> </div>
<b>Leadership Continuing Education and Training</b> <i>Building current and future leaders throughout the organization through continuing education and training of the Leadership and Expanded Management Teams. <b>Work items suspended, limited ability to focus on this work in the short-term give impacts of COVID-19.</b></i>	Jessi Bon	Medium Priority	<div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div> </div>
<b>Maintenance Management System for Parks/CityWorks</b> <i>Participate in interdepartmental team to transition Parks Maintenance work flows into Cityworks software, project tracking program. <b>Delayed due to COVID-19, work will resume as staffing resources allow.</b></i>	Ben Schumacher Alaine Sommargren	High Priority	<div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div> </div>
<b>Master Facility Use Agreement with MISD</b> <i>Complete costing analysis, review interlocal agreements, and work with MISD to draft a new Master Facility Use Agreement to include all facilities shared/jointly maintained between the Mercer Island School District (MISD) and the City. <b>Delayed due to COVID-19, but still a priority.</b></i>	Matt Mornick	Medium Priority	<div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div> </div>
<b>Compensation Policy and Philosophy</b> <i>Develop a City-wide compensation policy and philosophy. <b>Work item suspended</b></i>	TBD	City Council Priority	<div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div> </div>

**Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)**

Item 6.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Citywide Classification &amp; Compensation Study</b> <i>The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff. <b>Work item suspended</b></i>	TBD	City Council Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Long-Term Funding Strategy for School-Based Counselors</b> <i>Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy. <b>In progress - YFS Working Group formed.</b></i>	TBD	City Council Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

**Work Item 3: Council Priority 3 - Implement an Economic Development Program**

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Research and Develop Economic Development Program</b> <i>Proactively engage the community to develop a Mercer Island strategy for economic development, inclusive of all island businesses. Develop a plan with specific short, medium, and long term action items for implementation by the City to support local businesses. <b>Work item suspended.</b></i>	TBD	City Council Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Recruit and Hire Economic Development Program Staff</b> <i>Identify/allocate resources to support a staff position who will help coordinate economic development activities, per Comprehensive Plan. Evaluation of resources and position scoping is still pending. <b>Temporary EOC position created to support local businesses impacted by COVID-19. Discussion about permanent position included in 2021-2022 budget.</b></i>	TBD	City Council Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

**Work Item 4: Communications**

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Communications Support</b> <i>Plan and provide support or outreach/engagement management for other departments: e.g., major construction outreach, public works and parks projects, emergency operations, weather events, etc. <b>Ongoing</b></i>	Ross Freeman Department Heads	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>



## Work Item 4: Communications (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Biennial Community Opinion Survey</b> <i>Research and present options for the City Council's biennial public opinion survey; collaborate on promotion, and assist with distribution and explanation of results. <b>Work item suspended</b></i>	Ross Freeman	Medium Priority	<div>2020</div> <div>2021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Oversee and Maintain Range of Communications Tools</b> <i>Assist with maintenance of website, and Let's Talk and MI-Connect engagement platforms; oversee and post to all City social media outlets; publish MI-Weekly E-Newsletter; interact with local and regional print and TV media as needed; write news releases (as well as comments/talking points) regarding City or Council actions; oversee or produce all-Island mailers. <b>Ongoing</b></i>	Ross Freeman	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Employee Communications</b> <i>Implement internal communications strategy to better inform and engage with employees and boost morale. <b>Delayed</b></i>	Jessi Bon Amanda Keverkamp	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>COVID-19 Pandemic Response **NEW**</b> <i>Continue to provide timely communications and updates to the community on the Pandemic. Share relevant local, regional, and national updates. Coordinate with other entities on communications strategies, including MISD. <b>Ongoing</b></i>	Ross Freeman Amanda Keverkamp	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	

## Work Item 5: City Council Support

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>City Council Planning Session and Mid-Year Planning Session</b> <i>Assist Council with annual goals setting and mid-year check-in. <b>Planning Session complete, Mid-Year Planning Session Canceled</b></i>	Jessi Bon Deb Estrada	High Priority	<div>2020</div> <div>2021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>City Council Meeting Scheduling</b> <i>Manage the City Council Planning Schedule to ensure timely delivery of work plan items. Evaluate need for Special Meetings and "Joint Meetings" with other boards or governing bodies. <b>Ongoing and many modifications due to COVID-19.</b></i>	Jessi Bon, Deb Estrada	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Boards and Commissions Annual Recruitment</b> <i>Advertise, recruit, and fill vacancies for six boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs and ensure Code of Ethics compliance. <b>Ongoing. 2020 recruitment complete, still working on 2021.</b></i>	Deb Estrada	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>



## Work Item 5: City Council Support (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Evaluate Sustainability Committee</b> <i>City Council to evaluate whether or not to continue the Sustainability Committee. <b>Delayed, possible discussion Fall 2020</b></i>	Jessi Bon	City Council Priority	<div>2020</div> <div>Q1 Q2 Q3 Q4</div> <div>2021</div> <div>Q1 Q2 Q3 Q4</div>	
<b>Evaluate Technology Upgrades in Council Chambers</b> <i>Evaluate options to upgrade the Technology in Council Chambers to allow for remote participation. Microsoft Teams was suggested. <b>Work item suspended</b></i>	TBD	City Council Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Town Hall Community Meetings</b> <i>Explore hosting town hall style meetings (or other mechanisms) to allow for open communication and dialogue with the community on a variety of topics. <b>Work item suspended</b></i>	Jessi Bon Deb Estrada City Council	City Council Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Boards and Commissions Guide Books</b> <i>Create guide/resource books tailored to each board and commission to facilitate onboarding and recruitment as needed. <b>Work item suspended</b></i>	Deb Estrada	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Ethics Training for Public Officials</b> <i>Identify Washington Cities Insurance Authority (WCIA) training consultant, establish curriculum that supports adopted Code of Ethics, and develop training schedule. <b>Not started, may be delayed beyond Q1 2021 depending on workload.</b></i>	Deb Estrada	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Emergency Management Training for Public Officials</b> <i>Provide elected officials with an overview of roles, responsibilities, and operations. <b>May schedule a debrief/training in 2021, TBD</b></i>	Deb Estrada Jennifer Franklin	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Deputy City Clerk Strategy</b> <i>Identify a staffing strategy to train and develop a Deputy City Clerk or back-up for City Clerk and Public Records Officer. <b>In progress, Mary Swan training as back-up.</b></i>	Jessi Bon Deb Estrada Bio Park Mary Swan	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	

## Work Item 6: Sustainability

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>City Sustainability Initiatives</b> <i>In consultation with the City Council, research and launch 2020-2021 initiatives, to likely include: Community Solar Campaign; enhanced food waste and recycling options inside City and across community; select K4C priorities and legislation; greenpower for City facilities; bicycle wayfinding signage. <b>Work item suspended.</b></i>	Ross Freeman	Medium Priority	<div>2020</div> <div>2021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>

## Work Item 6: Sustainability (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Greenhouse Gas and Carbon Footprint Tracking</b> Gather and enter 3-year backlog of missing data, analyze in partnership with local sustainability collaborators, and prioritize future Greenhouse Gas (GHG)-reduction actions for proposed City Climate Action Plan. <b>Delayed, but making progress as staff time allows.</b>	Ross Freeman	Medium Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>King County-Cities Climate Collaboration (K4C)</b> Serve as primary City liaison to K4C process, its joint programs, and legislative agenda. Secure engagement and support of City Council, facilitate sign-on letters and lobbying opportunities, prepare comments/testimony, partner with other cities. <b>Ongoing</b>	Ross Freeman	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

## Work Item 7: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Legislative Analysis</b> Prepare the annual legislative priorities with direction from the City Council. Monitor legislative activity at the State and Federal level and prepare responses and/or letters of support. <b>Ongoing, currently focusing on potential special session.</b>	Jessi Bon	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Confidential Email Procedures</b> Develop procedures and establish training schedule for confidential Personnel and Privileged correspondence. <b>Work item suspended</b>	Ali Spietz Deb Estrada Mary Swan	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Scan and Toss Policy</b> Develop a policy that outlines the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period. Develop City-wide training schedule. <b>2021 work item</b>	Deb Estrada	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Records Retention and Destruction</b> Review HR records (1991 to present, approximately 60 boxes) and finance records (2011 to present, 265 boxes) and identify destruction and/or archival requirements. Provide support and training to City departments in the records retention. <b>2021 work item</b>	Deb Estrada	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Public Records (JLARC)</b> Complete Annual Joint Legislative Audit & Review Committee (JLARC) Report in compliance with RCW 40.14.026 which requires agencies to report information about their public records practices. <b>In progress</b>	Deb Estrada, Mary Swan	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	

## Work Item 7: Administration (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Public Records (NextRequest)</b> <i>Update employee salaries to accurately capture the true cost of processing records requests. Update templates, signature lines, etc. to ensure consistency and compliance with public records practices. <b>In progress</b></i>	Deb Estrada Mary Swan	Medium Priority	<div>2020</div> <div>2021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Agenda Management (Municode)</b> <i>Support Boards and Commissions (B&amp;C) Liaisons to finalize six B&amp;C agendas and minutes templates, develop agenda workflow, and identify training needs. Develop procedures to assist staff with onboarding new support staff and board and commission members. <b>Work item suspended, likely 2021 implementation.</b></i>	Deb Estrada	Medium Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Municipal Code Transition (Municode)</b> <i>Manage the transition from the City's current service provider "Code Publishing" to "Municode" to meet the growing codification needs, increase transparency, and improve user functionality. <b>Ongoing</b></i>	Deb Estrada	Medium Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	

## Work Item 8: Projects

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Thrift Shop and Recycling Center Remodel Project **NEW**</b> <i>Project includes a minor remodel of the Thrift Shop, resulting in an expanded retail floor space (≈50% increase), relocation of restrooms to the main floor, and addresses other facility needs. The project also includes a remodel and activation of the former Recycling Center (northwest corner of Mercerdale Park) to support donation processing. <b>In progress</b></i>	Jessi Bon Jason Kintner	High Priority	<div>2020</div> <div>2021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

# Community Planning & Development 2020 - 2021 Work Plan



Item 6.

## Amended 07/07/20 as result of the COVID-19 Pandemic

### About the Community Planning and Development Department

- Provide public information, guidelines, and applications for private and commercial building and land development.
- Ensure implementation and enforcement of permitting, plans, and building standards associated with private and commercial development.
- Provide code compliance oversight and direction.
- Support City Council legislative work plan, and provide technical representation of the City at regional and state legislative discussions.

### Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Commuter Parking and Mixed-Use Project</b> <i>CPD staff provide permit processing, design reviews, plans examinations, and code compliance oversight and direction. <b>Work item suspended</b></i>	CPD Director	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>

### Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>2021-2022 Biennial Budget Development</b> <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation. <b>In progress</b></i>	CPD Director CPD Managers	High Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Organizational Assessment</b> <i>CPD began an organizational and staffing review in 2019. Anticipated completion of review and implementation in early 2020. Following the organizational and staff review, CPD anticipates additional/ongoing work will be needed to implement consultant recommendations. <b>Temporarily Suspended . About 2/3 complete - will need to be updated following workforce reductions.</b></i>	Alison Van Gorp	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>Succession Planning and Workforce Development</b> <i>Ensure ongoing workforce development through training, job growth opportunities. Develop internal candidates for anticipated vacancies. Planning for staff retirements. <b>Work item suspended</b></i>	CPD Director	Medium Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)			
Item 6.			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Website Upgrade</b> Update and re-organize information and resources on the website for clarity and ease of access. Design with end user in mind. <b>Temporarily suspended, but CPD updates mostly complete. Will be prepared to complete launch by end of year.</b>	Andrea Larson Alison Van Gorp	High Priority	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 3: Council Priority 3 - Implement an Economic Development Program			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Review/Update Town Center Development Code</b> Suggestions currently include: - Revisit the retail frontage requirements and whether or not the requirement for retail should be extended south. - Evaluate and consider restoring the pre-2015 or 1992 zoning regulations. - A light rail integration plan to address bike and pedestrian connections to the new station. Also includes design aesthetics to ensure new infrastructure complements and connects to existing infrastructure. <b>Temporarily suspended, with the exception of the retail square footage discussion (CC moratorium). Will need consultant and staff support to complete.</b>	TBD	City Council Priority	2020 2021
			Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>COVID-19 Pandemic Response **NEW**</b> Support the Finance Department's financial analysis and forecasting related to the effects of the Pandemic, associated recession, and declining permit revenues. Continue to monitor and adjust expenditures as new information becomes available. Provide support to other Departments on permit and policy matters related to the Pandemic. <b>Ongoing</b>	CPD Director CPD Staff	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 4: Ongoing Department Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Construction Permits, Land Use Decisions, and Code Compliance</b> Mercer Island annually processes approximately 3,200 construction permits, 230 land use reviews, 140 code compliance cases. 80% of staff resources are dedicate to this work. <b>Ongoing</b>	CPD Director	High Priority	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 4: Ongoing Department Operations (Continued)													Item 6.
Description	Dept. Lead / Liaison	Staff Comments	Timeline										
<b>Monitor Large Development Projects <i>Ongoing</i></b> <i>Xing Hua (King Property) Mixed Use building</i> <i>Pratt Subdivision (6-lot)</i> <i>Boy's &amp; Girls Club Subdivision (14-lot)</i> <i>East Seattle Partner's Office</i> <i>Mercertech (5-lot)</i>	CPD Managers	Application in Q1 2020	2020					2021					
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→	
	CPD Managers	Site development	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→	
	CPD Managers	SEPA review	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→	
	CPD Managers	Under construction	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
	CPD Managers	No current work	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→	
<b>Customer Service</b> <i>As the face of the organization for customers arriving at City Hall, it is the Department's priority to provide outstanding customer service and administrative assistance to all customers. Areas of focus include new website, revising forms, and staff training. <b>Ongoing and approach is modified due to temporary closure of City Hall.</b></i>	CPD Director CPD Managers	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →										
<b>Communication Strategies</b> <i>Working with the City's Communications Manager, update and maintain CPD website and Let's Talk pages; provide content as appropriate for social media, MI-Weekly E-Newsletter and news releases; update permit forms and Tip Sheets; interact with local and regional print and TV media as needed; engage with community stakeholders related to legislative and long range planning initiatives as well as larger development projects. <b>Ongoing</b></i>	Alison Van Gorp CPD Director Holly Mercier Andrea Larson	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4										

Work Item 5: Large Legislative Initiatives													
Description	Dept. Lead / Liaison		Staff Comments		Timeline								
<b>Critical Areas and Shoreline Master Program Update</b> <i>As required by the Growth Management Act (GMA) and Shoreline Management Act (SMA), CPD staff began updating the Critical Areas and Shoreline regulations in 2018 and anticipate wrapping up the process in Q1 2020. <b>Complete - takes effect 6/29</b></i>	Robin Proebsting CPD Director		Medium Priority		2020				2021				
					→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Community Facilities Code Amendment</b> <i>Initiated in 2018. In 2019, Council asked the Planning Commission to review the problem statement and recommended approach. <b>Scheduled for City Council consideration in September 2020.</b></i>	CPD Director		High Priority		→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Sign Code Update</b> <i>Due to changes in recent case law, the City is required to update the City Code related to signage. <b>Work item suspended</b></i>	CPD Director		High Priority		Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4								



Work Item 5: Large Legislative Initiatives (Continued)				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Wireless and Small Cell Regulations</b> <i>Due to recent FCC rules, staff are required to update the City Code related to wireless and small cell facilities. <b>Work item suspended</b></i>	CPD Director	Medium Priority	<div>2020</div> <div>2021</div> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>2021 Comprehensive Plan Annual Amendments</b> <i>Annual update to the City's Comprehensive Plan. <b>Docket discussed planned for Q4 2020.</b></i>	CPD Director	Medium Priority	<div>Q1 Q2 Q3 Q4</div> <div>Q1 Q2 Q3 Q4</div>	
<b>2023 Major Comprehensive Plan Update</b> <i>Staff will develop major updates to the City's Comprehensive Plan. <b>Work item suspended Deadline has been shifted by WA state to 2024 due to COVID-19.</b></i>	Alison Van Gorp Robin Proebsting CPD Director	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2</div> <div>Q3 Q4 →</div>	

Work Item 6: Small Legislative Initiatives				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>HB 1406 Resolution, Code Amendment, and Budget Adjustment</b> <i>Revenue from the new tax/credit adopted in 2019 must be allocated via a budget adjustment. <b>Complete</b></i>	Alison Van Gorp	Medium Priority	<div>2020</div> <div>2021</div> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Transportation Impact Fee</b> <i>Update study that provides the basis for Transportation Impact Fees; code amendment to update fee amount. <b>Work item suspended</b></i>	CPD Director TBD	Medium Priority	<div>Q1 Q2 Q3 Q4</div> <div>Q1 Q2 Q3 Q4</div>	
<b>Mandatory Adoption of State Building Codes</b> <i>Code amendment. 3 year periodic update to building codes. <b>Scheduled to come to CC in late 2020. In progress.</b></i>	Don Cole Alison Van Gorp	High Priority, legally required	<div>Q1 Q2 Q3 Q4</div> <div>Q1 Q2 Q3 Q4</div>	
<b>Code Amendment Docket / Routine Code Amendments</b> <i>Scope to be determined; continued adoption of clarifications or corrections. <b>Pending September / October direction.</b></i>	CPD Director Alison Van Gorp	Medium Priority	<div>Q1 Q2 Q3 Q4</div> <div>Q1 Q2 Q3 Q4</div>	
<b>TIP Development and Adoption</b> <i>Annual adoption of the Transportation Improvement Plan (TIP). <b>Complete</b></i>	Patrick Yamashita, CPD Director	High Priority, legally required	<div>Q1 Q2 Q3 Q4</div> <div>Q1 Q2 Q3 Q4</div>	

Work Item 7: Other Legislative Tasks				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Urban Growth Capacity Analysis (Buildable Lands)</b> <i>Urban Growth Capacity (UGG) analysis mandated by King County to inform update to regional growth forecasts and growth targets. <b>Work item suspended.</b></i>	Robin Proebsting CPD Director	High Priority	<div>2020</div> <div>2021</div> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	

Work Item 7: Other Legislative Tasks (Continued)												
Description	Dept. Lead / Liaison	Staff Comments	Timeline								Item 6.	
<b>Puget Sound Regional Council (PSRC) Vision 2050 Plan</b> <i>No further action required by City Council; staff continue to monitor the regional planning to determine its effect on Mercer Island.</i> <b>Monitoring</b>	CPD Director	Medium Priority	2020				2021					
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>Regional Growth and Growth Targets</b> <i>Ongoing engagement with region related to anticipated growth targets for Mercer Island and Countywide Planning Policy. amendments. Temporarily suspended. Suggest restarting in mid-2021.</i>	CPD Director	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
<b>Residential Development Standards (3-year report)</b> <i>Review and report back to City Council on the effect of the Residential Development Standards code amendment. Include review of fence heights as component of scoping discussion. Work item suspended</i>	CPD Director Alison Van Gorp	Medium Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<b>Code Compliance (3-year report)</b> <i>Review and report back to City Council on the effect of the Code Compliance code amendment. Work item suspended</i>	Alison Van Gorp CPD Director	Medium Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q2	Q3		
<b>Regional and State Legislative Input</b> <i>As needed engagement with Association of Washington Cities (AWL), American Planning Association (APA), regional bodies, and Council to advise on regional and state legislation. Primarily engaged in COVID-19 legislative discussions.</i>	CPD Director Alison Van Gorp	Medium Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→



# Finance Department 2020 - 2021 Work Plan



## Amended 07/07/20 as result of the COVID-19 Pandemic

### About the Finance Department:

The Finance Department is committed to excellence in the provision of financial services. It provides services and information to the public, the City Council, and City employees that are timely, impartial, supportive, and consistent with professional standards, legal requirements, and Council Policies by:

- Managing the financial operations of the City as prescribed by state law, overseeing all debt administration and banking services. It manages the accounting activities for the City including accounts payable, financial reporting, and coordinates internal and external audits.
- Managing the City's cash receipts, the billing and collection functions associated with the water, sewer, and stormwater utilities, business licensing and business and occupation taxes.
- Coordinating the preparation of the City's Budget and Capital Improvement Program and providing financial planning and analysis support to all City departments and the City Council.

Work Item 1: Council Priority 2 - Articulate, Confirm, and Communicate a Vision for Effective and Efficient City Services. Stabilize the Organization, Optimize Resources, and Develop a Long-Term Plan for Fiscal Sustainability												
Description	Dept. Lead / Liaison		Staff Comments		Timeline							
<b>Long-Term Financial Strategy</b> <i>Assist in defining a Fiscal Sustainability Plan that Aligns with the Community’s Priorities. <b>In progress and included as part of the 2021-2022 biennial budget process.</b></i>	Matt Mornick		High Priority		2020				2021			
					→	Q1	Q2	Q3	Q4	Q1	Q2	Q3
<b>2021-2022 Biennial Budget Development</b> <i>Work with City Manager to lead budgeting process. Includes creation of budget calendar, assisting departments with operation budget proposals, publishing budget document, and budget hearings. <b>In progress.</b></i>	Jessi Bon Matt Mornick LaJuan Tuttle		High Priority, legally required		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>COVID-19 Pandemic Response **NEW**</b> <i>Provide financial analysis and recommendations to address the fiscal impacts of the Pandemic. Prepare updated financial forecasts. Work directly with the City Manager on fiscal stabilization strategies. <b>Ongoing</b></i>	Matt Mornick LaJuan Tuttle		High Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

**Work Item 1: Council Priority 2 - Articulate, Confirm, and Communicate a Vision for Effective and Efficient City Services. Stabilize the Organization, Optimize Resources, and Develop a Long-Term Plan for Fiscal Sustainability (Continued)**

Item 6.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Budget and Capital Policy Updates/Revisions</b> <i>Review and provide recommendations on the following budget and/or capital program policy suggestions from the 2020 Council Planning Session: <b>Moving forward with prioritized focus based on COVID-19. Part of 2021-2022 biennial budget.</b></i> <ul style="list-style-type: none"> <li>- Review/update policies regarding use of REET</li> <li>- Review/update the Equipment Surplus Policy</li> <li>- Consider a policy to incentivize department savings</li> <li>- Consider a policy to establish a reduction threshold/target for the 2021-22 budget</li> <li>- Consider implementing a funding policy for permanent FTEs</li> <li>- Review/update the capital funding and reinvestment policies</li> </ul>	Matt Mornick Jessi Bon	City Council Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>Update Outdated City Codes, Policies, and Practices</b> <i>Update financial policies, capital improvement plan policies, purchasing policies, utility billing and collections policies, fund reserve policy, and contingency fund reserve policy. <b>Will prioritize which items can be included in compressed budget process. Remaining items deferred to 2021-2022 work plan.</b></i>	Matt Mornick Jessi Bon	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Evaluate the Finance Software System</b> <i>The City is using ONESolution for finance operations and reporting. The system is scheduled to be upgraded in 2021. It may be wise to evaluate other software systems before the upgrade is performed. Additional one-time resources will be to support this research effort. <b>Work item suspended.</b></i>	Not Assigned	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Update Primary Financial System Software</b> <i>Move to most current version of financial system software. Will allow more effective ad-hoc reporting, electronic payment capability, mobile enabled user interface and overall greater efficiency City-wide. <b>Work item suspended.</b></i>	LaJuan Tuttle Ben Schumacher Jennifer Peterson	Medium priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Identify Software for Business and Occupation Tax (Pending)</b> <i>Identify software to record City business and occupation taxes. Current software will no longer be supported by vendor, does not provide reporting capabilities, and does not support online payment ability for taxpayers. <b>Work item suspended.</b></i>	LaJuan Tuttle	Medium priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 1: Council Priority 2 - Articulate, Confirm, and Communicate a Vision for Effective and Efficient City Services. Stabilize the Organization, Optimize Resources, and Develop a Long-Term Plan for Fiscal Sustainability (Continued)			
Item 6.			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Staff Transitions</b> Ongoing training and growth needed for rebuilding department into a high functioning internal service department. <b>Limited progress due to COVID-19.</b>	Matt Mornick LaJuan Tuttle	High priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Citywide Classification &amp; Compensation Study</b> The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff. <b>Pending further scoping and evaluation. Work item suspended.</b>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Long-Term Funding Strategy for School-Based Counselors</b> Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy. <b>In progress - YFS Working Group formed.</b>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 2: Financial Reporting			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Prepare Annual Financial Statements</b> Due to Washington State Auditors office by May 31 of each year for prior calendar year. 2019 annual statements will require implementation of new GASB Requirements relating to Fiduciary Activities. <b>Delayed, working toward completion given new SAO deadlines.</b>	LaJuan Tuttle	High Priority, legally required	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Quarterly Financial Status Reports</b> Reports to Council on results of operations as compared to budget for both revenue and expenditures. Authorization of any adjustments to currently budget. <b>In progress &amp; ongoing.</b>	Matt Mornick	High Priority to inform Council and Community	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Annual Audit - Financial and Accountability</b> Annual audit of basic financial statements. Field auditors with the State Auditors Office typically onsite for eight weeks. <b>Expected to continue, timing determined by State Auditors Office.</b>	LaJuan Tuttle	High Priority, legally required	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

## Work Item 2: Financial Reporting (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline								Item 6.
<b>Actuarial Study for LEOFF1 OPEB and Firefighter Pension Fund</b> <i>Actuarial valuation of pre-LEOFF 1 firefighter pension fund and LEOFF 1 retiree other post employment benefits required biennially. <b>Study is in progress, expect report to be published by Milliman in third quarter 2020.</b></i>	LaJuan Tuttle, Ben Schumacher	GASB Requirement	2020				2021				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

## Work Item 3: Budget and Financial Planning

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
<b>Revenue Forecasting</b> <i>Update General Fund, YFS Fund, and all other revenue forecasts to inform Council planning sessions and 2021-2022 budget process. <b>Ongoing.</b></i>	Matt Mornick	High priority	2020				2021			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Transportation Improvement Plan (TIP) Support</b> <i>Assist in the developing the financial requirements of six-year transportation plan. Includes revenue forecasting and project cost accounting. Monitor project costs as compared to budget. <b>TIP adopted. Monitoring on-going.</b></i>	Matt Mornick	High Priority, legally required	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Capital Improvement Plan (CIP) Support</b> <i>Assist in developing the financial requirements of six-year capital improvement plan. Includes revenue forecasting and project cost accounting. Monitor project costs as compared to budget. <b>Delayed, part of 2021-2022 biennial budget.</b></i>	Matt Mornick Ben Schumacher	High Priority, legally required	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

## Work Item 4: Utility Billing

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
<b>Support Work of Utility Board</b> <i>Support Public Works Department with work plan defined by the Utility Board. <b>Boards and commissions on hold due to Pandemic response.</b></i>	Analisa Cartwright LaJuan Tuttle	High priority	2020					2021				
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
<b>Meter Replacement Project</b> <i>Support Public Works Department with implementation of City-wide meter replacement project. Significant implications on Utility Billing process and procedures, daily operations, and scheduling of project implementation. Anticipate significant impacts to daily workload during project implementation. <b>Underway and on-going.</b></i>	Analisa Cartwright, Olivia Harvey	High priority										
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

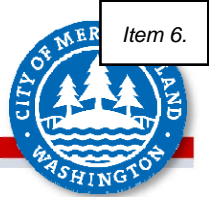
#### Work Item 4: Utility Billing (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline		Item 6.
<b>Utility Rate Fee Studies</b> <i>Water Rate Model, Sewer Rate Model, and Stormwater rate model are due for rate studies. Questions to answer include whether block rate structure remains effective, bi-monthly vs monthly billing cycles, recovery of fixed costs, connection fees and conservation efforts. Items to consider include future of utility capital program, Supervisory Control and Data Acquisition (SCADA), data available with new water meter implementation, SPU rate changes and King County Sewer rate changes. Timeline will depend on implementation of new water meters and SCADA. <b>Update to rates is underway in anticipation of the 2021-2022 biennial budget process.</b></i>	Ben Schumacher, Analisa Cartwright	High Priority	2020	2021	
			Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →	
<b>Utility Billing Software</b> <i>Continue commitment to stay current on version updates to utility billing software in order to take advantages of new functionality, customer information security, and overall software performance. <b>Ongoing.</b></i>	Analisa Cartwright	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	

#### Work Item 5: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Communication Strategies</b> <i>Continued focus on engaging community and City Council on progress of fiscal sustainability efforts and budget priorities. <b>Ongoing work, modified to focus on COVID-19 response and fiscal impacts.</b></i>	Matt Mornick Ross Freeman	High Priority	2020	2021
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →

# Fire Department 2020 - 2021 Work Plan



## Amended 07/07/20 as result of the COVID-19 Pandemic

### About the Mercer Island Fire Department

The Fire Department's mission is to protect the lives and property of our citizens through our desire to serve, ability to perform and courage to act. The 32-member department (28-person Operations Division, 1 FTE Fire Marshall, 3 FTE administrative staff) accomplishes this by:

- Investing in, supporting, and empowering staff to reach their fullest potential.
- Providing the highest quality response to fire, medical, and other emergencies and maintains that quality through a comprehensive training program.

### Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Prepare for Sound Transit Light Rail Station and Bus Intercept</b> <i>MIFD, in conjunction with MIPD, will work with Sound Transit (ST), King County Metro, other agencies, and staff to ensure safe design and implementation of the Light Rail Station and bus intercept. The Fire Marshal is working with ST and WSDOT to ensure the fire and life safety suppression systems are up to code and properly implemented.</i> <b>Ongoing</b>	Jeromy Hicks Steve Heitman	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>

### Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>2021-2022 Biennial Budget Development</b> <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation. Ongoing</i>	Mike Mandella Steve Heitman	High Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Fire Service Analysis</b> <i>Conduct a Fire Services Study to assess current staffing and resource levels. The intent is determine if staffing is adequate, needs to be increased, or if a contract/merger with another jurisdiction would provide increased efficiencies or long-term cost reductions. Delayed due to COVID-19, scheduled for City Council discussion on July 14.</i>	Steve Heitman Mike Mandella	High Priority	<div></div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

**Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)**

Item 6.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Career Development Program for Officers</b> <i>Develop career path opportunities designed to prepare leaders for the future. Co-develop, with the union, standards for performance excellence within each rank above Lieutenant. Provide checklists for critical tasks to be performed within each higher rank. <b>Delayed, moved to end of 2020.</b></i>	Mike Mandella Steve Heitman	On Hold	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>COVID-19 Pandemic Response **NEW**</b> <i>Continue to support implementation of COVID-19 safety practices for response teams and all other MIFD personnel. Provide analysis of and recommendations for operations policies developed as a result of the Pandemic. Determine which policies will remain in place and those that will only be used during the Pandemic. This work is done in cooperation with Countywide partners through the KCFA. Build our EMS supply cache based upon the experience of COVID-19. <b>Ongoing</b></i>	Steve Heitman Mike Mandella	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Succession Planning</b> <i>Identify and eliminate any "single point of failure" opportunities in the department. Plan for, and train staff to replace individuals in key positions within the department as well as in the Emergency Operations Center (EOC) during disasters. <b>Partially suspended. This has been started through reassigning budget managers and assigning projects. Much of this will not be accomplished until outside training is resumed.</b></i>	Mike Mandella, Steve Heitman	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>

Work Item 3: Administration			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Puget Sound Emergency Radio Network (PSERN)</b> <i>Work with MIPD and partner agencies to execute an ILA for a new public safety radio network (replace aging analog system with a digital system). This system will be utilized by all Public safety Answering Points (PSAP) in King County for enhanced communication with fire and police agencies, as well as utilities and school districts. This will also help the Department achieve the goal of increased interoperability for all public safety agencies in King County. <b>This is still ongoing with the updated project plan noting completion in Dec 2023.</b></i>	Steve Heitman	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>



### Work Item 3: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Mobile Integrated Health (MIH)</b> <i>Design and implement a Mobile Integrated Health (MIH) program. The new KCEMS Levy contains funding for each fire department to establish a MIH program designed to connect high frequency users, who often have low acuity issues, with the most appropriate health care provider or social service. This will free up Basic Life Support (BLS) units and hospital ER's. <b>Work item suspended</b></i>	Mike Mandella, Steve Heitman	On Hold	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Integrating Telestaff with NEOGOV</b> <i>Integrate the Telestaff software program with the NEOGOV platform. This will allow for streamlined payroll processing. <b>In progress</b></i>	Mike Mandella, Steve Heitman	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Operating Policy Assessment and Update</b> <i>MIFD will conduct an analysis of current department policies to align more appropriately with the Department's mission. <b>Work item suspended</b></i>	Mike Mandella, Steve Heitman	On Hold	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Communications Strategies</b> <i>MIFD will continue to develop the use of social media and other platforms in coordination with the Communications Manager to provide the public with information on Department services. <b>Work item suspended</b></i>	Mike Mandella, Steve Heitman	On Hold	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>FS 91 Remediation</b> <i>Work with Public Works to complete site characterization and complete remediation to attain "No Further Action" letter from DOE. <b>Delayed, plan to resume work in Q3/Q4 2020.</b></i>	Mike Mandella, Steve Heitman & Jason Kintner	High Priority, legally required	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	

### Work Item 4: Operations

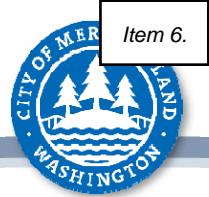
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Keep the Community Safe</b> <i>This is accomplished through the use of technology to adhere to response standards, planning, resource management, and training. The Department is evaluating a new software platform that will provide a dashboard to improve performance measurement. <b>Ongoing</b></i>	Mike Mandella	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>
<b>Maintain or Increase Cardiac Survival Rates</b> <i>MIFD will continue to work with KCEMS and Dr. Tom Rea by participating in training / studies designed to increase cardiac survival. <b>Always ongoing through the KCEMS Medical Director.</b></i>	Mike Mandella	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>



Work Item 5: Training				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Consolidate Training Officer Efforts with Eastside Fire Departments</b> <i>The East Metro Training Group will be reorganizing to only include the Mercer Island, Bellevue, and Redmond Fire Departments. <b>This is continuing to develop; a best practices and task manual have now been developed.</b></i>	Steve Heitman Mike Mandella	Medium Priority	2020	2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Meet WAC 296-305 Requirements to Maintain Certifications</b> <i>These are certifications required by State law to maintain certification as a Firefighter. <b>The best practices manual has now been tied to this to ensure compliance. This will be updated annually.</b></i>	Shawn Matheson Steve McCoy Alec Munro	High Priority, legally required	2020	2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

Work Item 6: Community Risk Reduction				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Notice To Title</b> <i>The Fire Marshal has developed draft language for adding fire suppression requirements to property titles. This will alleviate potential issues with lack of coverage when properties are sold. <b>Pending final approval of CPD and the CA; should go live in Q4.</b></i>	Jeromy Hicks	High Priority	2020	2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>PSERN In-Building Coverage</b> <i>The County Fire Marshal's group is working to make sure in-building radio coverage is achieved with the new radio system. Some building owners may need to re-tune or upgrade their current systems to work with the new radio system. The Fire Marshals are also looking into mobile repeaters to increase coverage. <b>Still ongoing, but delayed due to COVID-19, but code amendment changes have been proposed.</b></i>	Jeromy Hicks	High Priority	2020	2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

# Police Department 2020 - 2021 Work Plan



## Amended 07/07/20 as result of the COVID-19 Pandemic

### About the Mercer Island Police Department

- The Police Department is organized around administration, operations (patrol, special teams), and services (training, records, special programs) to:
- Protect life and property, enforce laws and ordinances, investigate crimes, and maintain civil order;
  - Provide special programs and services to the community and Mercer Island schools.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>Prepare for Sound Transit Light Rail Station and Bus Intercept</b> MIPD, in conjunction with MIFD, will work with Sound Transit (ST), King County Metro, other agencies, and staff to ensure safe design and implementation of the Light Rail Station and bus intercept. <b>Ongoing</b>	Ed Holmes	High Priority	2020 → Q1 Q2 Q3 Q4	2021 Q1 Q2 Q3 Q4 →
<b>Regulations Related to Camping on Public Property</b> Study potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see Martin v. Boise). <b>Work item suspended</b>	Ed Holmes	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
<b>Update Town Center Parking Regulations</b> Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed. <b>Work item suspended</b>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.				
Description	Dept. Lead / Liaison	Staff Comments	Timeline	
<b>2021-2022 Biennial Budget Development</b> Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation. <b>Ongoing</b>	Ed Holmes	High Priority	2020 → Q1 Q2 Q3 Q4	2021 Q1 Q2 Q3 Q4 →

**Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)**

Item 6.

Description	Dept. Lead / Liaison	Staff Comments	Timeline								
<b>Labor Agreements with Union</b> <i>Negotiate new Collective Bargaining Agreements with Police and Police Support bargaining groups. Address recruiting and retention strategies to combat the loss of several MIPD officers to other agencies. As Police Departments in the region compete for new officers (entry level and lateral candidates), surrounding agencies have added attractive incentives for potential candidates. Creativity in our recruiting and retention efforts is needed. <b>Delayed, plan to resume in Summer 2020.</b></i>	Ed Holmes	High Priority	2020		2021						
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>School Resource Officer ILA</b> <i>Work with the MISD to update the terms of the School Resource Officer (SRO) interlocal agreement (ILA). <b>In progress</b></i>	Ed Holmes	Medium Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>Vacancies</b> <i>Review and update recruiting and retention strategies given the anticipated vacancy rate of 6 patrol officers for Q1 and Q2 (2020). <b>Ongoing</b></i>	Ed Holmes	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Scheduling Software</b> <i>Research options for a web-based scheduling software platform. This will allow the Department to manage the Patrol schedule remotely from computers/smartphones, rather than continuing to the paper version used for many years. <b>Work item suspended</b></i>	Dave Jokinen	Medium Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>COVID-19 Pandemic Response **NEW**</b> <i>Continue to support implementation of COVID-19 safety practices for response teams and all other MIPD personnel. Operate under the EOC command structure to ensure continuity of service in the Pandemic environment. Respond to potential violations of the Governor's Safe Start Guidelines with a focus on education. Continue to respond to fraudulent claims for unemployment benefits. Telecommute when/where practical. Track expenses related to the Pandemic. <b>Ongoing</b></i>	Ed Holmes	High Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

### Work Item 3: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Puget Sound Emergency Radio Network (PSERN)</b> <i>Work with MIFD and partner agencies to execute an ILA for a new Public Safety radio network (replace aging analog system with a digital system). This system will be utilized by all Public Safety Answering Points (PSAP) in King County for enhanced communication with Fire and Police agencies, as well as utilities and school districts. This will also help the Department achieve the goal of increased interoperability for all public safety agencies in King County. <b>This is still ongoing with the updated project plan noting completion in Dec 2023.</b></i>	Dave Jokinen	High Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Automated License Plate Reader Program</b> <i>Prepare a recommendation and cost estimate for an Automated License Plate Reader (ALPR) program. ALPRs will allow for greatly improved parking enforcement capabilities, as well as enhance our capacity to identify stolen vehicles. <b>In progress, scheduled for City Council in July 2020</b></i>	Jeff Magnan	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Evaluate Replacement Options for Marine Patrol Vessel #11</b> <i>Research a grant opportunity to replace the Department's oldest boat. There is a potential for significant cost-savings to the City. <b>Application complete</b></i>	Dave Jokinen	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Communication Strategies</b> <i>In conjunction with City Communications Manager, Ross Freeman, continue public outreach efforts via social media (Facebook and Instagram). Expand recruitment efforts. <b>Work item suspended</b></i>	Ed Holmes	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Patrol</b> <i>Ensure the 3-officer minimum patrol staffing levels on each shift are met to reduce the impact of crime through proactive enforcement and community outreach, and to ensure officer safety. Maintain response time goals in a manner consistent with best practices and policies. Current response time for priority calls averages 5.8 minutes, with an average of 65% of calls responded to in less than 6 minutes. Mercer Island has consistently had the second lowest violent and property crime rates among the six Eastside Cities – Sammamish, Redmond, Issaquah, Kirkland and Bellevue – with 0.32 violent crimes / 24.3 property crimes per 1000 population (four year average). <b>Ongoing</b></i>	Dave Jokinen	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

## Work Item 4: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline		Item 6.
<b>Marine Patrol</b> <i>Reduce boating collisions through proactive boating law enforcement and boater education, (includes over 400 boat stops and 125 public assists each year). Work closely with partners and affiliated agencies, participate in regional programs and initiatives, and provide educational programs to schools and the community to include providing Water Safety classes to 1,000+ Kindergartners each year. <b>Limited deliverables this year, mostly social media promotions. In-person activities suspended.</b></i>	Dave Jokinen	High Priority	2020	2021	
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →		
<b>Special Teams</b> <i>Manage special teams including Dive Team, Bike Team, and Special Operations in patrol, educational campaigns, and providing enhanced tactical training. <b>Ongoing</b></i>	Mike Seifert	High Priority	2020	2021	
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →		

## Work Item 5: Police Services

Description	Dept. Lead / Liaison	Staff Comments	Timeline		
<b>Personnel and Training</b> <i>Ensure thorough background investigations are done on all new-hires and that all officers meet annual training requirements, provide legal update training, and assist with re-accreditation. Each officer receives an average of 90-hours of training per year, including State-mandated classes, Crisis Intervention Training, training required by accreditation, training necessary for maintaining certifications, and additional specialized continuing education and advanced training. The Department hired and trained 3 new officers and 1 support personnel in 2017, 2 officers in 2018, and 4 officers and 2 support personnel in 2019. We are forecasting the need to hire and train at least 4 officers in 2020. <b>Partially suspended, in-person training programs canceled</b></i>	Mike Seifert	High Priority	2020	2021	
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →		
<b>Investigations, Evidence, and Records</b> <i>Continue to vigorously pursue criminals, and work with MISD and school counselors in addressing adolescent issues, manage Drug-Take-Back program, refine best practices, increase efficiencies, and more. <b>Ongoing</b></i>	Jeff Magnan	High Priority	2020	2021	
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →		

## Work Item 6: Emergency Management

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Emergency Operations Center Improvement Project</b> <i>Improvements to the Emergency Operations Center (EOC) are 80% complete. The EOC serves as the central location when managing mid-to large-scale emergencies. The last 20% will enable the EOC to be fully operational. <b>Work item suspended</b></i>	Jennifer Franklin	Medium Priority	<div>2020</div> <div>2021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>MI Community Emergency Hub Program</b> <i>Identify central locations throughout the city where a limited/specific amount of communications and emergency equipment and supplies will be stored, to be used during an emergency. Qualified community members will be trained in helping manage each Hub. <b>Work item suspended</b></i>	Jennifer Franklin	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Emergency Preparedness Training</b> <i>Provide training to City staff via drills and training. <b>Training taking place under COVID-19 operations. Other drills and training currently suspended.</b></i>	Jennifer Franklin	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Hazard Mitigation Plan</b> <i>Receive Council acceptance and adoption of FEMA's approved "King County Regional Hazard Mitigation Plan Update." <b>Complete</b></i>	Jennifer Franklin	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Community Outreach Program: CERT/ Business Preparedness</b> <i>Restore Citizens Academy, Community Emergency Response Team (CERT) course, and National Night for 2020 (funded by citizen donation). <b>Work item suspended</b></i>	Jennifer Franklin	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	

# Parks & Recreation Department 2020 - 2021 Work Plan



## Amended 07/07/20 as result of the COVID-19 Pandemic

### About the Parks & Recreation Department:

The Parks & Recreation Department assumes a major role in developing a sense of community and enhancing the quality of life for Mercer Island residents. The department is responsible for recreation programs, facility rentals, special events, open space management, park maintenance, capital projects, and emergency preparedness. The department is also responsible for the operation of the Mercer Island Community and Event Center, 475+ acres of parks and open space, and more than 30 miles of trail and is supported by the Parks & Recreation Commission, Arts Council, and Open Space Conservancy Trust.

### Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Regulations Related to Camping on Public Property</b> <i>Study potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see Martin v. Boise). <b>Work item suspended</b></i>	TBD	High Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Study/Evaluate Permanent Protection for Parks/Open Space</b> <i>Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21. <b>Work item suspended</b></i>	TBD	City Council Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

### Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>2021-2022 Biennial Budget Development</b> <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation. <b>In progress</b></i>	TBD	High Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>



**Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)** Item 6.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>COVID-19 Pandemic Response **NEW**</b> <i>Provide analysis and recommendations to address the impacts of the Pandemic including service modifications and reprogramming work that was delayed or deferred due to the Pandemic. Work directly with the City Manager on service modifications and work prioritization strategies. <b>Ongoing</b></i>	TBD	High Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>WSDOT Maintenance Agreement</b> <i>Engage WSDOT in negotiations regarding level of service, compensation and ongoing capital investment for Aubrey Davis Park. <b>Delayed due to staffing, intend to resume in late Q4 2020 or 2021</b></i>	Paul West Alaine Sommargren Jason Kintner	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Master Facility Use Agreement</b> <i>Complete cost analysis, review inter-local agreements, and work with School District to draft a new Master Facility Agreement. <b>Delayed due to COVID-19, but still a priority.</b></i>	TBD	High Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Maintenance Management System for Parks/CityWorks</b> <i>Replace manual processes to manage Parks &amp; Recreation assets with a software system for the management of park facilities. Delayed due to COVID-19, work will resume as staffing resources allow. <b>Delayed due to COVID-19, work will resume as staffing resources allow.</b></i>	Ben Schumacher Alaine Sommargren	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Review and Update Facility Rental and Program Fees</b> <i>Review and update fees for recreation programs, athletic field usage, MICEC Rentals, and park events. Include in new City-wide Master Fee Schedule. <b>Work item suspended, intend to resume modified evaluation as part of 2021-2022 Budget Development.</b></i>	TBD	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

**Work Item 3: Administration**

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Support Boards and Commissions</b> <i>Assist Arts Council, Parks &amp; Recreation Commission, and Open Space Conservancy Trust with creation of work plans, goal setting, and recruitment. Provide staff support for implementing and completing work plan items. <b>Board and commission work currently suspended, plan to resume work dependent on staffing/work item prioritization.</b></i>	TBD	Medium Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>



Work Item 3: Administration (Continued)					Item 6.
Description	Dept. Lead / Liaison	Staff Comments	Timeline		
<b>King County Sewer Interceptor Project</b> <i>King County is finalizing design of sewer replacement. Construction will impact City infrastructure and City park land. Coordinate design and mitigate impacts of construction. <b>Ongoing</b></i>	Paul West Alaine Sommargren Jason Kintner	High Priority	2020	2021	
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	→
<b>Update 1% for the Arts Acquisition Policy</b> <i>In coordination with the Arts Council review and update processes for acquiring art for public places. Including acquisition, selection and implementation. <b>Work item suspended</b></i>	TBD	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	
<b>Internal Communication Strategies</b> <i>Implement internal strategies to better inform and engage employees and boost morale. Evaluate meeting schedules, frequency, and correspondence methods. <b>Work item suspended</b></i>	TBD	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	→
<b>Leadership Continuing Education</b> <i>Build current and future leaders within the Parks &amp; Recreation Department through education, training and opportunities that enhance experience and confidence. <b>Work item suspended</b></i>	TBD	Medium Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	→

Work Item 4: Capital Improvement & Planning					
Description	Dept. Lead / Liaison	Staff Comments	Timeline		
<b>Parks, Recreation, and Open Space Plan (PROS Plan)</b> <i>Implement a community driven process to update the PROS Plan as a document that reflects the community values for parks and recreation, while providing a guiding document for parks related investment. <b>Work item suspended</b></i>	TBD	High Priority	2020	2021	
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	
<b>ADA Transition Plan</b> <i>Complete ADA Transition Plan to meet federal requirements. <b>Work item suspended</b></i>	TBD	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	
<b>Aubrey Davis Park Trail Safety Upgrades</b> <i>Coordinate with Parks &amp; Recreation Commission and Arts Council to determine and implement trail safety upgrades using \$500K in grant funds from Dept. of Commerce. Grant funds must be used in accordance with the legislative intent of improving trail conditions in Aubrey Davis Park. <b>Work item suspended</b></i>	TBD	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	→

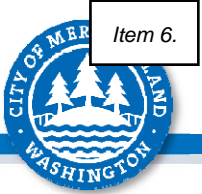
Work Item 4: Capital Improvement & Planning (Continued)					Item 6.
Description	Dept. Lead / Liaison	Staff Comments	Timeline		
<b>Soil Research Plan Test Site</b> <i>Partner with Bartlett Tree Research Labs to test bio-char for root zone renovation on alley of trees in Aubrey Davis Park. This will inform renovation planning of large areas of landscaping. No cost to City or WSDOT. <b>Work item suspended</b></i>	TBD	Low Priority	2020	2021	
			Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	→
<b>Luther Burbank Dock Replacement</b> <i>Three year project to replace/reconfigure with floating docks consistent with the 2006 Luther Burbank Park Master Plan. The Boating Facilities Program grant is providing \$173,000 toward the design of a reconfigured boating facility. The construction phase of this project is not funded. <b>Grant work proceeding</b></i>	Paul West	Medium Priority	→	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
<b>South Mercer Playfield Backstop Project</b> <i>Collaborate with stakeholder groups and the P&amp;R Commission to evaluate, design and implement safety improvement measures for baseball/softball backstops at South Mercer Playfield. <b>Work item suspended</b></i>	Paul West	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	

Work Item 5: Maintenance and Operations					
Description	Dept. Lead / Liaison	Staff Comments	Timeline		
<b>Maintain Park Facilities</b> <i>Maintain over 165 acres of developed parks. Implement work plans focused on safety, aesthetics, landscape health, and infrastructure upkeep. Maintain athletic fields and provide support for over 7,000 annual hours of athletic field usage. <b>Limited and modified scope given staffing reductions</b></i>	Alaine Sommargren	High Priority	2020	2021	
			→	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
<b>Site Security</b> <i>Evaluate and implement controls on facility access for park restrooms, batting cages and facilities. <b>Work item suspended, may be possible to include as part of a future City building security project.</b></i>	Zach Houvener Alaine Sommargren	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	
<b>Natural Areas Restoration</b> <i>Implement a work plan focused on ecological health and sustainability, tree canopy retention, and climate change resilience for the 307 acres of open space. Manage invasive and noxious weeds, remove invasive trees, remove ivy rings, and install native plants. <b>Limited scope given staffing reductions</b></i>	Alaine Sommargren	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	

## Work Item 6: Community Engagement, Marketing, Recreation Programs, and Facility Rentals

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Community Partnerships</b> <i>Utilize community partnerships to enhance and maintain resident quality of life. Engage diverse community resources. Develop procedures to identify how community supported events are coordinated and funded in partnership with the City. Support the coordination of community special events such as: Pumpkin Walk, Lighting at Mercedale, and MercerFest. <b>Work item suspended due to COVID-19 and staffing reductions.</b></i>	TBD	Medium Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Marketing and Communications Support</b> <i>Review, adapt, and update current department communication methods to enhance relationship with the community. Implement a marketing strategy that evaluates needs and increases awareness of Department services (i.e. Recreation Guide, website, Let's Talk, social media, event booths, promotional material, and marketing facility rentals through trade shows). <b>Work item suspended</b></i>	TBD	Medium Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Recreation Programs and Events</b> <i>Offer a variety of recreation programs and events dedicated to diverse recreational experiences. In 2019, MIPR offered over 100 summer camp programs welcoming 1,800+ campers (89% of the campers were Mercer Island residents). <b>All recreation programs suspended due to COVID-19</b></i>	TBD	Medium Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Maintain MICEC and Maximize User Experience</b> <i>Implement work plans that prioritize and are reflective of ongoing maintenance needs and capital improvement for the 42,000 square foot facility which accommodates over 140,000 patrons annually. Offering 7,000+ hours of facility rentals. <b>Facility rentals suspended due to COVID-19, facility maintenance projects are limited.</b></i>	TBD	Medium Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Volunteer Policy Manual</b> <i>Coordinate with HR to update and convert Volunteer Handbook to a Policy Manual. <b>Work item suspended</b></i>	TBD	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Streamline Volunteer On-boarding Process</b> <i>Collaborate with HR to utilize the NEOGOV platform to implement an online application and onboarding process for volunteers. <b>Work item suspended - volunteer component of NEOGOV delayed to future phase.</b></i>	TBD	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	

# Public Works Department 2020 - 2021 Work Plan



## Amended 07/07/20 as result of the COVID-19 Pandemic

### About the Public Works Department:

- The Public Works Department consists of Capital Projects Engineering, Right-of-Way, Water Utility, Sanitary Sewer Utility, Solid Waste, Fleet Services and Administration.
- Each utility has an adopted Comprehensive Plan that serves as a "road map" for the utility. The Comprehensive Plans cover operations and maintenance, capital reinvestment, financial planning and utility policies (Water System Plan adopted in 2016, General Sewer Plan adopted in 2019, Stormwater Plan adopted in 2006).
- Public Works maintains over 110 miles of sewer mains, over 5,129 stormwater catch basins, 113 miles of water mains, and over 84 miles of public roadways.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Prepare for Sound Transit Light Rail Station and Bus Intercept</b> <i>Working with the City Manager's Office, CPD, MIPD, MIFD, ST, Metro, and other staff to ensure safe design and implementation of ST Light Rail Station and bus intercept. <b>Ongoing</b></i>	Jason Kintner Gareth Reece Ross Freeman	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Implement Sound Transit Settlement Safety &amp; Mobility Projects</b> <i>Propose safety and mobility projects for Council review and approval utilizing adopted Guiding Principles. <b>Ongoing</b></i>	TBD	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Transportation Planning</b> <i>Prepare annual TIP. Work with Metro to maintain #630 Community Shuttle services for Mercer Island. <b>Complete</b></i>	Patrick Yamashita Jason Kintner Ross Freeman	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Update Town Center Parking Regulations</b> <i>Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed. <b>Work item suspended</b></i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Citywide Shuttle Services</b> <i>Review the potential of implementing a shuttle service on Mercer Island to serve businesses, schools, the Park &amp; Ride, and other areas on Mercer Island. <b>Work item suspended</b></i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.							
Description		Dept. Lead / Liaison	Staff Comments	Timeline			
<b>2021-2022 Budget</b> <i>Prepare PW budget, including TIP and utility rates. Utility Board Presentations June, September, October. <b>In progress</b></i>		Jason Kintner Patrick Yamashita	High Priority, legally required	2020	2021		
<b>Capital Improvement Plan (CIP)</b> <i>Development of the six-year capital improvement plan for Public Works projects. <b>In progress</b></i>		PW Engineers	High Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	→	
<b>Staff Transitions</b> <i>Recruit and train new staff. Key staff retirements anticipated in the next biennium. <b>Recruitment underway for Utilities Operations Manager. Organizational assessment also underway.</b></i>		Jason Kintner	Medium	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	→	
<b>COVID-19 Pandemic Response **NEW**</b> <i>Provide analysis and recommendations to address the impacts of the Pandemic including service modifications and reprogramming work that was delayed or deferred due to the Pandemic. Work directly with the City Manager on service modifications and work prioritization strategies. <b>Ongoing</b></i>		Jason Kintner	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4		

Work Item 3: Projects							
Description		Dept. Lead / Liaison	Staff Comments	Timeline			
<b>Prepare Response to Initiative 976</b> <i>Following State Supreme Court ruling, mitigate impacts to Street Fund. <b>Updated with adoption of TIP 6/16/2020, planning for less available funding.</b></i>		Jason Kintner Patrick Yamashita	High Priority, legally required	2020	2021		
<b>Water Meter Replacement Project</b> <i>More than 60% of existing water meters are greater than 15 years old and are at the end of useful life. Replacement of meters (over 7k meters) with new meter and technology. RFP completed in 2019. Implementation timing to be finetuned with contract negotiations and Utility Board/Council preference. <b>Project has been delayed due to staff departures and COVID 19. Staff to negotiate with preferred vendor identified in the RFP and finalize a contract for implementation. Network implementation to begin in 2020, with meter replacement likely scheduled for 2021-2022.</b></i>		TBD Jason Kintner Alfredo Moreno Ross Freeman	High Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	→	
<b>ADA Transition Plan</b> <i>Complete ADA transition plan to meet federal requirements. <b>Work suspended</b></i>		Jason Kintner Paul West TBD	High Priority, legally required	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4		

### Work Item 3: Projects (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>SCADA Replacement</b> <i>Supervisory Control and Data Acquisition (SCADA) project (monitoring and alarm system) for the water and sewer utilities. The project is currently in design and expected to extend into 2021 due to project complexities. The Department is working to establish baseline norms for system operation and sequencing for construction/replacement.</i> <b>Work still underway to support SCADA replacement. Design continues with technical specifications and analysis to be completed in 2020. Construction likely in 2021-2022.</b>	TBD Jason Kintner	High Priority	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>King County Sewer Interceptor Project</b> <i>King County is finalizing design of sewer replacement. Construction will impact City infrastructure and City right of way (ROW). Coordinate design and mitigate impacts of construction. <b>King County is drafting interlocal agreement and nearing final design.</b></i>	Jason Kintner Alaine Sommargren Paul West Ross Freeman	High Priority	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Complete Water Vulnerability Assessment</b> <i>Required as part of America's Water Infrastructure Act, the City must complete the Risk and Resiliency Assessment and report to the EPA by June 30, 2021. Staff will complete this work as part of the Emergency Response Plan for the Water System Plan. <b>RFQ has been submitted, work to begin in 2nd half 2020 and 1st half of 2021.</b></i>	Rona Lin TBD	High Priority, legally required	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>FS 91 Remediation</b> <i>Work with Fire to complete site characterization and complete remediation to attain "No Further Action" letter from DOE. <b>Project delayed. Staff working to finalize scope of work for site characterization.</b></i>	Jason Kintner Bio Park	High Priority, legally required	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Honeywell Soil Remediation</b> <i>Complete soil remediation from Underground Storage Tank (UST) fuel leak at City Maintenance Shop and adjacent property (9555/Honeywell site). Remediation underway, further efforts needed to achieve No Further Action from DOE. <b>Project underway - additional injections to be completed fall 2020.</b></i>	Jason Kintner Bio Park	High Priority, legally required	<div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	



Work Item 4: Operations													Item 6.
Description	Dept. Lead / Liaison	Staff Comments	Timeline										
<b>Storm Response &amp; Repairs</b> <i>Resolve emergency issues from December 2019 storm. <b>Complete</b></i>	Jason Kintner Brian Hartvigson	Emergency Work	2020				2021						
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→	
<b>Cityworks Software Implementation</b> <i>Refine Cityworks program workflows/business process and develop reports for key performance indicators. <b>Ongoing - will plan to bring Parks Maintenance online as staff resources allow.</b></i>	PW Teams	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→	
<b>Implement Sewer Utility CCTV and Combination Vector Jetter Truck</b> <i>As part of the 2019-2020 budget approval, the Sewer Utility is bringing previously contracted work for the CCTV/jetting work "in-house." The equipment will arrive in January 2020 and staff will begin completing this O&amp;M activity utilizing existing staff resources. <b>Complete</b></i>	TBD Sewer Utility Team	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→	

Work Item 5: Administration												
Description	Dept. Lead / Liaison	Staff Comments	Timeline									
<b>Utility Rate Fee Studies</b> <i>Water Rate Model, Sewer Rate Model, and Stormwater Rate Model are due for rate studies. Questions to answer include whether block rate structure remains effective, bi-monthly vs. monthly billing cycles, recovery of fixed costs, connection fees and conservation efforts. Items to consider include future of utility capital program, SCADA, data available with new water meter implementation, SPU rate changes and King County Sewer rate changes. Timeline will depend on implementation of new water meters and SCADA. <span>Unchanged</span></i>	Jason Kintner LaJuan Tuttle Utility Billing	High Priority	2020		2021							
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
<b>Negotiate New Agreements with Union</b> <i>Negotiate new Collective Bargaining Agreement with AFSCME. <span>2021 work item</span></i>	Jason Kintner Ali Spietz Lara Gerheim	High Priority	Q1 Q2 Q3 Q4				Q1 Q2 Q3 Q4					
<b>Communication Strategies</b> <i>In conjunction with City Communications Manager, Ross Freeman, continue outreach and public education efforts. <span>Work item suspended</span></i>	Jason Kintner Ross Freeman	Medium	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

# Youth and Family Services 2020 - 2021 Work Plan



## Amended 07/07/20 as result of the COVID-19 Pandemic

### About the Youth and Family Services Department:

- The YFS department provides human services to the community of Mercer Island
- Services include community-based mental health services, geriatric case management, school-based mental health counseling, family and emergency assistance, youth court diversion services, service learning projects and community wide youth substance abuse prevention and mental health enhancement

## Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Regulations Related to Camping on Public Property</b> <i>Study potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see Martin v. Boise). <b>Work item suspended.</b></i>	Ed Holmes	City Council Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>

## Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>2021-2022 Biennial Budget Development</b> <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation. <b>In progress.</b></i>	Ed Holmes Derek Franklin Tambi Cork	High Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>Long-Term Funding Strategy for School-Based Counselors</b> <i>Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy. <b>In progress - YFS Working Group formed.</b></i>	Ed Holmes Derek Franklin Tambi Cork	City Council Priority	<div></div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>
<b>COVID-19 Pandemic Response **NEW**</b> <i>Continue to provide human services and emergency assistance to the community. Modify operations as a result of the Pandemic, to include tele-health services, electronic medical records system, and alternative methods to access services. Work with the City Manager's Office and the Finance Department to address fiscal impacts resulting from the Thrift Shop closure. <b>In progress and ongoing.</b></i>	Ed Holmes Derek Franklin Tambi Cork	High Priority	<div></div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>



### Work Item 3: Projects

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Execute Start-up of Federal Prevention Grants</b> <i>Complete 5-year strategic plan for grant funding for underage alcohol and drug use prevention and mental health promotion. Re-launch Healthy Youth Initiative coalitions and engage new and returning community partners. <b>In progress and ongoing.</b></i>	Derek Franklin Tambi Cork	High Priority; required grant deliverable for federal funding	<div>20202021</div> <div>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</div>	
<b>Health Insurance Portability and Accountability Act (HIPAA)</b> <i>Transition YFS Clinical services to ensure compliance with HIPAA standards. Implement Person Centered Tech to provide consulting services for process in 2020. <b>In progress and ongoing.</b></i>	Derek Franklin, Tambi Cork	High Priority; HIPAA compliance required by law	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Develop Human Services Funding Priorities</b> <i>Bring to City Council, for approval, a policy that outlines the use of professional standards and Community Needs Assessments to establish YFS program configuration and service priorities. <b>Incorporate into 2021-2022 budget process with follow-up policy discussions anticipated in 2021.</b></i>	Ed Holmes Derek Franklin Tambi Cork	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Screening, Brief Intervention and Referral to Treatment (SBIRT)</b> <i>Train all school-based clinicians in Screening, Brief Intervention and Referral to Treatment (SBIRT). Collaboration with the MI School District. <b>Work item suspended.</b></i>	Derek Franklin	Medium Priority; funded best practice but not legally required	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Develop Sales Reporting for Thrift Shop</b> <i>Develop data management reports with Microsoft Bi. The program will allow Thrift Shop staff to develop dashboard reports of sales and business processes. <b>Work item suspended.</b></i>	Suzanne Philen	High Priority: will allow for accurate reporting and projects	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Garner Company Volunteer Match Programs</b> <i>Develop external relationships with local clubs, schools and organizations to increase volunteer participation with MITS. <b>Work item suspended.</b></i>	Suzanne Philen	Medium Priority; not currently relied upon for revenue generation	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Develop Annual YFS Department Communication Plan</b> <i>Integrate communication plan to include Department services, Development activities and Thrift Shop sales cycles that reflect emergent activities and services. <b>Work item suspended.</b></i>	Tambi Cork	Annual Communication plan calendar runs 7/1 - 6/30	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	
<b>Thrift Shop Fixturing and Cash Wrap Project</b> <i>Rebuild Thrift Shop customer check-out counter and targeted first floor fixtures to improve the customer experience, address bottlenecks, and improve safety. <b>Work item suspended.</b></i>	Suzanne Philen	Medium Priority	<div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>	

Work Item 3: Projects (Continued)					Item 6.
Description	Dept. Lead / Liaison	Staff Comments	Timeline		
<b>Thrift Shop and Recycling Center Remodel Project **NEW**</b> <i>Project includes a minor remodel of the Thrift Shop, resulting in an expanded retail floor space (~50% increase), relocation of restrooms to the main floor, and addresses other facility needs. The project also includes a remodel and activation of the former Recycling Center (northwest corner of Mercerdale Park) to support donation processing.</i> <b>In progress</b>	Ed Holmes Suzanne Philen	High Priority	2020	2021	
			Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	

Work Item 4: Administration					
Description	Dept. Lead / Liaison	Staff Comments	Timeline		
<b>Trauma Informed Approaches (TIA)</b> <i>Continue internal training and operational evaluation to integrate trauma-informed approaches into YFS clinical practices. This work began as part of a 2019 WA State Health Care Authority grant. <b>Work item suspended.</b></i>	Derek Franklin	Medium Priority; funded best practice but not legally required.	2020	2021	
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	
<b>Streamline Thrift Shop Volunteer On-Boarding Process</b> <i>Collaborate with HR to utilize NEOGOV to implement an online application and onboarding process for volunteers. <b>Work item suspended.</b></i>	Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	
<b>Project Future Staffing Needs to Build Thrift Shop Business</b> <i>Monitor, evaluate, and document the complementary functions of donation processing, goods production, and customer service and cashing to accurately predict staffing costs and future staffing needs. <b>In progress and part of Thrift Shop Remodel process.</b></i>	Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	
<b>Communication Strategies and Marketing Plan</b> <i>In coordination with the City's Communication Manager, Ross Freeman and professional volunteer team to formalize marketing and social media campaigns through YFS and Thrift Shop online channels. <b>Work item suspended.</b></i>	Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	

Work Item 5: Thrift Shop Operations					
Description	Dept. Lead / Liaison	Staff Comments	Timeline		
<b>Thrift Shop Volunteer Policy Manual</b> <i>Coordinate with HR to update and convert Volunteer Handbook to a Policy Manual. <b>Work item suspended.</b></i>	Logan Ens, Suzanne Philen	Manuals - completed consecutively Q1-Q4	2020	2021	
			Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	

Work Item 5: Thrift Shop Operations (Continued)											Item 6.	
Description	Dept. Lead / Liaison		Staff Comments		Timeline							
<b>Thrift Shop Employee Policy Manual</b> <i>Coordinate with HR to update and convert Thrift Shop supplementary Employee Manual to a Policy Manual. <b>Work item suspended.</b></i>	Logan Ens, Suzanne Philen		Medium Priority		2020				2021			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Thrift Shop Apparel Production Operations Manual</b> <i>Establish standard operations for lean management of processes. <b>Limited work in progress as it relates to COVID-19 planning and Thrift Shop Remodel.</b></i>	Logan Ens, Suzanne Philen		Medium Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Thrift Shop Donations Center Operations Manual</b> <i>Limited work in progress as it relates to COVID-19 planning and Thrift Shop Remodel.</i>	Logan Ens, Suzanne Philen		Medium Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Thrift Shop Customer Service Operations Manual</b> <i>Establish standard operations for lean management of processes. <b>Limited work in progress as it relates to COVID-19 planning and Thrift Shop Remodel.</b></i>	Logan Ens, Suzanne Philen		Medium Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Work Item 6: MIYFS Foundation Infrastructure												
Description	Dept. Lead / Liaison			Staff Comments			Timeline					
<b>Implement First Stage Staffing Growth</b> <i>Plan and operationalize the upgraded infrastructure for the MIYFS Foundation. Specifically onboarding and training Development Coordinator position to full functionality. <b>Work item suspended.</b></i>	Not Assigned			High Priority, ongoing			<div>20202021</div> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4					
<b>Map Second Stage Staffing Growth</b> <i>Make staff investment in MIYFS Foundation for incremental growth as fundraising goals increase. <b>Work item suspended.</b></i>	Not Assigned			High Priority, ongoing			Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4					

Work Item 7: MIYFS Foundation Annual Campaign													
Description			Dept. Lead / Liaison		Staff Comments		Timeline						
<b>Develop Case for Giving in Support of the YFS Department</b> <i>Prepare a narrative for support of YFS from donor's perspective using inquiry based rationale. <b>Work item suspended.</b></i>			Not Assigned		Medium Priority, ongoing		2020		2021				
							→	Q1	Q2	Q3	Q4	→	
<b>Create Individual Giving Plan</b> <i>Focus on renewal of current donors, acquisition of new donors, and upgrading invested donors. <b>Work item suspended.</b></i>			Not Assigned		Medium Priority, ongoing		→		Q1	Q2	Q3	Q4	→
<b>Build Communications Calendar</b> <i>Segment communications cycle to showcase impact and outcomes of programs. <b>Work item suspended.</b></i>			Not Assigned		Medium Priority, ongoing		→		Q1	Q2	Q3	Q4	→

## Work Item 8: MIYFS Foundation Major Gifts

Description	Dept. Lead / Liaison	Staff Comments	Timeline	Item 6.
<b>Steward Current Donor Base</b> <i>Build upon current relationships to deepen donor investment in YFS community work. <b>Work item suspended.</b></i>	Not Assigned	Medium Priority, ongoing	<div>20202021</div> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<b>Prospect for New Donors</b> <i>Identify Islanders to engage and invest in work of MIYFS. <b>Work item suspended.</b></i>	Not Assigned	Medium Priority, ongoing	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

2020 City Council Planning Session - Additional Work Items

Summarized from the Decision Card Exercise and Rules of Procedure Discussion

Updated: July 7, 2020

Item 6.

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
"Top 11" Decision Card Items								
1	Review/Update Town Center Development Code  In Progress	Decision Card Exercise	Economic Development	Suggestions currently include: - Revisit the retail frontage requirements and whether or not the requirement for retail should be extended south. - Evaluate and consider restoring the pre-2015 or 1992 zoning regulations. - A light rail integration plan to address bike and pedestrian connections to the new station. Also includes design aesthetics to ensure new infrastructure complements and connects to existing infrastructure.	Planning City Attorney	Ordinance/ Code Amendment	Pending. Further project scoping required.  07/07/20 Status Update: City Council enacted a moratorium on 6/6/20. Public Hearing on moratorium scheduled for 7/21/20. Draft RFP for consultant in process.	Yes, consultant resources will be needed.
2	Review/Update Regulations regarding Camping, Temporary Structures, and Overnight Parking on Public Property  Work Suspended	Decision Card Exercise	Safety	Study possible updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see <i>Martin v. Boise</i> ).	Planning Police Parks & Rec Public Works City Attorney	Ordinance/ Code Amendment	Added to 2020 Police Department work plan, other Departments providing support.  07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan.	No
3	City-Wide Shuttle Service  Work Suspended	Decision Card Exercise	Transportation	Review the potential of implementing a shuttle service on Mercer Island to serve businesses, schools, the Park & Ride, and other areas on Mercer Island.	Public Works City Manager	New Program or Service	Pending. Further project scoping required.  07/07/20 Status Update: Recommend postpone. Reconsider as part of 2021-2022 work plan (or later) given impacts of Pandemic on public transportation.	Yes, a new service will require resources. Requires scope development and further evaluation.
4	Citywide Economic Development Plan  Work Suspended	Decision Card Exercise	Economic Development	Proactively engage the community to develop a Mercer Island strategy for economic development, inclusive of all island businesses. Develop a plan with specific short, medium, and long term action items for implementation by the City to support local businesses.	City Manager Planning Finance	Community Planning Process	Recommendation to hire Econ Development staff first. Consider major planning initiatives for 2021-2022 budget.  07/07/20 Status Update: Recommend postpone and reconsider as part of 2021-2022 work plan.	Maybe. Requires scope development and further evaluation.

## 2020 City Council Planning Session - Additional Work Items

Summarized from the Decision Card Exercise and Rules of Procedure Discussion

Updated: July 7, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
5	Staff Position for Economic Development  <b>In Progress</b>	Decision Card Exercise	Economic Development	Identify/allocate resources to support a staff position who will help coordinate economic development activities, per the Comprehensive Plan.	City Manager	Budget Amendment	Pending. Further review and position scoping required.  <b>07/07/20 Status Update:</b> Temporary EOC position created to support local businesses during Pandemic. Will include position recommendation as part of 2021-2022 budget discussion.	Yes, resources needed for new staff position.
6	Compensation Policy & Philosophy  <b>Work Suspended</b>	Decision Card Exercise	Human Resources	Develop a City-wide compensation policy and philosophy.	Admin Services Finance City Manager	Budget Policy	Added to 2020 Admin Services Department work plan. Further project scoping required.  <b>07/07/20 Status Update:</b> Recommend postpone and reconsider as part of 2021-2022 work plan.	Maybe. Requires scope development and further evaluation.
7	Citywide Classification and Compensation Study  <b>Work Suspended</b>	Decision Card Exercise	Human Resources	The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff.	Admin Services City Manager	Budget Policy	Pending. Further project scoping required.  <b>07/07/20 Status Update:</b> Recommend postpone. Reconsider as part of 2021-2022 work plan once new organization structure is confirmed. Many positions have changed or were eliminated due to recent budget cuts.	Yes, consultant support will be needed to complete this work.
8	Evaluate the City's Finance Software System to inform the "Update or Replace" Decision  <b>Work Suspended</b>	Decision Card Exercise	Fiscal Stewardship	The City is using ONESolution for finance operations and reporting. The system is scheduled to be upgraded in 2021. It may be wise to evaluate other software systems before the upgrade is performed. Additional one-time resources would be needed to support this research effort. ONESolution has not been updated since 2010 and current functionality is limited in some areas (e.g. customized reporting).	Finance Admin Services City Manager	Technology Project	Added to 2020 Finance Department work plan. Further project scoping required.  <b>07/07/20 Status Update:</b> Recommend postpone. Reconsider as part of 2021-2022 work plan. No staff resources currently available to pursue this work.	Maybe. Requires scope development and further evaluation.

## 2020 City Council Planning Session - Additional Work Items

Summarized from the Decision Card Exercise and Rules of Procedure Discussion

Updated: July 7, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
9	Update Town Center Parking Regulations  <b>2021-2022 work plan item</b>	Decision Card Exercise	Economic Development	Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed.	Police Public Works City Attorney	Ordinance/ Code Amendment	Recommended for consideration as part of 2021-2022 budget process.  <b>07/07/20 Status Update:</b> Will be included as part of the 2021-2022 budget discussion for potential funding. Work/study needs to be completed prior to the opening of the Light Rail Station in 2023.	Yes, consultant resources will likely be needed.
10	Levy/Long-Term Funding Strategy for School-Based Mental Health Counselors  <b>In Progress</b>	Decision Card Exercise	Fiscal Stewardship	Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy.	YFS Finance City Manager	Fiscal Strategy	Pending. Further project scoping required.  <b>07/07/20 Status Update:</b> Working Group formed with YFS Foundation to discuss short and long-term funding strategies. Also engaged with MISD.	Maybe. Requires scope development and further evaluation.
11	Study & Evaluate Options for Permanent Protection of City Parks & Open Spaces  <b>Work Suspended</b>	Decision Card Exercise	Parks & Open Space	Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21.	Parks & Rec City Attorney City Manager	Ballot Measure or Ordinance/ Code Amendment	Pending. Further project scoping required. PROS Plan likely to provide policy foundation for this work.  <b>07/07/20 Status Update:</b> Recommend postpone. Reconsider as part of 2021-2022 work plan. Currently no staff resources available to perform this work.	Maybe. Requires scope development and further evaluation.



2020 City Council Planning Session - Additional Work Items

Summarized from the Decision Card Exercise and Rules of Procedure Discussion

Updated: July 7, 2020

Item 6.

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
Budget Policy Items								
A	Review/Update Policies regarding the use of REET  <b>In progress</b>	Decision Card Exercise	Fiscal Stewardship	Review and update policies regarding use of REET funds. REET 1 and REET 2 allow for the use of funds for maintenance projects with limitations. New legislation in 2019 expanded the use of REET 2 for affordable housing and projects related to homelessness. The City is currently using all REET funds for capital projects. Policy suggestions include: - Improving policy definitions - Discuss use of REET to fund maintenance activities - Discuss use of REET to fund ARCH projects	Finance Planning Public Works Parks & Rec Admin Services City Manager	Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.  <b>07/07/20 Status Update:</b> Policy recommendation will be part of the 2021-2022 biennial budget.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.
B	Review/Update the Equipment Surplus Policy  <b>Work suspended</b>	Decision Card Exercise	Fiscal Stewardship	Review and update the equipment surplus policy, including review of the valuation threshold for City Council approval. Suggestion is to require City Council approval prior to surplusing equipment valued at \$500 or more.	Public Works Finance Parks & Rec City Attorney	Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.  <b>07/07/20 Status Update:</b> Recommend postpone. Reconsider as part of 2021-2022 work plan. Currently no staff resources available to perform this work.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.
C	Consider a policy to Incentivize Department Savings  <b>Work suspended</b>	Decision Card Exercise	Fiscal Stewardship	Research and evaluate a policy to incentivize department savings where credits could be applied to future biennial budgets. For example, allow savings in 2020 to credit to next Biennium. Add GL code and process whereby savings are “booked” by Directors for each department to City Financial Systems. Provide this report in Council packets along with Payables. Determine minimum reporting standards.	Finance City Manager	Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.  <b>07/07/20 Update:</b> Recommend postpone. Reconsider as part of 2021-2022 work plan. Currently no staff resources available to perform this work.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.



**2020 City Council Planning Session - Additional Work Items**  
Summarized from the Decision Card Exercise and Rules of Procedure Discussion  
**Updated: July 7, 2020**

Item 6.

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
D	Consider a policy to Establish a Reduction Threshold/Target for the 2021-22 Budget  <b>Work suspended</b>	Decision Card Exercise	Fiscal Stewardship	Establish a spending reduction threshold (ex: 5%) to guide the development of the 2021-2022 biennial budget.	Finance City Manager	Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.  <b>07/07/20 Status Update:</b> Pre-COVID work item less relevant after three rounds of budget reductions including staff layoffs.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.
E	Consider Implementing a Funding Policy for Permanent FTE  <b>In progress</b>	Decision Card Exercise	Fiscal Stewardship	Research and evaluate a financial policy related to funding requirements for new FTEs. Suggestion included establishing a budget policy that requires an ongoing/sustainable (6-year) funding source for any new FTE/headcount added outside of a balanced budget (i.e. cannot use one-time-money or surplus to add permanent positions). Contract positions with stated terms would be allowed.	Finance City Manager	Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.  <b>07/07/20 Status Update:</b> Policy recommendation will be part of the 2021-2022 biennial budget.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.
F	Review/Update the Capital Funding and Reinvestment Policies  <b>In progress</b>	Decision Card Exercise	Fiscal Stewardship	Utilize asset management data (through the CityWorks system) to establish/update policies for capital reinvestment and replacements. Utilize the data to confirm the prioritization and replacement schedule for infrastructure.	Public Works Parks & Rec Admin Services Finance City Manager	Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.  <b>07/07/20 Status Update:</b> New capital improvement program measures will be incorporated into the 2021-2026 CIP. Staff will incorporate CityWorks data into reinvestment strategies as the body of data actuals builds overtime.	No, policy work is included in staff work plan and is also part of Finance Consultant scope of work.

**2020 City Council Planning Session - Additional Work Items**  
Summarized from the Decision Card Exercise and Rules of Procedure Discussion  
**Updated: July 7, 2020**

Item 6.

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
<b>Additional Work Items</b>								
G	Fence Heights in Residential Zones  <b>Work Suspended</b>	Decision Card Exercise	Residential	Review the fence height regulations in residential zones. Consideration for taller fences to prevent deer from accessing properties and gardens. This could be included as part of the Residential Development Standards review.	Planning City Attorney	Ordinance/ Code Amendment	Added to Planning Department work plan as part of RDS initial scope of work.  <b>07/07/20 Status Update:</b> A review of the Residential Development Standards is recommended to be revisited as part of the 2021-2022 work plan.	No.
H	Evaluate Sustainability Committee  <b>Work Delayed</b>	Rules of Procedure Discussion	City Council	City Council to evaluate whether or not to continue the Sustainability Committee.	City Manager	Council Motion	Added to City Manager work plan for Q1 discussion.  <b>07/07/20 Status Update:</b> Discussion has not been scheduled, but could be done this fall.	No
I	Consider Town Hall Meetings  <b>Work Suspended</b>	Rules of Procedure Discussion	City Council	City Council to explore hosting town hall style meetings to allow for open communication and dialogue with the community on a variety of topics.	City Manager City Council	Administrative	Added to City Manager work plan. Request City Council support to implement.  <b>07/07/20 Status Update:</b> Work suspended due to Pandemic and limitations on in-person meetings. Revisit in 2021-2022.	Additional staff time will be required, not likely to be significant.
J	Evaluate Technology Upgrades in Council Chambers  <b>Work Suspended</b>	Rules of Procedure Discussion	City Council	Evaluate options to upgrade the Technology in Council Chambers to allow for remote participation. Microsoft Teams was suggested.	Admin Services City Manager	Budget Amendment	Added to Admin Services work plan for 2020 to conduct evaluation.  <b>07/07/20 Status Update:</b> Recommend postpone. Reconsider as part of 2021-2022 work plan. Currently no staff availability to perform this work.	Yes, resources needed for technology improvements.

2020 City Council Planning Session - Additional Work Items

Summarized from the Decision Card Exercise and Rules of Procedure Discussion

Updated: July 7, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
K	Scheduling of "Joint Meetings"  Work Suspended	Rules of Procedure Discussion	City Council	Review scheduling of “Joint Meetings” to ensure the timing aligns with imminent policy matters under consideration by the City Council.	City Manager	Administrative	Added to City Manager work plan.  07/07/20 Status Update: Will revisit this work as board and commissions come back online.	No

## 2020-2022 HIGH VISIBILITY PROJECTS

Updated: February 4, 2020

LEADERSHIP TEAM'S WORK PLAN			2020				2021				2022			
LT Lead	High Visibility Projects		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
JK	1	ST Transit Interchange*												
JB KT	2	Commuter Parking & Mixed-Use Project (Tully's)*												
JB AS	3	Organizational Assessments*												
AS	4	Website Improvement Project												
AS	5	Master Fee Schedule												
JB RF	6	Biennial Community Survey												
JB LT	7	Fiscal Sustainability Plan*												
LT	8	Biennial Budget												
LT	9	Six-Year Capital Improvement Program												
LT	10	Utility Rate Fee Studies												
EM	11	Critical Areas/Shoreline Code Amendments												
EM	12	Community Facilities Code Amendments												
EM	13	Sign Code Amendments												
EM	14	Small Cells Facilities Design Standards & WCF Code Amendments												
EM	15	Town Center - King Property Development												
EM	16	Town Center Private Developments (Various Projects)												
EM	17	Urban Growth Capacity/GMA Targets/KC Planning Policies Update												
EM	18	Various Private Development (e.g., East Seattle School)												
EM	19	Comprehensive Plan Amendments												

EM	20	HB 1406 Code Amendment & Budget Adjustment												
EM	21	Transportation Impact Fee Update												
EM	22	Residential Development Standards Review												
RD	23	Parks, Recreation and Open Space (PROS) Plan												
RD	24	Update WSDOT Maintenance Agreement for Aubrey Davis Park												
RD JB	25	Master Facility Use Agreement with MISD												
JK	26	King County Sewer Project												
JK	27	SCADA Project												
JK	28	Water Meters Project												
JK	29	ADA Transition Plan												

\*2019-2020 Council Priorities



Staff



Council



Board/Commissions

# 2020-2022 HIGH VISIBILITY PROJECTS

Updated: July 7, 2020


LEADERSHIP TEAM'S WORK PLAN		2020				2021				2022			
High Visibility Projects		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
1	ST Transit Interchange*												
2	Commuter Parking & Mixed-Use Project (Tully's)*			City Council discussion pending/project currently suspended									
3	Organizational Assessments*												
4	Website Improvement Project												
5	Master Fee Schedule	Delayed due to staff availability											
6	Biennial Community Survey	Suspended, pending 2021-2022 budget/work prioritization discussion.											
7	Fiscal Sustainability Plan/ <u>Planning</u> *												
8	Biennial Budget												
9	Six-Year Capital Improvement Program	Delayed											
10	Utility Rate Fee Studies												
11	Critical Areas/Shoreline Code Amendments (complete)												
12	Community Facilities Code Amendments (CFZ) (complete)												
13	Sign Code Amendments	Delayed											
14	Small Cells Facilities Design Standards & WCF Code Amendments	Delayed											
15	Town Center - Xing Hua Development												
16	Town Center Private Developments (Various Projects)												
17	Urban Growth Capacity/GMA Targets/KC Planning Policies Update	Delayed											
18	Various Private Development (e.g., East Seattle School)												
19	Comprehensive Plan Amendments												

20	HB 1406 Code Amendment & Budget Adjustment <b>(complete)</b>												
21	Transportation Impact Fee Update	Delayed											
22	Residential Development Standards Review	Suspended, pending 2021-2022 budget/work prioritization discussion.											
23	Parks, Recreation and Open Space (PROS) Plan	Suspended, pending 2021-2022 budget/work prioritization discussion.											
24	Update WSDOT Maintenance Agreement for Aubrey Davis Park	Delayed											
25	Master Facility Use Agreement with MISD	Delayed											
26	King County Sewer Project												
27	SCADA Project												
28	Water Meters Project												
29	ADA Transition Plan	Suspended, pending 2021-2022 budget/work prioritization discussion.											
30	Town Center Retail/Code Amendments <b>(NEW)</b>												
31	Thrift Shop/Recycling Center Remodel <b>(NEW)</b>												

\*2019-2020 Council Priorities

 Staff

 Council

 Board/Commissions

# City Manager's Recommendation on Modified 2020-2021 work plan

AB 5772 | July 7, 2020





# City Council Planning Session

- The City Council held its annual Planning Session January 24 and 25, 2020 at the Mercer Island Community Center and discussed the following:
  - 2020-2021 City Council Priorities
  - New/modified work plan items (via a decision card exercise)



# 2020-2021 City Council Priorities

**On February 4, 2020, the City Council adopted the following priorities:**

- Priority 1** Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.
- Priority 2** Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability
- Priority 3** Implement an economic development program



# Additional Work Plan Items

On February 4, 2020, the City Council also adopted the list of additional work items.

**2020 City Council Planning Session - Additional Work Items**  
Summarized from the Decision Card Exercise and Rules of Procedure Discussion  
Updated: July 7, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Type/Action	Status	Additional Resources Required
<b>"Top 11" Decision Card Items</b>								
1	Review/Update Town Center Development Code  In Progress	Decision Card Exercise	Economic Development	Suggestions currently include: - Revisit the retail frontage requirements and whether or not the requirement for retail should be extended south. - Evaluate and consider restoring the pre-2015 or 1992 zoning regulations. - A light rail integration plan to address bike and pedestrian connections to the new station. Also includes design aesthetics to ensure new infrastructure complements and connects to existing infrastructure.	Planning City Attorney	Ordinance/ Code Amendment	Pending. Further project scoping required.  <b>07/07/20 Status Update:</b> City Council enacted a moratorium on 6/6/20. Public Hearing on moratorium scheduled for 7/21/20. Draft RFP for consultant in process.	Yes, consultant resources will be needed.

# Department Work Plans

**After the February 4, 2020 City Council meeting, the 2020-2021 Department work plans were updated to reflect the new work items.**

Community Planning & Development 2020 - 2021 Work Plan			
Amended 07/07/20 as result of the COVID-19 Pandemic			
Work Item 3: Council Priority 3 - Implement an Economic Development Program			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Review/Update Town Center Development Code</b> Suggestions currently include: - Revisit the retail frontage requirements and whether or not the requirement for retail should be extended south. - Evaluate and consider restoring the pre-2015 or 1992 zoning regulations. - A light rail integration plan to address bike and pedestrian connections to the new station. Also includes design aesthetics to ensure new infrastructure complements and connects to existing infrastructure. <b>Temporarily suspended, with the exception of the retail square footage discussion (CC moratorium). Will need consultant and staff support to complete.</b>	TBD	City Council Priority	<div>20202021</div> <div>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</div>



# High Visibility Project

Also included in the Planning Session and the February 4, 2020 City Council materials was a chart identifying the “major projects” for the next three years.

Item 6.

## 2020-2022 HIGH VISIBILITY PROJECTS

Updated: February 4, 2020

LEADERSHIP TEAM'S WORK PLAN			2020				2021				2022			
LT Lead	High Visibility Projects		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
JK	1	ST Transit Interchange*												
JB KT	2	Commuter Parking & Mixed-Use Project (Tully's)*												
JB AS	3	Organizational Assessments*												
AS	4	Website Improvement Project												
AS	5	Master Fee Schedule												
JB RF	6	Biennial Community Survey												



# COVID-19 Pandemic Impacts

- At the end of February, the first cases of COVID-19 were confirmed in the region and City staff became actively engaged in the Pandemic response.
- By mid-March:
  - City facilities closed to the public.
  - Many staff teams transitioned to remote work or alternative work schedules. Some work was restricted, per the Governor's orders.
  - Priority shifted to maintaining essential services and responding to the Pandemic.
  - Experienced immediate financial impacts, and as a result workforce reductions were implemented.



# Essential Services

- Emergency response to the Pandemic
- Public Safety
- Transportation
- Utilities
- Mental health services
- Parks (limited)
- Internal support services needed to sustain these services (human resources, finance, technology, legal, communications, and facilities).



# Non-Essential Work Items Suspended

- By the end of March, the City Manager directed the staff to suspend work on all non-essential items.
- The City Council did not meet in March and resumed meetings in April 2020 in the new “virtual environment.”
- All Board and Commission work was suspended.





# City Council Priorities: Recommended Amendment

# 2020-2021 City Council Priorities

- Intended to guide planning and decision-making through the year and into the next biennium.
- Represents the “key themes” for the year ahead.
- The City Council Priorities are revisited annually at the Planning Session.



# 2020-2021 City Council Priorities

**The City Manager recommends the following amendment:**

**Priority 1** Prepare for the impacts of growth and change with a continued consideration on environmental sustainability

**Priority 2** Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability

**Priority 3** Implement an economic development program

**Priority 4** **Provide emergency response services related to the COVID-19 Pandemic**



# 2020-2021 Work Plans: Recommended Amendments

# Department Work Plan Discussion

## Public Works Department 2020 - 2021 Work Plan



### Amended 07/07/20 as result of the COVID-19 Pandemic

#### About the Public Works Department:

- The Public Works Department consists of Capital Projects Engineering, Right-of-Way, Water Utility, Sanitary Sewer Utility, Solid Waste, Fleet Services and Administration.
- Each utility has an adopted Comprehensive Plan that serves as a "road map" for the utility. The Comprehensive Plans cover operations and maintenance, capital reinvestment, financial planning and utility policies (Water System Plan adopted in 2016, General Sewer Plan adopted in 2019, Stormwater Plan adopted in 2006).
- Public Works maintains over 110 miles of sewer mains, over 5,129 stormwater catch basins, 113 miles of water mains, and over 84 miles of public roadways.

### Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change


Description	Dept. Lead / Liaison	Staff Comments	Timeline
<b>Prepare for Sound Transit Light Rail Station and Bus Intercept</b> Working with the City Manager's Office, CPD, MIPD, MIFD, ST, Metro, and other staff to ensure safe design and implementation of ST Light Rail Station and bus intercept. <b>Ongoing</b>	Jason Kintner Gareth Reece Ross Freeman	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Implement Sound Transit Settlement Safety &amp; Mobility Projects</b> Propose safety and mobility projects for Council review and approval utilizing adopted Guiding Principles. <b>Ongoing</b>	TBD	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Transportation Planning</b> Prepare annual TIP. Work with Metro to maintain #630 Community Shuttle services for Mercer Island. <b>Complete</b>	Patrick Yamashita Jason Kintner Ross Freeman	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<b>Update Town Center Parking Regulations</b> Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed. <b>Work item suspended</b>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<b>Citywide Shuttle Services</b> Review the potential of implementing a shuttle service on Mercer Island to serve businesses, schools, the Park & Ride, and other areas on Mercer Island. <b>Work item suspended</b>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

- A new consolidated format for the Department work plans was implemented this year.
- Reflects a two-year planning horizon.
- The focus is mostly on high-level work items. Day-to-day work is not included.
- There is overlap between Departments, so you may see a work item repeated.


# Department Work Plan Discussion

- Status update for each work item is noted in red.
- Items that are “delayed” are still moving forward, but behind schedule. New schedule is noted.
- Items that are “suspended” are not moving forward and are subject to further discussion and evaluation. In many cases there is an unmet resource need associated with the work item.
- “TBD” in the staff column indicates the work item is not assigned.

Public Works Department 2020 - 2021 Work Plan

Item 6.

Amended 07/07/20 as result of the COVID-19 Pandemic

<b>Update Town Center Parking Regulations</b> <i>Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed.</i>	 TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Work item suspended			

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# City Manager Recommendation

- Maintain current service levels through the end of 2020.
- Revisit “suspended” and any proposed “new” work items as part of the upcoming 2021-2022 budget process:
  - The budget process will kick-off with City Council in September/October.
  - Still evaluating fiscal impacts of the Pandemic – uncertainty remains.
  - Align resources/staffing with the budget and work plans.
  - Priorities may have changed, need to evaluate all work items comprehensively.
  - Account for City Council, Board and Commission, and community capacity as well.



# 2021-2022 Budget Development

- **July:** Department budget development and review:
  - Base budget development, includes new organizational structure
  - Budget proposals for special projects, new work items etc.
- **Mid-August:** Compile second quarter actuals
- **Sept 1:** 2020 Q2 Financial Status Report
- **End of Sept/TBD:** Revenue Forecast, Preliminary Budget, and City Manager Budget message to the City Council
- **Oct 6 & 20:** Budget study sessions
- **Nov 3:** 2020 Q3 Financial Status Report/budget study session
- **Nov 17:** Adopt 2021 utility rates, 2021 property tax levy and final 2021-2022 biennial budget





# City Manager Recommendation

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# Recommended Motion

1. Amend the 2020 City Council Priorities to include "Priority 4 - Provide emergency response services related to the COVID-19 Pandemic.
2. Approve the modified 2020-2021 work plans.





# 2020 PLANNING SCHEDULE

Item 7.

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

Special Meetings and Study Sessions begin at 6:00 pm. Regular Meetings begin at 7:00 pm.  
Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

JULY 7 ABSENCES:		DD	FN	CA	Clerk	CM
ITEM TYPE   TIME   TOPIC				STAFF		
CONSENT CALENDAR (5:00 PM)						
--	AB 5715: Mercer Island Fire Department Basic Life Support Core Services Funding			Steve Heitman		
REGULAR BUSINESS						
30	AB 5723: Repeal of the Multifamily Housing Property Tax Exemption program (1 <sup>st</sup> Reading; Ord. No. 20C-14)			Evan Maxim		
60	AB 5772: City Manager’s Recommendation on revised 2020 Work Plan			Jessi Bon		

JULY 14 – SPECIAL MEETING		DD	FN	CA	Clerk	CM
ABSENCES:						
ITEM TYPE   TIME   TOPIC				STAFF		
EXECUTIVE SESSION (5:00 PM)						
30	Executive Session is confirmed for this evening.					
STUDY SESSION (5:45 PM)						
60	AB xxxx: MIFD Fire Services Analysis Presentation – Matrix			Steve Heitman		
60	AB xxxx: Police Operations Report			Ed Holmes		
REGULAR BUSINESS						
EXECUTIVE SESSION (8:00 PM)						
60	Executive Session is confirmed for this evening.					

JULY 21		DD	FN	CA	Clerk	CM
ABSENCES: Legal Notice:						
ITEM TYPE   TIME   TOPIC				STAFF		
STUDY SESSION (5:00 PM)						
SPECIAL BUSINESS						
CONSENT CALENDAR						
--	AB 57XX: West Mercer Way Pedestrian Crossings Project Bid Award			Clint Morris		
--	AB 57XX: Renew Interlocal Cooperation Agreement with King County for the Community Development Block Grant (CDBG) Urban County Consortium			Alison Van Gorp		
	AB 57XX: Resolution No. XXXX designating the location of all city meetings to virtual locations (Tentative)			Bio Park/Deb Estrada		

	AB xxxx: Repeal of the Multifamily Housing Property Tax Exemption program (2 <sup>nd</sup> Reading and Adoption ORD No. 20C-14)	Evan Maxim	Item 7.
<b>REGULAR BUSINESS</b>			
30	AB 57XX: Moratorium <b>Public Hearing</b>	Evan Maxim Bio Park	
30	AB 57XX: Mayors Call to Action Pledge to Address Police Use of Force Policies	Ed Holmes Ali Spietz	
30	AB 5681: PSERN ILA	Dave Jokinen	
30	AB 5718: Automated License Plate Reader	Jeff Magnan	
30	AB 5717: CARES Act Funding Contract Acceptance and Appropriation	Merrill Thomas-Schadt	
<b>EXECUTIVE SESSION</b>			

AUGUST 4		DD	FN	CA	Clerk	CM
ABSENCES: JACOBSON						
ITEM TYPE   TIME   TOPIC				STAFF		
STUDY SESSION (5:00 PM)						
SPECIAL BUSINESS						
CONSENT CALENDAR						
REGULAR BUSINESS						
30	AB 5720: Zayo Franchise (Tentative)			Patrick Yamashita Bio Park		
30	AB 5721: Honeywell/PW Maintenance Facility Soil Remediation Appropriation (Tentative)			Jason Kintner		
30	AB 57XX: Hold for Thrift Store & Recycling Center 30% Project Update			Jason Kintner Jessi Bon		
60	AB 57XX: Hold for YFS Funding Discussion/Update			Matt Mornick Jessi Bon		
60	AB 57XX: Discussion on Anti-Racism and Cultural Awareness Training			Ali Spietz Jessi Bon		
EXECUTIVE SESSION						

<b>AUGUST 18 (CANCELLED)</b>						